



Davison County Planning and Zoning
& Emergency Management
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2015 YEARLY REPORT

Davison County

Planning & Zoning
Emergency Management
Geographic Information System (GIS)
Floodplain/Drainage

<http://www.davisoncounty.org/wp-content/uploads/2014/03/2015-Yearly-Report.pdf>

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April 5, 2016

RE: 2015 Yearly Report

To: County Commissioners:

The following is a report covering the accomplishments, revenue, and budget expenditures for the Planning & Zoning, Emergency Management, GIS, and Drainage/Floodplain Department. It is important to note some of the information is retrieved from the Department of Equalization and the City of Mitchell. Questions on this information should be directed to those specific departments.

Planning & Zoning (711): Major accomplishments in 2015 for the Planning and Zoning Department include:

- Continued to work with the Planning Commission on a major revision of the Zoning Ordinance, to include a section on Wind Energy Systems.
- Continued to work with the Planning Commission on a major revision of the Comprehensive Plan.
- Mark Jenniges was hired as the new Deputy.
- Hosted and attended the SD Planners Association Conference in Mitchell.
- Generated Income:

Account Description	N Issued	Price	Total
Plats	19	\$50.00	\$950.00
Building Permits	72		\$9,156.72
Variances	12	\$100.00	\$1,200.00
Conditional Use Permits	6	\$100.00	\$600.00
Special Meetings	0	\$300.00	\$0.00
TIDs	1	\$2,500.00	\$2,500.00
911 Addresses-New	10	\$26.98	\$269.80
911 Addresses-Corrections	1	\$0.00	\$0.00
Total	118		\$ 14,676.52

- 72 new structure permits, with an approximate value of \$4,543,758 were issued outside the Municipality limits, which includes 6 new residence permits.
- 223 new structure/demo permits, with an approximate value of \$44,661,227 were issued inside the city of Mitchell, which includes 34 new residential and 5 duplex permits (Mt. Vernon and Ethan do not issue permits). This results in 44 additional new units in Davison County.
- The Davison County Assessed Value increased 6.54% in 2015. The percentage increase was higher in the rural area (11.3%) than inside the Municipalities. Some increase is due to growth, while some increase is due to reappraisal.

Location	2014	2015	\$ Change	% change
City of Mitchell Assessed Value	\$754,611,150	\$776,943,620	\$22,332,470	2.96%
City of Mt. Vernon Assessed Value	\$13,502,790	\$13,243,465	(\$259,325)	-1.92%
City of Ethan Assessed Value	\$10,175,220	\$10,202,110	\$26,890	0.26%
Outside Municipality Limits	\$604,806,075	\$673,162,170	\$68,356,095	11.30%
Davison County Assessed Value	\$1,383,095,235	\$1,473,551,365	\$90,456,130	6.54%

The approved Planning & Zoning budget for 2015 was \$87,913, of which \$72,391.86 was used resulting in \$15,521.14 of unused funds (18%). The primary reason for the excess was due to having a vacant position for several months.

Account Description	2015 Budget Approved	YTD Amount	% Used	Ending Balance
Salary	\$43,151.00	\$ 34,403.37	80%	\$8,747.63
Board Meetings	\$2,380.00	\$ 1,240.00	52%	\$1,140.00
OASI	\$3,484.00	\$ 2,702.66	78%	\$781.34
State Retirement	\$2,590.00	\$ 1,974.42	76%	\$615.58
Workman's Comp	\$415.00	\$ 444.38	107%	-\$29.38
Life Insurance	\$8.00	\$ 7.74	97%	\$0.26
Health Insurance	\$0.00	\$ 2,127.25	NEG	-\$2,127.25
Subtotal	\$52,028.00	\$ 42,899.82	82%	\$9,128.18
Professional Fees	\$1,000.00	\$ 200.00	20%	\$800.00
Publishing	\$4,000.00	\$ 2,315.84	58%	\$1,684.16
Repairs	\$500.00	\$ 20.28	4%	\$479.72
Supplies	\$1,300.00	\$ 1,509.28	116%	-\$209.28
Gasoline/Fuel	\$800.00	\$ -	0%	\$800.00
Travel	\$1,000.00	\$ 408.98	41%	\$591.02
Board Mileage	\$850.00	\$ 433.66	51%	\$416.34
Utilities	\$0.00	\$ -	\$ -	\$0.00
District III Fees	\$24,435.00	\$ 24,435.00	100%	\$0.00
Equipment/Signage	\$2,000.00	\$ 169.00	8%	\$1,831.00
Subtotal	\$35,885.00	\$ 29,492.04	82%	\$6,392.96
Total	\$87,913.00	\$ 72,391.86	82%	\$15,521.14

Emergency Management (226): Major accomplishments in 2015 for the Emergency Management Department include:

- Mark Jenniges was hired as the new Deputy.
- Responded/participated in 49 incidents/events in the county:

Incident/Event	N
Fires	8
HAZMAT Incidents	5
Missing Persons	8
Mutual Aid	1
Police Support Calls	15
Public Works	1
Severe Weather Occurrences	8
Vehicle Related Deaths	3
Total	49

- Assisted in the recovery mission of the Delmont Tornado for one week.
- Installed a new surveillance camera system in the courthouse.
- Continued to revise the 5 year Pre-Disaster Mitigation Plan, which is funded by the SDOEM.
- Posted Emergency Management events on social media via Twitter and Facebook.
- Coordinated the Local Emergency Planning Committee (LEPC).
- Facilitated a Full Scale Exercise involving a fuel truck/bus accident at the soccer fields.
- Managed the County AED life/batteries.
- Participated in the Safety Committee.
- Assisted in the 2nd Annual Home Fire Preparedness Project in Mitchell, which was a coordinated effort between the American Red Cross, Mitchell Fire Department, Davison County Emergency Management and Davison County Search and Rescue.
 - 25 volunteers installed 70 smoke detectors in Mitchell residences, which were provided by Red Cross.
 - Planning is already underway for the 2016 Home Fire Preparedness Project.
- Assisted in the DOH Flu Shot Point of Distribution (POD).
- Briefed Mitchell, Mt. Vernon, and Ethan City Council, as well as the County Commissioners on the Local Emergency Operations Plan (LEOP) and other Emergency Management functions.
- Hosted a Severe Weather Spotter Training with 101 people in attendance.
- Monitored the Monthly Siren Tests in Mitchell, Mt. Vernon and Ethan.
- Received a Rapid Tag Printer from the State OEM, which will allow access cards to be printed for anyone entering a disaster.
- Assisted Hanson County with EM Coverage while their Emergency Manager was out of the county.
- Hosted and attended the 2015 Emergency Management Conference in Mitchell.
- Jeff has completed all 7 EM classes required within the first year of employment, as well as 2 of the 16 additional classes required.
- Mark has completed 3 of the 7 EM Classes required within the first year of employment.

The approved Emergency Management budget for 2015 was \$85,760. The State Office of Emergency Management (SOEM) allocated \$29,732.44 as reimbursable matching funds for salary, benefits, and

expenses IAW the State and Local Agreement (SLA). At the end of the fiscal year, an additional \$10,725.58 was requested by the SOEM as a shortfall; of which \$8,217.43 was approved, for a total of \$37,949.87 reimbursed to Davison County by the SOEM.

An additional \$24,193.50 worth of items were purchased with Homeland Security Grant Funds, which are 100% reimbursed to Davison County. The items were:

- \$10,344.00 for doors/cameras at John Paul II School
- \$6,474.50 for door alarms at the Mitchell Rec Center
- \$7,375.00 for a boat trailer for Search and Rescue

The Emergency Accumulation purchases and reimbursements can often skew the results of the Emergency Management budget. For example, 50% of the Emergency Management salary and expenses is reimbursed into the Emergency Accumulation line item. Also, late in the fiscal year, an unbudgeted special appropriation of \$32,948.20 was approved for a new surveillance camera system at the courthouse. This resulted in the overall Emergency Management budget ended the year in the red.

Search and Rescue operates on a stand-alone yearly budget of approximately \$7,000, of which \$2000 is donated from the City of Mitchell and \$5,000 is donated from United Way. The remaining purchases are made by “one time donations” from various local organizations.

Account Description	Supplement	2015 Budget Approved	YTD Amount	% Used	Ending Balance
Salary		\$53,933.00	\$ 54,357.68	101%	-\$424.68
OASI		\$4,126.00	\$ 4,158.35	101%	-\$32.35
State Retirement		\$3,236.00	\$ 3,271.43	101%	-\$35.43
Workman's Comp		\$941.00	\$ 844.32	90%	\$96.68
Life Insurance		\$24.00	\$ 23.22	97%	\$0.78
Health Insurance		\$0.00	\$ (41.09)	-----	\$41.09
Subtotal		\$62,260.00	\$ 62,613.91	101%	-\$353.91
Publishing		\$200.00	\$ 217.03	109%	-\$17.03
Repairs & Maintenance		\$2,600.00	\$ 8,189.61	315%	-\$5,589.61
Supplies		\$4,000.00	\$ 7,173.12	179%	-\$3,173.12
Gasoline/Fuel		\$2,500.00	\$ 3,097.82	124%	-\$597.82
Travel/Conferences		\$1,500.00	\$ 224.89	15%	\$1,275.11
Training		\$2,000.00	\$ 469.00	23%	\$1,531.00
Utilities		\$4,000.00	\$ 4,955.82	124%	-\$955.82
Dues		\$200.00	\$ 100.00	50%	\$100.00
Emergency Accumulation	\$51,133.75		\$ 13,351.06	26%	\$37,782.69
Subtotal	\$51,133.75	\$17,000.00	\$ 37,778.35	55%	\$30,355.40
Minor Equipment	\$7,198.00	\$500.00	\$ 37,833.19	7567%	-\$30,135.19
Radio Equipment		\$6,000.00	\$ 5,782.93	96%	\$217.07
Vehicle Purchase		\$0.00	\$ -	-----	\$0.00
Subtotal		\$6,500.00	\$ 43,616.12	76%	-\$29,918.12
Total	\$51,133.75	\$85,760.00	\$144,008.38	105%	\$83.37

Geographic Information System (GIS) (170): Major accomplishments in 2015 for the GIS Program include:

- Hosted a Pictometry conference at the Fair Grounds.
- Enrolled additional government partners in the online Pictometry function.
- Provided guidance to several citizens on navigating the online GIS Interactive Mapping System.
- Paid our second and final installment of Change Finder (Pictometry).
- Assisted Pictometry in scheduling the 2016 flight, which will cost \$47,140.50. (Three payments of \$15,713.50 in 2016, 2017, and 2018.)

The approved GIS budget for 2015 was \$26,091, of which \$23,052.16 was used resulting in \$3,038.84 of unused funds (12%).

Account Description	2015 Budget Approved	YTD Amount	% Used	Ending Balance
GIS Maintenance	\$1,500.00	\$ 1,545.00	103%	-\$45.00
District III Website	\$3,500.00	\$ 3,500.00	100%	\$0.00
ESRI Maintenance	\$800.00	\$ 400.00	50%	\$400.00
Pictometry	\$20,291.00	\$ 17,607.16	87%	\$2,683.84
Total	\$26,091.00	\$ 23,052.16	88%	\$3,038.84

Drainage/Floodplain (624): Major accomplishments in 2015 for the Drainage/Floodplain Program include:

- Taking advantage of the 2013 Revised Drainage Ordinance, which allows Administrative Approval of certain Drainage Applications. Only 2 Drainage Meetings were held in 2015, with only two applications requiring full board approval and 16 applications being administratively approved.
 - 16 Administratively Approved
 - 0 Denied
 - 2 Board Approved
- Generated Income:

Account Description	N Issued	Price	Total
Drainage Applications-Board	2	\$100.00	\$200.00
Drainage Applications-Administrative	16	\$100.00	\$1,600.00
Total	18		\$1,800.00

- Resolved 3 more of the original 7 illegal drainage cases, in cooperation with the States Attorney's Office:
 - Claseman-Settled/Resolved on 5-19-2015 due to filling in the illegal ditch.
 - Rowley-Settled/Resolved on 5-19-2015 due to no negative affect of drainage.
 - Reimnitz-Settled/Resolved on 5-19-2015 due to no negative affect of drainage. NRCS and FSA will monitor in the future.
- Continue to deal with 2 pending illegal Drainage Cases:
 - Gebel-Remains at the States Attorney's Office for prosecution.

- Lowrie-Required to install a lift station at the north outlet, then force the water south into the SE ¼, which Lowrie owns and also drains. We will continue to monitor.
- Continue to work with the City of Mitchell to resolve the Müller/Beschen lawsuit after the Morris Drainage pond was installed. SPN has designed a drainage plan for our review of Sections 29 and 32 of Mitchell Township.
- Assisted several landowners with Floodplain issues. In 2012 FEMA revised the Floodplain Maps, which in turn will require additional homes to be covered by Flood Insurance.
- Attended the James River Water Development Board Quarterly Meetings.
- The Drainage Department has not used budgeted funds for projects in several years. However, large drainage projects, such as restoring the damaged tile from Dakota Salvage to Kibbee Ditch, and cleaning out the entire Kibbee Ditch will be requested in the future. A complete proposal for Kibbee Ditch will be submitted, with financial requests from the Hazard Mitigation Department and the James River Water Development Board.

The approved Drainage budget for 2015 was \$30,950, of which only \$26,465.60 was used resulting in \$4,484.40 of unused funds (14%). The majority of the budget was used to conduct a hydrology study of the Sections 29 and 32 of Mitchell Township, which will result in reconstruction of Ditch #5.

Account Description	2015 Budget Approved	YTD Amount	% Used	Ending Balance
Board Meetings	\$1,680.00	\$ 240.00	14%	\$1,440.00
OASI	\$129.00	\$ 18.36	14%	\$110.64
Workman's Comp	\$691.00	\$ 370.31	54%	\$320.69
Subtotal	\$2,500.00	\$ 628.67	25%	\$1,871.33
Professional Fees	\$7,300.00	\$ 25,300.00	347%	-\$18,000.00
Publishing	\$2,000.00	\$ 327.00	16%	\$1,673.00
Repairs & Maintenance	\$18,000.00	\$ 94.59	1%	\$17,905.41
Board Mileage	\$650.00	\$ 115.34	18%	\$534.66
Project Supplements	\$0.00	\$ -	#DIV/0!	\$0.00
Minor Equipment	\$500.00	\$ -	0%	\$500.00
Subtotal	\$28,450.00	\$ 25,836.93	91%	\$2,613.07
Total	\$30,950.00	\$ 26,465.60	86%	\$4,484.40

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