



CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan, WA 98294

February 12, 2024 – 5:00 PM

IN PERSON AND REMOTE ATTENDANCE AVAILABLE
SEE PAGE 2 FOR INSTRUCTIONS ON ATTENDANCE VIA ZOOM
& SUBMITTING WRITTEN PUBLIC COMMENT

5:00 PM - Call to Order, Pledge of Allegiance and Roll Call

Changes to the Agenda

Public Comments

Anyone who wishes to speak on any matter not appearing on the agenda may do so at this time. Citizens are requested to keep public comments to a 3-minute maximum (3 minutes or less per person) to allow time for everyone to speak.

Board Member/Staff Comments

Action/Discussion Items

- 1) Staff update on the following:
 - a. Shindig Carnival Update
 - b. Shop with a Cop Donations

- 2) Event Planning Discussion for 2024 to include, but not limited to:
 - a. Recurring Events
 - i. Fire Department Open house and Pine Wood Derby Race
 - ii. Summer Kick Off
 - iii. 3 on 3 Basketball tournament
 - iv. National Night Out
 - v. Home Coming Parade
 - vi. Trunk or Treat
 - vii. Tree lighting and lighted Parade
 - b. New Events the board is interested in discussing.

- 3) Brief Rules of Procedure Review & OPMA and PRA Training for new & returning members

Next Alliance Board Meeting Date Confirmation:

Potential Dates include the following

(Typically the 1st and 3rd Mondays at 5:00 pm)

- Monday, March 4
- Monday, March 18
- Other dates as approved by the board.

Adjournment

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE ALLIANCE BOARD

EMAIL: COMMUNITYALLIANCE@CI.SULTAN.WA.US

WRITTEN COMMENTS SHOULD BE RECEIVED NO LATER THAN 4:00 PM THE DAY OF THE MEETING

DIRECTIONS FOR ATTENDING THE ALLIANCE BOARD MEETING AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:

- At the time of the meeting (or shortly before or after) on the day of the meeting, please join the meeting via computer or phone as shown below and enter the meeting ID to join the meeting. If using the website, the phone number given may be different, please follow prompts given:
 - Via Phone: (253) 215-8782
 - Via Computer:
 - <https://us02web.zoom.us/j/8909923663?pwd=OU00cXNzdkd kbFpmeC9RS3pWWVRmUT09&omn=82096333551>
 - Meeting ID: 890 992 3663
 - Passcode: 123456

After you enter the meeting ID, if it asks for a participant ID, just wait or press # and you will be added to the meeting.

Please note if you attend via computer, your computer may provide different options for connecting to audio to include different phone numbers. It is recommended to follow the zoom computer prompts to connect to the meeting.

- You will be muted upon entry to the meeting. When it is the portion of the meeting for Public Comment, your name will be called to speak, and the City Clerk will unmute you.
- Please begin your comments by stating your name, city of residence, and any organization represented.
- Please be advised that your comments are being recorded.

Each speaker is allotted 3 minutes, and you will be notified when your time has expired.

ADA NOTICE:

Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us

SULTAN COMMUNITY ALLIANCE BOARD MEETING MINUTES
February 5, 2024

Chair Koenig called the regular meeting to order at approximately 5:00 p.m. The meeting was a hybrid with attendees allowed both in person at City Hall Council Chambers and via Zoom Internet Conference Service. The following were noted in attendance:

ALLIANCE BOARD MEMBERS PRESENT

Katie Koenig
Raeanna Marshall
Jyl Stoltenberg
Megan Clark
Forrest Vicars (Pending Council Approval 2/8/2023)

STAFF PRESENT

Nate Morgan, Public Works Director

Discussion Items

Welcome New Board Member – Forrest Vicars

The board welcomed the addition of Board member Vicars, but Public Works Director Morgan acknowledged that his board membership is not official until February 8th when the council makes the final vote, so he is allowed to participate in discussion, but is not yet eligible to vote at the meeting.

Brief Rules of Procedure Review & OPMA and PRA Training for new & returning members

Public Works Director Morgan referred the board members to the rules of procedure and explained that since Clerk Pevey was absent, the procedures and PRA training would be re-addressed at a later meeting.

Brief discussion amongst board members about questions the newest board members had about the board and its actions. Board member Clark suggested providing the public a year at a glance event calendar in an effort to generate more public engagement and increase event attendance.

Chair and Co-Chair Assignments for 2024

Discussion amongst the board members with confirmation from Board member Koenig that she wished to remain in the position. Therefore, the board nominated Koenig to remain the chair for 2024. After discussion, the board nominated Board member Marshall to be the co-chair for 2024.

Event Planning Discussion for 2024 to include, but not limited to:

Fire Department Open house and Pine Wood Derby Race

The board confirmed with Chief Hess if he had contacted the fire department to confirm their agreement on the date of the event tentatively set for Sunday, April 28, 2023. Further discussion with Chief Hess confirmed the drug take back program would be held on April 27th, but that he had not yet discussed the open house event with the fire department. Board members then discussed the event's start time and determined a 1:00 pm start time would be ideal.

Further discussion confirmed that Board member Marshall would touch base with the Boy Scouts to confirm track availability, or if the board needed to purchase a track. Discussion then shifted to potential rules to structure the event. Also, discussion ensued on a competitive class to allow for more souped-up cars as well as the ins and outs of competition to include weight limits. It was determined the board would utilize the same rules as last year with no modifications but would add a competitive class for those participants who wish to kick it up a notch.

Public Works Director Morgan reminded the board of additional items staff needed to include a flyer due no later than mid-March. Discussion on who was best suited to create a prior, and the possibility of reaching out to a prior board member who was known for her expertise in this arena and had expressed an interest in helping where needed. Discussion then shifted to the open house aspect of the event and a desire for more active participation of the fire

department to enhance the event with possible additional tours and activities they might provide for adults and children in attendance. Public Works Director Morgan stated he would prepare a site plan based on the board's recommendations.

Summer Kick Off

The board discussed an email received from the Sultan Chamber of Commerce regarding the carnival portion of the annual Shindig being moved to the last weekend in June. They discussed the request to partner with the Chamber and shift the summer kick off to coincide with this potential change. Board discussion for several minutes on the topic regarding the pros and cons and the potential impacts. On a motion by Board member Marshall, seconded by Board member Clark, the board decided to keep the Summer Kick Off on the date scheduled; motion passed unanimously.

Discussion then shifted to tentative date for the event landing on Thursday, June 20th; and it was acknowledged that the last day of school could still be moved if the school needed to call a closure due to weather or another unanticipated event. Confirmation in years past that the event timeframe ran from 5:00 p.m. to 7:00 p.m.

The board requested that staff work to schedule a joint meeting with the school regarding Summer Kick Off & Homecoming Pep Rally to confirm the elements in question.

Board member Koenig also requested that staff reach out to the company utilized to rent inflatables at last year's event and start the process to secure the same items for this year's event. Board members requested staff bring back pricing information for the board to consider before moving forward with the purchase.

Discussion shifted to derby car distribution and confirmed that the library, city hall, JB Fitness, & Cascade RV Park were utilized last year as pickup locations. Confirmation from staff that they would research derby kit prices and provide options to the board at the next meeting to include the suggested number of derby car kits might be needed for this year.

Board member Marshall stated she would check with the Big Dogs food truck to see if they would be interested in handling the food preparation and service again this year.

Board member Marshall also stated she would start drafting a potential flyer to utilize for the event to present at an upcoming meeting.

Additional Event Planning

Confirmation of other event dates and the basics of each event details reviewed for the new board members as follows:

- 1) 3 on 3 Basketball tournament (Saturday, August 17)
- 2) National Night out (Tuesday, August 6)
- 3) Home Coming Parade/Pep Rally (Unknown, pending school schedule)
- 4) Trunk or Treat (Thursday, October 31)
- 5) Tree lighting and lighted Parade (Saturday, December 7)
 - a. Board member Koenig suggested Board member Marshall reach out to Santa to confirm availability for the event.

New Events the board is interested in discussing.

Other events previously done in the past by the alliance board discussed such as sport camps; as well as a discussion on clubs not run by a teacher at the school.

Shop with a Cop Donations

Board member Marshall inquired about assistance with the upcoming 50/50 Raffle held on a race night at the Evergreen Fair Grounds. Confirmation that all Alliance donations received throughout 2023 went to Shop with a Cop Event and this would continue in 2024. Chief Hess explained the event is a chance for under privileged kids to shop with a cop

for holiday gifts for themselves and their family members. Confirmation of 50/50 Raffle to be held Friday, August 3rd this year at the fairgrounds. Board member Marshall confirmed the details of the event and what is required of board members who volunteer. Discussion on gifting of public funds and the potential State RCW's the city must stay in compliance with. Staff needed to research the situation further on how to handle the funds and would bring recommendations back to a future meeting. On a motion by Board member Koenig, seconded by Board member Marshall, the board appointed Board member Vicars to research this issue and bring back potential solutions; motion passed unanimously.

Donkey Basketball

Confirmation of the details of what donkey basketball is. Described as players riding donkeys while playing basketball; and confirmation it is historically handled by the FFA or other school organizations. Discussion amongst the board members on the pros and cons of hosting this potential new event. Suggestion to discuss this event further with Superintendent Chaplik and the school staff. Staff confirmation to invite Chaplik to an upcoming meeting for further discussion. Discussion continued on what the event would cost and who would benefit from any proceeds raised from this potential event.

Confirmation of Next Meeting Date

Board confirmed the following upcoming meeting dates:

- Monday, February 12, 2024 @ 5:00 p.m. since February 19th is a holiday and decisions about the upcoming derby event needed to be decided sooner rather than later.

Adjournment

On a motion by Board member Koenig, seconded by Board member Marshall, the board meeting ended at approximately 6:00 p.m.

Katie Koenig, Chair

Tami Pevey, City Clerk

**City of Sultan, WA
2024 COMMUNITY ALLIANCE EVENTS**

HOLIDAY	DAY OBSERVED
Fire Dept Open House/Pinewood Derby Race	End of April Sunday, April 28
Summer Kick Off	Last day of School (??Thursday, June 20) <i>Pending School Confirmation</i>
National Night Out	Tuesday, August 6
Sultan Swoosh 3-on-3 Basketball Tournament	Saturday, August 17
Homecoming Parade/Pep Rally	Mid-October (??Wednesday, October 16) <i>Pending School Confirmation</i>
Trunk or Treat	Thursday, October 31
Veterans Day	Monday, November 11
Tree Lighting/Lighted Parade	Saturday, December 7

Fire Department Open house and Pine Wood Derby Race			Date: Sunday, April 28, 2024
✓	Require Completion Date	Description of Task	Alliance Member Assigned
	2nd Meeting in March	Flyer due for event	
	Early April 2024	Site plan done	
	2nd Meeting in March	flyer distribution list	
	February/March	determine what vendors are needed for event	
	March 2024	Volunteers and staffing needs assessment	
	February 2024	list of supplies needed to be ordered	
	2nd Meeting in March	special events permit completed	
	April 2024	vendors committed	
	April 2024	Distribute flyer / post to social media	
	April 2024	final check on all members duties at the event	
	April 2024	Repost to social media	
	April???, 2024	Event Date	

Summer Kick			Date: Tentatively June 20, 2024 (Pending School Confirmation)
✓	Require Completion Date	Description of Task	Alliance Member Assigned
	March???, 2024	Flyer due for event	
	March???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	April???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	April???, 2024	special events permit completed	
	May???, 2024	vendors committed	
		Distribute flyer / post to social media	
	May???, 2024	final check on all members duties at the event	
		Repost to social media	
	June???, 2024	Event Date	

National Night Out Against Crime			Tuesday, August 6, 2024
✓	Require Completion Date	Description of Task	Alliance Member Assigned
	May???, 2024	Flyer due for event	
	May???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	May???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	June???, 2024	special events permit completed	
	June???, 2024	vendors committed	
		Distribute flyer / post to social media	
	June???, 2024	final check on all members duties at the event	
		Repost to social media	
	Tuesday, August 6, 2024	Event Date	

Sultan Swoosh 3-on-3 Basketball Tournament Date: Saturday, August 17, 2024

✓	Require Completion Date	Description of Task	Alliance Member Assigned
	May???, 2024	Flyer due for event	
	May???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	May???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	June???, 2024	special events permit completed	
	June???, 2024	vendors committed	
		Distribute flyer / post to social media	
	July???, 2024	final check on all members duties at the event	
		Repost to social media	
	August ???, 2024	Event Date	

Homecoming Pep Rally October TBD (Pending School Confirmation)

✓	Require Completion Date	Description of Task	Alliance Member Assigned
	July???, 2024	Flyer due for event	
	July???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	August ???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	August ???, 2024	special events permit completed	
	September???, 2024	vendors committed	
		Distribute flyer / post to social media	
	September???, 2024	final check on all members duties at the event	
		Repost to social media	
	October TBD	Event Date	

Trunk or Treat Thursday, October 31, 2023

✓	Require Completion Date	Description of Task	Alliance Member Assigned
	July???, 2024	Flyer due for event	
	August ???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	August ???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	September???, 2024	special events permit completed	
	September???, 2024	vendors committed	
		Distribute flyer / post to social media	
	October ???, 2024	final check on all members duties at the event	
		Repost to social media	
	Thursday, October 31, 2023	Event Date	

Holiday Tree Lighting and Lighted Parade Saturday, December 7, 2024			
✓	Require Completion Date	Description of Task	Alliance Member Assigned
	September???, 2024	Flyer due for event	
	September???, 2024	Site plan done	
		flyer distribution list	
		determine what vendors are needed for event	
	October ???, 2024	Volunteers and staffing needs assessment	
		list of supplies needed to be ordered	
	October ???, 2024	special events permit completed	
	November ???, 2024	vendors committed	
		Distribute flyer / post to social media	
	November ???, 2024	final check on all members duties at the event	
		Repost to social media	
	December ???, 2024	Event Date	