



City of Lacey, Washington Historical Commission Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, November 15, 2023

6:00 PM

Council Chambers and Online

Call to Order

Roll Call

1. Land Acknowledgement

The Lacey Historical Commission meets on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the [Medicine Creek Treaty of 1854](#).

2. Approval of Agenda and Minutes:

- A. Approval of Agenda*
- B. Approval of October 18, 2023 meeting minutes*

3. Announcements:

4. Public Comment:

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

5. Business Items:

- A. **2024 Work Plan***
Jennifer Burbidge, Parks, Culture and Recreation Director
- B. **2023 Work Plan and Accomplishments**
Jennifer Burbidge, Parks, Culture & Recreation Director

C. **2024 Chair/Vice Chair Elections***

Jim Keogh, Chair

D. **Land Acknowledgement Follow Up**

Jennifer Burbidge, Parks, Culture & Recreation Director

*Vote requested

6. Reports:

- A. Lacey Historical Society
- B. Policy StEPs Committee
- C. Commissioners
- D. Chair
- E. Museum Curator
- F. Director

7. Adjourn

Next Meetings:

Historical Commission Meeting, Wednesday, December 20, 2023 6:00 p.m., Council chambers and online

Lacey Museum and Cultural Center Funding Strategy Committee Meeting,

Thursday,

January 11, 2024 9:00 a.m., Council chambers and online

Upcoming Events:

William Fraser Tolmie: A Remarkable Hudson's Bay Company Leader at Fort

Nisqually in the Mid-19th Century, Tuesday, December 12, 2023, 6:30 p.m., Council Chambers or online

Attend Remotely 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/j/82423962961>
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=oFBrG671Vjl>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 824 2396 2961)

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: <https://us02web.zoom.us/j/82423962961>

During the public comment portion of the meeting, use the Raise Hand function to be given the opportunity to speak. Public comments are limited to three minutes.

Written Public Comment

Please submit written public comment on our website at <https://laceyparks.org/lacey-museum/historical-commission> by noon the day of the meeting. Written 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 summarized in the next available Historical Commission packet under Public Comment.





City of Lacey, Washington
Historical Commission Minutes
Wednesday, October 18, 2023 - Council Chambers and Online

Call to Order

Chair Jim Keogh called the meeting to order at 6:00 p.m.

Roll Call

Commissioners Present: Chair Jim Keogh, Vice Chair Kevin Wyckoff, Kimberly Goetz, Ed Holm, Tula'i Patane, Anthony Santiago, and Alan Tyler.

Commissioners Absent: Jon Halvorson.

Staff Present: John Koch, Digital Media Production Specialist; Erin Quinn Valcho, Museum Curator; and Jenny Wilson, Senior Parks Planner.

Public Present: John Dziedzic, Lacey Historical Society Secretary and Margie Wyllie, Lacey Historical Society Trustee.

1. Approval of Agenda and Minutes:

A. Approval of Agenda

Commissioner Holm moved to accept the agenda as written. Commissioner Patane seconded. Motion carried.

B. Approval of August 16, 2023 Meeting Minutes

Commissioner Holm moved to accept the minutes as written. Commissioner Goetz seconded. Motion carried.

C. Approval of September 15, 2023 Meeting Minutes

Commissioner Holm moved to accept the agenda as written. Commissioner Patane seconded. Motion carried.

2. Announcements:

Director Jen Burbidge was not in attendance. Going forward, she and the museum curator will alternate their meeting attendance unless both are required.

3. Public Comment:

The Commission received no verbal or written comments. Items of correspondence were included in the packet.

The deadline to submit written public comments was 4:00 p.m. the day of the meeting. Written comments are not addressed during the meeting; however, they are added to the official record.

4. Business Items:

A. 2024 Chair/Vice Chair Nominations

Erin Quinn Valcho, Museum Curator

Commissioner Holm nominated Chair Keogh to continue on as chair in 2024. Chair Keogh accepted the nomination.

Commissioner Holm nominated Vice Chair Wyckoff to continue as vice chair in 2024. Vice Chair Wyckoff accepted the nomination.

Chair Keogh asked the Commissioners to consider any other nominations so that a vote could take place at the November meeting.

B. Draft 2024 Work Plan

Erin Quinn Valcho, Museum Curator

Commissioners provided proposed changes to the work plan and will vote on the final version at the November meeting.

C. RAC Kiosk Project

Erin Quinn Valcho, Museum Curator

Valcho updated the Commission on the status of the RAC kiosk project and next steps:

- The Memorandum of Understanding (MOU) has been approved and signed by the Thurston County Administrator and the Lacey City Manager.
- Director Burbidge will apply for a building permit and it will become Exhibit A of the MOU.
- City staff and the Historical Commission will review the design and wording before printing.



- The City of Lacey will issue a notice to proceed and staff will move irrigation lines.
- After inspection, a dedication will be able to take place.

D. Lacey Museum & Cultural Center Funding Strategy Committee

Erin Quinn Valcho, Museum Curator

Valcho provided an update on the committee's last meeting which included a review of the project, funding strategy, and funding opportunities. The committee considered who else should be on the committee and potential funding sources.

E. City Council Land Acknowledgment Policy

Erin Quinn Valcho, Museum Curator

Valcho provided background on the City Council resolution to adopt a land acknowledgment and the related policy.

Commissioner Goetz made a motion to use the abbreviated land acknowledgement on the Historical Commission's meeting agendas and to say it aloud at each meeting. Commissioner Patane seconded. Motion carried.

5. Reports:

A. Lacey Historical Society
Margie Wyllie, Trustee

Historical Commissioners are invited to attend the Lacey Historical Society annual meeting on October 24, 2023.

LHS Secretary John Dziedzic shared that the program will feature three former mayors of Lacey sharing information about their time on Lacey City Council. LHS is developing a website. Next year, they plan to develop an oral history program.

B. Policy StEPs Committee

No report.

C. Commissioners

No report.

D. Chair



No report.

E. Museum Curator

Valcho provided highlights from the written report. Chair Keogh agreed with the need for more storage for museum collections.

F. Director

Valcho shared Director Burbidge's report:

Three museum budget requests were approved, pending City Council final approval in December:

- Adobe All Apps Annual Subscription for two full time museum staff - \$2,000
- McKinney House parcel assessment and wetland delineation report to advise future potential and project. Phased project - \$50,000
- Historic Preservation consultant: historic register property research and reports for JSH & McKinney House - \$15,000

Sarah Smith has resigned and her last day will be October 27.

6. Adjourn

Chair Keogh adjourned the meeting at 7:05 p.m.

Next Meetings:

Lacey Museum & Cultural Center Funding Strategy Committee Meeting Thursday, October 26, 2023 9:00 a.m., Council chambers or online

Historical Commission Meeting Wednesday, November 15, 2023 6:00 p.m., Council chambers or online

Upcoming Events:

Lacey Historical Society Annual Meeting, October 24, 2023 6:30 p.m., Lacey Community Center

A Confluence of Conservation: A History of the Nisqually Delta and the US Fish and Wildlife Service, November 8, 2023 6:30 p.m., Council chambers or online



Lacey Historical Commission
2024 WORK PLAN
Approved _____

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 2024
2. Represent the Commission on the Lacey Museum & Cultural Center Funding Strategy Committee.	Jim Keogh, Jon Halvorson	Jen Burbidge & Erin Quinn Valcho		Ongoing.
3. Support, advocate, and educate with consistent messaging regarding LMCC’s funding strategy.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		Ongoing.
4. Prepare budget request and seek grant funding for historic photos in the Lacey Depot		Erin Quinn Valcho		
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.
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		March-April 2024
2. Accept the Lacey History Month Proclamation at a City Council meeting.	Commission Chair	Jen Burbidge		May 2024
LACEY HISTORICAL COMMISSION POLICIES AND PROCEDURES				
1. Update 1991 policies and procedures for the operation and guiding principles for the Historical Commission.	All Commissioners	Erin Quinn Valcho		
2. Review Museum Policy Handbook revisions.	All Commissioners	Erin Quinn Valcho		December 2024
3. Review and revise Historical Commission Policies.	All Commissioners	Erin Quinn Valcho		
POTENTIAL GRANTS				
<u>Nisqually Charitable Funds:</u>	N/A until decision made about applying	Erin Quinn Valcho		September 2024
<u>CLG Grant:</u>		Erin Quinn Valcho	For Depot photos?	May 2024
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	Jacob Smith House	2024, pending budget approval
2. Research and develop a plan for the future of the McKinney House.		Jennifer Burbidge		2024, pending budget approval
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				

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
1. Work with the Thurston County Historical Commission to develop an interpretive kiosk at the Regional Athletic Complex.	Jim Keogh	Erin Quinn Valcho		Summer 2025

Lacey Historical Commission
2023 WORK PLAN (END OF YEAR UPDATE)

Approved December 21, 2022, Revised _____

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
NEW LACEY MUSEUM PROJECT				
1. Review and revise strategic plan for the museum.	All Commissioners	Jen Burbidge & Erin Quinn Valcho	Completed.	January 2023
2. Support, advocate, and educate with consistent messaging regarding capital campaign	All Commissioners	Jen Burbidge & Erin Quinn Valcho	Ongoing.	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.	Ongoing.
2. Assist staff with museum programs, tours and special events as needed.	All Commissioners	Erin Quinn Valcho	As needed.	As needed.
3. Tour the Lacey Museum as a Commission.	All Commissioners	Erin Quinn Valcho	Completed.	September 2023
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho	Completed.	April 2023
2. Accept the Lacey History Month Proclamation at a City Council meeting.	Jim Keogh	Jen Burbidge	Completed.	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	Pending.	
THURSTON THROWBACK				
1. Participate in development of event and staff the booth at the Thurston County Fair	To be identified	Erin Quinn Valcho	Canceled.	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	Budget request being put in for 2024.	2024
2. Research and develop a plan for the future of the McKinney House.	All Commissioners	Jennifer Burbidge	Commissioners reviewed the property's history and toured the site. Budget request being put in for 2024.	
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				

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
1. Work with the Thurston County Historical Commission to develop an interpretive kiosk at the Regional Athletic Complex.	Jim Keogh	Erin Quinn Valcho	MOU was approved and signed by both parties. Writing and design is near completion. Thurston County is setting aside maintenance money.	2024
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	Historical Commission provided input on the comprehensive plan which was approved by City Council.	2023

2023 Historical Commission (HC) Accomplishments

2023 WORK PLAN

Lacey Museum

- The HC reviewed and approved the Lacey Museum's 2023-2032 Strategic Plan.
- The Lacey Museum and Cultural Center Funding Strategy Committee launched in August and includes members of City staff, HC, Lacey Community Foundation, PARC Foundation of Thurston County, and the Lacey Historical Society.
- The HC went on a tour of the Lacey Museum and the new museum campus and Lacey Depot Park on September 15, 2023.

Lacey History Month

- The HC renamed the Historian of the Year award in honor of its founder Ken Balsley.
- Thelma Jackson was named the 2023 Ken Balsley Historian of the Year in May.
- Chair Jim Keogh accepted the Lacey History Month proclamation from City Council.

Historic Properties

- Commissioners brushed up on the history of the **McKinney House** in March and reviewed a 2013 concept plan for the property. Staff prepared budget requests for an in-depth site assessment, including historic property research, wetland delineation, and the property's potential for development. The HC toured the site in September.
- Commissioners reviewed a proposal from maintenance to reroof the **Jacob Smith House** using a replacement material. A request for more information about the product and its cost resulted in staff acquiring a quote that was significantly higher than anticipated. More research is needed to select the right material.
- Through the design review process, staff discovered that although the **Jacob Smith House** is on the Washington State Register of Historic Places, it was never officially added to the local register. To amend this oversight, staff submitted a budget request to complete the nomination of the property to the local register.

RAC Kiosk

- Commissioner Keogh represented the HC on the Thurston County Historic Commission committee to develop the RAC kiosk.
- The HC reviewed the MOU between the City and County and it was approved by both parties in September.

OTHER NOTEWORTHY ACCOMPLISHMENTS

Utility Wraps

- Museum staff researched and wrote bios for 15 people, places and organizations to be artistically represented on utility wraps around the City. The HC reviewed the list and made suggestions for potential subjects to be included in the next phase of the project.

Acquisitions

- The HC reviewed and approved seven collections acquisitions over the course of the year. Most notable of these were the Lacey Historical Society records and converted long-term loans, including the Lacey School bell.