NOTICE OF PROCEDURE
TOWN OF DIXON
July 14, 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 Butch Hauger, Ryanne Mikesell, Caleb Owens, and Matt Feldmann. 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. June 9, 2026- Regular Meeting Minutes: Butch moved to approve the minutes from the Regular Meeting on June 9, 2026 as presented, seconded by Ryanne; motion carried with all voting aye.

IV. Correspondence:

A. CCCOG Meeting – July 15, 2026 - Sinclair: It was noted that the Carbon County Council of Governments meeting is tomorrow in Sinclair.
B. Site Plan – Veronica Giron – 405 Boxelder St: Butch moved to approve the site plan for a 2006 16'x76' mobile home at 405 Boxelder St.; seconded by Caleb; motion carried with all voting aye. Veronica left the meeting at 7:10 p.m.
C. Site Plan—Matt Feldmann – 105 Aspen St: Caleb moved to approve the site plan for a 2012 14'x56' mobile home at 105 Aspen St; seconded by Butch; motion carried with Mayor Seilaff, Ryanne, Caleb, and Butch voting aye and Matt abstained.
D. Napoli Shkolnik Attorneys Letter- The council looked over the letter about the PFAS testing settlement.

VI. Reports:

A. Public Works Report-June 2026: Sarah presented the oral public works report. She noted that the water plant and wet well have been keeping up with water demands. Caleb moved to accept the June Public Works Report, seconded by Butch; motion carried with all voting aye. Sarah left the meeting at 7:21 p.m.
B. Employee Time Sheets: Butch moved to approve the employee time sheets for the pay period June 1, 2026 through June 30,2026, as presented, seconded by Ryanne; motion carried with all voting aye.
C. Cash Report & Bank Statements–June 2026: Caleb moved to receive and place on file the June 2026 Cash Report & Bank Statements, seconded by Ryanne; motion carried with all voting aye.
D. Budget Report – June 2026: Ryanne moved to receive and place on file the June 2026 Budget Report, seconded by Matt; motion carried with all voting aye.
E. Accounts Receivable Report- June 2026: Caleb moved to receive and place on file the June 2026 Accounts Receivable Report, seconded by Butch; motion carried with all voting aye.

VII. Old Business:

A. SHSP Grant- Lift Station Generator: Brandee noted she is still waiting on the EHP approval to move forward.
B. Weed Letters: The council did not see the need for any weed letters this month.

VIII. New Business:

A. Town Hall Sign: Mayor Seilaff noted she got a quote and proof from Identity Graphics for a sign for the Town Hall. The council noted a couple changes to the sign. Caleb moved to approve the quote for a new Town Hall sign with noted changes; seconded by Ryanne; motion carried with all voting aye.
B. OnBoard: The council looked at the quote from OnBoard/Escribe and decided not to purchase it at this time.
C. Town Beautification: The council agreed to look into grants for decorative poles/banners and possibly a sign for the town.
D. 2026 CPA Review: Ryanne moved to hire Carver, Florek, & James again for the 2025-2026 CPA Review and to sign the engagement letter, seconded by Butch; motion carried with all voting aye.
E. Bills Presentation: Matt moved to approve the bill presentation as presented, paying bills #5746-5776, and two electronic checks, all totaling $19,759.00 seconded by Butch; motion carried with all voting aye.

X. Adjournment: Ryanne moved, at 7:52 p.m., to adjourn the meeting, seconded by Butch; motion carried with all voting aye.

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Mayor

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Clerk