

NOTICE OF PROCEDURE
TOWN OF DIXON
September 10, 2024

I. Call to Order: The regular meeting of the Dixon Town Council was called to order at 7:04 p.m. by Mayor Melodie Seilaff.

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

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

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

III. Approval of Minutes:

- A. August 13, 2024 Regular Meeting Minutes: Lorell moved to approve the minutes from the August 13, 2024 Regular Meeting as presented, seconded by Ryanne; motion carried with all voting aye.

IV. Correspondence:

- A. CCCOG Meeting- September 18, 2024 – Hanna : It was noted that the Carbon County Council Of Governments meeting is in Hanna next week.

- B. Valley Community Center Joint Powers Board: Ryanne moved to reappoint J Sheehan to his current seat on the Valley Community Center Joint Powers Board with a three year term ending in July 2027, seconded by Lorell; motion carried with all voting aye.

- C. WAM Region 6 Meeting – Rawlins- September 16, 2024- Rawlins: The Wyoming Association of Municipalities Region 6 fall meeting will be September 16th at the old train depot in Rawlins at 5:30 p.m.

V. Reports:

- A. Public Works Report: Sarah and the council discussed the public works report. Caleb moved to approve the public works report, seconded by Ryanne; motion carried with all voting aye. Sarah left the meeting at 7:23 p.m.

- B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period August 1, 2024 through August 31, 2024, as presented, seconded by Ryanne; motion carried with Ryanne, Caleb, and Mayor Seilaff voting aye and Lorell abstained.

- C. Cash Report & Bank Statements– August 2024: Lorell moved to receive and place on file the August 2024 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.

- D. Budget Report – August 2024: Ryanne moved to receive and place on file the August 2024 Budget Report, seconded by Caleb; motion carried with all voting aye.

- E. Accounts Receivable Report- August 2024: The council discussed an account that is several months past due. They agreed to start the procedure for placing a lien on the customer's property if payment is not received by September 15th. Caleb moved to receive and place on file the August 2024 Accounts Receivable Report, seconded by Lorell; motion carried with all voting aye.

VI. New Business:

- A. Public Hearing – Livestock Permit – Mike & Karen Buchanan – 1-4 Horses: Caleb moved to open a Public Hearing for the livestock permit at 7:40p.m., seconded by Ryanne; motion carried with all voting aye. With there being no comments or complaints, Lorell moved to close the public hearing at 7:41 p.m., seconded by Ryanne; motion carried with all voting aye. Caleb moved to approve the livestock permit for Mike and Karen Buchanan (or Authorized Agents Heather Buchanan) for 1-4 Horses on lots 7-10, Block 10, Town of Dixon, noting that there must be adequate fencing to keep the horses on the property, seconded by Ryanne; motion carried with all voting aye.

- B. 1st Reading- Ordinance #121- Flood Insurance Map Update: Brandee noted that this ordinance is to adopt the new flood maps from FEMA and that Dixon's map did not change much. The map update started in 2016 and there have been several meetings and workshops the council/mayor or Brandee has attended. Caleb moved to approve the first reading of Ordinance #121, seconded by Ryanne motion carried with all voting aye.

- C. Bills Presentation: Caleb moved to approve the bill presentation as presented, paying bills #5234-5252, and two electronic checks, all totaling \$19,148.62 seconded by Lorell; motion carried with all voting aye.

VII. Adjournment: Caleb moved, at 7:45 p.m., to adjourn the meeting, seconded by Ryanne; motion carried with all voting aye

Mayor

Clerk