



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
AGENDA
4 – 5:30PM, TUESDAY, NOVEMBER 10, 2015
SUPERINTENDENT’S COTTAGE, HERITAGE PARK**

- 10. CALL TO ORDER
- 20. ROLL CALL

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

- 30. APPROVAL OF MINUTES
- 40. PUBLIC HEARING(S)
- 50. COMMISSIONER & COMMITTEE REPORTS
- 60. COUNCIL LIAISON REPORT
- 70. CITIZEN COMMENTS
- 80. STAFF REPORT
- 90. BUSINESS ITEMS

90.1 Commissioner Training	10 min
90.2 By-Law Review	15 min
90.3 Project Planning	45 min

- 100. FUTURE BUSINESS
- 110. ADJOURNMENT

Upcoming Meeting: December 8 @ 4pm

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 Calendar

Revised 11/5/2015

Meetings: 2nd Tuesday from 4 – 5:30pm

MEETING DATE	LOCATION	ITEM	STAFF REPORT ITEMS
Special Meeting December 6	Heritage Park	Cookies with Santa event 1 – 4pm	
December 8	AMHA	Capital Facilities Plan Review 10-year Strategic Plan By-Laws Review Election of Officers for 2016	•
January 13 (TBC)	Council Chambers	Joint Meeting – PARC Plan Presentation PB/AC/HHB/DC	•
February 9	AMHA		•
April 12	AMHA		•
TBD	Council Chambers	All Board/Commission Joint Meeting <ul style="list-style-type: none">• Strategic Plan/Capital Projects• Sound Transit Budget for Outcomes	•
June 14	AMHA		•
August 9	AMHA		•
October 11	AMHA		•
December 13	AMHA	Election of Officers for 2017 2017 Meeting Date Selection	•

Future Items:

- Sound Transit Art Selection



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD
MINUTES
4 – 6PM, TUESDAY, OCTOBER 13, 2015
WICKERS BUILDING, HERITAGE PARK**

10. CALL TO ORDER

20. ROLL CALL

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

30. APPROVAL OF MINUTES: No previous minutes to approve.

40. PUBLIC HEARING(S): None

50. COMMISSIONER & COMMITTEE REPORTS: None

60. COUNCIL LIAISON REPORT: None

70. CITIZEN COMMENTS:

- UW student Jessica Pal introduced herself as a possible volunteer or board member candidate.

80. STAFF REPORT

- Deputy Dir. Olson: The City is working on the Parks, Arts, Recreation, and Conservation (PARC) 10-year comprehensive plan. The Parks and Arts portions will include goals from the History & Heritage Board.
- Superintendent Peterson: The Daughters of the American Revolution, Peter Puget Chapter, volunteered with clean-up work of the park in early October.

90. BUSINESS ITEMS

90.1 Seating of new members

- Steve LaFond and Tiffany Villigan join the Board as previous members of the Lynnwood Historical Commission, already appointed by the mayor and council.
- Jeanne Rogers joins the Board as the City of Lynnwood Docent Program representative; Gary Ottman as the Sno-Isle Genealogical Society representative; and Cheri Ryan as the Alderwood Manor Heritage Association representative.
- Non-voting liaisons to the Board are Elizabeth Lunsford, representing the Arts Commission, and Christopher Bluford, representing the Parks Board.

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.

- There are two (2) vacant positions to be appointed by the mayor and council, and open spots for representatives from the Diversity Commission and the Planning Commission.

90.2 Election of Officers

- Member Ryan nominated Steve LaFond as Chair, Cheri Ryan as Vice Chair, and Tiffany Villigan as Secretary.
- Member Ottman moved to accept the slate of Steve LaFond as Chair, Cheri Ryan as Vice Chair, and Tiffany Villigan as Secretary. Member Rogers seconded the motion and the Board unanimously approved the officers as stated.

90.3 Set Regular Meeting Schedule

- Meeting schedule for 2015: Member Ottman moved to set the regular meeting schedule for the rest of 2015 as the second Tuesday of every month, from 4:00 p.m. to 5:30 p.m. Member Ryan seconded the motion and the board unanimously accepted this schedule for 2015.
- Meeting schedule for 2016: Member Rogers moved to set the regular meeting schedule for 2016 as the second Tuesday of the EVEN months, from 4:00 p.m. to 5:30 p.m. Member Ryan seconded the motion and the board unanimously accepted this schedule for 2016.
- Committees will meet as needed.

90.4 Review By-Laws – The following changes/additions were made to the by-laws draft:

- Article III: Members
 - A person must be a registered voter in the city of Lynnwood to hold one of the four positions appointed by the mayor and city council, as described in the city's board/commission requirements.
 - The board will need to discuss the process/specifications for board members from the partner organizations (AMHA, SIGS, City of Lynnwood docents): How long can a representative serve? How does a representative join the board? Will the board vet a candidate after s/he has been chosen by her/his organization?
 - A partner organization may have more than one representative on the board.
 - Attendance: It was clarified that the 75% attendance means 75% of meetings and/or workshops and/or special meetings and/or events, rather than 75% of each.
- Article IV: Officers
 - The board agreed to have a Chair, Vice Chair, and Secretary, as laid out in the by-laws draft.
 - The board added that officers can only be selected from the 7 seated members, not the non-voting liaisons.
- Article V: Meetings
 - The board agreed that regular meetings should be no more than 1.5 hours long.
 - The board amended that, starting in 2016, regular meetings will occur on the second Tuesday of the even months (Feb., Apr., June, Aug., Oct., Dec.).
 - The board established that the meeting schedule for the following year can be revised at each December meeting.
 - Item 50 for the order of business at regular meetings was amended to "Board Member and Committee Reports."

- Article VI: Committees
 - Paragraph 1 was revised to “If there are no volunteers, the Chair of the Board shall appoint the members of each committee, not to exceed three (3) voting members.” It was also agreed that a committee can have volunteers who are not on the Board.

90.5 Review Project List

- The board reviewed the previous Historical Commission project list and added Water Tower Restoration (Heritage Park); Gardening/Demonstration Farm exhibit being put together by AMHA for the Wickers building; playground at Heritage Park; tracks to pull out the Interurban from its shed; a demonstration garden at Heritage Park; a trail to the pond at Heritage Park; make the Manor Hardware site into a park or historic plaza; and organize the City of Lynnwood’s archival photos and papers.
- The projects that are not already part of the city’s 10-year plan will be added to it.
- Sarah agreed to be in charge of maintaining the project list.

90.6 Establish Standing & Ad Hoc Committees

- Possible standing committees include Historic Registry management; Heritage Park; and a museum committee.
- Ad hoc committees will be added as needed.

90.7 Heritage Park Brick Program

- Deputy Dir. Olson will be promoting the Heritage Park plaza “Buy a Brick” program for the upcoming holiday season.
- Member Ryan asked if there’s an inventory and/or map of brick locations. Deputy Dir. Olson will check to see if Laurie Cowan had anything put together.
- Superintendent Peterson suggested renaming the program/form. Member Rogers suggested putting the actual location on the form, for people who don’t know what/where Heritage Park is.

100. FUTURE BUSINESS: Member Rogers moved to make the Heritage Park Open House/Cookies with Santa event (December 6, from 1-4 p.m.) a special meeting. Member Ryan seconded the motion and the board unanimously approved to make the Open House/Santa event a special meeting.

110. ADJOURNMENT

Upcoming Meeting: November 10, 4 p.m.

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City of Lynnwood History & Heritage Board
Bylaws

Draft
November 10, 2015

ARTICLE I: Authority - Name

The History & Heritage Board (the “Heritage Board” or “Board” herein) of the City of Lynnwood was established by the City Council by adoption of Ordinance 3150 (Chapter 2.30 LMC) and operates under authority of that ordinance and Chapter 2.24 LMC.

ARTICLE II: Purpose and Mission

The Heritage Board is an advisory board of the City of Lynnwood whose duties as set forth in LMC 2.30 are to advise and recommend to the mayor and city council in regard to historical, cultural, and heritage recognition, promotion and preservation activities of historic sites, buildings, artifacts, and parks; partner on exhibits, events and operations of Heritage Park and the Interurban Trail; and to perform such other duties as the mayor may direct.

The mission of the Board is to:

Recognize the sites, structures, and relics associated with Lynnwood’s history and the individuals who contributed to the successful growth and development of the City.

Achieve a balance between preserving the past, satisfying the needs of the present and meeting the demands of the future.

ARTICLE III: Members

The Heritage Board for the City of Lynnwood consists of seven (7) members; four (4) who are appointed by the Mayor and confirmed by the City Council and three (3) ex officio members selected from qualifying bodies. Board members shall be appointed for a term of three years (or fulfillment of an unexpired term). Qualifying bodies include: Alderwood Manor Heritage Association, Sno-Isle Genealogical Society, Heritage Park Docent Program, and the Snohomish County Tourism Bureau.

Four (4) additional ex officio, non-voting, liaison members, one each from the City’s Arts Commission, Diversity Commission, Parks Board, and Planning Commission, are invited to participate with the Heritage Board.

[Selection of ex officio members is conducted \[fill in detail\]](#)

Residency Requirement

No more than two members of the at-large board positions may be nonresidents of the City of Lynnwood to serve as “community stakeholders.” Community stakeholder members must have a Lynnwood mailing address and live in the city’s municipal urban growth area. There is a preference for city of Lynnwood residents over nonresident candidates. There are no residency requirements for ex officio members.

Appointment

Board members are appointed by the Mayor with approval of the City Council. Vacancies shall be filled for an unexpired term in the same manner as the original appointment. Board members interested in reappointment to an additional term must notify the staff liaison in writing no less than 90 days prior to the end of his/her term.

Resignation

Whenever a Board member is no longer qualified to serve, or is unable to fulfill the responsibilities of a Board member and desires to resign, then a resignation may be tendered in writing to the staff liaison.

Attendance

Board members commit to attending a minimum of 75% of all regularly scheduled meetings, workshops, and special meetings ~~and events~~. Board members whose attendance does not conform to these requirements, taking into account any unique circumstances that may affect attendance based on discussion between the Staff Liaison and the Chair, may be recommended to the Mayor for removal from the Board by formal action of the Board at a regular meeting.

Removal

The Board may recommend to the Mayor the removal of any Board member who misses twenty-five percent (25%) or more of the regularly scheduled meetings, workshops, and special meetings ~~and events~~ within any twelve (12) month period without being excused by the Chair prior to an absence.

Recommendations for removal to the Mayor must be adopted at a meeting of the Board.

Unofficial Members

The Board members may appoint community members to serve on Ad Hoc committees, work with community member volunteers on programs and projects or allow students to participant in a non-voting role on the board.

ARTICLE IV: Officers

The elected officers of the Heritage Board include a Chair, Vice Chair and a Secretary. Their duties are:

The Chair shall preside over the Heritage Board and exercise all the powers incidental to the office which includes: preside at all meetings, appoint all committees, be a spokesperson for the Board, and authorize calls for any special meetings.

The immediate past Chair shall serve as Vice Chair and perform the duties of Chair in his/her absence unless the past Chair's term is expiring, in which case the Board shall nominate and elect a Vice Chair.

During the absence, disability or disqualification of the Chair or Vice Chair, the board members shall elect a temporary chair for the meeting.

A presiding officer shall retain the full right as a member of the Heritage Board to vote to deliberate and vote on all issues coming before the Heritage Board and to propose and second motions.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings.

Elections of officers shall take place annually in the month of December. Nominations shall be made from the floor. The election shall follow immediately thereafter. Nominees receiving a majority vote shall be declared elected.

Officer positions can only be filled by a voting member of the board. The elected officers shall immediately assume their positions at the conclusion of the elections and shall serve one (1) year.

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

ARTICLE V: Meetings

The regular meetings of the Board shall be held on ~~the of every a regular and recurring schedule approved by the Board on an annual basis. at a time set in advance by the Heritage Board.~~

Special meetings may be called at any time by the Chair or, in the Chair's absence, by the Vice Chair. Notice of special meetings shall be provided to each member at least 24 hours in advance. The notice shall specify the time and place of the special meeting.

All meetings of the Heritage Board will be open to the public and held in a designated City facility.

A quorum is required for the transaction of business at all meetings. A quorum consists of a majority of the voting members of the Heritage Board.

A City of Lynnwood staff designee(s) shall serve as non-voting liaisons ~~and ex-officio~~ ex officio member of the Heritage Board.

Except as provided by these bylaws, Roberts Rules of Order (as amended) shall govern the conduct of all board meetings.

The order of business at a regular meeting shall be as follows:

10. Call to Order
20. Roll Call
30. Approval of Minutes
40. Public Hearing(s)
50. Board Member & Committee Reports
60. Council Liaison Report
70. Citizen Comments
80. Staff Report
90. Business Items
100. Future Business
110. Adjournment

The Heritage Board may hold an Executive Session during a regular or special meeting to consider those certain matters set forth in Chapter 42.30 RCW. Notice of such Executive Session shall be published in a public agenda at least 48 hours before the meeting. No official action shall be taken at any Executive Session. In the event of any Executive Session or in the absence of a court of law having jurisdiction, no member of the Board, employee of the City, nor any other person present during the Executive Session shall disclose to any person the content or substance of any discussion of action which took place during the Session, unless authorized by a majority of the Board members.

ARTICLE VI: Committees

The Board may create standing and ad hoc committees as necessary. Board members may volunteer for standing or ad hoc committees. If there are no volunteers, the Chair of the Board shall appoint the members of each committee, not to exceed three (3) voting members.

Committees shall complete assigned tasks expeditiously and report findings, in writing, to the entire Board.

No standing or special committee shall have the power to commit the Board to the endorsement of any action, plan or program without its submission to the body of the Heritage Board.

ARTICLE VII: Conduct

Any board member having a direct or indirect interest in or who would benefit from any matter of business must disclose this interest and, if deemed inappropriate by the board or required by law or city policy or ordinance, must refrain from participating and voting on the matter at hand.

If it shall appear to any member at any time that a conflict of interest or an appearance of fairness problem exists with respect to a matter pending before the Heritage Board, it shall be the member's duty to openly state the nature of such conflict, and shall then refrain from participating in any subsequent deliberation of the Heritage Board and the decision-making process with respect to the matter.

Any board member has a right to express personal views and opinions pursuant to our Constitutional guarantees of freedom of speech. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of the Heritage Board.

ARTICLE VIII: Conduct of Public Hearings

- A. The Chair opens the Public Hearing and orally summarizes the application before the Heritage Board.
- B. The Community Development Director or designated staff provides background information, technical analysis, reviews planning considerations and policy, and summarizes the Community Development Department's findings and recommendation to the Board. Copies of staff testimony and reports shall be submitted in writing to be made part of the record.
- C. Upon recognition of the Chair, a Board member may ask relevant questions on the application to staff.
- D. The Chair opens the public hearing portion of the deliberation.
- E. The applicant or designated representative is invited to speak on behalf of the application. Upon recognition of the Chair, a Board member may ask relevant questions to the applicant, applicant's designated representative or to the staff.

- F. The public is invited to speak for or against this application. In event that there are large numbers of individuals seeking to speak on the issue, the Chair may limit the time that each individual may speak on the issue. The Chair shall alternate between proponents and opponents when possible to provide for a balanced discussion of the application. Upon recognition of the Chair, a Board member may ask relevant questions of the individual testifying.
- G. After the general public has commented on the application, the applicant is invited to speak in rebuttal or to answer questions that may have arisen.
- H. The general public is given another opportunity to rebut comments by the applicant.
- I. The Chair calls a third time for public testimony; upon hearing none the public testimony portion of the public hearings is officially closed.
- J. The Chair now opens the session for Heritage Board member deliberations and action. Upon recognition by the Chair, a Board member may direct specific questions to the staff, applicant, applicant's representative, citizen or fellow Board member to clarify issues, comments or technical questions that may not have been directly addressed during the public testimony portion of the public hearing.
- K. After reasonable time, the Chair closes further discussions and entertains a motion from the Heritage Board. The Heritage Board may approve, modify, reject or continue the item until another Board meeting date.
- L. After a motion is made and seconded, the Chair entertains additional discussion on the motion. Upon recognition of the Chair, a board member may exercise further parliamentary actions on the original motion.
- M. Upon hearing no further deliberation, the Chair takes a vote on the motion or any subsidiary motions and directs the Secretary to record the formal action as required by the Scope and Rules.

ARTICLE IX: Amendments

These Bylaws may be revised or amended at any regular meeting by majority vote provided that notification of the proposed amendment(s) have been presented in writing at least 10 days prior to the vote and that a quorum is present.