

Village Administrator Monthly Report – August 2026

General Administration

- Prepared board materials and meeting packets for the Zoning Board, Village Board, and Committee of the Whole throughout the month.
- 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 “Key Stakeholder Training” for the Village’s ERP Financial software and utility billing software.
- Oversight of Utility Billing Processes.
- Managed a transition in the Administration Department through cross-training, candidate interviews, and shared front-office coverage following the departure of a Utility Billing Clerk.
- Attended NorthCOG Meeting.
- Attended Quarterly ILCMA Regional Meeting with other local managers and Administrators.
- Worked with IPBC on the Renewal Process

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
- Prepared initial departmental budgets and finalized the Village’s six-month financial projections as part of the CY2027 budget process, and presented projections to the Village Board.

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.
- Met/Spoke with:
 - A National Fast Food Franchisee interested in building a freestanding building in the Village.
 - CBRE for the marketing of the Winnebago Highlands
 - Various owners of local properties on behalf of companies interested in said properties.
 - Contiguous Property Owners interested in annexing to the Village.
- Coordinated with the Village Attorney on next steps regarding the sale of Village Owned Property, including final closing information
- Hosted the first Comprehensive Plan and Unified Development Ordinance Steering Committee meeting and continued reviewing the community survey, project website, and existing-conditions report with Place Foundry.
- Continued housing outreach, including developer follow-up, regional economic development meetings, annexation discussions, and engagement with the Rockford Area Home Builders Association.
- Continued discussions related to the proposed TotalEnergies solar project and potential annexation into the Village.