Red Wing Sister Cities Commission
Regular Meeting
City Council Chambers
May 27, 2026

Members Present: Commissioners Ingrid Hokanson, Renee Kreye, Ashlyn Werner, Danielle DeWitt, Tricia Perau, Kendal Swanson, Alexandra Klitzke, and Sheena Whitlock (arrived at 5:20 p.m.), and Student Advisory Member Nisha Catarino Santiago

Members Absent: Chair Austin Knott, Commissioners Tammy Jaynes, and Kim Clancy (excused absence)

Others Present: Lisa Acker, Staff Liaison

1. **Call to Order**
   Pro Tem DeWitt called the meeting to order at 5:16 p.m.

2. **Roll Call**
   Roll call was conducted. Commissioners Hokanson, Kreye, Werner, DeWitt, Whitlock, Perau, Swanson, Klitzke, and Student Advisory Member Catarino Santiago were in attendance.

   Chair Knott and Commissioners Jaynes and Clancy previously indicated they would be absent.

   A motion was made by Commissioner Kreye, seconded by Commissioner Perau to approve the absent members. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

3. **Approval of Agenda**
   A. Approve Meeting Agenda for May 27, 2026.
   A motion was made by Commissioner Swanson, seconded by Commissioner Klitzke, to approve the agenda as drafted. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

4. **Approval of Minutes**
   A. Approve the Meeting Minutes from March 25, 2026.

   B. Approve the Workshop Minutes from April 22, 2026.
   A motion was made by Commissioner Perau, seconded by Commissioner Werner to approve the minutes as drafted for both the March 25 and April 22 meetings. A vote was conducted, and the motion carried unanimously by a vote of 7:0.

5. **Public Comment**
   No one wished to address the Commission.

6. **Motions & General Business**

   A. **Motion to Approve Purpose Statement for the Red Wing and Ikata, Japan Sister City Student Exchange.**
   Staff Liaison Acker explained that the Purpose Statement was written to guide the trip and provide a rationale, and was completed at the workshop in April.

   Commissioner Perau read the Purpose Statement.

   A motion was made by Commissioner Klitzke to approve the purpose statement. The motion was seconded by Commissioner Kreye, a vote was conducted, and the motion carried unanimously by a vote of 7:0

   B. **Finance Report.**
   Staff Liaison Acker reviewed the recent expenses and donations. She presented the estimated costs for the Ikata trip. She asked the Commission to move to cover the cost of the chaperone's airline ticket. She explained that asking the Commission for scholarships for the trip is not new, but it has not been necessary recently, and that there are plenty of funds available for scholarships. She asked the Commission to give a $500 scholarship to each Ikata student. She reviewed each student's fundraising status for the trip, as found in the Agenda Packet.

   Commissioner Whitlock arrived at 5:20 p.m.

   A motion was made by Commissioner Perau to approve the Finance Report. The motion was seconded by Commissioner Swanson, a vote was conducted, and the motion carried unanimously by a vote of 8:0.

   A motion was made by Commissioner Kreye to approve up to and additional $750 for chaperone airfare. The motion was seconded by Commissioner Swanson, a vote was conducted, and the motion carried unanimously by a vote of 8:0.

   The Commission discussed giving each student a $500 scholarship.

   A motion was made by Commissioner Perau to approve a $500 scholarship for each student participant. The motion was seconded by Commissioner Hokanson, a vote was conducted, and the motion carried unanimously by a vote of 8:0.

   Staff Liaison Acker asked Pro Tem DeWitt to let the families know that the $500 scholarship was approved.

   Commissioner Perau asked whether families were okay with the amount in the email that still needed to be paid. Pro Tem DeWitt noted that every family was okay with the number in the email.

The Commission discussed keeping the additional bagging days and noted that families could choose whether to participate, knowing they might have to pay more for the trip.

7. **Committee Reports**
   A. **Ikata Student Exchange Committee Report.**
   Pro Tem DeWitt shared what the students had done for fundraising for the trip. She noted that shirts have been given to the students, and ordered for others who wanted them, and airfare has been purchased. She shared the dates for the trip and that bios had been sent to Japan. Commissioner Werner stated that the students have had some pre-departure experiences.

   Pro Tem DeWitt gave an update on the committee's preparations for the Japanese students in Red Wing. She noted the importance of an agenda for the families and reviewed the current agenda. Commissioners Perau, Swanson, and Whitlock gave an update on items that had been done for the agenda.

   Commissioner Kreye asked who would get the gifts for the chaperone to bring to Ikata. Pro Tem DeWitt stated that the committee had not discussed that and would look into it. Staff Liaison Acker stated that there is a $200 budget for gifts and a list of specific people for whom they are purchased. She reviewed the budget for the Japanese students being in Red Wing.

   The Commission discussed events and budget items for the students coming to Red Wing.

   B. **Quzhou Adult Delegation Committee.**
   Staff Liaison Acker reported that there is still interest in going and asked whether this is the correct time to take the trip. The decision does not need to be made yet. She added that the Mayor is looking into who wants to go and what they would prefer for timing. She noted that the Quzhou subcommittee could help with Ikata matters, as there is not much to do.

   C. **Community Activities/Commission Awareness.**
   Staff Liaison Acker asked the Commission to come up with one idea to raise awareness of the sister cities within the City and bring it to the June meeting.

8. **Communication Items**
   A. **Thank You to Student Liaison Nisha Catarino Santiago.**
   Pro Tem DeWitt shared that Student Liaison Nisha Catarino Santiago’s term was ending and thanked her for her time.

   B. **Updated Contact Listing.**

Staff Liaison Acker attached the Agenda contact information for everyone, committee information, and the schedule for the rest of the year. She pointed out that the Student Liaison would be a voting member for their next turn.

9. Adjournment

Pro Tem DeWitt adjourned the meeting at 6:14 p.m.