



## **2021 YEAR TO DATE PERFORMANCE REPORT**

*Deliverables as of 4/19/22 Annual Meeting*

It's an honor to provide you with an overview of the work and commitment provided by this Town Board, supported by a team of exceptional committee volunteers and resilient transitional staff, we are pleased to present the Annual Performance Report. 2021 in many ways began as a sprint, with Supervisors eager to implement organizational improvements designed to leverage the quality of services provided to town residents. We quickly learned that sprinting and government are not synonymous and wisely transitioned our efforts to a relay. Handing the baton of progress from public interest to board action has yielded quality results and conditioned us for what we now recognize to be a full marathon. I am humbled to have worked with an excellent team of people, to serve this remarkable community and to present the following performance report.

### **TOWN BOARD DELIVERABLES:**

- 40 Monthly and Special Town Board meetings held
- Public participation of over 48 community members serving on various committees and commissions. (THANK YOU!)
- Applied for and secured ARPA Grant: \$420,767.59 (two-year installment)
- Town Constable vetting and appointment of Ed Dory to fill vacancy
- Municipal Lawyer vetting and selection: Attorney Al Reuter
- Environmental Law Firm vetting and selection: Grant and Eisenhoffer
- Engineering Firm vetting, selection and execution of Task Orders: Strand Engineering
- Reimbursement Agreement from Tyco/JCI to cover Town legal & engineering expenses
- Participation in Wisconsin Towns Association Training and Workshops
- Budgeting Workshop to remain within the existing Town Budget and Levy

### **BUILDINGS & GROUNDS:** *(Standing) Committee Chair: Supervisor Drees*

- Replace Townhall lighting with energy efficient LED bulbs
- Plumbing repairs/upgrades in bathrooms, drains repaired
- Seal coated and restriped parking lot
- Repair to the boiler
- New voting machines and lights

**FINANCE:** *(Ad-hoc) Committee Chair: Supervisor Furton*

**FISCAL RESPONSIBILITY AND TRANSPARENCY:**

- Monthly meetings to review disbursements, fund balances, reconciliation reports
- Monitoring Dept of Treasury ARPA info for compliance of fund usage & reporting
- Support Town Treasurer in collaboration with additional finance specialists to ensure smooth transition to new Treasurer and strong fiscal foundations
- Form CT Submission
- Historical Form CT Fund Balance Shallow Audit

**PROCEDURAL IMPROVEMENTS:**

- Identified and provided oversight in employee withholding allocation ensuring volunteer fire department members received correct full refunds.
- Provided oversight in correcting and updating payroll withholding from quarterly to monthly basis.
- Collaboration with Recycling Center Chair to review expenses, project spending, and explore areas of analysis and saving.
- Restructure Town accounts to ensure that all Town funds are completely insured, along with increased return rate.
- Implementation of monthly check detail report.
- Reconciliation Report, Treasurer Report and Year-to-Date Budget Comparison reorganized to be provided the Thursday before monthly board meetings as well as posted monthly at [TownOfPeshtigo.org](http://TownOfPeshtigo.org) website.

**GRANTS:**

- **\$420,767.59** Applied for and secured ARPA Grant (two-year installment)
- Programmatic Appropriations Requests and Congressionally directed spending requests pursued at Federal level (Senator Baldwin's office).
- Training and preparation for local road grant opportunities of Federal Infrastructure funding through State distribution programs.
- Training and preparation for local water infrastructure grant opportunities resulting from Federal Infrastructure funding through State distribution programs.

**GRANT CDBG-CV:** *(Ad-hoc) Committee Chair: Supervisor Edgar*

• **\$335,500 GRANT:** Apply for Community Block Grant - CV funding and awarded Grant Dollars requiring zero town matching funds:

- Fire Department/EMS Protective equipment, Sanitize PPE and Apparatus
- Fire Department Virtual Training Equipment
- Protective Equipment for Townhall
- Emergency Rescue Squad Subgrantee: Chest Compression Device, Life Pak Cardiac Monitor and Defibrillator, UV Handheld Surface Disinfection Device
- Air Filtration System for Townhall
- Townhall Covid Office Remodel
- Peshtigo Food Pantry: equipment, food, delivery van leasing and fuel.

**PERSONNEL:** *(Ad-hoc) Committee Chair: Supervisor Baur*

- **Hiring Process:** Flow Chart Developed and Implemented
- **Hiring Rubric:** Developed and Implemented
- **Job Descriptions:** Formalized and delivered
- **Treasurers Contract:** Revised
- **Personnel Policy:** Reviewed and Updated
- **Personnel Files:** Updated, including emergency contact information
- **Hiring:** Vetted and hired Administrative Assistant, Treasurer, Recycling Center Manager, Recycling Center attendant and Townhall Cleaning Service contractor.
- **Annual Performance Reviews:** Performed and recorded
- **Personnel matters:** Attended to as required

**POLICY:** *(Ad-hoc) Committee Chair: Supervisor Edgar*

- **Purchase Request Form Implemented**
- **CDBG-CV Citizen Participation Plan Resolution**
- **Mileage Reimbursement Policy Implemented**

**FIRE DEPARTMENT:** *Fire Chief Folgert - The Town of Peshtigo Fire Department continued its excellence in service to the safety and wellbeing of town residents.*

- **COMMUNITY INVOLVEMENT:** Our involvement with the City of Peshtigo at numerous events and a number of media interviews to commemorate the 150<sup>th</sup> anniversary of the Peshtigo Fire. Our department, along with City of Peshtigo FD, was featured in the Sept/Oct. issue of the "Wisconsin Fire Journal" magazine.
- **SERVICE CALLS:** We had another near record number of calls (132), almost doubling our long-term historical average.
- **MABAS:** Numerous MABAS activations (12) for mutual aid assistance to other communities in Marinette County and one call in Carney Michigan.
- **RESCUE BOAT:** New rescue boat was placed into service in August at no cost to our taxpayers after a very generous donation from Mercury Marine, several local grants and fund-raising events.
- **EQUIPMENT:** Two new high-pressure self-contained breathing apparatus (air packs) were purchased using Capital funds and 10 new breathing air cylinders valued at over \$5,000 were donated.
- **RECOGNITION:** We received recognition as a top 100 National award winner in the "Small Town America Civic Volunteer Awards."

**PUBLIC PROJECTS:** *(Ad-hoc) Committee Chair: Supervisor Furton*

- **Kowalski Walking Trails Benches:** Benches were acquired and placed. Thanks in large part to the generous contributions by town residents.
- **Bellin 5K Walk/Run:** Coordinated with Fire Department and Town to allow partial use of Town road for community event. Fire Department to receive AED donation for its support.
- **Community Green Space:** Designation of retired landfills as community green space for non-motorized use.
- **Landfill Testing:** Heath Lane and Kozuzek Road landfill, DNR required testing was completed to obtain compliance status and avoid penalties. All testing results cleared.
- **Recreation Features:** The townofpeshtigo.org website provides in great detail the many recreational opportunities for the public. Including: Peshtigo Harbor Wildlife Area Trails, Peshtigo River Trail, Hemlock Curve Nature Trail, Woods Road Nature Trails, Former Peshtigo Harbor and Lumber Mill Sites, Bloch Oxbow State Natural Area, Winegar Pond, Wisconsin Hunting and Trapping Seasons, along with Fishing seasons and regulations.

**RECYCLING CENTER:** *(Standing) Committee Chair: Supervisor Baur*

**CLEANED AND ORGANIZED**

- Sorted and recycled 20 years' worth of household batteries
- Removed almost 30 tons of tires
- Weed wacked, mowed and cleaned up entire area
- Emptied out years of junk from the Connex
- Acquired large bins to keep TVs and electronics off the ground and organized
- Acquired and installed new signs designating recycle areas

**ADDED FREE SERVICES TO PUBLIC**

- Offered composted and chipped wood free to residents
- Added an upcycle area for residents for free items
- Surveyed public on interest in free Shredding Day (scheduled for April 27<sup>th</sup>)

**IMPROVED OPERATIONS**

- **\$8,387.88 GRANT:** Secured annual recycling grant required for annual budget
- Implemented new financial auditing system for improved accountability
- Found a local source to take freon items at a savings to the residents
- Added safety equipment requirements for attendants and Manager
- Added fire extinguishers on site
- Vetted and hired a new attendant at the RC
- Vetted and hired a new manager at the RC
- Trained attendant and Manager for chipping wood and running the loader
- Added procedure for back up personnel if required
- Removed unsafe warming shed and replaced with insulated shelter
- Minor repairs and maintenance to essential equipment
- Assessment of current contractors and implemented communications protocols
- Reassigned job duties to improve efficiency and accountability
- Trained staff for increased accountability regarding use of facility to residents only

**ROADS:** *(Standing) Committee Chair: Supervisor Drees*

• **\$48,900 COLLABORATIVE FUNDING:** Spitzmacher Road was funded collaboratively with WDNR covering \$48,900 and the Town covering \$6,700.

• **HOT PATCHING:**

- Krause Road, Harbor Road South of Ellison Road, Madsen & Roosevelt Rd., Bay Road, Kozuzek Road, Hale and Samsa, Richter Road, Krause at Dahl Rd.

• **GROUND, RESHAPE AND REPAVE:**

- Hale School Road

• **WEDGE AND CHIP SEAL:**

- Hale Road, Strojny Road

• **GRADING:**

- Kutz, Pond, Johnson and Spitzmacher roads

• **CULVERT REPLACEMENT:**

- McFadden Lane at Eagle Nest

• **SHOULDER REPAIR:**

- Old Peshtigo Road near flame road

• **SINK HOLE REPAIR:**

- Keller Road

• **HYDROLOGY:**

- SMS Engineering firm contracted, with ARPA dollars, to evaluate flood plain and hydrology drainage challenges on Schacht road.

**TECHNOLOGY:** *(Ad-hoc) Committee Chair: Chairwoman Boyle*

• **WEBSITE CREATED:** TownOfPeshtigo.org is an interactive, real time resource for relevant town information where residents may sign up for informational notices via email or text message. The site provides access to a current calendar of events, news/notices, agendas and minutes, community projects, government and contact information.

• **ELECTION E-MAIL SECURED:** Following State requirements, the town created a secure election email with back up securities.

• **EMAIL BACK-UP:** to safeguard record keeping, the elections, treasurer and clerk emails have been secured with backup systems.

• **ZOOM CONTINUITY:** A universal zoom link is now used for town meetings (where applicable) making it easier and more accessible for remote access to town meetings. This zoom link (digital and phone) can be found on every townofpeshtigo.org web page.

• **BUILDING PERMIT DATA:** Building Permits recorded are online at TownOfPeshtigo.org

**WATER:** (Ad-hoc) Committee Chair: Chairwoman Boyle

**Mission:** “To achieve a permanent safe drinking water solution, within the current site investigation area in the Town of Peshtigo, at the expense of the identified responsible party.”

• **TEAM ASSEMBLED:**

- Long-standing Citizens Advisory Committee members were appointed to the ad-hoc water committee in an advisory capacity.
- The Town Board, all of whom serve on the committee, took the following action:
- Attorney Reuter was vetted and selected as municipal representation
  - Grant and Eissenhoffer Law Firm was vetted and selected to represent the Towns environmental interests. A contingency based fee agreement was secured to ensure no expense to the Town.
  - Strand and Associates Engineering Firm was vetted and assigned task orders.
  - Begin process of vetting out and selection of partner to assist in grant pursuits.

• **DELIVERABLES:**

- WDNR well testing and bottled water supply to extended site investigation area.
- Reimbursement Agreement obtained to cover legal and engineering costs
- Website page specific to Water at townofpeshtigo.org
- Participate in vetting and selection of summit facilitator with DNR lead.
- Stakeholder positioning statement developed.
- Participate in three months of summit negotiations identifying a cooperative partner in the City of Peshtigo and approved options through WDNR.
- CLEAR Act Resolution
- Public Listening Session and ongoing public communication at monthly meetings.
- WATER MATRIX: detailing the four water solutions determined by engineering and the WDNR to be sound, safe alternatives. Detailed matrix available online.
- WATER TIMELINE: PowerPoint presentation created, presented at public listening session and available online to assist public with historic context, engineering drawings, costs and timelines.
- Warning signs to be paid for by responsible party and placed within plume.
- Testimony and advocacy for setting of State standards for PFAS: Drinking water standards 70ppt and surface water standards 7ppt were moved forward for legislative approval but ground water standards failed due to a tie at committee.
- Town officials provided written and verbal correspondence with Department of Justice ensuring that their efforts took Town needs into consideration.
- The Department of Justice filed a lawsuit against Tyco/Johnson Controls
- EPA Preliminary Assessment petition was submitted on behalf of town residents Jeff Lamont and Cindy Boyle (Not in official Town capacity)
- The Town of Peshtigo applied for and was selected to participate with the American Geophysical Union (AGU) in the Thriving Earth Exchange in the development of our own customized scientific study. This program is estimated to take place over an 18 month period.

## **WATER Continued:**

### **•GOALS:**

- Continue toward obtaining an intergovernmental agreement with City of Peshtigo as a municipal water source provider.
- Hold Tyco/Johnson Controls financially accountable for the decades of harm done to the Towns natural resources and water resources.
- Pursue Federal Infrastructure Grant dollars for permanent safe water.
- Federal Appropriations requests are being pursued through Senator Baldwins Office.
- Continue advocating for State ground water standards
- Continue working in collaboration with the WDNR to ensure public health and safety around drinking water.
- Continue communicating openly and honestly with Town residents regarding the risks, challenges and solutions surrounding our communities PFAS contamination crisis.
- ***To achieve a permanent safe drinking water solution, within the current site investigation area in the Town of Peshtigo, at the expense of the identified responsible party.***

*Cindy Boyle – Town of Peshtigo Chairwoman*