

# Sister City Relationships Advisory Commission

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**DATE:** Tuesday, August 13, 2013

**TIME:** 4:00 PM

**PLACE:** City Hall – Conference Room A, 50 W. 13<sup>th</sup> Street, Dubuque

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Present: Commissioners Castaneda, Filimonenko, Jochum, Lee, McNamara, Thurn, Rhomberg;  
Council representative Lynch

Guest: Mark Seckman of Greater Dubuque Development Corporation

## Minutes

### 1. **Plan for visit by four representatives from Handan, China, scheduled for August 28-30, 2013.**

Commissioners and Mr. Seckman discussed priority ideas for a draft itinerary, which included a combination of tours of local/regional businesses, available commercial properties, and education facilities. City Manager Van Milligen is scheduled to present his Dubuque slide presentation at a location to be determined.

Meal and reception locations were discussed with preference for a river cruise. Discussion was also given to gifts for the delegates to include a Dubuque picture book. Mr. Seckman will work with GDDC staff on arranging daytime tours and meals.

Duties were assigned regarding photo display location, accommodations, evening activities, media release, transportation, and translators. Mr. Seckman will draft an itinerary based on confirmation of sites and activities and Council Member Lynch will communicate the information to the delegation.

### 2. **Adjournment: Motion by Filimonenko to adjourn at 5:06 p.m. Second by Thurn. Motion carried 8-0.**

Prepared and submitted by Kevin S. Firnstahl, CMC, City Clerk