



**CITY OF LYNNWOOD HISTORY & HERITAGE BOARD  
MINUTES**

**4:00 - 5:30PM, TUESDAY, FEBRUARY 9, 2016  
ALDERWOOD MANOR HERITAGE COTTAGE, HERITAGE PARK**

10. CALL TO ORDER – 4:00 p.m.

20. ROLL CALL

|   |   |   |   |
|---|---|---|---|
| x | Tiffany Villigan, Position #1, Secretary  | x | 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                      |
| x | 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   |

30. APPROVAL OF MINUTES – December 8, 2015, & January 13, 2016: The minutes were approved as distributed.

40. PUBLIC HEARING(S): None

50. BOARD MEMBER & COMMITTEE REPORTS: None

60. COUNCIL LIAISON REPORT: Shirley Sutton introduced herself to the board. She also invited the board to the February 18 art exhibit/reception at the Lynnwood Convention Center.

70. CITIZEN COMMENTS: None

80. STAFF REPORT

- Deputy Director Olson introduced the board to Fred Wong. Mr. Wong previously worked with the City for 10 years, and is now the Community Programs Coordinator.
- Deputy Director Olson relayed to the board that the City is reviewing the RCW that defines a “quorum” due to confusion of it being based on the number of seats on a board/commission vs. the number of seated members.
- The PARC plan will be presented to City Council on February 16 at 7 p.m., and the Feb. 22 City Council meeting (7 p.m.) will allow for citizen comments on the plan.
- Deputy Director Olson informed the board that the City is starting its work on the next biennium budget, and that Mayor Smith will be visiting the History & Heritage Board meeting in June, at which time the board may be able to share its budget priorities with her.
- Superintendent Peterson reported that the memorial trees behind the Wickers building have been replaced.
- The plaque commemorating Native Americans’ markings on the cedar tree at City Hall needs a pedestal and a final decision of where to be placed, both of which will be scheduled for March-April. Councilmember Sutton asked if any local tribes will be

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.

invited to the dedication ceremony. Deputy Director Olson said the City has partnerships with a tribe for other park activities, so she will contact them.

- April 6 will be this year's Heritage Park Spring Clean, from 9 a.m. to 3 p.m. Alderwood Manor Heritage Association will supply the potluck lunch, like last year.
- Superintendent Peterson reported that the poplars along Poplar Way will be pruned in June so the park's signs will be more visible from the street. Member Ottman asked if SIGS' rhododendrons could be pruned at the same time; Superintendent Peterson said they'd be done.
- Superintendent Peterson updated the board on the Jaguar dealership parking and distributed the tentative agreement, which incorporates the board's previous concerns. The City took the board's comments into account, but ultimately didn't want to completely deny the dealership's request. Three main points of the agreement are that the dealership's employees will need a pass to use the parking lot, they will only be allowed to park in designated spots, and the park's activities, such as meetings and other events, take priority. Superintendent Peterson also pointed out that this goodwill/good neighbor gesture toward the dealership could possibly lead to a partnership between the dealership and the park later down the road.

## 90. BUSINESS ITEMS

90.1 By-Law Approval: Member Rogers moved to approve the updated by-laws; Member Ottman seconded the motion. No discussion. The motion carried.

90.2 Annual Report Approval: Deputy Director Olson informed the board that the annual report gets sent to the City Council in March to let them know the purpose of the board, a summary of its activities for the past year, etc. Vice Chair Ryan moved to approve the report as presented. Member Rogers seconded the motion. No discussion. The motion carried.

90.3 Strategic Planning: Fred Wong worked with the board to come up with its strategic plan and market-defining story, and asked questions such as "Whom do we serve?" and "How does the board make the community's life better?" He said the most important question is "Who is your audience?" and once that is answered, the board can determine how to connect with that audience. He shared the market-defining story he wrote for the Arts Commission, and asked the board to begin thinking about the History & Heritage Board's story. Board members are to write a possible narrative and send it to him by February 23.

90.4 Interurban Trail Improvement Master Plan: The master plan process began last week, identifying issues and opportunities for improvement on the Interurban Trail. March 19 will be a community stakeholders' meeting. Chairman LaFond and Vice Chair Ryan volunteered to represent the board at the meeting.

## 100. FUTURE BUSINESS

110. ADJOURNMENT – 5:35 p.m.

**Upcoming Meeting:** April 12, 4 p.m.