

Village Administrator Monthly Report – May 2026

General Administration

- 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
- Oversight of Utility Billing Processes.
- Worked with Local Resident on concepts for an Updated Village Logo.
- Coordinated with Representative McCombie's office to host mobile office hours at Winnebago Village Hall
- Conducted 1:1 meetings with all administration employees.

Budget/Capital Improvement Plan

- Worked with the Director of Public Works on reviewing submitted proposals for Water Rate Study, which will provide a foundation for O&M Capital Planning. Made recommendation to Village Board for award to Fehr Graham.
- Began Meetings with Executive Team (Village Administrator, Chief of Police, Director of Public Works) on assessing Capital Needs, initially focused on facilities. Conducted a SWOT/SWOC Analysis on all village owned sites, identifying primary goals and unified vision for facilities.
- Identified points for collaboration with other taxing bodies, beginning early discussions of shared facilities.

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.
- Worked with Place Foundry on arranging times to present with village board for initial interviews, and then worked through engagement agreement following selection by the village board 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.
 - Tap on Benton
 - Wake zone Roasting Co
 - A Worldwide Commercial Real Estate Broker for the Marketing of Village Owned Property.
 - A National Auto Parts Retailer
 - Various owners of local properties on behalf of companies interested in said properties.
 - Contiguous Property Owners interested in annexing to the Village.
- Met with Fehr Graham, Region 1, and Village Attorney to review the results of the Phase II Environmental Assessment for 114 South Benton.
- Coordinated with the Village Engineer, Village Attorney and special counsel to continue negotiations for the potential sale of Village-owned property, and coordinated final sale and contract.
- Worked with Community Development Intern to create an internal development database of properties and development contacts.