



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, January 28, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 am by President Richardson

ROLL CALL

PRESENT

President Kristi Richardson
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee David Allgood
Trustee Dan Cheek
Trustee Mark Vance
Clerk Karri Miller
Attorney Aaron Szeto
Engineer Chris Dopkins

ABSENT

Trustee Sinae Hubbard

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

None

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve the Board of Trustees Meeting Minutes from December 17, 2025.

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

UNFINISHED BUSINESS

6. Motion to discuss/approve **Resolution 2026-05**, a resolution of the Village of Poplar Grove authorizing the Village to enter into a professional services agreement to develop an organizational ArcGIS Online system in the amount of \$21,000.00.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
7. Motion to discuss/approve **Resolution 2026-06**, a resolution of the Village of Poplar Grove, Illinois, approving a Village purchasing credit card usage policy for Village personnel authorized to make purchases on behalf of the Village.
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
8. Motion to discuss/approve **Resolution 2026-07**, a resolution of the Village of Poplar Grove, Illinois, authorizing and approving a Village purchasing policy for goods and services procured for Village purposes by Village personnel.
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
9. Motion to discuss/approve **Ordinance 2026-03**, an ordinance amending Title I, Administration, Chapter 10, Purchasing Procedures of the Code of Ordinances for the Village of Poplar Grove.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

NEW BUSINESS

10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 29, 2026, in the amount of \$43,716.70 in AP checks, \$27,901.27 in EFTs, and estimated payroll of \$21,027.08 for a total of \$92,645.05.
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
11. Motion to discuss FOIA Fees
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Discussion Only
12. Motion to discuss Budget Meeting Workshop.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion Only
13. Motion discuss/approve **Ordinance 2026-04**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal by sale of certain personal property owned by the Village of Poplar Grove.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
14. Motion to discuss/approve **Ordinance 2026-05**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property of no value owned by the Village of Poplar Grove.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
15. Motion to Discuss on Sale of Land (driveway next to Jilly Bean)
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Discussion Only

GOOD OF THE VILLAGE

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

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

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

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

EXECUTIVE SESSION

16. 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 Vance

Went into executive session at 7:40 pm

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to come out of executive session.

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

Came out of executive session at 8:01 pm

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee David Allgood

Trustee Dan Cheek

Trustee Mark Vance

Clerk Karri Miller

Attorney Aaron sezto

ABSENT

Trustee Sinae Hubbard

ADJOURNMENT (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Trustee Vance. Motion passed via voice vote.

The meeting adjourned at 8:03 pm