



# CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan, WA 98294

**April 17, 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**

### **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) 4/3/2023 Meeting Minutes
- 2) Schedule of Events for 2023  
(Discussion of these and other topics at the discretion of the board)
  - a. April 30, 2023- Fire Department Open House/Pine Derby Race
  - b. Summer Kick Off
  - c. 3 on 3 Basketball Tournament
  - d. National Night Out
  - e. Homecoming Parade & Pep Rally
  - f. Trunk or Treat
  - g. Lighted Parade & Tree Lighting
  - h. Other Events at the discretion of the board.
- 3) New Logo Update
- 4) Other Discussion Items at the discretion of the Board.

#### **Next Alliance Board Meeting Date Confirmation:**

*1<sup>st</sup> & 3<sup>rd</sup> Mondays of the Month*

- May 1<sup>st</sup>; May 15<sup>th</sup>, June 5<sup>th</sup>, June 19<sup>th</sup>

#### **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/84619446914?pwd=ZURES2F6MFpOb0U3ZGc2ZTBQY1V6Zz09>
    - Meeting ID: 846 1944 6914
    - Passcode: 447729
    - 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**  
**April 3, 2023**

Board Chair Koenig called the regular meeting to order at approximately 5:02 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  
Brandi Hackmann (Absent)  
Raeanna Marshal  
Stephanie Johnson

**STAFF PRESENT**

Ben MacDicken, Operations Manager  
Chief Hess, Goldbar  
Jim Fulcher, Deputy Chief, Administration, Fire Dist. 5  
Tami Pevey, City Clerk

**Discussion Items**

**Fire Department Open House/Pinewood Derby**

Clerk Pevey explained the order for derby kits had arrived, however, instead of trucks the order contained 94 car kits and one 6 pack of trucks. Due to the no modification's rules, Pevey suggested that the board not utilize the trucks and stated the city wellness committee would reimburse the alliance for the purchase. The board is in agreement with this change. Confirmed the kits would be distributed to the pickup locations as soon as possible along with flyers for the event.

Board Chair Koenig updated the members on her conversation with Fire Chief Johnson and confirmed the area being utilized for the derby race had adequate power and extension cords in that area needed for the racetrack. Citizen Kerr who was donating the use of the racetrack would deliver the track to the location and be on site to assist with setup and running the race. Confirmed that Board member Porter had a portable light that she would bring to help illuminate the bottom of the track.

Koenig also stated she had reached out to McDonalds regarding donation of prizes but was unable to discuss this with someone as of this date. She confirmed she would continue to attempt contact. The board confirmed if McDonalds agreed, they were interested in obtaining 15 gift cards to give as prizes.

Board member Marshal confirmed she was still in the process of obtaining food costs and will bring that information to a future meeting. Marshall did confirm her family food truck was already committed to another location; therefore, Big Dog's food truck would be on site to handle the food prep and delivery to citizens. Deputy Chief Fulcher requested an area be set up outside for attendees to eat. The board confirmed canopies would be brought for this area to ensure protection if weather conditions didn't cooperate. Public Works confirmed water had already been purchased and was ready for the event.

**Summer Kick Off**

Board member Hackmann was contacted via phone to update the board regarding the status of inflatable devices. The board confirmed they thought two inflatables would be adequate and requested she reach out to the vendor to obtain a quote.

Board member Koenig asked Deputy Chief Fulcher if the Fire Department could be on hand at the event again this year to provide a sprinkler water play for the children as that was a big hit at last year's event. Fulcher confirmed he would verify with Chief Johnson but felt confident in confirming their involvement.

The board inquired if staff had purchased bubble machines for the event, and Clerk Pevey stated she would check with the purchasing department and reach out to Chair Koenig if they had any questions.

## **SULTAN COMMUNITY ALLIANCE BOARD MEETING MINUTES – 4/3/2023 (Continued)**

Board member Porter confirmed the flyer was ready to go for the event and would send it to staff for distribution as well as send it to the school to be distributed through their communication channels.

Goldbar Chief Hess confirmed that Deputy Lynch would be in attendance at the event and would check with the K-9 unit to see if they could also be in attendance.

The Board authorized staff to send out a request for vendors.

### **Cleanup Event**

Chair Koenig expressed her interest in the board considering a clean up type event and requested staff provide suggestions of opportunities at a future board meeting.

### **3on3 Basketball Tournament**

Discussion on fees to be charged for this event. Clerk Pevey confirmed the board had raised their fees last year to cover costs. A review of the budget at 2022-year end confirmed the current fees were adequate to cover costs and bring in additional money for other events. On a motion by Board member Koenig, seconded by Board member Marshall, the fees for the 3 on 3 Basketball Tournament were to remain at the same amount for 2023; motion passed unanimously.

The board instructed city staff to review the basketball hoops to see if any maintenance was required and to report back to the board with any costs associated with necessary repairs.

The board discussed their involvement with this event and confirmed they relied heavily on Sultan Youth Basketball to run a majority of the elements. Therefore, Board member Porter stated she would reach out to Matt Koehler to confirm their commitment remained the same as last year before proceeding with this event. All board members are in agreement with this decision.

### **Homecoming Parade & Rally**

Board member Marshall confirmed Lee Johnson dealership would be willing to provide cars and confirmed how many were needed. Board in agreement four cars, one for each of the four grades royalty, would be adequate. Board member Marshall stated she would confirm the elements and provide an update to the board at a future meeting.

### **Budget Update**

Clerk Pevey provided the board with a budget update. She confirmed to date the board had only spent approximately \$812.84 of their \$10,500 budget. Discussion shifted to donation boxes being focused on the shop with a cop event during the winter holiday and board member Porter agreed to create a flyer to be placed at the top of the new donation boxes.

### **Logo Update**

Board member Johnson confirmed her spouse was willing to create a new logo and stated she would present the ideas at a future meeting.

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

1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 5:00 p.m. with upcoming dates as follows: April 17<sup>th</sup>, May 1<sup>st</sup>, and May 15<sup>th</sup>.

**SULTAN COMMUNITY ALLIANCE BOARD MEETING MINUTES – 4/3/2023 (Continued)**

**Adjournment**

The board meeting ended at approximately 5:36 p.m.

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Katie Koenig, Chair

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Tami J. Pevey, City Clerk

DRAFT

Summer Kick      Friday, June 16, 2023

| ✓ Required Completion Date | Description of Task                            | Alliance Member Assigned |
|----------------------------|--|--------------------------|
| Tuesday, March 14, 2023    | Flyer due for event                            |                          |
| Tuesday, March 28, 2023    | Site plan done                                 |                          |
|                            | Flyer distribution list                        |                          |
|                            | Determine what vendors are needed for event    |                          |
| Tuesday, April 10, 2023    | Volunteers and staffing needs assessment       |                          |
|                            | List of supplies needed to be ordered          |                          |
| Tuesday, April 24, 2023    | Special events permit completed                |                          |
| Tuesday, May 16, 2023      | Vendors committed                              |                          |
|                            | Distribute 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

| ✓ Required Completion Date | Description of Task                            | Alliance Member Assigned |
|----------------------------|--|--------------------------|
| Tuesday, May 2, 2023       | Flyer due for event                            |                          |
| Tuesday, May 16, 2023      | Site plan done                                 |                          |
|                            | Flyer distribution list                        |                          |
|                            | Determine what vendors are needed for event    |                          |
| Tuesday, May 30, 2023      | Volunteers and staffing needs assessment       |                          |
|                            | List of supplies needed to be ordered          |                          |
| Tuesday, June 13, 2023     | Special events permit completed                |                          |
| Tuesday, June 27, 2023     | Vendors committed                              |                          |
|                            | Distribute 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

| ✓ Required Completion Date | Description of Task                            | Alliance Member Assigned |
|----------------------------|--|--------------------------|
| Tuesday, May 2, 2023       | Flyer due for event                            |                          |
| Tuesday, May 16, 2023      | Site plan done                                 |                          |
|                            | Flyer distribution list                        |                          |
|                            | Determine what vendors are needed for event    |                          |
| Tuesday, May 30, 2023      | Volunteers and staffing needs assessment       |                          |
|                            | List of supplies needed to be ordered          |                          |
| Tuesday, June 13, 2023     | Special events permit completed                |                          |
| Tuesday, June 27, 2023     | Vendors committed                              |                          |
|                            | Distribute 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 |                                 |  |                                 |
| <input checked="" type="checkbox"/>   | <b>Required Completion Date</b> | <b>Description of Task</b>                     | <b>Alliance Member Assigned</b> |
|                                       | Tuesday, July 11, 2023          | Flyer due for event                            |                                 |
|                                       | Tuesday, July 25, 2023          | Site plan done                                 |                                 |
|                                       |                                 | Flyer distribution list                        |                                 |
|                                       |                                 | Determine what vendors are needed for event    |                                 |
|                                       | Tuesday, August 8, 2023         | Volunteers and staffing needs assessment       |                                 |
|                                       |                                 | List of supplies needed to be ordered          |                                 |
|                                       | Tuesday, August 22, 2023        | Special events permit completed                |                                 |
|                                       | Tuesday, September 5, 2023      | Vendors committed                              |                                 |
|                                       |                                 | Distribute 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 |                                 |  |                                 |
| <input checked="" type="checkbox"/>           | <b>Required Completion Date</b> | <b>Description of Task</b>                     | <b>Alliance Member Assigned</b> |
|   | Tuesday, July 25, 2023          | Flyer due for event                            |                                 |
|   | Tuesday, August 8, 2023         | Site plan done                                 |                                 |
|   |                                 | Flyer distribution list                        |                                 |
|   |                                 | Determine what vendors are needed for event    |                                 |
|   | Tuesday, August 22, 2023        | Volunteers and staffing needs assessment       |                                 |
|   |                                 | List of supplies needed to be ordered          |                                 |
|   | Tuesday, September 5, 2023      | Special events permit completed                |                                 |
|   | Tuesday, September 19, 2023     | Vendors committed                              |                                 |
|   |                                 | Distribute 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. |                             |  |                          |
|--|-----------------------------|--|--------------------------|
| ✓  | Required Completion Date    | Description of Task                            | Alliance Member Assigned |
|  | Tuesday, September 5, 2023  | Flyer due for event                            |                          |
|  | Tuesday, September 19, 2023 | Site plan done                                 |                          |
|  |                             | Flyer distribution list                        |                          |
|  |                             | Determine what vendors are needed for event    |                          |
|  | Tuesday, October 10, 2023   | Volunteers and staffing needs assessment       |                          |
|  |                             | List of supplies needed to be ordered          |                          |
|  | Tuesday, October 24, 2023   | Special events permit completed                |                          |
|  | Tuesday, November 7, 2023   | Vendors committed                              |                          |
|  |                             | Distribute 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                                     |                          |