

**SUMMERSET CITY COMMISSION
SPECIAL MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
MONDAY, SEPTEMBER 12th, 2022 8:00 A.M.**

Mayor Torno called the Special Meeting to order at 8:00 a.m. Commissioners Hirsch, Butler, Kitzmiller, and Nasser were present. City Finance Officer, and City Administrator was also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Nasser, second by Hirsch, to approve the agenda for the Special Meeting of the Summerset City Commission for September 12th, 2022 as presented or amended. Motion carried.

AMENDED RESOLUTION 2022-14

Motion by Butler, second by Kitzmiller to open for discussion. Motion carried.

Motion by Butler, second by Nasser to close discussion. Motion carried.

Motion by Butler, second by Hirsch to approve Resolution 2022-14. Motion carried.

EXECUTIVE SESSION

Motion by Hirsch, second by Nasser, to enter into executive session at 8:04 a.m. per SDCL 1-25-2 for discussing legal, economic development, negotiations, and personnel issues. Motion carried.

At 8:44 a.m. Commissioner Kitzmiller was excused per his request.

Motion by Hirsch, second by Nasser, to exit executive session at 9:26 a.m. Motion carried.

ADJOURNMENT

Motion by Nasser, second by Hirsch, to adjourn at 9:26 a.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____, 2022 at a cost of \$_____.

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, SEPTEMBER 15, 2022 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:01 p.m. Commissioners Hirsch, Kitzmiller, Butler, and Nasser were present. The City Attorney, City Finance Officer, and City Administrator was also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Hirsch, second by Nasser, to approve the agenda for the regular meeting of the Somerset City Commission for September 1st, 2022 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Nasser, second by Kitzmiller, to approve the minutes of the regular meeting of September 1st, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Hirsch, to approve the claims and hand checks in the amount of \$127,077.62 from September 1st, 2022 through September 14th, 2022 as presented or amended. Motion carried.

DUCHENEAUX, HALAYNA	Phone Stipend	50.00
UEBEL, DEREK	Phone Stipend	50.00
TANNER FENENGA	Phone Stipend	50.00
BARGAIN BARN TIRE CENTER	Ford 2020 Tire	372.94
BLACK HAWK WATER USERS DISTRICT	Monthly Usage	34.50
BLACK HILLS COMMUNITY ECON DE	2022 Partnership Pledge	500.00
CBH CO-OP	Govt Fuel	4,176.44
CITY OF RAPID CITY	Solid Waste Disposal	4,340.15
DAKOTA PUMP, INC	Replace pumps	5,776.86
DEMERSSEMAN JENSEN	Legal Fees	2,472.50
DENETT, WALTER	WWDEP Return	50.00
DIAMOND D WATER	Monthly Usage	145.40
E&A PROPERTY MANAGEMENT LLC	Erosion Control Deposit	1,000.00
FIRE PRO	Recharge Fire Extinguishers	104.50
FLEMING, HOLLIE	WWDEP Refund	100.00
GOLDEN WEST TECHNOLOGIES	Managed Services	3,477.50
GREENAPSIS	Janitorial Fees Govt Building	480.00
HDR ENGINEERING, INC	Engineering	80,256.75
HEALTH POOL OF SD	Employee Health Insurance	16,937.28
HERMANSON EGGE ENGINEERING	Building Inspections	315.00
JONES, LACEY	WWDEP	50.00
KIEFFER SANITATION	Portable Toilets	300.00

LIGHT AND SIREN	Weapons Mounting	393.50
MID-AMERICAN RESEARCH CHEMICAL	WWTP Supplies	575.99
MIDCONTINENT COMMUNICATIONS	WWTP Phone	201.45
MIDWEST RADAR & EQUIPMENT	Stalker	246.00
RAPID CITY JOURNAL	Publications	515.79
RAPID ROOTER	Aeration of Reed Beds/manhole cleanout	1,385.00
SAFETY BENEFITS, INC	2022 Joint Risk Safety Conf.	75.00
SIMON CONTRACTORS	ADA Update For Street Repairs	595.07
TALLGRASS LANDSCAPE ARCH	Schematic Design 90% Completed	1,550.00
TYLER TECHNOLOGIES, INC	Server Mitigation	500.00

DEPARTMENT HEAD REPORTS

Department heads gave month report of operations.

CITY OF SUMMERSET AND CITY OF STURGIS ANIMAL SHELTER AGREEMENT

Motion by Butler, second by Nasser to open for discussion. Motion carried.

Motion by Nasser, second by Hirsch to close discussion. Motion carried.

Motion by Kitzmiller, second by Butler to approve. Motion carried.

DISCUSSION - HIGH MEADOWS ROAD

Motion by Hirsch, second by Kitzmiller to open discussion. Motion carried.

Jim Guthrie spoke to the same.

QUIT CLAIM DEEDS – TELLURIDE PARK #1 & #2

Motion by Butler, second by Nasser to open for discussion. Motion carried.

Motion by Butler, second by Nasser to close discussion. Motion carried.

Motion by Hirsch, second by Butler to approve. Motion carried.

DISCUSSION ON STOP SIGN AT MANCHESTER/LEISURE LANE

Motion by Hirsch, second by Nasser to open for discussion. Motion carried.

Motion by Butler, second by Nasser to close discussion. Motion carried.

Motion by Butler, second by Hirsch to table. Motion carried.

SECOND READING OF BUDGET ORDINANCE #2023 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2023

Motion by Kitzmiller, second by Nasser to open discussion. Motion carried.

The following residents made statements. Mitch Burdick, Danny Cooper, Lawrence Hastings, Gwen Marcum.

Motion by Butler, second by Nasser to close discussion. Motion carried.

Motion by Hirsch, second by Nasser for approval of Second Reading of Ordinance #2023 with amendments. Voting Ys: Torno, Hirsch, Butler and Nasser. Voting No: Kitzmiller. Motion carried.

Motion by Butler, second by Hirsch to adopt Ordinance #2023. Voting yes: Torno, Hirsch, Butler and Nasser.

Voting No: Kitzmiller. Motion carried.

*Said second reading and adoption will be continued according to SDCL 9-10-7.1

CITIZENS INPUT

The following residents spoke. Sidney Reade and Kelly McIntosh.

UPCOMING EVENTS:

Coffee with a Commissioner – Clyde Hirsch, the Commissioner of Public Safety @ 10:00 a.m. Saturday, September 17th at the Summerset Police Department.

City Wide Clean Up – September 23rd and 24th from 8:00 a.m. to 3:00 p.m.

ITEMS FROM CITY ATTORNEY

None

ADJOURNMENT

Motion by Nasser, second by Hirsch, to adjourn at 7:45 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____, 2022 at a cost of \$ _____.

**SUMMERSET CITY COMMISSION
SPECIAL MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
TUESDAY, SEPTEMBER 27th, 2022 5:15 P.M.**

Mayor Torno called the Special Meeting to order at 5:15 p.m. Commissioners Hirsch, Kitzmiller, Butler, and Nasser were present. The City Attorney, City Finance Officer, and City Administrator was also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Nasser, second by Hirsch, to approve the agenda for the Special Meeting of the Summerset City Commission for September 27th, 2022 as presented or amended. Motion carried.

RESOLUTION TO ESTABLISH CAPITAL OUTLAY FOR PARK IMPROVEMENTS

Motion by Kitzmiller, second by Nasser to open for discussion. Motion carried.

Motion by Butler, second by Hirsch to close discussion. Motion carried.

Motion by Hirsch, second by Nasser to approve Resolution to Establish Capital Outlay for Park Improvement. Roll call taken. Yes- Torno, Hirsch, Butler, Nasser. Nay- Kitzmiller. Motion carried.

SECOND READING OF BUDGET ORDINANCE #2023 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2023 – continued from 9/15/2022 Regular Meeting per SDCL 9-19-7.1

Motion by Nasser, second by Hirsch to open discussion. Motion carried.

Motion by Nasser, second by Butler to close discussion. Motion carried.

Motion by Nasser, second by Hirsch to approve Second Reading of Ordinance #2023. Roll call was taken. Yes- Torno, Hirsch, Butler, Nasser. Nay- Kitzmiller. Motion carried.

Motion by Hirsch, second by Nasser to Adopt Ordinance #2023. Roll call was taken. Yes- Torno, Hirsch, Butler, Nasser. Nay- Kitzmiller. Motion carried.

EXECUTIVE SESSION

Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.
None.

ADJOURNMENT

Motion by Kitzmiller, second by Butler, to adjourn at 5:36p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____, 2022 at a cost of \$_____.

Check Register Report

Date: 10/03/2022
 Time: 3:02 pm
 Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
25833	09/28/22	Printed			1052	MCKIE FORD LINCOLN	Ford Super Duty 2022	41,074.00
25837	10/06/22	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	391.29
25838	10/06/22	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
25839	10/06/22	Printed			1808	ANGLIN, MITCH	Phone Stipend	50.00
25840	10/06/22	Printed			0808	BLACK HILLS ENERGY	Utilities	6,103.41
25841	10/06/22	Printed			0095	Butler, Dave	Phone Stipend	50.00
25842	10/06/22	Printed			1115	C HAVEMAN BUSINESS SERVICES	Reconciliations	2,043.75
25843	10/06/22	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
25844	10/06/22	Printed			0120	City of Sturgis	Animal Control Items	2,809.55
25845	10/06/22	Printed			1813	DAVIS, OWEN	Phone Stipend	50.00
25846	10/06/22	Printed			0468	DELTA DENTAL	Employee Dental Benefits	971.00
25847	10/06/22	Printed			0814	FOOTHILLS FENCE	Fence WWTP	11,337.82
25848	10/06/22	Printed			0246	GOLDEN WEST TECHNOLOGIES	Security Labor	300.00
25849	10/06/22	Printed			0544	Gunderson & Palmer	Legal Services	1,775.00
25850	10/06/22	Printed			0984	HACH COMPANY	Bench Services WWTP	206.68
25851	10/06/22	Printed			0698	HAWKINS INC.	Defoamer	444.40
25852	10/06/22	Printed			0041	HEALTH POOL OF SD	Employee Health Insurance	15,356.36
25853	10/06/22	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
25854	10/06/22	Printed			1849	HUMAN KINETICS	Online Course PD	82.80
25855	10/06/22	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
25856	10/06/22	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
25857	10/06/22	Printed			1850	LEWTON, ROBERT	Erosion Control Deposit	1,000.00
25858	10/06/22	Printed			0937	MDU	Municipal Utilities	202.84
25859	10/06/22	Printed			1852	MEADE COUNTY	Septic Inspection	150.00
25860	10/06/22	Printed			1101	MEADE COUNTY AUDITOR	Dispatch August	3,038.49
25861	10/06/22	Printed			1157	MIDCONTINENT TESTING LABS	Mid Continent Testing	321.00
25862	10/06/22	Printed			1812	NASSER, ALEXIS	Phone Stipend	50.00
25863	10/06/22	Printed			1788	O'GRADY, BRENDA	Phone Stipend	50.00
25864	10/06/22	Printed			1826	ON-SITE FIRST AID & SAFETY	First Aid Supplies	104.90
25865	10/06/22	Printed			1721	PCS MOBILE	Harvis Charge Guard	890.73
25866	10/06/22	Printed			1732	SCHIEFFER, LISA	Phone Stipend	50.00
25867	10/06/22	Printed			1746	SCHROCK, BRIELLE	Phone Stipend	50.00
25868	10/06/22	Printed			0018	SD ONE CALL	August Notifications	26.25
25869	10/06/22	Printed			1022	SDRS-SUPPLEMENTAL	Employee Supplemental Retirement	670.00
25870	10/06/22	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
25871	10/06/22	Printed			1820	SMITH, JEFF	Phone Stipend	50.00
25872	10/06/22	Printed			1851	SMITH, JHAMEL	Uniform Stipend	400.00
25873	10/06/22	Printed			1729	TORNO, MELANIE	Phone Stipend	50.00
25874	10/06/22	Printed			1023	TYLER TECHNOLOGIES, INC	Annual Maint Fees	3,125.00
25875	10/06/22	Printed			0056	UNITED STATES POSTAL SERVICE	Postage	1,000.00
25876	10/06/22	Printed			1189	VAST BROADBAND	Fax/Phone/Internet	1,122.01
25877	10/06/22	Printed			0203	Verizon Wireless	LE Voice/Mobile Broadband	190.06
Total Checks: 42							Checks Total (excluding void checks):	96,000.23
Total Payments: 42							Bank Total (excluding void checks):	96,000.23

Check Register Report

Date: 10/03/2022

Time: 3:02 pm

Page: 2

City of Summerset

BANK: BANKWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST EFT Checks								
126	10/03/22	Printed			1665	CARDMEMBER SERVICES	August Credit Card Charges	4,224.77
127	10/03/22	Printed			0011	SDRS	Employee Retirement	9,770.98
128	10/03/22	Printed			0128	UNITED STATES TREASURY	Payroll Taxes Sept	16,645.07
Total Checks: 3							Checks Total (excluding void checks):	30,640.82
Total Payments: 3							Bank Total (excluding void checks):	30,640.82
Total Payments: 45							Grand Total (excluding void checks):	126,641.05

Required REPORT

September 2022 Commissioner Kitzmiller

MEETINGS

- Attended 2 Commission Meeting
- Attended 1 Special Meeting
- Attended Budget Meetings.

PUBLIC WORKS

- Calls and text messages between Public Works employees/citizens and myself
 - All Trucks are operational as nothing has been brought to my attention.
 - No reports of any Employee issues.
 - Vacation requests have been signed as policy requires.
 - Public Works had a great turnout for the City Wide “Clean Up”.
 - Mulched and watered non irrigated trees.
 - Removed a tree out of the drainage ditch in Sun Valley at the request of a homeowner.
 - Assisted with lift station repairs.
 - Repaired A/C unit at City Hall.
- Code Enforcement
 - Two property abatements.
 - Two vehicles have been removed from properties.
- Update on upcoming street projects
 - The expression of needing a possible “Capital Outlay” fund for roads has been brought to my attention. (Past practice has been funding as a line item)
 - Road repair list for worst to best (5years).
 - Siouxland design and discussion.
- Maintained public Facebook page
 - Monitored City’s Facebook page for citizen concerns.
 - Follow up discussions with Summerset citizens on the City Budget.
 - Follow up discussions with Summerset citizens on our “Special Meeting”.
 - Follow up discussions on the removal of yard bins. (Oct 15 was last year...as late as Nov 1)

Clyde

2022 Commissioner (C. Hirsch) Report

MEETING ATTENDED

- * Attended ____ (2) Commission Meetings
- * Attended ____ (3) Special Meeting

Liaison – Police Department

Meet with Don & Rich on stop signs
meet with Residents & got sigs on new
stop sign proposal

Coffee with ME

monthly meeting with Don & Rich

September 2022 Waste Water Commissioner Report

Meetings and Business

Attend 2 Commission Meetings

Attend 2 Special Meetings

Calls

2 phone calls from the Mayor

5 phone calls to Waste Water Superintendent

1 Call to City Administrator

3 calls to the Finance Officer

Emails

9 emails from the Mayor

8 emails from Waste Water Superintendent

35 emails City Administrator

2 emails from Finance Officer

1 email from Chief of Police

4 emails from citizens

Waste Water Treatment

- Coffee with commission
- DANR compliance inspection on 27 Sep went all went good? Once every 3 years but DANR.
- Plant is running clean this month, foaming a little more. Portable ?
- Called and drove out to the sewer plant and talked to Owen
- Still working the purchase of land around plant (current water well and pond) He said we own the pump in the well,
- FNSI finding no significant impact, state report for work we are planning on doing, published 30 Days.
- HDR waiting for SRF loan completion, then signed by state, then out for bid.
- New access road to the plant area now has fence and gate. Need power
- Repair of greenhouse not done yet, approved for RCS to repair and waiting for parts to come in, (estimated 6 weeks)
- Reed beds are now drained, ready for winter months
- Still working on the trailer park sewer lines maintenance agreement, Lawyer is working on the contract before have trailer park sign contract.
- Law Suite with Water Warriors still ongoing. 15 Sep had a visit to plant.

MISC

- Budget meeting last week, budget for sewer plant is looking good for year 2023.
- Discussion with Jon on ways to fix the Fire Dept concerns at sewer plant. 2024 budget item.
- Owen taking leave around thanksgiving
- Owen school in December 6-8, beginner class, this will help on getting class 1 license

Semptember 2022 MAYOR REPORT

COMMISSION MEETINGS

- * Attended (2) Commission Meetings
- * Attended (2) Special Meetings

CITY DEVELOPMENT AND PLANNING

- * Discussions (ongoing) with City Administrator regarding current developments, including zoning, platting, and future growth
- * Attended meeting with FThompson, TThompson, LSchieffer, AKayl, LShagla & CRobinson from HDR, and Renner & Associates regarding sewer expansion and housing development at Norman Ranch
- * Discussed legal matters regarding TIF and waste water expansion project with MWheeler, as well as updates on lawsuit with Water Warriors
- * Follow up discussions with AKahl regarding city land off of Recreation Dr, bidding process, and fencing for future use that is budgeted for 2022
- * Discussed connector road options with LSchieffer and AKayl, as well as visited proposed site of connector road (both sides) with AKayl
- * Discussion with LSchieffer regarding citizen concern for High Meadows Rd. and scheduled meeting to discuss
- * Meeting with JGuthrie, LSchieffer, AKayl, Commissioner Kitzmiller (attended 1/2 of meeting), Meade Co Highway Superintendent Troy Eastman, and approximately 5 other citizens regarding request for paving/asphalting High Meadows Rd. and estimates for asphalt
- * Follow up discussions with AKayl, LSchieffer, and MWheeler regarding High Meadows Rd.
- * Ongoing discussions regarding updating fees for the city (tap fee formula) and moving forward with a rate study with HDR
- * Meeting with LSchieffer, AKayl, CBaumiller, and LShagla from HDR regarding Infinity Dr. project and bidding
- * Meeting with SDSBDC and LSchieffer
- * Meeting with approximately 10 citizens regarding land behind their homes, the use of the land, and possible purchase of said land from the city
- * Discussed issues with Bond Council regarding finalizing/closing of SRF loan for waste water expansion project
- * Discussed timeline of waste water expansion project with LSchieffer and CRobinson from HDR
- * Discussed possible commercial and business opportunities with LSchieffer

DEPARTMENT AND PERSONNEL INTERACTION

- * Discussed bidding process for city owned land with MWheeler and LSchieffer
- * Discussed personnel matters with DAllen that may or will impact the police department, including hiring of new officers
- * Discussed budget items with DAllen with follow up
- * Discussed budget items with CSealey with follow up
- * Discussed budget items with AKahl with follow up
- * Discussed budget items with LSchieffer with follow up
- * Discussed budget items with JAmbrose
- * Discussed budget items with Commissioner Hirsch
- * Discussed budget items with Commissioner Butler
- * Discussed road improvement plan for the future with AKayl and creating meeting with other necessary individuals/departments
- * Discussion with AKayl for a capital improvement plan for the future of streets, next steps for the future, and Siouxland Dr.
- * Discussion with AKayl, MAnclin, and JSmith during city wide clean up (both days) regarding usages and other garbage matters
- * Discussions regarding plan of new phones for police department and monthly phone stipends with Chief Allen and CSealey (separate conversations) with follow up conversations with both
- * Ongoing discussions with AKahl regarding plans for code enforcement policies, enforcement, and abatements
- * Discussed personnel matters with MWheeler - multiple phone calls, emails, and in person discussions
- * Discussed handbook updates and policies for approval with LSchieffer, including leave slips, flex time, and leave requests
- * Discussion with AKayl regarding leave slips and flex time
- * Reviewed critical incident reports from Police Department
- * Discussion regarding Incode 10 with LSchieffer, CSealey, and ANasser
- * Discussed food truck night for Piedmont Valley Chamber with LSchieffer and board members, including turn out and 2nd night scheduled
- * Swore in new police officer at police department
- * Discussed past audits, revenue/expeditures, and budget items for 2022 & 2023 with CSealey

- * Discussion with MWheeler and LSchieffer regarding resolutions and ordinances with follow up emails and phone calls
- * Reviewed and approved commission meeting agendas and minutes
- * Reviewed financial audits for 2015, 2016, 2017, 2018, 2019, 2020 & 2021
- * Reviewed city budget for 2020, 2021, 2022, and proposed 2023, as well as expense and revenue reports available
- * Reviewed proposed wage increases and options for wage increases for the 2023 year for all departments
- * Reviewed wage/salaries of various cities in South Dakota
- * Discussion with Commissioner Hirsch regarding personnel matters and stop signs with follow up
- * Discussion with Commissioner Nasser regarding personnel matters
- * Discussion with CSealey regarding personnel matters and posting/interviewing for vacancy of Asst Finance Officer
- * Phone call with Commissioner Hirsch
- * Phone call with Commissioner Butler
- * Email regarding personal cell phone
- * Signed student loan forms for an employee
- * Email correspondance with Commissioner Kitzmiller
- * Discussion with MWheeler regarding budget and legal matters
- * Discussion with AKahl regarding garbage issues and towing of illegal vehicles
- * Discussions with Commissioner Hirsch and DAllen regarding stop sign lights
- * Discussion with LSchieffer regarding 2nd exit for Sun Valley Estates and follow up conversation with BPowles regarding possible infrastructure grant
- * Email correspondance to Tyler Technologies regarding Incode 10 set up
- * Email correspondance with JAmbrose regarding state inspection
- * Discussion with MWheeler regarding check approval/signing and follow up email to Commissioners, City Administrator, and Finance Officer

MISC.

- * Created and posted FAQ's Friday on City of Summerset FB page
- * Wrote newsletter article for the monthly newsletter
- * Updated spreadsheet for tracking current projects
- * Called citizen regarding land behind property
- * Attended food truck night at city admin building
- * Responded to 12 citizen emails on various matters (few with follow up) - total of 18 emails)
- * Had in person discussions with 24 citizens on various matters
- * Participated in Coffee with Commission

- * Discussion with Denetta from Casey Peterson regarding expenses and revenues in budget and and other budget questions
- * Discussion with Rod Fortin from Legislative Audit regarding expenses and revenues in budget and other budget questions
- * Attended last day celebration for Officer Prestjohn at police department
- * Email correspondance with CBranum from Black Hills Home Builders

Commissioner Report

Commissioner: Alexis Nasser

Department: Finance

Attended ___2___ Commission Meetings

Attended ___2___ Special Meetings

- Reviewed monthly financials.
- Calls/texts with Candace.
- Reviewed employee handbook and responded accordingly to outstanding board questions.