



## SPECIAL MEETING MINUTES

Date: 2/27/2019

Time: 3:30 p.m.

City Hall – “Downtown” Conference Room, 1st Floor  
701 Laurel St., Menlo Park, CA 94025

### A. Call to Order

Vice Chair Holch called the meeting to order at 3:36 p.m.

### B. Roll Call

Present: Carlton, Clendenin, Combs, Holch, Soffer

Absent: Schumacher, Yang

Staff: Assistant to the City Manager Clay Curtin, Management Analyst II Peter Ibrahim

### C. Public Comment

- Jim Lewis announced the visit of Gerry Hanley, the Refuge restaurant’s St. Patrick’s Day menu, the Menlo Gates dedication ceremony plans, the Galway Mayor’s video presentation and introduced visitors from the San Mateo County Community College District staff.
- Stephanie Wells, the San Mateo County Community College District’s program services coordinator, shared information about the District’s upcoming community travel program trip to Ireland, including Dublin, Kinsale, Limerick and Galway in September 2019.

### D. Regular Business

D1. Approve minutes for the Sister City Committee meeting of November 14, 2018 (Attachment)

**ACTION:** Motion and second (Combs/Carlton) to approve the minutes for the Sister City Committee meetings of November 14, 2018, passed (4-0-1; Soffer abstaining).

D2. Review and discuss current draft sister city/friendship city criteria, goals and protocols

Staff Curtin introduced the item. The Committee discussed the draft policies presented by staff and made the following modifications:

1. Added an introductory statement to the selection criteria to make clear that proposals should substantially meet most, but not necessarily all, of the selection criteria.
2. Add language to the visiting dignitaries and international guests protocol clarifying differences between official and unofficial visits:  
“Requests for official visits must be in writing and from the governmental agency, bureau or designated community nonprofit requesting the visit. While we welcome visits from sister city and friendship city residents, we generally will not host official visits for these individuals.

**ACTION:** Motion and second (Carlton/Combs) to approve the three policies, with modifications, and recommend City Council approval, passed (5-0).

D3. Discussion and consider establishing Sister City Committee subcommittees and assignments

Staff Curtin introduced the item. The Committee discussed establishing a subcommittee for the 2019 Bizen exchange visit.

By acclamation, the Committee approved Carlton and Holch to serve on the committee.

D4. Discuss plans for the summer 2019 Bizen Student Exchange delegation visit

Committee Member Carlton announced the Bizen delegation would visit Menlo Park between August 7 and August 12.

D5. Consider requests for future agenda items

Committee members suggested the following items for a future agenda:

- Establishing and maintaining an official Facebook page for the Sister City Committee
- Scheduling a special meeting in June 2019

**E. Reports and Announcements**

E1. 2019 Sister City program tentative calendar

E2. Staff updates and announcements

Staff Curtin reported the commemorative plaque for the tree planted at Laurel School Upper Campus was being designed using the language drafted by the Committee. Once design is complete, production is expected to take 12-18 business days and installation will be done by City crews in collaboration with school district staff.

**F. Adjournment**

Vice Chair Holch adjourned the meeting at 4:40 p.m.