



CITY OF SULTAN COMMUNITY ALLIANCE BOARD MEETING

319 Main Street, Sultan WA 98294

November 9, 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

Action/Discussion Items

- 1) Events for 2022 (To include, but not limited to the following)
 - i. Trunk or Treat – October 31, 2022
 1. Post event discussion
 - ii. Lighted Parade & Tree Lighting –December 10, 2022
 1. Planning and décor discussion

Next Alliance Board Meeting Date Confirmation:

- 1) Potential Next Meeting Dates:
 - a. November 15, 22, 29; December 6

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 MEETING AND INSTRUCTIONS ON PROVIDING REMOTE ORAL PUBLIC COMMENT:

- At 5:00 p.m. (or shortly before or after) on Wednesday, 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/83951852874?pwd=WVdlbkxRVGRQbCt2MFBPS3p3SE5kZz09>
 - Meeting ID: 839 5185 2874
 - Passcode: 001648
 - 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 or visit our web site at www.ci.sultan.wa.us

Project/Event Name: HOLIDAY LIGHTED PARADE/TREE LIGHTING

Purpose/Goal: Community Holiday Spirit

Event Date: Saturday, December 10, 2022

Event Time: 5:00 pm staging, 5:30 parade release, 6:00 pm Tree Lighting

Event Location: SHS for parade kick off/1st & Main Street for Tree Lighting

Event Elements:

Need better coordination & timing regarding parking, arrival of Santa

Goodie bags for Santa ordered

Santa in prep phases and confirmed, Fire Department Confirmed will chauffeur his

board confirmed New Tree from Snohomish Big Tree to cost no more than \$1715.21

Board confirmed max of \$1000 to be spent on xmas lights/décor

Board confirmed max of \$500 to be spent on cookies, cocoa, envelopes, paper

mailbox donation for letters to Santa

Photo booth confirmation for pics

SULTAN COMMUNITY ALLIANCE BOARD MINUTES

November 2, 2022

Board Chair Koenig called the regular meeting to order at approximately 2:00 p.m. The meeting was held off-site at River Park Pavillion and attendees were in person. Board Chair Koenig called roll and the following were in attendance:

ALLIANCE BOARD MEMBERS PRESENT

Katie Koenig
Jennifer Porter
Brandi Hackmann (Absent)
Kelsie Kypreos (Absent)
Raeanna Marshall

STAFF PRESENT

Nate Morgan, Public Works Director
Ken Marshall, Building Official
Tami Pevey, City Clerk

Changes to the Agenda

None Noted

Public Comments

None noted.

Action/Discussion Items

Trunk or Treat

Quick recap on Trunk or Treat. All felt the event went well and the following items were noted to address at next years event:

- A bag or so of leftover candy will be used during the lighted parade.
- Suggested 5:30 – 7:00 pm for next year's event.
- Question on how to obtain accurate count of attendance.
- Popcorn prep in advance of event crucial
- City and Alliance to combine into one booth and spread out volunteer efforts
- Food truck would be a welcome addition
- Greeters/Traffic Control at each entrance to the event
- Leave opening for mail truck to move through the area at 5:00 pm as will need access to the backside of the post office.
- Contact Community Transit prior to the event to advise them of the closure so they can readjust the route and notify bus riders during the event.

Holiday Tree Lighting

Board met in the park to discuss tree, decorations, and potential layout for the event. The following was determined:

- The current tree will remain in its location and the new tree will be located closer to the pavilion. A spot was marked on the ground for the new tree's location.
- Public Works Director Morgan and Building Official Marshall will create a diagram of the park and the various elements of decoration discussed and will bring this to the next board meeting for review and confirmation by all board members. These elements will include decorations in storage that the city currently has.
- Board member Porter agreed to reach out to Pine Creek Nursery to see if they would be willing to donate a wreath for the peak of the pavilion.
- Board member Koenig agreed to reach out to the Fire Department regarding managing the bonfire and Public Works will provide the fire ring and firewood for the event.
- Confirmation that two decorated mailboxes will be on site for letters to Santa.
- Clerk Pevey and Board member Marshall will bring quotes/ideas for Santa backdrop to a future meeting.

Confirmation of Next Meeting Date

Board confirmed their next meeting dates as follows:

- Wednesday, November 8th @ 5:00 pm.

Adjournment

The board meeting adjourned at approximately 2:45 p.m.

Katie Koenig, Chair

Tami J. Pevey, City Clerk