

## Village Administrator Monthly Report – November 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.
- Attended the November Liquor Commission meeting to present research and feedback on a proposed self-serve tap wall concept at the Table Talk Supper Club. Facilitated discussion of ordinance considerations, enforcement, and licensing structure for future review.
  - Reviewed liquor licensing options with legal counsel to accommodate future use of tap wall systems within the Village. Led presentation and discussion at the Liquor Commission meeting.
- 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
- Attended NorthCOG Workshop on financial foundations for local government.
- Attended Chicago to Rockford Rail Meeting with Region 1.
- Finalization of CY2026 revenue projections and support for PTELL levy preparation.
- Oversight of end-of-year utility billing transitions and snowbird program rollout.
- Management of multiple personnel matters requiring Administrator attention.
- Coordination of staff business registration compliance efforts.
- Direct troubleshooting and vendor coordination for LOCiS utility billing and fund processing issues.
- Working with Staff and Utility Billing Software to resolve Billing issue with local business.

### Community Development

- 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 Athleticco
- 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.
- Worked with Fehr Graham and Region 1 to review the Phase I Environmental Assessment completed on 114 S. Benton.

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