



### **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, January 28, 2026, 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. [Join this meeting via Webex](#). To join via telephone, please dial (415) 655-0001. Enter access code 2551 105 3025 and password 2026 when prompted.

### **1. Call to Order**

### **2. Roll Call**

2.A. Chair to list absent commission members for the record. No motion needed.

### **3. Administer Oath of Office**

3.A. Mayor Iocco will administer the Oath of Office to Tricia Perau (First Term), Alexandra Klitzke (First Term), and Tammy Janyes (Second Term). Welcome to the Red Wing Sister Cities Commission!

### **4. Nomination and Election of Protem**

4.A. The city's rules of order and procedure, Section 8 Annual Organizational Work, indicates we must elect a Chairperson and Vice Chair at our first regular meeting of each year. Individuals can hold these positions for a maximum of two consecutive years. Our current Chair and Vice Chair have been in their positions for one year, so they are both eligible for re-election. Boards and Commissions may also choose to elect a Pro Tem, who is able to call meetings and workshops to order in the absence of the Chair and Vice Chair. I am recommending the commission nominate and elect a Pro Tem for 2026. Chair Knott should open the floor for nominations for Chair. Once the chair has been selected, they should then open the floor for nominations for Vice Chair and then Pro Tem.

### **5. Approval of Agenda**

5.A. A motion, second, and majority approval is required.

### **6. Approval of Minutes**

- 6.A. A motion, second, and majority approval is needed to approve the minutes from the December 17, 2025, Special Meeting

## **7. 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.

## **8. Motions & General Business**

- 8.A. Discuss and approve the 2026 Annual Budget for the Sister Cities Commission - A motion to adopt, second, and majority approval is required.
- 8.B. Motion to Adopt 2025 Rules of Order and Policies for Boards and Commissions - Attached is the 2025 policy approved on August 11, 2025, and what currently governs the city's boards and commissions. Staff is not aware of any changes forthcoming in 2026. However, the City Council will be discussing their policies and procedures at a February 2, 2026, workshop. Staff recommends the commission adopt this current policy since we did not adopt anything in 2025 due to the length of time it took for these to be finalized. If the Council adopts a new policy, staff will bring it back to the commission for adoption at a later meeting. A motion, second, and majority approval is required.

## **9. Committee Reports**

- 9.A. Ikata Student Exchange Committee Update - Dani/Ashlyn
- 9.B. YAAS (Young Author and Artists Showcase) Update - Renee
- 9.C. Adult Friendship Delegation - September 2026 Delegation to Quzhou, China Update - Lisa
- 9.D. Community Visibility Update - Lisa

## **10. Communication Items**

- 10.A. 2026 Commissioner Contact Listing
- 10.B. 2026 Committee Assignments
- 10.C. 2026 Meeting and Workshop Calendar

## **11. 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.

## Nominations for Election

1. Current chair should open the floor for nominations
2. A second is not needed for a nominations.
3. All nominations for a particular office should be accepted
4. Nominations can come only from full commission members and a member may nominate themselves.
5. All nominations for that office should be repeated and the chair should ask if there are any additional nominations (ask two or three times)
6. Once all nominations have been made then the chair should declare the nominations closed.
7. The chair should then call for a vote on each nominee in the order they were nominated. If there are multiple nominations for a position then voting should take place by ballot. If there is only one nomination for an office then the vote can be taken by voice.
8. The outcome is determined by majority vote.

**Red Wing Sister Cities Commission  
Special Meeting  
City Council Chambers  
December 17, 2025**

**Members Present:** Chair Austin Knott, Commissioners Tammy Jaynes (online), Tao Peng, Shawn Niebeling, Ingrid Hokanson, Kimberly Clancy, Renee Kreye, Ashlyn Werner, Danielle DeWitt, Sheena Whitlock, and Student Advisory Member Nisha Catarino Santiago

**Members Absent:** All members were in attendance

**Others Present:** Lisa Acker, Staff Liaison

**1. Call to Order**

Chair Austin Knott called the meeting to order at 5:16 p.m.

**2. Pledge of Allegiance**

Chair Knott led the recitation of the Pledge of Allegiance.

**3. Roll Call**

Roll call was conducted. Chair Knott, Commissioners Jaynes, Peng, Niebeling, Hokanson, Clancy, Kreye, Werner, DeWitt, Whitlock, and Student Advisory Member Catarino Santiago were in attendance.

**4. Approval of Agenda**

A motion was made by Commissioner Tao, seconded by Commissioner Kreye to approve the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

**5. Approval of Minutes**

**A. Approve the Minutes from the November 17, 2025, Meeting.**

A motion was made by Commissioner Tao, seconded by Commissioner Kreye to approve the minutes as drafted. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

**6. Public Comment**

No one wished to address the Commission.

**7. Motions & General Business**

**A. Finance Report.**

Staff Liaison Acker gave an overview of the budget as found in the Agenda Packet and stated that the excess money will go back to the general fund.

A motion was made by Commissioner Kreye, seconded by Commissioner Tao to reimburse Commissioner DeWitt \$129.01 for the two meals. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

A motion was made by Commissioner Tao, seconded by Commissioner DeWitt to adopt the Finance Report as presented. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

**B. Discuss and Approve 2026 Sister Cities Commission Meeting Dates.**

Staff Liaison Acker presented the proposed dates for the 2026 meeting schedule as found in the Agenda Packet.

A motion was made by Commissioner Kreye, seconded by Commissioner Tao to approve the 2026 Regular Meeting and Workshop Schedule as presented. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

**8. Committee Reports**

**A. Ikata Student Exchange Committee Report.**

Commissioner DeWitt explained that there were 12 total applicants, with 11 showing up for interviews, and the age range was from 8<sup>th</sup> grade through 11<sup>th</sup> grade. She shared that recruiting was conducted in classrooms, a video was shared with all the high school students, and a parent informational meeting was held. She stated that interviews took place on December 10 and 12, lasting from 5:00 to 8:30 p.m., with the first 15 minutes with students and then 15 minutes with parents and students together. She noted that all the applicants were extremely great options and made it hard to vote. She explained how the six applicants and two alternates were chosen by the selection process, with a numerical value and a discussion.

Commissioner Werner briefed the Commission on the six students who had been selected for approval by the Commission and the two alternates. She shared that the selection committee is proposing three boys and three girls, two 11<sup>th</sup> graders, one 9<sup>th</sup> grader, and three 8<sup>th</sup> graders. She noted that no family has hosting concerns.

Commissioner Kreye commended the committee for its hard work in the process.

Staff Liaison Acker noted that she was going to be putting together three different letters to show that the student has been accepted and needs to confirm, the student has been chosen as an alternate and needs to confirm, and the third stating the student was not selected but encouraged to reapply next year. She added that those letters will go out soon.

A motion was made by Commissioner Tao, seconded by Commissioner Kreye to accept the slate of students recommended by the Ikata Committee for the Ikata

Exchange 2026. A vote was conducted, and the motion carried unanimously by a vote of 10:0.

Staff Liaison Acker thanked those on the Committee for their commitment. Chair Knott thanked Staff Liaison Acker, Commissioner DeWitt, and the rest of the committee members.

**B. YAAS Committee Update.**

Commissioner Renee shared that the committee is starting to be organized, and there are students who are already interested. She noted the flyer that was made by Commissioner Whitlock and included in the Agenda Packet, which will be hung up around town. Staff Liaison Acker added that the flyer would be posted to social media and the website as well.

**9. Communication Items**

**A.**

Staff Liaison Acker gave an update on the City Council meeting from November 24, 2025, and the potential transfer of gifts received to the Goodhue County Historical Society. She added that there is a Deed of Form that will have to go before the City Council, which will work out all of the logistics, such as different displays at different times and access to the items. She noted that City Administrator Heineman is going to display some items permanently in a case in his office that represents the City, not just the Sister Cities.

Chair Knott asked if the transfer means that the items are on loan to the Goodhue County Historical Society or if the items belong to them. Staff Liaison Acker clarified that the items will belong to the Goodhue County Historical Society, but there are different levels at which it can be done, and the City would still have access to the items via a “loan”.

Staff Liaison Acker shared about the delegation to Quzhou in September 2026, which Commissioners Tao and Clancy have shown interest in, and finding a time in the new year to meet to discuss the delegation.

Staff Liaison Acker shared an email the Mayor received expressing Holiday Greetings from Quzhou. She noted she will get cards sent to China and Japan.

**B.**

Chair Knott thanked Commissioners Tao and Niebeling for their years of service on the Commission. Staff Liaison Acker explained the Commissioners can come back after a year off and be a part of the Commission again if desired. She thanked them both for their different areas of interest and noted that new members will be needed so please “spread the word”.

**10. Adjournment**

Chair Knott adjourned the meeting at 5:50 p.m.





**City of  
RED WING<sup>®</sup>**

**2025 Rules and Policies for  
Boards, Commissions, and Committees**

**Section 1: Authority to Establish Boards, Commissions, and Committees**

The City of Red Wing has a variety of bodies that provide important roles within local government. These bodies offer the opportunity for more people to participate in the democratic process and focus on areas important to them. The purpose of the boards, commissions, and committees is to advise the City Council on matters that fall within each group's area of concentration. The following is a list of all appointed bodies within the City of Red Wing government. An addendum to this document provides a summary of the similarities and differences between commissions and committees.

1. *State-Mandated Commission.* Minnesota law dictates that every city organized as a Home Rule City, such as Red Wing, must have a Charter Commission.
  - Charter Commission
  
2. *Advisory Commissions.* The City Council, through the Charter, has the authority to establish additional advisory commissions as it deems appropriate. Among other roles, these types of commissions advise the Council on specific issues, as requested by the Council. The following bodies are currently established:
  - Arts and Culture Commission
  - Human Rights Commission
  - Sister Cities Commission
  - Sustainability Commission
  
3. *Advisory Commissions with Additional Decision-Making Authority.* These bodies act as advisory commissions with at least one additional decision-making responsibility.
  - Advisory Planning Commission: This body is also the City's Board of Adjustment; it is the decision-making body on zoning variances requested by the public. The City Council is only involved in zoning variance decisions if a member of the public requests an appeal to the Council.
  - Heritage Preservation Commission: This is the City's decision-making body on heritage preservation design reviews for locally designated historic properties.

The City Council is only involved in these types of design review decisions if a member of the public requests an appeal to the Council.

4. *Boards of Authority.* The City's two authority boards were created by a City Council resolution. They have taxing authority and fall under the guidelines of the state's empowering statutes.
  - Housing and Redevelopment Authority Board (HRA)
  - Port Authority Board
  - a. The HRA and Port Authority can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
  - b. The HRA and the Port Authority can receive funds on their own behalf without City Council approval.
5. *T. B. Sheldon Auditorium Board.* The City received the T. B. Sheldon Theatre as an estate gift, and the terms of the gift require the theater to have a board. This board was created through a City ordinance and is commonly referred to as the "Sheldon Board."
  - a. The Sheldon Board can set Rules of Order and Procedures that are different than the City Council. Members must approve their rules by a majority vote and keep those rules on file.
  - b. The Sheldon Board can receive funds on its own behalf without City Council approval.
6. *Library Board.* The Library Board governs the operations of the Library and, therefore, has more authority than other advisory boards and commissions.
  - a. The Library Board may adopt library policies by resolution and has final authority in the library's material selection and programming.
  - b. The Library Board may, with the consent of the Council, accept any gift, grant, or bequest made or offered for Library purposes.
  - c. Additional details are outlined in the City's Charter.
7. *Advisory Committees.* These government bodies meet to recommend policy guidelines to the City Council and serve as a forum for resident input on subjects related to the committee's area of focus. However, advisory committees have less regulation, authority, and structure than boards and commissions.
  - Airport Advisory Committee

- Harbor Advisory Committee
- a. These groups meet only as needed, generally once or twice per year.
  - b. A City staff member schedules and convenes the meetings.
  - c. Notices, minutes, and recordings are not done, and the committee does not have a Council liaison.
  - d. City staff maintains a membership roster on the City's website.

## 8. Reassignment of Commissions and Committees

- a. The City Council may, by ordinance, downgrade a regular Advisory Commission (see Section 1, #2 above) to an Advisory Committee per Charter Section 2.04, which provides that the City Council may by ordinance abolish any commission as it deems necessary for the operation of the City. This is specific to Advisory Commissions that are not mandated by state statute.
- b. The City Council may by ordinance elevate an Advisory Committee (see Section 1, #7 above) to an Advisory Commission per Charter Section 2.04, which provides that the City Council may by ordinance establish any commission as it deems necessary for the operation of the City. There must be adequate staff capacity and a budget to support this change.

## **Section 2: Membership**

1. Membership Composition: The number of members and the residency of members varies per governmental body. Details are listed below.
  - a. *Advisory Planning Commission, Heritage Preservation Commission, Port Authority, and Sheldon Board.* There are seven members on each of these commissions, and all members must be City of Red Wing residents.
  - b. *Arts and Culture Commission.* This body has a minimum of seven and a maximum of 11 members. Most must be residents of Red Wing; however, up to two members may be residents of Goodhue County or Pierce County.
  - c. *Charter Commission.* The Charter Commission consists of not less than seven and no more than 15 members. All must live within the city limits of Red Wing.
  - d. *Human Rights Commission, Sister Cities Commission, and Sustainability Commission.* The Sister Cities Commission has up to 15 members, the Sustainability Commission has seven members, and the Human Rights

Commission has seven members. Members of these three commissions must live within the boundaries of the City of Red Wing or the broader boundaries of Independent School District 256. The number of members who live outside Red Wing's limits must not constitute a quorum or more.

- e. *Library Board*: The Library Board has nine members. Most must be residents of the City of Red Wing, except one member may be a nonresident who lives in Goodhue County, if the county financially contributes to the Library.
- f. *Housing and Redevelopment Authority (HRA)*: The HRA Board has up to seven members and all must be residents of Red Wing.
- g. *Airport Advisory Committee*: This committee consists of seven members. Four members must be residents of Red Wing. One member must be a resident of Goodhue County who is also either a taxpayer of Red Wing or a hangar lessee. Two members must be residents of Pierce County, with preference given to residents of Isabelle Township or Trenton Township.
- h. *Harbor Advisory Committee*: This committee consists of up to seven members. Most members must be residents of the City of Red Wing, except one member may be a nonresident who owns real property in the city or has a slip at a City-owned marina.

## 2. Length of Residency

All applicants must have lived in the City of Red Wing for at least six months. If another county or area of residency is required or allowed, the applicant must have lived within those boundaries for at least six months.

## 3. Confirmation of Residency

- a. Administration staff will confirm the residency of each applicant through one of the following means:
  - Goodhue County Public Property Tax Records
  - Utility billing
  - State ID
  - Affidavit signed by a Red Wing resident that includes the address of the individual signing the affidavit, the applicant's address, and the affiant's sworn statement that the applicant has lived in Red Wing for at least six months.
- b. If City staff are unable to confirm an applicant's residency through these methods, staff may look at additional factors as noted in Chapter 2, Section 2.08, Subd. 4 of

the City Code. That includes, but is not limited to, other evidence that demonstrates the individual lives within the city limits. The applicant has the burden to provide proof of residency to staff.

4. Age

- a. Voting members of boards and commissions must be 18 years or older.

5. Advisory Members

- a. Boards or commissions may have adult and/or student advisory members. Advisory members will be appointed by the Mayor and confirmed by the City Council to serve terms consistent with the board or commission they are appointed to.
- b. Advisory student appointees will serve an annual term that begins June 1 and ends May 31.
- c. Advisory members are non-voting members, are not counted for purposes of a quorum, and may live outside the city limits.

6. Ex-Officio Member

- a. The Council Administrator serves as an ex-officio member on all boards, commissions, and authorities and, as such, is not counted for the purpose of determining a quorum and does not have the right to vote.

7. Membership Lists

- a. City Administration staff will maintain membership lists for all boards and commissions and make them available on the City's website. These lists will also contain appointment and reappointment dates, term expiration dates, and the appointing government body, if applicable.

**Section 3: Simultaneous Membership**

1. Board and commission members can only serve on a single board or commission at a time, with the exception of the Charter Commission. Charter Commission members can simultaneously serve on one additional City board or commission.
2. Advisory committee members may serve on one board or commission at the same time they serve on an advisory committee. This is because advisory committees have much less regulation, authority, and structure (see page 2 and addendum).

**Section 4: Terms**

1. Length of Terms: Most boards and commission terms are three years, expiring on December 31. Members can serve two consecutive terms. Exceptions to that rule are listed below.
  - a. Charter Commission terms are four years, per state law. Members may serve up to two consecutive terms.
  - b. Housing and Redevelopment Authority terms are five years, as established by state law. Members may serve up to two consecutive terms.
  - c. Sheldon Board terms are five years, per city ordinance. Members may serve up to three consecutive terms.
  - d. Advisory student appointee terms are one year, from June 1 through May 31. Students may serve up to five terms.
2. Appointment to One's Own Term: If a person is appointed to their own term in the first half of the year (January 1 through June 30), that constitutes the first year of the member's first term. If a person is appointed to their own term in the second half of the year (July 1 through December 31), that constitutes a partial term, and the first year of their first full term starts January 1 of the upcoming year. The phrase "own term" means when a person is appointed to an open seat and is not finishing the unexpired term of a previous member.
3. Appointment to Fill Another Member's Vacancy: Sometimes a person is appointed to fill a previous member's unexpired term. This may happen, for example, when a member resigns or steps down early for any reason or is removed, or whose seat is declared vacant by a lack of residency. When this happens, if the new member is appointed in the first half of the unexpired term, that also constitutes the new member's first term. If the new member is appointed in the second half of the unexpired term, that term is considered a partial term. When that partial term is completed, the new member may be appointed to their own first term in the same manner as an initial appointment.
4. When a member has reached the maximum number of consecutive terms allowed, the member must come off the board or commission and not serve in any capacity on that body for at least 12 months. After 12 months, previous members can be appointed again to the same body and serve the permitted number of consecutive terms.
5. If a board or commission member chooses to serve on a different board or commission at the completion of their term, there is no waiting period.
6. Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. After a one-year hiatus, a person may hold either position again for a maximum of two consecutive years.

## **Section 5: Member Applications and Appointments**

### 1. Applications

- a. Persons interested in serving on a board, commission, or committee must complete an application. Digital applications and printable applications are available on the City's website at [www.redwingmn.gov](http://www.redwingmn.gov). Digital applications can be submitted online. Completed paper applications can be mailed or delivered to City Hall. Hard copies can be made available upon request.
- b. Applications will be forwarded to the Mayor or responsible party for consideration and will be kept on file for one year. After one year, interested applicants must reapply.

### 2. Appointments

- a. Per City Charter, the Mayor recommends people to be appointed to boards and commissions. The City Council then approves or denies those recommendations, based on a majority vote.
- b. Exceptions to this rule are the Charter Commission and the Port Authority.
  - i. Charter Commission: Per Minnesota Statute Section 410.05, Subdivision 3, the City Council can recommend to the Chief Judge of the First Judicial District the appointment of up to seven members, and the Charter Commission can recommend to the judge the appointment of up to eight members.
  - ii. Port Authority: Per Minnesota Statutes, Section 469.050, subd. 3 and subd. 4, and the Port Authority Enabling Resolution, five members are residents recommended by the Mayor and approved or denied by the City Council. Two members are City Council members who are appointed by City Council resolution.
- c. It is recommended that the Mayor contact each individual who applies for a board or commission.
- d. When a member completes their first term and would like to continue with a second term, that member may be appointed in the same manner as the initial appointment.
- e. If a board or commission member is seeking reappointment but will not be recommended by the Mayor for a second term, the Mayor must either notify that person or direct City staff to notify the person.

## **Section 6: Subcommittees of a Board or Commission**

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees have a limited scope of study and cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings, record their meetings, or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting.
5. Subcommittees may include community members who are not members of the board or commission.
6. Staff liaisons may schedule, attend, or follow up on subcommittee meetings, but they are not required or expected to. The involvement of staff liaisons in subcommittee work is based on the specific board/commission's practices and situation. Staff liaisons and/or their supervisors, not the body, make decisions regarding involvement with subcommittees.

## **Section 7: Board and Commission Orientation and Training**

1. In the first month of appointment, new members will receive the following:
  - Orientation Materials
  - Current Roster of Members
  - Rules & Policies for Boards, Commissions, and Committees
2. Each year the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues.
3. The City will determine the training contents and how and when the training will take place.

## **Section 8: Annual Organizational Work**

1. At the first regular meeting each year, every board and commission will do the following:
  - a. *Swear In New and Renewing Members.* The Mayor will swear in new and renewing members. In the Mayor's absence, the Council liaison will do this. In the Mayor's and Council liaison's absence, a City staff member who is a notary public may swear in members. Certificates, once signed, will be filed with the City Clerk. It is also an option for the Mayor to swear in new or renewing members at City Hall

sometime before a meeting, especially if the Mayor or the member to be sworn in will not be attending the meeting.

- b. *Elect a Chairperson and Vice Chairperson.* Individuals can hold the position of Chair or Vice Chair for a maximum of two consecutive years. Boards and commissions may also choose to elect or appoint additional positions, such as a pro tem, secretary, or subcommittee chair.
- c. *Review the Annual Budget,* if applicable.

2. After the City Council adopts its Rules and Policies for Boards, Commissions, and Committees, each board/commission will review and follow them. No vote is necessary.

- a. Boards and commissions may make modifications to the Order of Business and the Public Comment sections by a majority vote of the board/commission members. Council must approve the changes before they can be implemented.
- b. The Library Board and Sheldon Board can make modifications to additional areas of the document with a majority vote of their board members and do not need Council approval.

## **Section 9: Order of Business**

1. The order of business for all regular board/commission meetings shall be as follows, unless the Council directs otherwise:

- a. Call to Order
- b. Roll Call
- c. Pledge of Allegiance (optional)
- d. Statement of Intent (optional)
- e. Mission Statement (optional)
- f. Approval of Agenda
- g. Approval of Minutes of Preceding Meetings/Workshops
- h. Public Comment
- i. Motions and General Business
- j. Communication Items (optional)
- k. Adjournment

2. Four items in the Rules of Order are optional, and each board or commission has the choice to include or not include those in their Order of Business for the year. Related to the Statement of Intent and the Mission Statement, members can choose to include one or both as a written part of the agenda and/or as a statement read by the Board Chair or the entire commission, or decline any inclusion.

3. Boards and commissions may choose whether a member of the public is allowed one or two times to speak. They may also choose to change the total number of minutes allowed during their Public Comment period.
4. Comments from the Council Liaison and staff liaison may be included as distinct agenda items listed under "Communication Items," if desired.

### **Section 10: Rules of Parliamentary Procedure**

1. The rules of parliamentary procedure comprised in the newest revision of Robert's Rules of Order shall govern the board/commission in all cases in which they are applicable, and to the extent they are not inconsistent with these rules, the Charter, the ordinances of the City, or the laws of the State of Minnesota.
2. The staff liaison or his/her designee shall function as Parliamentarian to advise the presiding officer on matters of Parliamentary law.
3. The Chair, Vice Chair, and staff shall occupy their respective seats in the Chambers while the board/commission is in session.
4. The Chair, or in his/her absence, the Vice Chair, shall call the meeting to order at the noticed meeting time. In the case of the absence of the Chair and Vice Chair, the Pro Tem (if there is one) or the member with the most tenure in office shall do the same. The names of those present, absent, and excused shall be recorded, as well as arrival and departure times for the members arriving late or leaving early.
5. The board/commission presiding officer may debate from the chair and shall not be deprived of any rights or privileges of a board/commission member by reason of acting as presiding officer.
6. The Council Administrator's ex-officio, non-voting membership on all boards and commissions shall not count for purposes of determining a quorum, majority, or exceptional majority vote requirements.

### **Section 11: Public Comment**

1. Public comment and active involvement of residents in government is encouraged through in-person communication, phone, and email. The board/commission will dedicate time during each regular meeting to hear from people. (For public hearings, see (Section 11, #2 below).

- a. The Public Comment period will take place near the beginning of the meeting for people to speak to the board/commission on items on the agenda and items not on the agenda.
  - b. Each person is allowed two segments of time to speak to the board/commission. Each segment has a maximum of three minutes and can relate to one or more topics of the person's choosing. If a person uses their second three-minute segment, it must be about topics that are separate from the first segment. If a person wishes to speak twice, they must either sign up or raise their hand (in person or virtually) two times.
  - c. A person may not give either of their three-minute allotments of time to another person.
  - d. Every person desiring to speak shall first be recognized by the Chair. No one is allowed to make comments from the audience when the person making comments has not been recognized by the Chair. The Chair shall preserve order and decorum and decide all questions of order, subject to appeal to the board/commission.
  - e. Speakers may not make allegations, charges, or complaints against any City employee. If a person wishes to make an allegation or to file a charge or complaint against an employee, the person should do so with the Council Administrator in writing or in a private meeting, or with the individual designated in City policy to receive the allegation, charge, or complaint. Speakers may not make comments or gestures that are threatening, profane, lewd, vulgar, obscene, harassing, or abusive.
  - f. No person shall be allowed to delay or interrupt the proceedings or refuse to obey the orders and rules of the board/commission.
  - g. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
  - h. For details on public comment during workshops, see Section 17 of this document.
2. The public comment practices outlined in Section 11 (#1) above do not apply to public hearings. Boards and commissions that hold public hearings will use the protocol specific to public hearings.

## **Section 12: Rules of Voting**

1. The Chair shall open each agenda item with a brief summary of the issue. A presentation by the appropriate source, such as the staff liaison, may be made if requested by the Chair and/or members of the body. The board/commission may discuss or debate the issue prior to a motion being made.
2. Once a motion is made, a second is necessary before additional discussion.
3. The Chair will ask for action once the discussion of the motion is over. A simple majority is necessary for the approval of regular business items.
4. During discussion, a board/commission member may “call the question” (which means calling a vote to cease debate and proceed to vote on the main motion). If a board/commission member calls the question, a vote will occur on that question. A two-thirds (2/3) vote of support is required to end the debate.
5. A vote on all matters, with the exception of resolutions, shall be taken by asking members in favor to say “aye” and asking if any members are opposed. If there is a question on the number of “aye” votes, any member (typically the Chair) may ask for a roll call vote.
6. A member may be excused from voting for special reasons (such as a conflict of interest as defined by state law), which must be recorded in the minutes.
7. When a board/commission member votes “present,” the member is presumed to be abstaining, and the vote will be recorded as such. A “present” vote will not be counted when determining a majority vote.
8. After the decision on any question, any member who voted with the prevailing side may move to reconsider any action at the same meeting. At a subsequent meeting, any member may seek to have a motion to renew added to the agenda. If the motion to renew is added to the agenda, the vote on the motion to renew can take place at that same meeting.
9. Except in an emergency or other unusual circumstance where immediate action is in the best interests of the City, the board/commission shall not take action on a request for funding that has not been included in the published agenda. The funding request shall be placed on a subsequent agenda for board/commission consideration.
10. For the purposes of a break during the meeting, the Chair may recess the board/commission without a motion at any time he/she deems appropriate and shall state the time at which the meeting will resume. If the Chair decides to recess the meeting until another date, the Chair shall state the time and place at which the meeting will resume and the reason for the recess.

11. Boards and commissions shall take action by resolution if required by law, agencies of the state, and/or organizational bylaws. The vote on all resolutions shall be by roll call.

### **Section 13: Meeting Materials**

1. The board/commission chair and staff liaison will establish the board/commission agenda.
2. The board/commission will not amend the agenda once the agenda is approved by a majority vote at the meeting. However, the board/commission Chair may vary the order of business or business items to facilitate special orders or the efficient use of meeting time.
3. The staff liaison shall include all appropriate materials in the meeting packet according to the order of business on the agenda. All reports, communications, resolutions, or other materials to come before the board/commission shall be provided to the staff liaison at least five business days prior to each regular meeting.
4. At least 72 hours prior to the meeting, the staff liaison shall furnish a copy of the regular meeting agenda and all supporting materials to each board/commission member electronically (or if requested, in paper form). Failure to accomplish any of these tasks shall not invalidate the meeting.
5. The staff liaison shall have a paper copy of the agenda and supporting materials and make them available for public inspection. All items required to be posted for public notice shall be done on a notice board located in City Hall.
6. Board and commission members may be issued electronic devices for agenda preparation/distribution efficiency. It will be up to the City to determine which boards and commissions are issued devices. Distribution will depend on the size of the agenda and materials, the frequency of meetings, and the budget.

### **Section 14: Quorum**

1. A quorum of voting members (a majority) must be present to hold a regular or special meeting. If a quorum of members is not present at the designated start time, the chair will cancel the meeting.
  - a. Staff liaisons may choose to email members in advance to see if a quorum will be available on the scheduled meeting date. If it is clear that a quorum will not be in attendance on that date, the meeting may be canceled ahead of time.
2. Workshops do not require a quorum of members.

### **Section 15: Time Limits, Attendance, and Absences**

1. All meetings and workshops of boards, commissions, and committees should be kept to a maximum of two hours. This is to respect the members' time commitment. Members are expected to be on time and stay for the duration of the meeting, as long as that falls within the two-hour limit.
2. Board and commission members are expected to attend the majority of regular and special meetings and workshops. However, it is understood that unavoidable conflicts occur, especially with boards and commissions that are very active and/or have a significant workload, which may require special meetings.
3. Members are expected to prioritize workshops just as they do regular and special meetings. Workshops are important because members learn information and engage in discussions that usually impact the decisions made at meetings.
4. Board and commission members who have unavoidable absences should contact the staff liaison to request an excused absence. Excused absences will be granted to all members who contact the staff liaison before the meeting.
5. The staff liaison will keep an attendance roster and monitor absences. The staff liaison will contact members who miss three consecutive unexcused meetings and/or miss 50% of regularly scheduled meetings and workshops in a 12-month period (whether those absences are excused or not).
6. If attendance issues persist, a board or commission member may be removed by a two-thirds vote of the City Council.

## **Section 16: Locations for Meetings and Events**

1. All regular and special board and commission meetings will take place in the City Council Chambers.
2. Boards and commissions may use City facilities for educational purposes at no cost. To do so, the board or commission should reserve the facility through their staff liaison. A board or commission may reserve City facilities for advocacy purposes only upon prior City Council approval.

## **Section 17: Notices, Minutes & Recordings**

1. Notices, Minutes, and Accessibility
  - a. All meetings and workshops must allow access to the public, either virtually or in person.

- b. Notice of all meetings and workshops must be posted 72 hours in advance of the meeting.
- c. Minutes of each meeting and workshop must be prepared and made available to the public.

## 2. Recordings

- a. All regular and special board and commission meetings will be video recorded. The meetings will be broadcast live on Channel 6 (the local government access channel) and streamed live on the City's website. Recordings of past meetings will also be rebroadcast on Channel 6 and may be viewed on the City's website.
- b. Board and commission meeting recordings are available for two years. City Council meeting recordings are available for five years.
- c. All board and commission workshops will be audio recorded and made available to the public.
- d. If a board or commission meeting in which action is to be taken is moved off-site, the meeting shall be audio recorded, unless approved by the City Council or if it is physically impossible or impractical to do so.

## **Section 18: Workshops**

1. Boards and commissions may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Voting cannot take place at workshops. In all cases, topics discussed at workshops will advance to a formal board/commission meeting if action is being considered.
3. The workshop format is generally more informal. Workshops can be held at alternate sites. All workshops will be audio-recorded, and recordings will be made available to the public. Minutes will also be kept and made available to the public.
4. Workshops require public notice and are open to the public.
5. Public comments will not be heard at workshops. Instead, the public is encouraged to attend or listen to the workshop audio online and make comments to the board/commission via email, phone call, a mailed letter, an in-person meeting, or by attending a board/commission meeting and speaking during that public comment period.

6. Public comments may be allowed at a specific board/commission workshop at the direction of the Chair.
7. If a public comment period is held at a workshop, it will be taken at the end, and all comments must be pertinent to the workshop topics.

### **Section 19: Planning**

1. In the first quarter of the year, each board and commission will update their revolving five-year work plan and highlight their upcoming year's priorities. These highlighted items will act as the board or commission's annual work plan.
2. In the first quarter of the year, members will also discuss any anticipated funding desired for the following year. Educational opportunities such as conferences, programs, or training are permissible budget items. After a majority of members adopt the five-year plan, the staff liaison will forward those budget requests to the appropriate staff member for consideration in the City Council's next annual budget.

### **Section 20: Communication Outside of Meetings and Workshops**

1. All boards and commissions will follow the Open Meeting Law related to communication outside of meetings and workshops.
2. Red Wing's advisory committees are not subject to the state's Open Meeting Law because these bodies cannot make decisions on behalf of the City or City Council, and the meetings do not consist of a quorum or more of elected leaders.
3. Below are requirements for Red Wing's board and commissions.
  - a. *Gatherings*: Most gatherings of board or commission members outside of a meeting or workshop must be less than a quorum unless noticed accordingly. However, chance gatherings and social gatherings are permitted. Please note that even at a chance or social gathering, though, a quorum of members may not discuss or receive information on official board or commission business.
  - b. *Serial Communications*: Serial communications are prohibited. Serial communications are defined as communication between members that initially goes to less than a quorum of members, but when all participants of that communication are considered, it has reached a majority. Examples are an email conversation that eventually spreads to a quorum of members, or a verbal conversation that travels from one member to another member to another until that conversation reaches more than a quorum.

- c. *All-Email Communications:* A voting board or commission member may not send emails or other communication to all of the other members. The only person who can email an entire board or commission is the staff liaison. This is to ensure that members, either advertently or inadvertently, are not discussing or making decisions in private instead of in front of the public. When a member wants to communicate with all other members, the person should email the staff liaison, who can then email the entire body, at regular periods between meetings (for example, once a week, when necessary).

## **Section 21: Virtual Meetings and Attendance**

1. Boards and commissions must abide by the Open Meeting Law related to virtual meetings, just as the City Council does.
2. Members are expected to attend meetings in person regularly. However, members can attend and participate in meetings virtually if needed, as long as all conditions are followed as outlined in Minnesota Statute 13D.02 or 13D.01.
3. Members who wish to participate virtually in meetings should consult with their staff liaison at least 24 hours before a meeting, whenever possible.

## **Section 22: Gifts and Payments for Services**

1. Gifts
  - a. Members should not accept gifts from the public, with the exception of the Sister Cities Commission. The Sister Cities Commission and its members can accept gifts from Red Wing's sister cities or their delegates.
2. Payment for Services
  - a. Advisory board and commission members will receive no compensation for service to the City.
  - b. Authority boards can determine compensation without City Council authorization. Port Authority members and HRA members are paid a set amount for every meeting they attend. This amount is set by state statute.

## **Section 23: Role of the Staff Liaison**

1. The Council Administrator appoints a staff liaison to each board and commission.

- a. Some staff liaison jobs are tied to and within the scope of a City staff position. In these cases, the liaison duties are part of that staff member's job description. For example, the Library Director serves as the staff liaison to the Library Board, and the HRA Director serves as the staff liaison to the HRA.
  - b. Other staff liaisons take on a board or commission as an extra duty outside of their regular job responsibilities. In these cases, the staff liaisons are expected to spend 10 hours per month on board and commission duties. These liaisons will be paid an annual amount, as agreed upon in the annual budget, and payments will be distributed monthly. Board and commission members should be mindful of this 10-hour per month time constraint and utilize staff liaison time accordingly.
2. Each staff liaison will be provided with a job description. The general duties and guidelines of a staff liaison are listed below.
- a. Attend all of the assigned board or commission meetings. If that is not possible on occasion, the liaison must find a staff replacement to attend the meeting.
  - b. Provide notes to the assigned minute-taker so minutes may be kept. This includes a record of attendance, time of the meeting, vote tallies, budget items, areas for follow-up, and other important information, as needed.
  - c. File approved minutes electronically in Laserfiche.
  - d. Work with the chair of the board or commission to create the agenda for the monthly meeting and/or workshop.
  - e. Distribute the agenda and minutes at least three days (72 hours) prior to the board or commission meeting.
  - f. Provide support and information to the body but do not participate in the debate of issues or vote on any issues.
    - i. When the staff liaison position is tied to a specific City staff position, such as the Advisory Planning Commission, Heritage Preservation Commission, Library Board, HRA, Sheldon, and others, the staff liaison may share insights and/or recommendations with members, based on that position's expertise and knowledge.
  - g. Get the board or commission's action items to the City Council Agenda Committee in a timely manner. The Agenda Committee decides if and when the action item

will go on a City Council agenda. The staff liaison will also communicate back to the members the status of the action item.

- h. Write City Council staff reports related to the commission's action items that come before the Council.
- i. Process all financial transactions, including reimbursements and payment authorizations.
  - i. The staff liaison is authorized to make payments for goods and services delivered or performed, following a majority vote of the board/commission.

A regular report on fiscal status, if appropriate, will be made to the board/commission.

- j. Inform the Administration staff of all regular meetings, special meetings, and workshops. Every effort will be made not to schedule meetings that conflict with other City meetings or other board and commission meetings.
- k. Work with the Administration staff to ensure that all meeting notices are posted and distributed a minimum of 72 hours before the start of the meeting.
- l. Ensure the City website has the most updated information related to the membership roster, and other information as needed.

- 3. All work projects anticipated by the board or commission must be approved by the staff liaison's supervisor.

#### **Section 24: Role of the Council Liaison**

- 1. The Council President will appoint Council members to serve as liaisons to all boards and commissions. Council members are not voting members of boards and commissions, with the exception of the Port Authority.
- 2. The appointments will occur at the first meeting of the regular City Council meeting following the organizational meeting. The appointments can be changed by the Council President.
- 3. Council liaisons are expected to follow the guidelines listed below.
  - a. Council liaisons are expected to sit at the table of the board or commission.

- b. Council liaisons are expected to be a resource for board and commission members during their meetings, participate in the discussion, and offer suggestions on how to work effectively with the City Council.
- c. Council liaisons should not steer board or commission decisions in a specific direction or predict which way the Council will vote on decisions affecting the board's or commission's work.
- d. Council liaisons are expected to relay issues to the City Council during the Communication Items portion of the Council meeting, based on their discretion or at the request of the staff liaison or board or commission chair.

### **Section 25: Providing Education**

1. Each board and commission may educate the public on issues that fall within their mission statement.
2. Boards and commissions may use City funds for the purpose of educating the public, if funds are available in the board or commission's budget.
3. When educating the public, boards and commissions must present the information as a neutral educator and refrain from endorsing or promoting a certain viewpoint.
4. Boards and commissions cannot use City funds to advocate a position on any issue without City Council approval.

### **Section 26: Use of City-Based Logos and Media**

1. City Logos: Boards and Commissions may not create or use unique logos without obtaining a majority vote of the board or commission and authorization from the City Council. Members must speak to their staff liaison and consult the City of Red Wing Logo Guide to comply with the requirements.
2. City Social Media Accounts: Most boards and commissions are not allowed to create any social media accounts.
  - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison or chair can contact the City's Communication Coordinator to share information on the City's social media platforms.
  - b. Exceptions: The Sister Cities staff liaison maintains a Sister Cities social media site, and City staff of the Public Library and Sheldon Theatre also maintain their own social media accounts, which the pertinent boards can utilize through their staff liaisons.

## **Section 27: Code of Conduct**

Board and commission members shall respect and follow the Code of Conduct, Section 2.15 of the City Code.

## **Section 28: Private Use of Social Media**

The City of Red Wing respects the rights of its board and commission members to use, post on, publish, and maintain personal websites, blogs, and social media websites and accounts. The City also expects members to adhere to the following guidelines:

1. Board, commission, and committee members should act in a sensible manner regarding the content and comments they post, publish, disclose, or share on websites, the internet, and social media, especially when they reference or relate to the City or its employees, operations, or property.
2. Members are personally responsible for the content they publish in a personal capacity on the internet or any form of social media platform. Members are strongly discouraged from identifying their role or affiliation with the City when responding to or commenting on websites, blogs, or social media posts with their personal opinions or views.
3. When a member's online or social media posts, comments, content, or profile identifies them as a City volunteer, or a person could reasonably expect that someone can identify them as a City volunteer, the member is strongly encouraged to do the following:
  - a. State or imply that they are not speaking for, or on behalf of, the City of Red Wing or are authorized to do so, or give the impression that the views expressed are those of the City of Red Wing.
  - b. Refrain from publishing material or comments as a board or commission member that are false, misleading, harassing in nature, or may cause injury to another person, organization, association, or the City's reputation.

## **Section 29: Legal Counsel**

1. The City Attorney will be the legal counsel to each board and commission unless specifically authorized by the City Council to seek outside legal aid.
2. Per state statute, the Charter Commission can elect to spend up to the greater of .07 percent of the City's current certified general property tax levy, or the Charter

Commission can elect to spend up to the limits stated in state statute to employ an attorney and other personnel to assist in amending or revising the City Charter.

3. The HRA, Port Authority, and Sheldon Board can elect to have a separate attorney.

---end---

### **Students Traveling to Ikata**

Dereck Quino, 9<sup>th</sup> grade  
Torrey Albrecht, 8<sup>th</sup> grade  
Tanner Ide, 8<sup>th</sup> grade  
Piper Ryan, 11<sup>th</sup> grade  
Hazel Perau, 8<sup>th</sup> grade  
Lillian Abney, 11<sup>th</sup> grade

Chaperone – Kelly Marrs

### **Grocery Bagging Dates at Family Fare**

Jan 24<sup>th</sup> & 25<sup>th</sup>  
Feb 21<sup>st</sup> & 22<sup>nd</sup>  
Mar 7<sup>th</sup> & 8<sup>th</sup>  
Apr 3<sup>rd</sup> & 4<sup>th</sup>  
May 9<sup>th</sup>, 10<sup>th</sup>, 23<sup>rd</sup>, & 24<sup>th</sup>  
Jun 13<sup>th</sup> & 14<sup>th</sup>

### **Updates:**

- Parent & Student meeting held at Caribou on Monday, January 19. Packets were handed out with forms for students to complete (Ashlyn & Dani)
- Email sent out to students and parents with Signup Genius link for grocery bagging. First weekend was January 24 & 25. (Ashlyn)
- Future items would be introducing students to the commission, letter writing/fundraising, educational experiences, additional planning meetings to prepare for exchange, planning events for Ikata students in Red Wing, and planning for River City Days.

**From:** [renee](#)  
**To:** [Acker, Lisa](#)  
**Cc:** [Dani DeWitt](#); [Sheena Whitlock](#); [Ingrid Hokanson](#)  
**Subject:** Re: YAAS Update  
**Date:** Friday, January 2, 2026 12:02:22 PM  
**Attachments:** [image001.png](#)

---

Good morning,

I met with Matt Quinn, Dawn Erickson, and Shawn this week to talk about the YAAS competition. At the end of January Matt is going to go to the high school and talk with some teachers about YAAS and the different categories so hopefully we can get more interest. Dawn is trying to see if we can set up a workshop where they can help get the creative juices flowing in young artists. We are looking at February 7th and 13th for these. I'll let you know once I hear we have secured a space.

I will connect with the art teacher at the middle school. I think Dani has talked with Kristen Bray and some teachers as well.

Sheena and Ingrid have you hung the flyers yet?

Renee

Get [Outlook for iOS](#)

---

**From:** Acker, Lisa <lisa.acker@redwingmn.gov>  
**Sent:** Friday, January 2, 2026 8:16:35 AM  
**To:** Renee Kreye <reneekreye@msn.com>  
**Cc:** Dani DeWitt <dani\_dewitt22@hotmail.com>; Sheena Whitlock <05whit@gmail.com>; Ingrid Hokanson <ingridhokanson@yahoo.com>  
**Subject:** YAAS Update

Good Morning YAAS committee-

I just wanted to give you an update on what I have gotten accomplished for this.

1. I did a FB post today with the guidelines for the contest.
2. I have sent an email to our website/communications coordinator so she will get the page our city website updated. This should get done early next week as she is out today. I will get all updated forms on the page as well.
3. I will ask her to share our post on the city FB page and see if they can run something on Channel 6, however, I don't believe either of these avenues are really going to reach our demographic.

Is it possible to get something out in the school newsletter or posted at school to reach

students not in Kristin's art class? Can we make sure the Middle school knows about this as well? Can we get flyers posted at the library, Art Reach, Tower View, Universal Music Center, Northwoods Music Studio to try and reach music students and art students?

It would be amazing if we could get applicants in multiple categories this year but I think it's going to take some work promoting this program where these students will see it or hear about it.

Sheena- could you put something fun together for Instagram and maybe even to use on FB? We can try to keep pushing it out on those two platforms as well.

Thanks so much for all your help.



**Lisa Acker | Permits and License Manager**

Community Development Department

City of Red Wing | [redwingmn.gov](http://redwingmn.gov)

419 Bush St. | Red Wing, MN 55066

Office: 651.385.5113

## • What is YAAS?

The Young Artists and Authors Showcase (YAAS) is an annual contest that encourages youth worldwide to express the mission of Sister Cities International through original artwork, literature, photography, and music.

We encourage our youth to be creative and examine all aspects of this year's theme, including but not limited to:



- How have the voices of the past shaped the world we live in today and what new voices must be heard to build a better tomorrow?
- How can young people honor tradition while reimagining what global friendship can look like in the next 250 years?
- What would you say to the youth of the past and what message would you send to those of the future?
- What does your "vision of tomorrow" look like, and how can we start building it today?
- If you could design the future, what values or ideas would guide it?
- How do shared experiences between people from different countries build empathy and respect?

Sister Cities International is proud to present the 2026 Young Artists and Authors Showcase, inviting youth from around the world to express their creativity through the theme "Voices of Today, Visions of Tomorrow."

This year's theme invites young artists and authors to raise their voices during a historic moment as the United States celebrates 250 years since its founding, and Sister Cities International honors 70 years of building global friendships and cultural understanding. It reflects the ongoing journey from the country's founding ideals toward a more interconnected, peaceful world.

Open to artists, writers, photographers, and musicians aged 12–18, the Showcase provides a unique platform to explore how creativity can unite communities, celebrate shared humanity, and envision a better future. Submissions are accepted across various mediums, including visual art, essays, poetry, photography, and music.

By participating in this inspiring competition, young creators will have the opportunity to share their vision of a world where today's voices shape tomorrow's global community. Winning entries will be featured across Sister Cities International's global network, inspiring people and partnerships around the world.



# 2026 YOUNG ARTIST & AUTHOR SHOWCASE

VOICES OF TODAY,  
VISIONS OF TOMORROW



**Deadline to Enter**  
**MARCH 1, 2026**

EMAIL SUBMISSION TO:

[lisa.acker@redwingmn.gov](mailto:lisa.acker@redwingmn.gov)

## WHAT IS YAAS?

The Young Artists and Authors Showcase (YAAS) is an annual contest that encourages youth worldwide to express the mission of Sister Cities International through original artwork, literature, photography, and music.

## ARE THERE PRIZES?

Sister Cities International will award the following prizes: Selected Grand Prize Winners in each category will win a \$1,000 prize, while second place winners will win \$500, and third place winners will be awarded \$250. Winners' artwork will be displayed on the Sister Cities International Website after the winners are announced during the Youth Leadership Summit. Local prizes will be awarded as well.

## HOW IS IT JUDGED?

Submissions are centered around an annual theme and judged based on creativity, composition, and theme interpretation.

## ELIGIBILITY & GUIDELINES:

There is NO fee to submit an entry to the local or International YAAS competition. Students must be 12-18 years old to participate in the YAAS competition. The City will be judging local submissions to determine which entries are submitted to the international competition. Prizes will be awarded to local winners. Fill out an application provided on our website, Facebook page or by your teacher and submit it with your piece.



### CLASSIC ART

- Media accepted includes but is not limited to oil, acrylic, watercolor, charcoal, and colored pencils.
- Photograph of the artwork must be submitted in the application in a .jpg or .png format.



### DIGITAL ART

- Submissions must have a minimum of 1350x1080 px.
- Moving art pieces will not be accepted.
- Photograph of the artwork must be submitted in the application in a .jpg or .png format



### ESSAY SHOWCASE

- Essay submissions can be creative writing, anecdotes, and other written words following the content guidelines.
- Submissions must be written in English.
- Essays must not exceed 500 words.
- Writing must be submitted in the application in a .pdf or .doc format



### POETRY SHOWCASE

- Submissions must be written in English.
- Poetry must not exceed 200 words.
- Students must upload their document in either a .pdf or .doc format.



### ORIGINAL MUSIC

- Only audio submissions will be accepted, no videos.
- The piece must be original. Reinterpreted music will not be accepted.
- Music recordings do not have to be live. Music writing software is acceptable.
- Submissions can not exceed four minutes.
- Music must be submitted in the application in a MP3 format.



### PHOTOGRAPHY SHOWCASE

- Limited digital manipulation is allowed for the photographers showcase. Edits include but are not limited to filters, lighting changes, color corrections, and cropping. However, adding or removing key elements of the photo is not allowed. Please note that heavy edits change the category of the submission. If that is the case, please consider submitting your artwork under the digital art category.
- Only two-dimensional (2-D) artwork will be accepted.
- Photograph must be submitted in the application in a .jpg or .png format.



# 衢州市人民政府外事办公室

---

November 5, 2025

To: Mr. Austin Knott

Chairperson for the Sister Cities Commission, Red Wing, USA

Dear Mr. Austin Knott,

Greetings!

As 2025 draws to a close, it is noteworthy that the friendship between Quzhou and Red Wing, since the establishment of our sister-city relationship in 1994, has flourished significantly. Under the strong support and promotion of both municipal governments and the Red Wing Sister Cities Commission, our cities have engaged in extensive and in-depth exchanges and cooperation across various fields such as education, culture, and healthcare, achieving fruitful outcomes. To date, we have exchanged over 200 delegation members, including thirty teachers who have taught in each other's cities and fourteen artists who have participated in artistic residencies and creative exchanges. On behalf of the Foreign Affairs Office of the Quzhou Municipal People's Government, I wish to extend our sincere gratitude to you and the Sister Cities Commission for your outstanding efforts in deepening the friendship between our two cities.

Looking ahead to 2026, we eagerly anticipate further deepening our cooperation with Red Wing, focusing on more practical exchanges and collaborations in education, culture,

economy, trade, and other areas to achieve shared prosperity and development. We hereby look forward to welcoming Mr. Chairman and your colleagues to Quzhou at a convenient time next year. We hope this visit will provide an opportunity to discuss grand plans for cooperation and write a new chapter in the friendship between our cities. Furthermore, we sincerely hope and extend a warm invitation to His Excellency Mayor Gary Yoko to lead a delegation to visit Quzhou as well, aiming to elevate the level of exchanges and expand the outcomes of our cooperation.

In closing, we reiterate our heartfelt thanks for Your distinguished contributions. We extend our best wishes for your good health and every success in your work, and we look forward to the enduring friendship between our two cities. Please accept the highest assurances of our consideration.

Executive Director of Foreign Affairs Office of Quzhou  
Municipal People's Government  
Peng Li

# 衢州市人民政府外事办公室

---

November 5, 2025

To: Mr. Peng Tao

Member of the Sister Cities Commission, Red Wing, USA

Dear Mr. Peng Tao,

Greetings!

As 2025 draws to a close, we reflect with great satisfaction on the fruitful exchanges and cooperation that Quzhou and Red Wing have conducted since the establishment of our sister-city relationship in 1994. Over the years, our collaboration has flourished across a wide spectrum of areas, including economy and trade, culture, education, and healthcare, yielding substantial outcomes. We particularly note and deeply appreciate your personal commitment, evidenced by your multiple visits to Quzhou at the head of delegations. These engagements, featuring on-site inspections and substantive exchanges, have been instrumental in fostering numerous friendly cooperation projects between our two cities, thereby continuously deepening our bilateral ties. On behalf of the Foreign Affairs Office of the Quzhou Municipal People's Government, I wish to extend our sincere gratitude for your exceptional efforts and invaluable support in advancing the friendship between Quzhou and Red Wing.

Looking ahead to 2026, we are eager to build upon the solid foundation already laid to further deepen our cooperation.

We anticipate launching more practical exchanges and collaborative projects, with a focus on education, culture, economy, trade, and other relevant areas, aiming for our shared prosperity and development. To this end, we have already extended an invitation, welcoming Mr. Mayor Gary Yoko and Mr. Chairman Austin Knott to lead a delegation on a visit to Quzhou at a mutually convenient time next year. We would suggest late September next year for the visit, which would allow the delegation to attend the Confucius Memorial Ceremony held annually on September 28th. We hope this visit will provide an opportunity to discuss plans for future cooperation and open a new chapter in our cities' friendship. We sincerely hope you will be able to join the delegation, and we very much look forward to welcoming you, our old friend, back to Quzhou. We are confident that with your continued support and collaboration, the friendly relations between our two cities will reach new heights. Please do not hesitate to contact us if you require any assistance.

Executive Director of Foreign Affairs Office of Quzhou  
Municipal People's Government  
Peng Li

## Red Wing Sister Cities Contact List – 2026

<p><b>Austin Knott - Chair</b>  Commission Member  651-210-9155  <a href="mailto:k.line1@gmail.com">k.line1@gmail.com</a>  First term ends 12/31/2027</p>	<p><b>Renee Kreye</b>  Commissioner  <a href="mailto:reneekreye@msn.com">reneekreye@msn.com</a>  651.301.9624  Second Term ends 12/31/2026</p>
<p><b>Tammy Jaynes – Vice Chair</b>  Commissioner  815.514.3959  <a href="mailto:Tammy.jaynes@icloud.com">Tammy.jaynes@icloud.com</a>  Second Term ends 12/31/2028</p>	<p><b>Kim Clancy</b>  Commissioner  612.750.0251  <a href="mailto:kimclancy@gmail.com">kimclancy@gmail.com</a>  First Term ends 12/31/2026</p>
<p><b>Ingrid Hokanson</b>  Commissioner  651-301-5336  <a href="mailto:ingridhokanson@yahoo.com">ingridhokanson@yahoo.com</a>  First Term ends 12/31/2026</p>	<p><b>Sheena Whitlock</b>  Commissioner  619-504-6871  <a href="mailto:05whit@gmail.com">05whit@gmail.com</a>  First term ends 12/31/2027</p>
<p><b>Ashlyn Werner</b>  Commissioner  <a href="mailto:arwerner@rwps.org">arwerner@rwps.org</a>  First Term ends 12/31/2027  612-916-0772</p>	<p><b>Nisha Catarino Santaigo</b>  nishacatarino@gmail.com  Student Liaison  Term ends 5/31/2026  651-322-0863</p>
<p><b>Danielle DeWitt</b>  Commissioner  <a href="mailto:Dani_dewitt22@hotmail.com">Dani_dewitt22@hotmail.com</a>  First Term ends 12/31/2027  715-320-3236</p>	<p><b>Tricia Perau</b>  Commissioner  <a href="mailto:Tricia.perau@gmail.com">Tricia.perau@gmail.com</a>  First Term ends 12/31/2028  715-529-6305</p>
<p><b>Alexandra Klitzke</b>  Commissioner  <a href="mailto:Aklitzke1221@gmail.com">Aklitzke1221@gmail.com</a>  First Term ends 12/31/2028  651-347-0377</p>	<p><b>Lisa Acker</b>  Staff Liaison  <a href="mailto:lisa.acker@ci.red-wing.mn.us">lisa.acker@ci.red-wing.mn.us</a>  651.385.5113  651-764-0442 Cell</p>
<p><b>Vicki Lambert</b>  City Council Liaison  <a href="mailto:vicki.lambert@cired-wing.mn.us">vicki.lambert@cired-wing.mn.us</a>  651.327.0396</p>	

<p><b>Quzhou Contact Info:</b>  Email: <a href="mailto:576223737@qq.com">576223737@qq.com</a>  quzhouforeignaffairs@outlook.com</p> <p>Mr. Gao Yi, Secretary of the CPC Quzhou Municipal Committee (elected 4/8/2022)</p> <p>Ms. Xu Zhangyan, Mayor Of Quzhou Municipal Peoples Government (Elected 4/8/2022)</p> <p>Peng Li, Director  Foreign Affairs Office of Quzhou Municipal Peoples Government – Zhejiang Province  No. 37, Baiyun Avenue (M)  Kecheng District, Quzhou, Zhejiang</p> <p>Teacher Exchange contact:  Randy Nan  Director of Education Center for international exchange  Email: <a href="mailto:23774993@qq.com">23774993@qq.com</a></p> <p>Other contacts:  Yu Weigui, English name Victor Yu  <a href="mailto:yuvictorqzcn@qq.com">yuvictorqzcn@qq.com</a>  WeChat and his ID is victor2301</p> <p>Ms. Xu, English name Martha  Wechat ID is wxid_fm18cz1aximf21</p>	<p><b>Ikata Point of Contact – Andrew</b>  <a href="mailto:ikata.cir@gmail.com">ikata.cir@gmail.com</a>  Ikata Town Office  Board of Education  1993-1 Minatoura, Ikata-cho, Nishiuwa-gun  Ehime-ken 796-0301  Japan</p> <p>Mr. Katsuyuki Suemitsu – Ikata International Exchange Association (IIEA) President (hosts during summer festival/ceremonial part of visits)</p> <p>Ms. Eri Daikoku– International Relations in Ikata Town (CIR supervisor, our contact when no CIR)  <a href="mailto:daikoku-eri@town.ikata.ehime.jp">daikoku-eri@town.ikata.ehime.jp</a></p> <p>Mr. Kiyohiko Takakado - Mayor</p>
--	--

**Updated 1-23-2026**

# Red Wing Sister Cities 2026 Committee Assignments

**Updated 1/22/2026**

Quorum number will be 6 for 2026 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. Dani Dewitt
6. Nisha Catarino Santiago – non-voting member (Student Advisory)

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
5. Open

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

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

## **YAAS Artist Showcase**

1. Sheena Whitlock
2. Renee Kreye - Chair
3. Dani DeWitt
4. Ingrid Hokanson
5. Open

**Shawn Niebling – community volunteer to assist with this in 2026**

### **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.



**~ Sister Cities Commission 2026 Regular Meeting and Workshop Schedule ~**

The Red Wing Sister Cities Commission will hold its regular meetings at City Hall, 315 W 4<sup>th</sup> St., Red Wing, MN. The meeting will take place in the City Council Chambers beginning at 5:15 p.m. They will hold their regular workshops at the Community Development Building, 419 Bush St., Red Wing, MN, beginning at 5:15 p.m.

<b>Regular Meeting</b> Council Chambers, City Hall 315 W 4 <sup>th</sup> St., Red Wing, MN	<b>Workshop</b> Ignite Conf. Room, Community Dev. Bldg. 419 Bush St., Red Wing, MN 55066
Wednesday, January 28, 2026	Wednesday, February 25, 2026
Wednesday, March 25, 2026	Wednesday, April 22, 2026
Wednesday, May 27, 2026	Wednesday, June 24, 2026
Wednesday, July 22, 2026	Wednesday, August 26, 2026
Wednesday, September 23, 2026	Wednesday, October 28, 2026
Monday, November 16, 2026	Wednesday, December 16, 2026

A quorum of the Red Wing City Council Members may be in attendance.

**Please publish in the Republican Eagle Government Calendar.**