

**CITY OF FREEMAN  
CITY COUNCIL | REGULAR SESSION  
TUESDAY, MARCH 19, 2024  
6:30 P.M. | CITY HALL COUNCIL CHAMBERS  
AGENDA**

**ROLL CALL**

**EQUALIZATION BOARD**

**MINUTES OF MARCH 5, 2024 REGULAR MEETING**

**VOUCHERS**

**PUBLIC INPUT**

**GOLF IRRIGATION SYSTEM**

**GOLF EQUIPMENT**

**TRAVEL REQUESTS**

**TREE CITY GRANT**

**GARBAGE CANS**

**2<sup>ND</sup> READING ORDINANCE 2024-01 – FLOOD DAMAGE PREVENTION**

**APPOINT ELECTION WORKERS**

**OTHER BUSINESS**

**NEXT MEETING DATE – TUESDAY, APRIL 2, 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**

**HIRE GOLF STAFF**

**IT CONSULTING**

**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, March 5, 2024**

The Freeman City Council met in regular session on Tuesday, March 5, 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, Jesse Tschetter, Todd Graber and Jon Pike.

**Minutes**

S. Waltner moved to accept the minutes of the February 20, 2024 regular meeting as presented. Saarie seconded the motion. All votes aye.

**Vouchers**

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

PAYROLL – FINANCE	2957.70	FREEMAN REGIONAL HEALTH, nursing staff	234.31
PAYROLL – POLICE	9273.84	FREEMAN SHOPPING CENTER, supplies	481.60
PAYROLL – PUBLIC SAFETY	89.54	GOLDEN WEST, telephone service	1027.89
PAYROLL – STREETS	1617.52	KLEINSASSER’S, repair	64.56
PAYROLL – SEWER	6881.33	KLEINSASSER HTG, repair	42.50
PAYROLL – REFUSE	5582.15	LESLIE KEIERLEBER, cleaning	560.00
PAYROLL – RECYCLE	2862.46	MATHESON, amb supplies	80.97
PAYROLL – WATER	6009.99	MATT RIGO, CPR class cards	64.00
PAYROLL – AMBULANCE	4795.94	MEDICARE, overpayment	518.54
PAYROLL – PARK/POOL	1279.92	MR G’S, repair	33.90
PAYROLL – GOLF	1400.40	NAPA, repair	59.99
PAYROLL – LIBRARY	6235.53	NORTHWESTERN ENERGY, electric & gas	11385.60
MERCHANTS STATE BANK, 941 deposit	9338.98	PITNEY BOWES, postage	602.77
ACH FEES, payroll & utilities	30.00	PLUNKETT’S, pest control	99.50
APPEARA, rugs	116.76	REBECCA ALBRECHT, notary stamp	27.89
BARNES & NOBLE, library books	76.75	RURAL MFG, repair	445.36
B-Y WATER, water purchase	5245.16	SAARIE AUTO BODY, repair	1112.93
B-Y WATER INTEREST	3168.00	SANITATION PRODUCTS, repair	1228.67
CARDMEMBER SERVICES, supplies	3349.85	SD DANR, water exam fees	120.00
CHS, fuel	702.03	SD DEPT OF HEALTH, testing	30.00
CITY OF FREEMAN, utilities	43.50	SD DEPT OF REVENUE, sales tax	969.86
CITY OF MITCHELL LANDFILL, garbage fees	3169.44	SECOND CENTURY, publishing	180.83
CNA SURETY, notary bond	97.50	SIoux INTERNATIONAL, repair	719.11
CUMMINS SALES, repair	1281.60	SOUTHEASTERN ELECTRIC, electric	2202.94
DAKOTA PUMP, repair	9326.21	SQUARE, monthly subscription	35.00
EMERGENCY MEDICAL, supplies	214.45	STERN OIL COMPANY, fuel	815.19
FIRST NET, police cell phones	107.08	STRYKER, power load system	26897.79
FREEMAN LUMBER, supplies	128.85		

VOUCHERS	86437.86
SALARIES	48986.32
TOTAL VOUCHERS & SALARIES	135424.18

**Financial Report**

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

**Police Grant**

Jon Pike with the South Dakota Department of Public Safety provided information regarding the highway safety grant that can be used to assist in purchasing equipment and overtime reimbursement. The council requested more information to review before making a decision.

**Golf Course Rates**

Todd Graber updated the council on the recommended rates by the golf course board for the 2024 season. E. Waltner moved to approve the rates with the recommended adjustments. Saarie seconded the motion. Roll call: all votes aye.

**Golf Course Equipment**

Todd Graber informed the council that the greens mower that was ordered the beginning of 2023 is in and the cost is \$42,189.00. He also had quotes for financing the mower for 5 or 7 years. Tjaden requested this be tabled to the next meeting so the city’s debt limit can be presented to the council.

**Golf Course Irrigation System**

Todd Graber & Jesse Tschetter presented another cost estimate to repair the golf course irrigation system. The second company is recommending the city hire a diver to see what the situation is at the bottom of the pond. Tjaden moved to hire a diver to inspect the intake system and the bottom of the pond. Saarie seconded the motion. Roll call: all votes aye.

**B-Y Water Rate Increase**

The council reviewed a letter received from B-Y Water that will increase the city’s price by \$0.10 per thousand gallons. Tjaden moved to adopt the following resolution amending the water rates with an increase of \$0.10 per thousand gallons effective June 1, 2024. Saarie seconded the motion. Roll call: all votes aye.

**RESOLUTION 2024-02**

Resolution amending water rates in the City of Freeman, South Dakota

**WHEREAS**, the City of Freeman adopted Ordinance 2023-07 dated 11/21/2023 which allows for the amending of water rates by resolution; and

**WHEREAS**, the B-Y Water District has elected to raise the City of Freeman’s water rate .10 per 1000 gallons effective June 1, 2024; and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Freeman hereby raises the following water rates that will be effective June 1, 2024.

1. For any amount up to 1,000 gallons, the sum of \$17.25 per month which shall be the minimum charge; provided however that users who are certified to be a recipient of fuel assistance under the Low-Income Energy Assistance Program (LIEAP) shall after application to the Municipal Finance Officer pay a monthly minimum charge of \$10.25 for the first 1,000 gallons;
2. From 1,000 gallons to 499,999 gallons per month, the sum of \$5.22 per 1,000 gallons together with the above rate;
3. For usage of 500,000 gallons and over per month, the sum of \$3.65 per 1,000 gallons, which rate shall be for all gallons used, and not cumulative with the above rates.

Dated this 5<sup>th</sup> day of March, 2024.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Officer

### **Ambulance Surplus**

Tjaden moved to surplus 2 Lifepak 15 cardiac monitors per recommendation from the ambulance chief Matt Rigo. Gering seconded the motion. Roll call: all votes aye.

### **Tractor Lease**

A rental lease agreement was presented for the 2024 season from C & B Equipment. S. Waltner moved to approve the rental agreement for a 2023 John Deere 5095M utility tractor in the amount of \$3,750.00 plus insurance coverage. E. Waltner seconded the motion. Roll call: all votes aye.

### **Annual Report**

Tjaden moved to accept the annual report as presented. S. Waltner seconded the motion. Roll call: all votes aye.

### **Resolution 2024-01 – Northwestern Assignment**

E. Waltner moved to adopt the following resolution acknowledging the assignment of NorthWestern Corporation to NorthWestern Energy Public Service Corporation. Saarie seconded the motion. Roll call: all votes aye.

## **RESOLUTION 2024-01**

Resolution acknowledging the assignment of Ordinance 2006-08 from  
NorthWestern Corporation to NorthWestern Energy Public Service Corporation

**WHEREAS**, the City of Freeman adopted Ordinance 2006-08 dated 11/20/2006 (the “*Franchise Ordinance*”) authorizing NorthWestern Corporation to operate a gas distribution system within the City of Freeman; and

**WHEREAS**, as of January 1, 2024, NorthWestern Corporation’s South Dakota and Nebraska assets and related contractual obligations transferred to a new entity named NorthWestern Energy Public Service Corporation d/b/a NorthWestern Energy consistent with a corporate reorganization authorized by the South Dakota Public Utilities Commission (Docket No. GE22-002) and the Nebraska Public Service Commission (Docket No. NG-114); and

**WHEREAS**, other than the above-reference transfer there is no change to the terms or conditions of the Franchise Ordinance or performance thereto;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Freeman hereby acknowledges and accepts the assignment of Ordinance 2006-08 from NorthWestern Corporation to NorthWestern Energy Public Service Corporation d/b/a NorthWestern Energy.

Dated this 5<sup>th</sup> day of March, 2024.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Finance Officer

### **1<sup>st</sup> Reading of Ordinance 2024-01**

Council gave 1<sup>st</sup> reading to Ordinance 2024-01 to amend the flood damage prevention ordinance.

### **Other Business**

S. Waltner: Reported that the internet issue at the community center has been repaired.

Saarie: Informed the group that officer Nankivel is at the police academy and will be back in Freeman on weekends to help with patrol. Asked if a crosswalk can be put on the street by the pool and then a sidewalk along the baseball property so there are less kids walking and biking on the road in that area.

Walters: Update the council on the GPS mapping project and other projects that the street employees are working on.

### **Next Meeting Date**

The next meeting of the Freeman City Council will take place on Tuesday, March 19, 2024 at 6:30 pm.

### **Executive Session**

S. Waltner moved to go into Executive Session at 7:59 pm pursuant to SDCL 1-25-2(1) personnel and SDCL 1-25-2(4) contract negotiation. E. Waltner seconded the motion. All votes aye.

S. Waltner declared out of executive session at 9:04 pm.

Saarie moved to hire Rory Hermsen as clubhouse manager for the 2024 season at a salary of \$650.00 per week at 35 hours per week plus 10% of net profits. S. Waltner seconded the motion. Roll call: all votes aye.

S. Waltner moved to limit golf cart rental or operation to individuals age 16 and over due to liability issues. Tjaden seconded the motion. All votes aye.

### **Adjournment**

Tjaden moved to adjourn at 9:07 pm. Gering seconded motion. All votes aye.

Lisa Edelman, Finance Officer

Michael Walter, Mayor



## Irrigation Equipment Options

### Option 1

#### Northern Turf - See Attached

Total Equipment Replacement \$42,684

Floating Suction Intake \$2,000

(Does Not Include Any Required Electrical Work)

**Well House Replacement Estimate \$44,684**

#### Valley Electric

Total Re-Wire (See Attached) \$6,784

**Total Well House Replacement Estimate \$51,468**

### Option 2

#### Granger

#### Replace Existing System

15 HP Motor and Pump \$4,000

50 HP Motor and Pump \$6,000

Clay Valve \$4,000

Floating Suction Intake \$4,000

Misc Parts Etc. \$2,000

(Does Not Include Any Required Electrical Work)

(Does Not Include Any Labor to Remove and Replace)

**Total Repair Estimate \$20,000**



# Proposal

## NORTHERN TURF SERVICES

Brad Klein

~~Specialty Installation~~

◆ Complete New & Remodeling  
of Irrigation Pump Stations

Home: 218-847-3325  
Mobile: 218-849-4837  
norturf@arvig.net

1837 Kemberidge Rd.  
Detroit Lakes, MN 56501

Proposal Submitted To: <u>Valley View GC</u>	Job Name <u>Pumphouse</u>	Job #
Address <u>439th Ave</u>	Job Location	Date of Plans
<u>FREEMAN SD 57029</u>	Date <u>1-2-24</u>	Architect
Phone # <u>Todd GRAVES</u>	<u>605-366-7032</u>	

We hereby submit specifications and estimates for: Complete 500 gpm Pump Station

- Including:
- 2 - Berkeley 30hp Centrifical Pumps
  - 2 - ABB ACH 580, 230 Volt VFD's (Auto Alternation)
  - 1 - 6" Welded + flanged Discharge Manifold
  - 2 - 4" Double Disc Check Valves
  - 1 - 6" Wye Strainer
  - 2 - Temp Sensors on Pumps
  - 1 - Positive Prime on Suction
  - 1 - 6" Butterfly Valve
  - 1 - 3" Tap for Flow Meter
  - 1 - 1 1/2" Tap for Blow Out
  - 1 - 4" Channel IRON Base

★ Does not include suction & foot valves

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ 42,684<sup>00</sup> Dollars

with payments to be made as follows: 1/2 down, and half @ completion

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Brad Klein

Note - this proposal may be withdrawn by us if not accepted within 90 days.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



## Lisa Edelman

---

**From:** todd graber <toddisi@goldenwest.net>  
**Sent:** Monday, March 4, 2024 2:41 PM  
**To:** Lisa Edelman  
**Subject:** Fwd: Re:

----- Forwarded message -----

**From:** Richard Wright <rmwright00@gmail.com>  
**Date:** Mar 1, 2024 1:16 PM  
**Subject:** Re:  
**To:** Todd Graber <tgrab@goldenwest.net>  
**Cc:**

New pump 500gpm  
50 hp motor  
VFD motor controls  
intake screen in the pond  
total estimate .....\$40,000

On Fri, Feb 23, 2024 at 7:14 PM Richard Wright <rmwright00@gmail.com> wrote:  
I'll get to work on it.

On Fri, Feb 23, 2024 at 4:51 PM Todd Graber <tgrab@goldenwest.net> wrote:

Looking for an estimate for motors, pumps and any other needed equipment to replace our old system in the current pump house. We're not sure right now what type of intake we'll need. May continue to use the current intake so wouldn't have to replace that then.

---

**VALLEY ELECTRIC LLC**  
 PO Box 729  
 Freeman, SD 57029 US  
 605-925-4313  
 valleylic7981@yahoo.com

**Estimate 1114**



**ADDRESS**

City of Freeman  
 Box 178  
 Freeman, SD 57029

DATE  
 01/31/2024

TOTAL  
 \$6,783.76

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Total Labor		3,120.00	3,120.00T
	SDEC Inspection Fees	1	200.00	200.00T
	Fast blow fuses required by manufacturer otherwise voids warranty	12	11.4583333	137.50T
	480 volt disconnects	2	309.085	618.17T
	480 volt panel and breakers			1,426.00T
	All Other Material - Pipe, fittings, straps, strut, sealtight, wire, etc...			1,146.40T

Estimate only. Labor includes the tear out of all existing electrical equipment and starting over with new panels and wiring. Estimated time and material is based on knowledge of the existing building since it can not be walked through at this time. Possibility of less or more material and time once job has started. Material is subject to change at any time. Payments to be made half down and the other half upon completion of the job. We look forward to the possibility of working with you and thank you for the business opportunity.

SUBTOTAL 6,648.07  
 TAX 135.69

**TOTAL \$6,783.76**

THANK YOU.



14201 CHALCO VALLEY  
 OMAHA, NE 6816893  
 (402) 8958900  
 FAX (402) 898913

January 19, 2023

Todd Graber  
 Valley View Golf Club  
 Freeman SD  
 Email - [tgrabber@goldenwest.net](mailto:tgrabber@goldenwest.net)

Todd:  
 Here are the numbers on the equipment we discussed.

Model	Description	List	Sourcewell
04358	<b>Greensmaster 3150Q</b>	\$40,820.00	
04656	14 Blade DPA C/Units	11,925.00	
04255	Narrow Wiehle Rollers	1,344.00	
		-----	-----
		\$54,089.00	<b>\$42,189.00</b>
04510	<b>Greens TriFlex 3300</b>	\$44,384.00	
04655	14 Blade DPA C/Units	12,393.00	
04255	Narrow Wiehle Rollers	1,344.00	
		-----	-----
		\$58,121.00	<b>\$45,334.00</b>
07385	<b>Workman HDX-Diesel</b>	\$40,541.00	<b>\$31,622.00</b>
<b>USED</b>			
<b>2008</b>	<b>Toro Workman 3200, Approx 3100hrs</b>		<b>\$8,500.00</b>

**We have 3 of these with close to the same hours  
 Coming out of CC of SF. Very good mechanic there and these are used  
 daily, We would sell as is for \$5500 if that of interest to you**

- Please call with questions.
- Pricing on new is not protected and could change based on Manufacturers increases.
- Availability is about 12 months from ordering.
- Several finance options available...



# Calculation Summary Report

Printed on 03-04-2024 at 3:20 PM

**Loan Information**

Borrower name VALLEY VIEW GOLF COURSE  
 Address SD  
 Loan number

Phone  
 SSN  
 DOB

**Payment Information**

Repayment method	Installment	Accrual method	Actual/360
Amount requested	\$42,000.00	First period accrual method	Actual/360
Number of amortized payments	5	Funding date	04-01-2024
		First payment date	04-01-2025
		Multiple advance	No

**Interest Rate Definition**

Fixed interest rate 6.750%

HOEPA Status  
 N/A

**Payment Schedule**

5 annual payments of 10,201.24 beginning 04-01-2025

**Calculation Results**

Loan amount	\$42,000.00	<b>Charges affecting the APR</b>	
Proceeds	\$42,000.00	Prepaid fees	\$0.00
Amount financed	\$42,000.00	Prepaid odd days interest	\$0.00
Total of payments	\$51,006.20	Number of odd days	
APR	6.846%	Pro rata charge	\$0.00
MAPR		PMI	
Maturity date	04-01-2029	Prepaid PMI	\$0.00
7 year high payment	N/A	PMI escrow	\$0.00
		PMI renewals	\$0.00
		Single premium PMI	\$0.00
<b>Charges not affecting the APR</b>		Total charges affecting the APR	\$0.00
Credit insurance premiums	\$0.00	Interest	\$9,006.20

# Calculation Summary Report

**Loan Information**

Printed on 03-04-2024 at 3:43 PM

Borrower name VALLEY VIEW GOLF COURSE  
 Address SD  
 Loan number

Phone  
 SSN  
 DOB

**Payment Information**

Repayment method	Installment	Accrual method	Actual/360
Amount requested	\$42,000.00	First period accrual method	Actual/360
Number of amortized payments	7	Funding date	04-01-2024
		First payment date	04-01-2025
		Multiple advance	No

**Interest Rate Definition**

Fixed interest rate 6.750%

HOEPA Status  
 N/A

**Payment Schedule**

7 annual payments of 7,751.54 beginning 04-01-2025

**Calculation Results**

Loan amount	\$42,000.00	<b>Charges affecting the APR</b>	
Proceeds	\$42,000.00	Prepaid fees	\$0.00
Amount financed	\$42,000.00	Prepaid odd days interest	\$0.00
Total of payments	\$54,260.78	Number of odd days	
APR	6.846%	Pro rata charge	\$0.00
MAPR		PMI	
Maturity date	04-01-2031	Prepaid PMI	\$0.00
7 year high payment	\$7,751.54	PMI escrow	\$0.00
		PMI renewals	\$0.00
		Single premium PMI	\$0.00
<b>Charges not affecting the APR</b>		<b>Total charges affecting the APR</b>	<b>\$0.00</b>
Credit insurance premiums	\$0.00	Interest	\$12,260.78

**CITY OF FREEMAN  
TRAVEL REQUEST FORM**

**THIS REQUEST MUST BE FILED IN THE FINANCE OFFICE TWO DAYS  
BEFORE THE APPROPRIATE CITY COUNCIL MEETING**

Name: Crystal Gering Nelson

(Check correct box)       In-State Travel       Out-of-State Travel

Departure Date: June 2, 2024      Returning Date: June 7, 2024

Destination: Library Institute, Northern State University, Aberdeen

Reason for Travel (Give nature of business to justify the cost involved and attach a copy of the program or agenda):

Please see attached addendum and training agenda

Method of transportation requested: \_\_\_\_\_ Estimated miles: \_\_\_\_\_  
(city vehicle, personal vehicle, airline)

Estimated cost of transportation: \$ \_\_\_\_\_

Estimated cost of meals/lodging: \$ 280-300 (exact costs have not been determined yet)

Registration fee/incidentals: \$ \_\_\_\_\_

Total expense: \$ \_\_\_\_\_

NO COST TO CITY, APPROVAL OF TRAVEL ONLY: \_\_\_\_\_  
(only cost would be payroll hours)

If all or a portion of the travel is by City vehicle, complete below:

SD Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Crystal Gering Nelson  
Signature

02/15/2024  
Date

**APPROVAL OF TRAVEL**

\_\_\_\_\_  
Council Approval

\_\_\_\_\_  
Date



Reason for Travel:

Library Institute is a professional development training program for public library staff in South Dakota. Institute is a four-year commitment, consisting of both an online winter class (December-April) and an in-depth, one-week, in-person summer training on a University campus. Participation in both the winter and summer classes are requisites to fulfill the requirements for this continuing education program to become a Certified Public Library Practitioner. I am in my third year of Institute and am currently taking the online class which will be complimented by the in-person training in June. The focus of this year's training is library administration. My training for the past two years focused on Children's Services and Youth Services.

## Sunday, June 2nd

Evening      Dorm check-in starts at 4 pm – pre-test should have been done in Canvas prior to arrival. Evening meal on your own. At 7 pm, LI will officially begin with meet and greet, schedule review for the week, logistics, Q & A.

## Monday, June 3rd

8:30-10:30      Bobbi Newman – author of *Fostering Wellness in the Workplace: a handbook for libraries*

10:30-10:45      Break

10:45-12      Advocacy and Libraries - Maribeth Shafer, Director, Great Bend Public Library, KS

12-1      Lunch

1-3      Grants - Sharon Chontos, Owner/Partner, Sage Project Consultants

3-3:15      Break

3:15-4:15      Crash Course in Public Library Management - Amber Wilde - Library Director - Spearfish

4:15-5      Reflection on the days presentations

## Tuesday, June 4th

8-9:45      Policy Development - Brenda Hemmelman, SDSL

9:45-10      Break

10-11:30      ALA-OIF - Joyce McIntosh, ALA

                Lunch

1-3      Copyright - Elizabeth Fox, copyright specialist, Briggs Library, SD State University

3-3:15      Break

3:15-4:15      SDSL ALS Service - Abby Wright, SD State Library

4:15-5      Reflection on the day's presentations

## Wednesday, June 5th

8-10      Library Safety and Security - Dr. Steve Albrecht, library security expert, author of *The Safe Library*

10:15-11:15      Rio Rancho NM PL on their book banning experience - Jason Shoup, library director

11:15-12      Offering Passport Services in libraries - Benjamin Voas, Minneapolis Passport Agency

                Lunch

1-4:30 (will include break)      Weeding/Collection Management/Basics of SD Share-It/ILL - Nina Mentzel/Brenda Hemmelman, SDSL





**CITY OF FREEMAN  
TRAVEL REQUEST FORM**

**THIS REQUEST MUST BE FILED IN THE FINANCE OFFICE TWO DAYS  
BEFORE THE APPROPRIATE CITY COUNCIL MEETING**

Name: LeAnn Kaufman

(Check correct box)       In-State Travel       Out-of-State Travel

Departure Date: Sept 10, 2024      Returning Date: Sept 14, 2024

Destination: Springfield, MA

Reason for Travel (Give nature of business to justify the cost involved and attach a copy of the program or agenda):

Association For Rural and Small Libraries Conference

Method of transportation requested: \_\_\_\_\_ Estimated miles: \_\_\_\_\_  
(city vehicle, personal vehicle, airline)

Estimated cost of transportation: \$ Ø

Estimated cost of meals/lodging: \$ Ø

Registration fee/incidentals: \$ Ø

Total expense: \$ Ø

NO COST TO CITY, APPROVAL OF TRAVEL ONLY: Payroll for myself  
(only cost would be payroll hours)

If all or a portion of the travel is by City vehicle, complete below:

SD Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

LeAnn Kaufman  
Signature

2-15-24  
Date

**APPROVAL OF TRAVEL**

\_\_\_\_\_  
Council Approval

\_\_\_\_\_  
Date

 **SANITATION PRODUCTS INC.**  
 901 E. 48th St. N.  
 Sioux Falls, SD 57118  
 Phone: 605.332.2487  
[www.SanitationProductsInc.com](http://www.SanitationProductsInc.com)

Quotation  
 DATE 2/28/24  
 Quotation # 100  
 Customer ID ABC123

Quotation For:  
 City of Freeman

Quotation valid until: 3/29/24  
 Prepared by: Ben Kreklow  
 Phone Number: 605-370-4509

Comments or Special Instructions: *None*

SALESPERSON	PO NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due upon receipt

QUANTITY	Name/Model	Description	UNIT PRICE	AMOUNT
56	95 g	95 gallon container with hot stamp	82	\$4,592.00
			Freight:	included
SUB TOTAL				
OTHER				0
TOTAL				<b>\$4,592.00</b>

2:13



# Freeman 300

## XLSX - 84 KB



Sioux Falls, SD 57118  
 Phone: 605.332.2487  
[www.SanitationProductsInc.com](http://www.SanitationProductsInc.com)

Quotation # 100  
 Customer ID ABC123

Quotation For:  
 City of Freeman

Quotation valid until: 3/22/24  
 Prepared by: Ben Kreklow  
 Phone Number: 605-370-4509

Comments or Special Instructions: *None*

SALESPERSON	PO NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due upon receipt

QUANTITY	Name/Model	Description	UNIT PRICE	AMOUNT
10	300 gallon	300 gallon containers with 70/30 lid	525	\$5,250.00
		Freight		\$1,200
SUB TOTAL				
OTHER				0
TOTAL				<b>\$6,450.00</b>



## **ORDINANCE 2024-01**

### **AN ORDINANCE AMENDING: TITLE 18 OF THE REVISED ORDINANCES OF THE CITY OF FREEMAN (1990), HUTCHINSON COUNTY, SOUTH DAKOTA REGARDING FLOOD DAMAGE PREVENTION**

Be it ordained by the City of Freeman, Hutchinson County, South Dakota, that title 18 is hereby amended as follows:

#### **TITLE 18 – FLOOD DAMAGE PREVENTION**

##### **Chapter 18.01 – Statutory Authorization, Findings of Fact, Purpose and Methods**

###### **18.0101 Statutory Authorization**

The Legislature of the State of South Dakota has in SDCL 11-2-13 and 11-4-1 delegated the responsibility of local governmental units to adopt regulations designed to minimize flood losses. Therefore, the City Council of Freeman, South Dakota, does ordain as follows:

The City of Freeman elects to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended). The National Flood Insurance Program (NFIP) is a voluntary program administered by the Federal Emergency Management Agency (FEMA), a component of the U.S. Department of Homeland Security, and the City of Freeman's community officials have elected to join the program, participate, and enforce this Flood Damage Prevention Ordinance and the requirements and regulations of the NFIP. The NFIP, established in the aforesaid act, provides that areas of the City of Freeman having a special flood hazard be identified by FEMA, and that floodplain management measures be applied in such flood hazard areas. Furthermore, the City of Freeman may elect to administer the Flood Damage Prevention Ordinance to areas not identified as Special Flood Hazard Areas (SFHAs) by FEMA on the community's effective Flood Insurance Rate Map (FIRM), if the community has documentation to support that there is an inherent risk of flooding in such areas.

###### **18.0102 Findings of Fact**

The flood hazard areas of the City of Freeman are subject to periodic inundation by flood waters, which results in potential loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief; all of which adversely affect the public health, safety and general welfare of the inhabitants of the City of Freeman.

These potential flood losses are caused by:

1. The cumulative effect of obstructions in floodplains that are known to cause increases in flood heights and velocities;
2. The occupancy of flood hazard areas by structures vulnerable to floods because they are inadequately elevated or otherwise unprotected from flood damages; and
3. Uses deemed unsuitable for floodplain areas or that do not account for the increased flood risk.

###### **18.0103 Statement of Purpose**

It is the purpose of this ordinance to promote the public health, safety and general welfare of the community and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

1. Protect human life and health;
2. Minimize damage to public infrastructure, including but not limited to utilities, streets, and bridges that are susceptible to flooding;
3. Minimize prolonged business interruptions caused by flooding;
4. Minimize public expenditures on flood control projects;
5. Minimize the need for rescue and relief efforts associated with flooding and are generally undertaken at the expense of the public;
6. Protect and safeguard the welfare and safety of first responders should an emergency response is needed;
7. Help maintain a stable tax base by providing for the sound use and development of flood-prone areas in such a manner as to minimize future flood blight areas; and
8. Promote that potential buyers are notified if properties are in a flood area.

#### **18.0104 Methods of Reducing Flood Losses**

To accomplish the purposes outlined in **18.0103** Statement of Purpose, this ordinance applies the following methods:

1. Restricts or prohibits land uses that are dangerous to health, safety, or property in times of flooding, or cause excessive increases in flood heights or velocities;
2. Requires that land uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
3. Controls the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
4. Controls filling, grading, dredging and other developments that may increase flood damage; and
5. Prevents or regulates the construction of flood barriers that will unnaturally divert floodwaters or may increase flood hazards to other lands.

### **Chapter 18.02 - Definitions**

**18.0201** Unless specifically defined below, words or phrases used in this ordinance shall be interpreted to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

**100-Year Flood** means a flood having a recurrence interval that has a 1-percent chance of being equaled or exceeded during any given year (1-percent-annual-chance flood). The terms “100-hundred-year flood” and “1-percent-annual-chance flood” are synonymous. The term does not imply that the flood will necessarily happen once every 100 hundred years. Mandatory flood insurance requirements may apply.

**100-Year Floodplain** means the area of land susceptible to being inundated due to the occurrence of a 1-percent-annual-chance flood.

**500-Year Flood** means a flood having a recurrence interval that has a 0.2-percent chance of being equaled or exceeded during any given year (0.2-percent-annual-chance flood). The term

does not imply that the flood will necessarily happen once every 500 years and mandatory flood insurance requirement generally does not apply.

**500-Year Floodplain** means the area of land susceptible to being inundated due to the occurrence of a 0.2-percent-annual-chance flood.

**Accessory Structure** is a structure that is on the same parcel of property as a principal structure. Its use is incidental to the use of the principal structure the ownership of the accessory structure is the same owner as of the principal structure. An accessory structure is a non-residential structure of low value that is used solely for the parking of vehicles and storage of tools, materials, or equipment. No human habitation is allowed within an accessory structure.

**Addition** is any improvement that expands the enclosed footprint or increases the square footage of an existing structure. This includes lateral additions added to the side, front, or rear of a structure; vertical additions added on top of a structure; and enclosures added underneath a structure.

**Alluvial Fan Flooding** means flooding occurring on the surface of an alluvial fan or similar landform that originates at the apex. It is characterized by high-velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

**Apex** means a point on an alluvial fan or similar landform below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

**Appurtenant Structure**—see *Accessory Structure*.

**Area of Future-Conditions Flood Hazard** means the land area that would be inundated by the 1-percent-annual-chance (100-year) flood, based on future-conditions hydrology.

**Area of Shallow Flooding** means a designated AO, AH, AR/AO, or AR/AH zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

**Area of Special Flood-Related Erosion Hazard** is the land within a community that is most likely to be subject to severe flood-related erosion losses. The area may be designated as Zone E on the Flood Hazard Boundary Map (FHBM). After the detailed evaluation of the special flood-related erosion hazard area, in preparation for publication of the FIRM, Zone E may be further refined.

**Area of Special Flood Hazard** is the land in the flood plain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the FIRM, Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, or V1-30, VE, or V. For purposes of these regulations, the term “special flood hazard area” is synonymous in meaning with the phrase “area of special flood hazard”.

**Base Flood** means the flood having a 1-percent chance of being equaled or exceeded in any given year.

**Base Flood Elevation (BFE)** is the water surface elevation of the 1-percent-annual-chance flood event. It is the height in relation to mean sea level expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas. It is also the elevation shown on the FIRM and found in the accompanying Flood Insurance Study (FIS) for Zones A, AE, AH, A1-A30, AR, V1-V30, or VE that indicates the water surface elevation resulting from the flood that has a 1-percent chance of equaling or exceeding that level in any given year.

**Basement** means any area of the building having its floor subgrade (below ground level) on all sides. A walkout basement that does not require a step up to grade is not considered a basement.

**Best Available Data** is existing flood hazard information adopted by a community and reflected on an effective FIRM, FBFM, FHBM and/or within an FIS report; or draft or preliminary flood hazard information supplied by FEMA or from another source. Other sources may include, but are not limited to, state, other federal agencies, or local studies, the more restrictive of which would be reasonably used by the community.

**Breakaway Wall** means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system. Any walls below the lowest floor in a building in a V or VE Zone should give way under wind and water loads without causing collapse, displacement, or other damage to the elevated portion of the building or the supporting pilings or columns. Breakaway walls apply only to V or VE Zones.

**Building**—see *Structure*.

**Channelization** means the artificial creation, enlargement, realignment, or alteration of a stream channel's slope, shape, or alignment. Streambank restoration may be deemed as channelization.

**Code of Federal Regulations (CFR)** is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

**Conditional Letter of Map Revision (CLOMR)** is FEMA's comment on a proposed project that would, upon construction, affect the hydrologic and/or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFEs, and/or the SFHA. The letter does not revise an effective map; it indicates whether the project, if built as proposed, would be recognized by FEMA.

**Conditional Letter of Map Revision Based on Fill (CLOMR-F)** is FEMA's comment on a proposed structure or property. The letter does not revise an effective map; it indicates whether the project, if built as proposed, would be removed from the floodplain.

**Crawlspace** means an under-floor space that has its interior floor area (finished or not) no more than 4 feet from the bottom floor joist the next higher floor elevation, designed with proper openings that equalize hydrostatic pressures of flood water, and is not used for habitation. Reference: **18.05024** Crawlspace.

**Critical Facility** means a facility or building where even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, schools, storage of critical records, assisted living and similar facilities.

**Deed Restriction** refers to a clause in a deed that limits the future use of the property in some respect. Deed restrictions may impose a vast variety of limitations and conditions. For example, they may limit the density of buildings, dictate the types of structures that can be erected, or prevent buildings from being used for specific purposes or from being used at all.

**Detached Garage** is a building that is used solely for storage of materials or vehicle parking for up to four housing occupants. If a detached garage is designed or used for habitation or conducting business, or has multiple stories, then the building is not considered a detached garage under the NFIP.

**Development** means any human-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, demolition, excavation or drilling operations, or storage either temporary or permanent of equipment or materials.

**Elevated Building** is a non-basement building built, in the case of a building in Zone A1-30, AE, A, A99, AR, AO, AH, B, C, X and D, to have the top of the elevated floor above the ground level by means of pilings, columns (post and piers), or shear walls parallel to the flow of the water and adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of a building in Zone A1-30, AE, A, A99, AR, AO, AH, B, C, X and D, an “elevated building” also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

**Enclosure** refers to an enclosed walled-in area below the lowest floor of an elevated building. Enclosures below the BFE may only be used for building access, vehicle parking, and storage.

**Erosion** means the process of the gradual wearing away of land masses by wind, water, or other natural agents.

**Existing Construction** refers to structures for which the “start of construction” commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. It may also be referred to as **Existing Structures**.

**Existing Manufactured Home Park or Subdivision** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.



**Existing Structures**—see **Existing Construction**.

**Expansion to an Existing Manufactured Home Park or Subdivision** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**FEMA** means the Federal Emergency Management Agency.

**Fill** refers to the placement of materials, such as dirt, sand, or rock to elevate a structure, property, or portion of a property above the natural elevation of the site, regardless of where the material was obtained from. The common practice of removing unsuitable material and replacing with engineered material is not considered fill if the elevations are returned to the existing conditions. Any fill placed or used prior to the area being mapped as a flood hazard area is not deemed as fill.

**Flood or Flooding** means:

1. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - a. The overflow of inland or tidal waters.
  - b. The unusual and rapid accumulation or runoff of surface waters from any source.
2. Mudslides (i.e., mudflows) that are proximately caused by flooding as defined in this ordinance and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
3. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in this ordinance.

**Flood Insurance Manual** is the document FEMA produces twice a year and is used to write flood insurance policies underwritten by the NFIP. The document contains definitions, policy rates, coverage and limitations, application and insurance policy forms.

**Flood Insurance Rate Map (FIRM)** means an official map of a community, on which the Administrator has delineated both the SFHAs and the risk premium zones applicable to the community.

**Flood Insurance Study (FIS) or Flood Elevation Study** means an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

**Floodplain Development Permit** is a community issued permit or document that is used for any development that occurs within an SFHA identified by FEMA or the community. It is used to address the proposed development to ensure compliance with the community's ordinance.

***Floodplain or Flood-Prone Area*** means any land area susceptible to being inundated by water from any source whether or not identified by FEMA (see definition of ***Flooding***).

***Floodplain Management*** means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, mitigation plans, and floodplain management regulations.

***Floodplain Management Regulations*** means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for flood damage prevention and reduction.

***Flood Opening*** refers to an opening in the wall of an enclosed structure that allows floodwaters to automatically enter and exit the enclosure. Refer to FEMA Technical Bulletin 1.

***Flood Protection System*** means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to an SFHA and to reduce the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized, flood modifying works are those constructed in conformance with sound engineering standards. FEMA only accredits levees, both private and public, that have been certified by a professional engineer or firm in which the certification shows that the levee has met and continues to meet the minimum regulatory standards cited in Title 44, Chapter 1, Section 65.10 of the Code of Federal Regulations (44 CFR 65.10).

***Floodproofing*** means any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents. Floodproofing can either be accomplished in the form of dry floodproofing in which the structure is watertight below the levels that need flood protection, or wet floodproofing in permanent or contingent measures applied to a structure that prevent or provide resistance to damage from flooding, while allowing floodwaters to enter the structure or area.

***Floodway***—see ***Regulatory Floodway***.

***Floodway encroachment lines*** mean the lines marking the limits of floodways on federal, state, and local flood plain maps.

***Freeboard*** means a factor of safety usually expressed in feet above a flood level for purposes of flood plain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

**Functionally Dependent Use** means a development that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and repair facilities. It does not include long-term storage or related manufacturing facilities.

**Highest Adjacent Grade (HAG)** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. In AO Zones, the highest adjacent grade is utilized by comparing the lowest floor elevation to that of the highest adjacent grade and the depth of the AO Zone.

**Historic Structure** means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic reservation programs that have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior, or
  - b. Directly by the Secretary of the Interior in states without approved programs.

**Letter of Map Amendment (LOMA)** means an official amendment, by letter, to an effective FIRM. A LOMA establishes a property's location in relation to the SFHA. It is usually issued because a property or structure has been inadvertently mapped as being in the floodplain, when the property or structure is actually on natural high ground above the BFE.

**Letter of Map Revision (LOMR)** means FEMA's modification or revision to an entire or portion of the effective FIRM, or Flood Boundary and Floodway Map, or both. LOMRs are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective BFEs, or the SFHA.

**Letter of Map Revision Based on Fill (LOMR-F)** means FEMA's amendment, by letter, to an effective FIRM where fill was brought in or used to elevate a property, portion of property or structure above the BFE.

**Levee** means a man-made structure usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

**Levee System** means a flood protection system that consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

***Lowest Adjacent Grade (LAG)*** means the lowest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. For an existing structure, it means the lowest point where the structure and ground touch, including but not limited to attached garages, decks, stairs, and basement windows.

***Lowest Floor*** means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Section 60.3.

***Manufactured Home*** means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle”; however, a manufactured home may be used for both residential and non-residential use.

***Manufactured Home Park or Subdivision*** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

***Map*** means the FHBM or the FIRM for a community issued by FEMA.

***Mean Sea Level*** means, for purposes of the NFIP, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD) of 1988, or other datum, to which BFEs shown on a community's FIRM are referenced.

***Mixed Use Structures*** are structures with both a business and a residential component, but where the area used for business is less than 50 percent of the total floor area of the structure.

***New Construction*** means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures. For the purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures.

***New Manufactured Home Park or Subdivision*** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

***No-Rise Certifications*** are formal certifications signed and stamped by a professional engineer licensed to practice in the state, demonstrating through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that a proposed development will not result in any increase (0.00 feet) in flood levels within the community during the occurrence of a base flood event.

**Physical Map Revision (PMR)** is FEMA's action whereby one or more map panels are physically revised and republished.

**Recreational Vehicle** means a vehicle which is:

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily, not for use as a permanent dwelling but, as temporary living quarters for recreational, camping, travel, or seasonal use.

**Regulatory Floodway** means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

**Riverine** means relating to, formed by, or resembling a river (including tributaries), stream, brook, creek, etcetera, which can be intermittent or perennial.

**Section 1316** refers to the section of the National Flood Insurance Act of 1968, as amended, which provides for the denial of flood insurance coverage for any property that the Administrator finds has been declared by a duly constituted State or local authority to be in violation of State or local floodplain management regulations. Section 1316 is issued for a property, not a property owner, and remains with the property even after a change of ownership.

**Special Flood Hazard Area**—see *Area of Special Flood Hazard*.

**Start of Construction** (for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348)) includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**Structure** means, for floodplain management purposes, a walled and roofed building, culvert, bridge, dam, or a gas or liquid storage tank that is principally above ground, as well as a manufactured home. **Structure**, for insurance purposes, means:

1. A building with two or more outside rigid walls and a fully secured roof, which is affixed to a permanent site;



2. A manufactured home (“a manufactured home,” also known as a mobile home, is a structure: built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or
3. A travel trailer without wheels built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws.

For insurance purposes, “structure” does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in paragraph (3) of this definition, or a gas or liquid storage tank.

**Substantial Damage** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed.

The term does not, however, include:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and are the minimum necessary to assure safe living conditions; or
2. Any alteration of a “historic structure”, if the alteration will not preclude the structure's continued designation as a “historic structure.”

**Variance** means a grant of relief by a community from the terms of a flood plain management regulation. Reference: **18.0405** Variance Procedures.

**Violation** means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Sections 44 CFR 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

**Water Surface Elevation** means the height, in relation to the North American Vertical Datum (NAVD) of 1988, (or other datum, where specified) of floods of various magnitudes and frequencies, such as the 1-percent-annual-chance flood event, in the flood plains of coastal or riverine areas.

**Watercourse** means the channel and banks of an identifiable water in a creek, brook, stream, river, ditch or other similar feature.

## Chapter 18.03 – General Provisions

**18.0301** Lands to Which this Ordinance Applies

The ordinance shall apply to all areas of special flood hazard identified by FEMA or, if elected in **18.03021** Use of Best Available Data, areas of identified and documented flood risk supported using Best Available Data within the jurisdiction of the City of Freeman.

**18.0302** Basis for Establishing the Areas of Special Flood Hazard

The areas of special flood hazard identified by FEMA in a scientific and engineering report entitled, "The Flood Insurance Study for the City of Freeman, South Dakota and Incorporated Areas" dated May 8, 2024 accompanying FIRMs, and any Letters of Map Change including Letters of Map Amendment, Letters of Map Revision based on Fill, and Letters of Map Revision, thereto are hereby automatically adopted by reference and declared to be a part of this ordinance.

**18.03021** Use of Best Available Data

The community has elected to adopt Best Available Data, defined in **18.0301** Lands to Which this Ordinance Applies, to regulate floodplain development in addition to utilizing the effective FIRMs, FHBM, FIS, and/or FBFM. Where Best Available Data contradicts the FIRMs, FHBM, FIS, and/or the FBFM, the more restrictive data shall be utilized.

**18.0303** Establishment of Floodplain Development Permit

A Floodplain Development Permit shall be required to ensure conformance with the provisions of this ordinance.

**18.0304** Abrogation and Greater Restrictions

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**18.0305** Interpretation

In the interpretation and application of this ordinance, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and
3. Deemed neither to limit nor repeal any other powers granted under state statutes.

**18.0306** Warning and Disclaimer or Liability

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions, greater floods can and will occur and flood heights may be increased by human-made or natural causes.

This ordinance does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

**18.0307** Severability

If any section, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court, the remainder of the ordinance shall not be affected.

### **18.0308 Compliance**

No structures or developments including buildings, recreation vehicles, or manufactured homes or land shall hereafter be located, altered, or have its use changed without full compliance with the terms of this ordinance and other applicable regulations. Nothing herein shall prevent the City of Freeman council from taking such lawful action as is necessary to prevent or remedy any violations.

### **18.0309 Stop Work Order**

1. Authority. Whenever the floodplain administrator or other community official discovers any work or activity regulated by this ordinance being performed in a manner contrary to the provision of this ordinance, the floodplain administrator is authorized to issue a stop work order.
2. Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume.
3. Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by local or state law including but not limited to the penalties outlined in **18.0310 Penalties for Noncompliance**.

### **18.0310 Penalties for Noncompliance**

In accordance with Section 59.2(b) of CFR 44, Chapter 1, of the NFIP regulation, to qualify for the sale of federally subsidized flood insurance, a community must adopt floodplain management regulations that meet or exceed the minimum standards of Section 60. "These regulations must include effective enforcement provisions." In accordance with Section 60.1(b) of CFR 44, Chapter 1, of the NFIP regulations, "These regulations must be legally-enforceable, applied uniformly throughout the community to all privately and publicly owned land within flood-prone (i.e. mudflow) or flood-related erosion areas, and the community must provide that the regulations take precedence over less restrictive conflicting local laws, ordinances, or codes."

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500 or imprisoned for not more than 30 days, or both, for each violation assessed daily, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the City of Freeman from taking such other lawful action as is necessary to prevent or remedy any violation.

## **Chapter 18.04 - Administration**

**18.0401 Designation of the Floodplain Administrator**

The Mayor is hereby appointed the Floodplain Administrator to administer and implement the provisions of this ordinance and other appropriate sections of the NFIP Regulations and 44 CFR pertaining to floodplain management.

**18.0402 Duties and Responsibilities of the Floodplain Administrator**

Duties and responsibilities of the Floodplain Administrator shall include, but not be limited to, the following:

1. Uphold the goals of the community and the NFIP to reduce risk when possible and increase the community's resistance to future disasters.
2. Maintain and hold open for public inspection all records pertaining to the provisions of this ordinance, including the actual elevation of the lowest floor (including basement or crawlspace) of all new or substantially improved structures and any floodproofing certificates, including the data supporting such certificates.
3. Maintain and hold open for public inspection maps that identify and locate the boundaries of the SFHAs to which this ordinance applies, including, but not limited to, the FIRM.
4. Review development proposals to determine whether a proposed building site, including sites designed for the placement of manufactured homes, will be reasonably safe from flooding.
5. Review, approve, or deny all applications for development permits required by adoption of this ordinance.
6. Ensure that all necessary permits have been obtained from those federal, state, or local governmental agencies (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334 and the Endangered Species Act of 1973) from which prior approval is required.
7. Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.
8. Notify, in riverine situations, adjacent communities and the State Coordinating Agency which is the South Dakota Office of Emergency Management, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to FEMA.
9. Where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), the Floodplain Administrator shall make the necessary interpretation.
10. When BFE data has not been provided by FEMA, the Floodplain Administrator shall obtain, review, and reasonably utilize any BFE data and floodway data available from a federal, state, or other source including data provided by the applicant, in order to administer the provisions of this ordinance.
11. When a regulatory floodway has not been designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1-30, AE, and AH on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than 1.00 foot at any point within the community.
  - a. Under the provisions of 44 CFR Chapter 1, Section 65.12 of the NFIP Regulations, a community may approve certain development in Zones A1-30, AE, and AH on the community's FIRM, which increases the water surface elevation of the base flood by more than 1.00 foot, provided that the community first meets

the requirements of Section 65.12 for a conditional FIRM revision through FEMA's CLOMR process.

12. Higher Standard Option:

- a. In addition to utilizing the effective FIRMs, FIS, Flood Boundary and Floodway Map, all permit reviews will utilize Best Available Data. Reference **18.03021** Use of Best Available Data.

13. If the project is determined or reasonably believed to cause an adverse effect on the BFE(s), boundaries of the floodplain or any insurable structures, technical justification for the proposed development shall be submitted and the community may require a CLOMR or LOMR to be submitted prior to the permit approval or as a requirement of the permit.

**18.0403** Requirement to Submit New Technical Data

1. The property owner or developer shall notify FEMA by submittal of a LOMR within 6 months of project completion when an applicant had obtained a CLOMR from FEMA or when development altered a watercourse, modified floodplain boundaries, or modified BFE.
2. The property owner or developer shall be responsible for preparing technical data to support the CLOMR or LOMR application and paying any processing or application fees to FEMA. The property owner or developer is responsible for submitting the CLOMR and LOMR to FEMA and shall provide all necessary data to FEMA if requested during the review process to ensure the CLOMR or LOMR is issued.
3. The Floodplain Administrator shall be under no obligation to sign the Community Acknowledgement Form, which is part of the CLOMR/LOMR application, until the applicant demonstrates that the project will or has met the requirements of this ordinance and all applicable state federal, and local laws.

**18.0404** Permit Procedures

Application for a Development Permit shall be presented to the Floodplain Administrator on forms furnished by him/her and may include, but not be limited to:

1. Duplicated plans drawn to scale showing the location, dimensions, and elevation of proposed landscape alterations.
2. Duplicated plans drawn to scale showing the location, dimensions, and elevation of existing and proposed structures, including the placement of manufactured homes.
3. Location of the foregoing in relation to SFHAs.
4. Elevation (in relation to mean sea level), of the lowest floor (including basement and crawlspace) of all new and substantially improved structures, if applicable;
5. Elevation (in relation to mean sea level), to which any nonresidential structure (if applicable) shall be floodproofed.
6. A certificate from a registered professional engineer or architect that the nonresidential floodproofed structure (if applicable) shall meet the floodproofing criteria of this ordinance and the NFIP Regulations.
7. Description of the extent to which any watercourse or natural drainage will be altered or relocated because of proposed development, if applicable.
8. At the community's discretion, the community may charge a fee for issuance of floodplain development permits.
9. Copies of all floodplain development permits and the associated documents shall become property of the community and a permanent record.

Approval or denial of a Development Permit by the Floodplain Administrator shall be based on all of the provisions of this ordinance and the following relevant factors:

1. The danger to life and property due to flooding or erosion damage.
2. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner.
3. The danger that materials may be swept onto other lands to the injury of others.
4. The compatibility of the proposed use with existing and anticipated development.
5. The safety of access to the property in times of flood for ordinary and emergency vehicles.
6. The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical, and water systems.
7. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site.
8. The necessity to the facility of a waterfront location, where applicable.
9. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
10. The relationship of the proposed use to the comprehensive plan for that area.

#### **18.0405 Variance and Appeal Procedures**

##### **1. VARIANCE**

- a. An application for a variance must be submitted to the Floodplain Administrator on the form provided by the City of Freeman and include at a minimum the same information required for a development permit and an explanation for the basis for the variance request.
- b. Upon receipt of a completed application for a variance, the variance request will be set for public hearing at the next City Council meeting in which time is available for the matter.
- c. Prior to the public hearing, Notice of the hearing will be published in the official newspaper of the City at least 15 days prior to the hearing. In addition to the newspaper publication, written notice shall be provided to all adjoining property owners.
- d. The burden to show that the variance is warranted and meets the criteria set out herein is on the applicant.

##### **2. CRITERIA FOR VARIANCES**

- a. Generally, the only condition under which a variance from the elevation standard may be issued is for new construction and substantial improvements to be erected on a small or irregularly shaped lot contiguous to and surrounded by lots with existing structures constructed below the base flood level. As the lot size increases the technical justification required for issuing the variance increases.
- b. Variances shall not be issued within a designated floodway if any increase in flood levels during the base flood discharge would result.
- c. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- d. Variances may be issued upon;
  - a. A showing by the applicant of good and sufficient cause;



- b. A determination that failure to grant the variance would result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws and ordinances.
- e. Variances pertain to a physical piece of property; they are not personal in nature and do not pertain to the structure, its inhabitants, economic or financial circumstances. They primarily address small lots in densely populated residential neighborhoods.

3. **VARIANCE DECISION**

The decision to either grant or deny a variance shall be in writing and shall set forth the reasons for such approval or denial. If the variance is granted, the property owner shall be put on notice along with the written decision that the permitted building will have its lowest floor below the Flood Protection Elevation and that the cost of flood insurance likely will be commensurate with the increased flood damage risk.

4. **APPEALS**

The City Council shall hear and decide appeals from the interpretations of the Administrator.

1. An appeal must be filed with the Floodplain Administrator within fourteen (14) days of the date of any permit denial or interpretation of the Administrator. Failure to timely file an appeal shall be considered a failure to exhaust the administrative remedies. The appeal must set out the interpretation of the Administrator and a narrative setting forth the facts relied upon by the appellant and the appellants claim regarding the error in the interpretation.
2. Upon receipt of a completed appeal, the appeal will be scheduled for the next available City Council meeting to be heard. In ruling on an appeal, the City Council shall consider all technical evaluations, all relevant factors, and standards specified in other sections of this ordinance, including:
  - a. The danger that materials may be swept onto other lands to the injury of others;
  - b. The danger to life and property due to flooding or erosion damage;
  - c. The susceptibility of the proposed facility and its contents to flood damage and the effects of such damage on the individual landowner;
  - d. The importance of the services provided by the proposed facility to the community;
  - e. The necessity of the facility to a waterfront location, where applicable;
  - f. The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
  - g. The compatibility of the proposed use with existing and anticipated development;
  - h. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
  - i. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
  - j. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
  - k. The cost of providing government services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

5. **DECISION**

The City Council's decision on appeal shall be in writing and set out the facts, technical information, and the legal basis for the decision.

**Chapter 18.05 – Provisions for Flood Hazard Reduction**

**18.0501 General Standards**

In all areas of special flood hazards, the following provisions are required for all new construction and substantial improvements:

1. All new construction or substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
2. All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
3. All new construction or substantial improvements shall be constructed with materials resistant to flood damage.
4. All new construction or substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
5. All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
6. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from the systems into flood waters.
7. On-site waste disposal systems shall be designed or located to avoid impairment to them or contamination from them during flooding.

**18.05011 Substantial Improvement**

Any combination of repair, reconstruction, rehabilitation, addition, or improvement of a building or structure, if the cumulative cost of the entire project equals or exceeds 50 percent of the market value of the structure only (not of the structure and land value combined) before the improvement or repair is started then the work shall be considered as substantial improvement. If the structure has sustained substantial damage, any repairs are considered substantial improvements regardless of the actual repair work performed. For Substantial Damage, refer to **18.05012 Substantial Damage**. The term does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

**18.05012 Substantial Damage**

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the market value of the structure only before the damage occurred. This term also applies to

structures which have incurred any damage that equals or exceeds 50 percent of the structure's market value regardless of the actual repair work performed. When a structure or building has been determined as substantially damaged, any work or repair on said structure or building will be considered as substantial improvement and will be required to meet the development requirements set forth within this ordinance for substantial improvement.

#### **18.05013 Substantial Improvement and Substantial Damage Determination**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the applicable community officials and staff, shall:

1. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure only, not of land and building, before the start of construction of the proposed work. In the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.
2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure.
3. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; the determination requires evaluation of previous permits issued for improvements and repairs as specified in the **18.05011 Substantial Improvement**.
4. Utilize FEMA's Substantial Improvement/Substantial Damage Desk Reference when making any determination on Substantial Improvement and/or Substantial Damage.
5. The substantial improvement regulations apply to all of the work that is proposed as the improvement, even if multiple permits are issued. Therefore, the determination of the cost of the improvement should consider all costs of all phases of the work before issuance of the first permit.
6. Notify the applicant that if it is determined that the work constitutes substantial improvement or repair of substantial damage, that compliance with the floodplain management ordinance is required.

#### **18.0502 Specific Standards**

In all SFHAs, and areas of known or suspected flood risk, the following provisions are required:

##### **18.05021 Residential Construction**

New construction and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to the BFE, unless a freeboard option is noted below. If a freeboard option is noted, new construction and substantial improvement shall have the lowest floor (including basement) elevated to the freeboard elevation. A registered professional engineer, architect, or land surveyor shall submit certified elevations to the Floodplain Administrator that the standards of this ordinance are satisfied.

In AO/AH Zones, new and substantially improved residential structures must have their lowest floor (including basement) above the highest adjacent grade at least one foot above the FIRM's depth number (at least three feet if no depth number is specified). In AO/AH Zones, adequate

drainage paths around structures on slopes are required to guide flood waters away from proposed structures.

#### **18.050211 Residential Construction Freeboard**

The City of Freeman has elected to adopt a freeboard option for new construction and substantial improvement of any residential structure. The freeboard option requires that lowest floor elevation to be built above the BFE by the height selected. The City of Freeman has elected a:

1. 1 foot of freeboard meaning the lowest floor must be built 1 foot above the BFE.

#### **18.05022 Nonresidential Construction**

New construction and substantial improvements of any commercial, industrial, or other nonresidential structure shall either have the lowest floor (including basement) elevated to the base flood level, unless a freeboard option is noted below, or together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification that includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the Floodplain Administrator. If the use or occupancy of the building changes in the future to residential, then the dry floodproofing of the structure cannot be used when determining compliance of the structure to the residential construction of this ordinance, **18.05021 Residential Construction** and **18.050211 Residential Construction Freeboard**. As such, the building will not be grandfathered into compliance and will be required to be brought into compliance with the residential construction requirements of this ordinance.

In AO/AH Zones, new and substantially improved non-residential structures must have their lowest floor (including basement) above the highest adjacent grade at least one foot above the FIRM's depth number (at least three feet if no depth number is specified). In AO/AH Zones, adequate drainage paths around structures on slopes are required to guide flood waters away from proposed structures.

#### **18.050221 Nonresidential Construction Freeboard**

The City of Freeman has elected to adopt a freeboard option for new construction and substantial improvement of any nonresidential structure. The freeboard option requires that lowest floor elevation to be built above the BFE by the height selected. The City of Freeman has elected a:

1. 1 foot of freeboard meaning the lowest floor must be built 1 foot above the BFE.

#### **18.05023 Enclosures**

New construction and substantial improvements, with fully enclosed areas below the lowest floor that are to be used solely for parking of vehicles, building access, or storage in an area other than a basement, and are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or must meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than 1 square inch for every square foot of enclosed area subject to flooding shall be provided.
2. The bottom of all openings shall be no higher than 1 foot above grade.
3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

The development and construction of the structure must conform with the provision in FEMA/Federal Insurance Administration (FIA)-Technical Bulletins 1 and 2. Certification and documentation from a professional, licensed engineer or architect is required if the structure's lowest floor is built below the BFE.

#### **18.05024 Crawlspace**

New construction and substantial improvements built on a crawlspace or sub-grade (below grade) crawlspace may be permitted if the development is designed and meets or exceeds the standards found in FEMA's Technical Bulletins 1, 2, and 11, which include but are not limited to the following:

1. The structure must be affixed to a permanent foundation, designed and adequately anchored to resist flotation, collapse, and lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. Because of hydrodynamic loads, crawlspace construction is not allowed in areas with flood velocities greater than 5 feet per second unless the design is reviewed by a qualified design professional, such as a registered architect or professional engineer.
2. The crawlspace is an enclosed area below the BFE and, as such, must have openings that equalize hydrostatic pressures by allowing the automatic entry and exit of floodwaters. The bottom of each flood vent opening can be no more than 1 foot above the LAG.
3. The crawlspace enclosure must have proper openings that allow equalization of hydrostatic pressure by allowing automatic entry and exit of floodwaters. To achieve this, a minimum of 1 square inch of flood opening is required per 1 square foot of the enclosed area subject to flooding.
4. Portions of the building below the BFE must be constructed with materials resistant to flood damage. This includes not only the foundation walls of the crawlspace used to elevate the building, but also any joists, insulation, piers, or other materials that extend below the BFE. Ductwork, in particular, must either be placed above the BFE or sealed from floodwaters.
5. Any building utility systems within the crawlspace must be elevated above the BFE or designed so that floodwaters cannot enter or accumulate within the system components during flood conditions.
6. The interior grade of a crawlspace below the BFE must not be more than 2 feet below the LAG.
7. The height of the below-grade crawlspace, measured from the lowest interior grade of the crawlspace floor to the bottom of the floor joist of the next higher floor cannot exceed 4 feet at any point.
8. There must be an adequate drainage system that removes floodwaters from the interior area of the crawlspace. The enclosed area should be drained within a reasonable time after a flood event.
9. Buildings with below-grade crawlspaces will have higher flood insurance premiums than buildings that have the preferred crawlspace construction, with the interior elevation at or above the LAG.

### **18.05025** Manufactured Homes

1. Require that all manufactured homes to be placed within Zone A on a community's FHBM or FIRM shall be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind forces.
2. Require that manufactured homes that are placed or substantially improved within Zones A1-30, AH, and AE on the community's FIRM on sites outside of a manufactured home park or subdivision;) in a new manufactured home park or subdivision; in an expansion to an existing manufactured home park or subdivision; or in an existing manufactured home park or subdivision on which a manufactured home has incurred "substantial damage" as a result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated at least 1 foot above the BFE, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
3. In A-1-30, AH, AO and AE Zones, require that manufactured homes to be placed or substantially improved in an existing manufactured home park to be elevated so that the lowest floor is at least 1 foot above the BFE; or the chassis is supported by reinforced piers no less than 36 inches in height above grade and securely anchored.

### **18.05026** Recreational Vehicles

Require that recreational vehicles placed on sites within Zones A1-30, AH, and AE on the community's FIRM either:

1. Be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use;
  - a. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.
2. Or meet the permit requirements of **18.0404**, Permit Procedures, and the elevation and anchoring requirements for "manufactured homes" of this section.

### **18.0503** Standards for Subdivision Proposals

1. All subdivision proposals including the placement of manufactured home parks and subdivisions shall be consistent with the provisions of this ordinance.
2. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
3. All proposals for the development of subdivisions including the placement of manufactured home parks and subdivisions shall meet Development Permit requirements of this ordinance.
4. BFE data shall be generated for subdivision proposals and other proposed development including the placement of manufactured home parks and subdivisions, which is greater than 50 lots or 5 acres, or whichever is lesser.
5. All subdivision proposals including the placement of manufactured home parks and subdivisions shall minimize flood damage.

6. All subdivision proposals including the placement of manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

**18.0504 Floodways**

Floodways located within SFHAs are extremely hazardous areas due to the velocity of flood waters that carry debris, potential projectiles, and erosion potential, the following provisions shall apply:

1. Designate a regulatory floodway that will not increase the base flood level more than 1 foot.
2. Encroachments are prohibited, including fill, new construction, substantial improvements and other development within the adopted regulatory floodway *unless* it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase greater than 0.00 feet in flood levels within the community during the occurrence of the base flood discharge.
3. All new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Article V in this ordinance.
4. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the NFIP Regulations, a community may permit encroachments within the adopted regulatory floodway that would result in an increase in BFEs, provided that the community first applies for a conditional LOMR and floodway revision through FEMA.

Dated this 19<sup>th</sup> day of March, 2024

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Michael Walter, Mayor  
City of Freeman

(SEAL)

ATTEST:

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Lisa Edelman, Finance Officer

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Second Reading: March 19, 2024  
Published: March 28, 2024  
Effective Date: April 18, 2024



**Election workers:**

Sherrie Zachariasen

Judy Schrag

Mary Waltner