



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
 AGENDA
 4 – 5:30PM, TUESDAY, AUGUST 9, 2016
 SUPERINTENDENT’S COTTAGE, HERITAGE PARK**

- 10. CALL TO ORDER
- 20. ROLL CALL

	Tiffany Villigan, Position #1, Secretary	Elizabeth Lunsford, Arts Commission
	Steve LaFond, Position #2, Chair	TBD, Diversity Commission
	Vacant, Position #3	Christopher Bluford, Parks Board
	Vacant, Position #4	TBD, Planning Commission
	Jeanne Rogers, Position #5, COL Docent	Sarah Olson, Deputy Parks Director
	Gary Ottman, Position #6, SIGS	Fred Wong, Community Programs Coordinator
	Cheri Ryan, Position #7, AMHA, Vice Chair	Gloria Rivera, Senior Planner
		Eric Peterson, Park Operations Superintendent
	Shirley Sutton, Council Liaison	Paul Krauss, Community Development Director

- 30. APPROVAL OF MINUTES – June 14, 2016
- 40. BOARD MEMBER & COMMITTEE REPORTS
- 50. COUNCIL LIAISON REPORT
- 60. CITIZEN COMMENTS
 Guests: Chris Szarek and Zabine Van Ness
- 70. STAFF REPORT
- 80. BUSINESS ITEMS
- 90. FUTURE BUSINESS
- 100. ADJOURNMENT

80.1 Strategic Planning / 2017-18 Budget Priorities	20 min
80.2 Lego project	15 min
80.3 Traffic Signal Boxes	15 min
80.4 Heritage Park Open House Name Change	10 min

Upcoming Meetings:
 October 11 – Regular Meeting @ LAMHA, 4:00pm

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 670-5503 with 24-hours advance notice for special accommodations.

Lynnwood History & Heritage Board

Future Business Items and Events Calendar

Revised 8/5/2016

Meetings: 2nd Tuesday of Even Months from 4 – 5:30pm

MEETING DATE	Time	LOCATION	ITEM
August 13	12-6	EdCC	LETI Expo
August 20	10-4	EdCC	Ubuntu Expose'
September 3	11-3	Heritage Park	Heritage Park Open House
September 10	10-2	44 th	Fair on 44 th (safety)
October 11 (reg meeting)	4 – 5:30pm	AMHA	TBD
October 22	10am – 2pm	Senior Center	AMHA Program
November 11			VFW Veterans Day Event
December 13 (reg meeting)	4 – 5:30pm	AMHA	Election of Officers for 2017 2017 Meeting Date Selection

Future Items:

- Sound Transit Art Selection
- Historic Register



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
MINUTES
4 – 6:00 PM, TUESDAY, JUNE 14, 2016
LYNNWOOD LIBRARY & CITY HALL CONFERENCE ROOM 4**

- 10. CALL TO ORDER – 4:15 p.m.
- 20. CEDAR TREE PLAQUE DEDICATION OUTSIDE LYNNWOOD LIBRARY (SW CORNER)
- 30. ROLL CALL

x	Tiffany Villigan, Position #1, Secretary		Elizabeth Lunsford, Arts Commission
x	Steve LaFond, Position #2, Chair		TBD, Diversity Commission
	Vacant, Position #3		Christopher Bluford, Parks Board
	Vacant, Position #4		TBD, Planning Commission
	Jeanne Rogers, Position #5, COL Docent	x	Sarah Olson, Deputy Parks Director
x	Gary Ottman, Position #6, SIGS	x	Fred Wong, Community Programs Coordinator
x	Cheri Ryan, Position #7, AMHA, Vice Chair	x	Gloria Rivera, Senior Planner
		x	Eric Peterson, Park Operations Superintendent
x	Shirley Sutton, Council Liaison		Paul Krauss, Community Development Director

- 40. APPROVAL OF MINUTES – April 12, 2016: The minutes were approved as distributed.
- 50. PUBLIC HEARING(S): None
- 60. BOARD MEMBER & COMMITTEE REPORTS:
 - Secretary Villigan has mapped the bricks in Heritage Park Plaza, including taking pictures of all of the bricks. She and Deputy Director Olson are continuing to work on making the map accessible and usable.
 - Secretary Villigan reported that the Alderwood Manor Heritage Association has officially changed its name to the Lynnwood-Alderwood Manor Heritage Association and Museum (LAMHA).
- 70. COUNCIL LIAISON REPORT
 - Councilmember Sutton reported that people talked to her during a Heritage Park Open House about having more signage directing people to the park. Now that there are a number of people new to the area, more information would be beneficial, as well.
 - The mayor’s State of the City address is Thursday, June 16, at 8-9:30 a.m. at the Convention Center.
- 80. CITIZEN COMMENTS: None
- 90. STAFF REPORT
 - Coordinator Wong reported the Sound Transit art project has been delayed.
 - Information about the Love Your Block mini-grant program was distributed.
 - The Heritage Plan will be presented to the city council in July. Deputy Director Olson will send out information to the board members closer to that time.

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- Superintendent Peterson informed the board about the ribbon-cutting ceremony for a Girl Scouts interpretive trail/signage project at Lynndale Park. The ceremony will be Saturday, June 18, at 2 p.m. at the amphitheatre.
- Deputy Director Olson thanked Chair LaFond and Secretary Villigan for working on the cedar tree plaque while members of the Lynnwood Historical Commission.

100. BUSINESS ITEMS

100.1 Mayor Nicola Smith's annual visit

- The mayor attends board meetings yearly, but if a board ever wants her to come to their meetings in between annual visits, just let her know.
- The mayor thanked the former Historical Commission and Heritage Park Partners Advisory Committee for combining the two groups so thoughtfully. She also encouraged the board to make sure it inserts itself in city projects, including the Sound Transit art program, by making sure a board member is on the planning groups for different projects.
- The veterans group may use a space in the Wickers Museum.
- The mayor was thinking of possibly having watercolor postcards of historical scenes as a gift to Lynnwood's sister city in Korea.
- The city's new budget process for the general fund is "Budgeting for Outcomes Lite."

100.2 Strategic Planning / 2017-18 Budget Priorities

- Strategic Planning: Coordinator Wong led the board in further exercises regarding audience and how to draw them in. He asked what the parallel would/could be between an artists' exhibit and an open house for history. What events/activities related to history can people do that would be the equivalent of artists getting together, socializing and networking, and displaying their work or creating new works? What can people do to get interested or involved?
- Budget: Councilmember Sutton will present the History & Heritage Board's budget priorities to the city council. The board's items will fall under Healthy Communities.

100.3 Heritage Park Open Houses: June's Open House had a low turnout. Marketing was a problem: it wasn't advertised in as many places as it was last year. Deputy Director Olson suggested possibly using one of the projects discussed during the strategic planning as a draw for the rest of the summer's open houses. There is money left from the Historical Commission's budget that could be used for projects or activities. Coordinator Wong asked about changing the name: does "Heritage Park Open House" mean anything to the general public?

100.4 Interurban Trail Improvement Master Plan: The city is still working with the designers to come up with a plan, plus where to incorporate historic/interpretive features. Once that is complete, the History & Heritage Board will be brought in to decide what they want. The trailhead improvement at 40th Ave W has been approved by the city, but no historic interpretive feature is in that plan.

110. FUTURE BUSINESS: Nothing stated.

120. ADJOURNMENT – 5:55 p.m.

Upcoming Meeting: August 9 – Regular Meeting @ LAMHA, 4:00 p.m.

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Memorandum

DATE: August 5, 2016

TO: History & Heritage Board

FROM: PRCA Deputy Dir. Sarah Olson & Comm. Prog. Coord. Fred Wong

RE: Staff Report

Program & Project Updates

Save the Date:

Heritage Park Open House, Sept 3

Board Member Recruitment

We are actively recruiting for a new board members to fill two vacant positions. Please encourage your friends and neighbors to consider [applying](#). Two people have expressed interest in applying: Chris Szarek and Zabine Van Ness. Both found out through the Veterans Museum initiative. Board member Gary Ottman will not be renewing for a new term at the end of 2016. We thank him so much for his work.

Sound Transit Art (STart) Program

Sound Transit has mentioned that they are experiencing delays in the process.

Love Your Block Mini-grants

We have awarded 5 grants: a block party, neighborhood emergency preparedness kits, decorated themed mail boxes on one street, neighborhood entrance beautification, adding pollinator friendly plants.

Heritage Plan Presentation

Sarah Olson and Fred Wong presented our plan to Council on July 18. Our board members Steve LaFond and Tiffany Villigan attended. Council adopted the plan by resolution on July 25.

Visitor Center

Jennifer Bravo resigned her position as Visitor Services Manager. Our contacts are Stacey Pfeiffer, Visitor Services Coordinator and Amy Spain, Executive Director. Chamber of Commerce will be moving into the Wickers building, and there is work to site the Veterans Museum there as well.

Stories

We've hire a video editor, an EdCC alumnus, to create the videos.

Strategic Planning

Project Ideas – Summary

Here are the votes I received. Other ideas did not receive votes.

2 – CR 4 - GO	Historical trivia
3 – CR 5 - GO	Dinner at the trolley
5 – SL 4 - GO	Classic / Antique car show
3 - GO	Large Lego installation at Heritage Park of a historical structure like the water tower (by a Lego artist)
5 – CR 4 – SL	Lego “contest” – build a historical structure
3 - SL	Historical research for families at a regular time (like 10-2 on Tuesdays)
1-CR 2 - SL	Historical photo sharing (people bring in photos to be scanned into museum collection)
1.5-CR 1 - SL	Q&A for media (Lynnwood Today or Uniquely Snohomish)