

Sister City Relationships Advisory Commission

DATE: Wednesday, September 20, 2017
TIME: 4:00 PM
PLACE: City Hall – Conference Room A, 50 W. 13th Street

MINUTES

Present: Sheila Castaneda, Jeff Jochum, Dick Landis, Phyllis, Lee, Kevin Lynch, Tom Major, Rachel McDermott, Pat McNamara, Louise Thurn.

Excused: Joyce Connors, Bob Felderman, and Anna Lee Ward

Also Present, CVB Director and CEO Keith Rahe and CVB Vice President of Operations Sara Hanten,

1. **Welcome New Commissioner Thomas Major:** Mr. Major introduced himself and provided a brief biography. Commission members then introduced themselves.
2. **Approval of Minutes from May 17, 2017.** (July 7, 2017 meeting was cancelled): Motion by Thurn to receive and file the minutes as submitted. Seconded by McNamara. Motion carried 9-0.
3. **Financial Report** – Firnstahl reported that the Commission has the FY2018 budget of \$5,765 plus an encumbered amount from FY2017 of \$4,000 for a total of \$9,765. Estimated expenses for Sister City International dues of \$765 (paid in May 2018), and an estimate for Sister City promotional signage of \$3,075.40 will leave a balance of \$5,924.60 for FY2018.
4. **Sister City Commission Restructuring:** The Commission, Mr. Rahe, and Ms. Hanten brainstormed ideas/suggestions for the transition to the CVB.
 - a. Membership: no residency restrictions for members
 - b. Committees/Subcommittees:
 - o 1 Permanent CVB Executive Board Member
 - o 2 Permanent CVB Staff Members (i.e. Keith Rahe and Sara Hanten)
 - o 1 Permanent City staff representative (i.e. City Clerk/Kevin Firnstahl)
 - o 1 Permanent City Council Representative determined through the City's current selection process for City Council board representation.
 - o The 9 Sister City Commission members present confirmed their desire to continue to participate with the three absent Commissioners TBD.
 - c. Regional representation/involvement through volunteers
 - d. Goals: budget expanded and resources utilized. Retain current City budget offering through Contracted Services Agreement.

- e. Next Steps: City Attorney and City Clerk to draft Contracted Services agreement and seek City Council approval of the contract and eventual sunseting of current Commission.

Firnstahl consideration of continued involvement with the ICMA Fellowship program, Chamber of Commerce Open World program and working toward Sister City delegations.

Motion by Lee to approve the suggestions for submission to the CVB executive board for consideration and to have a Contracted Services agreement to City Council in December 2017. Seconded by Thurn. Motion carried 9-0.

5. **Sister City Street Signage Status** – Firnstahl provided a visual display of the designs and locations for the Sister City promotional signage. The City Manager has approved the designs and the two locations. They will be installed free of charge by the Public Works Department at the south entrance of the Riverwalk and next to the interpretive sign in Pyatigorsk Park. Commissioners requested that the order of each city's flag color on the signs be confirmed as correct and that the black/white type face was difficult to read depending on what color the type was placed over. Firnstahl will follow up with Wally Wernimont in Planning Services.

6. **Items from Commission**

- a. Handan Delegation Status – Landis reported that there is nothing new at this time.
- b. Iowa Sister States Update – Jochum reported that he has sent e-mail messages to Kim Heideman of ISS offering a visit to Dubuque for any Kosovo delegation they are hosting. He has not received any response.

7. **Items from Staff**

- a. List of Commissioners who speak a foreign language: Landis (Chinese), Castaneda (Spanish), McDermott (Russian). Firnstahl stated this this information is an internal request only.
- b. Election of Officers: Jochum and Firnstahl reported that with the transition to the CVB imminent, the usual March election of officers will be dispense with. The Commission concurred.
- c. Correspondence: Firnstahl reported on receipt of an e-mail letter from Jenny Johnson indicating interest in becoming involved with Sister City activities. He responded with an offer to contact her following the transition to CVB.

8. **Next Meeting:** Confirmed for November 15, 2017. Commissioner Thurn is not available.

9. **Adjournment.** There being no further business, the Commission adjourned at 5:03 p.m.

Submitted by Kevin S. Firnstahl, City Clerk