

**CITY OF FREEMAN
CITY COUNCIL | REGULAR SESSION
TUESDAY, FEBRUARY 20, 2024
6:30 P.M. | CITY HALL COUNCIL CHAMBERS
AGENDA**

ROLL CALL

MINUTES OF FEBRUARY 6, 2024 REGULAR MEETING

VOUCHERS

PUBLIC INPUT

FIRE DEPARTMENT ANNUAL REPORT

AMBULANCE ANNUAL REPORT

ANNUAL AUDIT

ADVERTISE FOR SEASONAL STAFF

TRAVEL REQUESTS

OTHER BUSINESS

NEXT MEETING DATE – TUESDAY, MARCH 5, 2024 @ 6:30 PM

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(1) – PERSONNEL

EXECUTIVE SESSION PURSUANT TO SDCL 1-25-2(4) – CONTRACT NEGOTIATION

ADJOURN

**This meeting will be livestreamed via the link posted in the “Government” section at
CityofFreeman.org & on Golden West Cable channel 90.**

Council Minutes
Regular Session
Tuesday, February 6, 2024

The Freeman City Council met in regular session on Tuesday, February 6, 2024 at 6:30 pm at City Hall in Freeman. Mayor Michael Walter called the meeting to order and the following members were present: Charles Gering, Blaine Saarie, Clifford Tjaden, Elizabeth Waltner and Steve Waltner. Also attending were Finance Officer Lisa Edelman, Duane Walters, Jay Slevin, Barron Nankivel, Shad Tschetter, Ty Soulek and Todd Graber.

Minutes

S. Waltner moved to accept the minutes of the January 16, 2024 regular meeting as presented. E. Waltner seconded the motion. All votes aye.

Vouchers

Saarie moved to approve the vouchers listed below. Tjaden seconded the motion. Roll call: all votes aye.

PAYROLL – COUNCIL	6423.15	IMAGE TREND, ambulance software	955.24
PAYROLL – FINANCE	2957.70	JAMBOREE, supplies	55.92
PAYROLL – MARKETING	3263.02	KLEINSASSER’S, repair	87.88
PAYROLL – POLICE	9932.12	KOERNER CONSTRUCTION, snow removal	1084.18
PAYROLL – PUBLIC SAFETY	70.50	LESLIE KEIERLEBER, cleaning	825.00
PAYROLL – STREETS	1480.94	LIEBL PLUMBING, community center repair	54.21
PAYROLL – SEWER	8095.79	MAGUIRE IRON, water tower contract	49543.00
PAYROLL – REFUSE	6055.73	MATHESON, amb supplies	85.73
PAYROLL – RECYCLE	2436.04	MODERN MARKETING, police supplies	470.00
PAYROLL – WATER	6732.07	MR G’S, repair	2410.66
PAYROLL – AMBULANCE	5621.71	NAPA, repair	59.52
PAYROLL – PARK/POOL	1480.94	NORTHWESTERN ENERGY, electric & gas	10273.26
PAYROLL – LIBRARY	6319.13	ONE OFFICE, supplies	129.28
PAYROLL – ECONOMIC DEVELOPMENT	110.00	PHEASANTLAND, clothes	158.02
MERCHANTS STATE BANK, 941 deposit	11837.01	PITNEY BOWES, postage	300.00
SD RETIREMENT	5684.50	PLUNKETT’S, pest control	99.53
ACH FEES, payroll & utilities	30.00	R & R PRODUCTS, repair	78.73
APPEARA, rugs	116.76	REEL SHARP, repair	4668.23
BARNES & NOBLE, library books	74.36	RURAL MFG, repair	221.50
B-Y WATER, water purchase	4765.64	SAARIE AUTO BODY, repair	808.76
B-Y WATER INTEREST	3168.00	SANITATION PRODUCTS, repair	165.76
C & B OPERATIONS, repair	446.93	SD ASSOC OF RURAL WATER, dues	615.00
CARDMEMBER SERVICES, supplies	669.04	SD DANR, applicator license	45.00
CHS, fuel	2083.91	SD DEPT OF REVENUE, sales tax	995.66
CENTRAL STATES WIRE, recycle supplies	1718.05	SECOND CENTURY, publishing	182.67
CITY OF FREEMAN, utilities	43.50	SIOUX INTERNATIONAL, repair	1138.22
CITY OF MITCHELL LANDFILL, garbage fees	3399.84	SOUTHEASTERN ELECTRIC, electric	2612.13
CUMMINS SALES, repair	623.81	SQUARE, monthly subscription	35.00
FINK LAW OFFICE, legal	242.34	STERN OIL COMPANY, fuel	2531.34
FIRST NET, police cell phones	107.08	STEVE WALTNER, supplies	169.91

FREEMAN REGIONAL HEALTH, nursing staff	235.82	THE DESIGN TAB, golf cart stickers	150.00
FREEMAN SHOPPING CENTER, supplies	31.98	VALLEY ELECTRIC, repair	8197.63
GOLDEN WEST, telephone service	888.52	WEIDENBACH CONCRETE, blocks	3000.00
HUTCHINSON COUNTY TREASURER, plates	1002.00		
		VOUCHERS	129376.06
		SALARIES	60978.84
		TOTAL VOUCHERS & SALARIES	190354.90

Financial Report

Tjaden moved to approve the financial report as presented. Saarie seconded the motion. Roll call: all votes aye.

Dog Park Ramp

Shad Tschetter asked for approval to build a ramp and platform for the dog park for his and Hunter Beynon’s senior capstone project. S. Waltner moved to allow a ramp and platform to be built for the dog park. Saarie seconded the motion. All votes aye.

Golf Course Irrigation System

Todd Graber & Ty Soulek presented some cost estimates for either a temporary fix or complete overhaul of the golf course irrigation system. They stated that the small motor is no longer working, so something will need to be done before it is time to start watering the golf course. They informed the group that the intake system now sits on the bottom of the lake which causes debris to go through the system. Both options include a new intake system that will pull the water from the surface instead of the bottom. They also presented a quote for new electrical which needs to be updated. Graber said he will get another quote and bring the information to the next council meeting.

Police Equipment/Homeland Security Grant

Officer Nankivel requested permission for the police department to apply for a homeland security grant to purchase a second laptop and accessories for the police truck. E. Waltner moved to allow the police department to submit a grant for the laptop and accessories needed. Tjaden seconded the motion. Roll call: all votes aye.

Resolution of Approval – Gerald & Gloria Graber

Tjaden spoke regarding the plat for Gerald & Gloria Graber that was recommended for approval by the Planning & Zoning Committee.

Tjaden moved to approve the Resolution of Approval for the plat of Lot 1 of Tract 1, Sunnyside Addition. E. Waltner seconded the motion. Roll call: all votes aye.

Special Event Alcoholic Beverage License

The council considered the application for a one-day alcoholic beverage license submitted by the following:

One day alcohol license for Saturday, October 26, 2024

Application of:	Location of:
Freeman Athletic Association	Freeman Community Center
	224 S Wipf Street
	Freeman, SD 57029

No persons were at the meeting to show rejection of this application. Saarie moved to approve the one-day alcohol license for Saturday, October 26, 2024. E. Waltner seconded the motion. Roll call: all votes aye.

Promoting the City Write-off

Edelman presented a write off for a promoting the city loan through the City of Freeman. The applicant filed bankruptcy and the city can no longer collect on this loan. Tjaden moved to approve the write off of the promoting the city loan #5 in the amount of \$12,224.22. Saarie seconded the motion. Roll call: all votes aye.

Other Business

Tjaden: Asked Walters to look at repairing the sidewalk along 6th Street.

Gering: Informed the council that the flow valve at the lagoon has been replaced.

S. Waltner: Reported that the city received the grant for trees at the golf course and parks. Asked if the city has sand bags available for residents. It was stated that there are sand bags available, but the resident will need to get the sand and fill them if needed.

E. Waltner: Asked if the garbage route near the school during morning drop off can be adjusted. Also asked if the diagonal parking on Walnut Street could be changed to parallel parking so the street is not as narrow.

Saarie: Informed the group that the administrative assistant will become a notary. Asked about cleaning the ditch on Cedar Street.

Walters: Reported that he has been watching for flooding and making sure everything is open for drainage. Informed the council that the garbage truck needs a new solenoid.

Next Meeting Date

The next meeting of the Freeman City Council will take place on Tuesday, February 20, 2024 at 6:30 pm.

Adjournment

Saarie moved to adjourn at 7:40 pm. S. Waltner seconded motion. All votes aye.

Lisa Edelman, Finance Officer

Michael Walter, Mayor



Annual Report Year Ending December 31, 2023

As of December 31, 2023 we have 33 fire fighters, 26 reside in city limits and 7 reside outside of city limits.

We had 35 fire calls in 2023, 6 were inside the city limits and 29 were outside city limits. I have included a breakdown of the number and types of calls this past year. We had two fire fighters resign in 2023 Tanner Uecker and Spencer Becker. Both were strong assets to the department and they will be missed.

This past year was another active year of fundraising. We held our 10th Annual rib cook-off in August and we held our annual golf tournament in September. Both events help us to raise funds to make our yearly payment to the rural fire board for the newest pumper truck, and to upgrade other equipment that is needed throughout the year.

In November we found out that we were awarded a grant from the State of South Dakota to help upgrade our personal protective equipment in the amount of \$33,000. PPE in the fire service has a 10 year lifespan and any PPE older than that is supposed to be taken out of service. This is very difficult to do, since the cost to outfit one firefighter for structural PPE is over \$4000 and wildland/extrication gear is another \$900 per firefighter. These prices do not include SCBA.

We have earmarked this money to go towards new boots and wildland/extrication gear. The grant will only cover a portion of this purchase, we will use money raised from our fundraisers to cover the remaining expense of these items. As a department, we continue to upgrade our gear and equipment to ensure the health and safety of our department. For example, the cost of Nomex hoods vary greatly. We could purchase the lowest cost hood available for about \$40/hood, but we have chosen to purchase particulate blocking hoods. These new hoods block out more of the smoke particles that studies have shown to cause cancer in firefighters. The hoods are the thinnest part of our ensemble, and the areas around the head and neck have shown to be the most susceptible in cancer diagnosis in the Fire service. This added protection comes at a price, they cost around \$120 per hood, but the benefits of helping stop our firefighters from getting cancer is worth the added expense.

Another point that I would strongly urge the council to consider is finding a way to fund a new fire truck to replace your existing City pumper. The current city pumper is a 1989 Ford F800 with a separate motor to run the pump. Two motors in one truck causes more opportunities for break downs. While this truck is still in working order, it is definitely starting to show its age. It's only a matter of time before it will start to cost a bunch of money to keep it going.

We hold our monthly meetings and trainings to keep everyone up to date and familiar with tools, equipment, and best practices. We have a good group of fire fighters, and they are all eager to help out when they are needed. It is a pleasure for all of us to serve our community, and we will continue to do our best to provide the citizens of Freeman and the surrounding area the best fire protection that we can.

Current officers

Fire Chief-Josh Andersen

Assistant Chiefs- Cody Fransen, Erin Lachman and Stet Mutchelknaus

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Josh Andersen', written in a cursive style.

Josh Andersen Freeman Fire Chief

Freeman Fire Department

2024 Fire Calls

January February March April May June July August September October November December **Total**

Ambulance Assist													0
Auto Dialer	2												2
Bale Fire													0
Burn not called in													0
Cancelled					1					1			2
Crop Fire													0
Gas Leak	1	2		1									4
Grass Fire									1			1	2
Missing Person				1									1
Mutual Aid													0
MVC Injury												2	2
MVC non injury	1	2	1		1	1							6
Power Line				1									1
Smoke													0
Storm Spotting													0
Structure Fire			1	3	1								5
Trash Fire				2		1			1				4
Tree Fire													0
Vehicle Fire	1									4	1		6
Totals	5	4	2	8	2	3	0	0	2	4	2	3	35

2024 Current members 1/31/2024

Josh Andersen	Gunnar Lafrentz	Dave Schamber
Garrett Anderson	Chad Langle	Ryan Sorensen
Brandon Dant	Stet Mutchelknaus	Chad Soulek
Cody Fransen	Jeremy Ortman	Ty Soulek
Brian Furney	Jerad Poppens	Cody Spangler
Michah Graber	Jeff Preheim	Mark Tschetter
Jordan Haar	Matt Rigo	Duane Walters
Kory Hendrichs	Paul Rigo	Jerret Weber
Mitch Kleinsasser	Tanner Rupp	Chris Wollmann
Morgan Kleinsasser	Wade Rupp	
Chad Knittel	Chris Sayler	
Erin Lachman	Mike Sayler	

FREEMAN AMBULANCE SERVICE

2023 Annual Report

To the City Council, City of Freeman, South Dakota

I have included a complete roster and 2023 statistical summary with this report. We ran a total of 174 calls in 2023. This call volume was down from the total in 2022 which was 189. As of December 31, 2023 we had 17 members on our roster. 12 are EMT-B, 2 are EMT-B/Registered Nurse, 2 Paramedic and 1 advanced EMT. I have included a breakdown on the types of calls that we have taken this past year, along with the number of calls that each member has taken.

Current Officers are:

Matt Rigo: Captain

Stet Mutchelknaus: Assistant Captain

Cindi Mutchelknaus: Secretary/Treasurer

Joe Andersen: Maintenance Officer

Current fleet:

Unit #1 2016 Demers on Chevy 4500 chassis –mileage as of 2/06/2024: 12203

Unit #2 2009 Lifeline on Chevy 4500 chassis- mileage as of 2/06/2024: 75535

Along with the calls that we have taken, we continue to hold our monthly training through Sanford Health. These two hour webinar trainings provide us with new knowledge along with the continuing education credits that we need to recertify every two years.

The Stryker powerload system was installed in Unit 1 in early 2023. It has been extremely beneficial to staff as it greatly reduces the physical toll to place a patient into the ambulance.

Two new tools have been provided to the service at no cost by the state DOH.

One is the AVEL telemedicine in motion project. It is a resource to connect the ambulance service with a staffed emergency physician and RN or paramedic via a mounted ipad and speaker system in the ambulance. They can provide medical direction and/or documentation during a busy call. As the hospital is also utilizing their services, there can be a continuation of care for the patient upon arrival at FRHS.

The other project was providing new Lifepak 15 cardiac monitors to each licensed ambulance. These came with the hardware to transmit 12 lead EKGs to receiving facilities. As cardiac emergencies are time-sensitive, the ability to transmit EKGs can reduce the time to activate the appropriate team and/or setting up transfer of patient even before he/she arrives at a facility. The monitors are set to be placed into service in early 2024. Once in service our current cardiac monitors will no longer be needed by our service and the City can do with them as they see fit.

Respectfully Submitted

Matt Rigo, Captain Freeman Ambulance Service

FREEMAN AMBULANCE SERVICE

2023 CALLS PER MEMBER

EMT	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Joe Andersen	1	8	4	4	7	0	1	4	4	3	2	5	43
Josh Andersen	7	3	1	1	0	0	0	0	1	0	0	2	15
Mara Andersen	1	0	0	0	0	0	0	0	0	0	0	0	1
Harley Blue	1	0	0	1	0	1	2	0	0	0	0	0	5
LaVonne Brockmueller	0	2	1	2	3	2	1	6	3	2	0	0	22
Janet Christensen	0	3	0	1	2	0	0	0	4	0	1	0	11
Jim Christensen	6	2	0	3	3	2	1	6	4	0	2	8	37
Skyla Dowden	7	2	1	2	3	3	0	3	4	0	0	0	25
Dalton Miller	0	0	1	7	5	1	2	4	3	1	0	1	25
Cindi Mutchelknaus	0	0	1	0	2	0	0	1	0	0	0	0	4
Stet Mutchelknaus	3	1	1	6	4	0	1	1	1	1	2	3	24
Denise Peterson	3	3	2	1	3	0	2	5	3	3	1	0	26
Matt Rigo	3	5	4	4	4	2	3	4	1	4	2	4	40
Sheila Rigo													0
Doug Uecker													0
Gregg Uecker	4	6	3	7	2	3	4	7	5	1	6	11	59
Lori Uecker	2	1	0	0	1	0	0	0	1	1	0	0	6
Peggy Waltner	0	1	3	7	5	1	2	4	2	5	3	4	37
Lilly Wipf	0	0	0	0	1	0	0	0	0	0	1	5	7
Total Trip Reports	16	16	10	19	19	7	10	22	17	10	9	19	174

This chart is intended to be read across. Totals do not add correctly by reading down.

FREEMAN AMBULANCE SERVICE

2023 Patient Care Reports

	Transfer	Helicopter Assist	Trauma- MVC	Trauma- Other	Medical	Refused	Standby	Cancelled	DOA	Total
January	6			4	4		1		1	16
February	5	3		2	4	2				16
March	6			2	1		1			10
April	6			2	7		3		1	19
May	5	1	1	6	3	2			1	19
June	2		1	1		3				7
July	4			4	2					10
August	7	3		4	6		1	1		22
September	4	1		2	3	2	2	3		17
October	4	3			1	1	1			10
November	2				5		1	1		9
December	7	2	4	2	2				2	19
Totals	58	13	6	29	38	10	10	5	5	174
2022	65	18	15	16	52	7	10	3	3	189
2021	61	33	12	21	68	14	11	9	4	233
2020	77	11	9	18	51	13	12	6	1	198
2019	93	17	7	13	42	11	11	2	2	198
2018	103	25	5	21	56	6	8	7	2	233
2017	85	28	9	11	28	16	16	2	1	196
2016	108	29	18	18	54	10	8	0	2	247
2015	84	12	11	22	29	9	12	1	3	183
2014	66	17	2	17	35	15	11	1	1	165
2013	68	17	2	20	32	6	4	2	1	152

Schoenfish & Co., Inc.

CERTIFIED PUBLIC ACCOUNTANTS

Phone: 605-928-7241

FAX No.: 605-928-6241

P.O. Box 247

105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57366

February 7, 2024

Municipal Board,
Mayor
and
Finance Officer
Municipality of Freeman
PO Box 178
Freeman, South Dakota 57029-0178

We are pleased to confirm our understanding of the services we are to provide the Municipality of Freeman for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, and the disclosures, which collectively comprise the basic financial statements of the Municipality of Freeman as of and for the year ended December 31, 2023. The Municipality of Freeman has omitted the Management's Discussion and Analysis (MD&A) that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have also been engaged to report on supplementary information other than RSI that accompanies the Municipality of Freeman's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Budgetary Comparison Schedules and Related Notes
- 2) Schedule of Municipality's Proportionate Share of the Net Pension Liability (Asset), Schedule of Municipality Contributions – SD Retirement System and Related Notes
- 3) Schedule of Long-Term Debt

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

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CERTIFIED PUBLIC ACCOUNTANTS
P.O. Box 247
105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57366

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- 1) Management Override of Controls
- 2) Lack of Segregation of Duties
- 3) Improper Revenue Recognition Due to Fraud

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Municipality of Freeman's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and related notes of the Municipality of Freeman in conformity with the modified cash basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the

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supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information; (2) you believe the supplementary information, including its form and content, is fairly presented; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Schoenfish & Co., Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of South Dakota or its designee, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schoenfish & Co., Inc.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Randy Schoenfish is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately July 15, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$11,500.00. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoice for these fees will be rendered and shall be due and payable upon acceptance of the report by the Auditor General. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Municipality of Freeman's financial statements. Our report will be addressed to Municipal Board, Mayor, and Finance Officer of the Municipality of Freeman. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Schoenfish & Co., Inc.

CERTIFIED PUBLIC ACCOUNTANTS

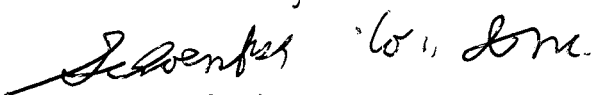
P.O. Box 247

105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57366

Government Auditing Standards requires that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 quality review report accompanies this letter.

We appreciate the opportunity to be of service to the Municipality of Freeman and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign both copies where indicated, return one duplicate copy to us, and also email a copy to: Sheri.Doolittle@state.sd.us

Sincerely yours,



Schoenfish & Co., Inc.
Certified Public Accountants

Approved:

Signature

Printed

Date

Signature

Printed

Date

Signature

Printed

Date

Schoenfish & Co., Inc.

CERTIFIED PUBLIC ACCOUNTANTS
P.O. Box 247
105 EAST MAIN, PARKSTON, SOUTH DAKOTA 57366