

**MINUTES**  
**Sister City Relationships Advisory Commission**

Wednesday, June 8, 2011  
Conference Room A, City Hall, 50 W. 13<sup>th</sup> Street,

**Present:** Commissioners Dick Landis, Jeff Jochum, Pat McNamara, Sheila Castaneda, Annalee Ward, Betty Phillips

**Staff:** Kevin Firnstahl

**Call to Order:** Chairperson Landis called the meeting to order at 4:00 p.m.

**Election of Vice Chairperson:** Tabled to next meeting

**Approval of Minutes:**

Motion by McNamara to approve the minutes for May 4, 2011 as submitted. Seconded by Castaneda. Motion carried 6-0.

**Communication Plan to Establish and Maintain Connections**

Landis proposed the idea of establishing subcommittees related to each Sister City. A chairperson and possibly two commissioners would work to foster the exchange of information related to education, the arts, sports, economic development, and hospitality with regional appeal to a broad spectrum of ages. These exchanges could involve a delegation visiting Dubuque or one traveling abroad. City Council representatives could act as subcommittee liaisons. Discussion was also given to e-mail/pen pal development with local schools, distribution of economic development information, and regular media/public relations with ties to related events. Commissioners suggested staying abreast of local future events calendars for possible invitationals and opening communications by using commissioner biographies as an introduction. Subcommittees could also develop a list of talking points/topics of interest for a delegation from Dubuque to take along. Firnstahl noted that Commission biographies and Sister City information and links can be added to the City's web page and asked for assistance in developing the text.

Firnstahl will poll the Commission about the subcommittee preference and tally the results

The question of public meetings was discussed as it relates to commission subcommittees. Firnstahl advised that subcommittees may be subject to the Open Meetings Law and thereby require the posting of public notice and accessibility by the public. He will confirm with the City Attorney's Office.

Handan, China: Landis will follow up with his contact person.

Pyatigorsk, Russia:

Jochum has corresponded by e-mail with his Russian contact, Vasily Bandurin. He has received a brief response and is expecting a longer response soon.

The Commission discussed the ongoing idea of branding Dubuque's Pyatigorsk Park with interpretive signage or possibly a drinking fountain with the proximity to the bike trails. Landis and Jochum will contact Leisure Services Manager Marie Ware and/or Park Division Manager Bob Fritsch about ideas and budget. Firnstahl will check on the

budget balance and check with Budget Director Jenny Larson about carrying the amount over to Fiscal Year 2012 and/or combining with Leisure Services funds.

Motion by Ward to dedicate existing Sister City funds for a project in Pyatigorsk Park with a idea/design to be determined. Seconded by Castaneda. Motion carried 6-0.

Dornbirn, Austria:

Firnstahl distributed the most recent e-mail from Dornbirn Public Relations Officer Ralf Hammerle, which indicated that the Official Dubuque/Dornbirn Sister City Relationships proclamation submitted by Dubuque in April is being approved by the Dornbirn Parliament. Mr. Hammerle is to provide any translation corrections. Dornbirn officials are now inquiring about a delegation from Dubuque traveling to Dornbirn to accept the proclamation. Landis will contact the Mayor about his interest/availability to visit Dornbirn and possible dates and then work with the Commission and the City of Dornbirn about arranging a visit in late summer or early fall.

**Items from Commission:**

Landis reported on the fundraising event to help underwrite exchange students being held at St. Luke's Church on June 25. Commissioners are welcome to attend and help out. This event has been organized by a Russian exchange student, Sasha, as reported on at previous meetings.

Landis also reported on the *Travel the World with Fellow Dubuquers and Sample Other Cultures* event taking place at the Carnegie-Stout Public Library on July 6, at 6:30 p.m. Commissioners are welcome to attend and take part.

Discussion was then given to designing a banner or table top display promoting the Sister City Commission at such events. Firnstahl will check on the cost and design of a banner and begin that process.

**Next meeting:**

September 7 at 4:00 p.m. (Location to be announced at time of posting)

**Adjournment:**

Motion by Phillips to adjourn at 5:10 p.m.. Seconded by McNamara. Motion carried 6-0.

Submitted by Kevin S. Firnstahl, Acting City Clerk