



City of Dixon

City Council

DIXON CITY COUNCIL MEETING

City Hall
305 S Elm St.
December 1, 2025

CALL TO ORDER

Meeting called to order at 6:03 p.m.

ROLL CALL

Mary Wiles (Mayor), Mike Parsons, Anthony Campbell, Dan Milligan (absent), Justin Thompson, Trevor Warnol (in at 6:04pm), Leonna Coffman
Quorum (5-1)

PLEDGE OF ALLEGIANCE

(All present stood for Pledge)

INVOCATION

Justin Thompson gave invocation.

ADOPT THE AGENDA

Justin Thompson made a motion to adopt the agenda with the addition of Nursing Home; Mike Parsons seconded the motion. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman

Motion Carried (5-0)

RATIFY BILLS

Motion was made by Mike Parsons to approve the November 2025 Bills paid; Leonna Coffman seconded the motion. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman

Motion Carried (5-0)

APPROVE NOVEMBER 3, 2025 MINUTES

Anthony Campbell made the motion to approve the minutes of November 3, 2025; Mike Parsons seconded the motion. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson (abstained), Trevor Warnol, Leonna Coffman

Motion Carried (4-1 abstention)

BILL 2025-0080: FIRST READING OF TITLE ONLY AN ORDINANCE APPROVING AN AMENDMENT TO PROPERTY LEASE AGREEMENT WITH DIXON R-1 SCHOOL DISTRICT

Motion was made by Mike Parsons for the first reading of title only and seconded by Leonna Coffman. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson (abstained), Trevor Warnol, Leonna Coffman

Motion Carried (4-1 abstention)



City of Dixon

City Council

BILL 2025-0080: SECOND READING OF TITLE ONLY AN ORDINANCE APPROVING AN AMENDMENT TO PROPERTY LEASE AGREEMENT WITH DIXON R-1 SCHOOL DISTRICT
Motion was made by Leonna Coffman for the second reading by title only and seconded by Anthony Campbell. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson (abstained), Trevor Warnol, Leonna Coffman
Motion Carried (4-1 abstention)

BILL 2025-0080: APPROVAL OF AN ORDINANCE APPROVING AN AMENDMENT TO PROPERTY LEASE AGREEMENT WITH DIXON R-1 SCHOOL DISTRICT
Motion for approval was made by Anthony Campbell and seconded by Trevor Warnol. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson (abstained), Trevor Warnol, Leonna Coffman
Motion Carried (4-1 abstention)

BILL 2025-0081: FIRST READING OF TITLE ONLY AN ORDINANCE APPROVING AN UNDERSTANDING OF SERVICES WITH KDELUCA AUDIT SERVICES LLC FOR THE AUDIT OF CITY OF DIXON'S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2025

Motion was made by Anthony Campbell for the first reading by title only and seconded by Justin Thompson. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman
Motion Carried (5-0)

BILL 2025-0081: SECOND READING OF TITLE ONLY AN ORDINANCE APPROVING AN UNDERSTANDING OF SERVICES WITH KDELUCA AUDIT SERVICES LLC FOR THE AUDIT OF CITY OF DIXON'S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2025

Motion was made by Mike Parsons for the second reading by title only and seconded by Leonna Coffman. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman
Motion Carried (5-0)

BILL 2025-0081: APPROVAL OF AN ORDINANCE APPROVING AN ORDINANCE APPROVING AN UNDERSTANDING OF SERVICES WITH KDELUCA AUDIT SERVICES LLC FOR THE AUDIT OF CITY OF DIXON'S FINANCIAL STATEMENTS FOR THE YEAR ENDING SEPTEMBER 30, 2025

Motion for approval was made by Trevor Warnol and seconded by Anthony Campbell. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman
Motion Carried (5-0)

BILL 2025-0082: FIRST READING OF TITLE ONLY AN ORDINANCE ESTABLISHING AND ENACTING A SURPLUS PERSONAL PROPERTY POLICY

Motion was made by Justin Thompson for the first reading of title only and seconded by Leonna Coffman. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman
Motion Carried (5-0)



BILL 2025-0082: SECOND READING OF TITLE ONLY AN ORDINANCE ESTABLISHING AND ENACTING A SURPLUS PERSONAL PROPERTY POLICY

Motion was made by Leonna Coffman for the second reading by title only and seconded by Mike Parsons. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman Motion Carried (5-0)

BILL 2025-0082: APPROVAL OF AN ORDINANCE APPROVING AN ESTABLISHING AND ENACTING A SURPLUS PERSONAL PROPERTY POLICY

Motion for approval was made by Justin Thompson and seconded by Anthony Campbell. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman Motion Carried (5-0)

SPECIAL EVENT REQUEST REQUIREMENTS

Discussion was held regarding the requirements for special events held in Dixon. All events on city property or events that will require street closures must fill out an application and adhere to the requirements on the application. Event insurance is required and the City Clerk will verify the validity of it. Previous events were discussed and it was announced that markings on the city streets need to be removed following each event and paint should not be used to mark streets.

NURSING HOME BUILDING

The vacant Dixon Nursing Home Building located at 403 E 10th Street has been listed for auction. The council is interested in the zoning process. Council asked the attorney about the zoning process and she stated the process is lengthy and costly but can be done. The mayor asked the city clerk to forward the zoning information packet from the attorney to the council members that was previously sent to supervisors. The city clerk will check on the estimated cost of the zoning process and how long it takes for the zoning process from start to finish.

CITY CLERK UPDATE

Kelli Livengood stated during the November 18th workshop the council agreed to the utility rate increase as voted upon by council and passed in 2019 in ordinance number 569. The base rate and consumption rate will increase on January 1, 2026. The base rate will be \$107.27 for commercial; \$105.00 for Residential; \$117.29 for Rural; Multi-residential will be \$34.72 for both Water and Sewer, respectively. The charge per hundred gallons will go up one cent for both water and wastewater per one hundred gallons of usage. The late fees from the October utility bills were redacted as voted upon in the November meeting.

LIBRARY UPDATE

Lacey Teague reported \$148 in t-shirt sales. The Crafty Friends of the Library made and donated scarves to 54 children in fourth grade at Dixon Elementary this past month. The children came to the library to pick out their scarves while reading a book about kindness during craft time. The librarians are working on items for Hometown Christmas on December 13th to help raise money for the library.

POLICE UPDATE

Chief Wilfong reported the start of writing abatements for nuisances and proposed the Public Works Department assist by identifying nuisance properties and writing abatements while checking water meters



City of Dixon

City Council

or doing other work around town. Other reporting included: numerous patrolling, narcotics sales are down, mechanical issues on vehicles are increasing. Alderman Thompson inquired about patrolling on the weekends. Chief Wilfong responded the Police Department has three reserves on staff that work as their schedules allow. Chief also stated he will be fully staffed if he can hire one full-time night officer. Lacey Teague has been working on a grant for the Police Department. Chief Wilfong also mentioned he is looking into a vehicle lease program.

PUBLIC WORKS UPDATE

Nathan Cox reported a total completion of 19 work orders for the month of November with 1 service leaks and no sewer back-ups. Total Water loss for November was 26%. Water analysis for November showed 692,500 gallons lost, 1,785,400 gallons of water sold and 1,929,100 accounted for. The dog pound was demolished and metal was scrapped. Based on the surplus property ordinance approval, the Rod Ranger will be sold. Kelli and Nathan have reached out to MRWA to conduct a rate study on the water and sewer rates. The study will be completed in 2026. We are also planning to conduct an energy audit. All studies are no cost. Reports were sent to DNR for November 2025. Bac-T samples were unsatisfactory for the month. Re-samples are being conducted and new sample sites are being installed with a new sampling system.

ATTORNEY UPDATE

None.

CLOSED SESSION @ 7:50 P.M.

Trevor Warnol made the motion to go into closed session at 7:50 p.m. Anthony Campbell seconded the Motion. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman

Motion Carried (5-0)

OPEN SESSION @ 8:09 P.M.

Trevor Warnol made the motion to go into open session at 8:09 p.m., Mike Parsons seconded the motion. Roll call to vote: Mike Parsons, Anthony Campbell, Justin Thompson, Trevor Warnol, Leonna Coffman

Motion Carried (5-0)

ADJOURNMENT

Mike Parsons made the motion to adjourn at 8:09 p.m., Leonna Coffman seconded the motion. Unanimous show of hands, meeting adjourned.

Minutes approved this 12th day of January, 2026

Mary Wiles
Mary Wiles, Mayor

Kelli Livengood
Kelli Livengood, City Clerk