



**BLUE EARTH CITY COUNCIL
CITY COUNCIL CHAMBERS
CITY COUNCIL WORKSESSION
TUESDAY, FEBRUARY 21, 2023 | 4:30 PM
AGENDA**

- 1 Call to Order by the Mayor**
- 2 Old Business**
- 3 New Business**
 - 3.1 Boards & Commissions Roles & Responsibilities Review
- 4 Adjournment**

By Order of the Blue Earth City Council
City Administrator Mary Kennedy
Post at City Hall on February 17, 2023
Distribute to Mayor, Councilmembers, Media & File

CITY OF BLUE EARTH 2023
BOARDS, COMMISSION AND COUNCIL SUBCOMMITTEE ROSTERS

ADMINISTRATIVE PENALTY REVIEW BOARD

Established: Ordinance 06-11 dated 6-19-06

Purpose: The review board shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the review board, the violator shall pay the penalty imposed within 7 days. Any administrative review resulting in a tie by the board shall be governed by a tie breaking vote by the Mayor.

Meeting: As necessary

Term: annually

Term Limit: n/a

Appointment Authority: Mayor appoints

Staff: City Administrator, City Attorney and any relevant Code Enforcement Officer presents case by staff. Mayor runs meeting as Chairman

Board Members:

Rob Norman

Jim Beattie

AIRPORT ADVISORY COMMISSION

Established: March 29, 1983 (Ordinance XXII - 3rd Series)

Meetings: Regular annual meeting and special meetings as required.

Term: Four years

Term Limit: Indefinite

Appointment Authority: Appointed by Mayor and confirmed by Council

City Council Liaisons: Ann Hanna and Jacque Drew

Staff: Mary Kennedy, City Administrator (non-voting secretary), Luke Steier (Manager)

Commissioners (appoint as necessary):

John Lindsey, Chairman (December 31, 2023)

Scott Kramer, Vice-Chairman (December 31, 2025)

Doug Nimz (December 31, 2023)

Allen Aukes (December 31, 2024)

Bryce Werner (December 31, 2025)

BLUE EARTH FIRE DEPARTMENT RELIEF BOARD

Meetings: Once per quarter and as required

Term Limit: 2 years

Appointment Authority: Election for Fire Department Representatives, Mayor appoints 3 members

Board Members:

Steve Brown, City of Blue Earth Fire Chief

Chris Matthews

Chad Bonin

Corey Survis

Dan Ristau

Jeff Eckles

Rick Scholtes, Mayor
Mary Kennedy, City Administrator

BOARD OF BUILDING APPEALS

Established: Through City Ordinance, City Code Section 250.05

Meeting: As necessary

Term: Conterminous with City Council and Planning Commission terms

Term Limit: As established by City Charter

Appointment Authority: Elected officers as established by City Charter

Staff: Mary Kennedy, City Administrator

Members:

Vice Mayor

Chair of Planning Commission

Resident who is qualified by experience and training to determine matters pertaining to building construction and who shall be appointed by the council for each individual appeal.

BOARD OF PUBLIC WORKS

Established: 1899

Meeting: 2nd Monday of Month at 5:00 p.m.

Term: Four years

Term Limit: indefinite

Appointment Authority: elected

City Council Liaison (non-voting): John Huisman and Stephanie Walter

Staff: Tim Stoner, General Manager

Board Members:

Dan Mensing, Chairman (December 31, 2026)

Mark Loge, Vice-Chairman (December 31, 2026)

Lars Bierly, Secretary (December 31, 2024)

Tim Juba (December 31, 2024)

Bernard Kriewall (December 31, 2024)

BOARD OF ZONING ADJUSTMENTS AND APPEALS

Established: Through City Ordinance, City Code Section 250.04

Meetings: As necessary

Term: Conterminous with City Council terms

Term Limit: As established for Council by City Charter

Appointment Authority: Elected officers as established by City Charter

Staff: Mary Kennedy, City Administrator

Members:

City Council

CHARTER COMMISSION

Established: 1967

Meetings: One annual meeting and as required (upon petition of 10% of eligible voters or at the request of the majority of Council)

Term: Four years

Term Limit: None (State Statute 410.05 amended in 2004 from 2-term limit to no term limit)

Appointment Authority: A city council, a charter commission, or the petitioners requesting the appointment of a charter commission may submit to the court the names of eligible nominees which the district court may consider in making appointments to the charter commission.

Approved by the District Court Judge (MN Statute 410.05) (*Changed from 8 member to 9 member by Resolution 13-04 on 1-7-13*)

Staff: Mary Kennedy, City Administrator
David Frundt, City Attorney

Commissioners:

Gary Armon (December 2026)
Frankie Bly (December 2025)
Tim Juba (December 2024)
Richard Scholtes (December 2025)
Bruce Hanson (December 2025)
Lars Bierly (December 2025)
Michael McNerney (December 2026)
Kendall Skaare (December 2026)
Wendy Cole (December 2026)
Travis Fenske (December 2026)

ECONOMIC DEVELOPMENT AUTHORITY

Established: October 1988, City Code Section 250.06

Meetings: Second Thursday of every month, 7:15 a.m., Council Chambers

Term: Six Years

Term Limit: Indefinite

Appointment Authority: Recommendation by EDA, appointed by Mayor and confirmed by Council.

City Council Liaison (voting): Mayor Richard Scholtes and Daniel Ristau

Staff: Mary Kennedy, City Administrator, Assistant Treasurer
Amy Schaefer-Economic Development Specialist, CEDA Representative
Rayne Hanevik-Office Specialist, Secretary

Commissioners:

Jamie Jones, President (December 2024)
Bill Rosenau, Vice President (December 2028)
Chase Brandt, Treasurer (December 2024)
Peggy Olson (December 2028)
Lissia Laehn (December 2024)

Ex-Officio Members:

City Administrator Mary Kennedy
Blue Earth Light & Water, Tim Stoner
Blue Earth Area Chamber of Commerce Director, Shellie Poetter

EDA EXECUTIVE REVOLVING LOAN SUBCOMMITTEE

Mary Kennedy, City Administrator
Bill Rosenau
Richard Scholtes
Amy Schaefer, CEDA

FARIBAULT COUNTY FITNESS CENTER BOARD

Established: 1988, Section 250.11

Meetings: As Required

Term: Three Years

Term Limit: Indefinite

Appointment Authority: Recommendation by Fitness Center Board, appointed by Mayor and confirmed by Council.

City Council Liaison (voting): Stephanie Walter

Staff: Michelle Hall, Fitness Center Director (also serves as board Secretary/Treasurer)

Board Members:

David Lein, Chair (December 2025)

Brent Haase (December 2024)

Joe Fering, (December 2024)

Norm Hall, (December 2025)

Chris Ankeny (December 2023)

Jonah Pirsig (December 2024)

HOUSING AND REDEVELOPMENT AUTHORITY

Established: Early 1960's, City Code Section 250.09

Meetings: Second Monday at 12:00 noon, Council Chambers

Term: Five Years (Crescent Apartment Commissioner elected annually)

Term Limit: Indefinite

Appointment Authority: Recommendation by HRA, appointed by Mayor and confirmed by Council

City Council Liaison: Richard Scholtes

Staff: Megan Hanson-Haase, Housing Manager

Mary Kennedy, City Administrator

Commissioners:

Ken Skaare, Chair (December 2024)

Dan Mensing, Vice-Chair (December 2027)

Mark Maher (December 2026)

Kim Shaffer (December 2027)

Vacant (December 2023) resident commissioner voting

HRA EXECUTIVE LOAN REVIEW SUBCOMMITTEE

Dan Mensing

Mary Kennedy, City Administrator

LIBRARY BOARD

Established: At time of City Charter adoption, City Code Section 250.02

Meetings: Second Monday of Month at 4:00 p.m., Library Community Room

Term: Three Years

Term Limit: No more than three consecutive three-year terms (City and State law).

Appointment Authority: Recommendation by Library Board, appointed by Mayor and confirmed by Council.

City Council Liaison (voting): Jacque Drew

Staff: Heidi Schutt, Director

Board Members:

Chuck Hunt, President (December 2025)

Dar Holmseth (December 2025)

Sandy Hanson (December 2024)

Judi Orvedal (December 2023)

Andrew Moen (December 2024)

Melanie Humborg (December 2025)

JOINT FIRE SERVICE ADVISORY BOARD

Established: Through City Ordinance - Section 250.12

Meetings: Once per quarter and as required

Term: Conterminous with City Council and Township Board terms

Term Limit: At the pleasure of their appointing authority.

Appointment Authority: At the pleasure of their appointing authority.

Staff: Mary Kennedy, City Administrator (secretary)

Board Members:

Tim Blagg, Chair

Mike Jacobson

Bill Carr

William Eckhardt

Neil Mensing

Ex Official Member:

Steve Brown, City of Blue Earth Fire Chief

JOINT PLANNING BOARD - BLUE EARTH CITY TOWNSHIP

Established: City of Blue Earth Resolution 95-43 on November 21, 1995-Section 250.13

Meetings: As necessary.

Term: Appointment at pleasure of respective local governing bodies.

Term Limit: Indefinite

Appointment Authority: Appointment at pleasure of respective local governing bodies.

Staff: Mary Kennedy, City of Blue Earth Zoning Administrator

David Frundt, City of Blue Earth City Attorney

Faribault County Zoning

Board Members:

City of Blue Earth Representative - Mayor Richard Scholtes

Faribault County Representative - *only if issue arises*

Blue Earth City Township Representative - *only if issue arises*

JOINT PLANNING BOARD - JO DAVIESS TOWNSHIP

Established: 1995, City Code Section 250.13

Meetings: As necessary

Term: Appointment at pleasure of respective local governing bodies

Term Limit: Indefinite

Appointment Authority: Appointment at pleasure of respective local governing bodies

Staff: Mary Kennedy, City of Blue Earth Zoning Administrator

David Frundt, City of Blue Earth City Attorney

Faribault County Zoning Technician

Board Members:

City of Blue Earth Representative - Mayor Richard Scholtes

Faribault County Representative - *only if issue arises*

Jo Daviess Township Representative - *only if issue arises*

PARKS AND RECREATION SUBCOMMITTEE

Established: Proposed February 22, 2006

Purpose: Established to deal with various park improvement requests and to carry through with the pool project and Steinberg Park project. The former Mosquito Control Subcommittee will fall under the auspices of the Parks and Recreation Subcommittee

Meetings: As necessary

Term: Annual appointment by Mayor

Term limit: Indefinite

Appointment Authority: Appointed by Mayor and approved by City Council

Staff: Mary Kennedy, Administrator

Members:

Councilmember Dan Ristau, Chairman

Appointed Non-Elected:

Dave Kittleson

Brenda Smith

Katie Alford

Ryan Northwick

Ann Hanna

Wendy Cole

PERSONNEL COMMITTEE

Established: April 2019

Appointment Authority: Appointed by Mayor and approved by City Council.

Staff: City Administrator Mary Kennedy and Deputy City Clerk Echo Roggenkamp

Members:

Rick Scholtes, Mayor

Michael McNerney, City Council

PLANNING COMMISSION

Established: At time of City Charter adoption, City Code Section 250.03

Meetings: First and Third Thursday of each month at 4:00 p.m., Council Chambers

Term: Five Years

Term Limit: Indefinite

Appointment Authority: Recommendation by Planning Commission, appointed by Mayor and confirmed by Council (Chair and Vice-Chair appointed similarly to general appointments on annual basis).

City Council Liaison: Rick Scholtes

Staff: Mary Kennedy, City Administrator/Zoning Administrator

Commissioners:

Rick Scholtes, (December 2025)

Kitty Fletcher (December 2026)

Bill Olson, (Chair) (December 2025)

Whitney Foster (December 2027)

Kara Drake, (December 2024)

Paul Smith (December 2024)

Greg Scheid (December 2026)

RURAL ENTREPREUNRIAL VENTURE

Established: October 2020

Purpose: Established under EDA for entrepreneurial and workforce support.

Meetings: Every second Thursday, 8:30 am

Term: Annual appointment by Mayor

Term limit: One Year

Appointment Authority: Appointed by Mayor and approved by City Council.

Staff: Mary Kennedy, City Administrator

Amy Schaefer, Community Development Specialist (CEDA)

Members:

Councilmember John Huisman

Marc Meier, Chair

Lissia Laehn, Vice Chair (EDA liaison)

Mandy Fletcher

Shellie Poetter

Annie Nichols

Deb Anderson

SENIOR CENTER BOARD

Established: December 1989, Section 250.10

Meetings: Second Tuesday of Month at 4:00 p.m., Senior Center

Term: Three Years

Term Limit: Indefinite

Appointment Authority: Recommendation by President of Senior Center Board, appointed by Mayor and confirmed by Council.

City Council Liaison (non-voting): Stephanie Walter

Staff: Linda Jahnke, Senior Center Director

Board Members:

Eugene Murphy, President (December 2024)

Charles Holmseth (December 2025)

Arnold Thron, (December 2024)

Sue Cassens, (December 2025)

Marilyn Stensland, (December 2023)

Donna Sohn (December 2024)

Darlene Anderson (December 2023)

Ex-Officio Members:

Senior Club Representative

Nutrition Program Representative

All Paid Staff

STREET IMPROVEMENT SUBCOMMITTEE

Established: January 2, 2007

Purpose: Established to review proposed street improvement plan process scheduled for 2007
Provide policy direction to staff and recommendations to the City Council

Term: Indefinite

Term Limit: Indefinite

Appointment Authority: Appointed by Mayor and approved by City Council

Staff: Mary Kennedy, City Administrator

Jamie Holland, Public Works Director

Wes Brown, City Engineer

Members:

John Husiman

Michael McNerney

Appointed Non-Elected:

Ray Wigern

Gary Armon

Vacancy

Dan Brod

Randy Ficken

BLUE EARTH JOINT FIRE SERVICE BOARD
MEMBERSHIP ROSTER
As of 1-4-22

Mary Kennedy, City Administrator
City of Blue Earth

Steve Brown, Fire Chief
City of Blue Earth

William Eckhardt, Advisory Board
Prescott Township

Jan Rauenhorst, Clerk
Prescott Township

Neal Mensing, Advisory Board
Verona Township

Nina Patten, Clerk
Verona Township

Bill Carr, Advisory Board
Pilot Grove Township

Rhonda Dahl, Clerk
Pilot Grove Township

Mike Jacobson, Advisory Board
Jo Daviess Township

Justine Hougen, Clerk
Jo Daviess Township

Dave Klabunde/Advisory Board
Blue Earth Township

Denise Pfaffinger, Clerk
Blue Earth Township

John Huisman, Councilmember/Advisory Board
City of Blue Earth

BLUE EARTH CITY OFFICIALS/ APPOINTED

Administration Department

City Administrator/Zoning Administrator	Mary Kennedy
Community Development Director	Amy Schaefer
Deputy City Clerk	Echo Roggenkamp
Office Specialist	Tammy Davis
Office Specialist	Rayne Hanevik

Police Department

Police Chief	Tom Fletcher
Police Officers	Melissa Felion
	Jordan Paukert
	Tharen Haugh
	Josh Crofton

Public Works Department

Public Works Supervisor	Jamison Holland
Public Works Senior Maintenance Employee	Kevin Skaare
Public Works/ WWTP Senior Operator	Steve Anderson
Public Works/ WWTP Operator	Wes Bell
Public Works/ Maintenance Employee	Mark Heenan
	Steven Sonnicksen
	Jared Brown
	Bodey Bell

Library

Library Director	Heidi Schutt
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Liquor Store

Liquor Store Manager	David Olson
Liquor Store Clerk	Amber Belaski
	Ken Spellman

Other Departments

Senior Center Director	Linda Jahnke
Fitness Center Director/ Pool Manager	Michelle Hall
Ag Center Complex Maintenance	Devin Greenside

Contractual

City Attorney – David Frundt, Frundt, Lundquist & Gustafson, LTD
City Engineer – Wes Brown, Bolton & Menk
Fire Chief – Steve Brown
Assistant Fire Chief – Andrew Willner
Building Official - Steve Anderson
Airport Management – Luke Steier, Blue Earth Aviation
Auditor – CarlsonSV
Labor Relations – Frundt, Lundquist, and Gustafson
Financial Advisor – Doug Green, Baker Tilly
Bond Counsel - Mary Ippel, Briggs & Morgan
Insurance Agent – Lars Bierly, Minn-Iowa Insurance
EDA Services – Amy Schaefer, CEDA

Note: Regular, periodic, seasonal, and temporary part-time employees are not included.

BLUE EARTH CITY OFFICIALS/ELECTED

As of 1-4-2022

MAYOR	Richard Scholtes (Term expires January 6, 2025)
MEMBER AT LARGE COUNCIL MEMBER	John Huisman (Term expires January 6, 2025)
MEMBER AT LARGE COUNCIL MEMBER	Ann Hanna (Term expires January 4, 2027)
MEMBER AT LARGE COUNCIL MEMBER	Daniel Ristau (Vice Mayor) (Term expires January 4, 2027)
MEMBER AT LARGE COUNCILMEMBER	Jacque Drew (Term expires January 4, 2027)
MEMBER AT LARGE COUNCIL MEMBER	Michael McNerney (Term expires January 6, 2025)
MEMBER AT LARGE COUNCILMEMBER	Stephanie Walter (Term expires January 6, 2025)
HONORARY COUNCILMEMBER	Cass Davis

LIAISON ASSIGNMENTS

Library Board:	Jacque Drew
Economic Development Authority:	Daniel Ristau
Housing and Redevelopment Authority:	Richard Scholtes
Senior Center Board:	Stephanie Walter
Faribault County Fitness Center Board:	Stephanie Walter
Board of Public Works:	John Huisman, Stephanie Walter

OTHER BOARDS AND COMMISSIONS

Joint Fire Service Advisory Board:	John Huisman
Joint Planning Board/BE City:	Mayor Scholtes
Planning Commission:	Mayor Scholtes
Charter Commission:	Mayor Rick Scholtes
Board of Zoning Adjustments and Appeals:	City Council
Board of Building Appeals:	Vice Mayor Daniel Ristau
Blue Earth Airport Advisory Commission:	Ann Hanna, Jacque Drew
Fire Relief Board	Mayor Scholtes/Mary Kennedy