



Our Vision

Red Wing thrives as a vibrant, creative river town that values its natural environment, welcomes all people, and unlocks opportunity for everyone.

Our Mission

We strive to create a sustainable, healthy, accessible, resilient, and equitable community where every person feels at home.

Meeting Announcement and Agenda Sister Cities Commission Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Wednesday, September 24, 2025, at 5:15 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2557 624 8740 and password 2025 when prompted.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

3.A. Chair to list absent members for the record. - No motion needed

4. Approval of Agenda

4.A. A motion, second, and majority approval is needed to approve the agenda.

5. Approval of Minutes

5.A. Approve minutes from July 23, 2025, Meeting - A motion, second, and majority approval is needed

5.B. Approve minutes from August 27, 2025 workshop - A motion, second, and majority approval is needed.

6. Public Comment

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

7. Motions & General Business

7.A. Finance Report - Lisa - Motion, second and majority approval needed

- 7.B. Refund \$229.09 of the \$250.00 family downpayment collected from each student prior to traveling to Ikata, as they were able to raise \$916.36 over the cost of the trip - Motion, second, and majority approval is needed.

8. Committee Reports

8.A. Ikata Student Exchange Committee Update - Tammy and Dani

- Committee meeting summary
- Plans for recruiting a chaperone for 2026 - status
- Potential interview dates - October with hopes of voting on at October meeting (make a meeting- council chambers is available 10/22 at 5:15 pm)
- Service organization presentations — Lisa reached out to Council President Farrar but has not gotten any dates for the students to present to the Council.
- Thank you's created — Nisha and students working on?
- Plans for classroom presentations and student recruitment
- Follow-up on Sister Cities Grove Markers - Lisa talked with PW and they suggested something that hangs from the tree or not staked in the ground due to mowing.

8.B. YAAS Committee Report - Waiting on 2026 theme. No update at this time. Committee will convene once a theme has been determined.

8.C. Adult Delegation/Friendship Exchange Committee - No update. Committee will convene once an invitation is received from Quzhou for 2026. Email was sent expressing interest in sending a delegation from Red Wing to Quzhou.

8.D. Updated Committee Listing - Verify commissioners are on the committees they wish to work on

9. Communication Items

9.A. Need to change the date of the November meeting again. Options to reschedule are as follows:

- Thursday 11/13 at 5:15
- Monday 11/17 at 5:15
- Wednesday 11/19 at 7 pm

The goal is to have students selected and able to be voted on at the November meeting. However, that also will depend on the ability to recruit and interview prior to these dates. We have the option to make November a workshop as well and then switch the December 17th workshop to a meeting instead. If we keep November a workshop, then we could meet as scheduled on 11/19 at 5:15 pm in the Ignite building.

9.B. Maura Curry has stepped down from the commission due to work obligations conflicting with her ability to attend our meetings regularly. We would like to thank her for the time she was a part of the commission.

10. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

**Red Wing Sister Cities Commission
Regular Meeting
City Council Chambers**

July 23, 2025

Members Present: Chair Austin Knott; Commissioners Shawn Niebeling, Ingrid Hokanson, Renee Kreye, Sheena Whitlock, Tao Peng, Kim Clancy, Tammy Jaynes, Danielle DeWitt, and Maura Curry (left at 5:30 p.m.)

Members Absent: Commissioner Ashlyn Werner

Others Present: Lisa Acker, Staff Liaison; Vicki Jo Lambert, Council Liaison

1. Call to Order

The meeting was called to order by Chair Knott at 5:15 p.m.

2. Pledge of Allegiance

Chair Knott led the recitation of the Pledge of Allegiance.

3. Roll Call

Chair Knott welcomed Commissioner DeWitt. She introduced herself and described her background. Chair Knott reported that Ashlyn Werner has also joined the Sister Cities Commission but was unable to attend the meeting, as she is serving as the 2025 Ikata student exchange chaperone. He stated that there are still two Sister Cities Commission vacancies.

4. Approval of Agenda

A motion was made by Chair Knott, seconded by Commissioner Kreye and unanimously carried, to approve the agenda as presented.

5. Approval of Minutes

A. Motion to Approve Meeting Minutes from May 28, 2025.

A motion was made by Chair Knott, seconded by Commissioner Kreye and unanimously carried, to approve the meeting minutes as drafted.

6. Public Comment

There was no public comment.

7. Motions & General Business

A. Finance Report.

Staff Liaison Acker reviewed an updated Finance Report. She detailed recent expenses related to the Ikata student exchange and highlighted funds that will be available for other Sister Cities Commission activities. She reviewed a student fundraising report, noting that all of the students raised more than the cost of the trip. She stated that students will receive a refund of up to \$250. She noted that the Sister Cities Commission budget has a current balance of \$3,786.58.

A motion was made by Chair Knott, seconded by Commissioner Peng and unanimously carried, to adopt the Finance Report as presented.

B. Ikata Student Exchange Committee Report and Update.

1. Update on Plans and Final Activity Schedule for the Student Exchange in Red Wing.

Commissioner Jaynes reviewed final plans for the River City Days parade, the welcome dinner at Colvill Courtyard, the farewell picnic, and the St. Paul Saints game.

2. Discuss and Vote on Any Additional Expenditures for Ikata Student Visit to Red Wing.

A trip to the Mall of America was discussed, and it was noted that three additional ride tickets would cost approximately \$35 each. Following discussion an amended motion was made by Commissioner Kreye, seconded by Commissioner Curry, to spend up to \$125 for additional Mall of America ride tickets. A vote was conducted, and the motion carried unanimously.

Commissioner DeWitt discussed a potential pottery-making activity at Red Wing High School. She noted that the cost of this activity would not exceed \$200. A motion was made by Chair Knott, seconded by Commissioner Peng, to approve an expenditure of up to \$200 to cover the cost of supplies for a student pottery-making experience at Red Wing High School. A vote was conducted, and the motion carried unanimously.

Commissioner Jaynes reviewed the rest of the schedule. She discussed activities involving the Ikata chaperones.

Staff Liaison Acker asked about the start time of a visit to the Goodhue County Historical Society on August 5, where gifts from Ikata and Quzhou will be on display. Commissioner Kreye indicated that she will verify the visit time. Staff Liaison Acker also asked Commissioners to review the Quzhou display panel information in terms of accuracy.

Council Liaison Lambert requested clarification of the potluck dinner and the catered dinner. It was noted that the welcome dinner will be catered and the farewell dinner will be a potluck. Commissioner Whitlock reviewed plans for a BBQ dinner. The dates of the dinners were clarified. Parade plans were also clarified.

It was suggested to obtain an accurate head count for the welcome dinner. Staff Liaison Acker indicated that she will extend invitations to the Mayor, the City Council, and the Council Administrator. Sister Cities Commission members were asked to RSVP for the welcome dinner. Other welcome dinner invitees were suggested.

C. Ikata / Quzhou Friendship Delegation Update.

Staff Liaison Acker provided background information and referenced past discussion of a Quzhou friendship delegation invitation. She stated that City leaders were recently invited to attend a US-China conference in China in October of 2025. She stated that City staff members are working on a response to both invitations.

Staff Liaison Acker suggested discussion of the scope of a future delegation and the formation of a committee to work on planning activities. Commissioner Peng offered to serve on the committee, even after his term on the Sister Cities Commission ends on December 31, 2025. Commissioner Peng discussed his attendance at a past conference in Shanghai, China. He suggested focusing on a city-to-city friendship delegation in 2026.

D. Young Artists and Authors Showcase Committee.

Chair Knott stated that a new chair and committee members are needed for this committee. Staff Liaison Acker discussed the competition and the work of the committee. She noted that assistance has been provided by Red Wing High School teacher Kristin Bray in the past. She stated that the 2026 theme has not yet been announced. Commissioner Kreye volunteered to serve as the committee chair, noting that her term on the Sister Cities Commission will not expire until the end of 2026. Commissioners DeWitt and Whitlock stated that they will consider serving on the committee. Commissioner Niebeling commented that Dawn Erickson has offered to facilitate a workshop for students interested in participating in the artist showcase.

E. Community Visibility.

Staff Liaison Acker discussed opportunities for social media postings during the Ikata exchange. She asked Sister Cities Commission members to take photos and share them with her. She stated that Commissioner Whitlock has been sharing information on Instagram. It was stated that photos can also be used during recruitment activities for next year's Ikata student exchange.

8. Communication Items

A. November Meeting Date or Time Change Needed.

Chair Knott reviewed options for scheduling a November Sister Cities Commission meeting. It was decided to schedule a special meeting on Thursday, November 20.

9. Adjournment

Chair Knott adjourned the meeting at 6:03 p.m.

**Red Wing Sister Cities Commission
Workshop
Community Development Building
August 27, 2025**

Members Present: Commissioners Ingrid Hokanson, Renee Kreye, Shawn Niebeling, Maura Curry, and Danielle S DeWitt; Student Advisory Member Nisha Y Catarino Santiago

Members Absent: Chair Austin Knott; Commissioners Tammy Jaynes, Tao Peng, Kim Clancy, Sheena Whitlock, and Ashlyn Werner

Others Present: Lisa Acker, Staff Liaison; Vicki Jo Lambert, Council Liaison

1. Roll Call

The workshop was convened by Staff Liaison Acker at 5:17 p.m. She noted that the absences of Commissioners Peng, Clancy, Werner, and Whitlock were excused.

2. Public Comment

A. Welcome to New Commission Members.

Staff Liaison Acker welcomed Student Advisory Member Nisha Y Catarino Santiago.

3. Workshop Items

A. April Finance Report.

Staff Liaison Acker reviewed the Finance Report. She detailed recent expenses related to the Ikata student exchange. She reported that more funds were raised by the students than were needed for the trip. She stated that she will propose refunding the \$250 deposits back to the families during the next Sister Cities Commission meeting. She provided a Sister Cities Commission budget update.

B. Ikata Student Exchange Committee Report.

The tree planting activity was discussed. Committee members discussed the Ikata delegation visit to Red Wing. Challenges related to Ikata chaperone expenses and activities were discussed. The Sister Cities gift display at the Historical Society was discussed. Student Advisory Member Catarino Santiago described her experiences as an Ikata student exchange participant. Suggestions for potential activities during next year's exchange were offered.

Staff Liaison Acker suggested compiling a list of donors to thank. Ikata exchange student presentations to community organizations were discussed. Council Liaison Lambert indicated that she will ask Council President Janie Farrar about a presentation to the City Council.

Planning and recruiting activities for next year's Ikata student exchange were discussed. The chaperone application and selection process was detailed.

Potential changes to the trip duration and tour stops in Japan were discussed.

It was suggested to explore the possibility of procuring garden stakes listing the year that each tree was planted.

C. YAAS Committee Report.

Staff Liaison Acker reported that the 2026 theme has not yet been announced. She suggested connecting with Red Wing teacher Kristin Bray regarding her involvement in the program. Student age groups, eligibility, and the YAAS categories were discussed. It was suggested that the committee explore ways to engage more students and improve the quality of entries. The judging process and monetary awards were discussed. Council Liaison Lambert provided suggestions in terms of nontraditional approaches to engage students.

D. Adult Delegation/Friendship Exchange Committee.

Past adult delegations were discussed. Staff Liaison provided a 2026 adult delegation update. She stated that Commissioner Peng has offered to continue to serve on the committee as a community volunteer. She noted that the Sister Cities Commission cannot participate in fundraising activities. Potential adult delegation participants were discussed.

E. Committee Assignments and/or Adjustments.

Staff Liaison Acker discussed committee membership and referenced quorum considerations. It was noted that Student Advisory Member Catarino Santiago can serve on committees and that this will not count toward the quorum. Communication between committee members was clarified.

Commission members expressed their committee assignment preferences.

Council Liaison Lambert commented regarding the important mission and work of the Sister Cities Commission.

4. Adjournment

The workshop adjourned at 6:30 p.m.

		Marek	Nisha	Audrey	Bella		Ashlyn-Chap	Total	
Family Fare 1/26-1/26	\$ 1,001.00	\$ 286.00	\$ 286.00	\$ 143.00	\$ 143.00		\$ 143.00	\$ 1,001.00	
Family Fare 2/22-2/23	\$ 758.00	\$ 238.00	\$ 252.00	\$ 134.00	\$ 134.00		\$ -	\$ 758.00	
Family Fare 3/8-3/9	\$ 700.00	\$ 150.00	\$ 150.00	\$ 133.00	\$ 133.00		\$ 134.00	\$ 700.00	
Red Wing Elks Donation 3/10	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00			\$ 400.00	
RW Rotary Donation 3/10	\$ 400.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00			\$ 400.00	
Red Men Club Donation 3/19	\$ 500.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 100.00	\$ 500.00	
Family Fare - Easter	\$ 1,296.00	\$ 216.00	\$ 216.00	\$ 432.00	\$ 432.00			\$ 1,296.00	
American Legion 4/21	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00			\$ 2,000.00	
Noontime Kiwanis 4/29	\$ 200.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00			\$ 200.00	
Family Fare 5/10-5/11	\$ 1,218.00	\$ 203.00	\$ 406.00	\$ 406.00	\$ 203.00			\$ 1,218.00	
Family Fare 5/23-5/24	\$996.00	\$ 166.00	\$ 332.00	\$ 332.00	\$ 166.00			\$ 996.00	
Family Fare 6/14-6/15	\$484	\$ 242.00	\$ -	\$ -	\$ 242.00			\$ 484.00	
Sub-total Bagging & Donations	\$ 9,953.00	\$ 2,351.00	\$ 2,492.00	\$ 2,430.00	\$ 2,303.00	\$ -	\$ 377.00	\$ 9,953.00	
Family contribution		\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ -	\$ 1,000.00	
								\$ -	
								\$ -	
Sub-total from families		\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ 1,000.00	
Sub-total of all funds		\$ 2,601.00	\$ 2,742.00	\$ 2,680.00	\$ 2,553.00	\$ -	\$ 377.00	\$ 10,953.00	
Plane tickets (insurance & fee)		\$ 1,863.31	\$ 1,863.31	\$ 1,863.31	\$ 1,863.31		\$ 1,996.12	\$ 9,449.36	insurance & flight
Tour Actual		\$ 551.60	\$ 551.60	\$ 551.60	\$ 551.60		\$ 551.60	\$ 2,758.00	AMOUNT WIRED TO TRAVEL AGENT 8/21/25 for tour package
Total Actual Cost of Trip		\$ 2,414.91	\$ 2,414.91	\$ 2,414.91	\$ 2,414.91		\$ 2,547.72	\$ 12,207.36	
Chaperone Grant From Reserve Funds or General Budget (\$2500 max)							\$ 2,170.72		This will come from our 248 reserve fund or from our 2025 budget or a combination
Due before departure (total cost less earnings)		\$ -	\$ -	\$ -	\$ -				
Total refunded		\$ 229.09	\$ 229.09	\$ 229.09	\$ 229.09		\$ -	\$ 916.36	Proposing to refund a portion of each deposit as student trip costs were covered almost entirely by donations and fundraising.
Students raised	\$10,576	(parent deposit, donations, fundraising)							
Actual cost to students	\$9,659.64	(tour and airfare)							
Overage raised & collected	\$916.36								
Split between all 4 students	\$229.09	Refund to students versus moving excess funds into SSC balance.							
Out of pocket cost to families for trip (besides spending money, gifts, and expenses here)	\$20.91								

Red Wing Sister Cities Commission Financial Report -September 2025

	101 Account - General Fund		248 Account - Sister Cities		Combined	
	Budget	Actual	Budget	Actual	Budget	Actual
Income						
From General Fund	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Student fundraising 2025 (bagging)			\$ 6,400.00	\$ 6,453.00	\$ 6,400.00	\$ 6,453.00
2025 Donations			\$ 6,200.00	\$ 3,500.00	\$ 6,200.00	\$ 3,500.00
From previous fundraising & City transfers			\$ 8,253.98	\$ 8,253.98 **		
Downpayments and add'l payments from families			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Money returned to families (excess funds raised)			\$ 916.36	\$ 916.36	\$ 916.36	
Total Income	\$ 5,000.00		\$ 22,770.34	\$ 20,123.34	\$ 27,770.34	\$ 20,123.34
Expenses - General						
Young Artist Showcase Prize	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ -
Young Artist Expenses	\$ 300.00	\$ -	\$ -	\$ -	\$ 300.00	\$ -
River City Days Parade	\$ 200.00	\$ 167.73	\$ -	\$ -	\$ 200.00	\$ 167.73
Postage & Copying	\$ 100.00	\$ 22.70	\$ -	\$ -	\$ 100.00	\$ 22.70
Misc. Expense	\$ 825.00	\$ 100.00	\$ -	\$ -	\$ 825.00	\$ 100.00
Total General Expense	\$ 2,025.00	\$ 290.43	\$ -	\$ -	\$ 2,025.00	\$ 290.43
Expenses - Ikata						
Airfare & travel agent fees			\$ 13,750.00	\$ 9,449.36	\$ 13,750.00	\$ 9,449.36
Tour			\$ 2,600.00	\$ 2,758.00	\$ 2,600.00	\$ 2,758.00
Chaperone Background Check	\$ 75.00				\$ 75.00	\$ -
Gifts sent with Chaperone	\$ 250.00	\$ 140.08			\$ 250.00	\$ 140.08
Chaperone Subsidy			\$ 2,500	\$ 2,170.72	\$ 2,500.00	\$ 2,170.72
Student Subsidy			\$ 0	\$ -	\$ -	\$ -
Welcome Event & Farewell Picnic	\$ 750.00	\$ 726.97			\$ 750.00	\$ 726.97
Tree Planting	\$ 350.00	\$ 299.99			\$ 350.00	\$ 299.99
T-shirts	\$ 100.00	\$ 46.36			\$ 100.00	\$ 46.36
Miscellaneous (tickets, events, etc)	\$ 800.00	\$ 572.12			\$ 800.00	\$ 572.12
Total Ikata Expense	\$ 2,325.00	\$ 1,785.52	\$ 18,850.00	\$ 14,378.08	\$ 21,175.00	\$ 16,163.60
Expenses - Quzhou						
Miscellaneous	\$ 650.00				\$ 650.00	\$ -
Total Quzhou Expense	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	\$ -
Total All Expense	\$ 5,000.00	\$ 2,075.95			\$ 5,000.00	\$ 7,821.21
Balance	\$ -	\$ 2,924.05		\$ 5,745.26		
If chaperone subsidy comes from here, balance*		753.33				

4 students and 1 chaperone = 2025 Ikata Exchange

** This is a combination of funds donated, raised and transferred from the GF since 2021

* Student subsidy is a "scholarship" of up to \$500 per student if fundraising falls short

Red Wing Sister Cities 2025 Committee Assignments

Updated 9-18-2025

Quorum number will be 6 for the balance of 2025 (based on 10 voting commission members). All committees can now have 5 voting members and no limit on non-voting members.

Ikata Student Exchange Committee (2) – Dani DeWitt and Tammy (Co-Chair) – will float between committees and keep things on track.

Subcommittee 1- advertising the program to recruit a chaperone and students, make changes/review chaperone materials, interviews, organizing parent meeting, fundraising (grocery bagging deposits/letter writing with students), reserving hotel for students & chaperone from Ikata, and organizing the cultural and language meetings with the students and chaperone.

1. Austin Knott
2. Ingrid Hokanson
3. Tammy Jaynes
4. Ashlynn Werner
5. Nisha Catarino Santiago

1) Subcommittee 2 – Reserves Colvill and organizes welcome dinner, reserves Baypoint and organizes farewell dinner, sets up the activities in Red Wing for exchange (including parade), gets the gifts for the students and Ikata commission and works with Dawn on t-shirts.

1. Kim Clancy
2. Sheena Whitlock
3. Tammy Jaynes
4. Dani DeWitt

Unofficial public volunteer – Gretchen Anderson will work on high school presentations yet this year.

Ikata/Quzhou Friendship Delegation Committee – Will need members and a chair once we get some dates and an invitation to come to Quzhou.

1. Tao Peng (continue as a volunteer after term ends 12/31/2025)
2. Kim Clancy
3. Open
4. Open

YAAS Artist Showcase

1. Sheena Whitlock
2. Renee Kreye - Chair
3. Dani DeWitt
4. Ingrid Hokanson
5. Shawn Niebling (to end of the year)

Community Visibility Committee (no chair needed)

1. Lisa Acker – (Facebook) Staff Liaison

2. Sheena Whitlock (Instagram)

Finance Committee

1. Lisa Acker – Staff Liaison

- **If more than quorum is present during a meeting, conference call or email chain, it is considered a public meeting and must be posted beforehand.** You will be notified when the number for quorum changes as it varies depending on how many voting members are currently on the Commission.
- **Committee Chairs oversee their respective committee** and will be responsible for **giving the committee updates during the monthly meetings**, if necessary.
- Committee Chairs should notify the Commission Chair **at least ONE WEEK PRIOR** to the meeting if they want to bring something to a vote or want something discussed during the meeting. This allows the Commission Chair and Staff Liaison to add the item/s to the agenda and post it in a timely manner.