



Davison County Planning and Zoning
& Emergency Management
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2016 YEARLY REPORT

Davison County

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

<http://www.davisoncounty.org/wp-content/uploads/2014/03/2016-Yearly-Report.pdf>

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February 7, 2017

RE: 2016 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.

Entire Department: The entire department had an overall budget of \$341,971.83, of which \$312,663.35 was expended; resulting in the department being under budget \$29,308.48 (8.57%). The department also generated \$14,217.52 in permit fees.

Department	2016 Budget Approved	YTD Amount	Ending Balance
Planning & Zoning (711)	\$88,424.00	\$89,911.75	(\$1,487.75)
Drainage/Floodplain (624)	\$43,977.00	\$1,496.32	\$42,480.68
GIS (170)	\$32,051.00	\$29,060.57	\$2,990.43
Emergency Management (226)	\$107,608.00	\$149,731.12	(\$42,123.12)
Supplement Amount	\$69,911.83	\$42,463.59	\$27,448.24
Total Budget	\$341,971.83	\$312,663.35	\$29,308.48

Planning & Zoning (711): Major accomplishments in 2016 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.
- Attended the SD Planners Association Conference.
- Generated Income:

Account Description	N Issued	Price	Total
Plats	16	\$50.00	\$800.00
Building Permits (tax year)	71		\$9,585.84
Variances	12	\$100.00	\$1,200.00
Conditional Use Permits	14	\$100.00	\$1,400.00
Special Meetings	0	\$300.00	\$0.00
TIDs	0	\$2,500.00	\$0.00
911 Addresses-New	16	\$26.98	\$431.68
911 Addresses-Corrections	2	\$0.00	\$0.00
Total	131		\$ 13,417.52

- 71 (-1) new structure permits, with an approximate reported value of \$4,248,477 (-7%) were issued outside the Municipality limits, which includes 9 (+3) new residence permits.
- 187 (-36) new structure/demo permits, with an approximate value of \$34,282,659 (-23%) were issued inside the City of Mitchell, which includes 35 (+1) new residential units, 7 (+2) duplex units, and 135 apartments/senior living units. (Mt. Vernon and Ethan do not issue permits). This results in 184 (+140) additional new units in Davison County.
- The Davison County Assessed Value increased 6.53% in 2016 (-.01% less than in 2015). The percentage increase was higher in the rural area (7.98%, down from the 11.3% increase in 2015) than inside the Municipalities. Some increase is due to growth, while some is due to reappraisal.

Location	2015	2016	\$ Change	% change
City of Mitchell Assessed Value	\$776,943,620	\$818,530,660	\$41,587,040	5.35%
City of Mt. Vernon Assessed Value	\$13,243,465	\$13,833,240	\$589,775	4.45%
City of Ethan Assessed Value	\$10,202,110	\$10,586,285	\$384,175	3.77%
Outside Municipality Limits	\$673,162,170	\$726,857,280	\$53,695,110	7.98%
Davison County Assessed Value	\$1,473,551,365	\$1,569,807,465	\$96,256,100	6.53%

The approved Planning & Zoning budget for 2016 was \$88,424 (<1% increase), of which \$89,911.75 was expended; resulting in the department being over budget \$1,487.75 (2%). The primary reason for the overage was due to unexpected salary and benefits changing from the previous year.

Account Description	2016 Budget Approved	YTD Amount	% Used	Ending Balance
Salary	\$41,170.00	\$46,101.43	112%	-\$4,931.43
Board Meetings	\$2,380.00	\$1,140.00	48%	\$1,240.00
OASI	\$3,333.00	\$3,490.87	105%	-\$157.87
State Retirement	\$2,471.00	\$2,820.38	114%	-\$349.38
Workman's Comp	\$1,223.00	\$426.18	35%	\$796.82
Life Insurance	\$8.00	\$7.74	97%	\$0.26
Health Insurance	\$0.00	\$6,722.82	NEG	-\$6,722.82
Subtotal	\$50,585.00	\$ 60,709.42	120%	-\$10,124.42
Professional Fees	\$600.00	\$ 265.00	44%	\$335.00
Publishing	\$6,000.00	\$ 766.07	13%	\$5,233.93
Repairs	\$500.00	\$ -	0%	\$500.00
Supplies	\$1,200.00	\$ 1,142.52	95%	\$57.48
Gasoline/Fuel	\$600.00	\$ -	0%	\$600.00
Travel	\$400.00	\$ 188.00	47%	\$212.00
Board Mileage	\$800.00	\$ 586.74	73%	\$213.26
Utilities	\$0.00	\$ -	\$ -	\$0.00
District III Fees	\$24,663.00	\$ 24,663.00	100%	\$0.00
Equipment/Signage	\$2,500.00	\$ 919.00	37%	\$1,581.00
Computer Lease	\$576.00	\$ 672.00	117%	-\$96.00
Subtotal	\$37,839.00	\$ 29,202.33	77%	\$8,636.67
Total	\$88,424.00	\$ 89,911.75	102%	-\$1,487.75

Emergency Management (226): Major accomplishments in 2016 for the Emergency Management Department include:

- Mark Jenniges completed his initial EM and ICS training.
- Responded/participated in 47 (-2) incidents/events in the county:

Incident/Event	N
Fires	1
HAZMAT Incidents	7
Missing Persons	7
Mutual Aid	1
Police Support Calls	20
Public Works	0
Severe Weather Occurrences	10
Vehicle Related Deaths	1
Total	47

- Continued to complete dive training, developing a stand-alone dive team.
- Completed the revision of the 5 year Pre-Disaster Mitigation Plan, funded by the SDOEM.
- Posted Emergency Management events on social media via Twitter and Facebook.
- Coordinated the Local Emergency Planning Committee (LEPC).
- Facilitated a 3 county Full Scale Exercise involving a vehicle/train accident.
- Managed the County AED life/batteries.
- Participated in the Safety Committee.
- Assisted in the 3rd 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 104 (70 installed in 2015) smoke detectors in Mitchell residences, which were provided by Red Cross. A total of 311 homes were attempted to contact.
 - Planning is already underway for the 2017 Home Fire Preparedness Project.
- Assisted in the DOH 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 119 (+18) people in attendance.
- Monitored the Monthly Siren Tests in Mitchell, Mt. Vernon and Ethan.
- Assisted Hanson County with EM Coverage while their Emergency Manager was out of the county.
- Attended the 2016 Emergency Management Conference.

The Emergency Accumulation purchases and reimbursements can often skew the results of the Emergency Management budget; as 50% of the Emergency Management salary and expenses, as well as any Homeland Security Grant purchases are reimbursed into the Emergency Accumulation line item.

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 \$12,073.05 was requested as a shortfall; of which \$5,010.81 was approved, for a total of \$34,743.25 reimbursed to Davison County by the SOEM.

An additional \$62,254.80 (+39%) in items were purchased with Homeland Security Grant Funds, which are 100% reimbursed to Davison County or the entity receiving the grant. The items were:

- \$14,400 to the Mitchell Police Department for radios.
- \$17,500 to the Mitchell Police Department for bollards in front of the PD.
- \$5,548.33 to Davison County Emergency Management for radios.
- \$22,466.79 to Davison County Emergency Management for dive gear.
- \$2,339.68 to Davison County Emergency Management for scene lighting.

The approved Emergency Management budget for 2016 was \$107,608 (+25%). Due to SLA reimbursement from the SOEM, the EM Department had \$27,788.71 in unused funds (16%).

Account Description	Supplement	2016 Budget Approved	YTD Amount	% Used	Ending Balance
Salary		\$56,173.00	\$ 59,658.20	106%	-\$3,485.20
OASI		\$4,298.00	\$ 4,525.38	105%	-\$227.38
State Retirement		\$3,371.00	\$ 3,525.28	105%	-\$154.28
Workman's Comp		\$845.00	\$ 1,378.54	163%	-\$533.54
Life Insurance		\$24.00	\$ 23.22	97%	\$0.78
Health Insurance		\$0.00	\$ 2,241.45	-----	-\$2,241.45
Subtotal		\$64,711.00	\$ 71,352.07	110%	-\$6,641.07
Publishing		\$0.00	\$ -	-----	\$0.00
Repairs & Maintenance		\$2,600.00	\$ 2,676.59	103%	-\$76.59
Supplies		\$4,000.00	\$ 4,007.56	100%	-\$7.56
Gasoline/Fuel		\$2,500.00	\$ 2,100.86	84%	\$399.14
Travel/Conferences		\$1,500.00	\$ 1,252.18	83%	\$247.82
Training		\$2,000.00	\$ 272.25	14%	\$1,727.75
Utilities		\$4,500.00	\$ 5,341.78	119%	-\$841.78
Dues		\$200.00	\$ 210.00	105%	-\$10.00
Emergency Accumulation	\$69,911.83	\$0.00	\$ 42,463.59	61%	\$27,448.24
Subtotal	\$69,911.83	\$17,300.00	\$ 58,324.81	67%	\$28,887.02
Minor Equipment		\$6,000.00	\$ 807.99	13%	\$5,192.01
Radio Equipment		\$16,645.00	\$ 15,831.25	95%	\$813.75
Computer Lease		\$2,952.00	\$ 3,415.00	116%	-\$463.00
Subtotal		\$25,597.00	\$ 20,054.24	78%	\$5,542.76
Total	\$69,911.83	\$107,608.00	\$149,731.12	84%	\$27,788.71

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 \$5,000 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 2016 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.
- Received the Change Finder results, which included 2,201 structure changes from the 2013 to the 2016 flight. These will be compared to permits issued during this timeframe.
 - 545 Changed structures
 - 679 Demolished structures
 - 938 New structures
 - 39 Unknown structures
- Assisted Pictometry and District III in uploading the 2016 flight, which cost \$47,140.50. (Three payments of \$15,713.50 in 2016, 2017, and 2018.)

The approved GIS budget for 2016 was \$32,051 (+23%), of which \$29,060.57 was used resulting in \$2,990.43 of unused funds (9%).

Account Description	2016 Budget Approved	YTD Amount	% Used	Ending Balance
GIS Maintenance	\$1,545.00	\$ 3,090.00	200%	-\$1,545.00
District III Website	\$3,500.00	\$ -	0%	\$3,500.00
ESRI Maintenance	\$400.00	\$ 400.00	100%	\$0.00
Pictometry	\$26,606.00	\$ 25,570.57	96%	\$1,035.43
Total	\$32,051.00	\$ 29,060.57	91%	\$2,990.43

Drainage/Floodplain (624): Major accomplishments in 2016 for the Drainage/Floodplain Program include:

- Taking advantage of the 2013 Revised Drainage Ordinance, which allows Administrative Approval of certain Drainage Applications. Only 4 Drainage Meetings were held in 2016, with 5 applications requiring full board approval and 3 applications being administratively approved.
- Generated Income:

Account Description	N	Price	Total
Drainage Applications-Board Approved	4	\$100.00	\$400.00
Drainage Applications-Board Tabled	1	\$100.00	\$100.00
Drainage Applications-Administratively Approved	3	\$100.00	\$300.00
Total	8		\$800.00

- 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 Miiller/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 and the landowners are now working out the maintenance details.

- 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.
- Held two meetings with FEMA Region 8 out of Denver. We are working with FEMA to create a new floodplain map for the entire county, which is expected to take up to 7 years.
- Attended the James River Water Development Board Quarterly Meetings.
- 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 2016 was \$43,977 (+69%), of which only \$1,496.32 was used resulting in \$42,480.68 of unused funds (97%). 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 the project was not able to be started in 2016 as intended.

Account Description	2016 Budget Approved	YTD Amount	% Used	Ending Balance
Board Meetings	\$1,120.00	\$ 420.00	38%	\$700.00
OASI	\$86.00	\$ 32.13	37%	\$53.87
Workman's Comp	\$371.00	\$ 497.21	134%	-\$126.21
Subtotal	\$1,577.00	\$ 949.34	60%	\$627.66
Professional Fees	\$15,000.00	\$ -	0%	\$15,000.00
Publishing	\$1,000.00	\$ 339.50	34%	\$660.50
Repairs & Maintenance	\$25,000.00	\$ -	0%	\$25,000.00
Board Mileage	\$400.00	\$ 207.48	52%	\$192.52
Project Supplements	\$0.00	\$ -	-----	\$0.00
Minor Equipment	\$1,000.00	\$ -	0%	\$1,000.00
Subtotal	\$42,400.00	\$ 546.98	1%	\$41,853.02
Total	\$43,977.00	\$ 1,496.32	3%	\$42,480.68

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