

Village Administrator Monthly Report – April 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.
- Attended Various ILCMA Committee Meetings that I serve on, including the Summer Conference Planning Committee and the Committee for Professional Conduct
- Oversight Utility Billing Processes.
- Attended Meeting with the Pecatonica Prairie Path Commission regarding communication about upcoming Com-Ed Project.
- Worked with Local Resident on concepts for an Updated Village Logo.
- Hosted Quarterly WIPC Meeting
- Attended Quarterly PSAP Meeting

Budget/Capital Improvement Plan

- Worked with the Director of Public Works on preparing RFP for Water Rate Study, which will provide a foundation for O&M Capital Planning
- Conducted Quarterly Budget Reviews 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.
- Reviewed Proposals for the Comprehensive Plan and UDO Update, and corresponded with the various firms that submitted proposals.
- Met/Spoke with:
 - A national homebuilder pursuing a large-scale residential development opportunities on vacant parcels.
 - Tap on Benton
 - Wake zone Roasting Co
 - 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.
 - A National Auto Parts Retailer
 - Various owners of local properties on behalf of companies interested in said properties.
- Coordinated the completion of a Phase II Environmental Study regarding Bud's Automotive
- Coordinated with the Village Engineer, Village Attorney and special counsel to continue negotiations for the potential sale of Village-owned property, including infrastructure review and appraisal considerations.
- Worked with Community Development Intern to create an internal development database of properties and development contacts.