



**CITY OF LAKE STEVENS
VETERANS COMMISSION
FIRE STATION 82 CONFERENCE ROOM
9811 Chapel Hill Road
January 6, 2020, 7:00 P.M.**

MEETING AGENDA

Call to Order Chair

Pledge of Allegiance Chair

Roll Call: Chair

Public Comment

Guest Business:

- Operation Homefront – Olivia Burley

Approval of Minutes: November 4, 2019

Election of Officers:

- Chairperson
- Vice Chairperson

Discussion/Action Items:

1. Event Follow Up:
 - Winterfest
 - Military Children’s Christmas Party
2. Upcoming Events:
 - Memorial Day Run
3. Veterans Service Officer Update
4. Vision Statement
5. Newsletter
6. Purple Heart City
7. Business Certificate Nominees and Business Friendly Recognitions
8. Non-Profit/Foundation Update (Frederick)
9. Communications Update (McLarnon)

New Business

Upcoming Agenda Items Chair

Adjourn

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

Monday, November 4, 2019
Lake Stevens Fire Station 82 Conference Room
9811 Chapel Hill Road, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Chairman Frederick

COMMISSIONERS PRESENT: Shawn Frederick, Kim Daughtry, Kevin McLarnon, Vern Rasmussen, Karen Boe, Dennis Ives (7:08 p.m.)

COMMISSIONERS ABSENT: Gayle McCurdy, Kurt Hilt, Marcus Tageant, Samara Heydon, Karmin Pincus

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk,

OTHERS PRESENT:

Call to Order: Chairman Frederick called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Chairman Frederick led the Pledge of Allegiance.

Public Comment: None.

Commissioner Frederick noted there was not a quorum present.

Commissioner McLarnon noted that All Smiles Dentistry has a Lake Stevens mailing address, but the business physical location is outside the city limits. There was discussion as to whether businesses in the UGA are eligible to receive the business recognition. He said this came up because there was an inquiry about volunteering from someone who lives in the Lochsloy area. There was consensus to add this topic to the next agenda.

Commissioner Ives arrived at 7:08 p.m.

Roll Call: Moved by Commissioner McLarnon, seconded by Commissioner Boe, to excuse Commissioners Heydon, Pincus, McCurdy, Hilt and Tageant from the meeting. On vote the motion carried (6-0-0-5).

Approval of Minutes: Moved by Commissioner Daughtry, seconded by Commissioner McLarnon, to approve the October 7, 2019 Meeting minutes. On vote the motion carried (6-0-0-5).

Discussion/Action Items:

Event Follow Up:

- **Lake Stevens Harvest Festival:** Commissioner Frederick commented the event went well and there was discussion as to what to do with the candy leftovers. There was consensus to donate the candy for the Military Children's Christmas party. Also discussed was using funds to purchase an awning or tent, table and banner, and where these items could be

stored. Possibilities include a small city-owned storage area at Lundeen Park, utilizing Chamber of Commerce storage, or possibly Commissioner Daughtry can store these items. Once the Food Bank facility is built there will be room to store these items in that building. Commissioner Daughtry suggested if the Commission purchases an awning or tent that one be purchased with the Commission logo on it. Commissioner Boe suggested purchasing a heat source that can be used in conjunction with the awning for cold weather events, and Commissioner McLarnon suggested looking into a light source for use with the awning for evening events. Commissioner Daughtry said the tent or awning can be ordered at cost through Ace Hardware, and there are tents available for the commission to use until one is purchased.

Upcoming Events:

- **Veterans Day Event:** Commissioner Boe is attending the high school program, Commissioner Rasmussen will be at Cavalero Mid-High and the American Legion will provide an honor guard, Commissioner Frederick is attending the Highland Elementary program. Discussion ensued as to how to have better outreach to the schools next year; Commissioner Boe will be in contact with school representatives to find out when the best time to reach out is, and Clerk Pugh will add this item to the August 2020 agenda.
- **Military Children's Christmas Party:** Commissioner Daughtry commented this event is scheduled at Highland Elementary and said a table is not needed but offers of assistance with the party will be welcomed by the sponsors.
- **Winterfest:** Commissioner Daughtry said there is a Winterfest meeting coming up and he will know more after that.
- **Memorial Day Run:** Commissioner Frederick said this run is moved to Memorial Day, and Commissioner Daughtry has a resource who is a certified run coordinator who may be able to help. Commissioner Frederick added that the run was delayed due to the permitting and insurance requirements.

Veterans Service Officer: Commissioner Daughtry said the VSO was at the Visitor Information Center on Saturday and three people were served. Commissioner Rasmussen noted that he and Commissioner McCurdy are scheduled for VSO training on the 16th and wondered when the next VSO services are scheduled. Discussion ensued as to what the next date is and what the dates are moving forward so that they can be included in the newsletter. Commissioner Rasmussen clarified a different person is providing the training and Commissioner Daughtry will confirm the next services date with Commissioner McCurdy.

Commissioner McLarnon and talked with the VSO. Based on that conversation he encouraged partnering with another organization to provide VSO services. A partner organization, such as the Viet Nam Services Organization might be able to provide funding, and there may be other interested organizations as well. He also commented it would be better to have the position accredited vs. certified as this provides more online access. Commissioner Frederick added there is a resource for veterans through Snohomish County Human Services.

Newsletter: Commissioner Daughtry commented the newsletter was distributed and is a good one. Commissioner Frederick commented the newsletter was distributed by email and Facebook on the foundation's page, which had 2500 hits. There was discussion about editing the newsletter for corrections after it has been published, and there are concerns that once the

document is shared, whether any changes to the source document will carry through to shared copies. Commissioner Frederick said that for future editions information can be checked before distribution. Also, commissioners will be added to the final distribution. Clerk Pugh reminded that submissions for the January newsletter Commissioner Heydon requested all submissions by December 15.

Commissioner Daughtry suggested monitoring the Food Bank project in future newsletters, and Commissioner Ives suggested the War Memorial would be a good project to monitor. There was agreement to provide updates on the War Memorial in the newsletter.

Purple Heart City: Commissioner Daughtry asked how we get the signs and how many we will get. There was discussion on next steps including ordering the signs and the need to know how many entrances there are to the city. It was estimated there are 14-16 major arterial entrances, and it was suggested the signs can be mounted on the Lake Stevens city signs. It was also suggested extra signs should be ordered to replace broken or vandalized signs. Public Works can be asked to install the signs, or it might be possible for the commission to install the signs.

Business Recognition Certificates: Commissioner Frederick said two of the three awarded recognitions still need to be handed out. He also identified that Pineapple Express is veteran-owned. Commissioner Daughtry said the Chamber is now asking new applicants if they are veteran owned or veteran friendly.

Non-Profit/Foundation Update: Commissioner Frederick is working on changing the address to the post office box.

Communications: Commissioner McLarnon shared the VSO telephone number and said it was also printed in the newsletter. The number is a Google number that forwards to Commissioner McCurdy's telephone. The number can be rerouted as necessary. Commissioner McLarnon suggested there needs to be a master list of the various accounts the commission and foundation have. Discussion ensued with Commissioner Daughtry said he has a master list and information can be added.

New Business:

- Commissioner Boe suggested creating a mission statement to better focus on identified goals. Commissioner Daughtry reminded the commission previously identified three key points to focus on with the help of a consultant. There was consensus to revisit this in January to make the key points the commission's own, rather than what was recommended by the consultant.
- There was discussion about what the commission can provide and Commissioner Daughtry encouraged continuing to look for resources to share out to the veteran community and agencies to partner with. There was discussion as to how partnering with other agencies might work. Also discussed was inviting a representative to each meeting for a brief introduction under Guest Business. Discussion ensued regarding how to provide information for partnering agencies, and Commissioners McLarnon and Daughtry will work on this. Commissioner Daughtry suggested beginning to compile resources now into a document so that the information is readily available now and as the commission moves into its new offices, once the Food Bank building is built and staffed.

Upcoming Agenda Items:

- Business Recognition – Include UGA?
- Vision Statement / Three Key Points
- Operation Home front – Guest Business
- Veterans Day 2020 at High School (August agenda)

Adjourn: Motion by Commissioner Daughtry, seconded by Commissioner McLarnon to adjourn the meeting at 8:09 p.m. On vote the motion carried (6-0-0-5).

Shawn Frederick, Chairman

Kathy Pugh, City Clerk

DRAFT

Lake Stevens Veterans Commission
Program List

Objectives

1. Establish contact points
2. Create publishable list of programs and services
3. Facilitate internal planning discussions

Program Name: Veterans Service Office (VSO) Support

Program Purpose: Facilitate a local Veterans Service Office to assist Lake Stevens Veterans and their families with navigating the sometimes-complex process of receiving the benefits they are entitled to.

Primary Contact: Gayle McCurdy

Secondary Contact: Vernon Rasmussen ?

Program Name: Periodic Newsletter

Program Purpose: Maintain a regular communication channel to ensure Veterans and interested members of the community are aware of available services and upcoming events.

Primary Contact: Samara Heydon

Secondary Contact:

Program Name: Business Recognition

Program Purpose: Identify and recognize Veteran-owned and Veteran-friendly businesses operating within Lake Stevens and the UGA.

Primary Contact:

Secondary Contact:

Last Updated on:
Next Planned Review Date: December 2020

Program Name: Purple Heart City

Program Purpose: "Create a visual reminder to those who use the road system that others have paid a high price for our freedom to travel and live in a free society." (Purple Heart Organization - <https://www.purpleheart.org/our-services/purple-heart-trail-2/>)

Primary Contact: Samara Heydon

Secondary Contact:

Program Name: Community Events

Program Purpose: Participate in local events in order to increase Lake Stevens community awareness, engagement, and support for the range of issues impacting Veterans and the services offered by the Veterans Commission.

Examples include:

- Memorial Day Events
- Aquafest
- Harvest Festival (Halloween)
- Veterans Day Events
- Winterfest

Primary Contact:

Secondary Contact:

Program Name: What Else??