



# City of Dunn Center

## **REGULAR MEETING MINUTES** **DUNN CENTER CITY COUNCIL**



Date

January 13, 2026



Time

6:00 PM



Location

3 Main Street W Dunn Center, ND 58626

### **ROLL CALL:**

- President Shasta Blackford
- Vice President Colton Medley
- Council members Jeremiah Ewer, Zach Pavlicek and Daniel Binek
- Jim Meeker Public Works

### **PUBLIC COMMENTS:**

- None

### **MOTIONS:**

- Medley moved to add an agenda item to New Business for the Mayor to review conduct expectations for vendors and residents, including basic hierarchy. Ewer 2nd. No Discussion. All Ayes. M/C.
- Medley moved to approve the December regular and December 30th Special meeting minutes. Ewer 2nd. No Discussion. All Ayes. M/C.
- Binek moved to approve the December financial reports. Medley 2nd. All Ayes. M/C.
- Binek moved to approve the December bills. Pavlicek 2nd. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### **NEW BUSINESS:**

#### **SENIOR CITIZEN WATER RATES**

• Auditor Kayden Pavlicek reported that the current discounted rates—\$15 for water, \$15 for sewer, and \$28 for garbage—are significantly lower than the base rates, resulting in the City absorbing a substantial portion of the cost. It was noted that some accounts receiving the discount may not meet senior eligibility and that no formal age requirement or verification process is currently in place. Concerns were raised that the City is losing money under the existing structure, particularly with water costs. A possible alternative discussed was implementing a percentage-based discount, with research indicating that many municipalities offer approximately a 30% discount based on usage. Establishing an age requirement of 65 was also discussed including a generic application for proof of age.

#### **MOTION:**

- Medley moved to approve and adopt senior citizen utility discount applications for residents age 65 and older, providing a 30% discount on the water bill. Binek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.





### CEMIFY

- Auditor Kayden Pavlicek recommended selecting the onboarding plan with vendor-assisted data import and City verification, along with the subscription that allows online plot purchases through a public portal.

#### MOTION:

- Binek moved to approve onboarding and subscription plan. Pavlicek 2nd. Discussion held. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### BANK ACCOUNTS

- Removal of Chantel Entze from all bank accounts and replaced with Kayden Pavlicek.

#### MOTION:

- Binek moved to approve of bank account updates. Medley 2nd. No Discussion. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.
- Closure of all CD accounts and savings accounts at Union Bank to move over to First International Bank and Trust in some type of money market.

#### MOTION:

- Binek moved to approve Union Bank account closures. Pavlicek 2nd. No Discussion. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### A&A SANITATION CONTRACT

- Discussion was held regarding a permit and contract for septic waste disposal. Staff noted that the permit allows interaction with the state but does not guarantee access to dump; the City may deny access if necessary. Key contract provisions include allowing only liquid waste that will not clog the system, with no heavy solids or car wash residue. The contractor agreed to these conditions. A proposed pricing structure was discussed: under 1,500 gallons at \$25.00, and over 1,500 gallons at \$50.00. Staff noted that a system still needs to be established to track dumping. It was suggested to approve the contract with the recommended conditions as a first step, with a plan to develop a tracking system thereafter.

#### MOTION:

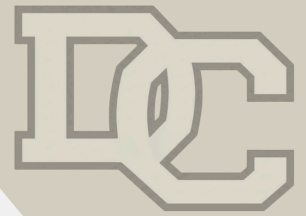
- Pavlicek moved to approve the septic waste disposal contract with the recommended conditions, including the proposed pricing structure, and to develop a tracking system for dumping at a later date. Binek 2nd. During discussion, clarification was provided on the gallon amounts, and a proposal by public works to trade services related to the lift station pit was considered and denied by Council. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### MANAGEMENT OF STRAY/FERAL CAT POPULATION

- Discussion was held regarding a large number of cats in certain residential areas, including an apartment and a house near the church. Staff reported that some residents are housing multiple cats, leading to overcrowding and sanitation concerns, including accumulation of cat waste in yards and garages. Public Works inquired about the use and success of traps, and a resident noted that removing the cat population could lead to a potential mouse issue. A spay/neuter policy was mentioned, as well as the cats seeking shelter and heat by sneaking into garages. Pavlicek, in charge of ordinances, will research the issue and table it for further consideration.

#### MOTION:

- Pavlicek moved to table discussion until further research on ordinances is completed. Binek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.



### WATER METER PURCHASES

- Discussion was held regarding the purchase of water meters. Staff reported that 10 meters have already been ordered to replace existing meters and maintain a supply on hand, with five to be kept in inventory at all times. The total cost was approximately \$3,500.

#### MOTION:

- Medley moved to approve water meter purchases. Pavlicek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### TV PURCHASES

- Discussion was held regarding replacement of outdated TVs. The Mayor requested one 55-inch TV to replace the unit that was inadvertently discarded after being borrowed for this year's Christmas party. A separate TV for City Hall was approved with a budget of \$1,000.

#### MOTION:

- Medley moved to approve TV purchases. Pavlicek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### CITY AUDITOR COMPUTER UPGRADES

- Auditor Kayden Pavlicek reported on updates to City technology. Old monitors from 2010 were replaced because they could not properly display utility applications. The new monitors are functioning as expected. The desktop computer appears to be working properly, and staff are reviewing a potential service plan for it

#### MOTION:

- Binek moved to approve City Auditor computer upgrades. Medley 2nd. No Discussion. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### EMPLOYEE OVERTIME – SECOND READING

- Discussion was held regarding employee overtime. Council clarified that employees must obtain approval before working overtime, and that all overtime must be approved by two members of City Council.

#### MOTION:

- Pavlicek moved to approve requiring city employees to receive prior approval for overtime, with two city council members. Binek 2nd. Discussion held. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### SW WATER RATE INCREASE

- Discussion was held regarding water rates and compliance with North Dakota state requirements. Staff noted that the base charge for 1,000 gallons was previously \$5.56 and was increased to qualify for a loan. Current payments are slightly below the rate required to cover costs, with the next increase bringing the rate to \$5.92 per 1,000 gallons. Council discussed the need to review and confirm these rates, including comparison with other regional rates. Staff recommended further research before taking action, and the matter was tabled for future consideration.

#### MOTION:

- Medley moved to table for further consideration. Pavlicek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.



### **TRAILER PARK METERS**

- Discussion was held regarding water meters at certain properties, including a trailer park. Staff reported that some meters have never been read and approximately 17 may need replacement. Council emphasized the need to personally inspect the meters, document their condition, and take photos of installations rather than relying on secondhand reports. The immediate priority is to ensure all meters are functioning and accurately recording usage, with any new meters to be installed by City staff. A long-term solution, such as a meter pit, was discussed but noted to be a future project requiring six months to a year and an estimated cost of \$50,000. Council moved to enter the trailer park, provide a 24-hour notice, coordinate with Heart River, inspect meters, and compile a list of meters that need replacement. Discussion included verifying whether water can be shut off to vacant units, with staff noting that shutting off the entire trailer park may be required.

#### **MOTION:**

- Medley moved to approve providing 24-hour notice, inspecting the meters, and gathering information on trailer park water meters to move forward with necessary replacements and repairs. Pavlicek 2nd. Discussion held as noted above. Roll Call Vote: Medley, Ewer, Pavlicek, Binek — Ayes. M/C.

### **NORMANNA CHURCH SNOW REMOVAL**

- Discussion was held regarding snow removal for Normana Church. Staff reported that the church no longer has personnel to maintain sidewalks and stairs and inquired about City assistance. It was suggested that the church reach out to its members for volunteers to help offset costs. The Mayor recommended providing the church council with a list of contractors or individuals who could perform snow removal. Council noted that the City could provide snow removal for the parking lot, as it aligns with existing duties, but does not have the manpower to handle sidewalks, stairs, or other areas. The Mayor stated they will communicate with the church council and provide a response. No motion was made.

### **REVIEW CONDUCT EXPECTATIONS FOR VENDORS AND RESIDENTS, INCLUDING BASIC HIERARCHY**

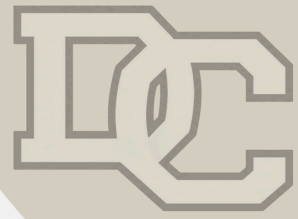
- Council discussed using local vendors whenever possible, reviewed City leadership hierarchy, and reminded members to treat residents courteously and professionally.

### **ENGINEER REPORT:**

- Discussion was held regarding the City's floodplain management plan, which dates back to 1983 and requires updating by June. Staff completed the necessary forms, reviewed them with Cory, and noted that the updated ordinance will need to be presented and reviewed by Council twice before adoption.

### **MAINTENANCE REPORT:**

- Staff provided an update on maintenance projects, including work on the water tower, installation of heaters, and upcoming generator installation at the lift station. Council discussed establishing a quarterly or yearly maintenance budget to allow the City maintenance staff to purchase necessary supplies, such as water meters, without requiring additional approvals. It was suggested this topic be added to the agenda for the next meeting. Council also requested a ballpark value for the Tool Cat, as Lil Mo is considering the purchase of new equipment.



### **MOTION TO ADJOURN:**

- Medley moved to adjourn the meeting. Pavlicek 2nd. All Ayes, M/C.

Next board meeting will be rescheduled to February 12, 2026 at 6 PM.

These minutes may be published subject to the governing board bodies review and revision.

### **BILLS:**

- SALARIES: \$29,982.30

### **GENERAL:**

ADVANCED BUSINESS METHODS \$78.44  
BCBS \$3,539.41  
BENZ OIL, INC. \$820.00  
BIG HORN TIRE \$1,442.90  
BOBCAT OF DICKINSON \$92.87  
BOSCH LUMBER \$21.40  
BRAVERA BANK CREDIT CARD \$849.86  
CONSOLIDATED \$621.00  
FAR WEST EQUIPMENT LLC \$131.51  
FERGUSON WATER WORKS \$1,200.00  
GIESER PLUMBING & HEATING, LLC \$250.00  
LEXIS NEXIS \$174.61  
M&J SERVICES \$1,375.00  
MACKOFF KELLOGG LAW FIRM \$337.50  
MDU \$1,594.15  
MENARDS \$392.94  
MGM RURAL SANITATION, LLC \$3,031.62  
MOSCA DESIGN \$649.86  
PREMIER SNOW & ICE MANAGEMENT LLC \$39,200.00  
STATE OF NORTH DAKOTA CHEMISTRY LAB \$401.82  
SW DISTRICT HEALTH UNIT \$25.00  
SW WATER AUTHORITY \$2,717.23  
WESTERN CHOICE COOPERATIVE \$1,205.70  
WESTERN HEATING & AIR LLC \$10,485.00

TOTAL: \$70,637.79

Submitted By:

A handwritten signature in black ink, reading 'Shasta Blackford' in a cursive script.

Shasta Blackford  
Mayor

Drafted By:

A handwritten signature in black ink, reading 'Kayden Pavlicek' in a cursive script.

Kayden Pavlicek  
City Auditor