

Lincoln County Board of Commission
Meeting Minutes
November 4, 2025

THE LINCOLN COUNTY BOARD OF COMMISSIONERS convened at 8:30 AM on November 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.

Reports:

Mileage Reports - Buildings & Grounds - September 2025

Harrisburg Renewal Application to Construct & Operate a Yard Waste Compost Facility (SD EForm-2427 V3)

September 2025 Auditor Account with the County Treasurer report and financial reports

Commissioner's Report - US Bank Expense Report

Recognition of significant anniversaries: November 2025

Patricia Jones, 911 Communications – 32 Years

Heather Sehr, Dept of Equalization – 19 Years

Karla Goossen, Director of Equalization – 11 Years

MOTION by Joel Arends and seconded by Doug Putnam to move item #6 from the Consent Agenda to the end of Regular Business agenda. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt 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 Jim Schmidt to approve County Commission Minutes: 10.28.25 Joint Meeting with Sioux Falls & 10.28.25 Lincoln County Board only. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to declare as surplus and remove from inventory and recycle the following items from the Emergency Management office; Asset# 2251, Motorola UHF Mobile Radio, Serial# 019TEE0222; Asset# 3663, 2 Motorola Mag I Portable Radios, Serial# 027BKR4235 and 027BKR4238. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to declare as surplus and remove from inventory the following item from the Emergency Management Office; Asset# 4867, 2014 Dodge 2500 4DR Pickup, 173,000 miles, VIN# 3C6TR5DT1EG167319 and authorize the Auditor to advertise and proceed with the online

auction. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve abatement/refund of taxes for 2024 taxes payable in 2025 on a parcel in the City of Tea in the amount of \$2,279.57. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve and authorize the Chair to execute the agreements between Lincoln County and the cities of Centerville and Viborg for E-911 and dispatching services. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve and authorize the Buildings and Grounds Superintendent to order a budget approved, 2026 Chevrolet Silverado 2500 pickup using a South Dakota state bid to be purchased through Beck's Motors Inc. in the amount of \$51,236. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the 2025-2026 renewal of Uniform Alcoholic Beverage Applications as follows: Sky Dine Inc (RL-5201) at Lot 1 SE ¼ (exH-2-3) & S 50' E 1007.10' Muellers Lot 2 and Lot A in H-2 SE 1/4 19-100-50; Lenkota Country Club (RL-5714) at 65.65 AC Lying W of Hwy 44 EX RR & Tr in SE ¼ 31-99-51; Fore Score LLC (Spring Creek Country Club) (RL-5893) at NW1/4NW1/4 - 26-100-49; Loft Hospitality Group (Canton Barn) (RL-24411) M.K. TRACT 1 *EX LOT A* SE1/4 - 11-98-49; GL Management (Bakker Crossing Golf Course) at SE 1/4 Ex Bakker Crossing, 1st Add 3 TR 2A 2B 29 100 50; Larson Logistics (County Line) Carlson Tract 2 in the S ½ of the SW 1/4, 31-96N-SD. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the hire of Christian Johnson, Deputy Sheriff, in the Sheriff's Office, effective 11/03/2025, SO1/1 at \$30.93/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the hire of Stephanie Limoges, pt Office Assistant, in the Department of Equalization, effective 11/06/2025, 103/3 at \$21.39/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Joseph Meader, Civil Deputy State's Attorney, in the State's Attorney's Office, effective the first day of the biweekly pay period following 10/20/2025, 114/6 at \$4,172.31 biweekly. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for John Rombough, Building Superintendent, in the Building & Grounds Department, effective the first date of the biweekly pay period following 10/30/2025, 111/9 at \$3,375.33 biweekly. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Jared Thompson, Equipment Operator, in the Highway Shop, effective the first date of the biweekly pay period following 10/25/2025, HWY15 at \$28.43/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Keith Holter, Building

Inspector/Code Enforcement Officer, in the Planning and Zoning Department, effective the first date of the biweekly pay period following 10/31/2025, 108/10 at \$34.99/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Jace Collins, Building Maintenance Technician, in the Buildings and Grounds Department, effective the first date of the biweekly pay period following 11/04/2025, 104/5 at \$23.81/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Autumn Laguna, Youth Diversion Coordinator, in the State's Attorney's Office, effective the first date of the biweekly pay period following 11/04/2025, 106/2 at \$25.08/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Chad McKenzie, Equipment Operator, in the Highway Shop, effective the first date of the biweekly pay period following 11/06/2025, HWY13 at \$26.80/hr.. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Heather Sehr, Appraiser, in the Department of Equalization, effective the first date of the biweekly pay period following 11/07/2025, 108/14 at \$38.63/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Step Increase for Katherine Wickre, Jail Office Assistant, in the Sheriff's Office, effective the first date of the biweekly pay period following 11/06/2025, 105/6 at \$25.88/hr. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve and authorize the chair to execute a renewal agreement with Schneider Geospatial for Beacon/Property Information Portal services. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the Affidavit for Replacement Warrant submitted by Kari Elling for \$2,932.84, original warrant number 125738 issued on May 27th 2025. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the date and time for the FIRST READING to occur November 13, 2025, and the SECOND READING & PUBLIC HEARING to occur between 6:30 p.m. and adjournment of the November 25, 2025, Board of Commissioners Meeting for an Ordinance of Lincoln County, SD, changing the zone of the property described as Lot 2 of Tract 3 of Huizenga Farms 2nd Addition in the Southwest Quarter (SW1/4) of Section 2, Township 99 North, Range 50 West of the 5th P.M., Lincoln County, South Dakota from the A-1 Agricultural District to the PD Planned Development District and amending the Official Zoning Map of Lincoln County.. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve the date and time for the FIRST READING to occur November 13, 2025, and the SECOND READING & PUBLIC HEARING to occur between 6:30 p.m. and adjournment of the November 25, 2025, Board of Commissioners Meeting for an Ordinance of Lincoln County, SD, changing the zone of the property described as the North 60 Acres of the East Half (E1/2) of the

Southeast Quarter (SE1/4) of Section 19, Township 99 North, Range 51 West of the 5th P.M., Lincoln County, South Dakota from the A-1 Agricultural District to the PD Planned Development District and amending the Official Zoning Map of Lincoln County. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Betty Otten and seconded by Jim Schmidt to approve and authorize the chair to sign the invoice from Helms & Associates in the amount of \$4,413.53. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

REGULAR BUSINESS:

COMMISSIONER BRIEFING: Steve Watson, managing partner of TetonRidge Consulting and John Stearns, General Manager of the Lincoln Regional Wastewater System, gave a presentation on regional wastewater efforts. It was requested that the Board submit a letter of support regarding those efforts. No public input was heard.

MOTION by Jim Schmidt and seconded by Joel Arends to send a letter of support about Regional Wastewater Efforts. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: Scott Johnson of Brown & Brown gave a presentation to the Board about the 2026 health insurance plan and showed a comparative analysis between 2025 and 2026 costs and benefits. Public input was heard.

MOTION by Jim Schmidt and seconded by Betty Otten to approve the 2026 Employee Health Benefits Renewal. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: Terry Fluit, Highway Superintendent, asked the Board to sign a resolution modifying the county highway system. No public input was heard.

MOTION by Joel Arends and seconded by Betty Otten to authorize the chair to sign a resolution to modify the County Highway system; WHEREAS, Lincoln County would like to modify its Highway System due to the jurisdictional transfer of a county routes to the City of Tea and a review of the primary county highway system. WHEREAS, the changes in Lincoln County's Highway System are in accordance with the South Dakota Department of Transportation's "Policy and Procedures for County Highway System Revisions" adopted 2/1/2020 and SDCL 31-12-2. THEREFORE, BE IT RESOLVED by the Lincoln County Board of Commissioners that the following changes be made to the Lincoln County Highway System. Delete from the Primary County Highway System:

1. 469th Ave., approximately 2660 feet, Beginning at the northeast corner of Section 35, T 100 N, R 51 W, then south approximately 2660 feet.
2. 469th Ave., approximately 5250 feet, Starting at the southeast corner of Section 23, T 100 N, R 51 W, at the intersection of 271st St., then heading north approximately 5250 feet to the intersection of 270th St.
3. 470th Ave., approximately 2400 feet, Starting at the northeast corner of Section 25, T 100 N, R 51 W' at the intersection of 271st St., then heading south approximately 2400 feet. The routes being deleted from the primary county highway system is due to a jurisdictional agreement to transfer county routes to the city of Tea. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: Commissioners Joel Arends and Jim Schmidt presented to the Board a suggestion to form a committee to study and make recommendations to the County Commission on an Emergency Medical Services District. Public input was heard.

MOTION by Betty Otten and seconded by Jim Schmidt to table this item for two (2) months. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: John Rombough, Building Superintendent, presented the results from the bid letting for the lighting upgrade project; Electric Construction Company: \$160,182.00, Bechen Electric: \$160,858.45, Sorlein Electric, Inc: \$169,204.29, Albers Electric, LLC: \$178,394.84, Muth Electric, Inc: \$180,583.00, and Highland Electric, LLC: \$191,688.00; with recommendation to award the project to Electric Construction Company with the lowest bid. No public input was heard.

MOTION by Jim Schmidt and seconded by Joel Arends to approve and award the contract for the budgeted EECBG Lighting Upgrade project to Electric Construction Company, who placed the low bid at \$160,182.00. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER BRIEFING: Drew DeGroot, Chief Civil Deputy State's Attorney, presented to the Board requested changes to the Board of Commissioners Rules of Procedure and asked for approval. It was decided that the Board will revisit this item at the next meeting.

COMMISSIONER BRIEFING: Drew DeGroot, Chief Civil Deputy State's Attorney, presented to the Board change orders for Justice Center construction. Public input was heard.

MOTION by Betty Otten and seconded by Jim Schmidt to approve and authorize change orders for Justice Center construction. Ayes; Jim Schmidt, Tiffani Landeen, Betty Otten, Nays; Joel Arends, Doug Putnam. Motion Passed.

OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

COMMISSIONER REPORT (INFORMATIONAL ONLY)

Commissioners and Commission Administrative Assistant gave reports.

EXECUTIVE SESSION:

MOTION by Betty Otten and seconded by Joel Arends to enter into Executive Session at 10:13 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). Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Jim Schmidt and seconded by Betty Otten MOTION to exit Executive Session at 10:23 a.m. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

ADJOURNMENT

MOTION by Jim Schmidt and seconded by Joel Arends to adjourn at 10:24 a.m. until 8:30 a.m. on November 13, 2025. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

Lincoln County Board of Commissioners

Tiffani Landeen, Lincoln County Chair

Attest: _____

Alicia Cafaro, Deputy Auditor

Approved: November 13, 2025

Please publish the week of November 17, 2025