



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, January 08, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

<https://www.youtube.com/watch?v=8ZzdeOdv81g>

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Discuss/approve Board of Trustee Minutes from December 11, 2025

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.*

UNFINISHED BUSINESS

2. Discuss/approve Ordinance 2025-01 an ordinance adopting a comprehensive plan update of the Village of Poplar Grove

NEW BUSINESS

ADJOURNMENT (Voice Vote)

KJM 01.06.24



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 11, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

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 Cheek, 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 sated 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

ORDINANCE NO. 2025-01

**AN ORDINANCE ADOPTING
COMPREHENSIVE PLAN UPDATE
OF THE VILLAGE OF POPLAR GROVE**

WHEREAS, the Village of Poplar Grove (“Village”) is an Illinois municipality organized and operating in accordance with the Illinois Constitution of 1970 and the Illinois Municipal Code (65 ILCS 5/1-1-1, et seq.) (“Code”); and

WHEREAS, the Code (65 ILCS 5/11-12-6 and 65 ILCS 5/11-12-7) authorizes the Village to adopt an official comprehensive plan; and

WHEREAS, the Village has previously adopted an official comprehensive plan in 2009; and

WHEREAS, the Village Board of Trustees have found and determined that a comprehensive update to the 2009 Plan is in the best interests of the Village and its residents; and,

WHEREAS, the Village engaged in extensive analysis and public outreach to identify and refine goals and objectives to include in the comprehensive plan update; and

WHEREAS, Village staff, Village consultants, the Village’s Plan Commission, and the Village Board have conducted open houses and public meetings to discuss the comprehensive plan update; and

WHEREAS, the Village’s Planning and Zoning Commission conducted public hearings on the comprehensive plan update on April 24, 2024, July 31, 2024, and October 30, 2024 and voted to recommend that the Village Board approve the comprehensive plan update; and,

WHEREAS, pursuant to proper notice, the Village of Poplar Grove conducted a public hearing to consider the comprehensive plan update on January 8, 2025; and

WHEREAS, the Village Board hereby finds and determines that it is in the public interest that the Village of Poplar Grove Comprehensive Plan Update 2024-2034, attached hereto and incorporated herein as Exhibit A, be adopted.

BE IT ORDAINED by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, as follows:

Section 1. Findings. The President and Board of Trustees hereby make the following legislative findings:

A. The Village of Poplar Grove is an Illinois municipal corporation exercising the authority granted by the Constitution and Laws of the State of Illinois;

B. Whereas the Village adopted a Comprehensive Plan in 2009;

C. The Village contracted with GWA and Development Research (the “Consultant”) for the purpose of studying and preparing updates to the Comprehensive Plan;

D. The Consultant convened two community open houses and appeared at three public meetings before the Village’s Planning and Zoning Commission, during which they received and evaluated information germane to the preparation of a draft updated comprehensive plan;

E. The Village’s Planning and Zoning Commission has voted to recommend approval of the Village of Poplar Grove Comprehensive Plan Update 2024-2034, a copy of which is attached hereto as Exhibit A;

F. The Village Board held a public hearing on January 8, 2025 on the updated Comprehensive Plan as recommended by the Planning and Zoning Commission pursuant to notice required by 65 ILCS 5/11-12-7, specifically via notice published in the Rockford Register Star on December 23, 2024 which date was not less than 15 days prior to the time of the public hearing;

G. The Village finds the Rockford Register Star is a newspaper of general circulation in the county in which the Village and contiguous unincorporated territory are located;

H. The Village Board convened and adjourned a public hearing on January 8, 2025, to hear testimony and public comment in support or opposition to the Village of Poplar Grove Comprehensive Plan Update 2024-2034 attached hereto, and all persons present at the hearing were granted an opportunity to present their statements, orally or in writing; and,

I. The date of this Ordinance is less than ninety (90) days after the conclusion of the public hearing convened by the Village Board.

Section 2. Comprehensive Plan. The President and Board of Trustees hereby adopts the updated comprehensive plan attached hereto as Exhibit A and incorporated by reference as though fully recited herein (the “Comprehensive Plan”).

Section 3. Public Inspection. The Comprehensive Plan and this Ordinance shall be placed on file with the Village Clerk and shall be available at all times during business hours for public inspection. Copies of the Comprehensive Plan and this Ordinance shall be made available to all interested parties upon payment of a reasonable fee to be determined by the Village.

Section 4. Filing and Effective Date. The Village Manager, or his designee, is authorized and directed to file notice of the adoption of the Comprehensive Plan in the Office of the Lake County Recorder. The Comprehensive Plan shall become effective upon the expiration of 10 days after the date of filing notice of the adoption of the Comprehensive Plan with the Lake County Recorder.

Section 5. All prior Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency. Notwithstanding the foregoing, this Ordinance shall not be construed or held to repeal a former ordinance as to any offense committed

against such former ordinance or as to any act done, any penalty, forfeiture or punishment so incurred, or any right accrued or claim arising under the former ordinance, or in any way whatsoever to affect any such offense or act so committed or so done, or any penalty, forfeiture or punishment so incurred or any right or claim arising before this Ordinance takes effect, save only that the proceedings thereafter shall conform to the ordinance in force at the time of such proceedings, so far as practicable.

Section 6. Authority. In the event of any error or omission in the procedures performed preceding the adoption of this Ordinance, the Comprehensive Plan and the Official Map, the Village Board expresses that such error or omission is intended to be ignored as an exercise of the Village's home rule power to the fullest extent permitted by law.

Section 7. Severability. It is hereby declared to be the intention of the Village Board that the several provisions of this ordinance are separable, in accordance with the following:

A. If any court of competent jurisdiction shall adjudge any provision of this Ordinance to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included in said judgment; and

B. If any court of competent jurisdiction shall invalidate the application of any provision of this Ordinance to a particular property, building, or other structure, such judgment shall not affect the application of said provision to any other property, building, or structure not specifically included in said judgment.

Section 8. Effective Date. Except as otherwise provided herein, this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

SO ORDAINED this _____ Day of January, 2025, at Poplar Grove, Boone County, Illinois.

AYES:

NAYS:

ABSENT:

APPROVED:

Donald Sattler, President

DATE: _____

ATTEST:

Karri Miller, Village Clerk

Published in pamphlet form under the authority of the Village Board on the ____ Day of January, 2025.

Karri Miller, Village Clerk

EXHIBIT A

Village of Poplar Grove Comprehensive Plan Update 2024-2034