



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 15, 2022 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (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.*

DEPARTMENT REPORTS

- [1.](#) Treasurer, Carina Boyd
- [2.](#) Clerk, Karri Anderberg
3. Public Works, David Howe
4. Code&Permit, B&F
- [5.](#) WasteWater, Test
- [6.](#) Engineer, McMahan
7. Attorney, Sosnowski & Szeto

NEW BUSINESS

8. Motion to discuss/approve check disbursement for payments scheduled to be paid prior to June 30, 2022, in the amount of \$197,670.41 in AP checks, \$13,177.43 in insurance expense checks, and \$6,943.81 EFTS for a total of \$217,791.65

- [9.](#) Motion to discuss/approve **Resolution 2022-22** a resolution of the Village of Poplar Grove resolving to award a construction contract for section number 22-00000-00GM,2022 pavement maintenance program
- [10.](#) Motion to discuss/approve **Resolution 2022-23** a resolution for maintenance under the Illinois Highway Code
- [11.](#) Motion to discuss Park Street sanitary sewer repairs
- [12.](#) Motion to discuss/approve **Ordinance 2022-13** an ordinance proposing the establishment of the Village of Poplar Grove special service area number 2 in the Village of Poplar Grove, Illinois and providing for other procedures in connection therewith
- [13.](#) Motion to discuss/approve **Ordinance 2022-14** an ordinance amending policy prohibiting sexual harassment for Village of Poplar Grove

EXECUTIVE SESSION

14. Collective Bargaining— 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

ADJOURNMENT (Voice Vote)

KJA 06/13/2022

VILLAGE OF POPLAR GROVE

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200 N. Hill Street, Poplar Grove, IL 61065

Phone: (815) 765-3201 – Fax: (815)765-3571

www.villageofpoplargo.com

MAY 2022 TREASURER'S REPORT

Monthly Reports:

Attached you will find May's financial reports.

Monthly Activities:

- All monthly financial tasks were completed.
- Attached is a list of all payments issued in May.
- Invoices scheduled to be paid in the month of June: \$197,670.41 in AP checks, \$13,177.43 in Insurance Expense checks, and \$6,943.81 in EFTS. Grand Total: \$217,791.65.
- Due to our 4/30/22 fiscal year end, no financial statements are available for May.

Upcoming Activities

- Our fiscal year ended 04/30/2022. Audit fieldwork starts 07/11/2022.

Carina

06/10/2022

CHECK REGISTER
CHECK DATE FROM 05/01/2022 - 05/31/2022

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
05/06/2022	OPER	27311	AP 0371	ABBY PEST ELIMINATION LLC	465.00
05/06/2022	OPER	27312	AP 0006	ADT COMMERCIAL LLC	182.48
05/06/2022	OPER	27313	AP 0338	AMAZON.COM	716.88
05/06/2022	OPER	27314	AP 0334	ANDERBERG, KARRI	65.89
05/06/2022	OPER	27315	AP 0293	AQUATEC, INC.	11,374.34
05/06/2022	OPER	27316	AP 0510	ARCHIVE SOCIAL	2,388.00
05/06/2022	OPER	27317	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	4,451.25
05/06/2022	OPER	27318	AP 0361	BLAIN'S FARM & FLEET	51.95
05/06/2022	OPER	27319	AP 0049	BLAKE OIL COMPANY	517.35
05/06/2022	OPER	27320	AP 0294	BOONE COUNTY JOURNAL	335.00
05/06/2022	OPER	27321	AP 0054	BOONE COUNTY TREASURER	866.48
05/06/2022	OPER	27322	AP 0457	BOYD, CARINA	67.86
05/06/2022	OPER	27323	AP MISC	BRETT & ANGIE FLANNERY	183.75
05/06/2022	OPER	27324	AP 0277	BS&A SOFTWARE	5,393.00
05/06/2022	OPER	27325	AP 0078	CARD SERVICE CENTER	1,613.45
05/06/2022	OPER	27326	AP 0098	CINTAS CORPORATION #355	223.73
05/06/2022	OPER	27327	AP 0074	COLLINS SANITARY LLC	4,200.00
05/06/2022	OPER	27328	AP 0278	COMED	20,074.54
05/06/2022	OPER	27329	AP 0073	CONSERV FS INC	1,921.50
05/06/2022	OPER	27330	AP 0347	CORE & MAIN LP	1,661.21
05/06/2022	OPER	27331	AP MISC	DENISE A MOORE	46.35
05/06/2022	OPER	27332	AP 0353	ERIC MILLER	474.27
05/06/2022	OPER	27333	AP 0481	EVERGREEN SEPTIC SERVICE	949.50
05/06/2022	OPER	27334	AP 0097	FOX VALLEY INTERNET, INC.	54.90
05/06/2022	OPER	27335	AP 0424	GO TO COMMUNICATIONS INC	309.61
05/06/2022	OPER	27336	AP 0324	GOVERNMENT FINANCE OFFICERS ASSOC.	170.00
05/06/2022	OPER	27337	AP 0109	HAWKINS, INC.	4,512.43
05/06/2022	OPER	27338	AP 0110	HEARTLAND BANK & TRUST COMPANY	13,251.25
05/06/2022	OPER	27339	AP 0122	INTERNATIONAL INSTITUTE OF CLERKS	140.00
05/06/2022	OPER	27340	AP MISC	J & D COUNTRYSIDE	232.48 V
05/06/2022	OPER	27341	AP 0303	JASTER, KATIE	31.60
05/06/2022	OPER	27342	AP 0351	JOHNSON TRACTOR	372.75
05/06/2022	OPER	27343	AP 0159	MCMAHON ASSOCIATES, INC.	4,976.75
05/06/2022	OPER	27344	AP 0163	MEDIACOM	269.89
05/06/2022	OPER	27345	AP 0165	MENARDS	53.45
05/06/2022	OPER	13(S)	AP 0310	MOBOTREX, INC.	0.00
05/06/2022	OPER	27346	AP 0173	MONROE TRUCK EQUIPMENT, INC.	66.56
05/06/2022	OPER	27347	AP 0329	MR. GOODWATER	50.65
05/06/2022	OPER	27348	AP 0186	NICOR GAS	2,251.17
05/06/2022	OPER	27349	AP 0318	O'REILLY AUTO PARTS	163.43
05/06/2022	OPER	27350	AP 0489	P.C. TECH 2 U	360.00
05/06/2022	OPER	27351	AP 0426	PYROTECNICO FIREWORKS INC	12,000.00
05/06/2022	OPER	14(S)	AP 0219	QUILL CORPORATION	0.00
05/06/2022	OPER	27352	AP 0451	RED WING BUSINESS ADVANTAGE ACCT.	220.79
05/06/2022	OPER	27353	AP 0521	RGB JANITORIAL	390.00
05/06/2022	OPER	27354	AP 0220	ROCKFORD BUSINESS SYSTEMS, INC	169.92
05/06/2022	OPER	27355	AP 0408	SABEL MECHANICAL LLC.	8,166.50
05/06/2022	OPER	27356	AP 0217	SOLUTIONS BANK	57.62
05/06/2022	OPER	27357	AP 0319	SOSNOWSKI SZETO, LLP	16,195.74
05/06/2022	OPER	27358	AP 0355	TEST INC.	17,502.66
05/06/2022	OPER	27359	AP 0261	U.S. CELLULAR	298.00
05/06/2022	OPER	27360	AP 0262	USA BLUE BOOK	300.42

06/10/2022

CHECK REGISTER
CHECK DATE FROM 05/01/2022 - 05/31/2022

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
05/06/2022	OPER	27361	AP 0429	WEX BANK - MARATHON FLEET CARD	1,395.59
05/06/2022	OPER	27362	AP 0268	WILLIAM CHARLES CONSTRUCTION, LLC	621.00
05/06/2022	OPER	27363	AP 0553	WM. W. MEYER & SONS INC	5,690.00
05/06/2022	OPER	27364	AP 0096	FRONTIER	837.39
05/06/2022	OPER	Various	PR PAYROLL	PAYROLL	11,718.68
05/06/2022	OPER	EFT481(E)	PR IRS	INTERNAL REVENUE SERVICE	3,312.27
05/06/2022	OPER	EFT482(E)	PR STATE OF IL	STATE OF ILLINOIS	675.50
05/09/2022	OPER	27308	PR BCBS OF IL	BLUE CROSS BLUE SHIELD OF ILLINOIS	12,134.45
05/09/2022	OPER	27309	PR DENTAL/VISION	HUMANA INSURANCE COMPANY	946.98
05/09/2022	OPER	27310	PR NCPERS	NCPERS	112.00
05/12/2022	OPER	27365	AP 0584	CHERRY VALLEY LANDSCAPE CENTER	20,291.00
05/16/2022	OPER	27366	AP 0293	AQUATEC, INC.	8,937.86
05/17/2022	OPER	27368	AP 0321	BOONE COUNTY RECORDER	49.00
05/20/2022	OPER	99(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	2,252.11
05/20/2022	OPER	100(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	4,691.70
05/20/2022	OPER	Various	PR PAYROLL	PAYROLL	13,522.82
05/20/2022	OPER	EFT483(E)	PR IRS	INTERNAL REVENUE SERVICE	4,029.99
05/20/2022	OPER	EFT484(E)	PR STATE OF IL	STATE OF ILLINOIS	802.38
05/20/2022	OPER	27367	PR UNION DUES	I.U.O.E. LOCAL 150	317.78
05/20/2022	OPER	EFT485(E)	PR IMRF	IMRF	3,649.04
Total of 90 Checks:					236,779.89
Less 1 Void Checks:					232.48
Total of 89 Disbursements:					236,547.41



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May/June 2022

Clerk Monthly Report

General

Neighbors Night was a huge success. Biggest turnout we have had to date. We got some good feed back from neighbors.

FOIA

We had 2 FOIA

1. Robin- Connie Description of requested public records: Issued building permits for both commercial and residential with a value of 100,000.00 and up. This request would like all information pertaining to these such as contractor name and addresses, property number, owner of said property, subdivision name and lot number if residential, residential demo permits. I would prefer this report by email. I am disclosing that this request is for commercial purposes.
2. 404 Jayde- Any permits, code violations for the property

PERMITS

For the month of May, We had 27 residential permits 1 commercial for a total of 28 permits. We have used jot form and its totally for PDF fillable. They can upload all documents and sign the PDF right online. We are trying it with the permits and if it is successful, we will move all our forms over to jot form

CODE

We had 3 code violations and 1 stop work order. Admin court was continued. We did meet with the homeowner to try and get them in compliance



June 6, 2022

Client: Village of Poplar Grove
Attn: Don Sattler, Village President
200 Hill Street
P.O. Box 01
Poplar Grove, IL 61065

2323 Fourth Street
P.O. Box 483
Peru, Illinois 61354
815-224-1650
800-659-4659
FAX 815-224-1688

Plant Type: Wastewater Treatment Plants: North: Class II Sequential batch reactors (SBR).
South: Class I Sequential batch reactors (SBR).
Water Treatment Plants: Well Supply with Chemical Addition in all 3 locations

testinc.com

For the water system you will find attached the daily inspection and monitoring reports for each of the water plants and the distribution system testing record. For the wastewater side we have included the monthly DMR for both wastewater plants.

Outlined below are the processes and actions taken during May 2022 in Poplar Grove to improve the facilities equipment beyond required and routine maintenance, testing, inspection and reporting. At times we will also list upcoming needed improvements that may need attention by the Village.

Lift Stations:

- Last month we put a “grease brick” in Woodstock Road to see if it helps break down the grease that gets sent there. It hasn’t done much and the grease in that area of town is pretty bad.

North WWTP:

- All standard monthly checks/maintenance/cleaning and producers were completed.
- Pulled all floats and transducers, cleaned rags off of them. This has been having to be done more than normal because of the screen being down.
- Tested the Disk Filter to ensure it still works as it should.
- Because of the screen being down, we are manually raking the bar screen.
- Screen from Sable Mechanical has been ordered and will be put in as soon as the panel comes in.
- Tested all emergency wash stations and portable generators.
- Cleaned EQ tanks.
- Cleaned UV channel.
- We had an actuator go bad for the decanter and have ordered one, but lead time is 60 weeks. We have looked for other options, but we’re limited.

South WWTP:

- All standard monthly checks/maintenance/cleaning and producers were completed.
- Had VFD replaced at the south plant for mixer. Waiting to hear on insurance to order any more so we can see what they will cover.
- Waiting on a start date for Sable to come and fix the plumbing in the lift station.
- We picked up the new gear boxes from Aqua Tec and will be putting the new one in service as soon as we can.
- Tested all emergency wash stations.
- Sent sludge to drying bed.
- Decanted digesters.

Water System:

- Cleaned well houses.
- Test ran Well 2 and 6 and adjusted chemicals to ensure if we have to use it, that it will work properly.
- All required EPA testing has been done.
- Had plumbing fixed in Well 4 for outside faucet.

All operations and plant inspections have been performed by me or under my direct supervision. As always, if you have any questions concerning the above, please do not hesitate to contact me.

Submitted by,
Total Environmental Service Technologies, Inc.
Ion Stear
Certified Operator/Manager

Report Last Saved By

POPULAR GROVE, VILLAGE OF

User:

Name:

E-Mail:

Date/Time:

Report Last Signed By

User:

Name:

E-Mail:

Date/Time:

ebungamer

Elaine Bungamer

ebungamer@estinc.com

2022-05-19 08:31 (Time Zone: -05:00)

IONSTEAR

Ion Stear

istear@estinc.com

2022-05-26 14:19 (Time Zone: -05:00)

Name: Ion Stear
E-Mail: istear@iesinc.com
Date/Time: 2022-05-26 14:19 (Time Zone: -05:00)



DMR Copy of Record

Permit: **IL0023451**
 Permittee: **POPLAR GROVE, VILLAGE OF**
 Major: **No**
 Facility Location: **POPLAR GROVE - NORTH WWTP, VILLAGE OF
 205 EDSON RD
 POPLAR GROVE, IL 61065**

Permitted Feature: **INF Influent Structure**
 Discharge: **INF-1
 INFLENT MONITORING**

Report Dates & Status: **From 04/01/22 to 04/30/22**
 Monitoring Period: **NetDMR Validated**
 Considerations for Form Completion: **05/25/22**

BOW ID: **W0070150007**

Principal Executive Officer: **Ion Stear**
 Title: **Telephone:**

First Name: **Ion Stear**
 Last Name: **Stear**
 No Data Indicator (NODI): **---**
 Form NODI: **---**

Include	Parameter Name	Monitoring Location	Session #	Param. NODI	Sample	Permit	Value (NODI)	Quality for Loading	Value 1	Qualifier 1	Value 2	Qualifier 2	Value 3	Qualifier 3	Units	# of Ex	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-	Sample	Permit	Value (NODI)	215.25	Req. Min	MD	AVG	19 - mg/L	02DA - 2 Days Every Week	CP - COMPOS	19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS
00530	Solids, total suspended	G - Raw Sewage Influent	0	-	Sample	Permit	Value (NODI)	160.25	Req. Min	MD	AVG	19 - mg/L	02DA - 2 Days Every Week	CP - COMPOS	19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	-	Sample	Permit	Value (NODI)	0.364	Req. Min	DAILY	MX	03 - MGD	03 - MGD	03 - MGD	0	9999 - Continuous	9999 - Continuous	

Submission Note: **If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.**

Edit Check Errors: **No errors.**

Comments: **No errors.**

Attachments: **No attachments.**

Report Last Saved By: **POPLAR GROVE, VILLAGE OF**

User: **ebumgarner**

Name: **Elaine Bumgarner**

E-Mail: **ebumgarner@teslinc.com**

Date/Time: **2022-05-16 11:16 (Time Zone: -05:00)**

Report Last Signed By: **IONSTEAR**

User: **Ion Stear**

Name: **istear@teslinc.com**

E-Mail: **istear@teslinc.com**

Date/Time: **2022-05-26 14:19 (Time Zone: -05:00)**

**IL0070350
MONTHLY OPERATING REPORT**

**VILLAGE OF POPLAR GROVE - WEST
FOR THE MONTH OF April 2022
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES**

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed		Free	Phosphate Feed		Flouride Feed		Operator Initials	
		Reading	Pumpage	Reading	Hours	Scale	lbs Used		Scale	lbs Used	PO4 mg/L	Scale		lbs Used
31-Mar	06:30	343045		7658.59		91.00			93	3.00	370.10		JS	
1-Apr	07:45	343088	44	7659.59	1	91.00	1.0	0.54	90	3.00	369.10	1.20	JS	
2-Apr	08:25	343132	43	7660.59	0.99	90.00	0.0	0.76	87	3.00	367.90	1.40	JS	
3-Apr	08:45	343175	45	7661.58	1.03	90.00	1.0	0.65	84	3.00	366.50	1.60	JS	
4-Apr	08:50	343220	49	7662.61	1.09	89.00	1.0	0.66	81	3.00	364.90	1.10	JS	
5-Apr	07:30	343269	28	7663.7	0.65	88.00	0.0	0.67	78	1.00	363.80	1.20	JS	
6-Apr	07:35	343297	64	7664.35	1.5	88.00	0.5	0.64	77	5.00	362.60	1.50	JS	
7-Apr	08:40	343361	44	7665.85	1.01	87.50	0.5	0.94	72	2.00	361.10	1.50	JS	
8-Apr	07:05	343405	44	7666.86	1	87.00	0.0	0.81	70	1.00	359.60	1.10	JS	
9-Apr	07:35	343449	55	7667.86	1.23	87.00	1.0	0.76	69	7.00	358.50	1.50	KL	
10-Apr	08:40	343504	56	7669.09	1.32	87.00	1.0	0.65	62	1.00	357.00	2.00	KL	
11-Apr	08:00	343560	61	7670.41	1.39	86.00	1.0	0.34	61*99	5.00	355.00	1.60	KL	
12-Apr	07:25	343621	43	7671.8	1.01	85.00	1.0	0.72	94	2.00	353.40	2.30	JS	
13-Apr	08:45	343664	23	7672.81	0.51	84.00	0.0	0.81	92	2.00	351.10	1.00	JS	
14-Apr	06:00	343687	45	7673.32	1.02	84.00	0.0	1.74	90	5.00	350.10	0.50	JS	
15-Apr	08:50	343732	50	7674.34	1.07	84.00	1.0	1.41	85	3.00	349.60	0.70	KL	
16-Apr	08:45	343782	49	7675.41	1.19	83.00	1.0	0.79	82	2.00	348.90	1.70	JS	
17-Apr	08:45	343831	50	7676.6	0.55	82.00	1.0	1.26	80	3.00	347.20	0.60	JS	
18-Apr	07:45	343881	48	7677.15	1.7	81.00	1.0	1.04	77	4.00	346.60	2.60	JS	
19-Apr	07:55	343929	193	7678.85	4.4	80.00	2.0	1.09	73	12.00	344.00	5.90	JS	
20-Apr	07:15	344122	44	7683.25	1.05	78*160	1.0	0.66	61	2.00	338.1*439.5	1.70	KL	
21-Apr	08:00	344166	49	7684.3	1.13	159.00	1.0	1.25	59	1.00	437.80	1.20	JS	
22-Apr	07:00	344215	41	7685.43	1	158.00	1.0	1.30	58	5.00	436.60	1.70	KL	
23-Apr	08:50	344256	47	7686.43	1.02	157.00	0.0	1.15	53	2.00	434.90	2.00	KL	
24-Apr	08:45	344303	7	7687.45	1.53	157.00	0.0	1.75	51	6.00	432.90	1.00	KL	
25-Apr	08:00	344310	104	7688.98	1.02	157.00	1.0	0.52	45*100	4.00	431.90	0.90	JS	
26-Apr	07:45	344414	43	7690	0.99	156.00	1.0	0.74	96	4.00	431.00	1.30	JS	
27-Apr	07:05	344457	43	7690.99	0.98	155.00	0.0	1.22	92	2.00	429.70	1.40	KL	
28-Apr	07:30	344500	42	7691.97	0.99	155.00	2.0	2.18	90	3.00	428.30	1.60	JS	
29-Apr	07:57	344542	48	7692.96	1.07	153.00	0.0	1.59	87	2.00	426.70	1.50	JS	
30-Apr	08:35	344590	58	7694.03	1.34	153.00	0.0	0.75	85	4.00	425.20	2.00	JS	
1-May	09:10	344648		7695.37		153.00		1.37	81		423.20		JS	
TOT			1560					30.76						
AVE			52					0.99						
MAX			193					2.18						
MIN								0.34						

Item 5.

SIGNATURE:  Jon Stear
PHONE: 815-224-1650

IL0070300
MONTHLY OPERATING REPORT

VILLAGE OF POPLAR GROVE - SOUTH
FOR THE MONTH OF April 2022
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

Date	Time	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed		Free		Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Scale	Free	Scale	lbs Used	Scale	lbs Used	
31-Mar	08:45	551625		3592.8		4560.20		113.50		99		4.00		412.80		JS
1-Apr	09:30	551687	70	3593.8	1.1	4560.20	0	113.00	1.0	95	0.95	4.00	4.00	412.80	1.60	JS
2-Apr	09:05	551757	52	3594.9	0.9	4560.20	0	112.00	1.0	91	1.16	2.00	2.00	411.20	0.80	JS
3-Apr	09:15	551809	78	3595.8	1.2	4560.20	0	111.00	1.0	89	1.10	5.00	5.00	410.40	1.80	JS
4-Apr	08:45	551887	75	3597	1.2	4560.20	0	110.00	1.0	84	0.98	4.00	4.00	408.60	1.40	JS
5-Apr	08:30	551962	52	3598.2	0.8	4560.20	0	109.00	1.0	80	1.04	4.00	4.00	407.20	1.00	JS
6-Apr	08:35	552014	59	3599	0.9	4560.20	0	108.00	1.0	76	1.07	2.00	2.00	406.20	1.00	JS
7-Apr	07:35	552073	77	3599.9	1.3	4560.20	0	107.00	1.0	74	1.15	4.00	4.00	405.20	1.40	JS
8-Apr	07:55	552150	51	3601.2	0.8	4560.20	0	106.00	1.0	70	1.19	7.00	7.00	403.80	0.80	KL
9-Apr	08:00	552201	72	3602	1.1	4560.20	0	105.00	1.0	63	1.21	3.00	3.00	403.00	1.80	KL
10-Apr	09:15	552273	83	3603.1	1.3	4560.20	0	104.00	1.0	60	1.01	4.00	4.00	401.20	1.40	KL
11-Apr	08:50	552356	52	3604.4	0.9	4560.20	0	103.00	1.0	56*100	0.90	2.00	2.00	399.80	1.20	JS
12-Apr	08:25	552408	204	3605.3	3.2	4560.20	0	102.00	3.0	98	1.08	12.00	12.00	398.60	4.00	JS
13-Apr	09:35	552612	53	3608.5	0.8	4560.20	0	99.00	1.0	86	1.09	4.00	4.00	394.60	0.60	JS
14-Apr	08:40	552665	69	3609.3	1.1	4560.20	0	98.00	1.0	82	1.12	3.00	3.00	394.00	1.20	KL
15-Apr	09:50	552734	76	3610.4	1.2	4560.20	0	97.00	1.0	79	1.06	5.00	5.00	392.80	1.40	JS
16-Apr	09:50	552810	70	3611.6	1.2	4560.20	0	96.00	2.0	74	0.91	4.00	4.00	391.40	1.60	JS
17-Apr	09:15	552880	71	3612.8	1.1	4560.20	0	94.00	0.0	70	1.04	5.00	5.00	389.80	1.20	JS
18-Apr	08:30	552951	73	3613.9	1.1	4560.20	0	94.00	1.0	65	1.11	3.00	3.00	388.60	1.20	JS
19-Apr	08:55	553024	59	3615	1	4560.20	0	93.00	1.0	60	1.03	4.00	4.00	387.40	1.90	JS
20-Apr	07:55	553083	57	3616	0.9	4560.20	0	92*160	1.0	57	1.10	4.00	4.00	385.8/460	1.00	JS
21-Apr	07:50	553140	77	3616.9	1.2	4560.20	0	159.00	1.0	53	1.34	3.00	3.00	459.00	1.80	JS
22-Apr	07:45	553217	53	3618.1	0.8	4560.20	0	158.00	1.0	50	1.56	2.00	2.00	457.20	0.80	KL
23-Apr	07:10	553270	88	3618.9	1.4	4560.20	0	157.00	1.0	48/100	1.24	2.00	2.00	456.40	1.80	KL
24-Apr	09:00	553358	70	3620.3	1.1	4560.20	0	156.00	1.0	98	1.50	7.00	7.00	454.60	1.20	KL
25-Apr	08:50	553428	77	3621.4	1.3	4560.20	0	155.00	2.0	91	1.39	5.00	5.00	453.40	1.20	JS
26-Apr	08:35	553505	77	3622.7	1.2	4560.20	0	153.00	0.0	86	1.20	4.00	4.00	452.20	1.40	JS
27-Apr	07:40	553582	70	3623.9	1.1	4560.20	0	153.00	1.0	82	1.13	3.00	3.00	450.80	1.60	KL
28-Apr	08:55	553652	70	3625	1.1	4560.20	0	152.00	1.0	79	1.28	4.00	4.00	449.20	1.40	JS
29-Apr	08:55	553722	52	3626.1	0.8	4560.20	0	151.00	1.0	75	0.98	2.00	2.00	447.80	1.20	JS
30-Apr	09:08	553774	77	3626.9	1.3	4560.20	0	150.00	1.0	73	1.36	5.00	5.00	446.60	1.40	JS
1-May	09:50	553851		3628.2		4560.20		149.00		68	1.17			445.20		JS
TOT			2164				0				35.45					
AVE			72				0				1.14					
MAX			204				0				1.56					
MIN			81				0				0.90					

SIGNATURE:  Tom Stear
PHONE: 815-224-1650

Item 5.

VILLAGE OF POPLAR GROVE - NORTH
 FOR THE MONTH OF April 2022
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

IL0070150

MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Scale	lbs Used	Scale	lbs Used	
31-Mar	06:15	317814379.2		10062.1		27035.9		105.00		100		20.25		JS
1-Apr	07:15	317934985.7	131837	10062.1	0	27041.8	6.60	104.00	1.0	96	5.00	20.25	0.25	JS
2-Apr	08:15	318066822.7	142691.1	10062.1	0	27048.4	7.10	103.00	1.0	1.06	6.00	20.00	0	JS
3-Apr	08:30	318209513.8	135767.7	10062.1	0	27055.5	6.70	102.00	1.0	1.11	5.00	20.00	0.25	JS
4-Apr	07:20	318345281.5	108893.2	10062.1	0	27062.2	5.40	101.00	2.0	1.07	5.00	19.75	0	JS
5-Apr	07:05	318454174.7	116575.4	10062.1	0	27067.6	5.80	99.00	1.0	0.96	4.00	19.75	0.5	JS
6-Apr	07:05	318570750.1	156144.5	10062.1	0	27073.4	7.80	98.00	1.0	0.99	9.00	19.25	0.5	JS
7-Apr	09:10	318726894.6	86118.6	10062.1	0	27081.2	4.30	97.00	1.0	0.86	2.00	18.75	0.25	JS
8-Apr	06:50	318813013.2	117710.7	10062.1	0	27085.5	5.70	96.00	2.0	0.91	7.00	18.50	0.5	KL
9-Apr	07:30	318930723.9	163589.4	10062.1	0	27091.2	8.10	94.00	2.0	1.12	4.00	18.00	1.0	KL
10-Apr	08:25	319094313.3	139315.2	10062.1	0	27099.3	7.00	92.00	1.0	1.20	8.00	17.00	0.5	KL
11-Apr	07:20	319233628.5	112466.8	10062.1	0	27106.3	5.50	91.00	0.0	0.98	4.00	16.50	0.5	JS
12-Apr	07:00	319346095.3	144967	10062.1	0	27111.8	7.20	91.00	2.0	1.00	5.00	16.00	0.75	JS
13-Apr	08:10	319491062.3	85765	10062.1	0	27119	4.30	89.00	1.0	1.32	3.00	15.25	0.25	JS
14-Apr	05:40	319576827.3	159651.2	10062.1	0	27123.3	7.90	88.00	2.0	0.96	9.00	15.00	0.5	KL
15-Apr	08:15	319736478.5	131319	10062.1	0	27131.2	6.60	86.00	1.0	1.00	6.00	14.50	0.5	JS
16-Apr	08:30	319867797.5	125777.6	10062.1	0	27137.8	6.20	85.00	1.0	1.10	6.00	14.00	1.0	JS
17-Apr	08:30	319993575.1	131730.3	10062.1	0	27144	6.50	84.00	2.0	0.96	6.00	13.00	0.0	JS
18-Apr	07:15	320125305.4	146042.9	10062.1	0	27150.5	7.20	82.00	1.0	0.89	6.00	13.00	0.75	JS
19-Apr	07:30	320271348.3	116139.5	10062.1	0	27157.7	5.80	81.00	1.0	0.94	3.00	12.25	1.0	JS
20-Apr	07:00	320387487.8	156663.5	10062.1	0	27163.50	7.80	80*160	1.0	0.99	7.00	11.25*51	0.5	KL
21-Apr	08:40	320544151.3	99713	10062.1	0	27171.30	4.90	159.00	1.0	1.10	3.00	50.50	0.5	JS
22-Apr	08:48	320643864.3	124583	10062.1	0	27176.20	6.20	158.00	1.0	1.28	7.00	50.00	0.0	KL
23-Apr	08:40	320768447.3	147736.9	10062.1	0	27182.40	7.30	157.00	1.0	1.56	2.00	50.00	1.0	KL
24-Apr	08:30	320916184.2	158420.5	10062.1	0	27189.70	7.90	156.00	2.0	1.60	11.00	49.00	1.0	KL
25-Apr	07:25	321074604.7	170357.2	10062.1	0	27197.60	8.40	154.00	2.0	1.17	8.00	48.00	1.0	JS
26-Apr	07:20	321244961.9	117745.3	10062.1	0	27206.00	5.80	152.00	2.0	0.72	2.00	47.00	0.0	JS
27-Apr	06:50	321362707.2	133412.3	10062.1	0	27211.80	6.70	150.00	1.0	1.18	8.00	47.00	1.0	KL
28-Apr	07:10	321496119.5	130423.6	10062.1	0	27218.50	6.40	149.00	1.0	0.98	5.00	46.00	0.75	JS
29-Apr	07:30	321626543.1	112870.3	10062.1	0	27224.90	5.60	148.00	1.0	0.96	5.00	45.25	0.3	JS
30-Apr	08:15	321739413.4	155981.5	10062.1	0	27230.50	8.20	147.00	2.0	1.06	6.00	45.00	1.0	JS
1-May	09:00	321895594.9		10062.1		27238.20		145.00		1.08		44.00		JS
TOT			3960409				197			33.05				
AVE			132014				7			1.07				
MAX			170357				8			1.60				
MIN			85763				4			0.72				

Jon Stear

SIGNATURE:
 PHONE: 815-224-1650

Item 5.

VILLAGE OF POPLAR GROVE
 FOR THE MONTH OF April 2022
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

DAILY DISTRIBUTION MONITORING REPORT

Date	North System (Wells 2 & 3)			West System (Well 4)			South System (Wells 5 & 6)			Operator Initials	1.0 mg/L Standard	Flouride Analysis				
	Site #	Free Cl ₂	Total PO ₄	Site #	Free Cl ₂	Total PO ₄	Site #	Free Cl ₂	Total PO ₄			Well #2	Well #3	Well #4	Well #5-6	
1	Village	0.3	1.28	Garage	0.37	0.95	Tower	0.67	0.76	JS		0.64	0.60	0.41		
2												0.15	0.57	0.45		
3												0.13	0.56	0.19		
4	Elm	0.72	1.23	Gas Station	0.4	1.05	Tower	0.81	1.01	JS		0.13	0.41	0.40		
5	Tower	0.96	0.66	Tower	0.74	1.13	Tower	0.71	1	JS		0.16	0.78	0.59		
6	Tower	0.99	0.86	Tower	0.67	1.07	Tower	0.85	1.12	JS		1.20	0.81	0.58		
7	Village	0.24	1.16	Garage	0.55	1.17	Tower	0.64	0.97	JS		1.50	0.90	0.57		
8	Tower	0.91	1.28	Tower	0.81	1.32	Tower	0.8	1.38	KL		1.30	0.84	0.59		
9												0.87	0.96	0.65		
10												0.71	0.77	0.21		
11	Elm	0.72	1.13	Gas Station	0.19	1.06	Tower	0.72	0.77	JS		0.57	0.57	0.45		
12	Tower	1	0.76	Tower	0.97	0.81	Tower	0.72	0.79	JS		0.55	0.70	0.45		
13	Tower	1.32	0.86	Garage	0.48	1.98	Tower	1.3	1.41	JS		0.92	0.70	0.54		
14	Tower	0.96	0.82	Tower	1.74	1.15	Tower	0.78	1.2	KL		1.30	0.90	0.51		
15	Tower	1	0.93	Tower	1.6	1.35	Tower	0.81	1.01	JS		0.98	0.67	0.53		
16												0.74	0.83	0.66		
17												0.46	0.66	0.66		
18	Elm	0.63	1.55	Gas Station	0.36	1.24	Tower	0.77	0.83	JS		0.63	0.78	0.54		
19	Tower	0.94	0.84	Tower	1.18	1.01	Tower	0.7	0.41	JS		1.10	0.87	0.52		
20	Tower	0.99	0.71	Tower	0.73	1.46	Tower	0.78	1.03	JS		0.95	0.80	0.62		
21	Fire Station	0.47	1.58	Garage	0.48	1.44						0.73	0.77	0.57		
22	Tower	1.28	1.1	Tower	1.3	1.2						1.10	0.79	0.53		
23												0.91	0.72	0.72		
24												1.10	1.00	0.56		
25	Elm	0.7	1.58	Gas Station	0.33	1.28	Tower	0.83	1.1	JS		0.95	0.86	0.57		
26	Tower	0.72	0.91	Tower	0.69	0.83	Tower	0.77	2	JS		1.00	0.67	0.55		
27	Village	0.33	1.61	Garage	0.78	1.53	Tower	0.96	1.57	KL		0.80	0.96	0.48		
28	Tower	0.98	1.5	Tower	0.79	0.83	Tower	0.87	0.51	JS		0.78	0.79	0.62		
29	Tower	0.96	0.93	Tower	0.82	0.8	Tower	0.84	0.9	JS		1.00	0.71	0.60		
30												0.95	0.72	0.29		

Item 5.

Signature:  Ion Stear
 PHONE: 815-224-1650



To: The Village President and Board of Trustees

From: Chris Dopkins, P.E., Village Engineer

Re: Engineering Report – May 2022 Activity

Date: June 10, 2022

Please allow this memorandum to provide a brief summary of major activity over the past month that involves the engineering department:

- **Public Works Building:** Testing Service Corporation completed the field work on the site on May 16th. The report is not yet available for review, TSC estimates that the report will be done on the 21st.
- **Sherman Oaks Drainage Improvements:** As previously reported, there is a conflict with NICOR on the south side of Park Street. NICOR submitted plans for relocation of the gas on May 11th and those plans were approved on May 12th. NICOR is currently advising that the relocation will take about 2-3 days to complete. NICOR has not yet provided a firm schedule to complete the work; however, they were originally thinking that they would complete the work in late June.
- **Oak Lawn Mobile Home Park:** The Park has obtained its IEPA permits and has awarded a contract to Kellenberger Plumbing and Underground to complete the connection. The work should be complete by the end of June.
- **2021 Pavement Maintenance Program:** The project was advertised for bid letting on May 19th. Proposals were opened yesterday and Curran Contracting, Inc. is the lowest responsive, responsible contractor. A resolution is on the June 15th agenda to award the construction contract. A resolution appropriating funds under the highway code will also be on the agenda.



To: The Village President and Board of Trustees

From: Chris Dopkins, P.E., Village Engineer

**Re: 2022 Pavement Maintenance Program
Section 22-00000-00-GM**

Date: June 12, 2022

Attached to this memo are:

- A resolution that awards the contract to Curran Contracting, Inc.
- An itemized breakdown of the bid results.

The project was advertised for bids, and contract documents were procured by total of five (5) General Contractors and one (1) subcontractor. The following is a summary of the bid results, and a detailed breakdown of the results is attached:

<u>Contractor</u>	<u>Proposal</u>
1. Rock Road Companies, Inc.	\$217,102.30
2. Curran Contracting Company, Inc.	\$201,547.35
3. Norwest Construction, Inc.	\$214,266.29
Engineer's Opinion of Probable Cost:	\$187,529.50

I have attached a detailed breakdown of the bid results to this memorandum for your review. IDOT requires a minimum of eight days to pass between the time that proposals are opened and the time that the contract is awarded, and therefore language is included in the resolution that awards the contract contingent upon any protests being filed.

Recommendation:

At this time, I find that Curran Contracting, Inc is the lowest responsive, responsible bidder for Section 22-00000-00-GM, 2022 Pavement Maintenance Program. Attached to this memo is a resolution that will award the contract to Curran contingent upon the eight-day protest period passing without a protest being filed.

I look forward to discussing this item with the Board and in the meantime please do not hesitate to contact me at 636-9590 with any questions. Thank you.

RESOLUTION 22- 22

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO AWARD A CONSTRUCTION CONTRACT FOR SECTION NUMBER 22-00000-00-GM, 2022 PAVEMENT MAINTENANCE PROGRAM

WHEREAS, the Village of Poplar Grove desires to maintain various streets within the Village; and,

WHEREAS, plans and specifications for section number 22-00000-00-GM underwent public bid letting in accordance with the Village’s purchasing policies and MFT procurement requirements; and,

WHEREAS, Curran Contracting Company, Inc. has been identified as the lowest responsive, responsible bidder; and,

WHEREAS, this is a Public Works Project subject to the Illinois Prevailing Wage Act and the Village will comply with said act as required by 820 ILCS Sec. 130/0.01 *et seq.*; now therefore,

WHEREAS, the Village has determined that it is in the best interest of its citizens to construct the improvements.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois that by the adoption of this Resolution:

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby approves the award of a contract to Curran Contracting Company, Inc. for Section Number 22-00000-00-GM, 2022 Pavement Maintenance Program in the amount of \$201,547.35 contingent upon the protest period expiring without a formal protest being filed.
3. A contingency of 15% of the bid amount is hereby authorized by the Board of Trustees for unforeseen/unanticipated circumstances that may arise during construction.
4. The Village President is hereby authorized to execute a contract with Curran Contracting Company, Inc. and any document necessary to effectuate the intent set forth in this resolution and the Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this 15th day of June, 2022.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2022

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2022

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

Print Form

Print With Instructions

Reset Form

1-3

Village of Poplar Grove

Boone

22-00000-00-GM

06/09/22

\$183,449.00

Not Attended

Norwest Construction
82 Prairie Hill Road
South Beloit IL 61080
Bid Bond 5%

Curran Contracting
286 Memorial Court
Crystal Lake IL 60014
Bid Bond 5%

Rock Road Companies
PO Box 1818
Janesville WI 53547
Bid Bond 5%

1	Remove Sidewalk	SF	730	\$3.5000	\$2,555.00	\$2.6000	\$1,898.00	\$2.5000	\$1,825.00	\$8.0000	\$5,840.00
2	Remove Curb & Gutter	LF	275	\$10.0000	\$2,750.00	\$12.0000	\$3,300.00	\$15.0000	\$4,125.00	\$28.0000	\$7,700.00
3	HMA Surf.Rem. 1.5" Butt Jnt	SY	270	\$13.0000	\$3,510.00	\$16.8000	\$4,536.00	\$17.5000	\$4,725.00	\$35.0000	\$9,450.00
4	HMA Surf.Rem. 1.5" Edge MI	SY	2340	\$8.0000	\$18,720.00	\$5.0000	\$11,700.00	\$3.1000	\$7,254.00	\$5.3500	\$12,519.00
5	HMA Surf. Rem 1.75"	SY	2085	\$8.0000	\$16,680.00	\$4.6000	\$9,591.00	\$3.7500	\$7,818.75	\$5.6200	\$11,717.70
6	Earth Excavation	CY	27.3	\$90.0000	\$2,457.00	\$114.3000	\$3,120.39	\$65.0000	\$1,774.50	\$100.0000	\$2,730.00
7	Inlet Repair	Each	5	\$1,300.0000	\$6,500.00	\$2,043.8000	\$10,219.00	\$2,600.0000	\$13,000.00	\$1,400.0000	\$7,000.00
8	Adjust Inlet	Each	1	\$1,800.0000	\$1,800.00	\$2,043.8000	\$2,043.80	\$1,300.0000	\$1,300.00	\$1,600.0000	\$1,600.00
9	Adjust Sanitary Manhole	Each	8	\$1,900.0000	\$15,200.00	\$2,268.8000	\$18,150.40	\$2,100.0000	\$16,800.00	\$1,850.0000	\$14,800.00
10	Class D Patch	SY	64	\$95.0000	\$6,080.00	\$110.0000	\$7,040.00	\$50.0000	\$3,200.00	\$175.0000	\$11,200.00
11	Route & Seal Crk-Summit St	LS	1	\$850.0000	\$850.00	\$3,735.0000	\$3,735.00	\$2,000.0000	\$2,000.00	\$2,000.0000	\$2,000.00
12	PCC Curb and Gutter	LF	270	\$55.0000	\$14,850.00	\$40.0000	\$10,800.00	\$52.0000	\$14,040.00	\$57.0000	\$15,390.00
13	Aggregate Base Crs, CA-6	Ton	29	\$25.0000	\$725.00	\$69.8000	\$2,024.20	\$60.0000	\$1,740.00	\$50.0000	\$1,450.00
14	Aggregate Shoulders	Ton	9	\$65.0000	\$585.00	\$148.5000	\$1,336.50	\$68.0000	\$612.00	\$200.0000	\$1,800.00
15	PCC Sidewalk, 4"	SF	874	\$8.0000	\$6,992.00	\$11.4000	\$9,963.60	\$14.6500	\$12,804.10	\$14.0000	\$12,236.00
16	Detectable Warning Plate	SF	48	\$35.0000	\$1,680.00	\$36.8000	\$1,766.40	\$40.0000	\$1,920.00	\$38.0000	\$1,824.00
17	HMA Level Binder	Ton	9	\$285.0000	\$2,565.00	\$120.0000	\$1,080.00	\$121.0000	\$1,089.00	\$225.0000	\$2,025.00

18	HMA Surf Crs 1.5" IL 9.5 N50	Ton	675	\$82.0000	\$55,350.00	\$120.0000	\$81,000.00	\$91.0000	\$61,425.00	\$96.7500	\$65,306.25
19	HMA SurfCrs 1.75" IL9.5 N50	Ton	220	\$82.0000	\$18,040.00	\$120.0000	\$26,400.00	\$96.0000	\$21,120.00	\$98.2300	\$21,610.60
20	Restoration	SY	115	\$24.0000	\$2,760.00	\$28.8000	\$3,312.00	\$65.0000	\$7,475.00	\$25.2500	\$2,903.75
21	Traffic Control, Complete	LS	1	\$2,800.0000	\$2,800.00	\$1,250.0000	\$1,250.00	\$15,500.0000	\$15,500.00	\$6,000.0000	\$6,000.00
							\$222,441.49		\$201,547.35		\$217,102.30
							\$214,266.29		\$201,547.35		\$217,102.30
							16.80 %		9.87 %		18.34 %



To: The Village President and Board of Trustees

From: Chris Dopkins, P.E., Village Engineer

**Re: 2022 Pavement Maintenance Program – Resolution for
Maintenance Under the Highway Code**

Date: June 12, 2022

Attached to this memo is a Resolution for Maintenance Under the Illinois Highway Code, which essentially “appropriates” Motor Fuel Tax Funds through IDOT. Upon passage, four certified copies of the executed resolution need to be sent to IDOT’s regional office in Dixon.

I look forward to discussing this with the Committee. In the meantime, please do not hesitate to contact me at 636-9590 if I may provide additional assistance.



Resolution for Maintenance Under the Illinois Highway Code

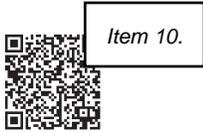


Table with Resolution Number (2022-23), Resolution Type (Original), and Section Number (22-00000-00-GM)

BE IT RESOLVED, by the President and Board of Trustees of the Village of Poplar Grove Illinois that there is hereby appropriated the sum of Two Hundred Twenty Five Thousand Dollars (\$225,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/22 to 12/31/22

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Poplar Grove shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Karri Anderberg Village Clerk in and for said Village of Poplar Grove in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Poplar Grove at a meeting held on 06/15/22

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15th day of June, 2022

(SEAL)

Clerk Signature box

APPROVED

Regional Engineer Department of Transportation Date box



To: The Village President and Board of Trustees

From: Chris Dopkins, P.E. Village Engineer

Re: Park Street Sanitary Sewer Repairs

Date: June 12, 2022

As you will recall, the Village has been working on a number of sanitary sewer spot repairs which are as follows:

- Main/State and 306 State Street: These repairs were made in the fall of 2021 and consisted of repairs/replacements of the sanitary sewer laterals.
- Park Street: There are a number of utilities (gas, one unknown utility and a water service) that have been directionally drilled through the sanitary sewer on Park Street. The utilities will be lowered or raised to resolve the conflict, and the sewer main will be repaired and it's worthwhile to note that NICOR has agreed to reimburse the Village for its portion of the work. There is also a severely offset joint approximately 50' from a manhole as well as a protruding service connection and it only makes sense to make these repairs concurrently with the other work as they are in very close proximity to each other.

As you will recall, in the spring 2021, we prepared a simple set of drawings/specifications and requested proposals from a number of qualified contractors. At that time, only two contractors submitted proposals which ranged from \$125k to \$175k, and staff felt that the costs were high and not representative of the work. Staff then decided to eliminate the Park Street repairs from the project scope and requested pricing from the low contractor (Stenstrom) to complete the sanitary service repairs at Moscato's and 306 South State. Revised pricing came back at approximately \$90,000, and again, staff felt that that the cost was not representative of the work. It is important to remember that the repairs are not easy and carry considerable risk and we felt that the cost of the risk was built into the pricing. Ultimately, staff suggested partnering with Stenstrom to complete the work on a time and expense basis as the Village could realize cost savings if things go well. On the other hand, if things did not go well Village have incurred additional costs. Thankfully, things did go well, and the Village was able to realize a cost of approximately \$25,000.

As previously noted, the repairs to the Park Street sanitary sewer were not completed in 2021 and the Village has budgeted for the repairs in its FY 2022/2023 budget. Staff suggest a partnering approach with two contractors to complete the work similar to what was done in last year to complete the repairs at Moscato's and 306 State. One contractor will complete the underground improvements, and a paving contractor will be needed to complete the HMA paving after the underground work is complete. Before entering into negotiations with contractors, staff would like the discuss the partnering approach with the Board to ensure that the Board is comfortable utilizing the approach.

Thank you, and I look forward to discussions at the June 15th meeting.

ORDINANCE NO. 2022-13

AN ORDINANCE PROPOSING THE ESTABLISHMENT OF VILLAGE OF POPLAR GROVE SPECIAL SERVICE AREA NUMBER 2 IN THE VILLAGE OF POPLAR GROVE, ILLINOIS AND PROVIDING FOR OTHER PROCEDURES IN CONNECTION THEREWITH

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS AS FOLLOWS:

Section 1. Authority. The Village of Poplar Grove, Boone County, Illinois (the “Village”) is authorized pursuant to Article VII, Section 7(6) of the Constitution of the State of Illinois, pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq. (the “Act”), which provides, inter alia, the manner of levying or imposing taxes for the provision of special services to areas within the boundaries of municipalities and counties.

Section 2. Findings. The Village President and Village Board of the Village (the “Corporate Authorities”) find and determine as follows:

- a. That the portion of the Village described in Exhibit A attached hereto and made a part hereof (hereinafter the “Subject Territory”) would benefit from the connection to the Village water supply and related improvements as further described herein; and
- b. It is in the public interest that the Corporate Authorities consider the creation of a special service area for the Subject Territory; and
- c. The special service area proposed for consideration is compact and contiguous; and
- d. The proposed special service area will benefit specially from the municipal services to be provided to the area. These proposed municipal services are in addition to municipal services provided to the Village as a whole.

Section 3. Proposal. The Corporate Authorities propose the establishment of Village of Poplar Grove Special Service Area Number 2 for the connection to the Village water supply and related improvements to serve the Subject Territory along with the payment of the water connection fees.

Section 4. Public Hearing. A public hearing shall be held on the 17th day of August, 2022, at 7:00 p.m., at the Village of Poplar Grove Village Hall, 200 N. Hill Street, Poplar Grove IL 61065, to consider the creation of the Village of Poplar Grove Special Service Area Number 2, in the Subject Territory.

At the hearing, the following method of financing the water connection fees associated with the improvements within the proposed special service area will be considered: the owner of the Subject Territory has provided the up-front financing for the costs associated with connection to the Village water supply but is in need of the special service area to help finance the costs of the associated water connection fees related to providing connection to the Village water supply to the proposed special service area. The special municipal services provided to the proposed special

service area include, but are not limited to, connection to the Village water supply and related engineering, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The payment of the water connection fees associated with providing the special municipal services to the proposed special service area are \$391,842.23. The Village desires to allow the property owner of the Subject Territory to pay for such fees by and through the levy of an annual special tax levied against the Subject Territory located within the special service area for a period of ten (10) years. This tax is to be levied upon the specific and identified taxable property within the proposed special service area. The proposed amount of the tax levy for special services for the initial year for which taxes will be levied is anticipated to be \$39,184.22.

Section 5. Notice of Public Hearing. Notice of hearing shall be published at least once not less than fifteen (15) days prior to the public hearing specified in Section 4 above, in a newspaper of general circulation in the Village. In addition, notice shall be given by depositing the notice in the United States mail addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract or parcel of land lying within the proposed special service area. This notice shall be mailed not less than ten (10) days prior to the time set for the public hearing. In the event taxes for the last preceding year were not paid, the notice shall be sent to the person last listed on the tax rolls prior to that year as the owner of the property. The notice to owners of record shall be in similar form as set forth in Exhibit B to this Ordinance.

Section 6. Supersedes Conflicting Ordinances. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are repealed to the extent of such conflict.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED by the Corporate Authorities this _____, 2022.

Voting Aye (list names): _____
Voting Nay (list names): _____
Abstaining (list names): _____
Absent (list names): _____

SIGNED by the Village President this June ____, 2022.

Village President

ATTEST:

Village Clerk

Published in pamphlet form June ____, 2022.

EXHIBIT A**LEGAL DESCRIPTION**

A tract of land bounded and described as follows: Commencing at the Southeast corner of the Southwest Quarter (1/4) of said Section 26, Township 45 North, Range 3 East of the Third Principal Meridian and running thence North One Thousand One Hundred Fifty-five (1,155.0) feet; thence West One Thousand Eight Hundred and Ninety-eight (1898.0) feet; thence South One Thousand One Hundred Fifty-five (1,155.0) feet to the South line of said Section; thence East along said Section line to the place of beginning; Excepting therefrom a parcel as described in Warranty Deed dated September 23, 1993, recorded December 15, 1993, as Document No. 93-11299, executed by Leonard E. Harris and Joy E. Harris to the People of the State of Illinois, Department of Transportation, as set aside for public road purposes. Situated in the County of Boone, State of Illinois.

Commonly known as 13150 IL Route 76, Poplar Grove, IL
PIN: 03-26-300-018

EXHIBIT B

**NOTICE OF HEARING
VILLAGE OF POPLAR GROVE SPECIAL SERVICE AREA NUMBER 2**

NOTICE IS HEREBY GIVEN that on August 17, 2022, at 7:00 p.m. at the Village of Poplar Grove Village Hall, 200 N. Hill Street, Poplar Grove IL 61065, a hearing will be held by the Village of Poplar Grove (the “Village”) to consider forming a special service area, to be called “Village of Poplar Grove Special Service Area Number 2” consisting of the territory legally described in Exhibit 1 to this Notice.

The approximate location and boundaries of the proposed special service area is the parcel commonly known as: 13150 IL Route 76 with PIN: 03-26-300-018 located in the Village of Poplar Grove, and is more fully described in Exhibit 1 of this Notice.

The general purpose of the formation of the Village of Poplar Grove Special Service Area Number 2 is to provide special municipal services to the area which include, but are not limited to, connection to the Village water supply, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The special services include new construction and maintenance and repair activities.

There will also be considered at the hearing the following method of financing the water connection fees associated with the improvements within the proposed special service area: the owner of the Subject Territory has provided the up-front financing for the costs associated with connection to the Village water supply but is in need of the special service area to help finance the costs of the associated water connection fees related to providing connection to the Village water supply to the proposed special service area. The special municipal services to be provided to the proposed special service area will include connection to Village water supply and related engineering, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The payment of the water connection fees associated with providing the special municipal services to the proposed special service area are anticipated to be approximately \$391,842.23. The Village desires to allow the property owner of the Subject Territory to pay for such fees by and through the levy of an annual special tax levied against the Subject Territory located within the special service area for a period of ten (10) years. This tax is to be levied upon the specific and identified taxable property within the proposed special service area. The proposed amount of the tax levy for special services for the initial year for which taxes will be levied is anticipated to be \$39,184.22.

At the hearing, all interested persons affected by the formation of such special service area, including all persons owning taxable real estate therein, may file written objections to and be heard orally regarding the formation of and the boundaries of the special service area and the levy of taxes affecting the area. The hearing may be adjourned by the Village Board without further notice

other than a motion to be entered upon the minutes of its meeting fixing the time and place of its adjournment.

If a petition signed by at least 51% of the electors residing within the Village of Poplar Grove Special Service Area Number 1 and by at least 51% of the owners of record of the land included within the boundaries of the Village of Poplar Grove Special Service Area Number 2 is filed with the Village Clerk of the Village of Poplar Grove within 60 days following the final adjournment of the public hearing objecting to the creation of the special service area or the levy of taxes affecting the area, no such area may be created or taxes levied or imposed.

Members of the public are invited to attend this public hearing at which time an opportunity will be given to address the members of the Village Board of the Village of Poplar Grove.

Dated: _____, 2022

/s/ Karri Anderberg, Village Clerk

To be published in the _____ on or about _____, 2022.

Exhibit 1 to Notice

Boundaries of Special Service Area
Legal Description of Property

A tract of land bounded and described as follows: Commencing at the Southeast corner of the Southwest Quarter (1/4) of said Section 26, Township 45 North, Range 3 East of the Third Principal Meridian and running thence North One Thousand One Hundred Fifty-five (1,155.0) feet; thence West One Thousand Eight Hundred and Ninety-eight (1898.0) feet; thence South One Thousand One Hundred Fifty-five (1,155.0) feet to the South line of said Section; thence East along said Section line to the place of beginning; Excepting therefrom a parcel as described in Warranty Deed dated September 23, 1993, recorded December 15, 1993, as Document No. 93-11299, executed by Leonard E. Harris and Joy E. Harris to the People of the State of Illinois, Department of Transportation, as set aside for public road purposes. Situated in the County of Boone, State of Illinois.

Property Code: 03-26-300-018

Commonly known as 13150 IL Route 76, Poplar Grove, IL

**VILLAGE OF POPLAR GROVE
POLICY PROHIBITING SEXUAL HARASSMENTⁱ**

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person’s sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village of Poplar Grove to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

In addition to the methods of reporting included in this policy, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be made to the Village Clerk, the Village President, or any of the Village Trustees. The official receiving the request shall take immediate action to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the Village Board of Trustees.

The Village reserves the right to address behavior which may not be sufficiently severe or pervasive to violate the law by taking immediate and proportionate corrective action when that harassment has occurred by conduct which may not rise to the level of “harassment” but which, if left unchecked, may lead to the same.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending

employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant’s willing cooperation is a vital component of an effective inquiry and an appropriate outcome. The Village reserves the right and hereby provides notice that third parties may be used to independently review and investigate claims of harassment.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee’s:

- 1. Disclosure or threatened disclosure of any violation of this policy,
- 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
- 3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee’s involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to

a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State’s Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

¹ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-1066

ORDINANCE No:2022-14

**AN ORDINANCE AMENDING A POLICY PROHIBITING SEXUAL HARASSMENT
FOR VILLAGE OF POPLAR GROVE**

WHEREAS, the Illinois General Assembly enacted Public Act 101-221, an Act concerning government, which became effective immediately, dated August 9, 2019;

WHEREAS, pursuant to the Act, each governmental unit shall amend an ordinance or resolution establishing a policy to prohibit sexual harassment by one elected official against another elected official;

WHEREAS, all prior existing sexual harassment policies of the Village of Poplar Grove shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Ordinance; and

WHEREAS, this ordinance, once adopted, shall supersede and replace any prior sexual harassment policies of the Village and the Village of Poplar Grove Employee Handbook shall be amended to include the adopted Police Prohibiting Sexual Harassment; and

WHEREAS, should any section or provision of this Ordinance or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

NOW, THEREFORE, be it ordained by the Village President and the Village Board of Village of Poplar Grove the following:

Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby amended and adopted.

Section 2. This ordinance shall be in full force and effect on _____.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2022

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED

ATTEST:

CLERK

PRESIDENT