

**MEETING MINUTES
OF THE
PHILLIPS VILLAGE BOARD**

December 2, 2025

The meeting of the Phillips Village Board was called to order at 7:00 P. M. by Chairperson Benton on Tuesday, December 2, 2025 in the Town Hall in Phillips, Nebraska.

The following Trustees answered at roll call:

Dorothy Benton, Chairperson
Jim Crawford
Jordan Watson
John Briseno
Les Dana

Chairperson Benton states, the Open Meeting Laws are posted on the south wall of the meeting room in the Town Hall if anyone wants to review them.

Motion by Trustee Briseno, seconded by Trustee Dana, to approve the Minutes of the November 4, 2025 Board Meeting. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Fire Chief Brandt was present with no new updates. However, did want to thank everyone for their support of the volunteer fire department.

Maintenance Supervisor provided an update on day to day maintenance repairs, winter preparedness and status of lagoons and equipment.

Brief discussion held on replacement of fire hydrants and Village park camera. Companies have been contacted to submit bid estimates. Bid estimate for replacing the Village mower was given to the Board for consideration. No additional bids received for the ball field concession roof. No action taken. Items are to be placed on the January agenda.

Clerk/Treasurer reports were presented to Trustees to include any updates for month end vendor claims.

Trustee Crawford provides property cleanup updates. Inspection of 115 Lula Street and 537 West Street have shown some improvement, however, follow up letters will need to be sent. At this time, no further nuisance abatement action will take place. Additional properties are currently being monitored and those residents will receive letters as well. A list will be provided to the Clerk.

Discussion held on possible action on the special assessment and lien property. Clerk instructed to add possible action to the January agenda.

Continued discussion of no status change on the Water Project with hopefully a more definitive answer in the next couple of weeks from the State.

Lottery (Keno) briefly discussed with no new updates. Chairperson Benton states she will follow up with Mr. Reed.

Mr. McDonald with Hamilton County is available to discuss the Hamilton County Planning and Zoning current Interlocal Agreement with the Village. Both parties agree the current comprehensive plan may not always fit the needs for the Village of Phillips, and cooperation between the County and Village is important. Said Interlocal Agreement is not set to expire until 2027; however, the Village Board would like to start reviewing the comprehensive plan for possible changes before then. Item will be added to the January agenda for further discussion.

Village Insurance renewal policies are discussed. Replacement cost for the concession stand and announcement booth will be increased. Clerk to send the increase request amount to Miller, Monroe & Farrel for adjustments to the premium.

Motion by Trustee Dana, seconded by Trustee Briseno, to designate Chairperson Benton as the program administrator for Vacant Properties. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Motion by Trustee Dana, seconded by Trustee Watson, to change Trustee meeting wages pay frequency from quarterly to annually beginning January 2026. Compensation amount shall remain the same and in accordance with §31.03. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Open Public Discussion held.

Motion by Trustee Crawford, seconded by Trustee Watson, to adjourn unfinished business. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Reorganizational Meeting

At 7:51 p.m., Clerk/Treasurer Arnett, calls the meeting to order.

Clerk/Treasurer Arnett, does roll call. All Trustees are present.

Clerk/Treasurer Arnett, states the Open Meeting Laws are posted on the south wall of the Town Hall if anyone has any questions.

Clerk/Treasurer Arnett, states a Pro-Tem Chairperson will need to be appointed and asks for a Motion to appoint with a nomination of a Pro-Tem Chairperson. Motion by Trustee Watson, seconded by Trustee Crawford, to appoint a Pro-Tem Chairperson. Voting aye: Crawford, Watson, Dana, Benton. Voting nay: none. Motion by Trustee Crawford, seconded by Trustee Watson to nominate Trustee Briseno as Pro-Tem Chairperson. Voting aye: Crawford, Watson, Dana, Benton. Voting nay: none. Abstaining from Vote: Trustee Briseno. Motion carried.

Clerk/Treasurer Arnett, states a nomination by paper vote is needed to appoint a Chairperson. The Trustees complete their paper votes and provide the results to the Clerk/Treasurer to read and record the votes. Trustee Benton is the new Chairperson.

Discussion held on current Committee's.

Motion by Trustee Dana, seconded by Trustee Briseno, for a Resolution to eliminate the following committees: Street & Alley, Water & Sewer, Parks, Ways & Means and Tree. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Remaining Committee Appointments

1. Safety: Les Dana, John Briseno, Dee Arnett and Justin Brandt
2. Board of Health: Jim Crawford, Dorothy Benton and Dee Arnett
3. Maintenance Supervisor: Jordan Watson and Jim Crawford as backup

Motion by Trustee Dana, seconded by Trustee Briseno, to maintain the current personnel titles. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Personnel Title

1. Attorney: Kent Rauert
2. Engineers: Miller & Associates
3. Street Superintendent: Reed Miller
4. Maintenance: Jamie Bergmark
5. Fire Chief: Justin Brandt
6. Clerk/Treasurer: Dee Arnett

Motion by Trustee Watson, seconded by Trustee Dana, to close the Reorganizational Meeting. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried. At, 8:03 p.m. the Reorganizational Meeting was closed.

Chairperson Benton discusses the Pinnacle Bank ICS Accounts and function of those accounts.

Motion by Trustee Dana, seconded by Trustee Crawford, to work with Pinnacle Bank to set up the ICS accounts as soon as possible. Chairperson Benton to assist with expediting this process. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Motion by Trustee Crawford, seconded by Trustee Watson, to approve Scotty's LLC SDL for a Christmas Party on January 24, 2026 at 501 3rd Street. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Clerk/Treasurer advises the Trustees a Motion approving AMGL, the Village accountants, to request an Audit Waiver for the 2025 fiscal year on behalf of the Village is needed. Motion by Trustee Watson, seconded by Trustee Briseno, to approve AMGL to request an Audit Waiver for the 2025 fiscal year on behalf of the Village. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Neptune 360 Renewal Contract is briefly discussed and approved. Contract Renewal invoice is part of the Claims to be approved.

Maintenance Supervisor presents pest control Bids received. No action taken. Clerk instructed to add item to January agenda for possible action if any other Bids are received.

Chairperson Benton opens sealed lawn care service Bids. No action taken. Trustees require additional time to review the services. Clerk is instructed to provide copies to Trustees for review so further discussion can take place at the January regular meeting. Trustee Watson, submitted a lawn care service Bid, for Watson Turf Solutions, and states he prefers to not see the other Bids and to not send him any copies for review.

Chairperson Benton, discusses the employee payroll schedule. The State Auditor previously requested additional safeguards be put into place. Those safeguards are now in effect, and additional time is needed to process employee hours/payroll.

Motion by Trustee Dana, seconded by Trustee Briseno, beginning January 2026, the Clerk/Treasurer will have within seven days from the pay date to process employee payroll. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Clerk/Treasurer states an update to the bank account signature information is not required.

Chairperson Benton discusses the closed session for Personnel Reviews. Personnel Reviews will be moved to the January 2026 agenda.

Motion by Trustee Dana, seconded by Trustee Briseno, to pay all Claims as presented. Voting aye: Crawford, Watson, Briseno, Dana, Benton. Voting nay: none. Motion carried.

Trustee Crawford moved, Trustee Briseno seconded, at 8:40 p.m. to Adjourn. Voting aye: Crawford, Watson, Briseno, Dana, Benton Voting nay: none. Motion carried and meeting adjourns.

Respectfully Submitted,

A handwritten signature in blue ink, reading "Doris M. Arnett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Doris M. Arnett
Clerk/Treasurer
Village of Phillips