



City of Lacey, Washington Historical Commission Agenda

Refer to bottom of the agenda for instructions on attendance and public comment.

Wednesday, July 19, 2023

6:00 PM

Council Chambers and Online

Call to Order

1. Addition or deletions to the agenda

2. Announcements and Introductions

3. Minutes:

- A. Correction/Approval to the June 21, 2023 minutes

4. Correspondence:

- A. Letter to Lacey Historical Society

5. Calendar of Events:

6. Old Business:

- A. New Museum Project
- B. Lacey Depot/Food Truck Plaza
- C. Jacob Smith House
- D. RAC Kiosk Project

7. New Business:

- A. Work Plan Update

8. Ad Hoc Committee Reports:

- A. Policy/STEPs Committee - On Hiatus

9. Public Comment:

- A. Lacey Historical Society
- B. Others

10. Reports:

- A. Museum/Curator
- B. Commissioners
- C. Chair
- D. Parks, Culture, and Recreation Director

11. Adjourn

Attend Remote or In Person

There are several ways to attend the Historical Commission Meeting:

In Person: Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, WA 98503
Zoom: https://us02web.zoom.us/webinar/register/WN_B6HCoPWTSXa5VtIIBoh4Sw
Website: <https://cityoflacey.org/government/public-meetings/>
YouTube: <https://www.youtube.com/watch?v=8cA1D9Pdaco>
Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 882 4138 1998)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

In Person: Use the sign-up sheet in Council Chambers
Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:

https://us02web.zoom.us/webinar/register/WN_B6HCoPWTSXa5VtIIBoh4Sw

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please submit written public comment at <https://laceyparks.org/lacey-museum/historical-commission> up to two hours prior to the start of the meeting. Public comments received by the deadline will be sent to Commissioners prior to the meeting, but will not be read at the meeting.

Emailed correspondence that is received throughout the month will be included in the next available Historical Commission packet under Correspondence.



LACEY HISTORICAL COMMISSION MEETING MINUTES

June 21, 2023 6:00 p.m.

Hybrid meeting via Zoom and City Hall

PRESENT

Commission: Kimberly Goetz, Jon Halvorson, Ed Holm, Jim Keogh, Tula'i Patane, Alan Tyler, and Kevin Wyckoff.

Staff: Jennifer Burbidge, Parks, Culture & Recreation Director; Sarah Smith, Executive Assistant; and Erin Quinn Valcho, Museum Curator.

The meeting was called to order at 6:00 p.m. by Chair Keogh.

AGENDA

A motion was made, seconded and approved to adopt the agenda as written.

MINUTES

The April 19, 2023 minutes were approved as written and placed on record.

ANNOUNCEMENTS

- a. Ms. Quinn Valcho introduced new commissioner Jon Halvorson.

CORRESPONDENCE

None.

CALENDAR OF EVENTS

- a. Ms. Quinn Valcho shared tabletop activities will be at the museum all summer, changing each month.

OLD BUSINESS

- a. New Museum Project. Ms. Burbidge advised a funding committee is being formed. A No Further Action letter was received from the Department of Ecology.
- b. Lacey Depot/Food Truck Plaza. Ms. Burbidge reported the food truck plaza is still operating for the summer and Love Local markets are being held the 1st Friday and 4th Sunday of the month, June 25th and July 7th are the next markets. New, more sturdy picnic tables have been added for outdoor seating.

NEW BUSINESS

- a. Oral History Project. Ms. Quinn Valcho presented the project, potential grant funding and timeline for this project.
- b. Jacob Smith House Roofing Project. Ms. Quinn Valcho gave an overview of the property history, presented the proposal and staff recommendation to replace the roof with a replacement material in lieu of cedar shake shingles. Commissioners discussed. Ms. Quinn Valcho reported that she discovered through research that the property is not technically on the local register as previously thought because it was never approved by City Council. Chair Keogh requested this item be moved to a future agenda.

Commissioner Halvorson moved that the Commission approve the staff recommendation to use a replacement polymer material for the shingles. Commissioner Goetz seconded.

After discussion, Commissioner Halvorson made a motion to amend the original motion with the condition that the Commission receives satisfactory answers to its questions about cost difference, fire safety, load-bearing weight and the viewing of a sample. Motion to amend and approve the motion carried.

Commissioner Halvorson made a motion add the nomination of the Jacob Smith House to the Lacey Historic Register to the July meeting agenda. Commissioner Goetz seconded. Motion carried.

- c. Lacey Historical Society Donations. Ms. Quinn Valcho shared that LHS donated \$5,000 for a historical marker at the Jacob Smith House and \$50,000 for museum exhibits, programs, or preservation. She explained the change of leadership and read a letter from the outgoing board. Ms. Burbidge requested the chair sign a thank you letter at the July meeting.
- d. RAC Kiosk Project. Ms. Burbidge reviewed the Memorandum of Understanding (MOU) between the City and Thurston County and requested approval of the agreement.

Commissioner Wyckoff made a motion to approve the MOU as written. Commissioner Holm seconded. Motion carried.

- e. Recent Acquisitions. Ms. Quinn Valcho reviewed the recent acquisitions.

Commissioner Holm made a motion to accept the acquisitions as proposed. Commissioner Goetz seconded. Motion carried.

Ad Hoc COMMITTEE REPORTS

- a. Policy/StEPs – On hiatus.

PUBLIC COMMENT

None.

REPORTS

- Museum/Curator. Ms. Quinn Valcho shared highlights from her report.
- Commissioners. Commissioner Patane announced Polyfest is June 24th.
- Chair. Chair Keogh provided an update on the Lacey Leader photo project.
- Parks, Culture & Recreation Director. Ms. Burbidge announced:
 - City Clerk Peri Edwards is retiring after 17 years of service for the City.
 - i. The City is switching public meetings platform, so the commission can expect some changes coming up and training will be provided.

- ii. 2023 LPCR Comprehensive Plan went to Planning Commission yesterday June 20 for their first review, and will go to City Council worksession on July 13 for their first review.
- iii. Juneteenth event took place on June 17 at the Regional Athletic Complex.
- iv. 3rd of July event is coming up on July 3 at Rainier Vista Park.
- v. Many summer concerts, programs and events can be found at LaceyParks.org.

ADJOURN

Meeting adjourned at 7:40 p.m.

NEXT MEETING

Wednesday, July 19, 6:00 p.m. remote meeting via Zoom



CITY COUNCIL
ANDY RYDER
Mayor
MALCOLM MILLER
Deputy Mayor

LENNY GREENSTEIN
MICHAEL STEADMAN
CAROLYN COX
ED KUNKEL
ROBIN VAZQUEZ

CITY MANAGER
RICK WALK

July 6, 2023

Jon Halvorson, President
Lacey Historical Society
P.O. Box 3324
Lacey, WA 98509-3324

Dear Jon and Trustees,

The Lacey Museum and the Lacey Historical Commission thank you so much for your generous donations during the calendar year of 2023:

- \$50,000 for museum programs, outreach or exhibits
- \$5,000 for the Jacob Smith House interpretive marker

Supporting local history is essential to understanding our community. With your donation, we will be able to continue to share and preserve local history for the public benefit. Again, we are so grateful for your contribution.

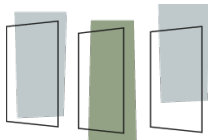
We acknowledge that no goods or services were provided to you in return for your charitable contribution valued at \$55,000. The entire amount of your contribution may be used for tax reporting to the full extent allowed by the IRS.

Thank you again for your very kind donation.

Most Sincerely,

Erin Quinn Valcho, Museum Curator
Lacey Museum
420 College St SE
Lacey, WA 98503
Tax ID 91-0819427

Jim Keogh, Chair
Lacey Historical Commission



Lacey Historical Commission

2023 WORK PLAN

Approved December 21, 2022, Revised March 15, 2023

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
NEW LACEY MUSEUM PROJECT				
1. Review & revise strategic plan for the museum.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		January 2023
2. Support, advocate, and educate with consistent messaging regarding capital campaign	All Commissioners	Jen Burbidge & Erin Quinn Valcho		Ongoing.
LACEY MUSEUM				
1. Promote the Lacey Museum to build a network of supporting patrons who love history and the museum.	All Commissioners	Erin Quinn Valcho		Ongoing.
2. Assist staff with museum programs, tours and special events as needed.	All Commissioners	Erin Quinn Valcho		As needed.
3. Tour the Lacey Museum as a Commission.	All Commissioners	Erin Quinn Valcho		July 2023
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		March-April 2023
2. Accept the Lacey History Month Proclamation at a City Council meeting.	Jim Keogh	Jen Burbidge		May 2023
LACEY HISTORICAL COMMISSION POLICIES AND PROCEDURES				
1. Update 1991 policies and procedures for the operation and guiding principles for the Historical Commission.	Ad Hoc Policy-StEPs Committee	Erin Quinn Valcho		
THURSTON THROWBACK				
1. Participate in development of event and staff the booth at the Thurston County Fair	To be identified.	Erin Quinn Valcho	Staff to report status of event by March 2023	August 6, 2023
POTENTIAL GRANTS				
<u>Nisqually Charitable Funds:</u>	N/A until decision made about applying	Erin Quinn Valcho		September 2023
HISTORIC PROPERTIES				
1. Identify at least two properties from the historic property inventory that could be added to the Lacey Historic Register.	N/A	Erin Quinn Valcho	Requires budget request.	2024
2. Research and develop a plan for the future of the McKinney House.		Jennifer Burbidge		
COMMISSION & TRIBAL RELATIONS				
1. Attend a Nisqually Tribal Council meeting upon invitation.	Identify Commissioners to attend and process for attendance.	Erin Quinn Valcho		
2. Attend a tribal community event (Nisqually or Squaxin Island)	Identify Commissioners to attend.	Erin Quinn Valcho		
RAC KIOSK				
1. Work with the Thurston County Historical Commission to develop an interpretive kiosk at the Regional Athletic Complex.	Jim Keogh	Erin Quinn Valcho	In progress	2023

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
2023 PARKS, CULTURE & RECREATION COMPREHENSIVE PLAN UPDATE				
1. Participate in the development of the 2023 update as it relates to the museum and historic preservation.	All Commissioners	Jennifer Burbidge	In progress	2023

**Museum Report
Lacey Historical Commission
June 2023**



Visitor Services, Museum Store & Exhibits

- There were 45 visitors at the museum in the month of June, 43 walk-ins and 2 for business. Walk-in attendance was higher this month due to children being out of school for the summer and the museum tabletop craft activity.
- Store sales this month totaled \$43.80.
- Erin began preliminary research for the future aviation exhibit.

Staff & Volunteers

- This month, 4 volunteers gave **37.75** hours to the museum.
- Volunteers Marcia Batchelor, Madison Lerud, and Madyson Buchalski worked as gallery hosts at the museum and Jim Keogh worked on the Lacey Leader project.

Programs & Events

- Felicia facilitated the June tabletop education program at the museum, which had 10 participants. Felicia created material for the July tabletop education program and volunteers helped prep supplies for the activity. Felicia began creating the August tabletop program.
- Felicia and volunteer Madyson Buchalski tabled at the Juneteenth Celebration on June 17th at the Regional Athletic Complex. The Lacey Museum table had flyers for the Stories of the South Sound oral history project and the summer tabletop education programs, along with a drop-in coloring table.
- Erin and Felicia assisted the department with the July 3rd event.

Outreach, Marketing & Promotion

- Erin wrote the staff report and Felicia presented the Stories of the South Sound oral history project to the Commission on Equity.
- Erin created a webpage for the utility wrap art project profiles and updated new events and the commissioner resources page.

Collections, Research & Service Requests

- Erin worked on service requests for the Senior Center birthday celebration and a request for Chambers family materials.

Historic Preservation

- Erin researched the Jacob Smith House for the upcoming review of the reroofing project and discovered it was never placed on the historic register.

Grants & Funding

- Felicia submitted the Diversity in Local History grant to fund an intern to assist with the Stories of the South Sound oral history project.
- Erin submitted the final report for the 2021-2023 Heritage Capital Projects Grant.

Professional Development

- Erin attended a three-day emergency management course on expanded incidents.

PROJECT REQUEST



Instructions: This form shall be filled out by an authorized Department representative. The intent of this form is to retain approval for initial project feasibility, cost estimating, and capital planning.

REQUESTOR'S INFORMATION

Department: _____ Name: _____ Date: _____

Stakeholders (if known): _____

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Priority: ☐ Emergency
☐ High
☐ Routine

Classification: Safety Improvement
Repair
Functional Improvement
Preventative
Appearance/Amenity

Scope: (include as much information as possible, to include photos and dimensions as necessary to convey pertinent information) List any potential systems that may be affected (electrical, mechanical, structural) and any furniture, fixtures or equipment needed.)

Reason Needed: (What is the deficiency and what are the consequences if the project is not completed?)

Limitations: (Schedule or timing requirements, including deadline or limitations on time of year work may be completed. If such limitations exist, please explain)

FUNDING

Cost Range: _____ Project Code: _____ Account Number: _____

Check all that apply Amount approved _____ Year _____

☐ Amendment required

☐ *Grant _____

☐ *Other _____

**Provide details, including project requirements or suspense associated with funding*

PROJECT EXECUTION

Describe planning that has already been completed (e.g. consultants hired, reports/studies completed, plan review, any active permits):

PROJECT PHASES

Estimate a reasonable time frame for beginning each phase, understanding that they may occur in subsequent years depending on complexity and available staff. Check who will be performing the work.

Planning:	20__	☐ Consultant	☐ City Staff
Design:	20__	☐ Consultant	☐ City Staff
Construction:	20__	☐ Contractor	☐ City Staff

QUESTIONS

1. What other alternatives to this project have been considered and why were they discounted?
2. Is this project expected to decrease/increase City maintenance costs? How and by how much?
3. Will this project have any impacts to the Public? If yes, please describe.
4. Will this project affect adjacent spaces? If yes, please describe.
5. Will the result of this project require any special equipment, operating conditions, or the purchase of equipment or furniture? If so, is it part of the request? If not, please describe further requirements and estimated costs.