



City Administrator's Report

December 14, 2023

Employee Recognition

The annual City Employee Holiday Luncheon was held today. This provides a time for employees to come together and celebrate the achievements of the past year. We also recognize milestone years of service. This year, the following employees celebrate milestones in their tenure here:

Five Years of Service

Jim Morgan
Keowa Norton
Tony Turner
Cynthia Wagner

Ten Years of Service

Linda Drummond
Jason Herschberger

Fifteen Years of Service

Brian Gleason
Chris Mendoza

Twenty-Five Years of Service

Bob Lemley

This year, a new element has been added. The Communications Committee recommended the implementation of an Employee Spotlight program. Employees can nominate other individual employees or employee teams for recognition of outstanding efforts in customer service, teamwork, innovation, etc. These recognitions are included in the employee newsletter as they are received. Earlier this month, all nominations were compiled and submitted to all staff to vote for the Employee and Team of the Year.

Employee Spotlight nominations for 2023 are provided below.

Individual Nominations

Mark Fairchild - Mark went above and beyond to help a camper staying at Smith's Fork Campground to restore their power after it was determined the issue was on their side. He also stayed late to help another camper jump their RV. Mark is always willing to help the community and goes the extra mile to help out our residents and visitors.

Grant Clesson - The Parks Maintenance team ran into a significant water leak out at Smith's Fork Park. The Parks Department had reach out to the Utilities Department for some assistance. Grant helped supply tools and equipment that were needed to get the water leak repaired as quick as possible. Grant even stayed and helped the Park Maintenance team until it was fully completed. The Parks Department appreciated the help!

Jeanette Chastain - Jeanette received multiple employee spotlight entries - Complete dedication to the department and city, could not do our jobs without her! It should be noted that this entire police department would not function the way it does without Jeanette. She is also like a work mom to the officers, we can always count on her for advice or a place to vent. She is the best! She deserves a shout out for all her hard work and dedication over the last 21 years. For all the work she does behind the curtains. She is a positive soul who lifts her peers up daily. She constantly strives to give her job 100% every day and doesn't allow the stress to derail her. She looks to see the lesson or assess how she can better serve the team no matter what the day brings her.

Brandan Fischer - While driving downtown checking storm drains, Brandan noticed an elderly gentleman trying to put a fallen flag back up on the pole so Brandan pulled over and put the flag back up.

Linda Drummond - Linda is both our City Clerk and a valuable resource for IT support across all City Departments. She consistently has the necessary supplies to quickly resolve any issues and get our staff up and running. It's wonderful to have someone dependable that our staff can count on!

Jim Waddle - Jim is always willing to do the odds and ends jobs here at City Hall. From touching up the paint on the walls to putting in the new electronic door lock on the server room door. It does not matter what it is all I have to do is ask and he works it into his schedule to get it done. He is our Mr. Fix-it!

Melissa Knowles - Over the past two years Detective Knowles has been instrumental in making the yearly Shop with a Cop be successful, even doing this on her own time. Knowles is very passionate about other officers and their wellbeing. And even though she is a Detective she is always willing to help out patrol to make sure we have adequate coverage.

Thea Gomez - Thea has been a rockstar during our configuration meetings for the city's financial migration to ERP Pro 10. She has coordinated with vendors about needed information to make this migration more seamless. All while making sure that payroll was completed, and inputting the new insurance deduction codes.

Norm Wells - Norm is a true team player! When the city hosted an event in November, he volunteered without hesitation. Later that month, he assisted with data

entry for a DNR project. This week, when a resident reported their mailbox had been removed and not returned by a contractor, Norm acted promptly. He rushed to the streets department, retrieved the mailbox, and ensured it was placed back where it belonged. Norm is always ready to help out, which is really awesome, and everyone really values and appreciates all the things he does.

Team Nominations

Tony Turner and Clint Coldren - they both helped a goose at Helvey Park that had been tangled in fishing line for quite a while. They caught it, removed the line and have been quietly keeping an eye on it since to make sure that it's not having any other problems. This is definitely outside of their job description and it's awesome that they did this on their own.

Cody Manville and Dave Schuerger - Cody did 25 disconnections in September all by himself, while Dave managed the Wastewater Plant in the heat. Other staff members were at a training, so these two kept our operations running!

Clint Coldren, Tony Turner, and Allan Jensen - Clint and Tony helped the water department when we had the major leak on North Main St. Tony and Clint stayed the entire time got us gravel and parts and helped to clean up the area. With classes and personnel out for one reason or another the department was shorthanded. With their help we had the leak fixed and the road cleaned up within 2 hours. Thank you Street Department.

Employees selected Jeanette Chastain as individual employee of the year and the team of Cody Manville and Dave Schuerger as team of the year.

Jeanette will be submitted as an Employee of the Year candidate for the Community Awards recognition at the 2024 Community Awards Banquet to be held February 29, 2024 at White Iron Ridge.

City Hall and Meeting Schedule

City Hall will be closed Monday, December 25 and Monday, January 1 for the Christmas and New Year's Holidays. City staff wish you and yours a very happy holiday season!

Mayor Boley has cancelled the January 2 Board of Aldermen meeting.