

Village Administrator Monthly Report – June 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
- Attended the Annual Summer Conference for ILCMA, and led a panel discussion regarding protecting the ROW when Internet Service Providers come to town.
- Attended a meeting with Civic Plus, regarding possible required updates to the Village's Website.
- Attended Quarterly NorthCOG Meeting.
- Oversight of Utility Billing Processes.

Budget/Capital Improvement Plan

- Began Water Rate Study Process with Fehr Graham, attended Kickoff Meeting.
- Began discussions with other taxing bodies, beginning early discussions of shared facilities. Scheduled meeting with Fire District for July
- Department Heads began work on updating existing Vehicle Replacement Schedules

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.
- Attended The Greater Rockford FAM (familiarization) Tour Welcome Reception, meeting with national site selectors that toured the region with GRCC, including sites in Winnebago.
- Gave a community tour of economic development sites to Dominic Meneghetti, Northern Stateline Region Manager Illinois Department of Commerce & Economic Opportunity, following a formal introduction at the GRCC FAM Tour Reception earlier in the month.
- Worked with Place Foundry on setting up 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.
 - Tap on Benton
 - 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.
- Continued to review and discuss the results of the Phase II Environmental Assessment for 114 South Benton, and coordinated Fehr Graham's attendance at July 1 Village Board Meeting
- Coordinated with the Village Attorney on next steps regarding the sale of Village Owned Property, including finalizing zoning petition for change in zoning.