

**Red Wing Sister Cities Commission
Regular Meeting
City Council Chambers
March 25, 2026**

Members Present: Chair Austin Knott, Commissioners Tammy Jaynes, Renee Kreye, Ashlyn Werner, Danielle DeWitt, Sheena Whitlock (arrived at 5:19 p.m.), Tricia Perau, Alexandra Klitzke, and Kendal Swanson

Members Absent: Commissioners Hokanson, Clancy, and Student Advisory Member Catarino Santiago (excused absence)

Others Present: Lisa Acker, Staff Liaison

1. Call to Order

Chair Austin Knott called the meeting to order at 5:15 p.m.

2. Pledge of Allegiance

Chair Knott led the recitation of the Pledge of Allegiance.

3. Roll Call

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

Commissioners Hokanson, Clancy, and Student Advisory Member Catarino Santiago previously indicated they would be absent.

4. 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 8:0.

5. Approval of Minutes

A. Approve the Minutes from the January 28, 2026, Meeting.

B. Approve the Minutes from the February 25, 2026, Workshop.

A motion was made by Commissioner DeWitt, seconded by Commissioner Jaynes to approve the minutes as drafted for both January 28 and February 25 meetings. A vote was conducted, and the motion carried unanimously by a vote of 8:0.

6. Committee Reports

A. YAAS Committee (Young Artists and Authors Showcase) Update.

Commissioner DeWitt discussed the YAAS program and introduced the theme – Voices of Today, Visions of Tomorrow. Commissioner Whitlock arrived at 5:19 p.m.

Commissioner DeWitt announced the winning entries:

Madison Tollefson, First place for Classic Art
Brody Weinmeyer, Second place for Classic Art
Kaylie Peterson, First Place for Poetry

The winners shared what their vision was for their pieces and were presented with certificates of appreciation and monetary awards. Commissioner DeWitt shared that the winners would be featured across Sister Cities International's global network.

B. Finance Report.

This item was addressed after C. Ikata Student Exchange Committee Update.

C. Ikata Student Exchange Committee Update.

Commissioner DeWitt shared that the students are still grocery bagging and that a pre-departure meeting is coming up to discuss Japanese culture. Commissioner Jaynes noted that an email from Andrew in Ikata stated that they are picking the students and that the dates are confirmed for July 30 to August 10, when the Ikata students will come to America. The Red Wing students' dates have not yet been decided. She added that the Ikata students write letters as a part of their program, which are included in the packet.

B. Finance Report.

Staff Liaison Acker reviewed the recent expenses, including the prize money for the YAAS competition, supplies for grocery bagging, and mailing letters for Ikata exchange fundraising. She noted a fundraising update for the Ikata exchange: through grocery bagging, the students raised over \$800. She added that Commissioner DeWitt has been updating students on their progress in the fundraising process, with a few in the \$700 range and one student who has done no fundraising but should be changing.

D. Friendship Delegation Update.

Staff Liaison Acker stated that after several meetings, some decisions have been made, and the official letter has been sent to Quzhou. Now the City is waiting to see if the dates work for Quzhou. She noted that the tentative dates were October 14 to 24. The Mayor intends to make it a more business-focused event. The delegation would be eight to ten people; further discussion of the cost and the itinerary is still pending. She added that anyone interested and the timeframe works should let her know.

Commissioner Kreye asked what the delegation is being capped at, eight to ten people. Staff Liaison Acker shared that it was a decision made by the Mayor and City Administrator because they felt having more than that would be a hindrance when discussing transportation.

E. Updated Committee Assignments Listing.

Chair Knott shared that the assignments were listed in the packet. Staff Liaison Acker shared that Commissioner Jaynes was willing to step down from the subcommittee if anyone else was interested.

7. Public Comment

No one wished to address the Commission.

8. Motions & General Business

A. Adopt Amended 2026 Meeting Calendar.

Staff Liaison Acker explained the September meeting changed because she would not be there on the fourth Wednesday. The meeting was switched to September 30, 2026.

A motion was made by Commissioner Jaynes to adopt the 2026 Amended Meeting Calendar. The motion was seconded by Perau, a vote was conducted, and the motion carried unanimously by a vote of 9:0.

B. Adopt 2026 Rules and Policies for Boards and Commissions.

Staff Liaison Acker updated the Commission that the Council had made some changes. She stated that the Commission will no longer have a Council Liaison. She will now send an email to someone in the administration office to summarize what was going on with the Commission, and that will then be added to the Council agenda under Administrator Status Report.

Commissioner Jaynes asked if the member numbers for the commissions had changed. Staff Liaison Acker shared that the numbers did not change. She added that she had spoken with the Mayor about keeping the Commission at 15 members. The Mayor would also like to see the student members be voting members of the Commissions, but that has not yet been passed.

A motion was made by Chair Knott to adopt the 2026 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. Communication Items

A. Staff Liaison Acker shared that Student Advisor Nisha Catarino Santiago's term ends on May 31, as the terms are only for one year. She is a Senior and will not be able to continue on the Commission. A new applicant will need to be found to take the spot. Commissioner Werner asked whether a former student advisor could serve another term. Staff Liaison Acker stated that as long as the student is still in high school, that would be fine. Commissioner Perau asked if the student advisor could be related to someone on the Commission. Staff Liaison Acker shared that it would be fine. The Commission discussed a few options for the role.

Staff Liaison Acker stated that the Sister Cities Facebook page has had some fun new updates from Quzhou's new Facebook accounts.

Staff Liaison Acker asked whether the Commission could let her know if there were different ways to increase recognition of the Sister Cities in Red Wing.

10. Adjournment

Chair Knott adjourned the meeting at 5:46 p.m.