



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, April 17, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### **CALL TO ORDER**

The meeting called to order at 7:00 pm

### **ROLL CALL**

President Don Sattler  
Admin Chairman Owen Costanza  
Trustee Jeff Goings  
Trustee Dan Cheek  
Trustee Betsy Straw  
Trustee Austin Davies  
Clerk Karri Miller  
Attorney Aaron Szeto  
Engineer Chris Dopkins

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF PHONE PARTICIPATION (Roll Call)**

None

### **APPROVAL OF AGENDA (Voice Vote)**

Motion made by Admin Chairmen Costanza, Seconded by Trustee Cheek. Motion passed by voice vote.

### **APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve Board of Trustee Meeting minutes from March 20, 2024  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,

Trustee Straw

Voting Nay: Trustee Davies

Motion made by Trustee Davies, Seconded by Trustee Straw to add the point of order made by Clerk Miller during Phone Participation.

Voting Yea: Trustee Straw, Trustee Davies

Voting Nay: Admin Chairman Costanza, Finance Chairmen Goings, Trustee Cheek

Trustee Davies feels that the point of order that Clerk Miller made about Admin Chairman no longer doing phone participation should be in the minutes.

**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. Engineer Report, McMahon  
Engineer Dopkins gave an update on Park Street and Public Works paving should be the 1st week of May.
3. Public Works Report, David Howe  
Admin Chairman would like an open house for the new Public Works Building when everything is finished.
4. Treasurer Report, Carina Boyd  
Finance Chairman Goings met with carina and went over the bills and some of the ongoing projects.
5. Waste Water Report, TEST  
no questions

## **UNFINISHED BUSINESS**

6. Motion to discuss/approve **Ordinance 2024-08** A supplemental appropriation Ordinance of the Village of Poplar Grove, Illinois for the fiscal year beginning May 1, 2023 and ending April 30, 2024.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies  
Finance Chairman Goings went over the ordinance and where the money came from.  
Attorney Szeto explained how the process works
7. Motion to discuss/approve **Ordinance 2024-09** An Ordinance transferring appropriated fund balance to established corporate objects and purposes (capital improvement fund)

for the Village of Poplar Grove, Illinois for the fiscal year beginning May 1, 2023 and ending April 30, 2024 (FY 2024).

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Straw, Trustee Davies

Attorney Szeto went over the ordinance and explained that ordinance 2024-08 and 2024-09 go hand in hand.

## **NEW BUSINESS**

8. Motion to discuss Third-Party water meters and water/sewer credits processes and procedures.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Admin Chairman Costanza asked the Board of Trustees if they would be open to allowing third-party water meters.  
Finance Chairman Goings would like to help our business any way the Village can.
9. Motion to discuss/approve Ordinance for water/sewer credit for pacemaker.  
Motion made by Admin Chairmen Costanza, Seconded by Finance Chairmen Goings.  
President Sattler would like to see sale receipts that match the gallons on the meter, to see the NIEST Certifications on the meters, and how easily it is to tamper with the meter.  
Chairman Costanza stated they are asking for a sewer credit for the water-filling machine.  
Trustee Straw feels pacemaker could add on a fee to cover the cost of the sewer.  
Trustee Straw stated that she received many phone calls from residents on the issue.  
Trustee Straw would like to see a month of receipts.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to postpone until May 15.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies  
Trustee Goings will follow up with Pacemaker on the board's questions.  
Trustee Davies would like to see this for commercial only
10. Motion to discuss/approve to approve check disbursement for payments scheduled to be paid prior to April 30, 2024, in the amount of \$770,770.42 in AP checks, \$17,487.41 in insurance expense checks, \$24,544.53 EFTS, and Payroll with estimates included \$64,599.47 for a grand total of \$877,401.83.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies  
Trustee Goings asked that if you have questions on how the accounting software works to please meeting with Treasurer Boyd.

11. Motion to discuss and possible approval of selection of contractors to perform tennis court restoration repairs.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Engineer Dopkins stated he believes that tennis courts can be fixed and does not need to be replaced at this time.  
Engineer Dopkins stated \$65,000.00 to replace. Midwest sports staff came back to \$50,700.00.  
Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza to postpone by May 15, 2024  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies
12. Motion to discuss/approve **Resolution 2024-09** A Resolution for Improvement under the Illinois Highway Code.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies  
Engineer Dopkins explained that this is the yearly resolution that the Village has to pass every year.
13. Motion to discuss/approve **Resolution 2024-10** A Resolution of the Village of Poplar Grove to authorize Public Bid letting for the 2024 Pavement Maintenance Program.  
Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies  
Engineer Dopkins stated the Village will go to bid in May.
14. Motion to discuss potential Open Meetings Act Violation regarding meeting minutes and potential amendments to Village Code Section 1-6A-1 regarding duties of Village Clerk.  
Motion made by Trustee Davies, Seconded by Trustee Straw.  
Trustee Davies would like to change the ordinance to include a fine for OMA violations for the Clerk's office.  
Trustee Cheek feels that if the Village is going to fine the Clerk's office then the Trustee would be subject to the same fines.  
Dave Allgood (Public Comment) would like to remind the board that minutes are to be a summary of what happened and does not need too much detail.  
Discussion only
15. Motion to discuss Treasurer Duties and Compliance with Statue including Treasurer Reports and Compliance with 65 ILCS 5/3.1-35-45.  
Motion made by Trustee Davies, Seconded by Trustee Straw.  
Trustee Davies would like to know if the Treasurer reports are in compliance with OMA and IML.

Attorney Szeto explained the state statute and that the reports are not in compliance with the state statute and the Board of Trustee Members discussed.

16. Motion to discuss/approve the annual Lauterbach and Amen audit engagement agreement.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Straw, Trustee Davies

Trustee Goings would like to see President Sattler sign the engagement letter so the auditors can start their work.

### **GOOD OF THE VILLAGE**

17. Board of Trustee Meeting May 8th, 2024 - 7:00 pm  
Board of Trustee Meeting May 15th, 2024 - 7:00 pm  
Planning & Zoning Meeting May 22nd, 2024 - 6:00 pm, if needed  
May 27th, 2024 - Village Hall Closed in observance of Memorial Day

### **ADJOURNMENT (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies. Motion passed by voice vote.

The meeting adjourned at 9:19 pm.