



Davison County Planning and Zoning  
& Emergency Management  
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# 2019 YEARLY REPORT

## Davison County

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

January 1, 2020

RE: 2019 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 approved budget of \$287,207, which was supplemented by \$11,828 and an Emergency Accumulation of \$51,490.04. This was a 6% reduction from the 2018 budget. Of the overall approved and supplemental budget of \$299,035, the department was under budget \$85,940.69 (-13.02%). 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 \$25,261.55 (+9%) in fees.

| Department                 | Supplement/EM Accumulation | 2019 Budget Approved | YTD Amount          | Ending Balance     |
|----------------------------|----------------------------|----------------------|---------------------|--------------------|
| Planning & Zoning (711)    | \$11,383.00                | \$107,352.00         | \$118,734.98        | \$0.00             |
| Drainage/Floodplain (624)  |                            | \$14,200.00          | \$1,259.71          | \$12,940.29        |
| GIS (170)                  | \$445.00                   | \$25,626.00          | \$26,070.16         | \$0.84             |
| Emergency Management (226) | \$51,490.04                | \$140,029.00         | \$118,519.49        | \$72,999.55        |
| <b>Total Budget</b>        | <b>\$63,318.04</b>         | <b>\$287,207.00</b>  | <b>\$264,584.34</b> | <b>\$85,940.69</b> |

**Planning & Zoning (711):** Major accomplishments in 2019 for the Planning and Zoning Department include:

- Continued to work with the Planning Commission on revising the Comprehensive Plan.
- We saw a slight decrease (-12%) in revenue, with the following generated income:

| Account Description       | N Issued   | Price      | Total              |
|---------------------------|------------|------------|--------------------|
| Plats                     | 21         | \$50.00    | \$1,450.00         |
| Building Permits          | 61         |            | \$14,903.55        |
| Variances                 | 20         | \$100.00   | \$1,800.00         |
| Conditional Use Permits   | 24         | \$100.00   | \$500.00           |
| 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    | \$0.00             |
| <b>Total</b>              | <b>126</b> |            | <b>\$19,261.55</b> |

- 58 (-3) new structure/demo permits, with an approximate self-reported value of \$13,165,667 (+/-0%) were issued outside the Municipality limits, which includes 10 (+/-0) new residence permits.
- 173 (+32) new structure/demo permits, with an approximate value of \$14,888,832 (-3.46%) were issued inside the City of Mitchell, which includes 19 (-1) new residential units, 14 (-4) duplex units, and 0 (--) apartments/senior living units. This resulted in 33 (+3) additional new units in the City of Mitchell. Ethan and Mt. Vernon building permits are not tracked.
- The Davison County Assessed Value increased 1.33% in 2019 (-4.98%). The percentage increase was higher in the rural area, slightly higher in the City of Mitchell, and lower in Mt. Vernon and Ethan. Increase is due to growth or reappraisal, while the decrease is due to reappraisal.

| Location                          | 2018            | 2019            | \$ Change    | % change |
|-----------------------------------|-----------------|-----------------|--------------|----------|
| City of Mitchell Assessed Value   | \$905,839,655   | \$911,546,020   | \$5,706,365  | 0.63%    |
| City of Mt. Vernon Assessed Value | \$16,228,980    | \$16,085,320    | (\$143,660)  | -0.89%   |
| City of Ethan Assessed Value      | \$11,477,575    | \$11,135,720    | (\$341,855)  | -2.98%   |
| Outside Municipality Limits       | \$761,244,395   | \$778,518,785   | \$17,274,390 | 2.27%    |
| Davison County Assessed Value     | \$1,694,790,605 | \$1,717,285,845 | \$22,495,240 | 1.33%    |

The approved Planning & Zoning budget for 2019 was \$107,352 (7% increase from 2018), of which \$118,735 was expended. This required \$11,383 in overtime to be transferred in, which was due to switching Deputy Administrator Jenniges from Salary to hourly.

| Account Description   | 2019 Budget Approved | YTD Amount          | % Used      | Ending Balance     |
|-----------------------|----------------------|---------------------|-------------|--------------------|
| Salary                | \$51,753.00          | \$56,865.45         | 109%        | -\$5,112.45        |
| Overtime              | \$11,383.00          | \$12,826.93         | 112%        | -\$1,443.93        |
| Board Meetings        | \$3,920.00           | \$2,680.00          | 68%         | \$1,240.00         |
| OASI                  | \$4,259.00           | \$5,438.34          | 127%        | -\$1,179.34        |
| State Retirement      | \$3,106.00           | \$3,439.29          | 110%        | -\$333.29          |
| Workman's Comp        | \$444.00             | \$394.87            | 88%         | \$49.13            |
| Life Insurance        | \$8.00               | \$15.48             | 193%        | -\$7.48            |
| Health Insurance      | \$7,839.00           | \$5,399.43          | 68%         | \$2,439.57         |
| <b>Subtotal</b>       | <b>\$82,712.00</b>   | <b>\$87,059.79</b>  | <b>105%</b> | <b>-\$4,347.79</b> |
| Professional Fees     | \$5,000.00           | \$3,475.00          | 69%         | \$1,525.00         |
| Publishing            | \$2,750.00           | \$990.33            | 36%         | \$1,759.67         |
| Repairs & Maintenance | \$250.00             | \$250.00            | 100%        | \$0.00             |
| Supplies              | \$1,150.00           | \$893.97            | 77%         | \$256.03           |
| Travel/Conference     | \$800.00             | \$324.00            | 0%          | \$476.00           |
| Board Mileage         | \$600.00             | \$481.74            | 80%         | \$118.26           |
| District III Fees     | \$25,073.00          | \$25,073.00         | 100%        | \$0.00             |
| Equipment/Signage     | \$400.00             | \$187.16            | 46%         | \$212.84           |
| <b>Subtotal</b>       | <b>\$36,023.00</b>   | <b>\$31,675.20</b>  | <b>87%</b>  | <b>\$4,347.80</b>  |
| <b>Total</b>          | <b>\$118,735.00</b>  | <b>\$118,734.99</b> | <b>99%</b>  | <b>\$0.01</b>      |

**Emergency Management (226):** Major accomplishments in 2019 for the Emergency Management Department include:

- Responded/participated in 50 (+1) incidents/events in the county:

| <b>Incident/Event</b>      | <b>N</b>     |
|----------------------------|--------------|
| Fires                      | 0            |
| HAZMAT Incidents           | 10           |
| Missing Persons            | 1            |
| Mutual Aid                 | 0            |
| Police Support Calls       | 27           |
| Public Works               | 1            |
| Severe Weather Occurrences | 9            |
| Vehicle Related Death(s)   | 2 (3 deaths) |
| <b>Total</b>               | <b>50</b>    |

- Mark and Jeff both completed Pipeline Emergency Response Training, FEMA Tabletop Exercise, and attended the 2019 Emergency Management Conference, which was cut short due to the 2019 flood.
- Jeff completed the following ICS Courses: Rapid Needs Assessment, Recovery from Disaster-the Local Government Role, Mitigation Planning for Local Governments, Flood Fight Operations, and Homeland Security Exercise and Evaluation Program (HSEEP).
- Mark completed the following ICS Courses: Incident Command System/Emergency Operations Center Interface, Recovery from Disaster-the Local Government Role, Mitigation Planning for Local Governments, and Homeland Security Exercise and Evaluation Program (HSEEP). By completing these courses, Mark has also completed the Advanced Professional Series (APS) for Emergency Management.
- Continued to complete dive training, developing a joint city/county 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 several local agencies. The exercise was a severe storm hitting an outdoor concert at the Rodeo Grounds.
- Managed the County AED life/batteries, with the following upgrades in 2019:
  - Replacement of all 7 portable AEDs located in the Sheriff and Deputy vehicles. The Sheriff's Office received a grant from the Helmsley Charitable Trust to purchase the machines.
  - Redistributed all 7 of the previous AEDs to local non-profit agencies in the county.
- Mark participated in the Safety Committee meetings.
- Assisted in the DOH Point of Distribution (POD), vaccinating 808 children, adults, and volunteers.
- 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 102 (-24) people in attendance.
- Monitored the Monthly Siren Tests in Mitchell, Mt. Vernon, and Ethan.
- Major purchases were a used Mobile Emergency Response Vehicle (MERV) and a Zebra Label Printer.

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.

The State Office of Emergency Management (SOEM) allocated \$36,476.54 (an increase of \$6,744.10) 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 \$1,445 was requested as a shortfall; of which \$0 was approved to Davison County by the SOEM.

An additional \$79,376.46 (down from \$95,401.41 in 2018) 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:

| <b>Organization</b>      | <b>Project Title</b>                 | <b>Budget Request</b> | <b>Total Awarded Amount</b> |
|--------------------------|--------------------------------------|-----------------------|-----------------------------|
| Davison County           | Access Control System for Courthouse | \$83,254              | \$73,254                    |
| Mitchell School District | Video Entry System                   | \$6,122.46            | \$6,122.46                  |
|                          |                                      | <b>\$89,376.46</b>    | <b>\$79,376.46</b>          |

The approved Emergency Management budget for 2019 was \$140,029 (+4%). Due to reimbursement from the State OEM and purchasing a less expensive MERV, the EM Department was under budget \$72,999.55. It is important to note there is no guarantee grant funds will be available, so the Emergency Accumulation amount is not considered when preparing the annual budget.

| <b>Account Description</b> | <b>Supplement</b>  | <b>2019 Budget Approved</b> | <b>YTD Amount</b>   | <b>% Used</b> | <b>Ending Balance</b> |
|----------------------------|--------------------|-----------------------------|---------------------|---------------|-----------------------|
| Salary                     |                    | \$62,893.00                 | \$57,777.73         | 91%           | \$5,115.27            |
| OASI                       |                    | \$4,812.00                  | \$4,333.43          | 90%           | \$478.57              |
| State Retirement           |                    | \$3,774.00                  | \$4,208.99          | 111%          | -\$434.99             |
| Workman's Comp             |                    | \$2,113.00                  | \$1,856.93          | 87%           | \$256.07              |
| Life Insurance             |                    | \$24.00                     | \$15.48             | 64%           | \$8.52                |
| Health Insurance           |                    | \$2,613.00                  | \$5,329.14          | 203%          | -\$2,716.14           |
| <b>Subtotal</b>            |                    | <b>\$76,229.00</b>          | <b>\$73,521.70</b>  | <b>96%</b>    | <b>\$2,707.30</b>     |
| Publishing                 |                    | \$100.00                    | \$50.41             | 0%            | \$49.59               |
| Repairs & Maintenance      |                    | \$4,500.00                  | \$5,253.46          | 116%          | -\$753.46             |
| Supplies                   |                    | \$4,000.00                  | \$1,633.56          | 40%           | \$2,366.44            |
| Gasoline/Fuel              |                    | \$2,500.00                  | \$2,390.55          | 95%           | \$109.45              |
| Travel/Conferences         |                    | \$1,500.00                  | \$1,787.00          | 119%          | -\$287.00             |
| Training                   |                    | \$3,000.00                  | \$925.50            | 30%           | \$2,074.50            |
| Utilities                  |                    | \$4,000.00                  | \$5,210.03          | 130%          | -\$1,210.03           |
| Dues                       |                    | \$200.00                    | \$204.78            | 102%          | -\$4.78               |
| Emergency Accumulation     | \$51,490.04        | \$0.00                      | \$4,631.12          | 8%            | \$46,858.92           |
| <b>Subtotal</b>            | <b>\$51,490.04</b> | <b>\$19,800.00</b>          | <b>\$22,086.41</b>  | <b>30%</b>    | <b>\$49,203.63</b>    |
| Minor Equipment            |                    | \$3,000.00                  | \$2,911.38          | 97%           | \$88.62               |
| Radio Equipment            |                    | \$1,000.00                  | \$0.00              | 0%            | \$1,000.00            |
| Vehicle Purchase           |                    | \$40,000.00                 | \$20,000.00         | 50%           | \$20,000.00           |
| <b>Subtotal</b>            |                    | <b>\$44,000.00</b>          | <b>\$22,911.38</b>  | <b>52%</b>    | <b>\$21,088.62</b>    |
| <b>Total</b>               | <b>\$51,490.04</b> | <b>\$140,029.00</b>         | <b>\$118,519.49</b> | <b>61%</b>    | <b>\$72,999.55</b>    |

Emergency Accumulation Grant Funding Received:

| <b>Emergency Accumulation</b>    | <b>Amount</b>       |
|----------------------------------|---------------------|
| LEMPG Payment                    | \$36,476.54         |
| POD Grant                        | \$0.00              |
| LEPC Grant Funds                 | \$1,123.33          |
| HLSG Payment (to Davison County) | \$73,254            |
| <b>Total</b>                     | <b>\$110,853.87</b> |

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 2019 for the GIS Program include:

- Encouraged 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.) Due to the amount of vegetation observed, the 2019 flight was rejected. Pictometry will fly the county again in 2020.
- Continued to track down construction without a building permit. The 2016 Change Finder results included several structure changes in the county. In cooperation with the Department of Equalization, these were compared to permits issued during this timeframe. We will have a new list after the 2020 fly over, where we will start the process again.

The approved GIS budget for 2019 was \$25,626 (+/-0%), of which \$26,070.16 was used, resulting in the department being over budget \$444.16 (1%).

| <b>Account Description</b> | <b>Transfer In</b> | <b>2019 Budget Approved</b> | <b>YTD Amount</b>  | <b>% Used</b> | <b>Ending Balance</b> |
|----------------------------|--------------------|-----------------------------|--------------------|---------------|-----------------------|
| GIS Maintenance            |                    | \$1,600.00                  | \$1,545.00         | 96%           | \$55.00               |
| ESRI Maintenance           | \$445              | \$1,000.00                  | \$1,500.00         | 150%          | -\$55.00              |
| Pictometry                 |                    | \$23,026.00                 | \$23,025.16        | 99%           | \$0.84                |
| <b>Total</b>               |                    | <b>\$25,626.00</b>          | <b>\$26,070.16</b> | <b>101%</b>   | <b>\$0.84</b>         |

**Drainage/Floodplain (624):** Major accomplishments in 2019 for the Drainage/Floodplain Program include:

- Taking advantage of the 2013 Revised Drainage Ordinance, which allows Administrative Approval of certain Drainage Applications. Only 1 (-2) Drainage Meetings were held in 2019, with 0 (-2) applications requiring full board approval and 3 (-3) applications being administratively approved.
- Generated Income:

| <b>Account Description</b>                      | <b>N</b> | <b>Price</b> | <b>Total</b>    |
|---|----------|--------------|-----------------|
| Drainage Applications-Board Approved            | 0        | \$100.00     | \$0.00          |
| Drainage Applications-Administratively Approved | 3        | \$100.00     | \$300.00        |
| Drainage Applications-Maintenance Permit        | 0        | \$25.00      | \$0.00          |
| Drainage Penalty Fine                           | 0        | \$500.00     | \$0.00          |
| <b>Total</b>                                    | <b>3</b> |              | <b>\$300.00</b> |

- 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 had not been maintained properly, so Mr. Lowrie was given additional time to install a permanent pump and power source, which was yet to be completed in the fall of 2019. The board is planning to approve a \$2,500 penalty at the next meeting.
- 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. SPN designed a drainage plan and in 2017 an agreement was signed by all parties indicating Davison County shall coordinate construction of an open drainage ditch across Müller's and Bechen's properties pursuant to the plans and specifications prepared by SPN in its study dated April 19, 2016. Due to the excessive cost of the SPN plan, a hybrid of the various options will be used. More specifically, the size of any culverts replaced may not be the size listed in one of the specific options in the plan; but in no case will be smaller than the existing culverts. Due to excessive wet conditions in 2019, the ditch has not been able to be shaped.
- Assisted several landowners with Floodplain issues. In 2010 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 four of working with them to create a new floodplain map for the entire county. However, we are required to use the last official map for Floodplain requirements, even if the property is planned to be removed when the future maps are completed.
- 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 2019 was \$14,200 (-68%), of which only \$1,259.71 was used, resulting in the department being under budget \$12,940.29 (91%). 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.

| <b>Account Description</b> | <b>2019 Budget Approved</b> | <b>YTD Amount</b> | <b>% Used</b> | <b>Ending Balance</b> |
|----------------------------|-----------------------------|-------------------|---------------|-----------------------|
| Board Meetings             | \$2,240.00                  | \$280.00          | 12%           | \$1,960.00            |
| OASI                       | \$172.00                    | \$21.42           | 12%           | \$150.58              |
| Workman's Comp             | \$388.00                    | \$394.87          | 101%          | -\$6.87               |
| <b>Subtotal</b>            | <b>\$2,800.00</b>           | <b>\$696.29</b>   | <b>24%</b>    | <b>\$2,103.71</b>     |
|                            |                             |                   |               |                       |
| Professional Fees          | \$10,000.00                 | \$0.00            | 0%            | \$10,000.00           |
| Publishing                 | \$500.00                    | \$0.00            | 0%            | \$500.00              |
| Repairs & Maintenance      | \$500.00                    | \$500.00          | 100%          | \$0.00                |
| Supplies                   | \$200.00                    | \$63.42           | 31%           | \$136.58              |
| Board Mileage              | \$200.00                    | \$0.00            | 0%            | \$200.00              |
| Project Supplements        | \$0.00                      | \$0.00            | 0%            | \$0.00                |
| Minor Equipment            | \$0.00                      | \$0.00            | 0%            | \$0.00                |
| <b>Subtotal</b>            | <b>\$11,400.00</b>          | <b>\$563.42</b>   | <b>4%</b>     | <b>\$10,836.58</b>    |
| <b>Total</b>               | <b>\$14,200.00</b>          | <b>\$1,259.71</b> | <b>8%</b>     | <b>\$12,940.29</b>    |

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