



**JOINT WORKSESSION
LACEY CITY COUNCIL AND HISTORICAL COMMISSION
THURSDAY, FEBRUARY 23, 2023
6:00 P.M. – 7:45 P.M.
REMOTE AND IN PERSON**

The Lacey City Council Worksession will be conducted both remote and in person.

The public may attend the meeting in person in the Council Chambers at Lacey City Hall, 420 College Street SE, Lacey, Washington, or you may view or listen to the meeting by using one of the following platforms:

Live through Zoom: <https://us02web.zoom.us/j/81233671556>

Live or as a recording on YouTube: <https://youtube.com/live/8Y-NKYwvJ9o>

Listen via telephone: (888) 788-0099 or (877) 853-5247 (Webinar ID 812 3367 1556)

The public may submit written public comments by email to publiccomment@ci.lacey.wa.us. Written comments will be provided to the City Council electronically prior to the meeting. Comments will not be addressed during the meeting; however, comments received will be added to the official record. The comment period will close at **4:00 p.m. on February 23, 2023.**

AGENDA

6:00 VISITOR CONVENTION BUREAU PRESENTATION

*ANNETTE PITTS, EXPERIENCE OLYMPIA & BEYOND CEO
(PRESENTATION)*

6:45 HISTORICAL COMMISSION WORK PLAN REVIEW

*JENNIFER BURBIDGE, DIRECTOR OF PARKS, CULTURE & RECREATION
(STAFF REPORT)*

7:45 ADJOURN



LACEY CITY COUNCIL WORKSESSION

February 23, 2023

SUBJECT: Historical Commissioners 2022 Accomplishments and 2023 Work Plan

RECOMMENDATION: Acknowledge the Historical Commissioners 2022 Key Accomplishments and Noteworthy Achievements and accept the 2023 Work Plan.

STAFF CONTACT: Rick Walk, Interim City Manager *RW*
Jen Burbidge, Parks, Culture and Recreation Director *JB*

ORIGINATED BY: Interim City Manager & Parks, Culture and Recreation Department

ATTACHMENTS:

1. [2022 Key Accomplishments & Noteworthy Achievements](#)
2. [2023 Work Plan](#)
3. [List of current Historical Commissioners](#)
4. [2023-2032 Museum Strategic Plan](#)

PRIOR REVIEW: The Historical Commissioners identified and reviewed the 2022 Key Accomplishments and Noteworthy Achievements and formulated their 2023 Work Plan at their regular monthly meetings, and approved the final versions on December 21, 2022.

BACKGROUND:

The Historical Commission provides leadership in raising awareness of Lacey's history and preservation of local historic resources. The Commission guides the creation of public education and interpretive programs, encourages preservation of items and properties that are of historical significance, and reviews nominations to the Lacey Register of Historic Places.

Each year the Historical Commission identifies priorities for the upcoming year and reports out a yearly work plan to the full City Council.

ADVANTAGES:

1. City Council is advised of the work accomplished by the Historical Commission in 2022 and the scheduled activities for 2023.

DISADVANTAGES:

1. None identified.

2022 Key Accomplishments & Noteworthy Achievements

City of Lacey Historical Commission

Approved by the Historical Commission on December 21, 2022

KEY ACCOMPLISHMENTS:

New Lacey Museum Project

- Phase 3 of the project, which began in December 2021, was completed in June 2022. The warehouse building was removed and the site is now prepped and ready for construction.
- A No Further Action notice was received from the Department of Ecology.
- The cultural resources survey at the museum site was completed by Cardno. Their final report was carefully reviewed and edited by the LHC Archaeology Committee before submission to the Department of Archaeology and Historic Preservation. Multiple artifacts were recorded that indicated historic-period resources but it was determined that the area does not retain historic integrity because the material was found in a highly disturbed context. The Department of Archeology and Historic Preservation agreed with this finding, which allowed work to proceed.

Lacey Depot

- The Lacey Depot and Playground Grand Opening took place on May 25.
- The Lacey Food Truck plaza continued to be hosted at the Depot site. Tensile structure shades were installed for picnic areas.
- Lacey Depot rentals provided \$3,800 in revenue this year, which is almost triple the amount from 2021.

Lacey History Month

- Lacey History Month was celebrated in May with a proclamation at the May 5th City Council Meeting.
- The Commission awarded former Commissioner Seth Huff the 2022 Historian of the Year award.

Lacey Museum

COVID finally began to recede this year and the museum was open all year. However, staffing challenges affected operations and created a situation where the museum had to be closed on occasion.

- The museum had 405 walk-ins, 50 people on tours, and 136 people at in-person programs or events, and 587 participants in virtual programs for a total of **1,178** attendees. This continues an upward trend in attendance since 2013. In addition, there were community events and presentations which reached another 130 people.
- The History Talks! Speaker Series had **433** participants in 2022. Programs remained virtual until October when the first hybrid program was presented. The museum also contracted with Pretty Gritty Tours for a virtual tour of the Ruddell Pioneer Cemetery. There were 185 live viewers and nearly 2,000 post-event views.

- **17** new acquisitions were reviewed and approved by the Commission. This represents approximately **200** new items.
- **4** volunteers gave **511.5** hours to the museum which is lower than pre-pandemic levels, partly because staffing challenges have made recruitment difficult and there continue to be exposures to staff and volunteers to illness.
- Work continued on cataloguing the museum's collections into the database. **135** records were entered. This is a low number, although higher than the previous two years, mostly because only one volunteer, Commissioner Jim Keogh, was working on this and staff time was devoted to digitization of the Lacey Leader collection rather than entering new records. It continues to be challenging for staff to keep up with the cataloguing backlog, particularly with only one person working on it.
- Staff spent **116** hours (or **14.5** days) filling **42** customer service requests. Service requests are picking back up, but the number of requests continues to be lower than pre-pandemic levels. Nonetheless, the time spent on requests continues to be comparable.
- The Commission reviewed, updated and approved the 10-year strategic plan for the museum.
- The new museum website was launched on April 1.

Grants

- The City was awarded a \$5,000 Thurston County Heritage grant to continue work on cataloguing the Lacey Leader negative collection. To date **3,439** records (representing 12,599 strips and 55,043 images) have been catalogued for this project. Cataloguing is 96% complete. Digitization continues and so far **11,666** images have been scanned and processed and of those **11,163** have been attached to their record in the database. Digitization is 20% complete. Due to staffing shortages, the project for 2022 has been extended, so the City will not be eligible to apply for 2023.
- The City completed work for the \$608,000 Heritage Capital Projects Grant from the Washington State Historical Society.

Historic Properties

- The Bowker House renovation was completed.

RAC Interpretive kiosk (in partnership with Thurston County Historic Commission)

- Commissioner Keogh represented the Historic Commission on the project. He wrote text for two panels.

Other accomplishments not on the 2021 Work Plan

- Commissioners Ed Holm, Tula'i Patane, Kevin Wyckoff, and Youth Representative Janine Bermudez joined the Commission. The Commission said goodbye to long-time Chair Erich Ebel and Commissioners David Black and Sarah Thirtyacre.
- Commissioner term expiration dates were updated so that expiration years would be appropriately staggered.

- The LHC reviewed the design and text for the Jackson – Goose Pond Historic Marker. The dedication for the marker was held October 4, with Commissioner Keogh representing the Commission.
- Commissioner Keogh represented the Commission and the Museum at Heritage Day hosted by the Thurston County Historical Commission on October 8.

Lacey Historical Commission

2023 WORK PLAN

Approved December 21, 2022

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 2023
2. Support, advocate, and educate with consistent messaging regarding capital campaign	All Commissioners	Jen Burbidge & Erin Quinn Valcho		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.
2. Assist staff with museum programs, tours and special events as needed.	All Commissioners	Erin Quinn Valcho		As needed.
3. Tour the Lacey Museum as a Commission.	All Commissioners	Erin Quinn Valcho		July 2023
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		March-April 2023
2. Accept the Lacey History Month Proclamation at a City Council meeting.	Jim Keogh	Jen Burbidge		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		
THURSTON THROWBACK				
1. Participate in development of event and staff the booth at the Thurston County Fair	To be identified.	Erin Quinn Valcho	Staff to report status of event by March 2023	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	Requires budget request.	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				
1. Work with the Thurston County Historical Commission to develop an interpretive kiosk at the Regional Athletic Complex.	Jim Keogh	Erin Quinn Valcho	In progress	2023
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	In progress	2023

Historical Commission
3 Year Term – 2 Term Limit* (LMC 2.42)
3rd Wednesday, 6 p.m., City Hall

9/13/2025 1 st Term <i>General Commissioner City (appointed 8.18.22)</i>	Edward Holm 7010 Wisley Ln SE Lacey, WA 98513 mmcce@comcast.net	H	360.402.6062
9/13/2023 1 st Term, <i>General Commissioner (appointed 11.5.2020)</i>	Jim Keogh 5110 39 th Ave SE Lacey, WA 98503 nibler-keogh@comcast.net	H C	360.754.2334 360.481.6102
9/13/2025 3 rd Term <i>Professional Commissioner (appointed 8.22.19)</i>	Alan Tyler 2401 West Lake Dr. SE Lacey, WA 98503 alanrtyler@yahoo.com	C	253.279.4486
9/13/2022 1 st Term <i>Professional Commissioner UGA (appointed 01.17.19)</i>	Kevin Wyckoff 6418 57 th Ct SE Lacey WA 98513 kevinwyckoff@gmail.com	H	541-514-3001
9/13/2022 1 st Term <i>Professional Commissioner UGA (appointed 8.22.19)</i>	Kimberly Goetz 8329 22 nd Ave SE Olympia, WA 98513 kimbelinag@yahoo.com	C W	360.402.8994 360.819.7080
9/13/2022 1 st Term <i>Professional Commissioner (appointed 8.22.19)</i>	VACANT	C	360-350-8482
9/13/2023 Unexpired Term <i>General Commissioner</i>	Tulai F. Patane 2121 Ava St SE Lacey, WA 98513 tulai.patane@icloud.com	C	360-970-0342
One-year term only Youth Commissioner	Janine Bermudez Bermujan28@gmail.com		
<i>Staff Contact:</i>	Jennifer Burbidge Parks, Culture & Recreation Director jburbidge@ci.lacey.wa.us	W	360.438.2633
Museum Hours: <i>Thursday-Friday 11-3 Saturday 10-4</i>	Erin Quinn Valcho Museum Curator equinnva@ci.lacey.wa.us	W C	360.413.3557 360.999.7746

**If there are no applicants for a vacant position one (1) month prior to the expiration of term, the incumbent may be re-appointed to an additional three (3) year term by the Mayor with the approval of the City Council.*

2023-2032 Lacey Museum Strategic Plan

The Historical Commission reviews and updates the strategic plan at regular intervals. This plan was approved by the Historical Commission on January 19, 2022. For the purposes of this plan, near-term means 1-3 years, mid-term means 3-5 years, and long-term means 5-10 years.

Goal #1: Plan and build the new Lacey Museum & Cultural Center.

Near-Term Objectives:

- ☐ Develop an operations and interpretive plan for the new facility that includes a sustainable funding plan.*

Mid-Term Objectives:

- ☐ Secure funding for Phase 4 of building construction.
- ☐ Construct the new building.*

Long-Term Objectives:

- ☐ Provide equipment and supplies for all museum functions.
- ☐ Open the new museum to the public.

Goal #2:

Create and deliver high-quality experiences at the Lacey Museum & Cultural Center.

Near-Term Objectives:

- ☐ Continue to provide mission-driven programs, outreach and events.
- ☐ Develop a two-year exhibit schedule for the current museum.
- ☐ Provide new or upgraded exhibits in the current museum facility 1-2 times/year.

Mid-Term Objectives:

- ☐ Develop an interpretive plan for the core exhibit in the new museum facility.*
- ☐ Construct the core exhibit at the new museum facility.
- ☐ Develop a five-year programming and exhibit schedule for the new facility.*
- ☐ Develop policies for community exhibits, events and facility rentals.
- ☐ Develop education, visitor services, and exhibits staffing needs as identified in the operations and interpretive plans.
- ☐ Develop a field-trip program for North Thurston Public Schools.
- ☐ Develop an education trunk program for teachers.

Long-Term Objectives:

- ☐ Develop and implement an annual free community event.
- ☐ Revisit education and exhibits staffing needs as identified in the operations and interpretive plans.
- ☐ Create a quiet research room with public access to frequently used materials.
- ☐ Develop a history festival event targeted to reach all fourth grade students.
- ☐ Begin planning for the museum's 50th anniversary in 2030-31.

Goal #3: Preserve, care for and manage collections professionally.

Near-Term Objectives:

- ☐ Continue to process and catalogue new acquisitions as well as the backlog.
- ☐ Continue to make the collections accessible through the online portal.
- ☐ Review and update museum policy manual.*

- ☐ Develop and implement procedures for collections stewardship based on the policies adopted in 2018.
- ☐ Continue to retain professionally-trained collections preservation staff and provide them with ongoing professional development.
- ☐ Move collections stored at the Bowker Street storage unit to the new unit at Rainier View.

Mid-Term Objectives:

- ☐ Complete the comprehensive collections inventory.
- ☐ Prepare the collections to move to the new facility.
- ☐ Develop collections staffing needs as identified in the operations plan.
- ☐ Develop a plan for collections preservation including a prioritized needs list.*
- ☐ Update the disaster recovery plan.

Long-Term Objectives:

- ☐ Move the collections to the new facility.
- ☐ Revisit collections staffing needs as identified in the operations plan.
- ☐ Develop a collecting plan.
- ☐ Secure funding to rehouse collections to meet a professional standard of care.

Goal #4:

Identify and secure stable, long-term funding and revenue sources for the museum.

Near-Term Objectives:

- ☐ Continue to request funds for priority projects through grant programs as they are identified.
- ☐ Partner with the Lacey Community Foundation to secure, manage and invest privately-raised funds for the museum capital campaign.

- ☐ Develop a charter membership and community partner giving program.
- ☐ Request additional operating funds through the lodging tax process.
- ☐ Continue to develop museum store revenue opportunities.
- ☐ Complete the Heritage Capital Grant for the 2021-2023 biennium.
- ☐ Implement applicable recommendations from the sponsorship insights plan.
- ☐ Develop an annual giving campaign.

Mid-Term Objectives:

- ☐ Develop a facility rental plan.
- ☐ Develop an annual fundraising event.
- ☐ Plan and implement a small gift shop space for the new museum.

Long-Term Objectives:

- ☐ Partner with the Lacey Community Foundation to develop an endowment fund.

Goal #5: Increase museum awareness, visibility and value throughout the city and region.

Near-Term Objectives:

- ☐ Continue to use Constant Contact or similar email service for sharing museum news.
- ☐ Continue to maintain the museum website with regular monitoring and updates.
- ☐ Develop the Virtually Lacey website with monthly additions.
- ☐ Develop the historic register and inventory properties map for the website.
- ☐ Contribute to city media and publications with heritage stories and images.
- ☐ Continue to regionally promote museum programs and events.

- ☐ Develop a museum communication plan in partnership with the Public Affairs Department and Lacey Community Foundation.
- ☐ Pursue and implement museum standalone social media accounts.

Mid-Term Objectives:

- ☐ Develop a marketing strategy for the new museum.
- ☐ Develop wayfinding signage for the museum site.

Long-Term Objectives:

- ☐ Develop a system of program, facility and exhibit evaluation.

Goal #6: Build and foster community partnerships to increase capacity and sustainability.

Near-Term Objectives:

- ☐ Continue to develop and strengthen community partnerships.
- ☐ Develop an internship and/or work study program with Saint Martin's University, Evergreen State College, South Puget Sound Community College or other appropriate traditional or online educational institutions.

Mid-Term Objectives:

- ☐ Create an educators committee to assist in developing the interpretive plan.
- ☐ Develop a History Day partnership with North Thurston Public Schools.

Long-Term Objectives:

- ☐ Evaluate community partnership opportunities and challenges.

*Items required by the 2019-21 Heritage Capital Grant contract.