



## Historical Commission Agenda

Refer to the bottom of the agenda for meeting information.

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Wednesday, June 17, 2026

6:00 PM

Council Chambers and Online

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### 1. Call to Order

### 2. Roll Call

### 3. Land Acknowledgment

We, the City of Lacey, are 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](#).

### 4. Approval of Agenda and Minutes

- A. Approval of the Agenda\*
- B. Approval of April 15, 2026 Meeting Minutes\*

### 5. Public Comment

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

### 6. Business Items

- A. **Lacey Historic Markers Map Layer\***  
Jen Burbidge, Director
- B. **Tour of Museum Sites**  
Jen Burbidge, Director
- C. **Recent Acquisitions\***  
Jen Burbidge, Director
- D. **StEPs and Policy Committee\***  
Jen Burbidge, Director

### 7. Reports

- A. Lacey Historical Society

- B. Policy StEPs Committee
- C. Commissioners
- D. Chair
- E. Museum Curator
- F. Director

## 8. Adjourn

### \*Vote Requested

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### 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:	<a href="https://us02web.zoom.us/webinar/register/WN_5KkWpWfvRNCIxpGmSZLkew">https://us02web.zoom.us/webinar/register/WN_5KkWpWfvRNCIxpGmSZLkew</a>
Website:	<a href="https://cityoflacey.org/government/public-meetings/">https://cityoflacey.org/government/public-meetings/</a>
YouTube:	<a href="https://www.youtube.com/watch?v=2GxsrcwOVr4">https://www.youtube.com/watch?v=2GxsrcwOVr4</a>
Phone:	(888) 788-0099 or (877) 853-5247 (Webinar ID 840 7646 0263)

### Verbal Public Comment

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City
- c. Topic or subject matter of your comments

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: <a href="https://us02web.zoom.us/webinar/register/WN_5KkWpWfvRNCIxpGmSZLkew">https://us02web.zoom.us/webinar/register/WN_5KkWpWfvRNCIxpGmSZLkew</a>

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

### Written Public Comment

Please submit written public comments to [PRPublicComment@cityoflacey.org](mailto:PRPublicComment@cityoflacey.org) up to two hours prior to the start time 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.



## Historical Commission Minutes

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Wednesday, April 15, 2026

Council Chambers and Online

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### 1. Call to Order

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

### 2. Roll Call

Commissioners Present: Chair Kevin Wyckoff, Vice Chair Jim Keogh, Kimberly Goetz, Ed Holm, Avani Kumar, Gary Montgomery, David Shipley

Staff Present: Museum Curator Erin Quinn Valcho, Executive Assistant Carter Gibson

### 3. Land Acknowledgment

Commissioner Shipley read the land acknowledgment.

### 4. Approval of Agenda and Minutes

#### A. Approval of the Agenda

Commissioner Shipley moved to approve the agenda. Vice Chair Keogh seconded. Motion carried.

#### B. Approval of March 18, 2026 Meeting Minutes

Commissioner Shipley moved to approve the minutes as amended. Vice Chair Keogh seconded. Motion carried.

### 5. Public Comment

One (1) person signed up to speak at the meeting.

John Dzedzic commented on the Ken Balsley Lacey Historian of the Year.

### 6. Business Items

**A. Public Art Donation Policy**

Shanelle Pierce, Special Projects Administrator

Special Project Administrator Pierce presented the drafted Public Art Donation Policy.

Commissioner Shipley moved to approve the public art donation policy. Commissioner Montgomery seconded. Motion carried.

**B. Bowker House Plaque Draft**

Erin Quinn Valcho, Museum Curator

Commissioner Shipley moved to approve the drafted Bowker House plaque. Vice Chair Keogh seconded. Motion carried.

**C. Ken Balsley Lacey Historian of the Year**

Erin Quinn Valcho, Museum Curator

Museum Curator Quinn Valcho detailed the nominees for the Ken Balsley Lacey Historian of the Year.

Commissioner Shipley moved to select Window Seat Media as the 2026 Ken Balsley Lacey Historian of the Year. Commissioner Goetz seconded. Motion carried.

**D. Jacob Smith House Nomination**

Erin Quinn Valcho, Museum Curator

The Historical Commission conducted a public hearing on the Jacob Smith House's Nomination to the Lacey Register of Historic Places. Museum Curator Quinn Valcho detailed the application. No public testimony was received.

Commissioner Goetz requested that the application be amended to include the structure's corbels as a defining element.

Commissioner Keogh moved to approve the nomination, with the addition of the defining element. Commissioner Shipley seconded. Motion carried.

**E. Recent Acquisitions**

Erin Quinn Valcho, Museum Curator

Museum Curator Quinn Valcho presented the recent acquisitions.

Commissioner Goetz moved to approve the recent acquisitions. Commissioner Shipley seconded. Motion carried.

## **7. Reports**

### **A. Lacey Historical Society**

The Lacey Historical Society shared appreciation for both the process of selecting the Historian of the Year and having been part of developing the public art donation policy. The Society reported its efforts in planning a celebration for the City of Lacey's 60<sup>th</sup> anniversary and America's 250<sup>th</sup> anniversary. The Society will soon unveil its new logo.

### **B. Policy StEPs Committee**

The committee is on hiatus.

### **C. Commissioners**

Commissioner Shipley continues to make progress on seeing all of the historic markers and signs in Lacey. Commissioner Montgomery, with support from Chair Wyckoff, has begun drafting a map of historic markers in Lacey.

### **D. Chair**

Chair Wyckoff shared the State of the City event will be on April 29, 2026.

### **E. Museum Curator**

Museum Curator Quinn Valcho reported that assisted listening devices are available for the Council Chambers; this season's HistoryTalks! series has hosted 415 participants; the Lacey Museum has hosted 243 visitors, and its volunteers have supported with 214.5 hours of service; April's Museum craft is painted wooden eggs, and May's will be paper jellyfish; seventy five applications were received for the Collections Assistant position; the City Council will present the Historian of the Year award, consider the Jacob Smith House's nomination, and receive a presentation on Lacey History Month at the City Council meeting on May 19, 2026; ballot stations for the America's 250 exhibit are posted in various locations; the Lacey Museum received an anonymous donation of approximately \$76,000; and the National Alliance of Preservation Commission is hosting a training on June 8, 2026.

### **F. Director**




Museum Curator Quinn Valcho provided the Director's report. The Lacey Parks, Culture and Recreation 2026 Quarter 1 program updates were provided in the agenda packet; the City accepted bids for the removal of the Long Lake House; and the City Council concurred with the advisory board recommendation on the demolition of the McKinney Building.

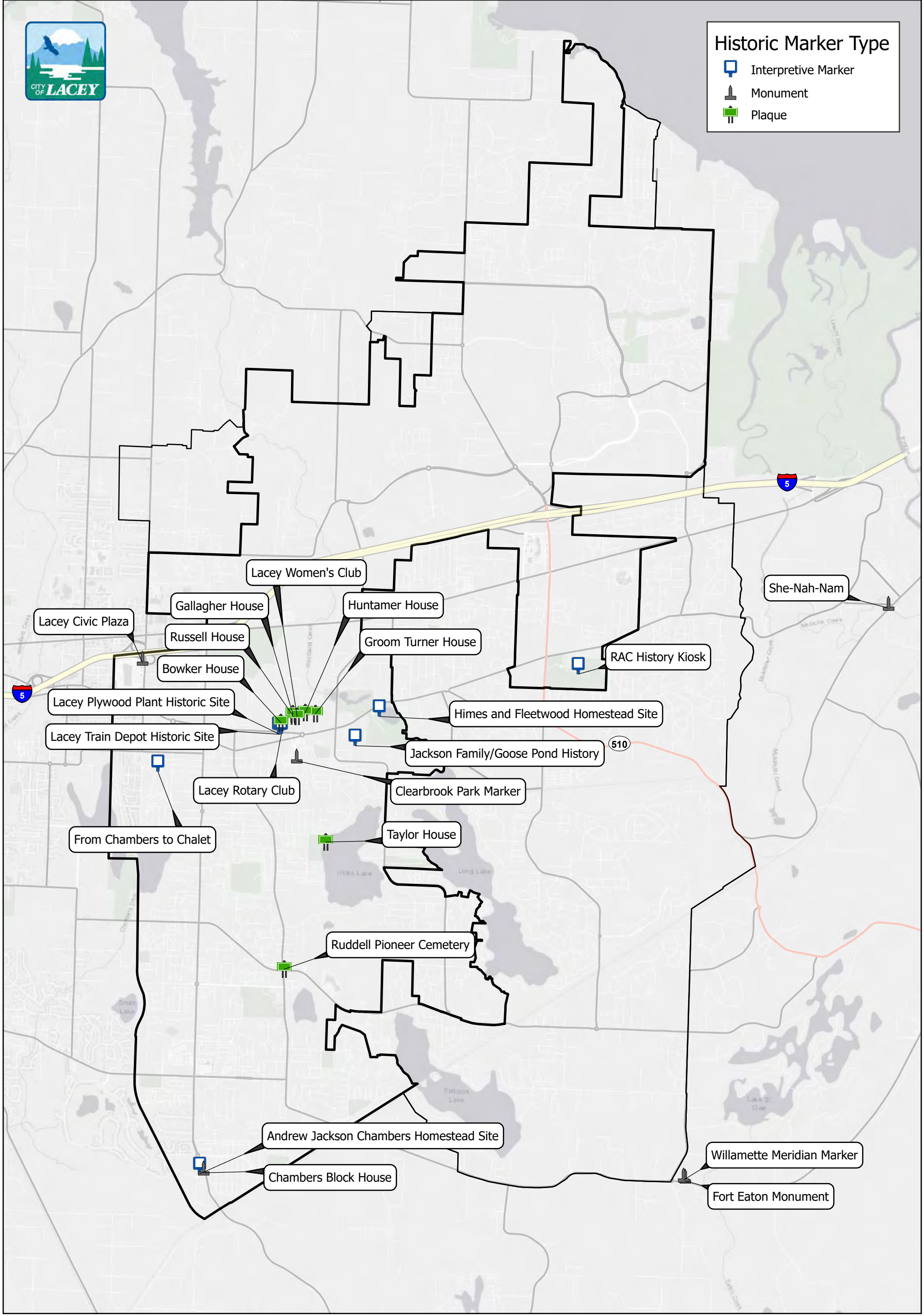
**8. Adjourn**

Chair Wyckoff adjourned the meeting at 7:52 p.m.



**Historic Marker Type**

-  Interpretive Marker
-  Monument
-  Plaque



Historic Markers in the Lacey Area



**Recent Acquisitions Review  
June 2026  
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**

**2026-004            Sharyl Solberg**

- Souvenir, stuffed dove, commemorating 1984 Olympics Women's Marathon Trials.

**Relation to Mission:** The marathon trials were held in Olympia and Lacey.

**Relation to Collection:** We have other memorabilia in the Ken Balsley Collection and this will make a great addition to that collection.

*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.*



# STAFF REPORT

Historical Commission  
June 17, 2026

**Subject:** Policy & StEPs Committee  
**To:** Historical Commission  
**Prepared by:** Erin Quinn Valcho  
**Department Director:** Jen Burbidge, Parks, Culture, & Recreation Director  
**Reviewed By:** Not Applicable  
**Final Review:** Not Required

*EQV*  
*JB*

**Purpose:** Action Item

**Recommendation:** Motion to Recommend disbanding the STEPS & Policy Ad Hoc Committee.

**Brief:** The Historical Commission formed the Policy Committee (later the STEPS & Policy Committee) at their November 20, 2013 meeting. The purpose of the committee was to revise Historical Commission policies and to develop a museum policy manual. Since the formation of the Policy Committee, Department procedures for reviewing and revising policies have changed. In order to be consistent, staff is proposing to disband the STEPS & Policy Ad Hoc Committee and instead bring policy drafts to the entire Commission for review.

**Alternatives:**

1. No change: Continue as is.
2. Add as many alternatives as necessary.
3. Some other option not contemplated in the above.

**Prior Review:**

Not Applicable

**Advisory Board Recommendation(s):**

Not Applicable

**Fiscal Impact:** No fiscal impact

Budgeted Item: No

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**Attachments:**

1. LMC 2.42.050
2. Historical Commission Attendance Policy
3. Historical Commission Meetings Policy

**Policy or Legal Alignment:**

1. [LMC 2.42.050](#)

**Background:** The Historical Commission formed the Policy Committee at their November 20, 2013 meeting. The purpose of the committee was to revise Historical Commission policies and to develop a museum policy manual. Once the Commission policies were completed and the work turned toward the museum policy, the Museum Curator saw the need for a professional assessment of the Lacey Museum.

In 2015, the Lacey Museum joined STEPS (Standards and Excellence Program for History Organizations), a program of the American Association for State and Local history (AASLH). This program provided the materials for a self-assessment to review the museum's policies and practices and benchmark them against national standards. This is when the STEPS program was added to make it the STEPS & Policy Committee.

The STEPS self-assessment and the Lacey Museum Policy Manual were completed in 2018.

The Ad Hoc Committee remained in place with the intention to revise the policies as needed.

Since the formation of the Policy Committee, Department procedures for reviewing and revising policies have changed. In order to be consistent and to use the Commission's time wisely, moving forward staff will prepare policy drafts for the Commission's review at their regular meetings. Changes will be made and then a final draft presented at a later regular meeting.



## 2.42.050 Powers and duties.

The historical commission shall have the power and it shall be its duty, subject to such rules and regulations as may from time to time be prescribed by ordinance:

- A. To adopt such bylaws, rules and regulations for its own guidance and for the government of the commission as it deems expedient;
- B. To adopt policies and procedures for the operation of the Lacey museum and related activities;
- C. To have the supervision, in partnership with the museum curator, of all property of the city or loaned to the city which is of historical relevance, including artifacts, collections, photographs, slides, news clippings, literature and any other pertinent matter, inclusive of rooms or buildings constructed, leased or set apart therefore;
- D. To accept such gifts of money or property for historical preservation and historical purposes as are approved by the city council and as it deems expedient and allow for said items to become available from the museum records;
- E. To work in partnership with a local historical society within the community, and provide leadership as necessary;
- F. To be advisory to the city council in its determination of historically relevant matters of consideration in the city planning process;
- G. To provide and make available for public use through the Lacey museum, historical services and information about the city to any agency, council, organization or person requesting such;
- H. To determine and develop, in partnership with the museum curator, an ongoing method of collecting and maintaining information of historical relevance of the continuing history of the city;
- I. To conduct research and initiate publication of any significant findings of such research;
- J. To encourage donations of historically related materials to the city;
- K. To disseminate historical information to the public and local news media.
- L. To form ad hoc committees consisting of commissioners, members of the Lacey historical society and citizens of Lacey, whose membership, roles, duties and responsibilities shall be approved by the commission. (Ord. 1349 §3, 2010; Ord. 531 §1 (part), 1979).

**The Lacey Municipal Code is current through Ordinance 1700, passed May 5, 2026.**

Disclaimer: The City Clerk's Office has the official version of the Lacey Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: CityofLacey.org](http://CityofLacey.org)

[Hosted by General Code.](#)

## **ATTENDANCE**

***Approved by the Lacey Historical Commission on October 21, 2015***

This policy shall apply to the attendance by the Lacey Historical Commissioners at monthly meetings, ad hoc committee meetings, and Commission events.

1. Monthly meetings
  - a. Lacey Historical Commissioners are expected to attend all regularly scheduled monthly meetings, usually 12 a year, held once a month on a regularly scheduled day and time.
  - b. Attendance shall be recorded in the minutes of the meeting as excused or unexcused. Excused absences include illness, vacations, funerals, work and school obligations, family commitments, etc.
  - c. In the event a Commissioner will miss a monthly meeting, that absence shall be reported to staff or the Chair of the Commission prior to the meeting. Excused absences shall be made known to the Chair prior to or during the monthly meeting.
  - d. When a Commissioner misses two (2) or more monthly meetings with an unexcused absence, or a total of four (4) or more unexcused or excused absences in a calendar year, the Commissioner will be contacted by the Chair to determine the cause of the absence and to discuss this policy.
  - e. When a Commissioner misses three (3) or more regular meetings with an unexcused absence, or a total of five (5) unexcused or excused absences in a calendar year, the Chair will contact that Commissioner to determine their desire to continue on the Commission. The Historical Commission will then consider the attendance record of the member at its next regular meeting, the impact the absences have on the ability of that person to fulfill the duties of a Commissioner, and the commitment by the Commissioner to attend future regular meetings. If the majority of the Commissioners present at the regular meeting recommend action relative to the removal of the Commissioner from the Historical Commission, such action shall be forwarded to the Mayor for consideration at a City Council meeting.
  - f. In accordance with Section 1.03 of the Boards & Commissions Standards, Protocols, and Ground rules handbook Commissioners may be removed for neglect of duty.
2. Ad Hoc Committee Meetings
  - a. Lacey Historical Commissioners either volunteer to serve or are asked by the Chair to serve on an ad hoc committee. The Chair either appoints a committee chair, or the ad hoc committee members may elect their own chair.
  - b. Ad hoc committee members are expected to attend all regularly scheduled committee meetings, held on a regularly scheduled day and time.
  - c. In the event a Commissioner will miss an ad hoc committee meeting, that absence shall be reported to staff or the Chair of the ad hoc committee prior to the meeting. Excused absences shall be made known to the committee chair prior to or during the meeting.
  - d. When a Commissioner misses two (2) or more ad hoc committee meetings in a calendar year with an unexcused absence, the Commissioner will be contacted by the committee chair to determine the cause of the absence, and to determine their desire to continue serving on the committee.
3. Commission Events
  - a. Attendance is encouraged at events; however attendance is not taken.
  - b. If a Commissioner commits to attending or volunteering at an event, the individual is expected to fulfill that commitment.

## **MEETINGS**

***Approved by the Lacey Historical Commission on October 21, 2015***

### **1. Monthly Meetings**

- a. All regular monthly Commission meetings shall be held at the Lacey City Hall unless a special location is approved by the Commission no less than one monthly meeting in advance. Appropriate notice shall be given of any location change.
- b. Regular Commission meetings shall be held the third Wednesday of each month at 6:00pm, be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Written minutes of the meeting shall be recorded. An audio recording may be made of the meeting.

### **2. Ad Hoc Committee Meetings**

- a. Ad hoc committee meetings may be held at either Lacey City Hall or the Lacey Museum.
- b. All ad hoc committee meetings shall be open to the public and comply with provisions of the Washington State Open Public Meetings Act (RCW 42.30).
- c. Notes of the meeting shall be recorded.
- d. Work product of the Ad Hoc Committee is subject to review and approval by the Lacey Historical Commission.