

**Richfield Friendship City Commission  
Regular Meeting**

**Agenda**

**Heredia Room, City Hall**

**7:00 PM**

**September 16, 2010**

1. Call to Order
2. Approve Minutes of August 26, 2010 meeting
3. Treasurer's Report
4. Cattail Days final preparations
  - A. tent
  - B. coffee
  - C. supplies
  - D. set-up
  - E. break-down
  - F. other
5. Open House for Costa Rica trip scheduled at Community Center, 7000 Nicollet Ave on Thursday, September 30, 2010 in the Fireside Room 7:00 PM

\*\*\*\*\*  
**September 30, 2010**

**Agenda**

**Open House Meeting**

**Community Center**

**7:00 PM**

1. Meet with those who would like information about a planned trip to Costa Rica scheduled for March 2011.
2. No other business is scheduled for this evening

Submitted by Roger Swanson Chair FCC

**Richfield Friendship City Commission Minutes**  
**August 26, 2010**  
**7:00 p.m.**

The meeting was called to order by Chair Roger Swanson. In attendance were Tracy Hollenback, Cynthia Mandl, Dave Delzer, Frank Sitko, Molly Olson, Craig Osten, Roger Swanson, Mary Supple, and several guests.

The July 15, 2010, minutes were approved. Craig reported that the balance in our treasury is \$3,576.62. There was very little activity, but more is expected as plans are made for upcoming events.

Molly created a Facebook group page for the Commission. The gallo pinto recipe will be posted. It was asked if a penpal application could be attached to the Facebook group page. It can.

The inventory of Commission property stored at the City Garage was completed. Thanks to Cynthia, Dave, Justin, and Roger for doing this. The pictures that were taken will be linked to the descriptions on the inventory. A more secure location for the items is being sought. Roger will inquire about the time line and process for moving the items currently stored at City Hall into the new building.

The Commission will again have a booth at Cattail Days on September 18 from 9-5. Plans were finalized for coverage of the booth, display materials, set up, and tear down.

Tentative dates, times, and locations were discussed for an Open House to publicize information about the upcoming trip to Heredia. Roger will check with City Hall and get back to us with finalized details. After that, the Commission will send notice to people who have expressed interest in the past as well as issuing public notices.

Roger will be giving the annual report of the Friendship City Commission to the City Council on October 12, 2010.

Cynthia is looking for books to take as donations on the trip. Craig still has the wheelchairs and walkers in storage at his house. It was also proposed to collect/purchase sweaters and soccer shoes for the trip. Up to \$100 was authorized for the purchase of gently worn soccer shoes to bring as donations on the trip.

The next scheduled meetings are September 16 and Oct. 28. Roger will not be at the Sept. 16 meeting.

The meeting was adjourned.

Respectfully submitted,  
Mary Supple, Secretary