



Davison County Planning and Zoning
& Emergency Management
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2018 YEARLY REPORT

Davison County

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

<http://www.davisoncounty.org/wp-content/uploads/2019/11/2018-Yearly-Report.pdf>

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November 7, 2019

RE: 2018 Yearly Report

To: County Commissioners:

The following is a report covering the accomplishments, revenue, and budget expenditures for the Planning & Zoning, Emergency Management, GIS, Drainage, Floodplain and 911 Addressing 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.

Entire Department: The entire department had an overall budget of \$305,374 (-2%), of which \$282,937.93 was expended; resulting in the department being under budget \$22,451.07 (-7.35%). The ending balance will show additional funds due to Emergency Allocation Supplements from the Local Emergency Management Performance Grant (LEMPG), Homeland Security Grants (HLSG), Local Emergency Planning Committee Grant (LEPC), and Point of Distribution (POD) Grants. The department also generated \$23,247.23 (+33%) in permit fees.

Department	Supplement	2018 Budget Approved	YTD Amount	Ending Balance
Planning & Zoning (711)		\$100,142.00	\$100,141.79	\$0.21
Drainage/Floodplain (624)		\$44,950.00	\$13,746.43	\$31,203.57
GIS (170)		\$25,636.00	\$23,680.16	\$1,955.84
Emergency Management (226)	\$69,374.65	\$134,661.00	\$145,369.55	\$58,666.10
Total Budget	\$69,374.65	\$305,389.00	\$282,937.93	\$91,825.72

Planning & Zoning (711): Major accomplishments in 2018 for the Planning and Zoning Department include:

- Continued to work with the Planning Commission on revising the Comprehensive Plan.
- We saw a sharp increase in revenue, with the following generated income:

Account Description	N Issued	Price	Total
Plats	21	\$50.00	\$1,050.00
Building Permits	61		\$15,857.00
Variances	20	\$100.00	\$2,000.00
Conditional Use Permits	24	\$100.00	\$2,400.00
Special Meetings	0	\$300.00	\$0.00
TIDs	0	\$2,500.00	\$0.00
911 Addresses-New Fee	16	\$38.00	\$608.00
911 Addresses-Replacement	1	\$32.23	\$32.23
Total	143		\$21,947.23

- 61 (-2) new structure/demo permits, with an approximate self-reported value of \$13,165,667 (+44%) were issued outside the Municipality limits, which includes 10 (+/-0) new residence permits.
- 141 (-57) new structure/demo permits, with an approximate value of \$37,419,723 (-59%) were issued inside the City of Mitchell, which includes 20 (-15) new residential units, 5 (-7) duplex units, and 0 (--) apartments/senior living units. One new residence was built in Ethan, and Mt. Vernon did not report. This resulted in 41 (-27) additional new units in Davison County. NOTE: Mt. Vernon and Ethan do not enforce permits, but contact is made with the office to gather this information.
- The Davison County Assessed Value increased 6.31% in 2018 (+4.76%). The percentage increase was higher in Mitchell than in the rural area or the other two municipalities. Some increase is due to growth, while some is due to reappraisal.

Location	2017	2018	\$ Change	% change
City of Mitchell Assessed Value	\$843,668,985	\$905,839,655	\$62,170,670	7.37%
City of Mt. Vernon Assessed Value	\$15,624,350	\$16,228,980	\$604,630	3.87%
City of Ethan Assessed Value	\$11,137,245	\$11,477,575	\$340,330	3.06%
Outside Municipality Limits	\$723,742,430	\$761,244,395	\$37,501,965	5.18%
Davison County Assessed Value	\$1,594,173,010	\$1,694,790,605	\$100,617,595	6.31%

The approved Planning & Zoning budget for 2018 was \$100,142 (2% decrease from 2017), of which \$100,141.79 was expended; resulting in the department being under budget \$.21 (0%).

Account Description	2018 Budget Approved	YTD Amount	% Used	Ending Balance
Salary	\$49,896.00	\$56,315.13	112%	-\$6,419.13
Board Meetings	\$3,640.00	\$2,480.00	68%	\$1,160.00
OASI	\$4,082.00	\$4,413.13	108%	-\$331.13
State Retirement	\$2,983.00	\$3,310.19	110%	-\$327.19
Workman's Comp	\$444.00	\$418.71	94%	\$25.29
Life Insurance	\$8.00	\$15.48	193%	-\$7.48
Health Insurance	\$7,261.00	\$4,920.59	67%	\$2,340.41
Subtotal	\$68,314.00	\$71,873.23	105%	-\$3,559.23
Professional Fees	\$500.00	\$0.00	0%	\$500.00
Publishing	\$3,000.00	\$1,745.38	58%	\$1,254.62
Repairs & Maintenance	\$500.00	\$0.00	0%	\$500.00
Supplies	\$1,200.00	\$580.14	48%	\$619.86
Travel/Conference	\$800.00	\$337.98	0%	\$462.02
Board Mileage	\$600.00	\$440.58	73%	\$159.42
District III Fees	\$24,828.00	\$24,828.00	100%	\$0.00
Equipment/Signage	\$400.00	\$336.48	84%	\$63.52
Subtotal	\$31,828.00	\$28,268.56	88%	\$3,559.44
Total	\$100,142.00	\$100,141.79	99%	\$0.21

Emergency Management (226): Major accomplishments in 2018 for the Emergency Management Department include:

- Responded/participated in 49 (-9) incidents/events in the county:

Incident/Event	N
Fires	2
HAZMAT Incidents	7
Missing Persons	3
Mutual Aid	0
Police Support Calls	28
Public Works	0
Severe Weather Occurrences	9
Vehicle Related Deaths	0
Total	49

- Mark and Jeff both completed Pipeline Emergency Response Training, FEMA Tabletop Exercise, and attended the 2018 Emergency Management Conference.
- Jeff completed the following ICS Courses: NIMS Resource Management, Basic Public Information Officers, and Hazardous Weather and Flood Preparedness.
- Mark completed the following ICS Courses: Debris Management Planning for State, Local and Tribal Officials, Community Mass Care and Emergency Assistance, and Evacuation and Re-Entry Planning.
- Continued to complete dive training, developing a stand-alone dive team.
- Completed a review of the 5-year Pre-Disaster Mitigation Plan, in anticipation of a 2020 re-write.
- Posted Emergency Management events on social media via Twitter and Facebook.
- Coordinated the Local Emergency Planning Committee (LEPC).
- Participated in the local Full-Scale Exercise involving a fire at Avera Brady.
- Managed the County AED life/batteries, with the following upgrades in 2018:
 - Replacement of an expired AED located on the 1st floor of the Courthouse.
 - Replacement of an expired AED located in Deputy Moke's vehicle.
 - Battery replacement of two existing AEDs.
- Mark participated in the Safety Committee meetings.
- Assisted in the DOH Point of Distribution (POD), vaccinating 526 children and volunteers. Not authorizing adult vaccinations results in low numbers of those vaccinated. An additional 95 clients were vaccinated at DWU, MTI, and the Mt. Vernon School.
- 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 126 (+33) people in attendance.
- Monitored the Monthly Siren Tests in Mitchell, Mt. Vernon and Ethan.

The Emergency Accumulation purchases and reimbursements can often skew the ending balance of the Emergency Management budget; as 50% of the Emergency Management salary and training/travel expenses are reimbursed under the Local Emergency Planning Grant (LEMPG). Additionally, any grant purchases are reimbursed into the Emergency Accumulation line item; from grants such as Homeland Security Grant (HLSG), Local Emergency Planning Committee Grant (LEPC), and Point of Distribution (POD) Grant. (Complete explanation below)

The State Office of Emergency Management (SOEM) allocated \$29,732.44 as reimbursable matching funds for salary, benefits, and expenses IAW the Local Emergency Planning Grant (LEMPG). At the end of the fiscal year, an additional \$13,616.09 was requested as a shortfall; of which \$0 was approved to Davison County by the SOEM.

An additional \$95,401.41 (+263%) in items were approved for purchase with Homeland Security Grant Funds, which are 100% reimbursed to Davison County or the entity receiving the grant. The items were:

Organization	Project Title	Budget Request	Total Awarded Amount
John Paul II School	Video Entry System	\$3,019.23	\$3,019.23
City of Mitchell	Corn Palace Metal Detectors	\$15,642.36	\$15,642.36
Davison County EM	Trailer for UTV	\$7,789.00	\$7,789.00
Davison County EM	Radios	\$12,067.00	\$12,067.00
Mitchell Police Department	First Net Equipment	\$26,883.82	\$26,883.82
Mount Vernon Fire Dept	Radios	\$60,544.50	\$30,000.00
		\$125,945.91	\$95,401.41

The approved Emergency Management budget for 2018 was \$134,661 (-3%). Due to reimbursement from the State OEM and not purchasing radios and other minor equipment, the EM Department was under budget \$58,469.16 (29%). It is important to note, as there is no guarantee grant funds will be available, the Emergency Accumulation amount is not considered when preparing the annual budget.

Account Description	Supplement	2018 Budget Approved	YTD Amount	% Used	Ending Balance
Salary		\$60,627.00	\$54,025.49	89%	\$6,601.51
OASI		\$4,638.00	\$4,047.19	87%	\$590.81
State Retirement		\$3,638.00	\$3,310.19	90%	\$327.81
Workman's Comp		\$2,113.00	\$1,995.36	94%	\$117.64
Life Insurance		\$24.00	\$15.48	64%	\$8.52
Health Insurance		\$2,421.00	\$4,838.88	199%	-\$2,417.88
Subtotal		\$73,461.00	\$68,232.59	92%	\$5,228.41
Publishing		\$0.00	\$0.00	0%	\$0.00
Repairs & Maintenance	196.94	\$4,500.00	\$3,804.13	84%	\$892.81
Supplies		\$4,000.00	\$3,159.87	78%	\$840.13
Gasoline/Fuel		\$2,500.00	\$2,619.46	104%	-\$119.46
Travel/Conferences		\$1,500.00	\$1,318.00	87%	\$182.00
Training		\$4,000.00	\$180.00	4%	\$3,820.00
Utilities		\$5,500.00	\$4,856.22	88%	\$643.78
Dues		\$200.00	\$100.00	50%	\$100.00
Emergency Accumulation	\$69,177.71	\$0.00	\$54,478.99	78%	\$14,698.72
Subtotal	\$69,374.65	\$22,200.00	\$70,516.67	77%	\$21,057.98
Minor Equipment		\$11,000.00	\$6,620.29	60%	\$4,379.71
Radio Equipment		\$28,000.00	\$0.00	0%	\$28,000.00
Subtotal		\$39,000.00	\$6,620.29	16%	\$32,379.71
Total	\$69,374.65	\$134,661.00	\$145,369.55	71%	\$58,666.10

Emergency Accumulation Grant Funding Received:

Emergency Accumulation	Amount
LEMPG Payment	\$29,732.44
POD Grant	\$0.00
LEPC Grant Funds	\$1,217.50
HLSG Payment (to Davison County)	\$19,856.00
Total	\$50,805.94

Search and Rescue operates on a stand-alone yearly budget of approximately \$7,000, of which \$1,750 is donated from the City of Mitchell and \$4,850 is donated from United Way. The remaining purchases are made by “one-time donations” from various local organizations or covered by the Emergency Management budget.

Geographic Information System (GIS) (170): Major accomplishments in 2018 for the GIS Program include:

- Enrolled additional government partners in the online Pictometry function.
- Provided guidance to several citizens on navigating the online GIS Interactive Mapping System.
- Assisted Pictometry and District III in calculating the 2019 flight, which cost \$70,075. (Three payments of \$23,025.17 in 2019, \$23,525.17 in 2020, and \$23,525.17 in 2021.)
- Continued to track down construction without a building permit. The Change Finder results included 2,201 structure changes from the 2013 to the 2016 flight in the county. In cooperation with the Department of Equalization, these were compared to permits issued during this timeframe.
 - 545 Changed structures
 - 679 Demolished structures
 - 938 New structures
 - 39 Unknown structures
- 120 structures were found to be built without a permit, outside the city limits.
 - 34 structures, located on 30 parcels in the Extraterritorial Jurisdiction (ETJ)
 - 86 structures, located on 71 parcels in the County Jurisdiction

The approved GIS budget for 2018 was \$25,636 (+/-0%), of which \$23,680.16 was used; resulting in the department being under budget \$1,955.84 (8%).

Account Description	2018 Budget Approved	YTD Amount	% Used	Ending Balance
GIS Maintenance	\$1,600.00	\$1,545.00	96%	\$55.00
ESRI Maintenance	\$2,300.00	\$400.00	17%	\$1,900.00
Pictometry	\$21,736.00	\$21,735.16	99%	\$0.84
Total	\$25,636.00	\$23,680.16	92%	\$1,955.84

Drainage/Floodplain (624): Major accomplishments in 2018 for the Drainage/Floodplain Program include:

- Taking advantage of the 2013 Revised Drainage Ordinance, which allows Administrative Approval of certain Drainage Applications. Only 3 (+1) Drainage Meetings were held in 2018, with 2 (+1) application requiring full board approval and 6 (+3) applications being administratively approved.
- Generated Income:

Account Description	N	Price	Total
Drainage Applications-Board Approved	2	\$100.00	\$200.00
Drainage Applications-Administratively Approved	6	\$100.00	\$600.00
Drainage Applications-Maintenance Permit	0	\$25.00	\$0.00
Drainage Penalty Fine	1	\$500.00	\$500.00
Total	8		\$1,300.00

- Continue to monitor 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 also owns and drains. This has not been maintained. Mr. Lowrie has been given additional time to install a permanent pump and power source. He is currently working with the PUC on getting power to the site.
- Continue to work with the City of Mitchell to resolve the Müller/Beschen lawsuit in Sections 29 and 32 of Mitchell Township, after the Morris Drainage pond was installed. We had SPN design a drainage plan, which has been approved by the landowners. The City of Mitchell will stake out the land and the HWY Department will remove the soil. We will then have it seeded by the Conservation District. Due to excessive wet conditions, the ditch has not been able to be shaped.
- 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. We have held several meetings with FEMA Region 8 out of Denver, as we are in year three of seven working with FEMA to create a new floodplain map for the entire county.
- Attended the James River Water Development Board Quarterly Meetings, as possible.
- The Drainage Department has used a fraction of budgeted funds over the last several years. However, large drainage projects, such as restoring Kibbee Ditch will be recommended 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 2018 was \$44,950 (+3%), of which only \$13,746.43 was used; resulting in the department being under budget \$31,203.57 (69%). The majority of the budget was intended to be used to repair a portion of Ditch #5 west of Mitchell. In 2015 we conducted a hydrology study of Sections 29 and 32 of Mitchell Township. A 5-phase plan has been developed, but due to constant wet conditions the project was not able to be started as intended.

Account Description	2018 Budget Approved	YTD Amount	% Used	Ending Balance
Board Meetings	\$2,240.00	\$760.00	33%	\$1,480.00
OASI	\$172.00	\$58.14	33%	\$113.86
Workman's Comp	\$388.00	\$418.71	107%	-\$30.71
Subtotal	\$2,800.00	\$1,236.85	44%	\$1,563.15
Professional Fees	\$15,000.00	\$0.00	0%	\$15,000.00
Publishing	\$750.00	\$0.00	0%	\$750.00
Repairs & Maintenance	\$24,500.00	\$12,327.30	50%	\$12,172.70
Supplies	\$500.00	\$0.00	0%	\$500.00
Board Mileage	\$400.00	\$182.28	45%	\$217.72
Project Supplements	\$0.00	\$0.00	0%	\$0.00
Minor Equipment	\$1,000.00	\$0.00	0%	\$1,000.00
Subtotal	\$42,150.00	\$12,509.58	29%	\$29,640.42
Total	\$44,950.00	\$13,746.43	30%	\$31,203.57

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