



CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan, WA 98294

February 15, 2023 - 5:00 PM

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

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) Updated on Board Vacancy
 - a. Applications being accepted until February 17, 2023
- 2) Schedule of Events for 2023

Next Alliance Board Meeting Date Confirmation:

1. Potential Dates – February 21st, 28th, March 7th, 14th
 - a. Currently set at minimum of the second Tuesday of the month @ 5:00 pm

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

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

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

- At 5:00 p.m. (or shortly before or after) on Tuesday, 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/88162778990?pwd=MU1kMzdIbjJtczFqRnhiMjY0S0Jqdz09>
 - Meeting ID: 881 6277 8990
 - Passcode: 493373
 - 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.

SULTAN COMMUNITY ALLIANCE BOARD WORKSHOP MINUTES
January 24, 2023

Board Chair Koenig called the regular meeting to order at approximately 5:10 p.m. The meeting was scheduled to be held off site at Maria’s Restaurant, however, due to a communication issue the meeting was moved back to the City Hall Community Room. It should be noted that signs were posted at the original location notifying the public of the change in venue. The attendees were in person only as no remote option was offered for this meeting.

Board Chair Koenig called roll and the following were in attendance:

ALLIANCE BOARD MEMBERS PRESENT

Katie Koenig
Jennifer Porter
Brandi Hackmann (Absent)
Raeanna Marshall

STAFF PRESENT

Russell Wiita, Mayor
Nate Morgan, Public Works Director
Ben MacDicken, Field Operations Manager
Tami Pevey, City Clerk

Changes to the Agenda

None Noted

Public Comments

None noted.

Action/Discussion Items

Acknowledge Written Resignation of Board member Kypreos

The board acknowledged the written resignation of Board member Kypreos received on Tuesday, January 17, 2023. Discussion of next steps to include posting the position per city policy and OPMA rules. Chair Koenig introduced potential applicant Candice Blair who was in attendance. Staff confirmed the vacancy would be posted and open until February 17, 2023.

Invitation to Community Awards Event

The Mayor invited the Alliance Board members to the Community Awards dinner set for Friday, February 3, 2023, to be held at the Startup Events Center. He advised them they would be announced as the 2022 volunteer of the year due to their efforts planning and executing events in 2022 and reinvigorating community participation coming out of the pandemic. He praised the board for the hard work they had completed throughout the year to make this happen.

Expectations from Board members and City Staff

As discussion moved to the schedule of events, staff confirmed the need to for event dates to be confirmed as soon as possible as this helped staff plan the work schedule necessary for the events’ success. They stressed that if event dates are confirmed staff can work on a checklist and assign dates when various tasks need to be done by and it would help all in the planning and preparation process. In addition, they felt a majority of the event elements could be confirmed well in advance, so that in the later half of the year it would ease some of the pressure when board and staff are closing in on the day of the event since many of them are back to back. This would also allow board members to reach out to potential vendors, volunteers, and citizens earlier to assure adequate participation when the event occurs.

Schedule of Events for 2023

The schedule of events was discussed in an effort to determine dates and set a work schedule for the year to ensure key elements of preparation would not be overlooked. Conversation focused on the need for the city to notify various entities handled by various groups in advance and coordinate work schedules and other dynamics of the events. City staff confirmed they were focusing on creating a master event list to include Alliance, Chamber, VOA, and other groups. The following were determined:

SULTAN COMMUNITY ALLIANCE BOARD WORKSHOP MINUTES

January 24, 2023 Continued

- Summer Kick off to be held the last day of school.
 - Currently showing on school calendar as Friday, June 16, 2023. Board in agreement this would be a moving target and communication with the school would be needed to confirm the date and elements involved.
- National Night Out Against Crime
 - Set for Tuesday, August 1, 2023. Confirmation since this is a national event and that the board would continue to hold this event on the day the national venue determines.
- Sultan Swoosh 3-on-3 Basketball Tournament
 - Tentatively set for Saturday, August 5, 2023. Discussion focused on potentially moving the date to allow more time between this event and NNO. Various dates considered and a quick phone call to the main volunteer coordinator Matt Koehler confirmed the tentative date due to other area basketball tournaments. Additional conversations were needed before this date would be considered official.
- Homecoming Pep Rally
 - Unable to confirm date at this time but confirmed typically falls the second week of October. Discussion centered around logistical elements and board confirmed communication and coordination with the school was crucial to the continued success of this event. Discussion on the key players that would need to be contacted to include the school superintendence, high school principal, as well as various teachers and booster club coordinators. This date could not be determined at this time, but it was decided the Mayor would reach out to the School to coordinate a date that school representatives could attend a future Alliance Board meeting.
- Trunk or Treat
 - Board confirmed this would be held on the day of the holiday set for Tuesday, October 31, 2023.
- Holiday Tree Lighting and Lighted Parade
 - Board confirmed they would hold this event Saturday, December 2, 2023. Discussion confirmed the Chambers' Ho-Ho-Holiday fest was set for this weekend as well and many in agreement that the two events work well together and draw the biggest crowd. Brief discussion on the issues encountered in December and confirmation that further discussion was needed moving forward.

Additional events - Board discussed other potential opportunities to get the word out about the alliance board mission and events to include potential coordination with the Fire Department on an annual spring open house.

Food – vendor and food options at events discussed and was suggested board could have a vendor handle all elements of food, and provide the respective “free” food they offered for vendor to handle (i.e., hot dogs, hot cocoa, etc....) It was suggested as it was noted many behind the scenes struggles at events were centered around food and the logistics involved. Discussion with no definitive decisions made at this time.

Budget Review

Mayor Wiita reviewed the budget with the board members that had been prepared by Finance Director Erdman as follows:

2022: The board started the year with \$2500, but a budget amendment increased that amount to \$8000, they also received a grant of \$1500 each year, and were able to raise additional revenues and donations totaling \$3,960 for a grand total of \$13,460. Their expenses for 2022 totaled \$6,722 allowing the board to have an ending fund balance of \$7,082.

SULTAN COMMUNITY ALLIANCE BOARD WORKSHOP MINUTES

January 24, 2023 Continued

2023: In 2023 the grant for \$1500 was moved to the Volunteers of America (VOA) as they were reinvigorating the teen safe stop program, and the grant was originally obtained for this purpose. Due to the this, the board budget for 2023 was increased to \$10,000.

Mayor Wiita encouraged the board to spend the coffers budgeted to them and advised them that the remaining balance from last year would be held for one-time expenses that the board could request in addition to the yearly budgeted amount.

Discussion shifted to potential purchases to include holiday photo op items for the holiday festival, an additional popcorn machine, banners for events, replacement/repair of tents and canopies, shade covers for summer events, tent and backdrop for sleigh at holiday event. Other items suggested and board to continue the discussion at future meetings.

Review Rules of Procedure

City Clerk Pevey reviewed the rules of procedure with the board focusing on the current mission which currently states, *"To build and promote a safe, clean, and healthy community through family-oriented events and volunteer-driven cleanup efforts."*

Clerk Pevey pointed out that the original formation of the board centered around park clean-up activities as well as events. Over the years the board had moved to focusing solely on events. Discussion on whether the board wanted to consider to once again be involved in continued clean up type efforts in and among the city. The other option was to update their mission to reflect their current focus.

Mayor Wiita and Public Works Director Morgan explained the various clean up type events such as the spring clean-up, adopt a street, main street planter baskets, and other volunteer elements the city was currently working through. Board members expressed interest in further possibilities that would be one-time low commitment options and requested more information from staff before making a decision.

Board discussion focused on how they could increase volunteerism at events to include a flyer and sign-up sheet during events, as well as attendance at other events to promote the board.

Final wrap up

Logo – Board expressed an interest in updating their board logo as they felt it was outdated and needed a makeover. Staff confirmed they would research and bring back ideas for the board to consider.

Communication – board members requested a calendar invitation be sent along with the packet information.

Confirmation of Next Meeting Date

Board confirmed their next meeting dates as follows:

- Tuesday, February 7, 2023, at 5:00 p.m.

Adjournment

The board meeting adjourned at approximately 6:55 p.m.

Katie Koenig, Chair

Tami J. Pevey, City Clerk

SULTAN COMMUNITY ALLIANCE BOARD MEETING MINUTES
February 7, 2023

At approximately 4:45 pm City Clerk Pevey received a phone call from Board Chair Koenig advising the clerk that the board had a situation due to lack of quorum.

Board members Porter and Hackmann could not be in attendance for tonight's meeting. Due to the board with a vacant position, only two members remaining constituted a lack of quorum. It was decided at that time to cancel the meeting.

City Clerk Pevey and Public Works Director Morgan posted signs on front door, back door, and council chamber doors announcing the meeting cancellation. Clerk Pevey updated the city website in both calendar and agenda locations to state cancelled due to lack of quorum and pushed those notices out via website notification center.

Clerk Pevey started the Zoom meeting shortly before 5:00 p.m. and left the meeting open for approximately 10 minutes. No citizens noted in attendance.

Katie Koenig, Chair

Tami J. Pevey, City Clerk