

Revised: 2-6-23

**Village of Dorchester Board of Trustees Minutes
December 8, 2022**

The regular meeting of the Village of Dorchester Board of Trustees was held Thursday, December 8, 2022, at the Dorchester Community Hall and was called to order at 5:04 p.m. Chairperson Pracheil advised those present of the Open Meetings Act. Answering Roll Call were board members Andrea Pracheil, Roger Miller, Kelly Vyhnalek, Sarah Wenz, and Eric Bird. Also in attendance were Jen Kasl, Clerk-Treasurer; Dawn Zoubek, Deputy Clerk; Marvin Kasl, Utilities Superintendent; Brant Pracheil, Fire Chief, DVFD; Matt Shaw; and Sean Kremer. Advance notice of the meeting was posted at the Dorchester US Post Office; First State Bank, NE; Village of Dorchester office and in *The Crete News*.

Motion by Bird, seconded by Miller, to approve Consent Agenda Items #1-#4. Motion carried. Seward/Saline County Solid Waste Management Agency meeting will be in January instead of December. No Sheriff's report given. Chief Pracheil gave the fire report. Tom & Jerry fundraiser will be January 1. Elections were held November 21st. Assistant Chief is Brent Kasl and Secretary/Treasurer is Tim Stehlik. Application for a new member will be discussed later in the meeting. Bontrager gave the code compliance report via phone. He is currently coming to check on properties on Sundays but is willing to come additional days if needed.

Unfinished Business: Quotes for the new fire building were reviewed. Motion by Bird, seconded by Wenz to go with the quote from BC Builders, including the Architectural and Engineering services, because it is the most complete quote, including doors and thicker insulation. Motion carried (4-0-1. Miller abstained). Clerk Kasl is looking into bond and funding options for water main replacement. Motion by Wenz, seconded by Bird to adjourn the meeting. Motion carried. Meeting adjourned sine-die.

Motion by Wenz, seconded by Bird to open the public hearing of the board of adjustment. Motion carried. Discussion was held on variance #22-682. Bird left the meeting. Motion by Miller, seconded by Vyhnalek to approve the variance. Motion carried. (3-1-1. Voting no was Wenz. Bird was excused.) Clerk Kasl will issue a letter to the property owner giving the reasons for approval. Motion by Miller, seconded by Wenz to adjourn the meeting of the board of adjustment and open the reorganization meeting. Motion carried.

Reorganization Meeting

Clerk Kasl called the meeting to order at 6:34 p.m. The Oath of Office was recited by all present elected board members and answering roll call were Pracheil, Shaw, Miller, and Wenz. Bird was excused. Nominations were opened to the clerk for Board Chairperson. Motion by Miller, seconded by Wenz to retain Andrea Pracheil as Chairperson. Pracheil accepted. Nominations for Chairperson were closed. Unanimous vote by secret ballot to retain Pracheil as Chairperson. (4-0-1) Wenz nominated Roger Miller to be retained as Chairperson Pro-Tem, seconded by Shaw. Miller accepted. Nominations for Chairperson Pro-Tem were closed. Unanimous vote by secret ballot to elect Miller as Chairperson Pro-Tem. (4-0-1)

Chairperson Pracheil appointed officers as follows: Parks - Sarah Wenz; Streets - Roger Miller; Sewer - Matt Shaw; Cemetery - Eric Bird; Water - Andrea Pracheil; Electricity - Matt Shaw; Buildings - Eric Bird; Safety - Sarah Wenz; Seward/Saline Waste Management board member - Roger Miller.

Motion made by Miller, seconded by Wenz to retain Marvin Kasl named as Utility Superintendent. Motion carried (4-0-1). Motion made by Wenz, seconded by Miller to retain Jennifer M. Kasl named as Clerk-Treasurer. Motion carried. (4-0-1)

Motion made by Miller, seconded by Shaw to retain Kelly R. Hoffschneider, Hoffschneider Law, PC, LLO, as Village Attorney. Motion carried (4-0-1). Motion made by Shaw, seconded by Miller that Olsson be named as Village Engineer. Motion carried (3-1-1. Voting no was Wenz). Motion made by Miller, seconded by Shaw that Justin Stark, PE, Olsson be named as Street Superintendent. Motion carried (3-1-1. Voting no was Wenz). Motion made by Miller, seconded by Wenz that First State Bank, NE - Dorchester Branch be named as Bank Depository. Motion carried (4-0-1).

New Business: Discussion was held on the Olsson Master Agreement Work Order. Motion by Miller, seconded by Shaw to approve the Work Order. Motion carried. (3-1-1. Voting no was Wenz.) Consideration was given to Olsson Pay Cert #1 for the Lift Station Re-hab. Motion by Wenz, seconded by Shaw to approve. Motion carried. (4-0-1) Discussion was held on the Code Compliance Officer contract. Will be discussed at the January meeting when Bontrager is able to be present. Discussion held on the village rental agreements for Donna's Hair Creations and the archery property. Motion by Miller, seconded by Wenz to approve the agreements. Motion carried. (4-0-1) Consideration given to the application for a new fire

department member. Motion by Shaw, seconded by Miller to approve the application. Motion carried. (4-0-1)
Consideration of Resolution 2022-27 adopting a policy for payroll and related expenses.

RESOLUTION NO. 2022-27

A RESOLUTION ESTABLISHING A POLICY FOR THE PAYMENT OF PAYROLL AND ASSOCIATED EXPENSES PRIOR TO THE APPROVAL OF CLAIMS BY THE VILLAGE OF DORCHESTER.

WHEREAS, at the regular Village Board of Trustees meeting each month, the Village Board of Trustees of the Village of Dorchester approves claims submitted to the Village of Dorchester for payroll; and,

WHEREAS, the Fair Labor Standards Act states that employees must be paid in a timely manner and Neb. Rev. Stat. 48-1230 states that regular paydays must be maintained; and,

WHEREAS, Neb. Rev. Stat. 16-726 and Neb. Rev. Stat. 17-714 state that all claims and accounts payable against a VILLAGE are required to be presented in writing, state the name and address of the claimant and the amount of the claim, and fully and accurately identify the items or services for which payment is claimed or the time, place, nature, and circumstances giving rise to the claims; and

WHEREAS, the Village of Dorchester Board of Trustees desires to adopt a policy with respect to payroll claims.

NOW, THEREFORE, BE IT RESOLVED, by the VILLAGE OF DORCHESTER, Nebraska, that: to maintain adequate fiscal policy safeguards and allow for the payment of payroll claims prior to approval by the Village Board, the Village Board of Trustees of Dorchester desires to adopt the following policy with respect to such claims:

Section 1. Unless otherwise provided, it shall be the normal policy to submit a claim for payroll and associated expenses to the Village Board for approval before payment is allowed.

Section 2. Specific claims authorized for payment prior to Village Board approval are:

- a) Village employee payroll and all associated state and federal taxes;
- b) Village employee benefits including health, retirement; and
- c) Village employee payroll processing fees.

Section 3. Specific claims authorized for payment prior to Village Board approval are required to include the employees' names, gross salary or gross hourly rate, and maximum hours allowed for the pay period.

Section 4. All hours worked and submitted for payroll shall be approved by the immediate supervisor of said employees and also by the Village Clerk and Village Board Chairperson.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

By: Andrea L. Pracheil
Chairperson

(Seal)

Jennifer M. Kasl
Clerk-Treasurer

Motion by Wenz, seconded by Miller to approve the resolution. Motion carried. Discussion was held on Resolution 2022-28 for declaration of unsafe property.

RESOLUTION NO. 2022-28

A RESOLUTION OF THE CHAIRPERSON AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF DORCHESTER, NEBRASKA DECLARING THE PROPERTY AT 605 W 9TH AN UNSAFE STRUCTURE

WHEREAS Roger A. Wolfe, Sr., and Marilyn J. Wolfe as Husband and Wife, own certain real property located in Dorchester, Saline County and more particularly described as follows:

Tracks 2 & 5, West Half of Block 19, Second Addition to the Village of Dorchester, Saline County, Nebraska, more commonly known as 605 West 9th Street, Dorchester Nebraska, 68343-0195 ("the Property").

WHEREAS the Property has become an unsafe structure in accordance with the Village of Dorchester Municipal Code Section 9-602.

WHEREAS all unsafe or dangerous buildings or structures shall be declared to be nuisances and shall be repaired, vacated, or demolished as provided by the Village of Dorchester Municipal Code Section 9-603.

NOW THEREFORE, be it resolved by the Village of Dorchester, Nebraska:

1. The Village Board hereby declares 605 W 9th Street to be an unsafe structure, in accordance with the authority under Nebraska law and the Dorchester Municipal Code.
2. The Village Clerk or her designee shall place a sign on the structure stating that it is unsafe for occupancy and use.

The Village Clerk, or her designee is hereby further directed to notify the owners, occupants, lessee, mortgagee, agents, or other persons having an interest in the Property that it has been found to be an unsafe structure. The notice will indicate whether the owners must vacate, repair or demolish the structure. The notice shall also include the particulars which make the structure unsafe or dangerous and an order requiring the same to be put in such condition as to comply with the Village of Dorchester Municipal Code Section 9-605(B) within such length of time, not exceeding 30 days, as is reasonable.

This has been approved this ____ day of December, 2022.

VILLAGE OF DORCHESTER, NEBRASKA

By: Andrea L. Pracheil
Andrea Pracheil, Board Chairperson

ATTEST: Jennifer M. Kasl
Jen Kasl,
Village Clerk

(Seal)

Motion by Miller, seconded by Wenz to approve Resolution 2022-28. Motion carried. (4-0-1). Notice to be given to the property owners stating that the property must be demolished OR repaired up to code, including remedying the unhealthy condition and elimination of varmint, and all requirements must be included on any bill of sale. Discussion was held on the future utilities staff vacancy. Tabled until February meeting. Consideration of employee Christmas. Motion by Pracheil, seconded by Wenz to approve a ham for each full-time employee and the dump site attendant. Motion carried (4-0-1). Shaw will get the hams.

Motion by Wenz, seconded by Shaw, to adjourn the meeting. Motion carried. (4-0-1). Meeting adjourned at 7:34 p.m. **Next regular meeting date is Friday, January 6th at 5 p.m. at the Dorchester Community Hall.**

Signed Chairman:

Clerk - Treasurer:

Andrea L. Pracheil
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 December 8, 2022. The minutes are available at Village Hall and the shortened version was published in The Crete News.

Clerk - Treasurer:

Jennifer M. Kasl

2-6-23