



# STAFF REPORT

**To:** Parks and Recreation Commission

**Date:** September 18, 2025

**From:** Margaret Glomstad, Parks and Recreation Director

**Subject:** Appointment of One Commissioner to the Time Capsule Ad Hoc Committee

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## **RECOMMENDATION**

Staff recommends that the Chair of the Parks and Recreation Commission appoint one member of the Parks and Recreation Commission to the Time Capsule Ad Hoc Committee.

## **BACKGROUND**

The City will be opening a 25-year time capsule in December 2025. The time capsule is located in the lawn of City Hall. After opening, the contents will be displayed in the Library.

This opens the opportunity to create a new time capsule, which will be kept in the Community Center. The City will repurpose an old steel footlocker to hold the contents of the new time capsule.

## **DISCUSSION**

The Ad Hoc Committee will be comprised of one commissioner from both the Beautification Commission and Parks and Recreation Commission, one Library Trustee, and a representative from the Historical Society. They will be assigned to help with the contents of the new time capsule.

The Ad Hoc Committee will meet as needed to determine how items should be submitted for review, which items will ultimately be included in the time capsule, the wording of the plaque on the time capsule, and the schedule for having it ready to be sealed.

The Ad Hoc Committee is expected to be active from October 2025 through April 2026.

## **FISCAL IMPACT**

None