

Village Administrator Monthly Report – December 2025

General Administration

- Coordinated CY2026 budget development with the Treasurer and department heads, including analysis of revenues and detailed line item review in various Departments.
- 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, resulting in ordinance approval to proceed.
- Continued Coordinating the Village's Software Transition to LOCiS by participating in multiple meetings.
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Oversight of end-of-year utility billing transitions continued cellular meter transition matters.
- Management of multiple personnel matters requiring Administrator attention.
- Direct troubleshooting and vendor coordination for LOCiS utility billing and fund processing issues.
- Took a nearly 2 week vacation for the holidays to rest and recharge with family!

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.
- Met/Spoke with:
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - The new owner for the former Benton Street preschool property.
 - A restaurant/bar operator opening new downtown location at former Benton Street Angel Treasurers Location.
 - A local Coffee Vendor looking to expand operations to a brick and mortar location at the vacant location next to Athletic
- 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.
- Coordinated with developers and Village staff on multiple commercial and redevelopment projects. Continued engagement with a prospective buyer for Village-owned property.