



# BOARD BRIEFS

## WEEKLY UPDATE FROM THE VILLAGE ADMINISTRATOR

**VOLUME 2025-26**  
**WEEK OF JULY 7**

Administration completed utility billing, including successful door tags and shutoffs with only one unresolved account due to lack of access, which will be addressed on Monday. A real estate closing was submitted to Title for Monday, and staff followed up on a prior closing to establish services. Portable billing was finalized and distributed, and ACH is prepared for final approval on 7/15. All permits are current and entered in both Excel and Incode, with payments receipted. The assistant deputy clerk transitioned duties in preparation for maternity leave. The deputy clerk completed payroll and prepared meeting packets. The treasurer focused on early budget work, completed bank reconciliations, and prepared the June treasurer's report. The administrator hosted the development team meeting, worked on the draft development agreement with Table Talk Supper Club, led the July 4th event debrief, coordinated with the building inspector and fire chief regarding safety issues at 114 Benton, inspected the site, and prepared materials for both the board and committee of the whole meetings.

ADMINISTRATION

Public Works completed daily rounds in compliance with IEPA requirements and performed two full mowing circuits and three garbage circuits. Crews conducted routine wellhouse cleaning and maintenance, completed 30 JULIE locates, and re-marked watermain areas for silo fiber installation. Staff cleaned up fireworks debris, retrieved barricades, and completed routine equipment maintenance on the skidsteer, excavator, and wheel loader. New brakes were installed on the 1500 Silverado. Four loads of road stone and six loads of 7/8" clean stone were hauled to restock following the watermain loop. Concession stand bathrooms were cleaned and ball diamonds prepped. Seven miles of walking paths were batwing mowed. Staff also repaired the chimney cap on the police garage and completed dirt work at Goodling Street and Phillips.

PUBLIC WORKS

Police responded to 109 calls for service over the two-week period, generating 11 incident and supplemental reports and making two arrests. Officers issued 23 traffic citations and warnings, processed three FOIA requests, and addressed four ordinance violations. All officers were on duty for the July 3rd and 4th events, which concluded without major incidents due to their proactive presence. Officer Spelman attended specialized school safety training. A quarterly inspection of PBT devices was completed and logged. Squad 123 was repaired and returned to service following damage sustained on June 1st. Routine maintenance, including oil changes and tire rotations, was completed on two patrol squads and the School Resource Officer vehicle. The lieutenant coordinated with WBS Fire to integrate new radio frequencies for improved interoperability. The chief and lieutenant attended the monthly Winnebago County Chiefs meeting. Officer Knudtson appeared in court regarding a village case, which was resolved favorably. Equipment for the new squad began arriving, with final outfitting pending. Planning began for the upcoming National Night Out event. The department submitted its semi-annual racial profiling data to the state and began preparations for the next LEADS audit.

POLICE