

**Lincoln County Board of Commission  
Meeting Minutes  
February 4, 2025**

THE LINCOLN COUNTY BOARD OF COMMISSIONERS convened at 08:30 AM on February 4, 2025, with Commissioners Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam present. Alicia Cafaro, Deputy Auditor, served as Clerk of the Board. Chief Civil Deputy State's Attorney, Drew DeGroot, was also present.

Chair, Tiffani Landeen, called the meeting to order.

**ROUTINE BUSINESS:**

MOTION by Joel Arends and seconded by Betty Otten to approve Agenda. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

Payroll: \$476,451.36

Commissioner's \$8,759.18; FICA 543.07, Medicare 127.01, SDRS 161.78  
Auditor's \$14,047.44; FICA 870.94, Medicare 203.69, SDRS 842.84  
Treasurer's \$21,150.37; FICA 1,311.32, Medicare 306.68, SDRS 1,269.03  
States Attorney's \$78,769.15; FICA 4,878.73, Medicare 1,140.99, SDRS 4,652.15  
Gen Gov Bldg \$19,175.40; FICA 1,188.87, Medicare 278.04, SDRS 1,148.73  
DOE \$42,608.52; FICA 2,641.73, Medicare 617.82, SDRS 2,503.97  
ROD \$8,515.22; FICA 527.94, Medicare 123.47, SDRS 510.91  
VSO \$2,594.08; FICA 160.83, Medicare 37.61, SDRS 155.64  
GIS \$6,955.94; FICA 431.27, Medicare 100.86, SDRS 417.36  
IT \$11,000.25; FICA 682.02, Medicare 159.50, SDRS 660.02  
HR \$5,648.48; FICA 350.21, Medicare 81.90, SDRS 338.91  
Sheriff's \$114,156.29; FICA 7,077.69, Medicare 1,655.27, SDRS 8,546.22  
Jail \$22,753.42; FICA 1,410.71, Medicare 329.92, SDRS 1,399.27  
County 4-H \$4,496.80; FICA 278.80, Medicare 65.20, SDRS 269.80  
Weeds \$1,371.82; FICA 85.05, Medicare 19.89, SDRS 82.31  
P & Z \$13,462.45; FICA 834.67, Medicare 195.21, SDRS 785.24  
Highway \$54,947.85; FICA 3,406.77, Medicare 796.74, SDRS 3,166.51  
Communications \$36,314.10; FICA 2,251.47, Medicare 526.55, SDRS 2,154.40  
EM MGMT \$4,127.17; FICA 255.88, Medicare 59.84, SDRS 246.01  
Airport \$2,911.11; FICA 180.49, Medicare 42.21, SDRS 174.67  
24/7 \$2,686.32; FICA 166.55, Medicare 38.95, SDRS 214.91

Reports:

Mileage Reports

Human Resources Report: 2024 Year-End/January 2025

**Recognition of significant anniversaries: February 2025**

Joan Aslesen -Sheriff's Office – 33 Years

Todd Baldwin – Dispatcher Supervisor – 33 Years

Chad Brown – Chief Deputy Sheriff - 23 Years

Catherine Mastalir – Buildings & Grounds – 16 Years  
Ryan Wiese – Senior Deputy State's Attorney – 14 Years

MOTION by Betty Otten and seconded by Joel Arends to approve Consent Agenda items. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

**CONSENT AGENDA:**

MOTION by Betty Otten and seconded by Joel Arends to approve County Commission Minutes: 01.28.2025. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve abatement of taxes for 2024 payable in 2025 on a property inside the city limits of Beresford, parcel 260.50.32.010, in the amount of \$2,693.53. City purchased parcel 02.01.2024. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve application of taxes for 2024 payable 2025 on a parcel in Dayton Township in the amount of \$2,942.72 Veteran exemption, SDCL 10-4-40. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve application of taxes for 2024 payable 2025 on a parcel in the City of Sioux Falls in the amount of \$2,291.85 Veteran exemption, SDCL 10-4-40. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the hire of Melissa Wallenstein, Records Clerk, in the Register of Deeds, effective 2/3/2024 at 104/2 \$22.11/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the hire of Nicole Aanenson, Legal Office Assistant, in the State's Attorney Office, effective 02/10/2025, 104/1 at \$21.58/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the hire of Alexander Brost, Deputy Sheriff, in the Sheriff's Office, effective 02/10/2025, SO1/4 at \$33.31/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the hire of Steven Diaconu, Deputy Sheriff, in the Sheriff's Office, effective 02/24/2025, SO1/1 at \$30.93/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Toby Brown, Director of

Planning & Zoning, in the Planning & Zoning Department, effective the first date of the biweekly pay period following 1/25/2025, 116/8 at \$5,302.80/biweekly. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Warren Harris, Equipment Operator, in the Highway Department, effective the first date of the biweekly pay period following 1/29/2025, HWY1/3 at \$26.80/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Aileen Winters, Deputy Sheriff, in the Sheriff's Office, effective the first date of the biweekly pay period following 1/30/2025, SO1/4 at \$33.31/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Justin Mersier, Deputy Sheriff, in the Sheriff's Office, effective the first date of the biweekly pay period following 1/30/2025, SO1/4 at \$33.31/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Donelda Golden, Appraiser, in the Department of Equalization, effective the first date of the biweekly pay period following 2/2/2025, 108/14 at \$38.63/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Garrett Welsh, Deputy Sheriff, in the Sheriff's Office, effective the first date of the biweekly pay period following 2/3/2025, SO1/6 at \$34.99/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to approve the Step Increase for Andrew Steinberg, Detective, in the Sheriff's Office, effective the first date of the biweekly pay period following 2/8/2025, SO1/9 at \$37.67/hr. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

## **REGULAR BUSINESS:**

DEFERRED FROM JANUARY 28, 2025, MEETING PURSUANT TO SDCL 7-8-18 - Board action for an Ordinance of Lincoln County, SD, changing the zone of the property described as Iken's Tract 2, SW1/4 SW1/4, Section 21-T99N-R51W Perry Township from the A-1 Agricultural District to the C Commercial District and amending the Official Zoning Map of Lincoln County. The applicant is requesting a change of zone from the A-1 Agricultural District to the C Commercial District on approximately 4.85 acres. Location: Parcel: 099.51.21.D200, Applicant: Jess Iken, Property Owner: Iken Family Irrevocable Trust. Chair opened for board discussion and roll call vote was conducted.

AN ORDINANCE OF LINCOLN COUNTY, SD, AMENDING THE REVISED ZONING ORDINANCE FOR LINCOLN COUNTY BY CHANGING THE ZONE OF THE PROPERTY DESCRIBED AS IKEN'S TRACT 2, SW1/4 SW1/4, SECTION 21-T99N-R51W FROM THE A-1 AGRICULTURAL DISTRICT TO THE C COMMERCIAL DISTRICT AND AMENDING THE OFFICIAL ZONING MAP OF LINCOLN COUNTY.

BE IT ORDAINED: That the zoning of the property described as Iken's Tract 2, SW1/4 SW1/4, Section 21-T99N-R51W is hereby changed from the A-1 Agricultural District to the C Commercial District and the official zoning map of Lincoln County referred to in § 154.038 is amended. MOTION by Joel Arends and seconded by Doug Putnam. Ayes; Joel Arends, Doug Putnam, Nays; Jim Schmidt, Tiffani Landeen, Betty Otten. Motion Failed.

COMMISSIONER BRIEFING: Joe Meader, Deputy State's Attorney, asked the Board to execute the 2025 agreement with Southeastern Behavioral Healthcare to allow for Mobile Crisis Team services for Lincoln County agencies. Kim Hansen, Director of Community Support Services with Southeastern Behavioral Healthcare was in attendance to present information to the Board. Public input was heard.

RESOLUTION: BE IT RESOLVED to execute the 2025 agreement with Southeastern Behavioral Healthcare to allow for Mobile Crisis Team services for Lincoln County agencies. MOTION by Jim Schmidt and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: Jared Narum, Assistant Highway Superintendent, requested authorization from the board to advertise for bids for the 2025 striping project. No public input was heard.

RESOLUTION: BE IT RESOLVED to authorize the highway superintendent to advertise for bids for the 2025 striping project. MOTION by Joel Arends and seconded by Betty Otten. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER DISCUSSION: Sheri Lund, Auditor, presented to the board the budget process recommendations from the budget committee and the budget calendar. Lund requested recommendations from Board regarding the budget increase threshold percentage. No public input was heard.

COMMISSIONER BRIEFING: Traci Humphrey, HR Director, asked for board action to approve Employee Handbook updates. Legal Department reviewed updates and recommends the changes. No public input was heard.

RESOLUTION: BE IT RESOLVED to approve Employee Handbook updates. MOTION by Betty Otten and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

#### **OPPORTUNITY FOR PUBLIC COMMENT**

No public input was heard.

#### **COMMISSIONER REPORT (INFORMATIONAL ONLY)**

Commissioners' reports were given.

#### **EXECUTIVE SESSION:**

RESOLUTION: BE IT RESOLVED to enter into Executive Session at 9:25 a.m. For the following purposes: Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters. SDCL 1-25-2(3). MOTION by Jim Schmidt and seconded by Betty Otten. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

RESOLUTION: BE IT RESOLVED to exit Executive Session at 9:40a.m. MOTION by Jim Schmidt and seconded by Joel Arends. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

### **Commissioner Work Session**

Human Resource Director presentation and Commissioner Work Session on ADP Human Resource tool.

### **ADJOURNMENT**

MOTION by Joel Arends and seconded by Jim Schmidt to adjourn at 10:18a.m. until 8:30 a.m. on February 11, 2025. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

### **UPCOMING MEETINGS & EVENTS:**