



BOARD BRIEFS

WEEKLY UPDATE FROM THE
VILLAGE ADMINISTRATOR

VOLUME 2025-45
WEEK OF NOV 17

The Police Department responded to 56 calls for service and completed two incident or supplemental reports. One arrest was made, and 15 traffic citations or warnings were issued. Two FOIA requests were processed and released, along with one subpoena duces tecum for court. The School Resource Officer coordinated a successful evacuation drill at Simon Elementary with support from patrol; continued cooperation with the school district and local churches has ensured smooth execution of these exercises. The SRO also enrolled in an active threat response instructor course scheduled for December, which will expand the department's in-house training capabilities. Officer Knudtson is on scheduled leave through the Thanksgiving holiday, leading to some overtime coverage. Administrative squad maintenance was completed by Buss Boyz Customs, and the department is proceeding with a radio purchase for that vehicle from Mobile Electronics. UTV permit renewal notices for 2026 are being prepared, with a structured follow-up system to begin in December. Toys for Tots collection has begun with department-led promotion on social media. Officer McNeely updated gear boxes in all patrol vehicles to ensure field readiness. The SRO's new laptop has been configured and deployed by RockfordIT, replacing an outdated unit. The department, along with WBS Fire, responded to a utility incident involving a low wire strike and resulting electrical arc on North Pecatonica Street; ComEd arrived within twenty minutes and the area was secured after approximately one hour.

POLICE

The Deputy Clerk managed open enrollment tasks, processed post-meeting actions from the November 19 board meeting, ordered office supplies, began planning for the staff holiday event, and supported utility billing issues, including Beacon troubleshooting and filing. The front office initiated contact with residents and businesses for permit and RPZ follow-up, began archiving 2024 records, reviewed backflow surveys for compliance, applied late fees, and prepared filing systems for 2025 billing cycles. The Assistant Deputy Clerk processed utility invoices, submitted three FOIA responses for legal review, prepared accounts payable for the upcoming week, filed Treasurer records covering nearly four months, and began insurance prep. The Treasurer was out of office attending the IMTA conference. The Village Administrator attended multiple ILCMA committee meetings, led discussions at the board meeting, and met with a party interested in Village-owned property.

ADMINISTRATION

Public Works completed IEPA-mandated daily rounds for all deep water wells, including SCADA monitoring and sampling. The team installed Christmas decorations and winterized the bomag roller, while preparing the skid loader and performing preventative maintenance on the 2025 F-350. Three trash circuits were completed, and additional water main locates were marked due to silo fiber boring in the ROW. Routine wellhouse maintenance and sweeping of debris on Falconer Road from farm activity were conducted. The department completed 15 JULIE locates, addressed 2019 7400 repairs, and returned both the zero-turn mower from warranty service and the 2013 International 7400 from tire installation. Rented equipment was returned to Kelsey Excavating. Ongoing shop bay work continued for heavy truck operations, and the fall maintenance schedule advanced across city yards. Orientation and training for the new PW Assistant continued, and Public Works maintained active oversight of silo-related infrastructure activities.

PUBLIC WORKS