



**CITY OF LAKE STEVENS
VETERANS COMMISSION
FIRE STATION 82 CONFERENCE ROOM
9811 Chapel Hill Road
February 3, 2020, 7:00 P.M.**

MEETING AGENDA

Call to Order Chair

Pledge of Allegiance Chair

Roll Call: Chair

Public Comment

Approval of Minutes: January 6, 2020

Discussion/Action Items:

1. Event Follow Up: None
2. Upcoming Events:
 - o Memorial Day Run
3. Veterans Service Officer Update
4. Vision Statement – Ordinance Attached
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, January 6, 2020
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, Samara Heydon, Karmin Pincus, Kevin McLarnon, Vern Rasmussen, Karen Boe, Dennis Ives, Gayle McCurdy, Kurt Hilt, Marcus Tageant

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk,

OTHERS PRESENT: Olivia Burley with Operation Homefront

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.

Guest Business: Olivia Burley, Senior Director with Operation Homefront, said Operation Homefront was established to serve military families. She explained that 92% of their expenses are for programming. She added the organization runs on a very lean staff with the assistance of volunteers and serves approximately 50,000 families annually. She said in Lake Stevens services are directed to families assigned to Naval Station Everett and to veterans, and that the unsung heroes in military families are the spouses. Ms. Burley reviewed some of the programming that is offered, including Holiday Meals and the Back to School Brigade which is held in mid-August. She commented that over 200 Lake Stevens children are served with the Back to School Brigade and there is a need for a facility to host this event.

Discussion ensued and suggestions were made to look into the apparatus bay at one of the fire stations, the Boys & Girls Club, and possibly the Pavilion. Ms. Burley appreciated the suggestions and encouraged that financial support is also needed.

Commissioners thanked Ms. Burley for coming to this evening's meeting.

Approval of Minutes: Moved by Commissioner Tageant, seconded by Commissioner McCurdy, to approve the November 4, 2019 meeting minutes. On vote the motion carried (11-0-0-0).

Election of Officers:

Chairperson: Commissioner Frederick nominated Commissioner Heydon for Chairperson, with Commissioner McLarnon seconding the nomination. On vote the nomination carried (11-0-0-0).

Vice Chairperson: Commissioner Heydon nominated Commissioner Pincus for Chairperson, with Commissioner McLarnon seconding the nomination. On vote the motion carried (11-0-0-0).

Discussion/Action Items:

Event Follow Up:

- **Winterfest:** Commissioner Daughtry reported this event was very busy and well received, and that he had an opportunity to make some additional contacts with veterans.
- **Military Children's Christmas Party:** Commissioner Ives reported this event was well attended and that Commissioner Rasmussen assisted with take-down after the event.

Discussion ensued as to how the event might be improved with Commissioner Pincus suggesting that a more activity-based event and fewer gifts would be appreciated. The discussion then turned to who runs the event and how the Veterans Commission could provide assistance, with commissioners agreeing that Operation Homefront hosts the event with auxiliary assistance. Commissioner Tageant suggested this could be part of one big event and include a giving tree. There was consensus to discuss this further at the March 2020 meeting.

Upcoming Events:

- **Memorial Day Run:** Commissioner Heydon said she has done some additional research in preparation for this run and is looking at drafting flyers.

Discussion ensued with Commissioner Daughtry commenting the Snohomish County permit will cost \$108. Commissioner McLarnon offered to do any necessary leg work. It was discussed that the Foundation will host this event with the Commission assisting. Commissioner McLarnon suggested partnering with the Chamber and Commissioner Daughtry commenting that the Chamber will help and that it is moving to partnering for events. Commissioner Frederick suggested approaching other possible partners to assist.

Veterans Service Officer: Commissioner McCurdy said the next date for the Veterans Service Officer is January 25th. Commissioner Daughtry said this will be moved to City Hall. There was discussion regarding building access and security, and Commissioner Daughtry thought this could be accomplished remotely. He will work with Public Works on this.

Vision Statement: Commissioner Boe said she would like to see the commission develop a vision or mission statement as a tool to focus on commission goals. Commissioner Frederick said this is addressed in the ordinance establishing the Veterans Commission, and that the commission did a lot of work on this during the first year. There was agreement to further discuss this at the next meeting.

Newsletter: Commissioner Heydon said she has not received any new material and asked if anyone would be willing to take on the newsletter. Commissioner McLarnon said he would do it, but he will need assistance with the content. Commissioner Heydon asked that everyone provide their articles to Commissioner McLarnon by March 1st. She will assist with review.

Purple Heart City: Commissioner Heydon suggested ordering 20 Purple Heart City signs for the entrances into the city. This should provide some extras in case any of the signs are damaged. There was agreement to move forward with ordering 20 signs.

Business Recognition Certificates: Commissioner Daughtry said the Chamber has now added a request for information regarding veteran status or veteran-owned business on their membership profile, and new members are providing this information.

Non-Profit/Foundation Update: Commissioner Frederick is continuing to work with the state and then the IRS to process an address change to the city's post office box. He commented the documents need to live somewhere. Discussion ensued and City Clerk Pugh suggested the City Clerk's office could hold those documents, as they do for the Arts & Parks Foundation.

Communications: Commissioner McLarnon suggested there is a need to look at who is doing what with three objectives as follows: (1) know where to direct requests; (2) use of the web site; and (3) a bottom-up approach to identify where time is spent. He encouraged this needs to be reviewed annually.

Discussion ensued with Commissioner Heydon suggesting reviewing the vision statement and then looking at these suggestions.

New Business: None.

Upcoming Agenda Items:

- Vision Statement

Adjourn: Motion by Commissioner Tageant, seconded by Commissioner McCurdy to adjourn the meeting at 8:00 p.m. On vote the motion carried (11-0-0-0).

Samara Heydon, Chairman

Kathy Pugh, City Clerk

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 996

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, ESTABLISHING THE CITY OF LAKE STEVENS VETERANS COMMISSION, ADDING A NEW CHAPTER 2.70 TO THE LAKE STEVENS MUNICIPAL CODE ENTITLED “VETERANS COMMISSION”, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens has a significant Veteran, active duty and young military family population; and

WHEREAS, the City of Lake Stevens is host to Constitution Park, a premiere Navy housing community; and

WHEREAS, the Lake Stevens community recognizes the value of the Veterans’ experiences, knowledge, skills and abilities; and

WHEREAS, the City of Lake Stevens is vulnerable to natural, technological and man-made disasters; and

WHEREAS, it is widely recognized that transition from military to civilian life is challenging; and

WHEREAS, the City of Lake Stevens desires to be an incubator of services, businesses and innovation that utilizes, supports and promotes opportunities for our Veterans ; and

WHEREAS, the Veteran community is a rich vein of diversity and special talents; and

WHEREAS, the Lake Stevens Family Center is a resource providing broad services to Lake Stevens residents; and

WHEREAS, the City Council hereby finds that establishment of Veterans Commission provides not only benefit to Veterans and their families but also general benefit and economic and social benefit to the greater Lake Stevens community, its businesses, schools and community – based organizations and clubs; and

WHEREAS, the City of Lake Stevens finds it to be in the public interest that opportunity should be promoted to Veterans and their skills and knowledge be harnessed for the greater good of the community and the public health safety and welfare;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.70 entitled “Veterans Commission” is hereby added to the Lake Stevens Municipal Code which shall read as follows:

2.70.010. Purpose. The Lake Stevens Veterans Commission is hereby established for the purpose of:

- A. Understanding the needs of regional employers who do employ or may consider the employment of Veterans;
- B. Understanding the breadth and quality of the overall training and talent of resident Veterans, and the training and talent of Veterans in emerging technologies;
- C. Understanding specific needs of regional employers that lead Veterans to meaningful civilian employment;
- D. Promoting and organizing community emergency preparedness using the Veterans’ experiences, knowledge, skills and abilities;
- E. Promoting opportunities for resident Veterans to pursue civic and community service with local service organizations;
- F. Connecting resident Veterans to Veterans Administration and other related government and non-governmental organizations that recognize and support the contributions of Veterans to our community;
- G. Promoting public awareness of the Veteran culture;
- H. Standing as a resource for the Lake Stevens Family Center;
- I. Promoting resources available to support and assist resident Veterans; and
- J. Measuring City and Commission initiatives to contribute to the body of evidence for the improvement of the Veterans’ quality of life.,
- K. To establish a Veterans Commission that will promote and encourage the above –stated purposes

2.70.020. Created – Membership, appointment, compensation, term.

- A. The Lake Stevens Veterans Commission (“Veterans Commission” or “Commission”) is hereby created. The Commission shall consist of eleven members, to be appointed by the Mayor and confirmed by the City Council. The Commission shall represent the U.S. military veteran constituency of the City, and should have a balanced membership reflecting in-depth knowledge of Veterans’ concerns. A member appointed to the Commission should be knowledgeable in the area of Veterans’ affairs, affiliated with a provider of services to Veterans, or a Veteran of the United States. The Commission as a whole should represent a diversity of ethnicity, race and gender.
- B. At least eight members shall be Veterans, Active Military Service members, or immediate family members, such as spouse, parent, or adult child of a Veteran or an Active Military Service member, and at least two of these eight members should have

actively served in the United States military. With the exception of the first appointments, members shall serve a three year term, with the term of office expiring on December 31 of each year. Up to three members may be members of the City Council. The Mayor may appoint members who reside or own real property within the City or the City's Urban Growth Area. At least seven (7) members shall be residents or property owners within the City. The members of the Veterans Commission shall serve without compensation.

- C. All members of the Commission shall be a US citizen and a resident of the City or the City's Urban Growth Area. The initial members shall be appointed for staggered terms of one, two or three years, with three members being appointed for one year, four members being appointed for two years, and four members being appointed for three years. All terms shall end at midnight on December 31, of the final year of appointment.
- D. With the exception of the City Council appointees, a member of the Commission shall not be an officer, official, or employee of the City. Without exception a member of the Commission shall not be an immediate family member of an officer, official, or employee of the City. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children or dependent relatives of an officer, official, or employee of the City, whether or not living in the household of the officer, official, or employee.

2.70.030. Vacancies.

In the event of a vacancy in office of the Commission, the Mayor shall nominate, and the City Council shall confirm, a person to serve the unexpired portion of the term that is vacated.

2.70.040. Removal.

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council, only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from three (3) consecutive meetings of the Commission shall also constitute relinquishment of that person's membership on the Commission.

2.70.050 Duties.

In addition to fulfilling the purposes set forth in LSMC 2.70.010, the purposes of the Commission shall be:

- A. The Commission shall serve as an advisory board to the City Council concerning the wellbeing of military veterans in the Lake Stevens area.
- B. The Commission shall evaluate and recommend programs, policies, and practices designed to alleviate Veterans' difficulties in meeting basic needs, obtaining housing, employment, and comprehensive mental health assistance.
- C. The Commission shall act as a central clearinghouse for information relating to the status of Veterans in the Lake Stevens community.

- D. The Commission shall accumulate information concerning the needs of Veterans in the Lake Stevens community, including available services and legal rights, and shall serve as an advocate to City Council regarding those needs.
- E. The Commission shall recommend ways to:
 - (1) Educate the community on the status of Veterans' rights and needs, and Veterans' contributions to our community; and
 - (2) Stimulate an awareness among the public and private sector of Veterans' full potential and of the importance of Veterans' contributions to the development of the community.
- F. The Commission shall identify and review the entire range of services available to Veterans, and recommend ways to:
 - (1) Strengthen and review the entire range of services available to Veterans, and pursue new services for veterans;
 - (2) Promote collaboration between service providers, employers and the Veteran community; and
 - (3) Expand resources available to Veterans.
- G. A separate nonprofit corporation with IRS section 501(c)(3) status organized in accordance with the laws of the State of Washington may be established for the primary purpose of raising funds and acquiring grants and other monies from available funding sources and for providing other functions and services as authorized by law. Funds are to be used in support of programs that are recommended and/or developed and approved by the Veterans' Commission.

2.70.060 Veterans Commission Manager.

The City Council is hereby authorized to create and establish a Veterans Commission Manager position to carry out administrative, communication and implementation of the Commissions activities. Said manager may be an employee of the City or an independent contractor with duties, responsibilities and salary or other compensation as established by the City Council.

2.70.070 Rules of Procedure.

The Commission is hereby directed to adopt rules of procedures for the orderly and fair conduct of matters coming before the Commission. The Veterans' Commission shall review and revise the adopted rules of procedures, as necessary, forwarding a copy to the Mayor, City Council and City Administrator.

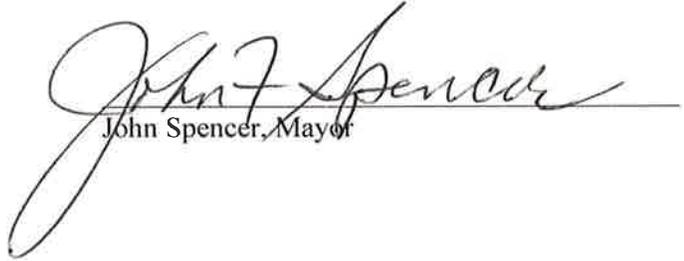
2.70.080 Meetings to be open.

All meetings, actions, hearings and business of the Lake Stevens Veterans' Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act. Notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

Section 2. Effective date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council of the City of Lake Stevens this 25th day of April, 2017.



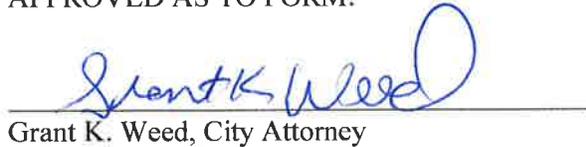
John Spencer, Mayor

ATTEST/AUTHENTICATION:



Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:



Grant K. Weed, City Attorney

First Reading and Adoption: April 25, 2017

Published: April 28, 2017

Effective Date: May 3, 2017