



CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan WA 98294

April 12, 2022 - 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

Approval of Minutes

- 1) Minutes of March 8, 2022 Meeting

Action/Discussion Items

- 1) Discussion with Chamber of Commerce
 - a. Debbie Copple, Executive Director
 - b. Guests Melody Dazey, Economic Development and Tourism Manager
- 2) Events for 2022 (To include, but not limited to the following)
 - a. Recap of Meeting with SYB regarding 3 on 3 event
 - b. Discussion on dates and budget for each planned event

Summary of Meeting Results and Actions for Next Meeting

- 1) Confirmation of next meeting date

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 RETREAT AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:

1. 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 Computer:
- <https://us02web.zoom.us/j/89347077042?pwd=a3RMZkYxaGpZM1h5T2JQbHlnNjR4UT09>
- Phone #: (253) 215-8782
- Meeting ID: 893 4707 7042
- Passcode: 550407
- 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

2. 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.
3. Please begin your comments by stating your name, city of residence, and any organization represented.
4. 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

Events

2022 Events

- Summer Kick Off - last day of school
 - National Night Out Against Crime - First Tuesday of August (August 2, 2022)
 - Sultan Swoosh 3-on-3 Basketball Tournament - August
 - Homecoming Pep Rally/Bonfire - October
 - Trunk or Treat - October 31st
 - Tree Lighting and Lighted Parade - December
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-

From: [Melody Dazey](#)
To: [Tami Pevey](#); [Debbie Copple](#)
Cc: [Andy Galuska](#); [Nate Morgan](#); [Will Ibershof](#)
Subject: RE: Alliance Discussion follow-up
Date: Tuesday, March 29, 2022 2:16:51 PM
Attachments: [Event Project Proposal Form.docx](#)
[Event Project Plan.xlsx](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Tami,

Thank you again for taking the time to meet with us.

I am happy to be able to support or just be a sounding board. The Sultan community events are so important to keep us connected.

Attached is a Sheet I used in previous planning/boards along with the Event Project Plan-excel sheet. I hope it gives the Board something to work from – or at least create a system that works for them long term and from team to team

The hope is generating a central document so moving forward they don't have to reinvent the event every time.

The Project Proposal Sheet breaks down the Resources and needs to the Board can evaluate the costs/viability of an event and decide to move forward on it-table or decide to not do it- it really helps bring any new events online and build an understanding from the start the needs/finances involved and what elements have been adopted into the plan. It is not set in stone but helps build consensus on the basics.

Event Project Plan Is a living Action Item sheet- I created drop downs and some items to consider for the events (Not all of them may be needed for every event) and the list in Column C is in rough timeline flow.

All the best,

Melody Dazey

Economic Development and Tourism Manager

Sky Valley Chamber of Commerce

melody.dazey@skyvalleyvic.net

From: Tami Pevey <tami.pevey@ci.sultan.wa.us>

Sent: Tuesday, March 29, 2022 10:03 AM

To: Debbie Copple <debbie@skyvalleyvic.net>; Melody Dazey <melody.dazey@skyvalleyvic.net>

Cc: Andy Galuska <andy.galuska@ci.sultan.wa.us>; Nate Morgan <nate.morgan@ci.sultan.wa.us>; Will Ibershof <will.ibershof@ci.sultan.wa.us>

Subject: Alliance Discussion follow-up

Melody/Debbie –

Thank you for taking the time to meet with me today about the Alliance Board.
Your input was valuable in assisting me to guide the Alliance to ensure their success.

As a follow-up, the current board members are as follows:

Katie Koenig – Board Chair
Jennifer Porter – Co Chair
Brandi Hackman
Kelsi Kypreos
Ken Marshall

In addition, the events they have confirmed are as follows:

- Summer Kick Off - last day of school (per school calendar June 16th, unless School Weather Make up days reserved for 17-22)
- National Night Out Against Crime - First Tuesday of August (August 2, 2022)
- Sultan Swoosh 3-on-3 Basketball Tournament - August
- Homecoming Pep Rally/Bonfire - October
- Trunk or Treat - October 31st
- Tree Lighting and Lighted Parade – December

Their next board meeting is set for Tuesday, April 12th at 5:00 p.m. I will be working to finalize their agenda over the next week and will have it ready and posted no later than April 8th.

I will include time in their meeting for you if you can make it. It is a fairly open forum meeting and I'm sure your input will be appreciated.

As I stated they are working to reinvigorate communications amongst themselves and other entities to work more cohesively moving forward.

I look forward to incorporating the project sheet for events that we discussed to track and provide the board with the needed support from staff.

Again, thank you!

Sincerely,

Tami Pevey

City Clerk

City of Sultan

319 Main Street, PO Box 1199, Sultan, WA 98294

Phone: 360.793.1811

Fax: 360.793.3344

Email: tami.pevey@ci.sultan.wa.us

<https://ci.sultan.wa.us/>

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Event/Project Proposal Work Sheet

Project/Event Name: _____

Purpose/Goal:

Event Date:

Event Time:

Event Location:

Staging Location:

Event Elements:

example (Vendors, Food Trucks, live music, parade)

Resources:

People:

Planning

Board Representative:

Committee Chairs:

Running

Volunteer Needs

- Traffic
- Information
- Setup
- Tear Down
- Trash
- Signage
- Parking
- Office/Backend

Materials/Equipment:

Qty	Description	Source	Cost	Extended Cost

Total	
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Project Initial Action Meeting Date:

Approved

File for Next Season

Declined

Action Items
Establish Budget
Establish Dates
Establish Board Leads By Event
Save the Date List
Standard Form - Vendor/Community/Partner
Standard Form - Parade Participant
Standard Form/Information - Volunteer
Standard Form - Participant
Poster Development
Order Signage
Order Promotional Items (Tshirts etc)
Insurance
Event Application
Snohomish Health Permit
Route Map
Event Map
Sub Committees Formed
Volunteer Needs/Map
Donation/Ask Letters Out
Event Partner Ask/Letters
Volunteer Ask/Letters
Rent/Order Equipment
Standard Forms Available
Social Media Calendar Event
Social Media Post Share 1
Social Media Post Share 2
Social Media Post Share 3
Donation/Followup
Event Partner Followup
Volunteer Followup
Rent/Order Equipment- Confirm
Sub Committee- Thank you
Donation/Thank you
Event Partner Thank you
Volunteer Thank you
Event Debrief/Notes
Set Next Year Basic Event Plan
Set Next Year Event Date
Make Save the Date Poster for Next Year

From: [Will Ibershof](#)
To: [Tami Pevey](#); [Nate Morgan](#)
Subject: Bikes for Easter and National Night Out
Date: Monday, March 21, 2022 10:41:40 AM
Attachments: [image001.jpg](#)

Nate and Tami,

I spoke to Sgt Davis from the prison. He is the point person for the bikes. He has 15 bikes set aside and just wants to know when he should drop them off. His number is 425-512-4187.

Will Ibershof
City Administrator
City of Sultan
319 Main Street
Sultan, WA 98294
Phone# 360-793-1149
Cell# 360-913-0196
Email: will.ivershof@ci.sultan.wa.us



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