



# Regular Council Meeting

Monday, December 4, 2023 at 7:00 pm

## MEETING LOCATION

CITY HALL COUNCIL CHAMBERS, 305 NORTH CLARK STREET, FOREST CITY, IA

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## Council Meeting Protocol

During tonight's meeting, the following protocol steps will be followed for each agenda item:

1. All public microphones will be muted to allow discussion by the City Council.
2. The Council will make and second a motion on the item, but no vote will be taken.
3. All citizens who contacted the City Administrator prior to the meeting to request permission to speak to the item will be called upon one at a time to allow them the opportunity to speak.
4. The remaining public will be unmuted to allow them to speak to the item.
5. After the Council has heard from all citizens wishing to speak, the Council will vote on the item. If any member of the Council is attending the meeting electronically, I will ask for a roll call vote to accurately record each Councilmember's vote.

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. APPROVAL OF THE CONSENT AGENDA

(Action Item)

#### a. Agenda

#### b. Approve Council Minutes

#### c. Approve Invoices

### 5. BUSINESS

#### a. Oath of Office for Recently Elected Officials

#### b. NIACOG Presentation on updating the City Comprehensive Plan

#### c. Resolution 23-24-21 Amending the Employee Handbook for Sick Leave Accrual

#### d. Resolution 23-24-22 Amending the Employee Handbook for Vacation Accrual

- e. Update on the Agreement with Calhoun-Burns for a Bridge Overload Rating Analysis
- f. Library Update with possible action
- g. First Council Meeting in January will be held Tuesday, January 2nd due to the holiday
- h. Payroll Change Notice - Robin Nelson - Library

#### **6. STAFF REPORTS**

#### **7. PUBLIC FORUM**

This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. The Mayor may limit each speaker to five minutes.

#### **8. ADJOURNMENT**

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Contact: Daisy Huffman, City Clerk/Administrator (administrator@forestcityia.com 16415853574) | Agenda published on 12/01/2023 at 2:52 PM

**Forest City Council Meeting  
November 20, 2023**

Mayor Holland called the meeting to order at 7:00pm.

Present: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch and Karl Wooldridge.

Motion by Marcia Tweeten, seconded by Dan Davis to approve the following consent agenda items: 11/20/23 agenda, 11/6/23 regular council minutes, 11/13/23 Airport Commission minutes, 10/3/23 Heritage Park minutes, 10/8/23 Library Board minutes, invoices as presented, Liquor license renewals for Family Dollar, Paddler's Tab and Uptown Liquor, Tax Abatement request from Dustin/Amy Abels at 3367 Sage Drive, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Abstain: Karl Wooldridge.

Following a request from the Chamber Director Julianna Burkholder to close certain streets on December 9th from noon-4:30pm for Christmas on Clark, there was a motion by Brad Buffington, seconded by Carly Carper to approve the request, carried unanimously.

Motion by Karl Wooldridge, seconded by Tony Mikes to approve Resolution 23-24-16 Obligating \$25,000 in TIF Funds for the Forest City YMCA Daycare to be used for Community Childcare needs, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none.

Motion by Karl Wooldridge, seconded by Carly Carper to approve Resolution 23-24-17 Obligating \$75,000 in TIF Funds to Forest City Economic Development to be used for an Industrial Marketing Plan, Ayes: Brad Buffington, Carly Carper, Dan Davis, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none, Abstain: Tony Mikes.

Motion by Tony Mikes, seconded by Dan Davis to approve Resolution 23-24-18 Obligating Funds from the Urban Renewal Tax Revenue Fund for Appropriation to the Payment of Annual appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none.

Motion by Marcia Tweeten, seconded by AJ Welch to approve Resolution 23-24-19 Certifying the City of Forest City's Tax Increment Financing Indebtedness for the 2025 Fiscal Year and Requesting Specific Dollar Amounts for Available TIF Increment, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none.

Motion by Tony Mikes, seconded by Karl Wooldridge to approve Resolution 23-24-20 Approving the Annual Urban Renewal Report for the fiscal year ending June 30, 2023 and authorizing its submission, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none.

Motion by Dan Davis, seconded by Carly Carper to approve an Agreement with Calhoun-Burns for a Bridge Overload Rating Analysis at an estimated cost of \$2,500, carried unanimously.

Mayor Holland acknowledged a Payroll Change Notice for Misty Juveland, the new Deputy City Clerk at a rate of \$22.56/hour.

Motion by Karl Wooldridge, seconded by AJ Welch to adjourn the meeting at 7:53pm, carried unanimously.

**CLAIMS REPORT 11/20/23**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
AGVANTAGE FS	BULK OIL	2,687.05
AMARIL	SAFETY CLOTHING	438.82
ANDERSON & COMPANY PC	AUDIT SERVICES	3,000.00
ARAMARK	RUG SERVICE	93.93
ATLANTIC BOTTLING COMPANY	POP MACHINE POP	219.09
BAKER & TAYLOR COMPANY	BOOKS	1,289.91
BLACK HILLS ENERGY	GAS FOR HEAT	1,366.95
BLACKHAWK SPRINKLERS	ANNUAL BACKFLOW TESTING	345
BMC AGGREGATES LC	ROADSTONE	151.09
BOOKS BY THE BUSHEL LLC	BOOKS	379.65
CENTRAL IOWA WATER, INC.	TESTING FEE	375
CENTRAL LOCK & KEY	DOOR LOCK/SECURITY UPDATE	657.8
CITY OF FOREST CITY	PROJECT SHARE/AITCHISON	500
COLLECTION SERVICE CENTER	CHILD SUPPORT	57.23
CONTINENTAL RESEARCH	BLUE THUNDER	526.56
CHRISTA COSGRIFF	MILEAGE/MEAL REIMBURSEMENT	68.89
CULVER HAHN	BULBS	120
CULVER HAHN	LIGHTS	116.22
CUSTOM PAINT & COLLISION	REPAIR WORK CAR #38	240.59
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	297,991.39
DAKOTA SUPPLY GROUP	METER ELBOW	212.2
DECKER'S SPORTING GOODS	SCOREBOOKS	29.97
EFTPS	FED/FICA TAX	28,044.40
F C CHAMBER OF COMMERCE	REBATE/M O'ROURKE	50
FARMER'S CO-OP ASSOC	FUEL	9,566.84
FIRE SERVICE TRAINING BUREAU	HMAO/H HEPPELMANN	100
FIVE STAR SHOP SERVICE	MISC PARTS	542.9
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	263.49
FUN EXPRESS, LLC	HALLOWEEN DANCE ITEMS	206.66
GORDON FLESCH COMPANY, INC.	LEASE PAYMENT	359.55
GFC LEASING - WI	LEASE PAYMENT	196
JOSI GUNDERSON	MILEAGE TO WRRMS MEETING	85.15
H & S AUTO PARTS	BATTERY	607.72
STEVE HAUGEN	UNIFORM ALLOWANCE	200
HAWKINS INC	CHEMICALS	20
HEWETT WHOLESAL INC.	HALLOWEEN PARTY ITEMS	220.08
HOLLAND CONTRACTING	TIRE REPAIR	39.25
HOLLAND CONTRACTING	TIRE REPAIR	40
HOWIE'S FIRE EXTINGUISHERS	FIRE EXTINGUISHER INSPECTION	40
HUTCHINSON SALT COMPANY, INC.	MEDIUM ROCK SALT	5,033.67
HY-VEE ACCOUNTS RECEIVABLE	DANCE CONCESSIONS	188.7
HY-VEE ACCOUNTS RECEIVABLE	HALLOWEEN SUPPLIES	234.74
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	104.63
IA FIREFIGHTERS ASSOCIATION	DEPT MEMBERSHIP DUES	765
IA HISTORY JOURNAL	SUBSCRIPTION	19.95
IA LEAGUE OF CITIES	MLA REGISTRATION/C CARPER	380
IA PUBLIC AIRPORT ASSN	MEMBERSHIP/D TRIMBLE	200
J & J MACHINING	LABOR/STEEL	206.26

J & M WORKS LLC	BRUSH CUTTING TREES	1,995.00
K I O W	WATER FLUSHING	114
LAHARV CONSTRUCTION CO INC	BEAR CREEK BRIDGE REPLACEMENT	28,202.30
LANDFILL OF NORTH IOWA	LANDFILL FEES	7,284.71
LINAHON ELECTRIC, INC.	LED HIGH BAY FIXTURES	1,125.00
MALEK'S LAWN & TREE SERVICE	TREE REMOVAL	1,000.00
MASON CITY RECYCLING	RECYCLING FEES	896.4
MASON CITY RED POWER	CLEARING SAW	1,290.99
McCLURE ENGINEERING CO.	RREHAB RUNWAY 15/33	4,093.50
MENARDS	SAFETY CABINET	2,469.81
NEXT GENERATION	MONTHLY BACKUP	11.85
BRYON OLSON	MILEAGE TO MMPI	186.68
PEOPLE	SUBSCRIPTION	135
PETTY CASH	REIMBURSE PETTY CASH/POSTAGE	93.83
PLEVA MECHANICAL INC.	FINAL BILL/SANDBLASTING/PAINT	30,000.00
POMP'S TIRE SERVICE, INC.	TIRES FOR TRUCK #183	1,694.50
PRAIRIE ENERGY CO-OP	UTILITIES	137.62
PRESTO-X	SERVICES	60.91
QUILL CORPORATION	PRINTER INK	98.39
KEVIN J REICKS	UNIFORM ALLOWANCE	160.45
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	26
SANDRY FIRE SUPPLY	FIRE HOSE	975.69
SHORT ELLIOTT HENDRICKSON, INC	J STREET RECONSTRUCTION	3,365.00
SIEGRIST JONES LIPPS & BAKKE	CONSUL/PROF FEES	3,794.00
TITAN MACHINERY	HYDRAULIC FILTER	313.09
DICK TRIMBLE	SERVICES	4,353.45
UMMEG	FOREST CITY SOLAR PROJECT	14,930.99
UMMEG-RUGBY	RUGBY FARM	5,682.84
VALIC	DEF COMP- 457	210
VISA	BOOKS	1,886.23
WHKS & CO.	WWTP IMPROVEMENTS FINAL DESIGN	37,293.98
WCTA	SERVICES	2,074.55
WEX BANK	FUEL	620.75
WORTH CO SHERIFF'S OFFICE	SURVIVAL ARMOR PURCHASE	872.8
Accounts Payable Total		516,032.64
Payroll Checks		83,250.65
<b>***** REPORT TOTAL *****</b>		<b>599,283.29</b>
GENERAL		135,187.68
FLOWER FUND		40
ROAD USE		17,763.46
CAPITAL PROJECTS		3,401.38
WATER		9,195.78
SEWER		52,253.66
ELECTRIC		352,328.57
SANITATION		24,389.81
TRANSIT		2,158.37
STORM WATER		2,564.58
<b>TOTAL FUNDS</b>		<b>599,283.29</b>

ATTEST:

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Daisy Huffman, City Clerk/Administrator

Ronald Holland, Mayor

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LIABILITIES					
COLLECTION SERVICE CENTER	CHILD SUPPORT	57.23	17054513	11/24/23	
EFTPS	FED/FICA TAX	35,470.24	17054515	11/24/23	
IA WITHHOLDING	STATE TAX	8,734.69	17054512	11/24/23	
IPERS	IPERS - PROTECT	39,007.30	17054511	11/24/23	
VALIC	DEF COMP- 457	210.00	17054514	11/24/23	
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050	LIABILITIES TOTAL	83,479.46			
POLICE					
BOMGAARS SUPPLY	CAR WASH CONCENTRATE	31.94	510767	11/29/23	
COMPUTER SYSTEMS UNLIMITED	OFFICER EMAIL SETUP	360.00	510780	11/29/23	
CONTINENTAL RESEARCH	AERO SPRAY STATION	253.40	510757	11/29/23	
F C MUN UTILITIES	UTILITIES	409.82	17054516	11/20/23	
FOREST CITY FORD	BATTERY	234.97	510778	11/29/23	
GALLS LLC	OLSON INITIAL UNIFORM ISSUE	606.30	510781	11/29/23	
GFC LEASING - WI	LEASE PAYMENT	71.64	510795	11/29/23	
IMPRINTS LABEL & DECAL	GOLF CART/PARKING PERMITS	415.00	510790	11/29/23	
KIESLER'S POLICE SUPPLY	HANDGUN/HOLSTER REPLACEMENT	2,749.36	510786	11/29/23	
STREICHER'S	UNIFORM ITEMS	140.00	510783	11/29/23	
T'S CUSTOMS	K9 SQUAD DETAILING	175.00	510801	11/29/23	
		-----			
110	POLICE TOTAL	5,447.43			
EMERGENCY SIRENS					
F C MUN UTILITIES	UTILITIES	50.63	17054516	11/20/23	
		-----			
130	EMERGENCY SIRENS TOTAL	50.63			
FIRE					
BOMGAARS SUPPLY	CAUTION TAPE	14.99	510767	11/29/23	
SANDRY FIRE SUPPLY	HELMET FRONT	63.15	510754	11/29/23	
UMB BANK, N.A.	INTEREST PAYMENT	9,060.00	17054525	11/29/23	
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150	FIRE TOTAL	9,138.14			
EMERG SERVICE CENTER					
MARLA BETZ	CUSTODIAL	125.00	510797	11/29/23	
F C MUN UTILITIES	UTILITIES	1,301.14	17054516	11/20/23	
J & M WORKS LLC	CRACK SEALING	304.20	510798	11/29/23	
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155	EMERG SERVICE CENTER TOTAL	1,730.34			
STREETS					
BMC AGGREGATES LC	ROADSTONE	156.39	510753	11/29/23	
BOMGAARS SUPPLY	CAUTION TAPE	91.88	510767	11/29/23	
F C MUN UTILITIES	UTILITIES	164.05	17054516	11/20/23	
FIVE STAR SHOP SERVICE	MISC PARTS	295.50	510768	11/29/23	
H & S AUTO PARTS	OIL	42.22	510779	11/29/23	
HEARTLAND ASPHALT	HOT MIX	1,800.75	510775	11/29/23	
J & M WORKS LLC	SEAL CONTROL JOINTS	2,433.00	510798	11/29/23	
LYLE'S SALES & SERVICE	CHAINS/CHAIN SHARPENING	123.01	510782	11/29/23	
VEENSTRA & KIMM	2024 STREET RECON PROJECT	9,276.00	510772	11/29/23	
ZIEGLER, INC.	WIPER SWITCH	267.27	510760	11/29/23	

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	210 STREETS TOTAL	14,650.07			
SNOW REMOVAL HOLLAND CONTRACTING ZIEGLER, INC.	HYDRAULIC HOSE & FITTINGS PARTS	241.37 1,777.64	510761 510760	11/29/23 11/29/23	
	250 SNOW REMOVAL TOTAL	2,019.01			
AIRPORT F C MUN UTILITIES	UTILITIES	203.59	17054516	11/20/23	
	280 AIRPORT TOTAL	203.59			
LIBRARY F C MUN UTILITIES	UTILITIES	537.49	17054516	11/20/23	
	410 LIBRARY TOTAL	537.49			
PARKS BOMGAARS SUPPLY F C MUN UTILITIES	INDICATOR DYE/SPOUT UTILITIES	99.96 762.29	510767 17054516	11/29/23 11/20/23	
	430 PARKS TOTAL	862.25			
POOL F C MUN UTILITIES J & M WORKS LLC	UTILITIES CRACK SEALING	300.80 4,452.50	17054516 510798	11/20/23 11/29/23	
	442 POOL TOTAL	4,753.30			
CEMETERY F C MUN UTILITIES	UTILITIES	43.73	17054516	11/20/23	
	450 CEMETERY TOTAL	43.73			
CIVIC BOMGAARS SUPPLY F C MUN UTILITIES	MOTION LIGHTS UTILITIES	190.30 245.48	510767 17054516	11/29/23 11/20/23	
	460 CIVIC TOTAL	435.78			
COMMUNITY BEAUTIFICATION MALEK'S LAWN & TREE SERVICE	STUMP REMOVAL	360.00	510796	11/29/23	
	510 COMMUNITY BEAUTIFICATION TOTAL	360.00			
CLERK/FINANCE ACCESS SYSTEMS COMPUTER SYSTEMS UNLIMITED DES MOINES STAMP MFG	QUARTERLY CHARGES ADD NEW EMPLOYEE/MOVE COMPUTER STAMPER INK PADS	1,456.59 240.00 16.05	510791 510780 510759	11/29/23 11/29/23 11/29/23	
	620 CLERK/FINANCE TOTAL	1,712.64			



VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LEGAL					
AHLERS & COONEY PC	LABOR & EMPLOYMENT SERVICES	114.00	510752	11/29/23	
	640 LEGAL TOTAL	114.00			
CITY HALL					
CENTRAL IA DISTRIBUTING	CLEANING SUPPLIES	158.00	510755	11/29/23	
F C MUN UTILITIES	UTILITIES	321.33	17054516	11/20/23	
	650 CITY HALL TOTAL	479.33			
2015C ST CONST/POOL					
UMB BANK, N.A.	INTEREST PAYMENT	5,521.25	17054527	11/29/23	
	713 2015C ST CONST/POOL TOTAL	5,521.25			
2015A STREET CONSTRUCTION					
UMB BANK, N.A.	INTEREST PAYMENT	4,891.25	17054526	11/29/23	
	714 2015A STREET CONSTRUCTION TOTAL	4,891.25			
2018A STREET CONSTRUCTION					
UMB BANK, N.A.	INTEREST PAYMENT	20,175.00	17054529	11/29/23	
	716 2018A STREET CONSTRUCTION TOTAL	20,175.00			
WATER					
BOMGAARS SUPPLY	SAW BLADES/ADAPTER	148.49	510767	11/29/23	
F C MUN UTILITIES	UTILITIES	2,153.11	17054516	11/20/23	
HOLLAND CONTRACTING	TIRE FOR #151	1,100.00	510761	11/29/23	
IA ONE CALL	SERVICES	10.83	510774	11/29/23	
NELSON PLUMBING & HEAT	NEW FURANCE AT WATER PLANT	2,244.82	510770	11/29/23	
ROGNES BROTHERS	VALVE REPLACEMENT O & 8TH	9,405.00	510777	11/29/23	
U P S	UPS CHARGES	10.76	510763	11/29/23	
	810 WATER TOTAL	15,073.01			
SEWER					
BOMGAARS SUPPLY	MISC SUPPLIES	180.18	510767	11/29/23	
F C MUN UTILITIES	UTILITIES	3,287.80	17054516	11/20/23	
FERGUSON ENTERPRISES LLC #3326	DYE TABLETS	185.75	510799	11/29/23	
IA ONE CALL	SERVICES	10.83	510774	11/29/23	
MC2, INC.	LAMPS/SEAL KITS	11,833.76	510785	11/29/23	
ROGNES BROTHERS	REPAIR MANHOLE CHAPEL STREET	2,840.00	510777	11/29/23	
EUROFINS ENVIRONMENT TESTING	TESTING	1,267.95	510787	11/29/23	
U P S	UPS CHARGES	49.20	510763	11/29/23	
	815 SEWER TOTAL	19,655.47			
LIGHT PLANT					
BOMGAARS SUPPLY	PRESSURE WASHER	742.17	510767	11/29/23	
F C MUN UTILITIES	UTILITIES	90.05	17054516	11/20/23	
HUBER SUPPLY CO.	TANK/SPOOL WIRE	86.27	510794	11/29/23	
MCMASER CARR	MOUNTING PLATES & WHEELS	244.82	510776	11/29/23	

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MENARDS	PIPE & FITTINGS		130.68	510788	11/29/23
	820 LIGHT PLANT TOTAL		1,293.99		
DISTRIBUTION					
B & B TRANSFORMER	TRANSFORMER		26,702.00	510771	11/29/23
BOMGAARS SUPPLY	DIE GRINDER		694.66	510767	11/29/23
F C CHAMBER OF COMMERCE	REBATE/M ERDMAN		100.00	510756	11/29/23
F C MUN UTILITIES	UTILITIES		2,095.20	17054516	11/20/23
TJ HAAS	UNIFORM ALLOWANCE		172.49	510800	11/29/23
IA ONE CALL	SERVICES		10.83	510774	11/29/23
METERING & TECHNOLOGY SOLUTION	METERS		1,085.93	510789	11/29/23
NELSON PLUMBING & HEAT	FURNANCE REPAIR		806.62	510770	11/29/23
RESCO	BOX BASES		1,720.56	510784	11/29/23
VERIZON	PHONE SERVICE		16.44	510769	11/29/23
	821 DISTRIBUTION TOTAL		33,404.73		
COMMUNITY FUNDING					
F C MUN UTILITIES	UTILITIES		.42	17054516	11/20/23
	825 COMMUNITY FUNDING TOTAL		.42		
CAPITAL PROJECTS					
DGR ENGINEERING	MISC ELEC ENGINEERING SERVICES		488.00	510773	11/29/23
	826 CAPITAL PROJECTS TOTAL		488.00		
DEBT SERVICE					
UMB BANK, N.A.	INTEREST PAYMENT	43,881.25		17054524	11/29/23
UMB BANK, N.A.	INTEREST PAYMENT	3,378.75	47,260.00	17054528	11/29/23
	828 DEBT SERVICE TOTAL		47,260.00		
SANITATION					
CRESCENT ELECTRIC	LIGHT BULBS		48.13	510758	11/29/23
F C MUN UTILITIES	UTILITIES		176.96	17054516	11/20/23
HOLLAND CONTRACTING	TIRE REPAIR		60.00	510761	11/29/23
TRUCK SPECIALTIES	AIR VALVE		121.99	510793	11/29/23
	840 SANITATION TOTAL		407.08		
TRANSIT					
N I A C O G	TRANSIT BUS SERVICE		500.76	510762	11/29/23
	850 TRANSIT TOTAL		500.76		
STORM WATER					
BOMGAARS SUPPLY	PVC GLUE		25.66	510767	11/29/23
CORE & MAIN LP	PVC PIPE		448.00	510792	11/29/23
IA ONE CALL	SERVICES		10.81	510774	11/29/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
J & M WORKS LLC	WELD INTAKE GRATE	288.15	510798	11/29/23	
	865 STORM WATER TOTAL	772.62			
	Accounts Payable Total	275,460.77			
	Payroll Checks	123,060.89			
	Report Total	398,521.66			

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

**Payroll Checks: 11/17/2023-11/30/2023**

FUND NAME		AMOUNT
001	GENERAL	129,652.13
002	DRUG FORFEITURE	2,749.36
110	ROAD USE	21,470.85
200	DEBT SERVICE	39,647.50
301	CAPITAL PROJECTS	9,379.76
600	WATER	25,825.63
610	SEWER	35,603.97
630	ELECTRIC	117,967.93
670	SANITATION	12,848.53
690	TRANSIT	2,603.38
740	STORM WATER	772.62
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	TOTAL FUNDS	398,521.66

**RESOLUTION NO. 23-24-21**

**AMENDING THE EMPLOYEE POLICY HANDBOOK FOR SICK LEAVE ACCRUAL**

WHEREAS, the City of Forest City, IA desires to offer competitive benefits to full-time employees; and

WHEREAS, the City's Sick Leave is meant to offer an incentive for recruitment and retention with the City;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Forest City, Iowa amends the employee handbook by replacing Section 13.1 with the following:

**Section 13.1 Sick Leave Accrual**

Sick leave shall be accrued by a full-time employee at the rate of 3.5 hours per bi-weekly pay period to a maximum of 720 hours. Sick leave will be paid out based on an employee's normal work day.

This policy shall become effective January 1, 2024. As previous annual accruals were made each January 1<sup>st</sup> and were accrued in arrears following 6-months of employment, January 1, 2024, only, this 80-hour accrual for 2023 shall be applied to all full-time employees having reached 6-months of employment with the City.

PASSED AND APPROVED this 5<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Ronald Holland, Mayor

ATTEST:

\_\_\_\_\_  
Daisy Huffman, City Clerk/Administrator

**RESOLUTION NO. 23-24-22**

**AMENDING THE EMPLOYEE POLICY HANDBOOK FOR VACATION ACCRUAL**

WHEREAS, the City of Forest City, IA desires to offer competitive benefits to full-time employees; and

WHEREAS, the City’s Vacation policy is meant to offer an incentive for recruitment and retention with the City;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Forest City, Iowa amends the employee handbook by replacing Section 12.1 with the following:

**Section 12.1 Vacation Accrual**

Regular full-time employees who have been in continuous employment from the date of hire shall be entitled to vacation as indicated below:

<u>Completed Employment</u>	<u>Bi-Weekly Accrual</u>	<u>Maximum Accrual</u>
0-23 months (0- 2 years)	1.54 hours (40 hours)	
24-95 months (2-8 years)	3.08 hours (80 hours)	160 hours
96-179 months (8-15 years)	4.62 hours (120 hours)	240 hours
180-263 months (15-22 years)	6.16 hours (160 hours)	320 hours
Over 264 months (over 22 years)	7.7 hours (200 hours)	400 hours

\*\*\*Employees hired prior to July 1, 2013 shall receive 240 hours (9.23 hours bi-weekly) of vacation after 30 years (over 360 months) of service.

**Section 12.1.1 Personal Day**

In addition to the vacation listed above, full-time employees completing their 6-month Probationary Period shall be granted one (1) Personal Day per calendar year which shall be accrued every January 1<sup>st</sup> based on the employee’s normal workday (10 hours for Police Officers, 8 hours for all others). If unused each December 31<sup>st</sup>, the Personal Day will be forfeited.

This policy shall become effective January 1, 2024. As previous annual accruals were made each January 1<sup>st</sup>, January 1, 2024, only, each employee’s accrual for 2024 shall be applied to all full-time employees.

PASSED AND APPROVED this 5<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Ronald Holland, Mayor

ATTEST:

\_\_\_\_\_  
Daisy Huffman, City Clerk/Administrator

