

**Lincoln County Board of Commission
Meeting Minutes
December 9, 2025**

THE LINCOLN COUNTY BOARD OF COMMISSIONERS convened at on December 9, 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 Betty Otten and seconded by Jim Schmidt to approve Agenda. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

Payroll: \$493,033.87

Commissioner's \$8,829.18; FICA 523.72, Medicare 122.48, SDRS 161.78
Auditor's \$15,778.07; FICA 879.20, Medicare 205.62, SDRS 940.98
Treasurer's \$20,598.98; FICA 1,154.55, Medicare 270.02, SDRS 1,227.24
States Attorney's \$85,824.45; FICA 5,034.71, Medicare 1,177.47, SDRS 5,067.90
Gen Gov Bldg \$19,883.36; FICA 1,106.83, Medicare 258.86, SDRS 1,181.66
DOE \$41,236.26; FICA 2,356.41, Medicare 551.10, SDRS 2,411.97
ROD \$10,495.82; FICA 580.90, Medicare 135.86, SDRS 624.05
VSO \$2,311.06; FICA 134.91, Medicare 31.55, SDRS 138.66
GIS \$5,982.36; FICA 334.39, Medicare 78.20, SDRS 357.44
IT \$11,821.75; FICA 703.01, Medicare 164.41, SDRS 705.11
HR \$6,011.16; FICA 345.88, Medicare 80.89, SDRS 359.47
Sheriff's \$122,339.39; FICA 7,151.98, Medicare 1,672.64, SDRS 9,197.90
Jail \$18,859.19; FICA 1,149.55, Medicare 268.85, SDRS 1,248.22
County 4-H \$4,653.90; FICA 274.28, Medicare 64.15, SDRS 276.54
Weeds \$4,739.42; FICA 293.84, Medicare 68.72, SDRS 284.37
P & Z \$13,099.60; FICA 798.65, Medicare 186.78, SDRS 785.98
Highway \$51,820.05; FICA 2,999.95, Medicare 701.60, SDRS 3,096.09
Communications \$36,739.85; FICA 2,124.13, Medicare 496.77, SDRS 2,176.02
EM MGMT \$4,141.17; FICA 235.40, Medicare 55.05, SDRS 246.01
Airport \$2,983.25; FICA 184.96, Medicare 43.26, SDRS 179.00
24/7 \$2,808.98; FICA 174.16, Medicare 40.73, SDRS 224.72

Reports:

Mileage Reports - Emergency Management/Buildings & Grounds/DOE/Sheriff's Office - November 2025

November 2025 Register of Deeds report

Lincoln County Calendar Year 2024 Audit Report

Auditor's Office Monthly Transaction Report - November 2025

Commission Report - US Bank Department Expense Report

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

CONSENT AGENDA:

MOTION by Betty Otten and seconded by Joel Arends to approve County Commission Minutes: 12.02.2025. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve Lincoln County Claims in the amount of: \$2,330,442.05. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the 2025-2027 renewal of (Cultivation & Manufacturing) Medical Cannabis Application for Dalton Grimmus (Dakota Herb LLC) on the property legally described as Lot 4B Block 5 Muellers 2nd Add. SE 1/4, 19-100-50; a/k/a parcel number 100.50.19.C5B4. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve and authorize the chair to sign invoice six for Helms Engineering for work completed in the amount of \$17,654.11. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the hire of Kathryn Lembcke, Deputy State's Attorney, in the State's Attorney's Office, effective 01/12/2026, 114/3 at \$3,874.38 bi-weekly. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the Step Increase for Christopher Hogan, Deputy Sheriff, in the Sheriff's Office, effective the first date of the biweekly pay period following 12/27/2025, SO1/9 at \$37.67/hr. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the Step Increase for Taylor Kirkeby, Tax & License Clerk, in the Treasurer's Office, effective the first date of the biweekly pay period following 12/04/2025, 104/4 at \$23.22/hr. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the Step Increase for Mariah Mayer, Victim Witness Legal Assistant, in the State's Attorney's Office, effective the first date of the biweekly pay period following 10/28/2025, 108/3 at \$29.44/hr. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve the Wellness Contract renewal with Well365 for 2026. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve and authorize the Chair to execute the Sub-Recipient Agreement between Lincoln County and South Eastern Council of Governments for the Calendar Year 2026 Sioux Falls Metropolitan Planning Organization (MPO) Unified Planning Work Program. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

MOTION by Betty Otten and seconded by Joel Arends to approve and authorize the Planning Director to execute an Agreement with Lookout Plan + Code Consulting for plan reviews and code consulting services from 01.01.2026 to 12.31.2026. Ayes; Joel Arends, Jim Schmidt, Betty Otten, Doug Putnam, Nays; None, Abstain; Tiffani Landeen. Motion Passed.

REGULAR BUSINESS:

COMMISSIONER BRIEFING: Sheri Lund, County Auditor, asked the board for a vote to establish a public defender advisory committee pursuant to SDCL 7-16A-4. After the vote, it was decided by the Board that advertising will be done solely online for applicants to the advisory board. No public input was heard.

MOTION by Betty Otten and seconded by Jim Schmidt to establish a public defender advisory committee. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

COMMISSIONER DISCUSSION: Bob Babcock, President of Helms & Associates and Brooke Edgar, Project Engineer with Helms & Associates, gave a presentation to the board reviewing funding processes, sources and future outlook for the Marv Skie/Lincoln County Airport. Public input was heard.

COMMISSIONER BRIEFING: David Myers, Airport Manager, presented to the Board suggestions for new ground lease rates. Public input was heard.

MOTION by Jim Schmidt and seconded by Joel Arends to set the new ground lease rates as follows; hangar rent set at \$.40/square foot, an increase of half a penny (\$.005) every year with a reevaluation scheduled after 5 years, and a 25-year lease commitment.

MOTION by Jim Schmidt and seconded by Joel Arends to amend the previous motion to the following terms; hangar rent set at \$.40/square foot, an increase of a percentage equivalent to half a penny (\$.005) every year with a reevaluation scheduled after 5 years, and a 25-year lease commitment. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

MOTION by Jim Schmidt and seconded by Joel Arends to set the new ground lease rates as follows; hangar rent set at \$.40/square foot, an increase of a percentage equivalent to half a penny (\$.005) every year with a reevaluation scheduled after 5 years, and a 25-year lease commitment. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Nays; Doug Putnam. Motion Passed.

COMMISSIONER BRIEFING: Kari Elling, HR Director, presented to the Board a proposal and estimate from McGrath Human Resources to conduct a market compensation study for the Lincoln County government. Public input was heard.

MOTION by Betty Otten and seconded by Jim Schmidt to approve McGrath Human Resources to conduct a Market Compensation Study. Ayes; Jim Schmidt, Tiffani Landeen, Betty Otten, Nays; Joel Arends, Doug Putnam. Motion Passed.

COMMISSIONER BRIEFING: Jim Schmidt, Lincoln County Commissioner, asked that the Board close the courthouse/county offices and approve administrative leave for the Lincoln County employees on December 24th, 2025 from 2-5PM. Public input was heard.

MOTION by Jim Schmidt and seconded by Betty Otten to approve administrative leave on

December 24, 2025, from 2:00 PM to 5:00 PM. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

OPPORTUNITY FOR PUBLIC COMMENT

No public comment was heard.

COMMISSION OFFICE REPORT (INFORMATIONAL ONLY)

Commissioners and Commission Administrative Assistant gave reports.

COMMISSIONER REPORT (INFORMATIONAL ONLY)

EXECUTIVE SESSION:

No Executive Session was needed.

ADJOURNMENT

MOTION by Joel Arends and seconded by Betty Otten to adjourn at 10:05 a.m. until 6:30 p.m. on December 23, 2025. Ayes; Joel Arends, Jim Schmidt, Tiffani Landeen, Betty Otten, Doug Putnam, Nays; None. Motion Passed.

UPCOMING MEETINGS & EVENTS:

[MIN FOOT]