



City of Lacey, Washington Historical Commission Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, August 16, 2023

6:00 PM

Council Chambers and Online

Call to Order

1. Approval of Agenda and Previous Minutes:

- A. Agenda*
- B. Meeting minutes from July 19, 2023*

2. Announcements

3. Public Comment:

Please refer to the bottom of the agenda for instructions on how to provide public comment.

4. Business Items:

- A. **CivicClerk Orientation**
Kelly Adams, Public Affairs
- B. **New Museum Project**
Jennifer Burbidge, Parks, Culture and Recreation Director
- C. **Lacey Depot/Food Truck Plaza**
Jennifer Burbidge, Parks, Culture and Recreation Director
- D. **Jacob Smith House Reroofing Project**
Jennifer Burbidge, Parks, Culture and Recreation Director
- E. **Recent Acquisitions***
Erin Quinn Valcho, Museum Curator

5. Reports:

- A. **Lacey Historical Society**
Robert Southwick, Vice President

- B. Policy-StEPs Committee
- C. Commissioners
- D. Chair
- E. Museum Curator
- F. Parks, Culture and Recreation Director

6. Adjourn

Next Meetings and Events:

- **Historical Commission Meeting:** September 20, 2023, 6 p.m., City Hall Council Chambers or Online
- **Museum Event:** Through August, Make Your Own Covered Wagon, Lacey Museum
- **Museum Event:** September 13, 2023, 6:30 p.m., A History of the Lacey Fire Department - Their First Decade, Council Chambers or Online
- **Historical Commission Tour:** September 15, 2023, 12:00 p.m., Leaving from City Hall

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_QyLboXSzSAq30VvDhopGeg
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=9rJnOsMxMG8>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID
844 5481 9857)

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_QyLboXSzSAq30VvDhopGeg



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

Written Public Comment

Please submit written public comments to <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 aloud at the meeting. Public comments received after the deadline will be included in the next scheduled meeting.





City of Lacey, Washington Historical Commission Minutes

Wednesday, July 19, 2023

6:00 PM

Council Chambers and Online

Commissioners Present:

Kimberly Goetz, Jon Halvorson, Tula'i Patane, and Kevin Wyckoff.

Commissioners Absent:

Janine Bermudez, Ed Holm, Jim Keogh, and Alan Tyler.

Staff Present:

Erin Quinn Valcho, Museum Curator and Sarah Smith, Executive Assistant.

Call to Order

The meeting was called to order by Vice Chair Wyckoff at 6:01 p.m.

1. Addition or deletions to the agenda

Commissioner Goetz moved to approve the agenda as written. Commissioner Halvorson seconded. Motion carried.

2. Announcements and Introductions

Ms. Quinn Valcho announced:

- The Museum was awarded a \$15,000 Diversity in Local History grant for an intern to assist with the Stories of the South Sound oral history project.

3. Minutes:

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

Commissioner Goetz made a motion to approve the minutes as written.
Commissioner Halvorson seconded. Motion carried.



4. Correspondence:

A. Letter to Lacey Historical Society

- The commission reviewed the letter thanking the Historical Society for their museum donations. Chair Keogh will sign when he gets back.

5. Calendar of Events:

July, Make Your Own Biplane! Lacey Museum

6. Old Business:

A. New Museum Project

Director Burbidge has set up a bi-monthly stakeholder committee to focus on funding strategy for the new Museum & Cultural Center. Committee members will include City staff: Jen Burbidge, Erin Quinn Valcho, and Assistant City Manager Shannon Kelley-Fong; and Historical Commissioners: Jim Keogh and Jon Halvorson. Representatives will also be included from the Lacey Historical Society, Lacey Community Foundation, and the PARC Foundation of Thurston County.

Commissioner Halvorson recommended the addition of a Nisqually Tribe representative. The first meeting will be Friday, August 4 at 2:30 p.m. at City Hall or via Zoom.

B. Lacey Depot/Food Truck Plaza

The concrete foundation has been installed for the informational kiosk. Signage design is in progress.

Ms. Quinn Valcho reported on site events and activities at the site including:

- Depot rentals
- First Fridays and 4th Sundays markets and entertainment (upcoming dates July 23 and August 11)
- Play in the Parks August 10 at 2pm

C. Jacob Smith House

Ms. Quinn Valcho reported the initial estimate is coming in way higher than anticipated (at least 50% higher). Staff will be meeting with the City's Capital Projects team this week to determine the next steps. Discussion ensued. The Commission looks forward to more information.

D. RAC Kiosk Project

Thurston County Historical Commission discussed the MOU at their last meeting.



7. New Business:

A. Work Plan Update

Ms. Quinn Valcho reviewed the 2023 Work Plan and commissioners provided their input.

- Commissioners requested a museum tour or a Commission meeting held at the museum.
- Commissioner Halvorson requested a visual of the proposed kiosk.

Commissioner Goetz made a motion to approve the changes. Commissioner Halvorson seconded. Motion carried.

8. Ad Hoc Committee Reports:

A. Policy/STEPs Committee

No report. On hiatus.

9. Public Comment:

None.

10. Reports:

A. Museum/Curator

Ms. Quinn Valcho gave highlights from the written report.

B. Commissioners

No report.

C. Chair

No report.

D. Parks, Culture, and Recreation Director

Ms. Quinn Valcho gave the Director's report:

- 2024 Budget Requests are due at the end of July. Two were highlighted: McKinney House parcel assessment and wetland delineation report and historic preservation consultant requests.
- 2023 LPCR Comprehensive Plan was approved by Planning Commission on July 18 and the City Council review was rescheduled to their August 10 worksession.
- 3rd of July event took place at Rainier Vista Park with an estimated 25,000+ people in attendance.
- As of July 10, Jenny Wilson has moved from her Recreation Supervisor position in the department to the new Senior Parks Planner position. Jenny has been with Lacey Parks for 21 years and was most recently overseeing



Aquatics and Volunteer programs.

- Rick Walk was approved and named City Manager by City Council at their July 6, 2023 meeting. He has been Interim City Manager since December of 2022.

11. Adjourn

Commissioner Halvorson made a motion to adjourn. Commissioner Goetz seconded. Motion carried.

The meeting was adjourned at 6:37 p.m.





Recent Acquisitions Review
August 2023
Lacey Historical Commission

According to LMC 2.4.050, the Historical Commission has the supervision, along with the Museum Curator, of accepting gifts of property for historical purposes. To that end, the listed items have been accepted by the Museum Curator for inclusion into the Lacey Museum collection subject to the review of the Commission.

Commissioners should consider the museum mission, the museum acquisitions policy, and the usefulness of the item(s) for display and research.

ACCEPTED FOR THE PERMANENT COLLECTION

2022-020 Edward Echtle

- Four Yearbooks, *Rambler* (North Thurston High School) 1958-1961
- Reunion Programs, NTHS Class of '61, 35th and 40th

Relation to Mission: Preserving NTPS schools history is an essential part of our mission.

Relation to Collection: These will be added to and fill gaps in our yearbook collection.

2023-004 Lacey Historical Society

- Lacey Historical Society Records 1980-2019 (9 boxes)

Relation to Mission: It is our mission to preserve the history of local organizations.

Relation to Collection: This is tied both to our local organizations collections and our own institutional history.

DECLINED

Shirley Stirling (family liaison)

- Medals earned by Lieutenant Colonel Barbara Nichols, who lived at Panorama for 30 years
- Donor wanted them to be guaranteed to be on exhibit which does not align with museum policy

**Museum Report
Lacey Historical Commission
July 2023**



Visitor Services, Museum Store & Exhibits

- There were 80 visitors at the museum in the month of July, 73 walk-ins and 7 for business. Walk-in attendance was higher than average this month due to a group of 18 people from Kenya with The Friendship Force.

Staff & Volunteers

- Felicia has successfully completed her probationary period as Museum Coordinator.
- This month, 4 volunteers gave 65 hours to the museum.
- New volunteer Tracy Rebstock started July 8th
- Volunteer Madison Lerud and Madyson Buchalski worked as gallery hosts at the museum. Jim Keogh worked on the Lacey Leader project and Tracy Rebstock worked on creating finding aids for the museum collection.

Programs & Events

- Felicia and Madyson facilitated the July tabletop education program on biplanes at the museum, which had 21 participants. Felicia partnered with Lacey Makerspace to create the materials for the August tabletop program.
- Erin and Felicia assisted the department with the July 3rd event.

Outreach, Marketing & Promotion

- Felicia sent out the July Museum Newsletter that included the History Talks survey, information about the Stories of the South Sound oral history project, and tabletop crafts.

Collections, Research & Service Requests

- Erin worked with several researchers this month, including a member of the Chambers family, Karens Fraser, and the Lacey Historical Society (LHS).
- Erin worked on processing new acquisitions, including LHS records.

Grants & Funding

- The Lacey Museum was awarded \$15,000 from the Diversity in Local History grant to fund an intern to assist with the Stories of the South Sound oral history project.
- Erin completed budget requests for design software and a historic preservation consultant.

Professional Development

- Erin and Felicia began training in Photoshop and InDesign.