

**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.