



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, November 19, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting was called to order at 7:02pm by President Richardson

ROLL CALL

PRESENT

President Kristi Richardson
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee David Allgood via Phone
Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Clerk Karri Miller
Attorney Laura Goding
Wastewater Director Ion Steer
Wastewater Operator Kurt Foster

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

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

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard to move item 14 up until after department reports.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

Motion made by Trustee Vance, Seconded by Trustee Cheek, to approve the agenda as amended.

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from October 22, 2025
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

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.*

DEPARTMENT REPORTS

2. Collector, Miller
No questions
3. Treasurer, Sikich
No questions
4. Wastewater, Test
No questions
5. Engineer, McMhaon
No questions
6. Public Works, Howe
No questions

UNFINISHED BUSINESS

7. Motion to discuss SCADA upgrade
Motion made by Finance Chairman Goings, Seconded by Trustee Cheek.
Discussion only
8. Motion to Discuss 100 S State Street (old village hall)
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.

Discussion only
9. Motion to discuss/approve Resolution **2025-26**, a Resolution Creating a Hiring Policy for the Village of Poplar Grove.
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve **Resolution 2025-27**, a Resolution of the Village of Poplar Grove, Illinois authorizing the Village to approve a revision to the Village Hall Rental Agreement and Policy.

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

11. Motion to discuss/approve **Resolution 2025-28**, a resolution of the Village of Poplar Grove, Illinois, approving the risk management proposal from Illinois Counties Risk Management Trust for general liability, automobile, public officials liability, crime, property, cyber, excess, and workers compensation insurance.
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

12. Motion to discuss/approve Ordinance 2025-29, an Ordinance amending Title II Business and License Regulations, Chapter 6 Raffles, Section 2-6-5 Issuance and Section 2-6-6 Fees of the Code of Ordinances for the Village of Poplar Grove.
Motion made by Trustee Hubbard, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

13. Motion to approve/discuss **Ordinance 2025-31**, an ordinance amending the Code of Ordinances of the Village of Poplar Grove, Illinois, relating to the adoption of the 2021 International Building Code and amendments thereto.
7:49 pm Called Ken Garrett on the phone to go over ordinance
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, Trustee Vance

14. Motion to discuss/approve check disbursement for payments scheduled to be paid November 20, 2025, in the amount of \$637,663.15 in AP checks, \$22,769.15 in EFTs, and estimated payroll of \$42,449.91 for a total of \$702,882.21
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, Trustee Vance

GOOD OF THE VILLAGE

12th Annual Christmas Tree Lighting - November 22, 2025 - 4:00 pm - 6:00 pm

Village Hall closed for Thanksgiving Holiday November 27-28, 2025

Board of Trustees Meeting - December 10, 2025 - 7:00 pm

Board of Trustees Meeting - December 17, 2025 - 7:00 pm

Village Hall closed for Christmas Holiday December 24-25, 2025

Village Hall closed for New Year's Holiday December 31, 2025-January 1, 2026

ADJOURNMENT (Voice Vote)

KJM 11/14/2025

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

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

The meeting adjourned at 7:58pm