MEMORANDUM

TO: Forest City Park Commissioners
FROM: Forest City, City Council, Personnel and Finance Committee
DATE: October 21, 2025
SUBJECT: Status Update on Replacement of Retiring Parks & Recreation Director Sue Edmondson and Mandated Council Meeting Attendance

The Personnel and Finance Committee of the Forest City City Council is writing to address the critical and time-sensitive matter of replacing the retiring Parks & Recreation Director, Sue Edmondson.

As documented in communications with the Park Commission, the Personnel and Finance Committee expressed its intention to be informed in the process of defining the future leadership structure for Parks and Recreation, particularly as budgetary pressures and department management reviews are ongoing. Despite several requests for action and updates—most recently on September 15, 2025, October 20, 2025, and October 28, 2025—the Personnel and Finance Committee has not yet been presented with a finalized plan or concrete steps regarding the transition.

Given that budget discussions have started and require a clear understanding of the wages and benefits associated with the department's leadership structure, continued delay is no longer sustainable.

Requesting Council Meeting Attendance
The Personnel and Finance Committee hereby requests the attendance of the Park Commission at the next City Council Meeting, to be held on Monday, November 3, 2025, at 7:00 PM. .

An agenda item will be included specifically requiring a response and presentation from the Park Commissioners on the plan for replacing the Parks & Recreation Director and the timeline for implementation. The Council expects to be fully apprised of the decisions and justification supporting the Commission's chosen path forward.

Commissioners' Duties
We take this opportunity to remind all Park Commissioners that the Commission and its members are subject to the regulations outlined in City Code Chapter 23, Park Commission. You have a direct and fundamental duty to the residents of Forest City, particularly in the areas of fiduciary responsibility, as detailed in sections like 23.06 (Budget Certified) and 23.13 (Limitation on Entering Contracts), and community support, which includes ensuring stable and effective leadership for the parks and pool facilities under your exclusive control (23.07 and 23.14).

We anticipate a productive discussion on November 3rd to resolve this outstanding matter quickly and effectively.

Sincerely,
Forest City, City Council, Personnel and Finance Committee