



# City of Dunn Center

## SPECIAL MEETING MINUTES DUNN CENTER CITY COUNCIL

 Date	 Time	 Location
December 30, 2025	5:30 PM	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

### **PUBLIC COMMENTS:**

- None

### **MOTIONS:**

- Medley motioned to set and approve/consent agenda. Ewer 2nd All Ayes, M/C

### **NEW BUSINESS:**

- The auditor position was advertised from December 6, 2025, and closed December 19, 2025, at 4pm MT. Blackford received 4 applications and made all reference calls for each applicant. Blackford emailed all applications and reference interviews to each council person. Blackford suggested interviewing the top two applicants. Ewer and Blackford met with each applicant for the interview process.
- Ewer expressed his concerns to the council that he is worried that if we hire that may make the city look a certain way since this applicant was hired a month ago to do accounts for the city and since we terminated an employee and would like to visit more about this a possibly extend the opening, The council agreed with Ewers concerns but do feel like the time line was fair amount of time. Also, the city had no intent on hiring this applicant full time. It was only for 30 days to see where our accounts were. Medley said that he thought it was important to make a decision tonight. All the other members agreed. Blackford and Ewer began informing the board of the interview process. Both applicants were very qualified for the position and would be a good fit. Blackford recommended going with the applicant that had the education background. She expressed that the city lacked educational knowledge in the past and thinks it would be a good fit.



**MOTION:**

- Ewer made a motion to approve hiring Kayden Pavlicek at \$35 per hour and can work up to 80 hours per pay period, 3% retirement, full family insurance, with no probation period. Medley 2nd. No discussion was held.
- Blackford asked for roll call vote. Ewer- Yes, Binek- Yes, Pavlicek- abstained, Medley- Yes. M/C
- Blackford will call applicant to see if she accepts the offer.

**MOTION:**

- Binek made a motion for first reading to add to our policy book, "All employees must get permission from the mayor and at least one other council person to work overtime." Pavlicek 2nd.
- Medley asked if the employee needed to work on a certain item that they would ask that council person that holds the portfolio. Blackford thought that it was not necessary to add that verbiage into the policy book. That we have an open team right now so that we can communicate with each other if needed. The council agreed. Blackford also stated we will need to have a second reading of this. Blackford asked for roll call vote. Ewer- Yes, Binek-Yes, Pavlicek- Yes, Medley- Yes M/C

**MOTION TO ADJOURN:**

- Pavlicek motioned to adjourn the meeting. Ewer 2nd. All Ayes, M/C

Next board meeting will be rescheduled to January 13, 2026 at 6 PM.

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

Shasta Blackford  
Mayor