



**LACEY CITY COUNCIL
WORKSESSION
THURSDAY, FEBRUARY 6, 2020
7:00 – 8:35 P.M.
LACEY CITY HALL – 420 COLLEGE STREET SE**

AGENDA

- 7:00 THURSTON REGIONAL PLANNING COUNCIL – REGIONAL
TRANSPORTATION PLAN**
*MARC DAILY, EXECUTIVE DIRECTOR
(PRESENTATION)*
- 7:20 HISTORICAL COMMISSION ANNUAL JOINT WORKSESSION**
*ERICH EBEL, HISTORICAL COMMISSION CHAIR
JENNIFER BURBIDGE, DIRECTOR OF PARKS AND RECREATION
(STAFF REPORT)*
- 8:05 HERITAGE CAPITAL GRANT UPDATE**
*JENNIFER BURBIDGE, DIRECTOR OF PARKS AND RECREATION
(Briefing)*
- 8:35 ADJOURN**



LACEY CITY COUNCIL WORKSESSION

February 6, 2020

SUBJECT: Historical Commissioners 2019 Accomplishments and 2020 Work Plan

RECOMMENDATION: Acknowledge the Historical Commissioners 2019 Key Accomplishments and Noteworthy Achievements and accept the 2020 Work Plan.

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

ORIGINATED BY: City Manager & Parks & Recreation Department

ATTACHMENTS:

1. [2019 Key Accomplishments & Noteworthy Achievements](#)
2. [2020 Work Plan](#)
3. [List of current Historical Commissioners](#)

PRIOR REVIEW: The Historical Commissioners identified and reviewed the 2019 Key Accomplishments and Noteworthy Achievements and formulated their 2020 Work Plan at their regular monthly meetings, and approved the final versions on December 18, 2019.

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 2019 and the scheduled activities for 2020.

DISADVANTAGES:

1. None identified.

2019 Key Accomplishments & Noteworthy Achievements City of Lacey Historical Commission

Approved by the Historical Commission on December 18, 2019

KEY ACCOMPLISHMENTS:

New Lacey Museum Project

- Lacey City Council and the Historical Commission held a joint work session January 10.
- The Depot Trail Amenity went out to bid in April and the contract was awarded to JAM Construction. They started work on June 17 and work is expected to be completed by Spring 2020. The Lebanon Street extension and overflow parking lot, providing access to the site, was completed over the summer.
- The City was awarded a \$970,000 Heritage Capital Grant to pay for design, engineering and construction documents to convert the 5700 building and property into the new museum site. The contract was awarded to KMB Architects. Work began in September and is expected to be completed by February 2021.
- PCS Structural conducted a structural review of the 5700 building and the first task of the architect team was to provide a cost analysis so staff can determine whether the building should be repurposed or torn down.
- The Lacey Rotary Club and the City partnered on a train-themed playground as a project for the club to honor their 50th anniversary. Early plans included a food forest, but soil testing revealed that this would not be an appropriate use at that site. The playground project broke ground on November 14 and is expected to be completed in Spring 2020.
- The Commission formed an Archaeology Ad Hoc committee to address archaeology concerns at the new museum site.

Lacey Museum

The Lacey Museum had a breakout year in 2019 with a record-smashing **3,857 walk-in visitors** which is more than 10 times the walk-in traffic of 2018. This included 2 months of closures for installation and deinstallation. There were an additional 100 people on tours (up 56%) and 301 people at museum events, making a grand total of **4,258** visitors in 2019! (This is 4.6x more than our previous record in 2016)

- Traveling exhibit *Sasquatch Revealed* was installed from June 1-September 30. The opening day event was a huge success! There were **243** visitors at the museum and **265** people attend the various speakers throughout the day at City Hall. The event received unexpected and unprecedented news coverage.
- The first full year of the History Talks! Speaker Series saw **323** participants. Feedback from attendees is very positive.
- **25** new acquisitions were reviewed and approved by the Commission. This represents approximately 215 new items.
- 19 volunteers gave 626 hours to the museum.
- Lacey History Month was celebrated in July. A proclamation was read at a City Council meeting and was accepted by staff.
- Work continued on cataloguing the museum's collections into PastPerfect Museum software. **984** records were entered with **1,032** photographs or scans taken of those items and attached to the database.

- **414** searches were conducted on the online collections portal in 2019 (up **62%**).
- Staff spent **129** hours (or 16 days) filling **69** customer service requests.
- On June 29th, the museum held a walking tour of Lacey's Historic Neighborhood on the theme of immigration for **58** participants. The event was made possible through the help of Commissioner Goetz, Councilmembers and community members who volunteered their time.
- The Commission approved the 10-year strategic plan for the museum.
- The Commission approved moving forward with a partnership with the Olympia Genealogical Society to house their genealogy collection.

Lacey Historical Commission Policies and Procedures

- Community Development staff presented the Historical Commission's role in city planning at the May Commission meeting.
- The original Historical Commission manual from 1991 was typed into MS Word by a museum volunteer.

July is Lacey History Month

- Mayor Ryder proclaimed July as Lacey History Month and staff accepted the proclamation on behalf of the Commissioners.
- No nominations were received for 2019 Historian of the Year.

Thurston Throwback

- Commissioner Ebel and the Museum Curator met with representatives of Thurston County heritage organizations to work out details of the new partnership with the Thurston County Fair.
- Museum Educator, Marisa Merkel and Curator, Erin Quinn Valcho, staffed the Lacey booth at the fair on Sunday, August 4th. 126 participants visited the Lacey Museum booth.

Grants

- The City was awarded a \$5,000 Thurston County Heritage grant to continue work on cataloguing the Lacey Leader negative collection. To date **3,196** records (representing 11,971 strips and 52,276 images) have been entered for this project. This project is nearing the end of cataloguing which is expected to be complete in the first quarter of 2020. Digitization has begun and so far **1,101** images have been scanned and **1,050** attached to the database. This was double our 2019 goal of 500.
- The City was awarded a \$979,000 Washington State Heritage Capital Grant to complete construction documents for the new museum building and site.
- The City was awarded a \$5000 grant from BNSF Railway to develop interpretive panels for the depot site.

Historic Properties

- The Homann House was purchased by new owners who submitted an application for a certificate of appropriateness. The Commission started the design review process, but ultimately the owner decided they were not yet ready to proceed. A

second application was received later in the year, but it was determined by staff that a review was not required for the changes they were proposing.

- The Jensen House owner applied for a special property valuation. The application process is pending a complete documentation packet.
- The Bowker House was purchased by new owners who submitted an application for a certificate of appropriateness. Their application was approved and their work to rehabilitate the property can begin once they get their permits.

Other accomplishments not on the 2019 Work Plan

- In cooperation with Panorama and the Lacey Historical Society, a historical marker was installed at the Chalet at Panorama.
- Commissioners Huff and Smith attended the CLG Training in March; Commissioner Black attended the CLG Training in November.
- Commissioners David Black and Seiji Naotsuka joined the Commission. The Commission said goodbye to Thomas Smith and Roemello Chavez.
- The Historical Commission turned 40 in October!
- Commissioner Tyler attended joint meetings with the Thurston County Historical Commission.

2019-2028 Lacey Museum Strategic Plan

Approved by the Lacey Historical Commission on August 21, 2019

Introduction

The Lacey Museum strategic plan was developed out of two processes. Beginning in 2015, the Historical Commission approved enrollment into the Standards and Excellence Program for History Organizations (StEPs) sponsored by the American Association of State and Local History. An ad hoc committee that included staff and Commissioners took on the task of using the workbook to evaluate the current status of the museum in comparison with best practices in the museum and history fields. Second, the City of Lacey Parks & Recreation Comprehensive Plan (updated in 2017) includes seven strategic goals, each with corresponding objectives. All of the goals and objectives identified in this plan came directly out of one or both of these processes.

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

Near-Term Objectives:

- a. Complete the depot trail amenity as the visual and historic anchor for the site.
- b. Provide parking and access to the new museum site and trail amenity.
- c. Develop a finalized site plan.
- d. Create construction documents with a strategy for phasing as funds become available.

Mid-Term Objectives:

- a. Secure funding for phase 1 of capital construction.
- b. Develop an operations and interpretive plan for the new facility.
- c. Provide equipment and supplies for all museum functions.

Long-Term Objectives:

- a. Open the museum to the public.
- b. Secure funding for Phase 2 of capital construction.

Goal #2: Create and deliver high-quality experiences at the Lacey Museum & Civic Center.

Near-Term Objectives:

- a. Continue to provide mission-driven programs, outreach and events.
- b. Develop an education trunk program for teachers.
- c. Update the exhibit in the current museum facility.
- d. Create a part-time benefitted educator position.
- e. Identify pre-opening programming that could be implemented at the new site.

Mid-Term Objectives:

- a. Develop and implement an annual free community event.
- b. Develop and construct the core exhibit at the new museum facility.
- c. Develop a five-year changing exhibit plan for the new facility.

2019-2028 Lacey Museum Strategic Plan

Approved by the Lacey Historical Commission on August 21, 2019

- d. Develop policies for community exhibits, events and facility rentals.
- e. Develop education and exhibits staffing needs as identified in the operations and interpretive plans.
- f. Develop a field-trip program for North Thurston Public Schools.

Long-Term Objectives:

- a. Revisit education and exhibits staffing needs as identified in the operations and interpretive plans.
- b. Create a quiet research room with public access to frequently used materials.
- c. Develop a history festival event targeted to reach all 4th grade students.
- d. Begin planning for the museum's 50th anniversary in 2030-31.

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

Near-Term Objectives:

- a. Continue to process and catalogue new acquisitions as well as the backlog.
- b. Continue to make the collections accessible through the online portal.
- c. Continue to regularly review and publish collection policies.
- d. Develop and implement procedures for collections stewardship based on the policies adopted in 2018.
- e. Ensure that new facility plans meet the needs for collections preservation.
- f. Continue to retain professionally-trained collections preservation staff and provide them with ongoing professional development.

Mid-Term Objectives:

- a. Complete the comprehensive collections inventory.
- b. Prepare the collections to move to the new facility.
- c. Develop collections staffing needs as identified in the operations plan.
- d. Develop a prioritized list for collections care improvements.
- e. Update the disaster recovery plan.

Long-Term Objectives:

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

2019-2028 Lacey Museum Strategic Plan

Approved by the Lacey Historical Commission on August 21, 2019

Goal #4: Identify and secure stable, long-term funding and revenue sources for the museum.

Near-Term Objectives:

- a. Prepare for and implement the 2019-2021 Heritage Capital Grant.
- b. Continue to request funds for priority projects through the Thurston County Heritage grant, CLG Grant and Nisqually Charitable funds program.
- c. Request additional funding through the lodging tax process.
- d. Write a Heritage Capital Grant for the 2021-2023 biennium.
- e. Implement recommendations from the sponsorship insights plan.
- f. Partner with the PARC foundation to secure, manage and invest privately-raised funds for the museum capital campaign.
- g. Pursue a museum social media account

Mid-Term Objectives:

- a. Conduct a fundraising feasibility study.
- b. Identify sources of revenue for and conduct a capital campaign.
- c. Develop a facility rental plan.
- d. Plan and implement a small gift shop space for the new museum.
- e. Develop a membership strategy.
- f. Partner with the PARC foundation to secure, manage and invest privately-raised funds for ongoing museum operations.

Long-Term Objectives:

- a. Develop an annual fundraising event.
- b. Develop an annual giving campaign.
- c. Partner with the PARC foundation to develop an endowment fund.

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

Near-Term Objectives:

- a. Continue the quarterly museum newsletter.
- b. Contribute to city media and publications with heritage stories and images.
- c. Continue to regionally promote museum programs and events.
- d. Create and install a "coming soon" sign on the new building.
- e. Develop a museum communication plan in partnership with Public Affairs.
- f. Pursue obtaining museum standalone social media accounts.

Mid-Term Objectives:

- a. Develop a name, logo and marketing strategy for the new museum.
- b. Develop wayfinding signage for the museum site.
- c. Add a mural to the south side of the building to enhance the Lacey story in a visually pleasing manner.

2019-2028 Lacey Museum Strategic Plan

Approved by the Lacey Historical Commission on August 21, 2019

Long-Term Objectives:

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

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

Near-Term Objectives:

- a. Develop a list of potential community champions and partners.
- b. Pursue partnership opportunity with Olympia Genealogical Society.
- c. 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:

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

Long-Term Objectives:

- a. Evaluate community partnership opportunities and challenges.

Lacey Historical Commission

WORK PLAN for 2020

Approved on December 19, 2019

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	Ongoing.	
2. Review strategic plan for the museum.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		December 2020
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.	Ongoing
2. Serve as volunteer docents and offer guided tours to visitors at the museum and during special events as needed.	All Commissioners	Erin Quinn Valcho		As needed.
3. Assist staff with museum programming as needed.	All Commissioners	Erin Quinn Valcho		
MAY IS LACEY HISTORY MONTH				
1. Solicit, review and approve nominations for Lacey Historian of the Year.	All Commissioners	Erin Quinn Valcho		June 16, 2020
2. Accept the July is Lacey History Month Proclamation at the July City Council meeting.	Chair	Jen Burbidge		TBD
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	In process.	December 2020
2. Participate in a joint worksession with the Planning & Community Development Department to improve communication, education and review the process for permitting and historic property reviews.	All Commissioners	Jen Burbidge		
THURSTON THROWBACK				
1. Participate in development and staff a booth at the Thurston County Fairgrounds	Erich Ebel	Erin Quinn Valcho		August 2, 2020
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)				
<u>Valerie Sivinski grant</u> : Review application for cedar gutters at Jacob Smith House.	Sarah Thirtyacre	Jennifer Burbidge	Postponed until 2020	October 2020
<u>Thurston County Heritage Grant</u> : Consider merits of potential projects and review application.		Erin Quinn Valcho		August 31, 2020
<u>CLG Grant</u> : Conduct research and review grant application.		Erin Quinn Valcho	Proposed Projects: Jacob Smith interpretive marker; or consultant to update historic property inventory	May 2020
<u>Nisqually Charitable Funds</u> : Consider project ideas.		Erin Quinn Valcho		September 30, 2020
<u>BNSF Grant</u> :		Jen Burbidge	Completed.	
<u>Capital Heritage Grant</u> : Consider merits of potential projects and review application.	All Commissioners	Jen Burbidge & Erin Quinn Valcho		May 2020
HISTORIC PROPERTIES				

Task	Responsible Commissioner	Staff Contact	Status	Target Completion date
1. Identify which properties are on the historic property inventory and include them in the City's GIS Database		Erin Quinn Valcho	Ongoing.	Ongoing.
2. Identify at least two properties from the historic property inventory that could be added to the Historic Register.				
3. Review previous McKinney House work and determine options for next steps.				
COMMISSION & TRIBAL RELATIONS				
1. Attend a Nisqually Tribal Council meeting	Erich Ebel, Sarah Thirtyacre	Erin Quinn Valcho		
YOUTH COMMISSIONER				
1. Support the Youth Commissioner in developing and implementing a student project.				

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

9/13/2022 2 nd Term General Commissioner City (appointed 8.22.19)	Erich Ebel, Chair 6919 Radius Loop SE Lacey, WA 98513 erich.ebel@outlook.com	C W	360.480.6691 360.902.4140
9/13/2020 1 st Term General Commissioner (appointed 8.24.17)	Seth W. Huff 5422 32 nd Ct. SE Lacey, WA 98503 sethwhuff@gmail.com	C	360.790.2152
9/13/2020 Unexpired Term Professional Commissioner (appointed 01.17.18)	Jeff Crane 3502 Kings Way SE Olympia, WA 98501 Jcrane@stmartin.edu	H	360.438.4564
9/13/2022 2nd Term Professional Commissioner (appointed 8.22.19)	Alan Tyler 2401 West Lake Dr. SE Lacey, WA 98503 alanryler@yahoo.com	C	253.279.4486
9/13/2022 1st Term Professional Commissioner UGA (appointed 01.17.19)	David Black 4903 15 th Ave SE Lacey WA 98503 dblackarchitect@gmail.com	H C	360-515-5255 919-302-3175
9/13/2022 1 st Term Professional Commissioner UGA (appointed 8.22.19)	Kimberly Goetz, Vice-Chair PO Box 5724 Lacey, WA 98509 kimbelinag@yahoo.com	C W	360.402.8994 360.407.6754
9/13/2022 1 st Term General Commissioner (appointed 8.22.19)	Sarah Thirtyacre 5615 Mt. Olympus St. SE Lacey, WA 98503 thirtyacre.sarah@gmail.com	C	360-350-8482
9/1/19 One year term only Youth Commissioner City (appointed 8/22/19)	Seiji Naotsuka 5616 Mount Adams St. SE Lacey, Wa 98503 ssnaots@gmail.com		360-810-1083
Staff Contact:	Jennifer Burbidge Parks & Recreation Director jburbidg@ci.lacey.wa.us	W	360.438.2633
Museum Hours: Thursday-Friday 11-3 Saturday 10-4	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.