

Village Administrator Monthly Report – July 2026

General Administration

- Took a much needed vacation from July 18 - 26
- 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 transition from Comcast to Silo Communications for Village internet services.
- Hosted Bimonthly Operations team meeting- involving cross-department coordination and long-range Village Board/Committee of the Whole Agenda Planning
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Attended a meeting with Civic Plus, regarding possible required updates to the Village's Website.
- Oversight of Utility Billing Processes.
- Organized, Oversaw, and worked 4th of July Events, Including Fireworks and Parade. This included emergency coordination over July 3rd Storms
- Continued Coordination with PW and ComEd regarding the relocation of Street Lights for the Swift Street Water Main Replacement Project

Budget/Capital Improvement Plan

- Continued Water Rate Study Process with Fehr Graham, attended Meetings.
- Continued discussions with other taxing bodies, beginning early discussions of shared facilities.
- Department Heads continued work on updating existing Vehicle Replacement Schedules
- Continued preparation of Budget Figures and Projections for CY2026/27
- Hosted CY27 Budget Kickoff
- Held Quarterly Budget Review with Department Heads

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.
- Gave a community tour of economic development sites to GRCC Staff, with President Eubank.
- Attended with Place Foundry a kickoff meeting for the update to the Village's Comprehensive Plan and Unified Development Ordinance
- Met/Spoke with:
 - A National Fast Food Franchisee interested in building a freestanding building in the Village.
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - Wake zone Roasting Co
 - A Worldwide Commercial Real Estate Broker for the Marketing of Village Owned Property.
 - Various owners of local properties on behalf of companies interested in said properties.
 - Contiguous Property Owners interested in annexing to the Village.
 - TotalEnergy Solar Developer
- Coordinated with the Village Attorney on next steps regarding the sale of Village Owned Property, including finalizing zoning petition for change in zoning.