



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, March 25, 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 here](#). 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. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
 - 4.A. Motion to approve agenda for March 25, 2026 - A motion, second and majority approval is required.
- 5. Approval of Minutes**
 - 5.A. Motion to approve January 28, 2026, meeting minutes - A motion, second and majority approval is required.
 - 5.B. Motion to approve February 25, 2026 workshop minutes - A motion, second, and majority approval is required.
- 6. Committee Reports**
 - 6.A. YAAS Committee Report/Presentation of 2026 Local YAAS winners - The YAAS competition closed on March 1, 2026. The entries were then forwarded to the committee for review and selection of contest winners. The committee members will present each winner with a certificate and prize. All three will be submitted to the Sister Cities International competition by the April deadline. Students have the opportunity to win up to \$1000 if selected. This year's theme was: "Voices of Today, Visions of Tomorrow".
 - 6.B. Finance Committee Report - Lisa
 - 6.C. Ikata Student Exchange Committee Update - Dani/Ashlyn/Tammy

- Grocery bagging - April 3 & 4th are next dates
- First meeting with students/Letter writing campaign
- Update from Andrew, Ikata ICR
- What's coming up next
- Reports from the 26th (2025) Ikata Student Delegation

6.D. Friendship Delegation Update - Lisa

- Tentative dates have been set by the City officials (October 14-24)
- Dates and possible cities to visit have been shared with Quzhou through e-mail.
- Mayor will be making contact with members of the business community/tribal community related to delegation.
- Delegation will be capped at 8-10. There will be limits on City officials/staff and commission members.
- There will be further discussion on costs, assistance with trip cost, etc.
- Delegation will have a business focus. Others will be considered based on make-up of delegation.
- City Administrator Heineman is working with Tao on the travel plans for arrival, departure and travel between cities. Tao will work with Quzhou on setting the itinerary for the time in Quzhou.

6.E. Updated Committee Assignments Listing

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. Adopt amended 2026 Meeting Calendar

8.B. Adopt 2026 Rules and Policies for Boards and Commissions - CC made some changes at February 24, 2026 meeting. Lisa will summarize.

9. Communication Items - Lisa

9.A.

- Nisha's term as our Student Advisory Member ends on May 31, 2026. So we will need to find a new applicant to take this spot if she is graduating this year, or she could opt to stay on another term.
- New images being shared on our FB page from Quzhou's new FB accounts. A nice way to learn more about our Sister City.
- If anyone on the commission has ideas on projects or things the commission could do to bring more recognition of our Sister Cities to Red Wing, please let me know.

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
January 28, 2026**

Members Present: Chair Austin Knott, Commissioners Tammy Jaynes, Ingrid Hokanson, Kimberly Clancy, Renee Kreye, Ashlyn Werner, Danielle DeWitt, Alexandra Klitzke, and Tricia Perau, and Student Advisory Member Nisha Catarino Santiago

Members Absent: Commissioner Sheena Whitlock (excused absence)

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

1. Call to Order

Chair Austin Knott called the meeting to order at 5:15 p.m. He then led the recitation of the Pledge of Allegiance.

2. Roll Call

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

Commissioner Whitlock previously indicated he would be absent.

3. Administrative Oath of Office

A. Oath of Office for Tammy Jaynes, Second term, Tricia Perau, and Alexandra Klitzke, First Terms.

Mayor Iocco administered the Oath of Office for Commissioners Jaynes, Perau, and Klitzke.

4. Nomination and Election of Protem

Staff Liaison Acker explained that Chair Knott and Vice-Chair Jaynes could serve in the positions for two terms if desired. Chair Knott asked if there were any other nominations for the positions, seeing none, the Chair and Vice-Chair stayed the same.

A. Protem.

Chair Knott opened nominations for the Protem position. Commissioner Werner nominated Commissioner DeWitt to serve as Protem. Commissioner Hokanson seconded. There were no other nominations. A voice vote was conducted, and Commissioner DeWitt was unanimously elected to serve as Protem of the Sister Cities Commission for 026.

5. Approval of Agenda

A motion was made by Chair Knott, seconded by Commissioner Jaynes to approve

the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 9:0.

6. Approval of Minutes

A. Approve the Minutes from the December 17, 2025, Special Meeting.

A motion was made by Commissioner Jaynes, seconded by Commissioner Kreye to approve the minutes as drafted. A vote was conducted, and the motion carried unanimously by a vote of 9:0.

7. Public Comment

No one wished to address the Commission.

8. Motions & General Business

A. Discuss and Approve 2026 Budget for the Sister Cities Commission.

Staff Liaison Acker reviewed a draft 2026 budget. She noted that the budget allocation from the City of Red Wing general fund is \$5,000. It was noted that budget line items can be adjusted as needed. She also discussed the student fundraising (248) account and the chaperone subsidy.

Commissioner DeWitt asked about the carryover from previous fundraising and City transfers, and what the money could be used for. Staff Liaison Acker explained that in 2020, there was a transfer from the General Fund, because the money needed to go was not fundraised but still needed, and those transfers continued despite the trip not happening. She added that at this time the money needs to be used for specific purposes, but she is not entirely sure what those purposes are, and further conversation will need to be had with the City Administrator. She stated it may be able to be used if there is a shortfall in fundraising. Chair Knott asked if there is a timeline to know what the number will be. Staff Liaison Acker stated she asked to have the number by the upcoming meeting for the Quzhou delegation meeting scheduled for February 4.

Commissioner Werner asked how to increase a line item in the budget, specifically the parade. Staff Liaison Acker stated that if the Commission thinks something needs to increase, then something else would need to decrease to stay within budget. Commissioner Werner noted handing out something other than candy at the parade. Staff Liaison Acker shared that money from the YAAS budget could be reallocated in April from what is not used from the competition.

A motion was made by Chair Knott, seconded by Commissioner Jaynes to accept the 2026 Budget for the Sister Cities Commissioner as presented. A vote was conducted, and the motion carried unanimously by a vote of 9:0.

B. Rules of Order and Policies for Boards and Commissions.

Council Lambert invited all of the Commissioners to go over the document, as it is a fluid document and changes can be made before February 2. Staff Liaison

Acker explained that the Commission is an Advisory Commission and pointed out some of the important pieces to the Commission.

Chair Knott asked if the City were to make changes would have to be readopted. Staff Liaison Acker noted that if there were significant changes, then yes.

Staff Liaison Acker stated that there is a training video that is very helpful to watch.

Council Liaison Lambert shared that the Mayor has been discussing changing the number of members on the Commission. She asked if the Commission has a recommended number of members or what they feel is about lowering the number from 15. Commissioner Jaynes noted that lowering the number could have an effect on the committee. Chair Knott noted that 13 could be a good number to work with. Commissioner DeWitt asked if it hurt anything to leave the number at 15. Staff Liaison Acker stated that she has not had more than ten on the Commission in her experience. The Commission agreed that up to 15 would be fine to leave as the wording with a minimum of five members. Council Liaison Lambert stated that she would take that recommendation to the meeting from the Commission. She explained what would happen with the quorum if minimum and maximum numbers are put in place.

A motion was made by Chair Knott to adopt the 2025 Rules of Order and Policies for Boards and Commissions. The motion was seconded by Commissioner DeWitt, a vote was conducted, and the motion carried unanimously by a vote of 9:0.

9. Committee Reports

A. Ikata Student Exchange Committee Update.

Commissioner DeWitt explained that students have signed up for grocery bagging dates, and that has begun. She noted that there has been a meeting with the students to go over information.

Staff Liaison Acker noted that the students and the grocery bagging dates are listed in the Agenda Packet.

B. YAAS (Young Artists and Authors Showcase) Update.

Commissioner Kreye shared that the workshop would be at the Red Wing Arts Clay and Creative Center on February 7 and 13 from 1:00 p.m. to 4:00 p.m., and the dates will be presented at the high school and middle school, and a flyer was hung up around town. She shared that the theme is Voices of Today, Visions of Tomorrow.

Staff Liaison Acker asked if there was any interest beyond artwork, such as music. Commissioner DeWitt shared that there is some poetry. The

Commission discussed some opportunities for music to be part of the workshop as well.

C. Adult Friendship Delegation – September 2026 Delegation to Quzhou, China Update.

Staff Liaison Acker shared that Commissioner Clancy, Tao Peng, and she will be meeting with the City Administrator and Mayor on February 4. She shared that the meeting will provide more information about the delegation. Chair Knott noted that it has been a long time since something like this has been done. Staff Liaison Acker stated that the invite was shared in the Agenda Packet, but the delegation would be around September 19.

D. Community Visibility Updates.

Staff Liaison Acker discussed recent Facebook postings and asked for ideas. She sent out New Year's greetings to Quzhou, and Ikata will be coming soon.

10. Communication Items

A. 2026 Commissioner Contact Listing.

Chair Knott noted they were shared in the Agenda Packet.

Council Liaison Lambert shared that the website has been updated, so the email is now @redwingmn.gov.

B. 2026 Committee Assignments.

Staff Liaison Acker shared that this was provided for the new Commission members to see where they could get involved.

C. 2026 Meeting and Workshop Calendar.

Staff Liaison Acker pointed out that the meetings for the whole year were provided.

11. Adjournment

Chair Knott adjourned the meeting at 6:19 p.m.

**Red Wing Sister Cities Commission
Workshop
Community Development Building
February 25, 2026**

Members Present: Chair Austin Knott, Commissioners Tammy Jaynes, Ingrid Hokanson, Kimberly Clancy, Renee Kreye, Ashlyn Werner, Danielle DeWitt, Sheena Whitlock, Kendal Swanson, Tricia Perau, and Alexandra Klitzke (arrived at 5:25 p.m.)

Members Absent: Student Advisory member Nisha Catarino Santiago (excused absence)

Others Present: Lisa Acker, Staff Liaison

Roll Call

Roll call was conducted. Chair Knott and Commissioners Jaynes, Hokanson, Clancy, Kreye, Werner, DeWitt, Whitlock, Swanson, Perau, and Klitzke were in attendance.

Student Advisory Member Nisha Catarino Santiago previously indicated she would be absent.

1. Public Comment

Chair Knott reviewed the public comment procedure.

No one wished to address the Commission.

2. Workshop Items

A. Updated Meeting Schedule.

Chair Knott shared that Staff Liaison Acker would be out of town for the September meeting, and the date would need to be moved to September 30, 2026. Staff Liaison Acker noted that no formal adoption could be done in the workshop but wanted to check in to see if there were any conflicts at this time. The adoption of the new meeting schedule would take place at the March meeting.

Commissioner Klitzke arrived at 5:25 p.m.

B. Welcome to New Commissioner, Kendal Swanson.

Chair Knott welcomed Kendal Swanson to the Sister Cities Commission. Staff Liaison Acker noted that the process has changed, and new board members may be sworn in at either the Council or the Commission meetings. Commissioner Swanson was sworn in at the last Council meeting.

C. Statutory Requirements for Commissioner Members Participating in a Meeting via Interactive Technology.

Staff Liaison Acker explained that Council Liaison Lambert raised the possibility of changes to the board and commission policy at the last meeting; those changes will be formally presented at the next meeting. She shared that to be truly present at an official meeting, a person must be on camera; if that standard cannot be met, that person cannot vote or be part of a quorum. The Commission discussed various questions about what would be considered present at the meeting and which meetings would matter.

D. Ikata Student Exchange Program.

Staff Liaison Acker stated that Commissioner DeWitt redid the forms because the old ones were outdated. She included the forms for the Commission to review and, if needed, change for the upcoming year. The Commission discussed that having an overall goal for the whole program would help in the selection process for students and in informing those who ask. They also shared that having a willing chaperone for multiple years in a row would be beneficial; there were questions about what that would look like. Staff Liaison Acker shared that the interview committee could iron out the details about chaperones. Chair Knott pointed out that the committee can draft a policy for the chaperones, but the draft should then return to a workshop so all the Commissioners can have input and buy in on the policy.

The process used for interviewing and scoring the students was effective and should be documented so the Commission can approve it, which will be done by the interview committee. The Commission discussed the questions asked of the students and what the questions should look like. Commissioner DeWitt shared that the intent of the application and interview questions being similar was to allow the student to elaborate on their answers. Many of the questions on the application helped the committee see all aspects of the students' lives. The Commission decided to put a numerical system on the interview questions to help determine a student's score at the end of the interview.

Commissioner Jaynes had to leave the meeting early but provided input on the program's mission statement.

Chair Knott asked if any priority should be given to the older students. The Commission discussed that the Japanese students are younger, and the best person for the spot needs to be picked, not just the oldest.

Staff Liaison Acker noted the Commission had a good discussion of all the information, and the committee can get together to narrow it down. The Commission all agreed that the students' application looked good. Commissioner Werner shared that the interview questions would be shortened. The flyer in the Agenda Packet was well received by all. The chaperone application is great. The one-page information sheet for students and chaperones needs to be shortened and updated. Commissioner Werner agreed to update all the flyers.

The Commission decided to review the chaperone expectations and job description to make sure the information accurately reflects what takes place. Staff Liaison Acker stated the updates do not have to be completed quickly, but they cannot be done in August when the information needs to go out. She shared that Commissioners Werner and Hokanson, who have served as chaperones, could add the necessary information. The Commission noted pushing some timelines forward this year, so that not everything comes at holiday time, and giving out information during the parade.

E. Quzhou/Friendship Delegation Update.

Commissioner Clancy shared an update about the meeting that took place, which discussed the timing, who might be willing to go, and what would be represented. A time has not been finalized, but mid-October has been discussed. Staff Liaison Acker shared that the Mayor had discussed ideas with her, but Tao Peng, former Commission member, noted that the delegation could be multifaceted. Currently, she is waiting on the Mayor and then will go to the City Council meeting to give a presentation. She shared that whoever goes with the delegation would have to pay their own way, as the Commission cannot fundraise because it is not a 501(c)(3).

The Commission discussed fundraising for the Ikata Student Exchange Program. Staff Liaison Acker shared that there are options if funds are short. Commissioner DeWitt asked whether more grocery bagging dates could be added and whether donations could be written outside the typical letters. Staff Liaison Acker shared that both were good to be done.

Chair Knott shared that he is very interested in going on the trip. Staff Liaison Acker pointed out that once it is decided who will lead the trip, the numbers can be determined.

F. Review Committee Assignments.

Staff Liaison Acker shared that Commissioner Swanson could take some time to decide which committee she would like to be on. Commissioner Swanson asked about which committee was available. Staff Liaison Acker noted that there would be Commissioners willing to change committees. Commissioner Swanson stated that she feels that Subcommittee Two would be a better fit than Subcommittee One but is interested in hearing more about the committee. Chair Knott shared that Subcommittee One is focused on getting the students and chaperones ready before they go. Subcommittee two was more focused on the students coming back, along with the Japanese students in Red Wing, and what the students would do. Commissioner Clancy removed herself from subcommittee two, and Commissioner Swanson was put on.

3. Adjournment

Chair Knott adjourned the meeting at 6:45 p.m.

From: noreply@civicplus.com
Sent: Friday, February 20, 2026 9:25 AM
To: Acker, Lisa
Subject: Online Form Submittal: Young Artists and Authors Showcase Entry Form 2026

Young Artists and Authors Showcase Entry Form 2026

Email address	1
Phone Number	
First Name	Madison
Last Name	Tollefson
Age (as of March 1, 2026 application deadline)	17
Residential Address	
Mailing Address	
Title of Art Piece	Tollefson, Madison - SPEAK UP
Category	Art (Classic Medium)
Inspiration/Description	<p>Air pollution, food scarcity, overconsumption, global warming, war, inequalities; these and more are vital issues of our society today. Sudan and South Sudan suffer the effects of their war, leaving them with little to no food. Chad ranks among the worst in terms of air pollution from the burning of wood, vehicle emissions, and weak environmental policies. The US uses more resources than able to produce, especially with the rise of fast fashion, consumerism, and food waste. China, the largest contributor to global warming, emits 35% of all CO2 from coal and manufacturing. These issues are global and affect millions, but the change starts with us.</p> <p>The youth carry the burden of the future, so it's up to them change it. My advice is to observe. See what unfolds around you. Speak up about the small things you see locally. Big changes start small, so take action no matter how insignificant it may seem. It's as easy as a social media post, a poster, or verbal communication. Every change counts towards a better society, and it starts small. So let's learn. Speak up. Make a difference.</p>

My artwork expresses the frustrations carried by the citizens of today. It emphasizes a call for change. Each item represents a prevalent issue. We must speak up about these issues because staying silent changes nothing. Raising awareness helps move things toward an improved future. It's important to not be discouraged by the bad. Look up toward the good and stay motivated. By speaking up today and carrying an optimistic view, we will see a better tomorrow.

File Upload [IMG_3973.jpg](#)

How did you hear about the Young Artists and Authors Showcase? In art class.

Is this your first time submitting artwork to the contest? Yes

Legal Consent Yes

Email not displaying correctly? [View it in your browser.](#)





Acker, Lisa

From: noreply@civicplus.com
Sent: Friday, February 20, 2026 9:15 AM
To: Acker, Lisa
Subject: Online Form Submittal: Young Artists and Authors Showcase Entry Form 2026

Young Artists and Authors Showcase Entry Form 2026

Email address

Phone Number

First Name **Brodie**

Last Name Weinmeyer

Age (as of March 1, 2026 application deadline) 17

Residential Address

Mailing Address

Title of Art Piece Growth

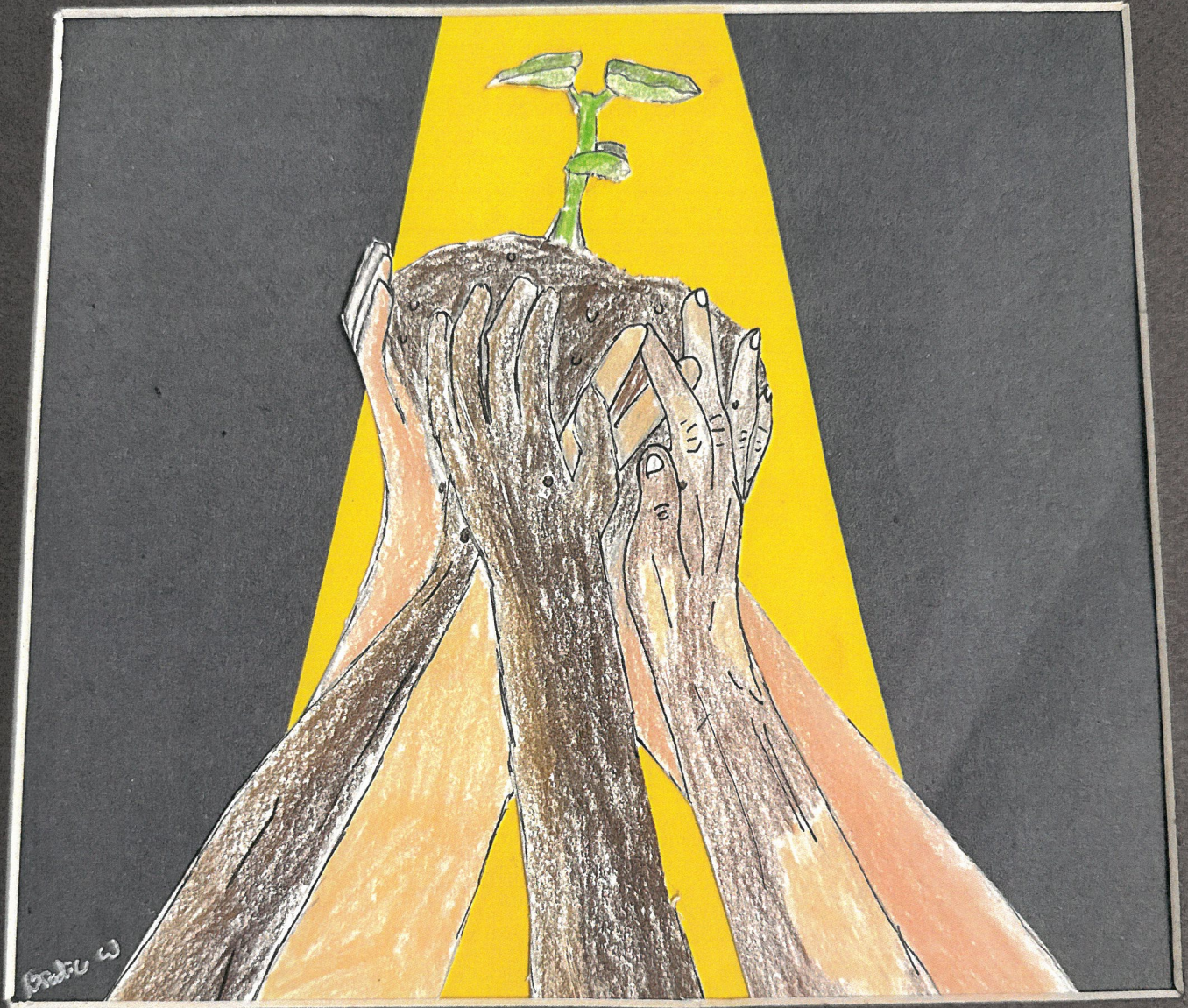
Category Art (Classic Medium)

Inspiration/Description I felt inspired to make this because of discrimination in the world. The piece is meant to represent unity with everyone, as to why there are different ethnicities and ages displayed in the hands. I tried to take the prompt of how we will get a better future with this artwork, and to achieve that, we need everyone to be united, as without discrimination, we as a society would be able to achieve greater things. Without discrimination, we would also not have wars, or at the very least, we would have significantly less, as a lot of past wars were racially driven or had some kind of racist undertone within them.

File Upload [image.jpg](#)

How did you hear about the Young Artists and Authors Showcase? My teacher Mrs. Bray

Notify ask



Acker, Lisa

From: noreply@civicplus.com
Sent: Wednesday, February 4, 2026 11:41 PM
To: Acker, Lisa
Subject: Online Form Submittal: Young Artists and Authors Showcase Entry Form 2026

Young Artists and Authors Showcase Entry Form 2026

Email address

Phone Number

First Name Kaylie

Last Name Peterson

Age (as of March 1, 2026 application deadline) 15

Residential Address

Mailing Address

Title of Art Piece Peterson, Kaylie- I Pledge Allegiance to our Future.

Category Poetry

Inspiration/Description I have always been one to advocate for those who can't speak up for themselves. The devastation corrupting our country as of late has surely piqued my interest, to no appeal of mine. As I am only 15, there is not a whole lot I can do that won't potentially put me into danger. So, when I heard about the theme for this year's YAAS contest, I thought no better way to raise awareness for our current world issues than to submit a poem where people will see it. This poem really shows the hideous side of our country, but it needs to be said. It breaks my heart to see people dear to me be negatively affected by the wrong choices of our government. The word needs to be spread, and I hope that the people with the truest of hearts keep peacefully protesting, raising their voices, and keeping hope. Although I am not personally at risk, I still know people who are. I have friends who can no longer ride the bus or do after-school activities, because them and their parents are scared that ICE will show up, despite them being legal citizens. Something needs to change, and that change needs to happen now, before it is too late.

I Pledge Allegiance to our Future
By; Kaylie Peterson

I pledge allegiance to the flag of the divided States of America.
And to the republic for which it stands, one nation under god,
indivisible with liberty and justice for... not you.

While you stand with your hand to your heart,
Discussing the land of the free.
They lay on the ground, with their hands over their head
Because that's what our president wishes for America to be.

Mouths are shut,
If they talk then what?
They will forever keep their hands over their head,
and mouths shut for they are dead.

It's always "Liberty and Justice for all!".
Until It's the hispanic mom hiding her kids,
because she heard the whistle call

It's always "take a stand for what you believe."
until it actually matters,
For your end will be a bullet and blood splatter.
If something doesn't change,
there will be blood dripping from our hands,
because we ignored the caution sign that hangs.

In 50 years our kids may no longer exist,
Because rather than our freedom,
the land of the free chooses their narcissists.
The voices of today
are the only things that can make a change,
For my vision of tomorrow is different from today.

Red Wing Sister Cities Commission Financial Report -January 2026

	101 Account - General Fund			248 Account - Sister Cities	
	Budget	Actual		Goal	Actual
Income			Income		
From General Fund	\$ 5,000.00	\$ 5,000.00	Student fundraising 2026 (bagging)	\$ 7,500.00	\$ 2,626.86
			2026 Donations	\$ 6,000.00	
			Carry over from previous fundraising & City transfers	\$ 25,614.10	\$ 25,614.10
			Downpayments and add'l payments from families	\$ 1,500.00	\$ 1,500.00
			Money returned to families (excess funds raised)		
Total Income	\$ 5,000.00			\$ 40,614.10	\$ 29,740.96
Expenses - General			Expenses - General		
Young Artist Showcase Prize	\$ 750.00	\$ 250.00 <small>Prizes</small>		\$ -	\$ -
Young Artist Expenses	\$ 100.00	\$ -		\$ -	\$ -
River City Days Parade	\$ 200.00			\$ -	\$ -
Postage & Copying	\$ 100.00			\$ -	\$ -
Misc. Expense	\$ 500.00	\$ 34.75 <small>supplies</small>		\$ -	\$ -
Total General Expense	\$ 1,650.00	\$ 284.75		\$ -	\$ -
Expenses - Ikata			Expenses - Ikata		
Chaperone Background Check	\$ 75.00		Airfare & travel agent fees	\$ 14,000.00	\$ -
Gifts sent with Chaperone	\$ 200.00		Tour	\$ 4,200.00	\$ -
Welcome Event & Farewell Picnic	\$ 850.00		Chaperone Subsidy**	\$ 2,500	\$ -
Tree Planting	\$ 325.00		Student Subsidy*	\$ 1,500	\$ -
T-shirts	\$ 100.00				
Miscellaneous (tickets, events, etc)	\$ 800.00				
Total Ikata Expense	\$ 2,350.00	\$ -		\$ 22,200.00	\$ -
Expenses - Quzhou					
Delegation to Quzhou (gifts, etc.)	\$ 1,000.00		Additional Quzhou expenses	\$ 3,000.00	\$ -
Total Quzhou Expense	\$ 1,000.00	\$ -		\$ 3,000.00	\$ -
Total All 101 Expenses	\$ 5,000.00	\$ 284.75	Total All 248 Expenses		
Balance of 101	\$ -	\$ 4,715.25	Balance of 248	\$ 29,740.96	

6 students and 1 chaperone = 2026 Ikata Exchange

** This is a combination of funds donated, raised and transferred from the GF since 2020, figure provided by finance 2/3/2026

* Student subsidy is a "scholarship" of up to \$250 per student if fundraising falls short

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T-shirts	\$ 100.00				
Miscellaneous (tickets, events, etc)	\$ 800.00				
Total Ikata Expense	\$ 2,350.00	\$ -		\$ 22,200.00	\$ -
Expenses - Quzhou					
Delegation to Quzhou (gifts, etc.)	\$ 1,000.00		Additional Quzhou expenses	\$ 3,000.00	\$ -
Total Quzhou Expense	\$ 1,000.00	\$ -		\$ 3,000.00	\$ -
Total All 101 Expenses	\$ 5,000.00	\$ 284.75	Total All 248 Expenses		
Balance of 101	\$ -	\$ 4,715.25	Balance of 248		\$ 29,740.96

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Report of the 26th Ikata Junior High School Student Overseas Delegation



2025. 8/1 ~ 8/13

伊方町国際交流協会
IIEA

Ikata International Exchange Association

We See a Brighter Future When We See for Ourselves

This year marked my third visit to Red Wing as a member of the Ikata Overseas Exchange Program. On the evening of Saturday August 9th, our last night in Minnesota, a farewell picnic was held in Red Wing's Bay Point Park. As has become tradition, the students (upon finishing their meals) were asked to stand before those assembled and talk about their experiences in the program.

The Red Wing students went first. They talked about the freshness of the food in Japan, the efficiency of public transport, the cleanliness and order of the cities. But, most of all, they talked about the kindness of the Japanese people, about how well they were treated in Ikata and how they will never forget their time here.



The Ikata students followed. Though they read primarily from prepared scripts saved to their phones, their words carried no less truth. They spoke (in English) about the striking vastness of the American continent, the size and scale of everything – of food and automobiles and roads and schools; they spoke of the incredible diversity of America both culturally and commercially. But like the Red Wing kids before them, they spoke mostly about the kindness of their hosts and the incredible hospitality that they will surely never forget. I was asked to talk last. Moved by what I had heard from the students, I spoke about the incredible value of this Overseas Exchange Program and the great debt that we owe to the host families, organizers, and volunteers who work to keep it going. I spoke about my personal life; about how much time I spend in front of screens and how the reality presented there (on social media or online newspapers) never corresponds all that well to my real world experience.



I notice that over the course of the year, when I am away from Red Wing, my impression of America gets darker and darker. As if any news about my home country, when it comes to me through a screen, comes hued with a certain cynicism, a subtle film that builds as the months pass and the images amass, a thin little layer of grime which suggests that, perhaps, even good news exists as little more than algorithmically driven bait to keep me swimmin' (or scrolling) around the hook.

I don't know why I let this kind of thing get to me but, somehow, I always do. It's like being fooled time and time again by the same magic trick where the method is already known, or at least easily guessed at. Or perhaps it's closer to hypnotism and I am lured in slowly and, like the frog in the pot, simply fail to register as the illusion takes hold.

In any case, participating in this program shakes me out of it. The students on both sides of the exchange are bright, compassionate, curious – well-intentioned and admirable young adults with whom I truly enjoy traveling. Each year I realize: it simply isn't possible for such remarkable young people to be the product of a world like the one I see online. The circle doesn't square; something is amiss. The incongruence is pushed beyond its breaking point then by the organizers, volunteers, and hosts who never fail to dispel the illusion with their incredible warmth, kindness and generosity.



There is something fundamental about meeting face to face, something about authentic firsthand experience that simply does not come to you when filtered first through a few billion transistors – no matter how cleverly aligned. Seeing the world for yourself and seeing that it is far more bright and varied and forgiving than you had been led to believe... it is invaluable; it is the cure! I am so grateful that I am able to take part in this every year and I am so happy for the students and the positive steps they are taking in their lives. I hope this Overseas Exchange Program continues for many, many years into the future.



An Unforgettable Summer Vacation

Back when I was a first year, I heard one of the seniors (then a third year) talking about their time participating in the Overseas Exchange Program. Hearing their story, I realized that I too wanted to go to Red Wing. In turn, I found an interest in American life and culture; I realized that I wanted to learn more about these things, to experience them firsthand. To do this, I resolved to pour my efforts into studying English and to apply to the Overseas Exchange Program.

For the initial home-stay, I was paired with Audrey and she came to stay at my house in Misaki. Though we had exchanged a handful of messages before meeting face-to-face, those first moments were still a little awkward. However, as we spent more time together and began to talk more, we each started to open up and I began to notice us smiling more and more. This experience taught me an important lesson: what matters most in communication is the courage to open up and show your genuine self.



Together, Audrey and I were able to experience Japanese daily life and culture – we practiced calligraphy, made origami, and tried many Japanese foods. Though it was only a short five-day home-stay, I hope that Audrey felt the charm of Ikata’s beautiful natural scenery and the kindness of its people. I hope too that she developed an interest in Japanese culture.

Then, on August 1st, it was time at last for me to begin my two week stay in America. The first thing I noticed was how vast and expansive everything was. On the drive from the airport to my host family’s home, the cornfields stretched endlessly from the road, as far as the eye could see—as vast as the sea from Misaki. Even the food and the houses were enormous. And the city of Red Wing and the scenery surrounding it were beautiful too; I thought it was a wonderful place.

I was nervous at first about my home-stay but my host family welcomed me into their home with kindness. I could tell that they put a lot of thought into making sure that I enjoyed my time in Minnesota. We went to many different places together and we enjoyed playing games in the backyard as a family as well. I made a point of trying to speak pleasantly and clearly, to answer questions with an unmistakable “yes” or “no,” and to smile as much as possible when words wouldn’t suffice. When it came to longer conversations, I felt that I could understand a lot of what was being said but couldn’t

quite find the right words myself or put them into the right order. At times, I found myself falling back on translation apps. Still, I believe I did my best to think and communicate on my own terms. I feel that my English skills still have a long way to go though, so I want to redouble my efforts to study English in the future.

Also, in the United States, people of various races and gender identities live together very naturally and this seemed perfectly normal to everyone. It drove home the point that there are different ways of thinking and different cultural norms than those in Japan. For me, this was an invaluable lesson.



My goal going forward is to apply these experiences to my future endeavors. While I haven't decided yet on a specific dream for the future, I do aspire to work internationally and would like to do something that helps people. I intend to continue striving toward these goals.

This summer vacation was simply unforgettable. I discovered the joy of cultural exchange and now I want to share this joy, not just with my fellow students, but with everyone in Ikata. For giving me the opportunity to have such an amazing experience, from the bottom of my heart, thank you.



Experiences From Overseas

There are three reasons why I decided to participate in the Overseas Exchange Program. First, I consider the chance to visit the U.S. an extremely valuable one and this drew my interest. Second, I wanted to gauge the progress of my English ability by way of authentic cultural exchange. Third, I wanted to see for myself how America differs from Japan in terms of diet, culture, and lifestyle. There are several things that I learned from my experience.

The first of these relates to lifestyle. I stayed with my host family for about two weeks and noticed many things that differed from Japan. American people, for instance, don't always take off their shoes when entering a home. Also, the summer is much cooler than Japan and I noticed that the rhythms and timings of meals are quite different too. Funnily enough, I was especially surprised by the position of the levers that flush the toilet; in Japan these are always on the side but in America they were in the front!



The second relates to food. In America there are many dishes where the portion sizes are huge and the flavors are strong. Also, there are a wide variety of foods available. For example, there are many flavors of candy and ice-cream that we don't have in Japan. I made it my mission to try them. In particular, I liked the s'mores flavored chocolate bars and a type of ice-cream that's mixed with tiny bits of cookie. Also, the home-cooked meals my host-mother made were delicious. Breakfast was eaten in the home and often consisted of scrambled eggs, bacon, and fruit, while lunch and dinner were

mostly eaten out. When eating out, we usually went to buffets or to restaurants that served chicken. Sometimes they would pack a lunch for me, usually sandwiches or soup. Among these meals, the tacos my host-mother made were my absolute favorite.

The third thing I learned relates to buildings. The Mall of America in particular was massive, selling everything from food to clothing to toys. I was also surprised by how many stores, at the mall and elsewhere, had crane games. McDonald's too was completely different from the ones in Japan. Orders there were made through a touch panel and



inside the store there were not only crane games but games on tablets too. On another day, we all went to the water park in Red Wing. It had two water slides that were really fast and thrilling. There was also a diving board and I was surprised by how deep the pool was. We also went to The Red Wing Shoe store, a confectionery, a five-story aquarium, and an amusement park located entirely within the already huge Mall of America. As for Los Angeles, we went to places like Dodger Stadium and Hollywood Boulevard. However, because LA also has a lot of homeless people, we also saw a number of tent cities constructed along the roadways.

Before going to America, I lacked confidence in speaking English and didn't know much about the differences between America and Japan. However, after arriving in country, the American people always spoke to me in a kind and friendly way and this gave me confidence in speaking English. Also, my host family took me to many interesting places and it is thanks to their kindness that I was able to learn so much about the differences between America and Japan. It was truly a wonderful experience. I intend to share these memories with as many people as I can and apply them to my life going forward.



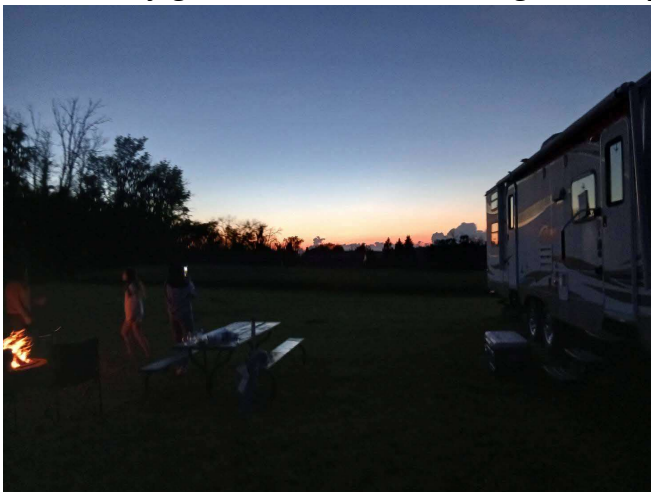
So That We May Understand One Another's Culture

This Overseas Exchange Program provided me with many first-time experiences and proved to be an excellent opportunity.

However, leaving for America also meant boarding an airplane for the first time. At the airport, all of the essential procedures were new to me—check-in, baggage screening, customs, immigration... These things left me feeling bewildered, but I knew that I was secure in the guidance of the chaperones. On the way back to Japan, we went through the same procedures again and this time I was able to proceed a bit more smoothly and independently. I realized that navigating the airport is an essential skill for modern life, one that I will no doubt have to master in order to have a successful career.



During my home-stay in Red Wing, I lived as part of the Sparby family. However, many things were different from how I assumed they would be. For example, inside their house we basically wore shoes the entire time. On the first day, this felt strange and I couldn't get used to it, but by the next day, I had already grown accustomed. It was good to experience something so different from life in Japan.



Also, our host family very kindly and patiently taught us how to use the bathroom and other necessities. At first, we were awkward with the newness of these things, but gradually we got used to them and, before long, we were able to live very naturally without hindrance or hesitation. We spent a lot of time together as a family too and there were many opportunities to talk together. In these moments, I tried to be confident and ask questions about things I wondered about or found interesting and my host family always explained things clearly. They made a point of looking me in the eye when they spoke and this made it easy to follow the tenor

and flow of their conversations. Even when the words themselves were unfamiliar, I felt like I could understand the gist of what they were saying. I realized that eye contact is critical for communication, particularly in English. Taking this in, I felt as though I becoming a more complete person.

Compared to Japan, the meals were, I think, generally easier to eat. There was a wide variety of food on offer—fruit, yogurt, cereal, egg dishes, even rice dishes sometimes too. All of them were delicious. What surprised me the most about day to day life was the temperature. Red Wing is much cooler than Japan, the mornings and evenings even chilly. Still, I think it's a very comfortable place to live. Sometimes, local people would strike up conversations. During the River Cities Days parade in particular, many people came over to talk with me. From these interactions, I was even able to make some friends. Also, there were some people in Red Wing who could speak Japanese and this made me very happy. Later, on a Sunday, we went to church. I had always wanted to visit a church and, as expected, I found it a sacred and calming place.

In Los Angeles, we were not only able to visit famous places like Dodger Stadium and Hollywood Boulevard, but were also able to explore parts of the regular, everyday city. There are many sky-scrapers in Los Angeles and I couldn't hide my surprise at their sheer size, the likes of which I had never seen. Though some parts of LA were a bit frightening, other neighborhoods had a distinctly Japanese feel and I was able to meet many Japanese guests at our hotel as well. LA offered a different perspective on American life than Red Wing and I'm glad that I was able to experience both.



My opinion of the American people has changed dramatically since participating in this program. I used to see Americans as intimidating. But, after traveling to the U.S. and having seen for myself, I feel that most Americans are actually quite kind and that America is a wonderful place. I'll never forget the gratitude I feel for all of the parents, guardians, and organizers. I hope to put all that I have learned to good use here in Ikata.



Through the Overseas Exchange Program...

I was able to gain irreplaceable experience. I'm truly glad that I was able to participate.

Initially, I decided to apply because I was interested in foreign countries and foreign languages. My goals were 1) to assess my English proficiency, 2) to learn about cultural differences between Japan and other countries, and 3) to make friends abroad. Now that the program has ended, I have an even greater goal: to pursue a global career. Though I made a lot of memories in the U.S., there are three that remain particularly vivid.

The first of these was the River City Days parade. We wore yukatas and marched the route handing out sweets. As we went, I started to notice a peculiar ambiance, a feeling or sensation of *Japan*, following with us. Perhaps this is why my interactions with the people of Red Wing felt so authentic and enjoyable. Though the route itself was long, in my happiness, the miles flew by.



Another treasured memory was our excursion to the water park. We rode the slides again and again and again... and I was shocked by how deep the pool was, much deeper than those in Japan! Also, some local kids were hanging out at the water park that day and we quickly became friends. I'm really glad that I was able to meet them.



Finally, I won't forget the welcome party. Thanks to the Sister Cities Commission and our host families, it was a wonderful event – so incredibly heartwarming to feel welcomed by so many. Also, my friends from Minnesota (Ikata's first CIR Elisha and her teenage daughter June), who I had grown close to when they visited Ikata, came to the party. I had been hoping to see them again, so I was thrilled that they were able to make the trip to Red Wing.

But in Red Wing, even regular everyday moments feel special. Evening card games, watching movies, playing with my host family's dog – each of these too became a treasured memory. And I am truly grateful for my host family who I can tell put a lot of thought into making sure I had a good experience. I especially appreciate the time they made for us to communicate together as a family. The food in America was delicious too. Hamburgers and fries taste much better than they do in Japan! And I had a great time trying dishes that I rarely, if ever, see back home. We did many other things as well such as touring the high school, shopping, going to museums, and exploring the city on foot. It was all incredibly fun, making for an intensely fulfilling two weeks.

Participating in this program also brought new cultural insights. For example, differences in mindset regarding leftovers and punctuality. In Japan, leaving food on your plate is considered bad manners, but in America, few seem to think that way. Also, arriving right on time or perhaps even a

little bit late seemed perfectly normal in America. This, of course, is not looked upon favorably in Japan but, on the other hand, I really enjoyed living freely, unbound from the rigidity of unforgiving schedules.

I noticed another difference when shopping. Workers like clerks or security guards would often finish conversations with a kindly “Have a nice day,” or “Goodnight!” This is a nice custom, I think – one not found in Japan. Also everything in the U.S. is big. Everything. Cars, houses, meals, stores, roads, lawns — I couldn’t believe it! And this overwhelming scale is not without its merits; I never felt crowded.

I learned many things as well. First, that listening is an extremely important skill. If your listening ability is inadequate, your responses will be too. Having listened to native English almost continuously for the duration of this program, I feel as though I have improved dramatically. Going forward, I intend to train my ears by listening to native speakers much more frequently.

Also, in America people will talk to you if you can simply find the courage to strike up a conversation. I realized how important it is to seize the initiative, to live unburdened by self-doubt or the opinions of others. I admire people who live this way; it’s cool, it just is. One day, I will live this way too – confidently, true to my values, loving what I love without compromise.

Though this exchange experience was not without its tough moments, especially at first – moments where I felt anxious, where I lacked confidence – I see now how truly valuable it was. I’ll cherish the connections I made through this program; I want to come back to Red Wing someday; I want to see my friends again. Every image, every emotion, every memory... each of these things I’ll carry forward, in care of my future self.



What I Learned from My Home-stay in Red Wing

I participated in this Overseas Exchange Program in order to pursue my future dreams and to explore culture differences between the US and Japan. Nevertheless, I was quite anxious. Not only was I going to go abroad for the first time, I was also going to be staying with a family that I had never met before. Still, I felt that experiencing life with a different family and a different culture would be a promising opportunity for personal growth.

When the plane landed at MSP and I saw my host family for the first time, nerves got the better of me and I blacked out, if only for a moment. Fortunately, just then one of my host sisters came over and gave me a hug. And then the whole Sparby family welcomed me with big smiles. I felt my anxiety unwinding a bit... Next, I awkwardly tried to introduce myself. They listened politely, nodding along with unfaltering smiles. Thanks to their warmth and kindness, we felt truly welcomed and I noticed my jumpy heart at last beginning to settle.



My home-stay was full of surprises and I was amazed by each and every difference. Things like the absence of iron-clad Japanese customs (like taking off shoes inside the home), or the eating of cereal for breakfast – these things never ceased to surprise me and I’m really glad that I was able to experience them firsthand. But what I will remember most about my host family is the way they spent their weekends. On the weekend, they didn’t seem to spend much time at home, instead opting to go to a park or shopping... just genuinely enjoying everyday life. I began to appreciate that lifestyle, a way of living that cherishes “family time” even amidst busy routines.

Communicating in English was definitely a big hurdle. For the first few days, I felt frustrated when I couldn’t put my thoughts into words or when my host family would speak to me and I couldn’t quite understand what they meant. When Japanese people use English in Japan, it is relatively easy to understand but in Red Wing this wasn’t the case at all. Communicating with native speakers is much, much more difficult and this realization put me ill at ease. However, because my host family rarely used translation apps, I did eventually acclimate and start to feel comfortable. At first, I focused on speaking grammatically perfect English but, as the days passed, I realized that this was a mistake; I realized that it is not perfect grammar or pronunciation that truly connects people but, rather, the will to communicate itself.

Moreover, my host family didn't treat me like just another house guest but instead as a member of their family. At first though, when we did things together like taking walks around the neighborhood or going to parties, I didn't feel so much of a connection – a bit more like a plus-one than a family member. However, that changed one evening when they invited me to sing karaoke. Singing together was just so incredibly fun! I felt that we were becoming close in an authentic way and this made me so happy! At the same time, I was deeply moved by the realization that such genuine camaraderie can so readily overcome cultural barriers. Later, my life with the Sparby family became very natural: we started having pillow fights, I taught them some Japanese, and we made each other laugh with jokes.



They loved Japan too and asked me a lot of questions. I felt a sense of pride in being able to answer them and talk about my home country, but I realized something important too: if you want to understand other cultures, you first have to understand your own.

What I gained from this Overseas Exchange Program goes far beyond simply 'speaking English better.' What I truly discovered was the joy of authentic cultural exchange and the courage necessary to take the first step. After coming home, I contemplated how to best make use of this knowledge. I decided to share everything I learned with my family and friends in the hope that they too might develop an interest in cross-cultural experiences. I consider this program a treasure, a great gift that has expanded my horizons and helped illuminate the future course of my life. I would like to thank everyone who helped make this opportunity possible. You have my sincere gratitude, thank you.



Red Wing Sister Cities 2026 Committee Assignments

Updated 3/19/2026

Quorum number will be 6 for 2026 based on 11 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 Ashlyn Werner– will be the go between for these two 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. Sheena Whitlock
2. Dani DeWitt
3. Tricia Perau
4. Kendal Swanson
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. Alexandra Klitzke
4. Open
5. Open

YAAS Artist Showcase

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

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.

This notice supersedes any previously sent.



~ 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 4th 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. Commission members may participate in meetings via interactive technology.

Regular Meeting Council Chambers, City Hall 315 W 4 th St., Red Wing, MN	Workshop Ignite Conf. Room, Community Dev. Bldg. 419 Bush St., Red Wing, MN 55066
	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 30, 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.



**City of
RED WING[®]**

**2026 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..
- 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 seven members and all must be residents of Red Wing. The HRA also has a City Council Liaison assigned by the Council President.
- 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 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, is removed, or has their seat declared vacant due to 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. 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
 - Oath of Office
2. At the beginning of their term, board and commission members must sign an Oath of Office. A staff member will coordinate a time for the new member to meet with the Mayor to administer the oath. The member will be asked whether they would like to be sworn in

and introduced at the next scheduled Council meeting during the “Proclamations and Recognitions” section of the agenda. If they decline, the oath will be administered at their next board or commission meeting, or at City Hall at an agreed upon time. In the Mayor’s absence, a Council member may administer the oath. In the Mayor’s and Council member’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.

3. Each year, the City will provide board and commission training for all members on pertinent public laws and/or policies, procedures, or issues, and will determine the training content, format, and schedule.

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.* This applies to any new or renewing member who has not been sworn in before this 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. If they choose to allow the public two times to speak, each person is given one time to speak on any non-agenda items, and one time to speak on any agenda items. The time limit is three minutes each. Board/commission members may also choose to change the total number of minutes allowed during their Public Comment period.
 4. Comments from the 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 on agenda items and non-agenda items.
 - b. Each person from the public is allowed one time of up to three minutes to speak on any non-agenda items, and one time of up to three minutes to speak on any agenda items. Non-agenda items will come first; agenda items will follow.
 - 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 or community member. 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. Speakers may not campaign for or against a political candidate during any part of their public comments.
 - h. When a special meeting is scheduled, the Chair will decide whether public comment will be added to the agenda.
 - i. 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 boards 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, if attendance is impractical due to circumstances, members can attend virtually. Virtual attendance will follow all state laws as outlined in Minnesota Statutes 13D.02 and 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. Communicate the board/commission's important activities, topics, and/or policy items to the City Council. This can happen in writing via the Council Status Report or verbally in a short presentation to the Council.
- h. Get the board or commission's action item(s) to the City Clerk, who will put the item on the draft agenda list. The Council Administrator will decide 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.
- i. Write City Council staff reports related to the commission's action items that come before the Council.
- j. 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.
- k. 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.
- l. 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.

m. 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: 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 25: Use of City Media and Logos

1. City Website and Channel 6: The staff liaison must contact the City's Communication Coordinator to add anything to the website or Channel 6 programming. The Communication Coordinator will ensure the format complies with City rules and guidelines.
2. Printed Materials: The staff liaison will share all printed materials with the Communication Coordinator before distributing to the public to ensure the format complies with City rules and guidelines.
3. 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. When planning a logo, the staff liaison must consult with the Communications Coordinator to ensure compliance with City logo requirements.
4. City Social Media Accounts: Most boards and commissions are not allowed to create social media accounts.
 - a. If a board or commission wishes to share information publicly on a social media site, the staff liaison will 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 26: Code of Conduct

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

Section 27: 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 sensibly 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. Clearly state that they are not speaking for or on behalf of the City of Red Wing, are not authorized to do so, and that the views expressed are their own.
 - 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 28: 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---