

MINUTES OF THE PONCA CITY COUNCIL MEETING HELD 3.31.25

Mayor DJ Smith called the meeting to order at 7:00 PM on Monday, March 31st, 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. Councilmembers Ron Mahler, Kristie Henjes, Josh Blatchford, Eric Bevelhymmer, Dillon Rickett, and Marcus Burki were present for Roll Call. 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 presented Proclamation 2025-1, proclaiming that March 27th – March 29th as Fine Arts Weekend.

Consent Agenda

Mayor Smith stated to the Governing Body that the City Clerk-Finance Directors' March 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. Motion was made by Bevelhymmer and a second by Blatchford to approve the Consent Agenda. The following Councilmembers voting "YEA": Mahler, Henjes, Burki, Blatchford, Rickett, Bevelhymmer. Councilmembers voting "NAY": None. Motion passed 6-0.

Proclamations, Presentations, Appointments, Affirmations & Introductions

Reports & Updates

Travis Olander gave the City Administrator's Update. He has been working with Summer Rec and helping to get fields ready. He has been working on Water and Union Street projects and upcoming Gas Projects. He met with the safety committee. Clean up days are May 16 and 17.

Travis Olander gave the Street Report. He has been planning for potholes and asphalt repairs. March he was still moving snow and salting. Removed sod at ballfields, Hwy 12 should be repaired between 2026-2030.

Steve Brinkmann updated the council on the water/sewer department. Steve had pushed snow and scheduled equipment maintenance. He has been working with the crews working on the water project. He went to Kearney in the beginning of March for Wastewater Meeting. When Ponca lost power periodically during the last snow, all water and sewer equipment was working.

Jaime Schweers gave an update on the month. She had been to Clerk school in mid-March in South Sioux City. She stated that she had learned a lot and that there were some housekeeping items that needed to be implemented. Her assessments are due to the state by April 11th.

The library board submitted their report.

The Volunteer Fire and Rescue submitted their report.

City Attorney's Report

Matt Munderloh gave an update. There were a few zoning questions that were addressed along with police and code enforcement questions.

Public Hearings

None.

Unfinished Business

Agenda Comments/Speakers

None.

New Business

Chad Kehrt presented the Union Street Project Bids that were opened on Thursday March 27th at 10AM in Council Chambers. There were 4 bids that were opened. The lowest bid was submitted by TR Harris in the amount of \$265,978.50. A motion to approve the bid submitted by TR Harris for the amount of \$265,987.50 was made by Bevelhymmer and seconded by Blatchford. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Olander and Kehrt opened discussion on the upcoming Gas Meter Project. The project will hopefully be underway this summer and finished by the end of September. A motion to direct Kehrt to put together a bid packet was made by Mahler and seconded by Henjes. Councilmembers voting "YAY" Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Schweers presented sealed bids received for the Polaris Ranger. One bid was received and opened. No action was taken.

Olander opened a discussion on appointing new Safety Committee members. The committee needed to be made up of 3 volunteer employees and 3 council members. The 3 employee volunteers are Melissa Kebaili, Jaime Schweers, and Travis Olander. The 3 council members are Ron Mahler, Marcus Burki, and Josh Blatchford. A motion was made by Bevelhymmer and seconded by Rickett to approve the Safety Committee Appointments. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Olander stated that they have been working with Summer Rec on improving the ballfields. A letter needs to be drafted to Better Ponca Foundation to allow the funds to be transferred so the project can be completed. A motion was made by Blatchford and seconded by Mahler to direct the Finance Director to submit a letter to the Better Ponca Foundation Board requesting a transfer of interest earnings from the City of Ponca Ball Field Endowment Fund to the Summer Recreation Board in the amount of \$18,001.51 to use to complete the project. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Schweers presented Pay Estimate 4 in the amount of \$156,477.95 and Pay Estimate 5 in the amount of \$319,686.13. Schweers will submit the totals to the SRF Reimbursement and pay the totals in full during the April Claims Processing. A motion to approve the totals for Pay Estimate 4 and 5 were made by Bevelhymmer and seconded by Blatchford. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Schweers opened discussion on changing bank signatures. She had been in contact with BDC and are needing to remove Andy Stark and Brett Baker from the accounts. To replace Andy Stark will be Josh Blatchford, current Council President. Baker will remain off of the accounts and will have no replacement. A motion to approve the changing of signatures with the bank was made by Henjes and seconded by Rickett. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Schweers presented job descriptions for Code Enforcement/Police Officer in Training. Schweers, Smith, Bevelhymmer, and Blatchford conducted interviews for Police Chief earlier in the month. Smith had verbally offered Omar Crawford Jr. the position. Until his time with the academy is complete, he will act as a Full Time Code Enforcement and Police Officer in Training within the City of Ponca. A motion to accept the appointment of Omar Crawford Jr. as Code Enforcement/Police Officer in Training was made by Blatchford and seconded by Burki. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

Schweers presented Ordinance 487, Wage Ordinance. This ordinance will amend the Ordinance currently in place to add Code Enforcement/Police Officer in Training Position. A motion was made by Rickett and seconded by Blatchford to waive the Three Reading Rule. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0. A motion was made by Rickett and seconded by Mahler to approve Ordinance 487, Wage Ordinance. Councilmembers voting "YEA": Bevelhymmer, Blatchford, Burki, Henjes, Mahler, Rickett. Voting "NAY": none. Motion passed 6-0.

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, April 28th at 7:00PM.

Adjournment

A motion to adjourn the meeting was made by Blatchford at 7:40 PM and seconded by Mahler. Councilmembers voting "YEA": Mahler, Rickett, Henjes, Blatchford, Burki, Bevelhymmer. Voting "NAY": none. Motion passed 6-0.

Mayor; DJ Smith

City Clerk- Finance Director; Jaime Schweers