



City of Kennesaw  
2529 J.O. Stephenson Avenue  
Kennesaw, GA 30144

**Leslie Steinle - Chair**  
**Dana Johnson – Vice Chair**  
**James Auld**  
**Neil Brunetz**  
**Travice Obas**  
**Sheb True**

## **KENNESAW SISTER CITIES COMMISSION (KSCC)**

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<b>April 27, 2022 – 6:00 P.M.</b>	<b>Meeting Minutes</b>	<b>Council Chambers</b>
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### **I. Call to Order / Roll Call**

Leslie Steinle called the meeting of the Kennesaw Sister Cities Commission to order at 6:01 P.M. in the City Hall Council Chambers, 2529 J.O. Stephenson Ave, Kennesaw, GA.

Commission Members Present: James Auld, Neil Brunetz, Dana Johnson, Travice Obas, Leslie Steinle, Sheb True,

Commission Members Absent:

Commission Liaisons Present: Andrew Gasparini, Luke Howe

Guests in Attendance: Derek Cox, Elisabeth Jensen

### **II. Approval of Meeting Minutes**

#### **1. March 23<sup>rd</sup> Minutes**

- Travice Obas motioned to approve the minutes, seconded by Neil Brunetz. Vote taken, 5-0-1. Dana Johnson abstained.

### **III. Financial Report**

### **IV. New Business**

#### **1. Evaluation Guidelines**

- Andrew Gasparini shared a list of example evaluation criteria with the commissioners and said he would email them the list following the meeting.
- Travice Obas said evaluating the sister city relationship annually and presenting those findings to Mayor and Council would not be a difficult task for the Commission.
- Neil Brunetz said the Commission should check in sooner than a year with a new sister city and recommended evaluating the progress at the six-month mark. He reasoned the Commission meets only once a month, so the group would need to stay on top of any new partnership. Dana Johnson agreed and suggested completing “mini reviews” before the annual review in front of Mayor and Council.

**The next scheduled meeting of the Kennesaw Sister Cities Commission will be  
Wednesday, May 25, 2022 at 6:00 P.M.**

- Travice Obas asked if the Commission needs to establish a project timeline for sister cities, setting benchmarks as to when certain objectives should be met. Andrew Gasparini said it would be hard to hold every sister city to the same timeline as a result of varying levels of resources and the nature of the partnership.
- Travice Obas asked if an annual review to the Mayor and Council is adequate. Andrew Gasparini said yes. Travice Obas recommended completing “mini reviews” with the sister city every three months for the first year. All of the commissioners agreed.
- Andrew Gasparini asked how the Commission would like to structure the evaluation document. James Auld recommended keeping it broad as the Commission is working to establish its operations. Dana agreed but recommended highlighting each pillar without separating them into sections.

## V. Old Business

### 1. Selection Form and Guidelines

- Andrew Gasparini how the Commission would like to score responses to the Selection Form and Guidelines. Leslie Steinle suggested the potential sister city meet a minimum expectation. Travice Obas recommend something like a Likert scale that would not be included in the document but understood in the commission. Some commissioners stated in a scale may be too subjective.
- James Auld recommended the Commission set a minimum number of times a potential sister city responds “No” to a question on the Selection Form and Guidelines. Leslie agreed with the idea and suggested the Commission identify important question in each category to which the potential sister city would need to respond “Yes” in order for the Commission to approve their application.
- The Commission recognized the following requirement for each section as needing to be met in order for the application to be approved:
  1. Basic Information: Must respond “Yes” to Questions 4, 5, 6 and 8.
  2. Cultural Information: Must respond “Yes” to two of the three questions between Questions 10, 11 and 12.
  3. Economic Information: Must respond “Yes” to one of the three questions between Questions 13, 14 and 15.
  4. Educational Information: Must respond “Yes” to both Questions 16 and 17.
- Andrew Gasparini remembered to add a basic information question about the presence of a diplomatic office. Neil Brunetz recommended asking how far is the closest diplomatic office. All of the commissioners agreed to incorporate the question.
- Travice Obas motioned to approve the Selection Form and Guidelines with the changes listed below, seconded by Neil Brunetz. Motion passed unanimously.

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1. The addition of a question in the Basic Information section, asking for the location of the closet diplomatic mission of the home country to the City of Kennesaw.
2. The rephrasing of Question 7 to read “Does the City of Kennesaw or a member of the Kennesaw community have an existing relationship” rather than “or a member of the Kennesaw Sister Cities Commission.”
3. The addition of a question in the Economic Information section, asking if the potential sister city’s home country has a business operating within or near the City of Kennesaw.

#### VI. Public Comments

1. Derek Cox introduced himself.

#### VII. Staff Comments

1. Andrew Gasparini explained how the Selection Form and Guidelines will be presented to at a Mayor and Council Meeting and invited commissioners to join if they are able.

#### VIII. Adjourn

Neil Brunetz motioned to adjourn the meeting, seconded by Dana Johnson. Vote taken, motion passed unanimously. The meeting adjourned at 6:50 PM.