AGENDA
EDEN VALLEY CITY COUNCIL
MEETING & WORKSHOP
January 21, 2026
7:00 P.M.

Call to Order / Pledge of allegiance

1. Approve Agenda
2. Resolution 2026-03 amend 2025 Budget transfer to reflect actual amounts at end of year

Mayor adjourns to workshop

3. WORKSHOP AGENDA

A. Part time/Temporary Employees
   2026 Pay-rate
   Schedule for part-time/temporary Employees
B. Starting New Hire start pay amount (FYI)
C. Trail Board
D. Spring Citywide Cleanup May 23 time 9-11
E. Recognition & Service Awards
   Amend the policy
   3 Employees Missed
F. Mural Project - Citywide
G. Other – any items to newsletter due to Sara January 30th

Mayor resumes regular meeting

4. Action Items:
   a) Set Pay Rate for Part-time/Temporary Officers
   b) Resolution 2026-04 Amend the Personnel Policy Recognition & Service Awards
   c) Motion – Mural on City Owned buildings

3. Upcoming Meetings/Events
   - EDA January 26th 6:30 pm
   - Fire Appreciation Dinner: February 7th 6:00 Social
   - Council Meeting February 4 7:00 pm
   - Joint City, Township & Fire Meeting – Wednesday February 11 7:00 pm
   - Trail Board February 19 6:00 pm

4. Adjourn.

*Items highlighted in yellow are additions to the agenda

*** NOTE: Items listed in the Consent Agenda are acted upon without discussion, and all are approved with a single motion. When the Mayor calls for a motion on the Consent Agenda anyone present may ask to have an item removed from this list for discussion later in the agenda.**

Resolution 2026-03 amending 2025 annual transfers

Descr Transfers					**Acct Code**		
	REQUESTED	**ACTUAL**					*reason*
Budgeted Annual Transfer*	**AMOUNT**	Amount	from	to	**4-M**		*change*
to reserve							
***** if budget allows at end of year**							
Building Fund	$ 5,000.00	$ 5,000.00	100-41900-720		410	10300	
Building Fund	$ 5,000.00	$ 5,000.00	100-41920-720		410	10300	
Building Fund	$ 5,000.00	$ 5,000.00	100-41950-720		410	10300	
Police Equipment/Vehicle	$ 5,000.00	$ 5,000.00	100-42100-720		421	10300	
FR Vehicles, cities portion	$ 13,000.00	$ 13,000.00	100-42200-720		100	10300	
street - vehicles	$ 15,000.00	$ 15,000.00	100-43100-720		431	10300	
stormwater	$ 5,000.00	$ -	100-43150-720		100	10300	*spent*
snow removal	$ 5,000.00	$ -	100-43200-720		431	10300	*spent*
Street & Alley Equipment	$ 5,000.00	$ 5,000.00	100-43500-720		431	10300	
Park Equipment - mower	$ 6,000.00	$ 5,000.00	100-45100-720		431	10300	
		$ 1,000.00	100-45100-720		410	10300	
Water Treatment Plant	$ 125,000.00	$ 125,000.00	510-49420-500		510	10302	
total CIP budgeted	**$ 194,000.00**	**$ 184,000.00**					
fire vehicle - township	$ 26,000.00	$ 26,000.00	470-10100		470	10300	
Fire Hall building Fund	$ 12,000.00	$ 9,940.02	470-42200-720		470	10300	*spent led,lot*
Relief Assoc. to Equipment Reserve	amount at YE	$ 23,471.76	475-10100		475	10300	
		$ 243,411.78					
JOURNAL ENTRIES							
Reserve and Cash Fund	*** bal last week of year						*reason*
Park fund	$ 20,564.28	$ 20,697.47	ZERO OUT 451 from 100				*YE amount*
Park fund (up to for final bill)	$ 20,000.00	$ 18,546.47	ZERO OUT 451 from 265				
Sewer Fund	$ 20,000.00	$ 23,711.12	ZERO OUT 520 from 100				
2018 Improv Project	$ 6,104.76	$ 5,988.83	ZERO OUT 340				
Building Fund	$ 13,943.73	$ 12,677.63	ZERO OUT 410				

Approved this 21st day of January, 2026

_____

Brent Bengtson, Mayor

Attest:

_____

Cindy Anderson, Clerk-Treasurer

PART TIME AND TEMPORARY EMPLOYEES

Definitions: Part-time/Temporary Employees

PART-TIME Employee

Union: (2026-2028 contract)

> Part-Time Employee: an employee who regularly works less than 40 hours per week, but at least 14 hours per week. For part time employees working a minimum of 20 hours per week (1040 per year) sick, vacation, holidays shall be pro-rated based on hours worked to a 40-hour work week.

Non- Union (personnel policy)

> "PART TIME EMPLOYEE" - Employees who are scheduled to work less than 40 hours per week on a year-round basis.

TEMPORARY Employee

Union: (2026-2028 contract)

> Temporary Employee: An employee who is hired for a period of less than 67 workdays in a calendar year.

Non-Union: (personnel policy)

> "TEMPORARY APPOINTMENT" – Appointment to a City position on a temporary basis where no benefit eligibility exists and no credit is given for seniority.

Pay Scale Officer 2026

Grade	step	1	2	3	4	5	6	7	8	9	10	11
7		$26.22	$27.27	$28.36	$29.49	$30.67	$31.90	$33.17	$34.50	$35.88	$37.31	$38.81

Officer A 2025 27.66

Officer B Hours worked:

2021: 22.73 rate of pay 23.46
2022: 59.33 rate of pay 24.05
2023: 18 same
2024: 10 same

Compensation (Union Contract)

Compensation for seasonal and temporary employees shall normally be set by Council at the time of hire, or on an annual basis.

Union Contract Article 11.2

> Employees working thirty (30) hours or more per week shall advance to the next step on the wage scale on their anniversary date of each year, part time employees working loess than thirty (30) hours shall advance to the next step upon completion of 2080 hours. If an employee is in the process of a disciplinary action at the time their step increase is due the employees' step shall be held until the disciplinary issue is resolved. Once resolved the employee shall receive their step and back pay to their anniversary date.

RECOMMENDATION

Recommend Temporary be placed at a step and then if they return the next year they would receive the pay based on that years pay scale (allowing for the cola increase that was given).

PERA

Generally, all full-time and most part-time employees will be enrolled immediately upon hire. Employees with variable pay become eligible in the first month their earnings exceed $425. Enrollment and deductions should start with the paycheck that caused the monthly earnings to exceed $425.

Once an employee is eligible for PERA coverage, their membership continues until termination of employment with that employer. This is true even if their earnings fall below the salary threshold in subsequent months.

Coordinated Plan

Members of PERA's largest plan include employees from cities, counties, townships, and school districts who perform the work of public service.

Minnesota statutes allow specific positions a choice between the Coordinated Plan and Defined Contribution Plan when monthly earnings exceed $425—city manager, physician, and non-governing elected official.

Correctional Plan

Members of this plan are certified as eligible by their employer and responsible for the security, custody, and control of local government correctional facilities and inmates.

Police & Fire Plan

Membership is limited to include full-time police officers and firefighters who meet specific job-related duties. Part-time police officers and firefighters participate in the Coordinated Plan by default unless the employer chooses to pass a resolution to provide P&F coverage. Sample resolutions are located with other PERA forms.

SETTING NEW HIRE START AMOUNT

Union Contract Article 11

11.6

Hiring/step placement of employee shall consider experience, education, licensing, recruitment market conditions and other job-related factors with City Council approval.

Personnel Policies:

Recognition & Service Awards

adopted 10 2018

It is the policy of the City of Eden Valley to recognize employees as a valuable asset in service-oriented city government and to recognize employees who have shown loyalty, dedication, and commitment to their work. In order to assist in this recognition the following procedure will be established:

Length of Service and Retirement Recognition:

a. Each Department Head shall maintain a current list of the dates employees began their work for the City.

b. The Department Head shall confirm the employee's anniversary date one month before the event and so notify the City Clerk/Treasurer.

c. The City Clerk/Treasurer and the Mayor shall provide for the appropriate certificates, plaques, and gifts as follows on the following employee anniversary dates: **5, 10, 15, 20, 25** years – Plaque or $35 Valley Bucks. **30, 35, 40 years** – Plaque and $50.00 Valley Bucks,

Retirement - Plaque and $100.00, plus an open-house reception at the Civic Center, Community Center, or another location the Council deems as appropriate, with cost of food and non-alcoholic beverages not to exceed $500.

Mark: 20 year actual 23 years ($35.00)
Cindy: 5 yr actual 7 years ($35.00)
Sara: 5 yr actual 5 years ($35.00)

MURAL PROJECT BUILDINGS

TEAM 2 – CINDY & JUDY

BUILDING	MATERIAL	WHERE TO PUT IT	NOTES/RESULTS
City Hall		??	
Old Fire Hall	Painted	South Side	
County Line Engraving	Siding	North Side	
Public Works Building	Steel Siding	Side Facing Hwy 55	

EVC4P CITYWIDE MURAL & PUBLIC ART PROJECT

Participation Agreement

Business/Property Name: _____
Property Address: _____
Owner/Authorized Representative: _____
Phone: _____ **Email:** _____

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1. Purpose

This Participation Agreement confirms that the business/property listed above agrees to host artwork as part of the **EVC4P Citywide Mural & Public Art Project**. The project aims to enhance community spaces, support local artists, and promote public art throughout Eden Valley.

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2. Display Options (Select One)

Please check the display method you agree to host on your property:

☐ **Option 1:** Mural painted directly onto an approved exterior wall
☐ **Option 2:** A 4 ft × 4 ft painted plywood panel mounted on the building
☐ **Option 3:** A 4 ft × 4 ft painted plywood panel displayed on a yard frame/pole

Please describe the exact location where the artwork may be installed:

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3. Terms of Participation

3.1 Artwork Selection & Creative Decisions

- All artwork will be **selected and curated by EVC4P**.
- Business owners **will not select or collaborate directly with artists**.
- Final artwork will be reviewed for appropriateness by EVC4P before installation.

3.2 Installation

- EVC4P will coordinate installation of the artwork or provide instructions for mounting.
- Business agrees to allow temporary access to the property for installation and maintenance.
- When a mural is selected, the business confirms it has authority to approve painting on the chosen wall.

3.3 Duration

- Artwork will remain on display for a minimum of **[insert timeframe, e.g., 12 months]**, unless removal is required for safety or property maintenance.

3.4 Maintenance & Damage

- EVC4P may provide touch-ups or repairs as needed, depending on materials used.
- If artwork is damaged due to vandalism, weather, or building repairs, the business agrees to notify EVC4P promptly.

3.5 Removal

- Should the business need the artwork removed prior to the agreed timeframe, the owner must provide **30 days written notice** to EVC4P.
- Removal of murals may result in visible paint differences; EVC4P is not responsible for repainting entire building surfaces.

3.6 Cost

- Participation in the program is: ☐ **No Cost /** ☐ **Sponsored /** ☐ **Other:** _____ (Customize as needed.)

4. Liability

- The business releases EVC4P, participating artists, and project partners from liability related to accidental property damage except when caused by negligence during installation.
- EVC4P and artists retain copyright ownership of the artwork.

5. Authorization

By signing below, the property owner or authorized representative agrees to the terms above and grants permission for EVC4P to install and display artwork on the property.

Owner/Authorized Representative Signature: _____
Printed Name: _____
Date: _____

EVC4P Representative Signature: _____
Printed Name: _____
Date: _____

RESOLUTION 2026-04
AMEND PERSONNEL POLICY: RECOGNITION & SERVICE AWARDS
for PART-TIME/FULL-TIME EMPLOYEES

Amend policy: add Part-time/Full-time employees to title
Amend policy: remove the word "plaques" for length of service
Amend policy: change gift certificates from an Eden Valley business to Valley Bucks.

Page 31 of Personnel Policies:
Recognition & Service Awards for part-time/full-time employees
It is the policy of the City of Eden Valley to recognize employees as a valuable asset in service-oriented city government and to recognize employees who have shown loyalty, dedication, and commitment to their work. In order to assist in this recognition the following procedure will be established:

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c. The City Clerk/Treasurer and the Mayor shall provide for the appropriate certificates, ~~plaques~~, and gifts as follows on the following employee anniversary dates: ***5, 10, 15, 20, 25*** *years – ~~Plaque~~ or $35 ~~gift certificate~~ Valley Bucks from an Eden Valley business.* ***30, 35, 40 years*** *– Plaque and $50.00 Valley Bucks,*

Retirement - *Plaque and $100.00, plus an open-house reception at the Civic Center, Community Center, or another location the Council deems as appropriate, with cost of food and non-alcoholic beverages not to exceed $500.*

Adopted by the City Council of the City of Eden Valley this 21st day of January, 2026.

_____
Brent Bengtson, Mayor

ATTEST:

_____
Cindy Anderson, Clerk/Treasurer