



# TOWN ADMINISTRATOR REPORT

Operational update for the Town of Georgia

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**Prepared:** August 20, 2026

**Prepared by:** Doug Bergstrom, Town Administrator

**Reporting period:** August 7, 2026 - August 20, 2026

## General Administration

- Continued updating and digitizing employee records.
- Sent cell tower documentation to American Tower; waiting on a reply with the contract
- Received another public records request.
- Finishing website and meeting-management software update, anticipated to be on the new website within the next 2 weeks.
- ZA application process closed; need to start the interview process.
- Made a change to the review to discuss at the meeting.
- Created the Indecency Ordinance and approved through legal; ready for approval.
- Created drafts for the CHIP policy and the Confined Space policy. Reviewing with departments and will present to the board at the September 14<sup>th</sup> meeting.
- Posted new tax information, election results, and policy updates to the website.
- Scheduled Town Office pressure washing for September.
- Philo repaired the new server for the doors. Had a Windows glitch that needed a complete reinstall.

## Planning & Zoning

- Completed the Preliminary Plat decision for Black Walnut
- Met with Sweet regarding CHIP funding for a new project on Ballard Road
- New subdivision starting the permit process on Old Stage Road
- Application process ended for the ZA position. Interviews need to be scheduled.
- Currently 42 lots/homes listed for sale in Georgia. This is a huge spike from a few months ago. This increase in sales means more work in the zoning office, as potential buyers come in for information and compliance documents, and permits need to be processed.

## Public Works

- Bridge construction remains underway; The end walls are completed, and wing walls are being installed. Once cured, the backfilling will begin. Expected to be finished in the 1st or 2nd week of September.
- Hired Norm at the beach to work with Sam. They are starting the cleanup process this week to be ready for Fall Fest.
- Roadside mowing to start after Labor Day
- Starting culvert work in September.
- Paving should be done by October.



*Bridge construction: arch installation and site preparation*



*Bridge construction progress during the reporting period*

## Library

- The library finished up the Summer Reading Program, and it was very successful with 46 adult participants and 112 juvenile participants.
- Our Friends Group continues to be a source of support both financially and physically. And were instrumental in our Summer Reading Program.
- New books are being cataloged again! 2026-2027 Golden Dome nominee books are now processed and available to borrow. Additionally, our YOTO collection has been 2/3 of the way cataloged. That should be completed by end of August. We have begun weeding our audio items for an end of the month sale. We have had generally positive feedback from the community but some negative responses.
- We have begun weeding our audio items for an end of the month sale. We have had mostly positive feedback from the community but some negative responses.
- Autumn, who was a previous Library Assistant, has returned to our staff. We're so happy to welcome her back.
- Facility improvement: The Town Administrator continues to work with the Board and the Library to improve our IT functions, as well as our reorganization efforts.
- Spoke with Justin Holmes to get a quote for the plans at the library. Should have the estimate next week.
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## Ongoing Projects

- **Reserve Fund Policy:** Ongoing review and development.
- **Personnel files and Paychex:** Digitization, records management, and payroll follow-up remain in progress.
- **GIDC and Village Core water issue:** Reviewing potential grant opportunities.
- **Library ADA entrance and parking lot:** Project planning remains underway.
- **Library IT:** Waiting on painting to move computers.

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