

# City Council Organizational Meeting Agenda Monday, January 5, 2026, 6:30 P.M. City Council Chambers

**Mayor:**  
Shawn Kirby

**Council Members:**  
Mark Huntington  
Kay Nelson  
Scott Schlueter  
Wendy Smith  
Marvin Sullivan  
Pam Williams



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**REMOTE MEETING ACCESS:**  
[https://bit.ly/lsc\\_260105](https://bit.ly/lsc_260105)

1. Call To Order
2. Pledge Of Allegiance
3. Approval Of The Agenda
4. Consent Agenda  
All items on the Consent Agenda are considered routine and have been made available to the City Council at least two (2) days in advance of the meeting. The items will be enacted in one motion. There will be no separate discussion of these items unless a council member or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
  - 4.A. Resolution R2026-001 Official Signatories  
Documents:  
[2026 OFFICIAL SIGNATORIES - FULL ITEM.PDF](#)
  - 4.B. Resolution R2026-002 Official Depositories  
Documents:  
[2026 DECLARE DEPOSITORIES - FULL ITEM.PDF](#)
  - 4.C. Resolution R2026-003 Official Newspaper  
Documents:  
[2026 OFFICIAL NEWSPAPER DESIGNATION - FULL ITEM.PDF](#)
  - 4.D. Mayoral Appointments  
Documents:  
[2026 LOCAL WEED INSPECTOR APPOINTMENT - FULL ITEM.PDF](#)
  - 4.E. Personnel Action- Recreation Programming Specialist  
Documents:  
[PERSONNEL ACTIONS MEMO-RECREATION PROGRAMMING SPECIALIST.PDF](#)
5. Public Comment  
Public Comment provides an opportunity for the public to address the Council on items that are not on the Agenda. Comments will be limited to five (5) minutes per person. Persons wishing to make a comment must sign up in

advance of the meeting on the sheet provided and identify themselves by providing a name and address.

6. City Administrator Update

7. Regular Agenda

7.A. City Council Board And Commission Appointments

Documents:

[2026 CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS - FULL ITEM UPDATED.PDF](#)

8. Reports & Items Of Appreciation

City Council members may provide reports on meetings pertinent to the general public interest or share items of appreciation.

9. Adjourn



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Lindsey Dhaene, City Clerk  
SUBJECT: Resolution R2026-001: Designating Official Signatories  
DATE: For the City Council Meeting of Monday, January 5<sup>th</sup>, 2026

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**PURPOSE**

Designate the official signatories of the City of Le Sueur for the year 2026.

**SUMMARY**

City of Le Sueur staff conduct regular business that may require City staff to sign supporting paperwork on behalf of the City of Le Sueur. Resolution R2026-001 would authorize Mayor Shawn Kirby and Administrator Joe Roby to sign any official documents, and also authorize Administrator Roby to appoint delegate signatories as needed. This language is consistent with prior years' designations.

**ACTION REQUESTED**

Staff recommend City Council adopt Resolution R2026-001, designating official signatories for the City of Le Sueur for the year 2026.

Alternate Actions:

- Modification of Recommendation: This is always an option for City Council.

CITY OF LE SUEUR, MINNESOTA  
CITY COUNCIL RESOLUTION **R2026-001**

RESOLUTION DESIGNATING OFFICIAL SIGNATORIES

WHEREAS, the City Council of the City of Le Sueur conducts business with various vendors, companies, and consultants; and

WHEREAS, said business produces documents that may need to be signed by designated representatives of the City of Le Sueur.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. Designated signatories shall be:
  - a. Mayor Shawn Kirby or Acting Mayor in the absence of Mayor Kirby.
  - b. City Administrator Joseph Roby, or appointed delegates.

PASSED by the City Council of the City of Le Sueur on this 5<sup>th</sup> day of January 2026.

ATTEST

\_\_\_\_\_  
Shawn Kirby, Mayor

\_\_\_\_\_  
Lindsey Dhaene, City Clerk

VOTE: \_\_\_ HUNTINGTON \_\_\_ KIRBY \_\_\_ SCHLUETER  
\_\_\_ SULLIVAN \_\_\_ NELSON \_\_\_ SMITH \_\_\_ WILLIAMS



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Ryan Graff, Finance Director  
SUBJECT: R2026-002: Designation of Official Depositories  
DATE: For the City Council Meeting of Monday, January 5<sup>th</sup>, 2026

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**PURPOSE**

Consider a resolution designating official depositories for the City of Le Sueur.

**SUMMARY**

Annually, the City of Le Sueur must designate official depositories. Below is the list of depositories recommended for designation for 2026:

HomeTown Bank – Le Sueur and associated branches  
Cornerstone State Bank – Le Sueur and associated branches  
First Farmers & Merchants Bank – Le Sueur and associated branches  
Minnesota Municipal Money Market Fund (4M)

**ACTION REQUESTED**

Staff recommend City Council adopt Resolution R2026-002, declaring the official depositories.

Alternate Actions:

- No action / Denial: Recommended depositories will not be designated unless otherwise directed by City Council.
- Modification of Recommendation: This is always an option for City Council.

CITY OF LE SUEUR, MINNESOTA  
CITY COUNCIL RESOLUTION **R2026-002**

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

WHEREAS, per Minnesota State Statute 118A.02 and City of Le Sueur City Code Section 30.35, the Le Sueur City Council exercises control over where City funds are deposited; and

WHEREAS, the Finance Director, as custodian of City funds, has authority to make deposits and withdrawals in accordance with the needs and in the best financial interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The following institutions are designated as official depositors for the City of Le Sueur:
  - a. HomeTown Bank in Le Sueur and associated branches,
  - b. Cornerstone State Bank in Le Sueur and associated branches,
  - c. First Farmers & Merchants Bank in Le Sueur and associated branches, and
  - d. Minnesota Municipal Money Market Fund (4M)

PASSED by the City Council of the City of Le Sueur on this 5<sup>th</sup> day of January 2026.

ATTEST

\_\_\_\_\_  
Shawn Kirby, Mayor

\_\_\_\_\_  
Lindsey Dhaene, City Clerk

VOTE: \_\_\_ HUNTINGTON \_\_\_ KIRBY \_\_\_ SCHLUETER  
\_\_\_ SULLIVAN \_\_\_ NELSON \_\_\_ SMITH \_\_\_ WILLIAMS



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Joe Roby, City Administrator  
Lindsey Dhaene, City Clerk

SUBJECT: Resolution R2026-003: Designation of Official Newspaper

DATE: For the City Council Meeting of Monday, January 5<sup>th</sup>, 2026

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**PURPOSE**

Designate the official newspaper of the City of Le Sueur for the year 2026.

**SUMMARY**

Le Sueur City Code Chapter 12 dictates that the City Council “shall annually designate a legal newspaper as provided by the laws of Minnesota as its official means of publication”. In 2025, the Henderson Independent was designated as the City’s official newspaper.

Minnesota State Statute 331A.04 sets a prioritization guide for cities to use when designating a qualified newspaper to serve as “official publisher”. The priority is as follows:

1. If more than one newspaper maintains a known office within the city, one must be selected;
2. If no newspaper has a primary office in the city, but one or more have a secondary office in the city, one must be selected;
3. If no qualified newspaper has a primary or secondary office within the city, a qualified newspaper “of general circulation” within the city shall be designated.

There are no qualified newspapers with primary or secondary offices within the City of Le Sueur and, as such, Council may select a newspaper using Item 3 above; namely, a newspaper that maintains a “general circulation” within Le Sueur.

It is the recommendation of City staff that the Henderson Independent remain the official publication of record for the City in 2026.

**ACTION REQUESTED**

Staff recommend City Council consider adoption of Resolution R2026-003, designating the Henderson Independent as official newspaper for the year 2026.

Alternate Actions:

- No action / Denial: Henderson Independent will not be named as official publication for the City in 2026 unless otherwise directed by City Council.
- Modification of Recommendation: This is always an option for City Council.

CITY OF LE SUEUR, MINNESOTA  
CITY COUNCIL RESOLUTION **R2026-003**

RESOLUTION DESIGNATING THE HENDERSON INDEPENDENT AS THE OFFICIAL  
NEWSPAPER FOR THE CITY OF LE SUEUR FOR 2026

WHEREAS, the Le Sueur City Council, pursuant to Minnesota State Statute 412.831, is authorized to designate annually a newspaper of general circulation in the City as its official newspaper; and

WHEREAS, the Henderson Independent meets the statutory requirements to be designated as the official and legal newspaper for the City of Le Sueur; and

WHEREAS, the Henderson Independent meets the statutory requirement of covering news of local interest; and

WHEREAS, the publication dates and deadlines of the Henderson Independent for legal advertising meet the requirements of the City of Le Sueur.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The Henderson Independent meets the requirements to be designated as the official newspaper for the City of Le Sueur and it will be used as the medium for all official and legal publications for the City of Le Sueur through December 2026.

PASSED by the City Council of the City of Le Sueur on this 5<sup>th</sup> day of January 2026.

ATTEST

\_\_\_\_\_  
Shawn Kirby, Mayor

\_\_\_\_\_  
Lindsey Dhaene, City Clerk

VOTE: \_\_\_HUNTINGTON \_\_\_KIRBY \_\_\_SCHLUETER  
\_\_\_SULLIVAN \_\_\_NELSON \_\_\_SMITH \_\_\_WILLIAMS



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council  
FROM: Joe Roby, City Administrator  
SUBJECT: Appointment of 2026 Assistant Weed Inspector  
DATE: For the City Council Meeting of Monday, January 5<sup>th</sup>, 2026

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**PURPOSE**

Appoint an Assistant Weed Inspector for the City of Le Sueur.

**SUMMARY**

Minnesota Noxious Weed Law dictates that the mayor of each Minnesota city shall become the designated local weed inspector for their political subdivision when they take their oath of office. The role of the local weed inspector (LWI) is to enforce the state's Noxious Weed Law, with duties spelled out in Minnesota State Statute 18.81. Specifically:

*M.S. 18.81. Subdivision 2. Local weed inspectors. Local weed inspectors shall:*

- (1) examine all lands, including highways, roads, alleys, and public ground in the territory over which their jurisdiction extends to ascertain if section 18.78 and related rules have been complied with;*
- (2) see that the control or eradication of noxious weeds is carried out in accordance with section 18.83 and related rules; and*
- (3) issue permits in accordance with section 18.82 and related rules for the transportation of materials or equipment infested with noxious weed propagating parts.*

Furthermore, Minnesota law allows a municipality to appoint one or more assistants to act on behalf of the mayor as a weed inspector for the municipality. Given the scope and experience of the City's Public Works & Facilities Department, the Council has previously appointed the Public Works & Facilities Manager to serve as Assistant Weed Inspector.

**ACTION REQUESTED**

The City Administrator is recommending the appointment of Public Works Manager Joel Schmidt and/or his delegate(s) as the City of Le Sueur Assistant Weed Inspector for 2026.

Alternate Actions:

- No action / Denial: Assistant Weed Inspector will not be named at this time unless otherwise directed by City Council.
- Modification of Recommendation: This is always an option for City Council.



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Stacy Lawrence, Human Resources & Communications Director

SUBJECT: Personnel Action – Recreation Programming Specialist Hire

DATE: For the City Council Meeting of January 5, 2025

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**PURPOSE**

Consider the hiring of a full-time Recreation Programming Specialist.

**SUMMARY**

The City of Le Sueur is recruiting a full-time Recreation Programming Specialist to fill a recent vacancy in the department. This position was posted on November 25, 2025, with a total of thirty-four (34) applications received. This was a competitive candidate pool with many experienced candidates meeting not only minimum qualifications but preferred qualifications as well. Staff has interviewed six (6) candidates and made an offer to Colin Downs.

**ACTION REQUESTED**

Staff is requesting a motion to approve the hiring of Colin Downs as a full-time Recreation Programming Specialist.



CITY OF LE SUEUR  
REQUEST FOR COUNCIL ACTION

TO: City Council  
FROM: Shawn Kirby, Mayor  
SUBJECT: 2026 City Council Positions, and Board/Commission Appointments  
DATE: For the City Council Meeting of Monday, January 5<sup>th</sup>, 2026

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**PURPOSE**

Annually, various City Council positions and board/commission appointments are made by the Mayor.

**SUMMARY**

City Code Section 32.60 (f) Powers and Duties of the Mayor states that “the Mayor will establish all City Council committees both standing and ad hoc and appoint the members of said committees.”

All Boards and Commissions are advisory to the City Council except those administering functions jointly with other political subdivisions (City Code Section 33.001). There is currently one such body, and that is the Minnesota River Valley Transit (MRVT) Board.

Positions on the following boards/commissions may be filled by appointment of non-councilmembers:

- Minnesota Municipal Power Agency (MMPA)
- Coalition of Greater Minnesota Cities (CGMC)
- Region 9 Development Commission

There are two new committee assignments in 2026, as the Le Sueur Chamber of Commerce is seeking representation from the City in the Chamber. It is recommended that two City elected officials be assigned. While it is anticipated that the Highway 169 Corridor Coalition will disband in early 2026, it is advised that the City assign councilmembers to participate in the dissolution.

Below is a summary of the mayoral appointments to positions, boards, and commissions for 2026:

<b>Position</b>	<b>2026</b>
President Pro Tem	Marvin Sullivan
Airport Commission	Mark Huntington
EDA #1	Marvin Sullivan
EDA #2	Scott Schlueter
Fire Commission	Marvin Sullivan
Planning Commission (ex-Officio)	Scott Schlueter
MRVT #1	Mark Huntington
MRVT #2	Kay Nelson
MRVT Alternate	Wendy Smith
Personnel and Budget Committee #1	Shawn Kirby
Personnel and Budget Committee #2	Marvin Sullivan
Personnel and Budget Committee #3	Pam Williams
RPAC	Mark Huntington
RPAC (ex-Officio)	Pam Williams
CGMC	Scott Schlueter
CGMC Alternate	Wendy Smith
Community Education Advisory Council	Shawn Kirby
Highway 169	Scott Schlueter
Highway 169 Alternate	Kay Nelson
Housing and Redevelopment Authority #1	Pam Williams
Housing and Redevelopment Authority #2	Wendy Smith
MMPA	Newell Krogmann
MMPA Alternate	Foster Transburg
Region 9 Development Commission	Scott Schlueter
Region 9 Development Commission Alternate	Joe Roby
Ridgeview Le Sueur Medical Board	Pam Williams
Charter Commission Council Representative	Wendy Smith
Le Sueur County Officials	Scott Schlueter
Le Sueur County Officials Alternate	Kay Nelson
Hwy 169 Abatement Joint Committee #1	Shawn Kirby
Hwy 169 Abatement Joint Committee #2	Marvin Sullivan
Le Sueur Chamber of Commerce #1	Shawn Kirby
Le Sueur Chamber of Commerce #2	Scott Schlueter

**ACTION REQUESTED**

Consider 2026 appointments to positions, board, and commissions as described in the above table.