



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, September 10, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting called to order at 7:00pm by President Kristi Richardson

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Clerk Karri Miller

Attorney Roxanne Sosnowski

Public Works Director David Howe

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood. The motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to discuss/approve Board of Trustee Minutes from August 13, 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard. The 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

UNFINISHED BUSINESS

2. Motion to discuss/approve **Resolution 2025-19**, a resolution of the Village of Poplar Grove, Illinois, resolving to accept the quote from Civic Plus to activate the subscription to social media archive

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

Voting Yea: Admin Chairman Costanza, Trustee Allgood

Voting Nay: Finance Chairman Goings, Trustee Cheek, Trustee Hubbard

3. Motion to discuss/approve **Resolution 2025-20** a resolution of the Village of Poplar Grove appointing Sinae Hubbard to the Village Ad Hoc Communications Committee

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard

4. Motion to discuss/approve **Ordinance 2025-22**, an ordinance of the Village of Poplar Grove, amending Title VI, Chapter 2 of the Village of Poplar Grove Code of Ordinances regarding billing, dishonored checks and right to appeal

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

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard

Motion made by Finance Chairman Goings, Seconded by Trustee Allgood to amend the ordinance to \$150.00 or more to turn off water.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard

5. Motion to discuss/approve **Ordinance 2025-24**, an ordinance implementing a Municipal Grocery Retailers Occupation tax and a Municipal Grocery Service Occupation tax for the Village of Poplar Grove

Motion made by Trustee Allgood, Seconded by Trustee Cheek.

Voting Yea: Trustee Cheek

Voting Nay: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Hubbard

NEW BUSINESS

6. Motion to discuss/approve check disbursement for payments scheduled to be paid Sept 12, 2025 in the amount of \$138,076.16 in AP checks, \$26,933.30 in EFTs, \$17,663.23 in Insurance and estimated payroll of \$16,645.48 for a total of \$199,138.17

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

7. Motion to discuss/approve **Ordinance 2025-25**, an ordinance of the Village of Poplar Grove, amending Title 1 Administration, Chapter 6 - Village Officers and Employees, of the Village of Poplar Grove code of ordinances to create the Office of Village Collector
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood
Voting Nay: Trustee Cheek, Trustee Hubbard
Karen Neihbarger raised concerns about creating a full-time City Collector, questioning overlap with the vacant Treasurer role, Clerk oversight, potential conflict between elected and employee positions, salary implications, and whether the position would be openly advertised.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood to recall the vote.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood
Voting Nay: Trustee Cheek, Trustee Hubbard
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, President Richardson
Voting Nay: Trustee Cheek, Trustee Hubbard
8. Motion to discuss/approve **Resolution 2025-18** a resolution of the Village of Poplar Grove, Illinois authorizing the Village to approve a collective bargaining agreement between the Village of Poplar Grove and the International Union of Operating Engineers
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
Voting Abstaining: Finance Chairman Goings
9. Motion to discuss possible EFT/ACH policy
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
discussion only
10. Motion to discuss/approve Village of Poplar Grove's fall 2025 newsletter
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard

GOOD OF THE VILLAGE

Board of Trustee Meeting - September 24, 2025 - 7:00 pm

Board of Trustee Meeting - October 8th, 2025 - 7:00 pm

Board of Trustee Meeting - October 22nd, 2025 - 7:00 pm

Trick-Or-Treating - October 31, 2024 - 4:00 pm to 7:00 pm

EXECUTIVE SESSION

11. 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, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza. Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard
Went into executive session at 8:12 pm
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza to come back into executive session.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard
came back into open session at 8:37 pm

ADJOURNMENT (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion passed by voice vote.
meeting adjourned at 8:37pm