

NOTICE OF PROCEDURE
TOWN OF DIXON
June 11, 2024

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 Lorell Herold, Butch Hauger, and Ryanne Mikesell. Employee present was Brandee Forster. Visitors present were Herb Seely and Julie Hatcher. Council member Caleb Owens arrived at 7:18 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 amended, seconded by Lorell; motion carried with all voting aye.

III. Approval of Minutes:

- A. May 14, 2024 Workshop & Regular Meeting Minutes: Lorell moved to approve the minutes from the May 14, 2024 Workshop & Regular Meeting as presented, seconded by Butch; motion carried with all voting aye.

IV. Correspondence:

- A. RV Park- Julie Hatcher: Julie explained that she will be putting in an RV park in the empty lots by the Dixon Club. The RV Park was approved by the council in 2014. Julie requested a few changes to the requirements from the previous council. Lorell moved to change the RV park requirements for Julie Hatcher's RV park to allow one 4" sewer tap and to remove the requirement for an RV park license, seconded by Caleb; motion carried with all voting aye. Julie and Herb left the meeting at 7:24 p.m.
- B. Baggs Fire & Rescue: Caleb moved to give \$50 to Baggs Fire & Rescue in support of the annual fireworks show, seconded by Butch; motion carried with all voting aye.

IV. Reports:

- A. Public Works Report-May 2024: Caleb moved to receive and place on file the May 2024 Public Works Report, seconded by Butch; motion carried with all voting aye.
- B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period May 1, 2024 through May 31, 2024, as presented, seconded by Butch; motion carried with Ryanne, Butch, and Caleb voting aye and Lorell abstained.
- C. Cash Report & Bank Statements- May 2024: Butch moved to receive and place on file the May 2024 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.
- D. Budget Report – May 2024: Lorell moved to receive and place on file the May 2024 Budget Report, seconded by Butch; motion carried with all voting aye.
- E. Accounts Receivable Report- May 2024: Butch moved to receive and place on file the May 2024 Accounts Receivable Report, seconded by Ryanne; motion carried with all voting aye.

V. Old Business:

- A. Out of Town Water Agreements: Lorell moved to approve the out of town water agreements for Joe & Cindy Mckee and Linda Ready, seconded by Butch; motion carried with all voting aye.
- B. Public Hearing and 3rd Reading – Ordinance #119 – 2024-2025 Budget: At 7:34 p.m. Caleb moved to open a Public Hearing for Ordinance #119 – 2024-2025 Budget, seconded by Ryanne; motion carried with all voting aye. No public comment was received. At 7:35 p.m. Caleb moved to close the Public Hearing for Ordinance #119 – 2024-2025 Budget, seconded by Ryanne; motion carried with all voting aye. Ryanne moved to approve the third and final reading of Ordinance #119 – 2024-2025 Budget, seconded by Caleb; motion carried with all voting aye.
- C. Public Hearing and 3rd Reading – Ordinance #120 – 2024-2025 Wages: At 7:36 p.m. Caleb moved to open a Public Hearing for Ordinance #120 – 2024-2025 Wages, seconded by Ryanne motion carried with all voting aye. No public comment was received. At 7:37 p.m. Butch moved to close the Public Hearing for Ordinance #120– 2024-2025 Wages, seconded by Ryanne; motion carried with all voting aye. Caleb moved to approve the third and final reading of Ordinance #120– 2024-2025 Wages, seconded by Butch; motion carried with Butch, Caleb, and Ryanne voting aye and Lorell abstained.

VI. New Business:

- A. Public Hearing – Dixon Club Liquor License Renewal: Caleb moved to open a Public Hearing for the Liquor License Renewal of the Dixon Club at 7:38 p.m., seconded by Ryanne; motion carried with all voting aye. No public comment was received. Butch moved to close the Public Hearing for the Liquor License Renewal of the Dixon Club at 7:39 p.m., seconded by Ryanne; motion carried with all voting aye. Butch moved to approve the Liquor License Renewal for the Dixon Club, seconded by Lorell; motion carried with all voting aye.
- B. Resolution 2024-01 – Funds Transfer: Butch moved to approve Resolution 2024-01 – Funds Transfer, seconded by Lorell; motion carried with all voting aye.

- C. Pay Application 2- Wastewater Lagoon Upgrades Project: Caleb moved to approve Pay Application #2 for the Wastewater Lagoon Upgrades Project in the amount of \$82,782.25, seconded by Butch; motion carried with all voting aye.
- D. ARPA Grant Draft Request#8-Wastewater Lagoon Upgrades Project: Caleb moved to approve Grant Draft Request #8 for the ARPA Grant WA-1051 in the amount of \$2,858.75 to HDR Engineering Inc and \$79,923.50 to Savery Creek Enterprises Inc, seconded by Ryanne; motion carried with all voting aye.
- E. Weed Letters: Caleb moved to send weed letters to residents that need to mow their properties, seconded by Ryanne; motion carried with all voting aye.
- F. Bills Presentation: Caleb moved to approve the bill presentation as presented, paying bills #1118,1119 5148-5173 and one electronic check, all totaling \$131,600.74 seconded by Butch; motion carried with all voting aye.
- G. Executive Session: Brandee Forster and Lorell Herold left the meeting at 7:56 p.m. Caleb moved for Mayor Seilaff, Butch Hauger, Ryanne Mikesell and Caleb Owens to enter into Executive Session to discuss Personnel at 7:57 p.m. seconded by Butch; motion carried with all voting aye. Butch moved to end the Executive Session at 8:05 p.m.; seconded by Caleb; motion carried with all voting aye. Mayor Seilaff stated that no action was taken under Executive Session. Ryanne moved to approve the Executive Session minutes, seconded by Butch; motion carried with all voting aye. Brandee and Lorell returned to the meeting at 8:06 p.m.
- H. Employee Salaries: Butch moved to give employee Carol Herold a \$.25 per hour raise, starting July 1, 2024, seconded by Ryanne; motion carried with Caleb, Ryanne, and Butch voting aye and Lorell abstained.
- I. Streets: The council discussed working on the town streets. They agreed to add gravel to a few streets that need it and to apply magnesium chloride to all streets for dust control.

VII. Adjournment: Caleb moved, at 8:12 p.m., to adjourn the meeting, seconded by Butch; motion carried with all voting aye.

Mayor

Clerk