

Village Administrator Monthly Report – October 2025

General Administration

- Coordinated CY2026 budget development with the Treasurer and department heads, including analysis of revenues and integration of department-level salary planning.
- Prepared board materials and meeting packets for the Zoning Board, Village Board, and Committee of the Whole throughout the month.
- Attended the PSAP (Public Safety Answering Point) meeting in Loves Park and the Winnebago Intergovernmental Planning Committee (WIPC) meeting hosted by the School District.
- Participated in a Phase I site walk at 114 S. Benton and Bud's Auto with engineering staff as part of environmental assessment coordination. Region 1 Planning is expected to assist with funding and evaluation support.
- Led internal discussions on policy updates, including group insurance eligibility upon hire and retiree health benefit options, resulting in adoption of an amendment to the Personnel Policy.
- Attended the October 8 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.
- Attended Regular NorthCOG meeting
- Continued Coordinating the Village's Software Transition to LOCiS by participating in multiple meetings.
- Worked with a local business on a Utility Billing Dispute.

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 locations.
 - Sullivans, as part of a scheduled business retention visit.
 - German American Bank, as part of a scheduled business retention visit.
 - Dimensions Senior Living, as part of a scheduled business retention visit.
 - A local Coffee Truck Vendor looking to expand operations to a brick and mortar location at the vacant location next to Athletico
- Collaborated with the Village Engineer, Public Works, and Zoning staff on corrective UDO amendments, including fence requirements and limited agriculture use definitions. Both corrections were approved at the October 15 Board Meeting.
- 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.

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