

NOTICE OF PROCEDURE
TOWN OF DIXON
March 11, 2025

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:01 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Butch Hauger, Lorell Herold, Caleb Owens. Employee present was Brandee Forster. Council Member Ryanne Mikesell arrived at 7:03 p.m.

Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Seilaff.

II. Approval of Agenda: Butch moved to approve the agenda as presented, seconded by Caleb; motion carried with all voting aye.

III. Approval of Minutes:

- A. February 11, 2025 Regular Meeting Minutes: Lorell moved to approve the minutes from the February 11, 2025 Regular Meeting as presented, seconded by Butch; motion carried with all voting aye.

IV. Correspondence:

- A. CCCOG Meeting- March 19, 2025—Saratoga: It was noted the CCCOG meeting is next week in Saratoga.

V. Reports:

- A. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period February 1, 2025 through February 28, 2025, as presented, seconded by Ryanne; motion carried with all voting aye.
- B. Cash Report & Bank Statements— February 2025: Lorell moved to receive and place on file the February 2025 Cash Report & Bank Statements, seconded by Ryanne; motion carried with Butch, Caleb, and Ryanne voting aye and Lorell abstained.
- C. Budget Report – February 2025: Caleb moved to receive and place on file the February 2025 Budget Report, seconded by Butch; motion carried with all voting aye.
- D. Accounts Receivable Report- February 2025: Caleb moved to receive and place on file the February 2025 Accounts Receivable Report, seconded by Butch; motion carried with all voting aye.
- E. Public Works Report: Sarah arrived at 7:18 p.m. and discussed the public works report with the council. Lorell moved to approve the oral public works report, seconded by Butch; motion carried with all voting aye. Sarah left the meeting at 7:38 p.m.

VI. New Business:

- A. Grant Draft Request #15- Wastewater Lagoon Improvements Project: Caleb moved to approve Grant Draft Request #15 for the ARPA Grant WA-1051 in the amount of \$9,025.00 to Savery Creek Enterprises Inc and \$2,362.5 to HDR Engineering Inc, seconded by Lorell; motion carried with all voting aye.
- B. Bills Presentation: Caleb moved to approve the bill presentation as presented, paying bills #5367-5385, 1126 & 1127, and two electronic checks, all totaling \$32,280.18 seconded by Ryanne; motion carried with all voting aye.
- C. Discover Carbon County- Ryanne gave an update on the Discover Carbon County LSRV interest group that met last month. She shared a few project ideas with the council and informed them that the next meeting is on Friday March 14th at 5:30 p.m. at the Little Snake River Higher Ed Center.
- D. Summer/Winter Maintenance: The council accepted Carol Herold's resignation from the summer/winter maintenance position, effective May 1, 2025.

VII. Adjournment: Ryanne moved, at 8:06p.m., to adjourn the meeting, seconded by Caleb; motion carried with all voting aye

Mayor

Clerk