



Historical Commission Agenda

Refer to the bottom of the agenda for meeting information.

Wednesday, September 16, 2026

6:00 PM

Council Chambers and Online

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 August 19, 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. **Vice Chair Nomination and Election***
Erin Quinn Valcho, Museum Curator
- B. **Recent Acquisitions***
Erin Quinn Valcho, Museum Curator
- C. **Museum Store Policy***
Erin Quinn Valcho, Museum Curator

7. Reports

- A. Lacey Historical Society
- B. Commissioners
- C. Chair

D. Museum Curator

E. Director

8. Adjourn

***Vote Requested**

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/webinar/register/WN_PaeDih4sTL2vaMjp3tVidQ

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=mH3Z5YQVOJw>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 880 7730 5455)

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:
https://us02web.zoom.us/webinar/register/WN_PaeDih4sTL2vaMjp3tVidQ

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

Written Public Comment

Please submit written public comments to 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

Wednesday, August 19, 2026

Council Chambers and Online

1. Call to Order

Chair Wyckoff called the meeting to order at 6:03 p.m.

2. Roll Call

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

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

3. Land Acknowledgment

Vice Chair Keogh read the land acknowledgment.

4. Approval of Agenda and Minutes

A. Approval of the Agenda

Commissioner Shipley moved to approve the agenda. Commissioner Holm seconded. Motion carried.

B. Approval of June 17, 2026 Meeting Minutes

Commissioner Montgomery moved to approve the minutes. Vice Chair Keogh seconded. Motion carried.

5. Public Comment

No public comment.

6. Business Items

A. Lacey Historic Markers Map

Erin Quinn Valcho, Museum Curator

Museum Curator Quinn Valcho presented the intended scope of work for phase one of the Lacey Historic Markers Map.

B. Historical Commission Workplan Update

Erin Quinn Valcho, Museum Curator

Museum Curator Quinn Valcho presented updates to the Historical Commission Workplan.

Commissioner Shipley moved to approved the updates to the workplan as presented. Vice Chair Keogh seconded. Motion carried.

7. Reports

A. Lacey Historical Society

The Lacey Historical Society is planning a community celebration of America250 and Lacey60 on September 8, 2026 at the Lacey Community Center.

B. Commissioners

Commissioner Shipley has given two presentations on Lacey Historical Markers to the members of his living facility. Vice Chair Keogh was recently elected to the Board of Trustees to the Lacey Historical Society.

C. Chair

Chair Wyckoff invited Commissioners to provide brief introductions for the new Commissioners.

D. Museum Curator

Museum Curator Quinn Valcho reported the Lacey Museum now has a dedicated Facebook and Instagram account; Museum summer programs included *Creativity Corner* crafts, *The Great Lacey Adventure* scavenger hunt, and *Museum Day* with museum store discounts; more information on the fall HistoryTalks! series will be shared soon; staff continue preparations for opening the Research Center to the public; the America250 exhibit at City Hall will continue through the end of 2026; and the Bowker House is being awarded a 2026 Award for Outstanding Achievements in Historic Preservation.

E. Director

Museum Curator Quinn Valcho provided the Director's report. The Parks, Culture and Recreation Quarter 2 Program Updates were included in the agenda packet; TJ Tenari was appointed to fill the Historical Commission vacancy left by Commissioner Patane; John Dziedzic was appointed to fill the Historical

Commission vacancy left by Vice Chair Keogh; and after serving almost six years, Vice Chair Keogh's final term on the Historical Commission is expiring, and Lacey Parks, Culture and Recreation is grateful for his many years of service.

8. Adjourn

Chair Wyckoff adjourned the meeting at 6:59 p.m.



Recent Acquisitions Review September 16, 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

2026-005 Sharyl Solberg

- Feather capelet, c. 1890s.
- *Olympus*, Olympia High School yearbooks (5), 1921-1925

Relation to Mission: 1) The capelet was a women's garment owned by a woman from Thurston County. 2) Lacey students attended Olympia High School before there was one in Lacey.

Relation to Collection: 1) The museum's clothing collections are very limited and this is an excellent example of 1890s fashion, helping to fill a gap in the collection. 2) These will be added to our *Olympus* yearbook collection.

2026-006 Jan Teague (Ken Balsley Collection)

- News clippings, records, and event pins

Relation to Mission: These are all items related to Lacey and/or the South Sound.

Relation to Collection: 1) These items will be incorporated into the existing Ken Balsley Collection.

2026-007 Lacey Women's Club

- 12 scrapbooks and photo albums, 1950s – 1990s
- 48 yearbooks, 1954-2022
- Records, photographs, and news clippings (3 folders)

Relation to Mission: The Lacey Women's Club has been in existence for nearly a century and is an important part of Lacey's history.

Relation to Collection: We collect the records or other local clubs and organizations and this fills an important gap in 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.

CITY OF LACEY PARKS, CULTURE & RECREATION DEPARTMENT

POLICY NAME: RETAIL SALES

1. Purpose

The Lacey Parks, Culture & Recreation (LPCR) vision is creating exceptional events, experiences and environments that delight, educate and inspire the human spirit, connecting people to each other and the past, and building a strong, healthy community.

Selling goods to consumers enhances the experience of community members at City parks, programs, or facilities. Further, it generates additional revenue, promoting the City's good stewardship of taxpayer dollars.

This policy will:

- Establish guidelines for the selling of merchandise by LPCR staff. Does not include items sold by an external vendor at City facilities or events.
- Ensure that the City's fiscal and legal responsibilities are met
- Ensure that consistent procedures are followed throughout the department
 - Distinguish between merchandise sales and excess supplies sales
- Consider employee capacity

2. Policy Statement and Authority

The City of Lacey may conduct retail sales of merchandise in support of programs, services, and public engagement activities. Retail merchandise sales are distinct from the disposal of surplus or excess City property and are governed by separate policies and procedures.

All merchandise sales conducted by the City must comply with applicable federal and state laws, City ordinances, financial policies, procurement rules, tax requirements, and internal control procedures. The Finance Department will provide guidance and oversight to ensure that retail sales activities comply with applicable accounting standards, revenue handling procedures, and reporting requirements

Merchandise sales will be authorized when they directly support or advance the goals and objectives of the City as identified in the LPCR Comprehensive Plan or Lacey Museum Strategic Plan, and if there is capacity for City staff to properly oversee and facilitate sales.

Before initiating retail merchandise sales, Director (or designee) must ensure:

- The merchandise supports City programs, educational initiatives, community engagement, or cultural services.
- Adequate operational capacity exists for staff to manage purchasing, inventory, sales tracking, and financial administration.
- Appropriate financial controls, inventory management practices, and point-of-sale procedures are in place.
- The activity does not create undue financial, operational, or reputational risk for the City.

Retail merchandise sales shall be limited, suspended, or discontinued if they no longer align with City values and priorities, if operational capacity is no longer sufficient, or if financial or administrative risks cannot be adequately managed.

3. Definitions

- Merchandise Sales:** The selling of goods, including food, to consumers. Merchandise goods are purchased for the purpose of reselling.
- Excess Supplies Sales:** The selling of goods that were originally purchased for City use and are no longer needed for City operations. These could be new or used items that retain value and can be sold to help the City recoup costs.
- Inventory:** Finished goods that are held with the intent to sell. Inventory does not include excess supplies, surplus property, or items being disposed through the capital asset policy.
- Pricing:** Determining the value of a merchandise based on cost, market conditions, program objectives, and financial policies.

- e. **Discounts:** Items that are reduced in price either to generate more sales, support certain populations, or to clear excess or aging inventory.
- f. **Reseller Permit:** A permit issued by the Washington State Department of Revenue that allows the City to purchase goods intended for resale without paying sales tax at the time of purchase. The permit may only be used for items purchased specifically for resale. When these items are sold to consumers, the City must collect applicable Washington State and local sales taxes and remit those taxes to the Department of Revenue in accordance with state law.
- g. **Market Rate:** The typical or prevailing price charged for comparable goods within the open market, taking into account similar products, quality, and retail conditions.

4. Inventory

Departments must maintain accurate inventory records for all goods purchased for resale. Inventory records must be maintained in a City-approved inventory or point-of-sale system and must reflect all purchases, sales, adjustments, and removals.

An annual physical inventory is required. This process consists of comparing the quantities recorded in the inventory system with the actual physical inventory on hand. Any discrepancies between system records and the physical count must be reconciled and documented. Adjustments to inventory records must be approved by the Department Director or designee and recorded in accordance with City financial procedures.

Inventory items may occasionally be removed from inventory for legitimate City purposes, including internal City use, promotional use, educational programming, or donations that support City programs or community partnerships. Any removal of inventory that is not the result of a retail sale must be documented and approved by Director or designee.

Departments must maintain records of inventory removals in a manner that allows reconciliation with inventory records and financial reports. The Finance Department

may assist with additional procedures or documentation requirements to ensure appropriate internal controls and compliance with City financial policies.

5. Pricing

Prices for merchandise sold by the City will generally be set at **market rate**, defined as the typical price charged for comparable goods in the open market. When determining market rates, staff may consider prices charged by similar retailers, museums, gift shops, community facilities, or other comparable vendors.

Pricing decisions should also consider the City's program objectives and responsible use of public funds. Factors that may be considered when establishing prices include:

- Cost of purchasing or producing the item
- Shipping and handling
- Market conditions and prices of comparable products
- Customer demand and expected sales volume
- Program, educational, or community engagement objectives
- Inventory turnover and storage cost considerations

Proper pricing strategy depends on factors like market conditions, customer demand, and business objectives and the best use of public funds.

6. Discounts

Discounts may be offered for merchandise sales when they support City program goals, community engagement, or recognized partnership arrangements. Discounts must be applied consistently and in accordance with this policy.

Discounts may only be granted in the following circumstances:

a. Membership benefits.

Discounts may be provided to members of City-supported programs or organizations (such as museum or program memberships) as part of established membership benefits.

b. Special populations.

Discounts may be offered to certain populations, such as seniors, military personnel, tribal members, or other groups identified by the City as eligible for reduced pricing.

c. **Employees.**

Discounts may be offered to City employees when consistent with City policies and program objectives.

d. **Volunteers.**

Volunteers who support City programs or facilities may receive merchandise discounts in recognition of their service.

e. **Reciprocal agreements with other organizations.**

Discounts may be offered through reciprocal agreements with other museums, cultural institutions, or partner organizations when such agreements support the City's cultural, educational, or community engagement goals.

All discounts must be clearly communicated and visible at the point of sale, such as through posted signage, price lists, or point-of-sale system settings.

Discount practices must be consistently applied and properly recorded within the point-of-sale or inventory system. The Finance Department may provide guidance regarding appropriate discount levels, documentation standards, and accounting procedures.

7. Sales Approval Process

All new merchandise sales activities must be reviewed and approved prior to implementation to ensure alignment with City goals, financial policies, and operational capacity.

a. **Department Director Approval**

The Department Director, or designee, must review and approve any proposal to initiate new merchandise sales. This review ensures that the proposed sales activity aligns with departmental goals, available staff capacity, and the City's adopted plans and policies.

b. Finance Department Review

The Finance Department must review any new type of merchandise sale to ensure compliance with City financial procedures, internal control requirements, inventory tracking practices, and applicable sales tax regulations.

c. Guidelines for Approval

To be approved, proposals for a new type of merchandise sale must include sufficient information for review, including:

1. Purpose of the Sales

The reason for the merchandise sales must be clearly articulated, including how the sales support City programs, educational goals, community engagement, or adopted plans.

2. Sales Location

The physical or online location where the merchandise will be sold must be identified (e.g., museum store, recreation facility, event location, or online portal).

3. Type of Merchandise

A description of the merchandise to be sold, including the nature of the items and their relevance to City programs or services.

4. Operational Plan

An outline of how the sales will be managed, including staffing, inventory management, and point-of-sale procedures.

5. Financial Considerations

An estimate of anticipated costs, pricing approach, and expected revenue, if applicable.

8. Excess Supplies Sales

Excess supplies sales may occur when goods originally purchased for City operations are no longer needed for their intended purpose and retain value that may allow the City to recover a portion of the original cost.

Excess supplies sales are distinct from merchandise sales and are not considered retail activities. These sales involve items that were originally purchased for internal City use rather than for resale.

Excess supplies may be sold when one or more of the following conditions apply:

a. **Operational Need**

The supplies are no longer needed for City programs, projects, or operational use.

b. **Storage Constraints**

The City does not have adequate storage space to retain the items for future use, or continued storage would create inefficiencies or unnecessary costs.

c. **Expiration or Shelf-Life Limitations**

Items have expiration dates or limited shelf lives and cannot reasonably be used by the City before expiration.

Sales of excess supplies must comply with applicable City financial policies, surplus property procedures, and disposal requirements. The Finance Department may establish additional procedures regarding valuation, documentation, and the method of sale.

Departments must maintain documentation of excess supplies sales sufficient to support inventory adjustments and financial reporting.

9. Training

Supervisors are responsible to ensure staff are properly trained to conduct retail sales and excess supplies sales.

10. Theft

The City is committed to protecting public assets and ensuring compliance with all applicable laws regarding the loss or theft of public property.

a. **Immediate Response**

If a theft or suspected theft of merchandise, cash, or other City property occurs, staff must notify their supervisor as soon as possible and report the incident to the appropriate law enforcement agency. For their own safety, staff shall **not attempt to physically intervene** if someone is actively shoplifting or committing theft.

b. **Incident Documentation**

An incident report must be completed by the staff member(s) who witnessed or discovered the theft as soon as reasonably practical, in no event more than **24 hours of the event or discovery**. The report shall include:

- Date and time of the incident
- Location of the incident
- Description of the item(s) stolen
- Estimated value of the item(s)
- Description of the individual(s) involved, if known
- Any other relevant circumstances

Incident reports shall be submitted according to the City's standard incident reporting procedures and retained in accordance with City records retention requirements.

c. **Reporting Requirements for Loss of Public Assets**

In accordance with RCW 43.09.185, state agencies and local governments must immediately report known or suspected losses of public funds or assets, or other illegal activity, to the Washington State Auditor's Office (SAO).

If the theft involves merchandise, cash, or other City assets and may constitute a loss of public resources, the City must follow State Auditor reporting procedures, which may include:

- Notifying the Finance Department and appropriate City leadership
- Securing all relevant accounting records and documentation related to the loss

- The Finance Department will complete the required reporting of the suspected loss through the SAO reporting process when required
- Cooperating with law enforcement or other investigative authorities as necessary

Departments must coordinate with the Finance Department before making any restitution agreements or settlements related to a loss of public assets.

d. Protection of Records

All records, inventory documentation, surveillance recordings, and financial records related to a suspected theft must be preserved and secured to support potential investigations or audits.

ORIGINAL DATE OF ADOPTION: August 18, 2026

Related Department Policies

Lacey Museum Policy Manual

LPCR Comprehensive Plan

LACEY MUSEUM POLICY MANUAL DRAFT

Part I: Museum Operations

X.0 Museum Store (Retail Sales)

Lacey Museum employees shall adhere to the City Lacey Parks, Culture & Recreation Department's Retail Sales policy. The policy outlined below is intended to expand upon LPCR's policies and to address the specifics of a museum store operation.

X.1 Purpose

The purpose of the museum store is to enhance the visitor experience by providing high-quality, reasonably-priced items that complement the collections, stories, and themes of the Lacey Museum.

X.2 Authority

Unless otherwise specified, decisions about museum store retail sales are at the discretion of the Museum Curator or designee ("Museum Curator").

X.2 Merchandise

In general, it is preferred that the museum store will sell merchandise with local, regional, or Washington state themes and/or be created by a diverse selection of creators that represent the local community.

The following merchandise types have been identified to be appropriate for museum store merchandise. Items not listed may be considered, but must be approved by the Museum Curator.

1. Books

- a. Local or regional history
- b. Local authors
- c. Topics related to museum exhibits or programs

2. Reproduced Art

- a. Museum branded (logo)
- b. Museum designed (ex: Destination Lacey)
- c. Lacey souvenirs

3. Children's toys, books, or souvenirs

4. Jewelry or craft objects made by local artists or artists that represent the local community
5. One-of-a-kind gifts

X.3 Book Selection Guidelines

Books will be reviewed by the Museum Curator before being sold in the museum store using the following guidelines and considerations:

- a. The subject matter is in alignment with the museum mission, programs, and/or exhibits.
- b. The author is a member of the community they are representing in the book or has the permission of the person or community being represented.
- c. The book is of high quality and does not contain historical, spelling, grammatical, or other errors.
- d. The images are in a high-resolution format and are properly credited.
- e. The availability and ease of purchase, and the purchase quantity required.
- f. The purchase price in relationship to the sales price.
- g. The genre and target audience.

X.4 External Sales Requests

Merchandise proposed by members of the community, authors, or creators will be approved for sale only if they meet the museum store purpose listed above.

- a. Application: The requesting party must submit a Merchandise Request Form to have the item(s) considered for approval.
- b. Requests will be reviewed in September each year by the Museum Curator or designee. Depending on the scope, a committee may be formed to review the requests.
- c. The applicant will be notified after the final decision is made.

X.5 Pricing

Prices for merchandise will generally be set at market rate. Other factors that may be considered include:

- a. The cost to purchase the item, including sales tax and shipping and handling.

- b. The museum store's limited storage capacity.
- c. Program, educational, or community engagement objectives.

X.6 Discounts

Discounts may be offered when they support program goals, community engagement, or recognized partnership arrangements. Discounts will be clearly communicated through posted signage and must be consistently applied. Standard discounts (10%) include:

- a. Museum volunteers who have been with the museum for 6 months or longer and have been active within the last month (at least 2 hours of service).
- b. Active military personnel
- c. Seniors (65+)
- d. City of Lacey employees
- e. Tribal members

Discount recipients must show identification to prove their eligibility. Discounts may not be combined.

X.7 Sales and Payment

Merchandise may not be held back for future payment. All sales are final. All sales are in-store only.

Staff members making personal purchases must have another staff member process their purchase.