

NOTICE OF PROCEDURE
TOWN OF DIXON
May 12, 2026

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:00 p.m. by Mayor Melodie Seilaff.

Roll Call: Council members present were Caleb Owens, Butch Hauger, and Ryanne Mikesell. Employee Brandee Forster was present. Employee Sarah Barber arrived at 7:02 p.m.

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

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

III. Approval of Minutes:

- A. April 14, 2026- Regular Meeting Minutes: Caleb moved to approve the minutes from the Regular Meeting on April 14, 2026 as presented, seconded by Ryanne motion carried with all voting aye.

IV. Correspondence:

- A. Valley Community Center Joint Powers Board: Ryanne moved to accept Tate Terrill's resignation from the Valley Community Center Joint Powers Board, seconded by Caleb; motion carried with all voting aye. Caleb moved to appoint Jessica Moon to fill the vacant seat on the Valley Community Center Joint Powers Board, with a term ending in July 2027, seconded by Butch; motion carried with all voting aye.
- B. Conservation Districts of Carbon County: It was noted that the council is invited to and Educational Function for Elected officials May 19, 2026 at 10AM in Rawlins at the Carbon Building.
- C. CCCOG Meeting- May 20, 2026- Medicine Bow: The Carbon County Council of Governments meeting will be held May 20, 2026 in Medicine Bow.
- D. LSRV Mosquito Control- Wyoming Emergency Insect Management Grant: LSRV Mosquito control is applying for a grant that needs to be sponsored by a municipality. Ryanne moved to approve applying for a Wyoming Emergency Insect Management Grant, seconded by Butch; motion carried with all voting aye.
- E. Candidate Filing: Brandee noted that candidate filing is May 14-May 29, 2026. The mayor and two council seats are up for election.

V. Reports:

- A. Public Works Report-April 2026: Sarah presented the oral public works report. Butch moved to accept the April Public Works Report, seconded by Caleb; motion carried with all voting aye. Sarah left the meeting at 7:38 p.m.
- B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period April 1, 2026 through April 30, 2026, as presented noting that they would like one of the timesheets to be more detailed, seconded by Ryanne; motion carried with all voting aye.
- C. Cash Report & Bank Statements-April 2026: Butch moved to receive and place on file the April 2026 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.
- D. Budget Report – April 2026: Caleb moved to receive and place on file the April 2026 Budget Report, seconded by Butch; motion carried with all voting aye.
- E. Accounts Receivable Report- April 2026: Caleb moved to receive and place on file the April 2026 Accounts Receivable Report, seconded by Butch; motion carried with all voting aye.

VI. Old Business:

- A. Vacant Council Seat: Matt Feldmann arrived to the meeting at 7:43 p.m. Ryanne moved to appoint Matt Feldmann to the vacant council seat with a term ending in December 2026, seconded by Butch; motion carried with all voting aye. Mayor Melodie Seilaff swore in Council Member Matt Feldmann with a term ending in December 2026.
- B. 2nd Reading – Ordinance #124 – 2026-2027 Budget: Caleb moved to approve the second reading on Ordinance #124– 2026-2027 Budget, seconded by Ryanne motion carried with all voting aye.
- C. 2nd Reading – Ordinance #125 – 2026-2027 Wages: Butch moved to approve the second reading on Ordinance #125 – 2026-2027 Wage Ordinance, as presented, seconded by Ryanne; motion carried with all voting aye.
- D. SHSP Grant- Lift Station Generator: The council discussed the generator. Power Service is working on an updated quote
- E. Maintenance: Caleb moved to hire Lorell Herold for the Maintenance/Water & Sewer position at \$18 an hour, seconded by Butch; motion carried with all voting aye.

VII. New Business:

- A. Bills Presentation: Butch moved to approve the bill presentation as presented, paying bills #5698-5720, and two electronic checks, all totaling \$15,647.85 seconded by Caleb; motion carried with all voting aye.

VII. Adjournment: Butch moved, at 8:14 p.m., to adjourn the meeting, seconded by Caleb; motion carried with all voting aye.

Mayor

Clerk