

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) create a document to communicate with the public in person and on 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