

Town Administrator Update

Date: July 23, 2026

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Reporting Period: July 8, 2026 – July 23, 2026

1. General Update

- Continuing process of updating and digitizing employee records
- Fixed issue with beach gate, software glitch due to power issue.
- Worked with Matt at the library to go through the IT issues
- Promotion offer to Kollene for the new position of ZA / Planning
- Working on new ZA/DRB offers
- Rowley fuels contract for propane
- Posting online for new Planning Commission members
- Work on legal issues
- Received final beach documents from State Fire Marshall, updated permit
- Working with insurance on FD accident
- Working with insurance on injury claim
- Cell tower is still in the works, expecting another couple of weeks
- Rescheduled with Shoreland Protection at the beach for 28th
- Create animal control ordinance violation letter – sending August 1st
- Met with Library Trustees to discuss the IT issues and personnel policy

4. Planning & Zoning

- Kollene on vacation returned on the 22nd
- Received several compliance letters for home sales
- Several neighbor complaints
- Issuing a zoning violation for building without a proper permit and exceeding the number of units per lot

5. Public Works

- Ongoing bridge construction
- Dehumidifier pump replacement at Town Office

6. Library

- The Summer Reading Program has been well attended, and the raffles have been successful. This year, raffle items included those for both children and adults, including books, gift cards and area experiences.

- The GPL recognizes and gives appreciation to the Friends of the Library who have organized the prizes and have helped with the summer reading programming.
- The library has had adequate staff coverage while some staff have been out, which has allowed it to be open all regular hours. Many thanks to the hard work of the staff, subs and volunteers for stepping up and filling in where needed.
- The library's IT was recently assessed with Buchard Home and Office. They will be coming back to redo the entire system.
- Future plans for the library include interior painting and researching a new circulation desk that will allow for two staff members to assist patrons. At this time, the library's circulation desk only seats one.
- A new SDS binder was installed, as well as a new state employment poster installed.
- Electricians are on the calendar to update electrical outlets to comply with the recent WorkSAFE recommendations.
- GPL will be participating in Georgia's Fall Fest 250th celebration with a table for a patriotic craft and to help patrons sign up for library cards.

7. Ongoing Projects

- NEW – CHIP policy
- Ethics Ordinance
- VOSHA / WorkSafe updating
- Reserve fund policy
- Personnel files and Paychex
- Water issue with GIDC and Village Core possible grant opportunities
- Library ADA entrance and parking lot
- New website