

Historical Commission Work Plan 2026

Name of Project, Goal	Digitization	Public Relations	Documentation
Benefit if completed	Preserved history.	Increased exposure to the Heritage Rooms and expanded social media presence.	Inventoried collection, Heritage Book contents ADA accessible, and new commissioner packet.
Committee	Council Alternate Fleming, Bliss, Suiter, Council Representative Mier	Wright, Treasurer Suarez, Ballantine	Seewald, Chair Scott, Kowalski
Priority	1	2	3
January Update	Subcommittee carried over from previous work plan with addition of Council Representative Mier.	First quarterly Open House set for March 28, 10 am-1pm.	Chair Scott will assist with locating current documentation.
April Update			
October Update			

Board and Commission Work Plan Guidelines and Process

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities.

- Review purpose of the Board or Commission: The Historical Commission works to collect and preserve historical material relating to the history of the City and surrounding area.
- Discuss any City Council priorities for the Board or Commission.
- Discuss existing and possible projects, priorities, and goals. Order from high priority to low priorities.
- Finalize work plan for City Council review.
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan.
- Present report to the City Council annually and include: List of priorities, projects, and goals; Status updates; If items are not complete, include why and any other additional details to share with the Council.