

Village Administrator Monthly Report – September 2025

General Administration

- Attended the Illinois Municipal League (IML) Conference in Chicago alongside staff and officials, participating in sessions on various topics and networking with area colleagues.
- Coordinated CY2026 budget development with the Treasurer and department heads, including analysis of anticipated IPBC benefits changes and integration of department-level salary planning.
- Led internal meetings to review and update employee evaluation processes and discussed proposed salary range ordinance; presentation was introduced at the Committee of the Whole and tabled for full board discussion in October.
- Participated in a regional Emergency Operations Center meeting hosted by Winnebago County, introducing the new ESDA Coordinator and reviewing EOC facility upgrades.
- Presented a proposal from Table Talk Supper Club regarding a tap wall (self-serve alcohol system) at the September 10 Liquor Commission meeting.
 - Provided initial research and facilitated discussion on compliance concerns, technology requirements, and operational considerations.
 - The Commission recommended further input from the business owner before drafting an ordinance; follow-up communications were initiated to ensure next steps are clear.
- Participated in a joint meeting between Village staff, Silo Communications, and RockfordIT to review a potential transition to Silo's VoIP and internet services.
 - Preliminary analysis indicated cost savings and operational efficiency improvements if implemented across departments.

Community Development

- Met/Spoke with:
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - A potential buyer for the former Benton Street preschool property.
 - A restaurant/bar operator evaluating downtown and Winnebago Corners locations.
 - Mikron, as part of a scheduled business retention visit.
- Continued negotiations regarding Village-owned property; facilitated site review with the Village Engineer and special counsel.
- Secured an access agreement for 114 S. Benton Street to initiate environmental study work and discussed long-term redevelopment goals with the Village Attorney.
- Supported the zoning coordination for the Cunningham Road annexation, including integration with the broader zoning framework and development goals.
- Participated in two Zoning Board meetings (September 2 and 30), providing administrative support and context on two key zoning matters:
 - 9714 Cunningham Road: Requested annexation and zoning to Limited Agriculture. Following public hearing, the application was tabled due to unresolved UDO language and concerns about compatibility with surrounding residential uses.
 - 106 Kasch Drive: Proposed rezoning from commercial to General Industrial to enhance marketability as part of pending redevelopment discussions; presented background and rationale for Board review.
- Facilitated a discussion on updating UDO Table 6.2 (Land Use Table), recommending a staff-first draft followed by Zoning Board input, and noted the importance of tracking unanimous vs. split votes for transparency in Trustee review.

Please see the attached Board Brief's for a deeper view of the month's activities for the Village.