



**LACEY CITY COUNCIL
WORKSESSION
THURSDAY, MARCH 3, 2016
7:00 – 9:00 P.M.
LACEY CITY HALL – 420 COLLEGE STREET SE**

AGENDA

- 7:00 TOGETHER! UPDATE**
*MEGAN SULLIVAN, DIRECTOR & JOHNNA KNOERR, PROGRAM MANAGER –
YOUTH PROGRAMS & TOBACCO*
(VERBAL – PRESENTATION)
- 7:30 HISTORICAL COMMISSION – 2015 ACCOMPLISHMENTS & 2016
WORK PLAN**
ERIN QUINN VALCHO, MUSEUM CURATOR
(STAFF REPORT ATTACHED)
- 8:00 SEPTIC CONVERSION CONCEPT BRIEFING**
SCOTT EGGER, PUBLIC WORKS DIRECTOR
(VERBAL – NO ATTACHMENT)
- 9:00 ADJOURN**



LACEY CITY COUNCIL WORKSESSION

March 3, 2016

SUBJECT: Historical Commissioners 2015 Accomplishments and 2016 Work Program

RECOMMENDATION: Acknowledge the Historical Commissioners 2015 Key Accomplishments and Noteworthy Achievements and accept the Proposed 2016 Work Plan and Goals

STAFF CONTACT: Scott Spence, City Manager 
Erin Quinn Valcho, Museum Curator 

ORIGINATED BY: City Manager & Parks & Recreation Department

ATTACHMENTS:

1. [2015 Key Accomplishments & Noteworthy Achievements](#)
2. [2016 Work Plan](#)

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 2015 Key Accomplishments and Noteworthy Achievements and formulated their 2016 Work Plan at their regular monthly meetings on November 18 and December 16, 2015, and approved the final documents on January 20, 2016.

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.

The 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.

2015 Historical Commissioners

Kimberley Bauman, Chair, resigned 11-17-15	2 nd Full Term	9-13-2016
Erich Ebel, Vice Chair (Chair 11-18-15)	Unexpired Term	9-13-2016
Alan Tyler (Vice Chair 11-18-15)	Unexpired Term	9-13-2016
Yasemin Alptekin	1 st Full Term	9-13-2016
Shirley Binkley, resigned 3-4-15	3 rd Full Term	9-13-2017
Fernnell Dowell III	1 st Full Term	9-13-2016
Joseph Govednik	Unexpired Term	9-13-2017
Kristina Trebil	1 st Full Term	9-13-2017
Amber Granger, Youth Representative	1 st One Year Term	8-31-2015

2016 Historical Commissioners

Erich Ebel, Chair	Unexpired Term	9-13-2016
Alan Tyler, Vice Chair	Unexpired Term	9-13-2016
Yasemin Alptekin	1 st Full Term	9-13-2016
Shirley Binkley, resigned 3-4-15	3 rd Full Term	9-13-2017
Fernnell Dowell III	1 st Full Term	9-13-2016
Joseph Govednik	Unexpired Term	9-13-2017
Nathan Hunt	Unexpired Term	9-13-2016
Kristina Trebil	1 st Full Term	9-13-2017
Amber Granger, Youth Representative	2 nd One Year Term	8-31-2016

ADVANTAGES:

1. City Council is advised of the work accomplished by the Historical Commission in 2015 and the proposed activities for 2016.

DISADVANTAGES:

1. None identified.

2015 Key Accomplishments & Noteworthy Achievements City of Lacey Historical Commission

Approved by the Historical Commissioners on January 20, 2016

KEY ACCOMPLISHMENTS:

Lacey Museum at the Depot

- The conceptual floor plans and site plan were reviewed and revisions suggested by the Commissioners to our consultant team.
- One Commissioner visited the White River Valley Museum and the Harbor History Museum.

Lacey Museum

Annual visitation at the museum was 743, the highest in documented history and 53% higher than last year. While most of this increase was in events, there were also increases in tours and walk-in visitation. Donations collected in 2015 totaled \$475.

- 24 new acquisitions were reviewed and approved by the Commission. This represents approximately 350 new items.
- 42 volunteers gave 842.5 hours to the museum; 100% of Commissioners participated during the year by volunteering on museum projects or events.
- A new event, A Midsummer's Ice Cream, was held on Friday, July 10th as part of the first annual Lacey Days -- two-weeks of community events. Commissioners, Councilmembers, Saint Martin's students, Historical Society and community members donated 129.25 hours serving as docent storytellers, ice cream servers, activity booth attendants, parking assistants and event setup crew. There were 215 visitors, many at the museum for the first time, who attended and were impressed with the quality of the museum.
- The City was awarded a Thurston County Heritage grant for research to create a self-guided brochure of homes and buildings in the Lacey Historical neighborhood. The research would also be used to inform the walking tour events in 2015 and beyond.
- Commissioners Kristina Trebil, Fernnell Dowell III, Joseph Govednik, and Volunteer Shirley Binkley served on the ad hoc committee to review and update the Historic Commission and Museum policy manual. Four segments of the museum policy have been approved including Facility; Staff and Volunteers; Education and Interpretation; and Acquisition of Collections. One segment, Deaccession and Disposal, is pending approval by the Commission. Five segments of the Commission policy have been approved including Attendance, Election of Officers, Historian of the Year, Meetings, and Mitigation of Historic Properties.
- Work continued on cataloguing the museum's collections into the PastPerfect Museum software. 366 objects, photos, books and archival records were entered with 711 photographs taken of those items and attached to the database.
- Commissioner Kristina Trebil served 228 hours as a museum assistant in 2015. She also assisted with several projects in the museum including clipping and copying newspapers for the research files, typing up handwritten inventories and completing the Lacey School photograph identification project.

June is Lacey History Month

- Two nominations were received for 2015 Historian of the Year and the Commissioners approved the nomination of Ken Balsley as our Historian of the Year. The other nominee, Zelma Bernd, was presented with the first Lacey Pioneer Award.
- Consultant Shanna Stevenson researched the history of structures in Lacey's historic neighborhood and the Museum Curator organized the 2015 walking tour, which was led by Ms. Stevensen, Ms. Quinn Valcho, and Mayor Ryder. Five Commissioners assisted at the event with set-up, safety and takedown. There were 68 registered participants.
- Mayor Ryder proclaimed June as Lacey History Month, and Commissioner Bauman accepted the proclamation on behalf of the Commissioners.
- Based on research into the celebration of Lacey History Month (it has previously been celebrated in other months) and the opportunity for event promotion with Lacey Days, the Commissioners have identified July as Lacey History Month for 2016.

Educational Outreach Program

- Youth Commissioner, Amber Granger, updated the educational outreach presentation of Lacey history with assistance from Commissioner Yasemin Alptekin, and presented it to about 140 local elementary school students at four schools.
- In preparation for the 2015-2016 school year, Youth Commissioner Granger made her presentation more interactive. Teachers have been contacted and presentations are being scheduled.

Thurston County through the Decades Event

- Commissioners Dowell, Trebil and Granger staffed the Lacey booth at the May event at Huntamer Park, along with Museum Curator Quinn Valcho and volunteer Shirley Binkley. 140 individuals attended the joint Commission-Society booth.
- Commissioners Trebil and Alptekin staffed the booth in October at Tumwater Falls Park, along with Museum Curator Quinn Valcho. 227 individuals visited the booth, a slight decrease from last year.

Chambers Prairie Cabin

- Commissioner Shirley Binkley left the Commission in March, 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. She presented her research to the Commission in December.

Other accomplishments not on the 2015 Work Plan

- Commissioner Erich Ebel designed the self-guided Historic Walking Guide Brochure with research developed by Shanna Stevenson and photographs from the museum collections. Printing was funded by the Thurston County Heritage Grant program.
- The Commission approved the museum joining the StEPS program (Standards and Excellence Program for History Organizations) through the American Association for State and Local History. This program provides a method to evaluate adherence to

best practices in the field and a path to address areas identified as needing improvement. The Ad Hoc Policy committee is taking on the evaluation of current practices and has completed the review of Mission, Vision, and Governance section.

- Two plaques were installed to commemorate properties on Lacey's Historic Register—one at the Homann House and the other at the Jensen House.

NOTEWORTHY ACHIEVEMENTS:

Lacey Historical Society Partnership

- Former Commissioner Shirley Binkley, and city staff Flemm and Quinn Valcho attended the Lacey Historical Society Annual Meeting.
- The Commission and the Society hosted joint booths at both Thurston County Through the Decades events.

Other noteworthy achievements not on the 2015 Work Plan

- Two Professional Commissioners, Joseph Govednik and Alan Tyler, were appointed to first full terms.
- The Mayor and City Council re-appointed Amber Granger, Youth Representative to a second term.
- At the request of Mayor Ryder, one Commissioner, Alan Tyler, was selected to serve on the 50th Anniversary Executive Committee.

Lacey Historical Commission

WORK PLAN for 2016

Approved on January 21, 2016

Task	Responsible Commissioner	Staff Contact	Status	Target date Completion date
50TH ANNIVERSARY OF INCORPORATION CELEBRATION				
1. Serve as the Commission's representative on the 50 th Anniversary Planning Committee.	Alan Tyler	Erin		
2. Serve on the GALA Committee.	Alan			Jan – Feb. 2017
3. Attend Mayor's Leadership Council meetings	Alan			
4. Attend celebration functions	All Commissioners			
LACEY MUSEUM				
1. Update current policies for the Museum. Author and adopt new policies for the operation of the museum and its collection. Review StEP Manual.	Kristina Trebil, Chair Ad Hoc Policy-StEP Committee (Ferm Dowell III, Joseph Govednik, and volunteer Shirley Binkley)	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.		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 at the museum and during special events.	Kristina, Erich, Alan, Ferm, Amber Granger, Yasemin Alptekin, Joseph?	Erin		
JULY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Lori		May 1 - 31
2. Accept the July is Lacey History Month Proclamation, at the July 14th City Council meeting.	Erich	Erin		
3. Shoot photos for the interactive map. Find historical photos.	Erich and Amber	Erin		
4. Participate, hold an event, A Midsummer's Ice Cream, at the museum, and host a booth at the BBQ Festival to promote our heritage.	Erich, Chair Event Committee, and Yasemin, Amber, Alan, Kristina, Joseph, and volunteers Shirley and James.	Erin/Lori		July 8, 2016
HISTORIC NEIGHBORHOOD				
1. Attend the NATIONAL Night Out Potluck, and assist with set up and clean up. Establish relationships and get the neighbors excited about the Museum.	All Commissioners	Lori		Tuesday, August 2
2. Commissioners will support city staff for the fourth annual walking tour of the Lacey Historic Neighborhood.	Fermnell Dowell III, Lead and all Commissioners	Erin/Lori		Saturday, August 13
3. Produce brochure for historic properties on the walking tour.	Erich	Erin		
4. Coordinate a 5k run through the historic neighborhood to bring more awareness to our history. Check with the neighborhood, build partnership with Volksmarch, etc.	Erich			
5. Geocaching around the Historic neighborhood or our register properties to bring more awareness of the neighborhood and register.	Erich	Erin		

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	Lori		
2. Review and update the Lacey Municipal Code	Ad Hoc Policy-StEP Committee	Lori		
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 _____ period, at the May event held at _____; and for the October event held at Tumwater Falls Park.		Erin	Booth staffed in May by. Booth Staffed in October by	May 7, 2016 October 2, 2016
2. Host a joint (or separate) booth with the Lacey Historical Society to provide information about the Lacey Museum at the DEPOT.	Ferm – May Ferm - October	Erin		May 7, 2016 October 2, 2016
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	Erin		
2. Investigate the potential for a student dig around the former cabin site.	Erich? Joseph??			
VALARIE SVINSKI GRANT				
Review application for cedar gutters at Jacob Smith House.	All Commissioners	Lori		
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		
HISTORIC PROPERTY INVENTORY				
Complete inventory forms for five buildings that are researched for the walking tour.		Erin		
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		

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An update will be provided to Lacey City Council on or before June 30, 2016