



**WORKSESSION
LACEY CITY COUNCIL
THURSDAY, FEBRUARY 5, 2015
7:00 – 9:30 P.M.
LACEY CITY HALL, 420 COLLEGE STREET SE**

AGENDA

- 7:00 HISTORICAL COMMISSION 2014 ACCOMPLISHMENTS AND 2015 WORK PLAN**
LORI FLEMM, PARKS & RECREATION DIRECTOR
(ATTACHMENT)
- 7:30 PARK BOARD 2014 ACCOMPLISHMENTS AND 2015 WORK PLAN**
LORI FLEMM, PARKS & RECREATION DIRECTOR
(ATTACHMENT)
- 8:00 6-YEAR STRATEGIC FINANCE PLAN DISCUSSION**
TROY WOO, FINANCE DIRECTOR
(VERBAL REPORT-NO ATTACHMENT)
- 9:30 ADJOURN**



LACEY CITY COUNCIL WORKSESSION

February 5, 2015

SUBJECT: Historical Commissioners 2014 Accomplishments and 2015 Work Program

RECOMMENDATION: Acknowledge the Historical Commissioners 2014 Key Accomplishments and Noteworthy Achievements and accept the Proposed 2015 Work Plan and Goals.

STAFF CONTACT: Scott Spence, City Manager 
Lori Flemm, Parks and Recreation Director 

ORIGINATED BY: City Manager and Parks & Recreation Department

ATTACHMENTS:

1. 2014 Key Accomplishments & Noteworthy Achievements
2. 2015 Work Program and Goals

FISCAL NOTE: The budget requirements for Historical Commission support are provided within the annual Current Expense Fund Budget.

PRIOR REVIEW: The Historical Commissioners identified and reviewed the 2014 Key Accomplishments and Noteworthy Achievements at their regular monthly meetings on November 19 and December 17, 2014. The Historical Commissioners formulated their 2015 Work Plan at their regular monthly meetings on November 19 and December 18, 2013, and approved the 2015 Work Plan on January 21, 2015.

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 conservation of items and properties that are of historic significance, and reviews nominations to the Lacey Register of Historic Places.

Our Museum Curator serves as the recording secretary for the Historical Commission, and is responsible for support of the Commissioners in implementation of some of the work plan and many of the goals.

2014 Historical Commissioners

Kimberley Bauman, Chair	2 nd Full Term	09-13-2016
Kristina Trebil, Vice Chair	1 st Full Term	09-13-2017
Yasemin Alptekin	1 st Full Term	09-13-2016
Fermnell Dowell III	1 st Full Term	09-13-2016
Erich Ebel	Unexpired Term	09-13-2016
Susan Goff, resigned 11-19-14	1 st Full Term	09-13-2016
Shirley Binkley	3 rd Full Term	09-13-2017
Amber Granger, Youth Representative	One Year Term	08-31-2015

2015 Historical Commissioners

Kimberley Bauman, Chair	2 nd Full Term	09-13-2016
Erich Ebel, Vice Chair	Unexpired Term	09-13-2016
Yasemin Alptekin	1 st Full Term	09-13-2016
Fermnell Dowell III	1 st Full Term	09-13-2016
vacant	Unexpired Term	09-13-2016
Kristina Trebil	1 st Full Term	09-13-2017
Shirley Binkley	3 rd Full Term	09-13-2017
Amber Granger, Youth Representative	One Year Term	08-31-2015

ADVANTAGES:

1. The City Council is advised of the activities proposed by the Historical Commission for 2015.

DISADVANTAGES:

1. None identified.

2014 Key Accomplishments & Noteworthy Achievements City of Lacey Historical Commission

KEY ACCOMPLISHMENTS:

Lacey Museum at the Depot

- The Historical Commission is represented on the Exhibit Research and Development Group by Commissioner Susan Goff. The Group and consultants completed the storyline and 50% concept planning phase for the exhibits.
- The conceptual floor plans and site plan were reviewed and revisions suggested by the Commissioners to our consultant team.
- Four Commissioners visited the White River Valley Museum and the Harbor History Museum along with City Council Members and Staff.

Lacey Museum

- Annual visitation at the museum was 580, the highest in documented history. Donations collected in 2014 totaled \$245.13.
- Twenty volunteers worked 830 hours; every Commissioner put in at least a few hours working on museum projects or events.
- The third annual open house, Afternoon at the Museum, was held on Wednesday, August 20th. One Commissioner served as a volunteer docent. Forty-two visitors, many at the museum for the first time, attended and were impressed with the quality of our museum.
- The City was awarded a Thurston County Heritage grant for Past Perfect Museum software to digitize the artifacts and photographs in our collection. Two Commissioners have been trained to catalogue negatives and books into the database. So far, 673 accession records and 66 catalogue records have been entered with 1,043 scanned documents and 133 images attached to those records.
- Commissioners Kristina Trebil, Shirley Binkley, Fernnell Dowell III, and Kimberley Bauman served on the ad hoc committee to review and update the policy manual. The Media Reproduction policy will go into effect in 2015. Three segments of the museum policy have been approved including the Introduction, Ethics, and Collections Description and Scope.

June is Lacey History Month

- One nomination was received for 2014 Historian of the Year and the Commissioners approved the nomination of Richard Jones as our Historian of the Year.
- Commissioner Susan Goff researched the history of homes in the historic neighborhood and with the assistance of Fernnell Dowell III and other Commissioners organized and lead the first walking tour. There were 57 registered participants.
- Mayor proclaimed June as Lacey History Month, and Commissioner Bauman accepted the proclamation on behalf of the Commissioners.

Educational Outreach Program

- Youth Commissioner Megan Wilson updated the PowerPoint presentation and presented an educational outreach program of Lacey history to several local elementary school students.
- Youth Commissioner Amber Granger updated the PowerPoint presentation and is working with Commissioner Yasemin Alptekin to make it more interactive. Teachers have been contacted for the 2014-2015 school year and presentations are scheduled.

Thurston County through the Decades Event

- Commissioners staffed the Lacey booth at the spring event, along with Museum Curator Quinn Valcho.

Chambers Prairie Cabin

- Commissioner Shirley Binkley continued to research the Chambers Prairie Cabin origin, title and history, and met local citizens who recalled vital information about the cabin.

Himes Diary Transcription

- One Commissioner created an index of one transcription for future reference.

Register of Historic Properties/Historic Property Inventory

- Commissioner Susan Goff conducted research and prepared 7 historic Property Inventory Reports: 4 churches and 3 structures on Saint Martin's University campus.

Other accomplishments not on the 2014 Work Plan

- Commissioner Erich Ebel designed an updated rack card for the Museum.

NOTEWORTHY ACHIEVEMENTS:

Lacey Historical Society Partnership

- Three Commissioners attended and participated in the Lacey Historical Society Annual Meeting.

Other noteworthy achievements not on the 2014 Work Plan

- One General Commissioner was recruited to fill a vacant term; one General Commissioner was appointed to her first full term; and one Professional Commissioner was reappointed due to no applicants meeting the qualifications.
- The Mayor and City Council appointed a Youth Representative
- Two Commissioners volunteered to staff the Totem Pole blessing ceremony.

Lacey Historical Commission WORK PLAN for 2015

Approved on January 21, 2015

Task	Responsible Commissioner	Staff Contact	Status	Target date Completion date
Lacey Museum at the DEPOT				
1. Review and approve architectural schematic design plans and cost estimate.	All Commissioners	Lori (A&E)		
2. Conduct research for exhibits, as needed.	All Commissioners	Erin		
3. Offer input into the structure of the capital campaign, the funding strategy, target audience, and key contacts in local companies. Plan a kick off for the capital campaign. Contact potential donors.	All Commissioners	Erin/Lori		
4. Research opportunities, author and submit grant applications.	All Commissioners	Erin/Lori		
5. Market the project using a model, brochure and fundraising materials.	All Commissioners	Erin		
LACEY MUSEUM				
1. Update current policies and author and adopt new policies for the operation of the museum and its collection.	Kristina Trebil, Chair Ad Hoc Committee (Shirley Binkley, Ferm Dowell III)	Erin		
2. In partnership with Museum staff, Commissioners may continue to volunteer to assist in entering data into Past Perfect Museum software, and may assist with cataloguing and processing of the Collections, as needed. Museum staff will hold an audit in partnership with the Commissioners.	Kristina, Kimberley Bauman	Erin	Cataloguing will be on-going throughout the years.	
3. Promote our museum to build a network of supporting patrons who love history and our museum.	All Commissioners	Erin		
4. Serve as volunteer docents and offer guided tours to visitors.	Kristina, Erich Ebel, Ferm, Amber Granger, Yasemin Alptekin	Erin	Throughout the year, and especially after the Walking Tour and "Open House" event.	
JUNE IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Lori		April – May 10
2. Commissioners will support city staff for the second annual walking tour of the Lacey Historic Neighborhood.	Fermnell Dowell III, Lead and all Commissioners	Erin/Lori		Saturday, June 13 or 20
3. Produce brochure for historic properties on the walking tour.	Erich	Erin		
4. Accept the June is Lacey History Month Proclamation, at the June 11 City Council meeting.	Kimberley	Lori		
5. Shoot photos for the interactive map. Find historical photos.	Erich and Amber	Erin		
EDUCATIONAL OUTREACH PROGRAM				
Contact teachers and present the Lacey History Program to North Thurston Public School (NTPS), private school, and home school students.	Yasemin and Amber	Erin		
THURSTON COUNTY THROUGH THE DECADES EVENT				
1. Work in partnership with the Lacey Historical Society, who will create and staff an exhibit of the 1950 – 1975 period, at the May event held at Huntamer Park; and for the October event held at Tumwater Falls Park.		Erin		May 9, 2015 October 3 , 2015
2. Host a joint (or separate) booth with the Lacey Historical Society to provide information about the Lacey Museum at the DEPOT.	Ferm – May 9 Ferm - October 3	Erin	Booth hosted by a commissioner and staff.	May 9, 2015 October 3 , 2015
CHAMBERS PRAIRIE CABIN				
1. Continue researching the preservation opportunities and potential use of portions of the cabin in a new exhibit at the	Shirley	Erin		

Lacey Museum at the Depot.				
CELEBRATE LACEY				
Hold an event at the museum, and host a booth at the BBQ Festival to promote our heritage.	Kimberley, Chair Event Sponsorship Committee, and all commissioners			July 3 – 11, 2015
THURSTON COUNTY HERITAGE GRANT				
Consider merits of potential projects and review application.	All Commissioners	Erin		
CLG GRANT				
Conduct research and review grant application.	All Commissioners	Erin	Educational and interpretive projects eligibility.	
HISTORIC PROPERTY INVENTORY				
Complete inventory forms for five buildings that are researched for the walking tour.	Kimberley Baumann	Erin		

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An update will be provided to Lacey City Council on or before June 30, 2015



LACEY CITY COUNCIL WORKSESSION

February 5, 2015

SUBJECT: Board of Park Commissioners 2014 Accomplishments and 2015 Work Program.

RECOMMENDATION: Acknowledge the Board of Park Commissioners 2014 Key Accomplishments and Noteworthy Achievements and accept the Proposed 2015 Work Program and Goals.

STAFF CONTACT: Scott Spence, City Manager 
Lori Flemm, Parks and Recreation Director 

ORIGINATED BY: City Manager and Parks & Recreation Department

ATTACHMENTS:

1. 2014 Key Accomplishments & Noteworthy Achievements
2. 2015 Work Program and Goals

FISCAL NOTE: The budget requirements for Board of Park Commissioners support are provided within the annual Current Expense Fund Budget.

PRIOR REVIEW: The Board of Park Commissioners identified, reviewed and approved the 2014 Key Accomplishments and Noteworthy Achievements at their regular monthly meeting on December 3, 2014. The Park Commissioners approved the 2015 Work Plan at their regular monthly meeting on December 3, 2014.

BACKGROUND:

The Lacey Board of Park Commissioners plans for the acquisition and development of all parks and trail systems within the city. The Board also offers recommendations to the City Council regarding planning, acquisition, construction, development, maintenance and operation of Lacey's public recreation facilities and recreational programs. Input from the

Commissioners is sought for policy development and rule making. The Commissioners actively seek input from the public and host open houses during planning processes.

Liz Spiller serves as the recording secretary of the Park Board. The Director of Parks and Recreation is responsible for the support of the Commissioners in implementation of the work plan and many of its goals.

The 6-member Lacey Board of Park Commissioners, comprised of five general commissioners and one youth representative, selects its own chairperson from its membership.

2014 Commissioners	Term	Expiration
Paul Royer, Chair	3rd Full Term	08-01-2016
Luther Carlson, Vice Chair	1st Full Term	11-17-2015
Shawn Smith	1st Full Term	08-01-2015
Glen Crandal	3rd Full Term	03-22-2016
Gary Hanson	3rd Full Term	09-01-2015
Robert Kowalski, Youth Representative	One Year Term	09-01-2015

2015 Commissioners	Term	Expiration
Paul Royer, Chair	3 rd Full Term	08-01-2016
Robert Kowalski, Vice Chair, Youth Rep.	2 nd One Year Term	09-01-2015
Luther Carlson	2 nd Full Term	11-17-2017
Ken Balsley	Unexpired Term	08-01-2015
Glen Crandal	3 rd Full Term	03-22-2016
Matt Acker	1 st Full Term	08-01-2017

ADVANTAGES:

1. The City Council is advised of the activities proposed by the Board of Park Commissioners for 2015.

DISADVANTAGES:

1. None identified.

2014 Key Accomplishments & Noteworthy Achievements Board of Park Commissioners

Approved December 3, 2014

ACCOMPLISHMENTS:

- Approved facility rate increase for the Lacey Community Center and to maintain the current rate for Jacob Smith House for the next two years.
- Approved increasing the number of rental picnic shelters by two and extending the season from April 1 to Sept. 30.
- Reviewed and approved the update to the General Government and Park Sections of the City Capital Facilities Plan.
- Reviewed, discussed and analyzed the RAC Spreadsheets and developed recommendations for the 20 Year RAC Financial Plan.
- Reviewed and commented on the 2015 Budget Proposed Personnel, Projects and Enhancement Requests.
- Invited public review and comment on the RCO Grant Application for the Trail Connection and Bridge Project at Woodland Creek Community Park at a monthly Park Board meeting, approved the plan, and recommended the application.
- Reviewed and commented on options to repair erosion along Longs Pond Shoreline Trail.
- Attended the flagpole dedication ceremony at the Lacey Senior Center, and the Totem Pole Blessing at Lacey City Hall.
- Judged entries in the Lacey Spring Fun Fair Grand Parade.
- Reviewed and commented on the Cuoio Community Park plans prepared by the Saint Martin's University Civil Engineering students.
- Provided feedback and input in the planning of the 2013/14 annual Regional Park Board Meeting; four commissioners attended the meeting.
- Reviewed and commented on schematic plans for the Lacey Museum at the Depot.
- Offered to host the 2015 Regional Park Board meeting and initiated meeting planning.
- Longs Pond was officially named by the U.S. Geological Service

PARK AND FACILITY IMPROVEMENT PROJECTS COMPLETED:

- Commented on roofing material options for the Lacey Community Center Roof Replacement.

NOTEWORTHY ACHIEVEMENTS:

- Recruited a General Commissioner to the Board of Park Commissioners.
- Submitted a letter of support for the TAP grant funds application for the HUB at the Chehalis-western and Woodland Trails Junction.
- Recommended that Crimestoppers Signs be placed in our parks.
- Attended Open Public Meetings Training.

POLICIES REVIEWED and/or REVISED:

- Reviewed the Alcoholic Beverage Area at Two Special Events Two Year Trial Period Policy and determined no revisions were needed.
- Considered a draft remote control aircraft policy.
- Reviewed and recommended revised park rules (sun structures).
- Reviewed draft trips and tours policy and draft accommodations policy.

BOARD OF PARK COMMISSIONERS

2015 WORK PLAN

Approved December 3, 2014

Refer to Action Program, pages 108-132, in the Comprehensive Plan for Outdoor Recreation

Goal: Encourage public involvement when planning for park development and management, and for recreational opportunities. (Comprehensive Plan for Outdoor Recreation)

Duty: To formulate plans for the proper future development of the parks and playgrounds system of the city. (LMC 2.44)

PLEASANT GLADE PARK PHASE 1 DEVELOPMENT

1. The Park Board will conduct one regular monthly meeting to accept public input.
2. Review and comment on plans and cost estimates.

HOMANN PARK PLAY EQUIPMENT REPLACEMENT

1. The Park Board will conduct one regular monthly meeting to accept public input.
2. Review and comment on plans and cost estimates.
3. Recruit volunteers to install play equipment.

COMPREHENSIVE PLAN FOR OUTDOOR RECREATION

1. The Park Board will conduct one regular monthly meeting to accept public input for the update of the 2015 - 2020 plan, and solicit input by other methods.

LAKE LOIS HABITAT RESERVE MASTER PLAN & MANAGEMENT PROGRAM

1. Evaluate alternative uses and management practices and integrate the recommendations of the forestry management plan to develop a master plan and natural resource management program, a work in progress.
2. Continue to recruit volunteers to implement the plan.
3. Evaluate the McKinney Building.

VOLUNTEERS

1. Identify volunteer opportunities for students.
2. Visit local high schools and discuss volunteer opportunities with the Lacey Parks & Recreation Dept., to strengthen the stewardship and volunteer connection with teens.

RECRUIT FOR REPLACEMENT PARK BOARD COMMISSIONER

1. Word of mouth is one of the best recruitment methods. Letters will be sent to service clubs and civic organizations.

Goal: Ensure that diverse traditional and non-traditional programs and facilities are considered when balancing the diverse recreational needs of the community. (Comprehensive Plan for Outdoor Recreation)

Duty: To recommend to the city council through the city manager regarding planning, promotion, management, acquisition, construction, development, maintenance and operation of public recreational facilities and recreational programs, including restrictions on and compensation to be paid for concessions or privileges in the public parks within the city; (LMC 2.44)

PARK AND ATHLETIC FIELD FEE INCREASES

1. Consider and approve any increase in rental fees.

Goal: Provide stable, long term revenue sources. (Comprehensive Plan for Outdoor Recreation and Capital Facilities Plan)

Duty: To receive in the name of the city all moneys or other properties donated for the purpose of acquisition of parks or the improvement of the parks or recreation system of the city, and to expend and use the same in such manner as shall best carry out the interests of the donors, provided that all moneys so received shall be forthwith paid into the city treasury and the same shall be placed in a fund to be known as the parks and recreation fund, except that all donations made for special purposes shall be placed in a separate fund to be known as the parks and recreation donation fund and shall be paid out by the city finance director only in payment of the special purpose for which the donation is made; (LMC 2.44)

RAC FINANCIAL PLAN

1. Review the 20 Year Plan and make recommendations to insure financial stability.

CAPITAL FACILITIES PLAN

1. Update the 2015 – 2033 plan to reflect revisions to proposed 2016 projects.

SUMMER LUNCH PROGRAM

1. Identify local sources of funds that could support the summer lunch program.

LACEY MUSEUM AT THE DEPOT

1. Support staff in building community support for this project.

FUTURE BOND ISSUE

1. Investigate potential projects (Wanschers Park Phase 2 Development, RAC Phase 3 Development, Cuoio Community Park Phase 1 Development) and associated maintenance and operation funds that could be included in a future bond issue and companion maintenance and operations levy that would garner voter support and continue our legacy of providing much needed and well maintained parks.