

Dixon Code Enforcement Board  
August 24, 2023

Dixon Code Enforcement Board met in session August 24, 2023, 4:15 p.m. Attending were Board Chairman Sondra Norman, Board members Stace Poole, Teresa Johnson, and Janice Baker, Code Enforcement Officer Jessica Veach, and City Clerk Barb Goff. Resident David Jenkins momentarily also attended.

Minutes from the August 1 meeting were approved on a motion by Mrs. Johnson, seconded by Ms. Baker, all ayes.

Mrs. Veach gave a review of active cases.

1. SI 217 41A S – An appeal request has been received. Hearing set for September 5 at 5pm. Board members agreed to setting a 30 minutes time limit for hearing meetings going forward.
2. BR 976 41A S – Citation letter was returned from USPS. Due to multiple attempts and lack of delivery completion by USPS, the letter will be hand-posted on 8/25 with a fee at that point of \$4,156.
3. SI 55 132 W – Initial violations have been resolved, but new violations have been discovered. A letter will be mailed.
4. RI 98 N Stegal – Citation letter was returned from USPS, with last attempted delivery on 8/17. Ms. Baker made a motion to begin scheduling court proceedings on 9/5, seconded by Mrs. Johnson, all ayes. CEO Veach will contact KLC to find the proper channels to use in taking the case to court.
5. GA&O 91 Lydia St – Letter was mailed to newly received estate address, but was returned from USPS with last attempted delivery on 8/18. Per Ordinances 95.02 and 95.12.B.23, the property qualifies as “abandoned real property” and an “unsafe structure.” Mr. Poole made a motion to condemn the structure and allow fines of \$50 daily to begin to accrue, plus a late fee of \$15, plus postage charges, seconded by Ms. Baker, all ayes. Notice will be hand-posted as well as mailed to both known addresses for the estate.
6. LS 2591 – Case closed due to transfer of ownership, which is currently against Code Enforcement policy.
7. JE 2118 41A S – The greenhouse has been taken down. Because an appeal request was received, a hearing was scheduled for September 5 at 4:15pm, with a 30 minute time limit.

New cases were discussed.

1. SF 2591 and SF 2609 41A S – Investigation will be completed and a letter will be sent to new owners.
2. A complaint has been received in regards to a donkey trespassing on property on Railroad St, and a phone number was given of the alleged owner. CEO Veach called the number, and spoke with someone who stated they were caring for a donkey on Railroad St in the owner’s absence, and would ensure the donkey was properly contained. Case dismissed.

Other business discussed included the following:

Mr. Jenkins joined the meeting late, after discussion about his property had already occurred. He was verbally informed of the date and time set for his requested hearing, and he exited the meeting immediately following.

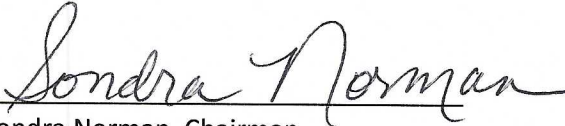
Ms. Baker made a motion to create a deed attachment for each property under active investigation, in effort to avoid future transfer of ownership during active investigations, seconded by Mr. Poole, all ayes. CEO Veach will contact the WC Clerk to determine the process.

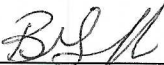
CEO Veach reported carbonless paper that would allow her to print custom citation forms have been priced at approximately \$40 for 250 2-part sets. Mrs. Johnson made a motion to order the paper, seconded by Mr. Poole, all ayes.

Mrs. Norman reported the Commission received the Board's request to increase the monthly salary of the Code Enforcement Officer from \$225 to \$325, but the request was tabled pending budget review.

A motion to adjourn was made by Mr. Poole, seconded by Mrs. Johnson, all ayes.

Signed:

  
Sondra Norman, Chairman

  
Barbara Goff, City Clerk