



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, February 25, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting was called to order at 7:01 pm by President Richardson

ROLL CALL

PRESENT

President Kristi Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Laura Goding

Public Works Director David Howe

Wastewater Director Ion Steer

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

none

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Vance, Seconded by Trustee Hubbard.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting Minutes from January 28, 2026.

Motion made by Trustee Cheek, Seconded by Trustee Hubbard. Motion passed by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

none

DEPARTMENT REPORTS

2. Collector, Miller
3. Wastewater, Test
4. Public Works, Howe
5. Engineer, McMahon
6. Treasurer, Sikich

UNFINISHED BUSINESS

7. Motion to discuss/approve **Ordinance 2026-07**, an ordinance amending Title I “Administration,” Chapter 9 “Miscellaneous Provisions” of the Code of Ordinances for the Village of Poplar Grove.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
8. Motion to discuss/approve **Resolution 2026-09**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with B&F Construction Code Services, Inc. as Building, Electrical, and Plumbing Inspectors; and appointing B&F Construction Code Services, Inc. as Code Enforcement Officer and Village Building Inspector.
Motion made by Trustee Allgood, Seconded by Trustee Vance.
Voting Yea: Trustee Cheek, Trustee Hubbard, Trustee Vance, President Richardson
Voting Nay: Trustee Allgood

NEW BUSINESS

9. Motion to discuss/approve check disbursement for payments scheduled to be paid February 26, 2026, in the amount of \$46,070.76 in AP checks, \$30,081.52 in EFTs, estimated payroll of \$21,052.08, for a total of \$97,204.36.
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve an event liquor license for the North Boone District 3 Fireman’s Association for the event dates of March 29, 2026; August 1, 2026; January 10, 2027; and March 21, 2027, and to consider waiving the applicable license fees.
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

11. Motion to discuss/approve **Resolution 2026-10**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with Linda Ortiz Entertainment for face painting services for Neighbors Night in the amount of \$400.00.
Motion made by Trustee Hubbard, Seconded by Trustee Vance.
Motion made by Trustee Hubbard, Seconded by Trustee Allgood to postpone until March 11, 2026
12. Motion to discuss/approve **Resolution 2026-11**, a resolution of the Village of Poplar Grove, Illinois, resolving to accept a quote from The Play House–Bounce House Rentals, LLC for services and inflatable equipment for Neighbors Night in the amount of \$4,420.67.
Motion made by Trustee Vance, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
13. Motion to discuss/approve RPM DJ Service contract for Neighbors night in the amount of \$700.00.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
14. Discussion on Petty Cash Policy
Motion made by Trustee Cheek, Seconded by Trustee Hubbard.
Discussion only
15. Motion to discuss Cash Drawer Policy.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Discussion only
16. Motion to discuss water/sewer payment plan policy.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Discussion only
17. Motion to discuss Water/Sewer shut off ordinance changes
Motion made by Trustee Cheek, Seconded by Trustee Allgood.
Discussion only

GOOD OF THE VILLAGE

BS&A Payments live March 2nd, 2026

Budget Workshop - March 4, 2026 - 6:00 PM

Board of Trustees Meeting - March 11, 2026 - 7:00 pm

Board of Trustees Meeting - March 25, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

Motion made by Trustee Allgood, Seconded by Trustee Vance.

The meeting adjourned at 8:22 pm