



## Davison County Planning and Zoning & Emergency Management

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RE: 2014 Yearly Report

To: County Commissioners:

**Planning & Zoning (711):** Major accomplishments in 2014 for the Planning and Zoning Department include:

- Creation of TID guidelines.
- Started a major revision of the Zoning Ordinance, to be completed in 2015.
- Started a major revision of the Comprehensive Plan, to be completed in 2015.
- Awarded the request to host the 2015 South Dakota Planners Conference in Mitchell.
- Addition of Lewis Bainbridge to the Planning Commission.
- Revised the County Website (with Christie & Deb).
- Assisted in the Davison County Master Transportation Plan Study.
- Countywide Site Analysis with District III to identify parcels for commercial development.
- Designed, ordered and installed the commissioner's new desks and coordinated the recovering of the 40 chairs in the commission chambers.
- Jeff attended the State Demography Conference.
- Jeff and Nathan attended the SD Planners Association Conference
- Generated Income:

Account Description	N Issued	Price	Total
Plats	29	\$50.00	\$1,450.00
Building Permits	69		\$9,549.43
Variances	17	\$100.00	\$1,700.00
Conditional Use Permits	3	\$100.00	\$300.00
Special Meetings	1	\$300.00	\$300.00
TIDs	1	\$2,500.00	\$2,500.00
911 Addresses-New	13	\$26.98	\$350.74
911 Addresses-Corrections	2	\$0.00	\$0.00
<b>Total</b>	<b>118</b>		<b>\$16,150.17</b>

- Conditional Use includes 1 Concentrated Animal Feeding Operation (Maeschen Cattle).
- 69 new structure permits, with an approximate value of \$5,939,936 were issued outside the Municipality limits, which includes 8 new residence permits.
- 163 new structure/demo permits, with an approximate value of \$36,128,607 were issued inside the city of Mitchell, which includes 17 new residence and 4 duplex permits (Mt. Vernon and Ethan do not issue permits).

- The Davison County Assessed Value increased 9.34% in 2014. The percentage increase was higher in the rural area (11.03%) than inside the Municipalities. Some increase is due to growth, while some increase is due to reappraisal.

<b>Location</b>	<b>2013</b>	<b>2014</b>	<b>\$ Change</b>	<b>% change</b>
City of Mitchell Assessed Value	\$697,592,125	\$754,611,150	\$57,019,025	8.17%
City of Mt. Vernon Assessed Value	\$12,948,270	\$13,502,790	\$554,520	4.28%
City of Ethan Assessed Value	\$9,719,320	\$10,175,220	\$455,900	4.69%
Outside Municipality Limits	\$544,747,005	\$604,806,075	\$60,059,070	11.03%
<b>Davison County Assessed Value</b>	<b>\$1,265,006,720</b>	<b>\$1,383,095,235</b>	<b>\$118,088,515</b>	<b>9.34%</b>

The approved Planning & Zoning budget for 2014 was \$146,576, of which \$79,544.21 was used resulting in \$67,031.79 of unused funds (46%). The primary reason for the excess was due to merging the departments together in October, 2013.

<b>Account Description</b>	<b>2014 Budget Approved</b>	<b>YTD Amount</b>	<b>% Used</b>	<b>Ending Balance</b>
Salary	\$74,606.00	\$ 42,677.88	57%	\$31,928.12
Board Meetings	\$2,000.00	\$ 1,320.00	66%	\$680.00
OASI	\$5,860.00	\$ 3,344.62	57%	\$2,515.38
State Retirement	\$4,476.00	\$ 2,404.56	54%	\$2,071.44
Workman's Comp	\$350.00	\$ 414.18	118%	-\$64.18
Life Insurance	\$49.00	\$ 7.74	16%	\$41.26
Health Insurance	\$12,695.00	\$ -	0%	\$12,695.00
<b>Subtotal</b>	<b>\$100,036.00</b>	<b>\$ 50,168.98</b>	<b>50%</b>	<b>\$49,867.02</b>
Professional Fees	\$8,200.00	\$ 130.00	2%	\$8,070.00
Publishing	\$4,800.00	\$ 2,463.50	51%	\$2,336.50
Repairs	\$500.00	\$ 145.99	29%	\$354.01
Supplies	\$600.00	\$ 376.66	63%	\$223.34
Gasoline/Fuel	\$500.00	\$ 248.82	50%	\$251.18
Travel	\$2,000.00	\$ 1,187.26	59%	\$812.74
Board Mileage	\$800.00	\$ 434.40	54%	\$365.60
Utilities	\$1,440.00	\$ -	0%	\$1,440.00
District III Fees	\$24,700.00	\$ 24,113.00	98%	\$587.00
Equipment/Signage	\$3,000.00	\$ 285.60	10%	\$2,714.40
<b>Subtotal</b>	<b>\$46,540.00</b>	<b>\$ 29,385.23</b>	<b>63%</b>	<b>\$17,154.77</b>
<b>Total</b>	<b>\$146,576.00</b>	<b>\$ 79,554.21</b>	<b>54%</b>	<b>\$67,021.79</b>

**Geographic Information System (GIS) (170):** Major accomplishments in 2014 for the GIS Program include:

- Hosted a Pictometry conference at the Fair Grounds.
- Enrolled several government partners in the online Pictometry function.
- Provided guidance to several citizens on navigating the online GIS Interactive Mapping System.
- Paid our first installment of Change Finder (Pictometry). Second half will be in 2015.
- In 2016 we are scheduled for another flight, which will cost \$47,140.50.
- Updated the Drainage layer, to identify open drainage ditch vs. buried drain tile.
- Added an information tool to be able to pull up parcel information such as owner, address, etc.
- Worked with the City and District III to add the City of Mitchell parcel data.

The approved GIS budget for 2014 was \$24,485, of which \$24,384.21 was used resulting in \$100.79 of unused funds (0%).

<b>Account Description</b>	<b>2014 Budget Approved</b>	<b>YTD Amount</b>	<b>% Used</b>	<b>Ending Balance</b>
GIS Maintenance	\$1,400.00	\$ 1,545.00	110%	-\$145.00
District III Website	\$4,000.00	\$ 3,500.00	88%	\$500.00
ESRI Maintenance	\$800.00	\$ 400.00	50%	\$400.00
Pictometry	\$18,285.00	\$ 18,939.21	104%	-\$654.21
<b>Total</b>	<b>\$24,485.00</b>	<b>\$ 24,384.21</b>	<b>100%</b>	<b>\$100.79</b>

**Drainage/Floodplain:** Major accomplishments in 2014 for the Drainage/Floodplain Program include:

- Taking advantage of the 2013 Revised Drainage Ordinance, which allows Administrative Approval of certain Drainage Applications. Only 5 Drainage Meetings were held in 2014. Although there were only 10 applications to review, the majority of time at drainage meetings is dedicated to discussing illegal drainage complains.
- Addition of Commissioner Bode to the Drainage Board.
- Generated Income:

<b>Account Description</b>	<b>N Issued</b>	<b>Price</b>	<b>Total</b>
Drainage Applications	8	\$100.00	\$800.00
Drainage Applications (City, Carlson)	2	\$0.00	\$0.00
<b>Total</b>	<b>10</b>		<b>\$800.00</b>

- Resolved 2 of the 7 illegal drainage cases in cooperation with the States Attorney’s Office:
  - Fergen-Settled/Resolved on 8-1-2014 due to no negative affect of drainage and renter gathering required waivers.
  - Carlson-Settled/Resolved on 10-29-2014 due to no negative affect of drainage.
- Continue to deal with 5 of the 7 pending illegal Drainage Cases:
  - Gebel-Remains at the States Attorney’s Office for prosecution.
  - Rowley-Working with JimRec Ag to resolve the situation. JimRec Ag would like the Gebel case resolved prior to signing off, since they are connected.

- Claseman-Given till March 20, 2015 to correct illegal drainage.
- Reimnitz-Working with NRCS and the FSA on a restoration design plan.
- 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.
- Continue to work with the City of Mitchell to resolve the Miiller/Beschen lawsuit after the Morris Drainage pond was installed. SPN has designed a drainage plan for our review.
- 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.
- Nathan has been attending the James River Water Development Board Quarterly Meetings.
- Jeff attended the Floodplain Management Conference.
- The Floodplain Ordinance may be merged into the Zoning Ordinance, as a separate chapter.
- The Drainage Department has not used many budgeted funds in several years. However, large drainage projects, such as cleaning out an open ditch from Dakota Salvage to Kibbee Ditch, and cleaning out the entire Kibbee Ditch will be requested in the future.

The approved Drainage budget for 2014 was \$30,000, of which only \$1,872.62 was used resulting in \$28,127.38 of unused funds (94%).

<b>Account Description</b>	<b>2014 Budget Approved</b>	<b>YTD Amount</b>	<b>% Used</b>	<b>Ending Balance</b>
Board Meetings	\$2,600.00	\$ 660.00	25%	\$1,940.00
OASI	\$200.00	\$ 50.49	25%	\$149.51
Workman's Comp	\$200.00	\$ 690.30	345%	-\$490.30
<b>Subtotal</b>	<b>\$3,000.00</b>	<b>\$ 1,400.79</b>	<b>47%</b>	<b>\$1,599.21</b>
Professional Fees	\$7,200.00	\$ -	0%	\$7,200.00
Publishing	\$2,000.00	\$ 164.23	8%	\$1,835.77
Repairs & Maintenance	\$15,000.00	\$ -	0%	\$15,000.00
Board Mileage	\$800.00	\$ 307.60	38%	\$492.40
Project Supplements	\$500.00	\$ -	0%	\$500.00
Minor Equipment	\$1,500.00	\$ -	0%	\$1,500.00
<b>Subtotal</b>	<b>\$27,000.00</b>	<b>\$ 471.83</b>	<b>2%</b>	<b>\$26,528.17</b>
<b>Total</b>	<b>\$30,000.00</b>	<b>\$ 1,872.62</b>	<b>6%</b>	<b>\$28,127.38</b>

**Emergency Management:** Major accomplishments in 2014 for the Emergency Management Department include:

- Responded/participated in 31 incidents/events in the county:
  - 4 HAZMAT incidents
  - 2 missing persons
  - 6 fires
  - 4 severe weather occurrences
  - 3 police support calls
  - 12 Community Service Events
- Created a Twitter and Facebook account for Emergency Management.
- Coordinated the Local Emergency Planning Committee (LEPC).

- Facilitated a Table Top Exercise of multiple tornadoes hitting Davison County.
- Managed the County AED life/batteries. Installed 3 new AEDs (North Offices, 3<sup>rd</sup> Floor Courthouse, and at the jail) and new wall stickers identifying their location. (also two in city buildings)
- Participated in the Safety Committee.
- Assisted in the first 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 130 smoke detectors in Mitchell residences, which were donated by the Palace City Lions Club, Mitchell United Way, Avera Queen of Peace Hospital, Sanford Hospital, and the Mitchell Lions Club.
  - Planning is already underway for the 2015 Home Fire Preparedness Project.
- Revised the Davison County Hazardous Materials (HAZMAT) Plan.
- Assisted in Project Lifesaver Training with the Mitchell Police Department and Davison County Search and Rescue.
- 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.
- Purchased a 2014 F150 Emergency Management vehicle.
- Purchased a new copy machine, shared with the Register of Deeds.
- Purchased a Rescue Boat for Search and Rescue with funds donated from the Lions Club.
- Purchased an enclosed trailer for the Rescue Boat with Homeland Security Funds.
- Purchased a new Project Lifesaver Machine, water heater, clothing, LED flash lights, and a heavy duty bumper/winch for Search and Rescue with Search and Rescue funds.
- Hosted a Severe Weather Spotter Training with 99 people in attendance.
- Monitored the Monthly Siren Tests in Mitchell, Mt. Vernon and Ethan.
- Provided a new ID card to all County Employees. A new credential system will be implemented in 2015, and all personnel and equipment will receive a new ID.
- Security Audit of Mt. Vernon School.
- Assisted Hanson County and Aurora County with EM Coverage while their Emergency Managers were on vacation.
- Attended the Homeland Security Conference.
- Attended the State Emergency Management Conference.
- Awarded the request to host the 2015 Emergency Management Conference in Mitchell.
- Jeff has completed all 7 EM classes required within the first year of employment, as well as 1 of the 16 additional classes required within the first 3 years.
- Nathan has completed 5 of the 7 EM Classes required within the first year of employment.

The approved Emergency Management budget for 2014 was \$81,382. 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 \$10,114.46 was requested and reimbursed by the SOEM as a shortfall, for a total of \$40,049.39 reimbursed to Davison County.

An additional \$30,140.49 worth of items were purchased with Homeland Security Grant Funds, which are paid for and 100% reimbursed to Davison County. The items were:

- \$12,969.23 for doors at John Paul II School
- \$10,371.26 for panic alarms at MTI
- \$6,800 for ballistic glass at the Mitchell Police Department

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. Overall, the Emergency Management budget ended the year with \$16,203.29 of unused funds (10%).

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	2014 Budget Approved	YTD Amount	% Used	Ending Balance
Salary		\$43,489.00	\$ 48,043.58	110%	-\$4,554.58
OASI		\$3,327.00	\$ 3,668.24	110%	-\$341.24
State Retirement		\$2,610.00	\$ 3,038.74	116%	-\$428.74
Workman's Comp		\$710.00	\$ 940.81	133%	-\$230.81
Life Insurance		\$16.00	\$ 23.22	145%	-\$7.22
Health Insurance		\$7,175.00	\$ 3.51	0%	\$7,171.49
<b>Subtotal</b>		<b>\$57,327.00</b>	<b>\$ 55,718.10</b>	<b>97%</b>	<b>\$1,608.90</b>
Publishing		\$200.00	\$ 213.66	107%	-\$13.66
Repairs & Maintenance		\$4,000.00	\$ 2,638.69	66%	\$1,361.31
Supplies		\$2,500.00	\$ 5,644.74	226%	-\$3,144.74
Gasoline/Fuel		\$2,500.00	\$ 3,277.07	131%	-\$777.07
Travel/Conferences		\$575.00	\$ 1,766.15	307%	-\$1,191.15
Training		\$500.00	\$ 655.97	131%	-\$155.97
Utilities		\$5,000.00	\$ 3,895.03	78%	\$1,104.97
Dues		\$280.00	\$ 60.00	21%	\$220.00
Emergency Accumulation	\$82,894.20		\$ 31,096.73	38%	\$51,797.47
<b>Subtotal</b>	<b>\$82,894.20</b>	<b>\$15,555.00</b>	<b>\$ 49,248.04</b>	<b>50%</b>	<b>\$49,201.16</b>
Minor Equipment		\$500.00	\$ 2,652.89	531%	-\$2,152.89
Radio Equipment		\$8,000.00	\$ 9,801.20	123%	-\$1,801.20
Vehicle Purchase		\$0.00	\$ 30,652.68	NA	-\$30,652.68
<b>Subtotal</b>		<b>\$8,500.00</b>	<b>\$ 43,106.77</b>	<b>47%</b>	<b>-\$34,606.77</b>
<b>Total</b>	<b>\$82,894.20</b>	<b>\$81,382.00</b>	<b>\$148,072.91</b>	<b>90%</b>	<b>\$16,203.29</b>

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