

Dixon Code Enforcement Board
August 1, 2023

Dixon Code Enforcement Board met in session August 1, 2023, 5 p.m. Due to the number and nature of active cases, the additional meeting was scheduled ahead of the previously scheduled date. 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.

Minutes from the July 20 meeting were approved on a motion by Mrs. Johnson, seconded by Mr. Poole, all ayes.

Mrs. Veach gave a review of active cases.

1. Case RI98 N Stegal – A citation stating a fine of \$665 plus accruing \$50 daily was mailed on July 31.
2. Case SI217 Hwy 41A S – A citation was mailed July 31.
3. Case GA&O 91 Lydia St – A citation was mailed July 31 to the newly-discovered estate address. Fine was \$315 as of July 20 and accruing \$50 daily.
4. Case LS2591 US Hwy 41A S – Due to transfer of property during an active investigation, which is currently against Code Enforcement regulations, case is closed with this owner and will be pursued with new owner.
5. BR976 Hwy 41A S – A letter with a citation has been drafted. CEO Veach will hand post at the property. Fine was \$3,281.00 as of July 20 and accruing \$25 daily.
6. SI55 St Rt 132 W – A letter was mailed on July 31.

New cases were discussed.

1. Case SF2591 and Case SF2609 – Trash, derelict structure, etc. present on both properties. A friendly letter will be mailed to new owners, allowing 30 days to bring the property into compliance or a citation will be issued.
2. Case JE2118 Hwy 41A S – A letter was mailed on July 31 in regards to the greenhouse being a derelict structure.
3. Case JE590 Hwy 41A S – A letter will be mailed requesting the lot be mowed within 7 days. Property owner is to be reminded a previous fine was reduced with his promise to keep the property in compliance.

Other business discussed included the following:

The possibility of creating a deed attachment for properties under active investigation, in effort to avoid future transfer of ownership during active investigations, was discussed, but no action was taken.


Mr. Poole made a motion to order updated citation books, seconded by Mrs. Johnson, all ayes. CEO Veach and City Clerk Goff will work together to design a citation that will fit the needs of the Code Enforcement Board and Code Enforcement Officer, and it should include the ordinance reference that transfer of ownership is not authorized during active investigations.

Board members agreed to post a list of current properties in violation on the bulletin board at City Hall. Board minutes may also begin to be posted on the City's website.

Mrs. Johnson made a motion to increase the monthly salary of the Code Enforcement Officer from \$225 to \$325, seconded by Mr. Poole. Ms. Baker gave an aye vote, and Mrs. Norman abstained due to personal conflict. The recommendation will be presented to the Commission at their next regular meeting.

The meeting set August 24 at 3:30 will remain.

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

Signed: 
Sondra Norman, Chairman


Barbara Goff, City Clerk