

**CITY OF LAKE STEVENS
VETERANS COMMISSION SPECIAL MEETING MINUTES**

Monday, October 7, 2019
Lake Stevens Fire Station 82 Conference Room
9811 Chapel Hill Road, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Vice Chair Samara Heydon

COMMISSIONERS PRESENT: Gayle McCurdy, Kim Daughtry, Samara Heydon, Kevin McLarnon, Vern Rasmussen, Karen Boe, Dennis Ives, Karmin Pincus

COMMISSIONERS ABSENT: Shawn Frederick, Kurt Hilt, Marcus Tageant

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk,

OTHERS PRESENT:

Call to Order: Vice Chair Heydon called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Vice Chair Heydon led the Pledge of Allegiance.

Roll Call: Moved by Commissioner McCurdy, seconded by Commissioner Boe, to excuse Commissioners Frederick, Hilt and Tageant from the meeting. On vote the motion carried (8-0-0-3).

Public Comment: None.

Commissioner Ives arrived at 7:02 p.m.

Approval of Minutes: Moved by Commissioner Daughtry, seconded by Commissioner McCurdy, to approve the September 9, 2019 Special Meeting minutes. On vote the motion carried (8-0-0-3).

Discussion/Action Items:

Events:

- **Chamber of Commerce Business Expo:** Commissioner Daughtry said the Business Expo went well but was not well attended. After debriefing the event the Chamber believes there are three contributing factors: (1) it was moved from spring to fall, (2) not enough advertising and (3) there were other competing events. Commissioner Daughtry added the Chamber is trying to create a master calendar of events within the city. He noted that four additional people signed up to receive the newsletter. Discussion ensued as to the different roles of the Veterans Foundation and Commission and how events can be combined.
- **Lake Stevens Harvest Festival:** Commissioner Daughtry said the commission will have a booth at the Harvest Festival. There was discussion as to how the booth will be set up, with setup beginning at 4:00 p.m. in anticipation of a 5:00 p.m. start for the festival. Commissioners McLarnon and McCurdy said they may be available to assist at the booth.

Commissioner Pincus will price candy and Commissioner Heydon will provide a Monster Board Bean Bag toss, with Commissioner Daughtry providing other games. There was discussion regarding reimbursement for costs, and Clerk Pugh said if the receipts are provided to her, she will process the check requests for reimbursement.

- **Veterans Day Event:** Commissioner Heydon commented the run event is a bigger project than first anticipated and she is recommending it be moved to Memorial Day. She noted there are insurance requirements and permitting requirements with Snohomish County for the portion of the event that will be run in the County. Commissioner Daughtry suggested contacting Cravens Insurance, and Clerk Pugh said there should be event coverage through TULIP through the City's insurer WCIA and suggested working with Julie Good to determine what the insurance requirements are within the city limits for this event.

Commissioner Daughtry suggested partnering with the Legion for Veterans Day and Commissioner Rasmussen suggested contacting the schools for their programs. Discussion ensued with Commissioner Daughtry suggesting setting up a booth at the high school Veterans Day program.

- **Veterans Service Officer:** Commissioner McCurdy updated the VSO has been to Lake Stevens twice now; the first time she worked with three veterans and the second time only one. The next scheduled date is October 26. There was discussion as to how to make this service known to veterans in the community. Commissioner Heydon wants to include dates in the newsletter. Also there needs to be a way for veterans to schedule an appointment with the VSO once the dates are identified. Commissioner Pincus suggested creating a Google phone number and explained how that could work. There was consensus that the Google phone number is a good idea. The next VSO date is October 26. Commissioner McCurdy commented that appointments run from 30-60 minutes. She also suggested it would be helpful for commissioners to have business cards and said that veterans often do not recognize their needs. Commissioner Daughtry commented the newsletter will be a good tool and suggested it be used as a call to action and be widely circulated; he will add it to the Foundation website.
- **Newsletter:** Commissioner Heydon reminded a draft newsletter was circulated a couple of weeks ago and she is requesting feedback. The newsletter will include information on the VSO and she requested dates for the VSO be provided. A recurring section in the newsletter will be an awards and events section which will include recognition of veteran-owned and friendly businesses, as well as the Veterans Foundation. Commissioner Heydon envisions both a digital version of the newsletter and print copies, and there was discussion on how the newsletter can be disseminated. Commissioner Daughtry will add it to the Foundation web page. Commissioner Heydon requested all feedback and articles be provided to her by October 18th for the upcoming newsletter, and the deadline for submittals for the January newsletter will be December 15.
- **Purple Heart City:** Commissioner Heydon said she is ready to order the signs but needs to know now many entrances the city has and how they will be installed. Commissioner Daughtry will work with Public Works to determine the number of entrances and coordination of installation.
- **Business Recognition Certificates:** Commissioner Heydon said she would rather see these recognitions handed out at events such as the Military Appreciation event, where there is more visibility of and for veterans. Discussion ensued as to what other businesses

in the community are veteran owned or friendly, with Michael's being suggested as veteran friendly and Biscuit & Bean, Urban Pantry and All Smiles Dentistry being veteran owned.

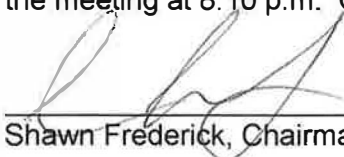
- **Non-Profit/Foundation Update:** No update.

New Business:

Commissioner McLamon led a discussion on communication and suggested the city's infrastructure could be leveraged to the commission's benefit to reach veterans in the community and surrounding area. He encouraged that information and resources be pushed out rather than requiring people to ferret it out for themselves. Commissioner Daughtry explained the city has limitations on its resources but there are other ways to push information out including the foundation's web and Facebook pages and the Chamber. Commissioner Pincus mentioned that she has access to a database of veterans in Lake Stevens and the greater community. Commissioner Daughtry also noted Boeing Employee Foundation may be a great resource for reaching veterans and the EASC has a military affairs committee that may be useful. Commissioner Daughtry requested Communications be added as a regular discussion item.

Upcoming Agenda Items:

Adjourn: Motion by Commissioner Daughtry, seconded by Commissioner McCurdy to adjourn the meeting at 8:10 p.m. On vote the motion carried (8-0-0-3).



Shawn Frederick, Chairman



Kathy Pugh, City Clerk