



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, December 11, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### **CALL TO ORDER**

The meeting was called to order at 7:00 pm by President Sattler

### **ROLL CALL**

#### **PRESENT**

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Dan Cheek via phone

Trustee Austin Davies

Trustee Bruce Moore

Trustee Betsy Straw

Clerk Miller

Public Works Director David Howe

Waste Water Director Ion Steer

Attorney Richard Bruen

### **PLEDGE OF ALLEGIANCE**

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

Motion made by Admin Chairman Costanza, Seconded by Trustee Moore to approve Dan Cheek Phone Participation.

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

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

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

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

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

1. Discuss/approve minutes from November 13, 2024 Board of Trustee Meeting  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Davies, Trustee Moore, Trustee Straw

**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.*

no public comment

### **UNFINISHED BUSINESS**

2. Motion to discuss **Ordinance 2024-17** an ordinance authorizing the levy and collection of taxes for the general corporate liability insurance, social security, and audit purposes for the fiscal year commencing on May 1, 2024 and ending on April 30, 2025 for the Village of Poplar Grove, Boone County, Illinois  
Clerk Miller explained Treasure Boyd prepared the ordinance and the total amount was \$351,083.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Davies, Trustee Moore, Trustee Straw

### **NEW BUSINESS**

3. Discuss approve **Ordinance 2024-18** an ordinance approving a special use and variances for property commonly known as 17314 Poplar Grove Road  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Davies, Trustee Moore, Trustee Straw  
Clerk Miller explained special use was for a pole barn to store farming equipment.
4. Discuss/approve **Ordinance 2024-19** an ordinance governing charitable contributions to the Village of Poplar Grove, Illinois  
Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore,  
Trustee Straw  
Voting Abstaining: Finance Chairman Goings  
President Sattler stated that the ordinance was to establish clear guidelines for charitable contributions.
5. Discuss/approve **Ordinance 2024-20** an ordinance establishing a credit card policy the Village of Poplar Grove  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore,

Trustee Straw

Voting Abstaining: Finance Chairman Goings

Motion made by Trustee Davies, Seconded by Admin Chairman Costanza to amend 1-13-3A to strike language exhibit one and replace it with set forth in section 1-13-5.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman

Goings

President Sattler went over the need for the credit card ordinance

6. Discuss/approve **Ordinance 2024-21** an ordinance establishing hiring procedures for the Village of Poplar Grove

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

Trustee Costanza inquired whether forming a hiring committee was mandatory.

President Sattler clarified that it is not required under the new ordinance but is available as an option.

7. Discuss/approve **Ordinance 2024-22** an Ordinance defining the duties of the Village Treasurer for the Village of Poplar Grove, Illinois

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

President Sattler stated the ordinance change was adding P and Q to the current ordinance.

8. Discuss/approve **Ordinance 2024-23** an ordinance establishing elected officials, officers, and employees travel reimbursement for the Village of Poplar Grove

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

Trustee Costanza asked if meals should be broken out or a set dollar amount.

9. Discuss/approve Ordinance 2024-24 an ordinance establishing Purchasing Procedures for the Village of Poplar Grove

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

10. Discuss/approve **Resolution 2024-20** a resolution of the Village of Poplar Grove, Illinois to approve the meeting schedule for the Village Board Meetings for 2025  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw  
Trustee Straw asked if August 13 meeting could be canceled since it falls right in the middle of the county fair.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw to cancel August 13 Meeting.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
11. Discuss/approve winter quarterly newsletter  
Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
12. Discuss/approve Lions Park bathroom locks - replacing the doors and locks with automatic sunset to sunrise timer locks, similar to exterior Hall bathrooms.  
Director Howe went over the 2 different bathroom lock options.  
  
Trustee Straw is concerned if the bathrooms are to stay open the need for increased maintenance and cleaning. also the potential for vandalism.  
  
Trustee Costanza feels that the bathrooms should be open and it is the cost of providing the park to the residents  
  
Motion made by Admin Chairman Costanza, Seconded by Trustee Moore to approve the bathroom locks. The motion was withdrawn.  
no action on the item was taken
13. Discuss/approve Blower repair or replacement at SWWTP  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw  
Wastewater Director Steer went over the blower repair and the cost of the repair.  
Trustees asked questions

#### **EXECUTIVE SESSION**

14. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to go into executive session.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Davies, Trustee Moore, Trustee Straw  
went into executive session at 8:04pm  
Motion made by Trustee Davies, Seconded by Trustee Straw to come out of executive  
session.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Davies,  
Trustee Moore, Trustee  
Straw  
Came back into open session at 8:26pm

**PRESENT**

Admin Chairman Owen Costanza  
Finance Chairman Jeff Goings  
Trustee Dan Cheek via phone  
Trustee Austin Davies  
Trustee Bruce Moore  
Trustee Betsy Straw  
Clerk Karri Miller  
Attorney Richard Bruen

**NEW BUSINESS**

15. Ddiscuss/approve an applicant to fill Winter Seasonal Public Work Position and RFP for  
Snow Removal  
Motion made by Trustee Davies, Seconded by Trustee Moore to approve Trenton Davis  
as primary candidate, if Trenton Davis is unavailable then hire Quinn Danner.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
Trustee Davies, Trustee Moore, Trustee Straw

**ADJOURNMENT (Voice Vote)**

Motion made by Trustee Straw, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee  
Davies, Trustee Moore, Trustee Straw  
meeting adjourned at 8:28pm