AGENDA
EDEN VALLEY CITY COUNCIL
REGULAR MEETING
MAY 6, 2026
7:00 P.M.

Call to Order/Pledge of Allegiance

Open Forum

1. Approve Agenda

2. Consent Agenda*
   a) Approve Minutes of April 1, April 15 and April 29, 2026 Council Meetings
   b) LG220 Exempt Permit for EVW Youth Football Association raffle on 9.11.2026 at 475 Church St Football field.
   c) LG220 Exempt Permit for Assumption Church raffle and Bingo on August 16, 2026 at 464 State St N.

3. Bills $ 369,470.86

4. Speed Feedback Signs
   Resolution 2026-11 Requesting vehicle speed feedback sign

5. SW Improvement Project, Kent Lowagie

6. Boards & Commissions
   a) Planning Commission
      i. Amend Permit 2025.0002 478 Meeker
      ii. 550 Meeker Ave add to accessory structure 80X82
      iii Conditional Use 281 State Street

   b) EDA

7. Sunny Meadows – Certify balance due to tax roll

8. MOA – Adding Juneteenth to the Employee Contracts

9. Departments:

   a) Clerk/Treasurer
      Financial Report
   b) Public Works
      i. Season Park Mower: P Thies Returning PT $18.00
   c) Police
      Temporary Increase in Chiefs hours: 3 5 Hour Shifts (OT pay)
      Monthly Report
   d) EV Charging Station

10. Other

11. Upcoming Meetings:
    May 20 –Council Meeting
    May 23 – City wide clean up day 9- noon
    June 4 – Council Meeting

12. 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. Approximately**

City of Eden Valley
City Council Minutes – Special Meeting
April 29, 2026
7:05 p.m.

With due call and notice thereof, the April 29, 2026 Special 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;

The Special 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 Kleven, seconded by Schueller and carried unanimously.

2. Employment: approve Hiring Abraham Fofanah as City Clerk/Development Director
Bengtson reported that the hiring committee had interviewed him twice and upon consideration felt he was a good fit for the City of Eden Valley.

Position: City Clerk/Development Director
Pay Scale: Grade 10 Step 2
Milestones required in first 6 months – 1 year
- Completion of Required Election Training
- Completion of at least 20 hours of approved online training
- Attendance at annual professional training
- Participation in year 1 of the MN Municipal Clerks Institute (MMCI) Program

A motion to Approve hiring Abraham Fofanah as City Clerk/Development Director was made by Schueller, seconded by Kleven. Yes: Schueller, Kleven, Bengtson, Huschle, Fischhaber.

3. Council Meeting next week May 6th, 2026 7:00pm

As there was no further business, the meeting was adjourned at 7:20 pm.

_____
Brent Bengtson, Mayor

Attest:

_____
Cindy Anderson, Clerk/Treasurer

City of Eden Valley
City Council Minutes - Regular Meeting
April 1, 2026
6:00 p.m.

With due call and notice thereof, the April 1, 2026 Regular Council Meeting of the City of Eden Valley was held in the Civic Center meeting room.

Council Present: Mayor Bengtson, Councilors: Huschle, Kleven, Schueller
Council Absent: Fischhaber
Also present: Cindy Anderson, City Clerk; Brandon Stenger, Public Works Director; Evan Borscheid, Chief of Police; Mitch Determan and Scott Hemmesch, Stearns County Assessor's office; Missi Voigt, Meeker County Assessor's office

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 Kleven; and carried unanimously.

The Mayor opened the Local Board of Appeals at 6:00 pm

Stearns County: Determan reported that Stearns County had not received any requests for appeal, Anderson reported that no one contacted city hall. Determan and Hemmesch reviewed the average market value changes for properties in Eden Valley for the 2025 assessment year.

Meeker County: Voigt reported that Meeker County had not received any requests for appeal, Anderson reported that she did not receive any requests either.
Voigt reviewed the Meeker county sales and reported the changes in Eden Valley were in line with the remainder of the County.

2. Consent Agenda*
    a) Approve Minutes of March 4 and 18, 2026 Council Meetings
    b) Temporary 1-4 day on sale liquor license for Eden Valley Fire Relief Association June 26 - 27, 2026.
    c) LG 220 Application for Exempt permit for Assumption Church for Raffle October 30, 2026 at 464 State St N, Eden Valley.

A motion to approve the consent agenda was made by Huschle, seconded by Kleven, and carried unanimously

3. On sale and Sunday liquor license application for 2Forks Inc – 153 Stearns Ave.
A motion to approve the ONSS Liquor license 2Forks at 153 Stearns Ave was made by Huschle, seconded by Kleven, and carried unanimously.

4. Lg214 Premises permit application Watkins Lions Club at Rusty Spur 106 Stearns Ave W
   Mayor Bengtson asked if they had spoken with Eden Valley Lions and The Hawks Baseball club.
   Kim Fremo stated that the Eden Valley Lions have been gambling at Sassies Bar.

A motion to approve the LG214 Premises permit for the Watkins Lions Club at Rusty Spur at 106 Stearns Ave W was made by Huschle, seconded by Schueller, and carried unanimously.

5. Approve Road Closures
   April 17 – High School holding Distracted Driving session
   Beer Gardens – Valley Daze
   Parade – Valley Daze
   Saturday Bike Rally-Valley Daze

A motion to approve the Road Closures was made by Huschle, seconded by Kleven and carried unanimously.

6. Approval of February Bills $ 180,726.38

A motion to approve the March Bills of $180,726.38 was made by Huschle, seconded by Kleven, and carried unanimously.

7. Departments:
    a) Clerk/Treasurer:
        i. Anderson reviews 1st quarter expense and revenue report
        ii. Anderson reviewed the cash and investment report for March 2026.

    b) Public Works, Stenger reviewed the following:
        i. Updated flow meter quote – it was determined that we needed a different type of meter Flow Meter Quote $3,991.67 (E520-49450-540 $20,000)

A motion was made by Bengtson to approve purchase of flow meter for $3,991.67, seconded by Kleven and carried unanimously

        ii. Stenger reported that Well #2 needs new submersible pump and motor. These will match Well 4 and are less costly to maintain. He stated the motor was from 1950's. Quote from Thein well is $16,974.50 plus labor (which they estimated $5500)

A motion was made by Kleven to approve Well 2 pump and motor for quoted price of $16,974.50 plus the actual cost of labor, seconded by Huschle and carried unanimously

    c) Police Dept: Chief Borscheid reviewed the monthly report.
    Borscheid discussed the lack of applications and his need to fill some hours. He stated that he could work hours and overtime. It was suggested that he meet with the hiring committee and come up with a plan to bring back to the Council – addressing the actual needs of the city, what hours need to be covered, etc.

    d) Other: None

8. Upcoming:
    Council Meeting/ Workshop – April 15th 7 pm (City Audit report)
    Waterboard Meeting – April 23rd 3:00 pm
    EDA – April 27, 2026
    Council Meeting May 4, 2026
9. Adjourn.

As there was no further business, the meeting was adjourned at 6:39 pm.

_____
Brent Bengtson, Mayor

Attest:

_____
Cindy Anderson, Clerk/Treasurer

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. <u>Development Director</u>
   - 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.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Eden Valley-Watkins Youth Football Association

Previous Gambling Permit Number: X-95861-25-001

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any: 33-4160430

Mailing Address: 298 Brooks St. N

City: Eden Valley State: MN Zip: 55329 County: Meeker

Name of Chief Executive Officer (CEO): Ryan Tri

CEO Daytime Phone: 320-248-0571 CEO Email: evwyfa@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☑ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Eden Valley-Watkins High School Football Field

Physical Address (do not use P.O. box): 475 Church St. S

Check one:

☑ City: Eden Valley Zip: 55329 County: Meeker

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 9/11/26

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: Eden Valley

Signature of City Personnel:

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 4/15/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Ryan Tri

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Assumption Church

Previous Gambling Permit Number: X- 92101-25-021

Minnesota Tax ID Number, if any: 8342938

Federal Employer ID Number (FEIN), if any: 41-0695528

Mailing Address: 464 State St. N P.O. Box 262

City: Eden Valley State: MN Zip: 55329 County: Stearns

Name of Chief Executive Officer (CEO): Fr Donald Wagner (EV)

CEO Daytime Phone: 320-453-2788 CEO Email: AssumptionEV@meltel.net

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): evensj@meltel.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☑ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Assumption Church

Physical Address (do not use P.O. box): 464 State St N.

Check one:

☑ City: Eden Valley Zip: 55329 County: Stearns

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 16, 2026

Check each type of gambling activity that your organization will conduct:

☑ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

check	vendor	date	amount	Comments
5537e	MN REVENUE	04/09/26	$526.00	Sales & Use Tax - 1st Qtr 2026
5538e	MN UI FUND	04/09/26	$907.89	Paid Leave Tax
5539e	MN UI FUND	04/09/26	$14.28	Paid Leave Only
5540-5550	PAYROLL	04/08/26	$12,525.94	PR 03/23/26-04/05/26
5551e	INTERNAL REVENUE SERVICE	04/08/26	$3,203.73	PR 03/23/26-04/05/26
5552e	PERA	04/08/26	$2,724.04	PR 03/23/26-04/05/26
5553e	MN REVENUE	04/08/26	$657.80	PR 03/23/26-04/05/26
5554e	JOHN HANCOCK INSURANCE	04/08/26	$80.00	PR 03/23/26-04/05/26
5555-5588	PAYROLL	04/09/26	$4,689.90	FR PR 01/01/2026-03/31/2026
5589e	INTERNAL REVENUE SERVICE	04/09/26	$1,389.70	FR PR 01/01/2026-03/31/2026
5590e	PERA	04/09/26	$7,398.00	FR PR 01/01/2026-03/31/2026
5591-5597	PAYROLL	04/22/26	$10,981.63	PR 04/06/26-04/19/26
5598e	INTERNAL REVENUE SERVICE	04/22/26	$3,207.39	PR 04/06/26-04/19/26
5599e	PERA	04/22/26	$2,779.55	PR 04/06/26-04/19/26
5600e	MN REVENUE	04/22/26	$669.36	PR 04/06/26-04/19/26
5601e	JOHN HANCOCK INSURANCE	04/22/26	$80.00	PR 04/06/26-04/19/26
5602e	CENTER POINT ENERGY	04/27/26	$2,154.04	5865459-1
5603e	CINTAS	04/27/26	$221.01	March 2026 Uniforms
5604e	DELTA DENTAL OF MN	04/27/26	$374.03	Billing Period: April 2026
5605e	LEAP (WEX SYSTEM)	04/27/26	$3,449.00	April 2026
5606e	MEDICA INSURANCE - MHC	04/27/26	$6,830.86	April 2026
5607e	MEEKER COOPERATIVE	04/27/26	$809.50	08/28/26-03/31/26
5608e	VESTIS	04/27/26	$69.03	March 2026 Mats
5609e	WEST CENTRAL SANITATION	04/27/26	$153.28	Service Period: March 2026
5610e	WEX HEALTH, INC.	04/27/26	$15.75	Billing Period: March 2026
16865	AFSCME LOCAL 65	04/02/26	$236.88	MARCH 2026
16866	ARVIG	04/02/26	$1,130.57	PHONE INTERNET
16867	BOLTON & MENK. INC	04/02/26	$93,108.50	SW IMPROV PROJECT
16868	CDW GOVERNMENT	04/02/26	$357.20	EVPD SQUAD PRINTER
16869	GREATAMERICA FINANCIAL SVCS	04/02/26	$189.35	Copier
16870	HEARTLAND SECURITY	04/02/26	$65.85	5.1.2026-7.31.2026
16871	LANDSCAPING PLUS LLC	04/02/26	$180.00	SNOW REMOVAL 3 15 26
16872	STEARNS COUNTY AUDITOR/TREAS	04/02/26	$4,132.00	Property Tax
16873	SUPER H EXCAVATING	04/02/26	$45,325.00	fix sewer water line to 528 meadowlark
16874	THIELEN EXCAVATING LLC	04/02/26	$4,370.00	3.7/11/15/16/19
16875	JUDY THIELEN	04/02/26	$600.00	monthly comm center
16876	VERIZON	04/02/26	$153.03	9770 SQUAD
16877	XCEL ENERGY	04/02/26	$592.47	268 CHURCH ST N
16878	BOUND TREE MEDICAL	04/09/26	$18.93	SUPPLIES
16879	COMDATA	04/09/26	$1,434.74	CARWASHES
16880	DAVIS MOTORS INC	04/09/26	$1,453.89	SQUAD TAHOE REPAIR
16881	EDEN VALLEY LUMBER CO	04/09/26	$19.74	BUNGIE CORDS
16882	HEIMAN INC.	04/09/26	$83.36	LOW PRESSURE SWITCH
16883	JACK'S OF EDEN VALLEY INC	04/09/26	$816.26	FUEL
16884	JACK'S OIL DISTRIBUTING INC	04/09/26	$619.05	FUEL

16885	KIMBALL PARTS CITY	04/09/26	$96.20	OIL, FILTER SHOP EQUIPMENT
16886	DG MINNESOTA CS 2021, LLC.	04/09/26	$1,943.88	304391197- 464 State St
16887	PAYNESVILLE PRESS	04/09/26	$150.48	CLERK TREAS POSITION AD
16888	UC LABORATORY	04/09/26	$114.92	COLIFORM
16889	WEST CENTRAL TECHNOLOGY	04/09/26	$480.45	email, back up 365 monthly
16890	XCEL ENERGY	04/09/26	$2,208.30	483 CHURCH ST S
16891	BERGANKDV, LTD.	04/23/26	$14,380.00	2025 Audit
16892	BOLTON & MENK. INC	04/23/26	$96,091.50	SW Infrastructure Project
16893	BOUND TREE MEDICAL	04/23/26	$95.99	Rescue - Power Supply
16894	DAVIS MOTORS INC	04/23/26	$2,818.32	Tahoe Coolant Leak
16895	HANDYMAN'S HARDWARE	04/23/26	$41.49	Parks - Freds Repair
16896	HAWKINS INC	04/23/26	$40.00	CHLOR CYLINDERS
16897	HEIMAN INC.	04/23/26	$244.08	Transducer/Guarge Sensor - Tanker
16898	LINCOLN NATIONAL LIFE INS	04/23/26	$378.95	Life Ins - CA, SG
16899	MEEKER COUNTY SHERIFF	04/23/26	$106.25	Records - 2026 - 1st Qtr
16900	DG MINNESOTA CS 2021, LLC.	04/23/26	$2,316.32	304391197- 464 State St
16901	STEARNS COUNTY AUDITOR/TREAS	04/23/26	$63.80	Assessments/TIT
16902	TEAM LABORATORY CHEM LLC	04/23/26	$4,852.00	Mega Bugs Plus Pails x 200
16903	THEIN WELL CO	04/23/26	$21,596.26	Well #2 - pump replacement
16904	XCEL ENERGY	04/23/26	$100.00	Process Fee, ID 06373878
401829	CITY UTILITIES	04/09/26	$553.14	March 2026 Water Usage
			$369,470.86	

RESOLUTION NO. 2026-11
A RESOLUTION REQUESTING VEHICLE SPEED FEEDBACK SIGNS

WHEREAS, the City of Eden Valley wishes to install vehicle speed feedback sign(s); and

WHEREAS, the City of Eden Valley is formally requesting that MnDOT approve installation of vehicle speed feedback sign(s) at the first 30 mph speed limit sign entering the City; and

WHEREAS, the City of Eden Valley is formally requesting that MnDOT install sign (s) at the approved location(s); and

WHEREAS, the City of Eden Valley agrees to install vehicle speed feedback sign(s) at the approved location(s); and

WHEREAS, the City of Eden Valley agrees to own, program ,operate, and maintain vehicle speed feedback signs; and

WHEREAS, the City acknowledges that a MnDOT Permit is required for work within MnDOT right of way; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF Eden Valley that this formal request be made to MnDOT.

Adopted by the Council this 6th day of May, 2026.

_____

Brent Bengtson, Mayor

ATTEST

_____

Cindy Anderson, City Clerk Treasurer

BOLTON & MENK

Real People. Real Solutions.

MEMORANDUM

Date: May 5, 2026

To: Honorable Mayor Bengtson and City Council
Cindy Anderson, City Clerk
Brandon Stenger, Public Works Director

From: Kent Louwagie, City Engineer

Subject: Southwest Improvements Project
City of Eden Valley, MN
Project No.: 0W1.133007

This memo provides an update on the Southwest Improvements Project.

1. Open House

The Open House has been scheduled for Tuesday, June 9th, from 4:00 to 7:00 pm at the Community Center. We will invite property owners abutting the project with a postcard mailing a couple weeks prior. Bolton & Menk staff will be set up at tables so that we can talk with property owners one-on-one. No formal presentation is planned.

2. Right of Way / Easement Acquisition

There is no recorded right of way or easement on the west ends of Park Avenue and Rails Avenue. There are existing city utilities and streets in these areas, and the intent is to replace the street and utilities to the same general extents. We will need to coordinate with the property owners to acquire permanent right of way easement in these areas.

One of the property owners in this area is a deceased couple, and the land is now held in a trust. We've been in contact with the attorney representing the trust. The trustee has communicated through their attorney that they want the City to make an offer to purchase the land. All other land in this area appears to be owned by adjacent property owners.

We are planning to solicit proposals from right of way acquisition consultants to coordinate and perform this right of way acquisition work, and will bring that information to a future council meeting.



Bolton & Menk is an equal opportunity employer.

Hi Cindy, attached is the updated site plan and the revised application attached.

The goal of this outdoor storage would be to move our current stock in cold storage in the 478 South building into this building so we can install a full powdercoating finishing facility, on site. This would mean we would hire 3 more employees immediately after the installation would be completed and another 2-3 employees over the following year.

We have our sights on growing this operation in Eden Valley and would like to work closely to support the community with mutual support on this project. Thank you for considering the extension of this cold storage building so we can grow our manufacturing facility.

Mike Hagan

Sales Manager

Branch Manager Attachments

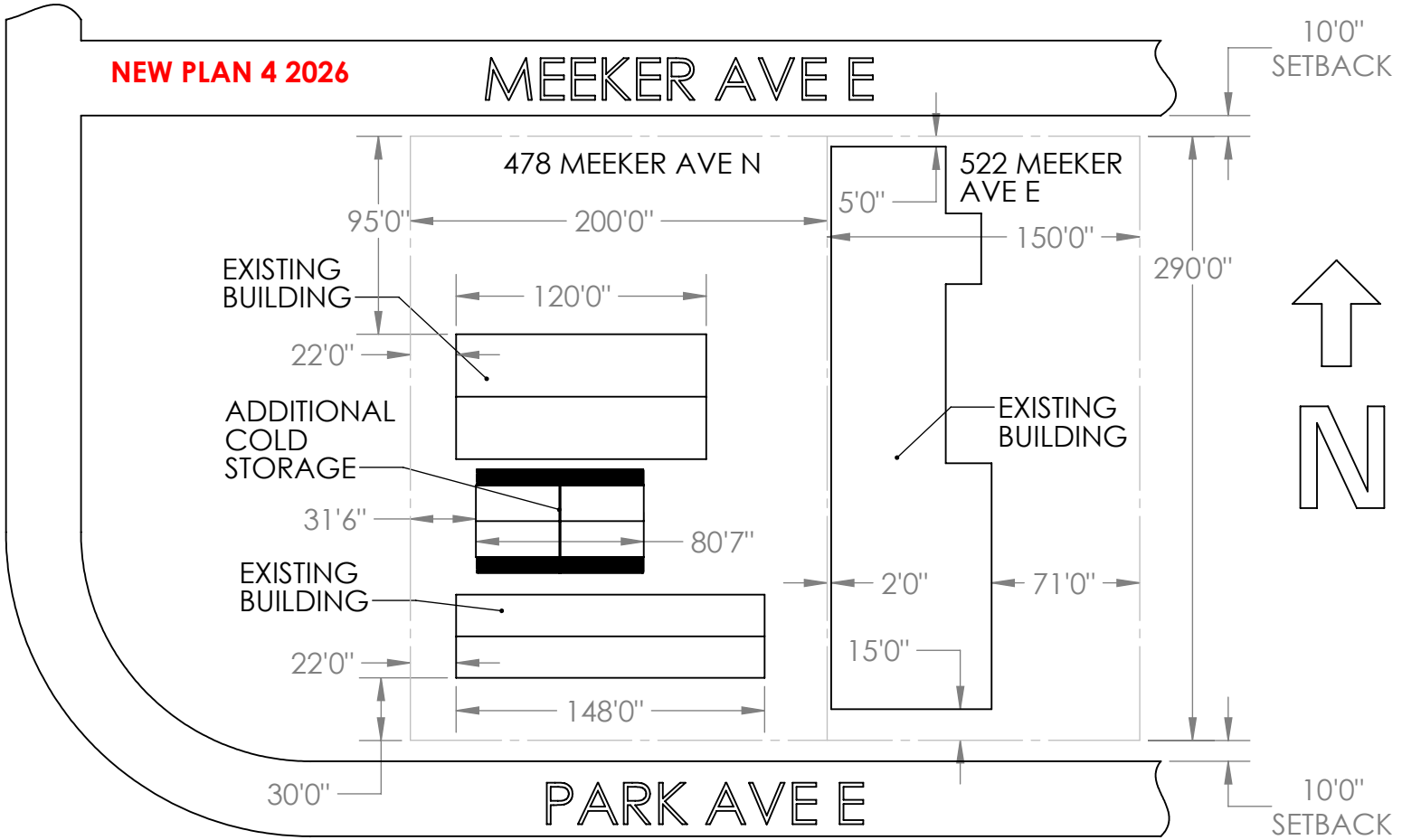
TMWAttachments.com

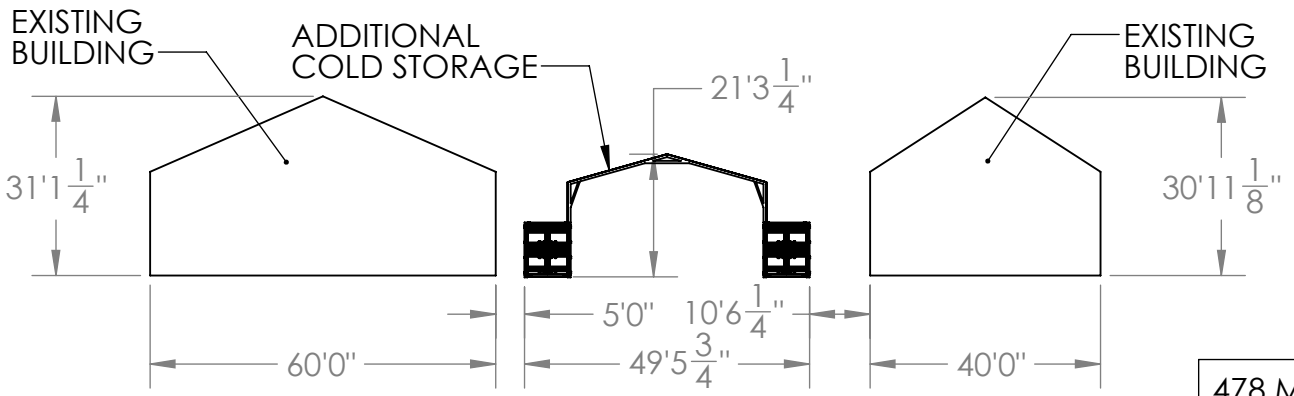
Mike.Hagan@BranchManagerusa.com

9539 US-10 Ramsey, MN 55303

Office: 763-421-6147

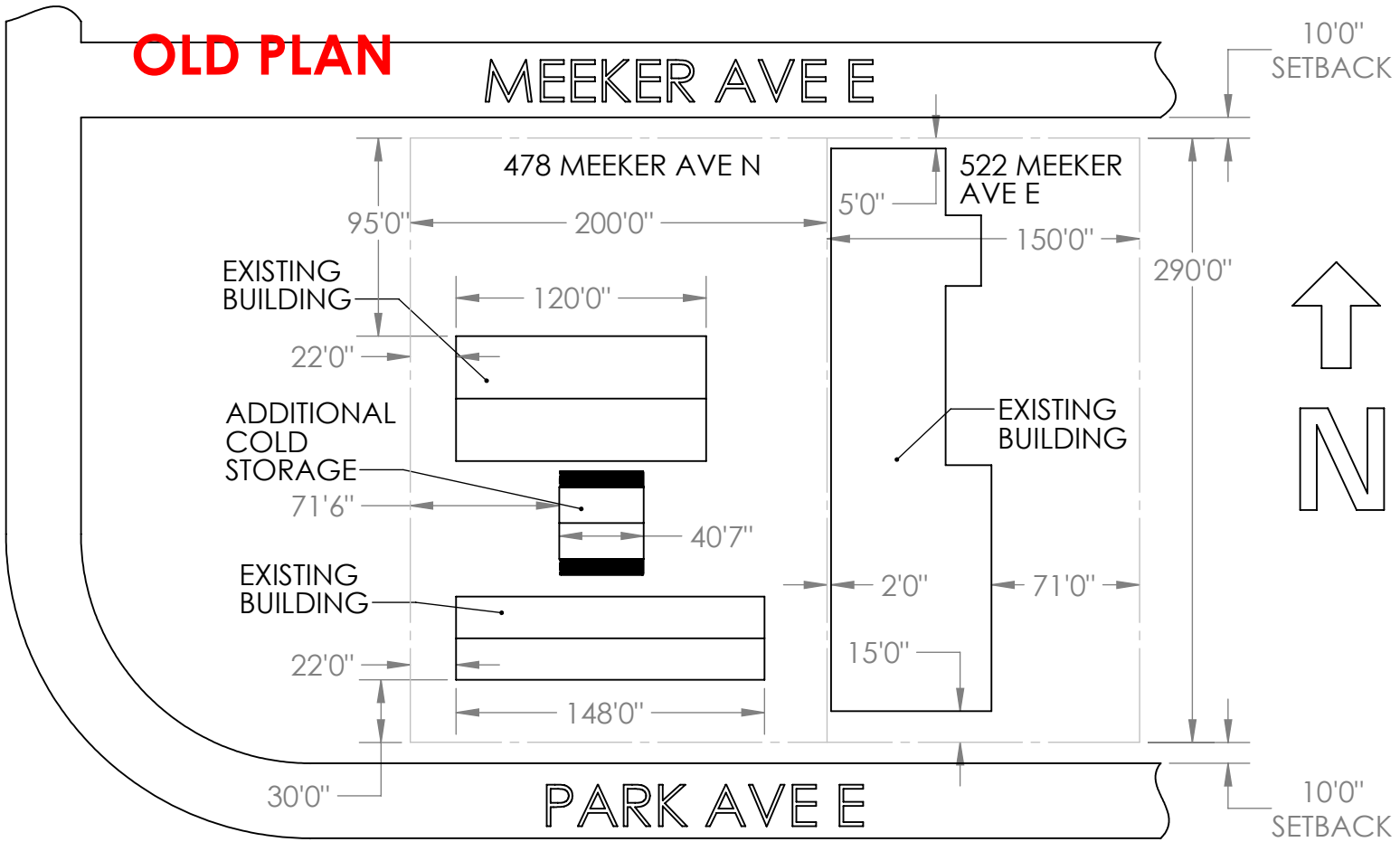
Cell: 763-257-3453

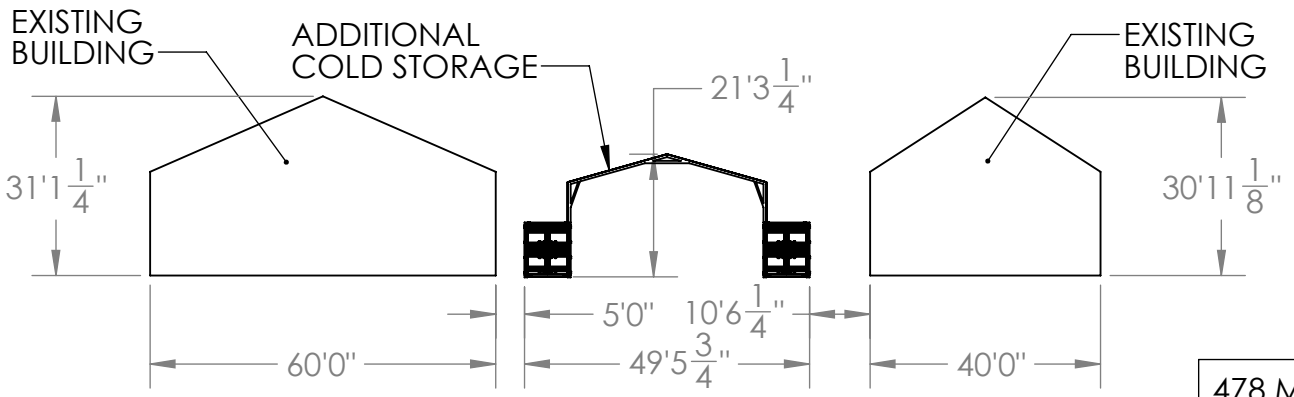




478 MEEKER CONTAINER COLD STORAGE

REV A 6/11/2025





478 MEEKER CONTAINER COLD STORAGE

REV A 6/11/2025

STAFF REPORT

PROPERTY: 478 MEEKER AVE

REQUEST: AMEND PERMIT 2025-02

They would like to increase the size of the storage container.

Original request: 40 X 40.7

Amended Request: 40 X **80.7**

Lot Sq Feet: 60,000

Coverage with new: **19,308 = 32%**

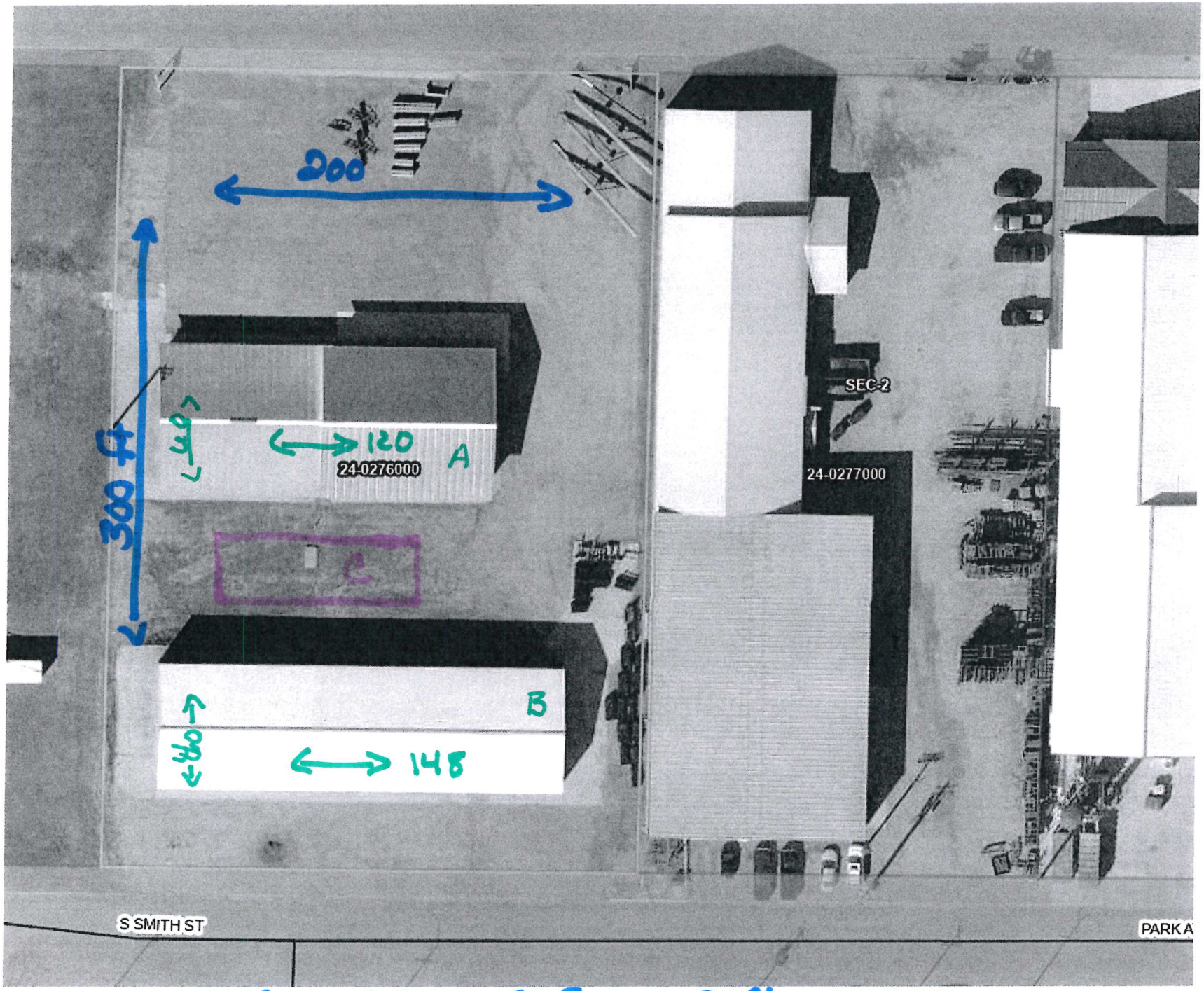
Code 150.027 Industrial

(G) (5) Maximum site coverage by buildings**: 70% of total land area**

Setbacks: meets required setbacks

Recommendation: Approve amendment request as it Meets City Code

Length of Permit: 1 year from date of approval of this license



lot Size : 40,000 sq. ft 70% = 42,000

A 7200
B 8860
C 3228
> 19,308

STAFF REPORT

PROPERTY: 550 MEEKER AVE

REQUEST: ADD TO ACCESSORY STRUCTURE

Request: 82 X 80 ADDITION

Lot Sq Feet: 30,000

Coverage with new: **17,050 = 56.8%**

Code 150.027 Industrial

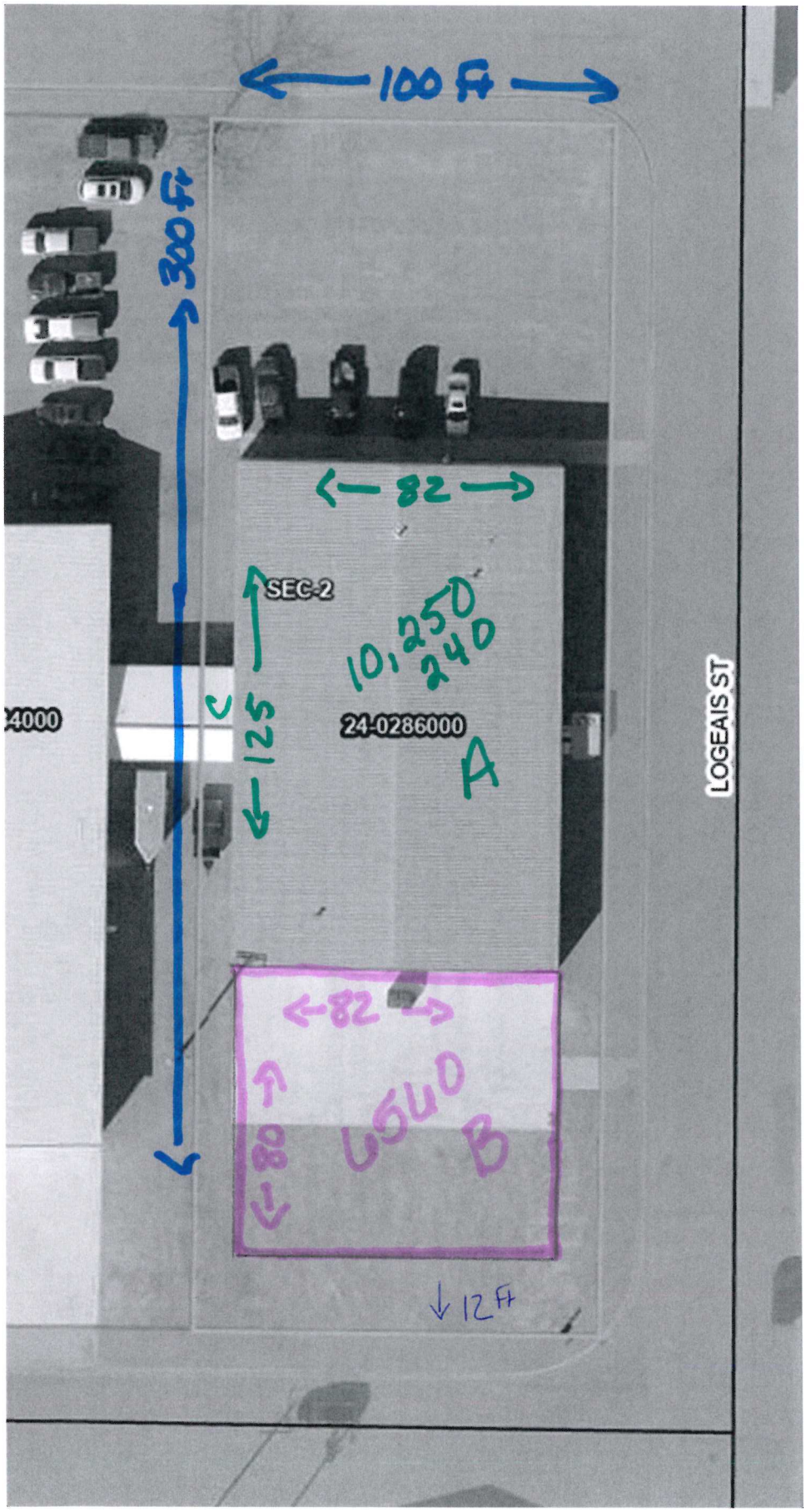
(G) (5) Maximum site coverage by buildings**: 70% of total land area**

Setbacks: SIDE YARD: 5 FT

REAR YARD: 5 FT

Recommendation: Approve permit request as it Meets City Code

Length of Permit: 1 year from date of approval of this license



lot: 30,000

A 10,250

B 6,540

C 240

17,050 56.8%

PERMIT # _____

City of Eden Valley
Making a difference together.

APPLICATION FOR ZONING PERMIT

COMPLETE APP RCVD BY CITY: 4.13.24
EMAILED TO ZA: _____

APPLICATION INFORMATION

SITE ADDRESS: 550 Meeker	PROPERTY ID # 24.02860000
	ZONING DISTRICT IND
APPLICANT NAME: Schlangens Custom Cabinets, INC	APPLICANT PHONE: 320-453-2718
OWNER NAME(S): Sean Schlangen	OWNER PHONE #'s: 320-290-3258
OWNER MAILING ADDRESS: 550 Meeker Ave E / PO Box ___ Eden Valley MN 55329	EMAIL ADDRESS: Sean@Schlangenscabinets.com
PROJECT DESCRIPTION: 82'x80'	

PROJECT INFORMATION

Project Proposed Use	Type of Construction	FEES:
☐ Residential ☐ Commercial ☒ Industrial ☐ Multi Family	☐ New Construction ☐ Accessory Building ☒ Addition ☐ Deck/Porch ☐ Fence ☐ Sign ☐ Other _____	Application fees must accompany the application. Amount Included: 236.16 V1016 Wac fee: _____ Sac Fee: _____ All additional fees (legal, engineer, etc) shall be paid by applicant.

Complete the back side (2) regarding the project.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other State or Local law regulating construction or the performance of construction. This zoning permit may be suspended or revoked if the permit has been issued in error or on the basis of incorrect information supplied or in violation of any ordinance or regulation of the City of Eden Valley

All permit fees and other costs to review the application that are incurred by the City for professional consultants, will be paid prior to issuance of the Zoning Permit. Interest will not be paid out on escrow dollars and any interest earned on the account will go into the general account for administration fees. All legal owners must sign the application. (this includes Contract for Deed – both parties).

Sean Schlangen | Schlangens Custom Cabinets, INC — Sean Schlangen
PRINT OWNER NAME — OWNER SIGNATURE

_____ _____
PRINT OWNER NAME — OWNER SIGNATURE

Project Address: 550 MEEKER AVE EAST

PROJECT INFORMATION

LOT SIZE: WIDTH: 100 **LENGTH:** 300

TOTAL LOT SQUARE FOOTAGE: 30,000

PROJECT SIZE:

Width: 82' **Length:** 80' **Height:** 16' Side Wall

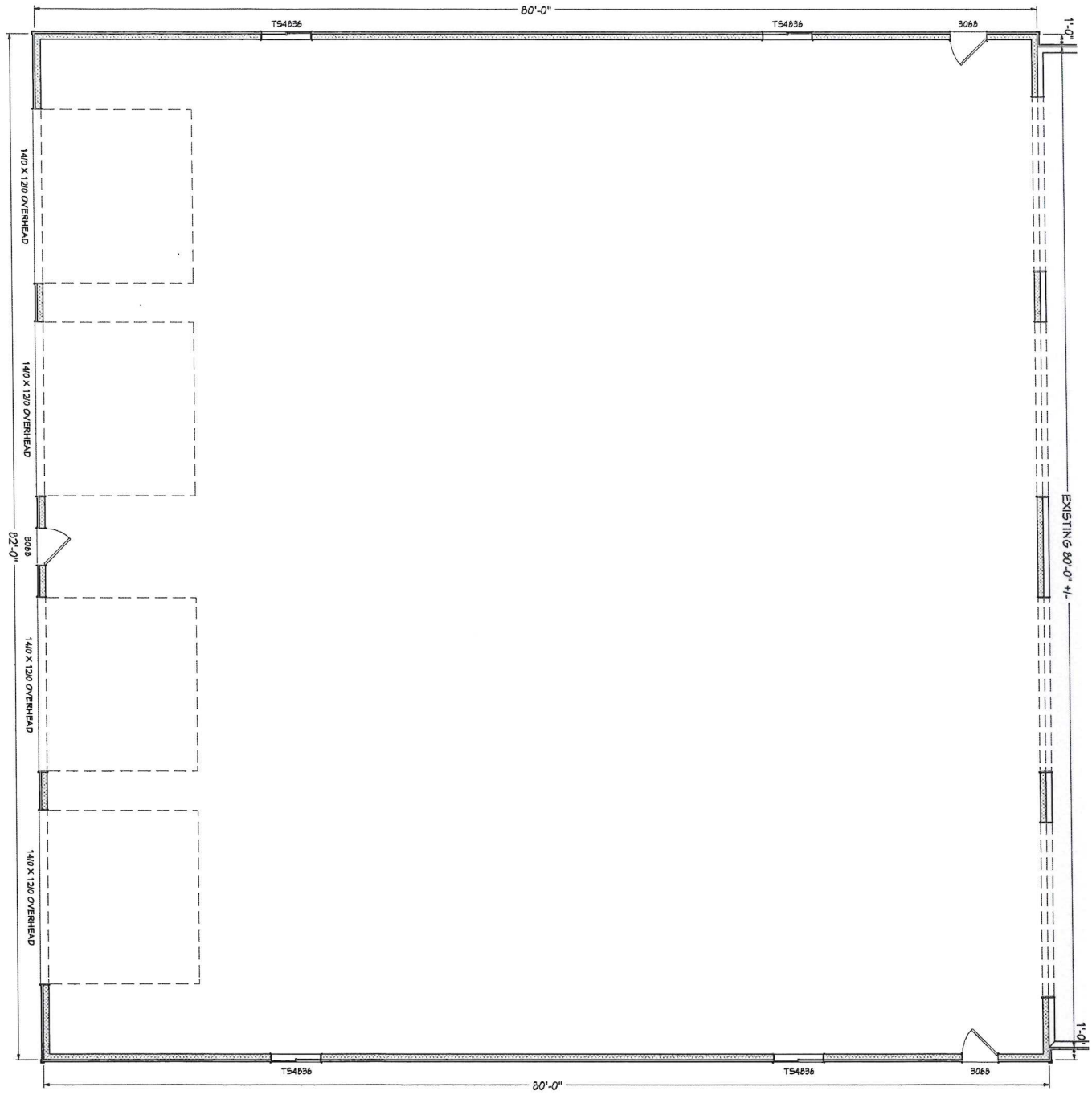
# of Stories: 1 **Total Project Square Footage:** 6560 Sq ft

- All completed applications must be submitted by the 2nd Friday of each month in order to be on the planning commission meeting in the same month. (this does not include the time needed if a public hearing is required).
- Attach a drawing that shows the property lines and distances of existing buildings to property lines. Show the size of the proposed construction and its relationship to any bordering streets, avenue, alley, road, or right of away. Please indicate if of street parking is required. Please indicate the direction of (North) on drawing.
- Mark your property with flags indicating the site of new project. This includes the property lines. This must be done before site visit!!

Please Note: Do not begin construction until permit has been approved. The permit becomes null and void if work or construction authorized is not complete with in one (1) year or if work or construction is suspended or abandoned one (1) year from issuance of this permit. Call Eden Valley Public Works before connecting to any city water/sewer lines – must be scheduled during Monday – Friday business hours.

ZONING ADMINSTRATION (Office Use Only)

Reviewed Application			Date
Initial Inspection	☐ Pass ☐ Fail	Initials_____	Date:
Planning Commission:	If Not Required – next step final inspection		
	If Required:		
PC Decision	Approved	Denied	Date:
Council Meeting	Approved	Denied	Date:
Final Inspection	☐ Pass ☐ Fail	Initials_____	Date:

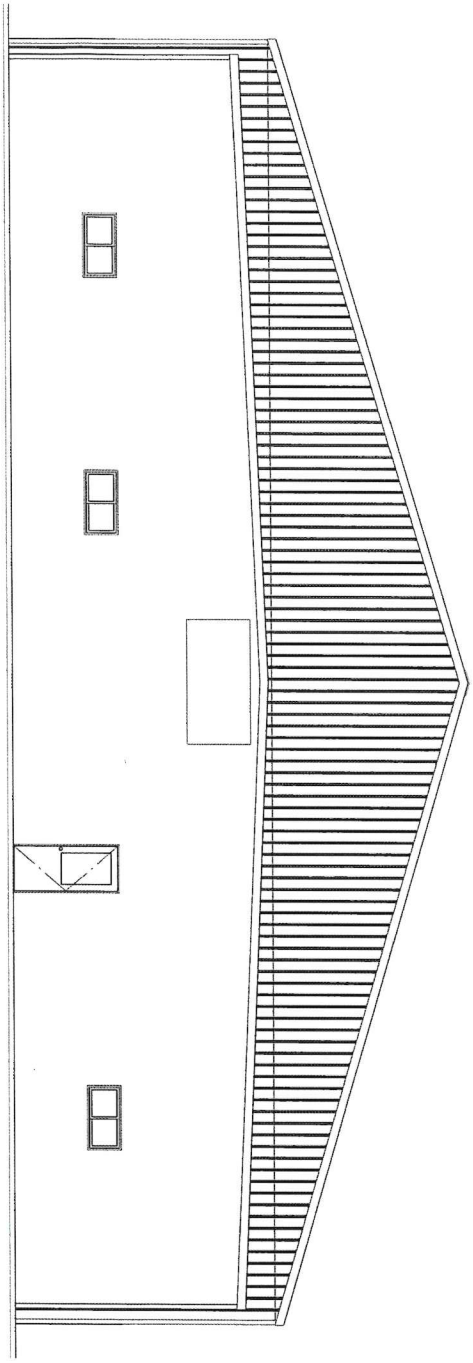


FLOOR PLAN

1/8" = 1' - 0"

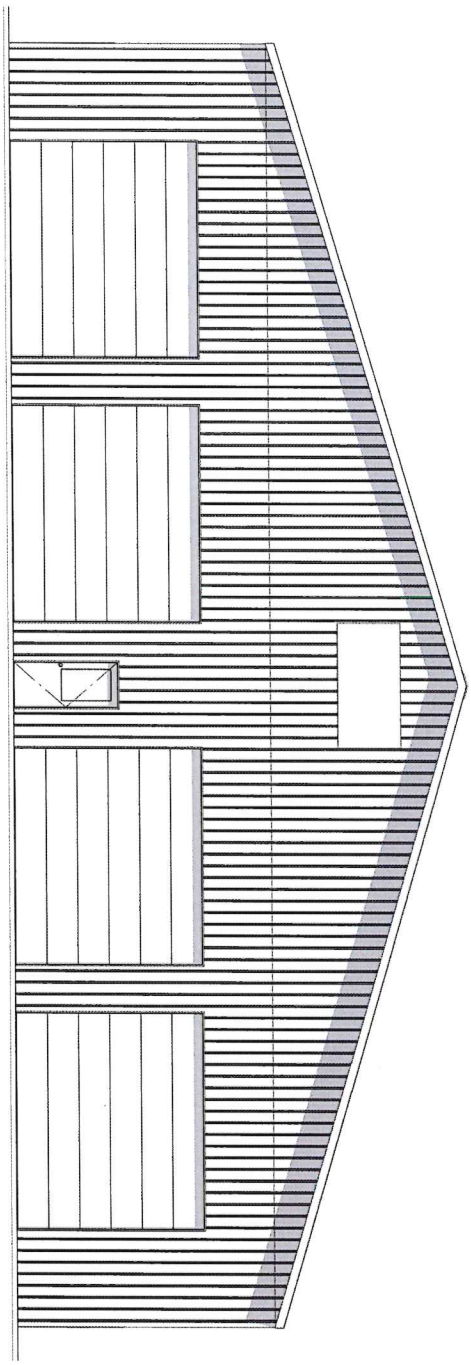
PRELIMINARY PLAN

LITCHFIELD BUILDING CENTER License: BC772267	**Litchfield Building Center, Inc.** 124 East Commercial Street Litchfield Minnesota 55355 www.litchfieldbuildingcenter.com **320 - 693 - 3616**	**SCHLANGEN'S** **688 MEEKER AVE. E.** **EDEN VALLEY, MN 55329** **PLAN NUMBER:** 1.B	These plans are to remain the property of LITCHFIELD BUILDING CENTER until a design contract has been agreed upon. They may not be used to construct a project without written approval of LITCHFIELD BUILDING CENTER. Homeowner(s) and/or Contractor(s) are to verify all dimensions, structural details, building codes, and grade requirements.	Design By: TRJ Date Drawn: 4/2/2026 Date Printed: 4/8/2026	SCALE: NOTED 3 OF 5



NORTH ELEVATION

1/8" = 1' - 0"

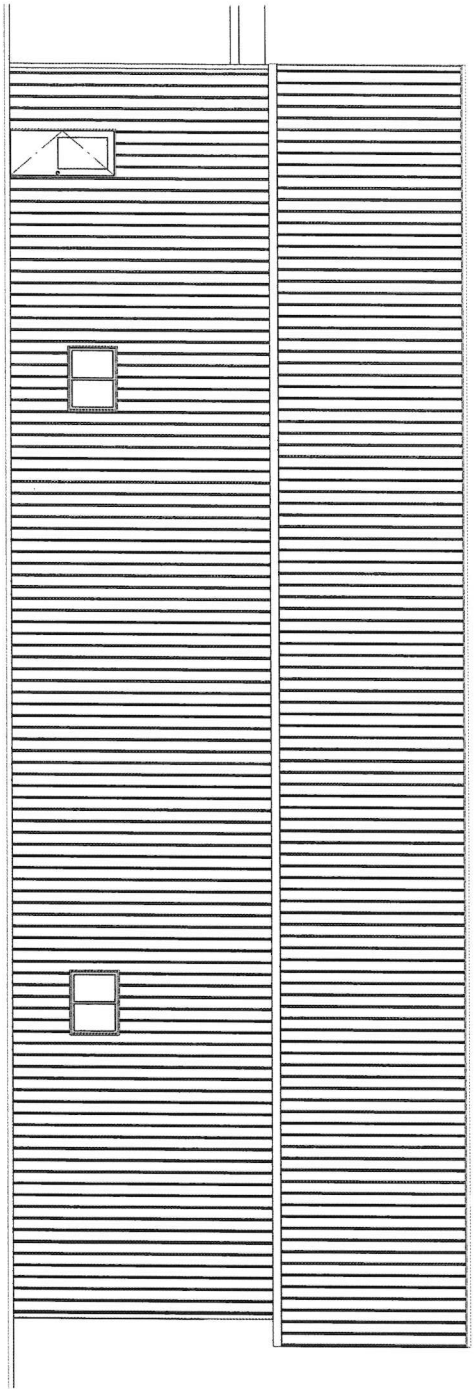


SOUTH ELEVATION

1/8" = 1' - 0"

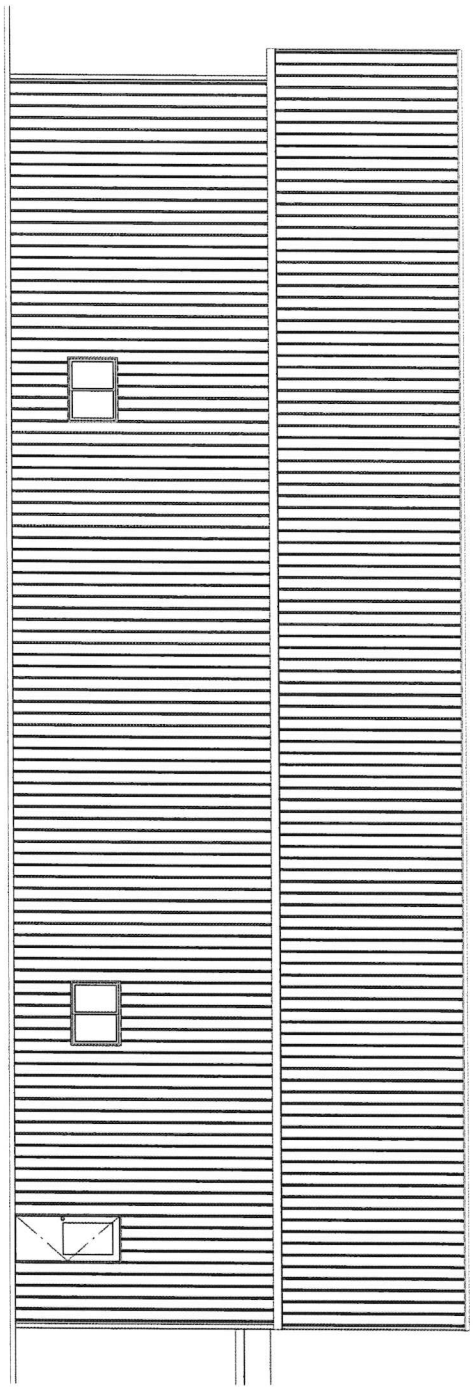
PRELIMINARY PLAN

LITCHFIELD BUILDING CENTER License: BC772267	**Litchfield Building Center, Inc.** 124 East Commercial Street Litchfield Minnesota 55355 www.litchfieldbuildingcenter.com 320 - 693 - 3616	**SCHLANGEN'S** **688 MEEKER AVE. E.** **EDEN VALLEY, MN 55329** **PLAN NUMBER:** 1.B	These plans are to remain the property of LITCHFIELD BUILDING CENTER until a design contract has been agreed upon. They may not be used to construct a project without written approval of LITCHFIELD BUILDING CENTER. Homeowner(s) and/or Contractor(s) are to verify all dimensions, structural details, building codes, and grade requirements.	Design By: TRJ Date Drawn: 4/2/2026 Date Printed: 4/6/2026	**SCALE:** NOTED **1** OF **5**



WEST ELEVATION

1/8" = 1' - 0"



EAST ELEVATION

1/8" = 1' - 0"

PRELIMINARY PLAN

LITCHFIELD BUILDING CENTER License: BC772267	**Litchfield Building Center, Inc.** 124 East Commercial Street Litchfield Minnesota 55355 www.litchfieldbuildingcenter.com 320 - 693 - 3616	**SCHLANGEN'S** **688 MEEKER AVE. E.** **EDEN VALLEY, MN 55329** **PLAN NUMBER:** 1.B	These plans are to remain the property of LITCHFIELD BUILDING CENTER until a design contract has been agreed upon. They may not be used to construct a project without written approval of LITCHFIELD BUILDING CENTER. Homeowner(s) and/or Contractor(s) are to verify all dimensions, structural details, building codes, and grade requirements.	Design By: TRJ Date Drawn: 4/2/2026 Date Printed: 4/8/2026	**SCALE:** NOTED 2 OF 5

APPLICATION FOR CONDITIONAL USE PERMIT

CITY OF EDEN VALLEY

171 Cossairt Avenue West
P. O. Box 25
Eden Valley, MN 55329
(320)453-5251 or Fax (320)453-5871

Fee $_____
Paid _____
Receipt # _____
Date _____

NAME: Reynaldo + Amber Saez-Cavitt PHONE: 612-432-0078

SITE ADDRESS: 281 State St N, Eded Valley, MN.

PARCEL NUMBER(S): _____

I/We, the undersigned, hereby make the following application to the City Council and Planning Commission of the City of Eden Valley, Minnesota. (Applicants have the responsibility of checking all applicable ordinances pertaining to their application and complying with all ordinance requirements)

1. Application is hereby made for Conditional Use Permit to conduct the following: Dealer Office

2. Legal description of land to be affected by application, including acreage or square footage of land involved, and street address, if any (attach additional sheet if necessary): Mix use property, Commercial/ Residential, commercial unit is the 1 unit, unit is 850 sqft.

3. Present zoning of the above described property is: Commercial

4. Name and address of the present owner of the above described property is: Reynaldo & Amber Saez-Cavitt

5. Attached to this application and made a part thereof, are:

A. _____ Site Development Plan:
   (1). _____ Location of all buildings on lots including both existing and proposed structures.
   (2). _____ Location of all adjacent buildings located within three hundred fifty (350) feet of the exterior boundaries of the property in question.
   (3). _____ Location and number of existing and proposed parking spaces.
   (4). _____ Vehicular Circulation.
   (5). _____ Architectural elevations (type and materials used in all external surface).
   (6). _____ Location and type of all proposed lights.
   (7). _____ Curb cuts, driveways, number of parking spaces.

B. _____ Dimension Plan:
   (1). _____ Lot dimensions and area.
   (2). _____ Dimensions of proposed and existing structures.
   (3). _____ "Typical" floor plan and "typical" room plan.
   (4). _____ Setbacks of all buildings located on property in question.
   (5). _____ Proposed setbacks.
   (6). _____ Sanitary sewer and water plan with estimated use per day.

C. ____ Grading Plan:
(1). ____ Existing contour.
(2). ____ Proposed grading elevations.
(3). ____ Drainage configuration.
(4). ____ Storm sewer catch basins and invert elevations.
(5). ____ Spot elevations.
(6). ____ Proposed road elevations.

D. ____ Landscape Plan:
(1). ____ Location of all existing trees, type, diameter, and which trees will be removed.
(2). ____ Location, type and diameter of all proposed plantings.
(3). ____ Location and material used on all screening devices.

E. ____ Proof of ownership of the land for which a conditional use permit is requested.

2. Is the proposed use compatible with present and future land uses of the area? Please explain: Yes
Using Existing Structure / Parking.

3. Will the proposed use depreciate the area in which it is proposed? Please explain: NO
Having our Business will ADD value to property and Revive a Critical Need in the Community.

4. Can the proposed use be accommodated with existing City service without overburdening the system? Explain:
Yes. No Major Changes Needed/Plan on using Pre-existing Accommodations that the property already had in place.

5. Are local streets capable of handling traffic which is generated by the proposed use? Please explain: Yes
Business is located on a Main traffic Route within the city's Business district.

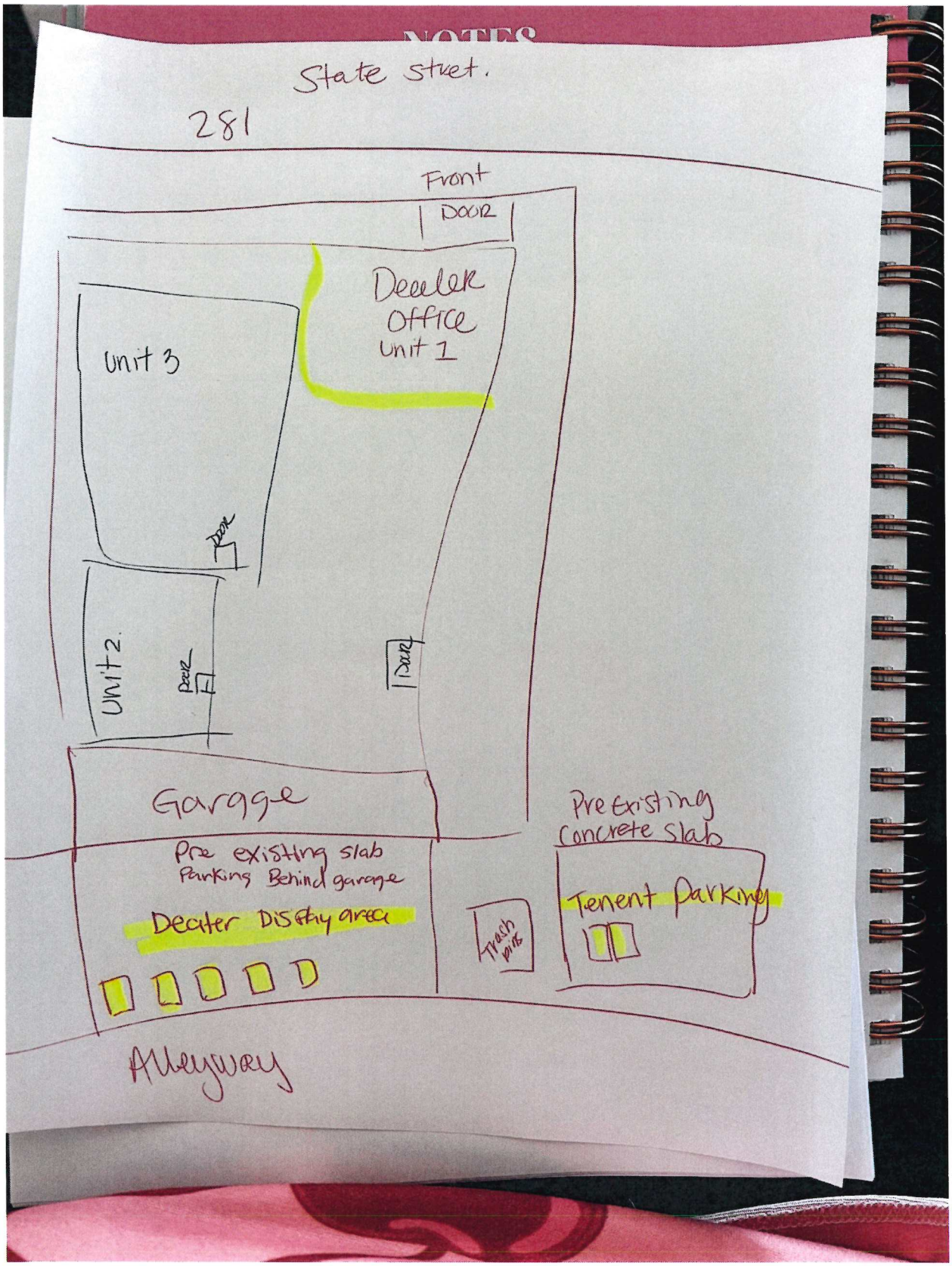
Applicant Signature: [signature] Date: 3-3-26

Owner Signature: [signature] Date: 3-3-26

FOR OFFICE USE ONLY

Planning Commission: ____ Recommend Approval ____ Recommend Disapproval DATE: _____

City Council: ____ Approved ____ Disapproved DATE: _____


State Street.
281
Front
Door
Dealer
Office
Unit 1
Unit 3
Door
Unit 2.
Door
Door
Garage
Pre existing slab
Parking Behind garage
Dealer Display area
Trash bins
Pre Existing
Concrete Slab
Tenent Parking
Alleyway

FINDING OF FACTS

PROPERTY: 281 STATE ST

REQUEST: Allow Dealer Office in Front and Display Vehicles on slab behind bldg.

Findings of Facts:

A. Current Zoning:
Subject Property: **Central Business District**
Surrounding Property: Central Business District

B. Current Land Use: **Residential Rental** – no recorded conditional use could be found.
150.026 (D) Conditional Uses:

(b) Buildings combining residential and nonresidential uses allowed in this district; provided, that:

1. *Residential uses shall be confined to the second or third floor of the building, or the rear portion of the main level if confined to less than 60% of the floor area; or*
2. *The residential and nonresidential uses shall not conflict in any manner.*

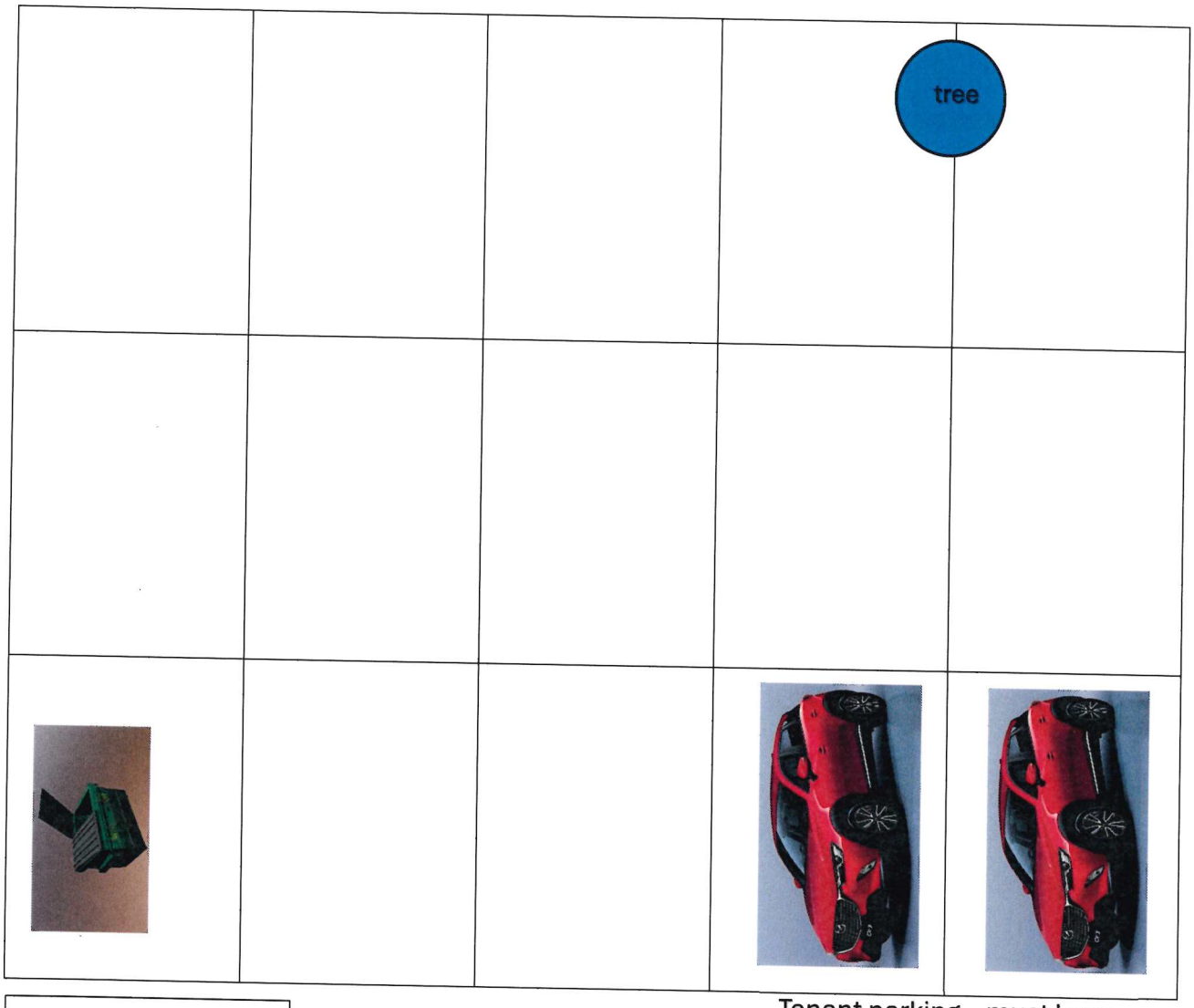
C. This business is NOT a permitted or conditional use in the Central Business District

D. Residential Rental Properties are required to have parking for their renters- Having the business vehicles in the back would not allow for the residents to park in those spots. Concern that the tenants would then park in the spaces by the watertower park.

E. Applicant indicated parking in neighboring lot. Parking lot on an empty lot is not a permitted use

F. The City allows for this type of business as a permitted use in 150.024 (B) (23) Highway Commercial Business District

Recommendation: Deny request for conditional use, as it is not a permitted or conditional use for this zone and does not fit with the comprehensive plan.



Each parking spot
10 feet wide X
16-18 feet long

Tenant parking – must have at least 2 spots, more if they have more vehicles

Lot sizes 25 feet wide

from garage to alley @ 53 feet

Goals and Strategies:

Goal 1 - Eden Valley benefits from sustainable, orderly development that contributes to the econom social, and environmental well-being of the community. Districts:

Strategies

1. The City of Eden Valley should consider innovative and adaptive land use solutions and avo restrictions when able to do so without compromising surrounding spaces.

2. The City of Eden Valley should prioritize the development of areas already served by adjacent to existing municipal utilities and infrastructure, to minimize public costs.

3. The City of Eden Valley should refer to a regularly reviewed and updated land use map when stagir new development, prioritizing infill development opportunities as appropriate.

4. The City of Eden Valley should obtain input from and partner with stakeholders (i.e., existir residents and business owners) when considering land use issues.

5. The City of Eden Valley should conform to the current and future land use map whe annexing additional land for City development.

6. The City of Eden Valley should encourage a downtown area/central business district that provid a mix of residential, office, commercial and retail space, creates a vibrant City center, and encourag investments that capitalize on the existing infrastructure.

7. The City of Eden Valley should work to preserve structures and spaces that posse conservation, scenic, historic, cultural, or archeological features, when possible, to do so.

8. The City of Eden Valley should balance the needs of individual property owners with the needs the community when developing or implementing plans and controls related to land use.

9. The City of Eden Valley should review City zoning annually and update as needed to ens continuity with the City's comprehensive and land use plans.

10. The City of Eden Valley should monitor, encourage compliance with, and, when needed, enfor zoning ordinances and regulations to prevent and eliminate nuisances and pollutants.

11. The City of Eden Valley should work to promote the infill development of vacant residential lo where infrastructure already exists.

12. The City of Eden Valley should maintain an inventory of "shovel-ready" properties that are ready ar available for commercial, industrial, and/or residential development.

13. The City of Eden Valley should permit and encourage a wide variety of residenti development, including a variety of multi-family units, to meet the wide-ranging needs of th community's current and future residents.

14. The City of Eden Valley should permit and encourage quality industrial development that compatible with adjacent areas and minimizes negative impacts, environmental and otherwise.

15. The City of Eden Valley should protect and promote rail access to remain attractive to commerci and industrial site selectors.

16. The City of Eden Valley should annually review community needs and priorities (e.g., senior housin industrial land) to prioritize uses for available land, especially where infill development opportuniti exist.

17. Market the land use assets of the city and be flexible with land use.



PLANNING COMMISSION REQUEST THAT CITY COUNCIL CONSIDER APPROVING A CONDITIONAL USE PERMIT

PURPOSE: FOR A USED CAR DEALERSHIP

LOCATION: AT 281 STATE STREET

OWNERS: Reynaldo Saez-Callis and Amber Saez-Callis

PARCEL IDENTIFICATION: 24-0084000

LEGAL DESCRIPTION: Lot 2 Block 6

CURRENT ZONING: Central Business District;

Planning Commission is recommending the City Council consider approving the Conditional Use Permit with the following conditions:

1. Owner must continue to carry active state dealer licensing
    a. Proof of licensing and insurance must be provided annually
2. Dealership parking must be contained to the area west of the garage
3. Retain a maximum of 15 vehicles for sale
    a. All vehicles must be in working order
    b. No salvage vehicles permitted
4. Must provide parking spaces for tenants of the building (off street parking required for rental)
5. Provide adequate security and lighting
6. Maintain a clean lot including trash removal and adequate drainage
7. Prior to use, parking lot must be graded and covered in Class 5 substrate
8. Dealership must be inside of lots 24-0084000 and 25-0085001
9. Blocking of the back alley for an excessive amount of time is not permitted
10. No major Maintenance on vehicles
11. The conditional use permit shall be recorded at the Office of the Meeker County Recorder.
12. The property owner must adhere to All conditions.

If the City Council or other appropriate City body determines that the operation is in violation of the provisions of the Conditional Use Permit or other applicable laws, regulations, or ordinances, notice and hearing shall first be held under the provisions of the then existing zoning ordinance, to review the existence of any alleged violations. The permit shall be subject to revocation upon determination that the operation is in violation with the terms of this permit or other applicable laws, regulations, and ordinances.

WATER/SEWER ISSUE AT 528 MEADOWLARK

Total Expenses to date:	$57,477.88
Council Approved 4.15.2026 City Pay*	-$20,000.00
Paid 5 6 2026 (TK Inselman)	-10,000.00
Remaining Balance to date:	**$27,477.88**

*Council also agreed for the city to pay for the street restorations

Homeowner would be responsible for the costs to restore their driveway and to restore the curb disturbed.

Certification to property tax:

Amount remaining as of November 1, 2026:

Length of Certification: _____ years

Interest Rate: _____

*If, at any time during this _____ year period, the Property or any interest therein is sold, transferred, assigned, or otherwise conveyed, or if there is any change in ownership or in the names on title, the entire unpaid balance, together with any accrued interest, penalties, and administrative costs, shall become immediately due and payable in full.

MEMORANDUM OF UNDERSTANDING
City of Eden Valley – Additional Holiday – Juneteenth
April 2026

This Memorandum of Understanding ("MOU") is made by and between City of Eden Valley ("Employer") and American Federation of State, County and Municipal Employees, Council No. 65 ("Union").

WHEREAS, the Union is the exclusive representative for certain employees employed by the Employer in the appropriate units ("Employees");

WHEREAS, the Employer and Union are parties to labor agreements for January 1, 2026 through December 31, 2028 ("Labor Agreements"); and

WHEREAS, the Union and the Employer have recognized the Juneteenth Holiday since 2023 and desire to add the Juneteenth holiday in the collective bargaining agreements.

NOW, THEREFORE, all parties hereto agree as follows:

Article 1. Additional Holiday - Juneteenth

The employees of Eden Valley are covered under the following collective bargaining agreements: Eden Valley Police Chief, Eden Valley Patrol, Eden Valley Essential and Eden Valley Base Units with AFSCME Council 65.

Article 2. Entire Agreement

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 4. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 5. Execution and Effective Date
This MOU is effective beginning January 1, 2026.

IN WITNESS HEREOF, the parties hereto have made this MOU on the latest date affixed to the signatures hereto.

Date: _____, 2026

FOR THE EMPLOYER	**FOR THE UNION**
_____	_____
City Clerk – Cindy Anderson City of Eden Valley	Labor Representative – Angie Lien AFSCME Council 65
_____	_____
Mayor – Brent Bengtson City of Eden Valley	Local Representative – AFSCME Council 65
_____	_____
Council Member – City of Eden Valley	Local Representative – AFSCME Council 65

CITY OF EDEN VALLEY
CASH & INVESTMENT BALANCES
APRIL
2026

FUND	BALANCE
100 GENERAL FUND	$999,970.97
PETTY CASH 300.00	$300.00
	$0.00
220 BUSINESS INCENTIVES	$273,772.31
225 DTED HOUSING REHAB	$16,991.73
230 HEALTHY COMMUNITIES	$0.00
240 TAX INCREMENT DISTRICT #3	$0.00
245 TAX INCREMENT DISTRICT #4-2A	$103,057.75
265 PARK DEDICATION	$110,446.72
271 HENFLING TRUST FUND	$0.00
280 TAX INCREMENT DISTRICT #5-1	$56,742.42
290 HAWKS ATHLETIC FIELD IMPROVEMENTS	-$4,556.56
295 LIONS PARK	$0.00
310 2003 STREET & UTILITY IMPROVEMENTS	$0.00
320 now 360 2012 IMPROVEMENT	
330 2007 G.O. BROOKS ST IMPROVEMENT	$0.00
340 2018 IMPROV PROJECT	-$9,298.29
360 2021 improv & refunding bond	$195,665.81
370 2021 STREET PROJ DEBT SERV	$20,865.77
410 CAPITAL IMPROVEMENT FUND	$59,187.25
411 AUTO METER READ PROJECT	$0.00
412 2021 Improv Project	$244,075.54
418 2018 ST & UTILITY PROJECT	$0.00
421 POLICE EQUIPMENT	$17,199.29
430 HWY 22 PROJECT	$0.00
431 STREETS & PARKS EQUIPMENT	$200,254.29
432 STORMWATER MAINTENANCE	$60,888.59
451 FRIEDERICHS PARK PROJECT	$0.00
470 FIRE TRUCK EQUIPMENT (FIRE HALL)	$112,777.34
475 FIRE & RESCUE EQUIPMENT	$199,449.74
	$0.00
510 WATER	$608,314.02
510 WATER TREATMENT	$884,313.95
520 SEWER	$349,102.16
	$0.00
TOTAL CASH & INVESTMENTS	**$4,499,520.80**

EDEN VALLEY POLICE DEPARTMENT

PO Box 25 • Eden Valley, Minnesota 55329
Phone 320-453-5452 • Fax 320-453-5871
chiefborscheid@edenvalleymn.city

"Community and Police Working Together"

Eden Valley Calls for April, 2026

Traffic Stop: 16
Suspicious: 4
Warrant Arrest: 1
Dog Complaint: 2
Civil: 5
Juvenile Trouble: 2
Threats: 1
Unsecure Building: 1
Parking: 4
Public Assist: 1
MVA: 1
Agency Assist: 2
Harassment: 4
Medical: 7
Scam: 1
Fire Alarm: 1
Ordinance Violation: 1
Driving Complaint: 1
Welfare Check: 8

Total Calls for Service: 63

Cites: 1
Arrests: 1

Outside Agency: 1

April History
2021 – 48
2022 – 40
2023 – 88
2024 – 121
2025 – 106