NOTICE OF PROCEDURE
TOWN OF DIXON
September 8, 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, Caleb Owens, Ryanne Mikesell, and Matt Feldmann. Employees Sarah Barber and Brandee Forster were 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 Matt; motion carried with all voting aye.

III. Approval of Minutes:

A. August 11, 2026- Regular Meeting Minutes: Caleb moved to approve the minutes from the Regular Meeting on August 11, 2026 as presented, seconded by Butch; motion carried with all voting aye.

IV. Correspondence:

A. CCCOG Meeting – September 16, 2026- Elk Mountain: It was noted that the next Carbon County Council of Governments meeting is next week in Elk Mountain.

B. Carbon County Economic Development Corporation – Annual Meeting & Fundraiser: It was noted the Guns & Roses fundraiser for CCEDC is September 26th at the Jeffery Center in Rawlins.

C. Wyoming DEQ/SRF Programs WIIN-SUDC Grant: Sarah and Brandee met with Tim Eisenhauer and Brad Ellis with the Wyoming DEQ SRF program to talk about a grant opportunity through SRF for Small Underserved and Disadvantaged Communities. The WIIN-SUDC Grant is available now and has a more streamlined application process. Sarah would like to get new water meters since the meter wand has been failing and a replacement is not available due to the age of the meter system. She would also like to update the SCADA system at the water plant as there has been several issues with it. Tim is looking at an agreement between the Town and DEQ for up to $50,000 grant money. The council looked through different options for water meters. Sarah has not received a quote for the SCADA system yet. Caleb moved to approve pursuing the WIIN-SUDC grant for $50,000 for AMI water meters and SCADA system upgrades and to approve the $31,050.64 quote for AMI water meters and the $5,997.36 quote for AMI software/set up; seconded by Ryanne; motion carried with all voting aye.

IV. Reports:

A. Public Works Report-August 2026: Sarah presented the oral public works report. Caleb moved to accept the August Public Works Report, seconded by Matt; motion carried with all voting aye. Sarah left the meeting at 7:36 p.m.

B. Employee Time Sheets: Matt moved to approve the employee time sheets for the pay period August 1, 2026 through August 31,2026, as presented, seconded by Caleb; motion carried with all voting aye.

C. Cash Report & Bank Statements–August 2026: Ryanne moved to receive and place on file the August 2026 Cash Report & Bank Statements, seconded by Butch; motion carried with all voting aye.

D. Budget Report – August 2026: Ryanne moved to receive and place on file the August 2026 Budget Report, seconded by Matt; motion carried with all voting aye.

E. Accounts Receivable Report- August 2026: Butch moved to receive and place on file the August 2026 Accounts Receivable Report, seconded by Caleb; motion carried with all voting aye.

V. Old Business:

A. SHSP Grant- Lift Station Generator: Brandee noted that an extension has been granted and they now have until February 2027.

B. Town Beautification: Brandee will continue looking into grants for decorative poles/banners and signs for town.

VI. New Business:

A. F-66 Annual Cities & Towns Financial Report: Brandee noted she has finished the annual report and is ready to submit it to the department of audit. Butch moved to approve the F-66 Annual Cities & Towns Financial Report and to submit the report, seconded by Caleb; motion carried with all voting aye.

B. Bills Presentation: Caleb moved to approve the bill presentation as amended, paying bills #5801-5820, and two electronic checks, all totaling $10,141.70 seconded by Butch; motion carried with all voting aye.

VII. Adjournment: Ryanne moved, at 8:01 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