



BOARD BRIEFS

**WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR**

**VOLUME 2025-35
WEEK OF SEPT 8**

The Treasurer prepared checks for the board meeting, processed payment for the new service truck, completed bank reconciliations, and executed line item transfers from the last board meeting. Reports for upcoming meetings were prepared, electricity quotes were solicited, and year-end audit adjustments were coordinated with the auditors. The Deputy Clerk completed board packets and meeting minutes, and assisted with front office needs. The Village Administrator collaborated with staff on drafting a salary range ordinance and met with Park Hills Church to discuss their involvement in community events and the use of their new facility. The monthly development and tech meeting was held, discussing various active development projects within the village, and also discussed next steps with Region 1 and county coordination on the Bud's Auto property continuing. The intern completed stormwater utility fee research and presented findings. The front office began preparations for business registration and discussed future strategies to improve compliance.

ADMINISTRATION

Public Works completed all daily IEPA-required rounds and water testing across six wells, including SCADA monitoring and sample collection. Tree trimming was done on Westfield Road for visibility and clearance. Two full mowing circuits and three trash circuits were completed, along with additional mowing along the PPT. Staff repaired the Scag mower and performed routine wellhouse maintenance. Crews conducted additional water main locates in conjunction with silo fiber boring in the Village right-of-way, and completed 20 JULIE locates supporting fiber, Nicor, and Amazon-related projects. Staff supported residents undergoing sidewalk and driveway replacements and processed associated permits. Orientation for the new Public Works Assistant continued. Emergency JULIE locates were handled after hours. Oversight of Silo's infrastructure work continued. One-ton service trucks were delivered for both service and replacement, including resolving power steering and airbag issues. Public spaces were maintained for adult softball, with fields dragged and concessions cleaned. Final work for Lead and Copper Rule compliance was completed. Staff coordinated with IEPA and the Rockford lab to address reporting errors on the agency's end. Brush clearing occurred along the walking path, sidewalk replacement was completed on West Runyard Street, and final dirt and seed were applied in several restored project areas.

PUBLIC WORKS

The Police Department handled 59 calls for service and completed 13 incident or supplemental reports. Three arrests were made, and 21 traffic citations or warnings were issued. Four FOIA requests were processed, with a noted increase in requests from non-local individuals and organizations, adding to administrative workload. The School Resource Officer began coordinating safety and traffic plans for the October 1st Homecoming Parade. The Lieutenant continued to address MDT connectivity issues, working with RockfordIT and the City of Rockford IT for long-term solutions. Routine maintenance was completed on squads 122 and 222, with squad 122 receiving new tires, and squad 125 was sent to Lena for upfitting. The Chief and Lieutenant attended the quarterly Northwest Illinois Law Enforcement Executives Association meeting, while the department also participated in the monthly Winnebago County Chiefs meeting, where 2026 changes to lateral officer background checks were reviewed. Department staff participated in two 9/11 memorial ceremonies in Rockford to honor lives lost in the 2001 attacks.

POLICE