



# Forest City

## PARKS & RECREATION

**MINUTES**  
**PARKS & RECREATION BOARD**  
**REGULAR MONTHLY MEETING**  
**Monday, December 08, 2025, 5:30 PM**  
**Parks and Rec Office**

### **CALL TO ORDER**

Called to order by Mike Johnson. Board Members present: Linda Keifer, Kelli Welp, Tom Clarey. Also present were: Rec Superintendent, Sue Edmondson, Park Superintendent, Todd Espeland. Absent: Sam Jefson.

### **APPROVAL OF MINUTES FROM LAST MEETING**

Motion made by Keifer. Second by Welp. Motion carried.

### **APPROVAL OF INVOICES**

Motion made by Clarey. Second by Keifer. Motion carried.

### **NEW BUSINESS**

- **No New Business**

### **OLD BUSINESS**

#### **Job Descriptions**

- Mike working to get other department job descriptions of equal position
  - Will send job descriptions out when he receives them
- Job was posted 11/25 internally and externally

#### **Signage**

- Going to move forward with similar signs out front
  - Mike will order
- Mike will work with Sue at a later date regarding potential signage on the building and/or court

#### **Mini Golf Course**

- Design company is asking for a survey to be done to continue
  - Discussion on who should pay for survey
  - Cost approximately \$1,400 to \$1,600
- Discussion of projected maintenance costs in the future
- Mike to reach out to Hill's to see to get more information on their plans

#### **Rec Report, Sue**

- Last night of girls basketball league...went very well again this year.
- Boys league sign up ending next week and starting January 5<sup>th</sup>.
- Elementary Christmas party 12/20
- Gym has been busy almost every night with basketball team practices...high school and traveling youth teams.
- 2025 Final Pool Revenue
  - \$16,015 daily admission
  - \$18,720 pool pass
  - \$14,408 concession

- Double doors on Civic Auditorium
  - Sue talked to Chad at Eddy's; he adjusted his bid \$10,000
  - Per Mayor Ron Holland bid is still needed when bids are above \$10,000

#### **Parks Report, Todd**

- Some buckthorn treatment done in November
- Clarks Woods road graded week before Thanksgiving and closed up
- Lots of snow removal last couple weeks
  - Trails are cleared
- IA Municipal Department
  - Suggested Job Safety Tasks for any task requiring PPE
  - Todd has approximately 1,000 tasks
    - Will work on as time allows
- Wanting to purchase Binder Works
  - A bit of work upfront, but easier to find information if/when needed
  - Cost \$300 for three years
  - SDS sheets already in database
    - Pull into a folder to keep on file for 30 years
    - Receive email when a product changes formula

#### **ESPN Fund**

- \$41,391.34

#### **Other Old Business**

- None

#### **ADJOURN**

Motion by Keifer. Second by Clarey. Motion carried.