

MINUTES OF THE PONCA CITY COUNCIL MEETING HELD 12.22.25

Mayor DJ Smith called the meeting to order at 7:00 PM on Monday, November 22nd, 2025, and referenced the meeting recording process, optional sign-in sheet and Open Meetings Law posting. All those present stood and recited the Pledge of Allegiance. Council members, Kristie Henjes, Josh Blatchford, Dillon Rickett, Dacia Jensen, Eric Bevelhymmer were present for Roll Call. Excused was Mahler. Prior notice of the meeting and agenda were provided to the Mayor and all Members of the Governing Body. Notice of the meeting was distributed and posted at the Ponca City Hall, US Post Office-Ponca, Ponca City Library, Bank of Dixon County, Keller's Pharmacy, and the Dixon County Courthouse.

Mayor Communications

None.

Consent Agenda

Mayor Smith stated to the Governing Body that the City Clerk-Finance Directors' December Claims & Accounts Payable Report, Fund Balance/Treasurers Report, City Budget Cash Report, General Journal Entry Report, Bank Statements and Check Register Report, and NPAIT statements were included in the Council Meeting Package sent out. A Motion was made by Blatchford and a second by Bevelhymmer to approve the Consent Agenda. The following Councilmembers voting "YEA": Henjes, Blatchford, Rickett, Jensen. Councilmembers voting "NAY": None. Motion passed 5-0.

Proclamations, Presentations, Appointments, Affirmations & Introductions

Reports & Updates

Travis Olander gave an update on the street and admin. He sent all 2025 building permits to courthouse, wrote a letter to NDOT about the section of land on West Street that states the state still owns. He received a response that it should be deeded to the City and they will get the paperwork submitted. We have final flood plain and will adopt new ordinance next meeting, he conducted quarterly safety meeting with staff and the heater in the shop was replaced along with filters at City Hall. He also trimmed trees, decorated for the Holiday Parade, removed snow and attended a water class in Newcastle.

Steve Brinkmann gave report on water and sewer department. He stated that the new water tower has been on and functional since December 4th and he has completed draining the old tower. If the weather holds then they will demo in January. He will be working with HOA on the computer screen that is not currently working, it should be under warranty. The part will come on Wednesday, December 24th. The booster pumps are working; he just cannot change the controls if needed. He had also done snow removal.

Omar Crawford gave Code Enforcement update. He has been getting ready for the academy.

The library board did not submit a report.

The Volunteer Fire and Rescue submitted their report.

City Attorney's Report

Matt states that he has worked on agenda items E, F, G and will address them when they are on topic.

Public Hearings

None.

Unfinished Business

None.

Agenda Comments/Speakers

None.

New Business

Todd Book was present to discuss the auction company Purple Wave. They facilitate online auctions and the fee is presented to the buyer, not the seller. Purple Wave is great for equipment, vehicles, plows, etc. Matt stated that in order to get around the sealed bid stipulation was when the resolution is passed to declare it surplus equipment, to list that it can be sold via auction with Purple Wave. Purple Wave handles all parts of the sale from photographs, to posting to dealing with the purchaser.

Schweers presented pay Estimate 13 from Maguire Iron in the amount of \$92,558.88. Kehrt stated that this is 95% complete. Schweers asked about the status of paperwork that the state is needing to process reimbursements from October and November. Kehrt stated that he will get an update this week. A motion to approve Pay Estimate 13 to Maguire Iron for \$92,558.88 was made by Blatchford and seconded by Henjes. Councilmembers voting "YEA": Blatchford, Bevelhymmer, Henjes, Jensen, Rickett. Voting "NAY": none. Motion passed 5-0.

Schweers presented a bid for acrylic surfacing for the pickleball court at Friendship Park. There was only one bid received and it was more than what the council was expecting. They requested to gather more bids and address at the January Meeting. No Action Taken.

Olander stated the 1- and 6-year plan will be in January, but after the workshop, the council wanted to work on West Street. A motion to direct Chad Kehrt to draw up plans and specifications for West Street was made by Bevelhymmer and seconded by Rickett. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Henjes, Jensen, Rickett. Councilmembers voting "NAY": none. Motion passed 5-0.

Matt Munderloh presented his revisions to the contract that was submitted by S2. He had the red-lined version so council could see the changes. He wanted to have council look it over prior to sending it to S2. The council agreed with the revisions. Schweers will get Munderloh the contact information for S2 and get it back to them and hopefully have it signed at the January meeting prior to service starting in February.

Crawford was to speak on revisions to the fees for dogs and he submitted the wrong documents. He will have the correct ones submitted for the January Meeting. Munderloh did state that there will need to be clearer language on the definition of "kennel" and suggested to keep the fees as a range so the court has the liberty to decide if the violation would require a larger penalty than the set rate. The council agrees that they would prefer the range rather than a set amount. Crawford will make changes and submit it to Schweers for January meeting as he will be at the academy. No Action Taken.

Schweers presented Ordinance 493 Revising Section 9-707 of the code book pertaining to setbacks on corner lots. Munderloh stated that as the ordinance reads, that the setbacks are at a 10-foot maximum and needed clarification on the language on if the street is one side or the entire block, meaning the North, East, South, and West portions of the block that potentially face 4 separate streets. The council stated that one side of the street is the preferred language. Council also wanted the ordinance to have Planning Commission recommend to the council their thoughts and council to have the final decision. Munderloh will draft and present again at January Meeting. A motion to table this topic until January was made by Blatchford and seconded by Bevelhymmer. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Henjes, Jensen, Rickett. Voting "NAY": none. Motion passed 5-0.

Schweers stated that 3 council members, the mayor, and herself had met with Summer Rec on December 8th to discuss the playground equipment at the ballfields. Smith stated that Summer Rec agreed that the equipment needs to be removed. Summer Rec will meet with council prior to the meeting in January to discuss possible replacement options and a timeline. A motion to remove the playground equipment was made by Blatchford and seconded by Bevelhymmer. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Henjes, Jensen, Rickett. Voting "NAY": none. Motion passed 5-0.

Smith stated that Trump had made an Executive Order to give Federal Employees the 24th and 26th paid off for the holiday. Governor Pilleen followed suit and awarded State Employees the same benefit. Smith asked county supervisors what they were doing and they are awarding 4 hours of holiday on the 24th and 8 hours on the 26th. Smith would like to do the same for full-time employees. He stated that if a part time employee was scheduled, they would receive the same benefit. A motion was made by Blatchford and seconded by Rickett to award 4 hours of Holiday Pay on the 24th and 8 hours of Holiday Pay on the 26th to Full Time Employees and part time employees Holiday Pay if they were on the schedule to work those days up to the allotted hours stated. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Henjes, Jensen, Rickett. Voting "NAY": none. Motion passed 5-0

Governing Body Comments and Correspondence

Mayor Smith asked if there were any future agenda requests for consideration or administrative action. Next Ponca City Governing Body Meeting scheduled for Monday, January 26th at 7:00 PM.

Adjournment

A motion to adjourn the meeting was made by Blatchford at 7:44 PM and seconded by Henjes. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Henjes, Jensen, Rickett. Voting "NAY": none. Motion passed 5-0.

Mayor; DJ Smith

City Clerk- Finance Director; Jaime Schweers