

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



Date

March 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:**

- None

### **MOTIONS:**

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

### **NEW BUSINESS:**

#### **APARTMENT ROOF REPAIRS**

Council held extensive discussion regarding submitted estimates for the apartment roof repairs. Concerns were raised about inconsistencies in measurements, missing materials (including gutter apron and pipe boots), and differences in material quality such as gauge thickness and fastener types. Council discussed estimates, materials, timelines, and preference to seek additional local bids. Council discussed advertising for additional local bids via Facebook and local outreach.

Additional discussion included:

- Preference for metal roofing over shingles due to longevity and cost
- Importance of including features such as snow stops for safety
- Concerns about timeline delays from certain contractors
- Ensuring all bids reflect comparable scope and specifications
- Desire to prioritize local contractors when possible

Council agreed additional outreach was needed to ensure local contractors have an opportunity to bid and that specifications are clearly defined.

#### **MOTION:**

- Medley made a motion to table apartment roof repairs and advertise for additional bids. Binek 2nd. Roll Call Vote: Medley, Binek — Ayes. Pavlicek - Abstained. M/C.

#### **CEMETERY ENTRANCE PILLAR IMPROVEMENTS – MATERIAL ESTIMATE APPROVAL**

Discussion was held regarding proposed improvements to the cemetery entrance pillars using adhesive stone materials. Council compared this option to a previously received quote from a local contractor and noted the current proposal would be more cost effective while still achieving a desired aesthetic.

#### **MOTION:**

- Medley made a motion to approve moving forward with cemetery entrance pillar improvements estimated to cost \$2,545.00. Binek 2nd. All Ayes, M/C



## **OLD BUSINESS:**

### **RESOLUTION 2026-13 SUMMER WATER RATE PROGRAM**

Council discussed eligibility for the seasonal water rate discount program. Consideration was given to whether the program should apply to:

- Residential properties
- Apartment units
- Businesses

Discussion included fairness across all users, potential misuse, and intent of encouraging lawn care and community appearance improvements. Council agreed the program should remain broadly accessible, but those enrolled in the Senior Water Discount are not applicable.

#### **MOTION:**

- Medley made a motion to approve Resolution 2026-13 Summer Water Rate Program. Binek 2nd. All Ayes, M/C

### **CITY BILL SHUT OFF POLICY**

Council reviewed the formalized shut-off policy, which outlines timelines for notices and enforcement procedures. The policy establishes:

- Notice at 60 days past due
- Follow-up reminder during the notice period
- Shut-off timeline and reconnection requirements

Discussion emphasized the importance of having clear, enforceable procedures as recommended by the City Attorney.

#### **MOTION:**

- Pavlicek made a motion to approve the City Utility Shut-Off Policy. Medley 2nd. Roll Call Vote: Medley, Binek, Pavlicek — Ayes. M/C.

### **COUNCIL MEMBER APPOINTMENT**

Council reviewed submitted applications for the vacant council position. After consideration, Mike Strong was selected for appointment. Mike Strong accepted the position and will complete oath requirements at an upcoming meeting.

### **AC UNITS / APARTMENTS & CITY HALL**

Council reviewed the estimate from Western Heating & Air for replacement of remaining AC units. Discussion included:

- Identification of units needing replacement
- Coordination with other building repairs
- Estimated installation timeline
- Annual maintenance agreement

Council agreed replacement is necessary to maintain functionality and tenant comfort.

#### **MOTION:**

- Medley made a motion to approve the Western Heating & Air estimate. Pavlicek 2nd. Roll Call Vote: Medley, Binek, Pavlicek — Ayes. M/C.

### **CONDITIONAL USE PERMITS - 6.0515 ANIMALS**

Council discussed establishing clear limits and conditions for animals within city limits. Topics included:

- Maximum allowable quantities
- Types of animals permitted
- Past inconsistencies in enforcement
- Consideration for 4-H participation
- Need for enclosure and sanitation standards
- Authority to revoke permits if conditions are not met

Final agreed limits include:

- Up to 10 fowl (no roosters)
- Up to 2 goats
- Up to 2 rabbits
- 1 pig (with conditions)



**MOTION:**

- Pavlicek moved to approve Conditional Use Permit 6.0515 – Animals. Medley 2nd. Roll Call Vote: Medley, Binek, Pavlicek — Ayes. M/C.

**APARTMENT 2 CARPET REPLACEMENT**

Discussion was held regarding replacement of original carpet in one of the apartment units. The unit was identified as having outdated carpet, and tenant assistance with moving furniture was discussed.

**MOTION:**

- Medley moved to approve apartment carpet replacement. Binek 2nd. Roll Call Vote: Medley, Binek, Pavlicek — Ayes. M/C.

**MAINTENANCE REPORT:**

- Water tower returned to service.
- Public restrooms reopened; showers temporarily shut off.
- Camera system installation delayed due to hardware availability.
- Discussion regarding potential gravel/scoria availability for residents to improve driveways (no formal action taken).
- Additional discussion occurred regarding possible expansion of camera coverage at city facilities for asset protection.
- Discussion regarding placement of dumpsters for city clean up due to construction starting soon after delivery.
- Brush pile located on 1<sup>st</sup> Ave to be moved by BEK to the pit.
- 14 cats removed to farms on relocation plans.
- AH Electrical provided quotes for shop lighting, additional outlets in city hall, and separation of electrical circuits (flagpole vs. building)

**MOTION:**

Medley made a motion to approve AH's quote for electrical improvements, including shop lighting replacement, installation of additional outlets, and circuit separation for flagpole and building lighting. Pavlicek 2<sup>nd</sup>. All Ayes, M/C

- Shared drive system introduced for council and staff collaboration - daily logging of public works tasks will be implemented

**MOTION TO ADJOURN:**

Binek motioned to adjourn March 12, 2026, regular council meeting. Pavlicek 2nd. All Ayes. M/C.

Next meeting will be held on April 9, 2026 at 6 PM.

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



**BILLS:**

- Salaries: \$11,849.07

Vendor	Amount (\$)
Advanced Business Methods	\$93.37
Amazon Business Account	\$1,412.94
BCBS	\$5,828.93
BEK Consulting, LLC	\$1,868.25
Benz Oil, Inc.	\$957.17
BND SRF	\$17,400.00
Bravera Bank Credit Card	\$138.24
Column Software	\$691.60
Farra Meeker	\$375.00
Forsgren	\$1,488.25
IXOM Watercare Inc.	\$273.54
Mackoff Kellogg Law Firm	\$487.50
MDU	\$3,516.17
MGM Rural Sanitation, LLC	\$3,031.62
ND One Call	\$1.50
ND WSI	\$1,525.98
North Dakota Surplus Property	\$500.00
Prairie Wind Photography	\$88.75
Rough Rider Septic	\$395.00
SW District Health Unit	\$30.00
SW Water Authority	\$3,225.27
Western Choice Cooperative	\$100.63
<b>TOTAL</b>	<b>\$48,113.88</b>

APPROVED BY:

Shasta Blackford  
Mayor

DRAFTED BY:

Kayden Pavlicek  
City Auditor