NOTICE OF PROCEDURE
TOWN OF DIXON
June 9, 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 Caleb Owens, Matt Feldmann, Ryanne Mikesell, and Butch Hauger. Employees Sarah Barber and Brandee Forster were present. Visitor Veronica Giron was present.
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 Ryanne; motion carried with all voting aye.

III. Approval of Minutes:

A. May 12, 2026- Regular Meeting Minutes: Matt moved to approve the minutes from the Regular Meeting on May 12, 2026 as presented, seconded by Butch motion carried with all voting aye.

IV. Correspondence:

A. Carbon County Library System- Letter to Communities: The council looked over the letter to communities.
B. Baggs Solid Waste Disposal District- Public Notice: The council noted they did not have any comments on the public notice.
C. Carbon County 250 Committee- Journeys to Carbon County Proclamation: Lela Emmons dropped off a Betsey Ross flag and a proclamation to proclaim participation in the celebration of America 250 and proudly recognize "Journeys to Carbon County" as a unifying theme to guide the commemorative efforts. Ryanne moved to approve and sign the Celebrating America 250: Journeys to Carbon County proclamation, seconded by Butch; motion carried with all voting aye.

V. Visitors:

A. Veronica Giron-Site Plan- 401 Boxelder: Veronica Giron presented a site plan for a 16'x80' mobile home at lot 20 Block 10 (401 Boxelder St.) Butch moved to grant a variance to allow the age limit for mobile homes to be waived for the 1996 mobile home and to approve Veronica Giron's site plan for lot 20, Block 10; seconded by Matt; motion carried with all voting aye. Veronica left the meeting at 7:16 p.m.

VI. Reports:

A. Public Works Report-May 2026: Sarah presented the oral public works report. Caleb moved to accept the May Public Works Report, seconded by Ryanne; motion carried with all voting aye. Sarah left the meeting at 7:20 p.m.
B. Employee Time Sheets: Caleb moved to approve the employee time sheets for the pay period May 1, 2026 through May 31,2026, as presented, seconded by Ryanne; motion carried with all voting aye.
C. Cash Report & Bank Statements–May 2026: Butch moved to receive and place on file the May 2026 Cash Report & Bank Statements, seconded by Matt; motion carried with all voting aye.
D. Budget Report – May 2026: Caleb moved to receive and place on file the May 2026 Budget Report, seconded by Butch; motion carried with all voting aye.
E. Accounts Receivable Report- May 2026: Brandee noted that a customer paid a few days late and asked her to approach the council about waiving the late fee. The council agreed that the billing protocol in the ordinances should be followed and the late fee should not be waived. Butch moved to receive and place on file the May 2026 Accounts Receivable Report, seconded by Caleb; motion carried with all voting aye.

VII. Old Business:

A. SHSP Grant- Lift Station Generator: Caleb finished the EHP paperwork and Brandee submitted it to the office of homeland security. Brandee is waiting to hear on the approval.
B. Employee Salaries: At 7:27 p.m. Butch moved to enter into executive session to discuss personnel, seconded by Matt; motion carried with all voting aye. Caleb moved to end executive session and return to open session at 7:44 p.m., seconded by Ryanne; motion carried with all voting aye. Mayor Seilaff noted that no action was taken. Caleb moved to approve the Executive Session minutes, seconded by Butch; motion carried with all voting aye. Ryanne moved to pay employee Sarah Barber $200 per license per month starting July 1, 2026, noting that she is responsible for any costs/fees for keeping the licenses current; seconded by Caleb; motion carried with all voting aye. Matt moved to give employee Brandee Forster a $ .75 per hour raise, starting July 1, 2026, seconded by Ryanne; motion carried with all voting aye.
C. Public Hearing and 3rd Reading – Ordinance #124-2026-2027 Budget: At 7:44p.m. Caleb moved to open a Public Hearing for Ordinance #124 – 2026-2027 Budget, seconded by Ryanne; motion

carried with all voting aye. No public comment was received. At 7:45 p.m. Caleb moved to close the Public Hearing for Ordinance #124 – 2026-2027 Budget, seconded by Butch; motion carried with all voting aye. Butch moved to approve the third and final reading of Ordinance #124 – 2026-2027 Budget, seconded by Matt; motion carried with all voting aye

D. Public Hearing and 3rd Reading – Ordinance #125 – 2026-2027 Wages: At 7:45 p.m. Matt moved to open a Public Hearing for Ordinance #125 – 2026-2027 Wages, seconded by Butch motion carried with all voting aye. No public comment was received. At 7:46 p.m. Caleb moved to close the Public Hearing for Ordinance #125– 2026-2027 Wages, seconded by Ryanne; motion carried with all voting aye. Butch moved to approve the third and final reading of Ordinance #125– 2026-2027 Wages, seconded by Ryanne; motion carried with all voting aye.

VIII. New Business:

A. Public Hearing – Dixon Club Liquor License Renewal: Butch moved to open a Public Hearing for the Liquor License Renewal of the Dixon Club at 7:49 p.m., seconded by Ryanne; motion carried with all voting aye. No public comment was received. Matt moved to close the Public Hearing for the Liquor License Renewal of the Dixon Club at 7:50 p.m., seconded by Butch; motion carried with all voting aye. Caleb moved to approve the Liquor License Renewal for the Dixon Club, seconded by Ryanne; motion carried with all voting aye.

B. Public Hearing – Livestock Permit – Matt Feldmann – up to 4 Horses: Butch moved to open a Public Hearing for the livestock permit at 7:52p.m., seconded by Caleb; motion carried with Ryanne, Butch, Caleb and Mayor Seilaff voting aye and Matt abstained. Matt noted that it would be for occasional use for trips and injuries. With there being no comments or complaints, Caleb moved to close the public hearing at 7:53 p.m., seconded by Ryanne; motion carried with Caleb, Ryanne, Butch and Mayor Seilaff voting aye and Matt abstained. Caleb moved to approve the livestock permit for Matt Feldmann for up to 4 Horses on 3 acres of an unplatted Tract in Dixon, WY – (East ½ SE ¼, Section 5, Township 12, Range 90) and Lots 11-20 & 1-10 Block 2, Town of Dixon, seconded by Ryanne; motion carried with Caleb, Ryanne, Butch and Mayor Seilaff voting aye and Matt abstained

C. Resolution 2026-02 – Funds Transfer: Matt moved to approve Resolution 2026-02 – Funds Transfer, seconded by Ryanne; motion carried with all voting aye.

D. Weed Letters: Ryanne moved to send weed letters to residents that need to mow their properties, seconded by Butch; motion carried with all voting aye.

E. Bills Presentation: Butch moved to approve the bill presentation as presented, paying bills #5721-5745, and two electronic checks, all totaling $14,038.80 seconded by Butch; motion carried with all voting aye.

X. Adjournment: Ryanne moved, at 8:04 p.m., to adjourn the meeting, seconded by Caleb; motion carried with all voting aye.

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Mayor

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Clerk