City of Dunn Center

REGULAR MEETING MINUTES
DUNN CENTER CITY COUNCIL

NOT APPROVED

Date	Time	Location
September 8, 2026	6:00 PM	3 Main Street W Dunn Center, ND 58626

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

PUBLIC COMMENTS:

None.

MOTIONS:
- Medley moved to amend the agenda by adding Pay Application No. 11 and approve the agenda as amended. Pavlicek 2nd. All Ayes. M/C.
- Binek moved to approve the August 6, 2026, regular meeting minutes. Strong 2nd. All Ayes. M/C.
- Binek moved to approve the August financial reports. Pavlicek 2nd. M/C.
- Pavlicek moved to approve the August bills. Binek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley—Ayes. M/C.

OLD BUSINESS:

SECOND READING ORDINANCE NO. 2026-8—FIREWORKS

MOTION:
- Medley moved to approve the second reading of Ordinance No. 2026-8 regarding fireworks. Strong 2nd. All Ayes. M/C.

NEW BUSINESS:

SHIPPING CONTAINER REGULATIONS

Council reviewed regulations used by other municipalities and discussed permits, size limitations, setbacks, appearance, upkeep, and conditional-use requirements. Council agreed that shipping-container regulations should be incorporated into the City's updated land development code.

MOTION:
- Medley moved to provide Joel with Council's recommendation to include shipping-container regulations in the draft land development code. Pavlicek 2nd. All Ayes. M/C.

CITY-OWNED PROPERTY – GARAGE ENCROACHMENT / PROPERTY DISPOSITION 146 W. MAIN STREET

Council discussed a privately owned garage located partially on a City-owned lot. Options discussed included selling or leasing the lot and determining whether a public bidding process would be required.

MOTION:
- Binek moved to refer the matter to the City Attorney to determine the City's legal options and required process. Pavlicek 2nd. All Ayes. M/C.

TRAILER PARK WATER METERING – DISCUSSION AND DIRECTION

Council discussed cellular remote-shutoff meters, replacing the existing nonfunctioning meters, and the possibility of installing a master meter pit. The City Engineer recommended considering a long-term infrastructure solution that would place water and sewer mains within the platted street and provide individual curb stops for each lot. The cellular-meter proposal was not approved. Staff will continue replacing existing meters and seek further discussion with the trailer park owner. No formal action was taken.

NOT APPROVED

CITY APARTMENT REMIDIATION

Council reviewed the recommendations from NDIRF and Arrow Services. NDIRF recommended mold removal, properly plumbed dehumidifiers, and rerouting the dryer vents without excavation or installation of a vapor barrier. Arrow recommended a more extensive scope involving cleaning, excavation, and vapor-barrier installation.

MOTION:

- Pavlicek moved to proceed with Arrow Services' full remediation scope and purchase six new dehumidifiers for the apartment crawlspaces at an estimated total cost of $2,700. 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley—Ayes. M/C.

RESOLUTION NO. 2026-21 - WATER RESALE RATE ADDITION TO MASTER FEE SCHEDULE

MOTION:

- Medley moved to approve Resolution No. 2026-21, amending the Master Fee Schedule to establish a water resale rate of $28.00 per 1,000 gallons. 2nd. All Ayes. M/C.

PARK IMPROVEMENT PROJECT – DISCUSSION & DIRECTION

Council discussed the playground grant, donations received, project timing, budget concerns, drainage issues, and the need for a comprehensive plan for the entire park. Council determined that the City would not accept the grant or proceed with the proposed playground project at this time. Uncashed donation checks will be returned, pending donation applications will be canceled, and residents and businesses will be notified. Council emphasized that playground and park improvements may be reconsidered after an overall park plan has been developed. No formal motion was made.

CITY HALL EXTERIOR IMPROVEMENTS – WOOD REPAIR, STAINING & SEALING

Council reviewed the deterioration of the exterior wood and discussed staining, sealing, replacing damaged boards, and extending metal siding over certain areas. Council determined that the wood should be cleaned and restored using products recommended by Montana Timber Products, with City staff completing the work when feasible.

MOTION:

- Pavlicek moved to authorize the City to purchase the stain, sealer, and necessary materials for the upper exterior wood section of City Hall. Binek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley—Ayes. M/C.

PAY APPLICATION NO. 11

The City Engineer reviewed the remaining project work, including paving, seeding, hydromulching, signage, lighting adjustments, and punch-list items. He reported that the project remained approximately $76,000 under budget based on current quantities and identified a correction involving approximately 3,000 feet of curb and gutter that had previously been billed.

MOTION:

- Medley moved to approve BEK Consulting Pay Application No. 11 in the amount of $625,842.05. Pavlicek 2nd. Roll Call Vote: Strong, Binek, Pavlicek, Medley—Ayes. M/C.

ENGINEER REPORT

The City Engineer provided an updated utility map and recommended that Public Works begin using it for utility locates. Upcoming paving work, final grading, streetlights, project closeout, retainage, and the one-year warranty period were reviewed.

Council also discussed long-term municipal planning. The City Engineer presented a process involving developing a community vision, identifying potential capital projects, evaluating and prioritizing those projects, and creating coordinated short- and long-term improvement plans. Potential areas included utilities, streets, housing, parks, recreation, the museum, community facilities, and economic development. Council supported continuing the planning discussions at future meetings.

MOTION TO ADJOURN:

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

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

Next meeting will be held on September 10, 2026 at 6 PM.

BILLS:

NOT APPROVED

Vendor	Amount	Vendor	Amount
Advanced Business Methods	$89.95		AH Inc.
Amazon Business	$813.75	BEK Consulting	$625,842.05
Circle H Properties	$15,000.00	Column Software PBC	$683.87
Consolidated Telecom	$351.17	First International Bank & Trust	$4,661.45
Gooseneck Implement	$90.76	Hyalite Engineers	$29,535.00
KAT & Company	$750.00	Mackoff Kellogg Law Firm	$37.50
Menards	$99.90	MGM Rural Sanitation LLC	$3,294.22
Mountain Plains, LLC	$550.00	NAPA Auto Parts	$177.97
One Call Concepts Inc.	$19.50	Saber Shred Solutions*	$2,227.50
Southwest Water Authority	$6,725.72	Total Control Inc.	$375.00
Union Insurance Agency, Inc.	$273.00	Western Choice Co-Op	$125.89
TOTAL: $692,027.08			

SALARIES: $16,678.32

APPROVED BY:

Shasta Blackford

Shasta Blackford
Mayor

DRAFTED BY:

Kayden Pavlicek

Kayden Pavlicek
City Auditor