**MINUTES OF THE PONCA CITY COUNCIL MEETING HELD**

**11.27.23**

**Mayor DJ Smith** called the meeting to order at 7:00 PM on November 27th, 2023, 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. Councilmembers Josh Blatchford, Kari Lowe, Ron Mahler, Eric Bevelhymer, and Andy Stark were present for Roll Call, Dillon Rickett was excused. 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**

Mayor Smith stated that the Lighted Parade would be at 630 on Wednesday November 29th.

**Consent Agenda**

Mayor Smith stated to the Governing Body that the City Clerk-Finance Directors September Claims & Accounts Payable Report, Fund Balance/Treasurers Report, City Budget Cash Report, and a General Journal Entry Report were included in the Council Meeting Scan Package sent out. Motion by Councilmember Bevelhymer and a second by Councilmember Mahler to approve the Consent Agenda. The following Councilmembers voting “YEA”: Blatchford, Lowe, Mahler, Stark, Bevelhymer. The following Councilmembers voted “NAY”: None. Motion passed 5-0.

**Proclamations, Presentations. Appointments, Affirmations & Introductions**

No proclamations, presentations, appointments, affirmations, or introductions at this meeting.

**Reports & Updates**

Joe Yocum gave a Police update. There have been 11 calls so far in November. Joe continues to work on nuisance properties and dogs at large. There has been 1 applicant for the part time police officer position. He is also working on a more in-depth application for the police department.

Travis Olander gave an update on both the Street department. He has been working on street sweeping and updates to the community center. There was also a workshop that was just held for a 1 & 6 year plan.

Steve Brinkmann updated the council on the water/sewer department. He has been moving his equipment and tools to the water building. The office employees went to look at 2 communities water meters and software for the upcoming project. The specs were given to our engineer for bids.

The library submitted minutes from their board meeting.

Jim Litchfield from Wakefield, NE spoke on behalf of the projects that he has been working on with the city. He suggested that the council, mayor, and himself find time for a retreat to discuss the upcoming year.

Motion was made by Mahler and a second by Lowe to Accept the updates and report. The following councilmembers voted “YEA”: Blatchford, Lowe, Mahler, Stark, Bevelhymer. Voting “NAY”: none. Motion passed 5-0.

**City Attorney’s Report**

Matt Munderloh stated that it was business as usual for the city. He did help city staff on Utility Ordinance Options and with an Unemployment Insurance Claim.

**Public Hearings**

None.

**Unfinished Business**

Mayor Smith stated that there were no new updates on the Dixon County Offices/Courts/Jail & Justice Center.

No updates on the Community Center.

**New Business**

Olander presented Resolution 2023-13, Resolution to permit lot split/subdivision of property owned by Don and Jane Anderson. Motion made by Lowe to approve Resolution 2023-13 and a second by Blatchford. The following councilmembers voted “YEA” Lowe, Mahler, Stark, Bevelhymer, Blatchford. Voting “NAY”: none. Motion passed 5-0.

Olander presented Ordinance 469, potential alley vacation/abandonment that splits parcel #225507; this si the Second Reading. Bevelhymer made a motion to approve Ordinance 469, potential alley vacation/abandonment that splits parcel #225507. A second was made by Stark. Councilmembers voting “YEA”: Mahler, Stark, Bevelhymer, Blatchford, Lowe. Voting “NAY”: none. Motion passed 5-0.

Schweers and Olander presented 2 options for the council to decide on for Ordinance 471; an Ordinance Establishing Rules and Regulations Governing Utility Services. The options were to have the utilities in the name of the landlord or to have the utilities in the name of tenant. Discussion was held. No action taken.

Mayor Smith suggested moving the council meeting to Tuesday, December 19th instead of Monday December 18th. A motion was made by Stark to approve moving the December Council Meeting and a second by Bevelhymer. Voting “YEA”: Bevelhymer, Blatchford, Lowe, Mahler, Stark. Voting “NAY”: none. Motion passed 5-0

Mayor Smith presented the Council Meeting Dates for 2024. Discussion was had on suggested dates. The council was given until next meeting to look over dates before deciding. No action taken.

**Interim City Administrators Report**

Olander gave an update on the city. The master fee schedule has been in place and working well, utility deposits have been credited to customers accounts or mailed checks to those who qualify. Still working with delinquent utility accounts. Schweers stated that the city website is up and running, but under construction as documents and information are being uploaded. The new address is ponca.municipalimpact.com.

**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 Tuesday December 19th, 2023, following the Public Hearing that starts at 6:30 PM.

**Adjournment**

A motion was made by Blatchford and a second by Bevelhymer to adjourn the meeting at 7:47 PM. The following councilmembers voting “YEA”: Bevelhymer, Blatchford, Lowe, Mahler, Stark. Voting “NAY”: none. Motion passed 6-0.

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Mayor; DJ Smith

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City Clerk- Finance Director; Jaime Schweers