

**Village of Dorchester Board of Trustees Special Meeting
April 22, 2022**

A Special Meeting of the Village of Dorchester Board of Trustees was held Friday, April 22, 2022, at the Dorchester Community Hall, and was called to order at 5:06 p.m. Chairperson Andrea Pracheil advised those present of the Open Meeting Act. Answering Roll Call were board members Andrea Pracheil, Roger Miller, Sarah Wenz, Kelly Vyhnalek, and Eric Bird. Also in attendance were Jen Kasl, Clerk-Treasurer, Dawn Zoubek, Deputy Clerk; and Craig Bontrager, Code Compliance. (All motions carried are unanimous "for" unless otherwise noted). Advance notice of the meeting was posted at the Dorchester US Post Office, First State Bank, NE, and Village Hall.

The purpose of the meeting was for an employee performance review and a workshop to review and revise the current Employee Handbook.

A review on Code Compliance employee performance was held. Bontrager will have more time to dedicate to his code compliance duties once school is out and he has more help at the store. Clerk Kasl will check with Marvin to see if he can assist with permits until that time. Another performance review will be set for the regular board meeting in July.

Workshop was held to discuss the current revisions to the handbook. Further revisions were made, and office staff will type up the revisions for the board to review at the next regular meeting before submitting to Hoffschneider Law.

Motion made by Bird, seconded by Miller to adjourn the meeting. Motion carried. Meeting adjourned at 6:10 pm. Next regular meeting is May 4, 2022, at the Community Hall.

Signed Chairman: Andrea Pracheil

Clerk / Treasurer: Jennifer M. Kasl

I, Jennifer Kasl, Clerk for the Village of Dorchester, hereby certify that the preceding minutes are a true and correct copy of the proceedings had and done by the Chairman and the Board of Trustees of the Village of Dorchester on April 22, 2022. The minutes are available at Village Hall and the shortened version was published in The Crete News.

Clerk / Treasurer: Jennifer M. Kasl