



**CITY OF SULTAN**  
**COMMUNITY ALLIANCE BOARD MEETING**  
319 Main Street, Sultan, WA 98294

**March 1, 2023 - 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) Schedule of Events for 2023 to include but not limited to:
  - a. Flyer prep for upcoming events.
  - b. Joint event with Fire Department to include pine derby race
  - c. Summer Kick Off
- 2) Upcoming Joint meeting with the School

**Next Alliance Board Meeting Date Confirmation:**

**Potential Dates**

1. March 6, 2023 @ 5:30 PM - Joint meeting with school
2. Other dates board wishes to meet thru end of March/April and beyond.
  - a. Potential Wednesday dates:
    - i. March 8, 15, 22, 29
    - ii. April 5, 12, 19, 26

**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 5:00 p.m. (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/82824929421?pwd=TjRwdERvQkI3RHRlZ2VUSzFSQUppUT09>
    - Meeting ID: 828 2492 9421
    - Passcode: 478160
  - 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 WORKSHOP MINUTES**  
**February 21, 2023**

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

**ALLIANCE BOARD MEMBERS PRESENT**

Katie Koenig  
Jennifer Porter (Joined during 2<sup>nd</sup> interview)  
Brandi Hackmann  
Raeanna Marshall

**STAFF PRESENT**

Tami Pevey, City Clerk  
Julie Gratteau, Administrative Assistant

**Changes to the Agenda**

None Noted

**Public Comments**

None noted.

**Action/Discussion Items**

**Applicant Interviews**

City Clerk Pevey explained the interview process. Two applicants were noted present: Kyla Alcorn & Stephanie Johnson. The board proceeded to interview each applicant separately, with the other applicant waiting in the lobby. They asked each applicant the same eight questions.

**Executive Session**

Upon completion of the interview process the board stepped into executive session per RCW 42.30.110(1)(h) at approximately 5:18 p.m. for five minutes. Executive session ended at approximately 5:22 p.m.

**Applicant Decision**

On a motion by Board member Hackmann, seconded by Board member Marshall, to appoint Stephanie Johnson to the vacant position; Motion passed 4-0.

**Schedule of Events for 2023**

**New Event: Fire Department Open House w/Soapbox Derby**

Board discussed various elements to include possible dates. It was noted that the boy scouts were due to hold a pinewood derby rally at the Evergreen Fairgrounds on April 15, 2023. After continued discussion the following elements were determined:

- Race & Open House to be held at Fire Department
- Kits purchased and free to participants; no modifications to kit allowed, but decorations encouraged.
- Board member Koenig and Board member Porter to work to obtain materials to build the track.
- Date and other elements to include food were tabled under further discussion with the fire department.

On a motion by Board member Koenig, seconded by Board member Marshall, to authorize city staff to purchase 100 derby car kits. Motion passed 4-0.

**Shop with a Cop**

Chief Hess was in attendance and discussion focused on collecting donations. Staff to research union participation. On a motion by Board member Porter, seconded by Board member Hackmann, for staff to purchase two acrylic donation boxes that have a place to showcase a flyer. Motion passed 4-0.

### **Girls Highschool Basketball state sendoff**

In an effort to rally support for school spirit Board member Porter confirmed the high school girls' basketball team was leaving for state competition Saturday to be held in Yakima. Requested board members be in attendance on Saturday, February 25, 2023, at noon cheer them on as they leave for competition. Board members in agreement they would gather and discussion focused on materials for posters and a gift. Determined a balloon and custom cookie or goodie bag of chocolate would be given to each team member and coach. Board member Porter to obtain the items and submit reimbursement to the city for the event.

### **Summer Kick Off**

Discussion on various elements to include a new source of supplies, Denise. Board member Koenig and Board member Porter to reach out to various contacts and bring information to a future meeting. Decision on final elements to be produce a flyer tabled until the March 6<sup>th</sup> joint meeting with the school district.

### **Confirmation of Next Meeting Date**

Board confirmed their next meeting dates as follows:

- Wednesday March 1, 2023, at 5:00 p.m.
- Monday, March 6, 2023, at 5:30 p.m.
  - Joint meeting with School representatives.

### **Adjournment**

The board meeting ended at approximately 6:21 p.m.

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Katie Koenig, Chair

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Tami J. Pevey, City Clerk

Summer Kick Friday, June 16, 2023		
Require Completion Date	Discription of Task	Aliance Member Assigned
Tuesday, March 14, 2023	Flyer due for event	
Tuesday, March 28, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, April 10, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, April 24, 2023	specal events permit completed	
Tuesday, May 16, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday May 30, 2023	final check on all members duties at the event	
	Repost to to social media	
Friday June 16, 2023	Event Date	

National Night Out Against Crime Tuesday, August 1, 2023		
Require Completion Date	Discription of Task	Aliance Member Assigned
Tuesday, May 2, 2023	Flyer due for event	
Tuesday, May 16, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, May 30, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, June 13, 2023	specal events permit completed	
Tuesday, June 27, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday, July 11, 2023	final check on all members duties at the event	
	Repost to to social media	
Wednesday, August 2, 2023	Event Date	

Sultan Swoosh 3-on-3 Basketball Tournament Saturday, August 5, 2023		
Require Completion Date	Discription of Task	Aliance Member Assigned
Tuesday, May 2, 2023	Flyer due for event	
Tuesday, May 16, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, May 30, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, June 13, 2023	specal events permit completed	
Tuesday, June 27, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday, July 11, 2023	final check on all members duties at the event	
	Repost to to social media	
Saturday, August 5, 2023	Event Date	

Homecoming Pep Rally      October TBD		
Require Completion Date	Discription of Task	Aliance Member Assigned
✓ Tuesday, July 11, 2023	Flyer due for event	
Tuesday, July 25, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, August 8, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, August 22, 2023	specal events permit completed	
Tuesday, September 5, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday, September 19, 2023	final check on all members duties at the event	
	Repost to to social media	
October TBD	Event Date	

Trunk or Treat      Tuesday, October 31, 2023		
Require Completion Date	Discription of Task	Aliance Member Assigned
✓ Tuesday, July 25, 2023	Flyer due for event	
Tuesday, August 8, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, August 22, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, September 5, 2023	specal events permit completed	
Tuesday, September 19, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday, October 3, 2023	final check on all members duties at the event	
	Repost to to social media	
Tuesday, October 31, 2023	Event Date	

Holiday Tree Lighting and Lighted Parade      Saturday, December 2, 2023.		
Require Completion Date	Discription of Task	Aliance Member Assigned
✓ Tuesday, September 5, 2023	Flyer due for event	
Tuesday, September 19, 2023	Site plan done	
	flyer distribution list	
	determine what venders are needed for event	
Tuesday, October 10, 2023	Volentees and staffing needs assesment	
	list of supplys needed to be ordered	
Tuesday, October 24, 2023	specal events permit completed	
Tuesday, November 7, 2023	vendors committed	
	Distribut flyer / post to social media	
Tuesday, November 21, 2023	final check on all members duties at the event	
	Repost to to social media	
Saturday, December 2, 2023	Event Date	