

NOTICE OF PROCEDURE
TOWN OF DIXON
April 8, 2025

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:02 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Caleb Owens, Butch Hauger, Lorell Herold, and Ryanne Mikesell. Employees present were Sarah Barber and Brandee Forster.

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

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

III. Approval of Minutes:

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

IV. Correspondence:

- A. **WAM Region 6 Zoom Meeting- April 9, 2025 7:30 AM:** It was noted there is a WAM meeting via zoom for anyone interested.
- B. **Carver Florek & James- CPA Review 2025 Engagement Letter:** Butch moved to hire Carver, Florek, & James again for the 2024-2025 CPA Review and to sign the engagement letter, seconded by Caleb; motion carried with all voting aye.
- C. **TextMyGov- Proposal:** Brandee explained that TextMyGov had contacted her with a proposal for sending out alerts to customers. The council agreed they are not interested at this time.
- D. **Little Rascals Preschool- Easter Egg Hunt:** Ryanne moved to donate \$50 to the Little Rascal's Preschool for the Easter Egg Hunt, seconded by Butch; motion carried with all voting aye.

V. Reports:

- A. **Public Works Report:** Sarah discussed the public works report with the council. Caleb moved to approve the oral public works report, seconded by Ryanne; motion carried with all voting aye.
- B. **Employee Time Sheets:** Caleb moved to approve the employee time sheets for the pay period March 1, 2025 through March 31, 2025, as presented, seconded by Ryanne; motion carried with Butch, Caleb, and Ryanne voting aye and Lorell abstained.
- C. **Cash Report & Bank Statements- March 2025:** Butch moved to receive and place on file the March 2025 Cash Report & Bank Statements, seconded by Caleb; motion carried with all voting aye.
- D. **Budget Report – March 2025:** Butch moved to receive and place on file the March 2025 Budget Report, seconded by Lorell; motion carried with all voting aye.
- E. **Accounts Receivable Report- March 2025:** Caleb moved to receive and place on file the March 2025 Accounts Receivable Report, seconded by Lorell; motion carried with all voting aye.

VI. Old Business:

- A. **Streets:** The council discussed getting the streets bladed and possibly adding gravel to a few of the streets. They would also like to apply Magnesium Chloride again in May or June.
- B. **Discover Carbon County:** Ryanne gave an update Discover Carbon County LSRV interest Group.

VI. New Business:

- A. **1st Reading – Ordinance #122 – 2025-2026 Budget:** The council agreed to have a budget workshop at 6:30 p.m. before the council meeting on May 13th. Caleb moved to approve the first reading on Ordinance #122– 2025-2026 Budget, seconded by Lorell; motion carried with all voting aye.
- B. **1st Reading – Ordinance #123 – 2025-2026 Wages:** Caleb moved to approve the first reading on Ordinance #123 – 2025-2026 Wage Ordinance, as presented, seconded by Butch; motion carried with all voting aye.
- C. **Maintenance/Water & Sewer Position- Applications:** The council looked through the applications and agreed to schedule interviews on Thursday and to hold a special meeting afterwards.
- D. **Bills Presentation:** Caleb moved to approve the bill presentation as presented, paying bills #5386-5407, 1128-1131, and two electronic checks, all totaling \$47,257.05 seconded by Ryanne; motion carried with all voting aye.

VII. Adjournment: Caleb moved, at 8:52p.m., to adjourn the meeting, seconded by Butch; motion carried with all voting aye

Mayor

Clerk