



City of Lacey, Washington Historical Commission Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, January 17, 2024

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 Amended Agenda*
- B. Approval of November 15, 2023 Meeting Minutes*

3. Public Comment:

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

4. Business Items:

- A. **2024 Historical Commission Meeting Schedule**
Jen Burbidge, Parks, Culture and Recreation Director
- B. **Joint City Council-Historical Commission Worksession Update**
Jen Burbidge, Parks, Culture and Recreation Director

- C. **Historical Street Sign Policy**
Erin Quinn Valcho, Museum Curator
- D. **Recent Acquisitions***
Erin Quinn Valcho, Museum Curator
- E. **City Email Addresses and Advisory Board Stipend Program**
Kelly Adams, Special Projects Administrator and Elissa Fontaine, City Clerk
- F. **2023 Work Plan and Accomplishments* (Added Agenda Item)**
Jennifer Burbidge, Parks, Culture and Recreation Director

5. Reports:

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

*Vote Requested

6. Adjourn

Next Meetings:

Joint Worksession with Lacey City Council, Tuesday, January 23, 2024, 6:00 p.m.
Council Chambers and online

Historical Commission Meeting, Wednesday, February 21, 2024, 6:00 p.m., Council
Chambers and online

Upcoming Events:

HistoryTalks! Find Your Family History in the Washington State Archives,
Thursday, February 15, 2024, 6:30 p.m., Council Chambers and online

Lacey Cultural Celebration, Saturday, March 9, 2024, 10 a.m. - 6 p.m., Saint Martin's
University

HistoryTalks! 150 Years of Jewish History in the South Sound, Thursday, March 14,
2024, 6:30 p.m., Council Chambers and online

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/j/86109699941>
- Website: <https://laceywa.portal.civicclerk.com/event/192/media>



YouTube: <https://www.youtube.com/live/iiFosDhxPWE?si=JKmogxltWujZwmD1>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 861 0969 9941)

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/86109699941>

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 comments to PRPublicComment@ci.lacey.wa.us 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, November 15, 2023 - Council Chambers and Online

Call to Order

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

Roll Call

Commissioners Present: Chair Jim Keogh, Vice Chair Kevin Wyckoff, Kimberly Goetz, Jon Halvorson, Ed Holm, and Alan Tyler.

Commissioners Absent (Unexcused): Tula'i Patane and Anthony Santiago.

Staff Present: Jennifer Burbidge, Parks, Culture & Recreation Director and Jenny Wilson, Senior Parks Planner.

Public Present: Peggy McHugo, Lacey Historical Society (LHS) Trustee; and Cheryl Malkmus, Lacey resident.

1. Land Acknowledgement

Chair Keogh read the land acknowledgement.

2. Approval of Agenda and Minutes:

A. Approval of Agenda*

Chair Keogh proposed adding two agenda items:

5E. December Meeting

5F. Meeting Time Change

Commissioner Halvorson made a motion to approve the agenda as proposed. Commissioner Wyckoff seconded. Motion carried.

B. Approval of October 18, 2023 meeting minutes*

Commissioner Goetz made a motion to approve the October 18, 2023 minutes as written. Vice Chair Wyckoff seconded. Motion carried.

3. Announcements

None.

4. Public Comment:

Public comment was provided by Cheryl Malkmus on the MultiCare Off Campus Emergency Department project. She is concerned about losing some or all of the historically significant Selma Street and/or its name. Commissioners asked staff for more information on the project and the historic street naming policy.

5. Business Items:

A. 2024 Work Plan*

Jennifer Burbidge, Parks, Culture and Recreation Director

Director Burbidge presented the proposed 2024 Historical Commission work plan. The Jacob Smith House interpretive marker was added.

Commissioner Halvorson made a motion to approve the 2024 Work Plan as amended. Commissioner Wyckoff seconded. Motion carried.

B. 2023 Work Plan and Accomplishments

Jennifer Burbidge, Parks, Culture & Recreation Director

Director Burbidge asked for feedback on the 2023 Work Plan update and the Historical Commission accomplishments. The Commission discussed it, changes were suggested, and the final version will be reviewed for approval at the next commission meeting.

C. 2024 Chair/Vice Chair Elections*

Jim Keogh, Chair

Chair Keogh asked for additional nominations for chair and vice chair. There were no additional nominations.

Commissioner Halvorson made a motion to close the 2024 chair nominations and cast a unanimous ballot for Jim Keogh. Commissioner Goetz seconded. Motion carried.

Commissioner Halvorson made a motion to close the 2024 chair nominations



and cast a unanimous ballot for Vice Chair Kevin Wyckoff. Commissioner Goetz seconded. Motion carried.

D. Land Acknowledgement Follow Up

Jennifer Burbidge, Parks, Culture & Recreation Director

Commissioners discussed ideas for ways to ensure the presentation of the land acknowledgement does not sound performative. The land acknowledgment will be presented by a different commissioner at each meeting.

E. December Meeting

Chair Jim Keogh

Commissioner Halvorson made a motion to cancel the December 20, 2023 Historical Commission meeting. Commissioner Goetz seconded. Motion carried.

F. Meeting Time Change

Chair Jim Keogh

Commissioners discussed changing the meeting time to 5:30 p.m. but decided to keep it at 6:00 p.m.

6. Reports:

A. Lacey Historical Society

Peggy McHugo, Trustee

Trustee McHugo shared:

- The LHS annual meeting occurred on October 24, with about 35 people in attendance. LHS voted to revise their bylaws and elected a slate of officers and trustees.
- The last LHS board meeting was on November 14, 2023.

Commissioner Halvorson shared that he was re-elected for a two-year term as president of LHS and former Lacey Deputy Mayor Cynthia Pratt was elected vice president. He thanked Chair Keogh for joining the LHS.

B. Policy StEPs Committee

Kimberly Goetz, Committee Chair

No report.



C. **Commissioners**

Commissioner Halvorson reported that Mayor Ryder would very much like to see the McKinney House renovated.

D. **Historical Commission Chair**

Jim Keogh

Chair Keogh reported that the RAC kiosk project is proceeding and the text and design is expected to be completed in spring 2024. He is continuing to work as a museum volunteer on the *Lacey Leader* project.

E. **Museum Curator**

Erin Quinn Valcho

Director Burbidge shared the Museum Curator's report:

- Olivia Moore was hired as the Museum Intern and will be working at the museum with Felicia on giving tours, planning summer programs and updating exhibits.
- The November History Talk on the history of the Nisqually Wildlife Refuge was well attended with 66 participants.
- The Museum Curator has been helping to fill in for some of the Executive Assistant duties while the position is being recruited.
- Staff are making progress with the *Stories of the South Sound* oral history project. They have put together a marketing schedule and have been working on preparing promotional materials. A release form has been drafted.

Commissioner Halvorson suggested including Jack Homann as a potential interview subject for the oral history project.

F. **Parks, Culture and Recreation Director**

Jen Burbidge

Director Burbidge reported:

- The New Lacey Museum and Cultural Center Funding Strategy Committee met on October 26, 2023:
 - Defined the roles of the committee, champions & volunteers, community partners, donors, sponsors and members.
 - Staff is researching a potential grant opportunity from the U.S. Economic Development Administration.
 - Committee members have assignments for the next meeting in January.



- Joint Worksession with City Council confirmed for March 26, 2024 at 6:00 p.m. and will include the Parks, Culture & Recreation Board.
- City Council meetings and worksessions are moving from Thursday to Tuesday starting in January.
- Executive Assistant job posting closes November 30; interviews are scheduled for December 13.

7. Adjourn

Commissioner Wyckoff made a motion to adjourn. Commissioner Holm seconded. Motion carried.

The meeting was adjourned at 6:56 p.m.



2024 Meeting Schedule Lacey Historical Commission

Meeting Type	Date	Location
<i>All meeting days are Wednesday unless otherwise specified.</i>		
JANUARY		
Regular Meeting	January 17, 2024	Council Chambers or Online
City Council Joint Worksession	Tuesday, January 23, 2024	Council Chambers or Online
FEBRUARY		
Regular Meeting	February 21, 2024	Council Chambers or Online
MARCH		
Regular Meeting	March 20, 2024	Council Chambers or Online
APRIL		
Regular Meeting	April 17, 2024	Council Chambers or Online
MAY		
Regular Meeting	May 15, 2024	Council Chambers or Online
City Council Meeting (History Month)	Tuesday, May 2024 (Date TBA)	Council Chambers or Online
JUNE		
Regular Meeting	June 19, 2024	Council Chambers or Online
JULY		
Regular Meeting	July 17, 2024	Council Chambers or Online
AUGUST		
Regular Meeting	August 21, 2024	Council Chambers or Online
SEPTEMBER		
Regular Meeting	September 18, 2024	Council Chambers or Online
OCTOBER		
Regular Meeting	October 16, 2024	Council Chambers or Online
NOVEMBER		
Regular Meeting	November 20, 2024	Council Chambers or Online
DECEMBER		
Regular Meeting	December 18, 2024	Council Chambers or Online

For meeting details, agendas and agenda packets, visit the [public meetings portal](#).

For information on current museum events, visit LaceyMuseum.org.

HISTORICAL STREET SIGNS

The Lacey Historical Commission has created the “Historical Street Sign” program to recognize the original and/or historic names of local streets. The program is intended to meet the Commission’s mission to “educate the public about Lacey’s heritage, and strengthen community spirit and sense of belonging to a community with a rich and important history”.

When the Lacey area was first settled, roads were named for their destination. The road to an adjacent town was named for the town, such as Steilacoom Road. Other roads were named for the farm or homestead at the end of the road, such as Robbins or Herman Road.

During early development, a road may have been named for a land owner (such as Adams), or for adjacent use (such as College Street).

As development increased, roads were extended, often meeting another road. When College Street was extended to the south, it “merged” with Herman Road near Lacey Boulevard. To avoid confusion, one of the names was dropped from use.

With the advent of modern emergency response programs, it was determined that a county wide street numbering and naming system was needed to speed locating addresses. This further reduced the diversity of names, particularly in the east-west orientation. Many of these streets were given “numbered” avenues. For example, Robbins Road became 6th Avenue Southeast.

Recognizing the “original” name for selected streets preserves the long history of the region with particular emphasis on the early settlers that make up Lacey’s foundation. The street signage program is not intended to honor people per se, but rather to recognize the original name of the street or road.

The Lacey Historical Commission’s signage program is governed by the City of Lacey “Policy for Recognizing Historical Events, Places and People”. Emphasis will be placed on the original name a street was given when first put into public use. When a street had more than one name, and both appear to be of historical significance, the road may be designated in “segments” or the earliest verified name given preference.



Recent Acquisitions Review January 2024 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

2024-005 Jan Teague

- 6 boxes including awards, posters, artifacts, documents, business cards, and photographs documenting local Lacey events and Ken Balsley's personal life.

Relation to Mission: Materials of local history are clearly related to the museum mission.

Personal materials shed light on the man who amassed this important and vast collection.

Relation to Collection: These will be incorporated into the Ken Balsley collection.

2011-014 Laura Player

- 3 Lacey School class photos: 1952 1st grade, 1954 1st grade, and 1956 2nd grade.

Relation to Mission: The North Thurston Public Schools are encompassed in our mission and school photographs are an identified collecting theme.

Relation to Collection: This will be incorporated into our Lacey School class photo collection.

DECLINED

None.

The Lacey Museum enriches our community and engages visitors by sharing vibrant stories of the past through the preservation and celebration of Lacey and the South Sound region's cultural heritage.

2023 Accomplishments and Noteworthy Achievements

2023 HISTORICAL COMMISSION 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 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 HISTORICAL COMMISSION NOTEWORTHY ACHIEVEMENTS

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.

LACEY MUSEUM ACCOMPLISHMENTS

Programs

- Held 9 HistoryTalks! serving 505 attendees.
- Opened *Journey Stories*, a Smithsonian poster exhibit, visited by 414 museum visitors
- Launched *Stories of the South Sound* oral history project in order to fill gaps in museum research and collections to include the histories and experiences of historically underrepresented cultures and groups throughout Lacey and the South Sound.

Grants and External Funding

- Completed 2021 Capital Heritage Grant to prepare new museum site for construction.
- Awarded \$15,000 Diversity in Local History grant to fund oral history project intern.
- Applied for \$5,000 Nisqually Charitable Funds for oral history project equipment.
- Received \$50,000 from the Lacey Historical Society for museum exhibits, outreach and/or archives
- Received \$5,000 from the Lacey Historical Society for a historic marker for the Jacob Smith House.
- Launched the Lacey Museum & Cultural Center Funding Strategy Committee.

Collections and Research

- Finding aids created for 3 collections.
- Off-site storage consolidation plan developed.
- Conducted research on O. C. Lacey, finally solving the mystery of who he was.
- Contributed research, writing and photographs for the utility wrap project.

Other

- Provided input for Lacey Parks, Culture and Recreation Comprehensive Plan.
- Hired Museum Coordinator Felicia Rova-Chamroeun, Museum Intern Olivia Moore and Oral History Project Intern Fulton Bryant-Anderson.
- Worked on two MOUs with Thurston County: one for the RAC Kiosk and the other for distribution and sales of *Water, Woods, and Prairies*.

Lacey Historical Commission

2023 WORK PLAN (END OF YEAR UPDATE)

Approved December 21, 2022, Revised January 17, 2024

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>	All Commissioners	Erin Quinn Valcho	Completed. Applied for equipment and outreach events for the Stories of the South Sound oral history project.	September 2023 (Completed)
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 submitted and approved	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 submitted and approved.	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.	Completed.