City of Eden Valley
City Council Minutes – Meeting & Workshop
April 15, 2026
7:00 p.m.

With due call and notice thereof, the April 15, 2026 Regular Council Meeting of the City of Eden Valley was held in the Civic Center meeting room.

Council Present: Mayor Bengtson, Councilors: Kleven, Fischhaber, Schueller, Huschle
Also present: Cindy Anderson, City Clerk; Carolyn Stutsman, berganKDV; Kent Louwagie, Bolton & Menk.

The Regular meeting was called to order by Mayor Bengtson at 7:00 p.m.

1. Approve Agenda: Mayor Bengtson asked if there were any corrections or additions to the agenda.
A motion to approve the agenda was made by Huschle, seconded by Fischhaber and carried unanimously.

2. A. LG214 Premises Permit Gambling Application River Lakes Hockey, Inc at 2 Forks Tavern, 153 Stearns Ave E.
A motion to approve the Premises Gambling Permit for River Lakes Hockey, Inc at 2 Forks Tavern, 153 Stearns Ave E was made by Bengtson, seconded by Huschle and carried unanimously.

B. EV Relief Association 1-4 day liquor license June 26-June 28th, 2026.
A motion to approve the liquor license for Relief Association for Valley Daze June 26 – 28th, 2026 was made by Huschle, seconded by Kleven and carried unanimously

3. 2025 Audit Report
Caroline Stutsman, BerganKDV reviewed the 2025 audit. She reviewed the 4 reports presented, the Cash Basis Audited Financial Statements, the full accrual Enterprise Funds Financial Statements, the Communications Letter which summarized the reports, and the Compliance Report on Government Auditing Standards and Minnesota Legal Compliance. She reported that once again the City attained an unmodified opinion on regulatory basis of accounting, which is the highest level the city can receive. She noted on internal control item, which is due to the size of the city and number of staff, the usual lack of segregation of duties.
The general fund balance includes approximately 15 months of operation revenue, the city requires at least 6 months. Budget to actual numbers were reviewed with Stutsman noting receipts and expenses had been fairly consistent with other years. Enterprise Funds were reviewed, with Stutsman reporting the Sewer Fund is still covering depreciation costs, however the city should continue to keep a watchful eye on rates for sewer.

Resolution 2026-10 Accepting the 2025 financial audit
A motion to approve the Resolution 2026-10 Accepting the 2025 financial audit as presented, was made by Fischhaber, seconded by Huschle, and carried unanimously.

4. Approval of annual LMC liability Waiver.
A motion to select "Does Not Waive" was made by Bengtson, seconded by Fischhaber. Motion Carried.

5. SW Improvement Project: Kent Louwagie, City Engineer

Mayor adjourns to workshop

Workshop Agenda

Council discussed the following items:

A. Sunny Meadows
Council discussed the list of bills to date and future bills related to the broken lines at a property in Sunny Meadows.

B. Department Clerk:
Clerk Treasurer Position & Deputy Clerk Position – See attachments A & B
Council Discussed the proposed changes with the 2 positions.
Schedule for May/June – Anderson requested Fridays off. She stated she would use vacation if needed.

C. Demo of House and Garage at 857 State St N
Anderson presented 2 quotes for the Demolition
Voss Plumbing 25,300 (all inclusive)
Thielen Excavating 14,000 (just the demolition, removal – not included the hazardous material, capping the water sewer main, etc.)

D. EV Charging Station – reschedule at future meeting

Mayor resumes regular meeting

6. Council Actions
   A. Sunny Meadows
   A motion was made, based on public safety concerns, acknowledging that the sewer main was capped at the time of the issue to prevent further damage or a larger problem; as a result, and despite the applicable ordinance requiring the homeowner to bear the full cost, the City will contribute $20,000 and cover the cost of street restoration. The homeowner will be responsible for the remaining balance of $37,477.88, as well as the costs to restore the curb and driveway.

   B. City Clerk and Finance/Utility Billing Clerk Positions
   A motion was made by Bengtson to approve the presented Changes in the job duties and job title for the Clerk Treasurer Position to City Clerk and Deputy Clerk to Finance/Utility Billing Clerk, seconded by Fischhaber. Roll Call; Yes: Schueller, Kleven, Bengtson, Fischhaber No: Huschle

   C. Demolition of 857 State St N
   A motion by Huschle was made to accept the quote from Voss Plumbing for $25,300, seconded by Kleven. Motion Carried.

7. Upcoming Meetings:
   - Council Meeting May 6th, 2026
   - Council Workshop May 20, 2026ire Appreciation Dinner: February 7th 6:00 Social
   - City Clean-up Day May 23 9-12

As there was no further business, the meeting was adjourned at 9:00 pm.

Brent Bengtson, Mayor

Attest:

Cindy Anderson, Clerk/Treasurer

Attachment A

Title of Class: City Clerk/Development Director
Department: Administration
Grade:10
Effective Date: 4 2026

Supervision Received: Works under the general and administrative supervision of the City Council. Direct Commissioner: Mayor

Supervision Exercised: Exercises supervision Deputy Clerk, Finance & Utility Billing Clerk and overall office help.

DESCRIPTION OF WORK

General Statement of Duties: The City Clerk/Development Director is responsible for performing statutory clerk duties while leading the city's planning, economic development, and development activities. This position manages official records, prepares agendas and minutes, and ensures compliance with legal requirements, while also overseeing land use planning, zoning administration, and development review processes. The role coordinates with developers, businesses, and internal departments to guide projects from concept through completion, and supports Economic Development Authority (EDA) initiatives that promote business growth, redevelopment, and job creation. Additionally, the position prepares reports and recommendations for the City Council and commissions, administers grants and development programs, and helps implement the city's comprehensive plan to support orderly growth and long-term community success.

DUTIES & RESPONSIBILITIES:

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. City Clerk:
   - Assists the Council in the coordination and administration of City policies and procedures; researches and assists in the development of solutions to problems.
   - Advises departments regarding administrative procedures and policies.
   - Prepares and types correspondence, reports, memos, letters, ordinances, etc. on behalf of the Council.
   - Carry out assignments as designated by the City Council.
   - Maintains the official minute books for the City Council and all City Boards.
   - Attends City Council and all City Board meetings and recording Council actions.
   - Prepare agendas, packets and monthly reports for City Council and all City Boards. Which includes ordinances, resolutions, agreements and contracts.
   - Organizes and maintains records of minutes, ordinances and resolutions.
   - Arranges and publishes notices of meetings and ordinances as required by law.
   - Record all necessary documents with Meeker and Stearns Counties
   - Attests the Mayor's signature on official documents wherever required and maintains responsibility for the City Seal.
   - Provides certified copies of proceedings and records of the City upon request
   - Receives requests, complaints, and information from the public and transmits to staff and/or Council or handles.
   - Put together Fire Board City/Township Packets annually. Budget and expense report.

   - Acts as liaison with state, both counties, the City Attorney, and the Economic Development Commission.

- Acts as manager of Records retention and maintain records
- Maintain City Personnel Policies.
- Maintain City Ordinance book and distribute updates
- Maintain City Fee Schedule
- Maintain confidentiality by ensuring any access to non-public data be strictly limited to accessing the data that are necessary to perform the duties.
- While data is being accessed, take reasonable measures to ensure the non-public data is not accessed by individuals without a work reason.
- Properly store non-public data.
- Maintain records and process changes as they occur.
- Assist the Finance/Utility Billing Clerk in obtaining necessary documents for the annual audit.
- Develop and update the City meeting schedules/calendars.
- Coordinate and assist the County Assessor in preparing for the Board of Appeal & Equalization meeting.
- Assist in processing and completing accounts payable including reviewing and processing invoices for payment, verify calculations and send payments.
- Assist in assuring timely payments of all bills incurred by the City and verity the accuracy of the bills.
- Distribute all accounts payable checks.
- Assist in creating and maintaining vendor records including requesting the necessary W9's from each agency.
- Maintain the file system of all paid invoices.
- Assist with City budget

- Liquor/Gambling/Cannabis
  - Serve as point of contact for Owners
  - Answer questions about licensing requirements, fees and procedures
  - Process applications (new, renewal,)
  - Review applications for completeness and compliance with local ordinances
  - Maintain licensing schedules, deadlines, and renewal notices
  - Mail complete applications to State
  - Prepare reports for city council approval
  - Coordinate with finance clerk for payments of fees, penalties and fines

2. Development Director
   - Conduct research on land use trends, population growth and infrastructure needs
   - Support initiatives that attract and retain businesses in the community
   - Meet with developers, investors, business owners
   - Develop and administer incentive packages such as grants, tax increment financing and abatements
   - Maintain relationships with local businesses, developers and investors
   - Write grants (state, federal, regional, etc)
   - Support and coordinate activities of the Eden Valley Economic Development Authority
   - Attend Eden Valley EDA Meetings
   - Provide financial report to the EDA
   - Prepare funding applications and manage awarded grants
   - Work directly with developers on new projects
   - Oversee redevelopment of underused or blighted properties
   - Attend MN EDAM learning opportunities and workshops
   - Attend APA MN American planning association
   - Attend other development/city planning organizations events that would benefit Eden Valley
   - Improvement Projects/Strategic planning
     i. Assist with maintaining the Comprehensive Plan and update as directed by Planning Board and City Council.
     ii. Assist City Engineer and Public Works Director in public improvements/special assessment projects.
     iii. Track the steps for local improvements, order and process documents, including verifying special assessments.

3. Planning and Zoning:
   - **Serves as the City's Zoning Administrator, plan, develop and enforce zoning and land use regulations.**
   - Assists the Planning Committee in the coordination and administration of Land Use policies and procedures; researches and assists in the development of solutions to problems.
   - Interprets city ordinances and directives;
   - Prepares and types correspondence, reports, memos, letters, ordinances, etc. on behalf of the Planning Commission.
   - Attends Planning meetings and records actions;
   - Prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
   - Provide reports, recommendations, and advice as appropriate on subdivision plats, zoning permits, variance requests, conditional use permits, lot splits, and other matters related to planning and zoning.
   - Coordinate the annexation process
   - Arranges and publishes notices of meetings and ordinances as required by law.
   - Verify, approve and process all types of zoning permits.
   - Answer questions regarding all land use.
   - Initial Contact for residents, builders, etc
   - Review zoning permit application submitted to city hall.
   - Prepares application to be submitted to Planning Committee when necessary.
   - Work with department heads, engineer with development agreements
   - Maintain the City maps to include current zoning changes, annexations, and census data.

   - Rental licensing
     - Serve as point of contact for landlords, tenants and the public
     - Answer questions about licensing requirements, fees and procedures
     - Process applications for residential rental licenses (new, renewal, transfers)
     - Assist in developing or updating rental licensing ordinances
     - Review applications for completeness and compliance with local ordinances
     - Coordinate with inspector, follow up on results
     - Track violations and ensure corrective actions are completes
     - Maintain licensing schedules, deadlines, and renewal notices
     - Maintain accurate records of all licensed rental properties
     - Prepare reports for city council, commissions or internal use
     - Coordinate with finance clerk for payments of fees, penalties and fines

4. Human Resource
   a. Act in partnership as the Human Resource Director for the City
      - Administer the benefit programs and annual open enrollment. Educate potential employees, current employees and retirees on benefit plans.
      - Act as a liaison between employees and insurance providers.
      - Administer disability management programs including FMLA, non-FMLA, short and long term disability and return for duty evaluations as necessary.
      - Ensure compliance with State and Federal employment regulations.
      - **Aid in response to worker's compensation and unemployment claims.**
      - Ensure new employee participation with safety training requirements.
      - Maintain confidential and non-confidential personnel files and records; ensure secure storage of all personnel records and dissemination of information in accordance with the Minnesota Data Practices Act.
      - Respond to employee inquires regarding employee and labor relations, training and development, recruitment, payroll, benefit administration and other general employee related issues.
      - Develop and maintain accurate job descriptions.
      - Develop, implement and evaluate effective recruitment, hiring, on boarding and exiting processes.
      - Assist in the hiring of new employees including advertising, reviewing job descriptions, interview

questions and interviewing processes.
- Conduct new hire orientation and on-boarding; including all necessary new hire forms, tours and introductions.
- Demonstrate technical competences in all practices of human resources and provide advice, support consultation and guidance with administration, department heads and employees.

b. Payroll:
- Assist Finance/Utility Billing Clerk
- Assist in reviewing payroll systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes and other deductions.
- Assist in creating and maintaining employee records in the payroll software.
- Verify the Treasurer's payroll calculations distribute payroll documents to employees.
- Maintain all current and past employee files.

5. Elections:
- Administers local elections in accordance with State and County requirements. Stearns and Meeker Counties.
- Oversee, recruite, schedule, and train, election judges and maintains election records.
- Attend all required trainings for Meeker/Stearns Counties

6. General:
- Answers city phones and provides information and assistance to the public.
- Respond to complaints/concerns
- Act as Notary
- Represents the City at meetings, conferences, and other assigned public affairs.
- Prepares a variety of reports and files with appropriate state, federal, or county offices.
- Maintain City fee schedule and create and update applications and forms
- Reviews and oversees all contracts and agreements.
- Assist with Payroll, Accts receivable and payable
- Researches the impact of mandates, law and regulation changes affecting the City; presents proposals for responding.
- Assist with Maintaining and updating Website
- Proof the City Newsletter Quarterly
- Other duties as assigned or apparent

ADDITIONAL COMMITTEES/BOARDS:
- CCT Community Transit Joint Powers Board
  Personnel Committee
- Trail Board
- Wellhead protection
- Joint Water Board
- Township/City Fire Board

ATTACHMENT B

Title of Class: City Finance & Utility Billing Clerk
Department: Administration
Grade: 8
Effective Date: draft 4 2026

Supervision Received: Works under the general and technical supervision of the City Clerk.

Supervision Exercised: None.

DESCRIPTION OF WORK
General Statement of Duties: Perform skilled accounting including; processing accounts payable/receivable, grant reporting, payroll, prepare journal entries for the balancing of the City accounts, preparation of the annual audit and prepare the City budget.

ESSENTIAL DUTIES:
This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor.

1. Finance

   Treasurer

   - Act as the City Treasurer and assumes all statutory responsibilities of that position.
   - Oversee all activities of the annual audit of City financial records.
   - Manage the maintenance and development of accounting records and supervise the processing of accounting transactions, reconciliation and closing of accounting records.
   - Prepare and send invoices based on contracts or agreements; calculate penalties and receipt payments
   - Process all aspects of accounts receivable.
     - Prepares invoices for developers, customers and residents for city services; receipts payments, which also may include rentals and utility deposits.
     - Prepares daily cash receipts and deposits and enter into system for City, and all departments.
   - Process all aspects of accounts payable
     - Assure timely payment of all bills incurred by the City and verify for Enter, Code Bills weekly
     - Print checks
     - Maintains accounts payable files, journals and records.
     - Codes vendor invoices, enters invoices into system and files vendor claims.
   - Analyze monthly revenues and expenditures for accuracy and prepare transfers as necessary including budgeted transfers. Post journal entries to the ledger.
   - Prepare financial and accounting reports as required; conduct year-end closing entries; and verify accuracy of reports.
   - Compute County tax settlements.
     - Compute and record interest on special and deferred assessments.
     - Prepare and process deferred and special assessments and certify delinquent, special and deferred assessments to the County Auditor.
   - Calculate interest and fair market values for all interest-bearing accounts and investment interest; enter into computer and prepare monthly investment reports.
   - Prepare various City and State financial reports and summaries.

- Maintain fixed assets records for insurance purposes and GASB 34 compliance.
- Assist with preparing the rate study documents for Council to help in determining appropriate charges for sewer, water and irrigation for the Public Works Department.
- Calculate and bill charges for contract cities and townships receiving fire service by applying a formula to the County valuations for contracted areas.
- Manage the City's property and liability insurance.
- Prepare Annual Budget with department heads.
    - Present annual budget to City Council
    - Prepare the Truth in Taxation presentation and State compliance reports.
    - Prepare publications and legal notices necessary to comply with State budgeting guidelines.

Payroll

- Process payroll according to pay schedule
- Prepares or assists in verifying payroll hours, check amounts and processing payroll on the computer, and submits necessary reports to fed, state, pera.
- Enter New Employee Data. Prepare documents for new hire.
- Review payroll systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes and other deductions.
- Create and maintain employee records in payroll software.
- Complete Federal, State, FICA, Medicare withholdings, PERA and deferred compensation plan reports and make bi-weekly payments to vendors.
- Assist new employees with new hire orientation including explaining benefit packages, completion of W4's, I9's and completion and submission of forms for PERA, disability, health insurance and deferred compensation. Maintain records and process changes.
- Maintain all employee files.
- Process year end documents including W2's and 1099's and other financial reports.
- Prepare estimates for payroll, fringe benefits and work compensation projections for the annual budget.
- Prepare and send reports on a periodic basis to State agencies, including work comp and pay equity.

2. Utility Billing
    - Prepares water and sewer utilities billings; prints, mail and email bills; calculates and assesses penalties.
    - Responds to inquiries regarding utility billing and other City questions and issues.
    - Sets up new accounts, maintains customer accounts, deposits, transfers, budget billing, summer and winter accounts, cold weather rule notifications.
    - Prepares meter reading devices, uploads readings; manages software, corrects miss-readings; assists Meter Readers as necessary; sends personnel for meter re-reads; coordinates repair of faulty meters.
    - Notifies customers of delinquent status; compiles list of shut-offs; advises City Clerk of customer status; prepares door tags for shut-offs; coordinates paperwork and staff to discontinue service.
    - Enters utility payment information and deposits; maintains various records; handles auto-pay, heat assistance payments, foreclosures, and bankruptcy non-pays.
    - Prepares report for annual audit

3. Human Resource

Act in partnership as the Human Resource Clerk for the City

- Administer the benefit programs and annual open enrollment. Educate potential employees, current employees and retirees on benefit plans.
- Act as a liaison between employees and insurance providers.
- Administer disability management programs including FMLA, non-FMLA, short and long term disability and return for duty evaluations as necessary.

- Ensure compliance with State and Federal employment regulations.
- Aid in response to worker's compensation and unemployment claims.
- Ensure new employee participation with safety training requirements.
- Maintain confidential and non-confidential personnel files and records; ensure secure storage of all personnel records and dissemination of information in accordance with the Minnesota Data Practices Act.
- Respond to employee inquires regarding employee and labor relations, training and development, recruitment, payroll, benefit administration and other general employee related issues.

4. General:
   - Elections – Assist City Clerk with Election proceedings
   - Elections – attend all required trainings for Meeker and Stearns Counties.
   - Coordinate with federal, state, county and local officials as needed.
   - Greet the public, determines nature of business, provides information, refers to appropriate staff when necessary.
   - Answers telephone calls, provides information and transfers to appropriate staff.
   - Responsible for providing customer service and support while establishing and maintaining positive and respectful relationships with co-workers, council and commission members and members of the public and outside agencies.
   - Manage the City Website
   - Create quarterly Newsletter
   - Responsible for ordering office supplies, opening and distributing mail for all departments.
   - Act as notary public.
   - Acts as back-up for City Clerk performing necessary tasks as required.
   - Assumes additional accountabilities as assigned.
   - Preforms other duties as assigned, or apparent

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of basic bookkeeping, billing, and payroll practices and procedures.
- Working knowledge of modern office practices, procedures, and equipment including use of computers.
- Considerable ability to enter data with speed and accuracy and to operate normal office equipment.
- Considerable ability to communicate effectively both orally and in writing to customers, government agencies, City staff and the general public.
- Considerable ability to maintain confidentiality of City business.
- Considerable ability to perform mathematical computations and maintain accurate records.
- Working ability to prioritize work and work independently.
- Ability to deal tactfully and courteously with members of commissions, boards and the public.
- Knowledge of grammar, spelling, and punctuation.
- Considerable ability to accurately record and maintain minutes and records.
- Considerable ability to effectively meet and deal with the public.
- Ability to handle stressful situations.

MINIMUM QUALIFICATIONS

One year of clerical experience including accounting and bookkeeping, record keeping and public contact. Microsoft Word and Excel experience necessary.