

City of Dunn Center



REGULAR MEETING MINUTES **DUNN CENTER CITY COUNCIL**



Date
February 12, 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 Zach Pavlicek and Daniel Binek

PUBLIC COMMENTS:

• **Andrew Sampsel – Banking & Fraud Prevention**

Andrew Sampsel addressed the council regarding a recent fraud incident involving Dickinson Public Schools and discussed fraud prevention options available to public entities. He explained systems such as Positive Pay, which add an additional layer of vendor verification for accounts payable and receivable. Sampsel noted that public entities are often targets for fraud due to the size of public funds and stated that the banking system has prevented tens of millions of dollars in attempted fraud in recent years.

• **Holly Hutchinson – Dunn County Tax Director**

Holly Hutchinson, Dunn County Tax Director and Dunn Center City Assessor, informed residents about property tax credit programs including:

- Homestead Credit
- Disabled Veteran Credit
- Primary Residence Credit

The primary residence credit may provide up to \$1,600 for North Dakota homeowners. Residents were encouraged to apply if eligible.

MOTIONS:

- Binek moved to approve of Agenda. Medley 2nd. M/C.
- Binek moved to approve the January regular meeting minutes. Pavlicek 2nd. M/C.
- Medley moved to approve the January financial reports. Binek 2nd. M/C.
- Binek moved to approve the January bills. Medley 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.
- Medley moved to approve the January special meeting minutes. Pavlicek 2nd. M/C.

NEW BUSINESS:

JULY 3RD COMMUNITY EVENT – BEAK'S BARBECUE

- Beak's Barbecue and Western Choice presented options for catering the July 3rd community celebration in Dunn Center. Discussion included menu options and event logistics.

MOTION:

- Medley moved to approve Beak's Barbecue provide the protein and assist with the potluck-style meal for the July 3rd event. Pavlicek 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.

KILLDEER SADDLE CLUB / KILLDEER MOUNTAIN ROUNDUP RODEO

- Representatives from the Killdeer Saddle Club presented updates regarding upcoming rodeo events and the July 4th concert featuring Casey Donahue. The organization requested sponsorship support from the City of Dunn Center.

MOTION:

- Medley moved to approve donation of \$20,000 as a sponsor for the July 2nd rodeo performance. Pavlicek 2nd. M/C.



KILLDEER GOLF FOUNDATION

- Clayton Johnson and Jeremy Bird presented the Callaway Golf Foundation youth golf facility project in Killdeer, which will include multiple golf simulators and indoor recreation activities.

MOTION:

- Pavlicek moved to table the discussion until itemized costs can be presented at a future meeting. Medley 2nd. M/C.

CITY APARTMENTS FOUNDATION ISSUE

- The council discussed foundation separation issues on the south side of the city apartments.

MOTION:

- Medley moved to table the discussion until itemized costs can be presented at a future meeting. Pavlicek 2nd. M/C.

FERAL CAT RELOCATION AGREEMENT & LIABILITY WAIVER

MOTION:

- Pavlicek moved to approve the liability waiver for the feral cat relocation program. Medley 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.

ST. PATRICK'S DAY PARADE

- The St. Patrick's Day Parade was scheduled for Saturday, March 16.

ACCEPT RESIGNATION OF COUNCIL MEMBER JERRY EWER

- Council member Jerry Ewer submitted his resignation from the City Council.

MOTION:

- Medley moved to approve of Jerry Ewer's resignation, open the council position for applications for 30 days, appoint a replacement at the next council meeting. The appointed individual will serve the remainder of the term. Pavlicek 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.

PUMP HOUSE SECURITY/CONSOLIDATED UPGRADES

- Council discussed security concerns at the City pump house following a recent break-in incident. To improve security and monitoring of city infrastructure, the council considered installing additional cameras and lighting.

MOTION:

- Pavlicek moved to approve installation of security cameras at the pump house and City Hall and approve lighting installation at the pump house. Medley 2nd. M/C.

UTILITY BILL CARD PROCESSING PLATFORM

- Council discussed the current PSN utility payment platform used for online and credit card utility payments. Concerns were raised regarding the platform being outdated and cumbersome for residents to use.

MOTION:

- Pavlicek moved to table the decision regarding the utility payment platform and credit card processing until additional information can be reviewed. Medley 2nd. M/C.

SEWER MAINTENANCE

- Slow leak discovered on manhole in ditch by 3rd Ave W. BEK construction provided a remediation by using a sealing solution to repair the hole without having to do invasive measures.

MOTION:

- Medley moved to approve BEK to repair the leaking manhole on 3rd Avenue using a sealing solution. Pavlicek 2nd. M/C.



OLD BUSINESS:

BOBBI STRAIT - PROPERTY INSPECTION REPORT

- The county building inspector presented a report regarding several properties within city limits identified as potential nuisance or dangerous structures. Council reviewed concerns including dilapidated structures, abandoned vehicles, roof deterioration, and safety hazards. Discussion included potential options for addressing nuisance properties and utilizing available demolition assistance programs through the JDA. No formal action was taken at this time.

SECOND READING - UPDATED FLOODPLAIN MANAGEMENT ORDINANCE

MOTION:

- Pavlicek moved to approve second reading of the Floodplain Management Ordinance. Medley 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.

SECOND READING - ORDINANCE 2026-3 STRAY ANIMALS

MOTION:

- Medley moved to approve second reading of the Stray Animal Ordinance 2026-3. Pavlicek 2nd. Roll Call Vote: Medley, Pavlicek, Binek — Ayes. M/C.

METER UPDATES

- The council reviewed updates regarding water meters requiring repair or replacement.

ENGINEER REPORT:

- None

MAINTENANCE REPORT:

- Sewer backup caused by paper towels clogging a manhole
- Snow plow curb guard kit received
- Additional water meters stocked
- Toolcat maintenance completed
- Water valves frozen due to condensation
- Street lamp heads require tightening
- Potential trade of maintainer equipment for a street sweeper
- Automation needed for water tower recycle pump
- Discussion of locking alley spigot to prevent commercial water use

MOTION TO ADJOURN:

- Binek motioned to adjourn February 12, 2026, regular council meeting. Medley 2nd. All Ayes. M/C.

Next meeting will be held on March 12, 2026 at 6 PM.

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



BILLS:

- Salaries: \$15,198.45

Vendor	Total
Advanced Business Methods	\$144.60
AH Inc	\$17,415.26
Amazon Business Account	\$874.54
BCBS	\$5,828.93
Benz Oil	\$809.10
BM Web Design	\$202.00
Column Software – Dickinson Press	\$502.36
Consolidated	\$706.45
Far West Equipment LLC	\$69.61
Farra Meeker	\$375.00
Ferguson	\$2,404.21
In Control, Inc	\$1,564.50
IXOM Watercare Inc.	\$9,294.00
MDU	\$1,958.23
MGM Rural Sanitation, LLC	\$3,011.62
RJH & Associates, Ltd	\$1,500.00
Schmidt Repair	\$1,431.30
SW District Health Unit	\$25.00
SW Grain	-\$89.65
SW Water Authority	\$2,164.29
Western Choice Coop	\$1,042.05

Total Accounts Payable: \$51,233.40

APPROVED BY:

Shasta Blackford
Mayor

DRAFTED BY:

Kayden Pavlicek
City Auditor