



**LACEY CITY COUNCIL
WORKSESSION
THURSDAY, MARCH 1, 2018
7:00 – 8:45 P.M.
LACEY CITY HALL – 420 COLLEGE STREET SE**

AGENDA

- 7:00 HAZARDOUS WEATHER TASK FORCE**
BUD BLAKE, THURSTON COUNTY COMMISSIONER
(VERBAL - PRESENTATION)
- 7:30 ALTERNATE DAY IRRIGATION POLICY ENHANCEMENT**
PETER BROOKS, WATER RESOURCES MANAGER
(VERBAL - PRESENTATION)
- 8:00 HISTORICAL COMMISSION – 2017 ACCOMPLISHMENTS & 2018 WORK PLAN**
JENNIFER BURBIDGE, PARKS AND RECREATION DIRECTOR
(STAFF REPORT ATTACHED)
- 8:45 ADJOURN**



LACEY CITY COUNCIL WORKSESSION

March 1, 2018

SUBJECT: Historical Commissioners 2017 Accomplishments and 2018 Work Plan

RECOMMENDATION: Acknowledge the Historical Commissioners 2017 Key Accomplishments and Noteworthy Achievements and accept the 2018 Work Plan

STAFF CONTACT: Scott Spence, City Manager *SS*
Jen Burbidge, Parks & Recreation Director *JB*

ORIGINATED BY: City Manager & Parks & Recreation Department

ATTACHMENTS:

1. [2017 Key Accomplishments & Noteworthy Achievements](#)
2. [2018 Work Plan](#)
3. [List of current Historical Commissioners](#)

PRIOR REVIEW: The Historical Commissioners identified and reviewed the 2017 Key Accomplishments and Noteworthy Achievements and formulated their 2018 Work Plan at their regular monthly meetings, and approved the final versions on January 17, 2018.

BACKGROUND:

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

ADVANTAGES:

1. City Council is advised of the work accomplished by the Historical Commission in 2017 and the scheduled activities for 2018.

DISADVANTAGES:

1. None identified.

2017 Key Accomplishments & Noteworthy Achievements City of Lacey Historical Commission

Approved by the Historical Commissioners on January 17, 2018

KEY ACCOMPLISHMENTS:

New Lacey Museum Project

- On February 2nd, a joint session of the Historical Commission and Lacey City Council kicked off 2017's year of re-envisioning the new museum site to incorporate the 5700 Lacey Boulevard building.
- At City Council's request, the first priority was to complete a park trail amenity to resemble the original train depot on the new museum site. Commissioners, consultants and staff worked together to complete drawings for the re-creation. Costs came in higher than expected, so work continues to bring the costs down.
- An exterior design review of the 5700 building was completed and key factors identified for the building included: it needs to speak to modern audience; it should look fun, interesting and engaging; it should have a touch of historic feel to tie it to the Depot; the use of local materials, such as cedar and/or local stone and it should set the tone for the Depot District.
- The needs and wants for the interior floorplan were reviewed and discussed. Consultants, Commissioners and staff worked together to create a new concept design for the interior which is currently in its final phases.
- A new site plan was developed for the property, maximizing parking, ensuring access from both Pacific Ave. and Lacey Blvd. and including a playground to encourage attendance by families.

50th Anniversary Celebration

- Commissioners Erich Ebel and Joseph Govednik served on the 50th Anniversary Executive Committee in 2017.
- Commissioner Madeline Goodwin attended the closing celebration at the South Sound BBQ on July 8th.
- The 50th Anniversary committee and contributors were recognized and presented with a thank you gift at a City Council meeting on July 27th.

Lacey Museum

Annual visitation at the museum in 2017 was 835. This is a significant decrease (10%) from 2016; however 2016 is considered an unprecedented increase based on high visibility from the 50th anniversary celebrations. It is a 12% increase over 2015's attendance, which continues our five-year trend of increased visitation.

- 13 new acquisitions were reviewed and approved by the Commission. This represents approximately 425 new items.
- 47 volunteers gave 1216 hours to the museum and Commission projects.
- The third annual A Midsummer's Ice Cream, was held on Friday, July 7th as part of Lacey Days and the 50th anniversary. Commissioners, Councilmembers, 50th anniversary committee members, and community members donated 161 hours

-serving as gallery guides, ice cream servers, activity booth attendants, parking assistants and event setup crew. There were 350 visitors.

- Commissioners Kristina Trebil, Joseph Govednik, Kimberly Goetz, Seth Huff and Volunteer Shirley Binkley served on the ad hoc committee to review and update the Historic Commission and Museum policy manual. Four museum policy sections were reviewed and approved by the Commission: Deaccessioning, Objects Left in the Custody of the Museum, Loans and Collections Stewardship. One section remains to complete the museum policy handbook.
- The ad hoc Policy Committee continued working its way through the StEPS program (Standards and Excellence Program for History Organizations). The committee is taking on the evaluation of current practices and this year completed the review of the Collections Stewardship section.
- Work continued on cataloguing the museum's collections into PastPerfect Museum software. 1,268 photos and archival records were entered with 1,068 photographs or scans taken of those items and attached to the database. The online interface to the database went on line in 2017 giving 24/7 access to the public. 275 searches were conducted on the website in 2017.
- Commissioner Kristina Trebil served 180 hours as a museum gallery host in 2017. She also assisted with several projects in the museum including clipping and copying newspapers for the research files and working on school notebooks. Commissioners Govednik and Ebel gave tours at the museum in the absence of the Museum Curator.

July is Lacey History Month

- One joint nomination was received for 2017 Historian of the Year and the Commissioners approved the posthumous nominations of Amy Turner and Nora Brown as the Historians of the Year.
- Mayor Ryder proclaimed July as Lacey History Month, and Commissioner Ebel accepted the proclamation on behalf of the Commissioners.

Historic Neighborhood

- On August 12th, the museum held a walking tour of Lacey's Historic Neighborhood on the theme of occupations and trades for 66 participants. The event was made possible through the help of Commissioners, Councilmembers and community members who volunteered their time and businesses that donated coffee and baked goods for participants.

Commission Policies and Procedures

- The Commission reviewed and approved the policy for the Lacey Pioneer Award and the Parliamentary Procedures for the Commission.

Thurston County through the Decades Event

- Commissioners, volunteers and Historical Society members along with Museum Curator Quinn Valcho staffed the Lacey booth at the May event at Tenino Depot Museum and the October event in Tumwater Falls Park. 52 individuals visited the booth in May and 173 in October.

Chambers Prairie Cabin

- Past Commissioner Shirley Binkley left the Commission in 2015, yet remains actively involved. She continues to research the Chambers Prairie Cabin origin, title and history, and met local citizens who recalled vital information about the cabin.

Grants

- The City was awarded a Thurston County Heritage grant to continue work on cataloguing the Lacey Leader negative collection. To date 1,257 records (representing 4,208 strips and 17,251 images) have been entered for this project.

Other accomplishments not on the 2017 Work Plan

- The Commission completed a design review for the Lacey Museum building reroofing and rafter tail repair as part of its responsibilities to the Lacey Historic Register.
- Commissioners Ebel, Govednik, Orcutt and Trebil attended the CLG Training in March.
- The Fleetwood Historic Marker dedication was held on May 9th at Woodland Creek Community Park. An audience of 65 family, Commissioners, community and historical society members attended the event.
- Commissioners Thomas Sui, Seth Huff and Madeline Goodwin joined the Commission. We said goodbye to Nathan Hunt, Hunter Orcutt, Joseph Govednik and Kristina Trebil.

Lacey Historical Commission

WORK PLAN for 2018

Approved on January 18, 2018

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
NEW LACEY MUSEUM PROJECT				
1. Assist City staff and elected officials in the development of the timeline, site plan, programming priorities and character of the new museum.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		TBD.
LACEY MUSEUM				
1. Update current policies for the museum. Review and adopt new policies for the operation of the museum and its collection. Evaluate museum using the StEPs manual.	Ad Hoc Policy Committee: Kimberly Goetz, Committee Chair; Seth Huff. Volunteers, Shirley Binkley and Kristina Trebil	Erin Quinn Valcho		Policies: April 2018 StEPs evaluation: December 2018
2. Promote the Lacey Museum to build a network of supporting patrons who love history and the museum.	All Commissioners	Erin Quinn Valcho		
3. Serve as volunteer docents and offer guided tours to visitors at the museum and during special events as needed.	All Commissioners	Erin Quinn Valcho		
4. Assist staff with the August Memorial Garden Tour	All Commissioners	Erin Quinn Valcho		
JULY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		June 20, 2018
2. Accept the July is Lacey History Month Proclamation, at the July 12 th City Council meeting.	Erich Ebel	Jen Burbidge		July 12, 2018
3. Assist staff with the main museum event, A Midsummer's Ice Cream	All Commissioners	Erin Quinn Valcho		July 15, 2018
HISTORIC NEIGHBORHOOD				
1. Develop geocaches around the historic neighborhood, historic sites and/or historic register properties to bring more awareness of the neighborhood and register.	Seth Huff, Thomas Sui	Erin Quinn Valcho		
LACEY HISTORICAL COMMISSION POLICIES AND PROCEDURES				
1. Update current policies and compose relevant policies and procedures for the operation and guiding principles for the Historical Commission.	Ad Hoc Policy-StEP Committee	Erin Quinn Valcho		December 2018
2. Review and update the Lacey Municipal Code to accurately reflect current responsibilities of the Commission	Ad Hoc Policy-StEP Committee	Jennifer Burbidge	Ongoing	
THURSTON COUNTY THROUGH THE DECADES EVENT				
1. Work in partnership with the Lacey Historical Society to create and staff a booth at the May event at the Thurston County Fairgrounds	All Commissioners	Erin Quinn Valcho		May 19, 2018
2. Work with the county historical organizations on the creation of a new event to replace TCTD.	All Commissioners	Erin Quinn Valcho		
CHAMBERS PRAIRIE CABIN				
1. Continue researching the preservation opportunities and potential use of portions of the cabin in a new exhibit at the Lacey Museum at the Depot.	Volunteer: Shirley Binkley	Erin Quinn Valcho	Ongoing.	
GRANTS (Identify projects for the following grant funds)				
Valerie Sivinski grant: Review application for cedar gutters at Jacob Smith House.		Jennifer Burbidge		October 2018

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
<u>Thurston County Heritage Grant</u> : Consider merits of potential projects and review application.		Erin Quinn Valcho	Proposed Project: Continue Lacey Leader cataloguing & digitizing	August 31, 2018
<u>CLG Grant</u> : Conduct research and review grant application.		Erin Quinn Valcho	Proposed Projects: Jacob Smith interpretive marker; interpretive signage for inside the Depot Trail amenity; or consultant to update historic property inventory	May 2018
<u>Nisqually Charitable Funds</u> : Consider merits of potential projects and review application.		Erin Quinn Valcho	Determine if we are eligible first.	September 30, 2018
<u>Heritage Capital Projects Grant</u> : Consider merits of potential projects and review application.		Erin Quinn Valcho	Proposed Project: New museum rehabilitation.	Unknown: Status of grant program in question.
HISTORIC PROPERTIES				
1. Identify which properties are on the historic property inventory and include them in the City's GIS Database		Erin Quinn Valcho		Ongoing.
2. Identify at least two properties from the historic property inventory that could be added to the Historic Register.				
COMMISSION & TRIBAL RELATIONS				
1. Attend a Nisqually Tribal Council meeting	Erich Ebel, Seth Huff	Erin Quinn Valcho		December 2018
3. Open discussions with tribal members to participate in Midsummer's ice cream.	Erich Ebel	Erin Quinn Valcho		March 2018
4. Invite tribal participation (ask them to send a representative?) to participate in new museum project planning.	Erich Ebel	Erin Quinn Valcho		

City of Lacey
Parks & Recreation Department
Historical Commission

9/13/2019 1 st Term <i>General Commissioner City (appointed 8.14.14)</i>	Erich Ebel, Chair
9/13/2020 1 st Term <i>General Commissioner (appointed 8.24.17)</i>	Seth W. Huff
9/13/2020 Unexpired Term <i>Professional Commissioner (appointed 01.17.18)</i>	Jeff Crane
9/13/2019 1 st Term <i>Professional Commissioner (appointed 3.12.15)</i>	Alan Tyler
9/13/2019 Unexpired Term <i>Professional Commissioner UGA (appointed 01.17.18)</i>	Thomas Smith
9/13/2019 Unexpired Term <i>Professional Commissioner UGA (appointed 12.1.16)</i>	Kimberly Goetz, Vice-Chair
9/1/2018 <i>One year term only Youth Commissioner City (appointed 8.24.17)</i>	Thomas Sui
9/13/2019 Unexpired Term	VACANT