

**AGENDA
CITY OF MILLER
MONDAY, AUGUST 15, 2022
7:00 P.M.**

The City of Miller is an equal opportunity employer.

Call to Order

Pledge of Allegiance

Approval of Agenda

Approval of Minutes pgs. 1 - 2

Public Input

Unfinished Business

1. 2nd Reading of Ordinance #733 - Fire Hydrant Meterpg. 3
2. 2nd Reading of Ordinance #734 - Fee Schedulepg. 4

New Business

1. Swimming Pool Overview/Prices/Refunds pgs. 5 - 6
2. Phase III Paving 2022 or 2023 pgs. 7 - 8
3. Delta Dental – addition of Orthodonticspg. 9
4. Resolution 2022-12 – Phase III Alternative Signaturepg. 10
5. Resolution 2022-13 – On Hand Housing.....pg. 11
6. KBA Corrective Action Planpg. 12
7. KBA Representation Letter pgs. 13 - 19
8. Special Meeting August 22 for Liquor License Transfer
9. Special Event Liquor Licenses – Willie’s Bar & Grill
10. Countywide Law Enforcement
11. Building Permits:
 - a. Paul & Rhonda Jorgensen - replace front steps
 - b. Shawn Slunecka - fence
 - c. Cindy Gilbertson - remove shed
 - d. Gene Labor - add-on to deck

Approval of Bills

Executive Session

Personnel Pursuant to SDCL 1-25-2(1)

12. Police schedule/on-call pay

Adjourn

Public comments are welcomed during public input, but no action can be taken by the Council on comments received at this meeting. Anyone wishing to have the Council vote on an item should call the Finance Office at 853-2705 by 5:00 p.m. on the Wednesday preceding the next scheduled meeting to be placed on the agenda.

**CITY OF MILLER
CITY COUNCIL MEETING
AUGUST 1, 2022**

The City of Miller is an equal opportunity employer.

The City Council met in regular session at city hall at 7:00 p.m. on Monday, August 1, 2022.

MEMBERS PRESENT: Aldermen: Jim Odegaard, Jeff Swartz, Mike Wetz, Joe Zeller and Alderwomen: Susan Hargens and Tammy Lichty. Absent: Mayor Ron Blachford.

CALL TO ORDER: President Swartz called the meeting to order.

Pledge of Allegiance was said by all present.

AGENDA: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve the agenda. All members voted aye. Motion carried.

MINUTES: Motion by Alderwoman Lichty, seconded by Alderwoman Hargens to approve the minutes for the regular meeting held on July 18, 2022. All members voted aye. Motion carried.

PUBLIC INPUT

Jan Kittleson asked what the status was with the countywide law enforcement conversations. Alderman Odegaard commented that the city and county committees, two Miller Police officers and Sheriff Croen met earlier on Monday to discuss countywide law enforcement or joint forces, who can help who. Informational meeting only.

DEPARTMENT HEAD REPORTS

Ron Hoffiezer plans to start installation of the culverts out near Stobbs' tomorrow.

NEW BUSINESS

Helms & Associates – FAA/Wind Turbine Farm 49: Brooke Edgar, engineer for Helms & Associates, was present to discuss the concerns about Wind Turbine Farm 49 southeast of Miller. The proposed towers located within 2 Statute Miles of a Visual Flight Rules (VFR) Route would have an adverse effect upon VFR navigation. Several local pilots fly VFR on a regular basis. Motion by Alderman Swartz, seconded by Alderman Wetz to have Mayor Blachford write a letter of concern to the FAA Obstruction Evaluation Group. All members voted aye. Motion carried. Alderman Wetz and Alderwoman Lichty will attend the Hand County commissioner meeting with Brooke tomorrow to express the city's concerns. Mayor Blachford was present via phone for this agenda item.

Water Project Pay Requests: Motion by Alderman Odegaard, seconded by Alderman Zeller to approve SPN Phase III invoices 26535-26540 for a total of \$47,805.27. All members voted aye. Motion carried. Motion by Alderman Wetz, seconded by Alderwoman Hargens to pay **TLC Olson Construction, LLC** Payment No. 16 for \$431,520.40. All members voted aye. Motion carried. Motion by Alderman Odegaard, seconded by Alderwoman Hargens to approve **Phase II DWSRF & CWSRF** Project Completion Documents. All members voted aye. Motion carried.

1st Reading of Ordinance #733 – Fire Hydrant Meters: President Swartz gave the 1st Reading of Ordinance #733 – Fire Hydrants.

1st Reading of Ordinance #734 – Fee Schedules Changes: President Swartz gave the 1st Reading of Ordinance #734 – Fee Schedule Changes.

Building Permit: Motion by Alderwoman Lichty seconded by Alderman Odegaard to approve the removal permit for the Catholic Diocese of Sioux Falls to remove the old CCD center. All members voted aye. Motion carried.

DANR Recognition for the City, Terry Manning and Brandon Hammill: Thank you, Terry Manning and Brandon Hammill for keeping our drinking water safe.

SDPAA Election Notice: No one was interested in serving on the SDPAA board at this time.

Approval of Bills: Motion by Alderman Odegaard, seconded by Alderwoman Hargens to approve the bills for payment along with the January -- June Mastercard payments. These credit card payments were approved by the department heads each month; however, we were waiting for the software interface program to show all vendors in our accounts payable records. All members voted aye. Motion carried.

Motion by Alderwoman Lichty, seconded by Alderman Zeller to adjourn the meeting. There being no further business, the meeting was adjourned at 7:39 p.m. All members voted aye. Motion carried.

Jeff Swartz, President

Sheila Coss, Finance Officer

LEGAL NOTICE OF RECEIPT

Copy of the official proceedings
was received on: _____

Published once at the _____

approximate cost of: _____

Bills August 2022 (1)

Andersberg, Shaylee	Reimb	126.88
Blake, Abigail	Reimb	284.66
BDS	Garbage	350.00
Bob's Gas	Service/Fuel	2,454.10
Builders Cashway	Supplies	280.95
Builders Solutions	Supplies	473.97
City Utilities	Utilities	7,951.92
DeHaai, Aubrey	Reimb	98.56
Mastercard (Jan-Jun)	Supplies	142,678.22
Gates, Tyra	Reimb	111.43
Graham, Dustin	Reimb	126.88
Hand County Publishing	Publications	1,252.61
Hawkins	Chemical	1,415.19
Johnson, Noah	Reimb	126.88
Miller Rexall	Supplies	21.28
Miner, Arielle	Reimb	126.88
MMTJA	Apprentice Program	2,408.17
Oakley Farm & Ranch	Supplies	28.98
OHED	80% BBB	3,704.92
Postmaster	Permit/Postage	725.00
Resel, Heather	Reimb	121.73
Russell, Preslie	Reimb	98.56
Servall	Service	112.01
Share Corp	Supplies	381.55
SPN	Prof Fees	47,805.77
TLC Olson Construction	Phase III Construction	431,520.40
Twin Valley Tire	Repairs	35.00
US Bank	Loans	48,279.18
VanDerWerff, Cassi	Reimb	126.88
Werdel, Joden	Reimb	126.88
Wesco	Supplies	3,296.25
	Accounts Payable Total	<u>\$696,651.19</u>

Payroll Salary plus		7/28/2022 & 7/29/2022		
Benefits by Department:		& 8/01/2022		
Department		w/o OT	OT	Total
41101	COUNCIL	3,353.31	0.00	3,353.31
41402	FINANCE OFFICE	3,083.66	0.00	3,083.66
41902	BUILDING	363.95	0.00	363.95
42101	POLICE	8,939.12	2,986.19	11,925.31
43101	STREET	6,711.31	292.21	7,003.52
43201	SEWER	5,506.65	773.18	6,279.83
43305	WATER	5,506.54	773.17	6,279.71
43403	ELECTRIC	8,989.03	711.85	9,700.88
45101	BALLPARK	1,444.96	0.00	1,444.96
45202	PARK	119.90	0.00	119.90
45103	POOL	7,984.02	0.00	7,984.02
		<u>\$52,002.45</u>	<u>\$5,536.60</u>	<u>\$57,539.05</u>

ORDINANCE #733

The City of Miller is an equal opportunity employer.

**AN ORDINANCE AMENDING CHAPTER 38, SECTION 29 OF THE ORDINANCES
OF THE CITY OF MILLER, SOUTH DAKOTA.**

BE IT ORDAINED by the City of Miller, South Dakota, that Chapter 38 be hereby amended as follows:

Sec. 38-29. Meter Installation and repair.

(b) Portable fire hydrant meters shall be available for rent and all the same rules set forth herein shall apply.

(c) The city council may hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement of this chapter or any ordinance adopted pursuant thereto.

Dated this 15th day of August, 2022

Ronald Blachford, Mayor

(SEAL)

ATTEST:

Sheila Coss, Finance Officer

Record of votes:

Alderman Swartz -
Alderman Zeller -
Alderman Odegaard -
Alderman Wetz -
Alderwoman Lichty -
Alderwoman Hargens -

1st Reading -- August 1, 2022
2nd Reading -- August 15, 2022
Adoption -- August 15, 2022
Publication -- August 20, 2022

ORDINANCE #734*The City of Miller is an equal opportunity employer.***AN ORDINANCE AMENDING APPENDIX A - CITY FEE SCHEDULE OF THE ORDINANCES OF THE CITY OF MILLER, SOUTH DAKOTA.**

BE IT ORDAINED by the City of Miller, South Dakota, Appendix A – City Fee Schedule be hereby amended to charge the following fees:

Fees				
	Water/Sewer Department			
		Deposit - each separate meter		
		Residential		50.00
		Commercial		100.00
		Fire Hydrant Meter		500.00
		Rates and charges:		
		Fire Hydrant Meter Fees:		
			\$6.00 per thousand gallons (\$125.00/mo minimum)	
			Base Fee \$4.00 per day	
		Installation		30.00
		Removal		30.00

 Ronald Blachford, Mayor

(SEAL)

ATTEST:

 Sheila Coss, Finance Officer

Record of votes:

Alderman Swartz --
 Alderman Zeller --
 Alderman Odegaard --
 Alderwoman Hargens --
 Alderwoman Lichty --
 Alderman Wetz --

1st Reading -- August 1, 2022
 2nd Reading -- August 15, 2022
 Adoption -- August 15, 2022
 Publication -- August 20, 2022

REVENUE CODE	COUNT	TOTAL
SWIMAERO SWIM WATER AERO	19	555.00
SWIMLESS SWIM REG LESSON	88	3,900.00
SWIMPART SWIM PARTY	10	1,000.00
SWIMPASS SWIM PASS	69	5,305.00
SWIMPOOL SWIM GEN ADMISS	101	3,722.00
SWIMPRIV SWIM PRIV LESS	35	2,545.00
	322	17,027.00

2019

TOTAL CODE	COUNT	TOTAL
1 GENERAL LEDGER	322	17,027.00
	322	17,027.00

REVENUE CODE	COUNT	TOTAL
SWIMAERO SWIM WATER AERO	13	390.00
SWIMLESS SWIM REG LESSON	71	2,720.00
SWIMPASS SWIM PASS	40	3,240.00
SWIMPOOL SWIM GEN ADMISS	65	2,540.00
SWIMPRIV SWIM PRIV LESS	30	2,415.00
	219	11,305.00

2020
(COVID)

TOTAL CODE	COUNT	TOTAL
1 GENERAL LEDGER	219	11,305.00
	219	11,305.00

REVENUE CODE	COUNT	TOTAL
SWIMAERO SWIM WATER AERO	30	860.00
SWIMLESS SWIM REG LESSON	107	4,150.00
SWIMPART SWIM PARTY	11	1,100.00
SWIMPASS SWIM PASS	81	6,005.00
SWIMPOOL SWIM GEN ADMISS	56	5,171.00
SWIMPRIV SWIM PRIV LESS	39	3,000.00
	324	20,286.00

2021

TOTAL CODE	COUNT	TOTAL
1 GENERAL LEDGER	324	20,286.00
	324	20,286.00

REVENUE CODE	COUNT	TOTAL
SWIMAERO SWIM WATER AERO	13	364.00
SWIMLESS SWIM REG LESSON	113	4,690.00
SWIMPART SWIM PARTY	14	1,250.00
SWIMPASS SWIM PASS	80	5,800.00
SWIMPOOL SWIM GEN ADMISS	48	4,440.56
SWIMPRIV SWIM PRIV LESS	37	4,395.00
	305	20,939.56

2022

TOTAL CODE	COUNT	TOTAL
1 GENERAL LEDGER	305	20,939.56
	305	20,939.56

Sheila Coss

From: Camden Hofer <chofer@spn-assoc.com>
Sent: Wednesday, August 10, 2022 2:36 PM
To: Sheila Coss
Subject: FW: Miller Streets Phase III Utility project - 2022 asphalt paving scheduling

Sheila,

Here is a mind boggling thing to think about (see email below). It all boils down to: Do we gamble that the price of asphalt will go down and pave next year, or get it all done this year? Please pass this onto the committee and we can talk about it at the next meeting.

Thanks,

Camden A. Hofer, P.E.
SPN and Associates

From: Mark Morris <mark.morris@morris-inc.com>
Sent: Wednesday, August 10, 2022 2:09 PM
To: Camden Hofer <chofer@spn-assoc.com>; 'Iroconst@gmail.com' <Iroconst@gmail.com>
Subject: RE: Miller Streets Phase III Utility project - 2022 asphalt paving scheduling

Thank you Camden. Right now 64-22 oil is about \$875 per ton. When we last got a PA for this oil, it was on April 20th earlier this year, and the price was \$838.01 per ton. So prices have gone up a little. What Jebro told me is that they don't see ac oil prices going down in the next few months just because the demand is so high....at least they are honest. If I had to guess, and assuming there isn't another invasion or hurricane, I would say that prices will go down once the winter months are here. How much they go down, if at all, is impossible to say. When this job bid in 2020, we had a 64-22 oil contract for \$544.48 per ton. I don't see it ever getting that low, but again, I do see prices dropping once the construction season is over and demand drops. IF the price dropped a \$100 per ton from \$838 to \$738, and figuring 6% oil on 3,400 tons of paving left to do (204 tons of ac oil) this would be a savings of \$20,400. I guess all of the things would need to be taken into account in terms of leaving streets gravel during the winter months, etc. I hope this information helps. Please let me know if you need anything else.

Thank you.

Mark

From: Camden Hofer <chofer@spn-assoc.com>
Sent: Wednesday, August 10, 2022 8:51 AM
To: Mark Morris <mark.morris@morris-inc.com>; 'Iroconst@gmail.com' <Iroconst@gmail.com>
Subject: RE: Miller Streets Phase III Utility project - 2022 asphalt paving scheduling

**** This email is from an external source, Please do not open attachments or click links from an unknown or suspicious origin. ****

Mark,
Tony asked me to reply.

The current plan is about 3,400 ton to be paved the end of the year to finish the project. There may be a few blocks that get pushed to next spring if the work falls behind or cold weather sets in early.

Do you have any projection on the oil price for next year?

Thanks,

Camden A. Hofer, P.E.
SPN and Associates

From: Mark Morris <mark.morris@morris-inc.com>
Sent: Tuesday, August 9, 2022 1:28 PM
To: 'lroconst@gmail.com' <lroconst@gmail.com>; Camden Hofer <chofer@spn-assoc.com>
Subject: RE: Miller Streets Phase III Utility project - 2022 asphalt paving scheduling

Hello Camden and Tony. Can you provide me with an updated schedule and quantity for the asphalt paving you will need this fall? Is there a possibility of some of the paving needing to be done next spring / early summer?

Thank you.

Mark



Delta Dental of South Dakota
* 10 Plus with Orthodontics #9020
2022 Rates

% Paid by
Delta Dental

100% Diagnostic and Preventive Services *These services do not apply to the Annual Maximum Benefit.*

- Routine exams and cleanings - two per coverage year.
- Bitewing x-rays - two per coverage year up to age 19, and once per coverage year age 19 and over.
- Full mouth/panoramic x-rays - once every five years.
- Fluoride applications - two per coverage year up to age 19.
- Space maintainers on primary back teeth up to age 14.
- Dental sealants for unrestored 1st and 2nd permanent molars up to age 16.

80% Basic Services

- Silver and tooth-colored fillings. If a tooth-colored filling is used to restore back teeth, benefits are limited to the amount paid for a silver filling.
- Stainless-steel crowns.
- Extractions and other oral surgery.
- Emergency treatment for relief of pain.

80% Endodontics and Periodontics

- Root canals.
- Treatment of diseases of the tissues supporting the teeth.
- Periodontal maintenance cleanings. *These cleanings do not apply to the Annual Maximum Benefit.*

50% Major Services

- Crowns, bridges, dentures, and implants.

50%* Orthodontics

- Treatment necessary for the proper alignment of teeth.
Lifetime orthodontic maximum: \$1,000

Deductible: \$25 per person per calendar year not to exceed \$75 per family. The deductible does not apply to Diagnostic, Preventive or Orthodontic Services.

Annual maximum benefit: \$1,200 per person per calendar year. All services (except Diagnostic, Preventive and Orthodontics) are subject to the annual maximum benefit and will not be paid if the annual maximum benefit has been reached.

Dependent children are covered to age 26. There is no age restriction for unmarried dependent children who are full-time students.

Coverage Year: January - December

* **Monthly Rates:** Single \$47.20 Family \$125.20

Network: PPO Plus Premier *Current 44.95 to 115.00*

*One year wait for coverage.

See other side for information on our Health *through* Oral Wellness® program.

RESOLUTION NO. 2022-12

The City of Miller is an equal opportunity employer.

WHEREAS, South Dakota Department of Agriculture and Natural Resources (DANR) and United States Department of Agriculture -- Rural Development (USDA-RD) require signatory to assist In The Miller Phase III Water, Wastewater and Storm Water Project; DANR Project # 2020G-100, 2020G-104, 2020G-DW-101, 2020G WQ-104, C461128-04, and C462128-04 and USDA-RD Project # 47-030-0466000296-06 and 47-030-0466000296-07, and;

WHEREAS, the City of Miller requests that the Council President, may have authority to sign documents and correspondence in the mayor's absence concerning the Miller Phase III project grants and loans listed above;

NOW, THEREFORE BE IT RESOLVED, that the Council President of the City of Miller County, be hereby designated as an alternative signatory for the purpose of signing correspondence, pay requests, and other required documents;

Signed this 15th day of August, 2022

Ronald Blachford, Mayor

Attest:

Sheila Coss, Finance Officer

RESOLUTION NO. 2022-13

The City of Miller is an equal opportunity employer

WHEREAS the On Hand Development Corporation (OHDC) commissioned a formal housing study completed in March 2013 for the City of Miller and Hand County area; that determined there is a substantial undersupply of all housing varieties and types, and;

WHEREAS, the OHDC has been actively promoting, investing, and partnering with individuals and entities to increase the housing supply in the City of Miller and all of Hand County, since 1992, and;

WHEREAS, the City of Miller supports the application to housing programs offered by grants or loans to specific housing developers and the developments they represent to increase the likelihood of workforce housing development in the City of Miller, and;

WHEREAS, to meet infrastructure requirements, all development plans must be designed by a professional engineer licensed to practice in South Dakota. The City of Miller's engineer, Schmucker, Paul, Nohr and Associates, will be required to review and approve plans, and;

WHEREAS, upon completion of approved construction to ensure standards have been met the City of Miller will accept ownership and maintenance of the public infrastructure, and;

WHEREAS, the City of Miller supports the private undertaking of workforce housing by housing development organizations or individuals and has capacity for all added water/sewer/stormwater to be added in to the individual development project(s) as outlined.

NOW, THEREFORE, BE IT RESOLVED: by the Common Council the City of Miller that On Hand Development has shared preliminary plans for the infrastructure of Rustler Lot 2 Housing Development as prepared by Schmucker, Paul, Nohr and Associates at Seagren First Addition, Lots 1 & 2, a part of the NE ¼ and SW ¼ of Section 11, Township 112 North, Range 68, West of the 5th, City of Miller, Hand County, South Dakota.

That the City of Miller demonstrate support for the workforce housing projects as prescribed by the Housing Study of March 2013.

That the City of Miller has acknowledged the additional capacity for water use and sewer needs for the buildup of the housing development presented by individual development project(s).

City of Miller and OHDC have committed support to the individual development project(s) to move forward in providing information to acquire funds from the Housing Opportunity Fund (HOF) to support infrastructure for workforce housing development within the specifications of the City of Miller and the requirements of funding of the HOF program.

City of Miller and OHDC will continue to address and facilitate any and all other funding mechanisms for the development of workforce housing as they may become available.

Dated this 15th day of August 2022.

Corrective Action Plan #2021-004

Condition: The City had a material budget overdraft and a few immaterial budget overdrafts in 2020 and 2021. See the listing of overdrafts in Note 2.

Planned corrective actions:

General Fund: Year Ended 12/31/2021

Activity

General government – legislative \$61

The final payroll of the year was for 12/31/21 – We were overbudget in the salary line by \$205.00. There were more committee meetings than budgeted for. We will budget more for the council salary and watch for overage closer to year end.

Public Safety – other protection \$18,674

The City received a FEMA grant for a flood study. We were not aware that they would not reimburse expenses until the entire study was done. We will watch grant funds closer in the future for reimbursement rules.

Capital Fund:

Public works – airport \$186

We did not receive the final closeout funds for the 2019 project until 2022 when the closeout documentation was completed. We will also watch for these shortages and supplement the budget accordingly toward year end.

General Fund: Year Ended 12/31/2020

Culture and recreation – parks \$ 2

We will watch the year end bills and hold any late payments that will cause us to go over budget until the following year.

Liquor, Lodging and Dining Gross Receipts Tax Fund

Conservation and development – economic development and assistance \$7,137

We now watch how much we receive for Gross Receipts Tax and supplement the receipts and expense to On Hand Economic Development accordingly. We have also increased our budget for both receipts and expenses.

Ronald Blachford, Mayor

Date

CITY OF MILLER
NOTES TO THE MODIFIED CASH BASIS FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020

**DRAFT
COPY**

NOTE 2 - VIOLATIONS OF FINANCE - RELATED LEGAL AND CONTRACTUAL PROVISIONS

The City is prohibited by statute from spending in excess of appropriated amounts at the department level. The following represents the significant overdrafts of the expenditures compared to appropriations:

	Year Ended <u>12/31/2021</u>
General Fund:	
Activity	
General government - legislative	\$ 61
Public safety - other protection	\$18,674
Capital Project Fund:	
Public works - airport	\$ 186

	Year Ended <u>12/31/2020</u>
General Fund:	
Culture and recreation - parks	\$ 2
Liquor, Lodging and Dining Gross Receipts Tax Fund:	
Conservation and development – economic development and assistance	\$ 7,137

The City Plans to take the following actions to address these violations:

NOTE 3 - DEPOSITS AND INVESTMENTS CREDIT RISK, CONCENTRATIONS OF CREDIT RISK AND INTEREST RATE RISK

The City follows the practice of aggregating the cash assets of all the funds to maximize cash management efficiency and returns. Various restrictions on deposits and investments are imposed by statutes. These restrictions are summarized below:

Deposits - The City's cash deposits are made in qualified public depositories as defined by SDCL 4-6A-1, 9-22-6, 9-22-6.1 and 9-22-6.2, and may be in the form of demand or time deposits. Qualified depositories are required by SDCL 4-6A-3 to maintain at all times, segregated from their other assets, eligible collateral having a value equal to at least 100 percent of the public deposit accounts which exceed deposit insurance such as the FDIC and NCUA. In lieu of pledging eligible securities, a qualified public depository may furnish irrevocable standby letters of credit issued by federal home loan banks accompanied by written evidence of that bank's public debt rating which may not be less than "AA" or a qualified public depository may furnish a corporate surety bond of a corporation authorized to do business in South Dakota.

Investments - In general, SDCL 4-5-6 permits City funds to be invested only in (a) securities of the United States and securities guaranteed by the United States Government either directly or indirectly; or (b) repurchase agreements fully collateralized by securities described in (a) above; or in shares of an open-end, no-load fund

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Kohlman, Bierschbach & Anderson, LLP
2022
Page Two

DRAFT

2022
Kohlman, Bierschbach & Anderson, LLP
PO Box 127
Miller, South Dakota 57362

This representation letter is provided in connection with your audit of the financial statements of the City of Miller, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2021, and the respective changes in financial position for the two years then ended, and the disclosures (collectively, the "financial statements") for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of 2022, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 21, 2022, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.

2. The financial statements referred to above are fairly presented in conformity with the modified cash basis of accounting and include all properly classified funds and other financial information of the primary government required by the modified cash basis of accounting to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and accounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the modified cash basis of accounting.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and

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- disclosed in accordance with the modified cash basis of accounting.
10. Guarantee, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
- a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records (including information obtained from outside of the General and Subsidiary ledgers), documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of Federal awards.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects the City and involves:

DRAFT

15

- a. Management,
- b. Employees who have significant roles in internal control, or
- c. Others where the fraud could have a material effect on the financial statements.

15. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.

16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.

17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

18. We have disclosed to you the names of the City's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

20. We have taken timely and appropriate steps to remedy noncompliance with provisions of laws, regulations, contracts and grant agreements that you have reported to us.

21. We have a process to track the status of audit findings and recommendations.

DRAFT

22. We have identified to you any previous audits, attestation engagements, and other studies related to the objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
24. The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources and fund balance or net position.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and level and contractual provisions for reporting specific activities in separate funds.
26. We have identified and disclosed to you all instances, or identified or suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
27. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance, except as already made known to you.
28. As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards and provided consulting services in connection with adjusting journal entries in conformity with the modified cash basis of accounting.

DRAFT

- We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibility; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for these financial statements and disclosures and schedule of expenditures of federal awards.
29. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
 30. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
 31. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended and GASB Statement No. 84.
 32. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 36 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
 33. Components of net position (restricted and unrestricted) and classifications of fund balance (compendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
 34. Investments are properly valued.
 35. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

DRAFT

36. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
37. Interfund, internal, and intergovernmental activity and balances have been appropriately classified and reported.
38. Deposits and investment securities are properly classified as to risk and are properly disclosed.
39. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
40. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
41. With respect to the budgetary comparison schedules, schedule of expenditures of federal awards, schedule of changes in long-term debt and schedule of the City's proportionate share of the net pension liability (asset):
 - a. We acknowledge our responsibility for presenting the budgetary comparison schedules, schedule of expenditures of federal awards, schedule of changes in long-term debt and schedule of the City's proportionate share of the net pension liability (asset) in accordance with the modified cash basis of accounting, and we relieve the budgetary comparison schedules, schedule of expenditures of federal awards, schedule of changes in long-term

DRAFT

42. With respect to federal award programs:
 - a. We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b. We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SWA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SWA, including its form and

DRAFT

DRAFT

81

- content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
2. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditors' report thereon.
3. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
4. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
5. We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in

- compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
6. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
7. We have received no requests from a federal agency to audit one or more specific programs as a major program.
8. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you) including when applicable, those set forth in the OMB Compliance Supplement, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards.
9. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditors' report.
10. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditors' report.

DRAFT

1. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
2. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
3. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
4. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
5. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditors' report.
6. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditors' report.
7. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
8. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the

DRAFT

9. Respective federal agency or pass-through entity, as applicable.
10. We have charged costs to federal awards in accordance with applicable cost principles.
11. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
12. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
13. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
14. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Signed:

Signed:

Title: Finance Officer

Title: Mayor