

AGENDA
HENDERSON CITY COUNCIL ANNUAL MEETING
WEDNESDAY, FEBRUARY 16, 2022
TIME 7:00 P.M.

TARGET TIME
7:00 P.M.

- I. Call to Order
- II. Minutes, January 19, 2022
- III. Requests to Appear Before the Council, Ordinances
 - A.
- IV. Reports
 - A. Police Chief-monthly
 - B. City Administrator-Activity Report-Sales Tax, Trails, Flood Mitigation, Legislation
 - C. Chris Knutson-SEH, amend park contract-Allanson's Park Sales Tax Project; Water Project and Rates
 - D. City Council
 - 1. Library
 - 2. Trails/Sibley County Commissioners
 - 3. Other
- IV. Financial
 - A. Cash balance-12/31/2021; 1/31/22 and 2/16/22, cash flow, fund updates, audit
 - B. Bills
 - D. Financial Information, Debt Balances, ,Projections, Tax Calculator
- V. Old Business
- VII. New Business
- VIII. Information Items
 - A. Revised Meeting Schedule
- 8:30 P.M. V. Adjourn

MINUTES, HENDERSON CITY COUNCIL JANUARY 19, 2022

Meeting called to order at 7:00 P.M. by Mayor Keith Swenson; present were council members Janet Boese, Steve Sellner and Amy Hardel. Also present were Police Chief Dimitri Ikonitski, Beth Cornish, Sibley County Auditor-Treasurer Marilee Peterson, Sibley County Commissioner Bobbie Harder, Sibley County Commissioner Christian Lillenthal, Jerry Johnson and after Commissioner Lillenthal left Sibley County Commissioner Peter Koch arrived.

Motion Hardel, seconded Sellner to approve of the minutes of December 15, 2021 meeting. Motion carried.

Sibley County Commissioner Christian Lillenthal and Henderson Library Board Member Jerry Johnson (Library Board member Robyn Geldner included a written update prior to the meeting) provided an update of the Sibley County Library System of which the City of Henderson is a part of. They explained current operations and that there will be a meeting in a January 26 to review operational setup and that a Henderson city council representative is invited to attend. Amy Hardel plans to be in attendance.

Sibley County Auditor-Treasurer Marilee Peterson and Sibley County Commissioners Bobbie Harder and Peter Koch provided an update on County Commissioner redistricting. 3 plans were presented-the Henderson City Council preferred either of the 2 that kept the eastern half of the political jurisdictions together.

Berberich reported on the information submitted by Robyn Geldner related to Part 2 of the MNDOT Highway 19 Landscape Agreement. Motion Boese, seconded Hardel to approve Resolution 2022-01 for Part 2 of the MNDOT Highway 19 Landscape Agreement. Motion Carried.

Berberich and Swenson reported on trail updates and an upcoming Sibley County meetings/workshops.

Berberich presented Anderson Brothers Construction Proposal on door locks-Motion Sellner, seconded Swenson to table at this time-motion carried.

Sellner discussed Resolution 2022-02 relating to adopting a sales tax. Discussion on funds to be raised (\$240,000 maximum); project (not enough revenue for more than 1 project at this time-Allanson's Park campground and trail proposed; length of time (15 years); rate (.005%); timing (resolution due by January 31, 2022, and if approved on the ballot in 2022). Motion Sellner, seconded Boese to approved Resolution 2022-02-Motion carried.

Mayor Swenson introduced Ordinance 236 relating to a franchise with Metro net and including waiving the second meeting, approving the summary publication with passage effective upon publication; seconded Boese and motion unanimously carried 4-0.

Berberich reported on status of water and sanitary sewer projects. Waiting for additional information before check and documents sent.

Police Chief Ikonitski presented the department monthly report and annual reports. Council Member Boese commented that she does not think there is enough patrol to justify costs/office time based on the report of miles driven; that traffic speeds in high use areas are too high with more enforcement needed and that department members are not visible enough.

Sellner asked about sale of car (working on getting title).

City Administrator went over activity report, audit schedule, S.E.H. flood mitigation progress (written report from Rachel Pichelmann), ARP fund procedures/recommendations/allocations, Ehlers study status, temporary refinance/working with FSB to fund water project, building cleaning (in the process of hiring someone), upcoming legislative meetings and status of appraisals for Sibley County Road 6 land purchases and easements. Berberich recommends temporary finance with First State Bank to pay for current and future water project study/capital outlay (amount to be determined after audit); allocation of ARP funding per current audit and budget transfers/amendments per the updated budget included with the current audit.

Motion Swenson, seconded Sellner to authorize Berberich to work with First State Bank of Henderson on temporary water department special project financing (Fund 412) after audited review of fund activities; the current ARP allocation (fund 206) in the revised budget be approved along with transfers and closing of funds with \$0 balances effective December 31, 2021 and work with Ehlers Associates on a utility rate analysis. Motion carried.

Review of rates and appointments-utility rates/minimum thresholds will be discussed in February when Council Member Tiegs plans to be present

Mayor Swenson made appointments per the attached sheets-Henderson Lawn Care rates which will also include maintenance work of up to \$50 an hour on buildings and facilities including the Henderson Community Building. Motion Boese, seconded Hardel to approve the appointments/designations (attached and made part of these minutes). Motion unanimously carried.

Motion Boese, seconded Hardel to approve the following city bills-motion carried.

AMERICAN LEGAL PUBLISHING	\$2,137.00	DELTA DENTAL	\$173.96
BADGER METER INC.	\$10.68	DENNIS GRAHAM	\$50.00
BOND TRUST SERVICES	\$410,261.25	DIANE FRAUENDIENST	\$2,000.00
CORPORATIO		EXCEL ENERGY	\$4,523.20
BRUCE GUSTOFSON	\$45.00	FIRST STATE BANK	\$235,498.10
BUESGENS TRUCKING	\$1,550.00	HENDERSON AREA FIRE DISTRIC	\$31,030.00
BUREAU OF CRIM. APPREHENSON	\$150.00	HENDERSON INDEPENDENT	\$159.00
		JAGUAR	\$423.62
COMMUNITY EDUCATION	\$1,000.00	LEAGUE OF MN CITIES	\$270.00
CONSTRUCTION TREE SERVICE	\$3,791.00	LON BERBERICH	\$761.00

MATHESON TRI GAS INC.	\$33.26	RITeway BUSINESS FORMS	\$113.00
MATT SAXE CHEVROLET BUICK	\$38.11	SEH	\$22,214.93
MEDIACOM	\$176.90	STEVE FRIES	\$875.00
MICROSOFT OFFICE 365	\$12.83	TOSHIBA BUSINESS SOLUTIONS	\$47.75
MINN DEPT OF HEALTH-LICENSE	\$140.00		
MN Valley Electric	\$679.00	TRUE VALUE	\$97.15
NAPA AUTO PARTS OF LE SUEUR	\$541.15	VERIZON WIRELESS	\$117.45
		WAGARS RED OWL	\$1,972.04
NELSON & JONES, LTD.	\$312.50	MINNESOTA DEPT OF REVENUE	\$92.00
NUESSMEIER ELECTRIC, INC	\$1,376.56		
GOHPER STATE ONE CALL	\$63.50		

Motion Swenson, seconded Hardel to approve the revised meeting schedule-Motion carried.

Mayor Swenson adjourned the meeting at 9:05 P.M.

Respectfully Submitted Lon Berberich, City Clerk.



All of the appointments below approved-motion and vote included per grouping-effective January 19, 2022

Motion Boese, seconded Hardel,

1.) Pat Steckman, Arlene Busse, Judy Loewe, Keely Brenno, Jeff Steinborn-2020 Plan Submittal-Mayor Appointment, cannot be city council member

2.) Joseph R. Brown Heritage Society: Lon Berberich-Mayor Appointment

3.) Economic Development and Housing Committee-Henderson City Council-stays same unless changed by city council

4.) Chamber Representative: Janet Boese-Mayor Appointment

5.) Parks/Trails Committee/Tree Board: Randy Tiegs, Mark Hardel, Terry Bovee, Ron Walters, Jim Wartman, Jeff DuCharme, Beth Cornish-Mayor Appointments

Appoint the Henderson City Council as Planning Commission with Amy Hardel as chair.

6.) Community Facilities-Amy Hardel, Janet Boese-Mayor appointment

7.) Henderson Library Board-Mayor Appointment-Cindy Jackelen, Janet Boese (Chair), Jerry Johnson, Carrie rice, Robyn Geldner-Tosha Anderson Acting Director

8.) Henderson Area Fire District Joint Powers: Janet Boese, Steve Sellner, Keith Swenson

9.) Steve Sellner/Randy Tiegs-City Equipment, Mayor appointment-

10.) Mayor/City council Infrastructure, Transportation, Telecommunications, Flood Mitigation

11.) Emergency Management/Civil Defense Director: Tom Phillips-Mayor Appointment

12.) Personnel Committee: Paul Menne, Amy Hardel-Mayor Appointment

13.) Acting Mayor: Janet Boese-

**14.) Utility Bills—
Randy Tiegs, Janet Boese**

15.) Bills, budget, audit/EOM/EOQ/EOY-Amy Hardel, Randy Tiegs

16.) Payroll-Steve Sellner

17) Trails Task Force-Jeff Steinborn, Keith Swenson, Amy Hardel, Martha Wavrin, Danielle Buesgens, Denny Graham, Terry Bovee, Troy Koester, David Rice, Doug Thomas

17.) Continue Current designations/approvals

a.) Hometown and First State Banks of Henderson official depositories for city funds for 2022 with checking and/or investment accounts to be established in both banks at the discretion of the City Treasurer

b.) City Attorney: Jason Moran

c.) City Assessor: Sibley County Assessor/Open book in Henderson-City Council Vote Equalization Committee: Randy Tiegs-certified

d.) Insurance: Community Insurance of Henderson

e.) Henderson Independent as official newspaper

f.) Building Inspector: Jim Bauman

g.) Well and Tower Contracts: Thein Well and McGwire Iron

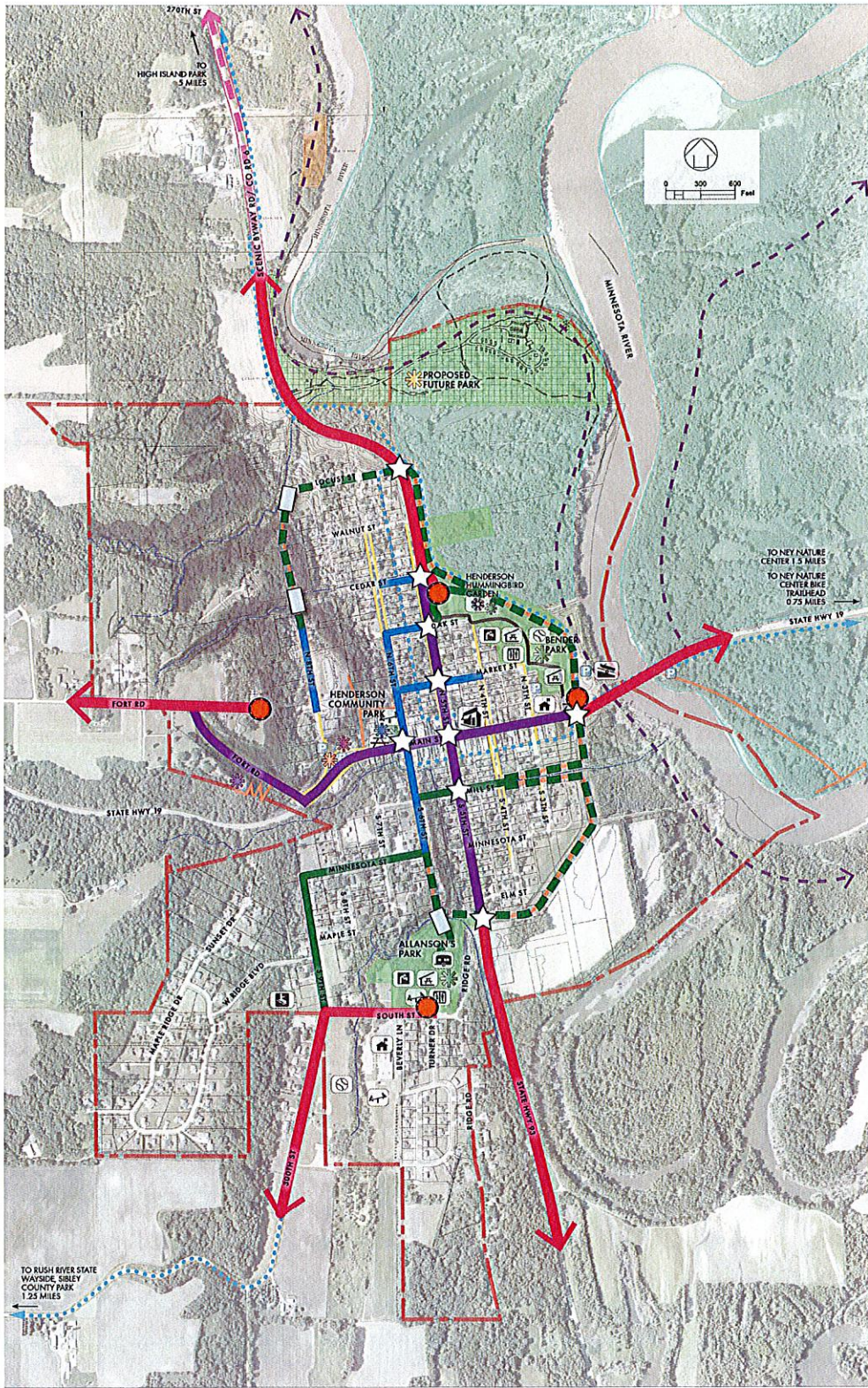
h.) Evolution-manages website, social media, meeting setup and related matters

i.) Don Boehne Construction Snow Removal and Buesgens Trucking snow hauling

j.) Nuisance/Health Officer (s): Henderson Police Department/Mayor/Building Inspector/other Appropriate Personnel-Many duties determined by statute

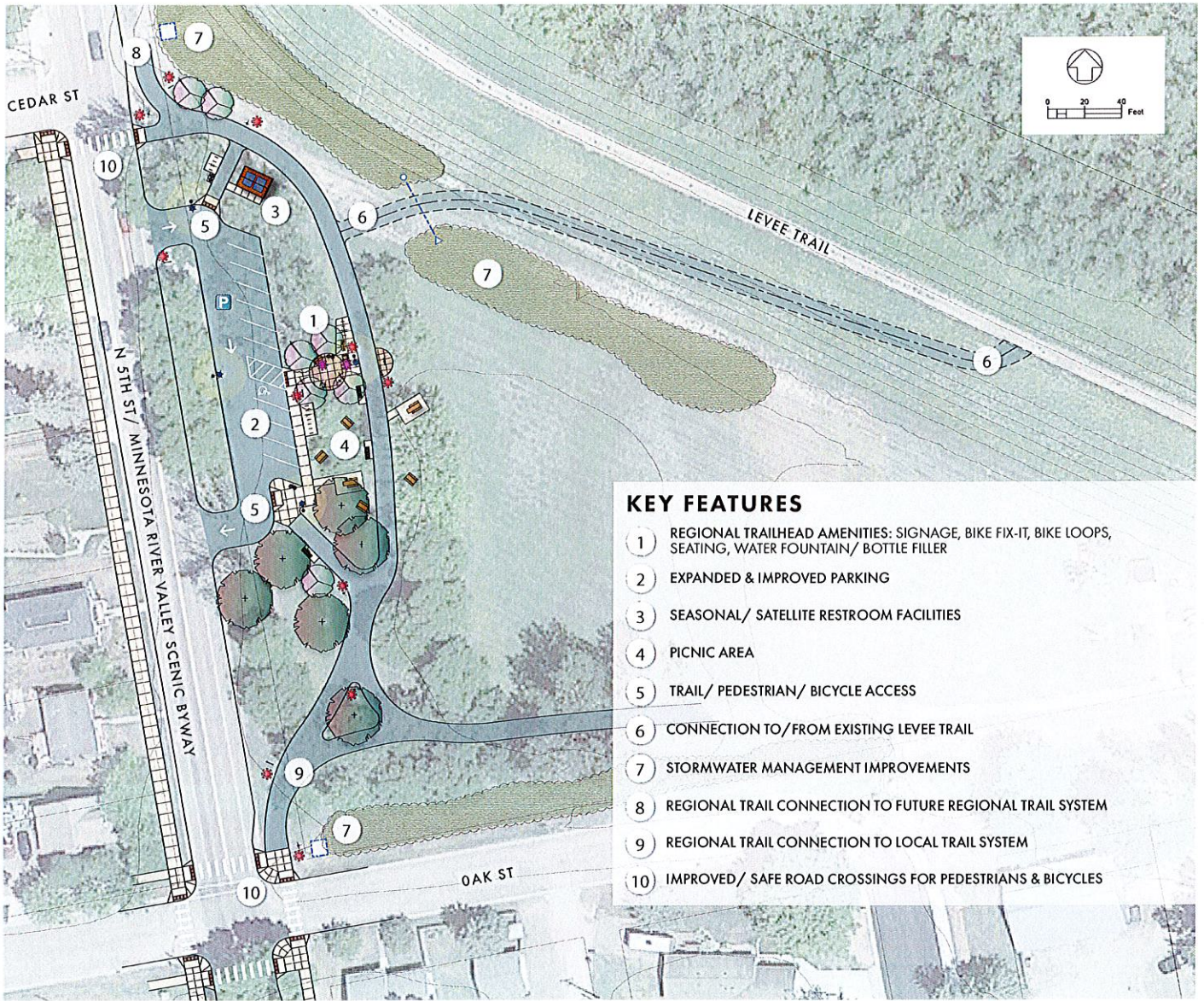
Other information

Franchise fees from: Metro net, Mediacom-Cable TV; Xcel Electric, MN Valley Electric (service to Mapleridge) and Northwest Natural Gas. Various firms provide Internet/Fiber (at a minimum 3 Fiber optic lines in the City of Henderson) with no franchise fees.



- LEGEND**
- - - CITY LIMITS
 - PAVED REGIONAL TRAIL
 - ON-STREET BIKE LANES & PEDESTRIAN IMPROVEMENTS
 - PAVED LOCAL TRAIL
 - - - UNPAVED LOCAL TRAIL
 - NEW/IMPROVED SIDEWALK
 - ☆ ENHANCED PEDESTRIAN/TRAIL CROSSING
 - ▭ NEW PEDESTRIAN BRIDGE
 - PROPOSED NEW REGIONAL TRAILHEAD

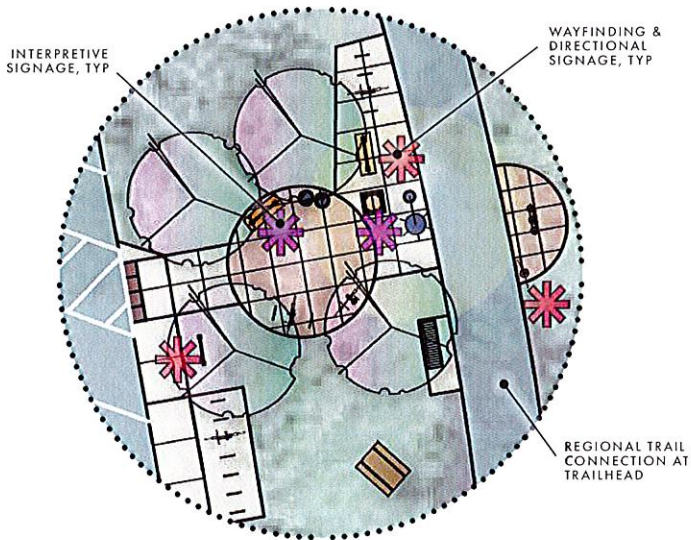
REGIONAL TRAILHEAD OVERALL CONCEPT



KEY FEATURES

- 1 REGIONAL TRAILHEAD AMENITIES: SIGNAGE, BIKE FIX-IT, BIKE LOOPS, SEATING, WATER FOUNTAIN/ BOTTLE FILLER
- 2 EXPANDED & IMPROVED PARKING
- 3 SEASONAL/ SATELLITE RESTROOM FACILITIES
- 4 PICNIC AREA
- 5 TRAIL/ PEDESTRIAN/ BICYCLE ACCESS
- 6 CONNECTION TO/FROM EXISTING LEVEE TRAIL
- 7 STORMWATER MANAGEMENT IMPROVEMENTS
- 8 REGIONAL TRAIL CONNECTION TO FUTURE REGIONAL TRAIL SYSTEM
- 9 REGIONAL TRAIL CONNECTION TO LOCAL TRAIL SYSTEM
- 10 IMPROVED/ SAFE ROAD CROSSINGS FOR PEDESTRIANS & BICYCLES

ENLARGED VIEW: REGIONAL TRAILHEAD AREA



REGIONAL TRAILHEAD EXAMPLE IMAGES: TYPICAL FEATURES





Building a Better World
for All of Us®

February 11, 2022

RE: City of Henderson, Minnesota
Trails Master Plan
Allanson's Park Campground
SEH No. HENDE162737, 10.00

Lon Berberich
City Administrator
City of Henderson
600 Main Street, P.O. Box 433
Henderson, MN 56044

Dear Mr. Berberich:

This Proposal is based on recent conversations regarding potential improvements at Allanson's Park.

Project Overview

The City of Henderson intends to present a plan for improvements at Allanson's Park to the State Senate and House tax committee. Development of a concept layout for the park improvements has been requested of SEH to provide in addition to the other work currently being completed as part of the Trail Master Plan. We are proposing to complete this work as an amendment to that existing Contract.

Scope of Work

Our intent is to provide "high level" review of the park and potential improvements. The proposed improvements would primarily be to the campground and its amenities, including: electric service to camp sites, water service to camp sites, accessibility improvements, configuration of camp sites, traffic flow and street improvements through the park, and trail/sidewalk connections. The concept layout would be based on a site visit, aerial maps, LiDAR contour information, and other readily available maps. Our work plan includes:

1. Kickoff Meeting with City to review the site and the potential improvements (Virtual Meeting)
2. Develop an initial sketch based on findings from the kickoff meeting.
3. Review initial sketch with City and adjust accordingly (Virtual Meeting)
4. Provide a refined concept layout based on City input.
5. Provide a cost estimate for the improvements.

Schedule

Due to time constraints and the unknown schedule for the City's meeting with the state legislature, we propose to start work immediately. We would be able to provide a final layout for the March council meeting, potentially sooner if needed.

Fee Estimate

We have estimated a total fee of **\$3,500** to complete this additional service which would be billed on a Lump Sum basis. This fee includes all reimbursable expenses. As noted, this would be in addition to the previously approved contract for the Trail Master Plan and would be shown on those invoices as Task 5.0.

Again, thank you for the opportunity to propose for these services and we look forward to continuing our relationship with the City of Henderson.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10400 Yellow Circle Drive, Suite 500, Minnetonka, MN 55343-9229

952.912.2600 | 800.734.6757 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Lon Berberich
February 11, 2022
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink that reads "Chris Knutson". The signature is written in a cursive style with a long horizontal stroke at the end.

Chris Knutson, PE
(Lic. MN)

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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Henderson, Minnesota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 18, 2019, this Supplemental Letter Agreement dated February 11, 2022, authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Henderson Trails Master Plan.

Client's Authorized Representative: Lon Berberich, City Administrator
Address: 600 Main Street, PO box 433
Henderson, MN 56044
Telephone: 507.248.3234 **email:** chenderson165@mchsi.com

Project Manager: Mark Nolan, AICP
Address: 10400 Yellow Circle Drive, Suite 500
Minnetonka, MN 55343
Telephone: 612.709.3037 **email:** mnolan@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Scope includes the preparation of a concept campground improvement at Allanson's Park as noted in the letter proposal dated February 11, 2022.

Schedule: As indicated in the attached letter proposal, we will begin our services immediately.

Payment: The lump sum fee is **\$3,500** including expenses and equipment. This is in addition to the previously approved Trail Master Plan fee of \$14,250.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2. Additional work, if required, shall be compensated at agreed upon hourly rates and written authorization from the Client.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Henderson

By: 
Chris Knutson, PE (Lic. MN)
Title: Client Service Manager

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Henderson, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated February 11, 2022

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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Current and Follow-up Activities Status as of *Wednesday February 16, 2022*

Levee & Disasters-Awaiting disaster closeout and next Levee Inspection

Signs and repairs: final installation and resell 2022

Blacktop incl. crack sealing/sealcoat/repairs/patches-2021 projects-complete-bill some to OVID-see statement

Compost pick-up and site: working on clean-up and loading 2022

2022 snow removal-Eric Karels, Rich Buesgens, James Kroehler, Kelly Braun, Paul Kuechle to assist-review for 2022/23 in April/May of 2022

Allanson's/trails: improvements-analyze for 2022 with new plan-S.E.H. March 2022-grants/sales tax

Community Building/Grounds/brick and step-meeting room open, touch up complete-maintenance/cleaner started

Boat landing area maintenance for 2022-same

Equipment/capital purchase-water plant improvements and 2022/2032 CIP

2021 ordinance codification in force; back and posted/emailed

Library-Engan review

Status of Bender Park open-closed for 2021

Update on future uses of Covid \$ an amounts-approximately \$102k to be used from now until 2026-2 payments, 2021/22. Additional resolution needed when final numbers in-some for 2021/22 streets/backtop.

2020/21 audit/budget/financial-Layne finished final journal entries-working on funds adjustments/balances-FMP=plan February/March 2022, short term borrowing water

Sales Tax Use/legislation-bill jacketed; 15 years 1/2%, up to \$240,000-next stop tax committee

Checklists which will follow through to CIP and comp planning with filing update-CIP S.E.H.

Board of Review April 20, 2022

Update on info south levee/93/6 and appraisals agreements and Sibley County 6

Design team visit postponed

CITY OF HENDERSON UTILITY RATES EFFECTIVE JANUARY 1, 2022

\$10 per month Water Debt Service Base effective August 1, 2010 (was \$15 per month)
 \$.81 per month Minnesota Department of Health Community Water Supply Service Connection Fee
 \$5.00 per month Environmental fee.

<i>Water</i>	<i>Effective August 1, 2010</i>	<i>Effective January 1, 2012</i>
<i>Residential</i>		
First 1000 gallons	\$4.50-per 1000 gallons used	same-
2000-3000	\$4.60	same
4000-6000	\$4.70	same
7000-9000	\$4.80	same
10,000-12,000	\$4.90	same
13,000 and above	\$5.00	same
 Commercial		
Up to 5000 gallons	same as water	\$4.50-per 1000 gallons used
6000-15000	“	\$4.60
16000-30000	“	\$4.70
31000-45000	“	\$4.80
46,000-60,000	“	\$4.90
60,000 and above	“	\$5.00

<i>Sanitary Sewer</i>	<i>Effective August 1, 2010</i>	<i>Effective January 1, 2012</i>
<i>Residential:</i>		
First 1000 gallons	\$7.00-per 1000 gallons	same
2000-3000	\$7.25	same
4000-6000	\$7.35	same
7000-9000	\$7.45	same
10,000 and above	\$7.50	same
 Commercial		
Up to 5000 gallons	same as sewer	\$7.00-per 1000 gallons used
6000-15000	“	\$7.25
16000-30000	“	\$7.35
31000-60000	“	\$7.45
60,000 and above	“	\$7.50

\$45 per month Wastewater Treatment Plant Debt Service Base effective 1/2012/ + \$20 more per month 1/1/2014 for Sanitary Sewer Debt Service Base

Minimum residential bill water and sewer \$92.31 per month (\$15.31 water, \$5 environmental, \$72 wastewater)

Average monthly water bill-440 users-\$26 PER MONTH

Average monthly sewer bill-435 users-\$86 PER MONTH PLUS \$2500 ASSESSMENT

Lon Berberich, February 11, 2022

2022 BANK RECONCILIATION REPORT/balance sheet

	January	February	March	April	May	June	July	August	September	October	November	December
Beg. Bal.	\$ 670,025.14	\$ 31,220.33	\$ 136,220.33	\$ 93,720.33	\$ 45,720.33	\$ 46,720.33	\$ 306,720.33	\$ 496,720.33	\$ 416,720.33	\$ 376,720.33	\$ 336,720.33	\$ 566,720.33
Receipts	\$ 109,851.11	\$ 295,000.00	\$ 57,500.00	\$ 62,000.00	\$ 101,000.00	\$ 390,000.00	\$ 290,000.00	\$ 70,000.00	\$ 70,000.00	\$ 80,000.00	\$ 330,000.00	\$ 250,000.00
Payments	\$ (748,655.92)	\$ (190,000.00)	\$ (100,000.00)	\$ (110,000.00)	\$ (100,000.00)	\$ (130,000.00)	\$ (100,000.00)	\$ (150,000.00)	\$ (110,000.00)	\$ (120,000.00)	\$ (100,000.00)	\$ (70,000.00)
Payroll												
return check												
other net je/adj												
JE/corrections												
Ending Bal	\$ 31,220.33	\$ 136,220.33	\$ 93,720.33	\$ 45,720.33	\$ 46,720.33	\$ 306,720.33	\$ 496,720.33	\$ 416,720.33	\$ 376,720.33	\$ 336,720.33	\$ 566,720.33	\$ 746,720.33
Bank Bal.	\$ 76,872.97											
Out. Rec/Dis	\$ (46,188.47)											
Dep in transit	\$ 240.00											
JE ?	\$ 360.12											
JE ?	\$ (64.29)											
Recon. Bal.	\$ 31,220.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Review of EOM including cancelled checks, void checks, check sequencing, payees, vendors, JE's, receipts, balances, bank statements, invoices, monthly bills, etc.
 Council Members Amy HardeI and Randall Tiegs.

	Date	Name/Initial
Jan		
Feb		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

\$240-check dated 2/1, \$360.12-psn deposit posted 2/1, \$64.29-most likely interest & posting investments-review February

Henderson City Council Meeting/Notice February 18, 2022

Monday, February 28, 2022	Payroll	TBA
Monday, March 14, 2022	Payroll	TBA
Wednesday, March 16, 2022	Budget and Finance-	6:30 P.M.
Wednesday, March 16, 2022	City Council	7:00 PM
Wednesday, March 30, 2022	Payroll	TBA
Wednesday, April 20, 2022	Board of Appeal	6:00 P.M.

Park Board??

Posting pursuant to Minn Stat. 475.705 subd. 1 the Open Meeting Law.

Lon Berberich
City Clerk