




City of Dunn Center

SPECIAL MEETING MINUTES DUNN CENTER CITY COUNCIL

 Date	 Time	 Location
January 27, 2026	5:30 PM	3 Main Street W Dunn Center, ND 58626

ROLL CALL:

- President Shasta Blackford
- Vice President Colton Medley - via phone
- Council members Jeremiah, Ewer, Zach Pavlicek, and Daniel Binek

PUBLIC COMMENTS:

- None

MOTIONS:

- None

NEW BUSINESS:

FIRST READING - UPDATED FLOODPLAIN MANAGEMENT ORDINANCE

- First reading was held for the updated Floodplain Management Ordinance. The ordinance had not been updated since June 1, 1983. Required to be completed to stay enrolled with National Flood Insurance Program.

MOTION:

- Motion by Dan, second by Jerry to approve the first reading. Motion carried.

FIRST READING - ORDINANCE 2026-3 STRAY ANIMALS

- First reading was held for Ordinance 2026-3 updating the city's stray animal regulations. The ordinance expands coverage to include cats and dogs, establishes procedures for trapping, owner reclamation, relocation partnerships, and humane euthanasia as a last resort. Public comment included discussion of humane trapping practices, disease prevention, and the importance of spay/neuter programs.

MOTION:

- Motion by Zach, second by Dan to adopt Ordinance 2026-3. Roll call vote: Jerry – yes; Dan – yes; Zach – yes; Colton – yes. Motion carried.



RESOLUTION NO. 2026-4 CITY SEAL ADOPTION

- Council discussed the need for an official city seal for original documents.

MOTION:

- Motion to approve Resolution 2026-4 adopting an official City Seal. Roll call vote: Jerry – yes; Dan – yes; Zach – yes; Colton – yes. Motion carried.

CITY WEBSITE / DOMAIN LICENSING

- Discussion was held regarding transferring the city domain (cityofdunncenter.com) and moving to a WIX platform for improved management and storage. Auditor Kayden Pavlicek recommended the transition for in-house updates.

MOTION:

- Motion by Jerry, second by Zach to approve the website transition. Motion carried.

CITY EMPLOYEE PAYROLL PERIOD / SCHEDULE

- Council approved changing the payroll period from Wednesday–Tuesday biweekly to Sunday–Saturday weekly, paid the following Friday. This change allows improved tracking of payroll expenses and overtime. This change applies to hourly city staff and does not affect elected officials, who remain on a monthly pay schedule.

MOTION:

- Roll call vote: Jerry – yes; Dan – yes; Zach – yes; Colton – yes. Motion carried.

RESOLUTION NO. 2026-5 CITY CEMETERY POLICIES / RULES / DEED TEMPLATES

- Discussion was held regarding cemetery oversight responsibilities and applicable state requirements.

MOTION:

- Motion was made and approved to table Resolution 2026-5 for further research and coordination with county officials.

CITY BUSINESS LICENSE APPLICATION TEMPLATE APPROVAL

- Council approved a business license application template to ensure businesses operate in compliance with city ordinances. The license will be an annual requirement. Council reached consensus to set the annual business license fee at \$25, to be included in the forthcoming fee resolution.

MOTION:

- Motion by Jerry, second by Dan to approve business application template. Motion carried.

CITY SERVICE CHARGES 2026 UPDATE

- Council discussed updates to city service charges, including pet licensing, water shutoff fees, and connection charges. Updated pet licensing fees and other changes will be included in a future fee resolution. Discussion clarified that the \$50 service fee applies to shutoffs due to non-payment only.

MOTION:

- Motion by Colton, second by Jerry to table city service charges. Roll call vote: Jerry – yes; Dan – yes; Zach – yes; Colton – yes. Motion carried.



SNOW PUSHER CURB GAURD KIT APPROVAL

- Jim requested one curb guard kit; council approved the purchase of two kits for maintenance inventory

MOTION:

- Motion by Colton, second by Zach to approve two kits of curb guards. Motion carried.

WATER METER UPDATES

- Council discussed ongoing documentation efforts related to water meter installations and property access. The city attorney has advised that thorough documentation of meter locations, serial numbers, and installation conditions is required before enforcement actions proceed. Staff will continue documentation and resident outreach

HANDRAIL FOR CITY HALL ENTRANCE

- Discussion was held regarding accessibility improvements at City Hall, including installation of a handrail and prioritizing snow removal at entrances and sidewalks.

MOTION TO ADJOURN:

- Jerry moved to adjourn the meeting. Zach 2nd. All Ayes, M/C.

Next board meeting is scheduled on February 12, 2026 at 6 PM.

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

Shasta Blackford
Mayor

Drafted By:

Kayden Pavlicek
City Auditor