



Agenda

Sister City 40th Anniversary Task Force

Regular Meeting

Wednesday, July 24, 2024 at 3:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 969 4359 4973 Password: 403783

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 3:00 P.M.

AGENDA APPROVAL

PUBLIC COMMENTS ON MATTERS ALREADY ON THE AGENDA (Public May Comment on Items already on the agenda. 3 Minute Time Limit)

VISITORS/PRESENTATIONS

[A. Unapproved](#) Meeting Minutes for June 26, 2024

VISITORS/PRESENTATIONS

REPORTS

PENDING BUSINESS

[A. Memorandum](#) SCTF-24-009 re: Student Delegation Spring 2025

[B. Memorandum](#) SCTF-24-010 re: Peace Post

NEW BUSINESS

INFORMATIONAL MATERIALS

[A. SCTF](#) Budget to Date July 24, 2024

[B. Invoice](#) from Rachel Tussey for Graphic Design Street Banners #2024-06

COMMENTS OF THE AUDIENCE (The audience may comment on any topic. 3 Minute Time Limit)

COMMENTS OF CITY STAFF

COMMENTS OF MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE TASK FORCE

ADJOURNMENT

Next Regular Meeting is scheduled for **Wednesday, August 28, 2024, at 3:00 p.m.** All meetings scheduled to be held via Zoom Webinar and in person in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

CALL TO ORDER

Session 24-03 a Regular Meeting of the Sister City 40th Anniversary Task Force was called to order by Acting Chair Alexander Underwood at 3:03 p.m. on June 26, 2024 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom Webinar.

PRESENT: TASK FORCE MEMBERS, CHARLES ANDERSON, SCOTT STEAD, ALEXANDER UNDERWOOD, AND GARY LYON

STAFF: SISTER CITY COORDINATOR, LORI POND, ACTING CITY CLERK, RENEE KRAUSE

AGENDA APPROVAL

Acting Chair Underwood called for a motion to approve the agenda.

ANDERSON/STEAD MOVED TO APPROVE THE AGENDA.

There was no discussion.

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA (3 minute time limit)

APPROVAL OF MINUTES

Acting Chair Underwood called for a motion to approve the minutes.

ANDERSON/LYON MOVED TO APPROVE THE MINUTES.

There was no discussion.

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

VISITORS/PRESENTATIONS

Presentation from Wes Schact – Wes is from Homer and is a member of the Taiko drum group with the Alaska Japanese Club and has a big interest in Japanese culture and our sister city. The Taiko drum group has been practicing on the Spit, with a lot of people coming and going. They have a lot of visitors from out of state coming up to them to “pound on a drum.” There is interest there. He stated a desire to communicate more with the sister city delegation to get more influence going. He mentioned the Taiko drum group that visited Homer from Anchorage, Tomodachi Daiko, and how they donated drums to the Alaska Japanese Club and showed everyone how to make drums. The drumming is also a way to get exercise for body and mind.

Presentation from Cathy Stingley – Cathy Stingley is a resident of Homer and visited Teshio recently with her granddaughter and her friend as a graduation trip for her granddaughter. She expressed how amazingly wonderful the people are there and they couldn’t have felt more welcomed! Cathy presented, and passed around to the Task Force to see, many gifts that they were given during their visit to Teshio. They were given hand stitched aprons made from recycled kimonos, a table runner made from kimonos, they made chopstick holders out of clay, they were shown how to do origami and pastel painting and were given beautiful fans. They were shown how to hand make paper and were

given handmade paper placemats. The gifts just kept coming and coming. Very giving people. They stayed at a hotel and the owner and her son treated them like family.

Cathy and the girls were taken to a city museum for a tour, which included a large section on Homer and Teshio that is a permanent installation. They also had a chance to visit city council chambers to meet the Mayor and the president of the Rotary Club. Cathy was able to present a gift from Mayor Ken Castner. Cathy was impressed how they all wear suits and ties to their meetings and work every day. Cathy and the girls also had an opportunity to visit the Junior High School where the banner from Homer is displayed. The 15-foot banner is a peace banner that was donated by the Rotary Club and was created by students at Homer's West Homer Elementary School. The students had painted panels which Nomar sewed together.

Their visit to Teshio was 2 days out of a 2-week trip. They are gracious people and they had lots of fun and laughter together. They had reached out to friends in Teshio to let them know they were coming and it snowballed from there. It was a graduation trip for her granddaughter that turned into a reconnection with our friends in Teshio.

Presentation from Megumi Beams – Megumi is a Sister City Liaison and Interpreter/Translator as well as Coordinator and Instructor with Japanese International Exchange. She shared an idea and a vision of a student delegation to visit Teshio next Spring. She has spoken to Mr. Sugawara who is a coordinator of sister city in Teshio. Teshio suggested that 5th through 12th graders would be the best age group to visit classes at their schools, have lunch, and visit the museum. The students and chaperones would stay with host families. March of 2025 is the Homer students spring break and it was agreed that it would be a good time to visit Teshio.

Megumi also shared an experience from a past exchange student, Julie Jones, who visited Teshio recently with her twin children, who are in 5th grade. They had a wonderful experience visiting the elementary school and high school. They were able to meet Teshio's Mayor, who is also a principal of Teshio Elementary School, along with meeting other students and community members.

Megumi also shared the experience of Cathy Stingley's recent visit. She also shared that Charles Anderson, who is Chair of the Sister City Task Force, will be taking a personal trip to Japan this Fall and will be visiting Teshio as well.

There are many Homer to Teshio contacts that are currently active. Megumi stated, "I strongly believe that those incredible interactions will make human connections stronger and closer. Their great memories to visit Teshio, and having their amazing experiences in Teshio will bring back to our community to share it with us. I think that those interactions help new generations to come to understand more of each other, learning each other's culture, and become global citizens."

A proposed proclamation, compiled and written by Donna Hall, was provided which states the commitment of continuing to foster this Sister City relationship with Teshio and to designate students and chaperones as Ambassadors of the City of Homer, representing our shared history and the promise of our future as Sister Cities. The Task Force will consider the proclamation during this meeting.

Megumi informed the Task Force as well that if the Mayor, City Council Members, or others from the City wish to travel with the delegation, we will need to let Teshio know so they can budget and put it in front of their City Council as well.

REPORTS

Staff Report provided by Lori Pond, Liaison and Sister City Coordinator. The first item to report is the street banner designs have been finalized and sent to the printer. They should be delivered soon. The only budget change was the deposit paid to the printer. Finalized designs were included in the meeting packet along with an updated budget. There was also \$1,000 allocated from Parks, Art, Recreation & Culture Advisory Commission (PARCAC) towards the Sister City banner project expenses. A huge thank you to the commission for this contribution!

PENDING BUSINESS

A. Memorandum SCTF-24-005 Election of Chair and Vice Chair

The Clerk introduced the topic of proper procedures for electing a Chair and Vice Chair. Written procedures were included in the meeting packet. Task Force chose to vote by a show of hands.

Charles Anderson offered to fill the role as Chair since Xander Underwood is also pursuing the 501c3 non-profit creation for the Sister City Program in Homer going forward.

The Clerk requested any nominations for Vice Chair. Xander Underwood spoke up that he would like to fill the role as Vice Chair and confirmed he is very interested in pursuing the non-profit aspect.

There were no other nominations for either role.

TASK FORCE MEMBER ANDERSON NOMINATED XANDER UNDERWOOD AS VICE CHAIR

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

TASK FORCE MEMBER LYON NOMINATED CHARLES ANDERSON FOR CHAIR

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

Meeting turned over to Charles Anderson as Chair moving forward.

B. Memorandum SCTF-24-006 Timeline, Budget, Events, and Strategy

Miss Pond pointed out in Resolution 24-029 it states that a member of the Task Force should report to City Council on a regular basis, either written or verbal. A timeline template was presented for quarterly events or topics to be added and a plan could be developed, budgeted for, and completed for the duration of the Task Force.

Mr. Underwood pointed out the 3rd quarter item listed on the timeline, the Peace Post restoration. He said we should definitely reach out to our community artists for new ideas. Miss Pond explained more about the condition of the post. The Task Force members discussed ideas. They will look at the post in person to have a better idea of what options may be best.

The museum exhibit in Teshio was brought up. The current post could be displayed along with other Sister City items. Miss Pond will check into options for a museum display to see if it is feasible and if there are any costs. Mr. Lyon also had a contact he could reach out to about options. This topic can be added to future agenda once there is more information.

There was also a call to the public to submit ideas for future celebration events. They can address the Task Force at a meeting or reach out to Lori Pond as Liaison/Sister City Coordinator.

C. Memorandum SCTF-24-007 Assigning of roles outlined in Resolution 24-029

Role assignments as specified in Resolution 24-029 was discussed. These will be the point people.

1. Communicating with Teshio – Megumi Beams
2. Track event ideas and coordinating volunteers – Xander Underwood
3. Report regularly to City Council – Charles Anderson
4. Community engagement – Not assigned to one person – case-by-case basis.

TASK FORCE MEMBER UNDERWOOD/STEAD MADE A MOTION TO APPROVE THE ASSIGNMENTS STATED.

There was no discussion.

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

NEW BUSINESS

A. Student Delegation to Teshio 2025

- a. Proposed Proclamation was introduced in the Presentation section of the meeting today. The desire is that the Proclamation be presented to City Council.

Megumi Beams confirmed that the proposed timing of the Student Delegation in Spring of 2025 would be during the students Spring Break in March. That was the best timing for Homer students and Teshio students.

Mr. Anderson brought up the point that City funds should not be used toward the travel or meals of the delegations. The trips should remain all through private funds to not create conflicts of interest. The Task Force could support or help with logistics. If City funds are allocated they can be used toward needed logistics, translations, or gifts from the City of Homer to Teshio.

UNDERWOOD/STEAD MADE A MOTION TO PRESENT THE PROCLAMATION TO CITY COUNCIL.

There was a brief discussion.

VOTE: NO OBJECTION: UNANIMOUS CONSENT

Motion carried.

This item will be added to the next Task Force meeting agenda. How will the Task Force support the delegation? What can the Task Force do to promote it?

- b. The presentation by Megumi Beams mentioned an idea for a potential Zoom call between the visitors from Charles Anderson's group, the Teshio group, and Homer community members. Charles Anderson clarified his group will only be in Teshio 2 days and it would be hard to integrate an in-person delegation and a virtual delegation into one meeting. His recommendation was to schedule a separate time to have an informal Zoom call between their community members and Homer community members. It may make it a more enjoyable experience. Megumi said she can

share Mr. Anderson's thoughts and ideas on this topic. Mr. Anderson said they will have someone traveling with them who can take video to show City Council when they return.

INFORMATIONAL MATERIALS

- A. Resolution 24-029
- B. List of Suggested Topics for Upcoming Celebrations
- C. SCTF-24-008 Memo re Banners Final Design and Printing
- D. Final Banner Designs and Invoice from GraphicWorks

COMMENTS OF THE AUDIENCE (3 minute time limit)

Megumi Beams – Megumi expressed words of appreciation to Task Force Members and Liaison Lori Pond. Thanks also to Kelly Smith, Wes Schact, Charles Anderson, and Gary Lyon for participating in the upcoming 4th of July parade with the Japanese Club float with Taiko drumming.

Wes Schact – Expressed appreciation to all as well. He encouraged everyone to come out to see the float in the 4th of July parade. He looks forward to continuing to volunteer.

COMMENTS OF THE CITY STAFF

Liaison, Lori Pond, welcomed and thanked Scott Stead for joining the Task Force. She pointed out there is still one more seat open on the Task Force, so if anyone is interested in joining, they can contact the City Clerks Office or herself to joint or for more information.

COMMENTS OF THE MAYOR/COUNCIL MEMBER (If Present)

COMMENTS OF THE TASK FORCE

Welcome to Scott Stead.

Gary Lyon – Thanked the new Chair, Charles Anderson, and the new Vice Chair, Xander Underwood, for being willing to serve in those roles.

ADJOURNMENT

There being no further business to come before the Committee, Acting Chair Anderson adjourned the meeting at 3:49 p.m. The next regular meeting is Wednesday, June 26, 2024 at 4:17 p.m. All meetings are scheduled to be held in the City Hall Cowles Council Chambers and via Zoom Webinar.

LORI POND, SISTER CITY COORDINATOR/STAFF LIAISON

Approved: _____



MEMORANDUM

Student Delegation Spring 2025

Item Type: Action Memorandum
Prepared For: Sister City 40th Anniversary Task Force
Date: July 12, 2024
From: Lori Pond, Liaison and Sister City Coordinator

At the June 26, 2024 Sister City Task Force meeting, there was a presentation from Wes Schact, Cathy Stingley, and Megumi Beams encouraging the continued relationship with our Sister City Teshio, Hokkaido, Japan. Wes spoke about the events in Homer, such as the Taiko drumming. Cathy spoke on her most recent visit to Teshio, and Megumi spoke on the desire to have a student delegation visit Teshio in March 2025.

There is a lot of interest in the students visiting. Megumi has been in touch with Mr. Sugawara, who is coordinator of Sister City Teshio. Teshio has said they would welcome visitors and have discussed ideas around a potential visit.

There was a discussion among the Task Force members during the meeting on June 26th. Chair, Charles Anderson asked that an agenda item be added to the July 24, 2024 meeting agenda to discuss:

- a. How will the Task Force support the delegation?
- b. What can the Task Force do to promote it?

The Task Force discussed that City funds should not be used toward the travel or meals of the delegations. The trips should remain all through private funds to not create conflicts of interest. The Task Force could support or help with logistics. If City funds are allocated they can be used toward needed logistics, translations, or gifts from the City of Homer to Teshio.

Recommendation: The Task Force should specify how they will support the delegation, and what they can do to promote it.



MEMORANDUM

Peace Post

Item Type: Action Memorandum
Prepared For: Sister City 40th Anniversary Task Force
Date: July 12, 2024
From: Lori Pond, Liaison and Sister City Coordinator

At the June 26, 2024 Sister City Task Force meeting, the topic of the Peace Post was discussed as an item to address in this 3rd quarter.

The Task Force members were able to look at the physical post in person and will consider options.

Ideas that were discussed were:

- Keeping the post as it is to be displayed along with other Sister City items.

- A new design to use the current post but refurbish the parts that are deteriorating.

- A newly designed post.

Along with keeping the post as it is, should other art pieces be considered to represent the Sister City relationship.

Recommendation: It is the recommendation by City Staff that the current post be maintained as it is and introduced into the City's Sister City collection.

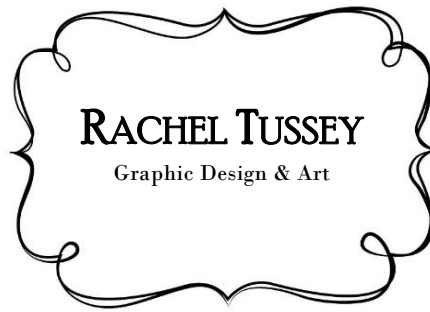
Ciy of Homer
 Budget for Sister City 40th Anniversary Celebrations
 2024 - 2025

As of 7/12/24

Donation Account: 809-0375-5202 for spending (809-0375-4905 received donations)									
Date	Item	Paid	Actual				Estimated		
			Revenue	Expense	Balance		Revenue	Expense	Est. Balance
2/13/2024	Donation		\$ 60.00						
Total			\$ 60.00	\$ -	\$ 60.00				

General Fund: Sister Cities: 100-0100-5605									
Date	Item	Paid	Actual				Estimated		
			Revenue	Expense	Balance		Revenue	Expense	Est. Balance
	Fund Budget		\$ 4,000.00				\$ 4,000.00		
	PARCAC allocated - Mike Illg - for Theater		-				500.00		
5/9/2024	Tomodachi Daiko - Fuel	check		600.00				600.00	Fuel
5/9/2024	Tomodachi Daiko- Performance	check		500.00				600.00	Performance
4/24/2024	B&B - Flat Fish Lodge	check		1,500.00				1,200.00	B&B
4/30/2024	Brick Mouse LLC Joe Miller - Meals - 5/3 - Dinner (14 people)	check		210.00				540.00	5/3 meals
4/30/2024	Brick Mouse LLC Joe Miller - Meals - 5/4 - Lunch & Dinner (14 people)	check		610.00				696.00	5/4 meals
				-				336.00	5/5 meals
5/7/2024	Mariner Theater	PARCAC						500.00	Mariner Theater
5/1/2024	KPB Campus room	Credit Card		60.00				-	
4/4/2024	Museum Shelves	Credit Card		430.33				500.00	Museum Shelves
	Labels & Signs	n/a		-				100.00	In-house?
5/3/2024	Drink Supplies for Events	Credit Card		51.25					
Total			\$ 4,000.00	\$ 3,961.58	\$ 38.42		\$ 4,500.00	\$ 5,072.00	\$ (572.00)

Sister City Fund for 40th Anniversary Celebrations: 156-0399-5605									
Date	Item	Paid	Actual				Estimated		
			Revenue	Expense	Balance		Revenue	Expense	Est. Balance
2/13/2024	Appropriated by Ordinance 24-11(A)		\$ 20,000.00				\$ 20,000.00		
6/12/2024	GraphicWorks - Banner Printing - Deposit	check		2,132.62				2,132.62	Print - Deposit
	GraphicWorks - Banner Printing - Final Invoice							2,008.38	Print - Final pmt
7/12/2024	Banner Design - Rachel Tussey (see PARCAC below)	check		665.00				1,440.00	Graphic Design
Total			\$ 20,000.00	\$ 2,797.62	\$ 17,202.38		\$ 20,000.00	\$ 5,581.00	\$ 14,419.00



Rachel Tussey
4104 Mattox Road
Homer, AK 99603
Phone (907) 399-0991
r.tussey@outlook.com

INVOICE

Invoice #2024-06
Date: 6/30/2024
Due Upon Receipt

TO:

City of Homer
Attn: Lori Pond
491 E Pioneer Avenue
Homer, AK 99603
lpound@ci.homer.ak.us

FOR:

Sister City Street Pole Banners Design

DESCRIPTION	HOURS	RATE	AMOUNT
Graphic Design Work for 12 designs (6 banner designs total): Includes Concept Meeting(s), Concept Design Creation, Sample Preparation, Graphic Work Time, Final Version Creation & Delivery	27.75	\$60.00	\$1,665.00
Tax Exempt			\$0.00
TOTAL			\$1,665.00

Payment due upon receipt of invoice.

- Please make checks payable to Rachel Tussey.
- Bank transfers are accepted through Zelle using the contact info above.

Thank you for your business!