



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, September 18, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

CALL TO ORDER

The Meeting called to order by President Don Sattler at 7:00pm

ROLL CALL

PRESENT

President Don Sattler
Admin Chairman Owen Costanza via Phone
Finance Chairman Jeff Goings
Trustee Dan Cheek
Trustee Austin Davies
Trustee Bruce Moore
Trustee Betsy Straw
Clerk Karri Miller
Attorney Stewart Diamond
Engineer Chris Dopkins

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

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

APPROVAL OF AGENDA (Voice Vote)

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

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies to move item 10 to after executive session.

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

Motion made by Trustee Cheek, Seconded by Trustee Moore to add discussion on community alert system.

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting minutes from August 21, 2024.

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

Motion made by Trustee Davies, Seconded by Trustee Straw to change changed the seconded on the July 17 minutes from Goings to Cheek and change it from voice vote to roll call.

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

DEPARTMENT REPORTS

2. Engineer Report, McMahon

No question at this time

3. Public Works Report, David Howe

no questions at this time

4. Wastewater Report, TEST

Trustee Cheek asked for a report on the boil order. Trustee Costanza stated that at this time it was not ready and confirmed everything was just precautionary.

UNFINISHED BUSINESS

NEW BUSINESS

5. Motion to discuss/approve final draft of Village quarterly news letter.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to approve the final draft as amended.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Kristi Richardson went over the newsletter

Trustee Straw asked for the elections part to be changed in the news letter, stating that the clerk's office is not giving out information and that they will need to visit the State Board of Elections website.

6. Motion to discuss/approve quote from Area Mechanical to do AC repair work in the South Plant control room in the amount of \$8,408.33.
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to approve quote with Area Mechanical for up to \$8408.33.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Trustee Davies asked if multiple quotes were obtained.
Clerk Miller stated that the Village had a standing contract.
Trustee Goings called Waster Water Operator Ion Steer to ask questions about the contract.
Public Comment
Ed Randall - Questioned why Area Mechanical was using R-22 Refrigerant. Stated that R-22 is illegal to buy.
7. Motion to discuss/approve the Village President to sign an emergency engagement agreement with Sikich LLC.
Motion made by Finance Chairman Goings, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
President Sattler and Costanza have reached out to Sikich so they can do payroll and pay bills while Treasurer Boyd is out.
8. Motion to discuss/approve the Village President to sign an emergency 3rd party contract with Solutions Bank for bank operations with Sikich LLC.
Motion made by Finance Chairman Goings, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Trustee Costanza stated that this is to assist with payroll and billing during the time that Treasurer Boyd is out
Trustee Straw asked if Sikich and Solution are insured for this type of contract. Trustee Costanza stated yes.
9. Motion to discuss a cross training policy for all employees.
Motion made by Finance Chairman Goings, Seconded by Trustee Cheek.

Trustee Costanza stressed the importance of cross-training and in the future, this will avoid scrambling for payroll completion.

Trustee Straw suggested books and procedures in place for every job and a master password book that can be available to any board member who requests it.

Sikich will cross-train Katie in payroll this week.

Discussion only no action taken

10.A Community Alert System

Motion made by Finance Chairman Goings, Seconded by Trustee Cheek.

Trustee Cheek has been gathering information about the different type of community alert systems that are out there for the village. Went over what he has found so far.

Public Comment

Kristi Richardson - asked for a comparison spreadsheet of each system, cost and its features.

Discussion only

EXECUTIVE SESSION

10. 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 Finance Chairman Goings, Seconded by Trustee Moore.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
went in to executive session at 8:01 pm
Motion made by Trustee Moore, Seconded by Trustee Davies to come out of executive session and go back into open session.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Came out of executive session at 8:29 pm

PRESENT

President Don Sattler
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee Dan Cheek
Trustee Austin Davies
Trustee Bruce Moore
Trustee Betsy Straw
Clerk Karri Miller
Attorney Stuart Diamond

11. Motion to discuss/approve an applicant to fill Accounting and Billing Clerk vacancy.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to hire Heidi Faye as Billing and Accounting Clerk.

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

President Sattler will draw up a formal offer letter and get it to Heidi Faye.

GOOD OF THE VILLAGE

12. Board of Trustee Meeting - October 9th, 2024 - 7:00 pm

Board of Trustee Meeting - October 16th, 2024 - 7:00 pm

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

ADJOURNMENT (Voice Vote)

Motion made by Trustee Moore, Seconded by Trustee Davies.

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

Meeting adjourned at 8:32 pm