



City of Grand Forks  
Staff Report

**APPROVED & ACCEPTED**  
*by City Council*

12/15/2025

*Maureen Storstad*  
Maureen Storstad  
City Auditor

**Committee of the Whole – December 8, 2025**  
**City Council – December 15, 2025**

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**Agenda Item: 2025 Employee Holiday Hours**

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**Submitted by: Tangee Bouvette, Human Resources Director**  
**Todd Feland, City Administrator**

**Sponsored by: Mayor Bochenski**  
**Council President Sande**

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**Staff Recommended Action:** Approve four (4) holiday hours for City Employees, pro-rated for contracted, classified and benefitted non-classified employees to be taken between Council approval date and July 1, 2026. Time off is to be scheduled and approved by Department Heads.

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**Committee Recommended Action:** Motion by Osowski, second by Berg to move staff recommendation to City Council with a recommendation to approve. Motion carried unanimously.

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**Council Action:** Motion by Vein, second by Fridolfs to approve on consent agenda. Motion passed unanimously.

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**BACKGROUND:**

- The Mayor and City Council has proposed and approved, in previous years, 4 holiday hours for employees. The time off is covered by other staff and it is a way to say thank you to the employees for a job well done each year. This is done with regard to the employee's wishes and the workload of the department at the time. However, the needs of the City always come first. The absence cannot cause a work stoppage or overtime to the department. If employees do not use these hours prior to July 1<sup>st</sup> the hours are lost and removed from their payroll account.

There are no monetary costs with these hours.

**ANALYSIS AND FINDINGS OF FACT:**

- Traditionally, the Mayor and Council President have co-sponsored a request for approval of four holiday hours for City employees, most recent was in 2024.
- As of July 1, 2025, 88% of employees had utilized the 2024 Holiday Hours.

**SUPPORT MATERIALS:**

- Accepted and approved City Council Staff Report dated December 2, 2024.



City of Grand Forks  
Staff Report

**APPROVED & ACCEPTED**  
*by City Council*

12/02/2024

*Maureen Storstad*  
Maureen Storstad  
City Auditor

City Council – December 2, 2024

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Agenda Item: 2024 Employee Holiday Hours

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Submitted by: Tangee Bouvette, Human Resources Director  
Todd Feland, City Administrator

Sponsored by: Mayor Bochenski  
Council President Sande

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**Staff Recommended Action:** Approve four (4) holiday hours for City Employees, pro-rated for contracted, classified and benefitted non-classified employees to be taken between Council approval date and July 1, 2025. Time off is to be scheduled and approved by Department Heads.

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**Committee Recommended Action:** N/A

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**Council Action:** Motion by Osowski, second by Berg to approve on consent agenda.  
Motion passed unanimously.

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**BACKGROUND:**

- The Mayor and City Council has proposed and approved, in previous years, 4 holiday hours for employees. The time off is covered by other staff and it is a way to say thank you to the employees for a job well done each year. This is done with regard to the employee's wishes and the workload of the department at the time. However, the needs of the City always come first. The absence cannot cause a work stoppage or overtime to the department. If employees do not use these hours prior to July 1<sup>st</sup> the hours are lost and removed from their payroll account. There are no monetary costs with these hours.

**ANALYSIS AND FINDINGS OF FACT:**

- Traditionally, the Mayor and Council President have co-sponsored a request for approval of four holiday hours for City employees, most recent was in 2023.

- As of July 1, 2024 94.2% of employees had utilized the 2023 Holiday Hours.

**SUPPORT MATERIALS:**

- Accepted and approved City Council Staff Report, dated December 4, 2023.