

Village Administrator Monthly Report – May 2025

General Updates

- **Strategic Plan Finalization:** Coordinated final preparations for the Strategic Plan's formal adoption.
- **Audit Preparation:** Worked with the Treasurer, Deputy Clerk, and external auditors from Benning Group to prepare materials and assist the audit field team during their on-site work.
- **Board and Committee Support:** Prepared materials for the Committee of the Whole and Regular Board meetings, and supported post-meeting document management.
- **Personnel and Intern Hiring:** Participated in NIU MPA intern interviews alongside Public Works Director and Deputy Clerk. Extended an offer to a candidate to assist with community development and other special projects.
- **Library-Park Coordination:** Met with representatives from the Library District and Park District to discuss the Story Walk project and future collaboration opportunities.
- **Police Week Participation:** Attended all events held during National Police Week, including the memorial breakfast, the church service, and community activities in recognition of law enforcement personnel.

Economic Development/Community Development/Zoning

- **Development Interest:**
 - Held a meeting with a prospective homebuilder regarding vacant parcels in Willingham and Highlands Residential developments, as well as Greenlee lots. These discussions included the Public Works Director and focused on infrastructure access and incentives.
 - Continued coordinating with developers of the Main Street/Table Top Supper Club project to assist with site plan logistics and communications with engineering partners.
 - Responded to a new inquiry from a business owner regarding liquor licensing. Coordinated with the Village Attorney to address regulatory needs.
- **Zoning & Permits:**
 - Worked with residents and staff on a fence complaint and coordinated reviews with the Building Official, prompting further discussion of a proposed text amendment to the UDO fence requirements.
 - Oversaw preparation and follow-up for the Zoning Board's special use permit approval for a body art establishment at 126 S. Benton St. Following public hearings and deliberation, the Board approved the permit with conditions regarding operating hours and visibility restrictions.
- **Village-Owned Property:** Continued negotiations for the sale of Village-owned property, including coordination with special counsel, the Village Engineer, and prospective buyers regarding infrastructure needs and legal conditions.

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