



City of Dunn Center



REGULAR MEETING MINUTES **DUNN CENTER CITY COUNCIL**

Date	Time	Location
AUGUST 6, 2026	6:00 PM	3 Main Street W Dunn Center, ND 58626

ROLL CALL:

- President: Shasta Blackford
- Vice President: Colton Medley
- Council members: Daniel Binek, Zach Pavlicek, Mike Strong

PUBLIC COMMENTS:

No public comments were received.

MOTIONS:

- Medley moved to approve the agenda as amended to add playground bids and BEK Pay Application No. 10. Pavlicek 2nd. All Ayes. M/C.
- Medley moved to approve the regular and special meeting minutes. Strong 2nd. All Ayes. M/C.
- Binek moved to approve the July financial reports. Medley 2nd. All Ayes. M/C.
- Binek moved to approve the July bills as presented. Pavlicek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley - Ayes. M/C.

OLD BUSINESS:

DUNN COUNTY FAIR ASSOCIATION / SADDLE CLUB UPDATE

Representatives provided an update on Saddle Club activities and thanked the City for its support. The flag pavilion project has been delayed due to the project lead's medical treatment but remains planned.

Additional updates included:

- construction of concrete seating tiers funded through a grant
- a donated replacement office building planned for construction beginning in mid-September
- increased rodeo and concert attendance and positive community feedback
- possible scheduling of the 2027 concert for July 2 while the City's community celebration remains July 3
- future vendor capacity and parade-safety improvements, including safer candy distribution

No financial commitment was requested or approved. No action was taken.

NEW BUSINESS:

FIRST READING - ORDINANCE 2026-8, FIREWORKS

Council reviewed the amended version of Ordinance 2026-8 regulating fireworks within City limits. The amended schedule permits fireworks through 11:00 PM from June 30 through July 2, through 1:00 AM on July 3 and July 4, and through 11:00 PM on July 5.

MOTION:

- Medley moved to approve the first reading of amended Ordinance 2026-8, Fireworks. Strong 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley - Ayes. M/C.

2027 PRELIMINARY BUDGET

Council reviewed the proposed 2027 preliminary budget, including estimated revenues, expenditures, capital outlay, and the City's Multi-Year Improvement Plan. The proposed property-tax levy is \$15,618.43, representing a 3% increase over the prior year.

Council discussed the relationship between the preliminary budget, the capital-improvement schedule, and the planned 2026 and 2027 projects.

MOTION:

- Binek moved to approve the 2027 preliminary budget. Pavlicek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley - Ayes. M/C.

FORSGREN - AUTHORIZATION TO PROCEED WITH PROPERTY NOTICES

Council reviewed the findings provided by the City's third-party property inspector properties. Discussion addressed public health and safety, deteriorated structures, accumulated materials and vehicles, consistent enforcement, property values, and the availability of assistance programs for qualifying demolition projects.

Council discussed using an independent inspector to apply the City's standards consistently and avoid selective enforcement. Council also discussed coordination with law enforcement when appropriate and continued follow-up with NDDOT regarding qualifying junkyard properties.

MOTION:

Pavlicek moved to authorize Bobbi with Forsgren to issue notices to the identified properties based on the inspector's findings, using the following compliance timeline:

- 30 days to contact Bobbi and begin corrective action;
- 90 days to demonstrate meaningful progress; and
- 180 days to achieve compliance.

Bobbi will serve as the primary point of contact for property owners, conduct monthly follow-up inspections, document each property's progress, and provide regular status updates to the City. Extensions may be approved by the City Council based on Bobbi's documentation of progress and any extenuating circumstances. Property owners will also be informed of the City's 50% demolition assistance program, where applicable.

Binek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley—Ayes. M/C.

PLAYGROUND EQUIPMENT AND DISPOSITION OF EXISTING EQUIPMENT

Council reviewed the process for disposing of the existing playground equipment through sealed bids, with the successful bidder responsible for removal and related liability. Council also discussed transportation of the new equipment, drainage and utility conflicts, irrigation, installation scheduling, and the need for a comprehensive park plan before proceeding.

Council agreed to pause the playground-equipment decision until site planning, drainage, utilities, and future park phases can be reviewed together. No action was taken.

BEK PROJECT - PAY APPLICATION NO. 10

The City Engineer reviewed Pay Application No. 10 in the amount of \$351,072.00. Following payment, approximately \$1.34 million would remain on the contract. The project was reported approximately 87% complete and remained on track to finish within the overall project budget.

MOTION:

- Medley moved to approve BEK Project Pay Application No. 10 in the amount of \$351,072.00. Strong 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley - Ayes. M/C.

ENGINEER REPORT:

The City Engineer reported that curb-and-gutter machine work had been completed. Remaining work included:

- hand-poured intersection radiuses, sidewalks, paving, and final grading
- completion of First Avenue West to allow BEK to proceed with related work
- review of driveway approaches, concrete aprons, and resident requests
- coordination with the Post Office regarding replacement and placement of mailboxes

The Engineer also recommended evaluating Central Avenue South as a future project phase, potentially using a concrete street section and seeking county cost participation due to heavy truck traffic. No action was taken.

MAINTENANCE REPORT:

City Maintenance reported progress on cleanup at 155 Harvest Loop and continued training on City systems and procedures.

Discussion included:

- temporary use of a licensed contractor for mosquito or weed spraying while certification is pending
- annual fire-hydrant inspection, flushing, drainage checks, and recordkeeping
- cross-training for water sampling and operator responsibilities
- development of standard operating procedures and a 12-month preventive-maintenance schedule
- annual valve exercising, manhole inspections, and updated system records
- yearly lift-station pump maintenance through Dakota Pump
- follow-up on cemetery-pillar corrections and return of an unused mower attachment

No action was taken.

MOTION TO ADJOURN:

Medley motioned to adjourn the meeting. Pavlicek 2nd. All Ayes M/C.

These minutes may be published subject to the governing body's review and revision.

Next meeting will be held on September 8, 2026 at 6 PM.

SALARIES:\$11,536.88

BILLS:

<u>Advanced Business Methods</u>	\$121.68	<u>MDU</u>	\$1,375.40
<u>All in One Oilfield Services</u>	\$3,780.00	<u>Menards</u>	\$480.74
<u>Amazon Business</u>	\$845.99	<u>MGM Rural Sanitation LLC</u>	\$3,252.22
<u>BEK Consulting</u>	\$351,031.72	<u>NAPA Auto Parts</u>	\$177.97
<u>Benz Oil</u>	\$417.20	<u>Nutrien Ag Solutions</u>	\$242.00
<u>BND SRF</u>	\$72,400.00	<u>One Call Concepts Inc.</u>	\$37.50
<u>CHS Southwest Grain</u>	\$197.40	<u>RJH & Associates, Ltd.</u>	\$900.00
<u>Column Software PBC</u>	\$608.29	<u>Shred ND</u>	\$107.50
<u>Dunn County Treasurer</u>	\$24,000.00	<u>Southwest Water Authority</u>	\$4,829.54
<u>Ferguson Waterworks</u>	\$600.00	<u>SW District Health Unit</u>	\$60.00
<u>Forsgren Associates, Inc.</u>	\$2,520.00	<u>Total Control Inc.</u>	\$2,436.60
<u>Google Voice Inc.</u>	\$13.68	<u>Union Insurance Agency, Inc.</u>	\$1,854.00
<u>Hyalite Engineers</u>	\$73,402.50	<u>Western Choice Co-Op</u>	\$786.64
<u>InControl Inc.</u>	\$784.00	<u>Western Dakota Energy Association</u>	\$4,000.00
<u>Mackoff Kellogg Law Firm</u>	\$1,969.45		

TOTAL: \$553,232.02

APPROVED BY:

Shasta Blackford

Shasta Blackford
Shasta Blackford (Aug 11, 2026 11:21:58 MDT)
 Shasta Blackford

Mayor

DRAFTED BY:

Kayden Pavlicek

Kayden Pavlicek
 City Auditor

8.6.26 Regular Meeting Minutes

Final Audit Report

2026-08-11

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