



GREATER DES MOINES SISTER CITIES COMMISSION

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NEXT MEETING JUNE 8, 2021 AT 5:00 PM

<https://dmgov-org.zoom.us/j/89816297510?pwd=WjlubXNtTk55ZTRUaCtNejRTYzNKQT09>

Webinar ID: 898 1629 7510 / Passcode: 461278

MINUTES May 11, 2021

- Members Present: Lyndi Buckingham-Schutt, Joseph Cephas Davis, Madeline Goebel, Jake Grothoff, Todd Jacobus, Doug Lewis, Brandi Miller, Roger Nowadzky, Ginny Renda, Vidal Spaine, Sherill Whisenand, Eleanor Zeff, Li Zhao Mandelbaum
- Members Absent: Marcus Coenen, Joseph Nolte, Angie Ritchie, Hollie Zajicek
- Guest Present: Jim Sanders, City Administrator, City of Johnston
- Staff Present: Joyce Warburton

On Tuesday, May 11, 2021, Chairperson Mr. Nowadzky called the meeting of the Greater Des Moines Sister Cities Commission to order at 5:05 PM via ZOOM Online Meeting.

MINUTES

Ms. Miller moved to approve the April 13, 2021 minutes. Ms. Renda seconded the motion. Motion carried.

FINANCIAL REPORT

Financial report for July 1, 2020 – June 30, 2021 was distributed indicating \$15.41 was paid for the printing of the March 9 Sister Cities Commission summary minutes in the Business Record. Dr. Zeff moved to approve the financial report. Mr. Jacobus seconded the motion. Motion carried.

Ms. Warburton shared that the City's Finance Department has notified staff that all reimbursements are to be submitted for processing by June 22, 2021 if to be taken from Fiscal Year 2020-2021 funds. Please submit any outstanding invoices/receipts to Ms. Warburton no later than Friday, June 18, 2021.

COMMISSION CHAIRPERSON'S REPORT

Mr. Nowadzky shared the following written report:

Happy May everyone. I was just thinking back to a year ago at this time. The Commission was in the process of transitioning to a pandemic world with international relations face-to-face but on a computer screen. I don't know about you, but the first thing I did after getting my COVID vaccination shots, was to make an appointment with my eye doctor. A year of eye strain from all those Zoom meetings took its toll. Other collateral damage was cancellation of our annual Bastille Day celebration, co-sponsored with Alliance Française of Central Iowa, and some exciting activities including bringing Baconfest to Shijiazhuang China for our 35th Des Moines - Shijiazhuang Sister City anniversary celebration. It was sad but necessary.

In this regard, I would like to praise the Commission, and to thank each of the Commissioners for your best efforts in maintaining, and in some cases building upon, our sister city relationships in these difficult times. A celebration of our Shijiazhuang anniversary took place in a less grand fashion, but with greater participation allowed by greater access, courtesy of the digital world. Two separate upcoming Mayor-to-Mayor meetings with Mayor Cownie and the mayors of Stavropol, Russia and Kofu, Japan will take place soon. These accomplishments were the result of the Commission's pivoting and creative thinking and coordinating with state and community partners. We are hopeful that in September we will be able to send a small delegation to Kosovo with the goal that will include negotiating a two-year work plan with our sister city of Pristina.

So again, thank you Commissioners for your undaunted efforts in promoting the mission of the Commission in a difficult time. We are hopeful that the pandemic situation will improve dramatically over the months to come. In any event, you have shown your flexibility and your ingenuity in navigating troubled waters. I look forward to your enthusiasm and teamwork as we enter into the new city fiscal year. In this regard, I am still waiting for City Committee Chairs to submit their proposed program and budget estimates. I am reminded that "those who fail to plan, plan to fail." Principles of Management course 101.

COMMISSION VICE CHAIRPERSON'S REPORT

Ms. Whisenand shared the following written report:

Since we last gathered via Zoom, the Commission members have stepped up to move forward our Sister Cities' profiles around the globe. We are thankful for everyone's willingness to pivot forward even during these challenging times.

In the past month, several of us have been in our store room to examine all the treasures our Sister Cities have provided to us. Some are dusty. Some are usable. Some are...well...unique. Thank you to all who are helping to catalog, categorize and determine what to do with these gems. We appreciate that Joyce Warburton is giving us the "keys to the Castle" to examine these artifacts as we determine how to maximize their shelf life.

While we are still putting X's and O's on what to do about Saint-Etienne in France or figuring out just how to maximize the positive media attention out of Kofu, Japan, we have seen a great shift on the global horizon in our Stavropol, Russia committee progress and our gathering of the goods to get an Italian city for Des Moines.

You will see in the individual reports that we are on the move. The Des Moines Public Schools, through the persistent efforts of Vidal Spaine, are ready to take a long look at how we can partner with our Russian counterparts. Vidal deserves much credit for the effort. He has never given up. And we have Ginny Renda spearheading the Italian city possibilities by orchestrating letters from Des Moines business leaders and organizations so the information can be properly submitted to Sister Cities International and our next leg in the journey.

Mix into all of this that Todd Jacobus, Hollie Zajicek and team are diligently coordinating the upcoming fall trip to Kosovo.

As always, Li Mandelbaum has something good in the works with Shijiazhuang and all of us seem destined to rise to her level of commitment.

Tied through all of this is our Communications Team whose members spread the word of what we can do when we hunker down and pivot to our new way of doing business. The pandemic may have

changed us, but looking at our continued progress, I'll mark it down as a positive change in how we do business, around the world and from our living rooms. Thank you for all you do!

COMMITTEE REPORTS

Stavropol Committee

Mr. Spaine shared the following written report:

Stavropol is making progress in an attempt to formalize school partnership programs with Des Moines Public Schools (DMPS). They sent me a list of their schools interested in being a part of this program and here's the list I received from them:

1. Municipal budget educational institution Secondary school with in-depth study of English № 1 of Stavropol.

Website: www.перваяшкола26.рф, Email: sch_1@stavadm.ru

School Principal: Ms. Irina Shatskaya, office phone number +7(8652) 23-46-62

Person in Charge: Ms. Tatiana Cherevko, cell phone number +7-903-417-24-85

2. Municipal autonomous educational institution Lyceum № 5 of Stavropol.

Website: <http://stavsch5.ru/>, Email: sch_5@stavadm.ru

Lyceum Principal: Ms. Nataliya Cheremnykh, outer office phone number +7(8652)94-14-15

Person in Charge: Ms. Nina Grivennaya, cell phone number +7-928-012-01-43

3. Municipal autonomous educational institution gymnasium № 24 of Stavropol named after Lieutenant General of Justice M.G. Yadrov.

Website: www.stavgymn24.ru, Email: gimn24@yandex.ru

School Principal: Ms. Alexandra Budyak, office phone number +7(8652)77-23-72

Person in Charge: Ms. Lyudmila Fedotova, phone number +7(8652)77-23-71, cell phone number +7-909-768-14-42

4. Municipal budget educational institution secondary school with in-depth study of the English language № 42 of the city of Stavropol.

Website: www.stavschooll42.ru, Email: sch_42@stavadm.ru

School Principal: Ms. Natalia Voronina, office phone number +7(8652)71-18-73

Person in Charge: Ms. Tatiana Mayorova, cell phone number +7-988-709-88-40

Stavropol is currently engaged in an aggressive attempt to vaccinate all of the residents living in the city by summer.

Students in Stavropol are all learning in-person and masks are required for all indoor activities.

I was made aware of a pending conference call between Mayor Frank Cownie and the Mayor of Stavropol (May 18) and will invite Chairman Nowadzky to expand on this plan and to shed light on some details to emerge from this conference call.

Shijiazhuang Committee

Ms. Zhao Mandelbaum shared the following written report:

The Shijiazhuang Des Moines sister city virtual meeting was originally scheduled last month but was postponed until further notice. I was given an online invite to participate in their annual LANGFANG conference, where the sister city meeting was held before.

On the education exchange side, we have identified a couple of schools for Moore elementary and I have been in conversations with both Vidal and Beth.

Ms. Zhao Mandelbaum inquired on behalf of Shijiazhuang Foreign Affairs Office if it was possible to match a private school in Shijiazhuang with a public school in Des Moines. Generally, Shijiazhuang's IB schools are private, not public. Mr. Nowadzky suggested this inquiry be forwarded to the Education Committee.

Saint-Etienne Committee

Dr. Zeff shared the following written report:

As reported last month, the Saint-Etienne City Council is unable to actively work on new projects with the city of Des Moines at this time. We continue to be on their list of Sister Cities, but in an inactive status for the time being.

After consultation with the chair of the Des Moines Sister Cities Commission, the Des Moines Saint-Etienne Committee has decided that we will follow this same direction and continue to maintain our existing relations but not pursue new ones at this time.

We will reconfirm our school links between the Johnston schools and schools in Saint-Etienne, which continue to function, although have been strained by COVID issues. We also have a potential contact who can perhaps connect us (via Zoom, or other social media) with some other schools in the region, but without any financial obligations.

We will also pursue some informal contacts to see if there is another French city that might be interested and be a good fit to link with Des Moines more actively. We value our connections with France and plan to keep these going as fully as possible.

Dr. Zeff also reported planning for this year's Bastille Day celebration are moving forward for July 14, 2021 at the Birdland/Ding Darling enclosed shelter. More details to come in the June report.

Also included with Dr. Zeff's written report was a copy of a letter sent March 3, 1998 to then Chief of Police William Moulder thanking him for granting her an interview in May of 1997 for a paper she was writing regarding police work in France and in the European Union and comparing it to police policy in the United States.

Pristina Committee

The following written report was shared on behalf of Mr. Jacobus:

1. The Pristina Committee met on Thursday, April 29, 2021 from 6:00-7:30 pm. Participants included Commission Chairperson Roger Nowadzky, Commission Vice Chairperson Sherill Whisenand, Commissioners Lyndi Buckingham-Schutt, Todd Jacobus, Brandi Miller, and Hollie

Zajicek, and new Pristina Committee Member Todd Aarhus, who is an Iowa State Patrolman. Key points from meeting:

- a. Des Moines has a point of contact in Pristina, Kosovo: Ms. Merita Maliqi. Roger Nowadzky shared with the group that he met Ms. Maliqi when he was in Pristina with Mayor Cownie in June 2019 and indicated that she works in Mayor Ahmeti's Office. We are grateful to Artan Duraku and the Kosovo Consulate for finding her for us.
- b. Todd Jacobus reached out to Ms. Merita Maliqi on April 27, 2021 by email, mentioned the November 29, 2018 sister city agreement signing in Des Moines, his background and interest in Kosovo, an overview of our Committee, our interest in working with her to connect with individuals, agencies, organizations, educational institutions, facilities, committees, and teams in Pristina, our trip to Pristina on September 26-October 2, 2021, and let her know that he would reach out to her after the Pristina Committee meeting.
- c. The Committee discussed considerations as we build-out our partnership with Pristina:
 - (1) Roger Nowadzky mentioned that we should read through our Pristina-Des Moines Sister City Agreement and develop a two-year work plan. We may also want to look at some longer-term projects.
 - (2) Roger Nowadzky suggested that we should try to go to Pristina during the September trip with a goal of signing an agreement. We should try to make this agreement as specific as possible.
- d. Todd Jacobus asked the Committee to discuss broad areas of our community with whom we should work to partner with Kosovo. Some of these relationships have already started; we need to figure out how to broaden our reach into both communities to help make connections. Among the areas where we would like to partner are the following:
 - (1) **Law Enforcement:** Todd Jacobus reported that on Monday, April 19, 2021, the Chiefs of the Norwalk Police Department, Des Moines Police Department, Johnston Police Department, and Iowa Law Enforcement Academy met separately with Bujar Maxhuni, Kosovo Deputy Ambassador to U.S./Minister Counselor; Artan Duraku, Kosovo Chief of Mission in Iowa; Chief Greg Staples, Norwalk Police Chief; Lulzim Krasniqi, Liaison Police Officer/Kosovo Law Enforcement Attaché to U.S. Mr. Krasniqi indicated that a larger law enforcement related delegation will be coming from Kosovo to Des Moines/Iowa soon. I am attaching a photograph of the Kosovar delegation and the DMPD leadership with the 28 Police Candidates.



- (2) **Education:** Roger Nowadzky, Sherill Whisenand and Todd Jacobus attended a Greater Des Moines Sister City Commission (GDMSCC) Education Committee meeting, led by Vidal Spaine, on April 14, 2021. We need to consider how we as a Pristina Committee connect schools in Pristina with schools in Central Iowa.
 - (a) The GDMSCC is in agreement to explore the possibility of school partnerships with our schools in the Des Moines Independent School (DMPS) District.
 - (b) Des Moines Elementary, Middle, and High schools will make connections through social media platforms to connect with our sister city schools.
 - (c) GDMSCC and DMPS enter into this agreement with the understanding that the partnership will be free from any monetary obligation.
 - (d) DMPS administrators will match our sister city committee chairs to individuals within DMPS who will work collaboratively to ensure the success of the partnership.
 - (e) Sister City committee chairs will connect DMPS teachers and administrators to educators, administrators and teachers with our sister cities.
 - (f) The idea is to partner with DMPS *International Baccalaureate (IB)* Schools, but potentially could include other schools in the district.
 - (g) Involve other schools in the district other than the IB Schools.
 - (h) Bottom line is that DMPS is interested in partnerships overseas, but they don't have anything specific in mind. Lyndi Buckingham-Schutt suggested that Pen-Pal/email pals would be a good first step.
- (3) **Economic/Business:** Hollie Zajicek is Kosovo's point of contact for the American Economic Zone in Gjakova, Kosovo. She indicated that all partnerships encourage business and economic initiatives, and one of the challenges discussed during previous visits to Kosovo was that there was a lack of TRAINING for Kosovars who would work in the American Economic Zone, how satellite college campuses could address training, etc.
- (4) **Museums:** We should identify a point of contact at museums here in Central Iowa, like the State Historical Building, the Iowa Gold Star Military Museum, and connecting them with Museums in Kosovo, like the "National Museum of Kosovo". Whom do we know at either Museum here in Central Iowa that can be a point of contact for us?
- (5) **Art Centers:** We should identify a point of contact at the Art Center here in Des Moines, like the Des Moines Art Center, and connecting them with the National Gallery of Kosovo in Pristina. Whom do we know at either Museum here in Central Iowa that can be a point of contact for us? Can Joyce Warburton connect us with a point of contact at the Art Center?
- (6) **Music:** It would be great if we could connect the Des Moines Symphony, led by Joseph Giunta, and a similar performing arts organization in Pristina. Sherill Whisenand will reach out to the Civic Center and see if she can get a point of contact.
- (7) **Festival Exchanges:** Roger Nowadzky mentioned that Kosovo in general is interested in connecting with Iowa Festivals, having Iowans participate in Kosovo festivals. Kosovars enjoy our farmer's markets and fairs. We need to put together a list of our

festivals in Iowa. Docufest – Pristina has an interest in plugging some of our TALENT into festivals in Kosovo. Lists may be found at:

- (a) <https://www.traveliowa.com/calendar/>
- (b) <https://www.catchdesmoines.com/things-to-do/>

This is NOT a complete list. We will continue to develop concepts of partnerships and connections.

- e. Todd Jacobus told the Committee that there will be a large delegation from Iowa traveling to Kosovo on September 26-October 2, 2021. The Kosovo Consulate is working with Iowa Sister States to organize this delegation, which will also include delegations from many sister cities in Iowa. Roger Nowadzky mentioned that he plans on participating. Todd Jacobus will participate. Hollie Zajicek will participate. Others MAY participate. We need to make some decisions on this soon. There were some questions on how/the process for the City of Des Moines approve funding of an event.
- f. Roger Nowadzky provided a general overview of how delegate's travel to a Sister City is paid for by the City of Des Moines. Roger indicated that this is typically covered during New Commission Orientation Training, but it has been 18+ months since we've done this training program. Here is an overview of the process.
 - (1) First, the City which our delegation plans to visit will send a letter to the City of Des Moines, inviting a delegation from Des Moines, and outlining the general purpose of the visit (education, agriculture, visit, governance, etc.).
 - (2) Generally, the Des Moines Mayor, as senior City elected official, is invited to participate in all delegations to our Sister Cities, and the Mayor's travel is paid for by the City of Des Moines.
 - (3) The Commission Chairperson's travel is also paid for by the City of Des Moines.
 - (4) Sometimes the Sister City Committee Chairperson's travel is paid for by the City of Des Moines.
 - (5) Typically, other delegates pay their own way on trips to our Sister Cities. Generally, costs include airfare, hotel, and then incidental expenses. Many meals are provided by the Sister City during visits. The City of Des Moines pays for medical travel insurance.
 - (6) The City of Des Moines will not pay travel expenses for a Commissioner who is not a resident of the City of Des Moines; the city in which the Commissioner is a resident is obligated to pay the travel expenses in these cases.
 - (7) Our Commission needs to approve delegations. Once that request is approved, we need to fill out a travel request and submit it to the City of Des Moines so that it can be voted on by the City Council.
- g. The group discussed how we add individuals to our Committee. Roger Nowadzky informed us that the Committee Chairperson needs to be a Commissioner, but committee members definitely do not need to be Commissioners. The Committee agreed that we should encourage people to join our committee.

at the Des Moines Area Community College (DMACC) Ankeny Campus. Twenty-six (26) of these women graduated on Saturday, May 1, 2021 and were awarded Associates in Applied Science degrees. Graduates include those listed below; I am also attaching a photograph taken before the ceremony at the DMACC FFA Enrichment Center.

- a. Elna Eshrefi, Ferizaj, Renewable Energy Technology
- b. Fjolla Fazliu, Pristina, Renewable Energy Technology
- c. Erza Gashi, Mitrovica, Cybersecurity
- d. Engjella Halili, Gjilan, Renewable Energy Technology
- e. Tringa Kastrati, Pristina, Cybersecurity
- f. Fjolla Kosumi, Pristina, Renewable Energy Technology
- g. Anda Kukaj, Prizren, Engineering Technology Electro-Mechanical
- h. Albiona Lalinovci, Ferizaj, Applied Engineering Technology, Electro-Mechanical
- i. Anita Moloku, Pristina, Renewable Energy Technology
- j. Ronita Murseli, Ferizaj, Applied Engineering Technology, Electro-Mechanical
- k. Qendrese Nasufi, Presheve, Tool & Diemaking
- l. Arbesa Nikaj, Drenas, Applied Engineering Technology, Electro-Mechanical
- m. Tringa Osmani, Fushë Kosovë, Water Environmental Technology
- n. Buna Perteshani, Gjakova, Tool & Diemaking
- o. Erza Rama, Pristina, Renewable Energy Technology
- p. Blerona Rexhaj, Istog, Applied Engineering Technology, Electro-Mechanical
- q. Arda Rugji, Prizren, Computer Information Systems
- r. Pranvere Sadiku, Lipjan, Water Environmental Technology
- s. Alketa Sahiti, Drenas, Applied Engineering Technology, Electro-Mechanical
- t. Diella Shabani, Gjilan, Renewable Energy Technology
- u. Mirela Shala, Junik, Information Technology Network Administration
- v. Doruntina Shatri, Istog, Renewable Energy Technology
- w. Vlera Shkroda, Pristina, Cybersecurity
- x. Egzona Tahiri, Gjakova, Applied Engineering Technology, Wind Turbine Technologies
- y. Vesa Xerxa, Gjakova, Renewable Energy Technology
- z. Erza Zogu, Pristina, Applied Engineering Technology, Wind Turbine Technologies



Note Added: Mr. Jacobus added that the other two (2) women will be finishing up their course work and are expected to graduate. He also shared that Rob Denson, DMACC's President, has been a phenomenal representative of his institution having gone to Kosovo on three (3) different occasions. He has done a great job of taking the words that were exchanged and transforming them into deeds on the ground.

4. The Pristina Committee will continue to focus on these, and perhaps other, objectives:
 - a. Recruit a committee, including individuals outside the Commission, who are enthusiastic about expanding the relationship between Pristina and Des Moines, and who represent a wide range of interests and backgrounds.
 - b. Continue establishing point of contact in the Pristina Mayor's Office with whom we can communicate and exchange information.
 - c. Identify sectors of society in Des Moines which we should work to connect with counterparts in Pristina.
 - d. Re-engage the relationship with the DMPS to connect education and youth development opportunities for DMPS students.

Mr. Jacobus asked if other City Chairs would share with him any template they have used for outgoing delegation trips so that he could use it in planning for the upcoming trip to Kosovo the end of September 2021.

Mr. Jacobus also shared that Norwalk was currently working on a Library Program, an Art and Culture Exchange, in addition to their local Police Department involved in Kosovo Force Training with relationship to the NATO footprint that is in Kosovo.

Mr. Sanders indicated that a presentation is being prepared to update the Johnston City Council regarding the relationship with Peja and to let them know what is happening and gain additional support from the Council for the initiatives being discussed.

Mr. Jacobus inquired as to the process for paying for delegates traveling to Kosovo. The cost per delegate is estimated at around \$2,500 and would include airfare/fees and hotel for 7 days.

Ms. Renda inquired about a decision which had been made a few years ago regarding how trips would be scheduled to and from our sister cities. Mr. Nowadzky confirmed that a goal had been set to put a regular schedule in place and to budget accordingly which included raising money by the Friends of Greater Des Moines Sister Cities. One (1) outgoing delegation and one (1) incoming delegation per year. It was hoped that raising enough money would increase the number of Commissioners that participated in outgoing delegations.

Kofu Committee

Mr. Grothoff reported the gifts sent to Kofu (to honor the 60th anniversary of our relationship) were received very well, and Kofu in turn sent PPEs to Blank Children's Hospital/Unity Point Health. A press release that is being jointly written with Blank Children's Hospital to help get that word out.

In addition, a Zoom call between Mayor Cownie and the Mayor of Kofu is now being scheduled for June.

Italy Committee

Nothing new was reported at this time.

Education Committee

Mr. Spaine shared the following written report:

Please see email message below which was received from Principal Sloan in response to one sent to Des Moines Public Schools (DMPS) Administrators following the Education Committee meeting held on April 14th:

Sent: Wednesday, April 28, 2021 4:27 PM

Subject: Sister Cities School Partnership

Hello Vidal,

I am wrapping a few more schools into this conversation so that we all are clear about possible next steps.

Vidal is connecting all of us to Sister City education contacts in hopes that we would find ways to connect.

At Moore, Laura Manroe our IB Coordinator, will be helping to facilitate these connections. We aren't sure how this will evolve but we plan to start small. It might be that at the next Coordinator meeting there could be some brainstorming of possibilities. Middle school connections may also be different than elementary.

Principals and IB Coordinators, would you please just visit briefly about this concept of connecting to Sister City Schools in the coming months. What might that look like, sound like, feel like? What is manageable for all of us at this time of the year.

Laura and I may reach out now to schools in Russia but then pause while we head into summer. We haven't had much time to talk about this yet, but plan to get some energy around this with staff over the summer.

Please reach out to me if you have questions or even ideas.

Vidal, we will all keep the last email you sent with connections to Stavropol, Russia. Thank you for sending this and please communicate to your connections in Russia that our intention is to reach out in the coming weeks.

*Beth Sloan
Moore Principal*

Sent: Thursday, April 22, 2021 3:23 PM

Subject: Sister Cities School Partnership

Hi Everyone,

I have to apologize for getting back to you this late after our meeting last Wednesday, April 14, 2021. Some of the key points from our meeting are as follows, and please let me know if you find any disagreements with some of the statements:

- *The Greater Des Moines Sister City Commission is in agreement to explore the possibility of school partnerships with our schools in the Des Moines Independent School District.*
- *Des Moines Elementary, Middle, and High schools will make connections through social media platforms to connect with our sister city schools.*
- *GDMSCC and DMPS enter into this agreement with the understanding that the partnership will be free from any monetary obligation.*
- *DMPS administrators will match our sister city committee chairs to individuals within DMPS who will work collaboratively to ensure the success of the partnership.*

- *Sister City committee chairs will connect DMPS teachers and administrators to educators, administrators and teachers with our sister cities.*
- *The idea is to partner with DMPS IB Schools, but potentially could include other schools in the district.*
- *Involve other schools in the district other than the International Baccalaureate Schools.*

The following is the current make-up of the commission, including the committee chairs in charge of our sister city relationships. These individuals will be reaching out to you to advance conversations on plans and proposals relating to schools' partnerships. Currently, we do not have a functioning relationship with a sister city in Italy. Please reach out to me if you have any questions, and also please reach out to other administrators in the district interested in this proposed plan. Thanks so much for your attention to this issue.

SISTER CITIES COMMISSION CITY CHAIR EMAILS:

1. **Commission Chairperson: Roger Nowadzky nomadintl@aol.com**
2. **Commission Vice Chairperson: Sherill Whisenand sherill.whisenand@gmail.com**
3. **Kofu City Chair: Joseph Nolte jtnolte22@gmail.com**
4. **Pristina City Chair: Todd Jacobus todd.jacobus@gmail.com**
5. **Saint-Etienne City Chair: Eleanor Zeff eleanor.zeff@drake.edu**
6. **Shijiazhuang City Chair: Li Zhao Mandelbaum li@china-iowa.com**
7. **Stavropol City Chair: Vidal Spaine vidal.spaine@dmschools.org**
8. **Italy City Chair: Ginny Renda grpbeats@aol.com**

OLD BUSINESS

Storage Area Inventory

Mr. Lewis shared the following information (*which is forwarded to Commission Members following the meeting*) related to work that has been done regarding the Commission's storage area in City Hall.

I measured the shelves in our storage area and assessed the items that we have. If we think of the items that are in storage, they fit in three (3) broad categories.

- Gifts, Supplies and Equipment
 - Gifts for delegations
 - Supplies -- Mostly Paper items
 - Equipment --- Flags, Digital Camera, Stands for Flags
- Archives
 - Various gifts, documents and other artifacts
- Items to be Dispersed
 - Items that are not historic and serve no value to the cities or to the commission. Items that are not able to be displayed and not able to be stored with a purpose. Items used or received but have no historic significance.

Shelves

We have many shelves in the room, but we are limited by the dimensions of the permanent shelves. All shelves are 16 inches high. The shelves on the right or south side of the room are 86 in x 24 in x 16 in (Width x Depth x Height).

On the north side there are two sections - each are 66 in x 24 in x 16 in (Width x Depth x Height).

The shelves are permanently installed and not adjustable. If there are items or boxes that are more than 16 inches high that need to be stored vertically, it is a problem.

At this time, I recommend that we purchase the following type:

Sterilite® Latch & Carry 72 Quart Clear Storage Tote

Model Number: 14469606 (could not find at Office Depot/Max but this is the Menards® SKU: 6452292)

Dimensions: 18-5/8" W x 13-5/8" H x 23-5/8" D

Price is generally \$15 or less

I recommend that we start with two (2) each for Kofu, Shijiazhuang, Stavropol and Pristina and one (1) for St.-Etienne and one (1) for Catanzaro, Naucalpan combined (Subtotal of 10)
1 for miscellaneous gifts (others are fine in the cardboard boxes that they came in for now)
2 for supplies
1 for other items (Flags)

12 totes can be purchased for under \$200.

Also, we should purchase three (3) plastic totes that are stronger for the Flag Pole stands. I recommend this one:

Sterilite® Latch 12 Gallon Flat Gray Storage Tote

Model Number: 19163V06 Menards® SKU: 2141131

Overall Depth - 19-1/2 in, Overall Height - 13-7/8 in, Width - 15 in

Price is generally less than \$10 each

This may not be a perfect estimate and it does not forecast our future needs.

The storage room now has gifts and supplies on the right. Items for dispersion on the left just inside the door and archived items on the left at the back of the room.

My recommendation is that we spend up to \$250 for plastic storage units for sister city related items.

For the items for dispersal, I recommend that we organize a fundraising event and sell any items that we can sell.

It was moved by Dr. Zeff that Mr. Lewis spend up to \$250 to purchase storage containers in the appropriate dimensions for use organizing the Commission's storage room. Ms. Renda seconded the motion. Motion carried.

NEW BUSINESS

Finding New Sister Cities

Reverend Davis asked that the Commission take a look at the city of Cape Town, South Africa for a relationship. He believes this city would meet the selection criteria and would be a good fit with the Greater Des Moines. Mr. Nowadzky indicated the request would be taken under advisement.

Friends of Greater Des Moines Sister Cities

Dr. Zeff asked if funds that are raised for the Commission go through the Friends of Greater Des Moines Sister Cities (Friends) and if there is any money left in that account. Ms. Whisenand reported she is in the process of re-registering with the Secretary of State's Office, which includes a fee of \$5. The Friends is a non-

profit that is able to raise money that could be used when City funds are not able to cover a specific expense (e.g., alcoholic beverages). Ms. Whisenand added that she will be meeting with Ms. Renda and Ms. Zhao Mandelbaum to work to get the Friends of the Sister Cities re-engaged as it had gone dormant.

Ms. Renda stated Friends needs someone in the community that is connected and has the time and desire to help the Commission raise money.

ADJOURNMENT

Motion to adjourn was made by Ms. Whisenand and seconded by Ms. Renda. Motion carried. Meeting adjourned at 6:03 PM.

NEXT MEETING

The next meeting will be **June 8, 2021 at 5:00 PM.**

DRAFT