

## Village Administrator Monthly Report – February 2026

### General Administration

- Prepared Board information for upcoming Capital Improvement Plan creation. This included meeting with various staff members outlining plan.
- Prepared board materials and meeting packets for the Zoning Board, Village Board, and Committee of the Whole throughout the month.
- Participated in discussions regarding the proposed transition from Comcast to Silo Communications for Village internet services.
- Continued Coordinating the Village's Software Transition to LOCiS by participating in multiple meetings.
  - Managed utility billing transition communications and ACH enrollment, resulting in 30 residents enrolling in ACH following outreach regarding payment changes.
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Oversight of beginning-of-year utility billing transitions continued cellular meter transition matters.
- Direct troubleshooting and vendor coordination for LOCiS for upcoming Training and implementation
- Met with Lexipol regarding village administrative needs.
- Attended Quarterly PSAP and NorthCOG Meetings
- Hosted 4<sup>th</sup> of July Planning Meeting at Village Hall.
- Worked with the school district on logistics for a special Village Board meeting.
- Attended Bid Opening for Main Street Widening Project, and facilitated administrative coordination between the village and the village engineer regarding next steps and approvals.

### Capital Improvement Plan

- This will consist of Monthly Updates on the implementation of the creation of the CIP In future Months.

### Community Development

- Hosted Monthly Development Team meeting reviewing all active developments in the Village with the Village Building Official, Engineer, Director of Public Works, Deputy Clerk, FRSA, Win-Bur-Sew Chief.
- Participated in regional economic development and professional association meetings including collaboration with the Rockford Area Chamber on various development priorities.
- Met/Spoke with:
  - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
  - A restaurant/bar operator opening new downtown location, "Tap on Benton" at former Benton Street Angel Treasurers Location.
  - Table Talk Supper Club
  - Louie's Uptown LLC
  - A local Coffee Vendor, "Wake zone Roasting Co." looking to expand operations to a brick and mortar location at the vacant location next to Athletico
  - Region 1, regarding further grant funding for 114 S. Benton Street Environmental Studies
  - 3 Different Companies interested in Village Owned Property
  - A Health and Wellness type of consultant interested in a parcel in the downtown corridor.
  - A Worldwide Commercial Real Estate Broker for the Marketing of Village Owned Property.
- 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.
  - Facilitated coordination with FRSA and prospective property purchasers regarding development opportunities and utility considerations.
- Worked with Community Development Intern on project correcting inconsistencies with the UDO, Who has been presenting these to the Zoning Board of Appeals.