



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, August 13, 2025 - 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)

APPROVAL OF MINUTES (Voice Vote)

- [1.](#) Motion to approve Public Hearing Meeting minutes from July 9, 2025
- [2.](#) Motion to approve Board of Trustee Meeting minutes from July 9, 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

3. Motion to discuss Lions Park Agreement
- [4.](#) Motion to discuss/approve **Ordinance 2025-21** an ordinance of the Village of Poplar amending Title II, Chapter 2 of the Village of Poplar Grove Code of Ordinances regarding Liquor Control

- [5.](#) Motion to discuss/approve **Ordinance 2025-22**, an ordinance of the Village of Poplar Grove, amending Title VI, Chapter 2 of the Village of Poplar Grove code of ordinances regarding water/disconnection fees
- [6.](#) Motion to discuss/approve credit card policy
7. Motion to discuss/approve Purchasing Policy

NEW BUSINESS

- [8.](#) Motion to discuss/approve the Aggregate contract for the Village of Poplar Grove (Village accounts)
- [9.](#) Motion discuss/approve check disbursement for payments scheduled to be paid August 15th, 2025 in the amount of \$133,570.96 in AP checks, \$26,714.39 in EFTS, \$17,663.23 in Insurance premiums, and estimated payroll of \$16,465.48 for a total of \$194,414.06
- [10.](#) Motion to discuss/approve Archive Social
- [11.](#) Motion to approve the Class E event license for S & S Collaborations
- [12.](#) Motion to discuss grocery tax
- [13.](#) Motion to discuss/approve sending Clerk and Deputy Clerk to the 2025 Academy training October 7-10, 2025, not to exceed \$1,800 per person
- [14.](#) Motion to discuss Communication Committee structure
- [15.](#) Motion to discuss/approve BS&A software upgrade
- [16.](#) Motion to discuss/approve Time & Attendance System

GOOD OF THE VILLAGE

Elected Official Training - August 21, 2025- 6:00 pm
Board of Trustees Meeting - August 27, 2025 - 7:00 pm
Board of Trustees Meeting - September 10, 2025 - 7:00 pm
Board of Trustees Meeting - September 24, 2025 - 7:00 pm

EXECUTIVE SESSION

17. 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. 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)

KJM 08/08/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

Minutes – PUBLIC HEARING

Wednesday, July 09, 2025 - 6:45 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

The Meeting was called to order at 6:46pm by President Richardson

ROLL CALL

PRESENT

President Kristi Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

The Meeting was called to order at 6:46pm by President Richardson

APPROVAL OF AGENDA

Motion made by Trustee Cheek, Seconded by Trustee Vance. Motion passed by voice vote.

CONVENE PUBLIC HEARING

1. FY 2026 Annual Budget Appropriations.

Motion made by Trustee Hubbard, Seconded by Trustee Vance, to open public hearing
public hearing opened at 6:46pm

PUBLIC COMMENT

none

CLOSE PUBLIC HEARING

Motion made by Trustee Allgood, Seconded by Trustee Vance. Motion passed by voice vote.

Public hearing closed at 6:49pm

ADJOURNMENT

Motion made by Trustee Hubbard, Seconded by Trustee Cheek. Motion passed by voice vote.

The meeting adjourned at 6:49pm



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"A Great Place to Call Home"

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public hearing opened at 6:46pm

PUBLIC COMMENT

none

CLOSE PUBLIC HEARING

Motion made by Trustee Allgood, Seconded by Trustee Vance. Motion passed by voice vote.

Public hearing closed at 6:49pm

ADJOURNMENT

Motion made by Trustee Hubbard, Seconded by Trustee Cheek. Motion passed by voice vote.

The meeting adjourned at 6:49pm

ORDINANCE NUMBER: 2025-21

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING TITLE II,
CHAPTER 2 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES
REGARDING LIQUOR CONTROL**

WHEREAS, the Village of Poplar Grove, Illinois ("Village") has adopted a Village Code of Ordinances ("Code"); and

WHEREAS, Title II of the Code governs Business and License Regulations; and

WHEREAS, Chapter 2 governs Liquor Control; and

WHEREAS, the Village desires to amend Sections in Chapter 2 as set forth herein; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That the following sections of Title II, Chapter 2, of the Village Code of Ordinances are amended to read as follows (deletions shown as strikethroughs and new language as **bold** and **underlined**):
3. That Section 2-2-4 of the Village Code of Ordinances entitled "License Classifications, Fees, Number Issued" shall be amended to read as follows:

"E. Class "BB" (Bar-Boutique Gaming) Licenses. Class "BB" shall authorize the retail sale of alcoholic liquor on the premises specified for consumption on the premises only, provided the licensed premises also has, locates, maintains and lawfully operates Video Gaming Terminals (as defined under the Illinois Video Gaming Act, ILCS Ch. 230, Act 40, §§ 1 et seq.) within the Class "BB" licensed establishment. The annual fee for such license shall be \$5,000.00. The maximum number of Class "BB" licenses issued by the Village shall be two at any given time. A Class "BB" License and the holder thereof, shall be subject to the following limitations.

1. The licensed premises shall not exceed 1,500 square feet.
2. The number of patrons on the licensed premises at any given time shall not exceed five times the number of licensed Video Gaming Terminals at the premises.
3. Live music, ~~DJ, karaoke, and/or juke boxes~~ **are** prohibited on the licensed premises. Notwithstanding the foregoing, a music system, operated solely by the licensee, shall be permitted so long as such system is operated at such levels so as to not be heard outside of the licensed premises.

4. Licensee shall not be permitted to have a patio or beer garden of any kind.
 5. No alcohol related signs which are visible from the outside of the licensed premises shall be permitted on the licensed premises.
 6. No games, other than the video gaming terminals as defined under the Illinois Video Gaming Act, ILCS Ch. 230, Act 40, §§ 1 et seq., shall be permitted on the licensed premises, including, but not limited to, pool tables, ~~dartboards~~, and shuffle board.”
4. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
 5. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

ORDINANCE NUMBER: 2025-22

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING TITLE VI, CHAPTER 2 OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES REGARDING WATER FEES

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) has adopted a Village Code of Ordinances (“Code”); and

WHEREAS, Title VI of the Code governs Public Ways and Property; and

WHEREAS, Chapter 2 governs Combined Waterworks and Sewerage System; and

WHEREAS, the Village desires to amend Sections in Chapter 2 as set forth herein; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

NOW THEREFORE, be it ordained by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. That the following sections of Title VI, Chapter 2, of the Village Code of Ordinances are amended to read as follows (deletions shown as strikethroughs and new language as **bold** and **underlined**):
3. That Section 6-2-4-2 of the Village Code of Ordinances entitled “Time of Payment; Liability” shall be amended to read as follows:
 - “A. Time of Payment. For the purpose of operation of the combined primary waterworks and sewerage system, the meters shall be read and calculated and invoiced on a monthly basis. All bills for service shall be rendered as of the first day of the month succeeding the period for which the service is billed, and shall be payable not later than the close of business on the 20th day of the same month. Immediately following due date, a late fee of ten percent of the amount of the bill shall be added thereto. In the event a payment is made, ~~but the~~ **any** remaining balance ~~is more than~~ **of** \$50.00 ~~dollars~~ **or two (2) months of delinquent balances, whichever is greater, shall cause** a disconnection notice ~~shall~~ **to** be mailed to the service residence ~~around~~ **ten (10)** days following the due date. Disputes regarding disconnection shall be submitted in accordance with Section 6-2-4-5 Right to Appeal.
 - B. Liability. The owners of the premises shall be primarily liable for payment of services on such premises. Every premises "service address" shall constitute a separate account. Every application for water and sewer services shall be signed by either the owner or

the renter of the premises to be served. The owner of said property shall approve any application for water and sewer service of served premises.”

4. That Section 6-2-4-4 of the Village Code of Ordinances entitled “Termination of Service” shall be amended to read as follows:

- A. Non-payment. Timing of payments for service shall follow [6-2-4-2\(A\)](#). If an account remains unpaid by the end of the month **with a remaining balance of \$50 or two (2) months of delinquent balances, whichever is greater**, water services will be shut off and will result in a \$110.00 shut off fee, and service shall not be reinstated until all past due invoices are paid in full pursuant to [6-2-4-2\(A\)](#). A disconnection notice will be sent via regular mail prior to disconnection following the 21st day of the month. In the event that the b-box is damaged, such that the water services are unable to be shut off, the shut off fee will still be imposed.
- B. Other Termination of Service. If a water/sewer customer in good standing, or in the case of emergency, the owner of said property may request by application a turn-off or turn-on for a service fee of \$45.00 each.
- C. Sewer Only Customers. For sewer-only customers, if the rate or charges for such service are not paid according to [6-2-4-2\(A\)](#), the Village shall notify the owner of the property in writing that the bill for such service is past due, and late fees will be assessed. In the event the charges for service are not paid according to [6-2-4-2](#), such charges shall be deemed and are hereby declared to be delinquent, and thereafter such delinquencies shall constitute liens upon the real estate for which service is supplied. The Village Clerk is hereby authorized and directed to file sworn statements showing such delinquencies in the Office of the Recorder of Deeds of Boone County, Illinois, and the filing of such statements in such office shall be deemed notice for the payment of such charges for such service.”

5. That Section 6-2-4-5 of the Village Code of Ordinances entitled “Right to Appeal” shall be amended to read as follows:

“A property owner may appeal water/sewerage fees and/or charges. Within 15 days of the date of the invoice or notice assessing the fee and/or charge, the property owner shall submit in writing to the Village Clerk a statement setting forth the property owner's basis for the appeal and the relief sought by the property owner. The Village Public Works Director, Village Treasurer and the Village President shall review the appeal and if a majority of them determines that a credit/waiver is warranted, they may authorize up to a \$250.00 credit/waiver of the water/sewerage fees and/or charges. The Village will notify the property owner of the Village Public Works Director's, Village Treasurer's and Village President's decision in writing. A credit pursuant to this section shall be granted no more than **two (2) times per calendar year** ~~over the life of the account.~~

If the property owner is not satisfied with the decision of the Village Public Works Director, Village Treasurer and Village President, the property owner may request a hearing before

the **Village Board** ~~Committee of the Whole for Finance and Public Works~~. Such request for hearing shall be in writing and submitted to the Village Clerk within 7 days of the date of decision by the Village Public Works Director, Village Treasurer and Village President. Any request for a hearing shall immediately place a stay on action for any disconnection of service for non-payment.”

6. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
7. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

**Village of Poplar Grove
Credit Card Authorization Form**

Section I – Requestor Information

Name of Requestor: _____

Department: _____

Email: _____ **Phone:** _____

Date of Request: _____

Section II – Purchase Details

Vendor Name: _____

Description of Purchase:

Purpose/Justification for Purchase:

Estimated Total Cost: \$ _____

Is this a one-time or recurring purchase?

☐ One-Time ☐ Recurring (If recurring, explain frequency):

Is this purchase an emergency?

☐ Yes ☐ No

Section III – Budget Information

Account Number / Budget Line Item: _____

Is this purchase budgeted?

☐ Yes ☐ No ☐ Unsure

Section IV – Authorization

Requested By (Signature): _____

Date: _____

Department Head Approval (if applicable):

Signature: _____ Date: _____

Print Name: _____

Section V – Trustee/Board Approval (If Over \$2,500 or Emergency)

Approval of Minimum Three (3) Trustees Required (If Applicable):

Trustee Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section VI – Finance Use Only

Approved by Finance Officer: _____

Date: _____

Cardholder Assigned: _____

Transaction Date: _____

Purchase Order Number (if applicable): _____

Instructions:

- Attach a **pink purchase order** and **itemized quote or invoice** to this form.
- Submit completed form to the **Finance Department** prior to purchase.
- Keep a copy for your department's records.

Village of Poplar Grove
Purchasing and Purchasing Card Policy
Adopted by the Board of Trustees on _____

I. Overview

The Village of Poplar Grove recognizes that the effective and timely procurement of goods and services is essential to operations. This policy establishes uniform procedures and accountability for purchases, whether conducted via direct payment, purchase order, or the Village's purchasing card (PCard) program. The Village reserves the right to amend this policy by approval of the Board of Trustees.

II. Purpose

This policy is intended to:

- Establish clear and consistent purchasing procedures.
 - Enable designated employees to obtain goods and services promptly.
 - Outline responsibilities and limitations for the use of Village purchasing cards.
 - Safeguard public funds through responsible purchasing practices and internal controls.
-

III. Scope

This policy applies to all Village departments, employees, and elected officials involved in the procurement of goods or services on behalf of the Village, regardless of the payment method.

IV. Purchasing Terms

- Standard payment terms are "Net 30 Days."
- The billing address for all Village purchases is:

Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

- The Village is tax-exempt. Employees must present the Village's tax-exempt certificate to avoid sales tax charges.

V. Authorized Purchasers

The following individuals are authorized to make purchases and use Village purchasing cards, subject to policy limits:

- Village President
- Village Clerk
- Department Heads (e.g., Public Works Supervisor, Finance/Treasurer)

No other employees may make purchases or use Village funds without written authorization from a Department Head or a majority of the Village Board.

VI. Spending Limits

- Authorized purchasers may spend up to **\$2,500 total** between regularly scheduled Board meetings without prior Board approval.
 - Purchases exceeding \$2,500 require pre-approval by at least **three (3) Trustees** and must be reported at the next Board meeting.
 - These limits apply to both direct payments and purchasing card transactions and may only be exceeded in emergencies.
-

VII. Purchase Orders

Purchase Orders (POs) are required for all purchases, except:

- Recurring utilities (e.g., gas, electric, telephone)
- Payroll taxes and IMRF payments
- Health/life insurance premiums
- Approved travel reimbursements
- Loan/bond payments

POs must include:

- Purchase date

- Vendor name and address
- Ship-to information or pickup confirmation
- Quantity and description of goods/services
- Requesting employee's signature

POs and related invoices must be submitted to the Treasurer within **7 days** of purchase.

VIII. Reimbursements

- Out-of-pocket purchases require a completed PO and original itemized receipt.
 - Receipts must be free of visible credit card information (black out any card numbers).
 - Reimbursements are subject to review and approval by the Finance Department.
 - Refer to the Petty Cash Policy for small reimbursements.
-

IX. Village Purchasing Card Program (PCard)

A. Purpose

The Village's PCard program simplifies purchases that:

- Cannot be made via open accounts or POs
- Are made during approved travel (e.g., lodging, fuel)
- Require online payment or do not offer net billing

B. Issuance and Use

- Cards are issued to approved personnel upon signing a Cardholder Agreement.
- Cards remain Village property and must only be used for authorized Village expenses.
- Cards must be kept secure and reported immediately if lost or stolen.

C. Authorized Uses

- Purchases within established cardholder limits
- Travel-related expenses for official business
- Vendor payments where POs are not practical

D. Prohibited Uses

- Personal expenses (even with reimbursement intent)
- Cash advances or gift cards
- Entertainment, alcohol, or tobacco
- Purchases requiring Board or bid approval
- Serial splitting of purchases to circumvent limits
- Use with vendors where the Village has open accounts (unless authorized)

E. Transaction Procedures

- Obtain and retain all original itemized receipts.
- Submit receipts with PO or AP batch within **5 days** of monthly statement receipt.
- Resolve any disputes or return requests directly with vendors.

F. Spending Limits

- Standard monthly limit: **\$2,500**, unless otherwise set by the Board.
- Limits may be increased upon written request and Board approval.

G. Lost or Stolen Cards

Report immediately to:

- **Finance Department** during business hours
- _____ after hours

X. Termination of Employment or Card Use

Upon separation from employment or reassignment:

- The cardholder must return their PCard to their Department Head.
- The Department Head will notify Finance to cancel the card immediately.

XI. Compliance and Enforcement

- Misuse of the purchasing system or PCard may result in disciplinary action, up to termination and legal action.

- The Finance Department and Village Board will periodically review purchasing activity for compliance.
-

Attachments:

- Tax Exempt Certificate (Available from the Clerk)
 - Village PCard Cardholder Agreement
-

Let me know if you'd like a formatted Word or PDF version of this policy or if you'd like the Cardholder Agreement drafted.

Village of Poplar Grove Purchasing Cardholder Agreement

This Agreement outlines the responsibilities of employees and officials who are issued a Village of Poplar Grove Purchasing Card (PCard). The purpose of the PCard is to facilitate the efficient procurement of goods and services for official Village business.

1. Acknowledgment

I, _____ (Print Name), acknowledge that I have received, read, and understand the Village of Poplar Grove Purchasing and Purchasing Card Policy and agree to abide by all procedures, requirements, and restrictions outlined in that policy.

2. Authorized Use

I understand and agree that:

- The PCard is to be used **only for authorized Village business**.
 - The PCard may **not** be used for **personal purchases** under any circumstances.
 - I am the **only authorized user** of the card issued in my name.
 - Any misuse or unauthorized use of the PCard may result in disciplinary action, including revocation of the card, reimbursement to the Village, termination of employment, and/or legal action.
-

3. Spending Limits and Restrictions

I acknowledge that:

- The monthly and per-transaction spending limits on my card are set by the Village Finance Department and may be changed with Board approval.
 - I am prohibited from splitting purchases to bypass transaction limits.
 - I may not use the card to purchase gift cards, alcohol, tobacco, personal items, or any other restricted items as listed in the Purchasing and PCard Policy.
 - I am not to use the PCard with vendors who accept Village purchase orders, unless explicitly authorized.
-

4. Documentation and Reconciliation

I agree to:

- Obtain and submit all original, itemized receipts for every transaction.
 - Submit all documentation to the Treasurer or Finance Department within **5 business days** of the transaction or monthly statement issuance.
 - Report any lost receipts, billing discrepancies, or suspected fraud immediately.
-

5. Lost or Stolen Card

If my PCard is lost or stolen, I will:

- Notify the Village Finance Department immediately during business hours.
 - Contact the card provider (_____) after hours or on weekends.
-

6. Termination of Card Use

I understand that:

- Upon termination of employment or reassignment, I must return the PCard to my Department Head or the Finance Department.
 - The Village reserves the right to cancel my PCard at any time for any reason deemed appropriate by management or the Board of Trustees.
-

7. Liability

I understand that:

- I am personally responsible for repaying the Village for any unauthorized or inappropriate purchases made with my PCard.
 - Failure to comply with this agreement may result in payroll deduction (if applicable), legal recovery actions, and/or criminal prosecution.
-

Acknowledgment and Signature

By signing this agreement, I acknowledge receipt of the Village of Poplar Grove Purchasing Card, and agree to use it in accordance with the terms of this Agreement and the Village's Purchasing and Credit Card Policy.

Cardholder Name (Printed): _____

Cardholder Department: _____

Card Number (Last 4 digits only): _____

Cardholder Signature: _____

Date: _____

Finance Department Representative (Print & Sign):



Rock River Energy Services Company
2047 S. IL Route 2
Oregon, IL 61061

October 2025 Start

July 28, 2025
Village of Poplar Grove
200 S Hill St.
Poplar Grove, IL 61065

Current Est. Annual Cost

Current Energy Supply Contract: AEP-October 2024-October 2025

Original Contracted Rate*: 0.05557 Per kWh \$ 138,889.94

Fixed "ALL INCLUSIVE" Cost Comparison:

Price includes Cost of Energy, Transmission Service Charges, Capacity Charges, Ancillary Service and PJM Charges, and Distribution and Transmission Losses. **Does not**

include ComEd delivery or Taxes.

Estimated Term kWh Consumption	12 Months	24 Months	36 Months	48 Months	60 Months
Usage	2,499,369	4,998,738	7,498,107	9,997,476	12,496,845

Constellation

Alternative Supplier Rate:	0.07251	0.07419	0.07496	0.07588	0.07648
Est. Annual Fixed Energy Cost:	\$ 181,229.25	\$ 185,428.19	\$ 187,352.70	\$ 189,652.12	\$ 191,151.74

Dynegy

Capacity Pass Through Capacity Pass Through

Alternative Supplier Rate:	0.07201	0.07306	0.06031	0.06066	N/A
Est. Annual Fixed Energy Cost:	\$ 179,979.56	\$ 182,603.90	\$ 150,736.94	\$ 151,611.72	N/A

Direct Energy

Max Term 58 Months

Alternative Supplier Rate:	0.06890	0.06969	0.06990	0.07060	0.07130
Est. Annual Fixed Energy Cost:	\$ 172,206.52	\$ 174,181.03	\$ 174,705.89	\$ 176,455.45	\$ 178,205.01

MC2

Alternative Supplier Rate:	0.07262	0.07411	0.07540	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 181,504.18	\$ 185,228.24	\$ 188,452.42	N/A	N/A

CleanSky

Max Term 30 Months

Alternative Supplier Rate:	0.08385	0.08478	0.08506	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 209,572.09	\$ 211,896.50	\$ 212,596.33	N/A	N/A

AEP

Alternative Supplier Rate:	0.06992	0.07131	0.07252	0.07579	N/A
Est. Annual Fixed Energy Cost:	\$ 174,755.88	\$ 178,230.00	\$ 181,254.24	\$ 189,427.18	N/A

Eligo

Alternative Supplier Rate:	0.07303	0.07450	0.07511	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 182,528.92	\$ 186,202.99	\$ 187,727.61	N/A	N/A

Aggressive

FLEX: Tag(s) are fixed at the current rate. Any future tag changes by the utility, will be passed onto the end user.

Alternative Supplier Rate:	0.07008	0.06963	0.06775	N/A	N/A
Est. Annual Fixed Energy Cost:	\$ 175,155.78	\$ 174,031.06	\$ 169,332.25	N/A	N/A

Our Agent fee is included in this price and is paid to us directly from the contracted supplier.

See 2nd tab for list of accounts

This proposal is based on 16 location(s).

The price is determined by the estimated term kWh usage, and these rates are time sensitive.

*May not include increases due to regulatory changes.

New Account	Electric Choice ID	Service Street Address on Bill
0799140100	0791957130	291 Prairie-Knoll Dr Lift Station
9866415000	9867515061	0 Water-Tower-West Rt 173
2994975000	2998123800	4420 Menge Ln
7991645000	7996241741	4870 Woodstock Rd.
0622964000	0620988301	203 Beaver St.
5555323000	5552158282	1000 Waco Way
4653503000	4650229180	12211 Rt 76
0862561222	0865339308	13505 Harvest Way
8107661222	8101000579	5500 Whitting Rd
7470531222	7473398095	610 S. State St
3172892222	3174793793	100 S. State St.
1126462222	1124537195	228 Boeing Tr.
9177938000	9177946406	105 Bullard St.
5318627000	5317212866	12305 Rt 76 Long Dr
3174406000	3171038034	4149 Dawson Lake Rd.
3233830100	3236816132	502 Waco Way

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: ADT COMMERCIAL LLC						
159312412	07/28/2025	EVERON FKA ADT COMMER	FIRE & SECURITY 8/26-9/25	01-50-4206	235.95	235.95
TOTAL VEN						235.95
VENDOR NAME: AMAZON CAPITAL SERVICES						
1LYC-YJTC-DR4J	07/21/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	53.48	53.48
1M1H-YK3K-9P3T	07/28/2025	AMAZON.COM	CLEANING SUPPLIES FOR PW BUILDING	01-53-4301	184.34	184.34
17MN-LWG6-TTYR	07/31/2025	AMAZON.COM	PW OFFICE SUPPLIES	01-53-4301	91.91	91.91
11DH-YNKY-HP3V	07/17/2025	AMAZON.COM	OFFICE SUPPLIES, TREE LIGHTING	01-55-4240	291.76	459.51
				01-50-4300	167.75	
IF6G-RXLQ-HLWM	07/30/2025	AMAZON.COM	AV ROOM DOOR LOCK	01-50-4301	109.00	109.00
1KGL-9JHF-V4WM	08/05/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	356.92	356.92
TOTAL VEN						1,255.16
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
69030	07/24/2025	B&F CONSTRUCTION CODE	NHC PLAN REVEIW	01-55-4215	1,451.73	1,451.73
TOTAL VEN						1,451.73
VENDOR NAME: BALSLEY PRINTING						
158445	07/18/2025	BALSLEY PRINTING	#10 WINDOW ENEVELOPE	31-50-4300	322.50	645.00
				01-50-4300	322.50	
TOTAL VEN						645.00
VENDOR NAME: BB COMMUNITY LEASING SERVICES INC.						
101392	08/01/2025	BB COMMUNITY LEASING	INTEREST AND PRINCIPAL - SWEEPER LEASE	01-53-4811	62.92	2,252.11
				01-53-4407	2,189.19	
TOTAL VEN						2,252.11
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-088298	07/22/2025	BLAIN'S FARM & FLEET	WATER SOFTNER SALT FOR SHOP	01-53-4301	125.82	125.82
BFF-088470	07/29/2025	BLAIN'S FARM & FLEET	ZACH CLOTHING	01-53-4080	66.87	66.87
TOTAL VEN						192.69
VENDOR NAME: BOONE COUNTY SHOPPER						
115679	07/31/2025	BOONE COUNTY SHOPPER	LATE FEE	01-50-4500	8.87	8.87
TOTAL VEN						8.87
VENDOR NAME: BS&A SOFTWARE						
162714	07/17/2025	BS&A SOFTWARE	ANNUAL SERVICE SUPPORT	01-50-4214	1,954.00	1,954.00
TOTAL VEN						1,954.00
VENDOR NAME: CARD SERVICE CENTER						
E0300X5QFK	07/29/2025	CARD SERVICE CENTER	ONLINE EMAIL SUPPORT	01-50-4214	80.00	80.00
TOTAL VEN						80.00
VENDOR NAME: CHICAGO AUDIO VIDEO						
2509	07/16/2025	CHICAGO AUDIO VIDEO	BOARD ROOM AUDIO 2ND PAYMENT	01-50-4223	10,824.88	10,824.88
TOTAL VEN						10,824.88
VENDOR NAME: COLLINS SANITARY LLC						
85457	07/11/2025	COLLINS SANITARY LLC	PUMP OUT WACO LIFT STATION	31-75-4240	252.00	252.00

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: COLLINS SANITARY LLC						
TOTAL VEN						252.00
VENDOR NAME: COMCAST						
0207744	JULY2025	07/03/2025	COMCAST	PRAIRIE KNOLL L/S	01-53-4202	207.79
0203321	JULY2025	07/29/2025	COMCAST	PW INTERNET & SECURITY	01-53-4202	222.90
0207744	AUG2025	07/27/2025	COMCAST	LIFT STATION PRAIRE KNOLL	01-53-4202	63.85
TOTAL VEN						494.54
VENDOR NAME: COMED						
314406000	JULY2025	08/05/2025	COMED	HARVAST WAY LIFT STATION	31-75-4204	16.66
5318627000	JULY2025	07/11/2025	COMED	RT 76 LIFT STATION	31-75-4204	36.27
7470531222	JULY2025	07/10/2025	COMED	NWWTP	31-77-4204	5,421.63
7991645000	JULY2025	07/10/2025	COMED	WELL HOUSE 5&6	31-68-4204	1,807.34
9866415000	JULY2025	07/10/2025	COMED	WATER TOWER & WELL #3	31-68-4204	1,234.85
0622964000	JULY2025	07/11/2025	COMED	BEAVER LIFT STATION	31-75-4204	63.97
0862561222	JULY2025	07/11/2025	COMED	LIFT STATION HARVEST WAY	31-75-4204	127.01
2439012111	JULY2025	07/21/2025	COMED	DUSK TO DAWN STREET LIGHTS	01-53-4230	52.81
3172892222	JULY2025	07/11/2025	COMED	WELL HOUSE #2	31-68-4204	51.25
3233830100	JULY2025	07/11/2025	COMED	WACO WAY LIFT STATION	31-75-4204	44.94
5653742222	JULY202	07/26/2025	COMED	COMMUNITY STREET LIGHTS	01-53-4230	3,939.59
TOTAL VEN						12,796.32
VENDOR NAME: CONSERV FS INC						
33045521		07/30/2025	CONSERV FS INC	ROUND UP FOR PARKS	01-52-4225	523.50
TOTAL VEN						523.50
VENDOR NAME: DORNER PRODUCTS, INC.						
516522		05/15/2025	DORNER PRODUCTS, INC.	BACKUP PUMPS L/S-REISSUE OF CHECK #0297	31-75-4240	13,789.00
TOTAL VEN						13,789.00
VENDOR NAME: FOX VALLEY INTERNET, INC.						
7940-17		07/24/2025	FOX VALLEY INTERNET,	PLANTS INTERNETS	31-77-4202	29.95
					31-79-4202	24.95
TOTAL VEN						54.90
VENDOR NAME: FRONTIER						
JULY2025		07/20/2025	FRONTIER	VILLAGE PHONE LINES X13	31-68-4202	82.58
					31-50-4202	63.76
					31-50-4202	108.66
					31-68-4202	60.89
					31-79-4202	96.42
					31-50-4202	64.59
					31-68-4202	63.76
					31-68-4202	132.77
					31-50-4202	61.37
					31-50-4202	116.41
					31-77-4202	185.27
					31-68-4202	63.76
					31-50-4202	61.07
					01-50-4500	62.62
TOTAL VEN						1,223.93
VENDOR NAME: GLOBAL INDUSTRIAL						
26875828		08/05/2025	GLOBAL INDUSTRIAL	MAIN STREET PARKING STOP CURB BLOCK	01-53-4228	1,208.00

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: GLOBAL INDUSTRIAL						
TOTAL VEN						1,208.00
VENDOR NAME: GO TO COMMUNICATIONS INC						
IN7103999970	07/01/2025	GO TO COMMUNICATIONS	VH PHONE AND FAX	01-50-4202	250.62	250.62
TOTAL VEN						250.62
VENDOR NAME: HAWKINS, INC.						
7146344	07/24/2025	HAWKINS, INC.	ALUMINUM CHEMICALS FOR PLANTS	31-79-4305	5,524.68	5,524.68
7137051	07/16/2025	HAWKINS, INC.	UTILITY SYSTEM CHEMICALS	31-68-4305	577.59	577.59
7155941	08/04/2025	HAWKINS, INC.	AZONE CHEMICALS FOR PLANT	31-68-4305	1,613.31	1,613.31
TOTAL VEN						7,715.58
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
1514825	07/13/2025	HOME DEPOT CREDIT SER	STOCK SHOP SUPPLIES	01-50-4301	43.10	43.10
FCH008514424	07/09/2025	HOME DEPOT CREDIT SER	LATE FEE	01-50-4500	35.00	35.00
TOTAL VEN						78.10
VENDOR NAME: JOE COOLING & SONS, INC.						
215816	07/11/2025	JOE COOLING & SONS, I	TOP SOIL FOR B BOX REPAIR	31-70-4301	66.00	66.00
215873	07/14/2025	JOE COOLING & SONS, I	TOP SOIL FOR B BOX REPAIR	31-70-4301	66.00	66.00
TOTAL VEN						132.00
VENDOR NAME: JOHNSON TRACTOR						
IH35023	08/05/2025	JOHNSON TRACTOR	TRACTOR VALVE	01-52-4440	1,866.25	1,866.25
TOTAL VEN						1,866.25
VENDOR NAME: JOSH GREEN						
08/05/2025	08/05/2025	JOSH GREEN	UB refund for account: 0011724D00	31-00-1401	23.16	0.00
TOTAL VEN						0.00
VENDOR NAME: LAUTERBACH & AMEN, LLP						
106813	07/29/2025	LAUTERBACH & AMEN, LL	FY25 AUDIT PROGRESS BILLING	01-50-4211	16,140.00	16,140.00
TOTAL VEN						16,140.00
VENDOR NAME: LINCOLN RENT-ALL & LAWN EQUIP SALES						
536992	07/24/2025	LINCOLN RENT-ALL & LA	BED EDGER FOR SHERMAN PARK	01-52-4304	141.31	141.31
TOTAL VEN						141.31
VENDOR NAME: MAIN STREET INC						
JULY2025	07/29/2025	MAIN STREET INC	LASER CHECKS	01-50-4300	141.32	141.32
TOTAL VEN						141.32
VENDOR NAME: MCMAHON ASSOCIATES, INC.						
00704475	05/15/2025	MCMAHON ASSOCIATES, I	ENGINEERING SERVICES ARPIL -REISSUE OF	01-55-4212	3,747.17	3,747.17
00704568	07/21/2025	MCMAHON ASSOCIATES, I	JULY ENGINEERING	01-50-4212	168.00	3,327.72
				01-55-4212	1,843.17	
				01-50-4212	1,316.55	
TOTAL VEN						6,267.11
00704569	07/21/2025	MCMAHON ASSOCIATES, I	MFT ENGINEERING 2025	20-00-4409	6,267.11	6,267.11
TOTAL VEN						13,342.00
VENDOR NAME: MEDIACOM						
AUG2025	07/20/2025	MEDIACOM	VH INTERNET SERVICES	01-50-4202	254.90	254.90
TOTAL VEN						254.90

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: MENARDS						
53620	07/28/2025	MENARDS	BOX FANS FOR WELL HOUSE	31-75-4411	56.97	56.97
53299	07/23/2025	MENARDS	SWWTP SUPPLIES	31-79-4301	399.66	399.66
52762	07/15/2025	MENARDS	RAVENSCREST SIDEWALKS	01-53-4228	217.24	217.24
53756	07/30/2025	MENARDS	SHOP BATHOOM & PLANTS/WELL SUPPLIES	01-53-4301	56.87	165.68
				31-75-4300	108.81	
53696	07/29/2025	MENARDS	2X6X12 LUMBER FOR CONCRETE	01-53-4302	16.32	16.32
TOTAL VEN						855.87
VENDOR NAME: METAL SUPERMARKETS ROCKFORD						
1027970	08/01/2025	METAL SUPERMARKETS RO	PJ TRAILOR REPAIR	01-53-4227	264.96	264.96
TOTAL VEN						264.96
VENDOR NAME: MINNIHAN'S TREE SERVICE						
JUNE2025	08/01/2025	MINNIHAN'S TREE SERVI	RAY STREET TREE REMOVAL	01-53-4240	1,750.00	1,750.00
TOTAL VEN						1,750.00
VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC						
39914	08/01/2025	MORGAN BUILDING MAINT	AUGUST MONTHLY CLEANING	01-50-4240	1,251.00	1,251.00
TOTAL VEN						1,251.00
VENDOR NAME: MR. GOODWATER						
16304	08/01/2025	MR. GOODWATER	PW AND VH DRINKGING WATER/COOLER RENTAL	01-50-4302	8.00	83.36
				01-53-4302	8.00	
				01-50-4302	42.10	
				01-53-4302	25.26	
TOTAL VEN						83.36
VENDOR NAME: P.C. TECH 2 U						
21382	07/24/2025	P.C. TECH 2 U	SERVER ISSUES	01-50-4214	100.00	100.00
21396	07/25/2025	P.C. TECH 2 U	BACKED UP EMAILS AND COMPUTER	01-50-4214	150.00	150.00
TOTAL VEN						250.00
VENDOR NAME: PITNEY BOWES INC.						
JULY2025	07/29/2025	PITNEY BOWES INC.	POSTAGE	01-50-4208	100.00	800.00
				31-70-4208	350.00	
				31-75-4208	350.00	
TOTAL VEN						800.00
VENDOR NAME: PREMIER LANDSCAPE STORE						
2345	07/21/2025	PREMIER LANDSCAPE STO	TOP SOIL FOR B BOX REPAIR	31-70-4301	38.99	38.99
TOTAL VEN						38.99
VENDOR NAME: RECYCLED RUBBER PRODUCTS						
9372	07/29/2025	RECYCLED RUBBER PRODU	SHERMAN PARK MULCH	01-52-4406	5,960.00	5,960.00
TOTAL VEN						5,960.00
VENDOR NAME: ROCKFORD BUSINESS SYSTEMS, INC						
21831	08/01/2025	ROCKFORD BUSINESS SYS	COPY MACHINE B/N & COLOR COPIES	01-50-4214	222.68	222.68
TOTAL VEN						222.68

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: SABEL MECHANICAL LLC.						
250671	07/26/2025	SABEL MECHANICAL LLC.	NWWTP SAND FILTER REPAIR	31-77-4240	789.80	789.80
TOTAL VEN						789.80
VENDOR NAME: SHERWIN WILLIAMS CO.						
1233529	08/05/2025	SHERWIN WILLIAMS CO.	STREET PAINT	01-53-4228	374.20	374.20
TOTAL VEN						374.20
VENDOR NAME: SOLUTIONS BANK						
40155AUG2025	08/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL-PW NOTE -40155	01-50-4752 01-50-4752	2,363.30 3,258.09	5,621.39
40192 - AUG25	08/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL 24 TRK-40192	01-53-4811 01-53-4407	914.62 3,256.27	4,170.89
40007-AUG25	08/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 40007	01-50-4752 01-50-4752	2,099.49 11,770.51	13,870.00
TOTAL VEN						23,662.28
VENDOR NAME: SOSNOWSKI SZETO, LLP						
14843	08/05/2025	SOSNOWSKI SZETO, LLP	JULY GENERAL ATTORNEY FEES	01-50-4213 01-55-4213 01-57-4213 31-70-4240 31-75-4240	3,690.75 1,896.25 915.75 333.00 1,485.00	8,320.75
14844	08/05/2025	SOSNOWSKI SZETO, LLP	LABOR LEGAL SERVICES- JULY	01-50-4213	2,800.00	2,800.00
14842	08/05/2025	SOSNOWSKI SZETO, LLP	BEL AIR HANGAR LEGAL SERVICES	01-55-4213	786.25	786.25
14845	08/05/2025	SOSNOWSKI SZETO, LLP	EPI LEGAL JULY	01-55-4213	749.25	749.25
14846	08/05/2025	SOSNOWSKI SZETO, LLP	TRAJECTORY SOLAR LEGAL	01-55-4213	878.75	878.75
TOTAL VEN						13,535.00
VENDOR NAME: STEINER ELECTRIC COMPANY						
S007653832.001	10/09/2024	STEINER ELECTRIC COMP	SWWTP PIN RELAY	31-79-4302	34.12	34.12
TOTAL VEN						34.12
VENDOR NAME: TEST INC.						
25060970	07/14/2025	TEST INC.	NWWTP TESTING	31-77-4236	36.00	36.00
25060967	07/14/2025	TEST INC.	SWWTP TESTING	31-79-4236	36.00	36.00
25070389	07/28/2025	TEST INC.	WELL 5&6 TESTING	31-79-4236	17.00	17.00
80425055	08/04/2025	TEST INC.	AUGUS SERVICE CHARGES	31-77-4236 31-79-4236 31-68-4236 31-75-4236	5,653.93 5,653.93 4,711.60 2,826.97	18,846.43
25070388	07/28/2025	TEST INC.	WELL 3 TESTING	31-77-4236	17.00	17.00
25061102	07/28/2025	TEST INC.	NWWTP TESTING	31-77-4236	220.00	220.00
25060968	07/14/2025	TEST INC.	NWWTP TESTING	31-77-4236	36.00	36.00
25060966	07/14/2025	TEST INC.	NWWTP TESTING	31-77-4236	26.00	26.00
TOTAL VEN						19,234.43
VENDOR NAME: U.S. CELLULAR						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: U.S. CELLULAR						
0744921841	07/22/2025	U.S. CELLULAR	VWWTTP; CLERK ; VLG PRES; TABLET; HOTSP	01-50-4202	99.94	241.17
				31-50-4202	44.68	
				01-57-4202	44.06	
				31-50-4202	52.49	
TOTAL VEN						241.17
VENDOR NAME: UNITED SANITATION SERVICES, INC.						
59324	06/25/2025	UNITED SANITATION SER	WEST GROVE PARK BATHROOM	01-52-4440	180.00	180.00
59326	06/25/2025	UNITED SANITATION SER	VETERANS PARK BATHROOM	01-52-4440	180.00	180.00
59323	06/25/2025	UNITED SANITATION SER	SHERMAN PARK BATHROOM	01-52-4440	180.00	180.00
59325	06/25/2025	UNITED SANITATION SER	MANSFIELD PARK BATHROOM	01-52-4440	180.00	180.00
59621	07/23/2025	UNITED SANITATION SER	MANSFIELD PARK BATHROOM	01-52-4440	180.00	180.00
59622	07/23/2025	UNITED SANITATION SER	SHERMAN PARK BATHROOM	01-52-4440	180.00	180.00
59623	07/23/2025	UNITED SANITATION SER	VETERANS PARK BATHROOM	01-52-4440	180.00	180.00
59624	07/23/2025	UNITED SANITATION SER	WESK GROVE PARK BATHROM	01-52-4440	180.00	180.00
TOTAL VEN						1,440.00
VENDOR NAME: VERIZON						
6119320137	07/23/2025	VERIZON	PW VPG ADMIN HOTSPOT(2) TABLETS	01-53-4202	36.01	192.83
				01-50-4202	36.01	
				31-50-4202	36.01	
				31-50-4202	42.40	
				31-50-4202	42.40	
TOTAL VEN						192.83
GRAND TOTAL:						160,285.35

Date Updated: 8.13.25

August 2025 Checks

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date		Total by Type
	Check Run #1	Check Run #2	
AP Checks	\$133,570.96	\$0.00	\$133,570.96
EFTS (ACH)	\$26,714.39	\$0.00	\$26,714.39
Payroll	\$16,465.48	\$0.00	\$16,465.48
Insurance	\$17,663.23	\$0.00	\$17,663.23
Total	\$194,414.06	\$0.00	\$194,414.06

Specific Breakout:	Actual	for the month paid	Estimate	Additional	Total by Type
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Total	\$0.00	\$0.00	\$0.00
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FINAL NUMBERS			
JULY 2025 Final Numbers			
Monthly Approvals	Requested	Actual	Difference
AP Checks	\$206,604.70	\$206,602.70	-\$2.00
EFTS (ACH)	\$27,541.39	\$27,514.39	-\$27.00
Payroll	\$36,342.00	\$33,193.92	-\$3,148.08
Insurance	\$17,744.46	\$14,678.13	-\$3,066.33
Total	\$288,232.55	\$281,989.14	-\$6,243.41

Adjustements for terminated employees

Specific Breakout:	Requested	Actual	Difference
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**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Order Form**Quote #:**

Q-104008-1

Date:

7/18/2025 11:26 AM

Expires On:

9/30/2025

Client:

Village of Poplar Grove, IL

Bill To:

POPLAR GROVE VILLAGE, ILLINOIS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Shaun Jernigan		shaun.jernigan@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Social Media Archiving Provisioning Fee - Economy	Social Media Archiving Account Activation and Setup	0	USD 500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Social Media Archiving - Economy	Social Media Archiving Subscription - Up to 12 Accounts & Up To 1.6k Records Per Month	15	USD 3,559.80

List Price - Initial Term Total	USD 4,688.00
Total Investment - Initial Term	USD 4,059.80
Annual Recurring Services (Subject to Uplift)	USD 3,559.80

Initial Term	8/1/2025 - 7/31/2026, Renewal Term 8/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Acceptance Date

Annual Uplift	5% to be applied in year 2
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This Order Form sets forth the commercially binding terms of the Client's (as defined above) usage of the Social Media Archiving services (the "Services"). By accepting this Order Form, which may be evidenced by your return of this completed Order Form, written acceptance (e-mail is sufficient), or Client's access and use of the Services, you, on behalf of the Client, are representing that you are authorized to bind the Client listed herein to the pricing and term stated in this Order Form

Acceptance of Quote # Q-104008-1

Please note that if you plan to issue a purchase order, we request you include the following language on the front of the PO:

Social Media Archiving's maximum liability under this purchase order is limited to the total amount of fees received during the 12-month period preceding the event giving rise to the liability, except that such limitation of liability will not apply to Social Media Archiving's indemnification for intellectual property infringement or personal injury.

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Village of Poplar Grove
APPLICATION FOR LICENSE TO SELL
ALCOHOLIC LIQUOR AT RETAIL

Item 11.

Check Class of License Applied for:

<input type="radio"/> Class A (6 Day, On Premise, Full Kitchen) \$900	<input type="radio"/> Class F (BYOB with Food) \$150	OFFICE USE ONLY License No: _____ Date Issued: _____ License Expires: _____ Liquor: _____ Gaming: _____ Tobacco: _____ Fees: _____ Cash: _____ Check #: _____
<input type="radio"/> Class B (6 Day, Retail off Premise) \$500	<input type="radio"/> Class G (Golf) \$900	
<input type="radio"/> Class BB (Boutique) \$5000	<input type="radio"/> Class H (Local Catering) \$250	
<input type="radio"/> Class C (6 Day, Less 12% on Premise) \$700	<input type="radio"/> Class I (Non-Local Cater) \$350	
<input type="radio"/> Class D (Sunday) \$100	<input type="radio"/> Class J (Beer Garden) \$100	
<input checked="" type="radio"/> Class E (Event) \$100		

*Initial Application will include a \$100 administrative fee.

SECTION 1: Applicant Information:

Applicant Name: Heather Prather Date of Birth: 6-6-1980
Address: [REDACTED] Phone: [REDACTED]
Primary Contact Person: Heather Prather Phone: [REDACTED]
Business Name: S&S Collaborations Phone: [REDACTED]
d/b/a Name: _____
Premise Address: 116 W. Locust St Belvidere IL 61008

Entity Information (if applicable):

Date of formation: 2024 Illinois Secretary of State Number: [REDACTED]
Assumed Name; If any: _____
Is Entity in good standing with Illinois Secretary of State: YES ROT Registration #: _____
If foreign Entity, date registered to do business in Illinois: _____

General Information: (applies to anyone listed in Section 2):

Owner of Premises: Russell Caldwell (if leased, attach a copy of the lease to the application)
Renter of Premises: Heather Prather Illinois Liquor License No.: [REDACTED]
[] YES [X] NO Has applicant ever made an application for a liquor license which was denied?
[] YES [X] NO Has applicant ever had any previous liquor license suspended or revoked?
[] YES [X] NO Has the applicant ever been convicted of a felony?
[] YES [X] NO Has the applicant ever been convicted of a gambling offense?
[] YES [X] NO Do you possess a current federal wagering or gambling device stamp?
[] YES [X] NO Are you, or any other owner, in your place of business, a public official?

*If yes to any of the above, please explain on a separate sheet and attach to application.

Dram Shop Coverage:

Applicant must provide a copy of their dram shop insurance naming the Village as certificate holder and additional insurer pursuant to Village Ordinance 2-2-3-A-2.

Insurance Company: Lloyd's - London Policy Number: [REDACTED]
Coverage Limit: 1,000,000 Policy Effective Date: 12-1-24 Expiration Date: 12-1-25



Village of Poplar Grove
APPLICATION FOR LICENSE TO SELL
ALCOHOLIC LIQUOR AT RETAIL

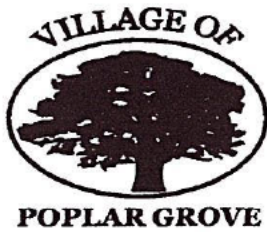
Item 11.

Section 2: Owner & Officer Information:

For every individual applicant, sole owner, partner, member, corporate officer, stockholder or director (whether or not they own any stock), stockholder owning in the aggregate more than 5% of the stock (including officers, directors, and stockholders of more than 5% for all corporate stockholders), manager or agent conducting the business please supply the following information. All Not-for-Profit organization and associations must supply the requested information for all officers, directors and managers. Indicate the total percentage of stock of the corporation, if any, which is held by persons who have less than 5% interest.

**If additional space is needed, please attach the additional sheet to the application.*

<div>1) Name: <u>Heather</u> <u>A</u> <u>Prather</u></div> <div><div>6-6-1980</div><div></div><div>IL</div><div>owner</div><div>100%</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				
<div>2) Name: _____</div> <div><div>_____</div><div>_____</div><div>_____</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				
<div>3) Name: _____</div> <div><div>_____</div><div>_____</div><div>_____</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				
<div>4) Name: _____</div> <div><div>_____</div><div>_____</div><div>_____</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				
<div>5) Name: _____</div> <div><div>_____</div><div>_____</div><div>_____</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				
<div>6) Name: _____</div> <div><div>_____</div><div>_____</div><div>_____</div></div> <div><div>Date of Birth</div><div>Driver's License No.</div><div>State</div><div>Title</div><div>% Ownership</div></div>				



VILLAGE OF POPLAR GROVE

200 N. Hill Street, Poplar Grove, IL 61065

Peddler's License

Notice: This form must be completed, submitted, and approved before business may commence.

Peddler's Name: Heather Prather

Peddler's Phone Number: 815 289-3291

Peddler's Sales Tax Number: _____

Company Name: S&S Collaborations Co. Contact: Heather

Address: 116 W. Locust St City: Belvidere State: IL Zip Code: 61008

Description of Articles or Merchandise Peddled: (Coffee, ice cream, & food)
(Alcoholic Beverages)

Non Vehicle: Tents/Canopies: _____ Umbrellas: _____ Tables: _____

Number of: Carts: _____ Wagons: _____ Autos/Vehicles: 2 Plate # [REDACTED]

A: Choose One: (Fee PER cart, wagon, auto or any other vehicle for a peddler or hawker)

X \$50 Annual License X 2

B: Choose One: (Fee for peddler's or hawkers not using any vehicle)

_____ \$40 Annual License

Peddler's Signature: Heather Prather Date: 8-7-25

ALL LICENSES WILL EXPIRE DECEMEBER 31 EACH YEAR

OFFICE USE ONLY:

License Approved By: _____

VPG Administrator

Number: _____

Fee Paid: _____

Date Issued: _____

Date Paid: _____

State of Illinois Liquor License



April 7, 2025



Letter ID: [REDACTED]

License No.: [REDACTED]

Expiration Date: [REDACTED]

License Type: [REDACTED]

Account ID: [REDACTED]



01/02

S & S COLLABORATIONS, LLC
S&S COLLABORATIONS
4405 WINDSWEPT WAY
LOVES PARK IL 61111-4429

All State of Illinois Liquor Licenses must be FRAMED and displayed on the licensed premises in plain view of the general public.

Letter ID: L1771300264

License Number

9

STATE OF ILLINOIS LIQUOR CONTROL COMMISSION

Governor JB Pritzker
Executive Director Lisa Gardner



IN ACCORDANCE WITH THE LIQUOR CONTROL
ACT OF 1934, THIS CERTIFIES THAT:

S & S COLLABORATIONS, LLC
S&S COLLABORATIONS
116 W LOCUST ST
BELVIDERE IL 61008-3619

Boone

HAS PAID ALL FEES
AND IS ISSUED A
LICENSE IN THE
FOLLOWING CLASS:

RETAILER
ON-PREMISES

ISSUE DATE:

04/07/25

Effective:

04/07/25

THIS LICENSE
EXPIRES ON:

02/28/26

THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW
IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Warehouse: N/A

Sales Tax Acct # 45452393

THIS LICENSE NOT TRANSFERABLE
AS TO PRINCIPAL

Continuation of the 1% Grocery Tax

Michael Hall (City Manager)



Agenda

- What is the history of the 1% Grocery Tax?
- What does the 1% grocery tax cover?
- How much does an average household spend on groceries?
- How Much Actual Revenue Does the City Receive From the 1% Grocery Tax?
- What Would Be the Impact on City Services and Residents if This Revenue Source Were Eliminated?
- What is the recommendation for continuation of the grocery tax?
- Does the City Council want staff to draft an ordinance or resolution to continue the 1% Grocery Tax?



History of the Grocery Tax



State of Illinois implemented the 1% grocery tax as part of the state sales tax in 1980.



On August 5, 2024, the Governor signed legislation repealing the state 1% grocery tax.



100% of the state grocery tax was going directly to local governments. If the City Council decides to continue the tax, then the state will receive a 3% administration fee.



While the law reduces the state grocery tax starting on January 1st, 2026, it authorizes municipalities to continue the 1% grocery tax without referendum by municipal ordinance or resolution.

What Does the 1% Grocery Tax Cover?

Items Subject to the 1% Grocery Tax

- Unprepared foods:** Items like fresh fruits and vegetables, uncooked meats, dairy products, and packaged foods intended for home preparation.
- Staple groceries:** Bread, cereals, rice, pasta, and similar items that are not ready-to-eat.
- Non-carbonated bottled water:** Plain bottled water without added flavors or sweeteners.

Items Taxed at the Standard 6.25% Rate

- Prepared foods:** Ready-to-eat meals, hot foods, and any food items prepared for immediate consumption.
- Candy and soft drinks:** Items classified as candy (without flour and requiring no refrigeration) and beverages containing added sweeteners.
- Alcoholic beverages:** All forms of alcohol, regardless of packaging.
- Cannabis-infused products:** Edibles and other consumables containing cannabis.

How much does an average household spend on groceries?



According to the U.S. Bureau of Labor Statistics, the average annual grocery spending per household is \$6,053, or about \$504 per month.



Assuming \$200/week on groceries (\$800/month), annual spending would be \$10,400— which is higher than Labor Statistics' estimate.



At 1%, the grocery tax would be \$104/year or \$8.66/month per household.



\$104 per year multiplied by approximately 7,000 households in Sycamore would be \$720,000

How Much Actual Revenue Does the City Receive From the 1% Grocery Tax?

City of Sycamore

2022 - \$750,336.27

2023 – \$719,798.41

2024 – \$719,726.96

City of Dekalb

2022 – \$709,611.81

2023 – 727,817.35

2024 – 736,358.36

What Would Be the Impact on City Services and Residents if This Revenue Source Were Eliminated?

\$720,000 represents approximately 3% of the City's annual \$24 Million-dollar General Fund budget.

\$720,000 would be equivalent to 5 to 6 full-time employees fully burdened.

Employees make up approximately 70% of the annual budget.

9C

What is the recommendation for continuation of the grocery tax?

This tax has been in place since 1980 and accounts for 3% of the City's revenue or approximately \$720,000 per year

The annual cost per family is approximately \$104 per year or \$8.66 per month

Given these facts the recommendation is to continue the 1% grocery tax.

Are there any questions?

This must be approved before October 1st and submitted to the state to take effect by January 1, 2026, when the current state 1% grocery tax expires.

Grocery Tax Revenue - Tangible Services Impact

City of Freeport

- Funds the equivalent of 9 firefighters or 9 police officers
- Supports the entire combined budget of:
City Manager & Mayor's Office, City Council, Commissions, Human Resources, Communications, Finance, and the City Clerk's Office

City of Loves Park

- Represents 6–7% of total municipal sales tax collections annually

City of Rockford

- Equivalent to the cost of:
 - o 60-80 police officers
 - o 60-80 firefighters
 - o 70-90 public works employees
- Also covers the entire budget of:
Mayor's office, City Council, Legal Department, Human Resources, Mass Transit, and Election Commission

Village of Cherry Valley

- Approximately one month of revenue
- Could fund:
 - o Two patrol officers
 - o A yearly major street improvement program
- Result in public works staff reduction

Village of Roscoe

- Equivalent to:
 - o One new playground
 - o One police officer
 - o Annual lease payments for all squad cars

Additional Information/Facts

- SNAP and WIC purchases are exempt from the grocery tax.
- A household would need to spend over \$30,000/year on grocery items to save \$300.
- First income quintile (\$0–\$25,806):
 - o Average annual savings = \$1.64
- Second income quintile (\$25,807–\$50,091):
 - o Average annual savings = less than \$30

(These households are more likely to be above SNAP thresholds)

Estimated Grocery Tax Revenue		
Municipality	Population	Grocery Tax Revenue
City of Belvidere	25,325	\$615,830.00
City of Byron	3,742	\$145,457.00
Village of Cherry Valley	3,268	\$203,182.00
City of Freeport	23,140	\$800,000.00
City of Loves Park	23,636	\$500,000.00
Village of Machesney Park	22,950	\$250,000.00
City of Oregon	3,604	\$469,981.80
Village of Poplar Grove	5,049	\$120,055
City of Rochelle	9,510	\$317,202.00
City of Rockford	148,655	\$8,000,000.00
Village of Rockton	7,861	\$94,909.00
Village of Roscoe	10,981	\$100,000.00
City of South Beloit	7,983	\$96,079.00
Village of Winnebago	2,896	\$120,000.00

Illinois Municipalities That Have Adopted Ordinances Implementing the Local Grocery Sales Tax

As of 5/15/2025 at 9:00 a.m.

Disclaimer: This list of municipalities that have adopted a local grocery sales tax ordinance is based on information confirmed by the Illinois Department of Revenue (IDOR). It is not an official IDOR document and may be incomplete. Some municipalities are listed more than once due to their jurisdiction overlapping multiple counties. The Illinois Municipal League has compiled and posted this information as a resource and will update the list periodically as new information becomes available.

	Location Code	Municipality	County
1	008-0001-5	Mount Carroll	Carroll
2	019-0008-0	Genoa	DeKalb
3	019-0014-5	Shabbona	DeKalb
4	022-0070-8	Batavia	DuPage
5	022-0053-8	Carol Stream	DuPage
6	022-0006-6	Clarendon Hills	DuPage
7	022-0008-2	Downers Grove	DuPage
8	022-0065-1	Elk Grove Village	DuPage
9	022-0011-2	Glen Ellyn	DuPage
10	022-0066-1	Schaumburg	DuPage
11	022-0025-2	Westmont	DuPage
12	022-0001-5	Wheaton	DuPage
13	043-0005-1	Elizabeth	Jo Daviess
14	043-0012-2	Stockton	Jo Daviess
15	045-0052-0	Algonquin	Kane
16	045-0003-2	Batavia	Kane
17	045-0005-9	Burlington	Kane
18	045-0046-6	East Dundee	Kane
19	045-0008-3	Elburn	Kane
20	045-0055-5	Hoffman Estates	Kane
21	045-0053-9	Huntley	Kane
22	045-0016-4	Montgomery	Kane
23	045-0018-0	North Aurora	Kane
24	045-0019-9	Pingree Grove	Kane
25	045-0023-7	South Elgin	Kane
26	045-0024-5	Sugar Grove	Kane
30	052-0001-6	Dixon	Lee
31	056-0003-0	Algonquin	McHenry
32	056-0044-8	Bull Valley	McHenry
33	056-0012-1	Huntley	McHenry
34	056-0013-8	Marengo	McHenry
35	056-0018-9	Spring Grove	McHenry
36	056-0022-7	Wonder Lake	McHenry

37	071-0070-8	Davis Junction	Ogle
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ILLINOIS INSTITUTE & MASTER ACADEMY FOR MUNICIPAL CLERKS

OCTOBER 7TH - 10TH 2025



BLOOMINGTON, IL



Peer Connections



Tailored Training



Hands-On Learning



Career Growth



Register now!



RESOLUTION 2023-18

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO AMENDING THE FOLLOWING CITIZEN AD HOC COMMITTEES: COMMUNICATIONS COMMITTEE

WHEREAS, the Title I, Chapter 6, Section 8 of the Village of Poplar Grove Municipal Code of Ordinances addresses the appointment of various ad hoc committees as needed; and

WHEREAS, members of Ad Hoc Committees are appointed by the Village President with the advice and consent of the Village Board, from time to time as the need arises; and

WHEREAS, there is a need for several Ad Hoc Committees to engage residents within the Village and to encourage citizen involvement in Village business; and

WHEREAS, this is a need to amend the title of the Communications Committee and the total number of members of the committee; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to the Village of Poplar Grove Code of Ordinances Section 1-6-8, the Village does hereby create the following citizen ad hoc committees for the following purposes:

SECTION 1: The above recitals are incorporated herein and made part hereof.

SECTION 2: The following ad hoc committees are hereby amended:

Community Communications Committee

Purpose: ~~Work with staff and residents to communicate information through all forms of media, assist Village President in communication to Village residents, serve as liaison between Village staff and individuals planning events within the Village. Serve as planning committee for annual Christmas celebration.~~ **To engage in community projects that provide additional support to community businesses, non-profit organization, social clubs; the creation and implementation of resident programs that improve education, safety, or prosperity.**

Membership: ~~Four Two (4 2)~~ **Four Two (4 2)** Citizens at Large and One (1) Village Trustee to be appointed by the Village President with the advice and consent of the Village Board.

SECTION 3: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

SECTION 4: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2023

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2023

ATTEST:

CLERK

PRESIDENT

Quote Good
Aug 29, 2025

Item 15.

Proposal for:
Village of Poplar Grove, Boone County IL
May 02, 2025
Quoted by: Nathan Holder

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade - Cloud Modules – Annual Fee

Financial Management

GL-General Ledger	\$2,555.00
AP-Account Payable	\$2,085.00
CR-Cash Receipting	\$2,320.00
AR-Account Receivables	\$1,940.00
Total	\$8,900.00

Personnel Management

PR-Payroll	\$3,480.00
Total	\$3,480.00

Utility Billing

UB Non energy	\$1,920.00
Total	\$1,920.00

Subtotal **\$14,300.00**

BS&A Online - Fees for BS&A Online subscription services will be charged at the next renewal period.

Public Records Search + Online Bill Pay
With use of integrated Credit Card Processor

New Purchase - Cloud Modules - Annual Fee

Financial Management

PO-Purchase Order	\$2,035.00
Total	\$2,035.00

Community Development

BD-Building Department

\$4,175.00

Annual Fee

Total

\$4,175.00

BS&A Online

CD-Building

\$1,760.00

Annual Fee

Total

\$1,760.00

Subtotal**\$7,970.00****Data Conversions/Database Setup**

BD-Manual Database Setup

\$3,300.00

Setup of Permit and Enforcement Types, Fee Schedules

Total**\$3,300.00****Data Conversions/Database Setup****No Conversion or Database Setup for:**

PO-Purchase Order

CD-Building

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.

\$1,500.00**Upgrade Implementation****Services include:**

- Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption
- Project schedule aligned with your processes and needs, ensuring a seamless transition timeline
- Expedited upgrade to cloud capturing existing process to minimize demands required of client teams
- Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization
- Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources
- Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted

- Preliminary data conversion with attachments, mirroring final conversion for a smooth transition
- Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing
- Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes
- Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.
- As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.
- Automated scaffolding of users and security roles based on your previous configurations
- Conversion of approval workflows based on role-based security, maintaining established processes
- As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment
- Documentation of our standard processes, facilitating easy access to essential information
- Upgrade training
- Prioritized response post go-live for 2 weeks from the upgrade team
- 3 post go-live survey touch points to check-in on post-go live experience
- Remote go-live assistance and remote office hours for a successful transition to the cloud-based software
- Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost

\$30,000.00

New Module Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

Total**\$8,525.00**

New Module Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Setup Days

ITS Setup - FM	Setup Days: 1	\$1,100.00
ITS Setup - CD	Setup Days: 2	\$2,200.00
Total Setup Days: 3		Subtotal: \$3,300.00

Training Days

ITS Training - FM	Training Days: 3	\$3,300.00
ITS Training - CD	Training Days: 7	\$7,700.00
ITS Training - BSAO	Training Days: 2	\$2,200.00
Total Training Days: 12		Subtotal: \$13,200.00
Total Days: 15		Total: \$16,500.00

Cost Totals

Upgrade Modules – Annual Fee	Subtotal	\$14,300.00
Cloud New Purchase – Annual Fee	Subtotal	\$7,970.00
Data Conversions/Database Setup	Subtotal	\$3,300.00
Custom Import	Subtotal	\$1,500.00
Upgrade Implementation	Subtotal	\$30,000.00
Project Management and Implementation Planning	Subtotal	\$8,525.00
Implementation and Training	Subtotal	\$16,500.00

Total Proposed**\$82,095.00**

Estimated Travel Expenses are NOT outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below.

\$160/\$185/\$225 per day hotel, varies by state
 \$90 per day car rental
 \$70 per day meals
 \$730 per trip airfare/related expenses
 \$0.70/mile round trip for drive distance

BS&A Online**Connection Requirements**

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Schedule

- 1st Payment: **\$26,825** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$14,300** to be invoiced upon activation of customer's site for upgrade modules. *6 months later*
- 3rd Payment: **\$15,000** to be invoiced upon completion of upgrade implementation.
- 4th Payment: **\$7,970** to be invoiced upon activation of new modules.
- 5th Payment: **\$16,500** to be invoiced upon completion of new module training.

Security Responsibilities

Category	On-Premise	Cloud
Infrastructure Management	Municipality	Vendor
User Permissions & Access Control	Municipality	Shared
Incident Response Preparedness	Municipality	Shared
Offsite Backups	Municipality	Vendor
Endpoint Security	Municipality	Municipality
Secure and Redundant Internet	Municipality	Municipality
Firewalls & Network Segmentation	Municipality	Vendor
Intrusion Detection and Prevention Systems (IDPS)	Municipality	Vendor
Web Application Firewalls (WAF)	Municipality	Vendor
Secure Remote Access	Municipality	Shared
Data Protection (Encryption, Backups)	Municipality	Shared
Patch Management	Municipality	Vendor
Continuous Monitoring (SIEM)	Municipality	Shared
Audits & Penetration Testing	Municipality	Shared
Regulatory Compliance	Municipality	Shared
Security Awareness Training	Municipality	Municipality
Backup & Disaster Recovery	Municipality	Vendor
Monitoring & Threat Detection	Municipality	Vendor
Scalability	Municipality	Vendor
Software Updates	Municipality	Vendor
Performance Monitoring	Municipality	Vendor
Disaster recovery	Municipality	Vendor
Support and Maintenance	Municipality	Vendor
Vulnerability Management	Municipality	Shared
DDoS Mitigation	Municipality	Vendor
Penetration Testing	Municipality	Shared
Secure Application Development	Municipality	Shared



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax: (516) 674-8119



VENDOR HOSTED ORDER FORM

Invoice To:	Village of Poplar Grove	Hosted By:	Vendor	
Ship To:	TBD	Terms:	4 Year Term	
Account Executive:	Jamie Blundell		100% Upon Execution	

Qty	Description	Item	Monthly
UKG Web-Based Time & Attendance System			
50	UKG Web-Based Time & Attendance Software	\$3.50	\$175
50	Employee Web Services (PC Entry, Mobile Applications)	Included	Included
5	Supervisor Module: Approval/Reporting/Review/Modification	\$5.00	\$25
1	BS&A Payroll Interface (Guaranteed Interface)	Existing	Existing
1	Electronic In-Out Board	N/C	N/C
1	Labor Tracking (Activity Based Reporting - 8 Levels)	N/C	N/C
1	Standard Supply & Demand Scheduling Module	N/C	N/C
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	N/C	N/C
1	Borrowing Manager	N/C	N/C
1	Schedule Lockout Module	N/C	N/C
1	Advanced Scheduling Module (up to 100 employees)	\$350	Optional
1	Report Generator (Up to 5 Gig/month)	\$50	Optional
1	Document Storage (Up to 5 Gig/month of Upload/Download and Storage)	\$50	Optional
1	Single Sign On Module	\$100	Optional
50	Leave of Absence Module (FMLA Case Tracking)	\$1.50	Optional
50	Facial Recognition/Thermal Reading Module	\$1.50	Optional
EA	iPad Station Fee (Client must provide iPads)	\$50	Optional
Monthly Total			\$200.00
EA	12 Month Vendor Hosting Total	\$2400/yr	\$2,400
EA	Synel Synergy HID Proximity Terminal	\$1,990	Optional
100	InTouch DX HID Proximity Terminal	\$2,790	Optional
	UKG HID Proximity Cards	\$11	Optional
	Implementation		\$3,090
	Annual Maintenance	\$985/yr	\$985
	Sales Tax		TBD
12 Month System Total			\$6,475.00
One Time Implementation Fees			
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install UKG Web-Based Software	Included	
	Install Payroll Rules and Employee File	Included	
	Unlimited Administrative/Supervisor Training	Included	
	Program Hardware	Included	
	Install Hardware	Customer	
	System Test/Go Live	Included	
Total One Time Fees		\$	3,090

Customer Authorization _____ Title _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____

SYnergy 10

Efficient Security Biometric Time Clock

Software Hardware Accessories



Keep data secure with GDPR compliance assured face templates stored safely as proprietary algorithms.



Quickly identify employees using badges and/or fingerprint recognition and/or face recognition, and/or the super-sensory and fully touchable display keypad.



Leverage the Android OS with quad-core Cortex-A17 1.6GHz and a wide range of card and fob tech, including Mifare, Proximity, and HID.

Specifications

Operating System	Linux 4.15, Android 8.1
Processor	RK3288 quad-core 1.6GHz
Identification Unit	Optical fingerprint (FP) sensor
Identification Speed	Card < 0.2 secs Face < 1 sec
Facial Identification Range	4.9' - 8' (4.9' is the best up / down 30° left / right 30° flat rotation 35°)
Face Quantity	20,000 Users
Fingerprint Unit	Suprema or CAS
FP Template Size	1,000
Registered FP Capability	Suprema 25k / CAS 10k
Internal Readers	HID, iClass, MiFare, EM, Magnetic, Barcode, QR
Facial Identification	99.7%
External Readers	Wiegand Input
Data Transmission Protocols	UDP, TCP/IP
Network Interface	Ethernet or POE 10/100M auto
Communication Option	3G / 4G and WiFi

External Reader	Wiegand Input
USB (Memory Device)	1 x USB 2.0
SD-Card	MicroSD HC/XC
Power	DC12V / 2A POE
Environment	Temperature 0-50 C, humidity 10% - 90%
Physical Dimensions	12 1/8" x 6 7/8" x 1 1/4"
Display	10.1" Color TFT LCD; 1200 x 800 pixels
Camera	2M pixel 1080P
Input	1 Switch
Output	1 Switch
Sound	Yes
Keyboard	5 Point capacitive touchscreen
Backup Battery RTC	3 years
Coupon Printer	Yes
Certifications	TUV, CE



Time & Attendance Solutions