



# City of Milwaukee

200 E. Wells Street  
Milwaukee, Wisconsin  
53202

## Meeting Minutes

### SISTER CITIES COMMITTEE

**ALDERMAN JOE DAVIS, SR., CHAIR**

*Daisy Cubias, Al Durka, Charles Vang and Vivian Chen*

**Staff Assistant, Terry MacDonald, (414)-286-2233**

**Fax: (414) 286-3456, E-mail: tmacdo@milwaukee.gov**

**File Specialist, Charlotte Rodriguez, 286-8797, E-mail: crodri@milwaukee.gov**

---

Thursday, September 21, 2006

9:00 AM

City Hall, Room 301-A

---

Meeting convened: 9:12 A.M.

#### 1. Roll call

**Present** 5 - Cubias, Davis, Chen, Durka, Vang

#### 2. Approval of the minutes of the July 21, 2006 meeting

*Mr. Durka moved approval of the minutes. There were no objections.*

#### 3. Report on the status of the current sister cities relationships

*Ms. Cubias gave the following summary on the status of the current sister city relationships:*

*Ms. Cubias said that Cuba is the only working relationship at this time. She said that Mr. Durka was looking into Schwerin, Germany, on whether there is a contact person and if they want to continue pursuing a relationship. She then said that at the last meeting Mr. Leonhardt stated that Ald. Murphy said he was working with the contacts for Galway, Ireland and last Ald. Davis said he was going to contact consulate for Queenstown, South Africa.*

*Ald. Davis directed the members to the e-mail (Exhibit 1) sent by Ms. MacDonald to the Sister Cities Committee members regarding the Sister Cities International requirement for a waiver for any City that Milwaukee has or wishes to have a relationships with that another US city may already have an established relationship with. The e-mail confirmed that none of the City of Milwaukee's current or current requests for sister city relationships requires a waiver.*

*Mr. Leonhardt appeared and said that at the last meeting he advised this committee that Alderman Murphy is working on forming a local organization to support a sister city relationship with Galway, Ireland. Mr. Leonhardt also said that back in August (2006) during Irish Fest they had a significant number of officials visiting from the City of Galway and other representatives of Ireland who were here for Irish Fest and other activities, including a reception here in City Hall given by the City Clerk's Office.*

*Mr. Durka said that he had contact with Ms. Giese regarding Schwerin, Germany and was told by Ms. Giese that she will not be able to attend today's meeting due to knee surgery. And the other contact person Mr. Tony Siladi is in Germany right now, therefore he was also unable to attend. Mr. Durka asked that Schwerin, Germany be held until the November meeting.*

*Ald. Davis said that he had an opportunity to talk to the Consulate General of Parma, Italy during the Consulate General's visit to the Mayor's Office yesterday and also with Mr. Frinzi at the Italian Community Center and they wish to continue pursuing a relationship.*

*Ald. Davis said that as far as Queenstown, South Africa, he is currently working with the South Africa, Consulate General and they may abolish the Queenstown, South Africa relationship and then may make a recommendation for a different City in South Africa.*

*Ald. Davis said that a request was received from Mr. Ryan Skaife for a sister city relationship with the village of Mngeta in South-Central Tanzania.*

#### **4. Appearances and reports given by current sister cities relationships**

*None appeared.*

#### **5. Discussion on the procedures and application process**

*Mr. Leonhardt appeared and gave a summary of the application process as stated in the draft ordinance creating section 335-5 (Exhibit 2).*

*Mr. Durkta said that where the application process seems very clear from our side of it, should there be some kind of documentation requirement from the local organization to show that they are truly interested in a relationship.*

*Mr. Leonhardt suggested that the organization's documentation requirement should not be required at the time the letter of intent is submitted to the committee. He said that this would give the committee the opportunity to educate the requester on the requirements and the direction they would need to take to proceed. He then said that at the time they submit their application they would need to include the organization's information. Ald. Davis asked if it would be possible, once they received the letter of intent, that the City Clerk's Office prepare a letter stating that they have received their request and to also include in the letter a list of the criteria and procedures. Mr. Leonhardt replied that once this committee has the application form developed and any other additional information that explains the criteria and procedures the City Clerk's office can make it available on the city's web site.*

*Dr. Chen asked what protects our City from possible terrorist, etc. Ald. Davis reply that our membership with Sister Cities International comes with a certain sense of security. Ms. Cubias explained the visa process. Mr. Durkta explained the membership of Sister Cities International and said that Sister Cities International does have a very close connection with state departments and acts like a filter when building relationships. Mr. Durkta then said that is one of the reasons why he asked that more documentation be required at sometime in the process. He then said that they should also include a check with the state department as to whether it is a viable organization. Mr. Leonhardt said that in the end it would be this Sister City Committee that has to make a recommendation based on your own judgment on whether or not a sister city relationship is in the best interest of the City of Milwaukee.*

*Ald. Davis referred to the Request for a Sister City International application form (Exhibit 3) and asked the members if they want to mirror the Sister City International application form. Mr. Leonhardt gave an overview of the sister city international application, and said that they could use some of the questions that the Sister City International applications form. He said that based on the ordinance and the application form the City Clerk's Office could put together a draft application form. Ald. Davis said that if any of the committee*

*members have any suggestions for the application form they should submit those to Ms. Macdonald.*

*Ald. Davis asked if there is motion to approve the ordinance as amended, as it relates to the application process.*

*Mr. Durkta moved approval of section 335-5, Ms. Cubias seconder. There were no objections.*

## **6. Next meeting date, time and agenda**

*Mr. Durkta asked if the members would consider having Mr. Sherman Banks, past president of Sister Cities International appear before this committee. He said that Ms. Banks can offer some insight into what has been done in other cities. He then said that he could arrange for Mr. Banks to appear before this committee on November 15, 2006.*

*Mr. Durkta moved that they have their next Sister Cities Committee meeting on November 15, 2006 at 9:00 A.M. There were no objections.*

**Meeting adjourned: 9:55 A.M.**

**Terry J. MacDonald  
Staff Assistant**

**From:** Terry MacDonald  
**To:** Alexander Durtka; Charles Vang; Daisy Cubias; Joe Davis Sr.; Vivian Chen  
**Date:** 9/14/2006 9:17:42 AM  
**Subject:** RE: Current Sister Cities Relationships

To Whom It May Concern:

**FYI - REGARDING SISTER CITIES RELATIONSHIPS and WAIVER REQUIREMENTS**

I had contacted the Sister Cities International to find out how to go about getting information on whether a city requesting a relationship, already has a relationship with any other US City.

They returned my call and guided me to their website and explained how to find the above info.

My search found the following relating to our current sister cities and requests for sister cities relationships:

**CURRENT:**

**Galway, Ireland** - Has relationships with 5 US cities, including Milwaukee. **We don't need a waiver**, because when we became a member of the Sister Cities International, all our current relationships were considered grandfather in.

**Schwerin, Germany** - Milwaukee is the only city with relationship.

**Nuevitas, Cuba** - Milwaukee is the only city with relationship.

**Parma, Italy** - Two US cities has relationships, no waiver needed - same situation as Ireland.

**Queenstown, South Africa** - Milwaukee is the only city with relationship.

**REQUESTS:**

**Carora, Venezuela** - No relationship with any other US city

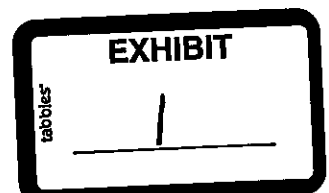
**Patiala, India** - No relationship with any other US city

If you have any questions, please feel free to contact me.

Sincerely,

Terry J. MacDonald, Staff Assistant  
City of Milwaukee  
City Clerk's Office  
200 E. Wells St., Room 205  
Milwaukee, WI 53202  
414-286-2233  
Fax: 414-286-3456

**CC:** ANGELYN WARD; Michael McGee Jr.; Michael Murphy; Ronald Leonhardt; Tony Zielinski



..Number  
060220

..Version  
SUBSTITUTE 1

..Reference

..Sponsor  
THE CHAIR

..Title  
A substitute ordinance relating to policies and procedures for the selection and maintenance of sister city relationships.

..Sections

335 cr

..Analysis  
This ordinance establishes policies and procedures for the selection and maintenance of sister city relationships.

..Body  
The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Chapter 335 of the code is created to read:

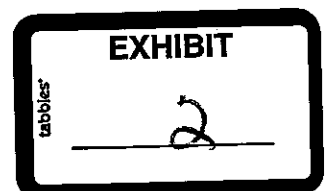
CHAPTER 335  
SISTER CITIES

TABLE

335-1	Definitions
335-3	Policy
335-5	Application Process
335-7	Renewal
335-9	Termination

**335-1. Definitions.** In this chapter:

1. COMMITTEE means the sister cities committee established under s. 320-47.
2. SISTER CITY RELATIONSHIP means a formal sister city relationship approved by the common council under this chapter, or the establishment of friendly relations by the common council leading to a formal sister city relationship.



**335-3. Policy.** The following policies shall be followed in selecting and maintaining sister city relationships:

1. There should exist a logical area of mutual interest and involvement with the prospective sister city in the areas of culture and business.
2. Strong consideration should be given to factors that contribute to a good balance between the cities, including but not limited to geographic location, governmental structure, comparable size, population composition and education.
3. There should be evidence of strong local community support for the prospective sister city relationship in order to assure a strong financial base and interest in exchange.
4. During the selection process, there should be consultation and communication between the city and other related agencies such as Sister Cities International.
5. Consideration should be given to the number of prior relationships held by the prospective city. Some flexibility may be allowed for unusual circumstances.
6. Sister city relationships shall expire after 5 years unless extended for another 5 years by council resolution.
7. The sponsoring entity shall submit annual reports to the committee.
8. Any expenditure associated with a sister city relationship shall be approved by the common council.
9. The mayor's office shall have oversight responsibility for the sister city program.
10. The total number of sister city relationships adopted should not exceed 10.

**335-5. Application Process.** 1. A local organization that wishes to sponsor a sister city relationship shall submit a letter of intent to the committee. The committee shall invite the organization to make a presentation to the committee regarding the proposed sister city relationship. Following the presentation, the committee shall decide whether to invite the organization to submit a formal application to the common council.

2. An application for a sister city relationship shall be submitted to the city clerk on a form created by the committee. The application shall require the following information:
  - a. Name of the organization seeking to establish the sister city relationship.
  - b. Name of the person in charge of the organization.
  - c. Information about the city with which the relationship is to be established.
  - d. Description of the goals of the sister city relationship.
  - e. Methods the organization will use to meet the goals of the sister city relationship.
  - f. Any other relevant information that the committee finds necessary or useful.

3. Upon receipt of an application, the city clerk shall submit a resolution to establish a sister city relationship to the common council and refer the application to the committee. The committee shall hold a public hearing on an application to determine whether the proposed sister city relationship complies with the requirements of this chapter and whether the applicant will manage a sister city relationship that has a reasonable prospect of meeting the goals identified in its application. The committee shall forward its recommendation to the common council. Neither the common council nor any standing committee of the council may consider the resolution to establish a sister city relationship until a recommendation has been received from the sister cities committee.

**335-7. Renewal.** No later than 6 months prior to the expiration of a sister city relationship, the sponsoring entity may submit a renewal application to the city clerk on a form prepared by the committee.

**335-9. Termination.** The common council may terminate a sister city relationship whenever it finds that the applicant has failed to make sufficient progress toward attaining the goals of the sister city relationship or the applicant has failed to comply with standards established by Sister Cities International, the common council or the committee.

..LRB  
APPROVED AS TO FORM

*Benny Zalber*

Legislative Reference Bureau

Date: 9/18/2006

..Attorney

IT IS OUR OPINION THAT THE ORDINANCE  
IS LEGAL AND ENFORCEABLE

\_\_\_\_\_  
Office of the City Attorney

Date: \_\_\_\_\_

..Requestor

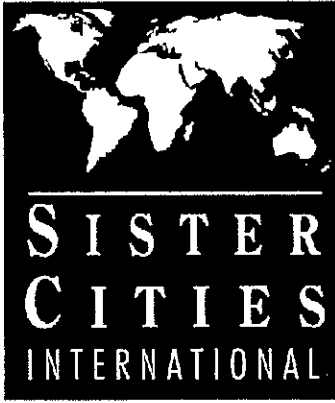
Sister Cities Committee

..Drafter

LRB-06481-1

RDL:AW

09/18/06



## HOW TO FIND A SISTER CITY

Steps to guide you in your search ...

**“Request for a Sister City” form**

**SISTER CITIES INTERNATIONAL**  
1301 Pennsylvania Avenue, NW, Suite 850  
Washington, DC 20004 USA  
Phone: (202) 347-8630 Fax: (202) 393-6524  
[info@sister-cities.org](mailto:info@sister-cities.org) [www.sister-cities.org](http://www.sister-cities.org)

EXHIBIT  
3



## Steps to guide you in your search ...

Building a lasting relationship with an international community might well be one of the most rewarding activities for your community. However, the process of searching for and finding that special partner who shares your interests and goals is an intricate and often lengthy one. Therefore, your search must be extremely well organized and undertaken with great planning and commitment. It is up to *you* to take a **proactive** role in this process!

It is crucial to be sensitive to the needs of your prospective community, and at all times be aware that this relationship is intended to last a lifetime. **Therefore, choose wisely!**

Please be aware that this checklist is meant to serve as a guide as you go through the affiliations process. For more information, please contact Sister Cities International international headquarters.

---

*"Cities Seeking Cities" is an online forum to view, post, and develop relationships with other cities. It is a free benefit that Sister Cities International offers to everyone.*

1. Please review Sister Cities International's publications and make your first priority the organization of your sister city committee. This committee should be led by elected officers (i.e. president/chairperson, vice-president, treasurer, secretary) and comprised of a broad range of community members: community leader(s) who speak directly for the Mayor/City Manager, business professionals (i.e. private enterprise, physicians, attorneys), Chamber of Commerce officials, youth and educators, retirees and so on. (Form sub-committees as needed, such as fundraising or youth, as well as separate committees for each sister city affiliation.
2. Gather and secure strong community support. Don't forget to involve other groups, such as your Rotary club, churches, hospitals, schools, or your local government, for example.
3. Once an organized committee is established, begin working on your "Request for a Sister City" form. Visit Sister Cities International's website where the form can be filled out online. If you do not have access to the Internet, contact Sister Cities International for a copy. As you thoroughly explore these questions remember that some regions of the world are traditionally under-requested. If you have a specific region, or country, in the world that you are looking for, but do not see either in the "Cities Seeking Cities" list, please contact Sister Cities International for guidance.
4. As you complete your "Request for a Sister City" form, carefully explore your purpose for building a sister city relationship. Is it to investigate economic development opportunities? Is it for youth exchange? Questions such as these are extremely important and will assist you in identifying the goals of your partnership.
5. After you have completed your "Request for a Sister City" form, send it to Sister Cities International, preferably electronically, or submit it via our website using the online request form. If you fill out the request form online it will automatically post to our website, or we will post the completed form for you if you send it to us via electronically or paper version. Either way it will be available to communities around the world. Please visit our website often as cities communities are continually being added.
6. If you do not find any communities meeting your criteria on our website, it will be **your responsibility** to search for potential cities. Be creative in this search. Use all resources available,

such as the Internet, your local library or Chamber of Commerce, a business or familial contact in that community and so on. Consider involving more than just the members of your committee. For instance, you might have a geography teacher assign this as a class project; have your Rotary club contact its international chapters; or hold a town meeting to consider the diverse interest and needs of your entire community.

7. When you are ready to approach a potential partner, present a comprehensive view of your community by sending a detailed packet of information to the top-elected official of the desired city. This packet should include a formal letter from your top-elected official (and committee president/chairperson) inviting the community to enter into a dialogue regarding the prospect of becoming sister cities (sample documents available from Sister Cities International). Along with the letter, send promotional materials, such as brochures, maps, photos or videos. Do not forget to enclose a copy of your "Request for a Sister City" form, and request such information in return.

8. If you receive a positive response, reply promptly and extend an invitation for an official delegation to visit, with suggestions for potential projects, such as student exchange, business/trade development, and so on. Build your relationship. Get to know one another well. After some time, you will be able to determine if this is the right match for you. Please keep Sister Cities International informed regarding your progress.

9. When there is mutual intent to become formally linked, **both top-elected officials must sign an official sister cities agreement** (sample documents available from Sister Cities International). Upon receipt of a copy of this document, Sister Cities International will send two official charters—one for you and one for your sister city. At this point, you will be eligible to use the name "Sister Cities," and you will officially become part of our network of registered sister cities.

10. Continue to build your relationship by involving more community members and expanding the scope of your projects. Keep Sister Cities International updated with regular reports of your exchange programs and general activities. Please remember to post everything that you do on the website so that the Sister Cities International network may learn from you as we hope you will learn from other communities. Do not hesitate to contact us with questions at any time!



## REQUEST FOR A SISTER CITY

Name of Your Community: \_\_\_\_\_

State/Province/Prefecture: \_\_\_\_\_

Country: \_\_\_\_\_

Population: \_\_\_\_\_

Desired Country/Region for Sister City: \_\_\_\_\_

Does your local government recognize any official sister cities group? Yes  No

### Principal Economic Activities:

Agriculture	Industries	Technology	Tourism	Services
Not Important <input type="checkbox"/>	Not Important <input type="checkbox"/>	Not Important <input type="checkbox"/>	Not Important <input type="checkbox"/>	Not Important <input type="checkbox"/>
Less Important <input type="checkbox"/>	Less Important <input type="checkbox"/>	Less Important <input type="checkbox"/>	Less Important <input type="checkbox"/>	Less Important <input type="checkbox"/>
Important <input type="checkbox"/>	Important <input type="checkbox"/>	Important <input type="checkbox"/>	Important <input type="checkbox"/>	Important <input type="checkbox"/>
Very Important <input type="checkbox"/>	Very Important <input type="checkbox"/>	Very Important <input type="checkbox"/>	Very Important <input type="checkbox"/>	Very Important <input type="checkbox"/>

Provide Details: \_\_\_\_\_

### Your Community Information:

Geographical Description of Your Community: \_\_\_\_\_

Local Cultural and Educational Facilities: \_\_\_\_\_

Special Historical Background (if applicable): \_\_\_\_\_

**Sister City Information:**

List of Existing Sister Cities: \_\_\_\_\_

Desired Sister City Region (Africa, Americas, Asia, Caribbean, Europe, Middle East, NIS, Oceania) and Country/State:

Region: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

Country/State: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

Desired Characteristics of a Sister City: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What Kind of Sister City Activities do you Envision (i.e. what are your goals for potential projects)?

Arts & Culture	Economic Development	Education	Environment	Health & Public Safety	Municipal Cooperation	Technology & Communication	Youth
Yes [ ]	Yes [ ]	Yes [ ]	Yes [ ]	Yes [ ]	Yes [ ]	Yes [ ]	Yes [ ]
No [ ]	No [ ]	No [ ]	No [ ]	No [ ]	No [ ]	No [ ]	No [ ]

Is this request supported by your local sister city organization? Yes [ ] No [ ]

Does your local government support this request? Yes [ ] No [ ]

**Contact Information:**

Dr. [ ] Miss [ ] Mr. [ ] Mrs. [ ] Ms. [ ] The Honorable [ ] The Most Honorable [ ]

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Committee: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone (with country code if outside of the U.S.): \_\_\_\_\_

Fax (with country code if outside of the U.S.): \_\_\_\_\_

E-mail: \_\_\_\_\_

Community Website: \_\_\_\_\_

*Please note that by submitting this form you are agreeing to have the information presented herein posted on our website, provided to interested parties, and linked to other websites.*