

Village Administrator Monthly Report – March 2026

General Administration

- Prepared board materials and meeting packets for the Zoning Board, Village Board, and Committee of the Whole throughout the month.
- Participated in discussions regarding the proposed transition from Comcast to Silo Communications for Village internet services.
- Worked with Staff and the Village Attorney on the current status of the Villages agreement with LOCiS and planned for next steps.
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Oversight Utility Billing Processes.
- Hosted 4th of July Planning Meeting at Village Hall.
- Attended Meeting with the Pecatonica Prairie Path Commission regarding communication about upcoming Com-Ed Project.
- Drafted Addendum based on questions regarding the Comprehensive Plan/UDO RFP

Capital Improvement Plan

- Worked with the Director of Public Works on preparing RFP for Water Rate Study, which will provide a foundation for O&M Capital Planning

Community Development

- Hosted Monthly Development Team meeting reviewing all active developments in the Village with the Village Building Official, Engineer, Director of Public Works, Deputy Clerk, FRSA, Win-Bur-Sew Chief.
- Participated in regional economic development and professional association meetings including collaboration with the Rockford Area Chamber on various development priorities.
- Met/Spoke with:
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - Tap on Benton
 - Table Talk Supper Club
 - A local Coffee Vendor, “Wake zone Roasting Co.” looking to expand operations to a brick-and-mortar location at the vacant location next to Athletico
 - Various Companies interested in Village Owned Property
 - A Health and Wellness type of consultant interested in a parcel in the downtown corridor.
 - A Worldwide Commercial Real Estate Broker for the Marketing of Village Owned Property.
- Coordinated the completion of a Phase II Environmental Study regarding Bud’s Automotive
- Coordinated with the Village Attorney and special counsel to continue negotiations for the potential sale of Village-owned property, including infrastructure review and appraisal considerations.
- Worked with Community Development Intern on project correcting inconsistencies with the UDO, Who has been presenting these to the Zoning Board of Appeals.