



# CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan, WA 98294

February 5, 2024 – 5:00 PM

IN PERSON AND REMOTE ATTENDANCE AVAILABLE  
SEE PAGE 2 FOR INSTRUCTIONS ON ATTENDANCE VIA ZOOM

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**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) Welcome New Board Member – Forrest Vicars
- 2) Chair and Co-Chair Assignments for 2024
- 3) Brief Rules of Procedure Review & OPMA and PRA Training for new & returning members
- 4) 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.

### Next Alliance Board Meeting Date Confirmation:

Potential Dates include the following

*(Typically the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 5:00 pm)*

- Monday, February 19
- Monday, March 4
- Monday, March 18

### Adjournment

WRITTEN PUBLIC COMMENT SHOULD BE EMAILED TO THE ALLIANCE BOARD  
EMAIL: [COMMUNITYALLIANCE@CI.SULTAN.WA.US](mailto: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=OU00cXNzdkdkbFpmeC9RS3pWWVRmUT09&omn=83654484005>
    - 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 compute 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](mailto:cityhall@ci.sultan.wa.us) or visit our web site at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)

**SULTAN COMMUNITY ALLIANCE BOARD MEETING MINUTES**  
**January 22, 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 Marshal  
Jyl Stoltenberg (Remote)  
Megan Clark

**STAFF PRESENT**

Ben MacDicken, Public Works Operations Manager  
Tami Pevey, City Clerk

**OTHERS PRESENT OF NOTE**

Dan Chaplik, School Superintendent  
Debbie Copple, Visitor Center Director  
Elizabeth Emmons  
Matt Koehler

**Discussion Items**

**Safe stop Re-Start at Sultan Middel school – Speaker: Elizabeth Emmons**

Ms. Emmons was present on behalf of VOA to announce the restart of the Safe Stop program. The program focuses on providing students in middle school and high school with a safe place to hang out. VOA will take the lead and is in the planning process seeking partnerships with various agencies to include the Community Alliance. Their request was for volunteers when the program re-opened, and their hope was to share the duties across multiple agencies/businesses so no one person was responsible each week. Various aspects of the program and its potential was discussed. Board members confirmed they are supportive of this event and confirmed their interest, but they would need further details from VOA before making any solid decision.

**Matt Koehler (3 on 3 Basketball Organizer)**

The board then shifted the discussion to Volunteer Matt Koehler who organizes and collaborates with the Alliance on the various aspects of the yearly 3 on 3 Basketball Tournament. He confirmed the date of the tournament for 2024 is set for August 17, 2024. He also confirmed he usually starts promoting the event in the spring and would keep in touch with the board about the various planning elements as they progress.

**Shindig Update**

Debbie Copple, Director for the Visitor's Information Center, provided the Alliance board with an update on shindig preparation for 2024, specifically regarding the carnival. Due to a shortened July timeframe, the shindig committee was unable to secure the carnival for the annual shindig weekend held the second weekend of July. The committee was reviewing possible alternative dates to hold the carnival portion of the shindig to include a weekend in late June. Since the committee was aware various other groups hold an end of school year event to include the Alliance Board which holds a summer kick off event in June, it was suggested the various entities could join together to hold a united end of school/summer kick off event and include the carnival aspect into the planning. Discussion ensued and Ms. Copple assured the board she would provide more information as the Shindig committee continued discussions.

Discussion recontinued on this topic amongst the board members later in the meeting and felt it odd to separate the carnival from the shindig event. However, they reviewed the possibility of a carnival during the end of summer kick off in June or the 3 on 3 basketball tournament in August. It was decided further information was needed before a final decision could be made.

### **Board member Application for Forrest Viccars**

The board had a discussion with Mr. Viccars about his interest in the open board member position. He shared his current employment, ties to the community, and interest in serving on the board. The board held off on a decision until later in the meeting. On a motion by Board member Marshall, seconded by Board member Koenig, the board approved Forrest Viccar's request to fill the vacant board member position and forwarded the application to council for final approval. Motion passed unanimously.

### **Event Planning for 2024**

The board then held discussion on the following events:

- 1) Pinewood Derby/Fire Department Open House
  - a. Confirmation to hold this event Sunday, April 28<sup>th</sup>.
  - b. Board member Koenig offered to take the lead and reach out to the fire department to start the discussion and bring details to a future board meeting.
  - c. Discussion on the Boy Scouts providing the derby track again this year and was determined a conversation with that group was required to confirm additional elements.
  - d. Discussion on food and suggested to obtain donations from food vendors for hot dogs and buns and offer it up again this year to Big Dog Food Truck to see if they would be interested in handling food preparation and service again this year.
- 2) Summer Kick
  - a. School end date is currently set for Thursday, June 20<sup>th</sup>.
  - b. Further discussion tabled until the school finalizes their event calendar for the official school ending date.
- 3) National Night Out
  - a. National Event and date set for Tuesday, August 6<sup>th</sup>.
  - b. Further discussion tabled at this time.
- 4) 3 on 3 Basketball Tournament
  - a. Set for Saturday, August 17<sup>th</sup>.
  - b. Discussion on various elements to include fees. Was confirmed would keep fees at the same rate as last year and that promotion of the event was planned to start in April.
- 5) Homecoming Pep Rally
  - a. Date tabled until school finalizes the sports schedule for the 2024-2025 school year.
  - b. Confirmation on the need for better lighting, double the hotdogs, and interest in reaching out to a junkyard to handle all the aspects of the car to be smashed at the event.
- 6) Trunk or Treat
  - a. Set for Thursday, October 31<sup>st</sup>.
  - b. Agreement for better handling of popcorn and suggestion to reach out to Galaxy Theatre for possible donation of premade popcorn.
- 7) Veterans Day
  - a. Confirmation that the event is held Monday, November 11<sup>th</sup> and it was suggested last year that the Alliance Board take over the handling of this event. Discussion of the various elements typically done during the day. The board in full agreement they were willing to take it on, or assist where needed. Staff confirmed they would provide further details at a future meeting.
- 8) Lighted Parade/Tree Lighting.
  - a. Set for Saturday, December 7<sup>th</sup>.
  - b. Discussion on reaching out to local churches to provide cocoa and cookie donations and double the amount was needed for this year's event.
- 9) Duck Race
  - a. Board inquired on this event and staff confirmed a school group had already reached out to the city and was in the process of planning this event.

10) Donkey Basketball

- a. Board member Koenig and Volunteer Koehler expressed interest in bringing this event back to the area. Discussion on who handled it in the past and it was confirmed they would research and bring additional information to a future meeting.

11) Poll to citizens

- a. Was suggested the board put a poll out to the citizens of the community to bring about interest in volunteering at events and obtaining suggestions from the public about events they are interested in possibly seeing brought to the city. Staff confirmation that this would be added as a discussion item to a future meeting.

**Confirmation of Next Meeting Date**

Board confirmed the following upcoming meeting dates:

- Monday, February 5, 2024 @ 5:00 p.m.

**Adjournment**

The board meeting ended at approximately 6:08 p.m.

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Katie Koenig, Chair

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Tami J. Pevey, City Clerk

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

<b>HOLIDAY</b>	<b>DAY OBSERVED</b>
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	



5696 Entiat River Rd, Entiat WA 98822 Email: [info@donkeysports.com](mailto:info@donkeysports.com)

## Game Schedule & Prices

- Home
- We Provide...
- How It Works
- Schedule & Prices
- Where To Start
- Applications

### DONKEY BASKETBALL

	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Washington	X	X	X	X	X	X	X	X
Oregon	X	X	X	X	X	X	X	X
N. Idaho	X	X	X	X	X	X	X	X
S. Idaho					X	X	X	
Montana					X	X	X	
Wyoming						X	X	
Nevada				X	X	X		
Utah				X	X	X		

(Check availability for Northern Nevada & Northern Utah)

### DONKEY BASEBALL

	May	June	July	August
Washington	X	X	X	X
Oregon	X	X	X	X
N. Idaho	X	X	X	X
W. Montana	X	X	X	X

(For Donkey Baseball: Flat fee only - call for the cost to come to your town)



### ADMISSION PRICES

	Advance	Gate
Adult	\$8.00	\$9.00
Student (7-12)	\$6.00	\$7.00
Child (K-6)	\$4.00	\$5.00
(Prices may be raised but not lowered)		

[CLICK HERE TO DOWNLOAD A BLANK APPLICATION FORM.](#)

**NOW SCHEDULING GAMES SEVEN DAYS A WEEK 1-800-497-3012**  
 Office Hours: 7:00am - 10:00pm