NOTICE OF PROCEDURE
TOWN OF DIXON
October 13, 2026

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 Ryanne Mikesell, Matt Feldmann, and Caleb Owens. Employees Sarah Barber and Brandee Forster were present.
Pledge of Allegiance: The Pledge of Allegiance was led by Mayor Seilaff.
II. Approval of Agenda: Matt moved to approve the agenda as amended, seconded by Caleb; motion carried with all voting aye.

III. Approval of Minutes:

A. September 8, 2026- Regular Meeting Minutes: Caleb moved to approve the minutes from the Regular Meeting on September 8, 2026 as presented, seconded by Ryanne; motion carried with all voting aye.

IV. Correspondence:

A. Carbon County Planning & Zoning-Chant Minor Subdivision: The council agreed they do not have any comments.
B. WAM Region 6 Meeting- October 14, 2026- Rawlins: It was noted the WAM Region 6 meeting is tomorrow in Rawlins.
C. Discover Carbon County – Lodging Tax: Discover Carbon County (Carbon County Visitors Council) gave the council some information on the lodging tax that is up for renewal in the November election.
D. 5th Penny Tax: At the September 16th Carbon County Council of Governments meeting the 5th Penny tax was discussed and educating voters on the importance of renewing the tax in the upcoming election. CCCOG will have a newspaper and radio campaign along with social media graphics and the group decided that each entity will need to perform the direct mail campaign. Caleb moved to send out direct mailers to educate voters on the 5th Penny tax; seconded by Ryanne; motion carried with all voting aye.
E. Episcopal Church: Sarah explained that the church had very high water usage over the summer and she changed out the water meter to rule out any problems with the meter. The church continued to have high usage with the new water meter. Sarah noticed there has not been any water usage after they shut off the sprinkler system. The council determined that since it was not a problem with the water meter or anything on the towns end, they do not believe the church should be offered a credit for the high usage charges. Matt moved to send a letter to the church to make them aware of the decision; seconded by Ryanne; motion carried with all voting aye.

V. Reports:

A. Public Works Report-September 2026: Sarah updated the council on several repairs at the water plant. Caleb moved to accept the September Public Works Report, seconded by Matt; motion carried with all voting aye. Sarah left the meeting at 7:40 p.m.
B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period September 1, 2026 through September 30,2026, as presented, seconded by Matt; motion carried with all voting aye.
C. Cash Report & Bank Statements–September 2026: Ryanne moved to receive and place on file the September 2026 Cash Report & Bank Statements, seconded by Matt; motion carried with all voting aye.
D. Budget Report – September 2026: Caleb moved to receive and place on file the September 2026 Budget Report, seconded by Ryanne; motion carried with all voting aye.
E. Accounts Receivable Report- September 2026: Caleb moved to receive and place on file the September 2026 Accounts Receivable Report, seconded by Ryanne; motion carried with all voting aye.

VI. Old Business:

A. WIIN-SUDC Grant – Water Meters & SCADA Upgrades: The council looked over 2 quotes for the SCADA upgrades. Sarah and Brandee noted that Tim Eisenhauer agreed that DEQ can likely support a combined project package up to a total cost of $75,000. The council agreed to find out more information on the SCADA upgrades but to go ahead and apply for the $75,000 WIIN-SUDC grant.
B. SHSP Grant- Lift Station Generator: It was noted that the council is waiting on another quote for the generator.
C. Town Beautification: Brandee presented the council with a couple grant options. The council discussed the possibility of signs on each side of town, poles with banners, landscaping, and signs

for the park and town hall. The council agreed to keep gathering ideas for the town beautification project.

D. Carbon County Park Challenge: Caleb got the post set at the park and Abby Perry will be bringing over the Carbon County Park Challenge sign this week.
E. Alley: The council agreed the alley behind the senior center needs some road base to fill the holes. Matt agreed to look at the alley and fill the holes.

VII. New Business:

A. Bills Presentation**:** Caleb moved to approve the bill presentation as presented, paying bills #5821--5846 and two electronic checks, all totaling $13,279.65 seconded by Ryanne; motion carried with all voting aye.

VIII. Adjournment: Matt moved, at 8:19 p.m., to adjourn the meeting, seconded by Ryanne; motion carried with all voting aye.

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Mayor

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Clerk