



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, April 22, 2026 - 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 discuss/approve Public Hearing Minutes from April 8, 2026
- [2.](#) Motion to discuss/approve Board of Trustees Meeting Minutes from April 08, 2026.

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

- [3.](#) Collector, Miller
- [4.](#) Public Works, Howe
- [5.](#) Wastewater, Test

6. Engineer, McMahon

UNFINISHED BUSINESS

7. Motion to discuss/approve **Resolution 2026-20**, a resolution of the Village of Poplar Grove, Illinois, approving a lease agreement with Aaron Eckberg for the property located at 111 Park Street, Poplar Grove, Illinois 61065.
8. Motion to discuss/approve **Resolution 2026-21**, a resolution of the Village of Poplar Grove, Illinois, approving the Employee Handbook.
9. Motion to discuss/approve **Resolution 2026-22**, a resolution of the Village of Poplar Grove, Illinois, authorizing and approving a Menards rebate policy.
10. Motion to discuss/approve **Ordinance 2026-10**, the Appropriation Ordinance of the Village of Poplar Grove, Boone County, Illinois.
11. Motion to discuss/approve **Ordinance 2026-11**, an ordinance amending Title IX “Subdivision Control,” Chapter 3 “Procedures and Requirements,” Section 9-3-5 “Completion and Maintenance of Improvements,” of the Code of Ordinances for the Village of Poplar Grove.
12. Motion to discuss/approve Driveway Easement for 101 N. State Street

NEW BUSINESS

13. Motion to discuss/approve check disbursement for payments scheduled to be paid April 23, 2026, in the amount of \$48,625.12 in AP checks, \$35,253.72 in EFTs, and estimated payroll of \$21,137.44 for a total of \$105,016.28.
14. Motion to discuss increasing the number of chickens allowed in the Village of Poplar Grove from 6 to 10.
15. Motion to discuss/approve **Resolution 2026-19**, a resolution of the Village of Poplar Grove adopting IDOT’s MFT audit for years 2012–2022 and authorizing signatures on supplemental resolutions and expenditure statements.
16. Motion to discuss/approve **Resolution 2026-18**, a resolution of the Village of Poplar Grove authorizing the Village to enter into a professional services agreement for design and construction engineering services for the 2026 Pavement Maintenance Program.

GOOD OF THE VILLAGE

Board of Trustees Meeting - May 13, 2026 - 7:00 pm

Board of Trustees Meeting - May 27, 2026 - 7:00 pm

Village Hall Closed May 25, 2026, for Memorial Day

Frontier and Surf Internet will be performing utility work throughout the Village starting in April. Signs will be posted. Look to social media and our website for details once the work begins.

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.

ADJOURNMENT (Voice Vote)

KJM 04/17/2026



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

Minutes – PUBLIC HEARING

Wednesday, April 08, 2026 - 6:45 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

ROLL CALL

APPROVAL OF AGENDA

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion pass by voice vote.

CONVENE PUBLIC HEARING

. Public Hearing for the FY2026-FY2027 Budget

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

Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

PUBLIC COMMENT

No public comment

CLOSE PUBLIC HEARING

Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza. Hearing closed at 6:52 pm.

ADJOURNMENT

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. The motion passed via voice vote.

The meeting adjourned at 6:52 pm.



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, April 08, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Laura Goding

Public Works Director David Howe

ABSENT

Finance Chairman Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

No phone participation

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Special Board of Trustees Meeting Minutes from March 25, 2026

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion passed via voice vote.

2. Motion to discuss/approve Board of Trustee Meeting Minutes from March 25, 2026
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motin passed by voice vote.

OLD BUSINESS

3. Motion to discuss simple interest loans.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
4. Motion to discuss FY27 Budget.
5. Motion to discuss/approve changes to North Boone District 3 Firemen's Association Event Liquor License, removing March 29, 2026, and January 10, 2027, and adding June 13, 2026 and November 21, 2026.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
6. Motion to discuss/approve Driveway Easement for 101 N. State Street
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza, to layover to April 22, 2026.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

7. Motion to discuss/approve check disbursement for payments scheduled to be paid April 9, 2026, in the amount of \$88,960.14 in AP checks, \$32,179.92 in EFTs, estimated payroll of \$37,946.95, and insurance in the amount of 21,142.32 for a total of \$180,229.33.
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
8. Motion to discuss changes to the Employee Handbook.
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Discussion only.
9. Motion to discuss Menards Policy.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion only
10. Motion to discuss open burning ordinance.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion only
11. Motion to discuss/approve **Resolution 2026-17**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing a supplement to the fixture included municipal street lighting contract with ComEd for Birch Street and Clark Court in the Village of Poplar Grove, Illinois.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

GOOD OF THE VILLAGE

Board of Trustees Meeting - April 22, 2026 - 7:00 pm

Board of Trustees Meeting - May 13, 2026 - 7:00 pm

Board of Trustees Meeting - May 27, 2026 - 7:00 pm

Village Hall Closed May 25, 2026, for Memorial Day

Frontier and Surf will be performing utility work throughout the Village starting in April. Signs will be posted. Look to social media and our website for details once the work begins.

ADJOURNMENT (Voice Vote)

KJM 04/02/2026

Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza. Motion passed by voice vote.

The meeting adjourned at 8:27pm



200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargo-ill.gov/>

COLLECTORS REPORT Month: March 2026

Tasks & Activities

- All weekly reporting has been completed and filed.
- Daily Cash Deposits reviewed.
- Monthly Petty Cash Reconciliation completed.
- Accounts Payable invoices reviewed, entered, and processed accordingly.
- Petty Cash and Cash Drawer Policy have been implemented
- End of year has been started and will finish up in the month of April

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: Karri Miller

Date: 04/01/2026

Collector Monthly Reporting

For January 2026

	Total Cash Receipts
Week 1 - 03/01/26-03/07/26	\$ 41,033.94
Week 2 - 03/08/26-03/14/26	\$ 191,308.26
Week 3 - 03/15/26-03/21/26	\$ 103,675.31
Week 4 - 03/22/26-03/28/26	\$ 20,206.90
Week 5- 03/29/26-03/31/26	\$ 20,435.17
TOTAL CASH RECEIPTS	\$ 376,659.58

Month Breakdown of Cash Receipts	
Customer Deposits Held	\$ 180.00
Accounts Recievables - Other	\$ -
State Income Taxes	\$ 51,297.52
State Use Taxes	\$ 4,712.03
Stae Telecommunications Tax	\$ 3,702.57
State Sales Taxes	\$ 61,137.52
State Video Gaming Tax	\$ 8,657.49
Replacement Tax	\$ 328.31
State Local Share of Cannabis Us	\$ 583.75
Municipal Utility Tax - Electrical	\$ 4,971.28
Municipal Utility Tax - Natural Gas	\$ 20,106.80
Municipal Tax Medicom/Comcast	\$ 2,264.74
Filing Fees	\$ 50.00
Building Permit Fees	\$ 6,321.00
Video Gaming Licenses	\$ -
Other License Fees	\$ 115.00
Rents Received	\$ 1,750.00
Donations	\$ -
Miscellaneous Revenue	\$ -
Motor Fuel Tax	\$ 19,298.74
Utility Billing Accounts Recieveabl	\$ 191,182.83
TOTAL	\$ 376,659.58

04/17/2026
03:55 PM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

Item 3.

Post Date from 03/01/2026 - 03/31/2026 Open and Complete Receipts

Receipt # Description	Date	Cashier	Wkstn	Received Of Distribution	Amount
TOTAL - GL NUMBERS:					376,659.58
*** TOTAL BY FUND ***					
01 GENERAL FUND					166,178.01
20 MOTOR FUEL FUND					19,298.74
31 WATER & SEWER FUND					191,182.83
TOTAL - ALL FUNDS:					<u>376,659.58</u>



200 N. Hill Street, Poplar Grove, IL 61065
 Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargo-ve-il.gov/>

Public Works Report – March 2026

Roads & Infrastructure

- We had one final snow event on March 15th, 16th, and 17th
- This was a plow event with a final total of 7.7”
- Staff had a total of 41 man hours outside of normal working hours during March.
- Swept the entirety of the Village. Extra time was spent on the undeveloped areas of Westergren and Breakaway to clean up the grit and rock left over from the winter and freeze-thaw cycle.
- Completed cold patching Village wide to repair roads after the winter season – a total of 7 tons of cold patch was used.
- Posted weight limits on roads for the thaw cycle.

Water & Sewer

- Repaired water service on Oak St.
- Repaired Lions Park BBox.
- Continued coordination with Kurt from TEST Inc on the SCADA upgrades. Programming is being done on location with TEST, and the on-site installs will begin after that process.

Facilities & Equipment Repairs

- Washed and applied salt neutralizer to all winter equipment.
- Broke down all plow equipment and placed in storage for the season.
- Serviced all mowers, tractors, mower decks, and spring equipment.
- Finished the 100 S State remodel. The transformation from the start of the project to completion is significant. Staff did an excellent job on this project.
- Completed a full service on the street sweeper.

Parks

- Started the process of setting up parks for the season.
- Garbage cans were put out.
- Cleaned concrete surfaces, benches, and picnic tables.
- Cleaned up downed tree limbs and branches around Lion’s Park.
- Tennis and pickleball nets were set up.

Administration & Planning

- SWWTP and Countryside lift station are still to be completed for the Comcast dialer changeover. We are waiting for some additional paperwork to be completed for these two sites before construction can begin.
- Obtained quotes for Lions Park and 100 S State siding and roof replacement.
- March was the first full month of the Time and Attendance software. All in all it has been a smooth transition.
- Maintained discussions with developers on active and prospective projects.
- Continued coordination with New Leaf/Contry on parcels in Westergren.
- Continued review of Surf fiber-optic permits.
- Continued review of Frontier fiber-optic permits.

As always, please contact me with any questions or concerns. I am available to provide additional details on any past, current, or upcoming projects.



2323 Fourth Street
 PO Box 483
 Peru, Illinois 61354
 815-224-1650
 800-659-4659
 Fax 815-224-1688
 www.testinc.com

April 15, 2026

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

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

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 March 2026 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.

We hired a new employee, so we've returned to full staff. He's been working out well and has taken a liking to the job. He previously worked in a lab, so he's familiar with a lot of the industry. He has been picking up on mechanical things quickly as well.

Lift Stations:

- Performed daily checks and maintenance.
- Cleaned grease from wood stock with a steel strainer bucket.
- Cleaned all the dust and any debris from the lift station panels, blew dust from all controls.

North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- We decanted digesters.
- Tested all emergency wash stations.
- Cleaned out screener and cleaned spray nozzles. Cleaned out channel, raised screener and cleaned under it to ensure it's seated properly.
- Cleaned out all of the building and cleared the cobwebs.
- Calibrated all lab equipment.
- Cleaned plant.

- Performed process control sampling.
- Monthly testing of all emergency wash stations.
- Installed spare blower that will be used for the digester.
- Cleaned sludge and build up from the EQ tank from over the winter.
- Cleaned all filters on control cabinets and blew dust from all VFD's and electrical equipment.
- Changed bad float on influent screen.
- Changed float in influent lift station.
- We have received a new laptop for the plants, so in the future tech support for the Scada systems will be able to be remote in.
- We got some quotes for a crane to do some unit work and now we're just waiting for the ground to firm up so we don't get the crane stuck.

South WWTP:

- Decanted digesters.
- Removed spray nozzle from screen and cleaned them. Also ran some ice through the screen to clean out stuck debris.
- All standard monthly checks/maintenance/cleaning and producers were completed.
- Tested all emergency wash stations.
- Test ran portable generators.
- We had an issue with the cooling fans on one of VFD's. We replaced the fans and they are working as they should now.
- Drained and cleaned out UV channel before new bulb installation.
- Installed new UV bulbs.

Water System:

- Cleaned well houses.
- All daily checks have been completed.
- Monthly and quarterly sampling completed.
- Test ran big generator under load at each well to ensure everything is still working as it should.
- Changed batteries in thermostats.
- Exercised all valves and all well houses to ensure they work in the event of an emergency.

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

DMR Copy of Record

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(g), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the NEPES@EPA.gov for further guidance. Please note that EPA may contact you after you submit this report for more information.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2040-0004). Responses to this collection of information are mandatory in accordance with this permit and EPA NPDES regulations 40 CFR 122.41(i)(4)(v). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This public reporting and recordkeeping burden for this collection of information is estimated to average 2 hours per output. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Permit #:	IL0023451	Permittee:	POPLAR GROVE, VILLAGE OF	Facility:	POPLAR GROVE - NORTH WTMP, VILLAGE OF										
Major:	No	Permittee Address:	200 NORTH HILL STREET POPLAR GROVE, IL 61065	Facility Location:	205 EDSON RD POPLAR GROVE, IL 61065										
Permitted Feature:	001 External Outfall	Discharge:	001-0 STP OUTFALL	Status:	NetDMR Validated										
Report Dates & Status	From 02/01/26 to 02/28/26	DMR Due Date:	03/23/26	Telephone:	815-224-1650										
Monitoring Period:	From 02/01/26 to 02/28/26														
Considerations for Form Completion															
BOW ID: W0070150007; DMF LOAD LIMITS DISPLAYED; MONITORING LOCATION ** IS MONTHLY AVERAGE AND DAILY MAXIMUM MONITORING LOCATION *B* IS FOR WEEKLY AVERAGE.															
Principal Executive Officer															
First Name:	Ion	Title:	Certified Operator												
Last Name:	Slisar														
No Data Indicator (NODI)															
Form NODI:															
Code	Parameter Name	Monitoring Location	Sample #	Param. NODI	Quantity at Loading	Quality of Concentration	Units	Qualifier	Value 1	Value 2	Value 3	Value 4	Value 5	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	mg/L	=	8.95	=	8.135	=	7.85	02/DA - 2 Days Every Week	GR - Grab
					Permit Req. Value NODI	Permit Req. Value NODI	mg/L	>=	6.0 MO AV MN	>=	4.5 MN WK AV	>=	4.0 DAILY MN	02/DA - 2 Days Every Week	GR - Grab
00400	pH	1 - Effluent Gross	0	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI		=	7.24	=	7.87	=	7.87	02/DA - 2 Days Every Week	GR - Grab
					Permit Req. Value NODI	Permit Req. Value NODI		>=	6.0 MINIMUM	<=	8.0 MAXIMUM	<=	8.0 MAXIMUM	02/DA - 2 Days Every Week	GR - Grab
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	mg/L	<	6.077	=	18.44	<	3.625	02/DA - 2 Days Every Week	CP - Composite
					Permit Req. Value NODI	Permit Req. Value NODI	mg/L	<=	125.0 MO AVG	<=	250.0 DAILY MX	<=	12.0 MO AVG	02/DA - 2 Days Every Week	CP - Composite
					Value NODI	Value NODI	mg/L	=	0.603	=	2.85	=	1.7	02/DA - 2 Days Every Week	CP - Composite
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	mg/L	<=	34.0 MO AVG	<=	56.0 DAILY MX	<=	5.4 DAILY MX	02/DA - 2 Days Every Week	CP - Composite
					Permit Req. Value NODI	Permit Req. Value NODI	mg/L	=	0.201	=	0.3	=	0.3	02/DA - 2 Days Every Week	CP - Composite
					Value NODI	Value NODI	mg/L	=	Reg Min MO AVG	=	Reg Man DAILY MX	=	3.3 MO AVG	02/DA - 2 Days Every Week	CP - Composite
50050	Flow, In conduit or thru plant	1 - Effluent Gross	0	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	MGD	=	10.058	<	10.058	<	10.058	9999 - Continuous	
					Permit Req. Value NODI	Permit Req. Value NODI	MGD	=	Reg Min MO AVG	=	Reg Man DAILY MX	=	0.05 DAILY MX	9999 - Continuous	
					Value NODI	Value NODI	MGD	<=	104.0 MO AVG	<=	208.0 DAILY MX	<=	8.0	01/30 - Monthly	GR - Grab
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	mg/L	<=	10.058	<	10.058	<	10.058	9999 - Continuous	
					Permit Req. Value NODI	Permit Req. Value NODI	mg/L	<=	104.0 MO AVG	<=	208.0 DAILY MX	<=	20.0 DAILY MX	9999 - Continuous	
					Value NODI	Value NODI	mg/L	<=	10.058	<	10.058	<	6.0	02/DA - 2 Days Every Week	CP - Composite
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample Permit Req. Value NODI	Sample Permit Req. Value NODI	mg/L	<=	10.058	<	10.058	<	10.058	02/DA - 2 Days Every Week	CP - Composite
					Permit Req. Value NODI	Permit Req. Value NODI	mg/L	<=	104.0 MO AVG	<=	208.0 DAILY MX	<=	20.0 DAILY MX	02/DA - 2 Days Every Week	CP - Composite
					Value NODI	Value NODI	mg/L	<=	10.058	<	10.058	<	6.0	02/DA - 2 Days Every Week	CP - Composite

Value None

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

Attachments

No attachments.

Report Last Saved By

POPULAR GROVE, VILLAGE OF

User:

KJOERGER

Name:

Kelle Joerger

E-Mail:

kjoerger@teslinc.com

Date/Time:

2026-03-13 10:29 (Time Zone: -05:00)

Report Last Signed By

User:

IONSTEAR

Name:

Ion Stear

E-Mail:

istear@teslinc.com

Date/Time:

2026-03-24 14:47 (Time Zone: -05:00)

DMR Copy of Record

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the NEWES.ESP@epa.gov for further guidance. Please note that EPA may contact you after you submit this report for more information.

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Permit #: IL0023451	Permittee: POPLAR GROVE, VILLAGE OF	Facility: POPLAR GROVE - NORTH WWTP - VILLAGE OF
Major: No	Permittee Address: 200 NORTH HILL STREET POPLAR GROVE, IL 61065	Facility Location: 205 EDSON RD POPLAR GROVE, IL 61065
Permitted Features: INF Influent Structure	Discharge: INF-L INFLUENT MONITORING	
Report Dates & Status	DMR Due Date: 03/25/26	Status: NetDMR Validated
Monitoring Period: From 02/01/26 to 02/28/26		
<i>Considerations for Form Completion</i>		
BOW ID: W0070150007	Title: Certified Operator	Telephone: 815-224-1650
Principal Executive Officer		
First Name: Ion		
Last Name: Stear		
No Data Indicator (NDD):		
Form NDD:		
00310 BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0
00530 Solids, total suspended	G - Raw Sewage Influent	0
50050 Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0

Sample	Parent Conc. Value NDD	Parent Conc. Value NDD	Parent Conc. Value NDD	Parent Conc. Value NDD	Quality or Concentration Value 1	Quality or Concentration Value 2	Quality or Concentration Value 3	Units	# of EA	Frequency of Analysis	Sample Type
00310					96.25			19 - mg/L	0	02/DA - 2 Days Every Week	CP - Composite
					Req Mon MD AVG			19 - mg/L	0	02/DA - 2 Days Every Week	CP - Composite
00530					78.25			19 - mg/L	0	02/DA - 2 Days Every Week	CP - Composite
					Req Mon MD AVG			19 - mg/L	0	02/DA - 2 Days Every Week	CP - Composite
50050					0.167			03 - MGD	0	9999 - Continuous	CP - Composite
					Req Mon MO AVG			03 - MGD	0	9999 - Continuous	CP - Composite

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

Attachments
No attachments.

Report Last Saved By
POPLAR GROVE, VILLAGE OF

User: KJOERGER
Name: Katie Joerger
E-Mail: kjoerger@testinc.com
Date/Time: 2026-03-13 10:29 (Time Zone: -05:00)

Report Last Signed By
User: IONSTEAR
Name: Ion Stear
E-Mail: istear@testinc.com

Date/Time: 2026-03-24 14:47 (Time Zone: -05:00)

Date/Time:

DMR Copy of Record

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Permit #:	IL0071447	Permittee:	POPLAR GROVE, VILLAGE OF	Facility:	POPLAR GROVE SOUTH STP, VILLAGE OF
Major:	Yes	Permittee Address:	200 HILL STREET, P.O. BOX 1 POPLAR GROVE, IL 61065	Facility Location:	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Permitted Feature:	001 External Outfall	Discharge:	001-0 STP OUTFALL	Status:	NetDMR Validated
Report Dates & Status		DMR Due Date:	03/25/26	Telephone:	815-224-1650
Monitoring Period:	From 02/01/26 to 02/28/26	DMR Due Date:	03/25/26		
Considerations for Form Completion					
BOW ID: W0070150006, DMF LOAD LIMITS DISPLAYED					
Principal Executive Officer					
First Name:	Ion	Title:	Certified Operator		
Last Name:	Stear				
No Data Indicator (NOD)					
Form NOD:					

Code	Parameter Name	Monitoring Location	Sampling #	Prescribed NOD	Quantity as Loading			Quality or Concentration			# of Ex.	Frequency of Analysis	Sample Type		
					Qualifier 1	Qualifier 2	Qualifier 3	Value 1	Value 2	Value 3					
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	-	Sample			8.629	=	8.403	=	7.9	19 - mg/L	03DW - 3 Days Every Week	GR - Grab
					Permit Req. Value NOD			6.0 MN	>=	4.5 MN WK AV	>=	4.0 DAILY MN	19 - mg/L	03DW - 3 Days Every Week	GR - Grab
00400	pH	1 - Effluent Gross	0	-	Sample			7.29	=	7.8	=	7.8	12 - SU	03DW - 3 Days Every Week	GR - Grab
					Permit Req. Value NOD			6.0 MINIMUM	>=	0.0 MAXIMUM	<=	0.0 MAXIMUM	12 - SU	03DW - 3 Days Every Week	GR - Grab
00500	Solids, total suspended	1 - Effluent Gross	0	-	Sample			2.702	=	7.206	=	6.0	19 - mg/L	03DW - 3 Days Every Week	Composite
					Permit Req. Value NOD			250.0 MO AVG	<=	500.0 DAILY MX	<=	24.0 DAILY MX	19 - mg/L	03DW - 3 Days Every Week	Composite
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	-	Sample				=	19.6	=	19.6	19 - mg/L	01R0 - Monthly	CP - Composite
					Permit Req. Value NOD			Req Mon MO AVG		Req Mon DAILY MX			19 - mg/L	01R0 - Monthly	CP - Composite
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	2	-	Sample			0.12	<	0.12	<	0.1	19 - mg/L	03DW - 3 Days Every Week	CP - Composite
					Permit Req. Value NOD			71.0 MO AVG	<=	106.0 DAILY MX	<=	5.2 DAILY MX	19 - mg/L	03DW - 3 Days Every Week	CP - Composite
00650	Nitrogen, ammonia total [as N]	8 - Other Treatment, Process Complete	2	-	Sample				<	0.1	<	0.194	19 - mg/L	03DW - 3 Days Every Week	CP - Composite
					Permit Req. Value NOD			106.0 WKLY AVG 26 - lb/d	<=	106.0 DAILY MX	<=	1.0 MO AVG	19 - mg/L	03DW - 3 Days Every Week	CP - Composite
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	-	Sample			0.233	<	21.0 MO AVG	<=	1.0 MO AVG	19 - mg/L	03DW - 3 Days Every Week	CP - Composite
					Permit Req. Value NOD			26 - lb/d	<=	26 - lb/d	<=	1.0 MO AVG	19 - mg/L	03DW - 3 Days Every Week	CP - Composite

2026-03-24 14:47 (Time Zone: -05:00)

Date/Time:

**IL0070150
MONTHLY OPERATING REPORT
VILLAGE OF POPLAR GROVE - NORTH
FOR THE MONTH OF Feb. 2026
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES**

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	Free	Scale	lbs Used	PO4 mg/L	
31-Jan	10:00	526692		10065.7		37554.70		125.00		0.77	104		43.00	JH
1-Feb	10:00	526808	120	10065.7	0	37560.80	6.50	125.00	1.0	0.39	100	8.00	42.50	JH
2-Feb	10:01	526928	105	10065.7	0	37567.30	5.70	124.00	0.0	1.00	92	4.00	42.00	JH
3-Feb	10:10	527033	108	10065.7	0	37573.00	5.70	124.00	1.0	0.72	88	6.00	42.00	JH
4-Feb	10:10	527141	104	10065.7	0	37578.70	5.70	123.00	1.0	1.34	82	4.00	42.00	JH
5-Feb	10:15	527245	124	10065.7	0	37584.40	6.60	122.00	2.0	0.74	78	8.00	41.00	JH
6-Feb	10:55	527369	104	10065.7	0	37591.00	5.60	120.00	0.0	1.00	70	4.00	41.00	JH
7-Feb	10:40	527473	112	10065.7	0	37596.60	6.00	120.00	0.0	0.65	66	6.00	40.50	As
8-Feb	09:55	527585	84	10065.7	0	37602.60	7.60	120.00	1.0	0.67	60	10.00	40.00	As
9-Feb	00:00	527669	159	10065.7	0	37610.20	5.50	119.00	1.0	1.00	50	6.00	40.00	JH
10-Feb	10:05	527828	108	10065.7	0	37615.70	5.80	118.00	0.0	0.69	44	4.00	39.50	JH
11-Feb	09:45	527936	104	10065.7	0	37621.50	5.60	118.00	0.0	0.27	40	8.00	39.00	JH
12-Feb	10:02	528040	81	10065.7	0	37627.10	4.30	118.00	0.0	1.09	32	2.00	39.00	JH
13-Feb	07:05	528121	123	10065.7	0	37631.40	6.70	118.00	0.0	0.44	30	6.00	39.00	As
14-Feb	11:11	528244	83	10065.7	0	37638.10	5.80	118.00	2.0	0.69	24	6.00	38.00	JH
15-Feb	10:32	528327	123	10065.7	0	37643.90	7.10	116.00	1.0	0.58	18 / 120	8.00	38.00	JH
16-Feb	11:11	528450	151	10065.7	0	37651.00	6.20	115.00	0.0	0.70	112	6.00	37.50	JH
17-Feb	11:11	528601	93	10065.7	0.1	37657.20	5.00	115.00	1.0	0.68	106	4.00	37.00	JH
18-Feb	09:15	528694	113	10065.8	0	37662.20	6.10	114.00	1.0	1.15	102	2.00	36.50	As
19-Feb	10:05	528807	92	10065.8	0	37668.30	5.00	113.00	0.0	0.82	100	10.00	36.00	JH
20-Feb	10:05	528899	105	10065.8	0	37673.30	5.60	113.00	1.0	0.98	90	8.00	36.00	JH
21-Feb	10:37	529004	97	10065.8	0	37678.90	5.20	112.00	1.0	0.73	82	6.00	36.00	JH
22-Feb	08:35	529101	141	10065.8	0	37684.10	7.60	111.00	0.0	0.65	76	6.00	35.50	JH
23-Feb	10:30	529242	105	10065.8	0	37691.70	5.70	111.00	1.0	0.41	70	6.00	35.00	JH
24-Feb	11:11	529347	105	10065.8	0	37697.40	5.70	110.00	0.0	0.71	64	6.00	35.00	JH
25-Feb	11:11	529452	105	10065.8	0	37703.10	4.40	110.00	1.0	1.04	58	6.00	34.75	JH
26-Feb	11:11	529557	95	10065.8	0	37707.50	6.30	109.00	1.0	0.51	52	2.00	34.00	JH
27-Feb	11:11	529652	100	10065.8	0	37713.80	5.40	108.00	1.0	0.65	50	8.00	34.00	JH
28-Feb	09:45	529752	126	10065.8	0	37719.20	5.80	107.00	0.0	0.43	42	8.00	33.50	As
1-Mar	10:30	529878		10065.8		37725.00		107.00		0.41	34		33.00	As
TOT			3070				164			21.91				
AVE			110				6			0.73				
MAX			159				8			1.34				
MIN			84				4			0.27				

SIGNATURE:  Iron Stear
PHONE: 815-224-1650

VILLAGE OF POPLAR GROVE - WEST
 IL0070350
 MONTHLY OPERATING REPORT
 FOR THE MONTH OF Feb. 2026
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	
31-Jan	10:35	441853		10016.1		110.00		0.66	44		372.20	JH
1-Feb	10:35	441948	95	10019	1.04	108.00	3.0	0.71	40	6.00	369.50	J
2-Feb	10:10	442043	71	10021.4	1.81	105.00	1.0	1.48	34	4.00	366.90	JH
3-Feb	09:52	442114	94	10023.2	2.4	104.00	2.0	1.51	30	4.00	364.90	JH
4-Feb	10:04	442208	73	10025.6	1.06	102.00	2.0	1.91	26	2.00	362.50	JH
5-Feb	10:35	442281	93	10026.7	3.18	100.00	1.0	1.93	24 / 110	110.00	360.50	JH
6-Feb	10:35	442374	93	10029.9	2.36	99.00	3.0	2.01	106	4.00	357.70	JH
7-Feb	09:00	442467	95	10032.2	2.39	96.00	3.0	2.24	102	4.00	355.50	As
8-Feb	09:20	442562	119	10034.6	3.06	93.00	0.0	2.12	98	6.00	352.80	As
9-Feb	11:33	442681	96	10037.7	2.45	92.00	1.0	1.90	92	4.00	349.50	JH
10-Feb	10:27	442777	94	10040.1	2.39	90.00	2.0	2.08	88	4.00	346.90	JH
11-Feb	11:11	442871	95	10042.5	2.42	88.00	3.0	2.17	84	4.00	344.90	JH
12-Feb	10:50	442966	73	10045	1.83	85.00	1.0	1.78	80	2.00	341.90	JH
13-Feb	07:30	443039	115	10046.8	2.97	84.00	2.0	1.84	78	6.00	339.90	As
14-Feb	11:25	443154	95	10049.8	2.42	82.00	2.0	1.34	72	4.00	336.80	JH
15-Feb	09:55	443249	120	10052.2	3.05	80.00	2.0	2.03	68	6.00	334.30	JH
16-Feb	10:10	443369	96	10055.2	2.46	78.00	2.0	1.07	62	4.00	331.40	JH
17-Feb	10:30	443465	94	10057.7	2.33	76.00	2.0	1.60	58	2.00	328.80	JH
18-Feb	09:45	443559	94	10060	2.47	74.00	1.0	1.66	56	6.00	326.20	As
19-Feb	10:35	443653	90	10062.5	2.39	73.00	2.0	1.50	50	6.00	324.50	JH
20-Feb	10:24	443743	88	10064.9	2.21	71.00	1.0	1.72	44	4.00	322.10	JH
21-Feb	10:28	443831	80	10067.1	1.99	70.00	1.0	1.50	40	2.00	320.00	JH
22-Feb	09:47	443911	114	10069.1	1.61	69.00	3.0	1.54	38	6.00	318.00	JH
23-Feb	10:45	444025	76	10070.7	3.23	66.00	1.0	1.37	32	2.00	315.00	JH
24-Feb	10:59	444101	98	10073.9	2.49	65.00	2.0	1.44	30	6.00	313.10	JH
25-Feb	10:39	444199	67	10076.4	1.73	63.00	1.0	1.42	24 / 100	2.00	310.30	JH
26-Feb	11:01	444266	45	10078.1	1.07	62.00	0.0	1.15	98	2.00	308.60	JH
27-Feb	10:34	444311	67	10079.2	1.78	62.00	1.0	0.67	96	2.00	307.30	JH
28-Feb	09:15	444378	69	10081	1.75	61.00	2.0	1.62	94	4.00	305.50	AS
1-Mar	10:50	444447		10082.7		59.00		1.59	90		303.80	As
TOT			2499									
AVE			89					46.49				32.15
MAX			120					1.60				1.07
MIN			45					2.24				1.85
								0.66				0.52

SIGNATURE: _____
 PHONE: 815-224-1650
 Ion Stear

**IL0070300
MONTHLY OPERATING REPORT
VILLAGE OF POPLAR GROVE - SOUTH
FOR THE MONTH OF Feb. 2026
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES**

Date	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials		
	Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L		Scale	lbs Used
31-Jan	12:00	665882	5370		4758.32		143.00		0.93	56		1.00	329.80		JH
1-Feb	12:00	665970	5371.5	1.3	4758.32	0	140.00	0.0	1.15	50	4.00	1.40	327.80	0.00	JH
2-Feb	11:05	666055	5372.8	1.3	4758.32	0	140.00	1.0	1.13	46	4.00	0.99	327.80	1.60	JH
3-Feb	09:24	666114	5374.1	0.6	4758.32	0	139.00	1.0	0.91	42	2.00	1.04	326.20	2.20	JH
4-Feb	09:27	666174	5374.7	1	4758.32	0	138.00	1.0	1.06	40	4.00	0.65	324.00	1.20	JH
5-Feb	11:25	666234	5375.7	0.9	4758.32	0	137.00	1.0	0.98	36	2.00	1.44	322.80	-0.20	JH
6-Feb	12:00	666295	5376.6	0.9	4758.32	0	136.00	1.0	1.26	34	4.00	1.42	323.00	2.80	JH
7-Feb	09:40	666355	5377.5	1	4758.32	0	135.00	1.0	1.17	30	4.00	1.36	320.20	1.80	As
8-Feb	08:30	666413	5378.5	1.4	4758.32	0	134.00	1.0	1.38	26	4.00	1.36	318.40	1.40	As
9-Feb	00:11	666504	5379.9	0.9	4758.32	0	133.00	1.0	1.10	22 / 100	2.00	0.70	317.00	0.60	JH
10-Feb	11:22	666565	5380.8	1	4758.32	0	132.00	0.0	1.05	98	4.00	1.66	316.40	1.40	JH
11-Feb	10:32	666625	5381.8	0.9	4758.32	0	132.00	1.0	0.90	94	4.00	1.48	315.00	1.20	JH
12-Feb	10:09	666684	5382.7	0.9	4758.32	0	131.00	1.0	1.40	90	2.00	2.01	313.80	1.60	JH
13-Feb	08:30	666743	5383.6	1.4	4758.32	0	130.00	1.0	1.08	88	4.00	1.67	312.20	2.00	JH
14-Feb	10:20	666834	5385	1	4758.32	0	129.00	1.0	0.91	84	4.00	1.11	310.20	1.00	JH
15-Feb	10:15	666894	5386	0.9	4758.32	0	128.00	1.0	0.93	80	2.00	1.85	309.20	1.40	JH
16-Feb	08:36	666955	5386.9	1	4758.32	0	127.00	1.0	1.00	78	4.00	1.73	307.80	1.00	JH
17-Feb	10:00	667014	5387.9	0.9	4758.32	0	126.00	1.0	1.04	74	4.00	1.94	306.80	1.00	JH
18-Feb	10:45	667073	5388.8	0.9	4758.32	0	125.00	1.0	1.06	70	2.00	1.76	305.80	3.40	As
19-Feb	10:00	667132	5389.7	0.9	4758.32	0	124.00	1.0	1.24	68	4.00	1.40	302.40	0.80	JH
20-Feb	11:05	667191	5390.6	1	4758.32	0	123.00	0.0	1.05	64	4.00	1.58	301.60	3.00	J
21-Feb	10:06	667250	5391.6	0.9	4758.32	0	123.00	1.0	0.97	60	4.00	1.43	298.60	2.00	JH
22-Feb	09:05	667311	5392.5	1.4	4758.32	0	122.00	1.0	0.47	56	6.00	1.25	296.60	2.20	JH
23-Feb	11:45	667402	5393.9	1	4758.32	0	121.00	1.0	0.88	50	2.00	1.40	294.40	1.00	JH
24-Feb	11:55	667461	5394.9	0.9	4758.32	0	120.00	1.0	0.79	48	4.00	2.07	293.40	1.00	JH
25-Feb	10:07	667519	5395.8	0.9	4758.32	0	119.00	1.0	0.92	44	4.00	1.74	292.40	2.00	JH
26-Feb	10:24	667577	5396.7	0.9	4758.32	0	118.00	0.0	0.98	40	2.00	1.97	290.40	0.40	JH
27-Feb	11:20	667639	5397.6	0.9	4758.32	0	118.00	1.0	0.89	38	2.00	1.58	290.00	1.20	JH
28-Feb	08:30	667695	5398.5	1.5	4758.32	0	117.00	2.0	1.09	36	6.00	1.86	288.80	3.00	As
1-Mar	11:25	667786	5400		4758.32		115.00		1.18	30		1.33	285.80		As
TOT															
AVE		1816							30.90						
MAX		65							1.03						
MIN		91							1.40						
		56							0.47						

SIGNATURE: _____
PHONE: 815-224-1650

Ion Stear



DAILY DISTRIBUTION MONITORING REPORT

VILLAGE OF POPLAR GROVE
 FOR THE MONTH OF Feb 2026
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

Date	North System (Wells 2 & 3)			West System (Well 4)			South System (Wells 5 & 6)			Flouride Analysis								
	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Operator Initials	Slope Standard	Well #2	Well #3	Well #4	Well#5-6
1														99.00				
2	Village	0.7		2.39	Gas	1.13		1.04	Tower	1		1.04	JH			0.47	0.53	0.48
3	Village	0.47		2.5	Gas	0.9		1.03	Tower	0.83		1.2	JH			0.64	0.67	0.77
4	Post	0.69		2.2	Gas	0.84		1	Tower	0.69		1.1	JH			1.00	0.73	0.83
5	School	0.76		2.3	Gas	1.13		0.93	Tower	0.88		0.56	JH			0.68	0.76	0.67
6	Arturo's	1.1		2.4	Gas	1		0.86	Tower	0.83		1.2	JH			0.62	0.77	0.71
7																0.61	0.88	0.65
8																0.71	1.10	0.70
9	Village	0.27		2.62	Gas	1.08		1.09	Tower	0.67		0.99	JH			0.72	1.00	0.71
10	Post	0.63		1.6	Gas	1.3		1.99	Tower	1		1.42	JH			0.76	1.00	0.69
11	Village	0.92		2.48	Gas	0.87		1.08	Tower	0.76		1.11	JH			0.65	0.75	0.50
12	Village	0.52		2.33	Gas	0.98		1	Tower	0.82		1.02	JH	86.00		0.62	0.83	0.72
13	Village	0.32		2.41	Gas	1.2		1.17	Tower	1.04		0.62	JH			0.51	0.96	0.70
14																0.50	0.67	0.51
15																0.50	0.53	0.52
16	Village	0.25		2.48	Gas	0.74		1.74	Tower	0.74		1.21	JH			0.47	0.48	0.42
17	Village	0.37		2.22	Gas	0.74		0.86	Tower	0.64		1.00	JH			0.70	0.67	0.40
18	School	0.95		1.45	Garage	0.64		0.71	Tower	0.79		1.96	As			0.69	0.68	0.60
19	Village	0.68		2.41	Gas	0.52		0.98	Tower	0.81		1.13	JH	89.00		0.67	0.69	0.66
20					Gas	0.8		1.34	Tower	0.75		1.25	JH			0.76	0.90	0.55
21																0.38	0.82	1.00
22																0.55	0.49	1.30
23	Village	0.26		0.85	Gas	0.7		0.96	Tower	0.52		1	JH			0.33	0.41	0.77
24	Post	0.5		2.1	Garage	1.16		1.25	Tower	0.76		1.77	JH			1.30	1.70	0.58
25	Village	0.52		2.34	Gas	0.72		1.45	Tower	0.69		1.2	JH			0.99	1.00	0.96
26	Post	0.89		1.22	Gas	0.32		1.1	Tower	0.67		1.04	JH			0.81	0.90	0.95
27																0.75	0.90	0.62
28														85.00		0.88	1.00	0.50
																0.64	1.00	0.59

Signature:  Jon Stear
 PHONE: 815-224-1650



To: The Village President and Board of Trustees
From: Chris Dopkins, P.E., Village Engineer
Re: Engineering Report – March 2026 Activity
Date: April 13, 2026

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

- **Sludge Land Application Permits:** Permit applications have been sent to IEPA for their review. We are hopeful that IEPA will respond in April.
- **Capital Improvements (CIP) Planning:** Staff is in the process of developing short-term and long-term CIP. This effort will go hand-in-hand with the GIS program.
- **Surf Internet:** Surf has provided a total of eighteen plans to date (there will be a total of 41), all have been reviewed and nine permits have been issued. Review of the plans has taken a significant amount of staff time and it should be noted that engineering expenses incurred by the Village will be offset by permitting fees. Staff continues to expect that construction will start in late April.
- **Frontier Fiber Optic:** Frontier has submitted a total of fourteen plan sets for review. Similar to Surf, there have been significant issues with the plans which have resulted in the plans being reviewed multiple times (some sets have been reviewed as many as seven times), and again engineering expense will be offset via permitting fees. Staff also conducted a pre-construction meeting w/ Frontier, and we reasonably expect Frontier to begin construction in late April, assuming the necessary changes are made in the plans.
- **Bel Air North Subdivision:** Staff has been coordinating with the Developer to approve the letter of credit and to approve the easement for future water main construction between the west and south systems.
- **Geographical Information System (GIS):** Staff is currently assembling documents (plan sets, older water/sewer maps/agreements) that will be uploaded in the GIS databases.
- **South Wastewater Treatment Plant:** Staff is currently in the process of reviewing past agreements to determine if any action is needed on the Village's behalf as a result of the permitted capacity reduction. The documents are voluminous which is the reason behind the lengthy review time.

RESOLUTION NUMBER: 2026-20

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO APPROVE A LEASE AGREEMENT WITH AARON ECKBERG FOR THE
PROPERTY LOCATED AT XX PARK STREET, POPLAR GROVE, IL 61065**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is the owner of the real property commonly known as XX Park Street, Poplar Grove, Illinois 61065 and with PIN 04-19-176-022 (the “Property”); and

WHEREAS, the Property consists of approximately 14.36 acres, of which, approximately six (6) acres are tillable; and

WHEREAS, the Village desires to lease the Property to Aaron Eckberg (“Eckberg”) for farming purposes for a term to end on January 1, 2027; and

WHEREAS, the Village and Eckberg have reached an accord as to the terms and conditions for the lease agreement of the Property and have memorialized the same in the Lease Agreement (“Agreement”) attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to enter into the Agreement.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
1. The Village hereby accepts and approves the Lease Agreement attached hereto as Exhibit A, or one in substantially similar form.
2. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A – LEASE AGREEMENT

FARM LEASE AGREEMENT

This FARM LEASE AGREEMENT (“Lease”) is made this ___ day of April 2026 and is by and between the VILLAGE OF POPLAR GROVE, ILLINOIS, an Illinois Municipal Corporation (“Lessor”) and AARON ECKBERG, an individual residing in the State of Illinois (“Lessee”). Lessor and Lessee are at time collectively referred to herein as the “Parties”.

RECITALS:

WHEREAS, Lessor is the owner of the real property commonly known as 111 W. Park Street, Poplar Grove, IL 61065 and with PIN 04-19-176-022 and legally described in Exhibit A, attached hereto and incorporated herein (the Property”); and

WHEREAS, the Property consists of approximately 14.36 acres, of which, approximately six (6) acres are tillable; and

WHEREAS, Lessor desires to lease the Property to Lessee and Lessee desires to lease the Property from Lessor on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Recitals. The above-recitals are incorporated herein and made a part hereof.
2. Term. Lessor hereby leases to Lessee the Property for the 2026 crop year, specifically from April 15, 2026 to January 31, 2027. This Lease may be extended for additional crop years. Any extension would require a written renewal lease, which would take effect only after approval by the Village Board.
3. Rent. Lessee shall pay Lessor rent in the amount of Two Hundred and Twenty-Five Dollars (\$225.00) per tillable acre, for a total payment of One Thousand Three Hundred and Fifty Dollars (\$1,350.00). Rent payments shall be tendered in two equal installments of \$675.00 on June 1, 2026 and September 30, 2026 and shall be payable to the Village of Poplar Grove at 200 N. Hill Street, Poplar Grove, Illinois 61065.
4. Obligations of Lessor. Lessor shall be responsible for the following during the Term of this Lease:
 - A. The Lessor shall timely pay any Real Estate Taxes on the Property, if any.
5. Obligations of Lessee. Lessee shall be responsible for the following during the Term of this Lease:
 - A. Lessee shall furnish all machinery, equipment, labor, and fuel necessary to farm the Property.

- B. Lessee shall furnish all annual inputs to the farming operation, including, but not limited to, seed, pest and disease treatments, fertilizers and limestone.
- C. Lessee shall cultivate the Property in a timely, thorough, and businesslike manner, including, but not limited to (i) Preventing, so far as reasonably possible, noxious weeds and other weeds from going to seed and (ii) Preventing unnecessary waste, loss, or damage.
- D. Lessee shall maintain the soil pH at 6.5 or higher and will maintain soil fertility levels. Lessee shall apply limestone as appropriate to maintain this minimum pH level and will apply N, P, and K fertilizers at rates that not to exceed the agronomic requirements for the type of crop being grown.
- E. Lessee shall implement soil erosion control practices and other conservation measures as may be necessary to comply with any soil loss standards mandated by the local, state and federal agencies and other conservation compliance requirements of federal farm programs.
- F. Lessee shall, during the Term of this Lease, maintain the following minimum insurance limits, with a carrier acceptable to the Lessor and naming Lessor as an additional insured:
- Commercial General Liability and Property Damage Insurance on the Property: \$1 million per occurrence, \$2 million aggregate.
 - Automobile Liability: \$1 million per occurrence combined single limit, \$500,000 property damage.
 - Workers Compensation: Full Statutory Limits, if applicable

Lessee shall be responsible to insure its personal property located on the Premises. Lessee shall provide Lessor with copies of certificates of insurance evidencing that Lessee is maintaining the insurance required herein.

- G. Lessee shall not assign this Lease or sublet any part of the Property without the prior written consent of the Lessor.
- H. Lessee shall not use the Property for any purpose or activity not directly related to its use for agricultural production. Lessee shall not make any improvements to the Property without Lessor's prior written consent.
- I. Lessee shall not burn or bury any materials on the Property nor store or dispose of chemicals or empty chemical containers on the Property nor enter into any contract, or other business arrangement that alters rights in the Lessor's security interest, right of entry, default or possession.
6. Termination upon Default. If either party fails to carry out substantially the terms of this Lease, the Lease may be terminated by the non-defaulting party by serving a written notice, citing the instance(s) of default and specifying a termination date of at least 30 days from the date of such notice. In addition to terminating this Lease, the non-defaulting party may pursue any and all other remedies that it may have at equity or in law.

7. Yielding of Possession. Lessee agrees that at the expiration or termination of this Lease to yield possession of the Property to the Lessor without further demand or notice, in as good order and condition as when they were entered upon by the Lessee, ordinary wear and tear excepted. If the Lessee fails to yield possession, the Lessee-Tenant shall pay to the Lessor-Owner a penalty of \$75.00 per day for each day he/she remains in possession thereafter, in addition to any damages caused by the Lessee to the Lessor's land or improvements. These payments shall not entitle the Lessee to any interest of any kind in or on the Property.
8. Attorney Fees. All costs and attorney fees incurred by Lessor in enforcing performance of the provisions of this Lease shall be added to the obligations payable by the Lessee.
9. Lessor's right of entry. The Lessor reserves the right personally or by agents, employees, or assigns to enter upon the Property at any reasonable time to view them, work or make repairs or improvements thereon, take soil tests, develop mineral resources, and, if the Lease Term has not been extended and following severance of crops, to conduct fall tillage, make seedings, glean corn, apply fertilizers, and perform any other operation necessary to good farming by a succeeding lessee.
10. Lessor Liability. The Lessee acknowledges the hazards of operating a farm and assumes all risk of accidents personally as well as for family, employees, or agents in pursuance of farming operations, or in performing repairs on improvements.
11. Indemnification. Lessee assumes liability for and shall indemnify, protect, save and hold harmless Lessor from and against any and all losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements including attorneys' fees and expenses and court costs incurred by Lessor in defending claims of whatsoever kind and nature imposed upon, incurred by or asserted against the Lessor in any way relating to or arising out of this Lease and from the possession, use, operation and maintenance of the Property by the Lessee. The indemnities contained in this paragraph shall continue in full force and effect, notwithstanding the termination of this Lease.
12. Waiver. No party shall be deemed to have waived any right, power or privilege under this Lease, unless such waiver shall have been executed in writing and expressly acknowledged by the parties to be charged with such waiver.
13. Notices to Parties. Any notices, demands or other communications required or permitted hereunder shall be in writing and delivered to the other party or the other party's authorized agent, either in person or by United States Certified Mail, Return Receipt Requested, postage fully prepaid, to the address set forth hereinafter, or to such other addresses as either party may designate in writing and deliver as herein provided:

LESSOR:

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

LESSEE:

Attn: Aaron Eckberg

- 14. Construction and Venue. The interpretation and validity of this Lease shall be governed by the laws of the State of Illinois, without giving effect to that state's principles of conflicts of law or choice of law. The parties further consent to and submit to the exclusive jurisdiction and venue with respect to any matters pertaining to this Lease in and by the state and federal courts sitting in Boone County, Illinois.
- 15. Entire Agreement. This Lease, and the Exhibits attached hereto contain the entire agreement between Lessor and Lessee concerning the Property and there are no other agreements, either oral or written.
- 16. Binding Effect. This Lease shall be binding upon and inure to the benefits of Lessor and Lessee and their respective heirs, legal representatives, successors and permitted assigns, but this provision shall not operate to permit any transfer, assignment, mortgage, encumbrance, lien, charge or subletting contrary to the provisions of this Lease.
- 17. Use of Headings: The clause headings appearing in this Lease have been inserted for the purpose of convenience and ready reference. They do not purport to, and shall not be deemed to, define, limit or extend the scope or intent of the clauses to which they pertain.
- 18. Amendments and Modifications: Except as otherwise provided for herein, this Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purpose unless it is in writing, and bears the signatures of all of the Parties hereto.
- 19. Counterparts: This Lease may be signed in any number of counterparts, each of which shall be an original, with the main effect as if the signatures thereto and hereto were upon the same instrument.
- 20. Severability: In the event any provision of this Lease is declared to be illegal or unenforceable, the remaining portions of this Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Lease the day and year first above written.

LESSOR:

VILLAGE OF POPLAR GROVE

By: _____

Kristi Richardson, Village President

ATTTEST:

By: _____

Karri Miller, Village Clerk

LESSEE:

AARON ECKBERG

EXHIBIT A - LEGAL DESCRIPTION

Part of the Northwest Quarter (1/4) of Section 19, Township 45 North, Range 4 East of the Third Principal Meridian, bounded and described as follows, to-wit: Beginning at a point in the South line of the Northwest Quarter (1/4) of said Section which bears South 89 degrees 21' 00" East, 478.50 feet from the Southwest corner of the Northwest Quarter (1/4) of said Section, said point of beginning being the Southwest corner of premises conveyed by Edenfruit Products Company to The Illinois National Bank & Trust Co. of Rockford as Trustee of Trust No. 5710, by Warranty Deed dated November 30, 1976 and recorded as Document No. 76-3820 in the Recorder's Office of Boone County, Illinois; thence South 89 degrees 21' 20" East, along the South line of the Northwest Quarter of said Section, 1965.41 feet to the Southeast corner of the Northwest Quarter of said Section; thence North 00 degrees 34' 54" East, along the East line of the Northwest Quarter (1/4) of said Section, 457.25 feet; thence North 89 degrees 21' 00" West, parallel with the South line of the Northwest Quarter (1/4) of said Section, 379.74 feet, thence South 01 degrees 46' 58" West, 182.12 feet to the Easterly extension of the South right of way line of Park Street as designated upon the Plat of George Renne's Addition to Poplar Grove, the plat of which is recorded in Book 1 of Plats on page 41 in the Recorder's Office of Boone County, Illinois; thence North 89 degrees 22' 35" West, along said South right of way line extended, 1582.67 feet to its intersection with a line which is parallel with the West line of the Northwest Quarter (1/4) of said Section passed through said point of beginning and also being the West line of said premises so conveyed to The Illinois National Bank & Trust Co. of Rockford as Trustee as aforesaid; thence South 00 degrees 24' 49" West, along the West line of said premises so conveyed to the Illinois National Bank & Trust Co. of Rockford as aforesaid, 274.44 feet to the point of beginning; situated in the County of Boone and State of Illinois.

RESOLUTION NUMBER: 2026-21

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING THE EMPLOYEE HANDBOOK

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) has recently completed significant revisions to its Employee Handbook establishing the rules, policies and procedures for employees in the Village; and

WHEREAS, The Village now wishes to add a provision for pay transparency and equal pay compliance in an effort to comply with the Equal Pay Act (820 ILCS 112/et.seq.); and

WHEREAS, the Village now wishes to enact a policy for inclement weather; and

WHEREAS, the Village now wishes to enact a policy for accommodations such as lactation in compliance with Nursing Mothers in the Workplace Act (820 ILCS 260/et.seq.); and

WHEREAS, the Village now wishes to add a provision to the leave of absence policies for neonatal intensive care unit leave in compliance with Family Neonatal Intensive Care Leave Act (820 ILCS 157/et.seq.); and

WHEREAS, the Village now wishes to adopt the revised Employee Handbook attached hereto as Exhibit A and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Village 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. The Village Board hereby accepts and approves the 2026 revisions to the Village of Poplar Grove’s Employee Handbook attached hereto as Exhibit A and incorporated herein.
3. The Village President is hereby authorized to execute this said resolution and any other documents necessary to effectuate the same.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
VILLAGE OF POPLAR GROVE
EMPLOYEE HANDBOOK

Personnel Handbook



POPLAR GROVE

Village of Poplar Grove
200 Hill Street, ~~P.O. Box 1~~
Poplar Grove, IL 61065
(815) 765-3201

www.villageofpoplargo.com

Adopted 3-14-2016
Amended ~~3-15-2023~~, 2026

Dear Employee,

It is our pleasure to welcome you to the Village of Poplar Grove. You are joining a team of individuals who are committed to providing excellent public service to the residents of Poplar Grove. The Village of Poplar Grove's progress and growth depends on employees who take responsibility for the community and its success. Continuing the Village's tradition as a community that takes pride in its accomplishments, depends on your contribution as an employee.

You are now part of an active and progressive municipal government. You must set the example for your fellow citizens and co-workers. We are continually working to make Poplar Grove a more enjoyable and attractive place to live. Your personal contribution is required to make our Village government responsive and efficient for the residents and your co-workers. You are expected to carry out your responsibilities and to follow all Village ordinances, policies, and Departmental rules and procedures as they relate to you and to your job.

Our primary function is to provide service. You are a very important person to the residents and your co-workers. The effectiveness of our organization depends upon each employee. Our combined efforts will result in a well-run, efficient Village government.

A special "thank you" to the existing employees for your hard work and commitment to the Village and the community. The Village appreciates and values the longevity and dedication of its employees.

It is our hope that this manual will assist you in locating many of the benefits and policies that make your job easier and more satisfying. This manual is not an official rulebook, employment contract or legal document. It is an introduction and general guide designed to help you make a smooth adjustment to your job.

Sincerely,

*[Don Sattler](#) Kristi Richardson
Village President*

DISCLAIMER

THIS HANDBOOK IS NOT A CONTRACT AND DOES NOT CREATE ANY RIGHTS TO EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT ARE CONSIDERED EMPLOYEES AT-WILL WHO MAY BE DISCHARGED AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

THE VILLAGE RESERVES THE RIGHT TO ALTER, AMEND, AND/OR MODIFY ALL OR ANY PART OF THIS MANUAL AT ANY TIME, WITH OR WITHOUT NOTICE.

IN THE EVENT OF A CONFLICT BETWEEN THIS HANDBOOK AND THE ORDINANCES OF THE VILLAGE OF POPLAR GROVE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, THE APPLICABLE ORDINANCE AND/OR APPLICABLE AGREEMENT SHALL PREVAIL.

THIS HANDBOOK IS INTENDED TO PROVIDE ONLY A GENERAL OVERVIEW OF SOME OF THE PRIMARY ASPECTS OF EMPLOYMENT WITH THE VILLAGE OF POPLAR GROVE.

IT IS NOT INTENDED TO BE AN EXHAUSTIVE DESCRIPTION OF APPLICABLE EMPLOYMENT POLICIES, AND THE VILLAGE RESERVES THE RIGHT TO ADDRESS SPECIFIC SITUATIONS ON AN INDIVIDUAL CASE BY CASE BASIS.

ANY QUESTIONS OR CONCERNS ABOUT THIS HANDBOOK OR ABOUT ANY ASPECT OF EMPLOYMENT SHOULD BE BROUGHT TO THE DEPARTMENT HEAD.

THIS HANDBOOK SUPERSEDES ALL OTHER PREVIOUS MANUALS/HANDBOOKS FOR THE VILLAGE OF POPLAR GROVE.

Mission and Value Statement

The Village of Poplar Grove is ideal for families looking for the advantages of rural small town living and convenience of access to transportation options at I-39, I-90, Hwy. 76, and Hwy. 173. Poplar Grove residents enjoy the countryside living environment, while having convenient access.

The Village of Poplar Grove serves the needs of its residents and business community by providing responsive and efficient municipal services. Through focused efforts by its elected officials, the Village strives to provide a fair system of governance for its residents and visitors in a fiscally responsible manner.

Equal Opportunity

It is the policy and practice of the Village of Poplar Grove to recruit, hire, train and promote employees without discrimination on the basis of race, religion, color, political affiliation, physical or mental disability, national origin, sex, marital status, age, sexual orientation, gender identification, or membership or non-membership in any employee association or any other non-job related characteristic.

Form of Government

The Village operates under the President-Trustee form of government. The President and Trustees are all elected "at large". Together, the President and Trustees serve as the policy-making body of the Village. They perform functions that include passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning and other land use regulations, and generally deciding on important issues that affect the Village.

The President, with the consent and approval of the Village Board, appoint Department Heads to direct the activities of the respective operating departments. Department Heads report to the Village President, who in turn reports to the Village Board. The Village President is responsible for the implementation of Village Board Policy.

The President with advice and consent of the Trustees appoint members of various Commissions to assist in the operation of Village government.

Village of Poplar Grove Organizational Chart

INDEX

Article 1: General Information

1.1 Purpose of Personnel Handbook	7
1.2 Open Door	7
1.3 Definitions	8

Article 2: General Employment Conditions

2.1 Driver's License Obligation	8
2.2 Probationary Period	9
2.3 Nepotism – Employment of Relatives	9
2.4 Civil Litigation	9
2.5 Personnel Files	9
2.6 Personal Information	10
2.7 Performance Evaluations	10
2.8 Employment Separation	10
2.9 Exit Interviews	11
2.10 Grievance Procedures	11
2.11 Pay Transparency and Equal Pay Compliance	11

Article 3: Hours of Work and Work Schedules

3.1 Hours of Work	11
3.2 Lunch and Rest Periods	12
3.3 Overtime	12
3.4 Compensatory Time	12
3.5 Attendance and Absenteeism	12
3.6 Modified Work Duty	13
3.7 Inclement Weather Policy	13

Article 4: Employee Conduct

4.1 Rules of Conduct/Code of Ethics	13
4.2 Personal Appearance, Professional Image and Conduct	13
4.3 Gifts and Gratuities	13
4.4 Work Area Housekeeping	14
4.5 Use of Village Equipment, Vehicles, and Supplies	14
4.6 Confidentiality	14
4.7 Media Contact	14
4.8 Social Media, Blogs, Internet, and Electronic Mail	14
4.9 Harassment	15
4.10 Drugs and Alcohol	15
4.11 Tobacco Usage	20
4.12 Concealed Carry	20
4.13 Hands Free/Cell Phone Driving Ban	21
4.14 Prohibition on Sexual Harassment	21

4.15 Workplace Violence Policy	25
4.16 Weapons Policy	26
4.17 Americans With Disabilities Act (ADA) Policy	29
4.18 Pregnancy Accommodation Policy	30
4.19 Lactation Accommodation Policy	30

Article 5: Compensation

5.1 Payroll	31
5.2 Wage Garnishments	31

Article 6: Employee Benefits and Services

6.1 Health, Dental, and Vision Insurance	32
6.2 Health and Dental Insurance at Termination	32
6.3 Life Insurance	33
6.4 Illinois Municipal Retirement Fund (IMRF)	33
6.5 Vacation for Full Time Employees	33
6.6 Holidays	34
6.7 Sick Time	35
6.8 Telecommuting Policy	36
6.9 Educational Benefits	37
6.10 Use of Village Vehicles	38

Article 7: Retiree Benefits and Services

7.1 Illinois Municipal Retirement Fund (IMRF) Pension Upon Retirement	39
---	----

Article 8: Professional Development

8.1 Training and Career Opportunities	39
8.2 Travel and Expense Reimbursement	39
8.3 General Expenses	40

Article 9: Approved Leaves of Absence

9.1 Bereavement Leave	40
9.2 Jury Duty	41
9.3 Military Leave	42
9.4 Leave of Absence	34
9.5 Family Medical Leave	42
9.6 School Visitation	42
9.7 Voting Leave	42
9.8 Neonatal Intensive Care Unit (NICU) Leave	42

Article 10: Safety and Security

10.1 Safety	43
10.2 Occupational Injuries	43
10.3 Personal Protective Equipment (PPE)	44

Article 11: Disciplinary Action

11.1 Disciplinary Action	44
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Appendix A: Personnel Manuel Acknowledgement

45

Article 1: General Information

1.1 Purpose of Personnel Handbook

The Village of Poplar Grove ("Village") Personnel handbook ("handbook") contains the general operating practices and procedures pertaining to employment with the Village. While this handbook is not all inclusive, its purpose is to provide guidelines for supervisory personnel and staff relating to employment matters. This Personnel Handbook would be too voluminous if it attempted to list all applicable state and federal personnel related laws and policies. Employees are required to adhere to all local, state and federal laws regarding personnel that are not specifically mentioned in this Personnel Handbook. All provisions within the handbook are subject to change at any time, with approval of the Village Board, without prior notice. The Village retains all rights to manage and direct the affairs of the Village and its employees as deemed necessary in order to accomplish the Village objectives in an economical and efficient manner.

This handbook applies to all full-time, part-time, seasonal, interns, contractual and/or other employees of the Village.

Nothing in the Village's Personnel Handbook is intended to, or shall, create any contractual obligations of any kind. No policy, benefit, procedure or information set forth in the manual implies or may be construed to imply that it or any portion thereof is an employment contract. Employment with the Village is at-will and may be terminated by the Village with or without cause and with or without notice at any time, at the sole and absolute discretion of the Village. The Village of Poplar Grove is an equal employment opportunity employer.

To the extent that a collective bargaining agreement with any group of employees of the Village is more or less restrictive than the provisions of this personnel handbook, the provisions of such collective bargaining agreement shall control.

No representative, employee or agent has the authority to make any agreement contrary to the provisions of this document, except the Village Board, and then, only in writing. Final approval of this handbook and any subsequent amendments will be determined by the Village Board. The Village President or designee is responsible for administering and interpreting the personnel practices of the Village.

1.2 Open Door

The Village of Poplar Grove promotes an atmosphere whereby employees can speak freely with members of management staff without fear of retribution. An employee is encouraged to discuss any issues or problems openly with a supervisor to ensure that appropriate action may be taken.

1.3 Definitions

Exempt Employee is an employee who does not receive overtime compensation for hours worked in excess of forty (40) hours per week. An employee in this category is paid, at fixed and regular intervals, on the basis of an annual salary. In accordance with the Federal and State Wage and Hour Laws, exempt employees include managerial, professional and certain administrative employees as defined in the **Fair Labor Standards Act (FLSA)**. Exempt employees may enjoy a flexible work schedule within the needs of the Department Supervisor's guidelines and with the approval of the Village President or designee. However, exempt employees are expected to work whatever additional time is needed to complete their work.

Non-Exempt Employee is an employee who has successfully completed the probationary period, and to whom the Village is required to pay overtime at the rate of time and one-half the employee's regular rate of pay for all hours in a workweek in excess of forty (40) hours in accordance with the applicable Federal and State Wage Hour Laws.

Full-Time Employee is any department employee who has successfully completed the probationary period, and who regardless of designation in his or her employing department, is regularly scheduled to work forty (40) hour work week.

Permanent Part-Time Employee is an employee, who has successfully completed the probationary period, is assigned to a position that is regular in nature and works a shift schedule less than 1,000 hours per year.

Seasonal Part-Time Employee is an employee, who has successfully completed the probationary period, other than permanent part-time employee, who is regularly scheduled to work less than thirty-five (35) hours per week and less than 1,000 hours per year.

Article 2: General Employment Conditions

2.1 Driver's License Obligation

Any employee whose job includes operating a Village vehicle must maintain an appropriate Driver's License and must inform his/her supervisor in the event of loss of said license, receipt of a moving violation or restriction of said license. The Village reserves the right to take appropriate action in the event the employee becomes, in the opinion of the Village, no longer qualified to operate a Village vehicle. All employees must sign an appropriate acknowledgment form authorizing the Village to obtain a certified copy of a drivers abstract upon request.

2.2 Probationary Period

The probationary period is utilized to observe an employee's work, to evaluate the employee's skills, to train the employee and/or terminate an employee whose work performance fails to meet required work standards. Generally, an employee's probationary period lasts for a period of 90 days unless otherwise specified in a collective bargaining agreement, or as adjusted by the Village President.

Probationary periods may be extended or reduced at the discretion of the supervisor and the approval of the Village President.

2.3 Nepotism - Employment of Relatives

The Village does not allow the hiring or promotion of any employee which creates a situation whereby an employee would be supervised by, or under the immediate supervision of a relative.

For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village.

2.4 Civil Litigation

Any employee of the Village who receives a summons, notice or complaint alleging a claim or cause of action arising as a result of the performance of his/her official duties as an employee of the Village shall immediately notify and furnish to his/her department head a copy of said summons, notice or complaint.

Following discussions with the Village President, the summons and complaint shall thereafter be forwarded to the Village's liability insurance carrier. The Village's insurance carrier shall make a determination if it will undertake the defense of the employee and provide coverage for any damages resulting from the claim or cause of action under the terms of the Village's policy. Should the alleged claim not result in a circumstance included in the Village's coverage, then the Village President shall determine whether the claim or cause of action did, in fact, arise as the result of legitimate and reasonable performance of work related duties.

2.5 Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820 ILCS 40/1 et.seq. Village Clerk is responsible for establishing and maintaining the official personnel files of the Village. Employees may

inspect and copy their own personnel files, but may not remove documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate. The Village reserves the right to be present at the time an employee reviews his/her personnel file.

Only supervisory and management employees who have a legitimate employment-related reason may review another employee's personnel file. Employees reviewing any personnel file should consider the material to be confidential. All inspections of personnel files must be approved by the Village President.

2.6 Personal Information

It is the employee's responsibility to notify the Payroll Department in a timely manner of any changes in personal information such as: name, mailing address, emergency contact and telephone number. In addition, for the purpose of health insurance administration, an employee's dependents and other related information must be kept current.

2.7 Performance Evaluations

Annual Reviews: All employees will be evaluated at least annually by his/her immediate supervisor. The primary purpose of the employee performance evaluation is to foster communication between the employee and his/her supervisor. Evaluations may also be used in determining demotions, discharges and/or eligibility for promotions and/or merit pay.

Probationary Review: The Village requires all new employees to undergo evaluations. Evaluations are conducted to ensure that new employees are learning, and also meeting objectives and expectations in a timely manner. An employee who has completed his/her probationary period will be evaluated annually.

2.8 Employment Separation

Termination of employment as a result of resignation, retirement, expiration of employment contract, reduction in workforce or discharge requires completion of a separation process. This process provides the eligible employee and/or deceased designee with important information regarding health insurance and reimbursement of retirement contributions.

The employee's final paycheck will not be released to the employee until all Village equipment (vehicle keys, employee identification cards, safety equipment, records, etc.) has been returned to or accounted for by the affected department.

2.9 Exit Interviews

The Village encourages employees to participate in the exit interview process conducted by Village President. The interview provides employees with an opportunity to discuss their work experience and to comment on the strengths and weaknesses within both their department and the Village. It is also used to facilitate the return of Village property. Information obtained during the exit interview will not become part of the employee's personnel file.

2.10 Grievance Procedures

The grievance procedure is open to any employee who believes the treatment he/she receives on the job is inequitable or unfair. Bargaining unit employees shall utilize the grievance procedure contained in their respective collective bargaining agreement.

A grievance may be filed by following the steps outlined below:

1. Discuss grievance with an immediate supervisor within two working days of the incident. No grievance will be honored if it is not filed within two days of occurrence. If the supervisor does not reply within three (3) days, or if an employee is dissatisfied with the response of his/her supervisor, he/she may initiate the next step.
2. The grievance must be put into writing and submitted to the Village President within five (5) working days of the supervisor's decision in Step 1. If the Village President does not respond within five (5) work days, it is considered "grievance denied". The employee may initiate Step 3 after this step.
3. If the employee is dissatisfied with Village President's decision, he/she may submit a written request for a final determination to the Village Board within five (5) working days of receipt of the Village President's response or denial, the Village Board will review in detail and give a binding written response within ten (10) working days of his receipt of the grievance.

[2.11 Pay Transparency and Equal Pay Compliance](#)

[The Village is committed to fair and equitable compensation practices. Compensation decisions are based on job-related factors such as experience, qualifications, and performance. The Village complies with Illinois Equal Pay Act reporting and transparency requirements.](#)

Article 3: Hours of Work and Work Schedules

3.1 Hours of Work

The Village renders service 24 hours a day, seven days a week. As a consequence, the daily hours of work and the workweek of Village employees may vary according to the services rendered by the particular department. Work schedules shall be established by the Village President, and any deviation from the established hours of work must be approved. Village Hall offices are open Monday through Friday from 8:30AM until 4:30PM.

3.2 Lunch and Rest Periods

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, every employee is granted 2 fifteen (15) minute rest periods for an eight (8) hour workday. The scheduling of those rest periods should not interrupt work operations.

Employees are additionally granted a thirty (30) minute unpaid lunch period for their eight (8) hour workday.

Lunch and break periods will be scheduled to ensure adequate coverage for the department to assist the general public.

3.3 Overtime

All non-exempt employees, as defined by the Fair Labor Standards Act (FLSA) will receive pay at one and one-half their regular rate for all actual work performed in excess of forty (40) hours per week. In accordance with the FLSA, compensated leave time, including sick, vacation leave, compensatory time, [holiday time](#), [jury duty](#) and bereavement time, are not included in the computation of the hours worked for purposes of overtime pay. Overtime shall only be authorized by the Department Head. Only actual time worked is counted toward the calculation of overtime. Bargaining unit employees should reference their agreement.

3.4 Compensatory Time

Under the Code of Federal Regulations Title 29, Section 553.22 compensatory time (comp-time) and comp time off are interchangeable terms under the Fair Labor Standards Act. Comp time off is paid time off that is earned and accrued by an employee in lieu of immediate cash payment for employment in excess of the statutory hours for which overtime compensation is required by Section 7 of the FLSA.

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, compensatory time will be allowed to accumulate up to a maximum of 80 hours. No more than 40 hours, shall be authorized by the Village President, to be carried over from one calendar year to the next. [Any remaining hours](#)

(above the 40 hours allowed to be carried over from one calendar year to the next) shall be cashed out during the last pay period of the calendar year.

Comp time shall be used in a minimum of one (1) hour increments.

3.5 Attendance and Absenteeism

Regular and predictable attendance is an essential function of every position of employment in the Village of Poplar Grove. Village employees are required to report to a designated place of work punctually and to work all regularly scheduled hours established by the department. When employees give notification of their inability to report for work, tardiness or need to leave early, they must speak directly to their supervisor. Notice must be received at least one hour prior to the employees scheduled start time.

3.6 Modified Work Duty

The Village may, at its discretion, assign an employee to an available modified work duty position while the employee is recovering from an illness or injury. However, the Village is not required to provide modified duty to any employee.

3.7 Inclement Weather Policy

In the event that inclement weather, power/utility failure, fire, flood or some other "Act of God" keeps the Village from operating, employees deemed non-essential to the administration of Village services (performing office work), as communicated by the Village President, will be permitted remain home and not report to work, and will be compensated at their regular straight time hourly rate of pay, without being required to utilize paid time off, provided that Village Hall officially declares that it is closed for that time. Every effort will be made to provide you with advance notice in the event of closure. Please watch the local news for closures and ensuing updates.

All Village departments operate no matter the weather or "Act of God".

Article 4: Employee Conduct

4.1 Rules of Conduct/Code of Ethics

Employees of the Village must adhere to the following standards:

1. Uphold the Constitution and laws of the United States and the State of Illinois, and the laws, ordinances and policies of the Village of Poplar Grove;
2. Be honest and trustworthy in all they say and write;

3. Be dedicated to providing quality services;
4. Be cooperative, constructive and efficiently use all available resources;
5. Be fair and considerate in the treatment of fellow employees and residents, addressing concerns and needs with equity, granting no special favors;
6. Be committed to accomplishing all tasks in a superior way, and abstaining from all job behavior that may tarnish the image of the Village of Poplar Grove;
7. Recognize that public and political decisions are ultimately the responsibility of the Village Board; and
8. Be dedicated to service that improves the quality of life in the Village of Poplar Grove.

4.2 Personal Appearance, Professional Image and Conduct

The Village is committed to maintaining a favorable public image with Village residents and promoting on-the-job safety. Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. It is the supervisor's responsibility to ensure that employees are neat in appearance and attire. Employees will respect the diversity of individuals in the workplace. Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on the Village.

4.3 Gifts and Gratuities

All Village employees are prohibited from accepting personal gifts, gratuities or donations from the general public, vendors, businesses or other persons that employees may come in contact with in the course of performing their job related duties.

4.4 Work Area Housekeeping

Good housekeeping is essential to safety in the workplace. All employees shall keep their work area clean, orderly and free from loose and unnecessary items. The Village is not responsible for any personal property lost, damaged or stolen while being used by an employee in the performance of his/her duties. Personal cell phones should be switched to silent mode or vibrate during regular office hours so as to prevent disruption of the normal course of business. All staff must maintain a clean and clear work area.

4.5 Use of Village Equipment, Vehicles, and Supplies

Any employee or family member who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In addition, the employee may suffer disciplinary penalties imposed by the department head and/or the Village

President. Employees must report any lost or stolen equipment immediately to his/her direct supervisor.

4.6 Confidentiality

Employees who have access to confidential information concerning employees, residents or Village businesses are entrusted to maintain the privacy of such information. Unauthorized attempts to access or disclose confidential information is considered a breach of trust and employees who do so may be subject to disciplinary action, including termination of employment. The use of any type of recording device to record private conversations is prohibited unless all parties to the conversation have given their consent and approval.

4.7 Media Contact

The Village President will provide accurate and appropriate information to media representatives requesting information regarding Village matters, policies, operations and services. Employees shall refer any contact from media representatives directly to the President.

4.8 Social Media, Blogs, Internet, and Electronic Mail

The Village of Poplar Grove supports self-expression, including the right to express oneself to others via letters to the editor, Internet blogs, social web pages, posting on open forums, or speaking during public events. However, the Village expressly prohibits employees from speaking or writing on behalf of the Village, without express permission in writing. Additionally, the Village prohibits use of non-work related social media and blogs during working hours.

Use of Village computers and software is limited to appropriate business use. Employees may use the internet during break or lunch periods. All use must be in conformity with local, state, and federal laws, policies, regulations, rules, and court orders.

The Village reserves the right to monitor the use of its computer system to the extent permitted by law. All Email is the property of the Village and subject to the Freedom of Information Act.

4.9 Harassment

Appropriate conduct among employees is necessary to maintain an environment free of discrimination and harassment. The Village will not tolerate, condone or allow any form of harassment by Village employees, or anyone doing business with, or appearing before the Village. The Village encourages reporting of all incidents, regardless of who the offender may be, and will promptly investigate all reported incidents.

4.10 Drugs and Alcohol

The Village of Poplar Grove, Illinois (“Village”) seeks to establish guidelines to provide a safe, healthy and secure work environment for City employees and other individuals doing business with the Village. This Alcohol and Substance Abuse Policy outlines the Village’s expectations and requirements for creating and maintaining a drug free environment in accordance with the State and Federal laws, including the State and Federal Drug Free Workplace Acts.

SECTION 4.10-1.

- A. The Village of Poplar Grove recognizes that drug and alcohol abuse are persuasive in our society. The Village further recognizes that the workplace is not exempt from the use and abuse of such substances.
- B. The use and misuse of alcohol and drugs by the Village of Poplar Grove’s employees is contrary to a drug free workforce and workplace. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the Village to service its citizens effectively. All employees working for the Village are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after effects of cannabis, including medical cannabis, or other drugs, dangerous substances or alcohol. Therefore, the following Alcohol and Substance Abuse Policy is adopted.

SECTION 4.10-2.

- A. All employees of the Village of Poplar Grove shall be governed by the principles of a drug free workforce and workplace, and
 - 1. Shall not be under the influence or effects of alcohol, drugs or other dangerous substances while on duty, performing their assigned duties or while “on-call” for duty;
 - 2. Shall not use, distribute, sell, or possess illegal drugs;
 - 3. Shall not use alcohol, drugs or other dangerous substances during working hours, during breaks or meal periods, when scheduled to return to work or when subject to being called to work;
 - 4. Shall not possess, store or transport alcohol or drugs while on Village premises, at Village work locations or in Village vehicles or equipment;
 - 5. Shall not sell, distribute, dispense or transfer alcohol, drugs or prescription drugs and medications to any other employee or to any person while on duty, on call or acting in an official capacity.
 - 6. Shall inform the Department Head of any limitations as a result of drug use (prescription or over the counter) that may impact the performance of duty.

The prohibitions in this policy encompass, but are not limited to use of: narcotics (heroin, morphine, opioids, etc.), cannabis (marijuana, hashish, cannabis-infused products), stimulants (cocaine, crack, diet pills, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.). This policy prohibits the possession or use of cannabis in the workplace or being under the influence of cannabis, including as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Pilot Program Act during the work day or work activities. Compliance with this policy is a condition of employment.

An employee is considered to be under the influence of drugs if the employee has a confirmed positive test result for drug use or their metabolites pursuant to federal HHS-certified lab cutoff concentrations or has engaged in conduct evidencing apparent impairment. An employee shall be considered to be under the influence of alcohol if there is a concentration of .02 or more based upon the grams of alcohol per 100 millimeters of blood.

Nothing contained herein shall preclude an employee from consuming alcoholic beverages while in the performance of duty under proper and specific orders from a superior provided that the officer's ability to perform the assignment or function is not impaired.

- B. All employees are governed by these requirements and should be aware that violations will result in disciplinary action up to and including termination. Nothing in this policy shall be considered as limiting the Village's right to take administrative or disciplinary action, up to and including termination, for involvement with illegal drugs or alcohol not specifically addressed in this policy.

SECTION 4.10-3. DRUG AND ALCOHOL TESTING

- A. Because, of the Village's concern for its obligation to provide a safe work place and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:
1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.
 2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.
 3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.

4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:
 - a. as part of a regularly scheduled physical examination;
 - b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or
 - c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.
 5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.
- B. Employees who violate the alcohol or drug regulations and who are permitted to remain employed must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

SECTION 4.10-4. TESTING PROCEDURES

- A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the Village will observe the following:
1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.
 2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.
 3. Ensure that the facility has established "chain of custody" procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.
 4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.

5. The Department Head will receive drug and alcohol test results.
6. Drug and alcohol test result will be filed in the employee's medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee's participation in a substance abuse rehabilitation program as such information relates to the employee's performance of work duties and/or reasonable accommodation issues.
7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

SECTION 4.10-5. DISCIPLINE

- A. **Positive Test Results:** Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.
- B. **Refusal to Provide a Blood, Breath, or urine Specimen:** An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the Village shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the Village may request a blood specimen for Laboratory testing.
- C. **Tampering With or Substitution of a Specimen:** Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.
- D. **Drug-Related Conviction:** The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.
- E. **Alcohol Related Offenses:** The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

SECTION 4.10-6. EMPLOYEE ASSISTANCE PROGRAM

- A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem

voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.

- B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after being requested to take an alcohol and/or drug test or violating Village policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

SECTION 4.10-7. SEARCHES

- A. In order to accomplish the goals of this policy, or for similar administrative purposes, the Village may search employees and inspect their personal property (i.e., locker, work area, vehicles parked on Village property (with reasonable suspicion) etc), at the Village's discretion.
- B. All searches and inspections will be performed with appropriate regard and concern for the personal privacy of the employee to the extent possible without jeopardizing the investigation. Failure to submit to or cooperate in such a search may result in disciplinary action, including termination.
- C. The Village may, under certain circumstances, request the presence of a representative of the appropriate law enforcement agency when conducting a search or inspection.

SECTION 4.10-8. DEFINITIONS

- A. **Drugs:** A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.
- B. **Alcohol:** Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.
- C. **Drug/Alcohol Test:** Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.
- D. **Positive Test Result:**
 - 1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or
 - 2. Urine or blood specimen provided by the employee which detects any amount of a drug.

E. Reasonable Suspicion: Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior;
2. A noticeable change in work performance;
3. Direct observation of drug or alcohol use;
4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/or about the person or breath or the employee).

4.11 Tobacco Usage

In accordance with the Smoke Free Illinois Law, the Village prohibits tobacco usage, including e-cigarettes, in any form in all buildings owned or leased by the Village, and in all Village-owned or leased vehicles. Employees who choose to smoke must remain 15 feet away from any entrance, exit or ventilation intake.

4.12 Concealed Carry

Public Act 98-0063 created a new “Firearm Concealed Carry Act,” and also amended portions of many other acts, in order to create a system whereby Illinois residents can apply for a concealed carry license. All municipal buildings and any municipal vehicles, libraries, etc. are designated as “prohibited areas” for concealed carry licensees to carry their weapons. All employees, regardless of whether they are licensed under Illinois Law, are strictly prohibited from carrying a concealed weapon into any Prohibited Area, and from carrying a concealed weapon while acting in any capacity in his or her employment with the Village.

4.13 Hands Free/Cell Phone Driving Ban

Pursuant to 625 ILCS 5/12-610.2, Illinois drivers may not operate a motor vehicle on a roadway while using an electronic communication device, specifically a cell phone.

4.14 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.

I. 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."

II. 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 President, 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.

III. 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 (IDHR) or 300 days (EEOC) of the alleged retaliation.

IV. 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.

V. 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.

4.15 Workplace Violence Policy

The Village of Poplar Grove is committed to preventing workplace violence and to maintaining a safe work environment. The Village has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities. All employees are covered under this policy.

Prohibited Conduct

All employees, citizens, suppliers and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens, intimidates or coerces another employee, citizen, supplier or business associate will not be tolerated. Village of Poplar Grove resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a department head. When reporting a threat or incident of violence, please be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Department Head or Village President of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Village of Poplar Grove will not retaliate against employees making good-faith reports. The Village is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence. (Please see the Village's VESSA (Victim's Economic Safety & Security Act) Policy.

Investigations and Enforcement

The Village of Poplar Grove will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Village will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Village of Poplar Grove encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. The Village will not discipline employees for raising such concerns.

4.16 Weapons Policy

Purpose:

The Village of Poplar Grove, (hereinafter referred to as "Village"), strives to maintain a safe workplace environment for its employees and visitors. Workplace safety is enhanced by adopting this "No-Weapons" Policy.

Applicability:

This Policy applies to (A) all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in the Village Property, whether on duty or off duty, except as provided for in EXCEPTIONS, and contractors and vendors, and their personnel, when engaged in work for or business with the Village ("Village Officials"); and (B) all clients, guests, and other persons who are not Village Officials. See the definitions of "Village Officials," "Village Property," and "Visitor" under DEFINITIONS.

Definitions:

"Village Officials" means all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in Village Property, whether on duty or off duty, and contractors and vendors, and their personnel, when engaged in work for or business with the Village.

"Village Property" means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the Village. "Village Property" also means every Village-owned or leased vehicle.

"Tools" means devices commonly recognized as tools useful for Village purposes, when being used for Village purposes or kept in their usual storage location.

"Visitor" means every person other than a Village Official, as described in phrase (B) under APPLICABILITY.

"Weapon" means:

- Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only

in kitchen and break room areas; and (ii) common folding pocket knives with no blade longer than three (3") inches.

- Devices from which a projectile can be fired, but not including Tools as defined in this Policy.
- Electronic devices such as conducted electrical weapons, stun guns and Tasers.
- Firearms of all types and sizes, whether loaded or unloaded.
- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Policy.
- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

Weapons Prohibited:

A. Village Officials. Except as provided under EXCEPTIONS, no Village Official may wear, carry, store, transport, or otherwise possess a Weapon at any time in or on Village Property or while performing any duties for or on behalf of the Village.

Examples of prohibited times and places include, but are not limited to, the following:

- performing work for the Village at any locations including private residences and commercial establishments and other customer or client locations;
- driving or riding as a passenger in a Village vehicle;
- attending trade shows, conferences, or training on behalf of the Village;
- attending Village directed or sponsored activities or events (intended for Village employees only and not the general public) independent of venue;
- riding any type of mass transit while on Village business;
- working off-site on behalf of the Village (excluding the employee's residence); and
- performing emergency or on-call work for the Village after normal business hours and on weekends.

B. Visitors. Except as provided under EXCEPTIONS, no Visitor may wear, carry, store, transport, or otherwise possess a Weapon in or on Village Property at any time (see Parking Lots below for further information).

C. Use of Private Vehicle. No Village employee may use a privately owned vehicle for Village business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

Exceptions:

A. **Governmental.** A state or federal governmental sworn law enforcement employee may possess his or her work-authorized Weapons if engaged in official duties and required by law or regulation to possess a Weapon.

B. **Parking Lots.** A Village Official or Visitor may keep a Weapon in his or her personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the Weapon is kept (1) in compliance with all applicable federal and State laws and regulations; (2) out of plain view; and (3) if a firearm, so long as the Village Official or Visitor is properly licensed and the firearm is unloaded and locked in a glove box, trunk, or other secured container. A Village Official or visitor may carry a concealed weapon in the immediate area surrounding his or her vehicle within the Village parking lot only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Inspections:

The Sheriff or his or her designee may inspect or search any workplace area and any Village Property, at any time, for the presence of a Weapon.

Violations:

Any violation of this Policy by a Village Official will subject the Village Official to discipline, up to and including termination.

Any violation of this Policy by a Visitor will subject the Visitor to removal from Village Property, prohibition from returning to any Village Property, and arrest.

Concealed-Carrying Prohibited:

All property controlled by the Village is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carrying in or on any property controlled by the Village is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this Policy (except as listed in Exceptions "A" and "B" above).

Responsibility:

All Village employees shall have the responsibility of familiarizing themselves with this Policy and adhering to it.

Any Village Official who sees or perceives a violation of this Policy must report that violation to his or her Department Head or, in an emergency, to the Police Department.

No person should take any action that will risk his or her safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a

Weapon from Village premises. Instead, a person may inform that individual of this Policy and ask for compliance.

If that individual does not comply, then the person should contact the Sheriff's Department immediately.

4.17 Americans With Disabilities Act (ADA) Policy

The Village is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities as defined therein. All employment practices and activities are conducted on a non-discriminatory basis.

It is the intent of the Village to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of Village services, programs, or activities, and to allow disabled employees a bias-free work environment. The Village, upon request, will provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) as determined by the Village in its sole discretion. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

The Village has a commitment to ensure equal opportunities for disabled Village employees. Every reasonable effort will be made to provide an accessible work environment. Employment practices (hiring, training, testing, promoting, compensating, terminating, etc.) will be administered in accordance with the law.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equality in job assignments, classifications, organizational structures, position descriptions, and lines of progression and seniority lists.

The Village is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Village will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Village is committed to taking all other reasonable actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

4.18 Pregnancy Accommodation Policy

Village of Poplar Grove employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the company's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Village of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the Village's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt Village operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to the Village as soon as possible and practical and in a manner that is reasonable and practicable.

The Village may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Village.

The Village will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Village retaliate against applicants or employees who request, use or attempt to use accommodations or otherwise exercise their rights under the IHRA.

[Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.](#)

4.19 Lactation Accommodation Policy

For ~~up to a minimum of~~ one-year following the birth of a child, each employee is entitled to a reasonable amount of break time to expel breast milk for the employee's infant child. During this time, lactation time may run concurrently with any break time already provided to the employee, however an employee's lactation time will not reduce an employee's compensation. The Village will provide an appropriate and private location for such activity. Please contact your Department Head for additional information regarding lactation accommodation.

~~Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.~~

Article 5: Compensation

5.1 Payroll

Employees of the Village are paid bi-weekly, every other Friday, for the two-week period ending the previous Sunday. When a holiday falls on a Friday, pay checks or direct deposit statements will be distributed the day before. Issues regarding payroll should immediately be brought to the attention of the Village Treasurer for resolution. All employees must maintain and submit accurate records of all hours worked on prescribed timesheets. These records will be forwarded to the Payroll Department for payroll purposes.

5.2 Wage Garnishments

In accordance with the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, all employers are required to report newly hired and rehired employees to a state directory within 20 days of the employee's hire date based on Illinois Statute 820 ILCS 405/1801.1 Wage garnishment notices received will be processed during the next payroll. All employees are expected to conduct personal affairs so the Village will not have to act as a collection agent. Three (3) or more notices for wage garnishment within a one (1) year period of the first notice may result in discipline or termination. Child support or other court ordered deductions will be made in accordance with applicable laws.

Article 6: Employee Benefits and Services

6.1 Health, Dental, and Vision Insurance

The Village subscribes to the Local Government Health Plan which provides a comprehensive health, dental, prescription, and vision insurance benefit program to all eligible employees that elect to participate. Employees will pay 15% of the premium unless otherwise directed by a collective bargaining agreement. Effective May 1, 2020, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay sixteen percent (16%) of the single and family premium. Effective May 1, 2021, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay seventeen percent (17%) of the single and family premium. Effective May 1, 2022, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay eighteen percent (18%) of the single and family premium. The participating employee is responsible for any copayments, deductibles or other charges required by the program he or she selects.

The Village will pay the remaining balance. Premium payment deductions will be withheld directly from the employee's payroll check on a bi-weekly basis. Coverage begins on the first day of month following employment, with open enrollment occurring each year.

Under the Health Insurance Portability and Accountability Act (HIPAA) the Village of Poplar Grove will not use or disclose any personal health information regarding an employee or participant in a health care program or service without a signed authorization.

6.2 Health and Dental Insurance at Termination

Employee health and dental insurance benefits end on the last day of the month of active employment, unless otherwise agreed by contract.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides workers and their families who become ineligible for health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, debt, divorce and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost of the plan.

6.3 Life Insurance

The Village is a partner with the IMRF member of National Conference on Public Employee Retirement Systems (NCPERS) Voluntary Life Insurance Plan. All full-time employees ~~will~~[can](#) be enrolled in the benefit from group term life insurance [at the employee's election](#). The full cost of this coverage is paid by the Village. Benefit amounts are outlined in the certificate of insurance provided to all employee participants.

6.4 Illinois Municipal Retirement Fund (IMRF)

IMRF is a multi-employee public pension fund that administers a program of disability, retirement, and death benefits for employees of local government in Illinois. IMRF is not funded by the State of Illinois, it is managed by a Board of Trustees elected by the membership.

Eligible employees, who work a minimum of 1,000 hours within a twelve (12) month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that the employee contribution rate be deducted pre-tax from each employee's paycheck for his/her contribution to the plan. Information regarding this plan, along with access to automated benefits can be obtained at: www.imrf.org

6.5 Vacation for Non-Bargaining Unit Employees

Full-Time Employees receive vacation benefit as follows:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
1- 4	10
5-9	15
10-15	17
15	20

Employees will be awarded vacation on a calendar year basis, and after applicable probationary period. Vacation days for the first year of employment will be prorated based on date of hire. [\(Ex. If a full-time employee is hired on April 1, that employee will be eligible for 7.5 days/60 hours of vacation for the remainder of the calendar year.\)](#)

Part time employees will receive prorated vacation days based on the percentage of full time hours they work. i.e. an employee working 20 hours per week would receive five vacation days for years 1-~~4~~ of employment which is one-half the days of a full time employee. Vacation days for the first year of employment will be prorated based on date of hire [as outlined above.](#)

Vacation days may not be taken in less than half day increments [\(i.e. 4 hours assuming an 8 hour shift or 2 hours assuming a 4 hour shift\)](#). Upon termination of employment, the employee will receive pay for any unused, earned vacation time. No vacation shall be earned during periods of unpaid leave nor any period of service during which an employee is absent from work for more than thirty (30) consecutive calendar days and is not on vacation or paid sick leave.

Vacation carry-over, unless otherwise reflected in a collective bargaining agreement, will not exceed [up to eighty \(80\) hours of unused vacation provided no employee may be entitled to more than his/her regular vacation time plus eighty \(80\) hours in any one year.](#) ~~five (5) days, with the prior written approval of the Village President.~~ [Vacation carry-over does require the prior written approval of the Village President.](#)

Employees may not take more than two (2) consecutive weeks of vacation. Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on the date of the paid holiday will be considered a holiday for payroll purposes, and will not be charged to the employee's vacation time.

The number of employees who are granted vacation at the same time may be limited. Vacation time will be scheduled so that the mission of the respective department is not adversely affected. Vacation requests may be denied based on staffing needs. All vacation requests require approval of the Department Head. Vacation time requested for approval is based on seniority of continuous employment.

Full time employees shall have priority in scheduling vacation time by seniority.

Department Head vacation time will be established at the time of hire and may not be in accordance with this schedule.

6.6 Holidays

The Village of Poplar Grove officially recognizes the following twelve (12) holidays during the calendar year:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- Floating Holiday (1)
- Floating Holiday (2)

In the event that any of the above holidays fall on a Saturday, the preceding Friday will be observed as the holiday. In the event that any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

In order to be paid for a holiday, employees must not have an unapproved absence on the day preceding a holiday and/or the day after a holiday.

Floating Holidays not used by December 31st of each year will be forfeited.

6.7 Sick Time

Sick Leave Accrual:

Full-time employees shall accrue paid sick leave at the rate of fifty six (56) hours per year/2.15 hours per pay period. ~~Sick time for the first year of employment will be prorated from date of hire.~~ Employees may accrue a maximum of 180 hours for their own use. Employees may accrue sick leave in excess of 180 hours for IMRF credit purposes only. Part time employees will receive prorated sick time based on the percentage of full time hours they work. i.e. an employee working 20 hours per week would receive twenty-eight (28) hours per year/1.07 hours per pay period which is one-half the hours of a full time employee. ~~Sick time for the first year of employment will be prorated from date of hire.~~

Sick Leave Use:

Sick leave is an employee benefit and is intended to be used ~~in~~ due to an illness, injury, medical appointment, or the personal care of the employee or of the employee’s covered family member. “Covered family member” as used in this paragraph includes the child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent of the employee. “Personal care” means activities to ensure that a covered family member’s basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. “Personal care” also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. ~~Such time may be used in increments of one (1) hour or more. Sick leave may be granted in minimum one (1) hour blocks. Sick time shall be utilized in a minimum of one (1) hour increments.~~

Should sick leave benefits be exhausted in the case of a prolonged personal illness, ~~e- Employees~~ may utilize accrued vacation leave in lieu of sick leave under the terms of Section 6.5. The Village may require an Employee to provide a medical release for return to work after an illness or injury after three or more (3) working days absence or use of any form of medical leave of three (3) or more working days.

Pension Benefit at Retirement:

At retirement, an employee's sick leave days may be credited as days worked for purposes of pension benefits, pursuant to rules of the Illinois Municipal Retirement Fund.

Sick Leave Abuse:

Sick leave shall not be used as additional vacation time or for any reason other than those specifically authorized in this policy. Abuse of sick leave benefits shall be grounds for disciplinary action, up to and including termination of employment. If sick leave abuse is suspected, the Village may require medical

~~documentation satisfactory to the Village demonstrating that the employee is unable to work due to one of the above-identified valid uses of sick time. Sick leave is intended to protect sick or disabled employees from loss of income and will not be used as vacation time. Suspected abuse of sick leave will be investigated, and violations of policy will result in discipline up to and including termination.~~

6.8 Telecommuting Policy

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Village of Poplar Grove considers telecommuting to be a viable, flexible work option in limited circumstances. Not all jobs can be performed satisfactorily from other locations. Generally speaking, telecommuting will be limited to Department Head positions only. Any other request for telecommuting shall be assessed on a case by case basis for a limited period of time with no expectation of ongoing continuance.

A Department Head who wishes to telecommute must make a request in writing to the Village President.

Eligibility:

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In general, positions requiring face-to-face interaction with residents on a daily basis are not suitable for telecommuting arrangements. Department Heads must be employed with the Village of Poplar Grove for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record before being allowed to request telecommuting. Such request shall set forth the reasons why the Department Head is requesting the telecommuting, the proposed duration of telecommuting and the Department Head's proposed plan for how the telecommuting would operate. The Department Head must be able to carry out the same duties, assignments, and other work obligations as they would when working at Village facilities.

The following areas will be reviewed:

- Employee suitability: The employee and Village President, or his or her designee, will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities: The employee and Village President, or his or her designee, will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace and scheduling issues: The employee and Village President, or their designee, will review the physical workspace needs and the appropriate location for the telework.
- Tax and legal implications: The employee must determine any tax implications under the Internal Revenue Service, legal implications from state

governments and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

The Village President, or his or her designee, and the Department Head will discuss the employee's need for telecommuting along with job responsibilities and scheduling issues. If the Village President, or his or her designee, agrees that telecommuting is a viable option then the Village President, or his or her designee, shall inform the Department Head or employee in writing that telecommuting has been authorized along with the terms and conditions of such telecommuting. The Department Head or employee shall be required to acknowledge and agree to the terms and conditions of such telecommuting in writing.

6.9 Educational Benefits

The Village recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Village. All courses and total programs that are submitted for approval shall be judged by the stated criteria.

1. The Village will pay 100% percent of tuition, laboratory fees and textbook charges for a course in which the Village requires enrollment by a Village employee.
2. The Village will reimburse to 75% percent of tuition, laboratory fees and textbook charges for a specific course (not to exceed \$2,000), based upon the Village's evaluation and approval of the course, available funds allocated to the educational systems program and the Village's allocation of its resources, provided that:
 - a. The course is directly related to the employee's present work or can reasonably be expected to contribute to the employee's future with the Village.
 - b. The employee is a permanent full-time employee with a good work record and proven ability to perform his or her present duties.
 - c. The course is offered by a degree-granting school, college or university that is accredited by a recognized accreditation agency, and college credit is given on successful completion.
 - d. Village Board has appropriated adequate funds in the annual budget to provide for the proposed course under the Educational Assistance Program.
 - e. The course expenditures have been approved in advance by the employee's department head and the Village Board.
 - f. The employee successfully completes the course with a "C" or better grade.

3. The employee is expected to enroll for study on his or her own initiative and pay the necessary costs out of his or her own personal funds.
4. No reimbursement is to be made until evidence of satisfactory completion of the course and payment therefore is submitted and approved.
5. Upon receipt of such evidence of satisfactory completion and approval thereof, fifty percent of the total cost will be paid to the employee immediately.
6. The employee shall not be entitled to receive any further reimbursement for such costs unless he or she remains in the employ of the Village for a period of one year continuously from the date of completion of the course, at the end of which time he or she shall be paid the remaining fifty percent.
7. If the employee leaves the employment with the Village within one (1) year of completing the course any amount paid for the tuition must be reimbursed to the Village. If the employee leaves the employment within two (2) years of completing the course fifty percent (50%) of the tuition must be reimbursed to the Village.

Employees should contact the Village Treasurer for more information or questions.

Section 6.10 Use of Village Vehicles

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to the Village of Poplar Grove from time to time. Any changes in your driving record must be reported to the Village Treasurer immediately. Failure to do so may result in a disciplinary action, up to and including termination of employment.

If you are authorized to use a Village of Poplar Grove vehicle for Village business, you must adhere to the following rules:

1. You must be a licensed driver.
2. You must keep the vehicle clean at all times, washed, and vacuumed as often as necessary.
3. Smoking and/or vaping is prohibited in all Village vehicles.
4. Persons not authorized or employed by the Village of Poplar Grove are not allowed to operate or ride in a company vehicle, unless directed under the duties of your position.
5. Village vehicles may not be used for unauthorized purposes.
6. Failure to operate a Village vehicle in a safe manner or failure to observe applicable traffic laws and regulations may result in disciplinary action.

If you are authorized to operate a Village vehicle in the course of your assigned work, you will be considered completely responsible for any accidents, fines or traffic violations incurred, unless not at fault. If you are involved in an accident while driving a Village vehicle or while conducting Village business, immediately

call 911 so an accident report can be filed. As soon as possible after the accident report to Village Treasurer and apprise him or her of the accident.

Employees may be authorized to use Village vehicles assigned to be taken home with them for limited personal use related to their work assignments. Those limitations will be spelled out specifically and may not be deviated from. Any violation of this policy may result in disciplinary action up to and including termination.

Article 7: Retiree Benefits and Services

7.1 Illinois Municipal Retirement Fund (IMRF) Pension Upon Retirement

Tier 1: State law mandates that an employee must participate in IMRF for a minimum of 8 years to be eligible for retirement benefits.

Tier 2: State law mandates that an employee must participate in IMRF for a minimum of 10 years to be eligible for retirement benefits.

IMRF conducts workshops for members and provides individualized service when an employee is preparing for retirement or separation.

Article 8: Professional Development

8.1 Training and Career Opportunities

The Village encourages employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, employees are encouraged to speak with the President regarding offerings.

8.2 Travel and Expense Reimbursement

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.

Meal costs shall be reimbursed up to a maximum of \$55.00 per day.

Commented [RS1]: Board to discuss meal cost.

Employees shall be reimbursed up to the \$55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse the employee for any alcohol consumption expenses.

8.3 General Expenses

The Village will reimburse employees for all necessary expenditures or losses incurred within the employee’s scope of employment that are directly related to services performed for the Village. “Necessary expenditures” is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.

Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

The Village will not reimburse employees for losses due to an employee’s own negligence, normal wear, or losses due to theft unless the Village’s negligence caused the theft.

Article 9: Approved Leaves of Absence

PAID LEAVE INCLUDES:

9.1 Bereavement Leave

All employees shall be entitled to 10 work days (2 weeks) as bereavement leave to (a) attend the funeral or alternative to a funeral of an immediate family member; (b) make arrangements necessitated by the death of an immediate family member; (c) grieve the death of an immediate family member; or (d) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. The first three (3) days of leave shall be granted without loss of regular straight time pay as paid bereavement time. Following the first three (3) days of leave, the remaining seven (7) days of leave will be unpaid, or, at the employee’s election, will be deducted from the

employee's accrued, but unused vacation time, if available. Any leave taken pursuant to this section after the employee's vacation time is exhausted shall be unpaid.

For purposes of this section, members of the immediate family include: an employee's child, including step- and adopted-children, spouse, domestic partner, siblings, including step- and half-siblings, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. When a death occurs of an employee's grandfather in-law or grandmother in-law, that employee may be excused for up to two (2) days for the purpose of attending the funeral. One (1) day funeral leave may be granted for attending the funeral of some other member of the family.

Vacation and compensatory time may be used to extend bereavement leave with the approval of the department head and if not causing undue hardship to the department. The Village reserves the right to request documentation of a death.

Any leave taken for the purposes outlined in this section shall be completed within sixty (60) days after the date on which the employee receives notice of the event qualifying for leave under this section. An employee shall provide the Village with at least forty-eight (48) hours' advance notice of the employee's intention to take leave under this section, unless providing such notice is not reasonable given the circumstances.

An employee shall be entitled up to a maximum of six (6) weeks of bereavement leave during a 12-month period.

9.2 Jury Duty

All eligible, full-time employees qualify for paid jury duty leave. Upon notification of jury duty by the court, the employee should inform his/her supervisor by presenting a copy of the notification. When at all possible, employees should give the Village reasonable notice of the need for jury duty leave by delivering a copy of the notification to the Village within ten (10) days of issuance.

An eligible employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day. (An employee will not be compensated for jury duty when he/she is required to serve on a nonscheduled workday). Jury duty is treated as an authorized absence from work; therefore, an employee will continue to receive his/her regular base pay while performing jury duty services. Any compensation received for time served on the Jury will be returned to the Village in exchange for continuation of full benefits.

Compensation for jury duty will be calculated on the employee's base rate times the number of hours the employee would otherwise have worked on the day of absence. The time spent on jury duty leave does not constitute hours worked and will not be used in the calculation of overtime.

9.3 Military Leave

The Village intends to comply with all applicable State and Federal laws relating to military leave. No Village employee will be discriminated against because of his or her military service. To the extent this policy conflicts or is inconsistent with applicable law, the law shall prevail.

UNPAID LEAVE INCLUDES:

9.4 Leave of Absence

Leave of absence without pay may be granted at the discretion of the Village President. Re-employment with the Village will be based upon job availability. To receive consideration for such leave, a written request must be initially submitted to the department head for consideration. A minimum of two weeks notice, except in the event of an emergency, must be provided for consideration of such leave. The Village President will make the final determination on the duration (not to exceed three months) and terms and conditions of the leave. Employees are not permitted to seek or to avail of other employment opportunities while on an approved leave of absence.

9.5 Family Medical Leave

In compliance with the Family and Medical Leave Act of 1993 (FMLA), the Village of Poplar Grove grants up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period to eligible employees.

9.6 School Visitation

The Village complies with the Illinois School Visitation Rights Act (1992) 820 ILCS 147/1-49 by permitting employees to take up to eight (8) hours of unpaid leave per school year, with no more than four hours taken in one day for the purpose of attending conferences or classroom activities. An employee requesting leave under this Act must provide a written request at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours.

9.7 Voting Leave

The Village encourages each employee to fulfill his/her civic responsibilities by participating in elections. Generally, employees should vote either before or after work. If an employee is unable to vote in an election during non-working hours, the Village will grant him/her up to two (2) hours of unpaid time off in accordance with state law (10 ILCS 5/17-15).

Employees should request time off to vote from their supervisor at least two

working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

9.8 Neonatal Intensive Care Unit (NICU) Leave

Eligible employees may take up to 10 days of unpaid, job-protected leave if their child is admitted to a neonatal intensive care unit (NICU).

Employees are not required to use paid leave prior to taking NICU leave. Benefits will be maintained during the leave period in accordance with applicable law.

Employees should provide notice as soon as practicable.

Article 10: Safety and Security

10.1 Safety

The Village of Poplar Grove provides and maintains safe and healthy working conditions for all employees. Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of employment, to prevent injuries to themselves and fellow employees and to conserve Village property and equipment. It is the responsibility of each employee to observe safety regulations and to use all safety equipment provided. All employees are expected to help maintain a clean and uncluttered work area in order to minimize fire and safety hazards. All unsafe acts or conditions should be reported immediately to a supervisor.

10.2 Occupational Injuries

The Village adheres to statutory state worker’s compensation laws. The Village maintains Worker’s Compensation coverage for its employees through the IML Risk Management Association (IMLRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker’s Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IMLRMA. Whenever an eligible employee suffers any injury in the line of duty which causes him or her to be unable to perform his or her duties, the employee shall continue to be paid by the Village on the same basis as the employee was paid before the injury during the time the employee is unable to perform his duties due to the result of the injury, but not longer than six months in relation to the same injury.

In the instance in which an employee is receiving his or her regular pay, any insurance payments from the Village’s worker’s compensation carrier shall be made payable to the Village.

Employees must promptly report all personal injuries, regardless of severity, while on duty. Reports shall be furnished to Village President and shall include all necessary information to complete the required insurance company reports. The Village shall require drug and alcohol testing when there is an accident involving any Village vehicle or machinery.

The Village provides a First Aid Kit on all Village premises for employee use in the treatment of minor scratches, burns, headaches, nausea, etc. The Village also provides an automated external defibrillator (AED) at the Village Hall Building [and at the Public Works Building](#). AEDs are used to treat victims who experience sudden cardiac arrest. In the event of an emergency requiring AED application, any trained volunteer responder/employee may activate the internal emergency response system and provide prompt basic life support including AED and first aid according to training and experience.

10.3 Personal Protective Equipment (PPE)

Department heads will be responsible for identifying personal protective equipment that should be provided to employees. The Village shall provide personal protective equipment to all applicable positions. Any employee who believes his/her personal protective equipment is deteriorated or outdated should immediately report it to a supervisor. Personal protective equipment must be worn when specified by the employee's supervisor and only when engaged in Village business.

Article 11: Disciplinary Action

11.1 Disciplinary Action

Employees who are not covered by a collective bargaining agreement, are employees-at-will who may be disciplined or discharged at any time, with or without cause and with or without notice. See GRIEVANCE PROCEDURE 2.11.

PERSONNEL MANUAL ACKNOWLEDGEMENT

- I acknowledge receipt of notice of the existence of the Personnel Handbook that outlines the responsibilities of an employee/employer of the Village of Poplar Grove.

- I understand it is my responsibility to read the Personnel Handbook and, if I have any questions, I should first contact my Department Head, then the Village President.

- I understand that the Personnel Handbook is not an employment contract and does not create any enforceable rights to any particular terms and conditions of employment, but does provide the organizational employment policies and procedures by which I am governed.

- I further understand that the Personnel Handbook is subject to change without notice and changes in procedure will supersede or eliminate those found in this Handbook.

Employee Name (please print) Date

Employee Signature Date

Please sign and return this page only to the Village President
Thank you.

RESOLUTION NUMBER: 2026-22

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING AND APPROVING A MENARDS REBATE POLICY**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) purchases necessary Village supplies from Menards; and

WHEREAS, Menards offers an 11% rebate program on some purchases; and

WHEREAS, utilization of the rebate program offered by Menards will allow for the opportunity for the Village to take advantage of rebate certificates which could be used and directed towards future purchases of Village supplies; and

WHEREAS, the Village has created a Menards Rebate Policy (“Policy”) outlining the requirements for the rebate program, which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the Village has created the Policy to provide direction and a detailed procedure to Village employees for the expected use of the rebate program; and

WHEREAS, the Village has created the Policy to also prevent any misuse of the rebate program certificates by any Village employees; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to authorize and approve the Policy.

NOW THEREFORE, BE IT RESOLVED by the Village 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. The Village hereby accepts and approves the Policy attached hereto as Exhibit A, or one in substantially similar form.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- MENARDS REBATE POLICY

Village Of Poplar Grove
Menards Rebate Policy and Procedures
Adopted by the Board of Trustees on _____

I. Overview

The Village of Poplar Grove make purchases from Menards for various general maintenance needs. The Menards company offers a percentage back rebate, from time to time. These rebates may be returned to the Menards Rebate center for processing of a cash rebate slip that can be used at the store for future Village purchases.

This policy is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

The Village reserves the right to amend this policy by approval of the Board of Trustees.

II. Purpose

The purpose of this policy is to:

- Establish a standardized Menards Rebate processing policy.
 - To ensure procedures reduce the risk for theft/abuse.
 - To ensure the Menards Rebate funds received will be used for authorized Village purchases.
-

III. Scope

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

IV. Use

Menards Rebates incurred from purchases of the Village of Poplar Grove are the property of the Village of Poplar Grove. No employee, elected official or vendor, can claim any potential Rebate from an authorized Village of Poplar Grove purchase, as this is deemed as theft and such that theft will be treated in the manner as allowed by law.

V. General Processing Procedures

Processed rebates may be used for authorized Village purchases outlined in the purchasing policy and purchasing ordinance 1-10-2.

A. Processing Procedure – Sending in a Rebate to the Processing Center

1. Any Menards purchase eligible for a rebate shall be approved by the Public Works Director, with receipts provided by the director with the Menards credit card statement.
2. Menards Rebates shall be processed by the accounts payable clerk or Village Collector within 15 days of receiving the Menards receipts.
3. The accounts payable clerk or Village Collector may create the rebate form at Menards.com/rebates.
4. A photocopy of the completed rebate form and corresponding receipt will be made and filed in the Menards accounts payable folder.
5. Any rebate processed shall be logged in the Menards Rebate tracking log spreadsheet maintained by the accounts payable clerk or Village Collector.
6. Rebate will be mailed according to normal office procedures.

B. Processing Procedure – Receiving a Rebate Purchase Slip

1. Rebates received from the Menards Rebate processing will be checked in against the tracking log spreadsheet.
2. Active Rebate purchasing slips shall be held in the safe at the office until such time as the Public Works director deems them needed for authorized Village purchases.
3. The Public Works Director or designee shall be responsible for the rebate purchasing slip when procuring products at Menard's for authorized Village purchases.
4. Any and/or all rebate purchase slip amounts not redeemed at time of purchase will be relogged by the accounts payable clerk and returned to the safe.

VILLAGE OF POPLAR GROVE

ORDINANCE NO. 2026-10

**APPROPRIATION ORDINANCE OF THE VILLAGE OF
POPLAR GROVE, BOONE COUNTY, ILLINOIS**

**ADOPTED BY THE VILLAGE BOARD OF
THE VILLAGE OF POPLAR GROVE**

THIS ____ DAY OF _____, 2026

Published in pamphlet form by authority of the Village Board of the Village of Poplar Grove,
Boone County, Illinois this ____ day of _____, 2026

ORDINANCE NO. 2026-10

APPROPRIATION ORDINANCE

An Ordinance appropriating for all corporate purposes for the Village of Poplar Grove, Illinois, for the fiscal year commencing on the 1st day of May, 2026, and ending on the 30th day of April, 2027.

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

SECTION ONE: The amounts herein set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of the Village of Poplar Grove, be and the same are hereby appropriated for the corporate purposes of the Village of Poplar Grove, Illinois, as hereinafter specified for the fiscal year commencing on the 1st day of May, 2026, and ending on the 30th day of April, 2027.

SECTION TWO: The appropriations herein made for any purpose shall be regarded as the maximum amounts to be expended under the respective appropriation funds and shall not be construed as a commitment, agreement, obligation, or liability of the Village of Poplar Grove, and such appropriation being subject to further approval as to the expenditure thereof by the Village Board of Trustees pursuant to the purchasing policy.

SECTION THREE: The amounts appropriated for each Fund shall be as summarized in Exhibit A, attached hereto and incorporated herein.

SECTION FOUR: That all sums of money not needed for immediate purposes may be invested in Securities of the Federal Government, in Federally Insured Savings and Loan Associations, or in Certificates of Deposit or Savings Accounts of any bank defined in the Illinois Banking Act.

SECTION FIVE: If any section, subdivision, or sentence of this Ordinance shall, for any reason, be held invalid or deemed to be unconstitutional, such decision shall not affect the

validity of the remaining portion of this Ordinance.

SECTION SIX: Herein also being adopted as part of this Ordinance is the fiscal year 2027 line item budget summary by fund and department for the Village of Poplar Grove, which is attached as Exhibit B, and incorporated herein.

SECTION SEVEN: Herein also being adopted as part of this Ordinance is the Certificate of Estimate of Revenues for the fiscal year of May 1, 2026 to April 30, 2027 for the Village of Poplar Grove, which is attached as Exhibit C, and incorporated herein.

SECTION EIGHT: A certified copy of this Ordinance shall be filed with the County Clerk of the County of Boone within thirty (30) days after its adoption.

SECTION NINE: This Ordinance shall be in full force and effect after its approval, passage, and publication as provided by law.

PASSED and approved this _____ day of _____, 2026.

PRESIDENT OF THE VILLAGE OF
POPLAR GROVE, ILLINOIS

ATTEST:

CLERK

AYES: _____

NAYS: _____

ABSENT: _____

EXHIBIT A

SUMMARY OF APPROPRIATIONS FOR FISCAL YEAR

ENDING APRIL 30, 2027 BY FUND

GENERAL FUND

Administration Department	480,110
Public Safety	10,000
Parks and Recreation	238,925
Street Department	801,570
Public Works Administration	265,797
Community Development and Events	329,470
Village Clerk Department	62,700
Transfers To W & S Fund, Debt Service & CIP	523,300

GRAND TOTAL GENERAL FUND 2,711,872

MOTOR FUEL TAX FUND

GRAND TOTAL MOTOR FUEL TAX FUND 241,350

WATER AND SEWER FUND

Administration Department	630,589
Water Towers	165,000
Water Department	373,085
Sewer Department	668,085
North Plant	109,500
South Plant	315,000

GRAND TOTAL WATER AND SEWER FUND 2,261,259

DEBT SERVICE FUND

GRAND TOTAL DEBT SERVICE FUND 0

CAPITAL PROJECTS FUND

GRAND TOTAL CAPITAL PROJECTS
FUND GOVERNMENTAL 523,300

GRAND TOTAL ALL FUNDS 5,737,781

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

I, the undersigned Village Clerk, Karri Anderberg, of the Village of Poplar Grove, County of Boone, State of Illinois, do hereby certify that as the Village Clerk, I am the keeper of the minutes, ordinances and other books, records and papers of said Village and the foregoing is a true and correct copy of:

**ORDINANCE NO. 2026 - ____ APPROPRIATION ORDINANCE OF
THE VILLAGE OF
POPLAR GROVE, BOONE COUNTY, ILLINOIS**

With the original record thereof now remaining in my office, and have found the same to be a correct transcript therefrom and of the whole of such original record.

IN TESTIMONY WHEREOF, I HAVE HEREWITH SET MY HAND AND FIXED THE SEAL OF SAID VILLAGE OF POPLAR GROVE, ILLINOIS.

This ____ day of _____, 2026

VILLAGE CLERK

(SEAL)

EXHIBIT B
Line Item Budget

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Estimated Revenues						
01-00-3010	PROPERTY TAXES - CORPORATE	295,694.00	295,227.71	304,834.00	0.00	0.00
01-00-3011	PROPERTY TAXES - ROAD & BRIDGE	94,000.00	88,879.26	96,528.00	0.00	0.00
01-00-3012	PROPERTY TAXES - AUDIT	15,000.00	14,989.32	16,000.00	0.00	0.00
01-00-3013	PROPERTY TAXES - LIABILITY INSUR	21,000.00	20,971.14	22,000.00	0.00	0.00
01-00-3014	PROPERTY TAXES - SOCIAL SECURITY	20,000.00	19,981.19	21,000.00	0.00	0.00
01-00-3100	STATE INCOME TAXES	883,000.00	830,367.47	900,000.00	0.00	0.00
01-00-3101	STATE USE TAXES	55,000.00	42,791.50	40,000.00	0.00	0.00
01-00-3102	STATE TELECOMMUNICATIONS TAX	44,000.00	38,969.53	43,000.00	0.00	0.00
01-00-3103	STATE SALES TAXES	500,000.00	538,246.50	570,000.00	0.00	0.00
01-00-3104	STATE VIDEO GAMING TAX	135,000.00	115,936.57	130,000.00	0.00	0.00
01-00-3105	REPLACEMENT TAX	7,000.00	5,986.78	7,000.00	0.00	0.00
01-00-3106	STATE LOCAL SHARE OF CANNABIS US	8,000.00	6,891.97	7,500.00	0.00	0.00
01-00-3200	MUNICIPAL UTILITY TAX - ELECTRIC	120,000.00	87,130.88	110,000.00	0.00	0.00
01-00-3201	MUNICIPAL UTILITY TAX - NATURAL	112,000.00	115,407.19	110,000.00	0.00	0.00
01-00-3205	MUNICIPAL TAX MEDIACOM/COMCAST	39,500.00	31,746.70	35,000.00	0.00	0.00
01-00-3300	CODE VIOLATION FEES	5,000.00	45,150.00	5,000.00	0.00	0.00
01-00-3301	FILING FEES	2,000.00	44,375.00	5,000.00	0.00	0.00
01-00-3400	BUILDING PERMIT FEES	100,000.00	89,371.70	110,000.00	0.00	0.00
01-00-3401	VIDEO GAMING LICENSES	1,600.00	2.00	1,300.00	0.00	0.00
01-00-3402	GARBAGE AND REFUSE STICKERS	0.00	0.00	0.00	0.00	0.00
01-00-3403	OTHER LICENSE FEES	1,000.00	915.83	500.00	0.00	0.00
01-00-3404	PEDDLERS LICENSES	0.00	0.00	500.00	0.00	0.00
01-00-3405	TRUCK PERMITS	500.00	0.00	0.00	0.00	0.00
01-00-3406	LIQUOR LICENSES	22,000.00	200.00	15,950.00	0.00	0.00
01-00-3408	TOBACCO LICENSE FEES	200.00	600.00	120.00	0.00	0.00
01-00-3409	DOG TAG FEES	0.00	0.00	1,000.00	0.00	0.00
01-00-3410	FOIA REQUEST FEE	0.00	0.00	0.00	0.00	0.00
01-00-3500	RENTS RECEIVED	22,000.00	17,475.00	18,000.00	0.00	0.00
01-00-3501	IMPACT FEES	0.00	0.00	0.00	0.00	0.00
01-00-3502	RECAPTURE FEES	0.00	0.00	0.00	0.00	0.00
01-00-3503	HALL RENTAL FEE	0.00	0.00	1,800.00	0.00	0.00
01-00-3505	GASB 87 LEASE RECEIPTS	0.00	0.00	0.00	0.00	0.00
01-00-3506	PSA ESCROW FUNDS	0.00	0.00	0.00	0.00	0.00
01-00-3507	HALL RENTAL ESCROW FORFIET REVEN	0.00	0.00	0.00	0.00	0.00
01-00-3700	FEDERAL GRANT REVENUE	2,000.00	0.00	0.00	0.00	0.00
01-00-3701	STATE GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
01-00-3702	LOCAL GRANT REVENUE	10,000.00	0.00	10,000.00	0.00	0.00
01-00-3800	MISCELLANEOUS REVENUE	0.00	46,703.55	0.00	0.00	0.00
01-00-3801	DONATIONS/CONTRIBUTIONS	0.00	11,250.00	0.00	0.00	0.00
01-00-3802	KNOLLS HOA ARBORETUM DONATION	0.00	0.00	0.00	0.00	0.00
01-00-3803	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
01-00-3806	ESCROW HAWTHORN MEADOWS REVENUE	0.00	0.00	0.00	0.00	0.00
01-00-3807	DONATIONS / SPONSORSHIPS NEIGHB	0.00	0.00	5,000.00	0.00	0.00
01-00-3808	DONATIONS / SPONSORSHIPS XMAS TR	0.00	0.00	1,500.00	0.00	0.00
01-00-3860	INSTALLMENT CONTRACT ISSUANCE	0.00	0.00	0.00	0.00	0.00
01-00-3865	LINE OF CREDIT	0.00	0.00	0.00	0.00	0.00
01-00-3900	INTEREST	125,000.00	95,043.83	125,000.00	0.00	0.00
01-00-3901	COUNTY PROPERTY TAX INTEREST INC	0.00	0.00	0.00	0.00	0.00
01-00-3902	GASB 87 INTEREST REVENUE	0.00	0.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Estimated Revenues						
01-00-5031	TRANSFERS IN - FROM WATER / SEWE	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	2,640,494.00	2,604,610.62	2,713,532.00	0.00	0.00
Account Category: Appropriations						
01-50-4000	SALARIES	160,000.00	125,531.16	128,000.00	0.00	0.00
01-50-4010	SALARIES - OVERTIME	300.00	62.64	0.00	0.00	0.00
01-50-4100	SOCIAL SECURITY - EMPLOYER	9,200.00	7,137.85	7,400.00	0.00	0.00
01-50-4101	MEDICARE - EMPLOYER	2,200.00	1,669.43	1,750.00	0.00	0.00
01-50-4102	WORKERS COMPENSATION INSURANCE	11,000.00	12,101.00	8,200.00	0.00	0.00
01-50-4103	UNEMPLOYMENT COMPENSATION	350.00	158.33	255.00	0.00	0.00
01-50-4104	IMRF EMPLOYER	5,600.00	5,184.76	4,500.00	0.00	0.00
01-50-4105	LIFE INSURANCE - EMPLOYER	350.00	269.06	255.00	0.00	0.00
01-50-4106	HEALTH INSURANCE EXPENSE	32,000.00	41,221.92	23,750.00	0.00	0.00
01-50-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-50-4200	GENERAL INSURANCE EXPENSE	110,498.00	104,652.00	116,000.00	0.00	0.00
01-50-4201	CONTRACTED LABOR - OTHER	0.00	757.25	0.00	0.00	0.00
01-50-4202	TELEPHONE & INTERNET SERVICES	9,600.00	8,952.20	9,600.00	0.00	0.00
01-50-4203	WEB SITE MAINTENANCE	5,000.00	0.00	0.00	0.00	0.00
01-50-4204	UTILITIES	0.00	447.62	0.00	0.00	0.00
01-50-4205	TRAVEL/MEALS/LODGING	6,500.00	75.00	0.00	0.00	0.00
01-50-4206	SECURITY SYSTEM	2,700.00	2,567.76	0.00	0.00	0.00
01-50-4207	TRAINING	6,000.00	4,360.16	6,000.00	0.00	0.00
01-50-4208	POSTAGE	2,250.00	2,890.10	3,200.00	0.00	0.00
01-50-4209	PUBLICATION COST	2,500.00	464.86	1,500.00	0.00	0.00
01-50-4210	PRINTING	0.00	0.00	0.00	0.00	0.00
01-50-4211	AUDITING SERVICES	20,000.00	28,033.60	30,000.00	0.00	0.00
01-50-4212	ENGINEERING SERVICES	15,000.00	5,204.22	6,000.00	0.00	0.00
01-50-4213	LEGAL SERVICES	85,000.00	68,130.94	60,000.00	0.00	0.00
01-50-4214	OFFICE SYSTEM SUPPORT	23,000.00	15,230.12	20,000.00	0.00	0.00
01-50-4216	CONTRACT CODE ENFORCEMENT	0.00	0.00	0.00	0.00	0.00
01-50-4217	PROFESSIONAL DUES	4,300.00	1,322.00	2,000.00	0.00	0.00
01-50-4218	CODIFICATION	0.00	0.00	0.00	0.00	0.00
01-50-4219	CUSTODIAL SERVICES	9,500.00	873.00	8,600.00	0.00	0.00
01-50-4220	RENTAL PROPERTY REPAIRS	2,500.00	10,547.49	8,000.00	0.00	0.00
01-50-4221	VILLAGE CLERK ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
01-50-4222	REFUSE AND RECYCLING EXPENSES	300.00	0.00	0.00	0.00	0.00
01-50-4223	IT SERVICES	10,000.00	13,239.33	5,000.00	0.00	0.00
01-50-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	8,000.00	0.00	0.00
01-50-4237	PLANNING SERVICES	0.00	0.00	0.00	0.00	0.00
01-50-4240	PROFESSIONAL SERVICES	10,000.00	87,852.79	10,000.00	0.00	0.00
01-50-4270	BOND AGENT FEE	500.00	500.00	500.00	0.00	0.00
01-50-4300	OFFICE SUPPLIES	5,600.00	6,720.57	6,400.00	0.00	0.00
01-50-4301	MAINTENANCE SUPPLIES	3,500.00	2,414.94	3,500.00	0.00	0.00
01-50-4302	OPERATIONAL SUPPLIES	1,700.00	1,533.32	1,700.00	0.00	0.00
01-50-4400	CAPITAL OUTLAY - VILLAGE HALL EQ	0.00	20,103.35	0.00	0.00	0.00
01-50-4500	MISCELLANEOUS EXPENSE	1,000.00	428.50	0.00	0.00	0.00
01-50-4501	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
01-50-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-50-4660	ESCROW DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00
01-50-4740	PAYMENT TO ESCROW AGENT	0.00	0.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Appropriations						
01-50-4752	INTEREST ON BONDS/NOTES	228,226.00	214,405.29	0.00	0.00	0.00
01-50-4970	SIMERL LAND REPAYMENT	0.00	0.00	0.00	0.00	0.00
01-50-4971	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00
01-51-4223	SAFETY PROGRAM EXPENSES	10,000.00	0.00	10,000.00	0.00	0.00
01-52-4000	SALARIES	132,000.00	101,747.81	139,700.00	0.00	0.00
01-52-4010	SALARIES - OVERTIME	1,000.00	1,179.93	1,500.00	0.00	0.00
01-52-4100	SOCIAL SECURITY - EMPLOYER	7,600.00	6,070.02	8,100.00	0.00	0.00
01-52-4101	MEDICARE - EMPLOYER	1,800.00	1,419.87	1,950.00	0.00	0.00
01-52-4102	WORKERS COMPENSATION INSURANCE	8,400.00	0.00	9,000.00	0.00	0.00
01-52-4103	UNEMPLOYMENT COMPENSATION	250.00	223.27	280.00	0.00	0.00
01-52-4104	IMRF EMPLOYER	4,600.00	4,962.96	4,900.00	0.00	0.00
01-52-4105	LIFE INSURANCE - EMPLOYER	250.00	297.27	280.00	0.00	0.00
01-52-4106	HEALTH INSURANCE	36,000.00	23,764.42	38,000.00	0.00	0.00
01-52-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-52-4204	UTILITIES	0.00	0.00	0.00	0.00	0.00
01-52-4205	TRAVEL/MEALS/LODGING	0.00	0.00	0.00	0.00	0.00
01-52-4207	TRAINING	0.00	0.00	0.00	0.00	0.00
01-52-4209	PUBLICATION COST	0.00	0.00	0.00	0.00	0.00
01-52-4212	ENGINEERING	0.00	0.00	0.00	0.00	0.00
01-52-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
01-52-4219	CUSTODIAL SERVICES	0.00	0.00	3,215.00	0.00	0.00
01-52-4222	REFUSE AND RECYCLING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-52-4224	COMMUNITY EVENTS	0.00	0.00	0.00	0.00	0.00
01-52-4225	LANDSCAPING PARKS	9,000.00	6,757.15	15,000.00	0.00	0.00
01-52-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	2,500.00	0.00	0.00
01-52-4234	EQUIPMENT RENTAL	0.00	0.00	5,000.00	0.00	0.00
01-52-4240	PROFESSIONAL SERVICES	2,000.00	1,826.06	2,000.00	0.00	0.00
01-52-4302	OPERATIONAL SUPPLIES	0.00	0.00	7,500.00	0.00	0.00
01-52-4303	GASOLINE AND OIL	0.00	0.00	0.00	0.00	0.00
01-52-4304	MAINTENANCE SUPPLIES	10,000.00	4,978.44	0.00	0.00	0.00
01-52-4402	CAPITAL OUTLAY - PARK BUILDINGS	0.00	948.42	0.00	0.00	0.00
01-52-4403	CAPITAL OUTLAY - PARK MAINTENANC	0.00	521.53	0.00	0.00	0.00
01-52-4404	CAPITAL OUTLAY - ARBORETUM IMPRO	0.00	0.00	0.00	0.00	0.00
01-52-4405	CAPITAL OUTLAY - PLAYGROUND CONS	0.00	0.00	0.00	0.00	0.00
01-52-4406	CAPITAL OUTLAY - PARK IMPROVEMEN	0.00	5,960.00	0.00	0.00	0.00
01-52-4440	CAPITAL PUTLAY - PARKS EQUIPMENT	0.00	6,588.30	0.00	0.00	0.00
01-52-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-53-4000	SALARIES	150,000.00	116,963.60	172,000.00	0.00	0.00
01-53-4010	SALARIES - OVERTIME	1,000.00	1,510.68	2,000.00	0.00	0.00
01-53-4080	UNIFORM ALLOWANCE	5,750.00	3,865.98	0.00	0.00	0.00
01-53-4100	SOCIAL SECURITY - EMPLOYER	8,700.00	7,175.33	10,000.00	0.00	0.00
01-53-4101	MEDICARE - EMPLOYER	2,000.00	1,677.93	2,400.00	0.00	0.00
01-53-4102	WORKERS COMPENSATION INSURANCE	9,600.00	0.00	11,000.00	0.00	0.00
01-53-4103	UNEMPLOYMENT COMPENSATION	300.00	266.99	350.00	0.00	0.00
01-53-4104	IMRF - EMPLOYER	5,300.00	5,992.75	6,100.00	0.00	0.00
01-53-4105	LIFE INSURANCE - EMPLOYER	300.00	363.03	350.00	0.00	0.00
01-53-4106	HEALTH INSURANCE	41,000.00	29,037.81	47,000.00	0.00	0.00
01-53-4107	UNIFORM CLEANING SERVICES	0.00	0.00	0.00	0.00	0.00
01-53-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Appropriations						
01-53-4202	TELEPHONE & INTERNET SERVICES	7,000.00	7,796.58	0.00	0.00	0.00
01-53-4204	UTILITIES	7,500.00	4,118.14	0.00	0.00	0.00
01-53-4205	TRAVEL/MEALS/LODGING	500.00	0.00	0.00	0.00	0.00
01-53-4207	TRAINING	1,200.00	993.20	0.00	0.00	0.00
01-53-4209	PUBLICATION COST	0.00	0.00	0.00	0.00	0.00
01-53-4212	ENGINEERING	0.00	365.50	6,000.00	0.00	0.00
01-53-4213	LEGAL	0.00	0.00	500.00	0.00	0.00
01-53-4226	VEHICLE MAINTENANCE	20,000.00	15,024.19	18,500.00	0.00	0.00
01-53-4227	BLDG & EQUIPMENT MAINT & REPAIRS	20,000.00	8,952.02	15,000.00	0.00	0.00
01-53-4228	ROAD MAINTENANCE	18,000.00	16,398.72	20,000.00	0.00	0.00
01-53-4229	SNOW PLOW MAINTENANCE	20,000.00	7,192.90	10,000.00	0.00	0.00
01-53-4230	STREET LIGHTING SERVICES	40,000.00	39,960.47	45,000.00	0.00	0.00
01-53-4231	SHOP BUILDING - HEAT	3,000.00	2,728.70	0.00	0.00	0.00
01-53-4232	ENGINEERING SERVICES	6,000.00	0.00	0.00	0.00	0.00
01-53-4233	CONTRACTED SNOW PLOWING	0.00	0.00	0.00	0.00	0.00
01-53-4234	EQUIPMENT RENTAL	0.00	0.00	3,000.00	0.00	0.00
01-53-4240	PROFESSIONAL SERVICES	10,000.00	8,491.72	2,000.00	0.00	0.00
01-53-4301	MAINTENANCE SUPPLIES	20,000.00	16,130.48	0.00	0.00	0.00
01-53-4302	OPERATIONAL SUPPLIES	20,000.00	11,509.56	33,000.00	0.00	0.00
01-53-4303	GASOLINE AND OIL	30,000.00	15,856.12	18,000.00	0.00	0.00
01-53-4304	SALT PURCHASES	60,000.00	93,393.91	65,000.00	0.00	0.00
01-53-4309	JULIE LOCATES	1,500.00	944.50	1,500.00	0.00	0.00
01-53-4315	NON-HOA ENTRANCES MAINT	0.00	0.00	15,000.00	0.00	0.00
01-53-4407	CAPITAL OUTLAY - VEHICLES & EQUI	72,735.00	315,195.98	143,830.00	0.00	0.00
01-53-4408	CAPITAL OUTLAY - STORM SEWER CON	0.00	0.00	0.00	0.00	0.00
01-53-4409	CAPITAL OUTLAY - ROAD CONSTRUCTI	100,000.00	71,433.62	96,528.00	0.00	0.00
01-53-4410	CAPITAL OUTLAY - STREET LIGHTING	7,500.00	0.00	7,500.00	0.00	0.00
01-53-4500	MISCELLANEOUS EXPENSE	1,000.00	1,242.02	0.00	0.00	0.00
01-53-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-53-4700	DEBT EXPNESE - PRINCIPAL	0.00	0.00	44,896.00	0.00	0.00
01-53-4811	INTEREST EXPENSE	8,344.00	9,276.66	5,116.00	0.00	0.00
01-54-4080	UNIFORM ALLOWANCE	0.00	0.00	7,200.00	0.00	0.00
01-54-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-54-4202	TELEPHONE & INTERNET SERVICES	0.00	0.00	7,000.00	0.00	0.00
01-54-4204	UTILITIES	0.00	0.00	7,500.00	0.00	0.00
01-54-4205	TRAVEL/MEALS/LODGING	0.00	0.00	500.00	0.00	0.00
01-54-4207	TRAINING	0.00	0.00	1,200.00	0.00	0.00
01-54-4212	ENGINEERING	0.00	0.00	0.00	0.00	0.00
01-54-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
01-54-4217	PROFESSIONAL DUES	0.00	0.00	1,000.00	0.00	0.00
01-54-4223	IT SERVICES	0.00	0.00	2,500.00	0.00	0.00
01-54-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00
01-54-4240	PROFESSIONAL SERVICES	0.00	0.00	2,000.00	0.00	0.00
01-54-4300	OFFICE SUPPLIES	0.00	0.00	1,500.00	0.00	0.00
01-54-4303	GASOLINE AND OIL	0.00	0.00	0.00	0.00	0.00
01-54-4314	TOLLS	0.00	0.00	500.00	0.00	0.00
01-54-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-54-4700	DEBT EXPNESE - PRINCIPAL	0.00	0.00	191,856.00	0.00	0.00
01-54-4811	INTEREST EXPENSE	0.00	0.00	43,041.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Appropriations						
01-55-4000	SALARIES	0.00	0.00	48,150.00	0.00	0.00
01-55-4010	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00
01-55-4100	SOCIAL SECURITY - EMPLOYER	0.00	0.00	2,795.00	0.00	0.00
01-55-4101	MEDICARE - EMPLOYER	0.00	0.00	660.00	0.00	0.00
01-55-4102	WORKERS COMPENSATION INSURANCE	0.00	0.00	3,080.00	0.00	0.00
01-55-4103	UNEMPLOYMENT COMPENSATION	0.00	0.00	100.00	0.00	0.00
01-55-4104	IMRF EMPLOYER	0.00	0.00	1,685.00	0.00	0.00
01-55-4105	LIFE INSURANCE - EMPLOYER	0.00	0.00	100.00	0.00	0.00
01-55-4106	HEALTH INSURANCE	0.00	0.00	13,100.00	0.00	0.00
01-55-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-55-4205	TRAVEL/MEALS/LODGING	500.00	113.30	0.00	0.00	0.00
01-55-4208	POSTAGE	0.00	0.00	1,000.00	0.00	0.00
01-55-4209	PUBLICATION COST	2,000.00	1,550.92	300.00	0.00	0.00
01-55-4212	ENGINEERING	25,000.00	84,152.38	55,000.00	0.00	0.00
01-55-4213	LEGAL	45,000.00	37,784.34	38,000.00	0.00	0.00
01-55-4215	CONTRACT INSPECTION SERVICES	75,000.00	84,097.48	93,000.00	0.00	0.00
01-55-4216	CONTRACT CODE ENFORCEMENT	10,500.00	305.00	5,000.00	0.00	0.00
01-55-4237	PLANNING SERVICES	25,000.00	27,400.00	29,000.00	0.00	0.00
01-55-4240	PROFESSIONAL SERVICES	29,500.00	15,143.91	6,000.00	0.00	0.00
01-55-4302	OPERATIONAL SUPPLIES	3,000.00	5,034.22	0.00	0.00	0.00
01-55-4330	EVENT EXPENSES NIEGHBORS FEST	0.00	0.00	25,000.00	0.00	0.00
01-55-4331	EVENT EXPENSES XMAS TREE EVENT	0.00	0.00	7,500.00	0.00	0.00
01-55-4400	CAPITAL OUTLAY - VILLAGE HALL EQ	0.00	0.00	0.00	0.00	0.00
01-55-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-57-4000	SALARIES	39,500.00	37,022.25	23,100.00	0.00	0.00
01-57-4010	SALARIES - OVERTIME	0.00	30.75	0.00	0.00	0.00
01-57-4100	SOCIAL SECURITY - EMPLOYER	2,291.00	2,063.54	1,340.00	0.00	0.00
01-57-4101	MEDICARE - EMPLOYER	542.00	482.51	320.00	0.00	0.00
01-57-4102	WORKERS COMPENSATION INSURANCE	2,528.00	0.00	1,480.00	0.00	0.00
01-57-4103	UNEMPLOYMENT COMPENSATION	100.00	66.75	50.00	0.00	0.00
01-57-4104	IMRF EMPLOYER	1,383.00	1,659.96	810.00	0.00	0.00
01-57-4105	LIFE INSURANCE - EMPLOYER	80.00	94.15	50.00	0.00	0.00
01-57-4106	HEALTH INSURANCE	11,000.00	17,166.33	6,300.00	0.00	0.00
01-57-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
01-57-4202	TELEPHONE & INTERNET SERVICES	700.00	366.76	500.00	0.00	0.00
01-57-4203	WEB SITE MAINTENANCE	6,000.00	10,181.66	5,000.00	0.00	0.00
01-57-4205	TRAVEL/MEALS/LODGING	4,500.00	1,447.28	4,500.00	0.00	0.00
01-57-4207	TRAINING	2,500.00	1,422.25	2,500.00	0.00	0.00
01-57-4209	PUBLICATION COST	400.00	54.70	400.00	0.00	0.00
01-57-4213	LEGAL	11,000.00	10,099.37	10,000.00	0.00	0.00
01-57-4214	OFFICE SYSTEM SUPPORT	10,000.00	182.66	500.00	0.00	0.00
01-57-4217	PROFESSIONAL DUES	700.00	165.00	700.00	0.00	0.00
01-57-4218	CODIFICATION	4,000.00	0.00	5,000.00	0.00	0.00
01-57-4223	IT SERVICES	1,500.00	0.00	0.00	0.00	0.00
01-57-4240	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
01-57-4250	FOIA EXPENSES	0.00	0.00	0.00	0.00	0.00
01-57-4251	SOLICITOR PERMIT EXPENSES	0.00	0.00	0.00	0.00	0.00
01-57-4300	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-57-4500	MISCELLANEOUS EXPENSE	100.00	249.03	150.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 01 GENERAL FUND						
Account Category: Appropriations						
01-57-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
01-99-6031	TRANSFER TO WATER / SEWER FUND	0.00	0.00	0.00	0.00	0.00
01-99-6032	TRANSFER TO DEBT SERVICE	216,532.00	0.00	0.00	0.00	0.00
01-99-6050	TRANSFER TO GOV FUNDS CIP FUND	370,000.00	0.00	523,300.00	0.00	0.00
Appropriations		<u>2,608,159.00</u>	<u>2,114,483.60</u>	<u>2,711,872.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 01 - GENERAL FUND:						
TOTAL ESTIMATED REVENUES		2,640,494.00	2,604,610.62	2,713,532.00	0.00	0.00
TOTAL APPROPRIATIONS		<u>2,608,159.00</u>	<u>2,114,483.60</u>	<u>2,711,872.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & APPROPRIATIONS:		<u>32,335.00</u>	<u>490,127.02</u>	<u>1,660.00</u>	<u>0.00</u>	<u>0.00</u>

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 20 MOTOR FUEL FUND						
Account Category: Estimated Revenues						
20-00-3120	MOTOR FUEL TAX	225,000.00	214,670.67	234,000.00	0.00	0.00
20-00-3130	LOCAL RDS & STS REBUILD IL	0.00	0.00	0.00	0.00	0.00
20-00-3900	MFT INTEREST	15,000.00	7,294.48	7,350.00	0.00	0.00
	Estimated Revenues	240,000.00	221,965.15	241,350.00	0.00	0.00
Account Category: Appropriations						
20-00-4212	ENGINEERING	0.00	0.00	35,000.00	0.00	0.00
20-00-4232	MFT ENGINEERING SERVICES	35,000.00	14,990.76	0.00	0.00	0.00
20-00-4240	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
20-00-4302	MFT STREET OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
20-00-4408	CAPITAL OUTLAY - STORM SEWER CON	25,000.00	0.00	0.00	0.00	0.00
20-00-4409	ROAD CONSTRUCTION	300,000.00	312,877.36	206,350.00	0.00	0.00
	Appropriations	360,000.00	327,868.12	241,350.00	0.00	0.00
Fund 20 - MOTOR FUEL FUND:						
	TOTAL ESTIMATED REVENUES	240,000.00	221,965.15	241,350.00	0.00	0.00
	TOTAL APPROPRIATIONS	360,000.00	327,868.12	241,350.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	(120,000.00)	(105,902.97)	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 31 WATER & SEWER FUND						
Account Category: Estimated Revenues						
31-00-3010	PROPERTY TAXES - CORPORATE	39,184.00	41,033.74	41,000.00	0.00	0.00
31-00-3600	WATER & SEWER SALES	1,960,000.00	1,691,476.57	2,090,095.00	0.00	0.00
31-00-3601	WATER / SEWER PENALTIES	25,000.00	25,362.27	27,300.00	0.00	0.00
31-00-3602	WATER & SEWER CONNECTION FEES	20,000.00	21,500.00	40,000.00	0.00	0.00
31-00-3603	BULK WATER SALES	1,000.00	602.06	1,000.00	0.00	0.00
31-00-3604	METER & MXU SALES	5,000.00	9,775.00	15,750.00	0.00	0.00
31-00-3605	TURN ON/OFF WATER FEES	10,000.00	13,865.00	15,000.00	0.00	0.00
31-00-3800	MISCELLANEOUS INCOME	1,000.00	672.76	1,000.00	0.00	0.00
31-00-3900	INTEREST	60,000.00	30,767.54	32,150.00	0.00	0.00
31-00-5010	TRANSFERS IN - FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	2,121,184.00	1,835,054.94	2,263,295.00	0.00	0.00
Account Category: Appropriations						
31-50-4200	GENERAL INSURANCE	45,000.00	0.00	0.00	0.00	0.00
31-50-4202	TELEPHONE & INTERNET SERVICES	9,000.00	10,818.91	10,700.00	0.00	0.00
31-50-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
31-50-4217	PROFESSIONAL DUES	0.00	0.00	0.00	0.00	0.00
31-50-4235	BOND AGENT FEES	1,000.00	0.00	1,000.00	0.00	0.00
31-50-4240	PROFESSIONAL SERVICES	3,500.00	0.00	0.00	0.00	0.00
31-50-4300	OFFICE SUPPLIES	650.00	817.50	900.00	0.00	0.00
31-50-4500	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
31-50-4502	CREDIT CARD/COLLECTION FEES	0.00	0.00	0.00	0.00	0.00
31-50-4503	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
31-50-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
31-50-4794	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
31-50-4802	BOND PRINCIPAL - SERIES 2012A	0.00	0.00	0.00	0.00	0.00
31-50-4803	BOND PRINCIPAL - SERIES 2012B	150,000.00	0.00	150,000.00	0.00	0.00
31-50-4804	BOND PRINCIPAL - SERIES 2015	420,000.00	0.00	435,000.00	0.00	0.00
31-50-4812	AMORTIZATION EXPENSE	0.00	0.00	0.00	0.00	0.00
31-50-4813	INTEREST - SERIES 2012A	0.00	0.00	0.00	0.00	0.00
31-50-4814	INTEREST - SERIES 2012B	12,600.00	5,118.75	12,600.00	0.00	0.00
31-50-4815	INTEREST - SERIES 2015	50,000.00	14,000.00	20,389.00	0.00	0.00
31-68-4202	TELEPHONE & INTERNET SERVICES	5,000.00	6,283.72	6,000.00	0.00	0.00
31-68-4204	UTILITIES	50,000.00	44,230.59	50,000.00	0.00	0.00
31-68-4212	ENGINEERING	0.00	0.00	8,000.00	0.00	0.00
31-68-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
31-68-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	10,000.00	0.00	0.00
31-68-4236	WATER &SEWER CONTRACT LABOR	60,000.00	51,706.57	60,000.00	0.00	0.00
31-68-4240	PROFESSIONAL SERVICES	15,000.00	1,128.36	0.00	0.00	0.00
31-68-4301	MAINTENANCE SUPPLIES	5,000.00	287.33	0.00	0.00	0.00
31-68-4302	OPERATIONAL SUPPLIES	2,000.00	332.44	0.00	0.00	0.00
31-68-4305	UTILITY SYSTEM CHEMICALS	15,000.00	18,488.66	24,000.00	0.00	0.00
31-68-4310	IEPA REQUIRED TESTING	7,000.00	0.00	7,000.00	0.00	0.00
31-68-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
31-70-4000	SALARIES	50,000.00	68,490.58	60,000.00	0.00	0.00
31-70-4010	SALARIES - OVERTIME	1,000.00	364.58	1,000.00	0.00	0.00
31-70-4100	SOCIAL SECURITY - EMPLOYER	2,900.00	4,011.39	3,430.00	0.00	0.00
31-70-4101	MEDICARE - EMPLOYER	700.00	938.52	810.00	0.00	0.00
31-70-4102	WORKERS COMPENSATION INSURANCE	3,200.00	0.00	3,785.00	0.00	0.00
31-70-4103	UNEMPLOYMENT COMPENSATION	100.00	99.35	120.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 31 WATER & SEWER FUND						
Account Category: Appropriations						
31-70-4104	IMRF EMPLOYER	1,700.00	3,525.52	2,070.00	0.00	0.00
31-70-4105	LIFE INSURANCE - EMPLOYER	100.00	231.83	120.00	0.00	0.00
31-70-4106	HEALTH INSURANCE	13,300.00	19,391.82	16,500.00	0.00	0.00
31-70-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
31-70-4204	UTILITIES	20,000.00	609.66	20,000.00	0.00	0.00
31-70-4205	TRAVEL/MEALS/LODGING	0.00	0.00	0.00	0.00	0.00
31-70-4207	TRAINING	0.00	0.00	0.00	0.00	0.00
31-70-4208	POSTAGE	7,000.00	6,453.37	7,750.00	0.00	0.00
31-70-4210	PRINTING	0.00	0.00	0.00	0.00	0.00
31-70-4212	ENGINEERING	15,000.00	150.00	10,000.00	0.00	0.00
31-70-4213	LEGAL	0.00	0.00	4,000.00	0.00	0.00
31-70-4214	OFFICE SYSTEM SUPPORT	5,000.00	0.00	0.00	0.00	0.00
31-70-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	10,000.00	0.00	0.00
31-70-4240	PROFESSIONAL SERVICES	10,000.00	2,287.57	0.00	0.00	0.00
31-70-4300	OFFICE SUPPLIES	0.00	69.47	0.00	0.00	0.00
31-70-4301	MAINTENANCE SUPPLIES	7,500.00	21,294.95	0.00	0.00	0.00
31-70-4302	OPERATIONAL SUPPLIES	10,000.00	1,993.50	17,500.00	0.00	0.00
31-70-4305	UTILITY SYSTEM CHEMICALS	0.00	5,044.90	6,000.00	0.00	0.00
31-70-4306	METER & MXU PURCHASES	20,000.00	29,971.02	20,000.00	0.00	0.00
31-70-4310	IEPA REQUIRED TESTING	0.00	0.00	0.00	0.00	0.00
31-70-4313	WATER SERVICES MAINT & REPAIRS	0.00	0.00	20,000.00	0.00	0.00
31-70-4410	EQUIPMENT	3,000.00	0.00	0.00	0.00	0.00
31-70-4500	MISCELLANEOUS	0.00	7,523.16	0.00	0.00	0.00
31-70-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
31-70-4930	CAPITAL OUTLAY	55,000.00	13,510.62	170,000.00	0.00	0.00
31-75-4000	SALARIES	50,000.00	68,569.66	60,000.00	0.00	0.00
31-75-4010	SALARIES - OVERTIME	1,000.00	364.32	1,000.00	0.00	0.00
31-75-4100	SOCIAL SECURITY - EMPLOYER	2,900.00	4,015.57	3,430.00	0.00	0.00
31-75-4101	MEDICARE - EMPLOYER	700.00	938.66	810.00	0.00	0.00
31-75-4102	WORKERS COMPENSATION INSURANCE	3,200.00	0.00	3,785.00	0.00	0.00
31-75-4103	UNEMPLOYMENT COMPENSATION	100.00	99.85	120.00	0.00	0.00
31-75-4104	IMRF EMPLOYER	1,700.00	3,529.16	2,070.00	0.00	0.00
31-75-4105	LIFE INSURANCE - EMPLOYER	0.00	232.66	120.00	0.00	0.00
31-75-4106	HEALTH INSURANCE	13,300.00	19,420.15	16,500.00	0.00	0.00
31-75-4108	EMPLOYEE HIRING EXPENSES	0.00	0.00	0.00	0.00	0.00
31-75-4201	CONTRACTED LABOR - OTHER	0.00	0.00	0.00	0.00	0.00
31-75-4204	UTILITIES	25,000.00	17,170.21	21,000.00	0.00	0.00
31-75-4205	TRAVEL/MEALS/LODGING	0.00	0.00	0.00	0.00	0.00
31-75-4207	TRAINING	0.00	0.00	0.00	0.00	0.00
31-75-4208	POSTAGE	7,000.00	6,455.95	7,750.00	0.00	0.00
31-75-4210	PRINTING	0.00	0.00	0.00	0.00	0.00
31-75-4212	ENGINEERING	0.00	0.00	8,000.00	0.00	0.00
31-75-4213	LEGAL	0.00	0.00	4,000.00	0.00	0.00
31-75-4214	OFFICE SYSTEM SUPPORT	7,000.00	0.00	5,000.00	0.00	0.00
31-75-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	0.00	0.00	0.00
31-75-4232	ENGINEERING	15,000.00	861.00	0.00	0.00	0.00
31-75-4236	WATER &SEWER CONTRACT LABOR	36,000.00	34,517.25	36,000.00	0.00	0.00
31-75-4238	SEWER SERVICES MAINT & REPAIRS	0.00	0.00	15,000.00	0.00	0.00
31-75-4240	PROFESSIONAL SERVICES	10,000.00	28,833.39	2,000.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 31 WATER & SEWER FUND						
Account Category: Appropriations						
31-75-4300	OFFICE SUPPLIES	0.00	178.28	0.00	0.00	0.00
31-75-4301	MAINTENANCE SUPPLIES	7,500.00	28,289.84	0.00	0.00	0.00
31-75-4302	OPERATIONAL SUPPLIES	10,000.00	5,932.03	17,500.00	0.00	0.00
31-75-4303	GASOLINE AND OIL	0.00	0.00	0.00	0.00	0.00
31-75-4305	UTILITY SYSTEM CHEMICALS	0.00	0.00	0.00	0.00	0.00
31-75-4307	NPDS PERMIT	0.00	22,500.00	0.00	0.00	0.00
31-75-4310	IEPA REQUIRED TESTING	0.00	0.00	0.00	0.00	0.00
31-75-4311	LAND APPLICATION	0.00	0.00	0.00	0.00	0.00
31-75-4312	GENERATOR MAINTENANCE	7,000.00	0.00	5,000.00	0.00	0.00
31-75-4411	EQUIPMENT	10,000.00	56.97	0.00	0.00	0.00
31-75-4500	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
31-75-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
31-75-4930	CAPITAL OUTLAY	170,000.00	134,969.13	459,000.00	0.00	0.00
31-77-4202	TELEPHONE & INTERNET SERVICES	3,000.00	1,446.30	0.00	0.00	0.00
31-77-4204	UTILITIES	60,000.00	50,234.03	0.00	0.00	0.00
31-77-4212	ENGINEERING	0.00	0.00	8,000.00	0.00	0.00
31-77-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
31-77-4223	IT SERVICES	1,000.00	200.00	0.00	0.00	0.00
31-77-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	15,000.00	0.00	0.00
31-77-4236	WATER &SEWER CONTRACT LABOR	70,000.00	65,626.95	75,000.00	0.00	0.00
31-77-4240	PROFESSIONAL SERVICES	15,000.00	15,156.44	0.00	0.00	0.00
31-77-4301	MAINTENANCE SUPPLIES	3,000.00	2,651.62	0.00	0.00	0.00
31-77-4302	OPERATIONAL SUPPLIES	5,000.00	2,677.98	6,000.00	0.00	0.00
31-77-4305	UTILITY SYSTEM CHEMICALS	2,000.00	2,551.45	2,500.00	0.00	0.00
31-77-4307	NPDS PERMIT	0.00	0.00	0.00	0.00	0.00
31-77-4310	IEPA REQUIRED TESTING	0.00	0.00	0.00	0.00	0.00
31-77-4311	LAND APPLICATION	0.00	0.00	0.00	0.00	0.00
31-77-4312	GENERATOR MAINTENANCE	4,000.00	780.93	3,000.00	0.00	0.00
31-77-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
31-79-4202	TELEPHONE & INTERNET SERVICES	1,500.00	1,350.17	1,500.00	0.00	0.00
31-79-4204	UTILITIES	155,000.00	130,554.22	164,000.00	0.00	0.00
31-79-4212	ENGINEERING	0.00	0.00	8,000.00	0.00	0.00
31-79-4213	LEGAL	0.00	0.00	0.00	0.00	0.00
31-79-4223	IT SERVICES	0.00	0.00	0.00	0.00	0.00
31-79-4227	BLDG & EQUIPMENT MAINT & REPAIRS	0.00	0.00	15,000.00	0.00	0.00
31-79-4236	WATER &SEWER CONTRACT LABOR	70,000.00	65,759.36	75,000.00	0.00	0.00
31-79-4240	PROFESSIONAL SERVICES	10,000.00	93,813.45	0.00	0.00	0.00
31-79-4301	MAINTENANCE SUPPLIES	6,500.00	1,766.21	0.00	0.00	0.00
31-79-4302	OPERATIONAL SUPPLIES	6,000.00	424.07	5,000.00	0.00	0.00
31-79-4305	UTILITY SYSTEM CHEMICALS	40,000.00	26,764.63	40,000.00	0.00	0.00
31-79-4307	NPDS PERMIT	0.00	0.00	0.00	0.00	0.00
31-79-4310	IEPA REQUIRED TESTING	0.00	0.00	0.00	0.00	0.00
31-79-4311	LAND APPLICATION	10,000.00	0.00	2,500.00	0.00	0.00
31-79-4312	GENERATOR MAINTENANCE	4,000.00	1,220.99	4,000.00	0.00	0.00
31-79-4600	LATE FEES	0.00	0.00	0.00	0.00	0.00
	Appropriations	1,919,650.00	1,179,087.52	2,261,259.00	0.00	0.00
Fund 31 - WATER & SEWER FUND:						
	TOTAL ESTIMATED REVENUES	2,121,184.00	1,835,054.94	2,263,295.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 31 WATER & SEWER FUND						
TOTAL APPROPRIATIONS		1,919,650.00	1,179,087.52	2,261,259.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		201,534.00	655,967.42	2,036.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 32 DEBT SERVICE FUND						
Account Category: Estimated Revenues						
32-00-3871	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
32-00-3872	BOND PREMIUMS	0.00	0.00	0.00	0.00	0.00
32-00-3900	INTEREST	0.00	(1,880.21)	0.00	0.00	0.00
32-00-5010	TRANSFERS IN - FROM GENERAL FUND	213,200.00	0.00	0.00	0.00	0.00
	Estimated Revenues	213,200.00	(1,880.21)	0.00	0.00	0.00
Account Category: Appropriations						
32-50-4740	PAYMENT TO ESCROW AGENT	0.00	0.00	0.00	0.00	0.00
32-50-4745	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00
32-50-4801	DEBT PAYMENT - PRINCIPAL 2015B	205,000.00	205,000.00	0.00	0.00	0.00
32-50-4811	INTEREST EXPENSE 2015B	8,200.00	4,100.00	0.00	0.00	0.00
	Appropriations	213,200.00	209,100.00	0.00	0.00	0.00
Fund 32 - DEBT SERVICE FUND:						
	TOTAL ESTIMATED REVENUES	213,200.00	(1,880.21)	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	213,200.00	209,100.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	0.00	(210,980.21)	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF POPLAR GROVE
Calculations As of 04/30/2027

Item 10.

GL Number	Description	25-26 Amended Budget	25-26 Activity	26-27 Requested	26-27 Approved	26-27 Activity
Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND						
Account Category: Estimated Revenues						
90-00-3700	FEDERAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
90-00-3701	STATE GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
90-00-3702	LOCAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
90-00-3800	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
90-00-3801	DONATIONS/CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
90-00-3802	KNOLLS HOA ARBORETUM DONATION	0.00	0.00	0.00	0.00	0.00
90-00-3803	PARK DONATIONS	0.00	0.00	0.00	0.00	0.00
90-00-3860	INSTALLMENT CONTRACT ISSUANCE	0.00	0.00	0.00	0.00	0.00
90-00-3900	INTEREST	0.00	27,001.84	24,000.00	0.00	0.00
90-00-5010	TRANSFERS IN - FROM GENERAL FUND	370,000.00	0.00	523,300.00	0.00	0.00
	Estimated Revenues	370,000.00	27,001.84	547,300.00	0.00	0.00
Account Category: Appropriations						
90-50-4412	CIP GENERAL ADMINISTRATION	130,000.00	65,703.93	99,800.00	0.00	0.00
90-50-4420	CIP ECONOMIC DEVELOPMENT	0.00	0.00	15,000.00	0.00	0.00
90-50-4430	CIP PUBLIC SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	0.00
90-50-4930	CIP GOVT EXPENSE	0.00	0.00	0.00	0.00	0.00
90-52-4440	CIP PARKS EQUIPMENT	55,000.00	29,330.39	0.00	0.00	0.00
90-52-4441	CIP PARKS MAINTENANCE	0.00	0.00	0.00	0.00	0.00
90-52-4442	CIP PARKS IMPROVEMENTS	80,000.00	1,472.83	125,000.00	0.00	0.00
90-52-4443	CIP PARKS LAND AQUISITION	0.00	0.00	0.00	0.00	0.00
90-53-4460	CIP STREETS ADMINISTRATION	40,000.00	0.00	25,000.00	0.00	0.00
90-53-4461	CIP STREETS EQUIPMENT	125,000.00	0.00	157,000.00	0.00	0.00
90-53-4462	CIP STREETS MAINTENANCE	50,000.00	1,749.51	76,500.00	0.00	0.00
90-53-4463	CIP STREETS STORM SEWER	0.00	0.00	25,000.00	0.00	0.00
	Appropriations	480,000.00	98,256.66	523,300.00	0.00	0.00
Fund 90 - GOV FUNDS CAPITAL PROJECTS FUND:						
	TOTAL ESTIMATED REVENUES	370,000.00	27,001.84	547,300.00	0.00	0.00
	TOTAL APPROPRIATIONS	480,000.00	98,256.66	523,300.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	(110,000.00)	(71,254.82)	24,000.00	0.00	0.00
Report Totals:						
	TOTAL ESTIMATED REVENUES - ALL FUNDS	5,584,878.00	4,686,752.34	5,765,477.00	0.00	0.00
	TOTAL APPROPRIATIONS - ALL FUNDS	5,581,009.00	3,928,795.90	5,737,781.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	3,869.00	757,956.44	27,696.00	0.00	0.00

EXHIBIT C

Certificate of Estimate of Revenues for the Fiscal Year of
May 1, 2026 to April 30, 2027 for the Village of Poplar Grove, Boone County IL

REVENUES	206-2027 (Estimates this year)
GENERAL FUND	
Property Taxes- Corporate	\$ 304,834.00
Property Taxes - Road & Bridge	\$ 96,528.00
Property Taxes - Audit	\$ 16,000.00
Property Taxes - Liability Insurance	\$ 22,000.00
Property Taxes - Social Security	\$ 21,000.00
State Income Taxes	\$ 900,000.00
State Use Taxes	\$ 40,000.00
State Telecommunications Tax	\$ 43,000.00
State Sales Tax	\$ 570,000.00
State Video Gaming Tax	\$ 130,000.00
State Replacement Tax	\$ 7,000.00
State Local Share of Cannabis Tax	\$ 7,500.00
Municipal Utility Tax - Electricity	\$ 110,000.00
Municipal Utility Tax - Natural Gas	\$ 110,000.00
Municipal Tax - Mediacom	\$ 35,000.00
Code Violation Fees	\$ 5,000.00
Filing Fees for Planning and Zoning	\$ 5,000.00
Building Permit Fees	\$ 110,000.00
Video Gaming Licenses	\$ 1,300.00
Other License Fees	\$ 500.00
Peddlers Licenses	\$ 500.00
Truck Permits	\$ -
Liquor Licenses	\$ 15,950.00
Tobacco License Fees	\$ 120.00
Dog Tags	\$ 1,000.00
FOIA Request Fee	\$ -
Rents Received	\$ 18,000.00
Recapture Fees	\$ -
Hall Rental Fee	\$ 1,800.00
Federal Grant Revenue	\$ -
Local Grant Revenue	\$ 10,000.00
Miscellaneous Revenue	\$ -
Donations Contributions	\$ -
Donations / Sponsorships Neighbors Fest	\$ 5,000.00
Donations / Sponsorships Xmas Tree	\$ 1,500.00
Interest	\$ 125,000.00
TOTAL GENERAL FUND	\$ 2,713,532.00
MOTOR FUEL TAX	
Motor Fuel Tax	\$ 234,000.00
Interest	\$ 7,350.00
TOTAL MOTOR FUEL TAX FUND	\$ 241,350.00
WATER & SEWER FUND	
Property Taxes - CORPORATE	\$ 41,000.00
Water and Sewer Sales	\$ 2,090,095.00

Water/Sewer Penalties	-----	\$	27,300.00
Water & Sewer Connection Fees	-----	\$	40,000.00
Bulk Water Sales	-----	\$	1,000.00
Meter & MXU Sales	-----	\$	15,750.00
Turn on/off Water Fees	-----	\$	15,000.00
Miscellaneous Income	-----	\$	1,000.00
Interest	-----	\$	32,150.00
Transfer in from General Fund	-----	\$	-
TOTAL WATER AND SEWER FUND	-----	\$	2,263,295.00

DEBT SERVICE FUND

Transfer from General Fund	-----	\$	-
TOTAL DEBT SERVICE FUND	-----	\$	-

CAPITAL IMPROVEMENT FUND

State Grant Revenue	-----	\$	-
Donations/Contributions	-----	\$	-
Interest	-----	\$	24,000.00
Transfer from General Fund	-----	\$	523,300.00
TOTAL CAPITAL IMPROVEMENT FUND	-----	\$	547,300.00

I, Jeffery Goings, Finance Officer for the Village of Poplar Grove certify that the aforesated revenues are an accurate estimate by source anticipated to be received by the Village of Poplar Grove for the fiscal year of May 1, 2026 to April 30, 2027.



Finance Officer

EXHIBIT C

**Certificate of Estimate of Revenues for the Fiscal Year of
May 1, 2026 to April 30, 2027 for the Village of Poplar Grove, Boone County IL**

<u>REVENUES</u>	206-2027 (Estimates this year)	
<u>GENERAL FUND</u>		
Property Taxes- Corporate	\$ 304,834.00	
Property Taxes - Road & Bridge	\$ 96,528.00	
Property Taxes - Audit	\$ 16,000.00	
Property Taxes - Liability Insurance	\$ 22,000.00	
Property Taxes - Social Security	\$ 21,000.00	
State Income Taxes	\$ 900,000.00	
State Use Taxes	\$ 40,000.00	
State Telecommunications Tax	\$ 43,000.00	
State Sales Tax	\$ 570,000.00	
State Video Gaming Tax	\$ 130,000.00	
State Replacement Tax	\$ 7,000.00	
State Local Share of Cannabis Tax	\$ 7,500.00	
Municipal Utility Tax - Electricity	\$ 110,000.00	
Municipal Utility Tax - Natural Gas	\$ 110,000.00	
Municipal Tax - Mediacom	\$ 35,000.00	
Code Violation Fees	\$ 5,000.00	
Filing Fees for Planning and Zoning	\$ 5,000.00	
Building Permit Fees	\$ 110,000.00	
Video Gaming Licenses	\$ 1,300.00	
Other License Fees	\$ 500.00	
Peddlers Licenses	\$ 500.00	
Truck Permits	\$ -	
Liquor Licenses	\$ 15,950.00	
Tobacco License Fees	\$ 120.00	
Dog Tags	\$ 1,000.00	
FOIA Request Fee	\$ -	
Rents Received	\$ 18,000.00	
Recapture Fees	\$ -	
Hall Rental Fee	\$ 1,800.00	
Federal Grant Revenue	\$ -	
Local Grant Revenue	\$ 10,000.00	
Miscellaneous Revenue	\$ -	
Donations Contributions	\$ -	
Donations / Sponsorships Neighbors Fest	\$ 5,000.00	
Donations / Sponsorships Xmas Tree	\$ 1,500.00	
Interest	\$ 125,000.00	
TOTAL GENERAL FUND	\$ 2,713,532.00	\$ 2,713,532.00
<u>MOTOR FUEL TAX</u>		
Motor Fuel Tax	\$ 234,000.00	
Interest	\$ 7,350.00	
TOTAL MOTOR FUEL TAX FUND	\$ 241,350.00	\$ 241,350.00
<u>WATER & SEWER FUND</u>		
Property Taxes - CORPORATE	\$ 41,000.00	
Water and Sewer Sales	\$ 2,090,095.00	
Water/Sewer Penalties	\$ 27,300.00	
Water & Sewer Connection Fees	\$ 40,000.00	
Bulk Water Sales	\$ 1,000.00	
Meter & MXU Sales	\$ 15,750.00	
Turn on/off Water Fees	\$ 15,000.00	
Miscellaneous Income	\$ 1,000.00	
Interest	\$ 32,150.00	
Transfer in from General Fund	\$ -	
TOTAL WATER AND SEWER FUND	\$ 2,263,295.00	\$ 2,263,295.00
<u>DEBT SERVICE FUND</u>		
Transfer from General Fund	\$ -	
TOTAL DEBT SERVICE FUND	\$ -	\$ -
<u>CAPITAL IMPROVEMENT FUND</u>		
State Grant Revenue	\$ -	\$ -
Donations/Contributions	\$ -	
Interest	\$ 24,000.00	
Transfer from General Fund	\$ 523,300.00	\$ 547,300.00
TOTAL CAPITAL IMPROVEMENT FUND	\$ 547,300.00	\$ 5,765,477.00

I, Jeffery Goings, Finance Officer for the Village of Poplar Grove certify that the aforesated revenues are an accurate estimate by source anticipated to be received by the Village of Poplar Grove for the fiscal year of May 1, 2026 to April 30, 2027.

Finance Officer

VILLAGE OF POPLAR GROVE

FY27 GENERAL (FUND 90) LINE ITEM BUDGET WORKSHEET

BUDGETED LINE ITEM		FY24	FY25	FY26	FY27	FY28	FY29
Account Number	Description	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
90-00-3700	Federal Grant Revenue						
90-00-3701	State Grant Revenue	\$ 200,000					
90-00-3702	Local Grant Revenue						
90-00-3801	Donations/Contributions FY22 Budget Amendment		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,001
90-00-3900	CIP Interest Received		\$ 5,000				
90-00-5010	Transfer In from General Fund	\$ 2,855,000	\$ 158,000				
TOTAL CIP Revenue		\$ 3,055,000	\$ 163,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,001

BUDGETED LINE ITEM		FY24	FY25	FY26	FY27	FY28	FY29
Account Number	Description	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
GENERAL DEPT							
90-50-4412	CIP Administration	\$ 110,000	\$ 110,000	\$ 130,000	\$ 99,800	\$ 5,000	\$ 5,000
90-50-4420	CIP Economic Development	\$ 7,000	\$ 7,000	\$ -	\$ 15,000	\$ -	\$ -
90-50-4430	CIP Public Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90-50-4930	CIP Govt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 117,000	\$ 117,000	\$ 130,000	\$ 114,800	\$ 5,000	\$ 5,000
PARKS DEPT							
90-52-4440	CIP Parks Equipment	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
90-52-4442	CIP Park Improvements	\$ 110,000	\$ 90,000	\$ 109,000	\$ 125,000	\$ -	\$ -
90-52-4441	CIP Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90-52-4443	CIP Park Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 110,000	\$ 90,000	\$ 164,000	\$ 125,000	\$ -	\$ -
STREETS DEPT							
90-53-4460	CIP Streets Admin	\$ 2,915,000	\$ 55,000	\$ 40,000	\$ 25,000	\$ -	\$ -
90-53-4461	CIP Streets Equipment	\$ 298,600	\$ 250,000	\$ 125,000	\$ 157,000	\$ 250,000	\$ -
90-53-4462	CIP Streets Maintenance	\$ -	\$ -	\$ 50,000	\$ 76,500	\$ -	\$ -
90-53-4463	CIP Streets Storm Sewer	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -
SUBTOTAL		\$ 3,213,600	\$ 305,000	\$ 215,000	\$ 283,500	\$ 250,000	\$ -
TOTAL CIP GENERAL EXPENSE		\$ 3,440,600	\$ 512,000	\$ 509,000	\$ 523,300	\$ 255,000	\$ 5,000

FY24 -FY29 WORKSHEET

Line Item	Parks	Expenditures Per Fiscal Year						
		Total Est. Cost	FY24	FY25	FY26	FY27	FY28	FY29
90-52-4440	Parks Equipment							
	Sherman Oaks							
	Maintenance/Repair Playground Equipment				\$ 25,000			
	West Grove Park							
	Add'l Playground Equipment				\$ 30,000			
	Lions Park							
	BelAire Park							
	TOTAL	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -
90-52-4442	Park Improvements							
	Dog Park - Hill Street	\$ 5,000.00						
	(Shade, Paving, Water Access)					\$ 40,500		
	Mansfield Park		\$ 80,000	\$ 5,000	\$ -	\$ 3,000		
	Tennis Courts			\$ 50,000				
	Veteran's Park			\$ 35,000	\$ 35,000			
	Lions Park							
	Sealing Path, Concession Stand, Landscaping, Concrete Pads, Goal Posts, etc.		\$ 30,000					
	Siding & Roof Concession Stand & Garage				\$ 45,000			
	Singage					\$ 6,500		
	Bottle Filler					\$ 1,500		
	West Grove Park							
	Picnic Tables							
	Parking Lot Area							
	Bathroom/Pavilion Building - Not Completed in FY21				\$ 29,000	\$ 20,000		
	Grant request to fund remaining - Not Completed in FY21							
	Signage					\$ 3,000		
	Sherman Oaks							
	(Shade)					\$ 10,000		

	Signage					\$ 3,000		
	Unallocated Park Capital Improvement Funds							
	TOTAL					\$ 37,500		
90-52-4441	Park Maintenance	\$ 5,000.00	\$ 110,000	\$ 90,000	\$ 109,000	\$ 125,000	\$ -	\$ -
	Zero Turn Mower							
	TOTAL							
90-52-4443	Parks Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mansfield Park Playground - Work with Belvidere Park Dist.	\$ 10,000.00						
	TOTAL	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 15,000.00	\$ 110,000	\$ 90,000	\$ 164,000	\$ 125,000	\$ -	\$ -

Capital Projects Schedule

FY24-FY29 WORKSHEET

Expenditures Per Fiscal Year

Line Item	Streets	Total Est. Cost	FY24	FY25	FY26	FY27	FY28	FY29
90-53-4460	Streets Administration							
	Repairs Old PW Shop		\$ 50,000	\$ 50,000				
	PW Building Fund/Site plan Improvement		\$ 2,850,000					
	100 S. State Street - Furnace Not Completed in FY21		\$ 5,000	\$ 5,000				
	200 N. Hill Street - Seal Coat and Stripe Village Hall Parking Lot		\$ 10,000		\$ 15,000			
	173 and Poplar Grove Intersection - Not Completed in FY20				\$ 25,000	\$ 25,000		
	Infrastructure Upgrades - Storm & Sanitary Manholes				\$ 25,000	\$ 25,000		
	TOTAL	\$ -	\$ 2,915,000	\$ 55,000	\$ 40,000	\$ 25,000	\$ -	\$ -
90-53-4461	Streets Equipment							
	Pickup Purchase		\$ 73,600		\$ 65,000	\$ 50,000		
	Truck Used 5 Yard Plowing (New Purchase)							
	Vehicle Replacement Fund Yearly (100K Assigned from prior years)							
	Snow Plow FY23 Budget Amendment		\$ 225,000	\$ 225,000			\$ 250,000	
	Public Works Truck FY22 Budget Amendment							
	2 Sanitary Main Sewer Laterals FY22 Budget Amendment							
	Boom Mover							
	Excavator							
	Attachments for Equipment - Trench Box				\$ 35,000	\$ 12,000		
	Asphalt Hot Box							
	Salt Storage Shed/Coverall			\$ 25,000	\$ 25,000			
	Street Sweeper							
	Rubber Tire Loader (for salt & dirt)	\$ 40,000						
	Spray Patcher					\$ 95,000		
	TOTAL	\$ 40,000	\$ 298,600	\$ 250,000	\$ 125,000	\$ 157,000	\$ 250,000	\$ -
90-53-4462	Streets Maintenance							
	Annual Road Maintenance Overlay/Repair Dawson Road							
	Seal Coat Driveways both plants							
	Misc. Sidewalk Repairs				\$ 50,000	\$ 50,000		
	Scarlet Oak					\$ 26,500		
	TOTAL	\$ -	\$ -	\$ -	\$ 50,000	\$ 76,500	\$ -	\$ -

WORKSHEET

FY24-FY29

Expenditures Per Fiscal Year

Line Item	WATER & SEWER	Total Est. Cost	FY24	FY25	FY26	FY27	FY28	FY29
31-70-4930	WATER							
	Sensus Handheld Device Upgrade Requirement							
	Fire Hydrants (3-5 Yrs)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	#2 Well Tower/House- 100 S. State Not in service							
	#3 Well Tower/House 150,000 gal Lions Park							
	Exterior Paint/Wash	\$ 500,000				\$ 85,000		
	Interior Inspection							
	Booster Station	\$ 300,000						
	Valve Pit Improvements					\$ 25,000		
	Telemetry & Control Updgrade					\$ 30,000		
	Tower Repair (Leaking)					\$ 25,000		
	#4 Well Tower/House 150,000 gal - Countryside Square							
	Exterior Paint/Wash	\$ 500,000						
	Interior Inspection							
	Replace Check Valve							
	#5 Well House - Woodstock Road (Praire Green)							
	Possible replumb							
	#6 Well - Woodstock Road - Back Up (Prairie Green)							
	Water Main/Lateral Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 25,000			
	#8 Well - Walnut Grove / Orth Road							
	Well Exploration FY22 Budget Amendment		\$ 40,000					
	West & South Water InterConnect	\$ 1,500,000						
	Water Model	\$ 45,000				\$ 45,000		
	Plans							
	TOTAL	\$ 2,850,000	\$ 70,000	\$ 30,000	\$ 30,000	\$ 170,000	\$ 5,000	\$ 5,000
31-75-4930	SEWER							
	Sewer Equipment (Screens, valves, controls etc.)			\$ 70,000				
	SBR 3 Back on line - Not Completed in FY21		\$ 7,500					
	Manhole Repairs - Ongoing		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
	Televise South Collection System -	\$ 55,000	\$ 30,000			\$ 55,000		
	Sewer Main W. Park (Nicor will pay about a 1/3 of this project)							

306 S. State Lateral								
UV Bulbs South Plant		\$ 5,000			\$ -			
NWWTP								
North Plant - Decanter Lines to Air Bag					\$ 15,000			
North Plant - SC1000 Install & New DO Sensors					\$ 25,000			
PH Adjustment Basin Rehab					\$ 35,000			
UV Bulb Replacement					\$ 7,000			
Sand Filter Replacement	\$ 600,000							
Bridge Filter Replacement	\$ 500,000							
SWWTP								
South Plant - Decanter Lines to Air Bag					\$ 15,000			
South Plant - SC1000 Install & New DO Sensors					\$ 25,000			
South Plant HVAC					\$ 20,000			
Sand Filter Replacement	\$ 600,000							
Outstanding Capacity Connections	\$ 925,000							
Equipment Replacement (Blowers, Pumps, VFDs, Actuators)		\$ 50,000	\$ 80,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Lateral Relacement		\$ 50,000	\$ 50,000	\$ 50,000				
Win 911 SCADA - NWWTP				\$ 200,000				
Plant Process Change Upgrade	\$ 500,000				\$ 157,000			
Lift Station Upgrades - Generators; Pumps etc.								
<i>Beaver L/S</i>								
Fencing (150 linear feet)					\$ 5,000			
105 Bullard St., L/S								
4194 Dawson Lake L/S								
<i>13505 Harvest Way L/S (Countryside)</i>								
Fencing (170 linear feet)					\$ 7,500			
291 Prairie Knoll L/S								
Rt76 Abandon L/S								
502 Waco Way L/S								
1000 Waco Way Collection Pt L/S								
<i>5500 Whiting Road L/S</i>								
Generator					\$ 30,000			
Fencing (150 linear feet)					\$ 5,000			
TOTAL	\$ 3,180,000	\$ 150,000	\$ 207,500	\$ 307,500	\$ 459,000	\$ 57,500	\$ 57,500	
GRAND TOTAL	\$ 6,030,000	\$ 220,000	\$ 237,500	\$ 337,500	\$ 629,000	\$ 62,500	\$ 62,500	

Water CIP	\$ 170,000
SEWER CIP	\$ 459,000



Village of Poplar Grove – Board Meeting Memo

April 17, 2026

****Subject:****

Subdivision Performance Bond Ordinance

1. Background:

The Village of Poplar Grove has a subdivision control code of ordinances.

2. Current Status:

Last month a situation arose to call into question the language used in section 9-3-5-Completion and Maintenance of Improvements as to what the necessary improvements are to be included in the calculation of surety.

3. Fiscal Impact:

This section determines the surety amounts needed for subdivision development.

4. Legal Review (if applicable):

Legal has been made aware of this matter and drafted language accordingly.

5. Recommendation:

To adopts the proposed changes in the updated ordinance as presented.

6. Supporting Documents (if applicable):

X Attached - Ordinance 9-3-5 & 9-3-5-1

Not Applicable

Kristi Richardson
Village President

ORDINANCE NUMBER: 2026-11

AN ORDINANCE AMENDING TITLE IX “SUBDIVISION CONTROL”, CHAPTER 3 “PROCEDURES AND REQUIREMENTS”, SECTION 9-3-5 “COMPLETION AND MAINTENANCE OF IMPROVEMENTS, OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

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

WHEREAS, Title IX “Subdivision Control”, Chapter 3 “Procedures and Requirements” governs the procedures and requirements of subdivisions within the Village including, but not limited to, requirements of plans, plats, data, improvements, bonds, and corporate surety; and

WHEREAS, the Village wishes to amend Section 9-3-5 “Completion and Maintenance of Improvements”, of Chapter 3 “Procedures and Requirements”, of Title IX “Subdivision Control”, of the Code, as set forth herein; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve such amendment.

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. Section 9-3-5 “Completion and Maintenance of Improvements” of the Code of Ordinances for the Village of Poplar Grove, shall be and hereby is amended, to read as follows (deletions shown as ~~strike throughs~~ and new language as **bold** and underlined):

“9-3-5. - COMPLETION AND MAINTENANCE OF IMPROVEMENTS.

- A. All of the necessary **Public I**mprovements (defined in Section 9-3-5-1) as described in the final plat shall be completed within two years from approval of said plat. The subdivider shall in all cases be responsible for the maintenance of all **Public I**mprovements for one year following their construction and acceptance by the Village. The subdivider, to ensure the satisfactory completion of all required **Public I**mprovements and to ensure the maintenance of the same, for one year following construction and acceptance by the Village, and conditioned upon completion of said **Public I**mprovements, shall do one of the following:
 1. Deposit with the Village Clerk cash in an amount equal to 125 percent of the final estimate of the cost of construction of all said **Public I**mprovements, as certified by the Village Engineer; or
 2. Deposit with the Village Clerk a duly executed, irrevocable letter of credit, in a form approved by the Village from a financial institution in good standing in the United States Of America and located in and authorized to do business in

the state of Illinois, which shall name the Village of Poplar Grove as a beneficiary and shall be in effect for a minimum period of two years from the approval date of the final plat and shall remain in full force and effect until the Village of Poplar Grove is notified at least 90 days prior to any expiration date. The amount of said irrevocable letter of credit shall be equal to 125 percent of the final estimate of construction cost for all proposed **Public I**mprovements as certified by the Village Engineer, and shall ensure the satisfactory completion of all **Public I**mprovements, including as built drawings and landscaping and ensure maintenance thereof as provided above; or

- 3. Deposit with the Village Clerk a duly executed completion bond, with corporate surety, to be approved by the Village Board and filed with the Village Clerk, in an amount equal to 125 percent of the final estimate of the cost of construction of all said **Public I**mprovements as certified by the Village Engineer. Any bond submitted shall have a good and sufficient security thereon, and if provided by an insurance company, the insurance company must have a current rating of A++ or A+ as rated by the A.M. Best rating company. Any bond or instrument provided must be issued by a business licensed to do business in the state of Illinois, and redeemable in the state of Illinois.

- B. During construction of the **Public I**mprovements, the security deposit guaranteeing the satisfactory completion of said **Public I**mprovement may be periodically reduced upon approval of the Village Board. However, the remaining security deposit amount shall never be less than 125 percent of the estimated cost of the **Public I**mprovements remaining to be completed as determined by the Village Engineer plus ten percent retainage of the final estimated **Public I**mprovement construction cost retained for maintenance of said **Public I**mprovements.

- C. Upon completion of said **Public I**mprovements an amount equal to ten percent of the final estimate of the cost of construction of all said **Public I**mprovements shall be retained by the Village for a period of one year following the acceptance of said **Public I**mprovements by the Village to ensure the maintenance of said **Public I**mprovements for said one year period.

- D. Any letter of credit or bond furnished as security to ensure satisfactory completion of all required **Public I**mprovements shall be subject to final approval by the Village Board.”

- 3. Chapter 3 “Procedures and Requirements” of Title IX Subdivision Control, of the Code of Ordinances for the Village of Poplar Grove, shall be and hereby is amended to include a new Section 9-3-5-1 to be entitled “Public and Private Improvements” which shall read as follows (deletions shown as ~~strike throughs~~ and new language as **bold** and **underlined**):

“9-3-5-1. – PUBLIC AND PRIVATE IMPROVEMENTS.

A. For the purposes of this Chapter, Public Improvements shall be defined as improvements to or on public property which improvements are to be owned by the Village. Examples of Public Improvements include, but are not limited to:

- 1. **Roadways, curbs, gutters, or culverts, or**
- 2. **Watermains, sewer mains, or stormwater sewers.**

B. For the purposes of this Chapter, Private Improvements shall be defined as improvements to private property which improvements are not to be owned by the Village. Examples of Private Improvements include, but are not limited to:

- 1. Improvements to a private residence.**
- 2. Improvements to private property to be owned by a Homeowners' or Condominium Association, or**
- 3. Neighborhood park or other neighborhood amenities which are not open to the public.**

Commented [LG1]: There are improvements that fall into gray areas such as grading, drainage or detention improvements that are on private property and are intended to be owned and maintained privately, but have an impact on the overall functionality of the drainage system. We need direction from the board on these "gray" items and whether they should be public and subject to surety or private and therefore not subject to surety.

Notwithstanding the foregoing, to the extent a Private Improvement affects or impacts public property, the construction of such Private Improvements shall be subject to the posting of a surety as required in Section 9-3-5. The determination of whether a Private Improvements affects or impacts public property shall be determined by the Village Engineer. Appeals of the Village Engineer's determination shall be heard by the Village Board.

Commented [LG2]: Legal advises that this paragraph stay to ensure that improvements to private property which affect public property, facilities, or systems, be subject to the posting of a surety.

4. Except as amended by this Ordinance, all other provisions and terms of the 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 _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

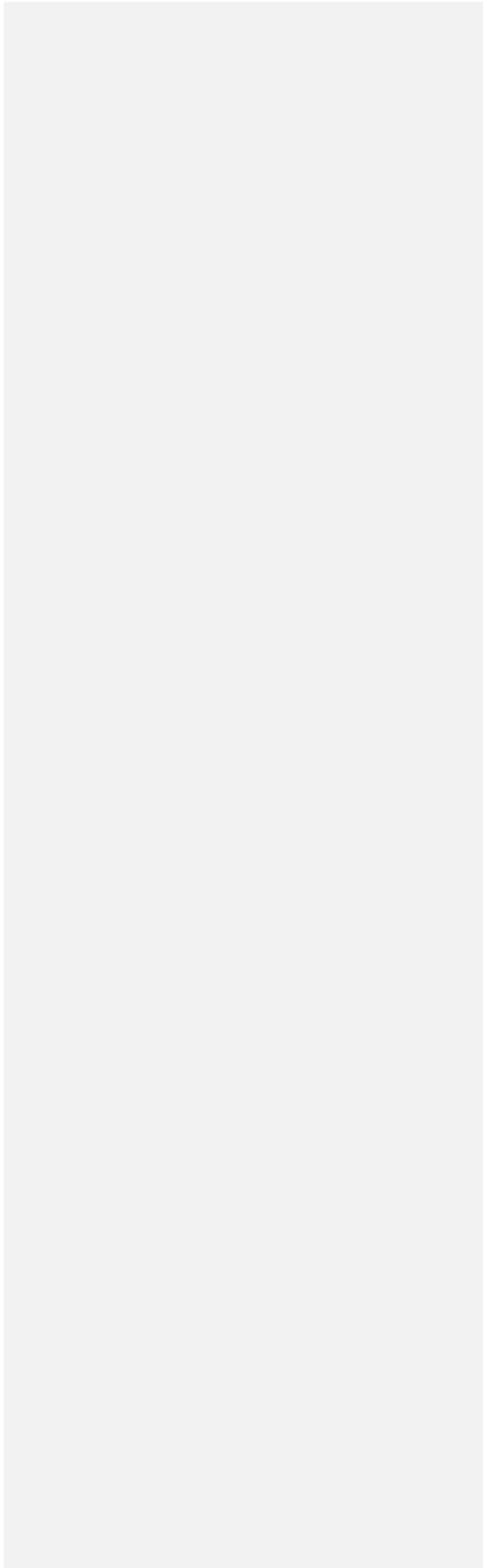
ABSENT, ABSTAIN, OTHER _____

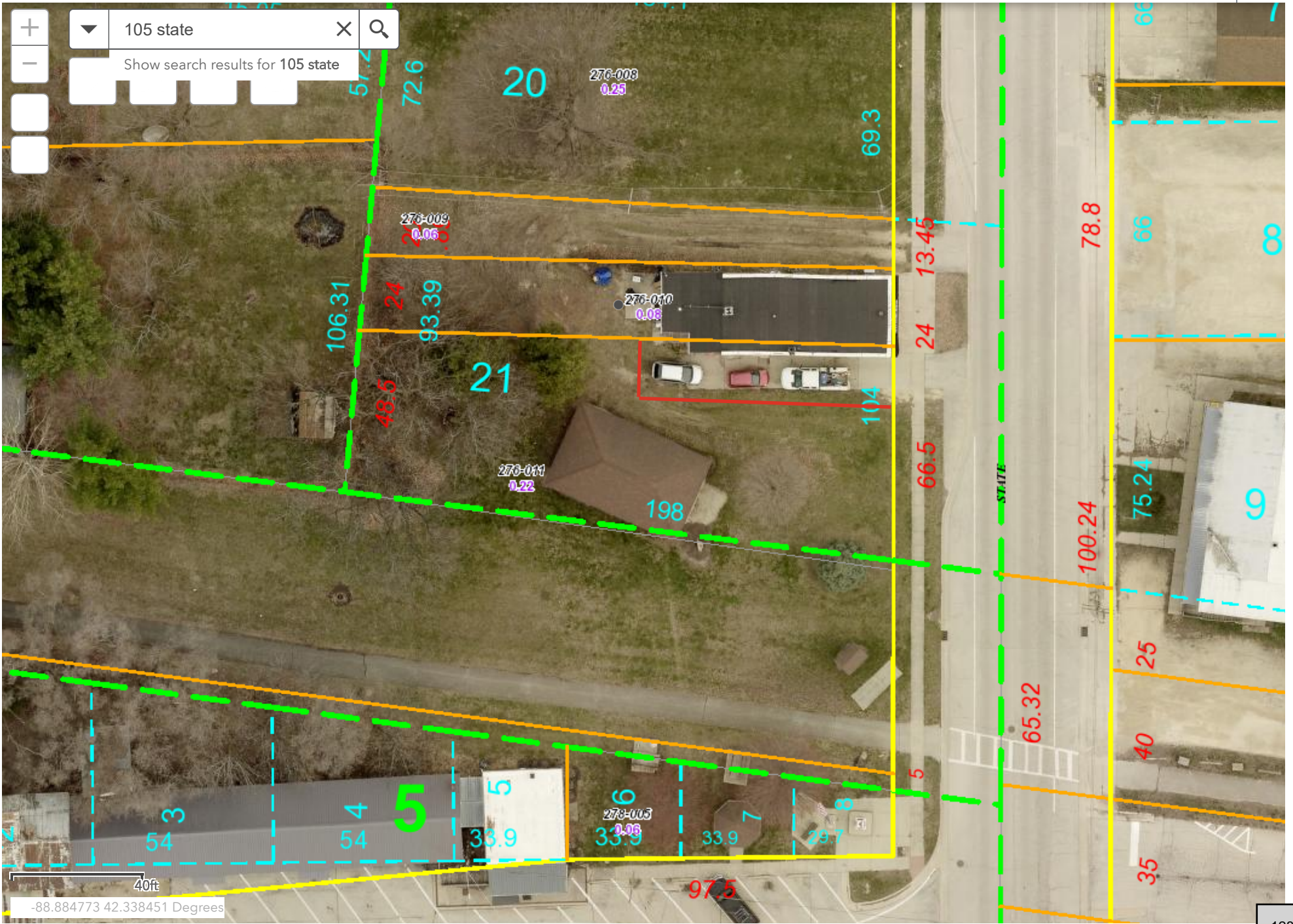
APPROVED _____, 2026

PRESIDENT

ATTEST:

VILLAGE CLERK





**ACCESS
EASEMENT
AGREEMENT**

THIS ACCESS EASEMENT AGREEMENT (“Easement Agreement”) is made as of this ____ day of _____ 2026, by and between the **VILLAGE OF POPLAR GROVE**, an Illinois Municipal Corporation and Body Politic, located at 200 Hill Street, Poplar Grove, Illinois 61065 (hereinafter referred to as “Grantor”), and **ARTURO TORRES BARAJAS and ZULMA RODRIGUEZ**, (hereinafter collectively referred to as “Grantee”). Grantor and Grantee are at times herein referred to collectively as the "Parties".

RECITALS

- A Grantor owns the real property commonly known as Veteran’s Park, with address 101 North State Street, Poplar Grove, Illinois 61065, PIN 03-24-276-011, and legally described on **Exhibit A**, attached hereto and incorporated herein (the “Grantor Parcel”).
- B. The Grantee is the owner of the real property commonly known as 105 North State Street, Poplar Grove, Illinois 61065, with PIN 03-24-276-010, located directly north of and adjacent to the Grantor Property (“Grantee Parcel”).
- C. There is a driveway located on the northern most portion of the Grantor Parcel and adjacent to the Grantee Parcel, which is utilized for vehicular and pedestrian purposes.
- D. The Grantee has requested that Grantor grant an access easement to the Grantee over said driveway to allow for vehicular and pedestrian ingress/egress and access

purposes by the Grantee (“Easement Area”). The Easement Area is legally described and depicted in **Exhibit B**, attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the foregoing Recitals, the execution of this Agreement by the Parties hereto, the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, it is agreed as follows:

1. **Recitals.** The above recitals are hereby incorporated herein and made a part hereof.

2. **Access Easement.** Grantor hereby grants to the Grantee, its employees, agents, contractors, legal representatives, successors, assigns, tenants, guests, and invitees, a permanent, perpetual, nonexclusive easement over the Easement Area depicted in **Exhibit B**. The easement across the Easement Area shall be for the benefit of the Grantee Parcel for vehicular and pedestrian ingress/egress and access purposes, and any other purpose appurtenant thereto. As a part of the grant of the easement, neither Grantee nor Grantor shall place, erect or install any objects within the Easement Area so as to restrict the use of the Easement Area for vehicular and pedestrian access and ingress/egress by the Grantee, and its employees, agents, contractors, legal representatives, successors, assigns, tenants, guests, and invitees, and Grantor shall not close or barricade the driveway access point from North State Street to the Easement Area, located on the east boundary lot line.

3. **Encumbrances.** The Grantee acknowledges that the easement granted herein is subject to all existing easements, restrictions and other matters of public record as of the date hereof. Notwithstanding the foregoing, Grantor represents and warrants to Grantee that neither the execution of this Easement Agreement nor the consummation of the terms and conditions contemplated herein will constitute a breach under any contract or agreement to which Grantor is a party or by which Grantor is bound or affected, or which affects the Easement Area, or any parts thereof.

4. **Indemnity and Hold Harmless.** To the fullest extent permitted by law, Grantee shall protect, indemnify, save, defend and hold harmless the Grantor from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney fees, which Grantor may become obligated by reason of any accident, bodily injury, death of person, or loss of or damage to tangible property, arising indirectly or directly in connection with or under, or as a result of the Grantee’s use of the easement granted herein.

5. **Reservation of Rights.** The Grantor reserves its respective right to any above-surface or subsurface use, provided that any use shall not obstruct or interfere with the Grantee’s reasonable use of the Easement Area.

6. **Maintenance and Repair.** The Parties agree that Grantee shall bear all costs and expense of maintaining the Easement Area in good repair and condition and in accordance with Village Code. Such repair and maintenance shall include, but not be limited to, keeping the Easement Area in good repair, snow removal, replacement and/or resurfacing, if necessary. The non-concrete driveway portions of the Easement Area shall only be for pedestrian use. There shall

be no vehicular use on the grass portion of the Easement Area. Grantee acknowledges and agrees that as a condition of the grant of this easement, Grantee shall not allow any vehicular driving or parking on any grass or non-paved portions of the Grantee Parcel.

7. **Damage.** Each Party agrees to exercise reasonable care in the use of the Easement Area so as not to cause more than normal wear and tear on the Easement Area. Any damage caused to the beyond normal wear and tear caused by a Party or by his or her guests or invitees shall be promptly repaired by that Party at his or her sole expense.

8. **Screening.** Grantee shall plant or cause to be planted a foliage barrier/screening along the southern border of the Easement Area to obstruct the view from the Grantor’s Parcel of vehicles parked in the Easement Area. The barrier must be natural foliage to continue the natural park environment of the Grantor’s Parcel. The Grantee shall be responsible for maintaining the foliage including tree trimming and any preservation or care necessary for the foliage.

9. **Insurance.** The Parties both agree to maintain commercial general liability insurance on and over the Easement Area and shall name each other as an additional insured on such policies. The Parties both shall present proof of insurance in the following amounts:

Commercial General Liability	\$1,000,000 / per occurrence
Commercial Aggregate Liability	\$2,000,000

10. **Covenants Running with the Land.** All of the provisions of this Easement Agreement are intended to be, and shall be construed as, covenants running with the land and shall be binding upon, inure to the benefit of, and be enforceable by the Parties hereto and their respective transferees, successors and assigns. This Easement Agreement may be signed in counterparts which, taken together, shall comprise the Easement Agreement.

11. **Modification.** This instrument and the easements granted herein may not be expanded or modified except by a further agreement in writing and in recordable form by the Parties hereto or their heirs, successors, transferees, or assigns.

12. **Recording.** This instrument shall be recorded with the Recorder’s office of Boone County, Illinois.

13. **Attorneys’ Fees.** In the event of breach of this Easement Agreement, the non-defaulting party shall have the right to receive from the defaulting party reimbursement for all costs and expenses (including attorney’s fees) incurred by such non-defaulting party in instituting proceedings to enforce this agreement.

14. **Warranties of Title.** Grantor warrants that he/she/it has good and indefeasible fee simple title to the Easement Area, subject to existing easements for public roads, highways and public utilities.

15. **Construction.** The rule of strict construction does not apply to this grant. This

grant shall be given a reasonable construction so that the intention of the Parties to confer the permanent easement rights contemplated herein onto Grantee.

16. **Notice.** Either party may lodge written notice of change of address with the other. All notices shall be sent by U.S. mail to the addresses provided below and shall be deemed given when placed in the mail and addressed to the below addresses. The affidavit of the person mailing the notice shall be evidence of such mailing.

If to the Village/Grantor: Village of Poplar Grove
Attn: Village President
200 Hill Street
Poplar Grove, IL 61065

With copy to: Sosnowski Szeto, LLP
Attention: Aaron N. Szeto
6735 Vistagreen Way, Suite 300
Rockford, Illinois 61107

If to Grantee: _____

With Copies to: _____

IN WITNESS WHEREOF, the parties have executed this Easement Agreement as of the day and year first above written.

GRANTOR:

THE VILLAGE OF POPLAR GROVE,
An Illinois Municipal Corporation and Body Politic

By: _____
Kristi Richardson, Village President

ATTEST:

By: _____
Karri Miller, Village Clerk

GRANTEE:

ARTURO TORRES BARAJAS

ZULMA RODRIGUEZ

STATE OF _____)

) ss.

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County and State aforesaid, DO HEREBY CERTIFY THAT the above signed individuals, _____ and _____, are personally known to me to be the same persons whose name are subscribed to the foregoing instrument, as having executed the same, appeared before me this day in person and acknowledged that they signed, sealed, and delivered the said instrument as their voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____ 2026.

Notary Public

Prepared by and Return to:
Aaron N. Szeto
6735 Vistagreen Way, Suite 300
Rockford, IL 61107
(815) 900-7272

EXHIBIT A
TO
EASEMENT AGREEMENT
(Legal Description of Grantor Parcel)

PIN No.: 03-24-276-011

Address: 101 North State Street, Poplar Grove, Illinois 61065

All of Lot Twenty-one (21) in Woodward's Addition to Town of Poplar Grove, as platted and recorded in the Recorder's Office of Boone County, Illinois in Book 43 of Deeds, page 581, excepting that part of said lot which lies North of a line drawn from a point on the West line of said lot which is Forty-three and one-half feet Northerly of the Southwesterly corner of said Lot to a point on the East line of said lot which is Sixty-six and one-half feet North from the Southeasterly corner of said lot. According to the surveyor's certificate of said addition, the East line of said lot is the middle of a North and South road Four rods wide not shown on plat. The East Two rods of said Lot is subject to said road (now street), as a public highway, situated in Boone County, State of Illinois.

EXHIBIT B
TO
EASEMENT AGREEMENT
(Legal Description and Drawing of the Easement Area)

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 04/13/2026 - 04/20/2026

POSTED AND UNPOSTED

OPEN

Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
04/14/2026 00026559	LARRY NEWMAN UB refund for account: 0013005J00 31-00-1401	04/14/2026 CLERK WATER BASE		50.00 50.00	50.00	Open	N 04/14/2026
71427 00026560	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	04/03/2026 CLERK NHC PLAN REVIEW	04/23/2026	977.19 977.19	977.19	Open	N 04/14/2026
71428 00026561	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	04/03/2026 CLERK NHC PLAN REVIEW	05/03/2026	1,022.46 1,022.46	1,022.46	Open	N 04/14/2026
71429 00026562	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	04/03/2026 CLERK NHC PLAN REVIEW	05/03/2026	883.30 883.30	883.30	Open	N 04/14/2026
71434 00026563	B&F CONSTRUCTION CODE SERVICE, INC. GARAGE PLAN REVIEW 01-55-4215	04/03/2026 CLERK GARAGE PLAN REVIEW	05/03/2026	300.00 300.00	300.00	Open	N 04/14/2026
1001008489APRIL 00026564	COMCAST PHONES LINES, INTERNET 01-53-4202 31-68-4202 31-50-4202 01-50-4202 31-50-4202 31-68-4202 31-68-4202 31-50-4202 31-68-4202 31-50-4202 31-68-4202 31-50-4202	04/05/2026 CLERK SHOP INTERNET WELL 2 (SPECIAL ACCESS LINE) PRIAIRE KNOLL L/S VH INTERNET COLLECTION POINT L/S WELL 5 + 6 NWWTP L/S BEAVER L/S WELL 4 DAWSON LAKE L/S	04/26/2026	1,437.90 247.90 96.54 82.02 324.15 82.02 82.02 229.36 123.54 88.33 82.02	1,437.90	Open	N 04/14/2026
1003878930APRIL 00026565	COMCAST VH PHONES 01-50-4202	04/02/2026 CLERK VH PHONES	05/02/2026	472.57 472.57	472.57	Open	N 04/14/2026

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RE260116 00026566	COMED INSTALL OF STREET LIGHTS 90-53-4460	04/10/2026 CLERK INSTALL OF STREET LIGHTS	05/10/2026	9,616.23 9,616.23	9,616.23	Open	N 04/14/2026
0622964000APRIL 00026567	COMED BEAVER L/S 31-75-4204	04/09/2026 CLERK BEAVER L/S	06/08/2026	101.03 101.03	101.03	Open	N 04/14/2026
0862561222APRIL 00026568	COMED HARVEST WAY L/S 31-75-4204	04/09/2026 CLERK HARVEST WAY L/S	06/09/2026	197.68 197.68	197.68	Open	N 04/14/2026
1126462222APRIL 00026569	COMED PUMP STATION AND WATER TOWER 31-68-4204	04/09/2026 CLERK PUMP STATION AND WATER TOWER	06/08/2026	120.05 120.05	120.05	Open	N 04/14/2026
2994975000APRIL 00026570	COMED WELL #4 31-68-4204	04/09/2026 CLERK WELL #4	06/08/2026	1,007.68 1,007.68	1,007.68	Open	N 04/14/2026
14378 00026571	ABBY PEST ELIMINATION LLC PEST CONTROL @ VH 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	04/02/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	05/02/2026	47.00 47.00 0.00 0.00 0.00 0.00	47.00	Open	N 04/15/2026
14380 00026572	ABBY PEST ELIMINATION LLC SPRINT TREATMENT @VH 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	04/03/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	05/03/2026	210.00 0.00 0.00 0.00 0.00 210.00	210.00	Open	N 04/15/2026

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14379 00026573	ABBY PEST ELIMINATION LLC NWWTP 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	04/02/2026 CLERK	05/02/2026	165.00 0.00 165.00 0.00 0.00 0.00	165.00	Open	N 04/15/2026
14381 00026574	ABBY PEST ELIMINATION LLC PEST CONTROL @ OLD PW BLDING 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	04/02/2026 CLERK	05/02/2026	67.00 0.00 0.00 67.00 0.00 0.00	67.00	Open	N 04/15/2026
14388 00026575	ABBY PEST ELIMINATION LLC PEST CONTROL @ NEW PW BLDING 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	04/02/2026 CLERK	05/02/2026	85.00 0.00 0.00 0.00 85.00 0.00	85.00	Open	N 04/15/2026
IFCF-TL14-3W7D 00026576	AMAZON.COM PUBLIC WORKS PRINTER 01-53-4301	04/02/2026 CLERK	05/02/2026	340.64 340.64	340.64	Open	N 04/15/2026
13XY-WMWV-66YT 00026577	AMAZON.COM PRIME BUSINESS RENEWAL 01-50-4214	04/02/2026 CLERK	05/02/2026	349.00 349.00	349.00	Open	N 04/15/2026
1K71-KPXG-3H4L 00026578	AMAZON.COM LP CONCESSION CELLING 01-52-4304	04/06/2026 CLERK	05/06/2026	550.00 550.00	550.00	Open	N 04/15/2026

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BFF-000827 00026579	BLAIN'S FARM & FLEET DAN SALLEY CLOTHING ALLOWANCE 01-53-4080	04/11/2026 CLERK DAN SALLEY CLOTHING ALLOWANCE	05/11/2026	83.98 83.98	83.98	Open	N 04/15/2026
BFF-000748 00026580	BLAIN'S FARM & FLEET GRADE NAIL 01-53-4301	04/09/2026 CLERK GRADE NAIL	05/09/2026	17.16 17.16	17.16	Open	N 04/15/2026
31728922222APRI 00026581	COMED WELL HOUSE #2 31-68-4204	04/09/2026 CLERK WELL HOUSE #2	05/09/2026	111.43 111.43	111.43	Open	N 04/15/2026
3233830100APRIL 00026582	COMED WACO WAY L/S 31-75-4204	04/09/2026 CLERK WACO WAY L/S	06/08/2026	66.98 66.98	66.98	Open	N 04/15/2026
4653503000APRIL 00026585	COMED SWWTP #1 31-79-4204	04/09/2026 CLERK SWWTP #1	06/08/2026	8,410.11 8,410.11	8,410.11	Open	N 04/15/2026
5318627000APRIL 00026586	COMED SWWTP #2 31-79-4204	04/09/2026 CLERK SWWTP #2	06/09/2026	48.56 48.56	48.56	Open	N 04/15/2026
5553230000APRIL 00026587	COMED C/L/S 31-75-4204	04/09/2026 CLERK C/L/S	06/08/2026	353.08 353.08	353.08	open	N 04/15/2026
7470531222APRIL 00026588	COMED NWWTP 31-77-4204	04/09/2026 CLERK NWWTP	05/08/2026	4,336.80 4,336.80	4,336.80	open	N 04/15/2026

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7991645000 00026589	COMED WELL 5 & 6 31-68-4204	04/09/2026 CLERK WELL 5 & 6	06/08/2026	1,524.69 1,524.69	1,524.69	Open	N 04/15/2026
8107661222 00026590	COMED WHITING L/S 31-75-4204	04/01/2026 CLERK WHITING L/S	06/01/2026	112.17 112.17	112.17	Open	N 04/15/2026
9177938000 00026591	COMED BULLARD L/S 31-75-4204	04/09/2026 CLERK BULLARD L/S	06/08/2026	118.64 118.64	118.64	Open	N 04/15/2026
9866415000 00026592	COMED WATER TOWER & WELL 3 31-68-4204	04/10/2026 CLERK WATER TOWER & WELL 3	06/09/2026	758.50 758.50	758.50	Open	N 04/15/2026
Y769921 00026593	CORE & MAIN LP SENSUS ANNUAL SUPPORT 4.2026-4.2027 31-70-4214 31-75-4214	04/08/2026 CLERK SENSUS ANNUAL SUPPORT 4.2026-4.2027 SENSUS ANNUAL SUPPORT 4.2026-4.2027	05/08/2026	4,699.00 2,349.50 2,349.50	4,699.00	Open	N 04/15/2026
Y858256 00026594	CORE & MAIN LP 24 IPERL METERS 31-70-4306	04/14/2026 CLERK 24 IPERL METERS	05/15/2026	4,152.00 4,152.00	4,152.00	Open	N 04/15/2026
APRIL2026 00026595	ESRI GIS UPGRADE SOFTWARE 01-50-4214	04/14/2026 CLERK GIS UPGRADE SOFTWARE	05/15/2026	825.00 825.00	825.00	Open	N 04/15/2026
APRIL2026 00026596	LINKEDIN TREASURER AD 01-50-4209	04/14/2026 CLERK TREASURER AD	05/15/2026	200.00 200.00	200.00	Open	N 04/15/2026

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MARCH2026 00026597	INDEED TREASURER AD 01-50-4209	04/14/2026 CLERK TREASURER AD	05/15/2026	102.09 102.09	102.09	Open	N 04/15/2026
APRIL2026 00026598	USPS HEARTLAND BANK BOND POSTAGE 31-70-4208 31-75-4208	04/14/2026 CLERK HEARTLAND BANK BOND POSTAGE HEARTLAND BANK BOND POSTAGE	05/15/2026	11.95 5.97 5.98	11.95	Open	N 04/15/2026
APRIL2026 00026599	ADOBE SYSTEMS INCORPORATED ADOBE RENEWAL 01-50-4214	04/14/2026 CLERK ADOBE RENEWAL	05/15/2026	1,727.28 1,727.28	1,727.28	Open	N 04/15/2026
APRIL2026 00026600	MICROSOFT CORPORATION ONLNE SERVICES EMIAL 01-50-4214	04/14/2026 CLERK ONLINE SERVICES EMAIL	05/15/2026	80.00 80.00	80.00	Open	N 04/15/2026
APRIL2026 00026601	MENARDS BATHROOM REPAIR 01-52-4304	04/14/2026 CLERK BATHROOM REPAIR	05/15/2026	689.18 689.18	689.18	Open	N 04/15/2026
APRIL26 00026602	VEVOR.COM WINDOWS FOR LP 01-52-4304	04/14/2026 CLERK WINDOWS FOR LP	05/15/2026	1,525.54 1,525.54	1,525.54	Open	N 04/15/2026
APRIL 26 00026603	MENARDS WATER HEATER FOR LP 01-52-4304	04/14/2026 CLERK WATER HEATER FOR LP	05/15/2026	411.86 411.86	411.86	Open	N 04/15/2026
APRIL2026 00026604	EMBROID THIS PW TEES 01-53-4080	04/07/2026 CLERK PW TEES	05/07/2026	651.84 651.84	651.84	Open	N 04/15/2026

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9873235197 00026605	GRAINGER LP BATHROOM REPAIR 01-52-4304	04/09/2026 CLERK LP BATHROOM REPAIR	05/09/2026	309.54 309.54	309.54	Open	N 04/15/2026
7388478 00026606	HAWKINS, INC. AZONE CHEMICAL FOR PLANTS 31-68-4305	04/13/2026 CLERK AZONE CHEMICAL FOR PLANTS	05/13/2026	3,504.62 3,504.62	3,504.62	Open	N 04/15/2026
5520144 00026607	HOME DEPOT CREDIT SERVICES VH LIGHTS 01-50-4301	04/01/2026 CLERK VH LIGHTS	04/21/2026	117.36 117.36	117.36	Open	N 04/15/2026
APRIL 2026 00026608	INTERNATIONAL INSTITUTE OF CLERKS DEPUTY CLERK 2026-27 DUES 01-57-4217	04/06/2026 CLERK DEPUTY CLERK 2026-27 DUES	06/30/2026	135.00 135.00	135.00	Open	N 04/15/2026
2026APRIL 00026609	INTERNATIONAL INSTITUTE OF CLERKS CLERK 2026-2027 DUES IIMC 01-57-4217	04/06/2026 CLERK CLERK 2026-2027 DUES IIMC	05/06/2026	195.00 195.00	195.00	Open	N 04/15/2026
APRIL2026 00026610	KRISTI RICHARDSON TREASURER AD 01-50-4209	03/20/2026 CLERK TREASURER AD	04/23/2026	88.45 88.45	88.45	Open	N 04/15/2026
APRIL2026 00026611	SHEILA MCGREW RENTAL DEPOIST RETURN 01-00-2410	04/11/2026 CLERK RENTAL DEPOIST RETURN	05/11/2026	180.00 180.00	180.00	open	N 04/15/2026
24534312T084 00026612	MDC ENVIRONMENTAL SERVICES 100 S STATE STREET CLEAN OUT 01-50-4220	04/01/2026 CLERK 100 S STATE STREET CLEAN OUT	04/15/2026	671.00 671.00	671.00	open	N 04/15/2026

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68771 00026613	MENARDS LP BATHROOM REPAIR 01-52-4204	04/10/2026 CLERK LP BATHROOM REPAIR	05/10/2026	43.94 43.94	43.94	Open	N 04/15/2026
68639 00026614	MENARDS LP BATHROOM REPAIR 01-52-4304	04/08/2026 CLERK LP BATHROOM REPAIR	05/08/2026	278.07 278.07	278.07	Open	N 04/15/2026
68493 00026615	MENARDS SIDWALK REPAIR 01-53-4301	04/06/2026 CLERK SIDWALK REPAIR	05/06/2026	67.83 67.83	67.83	Open	N 04/15/2026
0718392429APRIL 00026616	NICOR GAS RENTAL BUILDING 01-50-4204	04/10/2026 CLERK RENTAL BUILDING	05/10/2026	92.72 92.72	92.72	Open	N 04/15/2026
1703442550APRIL 00026617	NICOR GAS HARVEST WAY L/S 31-75-4204	04/10/2026 CLERK HARVEST WAY L/S	05/29/2026	180.84 180.84	180.84	Open	N 04/15/2026
2240920774APRIL 00026618	NICOR GAS SWWTP 31-79-4204	04/10/2026 CLERK SWWTP	05/29/2026	1,446.35 1,446.35	1,446.35	Open	N 04/15/2026
2289858274APRIL 00026619	NICOR GAS BEAVER L/S 31-75-4204	04/10/2026 CLERK BEAVER L/S	05/29/2026	66.18 66.18	66.18	Open	N 04/15/2026
3013940102APRIL 00026620	NICOR GAS WELL #4 31-68-4204	04/10/2026 CLERK WELL #4	05/29/2026	135.63 135.63	135.63	Open	N 04/15/2026

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Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
3185732000 00026621	APRIL NICOR GAS WELL #2 31-68-4204	04/10/2026 CLERK WELL #2	05/29/2026	146.17 146.17	146.17	Open	N 04/15/2026
4959961969 00026622	APRIL NICOR GAS PW BUILDING 01-53-4204	04/10/2026 CLERK PW BUILDING	05/29/2026	640.84 640.84	640.84	Open	N 04/15/2026
7287847237 00026623	APRIL NICOR GAS NWWTP 31-77-4204	04/10/2026 CLERK NWWTP	05/29/2026	505.28 505.28	505.28	Open	N 04/15/2026
23472 00026624	P.C. TECH 2 U CARBONITE SERVER RENEWAL -1 YEAR 01-50-4214	04/13/2026 CLERK CARBONITE SERVER RENEWAL -1 YEAR	05/13/2026	700.00 700.00	700.00	Open	N 04/15/2026
23470 00026625	P.C. TECH 2 U IT FOR VH 01-50-4214	04/13/2026 CLERK IT FOR VH	05/13/2026	215.00 215.00	215.00	Open	N 04/15/2026
04022026 00026626	RECYCLED RUBBER PRODUCTS MULCH FOR WESTGROVE 01-52-4406	04/02/2026 CLERK MULCH FOR WESTGROVE	05/02/2026	6,185.00 6,185.00	6,185.00	Open	N 04/15/2026
APRIL2026 00026627	ROTTMANN, BREICA RENTAL DEPOIST RETURN 01-00-2410	04/09/2026 CLERK RENTAL DEPOIST RETURN	05/09/2026	180.00 180.00	180.00	open	N 04/15/2026
APRIL2026 00026628	SKYLINE WINDOW CLEANING WINDOW CLEANING FOR VH 01-50-4219	04/08/2026 CLERK WINDOW CLEANING FOR VH	05/08/2026	158.00 158.00	158.00	open	N 04/15/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 04/13/2026 - 04/20/2026

POSTED AND UNPOSTED

OPEN

Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
264751018 00026629	SMART SIGHTS 3YR WWTP WIN 911 RENEWAL 31-75-4214	04/07/2026 CLERK 3YR WWTP WIN 911 RENEWAL	05/07/2026	7,402.50 7,402.50	7,402.50	Open	N 04/15/2026
636716 00026630	USA TODAY MEDIA CORP. FY27 BUDGET PUBLICATION 01-50-4209	03/31/2026 CLERK FY27 BUDGET PUBLICATION	04/30/2026	79.40 79.40	79.40	Open	N 04/15/2026
13HW-6CQP-CW61 00026631	AMAZON.COM HANGING FOLDERS/PAPER PLATES 01-50-4300	04/15/2026 CLERK HANGING FOLDERS/PAPER PLATES	05/15/2026	149.72 149.72	149.72	Open	N 04/16/2026
IH39485 00026632	JOHNSON TRACTOR MOWER PARTS 01-52-4304	04/15/2026 CLERK MOWER PARTS	05/15/2026	159.55 159.55	159.55	Open	N 04/16/2026
111928982 00026633	WEX BANK - MARATHON FLEET CARD FUEL FOR TRUCKS 01-53-4303	04/15/2026 CLERK PUBLIC WORKS FUEL	05/07/2026	2,025.05 2,025.05	2,025.05	Open	N 04/16/2026
3061267111MAR26 00026634	COMED MAIN ST L/S 31-75-4204	04/02/2026 CLERK MAIN ST L/S	06/02/2026	44.36 44.36	44.36	Open	N 04/16/2026
21968-1 00026635	B&F CONSTRUCTION CODE SERVICE, INC. SOLAR REINSPECTION 01-55-4215	02/04/2026 CLERK SOLAR REINSPECTION	05/04/2026	90.00 90.00	90.00	open	N 04/16/2026
APRIL2026 00026636	SANDY MADIGAN REIMBURSEMENT OF LINE REPAIR 31-75-4238	04/15/2026 CLERK REIMBURSEMENT OF LINE REPAIR	05/15/2026	436.81 436.81	436.81	open	N 04/16/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 04/13/2026 - 04/20/2026

POSTED AND UNPOSTED

OPEN

Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
APRIL2026 00026637	BARRICK,SWITZER,LONG, BALSLEY&VAN E WESTERGREN 01-55-4213	04/13/2026 CLERK WESTERGREN-LEGAL	05/15/2026	2,394.00 2,394.00	2,394.00	Open	N 04/16/2026
IGYL-YLM-DV9P 00026638	AMAZON.COM DAVID HOWE CLOTHING 01-53-4080	04/16/2026 CLERK DAVID HOWE CLOTHING	05/16/2026	42.99 42.99	42.99	Open	N 04/17/2026
INV01021915 00026639	USA BLUE BOOK NWWTP SUPPLIES 31-77-4301	04/16/2026 CLERK NWWTP SUPPLIES	05/16/2026	1,734.65 1,734.65	1,734.65	Open	N 04/17/2026
23506 00026640	P.C. TECH 2 U IT SERVICES 01-50-4223	04/15/2026 CLERK IT SERVICES	05/15/2026	200.00 200.00	200.00	Open	N 04/17/2026
BFF-000923 00026641	BLAIN'S FARM & FLEET TRENTON CLOTHING ALLOWANCE 01-53-4080	04/16/2026 CLERK TRENTON CLOTHING ALLOWANCE	05/16/2026	289.95 289.95	289.95	Open	N 04/17/2026
1231447685PARIL 00026642	NICOR GAS DAWSON L/S 31-75-4204	04/15/2026 CLERK DAWSON L/S	06/04/2026	66.80 66.80	66.80	Open	N 04/17/2026
9498891000APRIL 00026643	NICOR GAS WATER TOWER/WELL3 31-68-4204	04/15/2026 CLERK WATER TOWER/WELL3	06/04/2026	110.37 110.37	110.37	open	N 04/17/2026
APRIL2026 00026644	BOONE COUNTY RECORDER RECORDING OF BEL AIR NORTH EASEMENT 01-55-4209	04/17/2026 CLERK RECORDING OF BEL AIR NORTH EASEMENT	05/17/2026	47.00 47.00	47.00	open	N 04/17/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 04/13/2026 - 04/20/2026

POSTED AND UNPOSTED
OPEN

Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
2690 00026645	PREMIER LANDSCAPE STORE TOP SOIL 01-52-4302	04/16/2026 CLERK TOP SOIL	05/16/2026	79.00 79.00	79.00	Open	N 04/20/2026
8271538678APRIL 00026646	NICOR GAS WELL 5&6 31-68-4204	04/17/2026 CLERK WELL 5&6	06/04/2026	98.22 98.22	98.22	Open	N 04/20/2026
7725421532APRIL 00026647	NICOR GAS L/S PRIAIRE KNOLL 31-68-4204	04/17/2026 CLERK L/S PRIAIRE KNOLL	06/04/2026	67.08 67.08	67.08	Open	N 04/20/2026
2486870330APRIL 00026648	NICOR GAS C/L/S 31-75-4204	04/17/2026 CLERK C/L/S	06/04/2026	65.27 65.27	65.27	Open	N 04/20/2026
22280 00026649	B&F CONSTRUCTION CODE SERVICE, INC. MARCH 2026 INPECTIONS AND CODE 01-55-4216 01-55-4215	04/17/2026 CLERK CONTRACT CODE ENFORCEMENT CONTRACT INSPECTION SERVICES	05/17/2026	2,030.00 390.00 1,640.00	2,030.00	Open	N 04/20/2026
9884220055 00026650	GRAINGER HARNESS REPLACEMENT 01-53-4302	04/17/2026 CLERK HARNESS REPLACEMENT	05/17/2026	298.19 298.19	298.19	Open	N 04/20/2026
68999 00026651	MENARDS TOOL RESTOCK 01-53-4302	04/14/2026 CLERK TOOL RESTOCK	05/14/2026	175.58 175.58	175.58	Open	N 04/20/2026
9900479 00026652	HOME DEPOT CREDIT SERVICES TOOL RESTOCK 31-70-4301	04/17/2026 CLERK TOOL RESTOCK	05/17/2026	531.96 531.96	531.96	Open	N 04/20/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 04/13/2026 - 04/20/2026

POSTED AND UNPOSTED
OPEN

Item 13.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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# of Invoices:	92 # Due: 92	Totals:		83,878.84	83,878.84		
# of Credit Memos:	0 # Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				83,878.84	83,878.84		

--- TOTALS BY PAYMENT CARD ACCOUNT ---

VISA				5,572.90			
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--- TOTALS BY FUND ---

01 GENERAL FUND				30,508.32	30,508.32		
31 WATER & SEWER FUND				43,754.29	43,754.29		
90 GOV FUNDS CAPITAL PROJECTS FUND				9,616.23	9,616.23		

--- TOTALS BY DEPT/ACTIVITY ---

00 GF ASSEST LIABILITIES ACCOUNTS				410.00	410.00		
50 ADMIN				7,178.34	7,178.34		
52 PARKS				10,231.68	10,231.68		
53 STREETS				14,650.18	14,650.18		
55 COMMUNITY DEVELOPMENT AND EVENTS				7,743.95	7,743.95		
57 VILLAGE CLERK				330.00	330.00		
68 WATER TOWERS				8,080.69	8,080.69		
70 WATER				7,039.43	7,039.43		
75 SEWER				11,732.82	11,732.82		
77 NORTH PLANT				6,576.73	6,576.73		
79 SOUTH PLANT				9,905.02	9,905.02		

Date Updated: 04.16.2026

Apr-26

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type	
	Check Run #1	Check Run #2	
AP Checks	\$88,960.14	\$48,625.12	\$137,585.26
EFTS (ACH)	\$32,179.92	\$35,253.72	\$67,433.64
Payroll	\$37,946.95	\$21,137.44	\$59,084.39
Insurance	\$21,142.32	\$0.00	\$21,142.32
Total	\$180,229.33	\$105,016.28	\$285,245.61

Specific Breakout:	Actual for the month paid	Estimate Additional	Total by Type
Total	\$0.00	\$0.00	\$0.00

FINAL NUMBERS			
Monthly Approvals	March Final Numbers Requested	Actual	Difference
AP Checks	\$738,200.62	\$738,200.62	\$0.00
EFTS (ACH)	\$60,493.89	\$60,493.89	\$0.00
Payroll	\$42,254.50	\$42,254.50	\$0.00
Insurance	\$21,142.32	\$21,142.32	\$0.00
Total	\$862,091.33	\$862,091.33	\$0.00

Specific Breakout:	Requested	Actual	Difference
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From: Amy Ekberg <amyekberg87@gmail.com>
Sent: Wednesday, March 11, 2026 4:14 PM
To: Kristi Richardson <KRichardson@villageofpoplargo.com>; Sinae Hubbard <shubbard@villageofpoplargo.com>; Dave Allgood <DAllgood@villageofpoplargo.com>; Dan Cheek <DCheek@villageofpoplargo.com>; Mark Vance <mvance@villageofpoplargo.com>; Jeff Goings jgoings@villageofpoplargo.com

Subject: Chicken Updates

Good afternoon, everyone. I have checked in with those who are keeping chickens, and I wanted to reach out to you all regarding the chicken ordinance and provide some updates and insight for your consideration.

First, let me start by thanking you all again for your help and open minds which made this ordinance permanent here in Poplar Grove. Those of us keeping hens are more grateful than we could ever fully express to you, and we are enjoying our flocks very much. Most of us have kept the maximum of 6 allowed hens since the Pilot began, and as we enter our second year with hens, our learning curve of chicken-keeping continues. Yes, even me, the Crazy Chicken Lady, learns something new every day.

For starters, keeping chickens throughout our Illinois winters is not as awful as we all worried it might be. We have now been through one somewhat mild winter and one brutally cold winter. I can say, these chickens handle the cold far better than we give them credit for. To my knowledge, no one went through with installing electricity for heat lamps or water heaters, and we have all done quite well.

Kitchen waste has been reduced dramatically as chickens can consume just about any food products headed for the trash. Our gardens and composting flourished in the summer months, and many of us saw better yields than ever. One example comes from my own dad, who puts a shared garden in at my grandmother's home. He is constantly fighting a battle against the feral cat colony my aunt feeds. The cats (nearly 20 of them) use the freshly tilled and planted garden as a giant litter box. So for years, he has had a poor outcome in his garden due to the high levels of ammonia from cat waste. That is

until my chickens came along! Last winter, while yard waste pickup was off-duty, I collected my chicken coop shavings in paper lawn bags and transported them to his garden, where we spread the shavings and chicken "gold". Before Spring planting, he tilled everything into the soil, and as a result his garden flourished! We have done the same thing this year and expect another fantastic summer in the garden for him.

Eating eggs from our own flocks has many health benefits as well. Because we know what is being fed to our birds and when our eggs are laid, we are getting healthier eggs for our families. Did you know a commercially farmed egg at the grocery store averages 100 days old by the time you buy it? Not to mention any synthetic hormones fed to boost egg production and inhumane living conditions for commercially farmed birds.

There is however, one question on the minds of us Poplar Grove Chicken Tenders: Is six birds enough for every family? Some of us say no, and I'll tell you why. While six birds does have benefits for many families, being able to keep more birds would play a role in expanding the scope of these benefits for others. Key factors in having a flock size greater than six include the following:

*More abundant egg production: While 6 birds might produce 6 eggs/day, a larger flock ensures a steady, higher-volume supply for larger households that consume many eggs, bake often, and would help off-set periods when other birds are molting (losing and replenishing their feathers) or egg production slows down in the winter months. Those of us who got all of our birds as chicks at the same time, now have birds who all molt at the same time, so some households went all winter with less than a dozen eggs laid throughout our flock from November-February.

*Enhanced Pest Control & Fertilizer: A larger group of chickens acts as a more efficient, natural pest control team, consuming insects like larvae, beetles, and ticks. Their waste provides significant, nutrient-rich fertilizer for gardens.

*Faster Composting: More chickens mean more waste, which accelerates the creation of nitrogen-rich compost from kitchen scraps and garden refuse.

*Increased Sustainability & Self-Sufficiency: A larger flock is part of a broader, more sustainable, and self-sufficient lifestyle, reducing dependence on commercial egg production and decreasing household waste.

Enhanced Social & Educational Opportunities: Larger flocks can offer better, more diverse, and engaging, entertainment and education for families through opportunities

such as 4-H. Not everyone can own a farm, but this gives children more opportunities to show their birds, take pride in their flock, and demonstrate the responsibilities involved with keeping more birds.

Recently, Illinois announced

[House Bill 4764](#), introduced in February 2026, "which aims to establish a statewide right for Illinois residents to keep backyard hens (excluding roosters) for personal, noncommercial use. The legislation, which would amend the 'Vegetable Garden and Backyard Chicken Protection Act,' prevents municipalities from enacting total bans, though they may still implement reasonable regulations regarding coop size and sanitation." While there may be benefits to this bill passing in Illinois, I can also understand where concerns may develop regarding people who may just rush out and get chickens. Guidelines and parameters definitely need to be kept in place.

However, taking all these factors into account, I would ask you as village board members to consider allowing some families to increase their flock size to 10 chickens. This would still be possible with the existing ordinance in place regarding coop/run sizes and all other components. The current ordinance states a minimum of 5 sq ft per bird is required. People with smaller coops, would still have to keep the amount of birds their coop fits comfortably, even if the number of birds allowed increases.

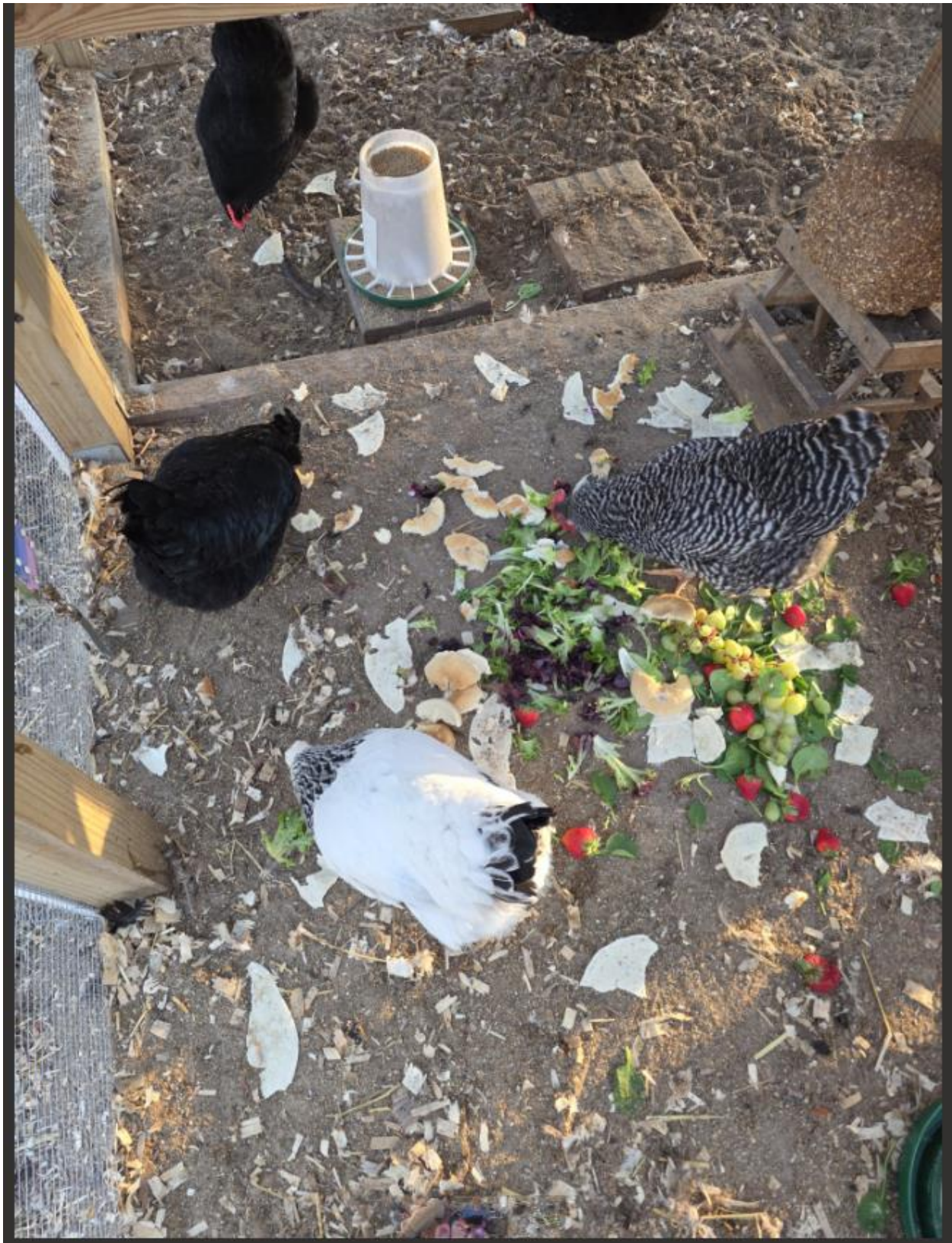
I look forward to hearing from you all and hope this may be added to a meeting agenda for discussion in the near future. Please let me know if you have any questions. Thank you all for your time!

With much gratitude,

Your Resident Crazy Chicken Lady and the Chicken Tenders of PG









To: The Village President and Board of Trustees

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

Re: IDOT Motor Fuel Tax Fund 10 Year Audit Results

Date: April 15, 2026

The Illinois Department of Transportation (IDOT) periodically conducts audits of each and every Township, Municipal, and County MFT accounts. When I first started practicing some 30 years ago, the audits would occur every two to three years, but now the frequency has decreased to about every 10 years due to lower staffing levels at the State level. I'll touch on this more at the meeting, but as a very high-level overview of how MFT dollars are spent – at the beginning of the year we develop an opinion of cost for all MFT related items and pass a resolution that “appropriates” MFT dollars through IDOT. At the end of the year, we submit a Municipal Expenditure Statement (MES) which represents the actual expenditure. IDOT then audits the expenditures to ensure that they are MFT eligible, and that the overall expenditure amounts match. IDOT recently conducted an audit of the Village’s Motor Fuel Tax (MFT) funds between 2012 and 2022. All in all, the audit results are good in my opinion, most of the adjustments that IDOT is recommending are very minor. For the purposes of brevity, I'll address the more major items by year in this memo and will discuss a bit more in-depth at the 4/22 meeting, but we recommend that the Village adopt IDOT’s findings:

2012: IDOT actually completed an audit of the Village’s 2012 expenditures and found that \$17,492.58 of MFT was spent for water main purposes, which is generally not allowed. McMahon had just started its tenure with the Village at that time so unfortunately, we don’t have much in our files, and the Village’s files were destroyed by flooding. Neither IDOT nor the Village could find proof that the Village’s MFT fund was reimbursed, so IDOT is now requiring the Village to reimburse its MFT in the amount of \$17,492.58, and we recommend the same.

2014: IDOT’s review of the MFT dollars expended was approximately \$16,000 less than the Village reported. Further, we had prepared a supplemental resolution appropriating \$20,000 in MFT dollars which somehow did not make its way to the Department.

2018: Here again, we had prepared a supplemental resolution appropriating \$20,000 in MFT dollars which somehow did not make its way to the Department.

2019: It appears that the Village had ordered materials (presumably road salt) and paid for the salt w/ MFT dollars. The MES needs to be updated to reflect the salt purchase.

2020: It appears that a couple of engineering invoices were charged to the MFT account, so the MES needs to be updated accordingly.

2021: It appears that the Village had ordered materials (presumably road salt) and paid for the salt w/ MFT dollars. The MES needs to be updated to reflect the salt purchase.

2022: The MES was executed by the Village, but we do not have a copy that was signed by the Department.

The attached resolution will authorize the appropriate Village Officials to execute the supplemental resolutions and Municipal Expenditure Statements. It also directs Staff to make the transfers noted above. 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 2026-19

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO ADOPT IDOT’S MFT AUDIT FOR YEARS 2012-2022 AND AUTHORIZING SIGNATURES ON SUPPLEMENTAL RESOLUTIONS AND EXPENDITURE STATEMENTS

WHEREAS, the Illinois Department of Transportation (“IDOT”) has recently conducted an audit of the Village of Poplar Grove’s (“Village”) MFT accounts; and

WHEREAS, IDOT has identified a number of discrepancies that require rectification; and

WHEREAS, the Village agrees with IDOT’s findings and desires to make the necessary transfers, submit the supplemental Municipal Expenditure Statements (“MES”) and provide the necessary supplemental resolutions necessary to align its records with IDOT’s findings; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to complete the work as herein described above.

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. Village Staff and the Village Treasurer are hereby directed to transfer the sum of \$21,998.70 into the Village’s MFT Account, and provide evidence of the transfer to Mr. Kevin Klenz @ kevin.klenz@illinois.gov.
3. The Village President, Village Clerk and Director of Public Works are hereby authorized to execute the following documents that were prepared by IDOT: 2014 Supplemental Resolution for Maintenance Under the Illinois Highway Code, 2014 Original MES, 2018 Supplemental Resolution for Maintenance Under the Illinois Highway Code, 2018 Original MES, 2019 Supplemental MES, 2020, 2021 and 2022 Revised MES’s.
4. Copies of the aforementioned documents are attached to and made part of this resolution.
5. The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this 22nd day of April, 2026.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK



Illinois Department of Transportation

Resolution for Maintenance Under the Illinois Highway Code

District	County	Resolution Number	Resolution Type	Section Number
2	Boone		Supplemental	14-00000-00-GM

BE IT RESOLVED, by the _____ **Board** _____ of the _____ **Village** _____ of _____
Governing Body Type Local Public Agency Type
 _____ **Poplar Grove** _____ Illinois that there is hereby appropriated the sum of Twenty Thousand
Name of Local Public Agency

And No/100 _____ Dollars (\$20,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/14 to 12/31/14
Beginning Date Ending Date

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** _____
Local Public Agency Type Name of Local Public Agency

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 _____ **Village** _____ Clerk in and for said _____ **Village** _____
Name of Clerk Local Public Agency Type Local Public Agency Type
 of _____ **Poplar Grove** _____ in the State of Illinois, and keeper of the records and files thereof, as
Name of Local Public Agency

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

_____ **Board** _____ of _____ **Poplar Grove** _____ at a meeting held on _____
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date
 Department of Transportation



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency County Section Number Maintenance Period Beginning Ending

Maintenance Items								
Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$271,294.23	\$271,294.23	
Total Cost							\$271,294.23	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$0.00
Engineering Inspection Fee	
Material Testing Costs	
Advertising Costs	
Bridge Inspection Costs	
Maintenance Engineering Total	\$0.00

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$271,294.23	\$0.00
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$271,294.23	\$0.00
Motor Fuel Tax Portion	\$271,294.23	\$0.00
Motor Fuel Tax Authorized	\$0.00	
Surplus/Deficit	(\$271,294.23)	\$0.00
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	14-00000-00-GM	01/01/14	12/31/14

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

		<input type="checkbox"/>
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WMFT Entry By Entry Date

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Resolution for Maintenance Under the Illinois Highway Code

Table with 5 columns: District, County, Resolution Number, Resolution Type, Section Number. Values: 2, Boone, Supplemental, 18-00000-00-GM

BE IT RESOLVED, by the Board of the Village of Poplar Grove, Illinois that there is hereby appropriated the sum of Twenty Thousand

And No/100 Dollars (\$20,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/18 to 12/31/18 Beginning Date Ending Date

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, 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

Board of Poplar Grove at a meeting held on

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Empty box for Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date Department of Transportation

Empty box for Regional Engineer Signature & Date



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type

District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	18-00000-00-GM	01/01/18	12/31/18

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$252,224.85	\$252,224.85	
Stripping	Maint			\$907.20			\$907.20	
Total Cost							\$253,132.05	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,590.23
Engineering Inspection Fee	\$5,413.82
Material Testing Costs	\$1,425.00
Advertising Costs	\$220.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$15,649.05

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$253,132.05	\$15,649.05
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$253,132.05	\$15,649.05
Motor Fuel Tax Portion	\$253,132.05	\$15,649.05
Motor Fuel Tax Authorized	\$245,440.00	\$14,560.00
Surplus/Deficit	(\$7,692.05)	(\$1,089.05)
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	18-00000-00-GM	01/01/18	12/31/18

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

WMFT Entry By

Entry Date



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type **Supplemental**
 District **2** Estimate of Cost For **Municipality**

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	19-00000-00-GM	01/01/19	12/31/19

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Materials	Maint			\$7,329.61			\$7,329.61	
Total Cost							\$7,329.61	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$0.00
Engineering Inspection Fee	
Material Testing Costs	
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$0.00

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$7,329.61	\$0.00
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$7,329.61	\$0.00
Motor Fuel Tax Portion	\$7,329.61	
Motor Fuel Tax Authorized	\$0.00	
Surplus/Deficit	(\$7,329.61)	
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Prepared By IDOT

Maintenance Expenditure Statement

Submittal Type **Supplemental**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	19-00000-00-GM	01/01/19	12/31/19

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

WMFT Entry By Entry Date



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	20-00000-00-GM	01/01/20	12/31/20

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Stripping	Maint			\$1,059.72			\$1,059.72	
Contract	Maint					\$175,302.00	\$175,302.00	
Total Cost							\$176,361.72	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,765.10
Engineering Inspection Fee	\$7,843.61
Material Testing Costs	\$765.00
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$17,373.71

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$176,361.72	\$17,373.71
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$176,361.72	\$17,373.71
Motor Fuel Tax Portion	\$176,361.72	\$17,373.71
Motor Fuel Tax Authorized	\$175,302.00	\$20,518.48
Surplus/Deficit	(\$1,059.72)	\$3,144.77
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type Revised

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	20-00000-00-GM	01/01/20	12/31/20

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

WMFT Entry By Entry Date



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency	County	Section Number	Beginning	Ending
Village of Poplar Grove	Boone	21-00000-00-GM	01/01/21	12/31/21

Maintenance Items								
Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Materials	Maint			\$2,439.89			\$2,439.89	
Contract	Maint					\$183,352.46	\$183,352.46	
Total Cost							\$185,792.35	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,538.65
Engineering Inspection Fee	\$9,660.34
Material Testing Costs	
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$18,198.99

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$185,792.35	\$18,198.99
Contributions, Refunds, Paid with Other Funds	\$4,506.12	\$2,945.24
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$181,286.23	\$15,253.75
Motor Fuel Tax Portion	\$181,286.23	\$15,253.75
Motor Fuel Tax Authorized	\$178,846.35	\$15,253.75
Surplus/Deficit	(\$2,439.88)	\$0.00
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type Revised

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	21-00000-00-GM	01/01/21	12/31/21

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location	Received Date	Additional Location?
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WMFT Entry By	Entry Date
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Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type

District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	22-00000-00-GM	01/01/22	12/31/22

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$199,552.74	\$199,552.74	
Total Cost							\$199,552.74	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$10,589.10
Engineering Inspection Fee	\$9,437.12
Material Testing Costs	\$715.00
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$20,741.22

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$199,552.74	\$20,741.22
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$199,552.74	\$20,741.22
Motor Fuel Tax Portion	\$199,552.74	\$20,741.22
Motor Fuel Tax Authorized	\$124,370.88	\$19,461.02
Surplus/Deficit	(\$75,181.86)	(\$1,280.20)
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Revised**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	22-00000-00-GM	01/01/22	12/31/22

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location	Received Date	Additional Location?
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WMFT Entry By	Entry Date
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Illinois Department of Transportation

Office of Quality Compliance & Review
2300 South Dirksen Parkway / Springfield, Illinois 62764

June 3, 2014

Martha Suhr, Village Clerk
Village of Poplar Grove
PO Box 1
Poplar Grove, IL 61065

Dear Ms. Suhr:

Enclosed is a DRAFT of Audit Report No. 02-068, covering the receipt and disbursement of Motor Fuel Tax funds by your Village for the period beginning January 1, 2011 and ending December 31, 2012.

Please remit responses to the enclosed Findings within 15 business days and any questions to Roseanne Nance at DOT.OQCR.MFT.Audits@illinois.gov or (217)557-1762.

Sincerely,

A handwritten signature in blue ink that reads "WDW CPA CFE".

William D. Winberg, CPA, CFE
Chief, Financial Review & Investigation Section

WDW:RN:pk
Enclosure

cc: Local Agency
Maria Forrest, Village Treasurer
Jeff Strate, Supt of Streets
John Neitzel, Village President



Illinois Department of Transportation

Office of Quality Compliance & Review
2300 South Dirksen Parkway / Springfield, Illinois 62764

June 3, 2014

Ms. Martha Suhr, Village Clerk
Village of Poplar Grove
P.O. Box 1
Poplar Grove, IL 61065

Subject: Motor Fuel Tax Audit for 1/1/2011-12/31/2012
Audit Report No.: 02-068

Dear Ms. Suhr:

We have completed an audit of the motor fuel tax records of Poplar Grove for their Calendar year ended 12/31/2011 and 12/31/2012.

The objective of our audit was to provide reasonable assurance the Village used Motor Fuel Tax Funds in accordance with the Illinois Highway Code, 605 ILCS /5.

Auditors are required to exercise due professional care in performing audits. In doing so, the audit procedures were designed and the audit conducted to ensure that auditors were alert to the possibility of wrongdoing, errors and omissions, inefficiency, waste, ineffectiveness and conflict of interest. Auditors were also cognizant of conditions and activities where irregularities are most likely to occur.

The management of Poplar Grove is responsible for establishing and maintaining a system of internal accounting control. In fulfilling that responsibility, estimates and judgments made by management are required to assess the expected benefits and related costs of control procedures. Due to inherent limitations in any system of internal accounting control, errors or irregularities may occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or the degree of compliance with the procedures may deteriorate.

The purpose of our audit was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Village's use of Motor Fuel Tax funds.

Village of Poplar Grove
Audit Report No.: 02-068
June 3, 2014
Page 2

Our audit was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole and would not necessarily disclose all material weaknesses in the system; accordingly, we do not express an opinion on the system of internal accounting controls of Poplar Grove.

OPINION

Except as noted in the Finding section of this report, it is our opinion that the costs claimed are supported in accordance with State policies and contractual provisions. The details of these findings are discussed in this report.

If you have any questions, please contact me at 217-785-4593.

William D. Winberg, CPA, CFE
Chief, FRI Section

cc:
IDOT
Paul Loete, Deputy Director of Highways, Region 2 Engineer
Jason T. Nelson, District 2 Local Roads Engineer

Village of Poplar Grove
Maria Forrest, Village Treasurer
Jeff Strate, Supt of Streets
John Neitzel, Village President

Audit Findings, Recommendations and Agency Responses

Finding No.1: Ineligible disbursement

Our audit has determined that the Village made a disbursement of \$17,492.58 to N-Trak Group LLC in December 2012. The payment was for a water main improvement project. Water main improvements are not an eligible use of MFT funds per State law and the Bureau of Local Roads Manual Chapter 4-3b. This is an improper disbursement. The Village must reimburse the MFT Fund \$17,492.58.

We believe that the Village has a fault in its internal controls that allowed \$17,492.58 to be disbursed for an ineligible item. We believe that the Village was not aware that the expenditure was improper.

The Bureau of Local Roads Manual (BLRS) chapter 4-3b lists permissible uses of Motor Fuel Tax funds for Municipalities. Various statutes from the Illinois Highway Code describe MFT eligible expenditures. 605 ILCS 5/4 – 5/7.

Since the \$17,492.58 expenditure was improper, the Village must reimburse the MFT fund for said amount. The State Statutes and IDOT policies have not been properly followed.

Recommendation:

We recommend that the Village should reimburse the MFT Fund \$17,492.58, as soon as possible. The Village should also improve its internal controls to ensure that only MFT eligible expenditures are made from the MFT Fund. Finally, we recommend that the Village review the State Statutes described above and the Bureau of Local Roads Manual chapter references to insure that only MFT eligible items are paid with MFT Funds. The District Local Roads office will assist whenever the Village has a question about MFT eligibility. The Village must not allow improper expenditures of MFT funds in the future.

Responses from Responsible Officials:

(To be completed by the Auditee. Please indicate whether you agree or disagree with the finding and provide any corrective action you will take to ensure this finding is not repeated.)

Supporting financial information has not been subjected to audit procedures in accordance with Government Accountability Office's Government Auditing Standards, Therefore, no representation of accuracy is being made.



VILLAGE OF POPLAR GROVE

Audit Report No. 68

Audit Period: Jan. 1, 2011 to Dec. 31, 2012

Purpose of Audit: To determine the status of Motor Fuel Tax Funds as of Dec. 31, 2012

The other receipts to the Motor Fuel Tax Fund were \$49,866.77 received as follows:

Interest 2012	\$	457.59
Interest 2011	\$	587.18
High Growth Cities Allotment	\$	23,288.00
Illinois Jobs Now! Capital Bill	\$	25,534.00
Total received:	\$	49,866.77

Scope of the Audit

All allotments and supplemental payments, sent by IDOT were compared to the MFT ledger and/or bank account(s). All receipts were verified, unless stated otherwise in this report. All disbursements were tested with the results analyzed on a spreadsheet. All cancelled checks were chosen to be tested to verify MFT Funds were paid to the vendors. All disbursements were reviewed to determine MFT eligibility, per State Statutes, and IDOT policy. All project numbers (section) #'s listed on the "Summary of Motor Fuel Tax Fund Transactions By Section & Categories" page of the Audit were examined for proper appropriation, authorization & cost reporting. The Auditor verified that all finished projects, were supported by the required IDOT Forms, per the Bureau Of Local Roads Manual. All deficiencies are noted in this report as they have occurred, to be resolved by the Local Agency in the allotted time period. A reconciliation has been made between the calculated ending balance of the Audit with cash assets on hand in bank accounts and/or as accounted for on the MFT ledger. In the case of co-mingled Local Agency Funds in a single bank account, the Auditor only verified the MFT activity. Other Funds activity is not under the auditing authority of I.D.O.T., and is the complete responsibility of the Local Agency and its Auditors, that co-mingles MFT Funds with other Local Agency Funds. The co-mingling of MFT Funds with other Local Agency Funds is strongly not recommended by the State MFT Auditor.

This Audit was performed as a "mail-in".

Financial controls are good.

Claim documentation is good.

Material Finding # 1: Ineligible disbursement

The Village made a disbursement of \$17,492.58 to N-Trak Group LLC in December 2012. The payment was for a water main improvement project. This is an ineligible disbursement. The Village must reimburse the MFT Fund \$17,492.58.

The Village has a fault in its internal controls that allowed \$17,492.58 to be disbursed for an ineligible item.

The Bureau of Local Roads Manual (BLRS) chapter 4-3b lists permissible uses of Motor Fuel Tax funds for Municipalities/

This has caused the MFT Fund to be short \$17,492.58. There is also a minor loss of interest to the Fund.

The Village should reimburse the MFT Fund \$17,492.58, as soon as possible. The Village should also improve its internal controls to ensure that only MFT eligible expenditures are made from the MFT Fund.

City's Response to Finding:

the following items require special attention and need to be completed by the Village by April 1 2014:

The 2008 Maintenance Program needs a Maintenance Expenditure Statement.
The Auditor completed one for the Village to sign and return to IDOT - Dixon.

The 2010 Maintenance Program needs a Maintenance Expenditure Statement.
The Auditor completed one for the Village to sign and return to IDOT - Dixon.

The 2011 Maintenance Program needs a Maintenance Expenditure Statement.
The Auditor completed one for the Village to sign and return to IDOT - Dixon.

Section # 09-0008-00-RP needs a Final Report.
The Auditor completed one for the Village to sign and return to IDOT - Dixon.

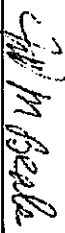
Section # 10-0009-00-MS needs a Final Report.
The Auditor completed one for the Village to sign and return to IDOT - Dixon.

A follow up letter will be mailed shortly after this Audit Report with the forms indicated above to Ms. Maria Forrest.

Some expenditures for the 2012 Maintenance Program have not been examined yet, because they are not within the scope of this Audit Report.

The Auditor wishes to thank Ms. Maria Forrest for the outstanding courtesy and assistance extended during the Audit.

SIGNED



Auditor



Illinois Department of Transportation

Fund Balance and Bank Reconciliation

VILLAGE OF POPLAR GROVE

Audit Report No. 68

Audit Period Jan. 1, 2011 - Dec. 31, 2012

Date: June 13, 2013

Fund Balance	Unobligated	Obligated	Total	Outstanding Warrants	
Balance Previous Audit	349,074.62	(9,746.15)	339,328.47		
Allotments	218,653.83	0.00	218,653.83		
Total MFT Funds	567,728.45	(9,746.15)	557,982.30		
Approved Authorizations	(295,346.81)	295,346.81	0.00		
Other Receipts		49,866.77	49,866.77		
Total	272,381.64	335,467.43	607,849.07		
Disbursements		336,855.75	336,855.75		
Surplus (Credits)	51,987.73	(51,987.73)	0.00		
Unexpended Balance	324,369.37	(53,376.05)	270,993.32		
Bank Reconciliation					
Balance in Fund per Bank Certificate Dec. 31, 2012					
Deduct Outstanding Warrants					
Add Outstanding investments					
Additions					
Subtraction's					
Net Balance in Account Dec. 31, 2012					
		(81,478.49)			
		352,471.81			
			270,993.32		
			\$	\$	\$

Certified Correct

[Signature]

Auditor

VILLAGE OF POPLAR GROVE

Audit Period: January 1, 2011 - December 31, 2012

Audit Report No. 68

Section	Balance Prev. Audit	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements
MAINTENANCE					0.00			0.00		0.00
08-00000-00-GM MTN	49,620.15				49,620.15			49,620.15	39,725.85	39,725.85
ENG	0.00				0.00			0.00	0.00	0.00
10-00000-00-GM MTN	(16,313.65)	120,961.30			104,647.65	33,251.13		71,396.52	16,313.65	49,564.78
ENG	0.00				0.00			0.00	0.00	0.00
11-00000-00-GM MTN					0.00	94,612.42		(94,612.42)	0.00	94,612.42
ENG					0.00	926.38		(926.38)		926.38
12-00000-00-GM MTN		174,385.51			174,385.51	181,538.95		(7,153.44)		181,538.95
ENG					0.00	9,034.29		(9,034.29)		9,034.29
CONSTRUCTION					0.00			0.00		0.00
09-06000-00-RP CONST	0.00				0.00			0.00	0.00	0.00
ENG	(24,168.38)				(24,168.38)			(24,168.38)	24,168.38	24,168.38
10-00009-MS CONST	(19,900.00)				(19,900.00)			(19,900.00)	19,900.00	19,900.00
ENG	(2,150.00)				(2,150.00)			(2,150.00)	2,150.00	2,150.00
Ineligible Disbursement	0.00				0.00	17,492.58		(17,492.58)	0.00	17,492.58
INTEREST					0.00			0.00		0.00
2009	2,066.13				2,066.13		2,066.13	0.00	0.00	0.00
2010	1,099.60				1,099.60		1,099.60	0.00	0.00	0.00
2011				587.18	587.18			587.18	0.00	0.00
2012				457.59	457.59			457.59	0.00	0.00
ILLINOIS JOBS NOW!					0.00			0.00		0.00
SUPPLEMENTAL ALLOTMENT					0.00			0.00		0.00
FY 2012	0.00			12,767.00	12,767.00		12,767.00	0.00	0.00	0.00
FY 2013	0.00			12,767.00	12,767.00		12,767.00	0.00	0.00	0.00
High Growth City Allotment					0.00			0.00		0.00
FY 2012				11,649.00	11,649.00		11,649.00	0.00	0.00	0.00
FY 2013				11,639.00	11,639.00		11,639.00	0.00	0.00	0.00
TOTALS	(9,746.16)	295,346.81	0.00	49,866.77	335,467.43	336,855.76	51,987.73	(53,376.05)	102,257.88	439,113.63

OTHER FUNDS



Illinois Department of Transportation

Office of Highways Project Implementation / Region 2 / District 2
819 Depot Avenue / Dixon, Illinois 61021-3500

Municipality – Motor Fuel Tax (MFT) Funds
Documentation Review #69
Village of Poplar Grove

November 3, 2025

Ms. Karri Miller
Poplar Grove Village Clerk
200 N. Hill Street
Poplar Grove, Illinois 61065

Dear Ms. Miller:

Enclosed is a copy of the Documentation Review #69 covering the receipt and disbursement of Motor Fuel Tax Funds by the Village of Poplar Grove for the period beginning January 1, 2013, and ending December 23, 2023.

PLEASE REFER TO THE MEMORANDUM PAGE FOR SPECIFIC COMMENTS IN REGARD TO THIS DOCUMENTATION REVIEW.

This report should be presented to the Poplar Grove Village Board at the first regular meeting after the receipt of this letter and then filed as a permanent record in your office.

If you have any questions regarding the above, please contact IDOT District 2 Local Roads and Streets Documentation Technician, Kevin Klenz, at (815) 284-5968.

Sincerely,

Trisha Thompson, P.E.
Region Two Engineer

By: Shawn Ortgiesen, P.E.
District Local Roads Engineer

Enclosure

c: Christopher Dopkins (McMahon)
File

KK 11-03-25-1

COPIA

Item 15.



Illinois Department of Transportation

Memorandum

TO: Shawn Ortgiesen
 FROM: Kevin Klenz
 SUBJECT: Documentation Review No. 69 for the Village of Poplar Grove
 January 1, 2013 - December 31, 2023
 DATE: October 31, 2025

Message:

Interest to be credited for 2013-2023. All MFT related invoices were reviewed that were available. Due to the timespan of this review some invoices and bank statements were not available due to flooding. The village has been reminded that all items charged against the MFT fund need to be kept for review.

There was a \$17,492.58 error on audit #68 that needed to be refunded. I could not verify it was refunded to MFT fund do to records being destroyed \$4506.12 spent in error on village hall lot repair, needs to be reimbursed.


Prior approval has been granted for the time of this review. Paperwork will be submitted for 2014GM, 2018GM, 2019GM, 2020 GM, 2021GM & 2022GM.

Village needs to reimburse \$21,998.70 to MFT fund. Please send in proof that this transfer was completed by current bank statement with transaction or cancelled check.

Signed:  Reviewer

Reply:

The documentation review has been examined and is satisfactory for processing.

Signed: 
 Date: 11/4/25



Agency: VILLAGE OF Poplar Grove	
Documentation Review for: <input checked="" type="checkbox"/> Motor Fuel Tax <input type="checkbox"/> Township Bridge <input type="checkbox"/> Special Assessment <input type="checkbox"/> G.O. Bond Issue <input type="checkbox"/> MFT Fund Bond Issue	Documentation Review Year(s): 2013 - 2023
	Documentation Review Number: 69
	Date: October 31, 2025



Documentation Reviewer's Certificate

VILLAGE OF Poplar Grove

Documentation Review No. 69

We hereby certify that we have reviewed the books and records in so far as they pertain to the receipt and disbursement of the Motor Fuel Tax Fund of the Village of Poplar Grove for the period beginning Jan. 1, 2013 and ending Dec. 31, 2023, and that entries for receipts in these books and records are true and correct and are in agreement with the records maintained by the Department of Transportation and that entries for disbursements are supported by cancelled warrants or checks with exceptions noted in the documentation review findings.

We further certify that we have verified entries in the claim registers with the original claims and cancelled warrants, that we have examined and checked the records of the Village Clerk and Village Treasurer and have compared the expenditures listed in the warrant registers of those offices and if necessary against the minutes of the Village Board maintained by the Village Clerk and have found them to be in accordance therewith with exceptions noted in the documentation review findings.

Reviewer

REVIEWED AND APPROVED BY

District Local Roads and Streets Engineer

Date: 11/4/25



Reviewer's Comments

VILLAGE OF Poplar Grove

Documentation Report No. 69

Audit Period: Jan. 1, 2013 to Dec. 31, 2023

Purpose of Documentation Review: To determine the status of Motor Fuel Tax Funds as of Dec. 31, 2023

The other receipts to the Motor Fuel Tax Fund were \$673,014.40 received as follows:

Interest 2013-2023 :	48,713.98
ILJN, Cap. Bill	38,301.00
Rebuild Illinois	331,035.48
High Growth	131,533.12
Deposits	123,430.82
Total received:	\$673,014.40

SIGNED



Fund Balance and Bank Reconciliation

VILLAGE OF Poplar Grove

Documentation Review Report No. 69

Documentation Review Period Jan. 1, 2013 - Dec. 31, 2023

Date: October 31, 2025

Fund Balance	Unobligated	Obligated	Total	Outstanding Warrants
Balance Previous Documentation Review	324,369.37	(53,376.05)	270,993.32	
Allotments	1,710,296.77	0.00	1,710,296.77	
Total MFT Funds	2,034,666.14	(53,376.05)	1,981,290.09	
Approved Authorizations	(1,520,808.41)	1,520,808.41	0.00	
Other Receipts		673,014.40	673,014.40	
Total	513,857.73	2,140,446.76	2,654,304.49	
Disbursements		2,166,355.38	2,166,355.38	
Surplus (Credits)	700,107.51	(700,107.51)	0.00	
Unexpended Balance	1,213,965.24	(726,016.13)	487,949.11	
Bank Reconciliation				
Balance in Fund per Bank Certificate Dec. 31, 2023			367,966.47	
Deduct Outstanding Warrants				
Add Outstanding investments			119,982.64	
Additions				
Subtraction's				
Net Balance in Account Dec. 31, 2023			487,949.11	

KJ
 Certified Correct
 Reviewer



Summary of Motor Fuel Tax Fund Transactions
By Sections and Categories

VILLAGE OF Poplar Grove

Documentation Review Period: January 1, 2013 - December 31, 2023

Documentation Review Report No. 69

Section	Balance	Prev. Review	Total Amount Authorized	Adjustments	Other Receipts	Total Funds Available	Total Disbursements	Surplus to Unobligated Balance (Credits)	Unexpended Balance	Prev. Accumulated Disbursements	Total Accumulated Disbursements
MAINTENANCE						0.00			0.00		0.00
08-00000-00-GM		49,620.15				49,620.15		49,620.15	0.00	39,725.85	39,725.85
10-00000-00-GM		71,396.52				71,396.52		71,396.52	0.00	49,564.78	49,564.78
ENG						0.00			0.00		0.00
11-00000-00-GM		(94,612.42)	94,612.42			0.00			0.00	94,612.42	94,612.42
ENG		(926.38)	926.38			0.00			0.00	926.38	926.38
12-00000-00-GM		(7,153.44)	6,691.08			(462.36)			(462.36)	181,538.95	181,538.95
ENG		(9,034.29)				(9,034.29)			(9,034.29)	9,034.29	9,034.29
13-00000-00-GM			237,144.19			237,144.19	237,144.19		0.00		237,144.19
ENG			12,096.43			12,096.43	12,096.43		0.00		12,096.43
14-00000-00-GM						0.00	271,294.23		(271,294.23)		271,294.23
ENG						0.00			0.00		0.00
15-00000-00-GM						0.00			0.00		0.00
ENG						0.00			0.00		0.00
16-00000-00-GM						0.00			0.00		0.00
ENG						0.00			0.00		0.00
17-00000-00-GM						0.00			0.00		0.00
ENG						0.00			0.00		0.00
18-00000-00-GM			245,440.00			245,440.00	253,132.05		(7,692.05)		253,132.05
ENG			14,560.00			14,560.00	15,649.05		(1,089.05)		15,649.05
19-00000-00-GM			230,010.07			230,010.07	237,339.68		(7,329.61)		237,339.68
ENG			22,180.51			22,180.51	22,180.51		0.00		22,180.51
20-00000-00-GM			175,302.00			175,302.00	176,361.72		(1,059.72)		176,361.72
ENG			20,518.48			20,518.48	17,373.71		3,144.77		17,373.71
21-00000-00-GM			178,846.35			178,846.35	181,286.23		(2,439.88)		181,286.23
ENG			15,253.75			15,253.75	15,253.75		0.00		15,253.75
22-00000-00-GM			201,547.35			201,547.35	199,552.74	77,176.47	(75,181.86)		199,552.74
ENG			19,461.02			19,461.02	20,741.22		(1,280.20)		20,741.22
23-00000-00-GM						0.00	457,343.04		(457,343.04)		457,343.04
ENG						0.00	45,100.71		(45,100.71)		45,100.71
TOTALS		9,290.14	1,474,590.03	0.00	0.00	1,483,880.17	2,161,849.26	198,193.14	(876,162.23)	375,402.67	2,537,251.93

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: 87,901.43
 OUTSTANDING CHECKS: 87,901.43
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
		10-00000-00-GM					33,251.13				54,650.30
		11-00000-00-GM					94,612.42				(39,962.12)
		ENG					926.38				(40,888.50)
											(40,888.50)
											(40,888.50)
TOTALS:											
				0.00	0.00	0.00	128,789.93	0.00	0.00	0.00	(40,888.50)

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 360,773.50
 OUTSTANDING CHECKS: 360,773.50
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN				10,565.14							371,338.64
FEB				10,159.30		11,649.00					381,497.94
MAR			HIGH GROWTH FY2012	10,353.98							393,146.94
APR				10,071.06							403,500.92
MAY				9,751.60							413,571.98
JUN				10,862.57							423,523.58
JUL				9,150.16							434,186.15
AUG				10,692.74							443,336.31
SEP				10,717.47							454,029.05
OCT				9,306.25							464,746.52
NOV				10,179.41							474,052.77
DEC			ILJN FY2013	10,851.87		12,767.00					484,232.18
			HIGH GROWTH FY2013			11,639.00					496,999.18
			XFER TO COMINGLED ACCT		457.59		167,475.83				507,851.05
											519,490.05
											519,947.64
											352,471.81
											352,471.81
											352,471.81
TOTALS:				122,661.55	457.59	36,055.00	167,475.83	0.00	0.00	0.00	352,471.81

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: (40,888.50)
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: (40,888.50)

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
		12-00000-00-GM					181,538.95				(222,427.45)
		ENG					9,034.29				(231,461.74)
		ERROR					17,492.58				(248,954.32)
			XFER FROM MM			167,475.83					(81,478.49)
											(81,478.49)
											(81,478.49)
TOTALS:											
				0.00	0.00	167,475.83	208,065.82	0.00	0.00	0.00	(81,478.49)

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 352,471.81
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 352,471.81

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
											352,471.81
		Bank Records Destroyed By Flooding									352,471.81
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,471.81
TOTALS:											352,471.81

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: (81,478.49)

OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: (81,478.49)

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	ENGINEERING	BALANCE
JAN		Bank Records Destroyed By Flooding		10,397.71							(71,080.78)
FEB				10,091.38							(60,989.40)
MAR				8,574.97							(52,414.43)
APR				10,147.78							(42,266.65)
MAY				8,638.22							(33,628.43)
JUN				12,773.02							(20,855.41)
JUL				8,767.03							(12,088.38)
AUG				10,283.04							(1,805.34)
SEPT				12,075.27							10,289.93
OCT				8,541.88							18,811.81
			HIGH GROWTH FY2014			12,425.00					31,236.81
NOV				10,973.61							42,210.42
			ILJN FY2014			12,767.00					54,977.42
DEC				9,465.69							64,443.11
			PER MES					237,144.19		12,096.43	(184,797.51)
					180.96						(184,616.55)
											(184,616.55)
TOTALS:				120,729.60	180.96	25,192.00	0.00	237,144.19	0.00	12,096.43	(184,616.55)

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 352,471.81
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 352,471.81

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
		Bank Records Destroyed By Flooding									352,471.81
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS:											352,471.81

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: (184,616.55)
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: (184,616.55)

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN				12,569.31							(172,047.24)
FEB		Bank Records Destroyed By Flooding		11,076.06							(160,971.18)
MAR				10,200.92							(150,770.26)
APR				8,020.91							(142,749.35)
MAY				9,260.11							(133,489.24)
			ILJN FY2014			12,767.00					(120,722.24)
JUN				13,001.81							(107,720.43)
JUL				9,777.37							(97,943.06)
AUG				10,960.13							(86,982.93)
SEP				7,442.34							(79,540.59)
			CAP BILL FY2015			12,767.00					(66,773.59)
			HIGH GROWTH FY2015			12,448.00					(54,325.59)
OCT				10,117.86							(44,207.73)
NOV				10,889.62							(33,318.11)
DEC				11,037.71	9,260.00						(22,280.40)
											(13,020.40)
											(13,020.40)
TOTALS:				124,354.15	9,260.00	37,982.00	0.00	0.00	0.00	0.00	(13,020.40)

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 352,471.81
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 352,471.81

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
Bank Records Destroyed By Flooding											
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	352,471.81
											352,471.81
											352,471.81
TOTALS:											352,471.81

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: (13,020.40)
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: (13,020.40)

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN		Bank Records Destroyed By Flooding		12,649.08							(371.32)
FEB				11,887.74							11,516.42
MAR				9,023.86							20,540.28
APR				4,629.28							25,169.56
MAY				11,682.47							36,852.03
JUN				10,969.04							47,821.07
JUL				7,119.53							54,940.60
AUG				12,670.67							67,611.27
SEP				12,208.09							79,819.36
			HIGH GROWTH FY2016			12,454.00					92,273.36
OCT				8,220.62							100,493.98
NOV				10,681.07							111,175.05
DEC				12,370.54	361.00						123,545.59
											123,906.59
											123,906.59
TOTALS:				124,111.99	361.00	12,454.00	0.00	0.00	0.00	0.00	123,906.59

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 352,471.81
 OUTSTANDING CHECKS: 352,471.81
 DEPOSITS IN TRANSIT 116,276.69
 ADJUSTED BALANCE: 352,471.81

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN		Bank Records Destroyed By Flooding									352,471.81
FEB											352,471.81
MAR											352,471.81
APR											116,276.69
MAY		XFER TO COMINGLED					236,195.12				116,291.50
JUN		Have Bank Records Going Forward			14.81						116,305.84
JUL					14.34						116,320.66
AUG					14.82						116,335.48
SEP					14.82						116,349.82
OCT					14.34						116,364.64
NOV					14.82						116,378.99
DEC					14.35						116,393.82
					14.83						116,393.82
TOTALS:				0.00	117.13	0.00	236,195.12	0.00	0.00	0.00	116,393.82

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 116,393.82
 OUTSTANDING CHECKS: 116,393.82
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 116,393.82

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					14.83						116,408.65
FEB					13.40						116,422.05
MAR					14.83						116,436.88
APR					14.36						116,451.24
MAY					14.84						116,466.08
JUN					14.36						116,480.44
JUL					14.84						116,495.28
AUG					14.84						116,510.12
SEP					14.36						116,524.48
OCT					14.84						116,539.32
NOV					14.37						116,553.69
DEC					14.85						116,568.54
TOTALS:					0.00	174.72	0.00	0.00	0.00	0.00	116,568.54

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: 228,642.68
 OUTSTANDING CHECKS: 228,642.68
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN				11,915.93	20.00						240,578.61
FEB				11,327.38	19.00						251,924.99
MAR				10,799.98	22.00						262,746.97
APR				9,208.40	19.00						271,974.37
MAY				10,997.71	23.23						282,995.31
JUN				11,150.60	22.74						294,168.65
JUL				8,854.98	24.54						303,048.17
AUG				11,610.67	21.28						314,680.12
SEP				10,966.83	27.02						325,673.97
OCT				9,693.90	28.10						335,395.97
			FY2018 HIGH-GROWTH (PART)			6,101.00					341,496.97
NOV				11,098.78	26.08						352,621.83
DEC				11,311.31	27.08						363,960.22
TOTALS:											
				128,936.47	280.07	6,101.00	0.00	0.00	0.00	0.00	363,960.22

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 116,568.54
 OUTSTANDING CHECKS: 116,568.54
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 116,568.54

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					14.85						116,583.39
FEB					13.42						116,596.81
MAR					14.85						116,611.66
APR					14.38						116,626.04
MAY					14.86						116,640.90
JUN					14.38						116,655.28
JUL					24.45						116,679.73
AUG					24.77						116,704.50
SEP					23.98						116,728.48
OCT					39.66						116,768.14
NOV					38.39						116,806.53
DEC					39.68						116,846.21
TOTALS:					0.00	277.67	0.00	0.00	0.00	0.00	116,846.21

2018 VILLAGE OF POPLAR GROVE POPLAR GROVE STATE BANK COMBINED CHECKING (MFT PORTION) ACCOUNT #901019 363,960.22

BEGINNING BALANCE: 363,960.22
 OUTSTANDING CHECKS: 0.00
 DEPOSITS IN TRANSIT: 0.00
 ADJUSTED BALANCE: 363,960.22

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	BOONE CNTY PUBLICATION	TERRACON ENGINEERING	MCMAHON ENGINEERING	OTHER	BALANCE
JAN		18-00000-00-GM	MCMAHON	11,099.06	27.65							761.06		375,086.93
			FY2018 HIGH-GROWTH (PART)			6,100.00								374,925.87
FEB		18-00000-00-GM	BOONE COUNTY BID PUB.	11,363.37	25.15							220.00		380,425.87
		18-00000-00-GM	MCMAHON									4,816.58		391,814.39
MAR		18-00000-00-GM	MCMAHON	9,844.74	30.05							1,643.77		391,594.39
		18-00000-00-GM	MCMAHON	9,759.12	31.48									386,777.81
APR		18-00000-00-GM	MCMAHON	11,498.99	31.21							705.70		395,008.83
MAY		18-00000-00-GM	MCMAHON	10,586.18	21.05							106.66		404,093.73
JUN		18-00000-00-GM	MCMAHON	9,701.74	39.45							268.00		415,623.93
JUL		18-00000-00-GM	MCMAHON	11,386.81	28.89				232,051.61			288.46		426,124.50
AUG		18-00000-00-GM	MCMAHON	10,980.13	19.31						1,425.00			425,856.50
		18-00000-00-GM	ROCK ROAD COMPANY	9,172.17	19.11							2,986.30		435,557.69
		18-00000-00-GM	TERRACON	12,084.01	19.90									436,308.23
SEP		18-00000-00-GM	MCMAHON			12,006.00								446,724.93
OCT		18-00000-00-GM	FY2019 HIGH-GROWTH					907.20						444,694.93
		18-00000-00-GM	BOONE COUNTY MATERIALS									397.52		444,694.93
		18-00000-00-GM	STRIPPING MATERIALS											212,643.32
NOV		18-00000-00-GM	MCMAHON	11,330.01	18.83									211,218.32
		18-00000-00-GM	NOV INT CORRECTION											222,217.76
		18-00000-00-GM	ROCK ROAD COMPANY											219,231.46
DEC		18-00000-00-GM												228,422.74
		18-00000-00-GM												240,476.65
TOTALS:				125,756.33	312.05	18,106.00	0.00	907.20	252,224.85	0.00	1,425.00	14,224.05	0.00	242,353.50

2019
VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 116,846.21
 OUTSTANDING CHECKS: 116,846.21
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 116,846.21

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					49.30						116,895.51
FEB					44.84						116,940.35
MAR					49.66						116,990.01
APR					48.08						117,038.09
MAY					49.70						117,087.79
JUN					48.12						117,135.91
JUL					49.74						117,185.65
AUG					49.76						117,235.41
SEP					48.18						117,283.59
OCT					49.81						117,333.40
NOV					48.22						117,381.62
DEC					49.85						117,431.47
TOTALS:				0.00	585.26	0.00	0.00	0.00	0.00	0.00	117,431.47

2019 VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #9010119

BEGINNING BALANCE: 242,353.50
 OUTSTANDING CHECKS: 242,353.50
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CIVIL CONSTRUCTION	ROCK ROAD CONSTRUCTION	MCMAHON ENGINEERING	UNALLOWED EXPENSES	BALANCE
JAN				10,909.79	20.76								253,284.05
FEB				10,897.76	19.67								264,201.48
MAR		19-000000-00-GM	MCMAHON								6,510.28		257,691.20
APR			MARCH ALLOT	9,911.58	204.71								257,895.91
			APRIL ALLOT	9,476.52	309.47								267,807.49
MAY		19-000000-00-GM	MCMAHON								3,903.60		277,695.48
			MAY ALLOT	11,118.19	374.06								285,184.13
JUN		19-000000-00-GM	MCMAHON								1,864.18		283,319.95
			JUNE ALLOT	10,189.13	542.10								294,051.18
		19-000000-00-GM	SANITARY COVER GSKT					475.88					293,575.30
		19-000000-00-GM	SANITARY MH COVERS					3,149.52					290,425.78
		19-000000-00-GM	ROCK ROAD COMPANY							152,271.41			138,154.37
		19-000000-00-GM	MCMAHON								835.51		137,318.86
JUL			JULY ALLOT	9,288.75	170.36								146,777.97
		19-000000-00-GM	BOONE COUNTY CULVERT					460.80					146,317.17
		19-000000-00-GM	MCMAHON								5,144.14		141,173.03
		19-000000-00-GM	NORTHERN ILLINOIS SERVICE					334.79					140,838.24
		19-000000-00-GM	NORTHERN ILLINOIS SERVICE					153.95					140,684.29
AUG				11,610.41	173.13								152,467.83
		19-000000-00-GM	MCMAHON								462.00		152,005.83
SEP			MFT	9,218.68	395.05								161,619.56
			TRF	7,484.79									169,104.35
		19-000000-00-GM	CIVIL						28,992.04				140,112.31
		19-000000-00-GM	ROCK ROAD COMPANY							6,506.27			133,606.04
OCT			MFT	10,602.75	152.46								144,361.25
			TRF	7,540.64									151,801.89
		19-000000-00-GM	MCMAHON								508.20		151,393.69
NOV			MFT	9,864.46	136.56								161,394.71
			TRF	6,783.18									168,177.89
		19-000000-00-GM	MCMAHON								354.20		167,823.69
		19-000000-00-GM	ROCK ROAD COMPANY							42,240.35			125,583.34
DEC			MFT	11,279.77	398.34								137,261.45
			TRF	7,466.07									144,727.52
		19-000000-00-GM	BOONE COUNTY STRIPING					1,170.15					143,557.37
		19-000000-00-GM	MCMAHON								432.90		143,124.47
			FY2020 HIGH-GROWTH (PART)			2,982.00							146,106.47
TOTALS:				153,644.47	2,896.67	2,892.00	0.00	5,745.09	28,992.04	201,018.03	20,015.01	0.00	146,106.47

2020

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 117,431.47

OUTSTANDING CHECKS:

DEPOSITS IN TRANSIT

ADJUSTED BALANCE: 117,431.47

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					49.87						117,481.34
FEB					46.67						117,528.01
MAR					29.14						117,557.15
APR					19.32						117,576.47
MAY					19.97						117,596.44
JUN					19.33						117,615.77
JUL					19.98						117,635.75
AUG					19.98						117,655.73
SEP					19.43						117,675.16
OCT					20.27						117,695.43
NOV					19.62						117,715.05
DEC					20.27						117,735.32
TOTALS:				0.00	303.85	0.00	0.00	0.00	0.00	0.00	117,735.32

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #901019

BEGINNING BALANCE: 146,106.47
 OUTSTANDING CHECKS: 146,106.47
 DEPOSITS IN TRANSIT:
 ADJUSTED BALANCE:

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CURRAN CONSTRUCTION	GEOCON ENGINEERING	MCMAHON ENGINEERING	OTHER	BALANCE
JAN				14,947.21	140.60								161,194.28
			MFT	7,102.16									168,296.44
		19-00000-00-GM	MCMAHON								92.40		168,204.04
		19-00000-00-GM	CORR. POST OF ENG FEES								1,834.60		166,369.44
FEB				8,751.46	140.21								175,261.11
			MFT	6,872.83									182,133.94
		19-00000-00-GM	POPLAR GROVE TWP					1,584.52					180,549.42
MAR				8,725.84	114.82								189,390.08
			MFT	6,730.50									196,120.58
		19-00000-00-GM	MCMAHON								238.50		195,882.08
		20-00000-00-GM	MCMAHON								2,371.14		193,510.94
APR				6,324.87	100.96								199,936.77
			MFT	9,675.94									209,612.71
		20-00000-00-GM	MCMAHON								3,663.90		205,948.81
MAY				8,922.78	99.52								214,971.11
			MFT	5,974.79									220,945.90
		20-00000-00-GM	MCMAHON								1,410.86		219,535.04
			RBI #1			55,172.58							274,707.62
JUN				7,004.25	69.52								281,781.39
			MFT	4,791.34									286,572.73
		20-00000-00-GM	MCMAHON								1,413.40		285,159.33
		20-00000-00-GM	CURRAN CONTRACTING						28,019.02				266,088.31
JUL				6,939.33	39.40	8,948.00							273,067.04
			MFT	5,196.67									278,263.71
		20-00000-00-GM	MCMAHON								1,496.69		276,767.02
		20-00000-00-GM	CURRAN CONTRACTING						147,282.98				129,484.04
AUG				8,636.26	25.52	55,172.58							184,656.62
			MFT	6,214.88									193,318.40
		20-00000-00-GM	GEOCON PROF. SERVICES										199,533.28
		20-00000-00-GM	MCMAHON							765.00			198,768.28
SEP				10,269.88	23.36						5,360.24		193,408.04
			MFT	7,059.98									203,701.28
		20-00000-00-GM	MCMAHON								892.48		210,761.26
OCT				9,347.19	23.29								209,868.78
			MFT	6,749.98									219,239.26
		20-00000-00-GM	BOONE COUNTY LABOR FOR STRIPING					272.38					225,989.24
		20-00000-00-GM	BOONE COUNTY STRIPING PAINT					787.34					225,716.86
NOV				9,372.93	24.56								224,929.52
			MFT	6,510.48									234,327.01
		20-00000-00-GM	FY2021 HIGH-GROWTH			20,042.00							240,837.49
DEC				9,340.98	29.21								260,879.49
			MFT	6,705.97									270,249.68
			TRF										276,955.65
TOTALS:				188,168.50	830.97	139,335.16	0.00	2,644.24	175,302.00	765.00	18,774.21	0.00	276,955.65

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 117,735.32
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 117,735.32

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					-20.28						117,755.60
FEB					18.32						117,773.92
MAR					20.28						117,794.20
APR					19.63						117,813.83
MAY					20.29						117,834.12
JUN					19.64						117,853.76
JUL					20.30						117,874.06
AUG					20.30						117,894.36
SEP					19.65						117,914.01
OCT					20.31						117,934.32
NOV					19.39						117,953.71
DEC					20.04						117,973.75
TOTALS:					0.00	238.43	0.00	0.00	0.00	0.00	117,973.75

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 COMBINED CHECKING (MFT PORTION) ACCOUNT #9010119

BEGINNING BALANCE: 276,955.65

OUTSTANDING CHECKS:

DEPOSITS IN TRANSIT

ADJUSTED BALANCE: 276,955.65

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	ENGINEERING	OTHER	BALANCE
JAN			MFT	10,218.87	27.81							287,202.33
			TRF	6,455.58								293,657.91
FEB			MFT	8,077.14	39.32							301,774.37
			TRF	6,457.38								308,231.75
MAR			MFT	7,572.13	35.94							315,839.82
			TRF	6,153.73								321,993.55
			RBI #3			55,172.58						377,166.13
APR			MFT	8,218.27	35.08							385,419.48
			TRF	6,003.46								391,422.94
MAY			MFT	9,701.74	39.04							401,163.72
			TRF	6,845.49								408,009.21
			RBI #4			55,172.58						463,181.79
JUN			MFT	9,537.03	44.49							472,763.31
			TRF	6,875.63								479,638.94
JUL			MFT	9,882.65	47.82							489,569.41
			TRF	6,977.92								496,547.33
			MCMAHON						2,186.67			494,360.66
AUG			MFT	9,705.41	49.32							504,115.39
			TRF	7,009.51				290.00				511,124.90
			CI MH FRAME & GSKT									510,834.90
			MCMAHON					630.89		3,406.74		507,428.16
			CORE & MAIN CURB INLET									506,797.27
SEPT			MFT	10,641.34	48.33							517,486.94
			TRF	7,482.63								524,969.57
			GEOCON PROF. SERVICES					1,519.00		5,844.74		523,450.57
			MCMAHON									517,605.83
			ROCK ROAD COMPANIES						177,716.70			339,889.13
OCT			MFT	9,993.04	39.52							349,921.69
			TRF	7,373.75								357,295.44
			FY2022 HIGH-GROWTH			20,042.00						377,337.44
			MCMAHON									376,161.39
			ROCK ROAD COMPANIES						5,635.76			370,526.63
NOV			MFT	9,302.85	39.07							379,867.55
			TRF	6,693.98								386,561.53
			MCMAHON							2,639.55		383,921.98
DEC				10,311.09	46.16							394,279.23
				7,316.09								401,595.32
TOTALS:				194,806.71	491.90	130,387.16	0.00	2,439.89	183,352.46	15,253.75	0.00	401,595.32

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 117,973.75
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 117,973.75

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					20.04						117,993.79
FEB					18.10						118,011.89
MAR					20.05						118,031.94
APR					19.40						118,051.34
MAY					20.05						118,071.39
JUN					22.64						118,094.03
JUL					31.06						118,125.09
AUG					40.13						118,165.22
SEP					38.85						118,204.07
OCT					40.16						118,244.23
NOV					38.87						118,283.10
DEC					40.18						118,323.28
TOTALS:				0.00	349.53	0.00	0.00	0.00	0.00	0.00	118,323.28

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 118,323.28
 OUTSTANDING CHECKS: 118,323.28
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 118,323.28

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					40.20						118,363.48
FEB					36.32						118,399.80
MAR					83.04						118,482.84
APR					146.07						118,628.91
MAY					164.62						118,793.53
JUN					165.99						118,959.52
JUL					171.76						119,131.28
AUG					172.01						119,303.29
SEP					166.70						119,469.99
OCT					172.49						119,642.48
NOV					167.17						119,809.65
DEC					172.99						119,982.64
TOTALS:											
				0.00	1,659.36	0.00	0.00	0.00	0.00	0.00	119,982.64

VILLAGE OF POPLAR GROVE
 POPLAR GROVE STATE BANK
 MONEY MARKET ACCOUNT #801114

BEGINNING BALANCE: 119,982.64
 OUTSTANDING CHECKS:
 DEPOSITS IN TRANSIT
 ADJUSTED BALANCE: 119,982.64

DATE	CHECK NO	SECTION	PAYEE	ALLOTMENT	INTEREST	INVESTMENT DEBIT	INVESTMENT CREDIT	MAINT	CONSTRUCTION	OTHER	BALANCE
JAN					173.24						120,155.88
FEB					162.29						120,318.17
MAR					173.72						120,491.89
APR					168.36						120,660.25
MAY											120,660.25
JUN											120,660.25
JUL											120,660.25
AUG											120,660.25
SEP											120,660.25
OCT											120,660.25
NOV											120,660.25
DEC											120,660.25
TOTALS:				0.00	677.61	0.00	0.00	0.00	0.00	0.00	120,660.25

MFT Agency Transaction List

Agency Name : Poplar Grove County : Boone Agency Type : Municipality District : 2

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14
Total MFT and TRF Allotment		\$1,520,808.41	
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91
Paid to State Debits		\$0.00	
Paid to State Credits		\$0.00	

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
12/31/2012	Motor Fuel Tax Fund				\$10,397.71	\$334,767.08	
1/31/2013	Motor Fuel Tax Fund				\$10,091.38	\$344,858.46	
2/28/2013	Motor Fuel Tax Fund				\$8,574.97	\$353,433.43	
3/31/2013	Motor Fuel Tax Fund				\$10,147.78	\$363,581.21	
4/30/2013	Motor Fuel Tax Fund				\$8,638.22	\$372,219.43	
5/31/2013	Motor Fuel Tax Fund				\$12,773.02	\$384,992.45	
6/30/2013	Motor Fuel Tax Fund				\$8,767.03	\$393,759.48	
7/29/2013	Authorization	Maint. Engineer	13-00000-00-GM		\$11,000.00	\$382,759.48	C
7/29/2013	Credit	Interest		2012	\$457.59	\$383,217.07	
7/29/2013	Credit	Interest		2011	\$587.18	\$383,804.25	
7/31/2013	Motor Fuel Tax Fund				\$10,283.04	\$394,087.29	
8/14/2013	Credit	Maintenance	08-00000-00-GM		\$49,620.15	\$443,707.44	C
8/31/2013	Motor Fuel Tax Fund				\$12,075.27	\$455,782.71	
9/4/2013	Authorization	Maintenance	13-00000-00-GM		\$233,341.52	\$222,441.19	C
9/30/2013	Motor Fuel Tax Fund				\$8,541.88	\$230,983.07	
10/9/2013	Supplemental Allotment			FY2014 High Growth Cities	\$12,425.00	\$243,408.07	
10/31/2013	Motor Fuel Tax Fund				\$10,973.61	\$254,381.68	
11/6/2013	Supplemental Allotment			FY2014 Illinois Jobs Now	\$12,767.00	\$267,148.68	
11/13/2013	Authorization	Maint. Engineer	11-00000-00-GM		\$926.38	\$266,222.30	C
11/13/2013	Authorization	Engineering	10-00009-00-MS		\$2,150.00	\$264,072.30	C

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
11/13/2013	Authorization	Contract Construct	10-00009-00-MS		\$19,900.00	\$244,172.30	C
11/13/2013	Authorization	Engineering	09-00008-00-RP		\$24,168.38	\$220,003.92	C
11/13/2013	Authorization	Maintenance	11-00000-00-GM		\$94,612.42	\$125,391.50	C
11/13/2013	Credit	Maintenance	10-00000-00-GM		\$71,396.52	\$196,788.02	C
11/30/2013	Motor Fuel Tax Fund				\$9,465.69	\$206,253.71	
12/31/2013	Motor Fuel Tax Fund				\$12,569.31	\$218,823.02	
1/31/2014	Motor Fuel Tax Fund				\$11,076.06	\$229,899.08	
2/28/2014	Motor Fuel Tax Fund				\$10,200.92	\$240,100.00	
3/31/2014	Motor Fuel Tax Fund				\$8,020.91	\$248,120.91	
4/30/2014	Motor Fuel Tax Fund				\$9,260.11	\$257,381.02	
4/30/2014	Supplemental Allotment			FY2014 Illinois Jobs Now	\$12,767.00	\$270,148.02	
5/31/2014	Motor Fuel Tax Fund				\$13,001.81	\$283,149.83	
6/30/2014	Motor Fuel Tax Fund				\$9,777.37	\$292,927.20	
7/31/2014	Motor Fuel Tax Fund				\$10,960.13	\$303,887.33	
8/27/2014	Supplemental Allotment			FY2015 Capital Bill Program	\$12,767.00	\$316,654.33	
8/31/2014	Motor Fuel Tax Fund				\$7,442.34	\$324,096.67	
9/24/2014	Supplemental Allotment			FY2015 High Growth Cities	\$12,448.00	\$336,544.67	
9/30/2014	Motor Fuel Tax Fund				\$10,117.86	\$346,662.53	
10/31/2014	Motor Fuel Tax Fund				\$10,889.62	\$357,552.15	
11/30/2014	Motor Fuel Tax Fund				\$11,037.71	\$368,589.86	
12/31/2014	Motor Fuel Tax Fund				\$12,649.08	\$381,238.94	
1/31/2015	Motor Fuel Tax Fund				\$11,887.74	\$393,126.68	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
2/28/2015	Motor Fuel Tax Fund				\$9,023.86	\$402,150.54	
3/31/2015	Motor Fuel Tax Fund				\$4,629.28	\$406,779.82	
4/30/2015	Motor Fuel Tax Fund				\$11,682.47	\$418,462.29	
5/31/2015	Motor Fuel Tax Fund				\$10,969.04	\$429,431.33	
6/30/2015	Motor Fuel Tax Fund				\$7,119.53	\$436,550.86	
7/31/2015	Motor Fuel Tax Fund				\$12,670.67	\$449,221.53	
8/31/2015	Motor Fuel Tax Fund				\$12,208.09	\$461,429.62	
9/29/2015	Supplemental Allotment			FY2016 High Growth Cities	\$12,454.00	\$473,883.62	
9/30/2015	Motor Fuel Tax Fund				\$8,220.62	\$482,104.24	
10/31/2015	Motor Fuel Tax Fund				\$10,681.07	\$492,785.31	
11/30/2015	Motor Fuel Tax Fund				\$12,370.54	\$505,155.85	
12/31/2015	Motor Fuel Tax Fund				\$11,336.37	\$516,492.22	
1/31/2016	Motor Fuel Tax Fund				\$10,949.48	\$527,441.70	
2/29/2016	Motor Fuel Tax Fund				\$11,035.17	\$538,476.87	
3/31/2016	Motor Fuel Tax Fund				\$9,490.74	\$547,967.61	
4/30/2016	Motor Fuel Tax Fund				\$11,431.41	\$559,399.02	
5/31/2016	Motor Fuel Tax Fund				\$11,353.09	\$570,752.11	
6/30/2016	Motor Fuel Tax Fund				\$7,159.65	\$577,911.76	
7/31/2016	Motor Fuel Tax Fund				\$11,491.94	\$589,403.70	
8/31/2016	Motor Fuel Tax Fund				\$10,913.56	\$600,317.26	
9/14/2016	Supplemental Allotment			FY2017 High Growth Cities	\$12,459.00	\$612,776.26	
9/30/2016	Motor Fuel Tax Fund				\$9,633.47	\$622,409.73	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
10/31/2016	Motor Fuel Tax Fund				\$11,151.91	\$633,561.64	
11/30/2016	Motor Fuel Tax Fund				\$11,362.41	\$644,924.05	
12/31/2016	Motor Fuel Tax Fund				\$11,915.93	\$656,839.98	
1/31/2017	Motor Fuel Tax Fund				\$11,327.38	\$668,167.36	
2/28/2017	Motor Fuel Tax Fund				\$10,799.98	\$678,967.34	
3/31/2017	Motor Fuel Tax Fund				\$9,208.40	\$688,175.74	
4/30/2017	Motor Fuel Tax Fund				\$10,997.71	\$699,173.45	
5/31/2017	Motor Fuel Tax Fund				\$11,150.60	\$710,324.05	
6/30/2017	Motor Fuel Tax Fund				\$8,854.98	\$719,179.03	
7/31/2017	Motor Fuel Tax Fund				\$11,610.67	\$730,789.70	
8/31/2017	Motor Fuel Tax Fund				\$10,966.83	\$741,756.53	
9/28/2017	Supplemental Allotment			FY2018 High Growth Cities	\$6,101.00	\$747,857.53	
9/30/2017	Motor Fuel Tax Fund				\$9,693.90	\$757,551.43	
10/31/2017	Motor Fuel Tax Fund				\$11,098.78	\$768,650.21	
11/30/2017	Motor Fuel Tax Fund				\$11,311.31	\$779,961.52	
12/31/2017	Motor Fuel Tax Fund				\$11,099.06	\$791,060.58	
1/26/2018	Authorization	Maint. Engineer	18-00000-00-GM		\$14,560.00	\$776,500.58	O
1/29/2018	Supplemental Allotment			FY2018 High Growth Cities - Second Part	\$6,100.00	\$782,600.58	
1/31/2018	Motor Fuel Tax Fund				\$11,363.37	\$793,963.95	
2/28/2018	Motor Fuel Tax Fund				\$9,844.74	\$803,808.69	
3/31/2018	Motor Fuel Tax Fund				\$9,759.12	\$813,567.81	
4/11/2018	Authorization	Maintenance	18-00000-00-GM		\$245,440.00	\$568,127.81	O

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
4/30/2018	Motor Fuel Tax Fund				\$11,498.99	\$579,626.80	
5/31/2018	Motor Fuel Tax Fund				\$10,586.18	\$590,212.98	
6/30/2018	Motor Fuel Tax Fund				\$9,701.74	\$599,914.72	
7/31/2018	Motor Fuel Tax Fund				\$11,386.81	\$611,301.53	
8/31/2018	Motor Fuel Tax Fund				\$10,980.13	\$622,281.66	
9/30/2018	Motor Fuel Tax Fund				\$9,172.17	\$631,453.83	
10/31/2018	Motor Fuel Tax Fund				\$12,034.01	\$643,487.84	
11/15/2018	Supplemental Allotment			FY2019 High Growth Cities	\$12,006.00	\$655,493.84	
11/30/2018	Motor Fuel Tax Fund				\$11,330.01	\$666,823.85	
12/31/2018	Motor Fuel Tax Fund				\$10,909.79	\$677,733.64	
1/31/2019	Motor Fuel Tax Fund				\$10,897.76	\$688,631.40	
2/21/2019	Authorization	Maint. Engineer	13-00000-00-GM		\$1,096.43	\$687,534.97	C
2/21/2019	Authorization	Maintenance	13-00000-00-GM		\$3,802.67	\$683,732.30	C
2/21/2019	Authorization	Maintenance	12-00000-00-GM		\$6,691.08	\$677,041.22	C
2/28/2019	Motor Fuel Tax Fund				\$9,911.58	\$686,952.80	
3/31/2019	Motor Fuel Tax Fund				\$9,478.52	\$696,431.32	
4/30/2019	Motor Fuel Tax Fund				\$11,118.19	\$707,549.51	
5/31/2019	Motor Fuel Tax Fund				\$10,189.13	\$717,738.64	
6/30/2019	Motor Fuel Tax Fund				\$9,288.75	\$727,027.39	
7/31/2019	Motor Fuel Tax Fund				\$11,610.41	\$738,637.80	
8/31/2019	MFT Transportation Renewal Fund				\$7,484.79	\$746,122.59	
8/31/2019	Motor Fuel Tax Fund				\$9,218.68	\$755,341.27	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14
Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91
Paid to State Debits		Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
9/30/2019	MFT Transportation Renewal Fund				\$7,540.64	\$762,881.91	
9/30/2019	Motor Fuel Tax Fund				\$10,602.75	\$773,484.66	
10/31/2019	MFT Transportation Renewal Fund				\$6,783.18	\$780,267.84	
10/31/2019	Motor Fuel Tax Fund				\$9,864.46	\$790,132.30	
11/30/2019	MFT Transportation Renewal Fund				\$7,466.07	\$797,598.37	
11/30/2019	Motor Fuel Tax Fund				\$11,279.77	\$808,878.14	
12/16/2019	Supplemental Allotment			FY2020 High Growth Cities	\$2,982.00	\$811,860.14	
12/31/2019	MFT Transportation Renewal Fund				\$7,102.16	\$818,962.30	
12/31/2019	Motor Fuel Tax Fund				\$14,947.21	\$833,909.51	
1/31/2020	MFT Transportation Renewal Fund				\$6,872.83	\$840,782.34	
1/31/2020	Motor Fuel Tax Fund				\$8,751.46	\$849,533.80	
2/29/2020	MFT Transportation Renewal Fund				\$6,730.50	\$856,264.30	
2/29/2020	Motor Fuel Tax Fund				\$8,725.84	\$864,990.14	
3/31/2020	MFT Transportation Renewal Fund				\$6,324.87	\$871,315.01	
3/31/2020	Motor Fuel Tax Fund				\$9,675.94	\$880,990.95	
4/30/2020	MFT Transportation Renewal Fund				\$5,974.79	\$886,965.74	
4/30/2020	Motor Fuel Tax Fund				\$8,922.78	\$895,888.52	
5/8/2020	Supplemental Allotment			FY2020 Rebuild Illinois Installment #1	\$55,172.58	\$951,061.10	
5/31/2020	MFT Transportation Renewal Fund				\$4,791.34	\$955,852.44	
5/31/2020	Motor Fuel Tax Fund				\$7,004.25	\$962,856.69	
6/29/2020	Supplemental Allotment			FY2020 High Growth Cities Second Allotment	\$8,948.00	\$971,804.69	
6/30/2020	MFT Transportation Renewal Fund				\$5,196.67	\$977,001.36	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Agency Name : Poplar Grove County : Boone Agency Type : Municipality District : 2

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
6/30/2020	Motor Fuel Tax Fund				\$6,939.33	\$983,940.69	
7/24/2020	Supplemental Allotment			FY2021 Rebuild Illinois Bond Grant Installment #2	\$55,172.58	\$1,039,113.27	
7/31/2020	MFT Transportation Renewal Fund				\$6,214.88	\$1,045,328.15	
7/31/2020	Motor Fuel Tax Fund				\$8,636.26	\$1,053,964.41	
8/31/2020	MFT Transportation Renewal Fund				\$7,059.98	\$1,061,024.39	
8/31/2020	Motor Fuel Tax Fund				\$10,269.88	\$1,071,294.27	
9/30/2020	MFT Transportation Renewal Fund				\$6,749.98	\$1,078,044.25	
9/30/2020	Motor Fuel Tax Fund				\$9,347.19	\$1,087,391.44	
10/31/2020	MFT Transportation Renewal Fund				\$6,510.48	\$1,093,901.92	
10/31/2020	Motor Fuel Tax Fund				\$9,372.93	\$1,103,274.85	
11/6/2020	Supplemental Allotment			FY2021 High Growth Cities	\$20,042.00	\$1,123,316.85	
11/30/2020	MFT Transportation Renewal Fund				\$6,705.97	\$1,130,022.82	
11/30/2020	Motor Fuel Tax Fund				\$9,340.98	\$1,139,363.80	
12/31/2020	MFT Transportation Renewal Fund				\$6,455.58	\$1,145,819.38	
12/31/2020	Motor Fuel Tax Fund				\$10,218.87	\$1,156,038.25	
1/31/2021	MFT Transportation Renewal Fund				\$6,457.38	\$1,162,495.63	
1/31/2021	Motor Fuel Tax Fund				\$8,077.14	\$1,170,572.77	
2/28/2021	MFT Transportation Renewal Fund				\$6,153.73	\$1,176,726.50	
2/28/2021	Motor Fuel Tax Fund				\$7,572.13	\$1,184,298.63	
3/19/2021	Supplemental Allotment			FY2021 Rebuild Illinois Bond Grant Installment #3	\$55,172.58	\$1,239,471.21	

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Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
3/31/2021	MFT Transportation Renewal Fund				\$6,003.46	\$1,245,474.67	
3/31/2021	Motor Fuel Tax Fund				\$8,218.27	\$1,253,692.94	
4/30/2021	MFT Transportation Renewal Fund				\$6,845.49	\$1,260,538.43	
4/30/2021	Motor Fuel Tax Fund				\$9,701.74	\$1,270,240.17	
5/13/2021	Supplemental Allotment			FY2021 Rebuild Illinois Bond Grant Installment #4	\$55,172.58	\$1,325,412.75	
5/31/2021	MFT Transportation Renewal Fund				\$6,875.63	\$1,332,288.38	
5/31/2021	Motor Fuel Tax Fund				\$9,537.03	\$1,341,825.41	
6/30/2021	MFT Transportation Renewal Fund				\$6,977.92	\$1,348,803.33	
6/30/2021	Motor Fuel Tax Fund				\$9,882.65	\$1,358,685.98	
7/31/2021	MFT Transportation Renewal Fund				\$7,009.51	\$1,365,695.49	
7/31/2021	Motor Fuel Tax Fund				\$9,705.41	\$1,375,400.90	
8/31/2021	MFT Transportation Renewal Fund				\$7,482.63	\$1,382,883.53	
8/31/2021	Motor Fuel Tax Fund				\$10,641.34	\$1,393,524.87	
9/16/2021	Authorization	Maint. Engineer	20-00000-00-GM		\$20,518.48	\$1,373,006.39	C
9/16/2021	Authorization	Maintenance	20-00000-00-GM		\$175,302.00	\$1,197,704.39	C
9/30/2021	MFT Transportation Renewal Fund				\$7,373.75	\$1,205,078.14	
9/30/2021	Motor Fuel Tax Fund				\$9,993.04	\$1,215,071.18	
10/4/2021	Supplemental Allotment			FY2022 High Growth Cities	\$20,042.00	\$1,235,113.18	
10/14/2021	Authorization	Maint. Engineer	19-00000-00-GM		\$22,180.51	\$1,212,932.67	C
10/14/2021	Authorization	Maintenance	19-00000-00-GM		\$230,010.07	\$982,922.60	C
10/31/2021	MFT Transportation Renewal Fund				\$6,693.98	\$989,616.58	

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Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
10/31/2021	Motor Fuel Tax Fund				\$9,302.85	\$998,919.43	
11/30/2021	Authorization	Maint. Engineer	21-00000-00-GM	per MES	\$15,253.75	\$983,665.68	C
11/30/2021	Authorization	Maintenance	21-00000-00-GM	per MES	\$178,846.35	\$804,819.33	C
11/30/2021	MFT Transportation Renewal Fund				\$7,316.09	\$812,135.42	
11/30/2021	Motor Fuel Tax Fund				\$10,311.09	\$822,446.51	
12/31/2021	MFT Transportation Renewal Fund				\$7,562.50	\$830,009.01	
12/31/2021	Motor Fuel Tax Fund				\$11,116.35	\$841,125.36	
1/31/2022	MFT Transportation Renewal Fund				\$7,040.06	\$848,165.42	
1/31/2022	Motor Fuel Tax Fund				\$10,046.67	\$858,212.09	
2/28/2022	MFT Transportation Renewal Fund				\$6,128.86	\$864,340.95	
2/28/2022	Motor Fuel Tax Fund				\$5,666.59	\$870,007.54	
3/21/2022	Supplemental Allotment			FY2022 Rebuild Illinois Bond Grant Installment #5	\$55,172.58	\$925,180.12	
3/31/2022	MFT Transportation Renewal Fund				\$6,960.48	\$932,140.60	
3/31/2022	Motor Fuel Tax Fund				\$9,760.77	\$941,901.37	
4/30/2022	MFT Transportation Renewal Fund				\$7,102.70	\$949,004.07	
4/30/2022	Motor Fuel Tax Fund				\$9,752.61	\$958,756.68	
5/31/2022	MFT Transportation Renewal Fund				\$7,051.83	\$965,808.51	
5/31/2022	Motor Fuel Tax Fund				\$9,855.59	\$975,664.10	
6/30/2022	MFT Transportation Renewal Fund				\$7,297.97	\$982,962.07	
6/30/2022	Motor Fuel Tax Fund				\$10,205.80	\$993,167.87	
7/31/2022	MFT Transportation Renewal Fund				\$7,377.26	\$1,000,545.13	
7/31/2022	Motor Fuel Tax Fund				\$9,762.89	\$1,010,308.02	

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Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
8/1/2022	Authorization	Maintenance	22-00000-00-GM		\$201,547.35	\$808,760.67	O
8/31/2022	MFT Transportation Renewal Fund				\$7,353.43	\$816,114.10	
8/31/2022	Motor Fuel Tax Fund				\$9,103.22	\$825,217.32	
9/27/2022	Supplemental Allotment			FY2023 Rebuild Illinois Bond Grant Installment #6	\$55,172.58	\$880,389.90	
9/30/2022	MFT Transportation Renewal Fund				\$7,714.55	\$888,104.45	
9/30/2022	Motor Fuel Tax Fund				\$10,327.79	\$898,432.24	
10/31/2022	MFT Transportation Renewal Fund				\$7,393.67	\$905,825.91	
10/31/2022	Motor Fuel Tax Fund				\$9,745.45	\$915,571.36	
11/30/2022	MFT Transportation Renewal Fund				\$7,484.74	\$923,056.10	
11/30/2022	Motor Fuel Tax Fund				\$9,744.85	\$932,800.95	
12/20/2022	Authorization	Maint. Engineer	22-00000-00-GM	per MES	\$19,461.02	\$913,339.93	O
12/20/2022	Credit	Maintenance	22-00000-00-GM	per MES	\$114.61	\$913,454.54	O
12/31/2022	MFT Transportation Renewal Fund				\$8,105.24	\$921,559.78	
12/31/2022	Motor Fuel Tax Fund				\$11,601.22	\$933,161.00	
1/31/2023	MFT Transportation Renewal Fund				\$7,374.07	\$940,535.07	
1/31/2023	Motor Fuel Tax Fund				\$8,424.25	\$948,959.32	
2/28/2023	MFT Transportation Renewal Fund				\$8,183.01	\$957,142.33	
2/28/2023	Motor Fuel Tax Fund				\$7,993.79	\$965,136.12	
3/31/2023	MFT Transportation Renewal Fund				\$7,544.53	\$972,680.65	
3/31/2023	Motor Fuel Tax Fund				\$8,158.52	\$980,839.17	
4/30/2023	MFT Transportation Renewal Fund				\$8,427.29	\$989,266.46	
4/30/2023	Motor Fuel Tax Fund				\$9,510.82	\$998,777.28	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

Agency Name : Poplar Grove County : Boone Agency Type : Municipality District : 2

Beginning Unobligated Balance as of 12/31/2012	\$324,369.37	Average MFT Allotment	\$10,105.01
Unobligated Balance as of 12/30/2023	\$1,213,965.24	Average TRF Allotment	\$7,239.14

Total MFT and TRF Allotment	\$1,710,296.77	Total Authorizations	\$1,520,808.41	Paid to State Debits	\$0.00
Total Supplemental Allotments	\$500,869.60	Total Credits	\$199,237.91	Paid to State Credits	\$0.00

Date	Transaction Type	Category	Section No.	Memo	Amount	Balance	Section Status
5/31/2023	MFT Transportation Renewal Fund				\$8,520.91	\$1,007,298.19	
5/31/2023	Motor Fuel Tax Fund				\$9,714.04	\$1,017,012.23	
6/28/2023	Supplemental Allotment			FY2023 High Growth Cities	\$5,526.12	\$1,022,538.35	
6/30/2023	MFT Transportation Renewal Fund				\$8,851.08	\$1,031,389.43	
6/30/2023	Motor Fuel Tax Fund				\$10,088.27	\$1,041,477.70	
7/31/2023	MFT Transportation Renewal Fund				\$8,116.78	\$1,049,594.48	
7/31/2023	Motor Fuel Tax Fund				\$9,901.75	\$1,059,496.23	
8/31/2023	MFT Transportation Renewal Fund				\$9,292.99	\$1,068,789.22	
8/31/2023	Motor Fuel Tax Fund				\$9,464.86	\$1,078,254.08	
9/30/2023	MFT Transportation Renewal Fund				\$9,598.99	\$1,087,853.07	
9/30/2023	Motor Fuel Tax Fund				\$10,276.06	\$1,098,129.13	
10/23/2023	Credit	Maintenance	22-00000-00-GM	per Rev. MES	\$77,061.86	\$1,175,190.99	O
10/31/2023	MFT Transportation Renewal Fund				\$8,664.06	\$1,183,855.05	
10/31/2023	Motor Fuel Tax Fund				\$9,171.48	\$1,193,026.53	
11/30/2023	MFT Transportation Renewal Fund				\$10,133.88	\$1,203,160.41	
11/30/2023	Motor Fuel Tax Fund				\$10,804.83	\$1,213,965.24	

Transactions with an Asterisk indicate an unprocessed transaction at the time report was requested.

User: TREASURER
DB: Poplar Grove

TRANSACTIONS FROM 05/01/2023 TO 04/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 20 MOTOR FUEL FUND							
Unclassified							
05/01/2023			20-00-1020 MFT CASH IN BANK		BEG. BALANCE		644,987.48
05/08/2023	CD	CHK	SUMMARY CD 05/08/2023			1,644.50	643,342.98
05/24/2023	CR	RCPT	MOTOR FUEL TAX 05/24/2023		17,938.11		661,281.09
05/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1313	2,981.87		664,262.96
06/19/2023	CR	RCPT	MOTOR FUEL TAX 06/19/2023		18,234.95		682,497.91
06/29/2023	GJ	JE	MFT HIGH GROWTH CITY ALLOTMENT	1357	5,526.12		688,024.03
06/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1341	2,511.65		690,535.68
07/24/2023	CR	RCPT	MOTOR FUEL TAX 07/24/2023		18,939.35		709,475.03
07/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1362	2,730.50		712,205.53
08/25/2023	CR	RCPT	MOTOR FUEL TAX 08/25/2023		18,018.53		730,224.06
08/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1370	2,937.31		733,161.37
09/08/2023	CD	CHK	SUMMARY CD 09/08/2023			13,401.27	719,760.10
09/18/2023	CR	RCPT	MOTOR FUEL TAX 09/18/2023		18,757.85		738,517.95
09/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1409	2,889.63		741,407.58
10/09/2023	CD	CHK	SUMMARY CD 10/09/2023			5,558.14	735,849.44
10/18/2023	CD	CHK	SUMMARY CD 10/18/2023			281,239.60	454,609.84
10/24/2023	CR	RCPT	MOTOR FUEL TAX 10/24/2023		19,875.05		474,484.89
10/31/2023	GJ	JE	CORR DEPT CURRAN ORTH RD P0013723003:	1414		100,554.91	373,929.98
10/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1424	2,270.78		376,200.76
11/07/2023	CD	CHK	SUMMARY CD 11/07/2023			16,796.75	359,404.01
11/16/2023	CD	CHK	SUMMARY CD 11/16/2023			67,787.13	291,616.88
11/16/2023	GJ	JE	CORR ACCT AND FUND FOR TOWNSHIP PORT:	1425	46,268.82		337,885.70
11/27/2023	CR	RCPT	MOTOR FUEL TAX 11/27/2023		17,835.54		355,721.24
11/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1429	1,461.82		357,183.06
12/21/2023	CD	CHK	SUMMARY CD 12/21/2023			11,652.90	345,530.16
12/22/2023	CR	RCPT	MOTOR FUEL TAX 12/22/2023		20,938.71		366,468.87
12/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1439	1,497.60		367,966.47
01/08/2024	CD	CHK	SUMMARY CD 01/08/2024			2,351.60	365,614.87
01/24/2024	CR	RCPT	MOTOR FUEL TAX 01/24/2024		19,706.07		385,320.94
01/31/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1447	1,500.41		386,821.35
02/08/2024	CD	CHK	SUMMARY CD 02/08/2024			492.00	386,329.35
02/23/2024	CR	RCPT	MOTOR FUEL TAX 02/23/2024		16,831.18		403,160.53
02/28/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1458	1,463.01		404,623.54
03/14/2024	CD	CHK	SUMMARY CD 03/14/2024			175.00	404,448.54
03/25/2024	CR	RCPT	MOTOR FUEL TAX 03/25/2024		17,954.95		422,403.49
03/31/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1461	1,681.30		424,084.79
04/08/2024	CD	CHK	SUMMARY CD 04/08/2024			2,039.15	422,045.64
04/29/2024	CR	RCPT	MOTOR FUEL TAX 04/29/2024		16,500.04		438,545.68
04/30/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1475	1,656.75		440,202.43
04/30/2024			20-00-1020	END BALANCE	298,907.90	503,692.95	440,202.43
05/01/2023			20-00-1040 MFT MONEY MARKET		BEG. BALANCE		118,628.91
05/31/2023	GJ	JE	INTEREST RECEIVED	1315	164.62		118,793.53
06/30/2023	GJ	JE	INTEREST RECEIVED	1344	165.99		118,959.52
07/31/2023	GJ	JE	INTEREST RECEIVED	1360	171.76		119,131.28
08/31/2023	GJ	JE	INTEREST RECEIVED	1372	172.01		119,303.29
09/30/2023	GJ	JE	INTEREST RECEIVED	1411	166.70		119,469.99
10/31/2023	GJ	JE	INTEREST RECEIVED	1417	172.49		119,642.48
11/30/2023	GJ	JE	INTEREST RECEIVED	1430	167.17		119,809.65
12/31/2023	GJ	JE	INTEREST RECEIVED	1441	172.99		119,982.64
01/31/2024	GJ	JE	INTEREST RECEIVED	1449	173.24		120,155.88
02/28/2024	GJ	JE	INTEREST RECEIVED	1460	162.29		120,318.17
03/31/2024	GJ	JE	INTEREST RECEIVED	1463	173.72		120,491.89
04/30/2024	GJ	JE	INTEREST RECEIVED	1477	168.36		120,660.25
04/30/2024			20-00-1040	END BALANCE	2,031.34	0.00	120,660.25
05/01/2023			20-00-1250 MFT MOTOR FUEL TAXES RECEIVABLE		BEG. BALANCE		17,938.11
05/01/2023	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 1328	1385		17,938.11	0.00
04/30/2024	GJ	JE	RECORD STATE MFT REVENUE A/R	1503	18,159.03		18,159.03
04/30/2024			20-00-1250	END BALANCE	18,159.03	17,938.11	18,159.03
05/01/2023			20-00-2200 MFT ACCOUNTS PAYABLE		BEG. BALANCE		(1,644.50)
05/08/2023	CD	CHK	SUMMARY CD 05/08/2023		1,644.50		0.00
08/31/2023	AP	INV	MCMAHON ASSOCIATES, INC.	00703662		8,907.10	(8,907.10)
08/31/2023	AP	INV	MFT VLG POPLAR GROVE - 6-4-7-1-23			4,494.17	(13,401.27)
08/31/2023	AP	INV	MCMAHON ASSOCIATES, INC.	00703708			
08/31/2023	AP	INV	MFT - VLG POPLAR GROVE 7-2-7-29-23				
09/08/2023	CD	CHK	SUMMARY CD 09/08/2023		13,401.27		0.00
09/29/2023	AP	INV	MCMAHON ASSOCIATES, INC.	00703752		5,558.14	(5,558.14)
09/29/2023	AP	INV	MFT ENGINEERING SERVICES 7.30.23-09.0				
10/09/2023	CD	CHK	SUMMARY CD 10/09/2023		5,558.14		0.00
10/11/2023	AP	INV	ROCK ROAD COMPANIES	P0013-7-23-00314		281,239.60	(281,239.60)
10/11/2023	AP	INV	STATE ST IMPROVEMENTS SECTION 23-000:				
10/18/2023	CD	CHK	SUMMARY CD 10/18/2023		281,239.60		0.00
10/24/2023	AP	INV	MCMAHON ASSOCIATES, INC.	00703791		16,796.75	(16,796.75)
10/24/2023	AP	INV	MFT ENGINEERING SERVICES 9.3-9.30.23				
11/07/2023	CD	CHK	SUMMARY CD 11/07/2023		16,796.75		0.00
11/08/2023	AP	INV	MCMAHON ASSOCIATES, INC.	00703818		3,891.50	(3,891.50)
11/08/2023	AP	INV	MFT ENGINEERING SERVICES 10.01-10.28.				
11/09/2023	AP	INV	CURRAN CONTRACTING	P0013-7-23-00314-B		12,850.17	(16,741.67)
11/09/2023	AP	INV	ORTH ROAD 23-00000-00-GM-B				
11/09/2023	AP	INV	ROCK ROAD COMPANIES	P0013-7-23-00314-B		51,045.46	(67,787.13)
11/09/2023	AP	INV	STATE ST IMPROVEMENTS 23-00011-00RS				
11/16/2023	CD	CHK	SUMMARY CD 11/16/2023		67,787.13		0.00

User: TREASURER
DB: Poplar Grove

TRANSACTIONS FROM 05/01/2023 TO 04/30/2024

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
				(Continued)			
12/01/2023	AP	INV	20-00-2200 MFT ACCOUNTS PAYABLE CURRAN CONTRACTING	P0013-7-23-00314-C		11,652.90	(11,652.90)
12/21/2023	CD	CHK	ORTH ROAD 23-00000-00-GM-FINAL SUMMARY CD 12/21/2023		11,652.90		0.00
12/22/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT - VLG POPLAR GROVE 10.29-12.2.23	00703848		2,351.60	(2,351.60)
01/08/2024	CD	CHK	SUMMARY CD 01/08/2024		2,351.60		0.00
01/25/2024	AP	INV	MCMAHON ASSOCIATES, INC. MFT VLG POPLAR GROVE 12.03-12.31.23	00703880		492.00	(492.00)
02/08/2024	CD	CHK	SUMMARY CD 02/08/2024		492.00		0.00
02/27/2024	AP	INV	MCMAHON ASSOCIATES, INC. ENG-MFT - VLG POPLAR GROVE 01.01-02.0	00703944		175.00	(175.00)
03/14/2024	CD	CHK	SUMMARY CD 03/14/2024		175.00		0.00
03/25/2024	AP	INV	MCMAHON ASSOCIATES, INC. ENG 2023 MUNI EXPENDITURE STATEMENT	00703972		611.00	(611.00)
03/25/2024	AP	INV	MCMAHON ASSOCIATES, INC. MFT VLG POPLAR GROVE 02.04-03.02.24	00703973		1,428.15	(2,039.15)
04/08/2024	CD	CHK	SUMMARY CD 04/08/2024		2,039.15		0.00
04/29/2024	AP	INV	MCMAHON ASSOCIATES, INC. MFT VLG POPLAR GROVE 3.3-3.30.24	00704024		5,542.90	(5,542.90)
04/30/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00704058		4,036.14	(9,579.04)
04/30/2024	GJ	JE	ACC RUE MCMAHON INV 704092	1518		612.50	(10,191.54)
04/30/2024			20-00-2200	END BALANCE	403,138.04	411,685.08	(10,191.54)
05/01/2023			20-00-3120 MOTOR FUEL TAX			BEG. BALANCE	0.00
05/01/2023	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 1328	1385	17,938.11		17,938.11
05/24/2023	CR	RCPT	MOTOR FUEL TAX 05/24/2023			17,938.11	0.00
06/19/2023	CR	RCPT	MOTOR FUEL TAX 06/19/2023			18,234.95	(18,234.95)
06/29/2023	GJ	JE	MFT HIGH GROWTH CITY ALLOTMENT	1357		5,526.12	(23,761.07)
07/24/2023	CR	RCPT	MOTOR FUEL TAX 07/24/2023			18,939.35	(42,700.42)
08/25/2023	CR	RCPT	MOTOR FUEL TAX 08/25/2023			18,018.53	(60,718.95)
09/18/2023	CR	RCPT	MOTOR FUEL TAX 09/18/2023			18,757.85	(79,476.80)
10/24/2023	CR	RCPT	MOTOR FUEL TAX 10/24/2023			19,875.05	(99,351.85)
11/27/2023	CR	RCPT	MOTOR FUEL TAX 11/27/2023			17,835.54	(117,187.39)
12/22/2023	CR	RCPT	MOTOR FUEL TAX 12/22/2023			20,938.71	(138,126.10)
01/24/2024	CR	RCPT	MOTOR FUEL TAX 01/24/2024			19,706.07	(157,832.17)
02/23/2024	CR	RCPT	MOTOR FUEL TAX 02/23/2024			16,831.18	(174,663.35)
03/25/2024	CR	RCPT	MOTOR FUEL TAX 03/25/2024			17,954.95	(192,618.30)
04/29/2024	CR	RCPT	MOTOR FUEL TAX 04/29/2024			16,500.04	(209,118.34)
04/30/2024	GJ	JE	RECORD STATE MFT REVENUE A/R	1503		18,159.03	(227,277.37)
04/30/2024			20-00-3120	END BALANCE	17,938.11	245,215.48	(227,277.37)
05/01/2023			20-00-3900 MFT INTEREST			BEG. BALANCE	0.00
05/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1313		2,981.87	(2,981.87)
05/31/2023	GJ	JE	INTEREST RECEIVED	1315		164.62	(3,146.49)
06/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1341		2,511.65	(5,658.14)
06/30/2023	GJ	JE	INTEREST RECEIVED	1344		165.99	(5,824.13)
07/31/2023	GJ	JE	INTEREST RECEIVED	1360		171.76	(5,995.89)
07/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1362		2,730.50	(8,726.39)
08/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1370		2,937.31	(11,663.70)
08/31/2023	GJ	JE	INTEREST RECEIVED	1372		172.01	(11,835.71)
09/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1409		2,889.63	(14,725.34)
09/30/2023	GJ	JE	INTEREST RECEIVED	1411		166.70	(14,892.04)
10/31/2023	GJ	JE	INTEREST RECEIVED	1417		172.49	(15,064.53)
10/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1424		2,270.78	(17,335.31)
11/30/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1429		1,461.82	(18,797.13)
11/30/2023	GJ	JE	INTEREST RECEIVED	1430		167.17	(18,964.30)
12/31/2023	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1439		1,497.60	(20,461.90)
12/31/2023	GJ	JE	INTEREST RECEIVED	1441		172.99	(20,634.89)
01/31/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1447		1,500.41	(22,135.30)
01/31/2024	GJ	JE	INTEREST RECEIVED	1449		173.24	(22,308.54)
02/28/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1458		1,463.01	(23,771.55)
02/28/2024	GJ	JE	INTEREST RECEIVED	1460		162.29	(23,933.84)
03/31/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1461		1,681.30	(25,615.14)
03/31/2024	GJ	JE	INTEREST RECEIVED	1463		173.72	(25,788.86)
04/30/2024	GJ	JE	INTEREST - COMMINGLED ACCOUNTS	1475		1,656.75	(27,445.61)
04/30/2024	GJ	JE	INTEREST RECEIVED	1477		168.36	(27,613.97)
04/30/2024			20-00-3900	END BALANCE	0.00	27,613.97	(27,613.97)
05/01/2023			20-00-4232 MFT ENGINEERING SERVICES			BEG. BALANCE	0.00
08/31/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT VLG POPLAR GROVE - 6-4-7-1-23	00703662	8,907.10		8,907.10
08/31/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT - VLG POPLAR GROVE 7-2-7-29-23	00703708	4,494.17		13,401.27
09/29/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT ENGINEERING SERVICES 7.30.23-09.0	00703752	5,558.14		18,959.41
10/24/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT ENGINEERING SERVICES 9.3-9.30.23	00703791	16,796.75		35,756.16
11/08/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT ENGINEERING SERVICES 10.01-10.28.	00703818	3,891.50		39,647.66
12/22/2023	AP	INV	MCMAHON ASSOCIATES, INC. MFT - VLG POPLAR GROVE 10.29-12.2.23	00703848	2,351.60		41,999.26
01/31/2024	GJ	JE	RECLASSIFY MFT AP ENTRIES MCMAHON ASSOCIATES, INC.	1445		41,999.26	0.00
01/31/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 1445	1514	41,999.26		41,999.26
03/25/2024	AP	INV	MCMAHON ASSOCIATES, INC. ENG 2023 MUNI EXPENDITURE STATEMENT	00703972	611.00		42,610.26
04/30/2024	GJ	JE	ACC RUE MCMAHON INV 704092	1518	612.50		43,222.76

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
20-00-4232 MFT ENGINEERING SERVICES					(Continued)		
04/30/2024			20-00-4232	END BALANCE	85,222.02	41,999.26	43,222.76
05/01/2023			20-00-4409 ROAD CONSTRUCTION		BEG. BALANCE		0.00
10/11/2023	AP	INV	ROCK ROAD COMPANIES	P0013-7-23-00314	281,239.60		281,239.60
10/31/2023	GJ	JE	STATE ST IMPROVEMENTS SECTION 23-0001				
11/09/2023	AP	INV	CORR DEPT CURRAN ORTH RD P0013723003	1414	100,554.91		381,794.51
			CURRAN CONTRACTING	P0013-7-23-00314-B	12,850.17		394,644.68
			ORTH ROAD 23-00000-00-GM-B				
11/09/2023	AP	INV	ROCK ROAD COMPANIES	P0013-7-23-00314-B	51,045.46		445,690.14
			STATE ST IMPROVEMENTS 23-00011-00RS				
11/16/2023	GJ	JE	CORR ACCT AND FUND FOR TOWNSHIP PORT	1425		46,268.82	399,421.32
12/01/2023	AP	INV	CURRAN CONTRACTING	P0013-7-23-00314-C	11,652.90		411,074.22
			ORTH ROAD 23-00000-00-GM-FINAL				
01/25/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00703880	492.00		411,566.22
			MFT VLG POPLAR GROVE 12.03-12.31.23				
01/31/2024	GJ	JE	RECLASSIFY MFT AP ENTRIES MCMAHON ASS	1445	41,999.26		453,565.48
01/31/2024	GJ	JE	TO REVERSE MANUAL JOURNAL ENTRY: 1445	1514		41,999.26	411,566.22
02/27/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00703944	175.00		411,741.22
			ENG-MFT - VLG POPLAR GROVE 01.01-02.0				
03/25/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00703973	1,428.15		413,169.37
			MFT VLG POPLAR GROVE 02.04-03.02.24				
04/29/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00704024	5,542.90		418,712.27
			MFT VLG POPLAR GROVE 3.3-3.30.24				
04/30/2024	AP	INV	MCMAHON ASSOCIATES, INC.	00704058	4,036.14		422,748.41
			MFT VLG POPLAR GROVE 03/31-04/27/24				
04/30/2024			20-00-4409	END BALANCE	511,016.49	88,268.08	422,748.41
UNCLASSIFIED: Unclassified					1,336,412.93	1,336,412.93	779,910.00
TOTAL FOR FUND 20 MOTOR FUEL FUND					1,336,412.93	1,336,412.93	779,910.00



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type

District Estimate of Cost For

Local Public Agency	County	Section Number	Beginning	Ending
Village of Poplar Grove	Boone	14-00000-00-GM	01/01/14	12/31/14

Maintenance Items								
Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$271,294.23	\$271,294.23	
Total Cost							\$271,294.23	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$0.00
Engineering Inspection Fee	
Material Testing Costs	
Advertising Costs	
Bridge Inspection Costs	
Maintenance Engineering Total	\$0.00

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$271,294.23	\$0.00
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$271,294.23	\$0.00
Motor Fuel Tax Portion	\$271,294.23	\$0.00
Motor Fuel Tax Authorized	\$0.00	
Surplus/Deficit	(\$271,294.23)	\$0.00
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	14-00000-00-GM	01/01/14	12/31/14

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

WMFT Entry By Entry Date



Resolution for Maintenance Under the Illinois Highway Code

Table with 5 columns: District, County, Resolution Number, Resolution Type, Section Number. Values: 2, Boone, Supplemental, 18-00000-00-GM

BE IT RESOLVED, by the Board of the Village of Poplar Grove, Illinois that there is hereby appropriated the sum of Twenty Thousand

And No/100 Dollars (\$20,000.00)

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 01/01/18 to 12/31/18

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, 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

Board of Poplar Grove at a meeting held on

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date Department of Transportation



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type

District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	18-00000-00-GM	01/01/18	12/31/18

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$252,224.85	\$252,224.85	
Stripping	Maint			\$907.20			\$907.20	
Total Cost							\$253,132.05	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,590.23
Engineering Inspection Fee	\$5,413.82
Material Testing Costs	\$1,425.00
Advertising Costs	\$220.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$15,649.05

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$253,132.05	\$15,649.05
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$253,132.05	\$15,649.05
Motor Fuel Tax Portion	\$253,132.05	\$15,649.05
Motor Fuel Tax Authorized	\$245,440.00	\$14,560.00
Surplus/Deficit	(\$7,692.05)	(\$1,089.05)
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Original**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	18-00000-00-GM	01/01/18	12/31/18

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

		<input type="checkbox"/>
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WMFT Entry By Entry Date

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Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type **Supplemental**

District **2** Estimate of Cost For **Municipality**

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	19-00000-00-GM	01/01/19	12/31/19

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/Contracts (Non Bid)	Materials/Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Materials	Maint			\$7,329.61			\$7,329.61	
Total Cost							\$7,329.61	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$0.00
Engineering Inspection Fee	
Material Testing Costs	
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$0.00

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$7,329.61	\$0.00
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$7,329.61	\$0.00
Motor Fuel Tax Portion	\$7,329.61	
Motor Fuel Tax Authorized	\$0.00	
Surplus/Deficit	(\$7,329.61)	
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Prepared By IDOT

Maintenance Expenditure Statement

Submittal Type **Supplemental**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	19-00000-00-GM	01/01/19	12/31/19

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

WMFT Entry By Entry Date



Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	20-00000-00-GM	01/01/20	12/31/20

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/Contracts (Non Bid)	Materials/Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Stripping	Maint			\$1,059.72			\$1,059.72	
Contract	Maint					\$175,302.00	\$175,302.00	
Total Cost							\$176,361.72	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,765.10
Engineering Inspection Fee	\$7,843.61
Material Testing Costs	\$765.00
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$17,373.71

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$176,361.72	\$17,373.71
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$176,361.72	\$17,373.71
Motor Fuel Tax Portion	\$176,361.72	\$17,373.71
Motor Fuel Tax Authorized	\$175,302.00	\$20,518.48
Surplus/Deficit	(\$1,059.72)	\$3,144.77
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Prepared By IDOT

Maintenance Expenditure Statement

Submittal Type Revised

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	20-00000-00-GM	01/01/20	12/31/20

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

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WMFT Entry By Entry Date

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Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency	County	Section Number	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	21-00000-00-GM	01/01/21	12/31/21

Maintenance Items

Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Materials	Maint			\$2,439.89			\$2,439.89	
Contract	Maint					\$183,352.46	\$183,352.46	
Total Cost							\$185,792.35	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$8,538.65
Engineering Inspection Fee	\$9,660.34
Material Testing Costs	
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$18,198.99

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$185,792.35	\$18,198.99
Contributions, Refunds, Paid with Other Funds	\$4,506.12	\$2,945.24
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$181,286.23	\$15,253.75
Motor Fuel Tax Portion	\$181,286.23	\$15,253.75
Motor Fuel Tax Authorized	\$178,846.35	\$15,253.75
Surplus/Deficit	(\$2,439.88)	\$0.00
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Prepared By IDOT

Maintenance Expenditure Statement

Submittal Type Revised

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	21-00000-00-GM	01/01/21	12/31/21

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location Received Date Additional Location?

		<input type="checkbox"/>
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WMFT Entry By Entry Date

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Local Public Agency General Maintenance

Maintenance Expenditure Statement

Submittal Type
 District Estimate of Cost For

Local Public Agency County Section Number Maintenance Period Beginning Ending

Maintenance Items								
Maintenance Operation	Maint Eng Category	LPA Labor	LPA Equipment Rental	Materials/ Contracts (Non Bid)	Materials/ Deliver & Install, Request for Quotations (Bid Items)	Formal Contract (Bid Items)	Total Operation Cost	Operation Engineering Inspection Fee
Contract	Maint					\$199,552.74	\$199,552.74	
Total Cost							\$199,552.74	

Maintenance Engineering Cost Summary

	Costs
Preliminary Engineering Fee	\$10,589.10
Engineering Inspection Fee	\$9,437.12
Material Testing Costs	\$715.00
Advertising Costs	\$0.00
Bridge Inspection Costs	
Maintenance Engineering Total	\$20,741.22

	Maintenance	Maint. Engineering
Total Maintenance Program Costs	\$199,552.74	\$20,741.22
Contributions, Refunds, Paid with Other Funds	\$0.00	\$0.00
Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion	\$199,552.74	\$20,741.22
Motor Fuel Tax Portion	\$199,552.74	\$20,741.22
Motor Fuel Tax Authorized	\$124,370.88	\$19,461.02
Surplus/Deficit	(\$75,181.86)	(\$1,280.20)
Rebuild Illinois Portion		
Rebuild Illinois Authorized		
Surplus/Deficit		
The difference between, "Total Motor Fuel Tax / Rebuild Illinois (RBI) Portion," "Motor Fuel Tax Portion," and "Rebuild Illinois Portion" must equal zero (0).	\$0.00	\$0.00

Remarks

Maintenance Expenditure Statement

Submittal Type **Revised**

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
Village of Poplar Grove	Boone	22-00000-00-GM	01/01/22	12/31/22

SUBMITTED

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

APPROVED

Regional Engineer Signature & Date
Department of Transportation

IDOT Department Use Only

Received Location	Received Date	Additional Location?
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WMFT Entry By	Entry Date
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To: The Village President and Board of Trustees

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

Re: 2026 Pavement Maintenance Program

Date: April 13, 2026



Staff has been working on the 2026 Pavement Maintenance Program and this year's program will continue work in the Knolls of Boone, as well as other locations throughout the Village. The work in the Knolls will include resurfacing of Titleist between Hogan and Boeing, and the resurfacing of Sawgrass Court. Sections of Scarlet Oak, Hughes and State Street are also scheduled in this year's program.

Resurfacing generally includes repairs to the sections of curb and pavement that have settled over the years. We want to make it clear that we are not targeting each and every little duck pond in the curbs, instead we are targeting the larger areas of settlement. Inlet repairs will also be made on an "as needed" basis.

Obviously, the curb work, inlets and patching drive up the cost of resurfacing, however if the budget allows, we may include an alternate bid to remedy standing water on Hill Street where the pavement has settled just north of IL 173. Once we collect field data, we'll be able to generate accurate quantities and will then make a more informed decision regarding the alternate bid.



Along with the various resurfacing work, Staff has targeted two neighborhoods for sidewalk maintenance (maintenance generally includes spot repairs where the sidewalks have cracked/heaved). The "old" section of the Village (north of the path) Sherman Oaks Subdivision are both being targeted for improvements.

Attached to this memo is a resolution to authorize engineering services for the 2026 Pavement Maintenance Program. Assuming approval at the

April 22nd Meeting, we would anticipate obtaining IDOT approval of the bid specifications by mid-May. Bid letting is expected to occur in June with a construction contract being awarded at the July 8th meeting. Construction would then be completed by mid-September.



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



RESOLUTION 2026-18

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING ENTER INTO A PROFESSIONAL SERVICE AGREEMENT FOR DESIGN & CONSTRUCTION ENGINEERING SERVICES FOR THE 2026 PAVEMENT MAINTENANCE PROGRAM

WHEREAS, the Village of Poplar Grove is dedicated to rebuilding and maintaining streets and sidewalks through its Pavement Maintenance Program; and

WHEREAS, the Village has identified the need to provide pavement maintenance to various roadways and sidewalks within the Village; and

WHEREAS, pursuant to State Statute, public works projects in excess of \$25,000 are to be publicly bid or awarded via supermajority vote of the Board of Trustees; and

WHEREAS, it is necessary to prepare plans, contract documents and specifications to undergo the public bidding process; and

WHEREAS, Village desires to begin design engineering for the 2026 Pavement Maintenance Program; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to complete the work as herein described above.

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 professional service agreement hereto as Exhibit A and made part of this resolution.
3. The Village President is hereby authorized to sign the professional service agreement for the 2026 Pavement Maintenance Program.
4. The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this 22nd day of April, 2026.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK



AGREEMENT

FOR PROFESSIONAL SERVICES

Village of Poplar Grove
Attn: Ms. Kristi Richardson, Village President
200 North Hill Street
Poplar Grove, IL 61065

April 13, 2026
McM. No. M0032-07-26-00001
2026 Pavement Maintenance

PROJECT DESCRIPTION

The project includes resurfacing of roadways, adjustment of manholes/valve boxes, and removal/replacement of pavement, curbing, and sidewalk at various locations within the Village. Proposed construction budget for the program is approximately \$430,000 and will include the resurfacing of Titleist Trail between Hogan and Boeing, Sawgrass Court, State Street between Main and Sherman, Scarlet Oak between Olson Woods and Edson, as well as patching repairs to Hill Street to resolve standing water issues. The Village may bid an alternate for the resurfacing of Hughes between Monty's and Westergren if the cost of the improvements allows the alternate(s) to be constructed within budget. The program will include sidewalk removals/replacements at various locations throughout the Village within in the older sections of town and within Sherman Oaks subdivision. The Village desires to use MFT and Road and Bridge Funding for the project, and therefore the program will be designed and bid in accordance with IDOT MFT policies and procedures.

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

Site Topographic Services Include:

1. Topographic survey to facilitate the collection of quantities, and removal/replacements.

Civil Design Services Include:

1. Preparation of plans, specifications and opinion of probable construction costs for the 2026 Pavement Maintenance Program.
2. Meetings with Owner and others as needed throughout design.
3. Deliverables include plans, contract documents and specifications.
4. Submit and obtain IDOT approval of the plans and specifications.

Bid Engineering Services Include:

1. Review and respond to contractor Request for Interpretation (RFI's) during bidding.
2. Issue addenda as needed.
3. Conduct a pre-bid meeting for the 2026 Pavement Maintenance Program.
4. Attend bid opening for the 2026 Pavement Maintenance Program.

- 5. Review bid results and provide written recommendation for contract award for the 2026 Pavement Maintenance Program.

Construction Contract Administration Services Include:

- 1. Review of contractor submittals.
- 2. Conduct a pre-construction meeting.
- 3. Provide construction staking as requested by the contractor.
- 4. Respond to (RFI's) during construction.
- 5. Provide construction observation. Observation of construction activities will be conducted on an as-needed basis.
- 6. Provide construction updates to the Owner as needed.
- 7. Conduct weekly progress meetings throughout construction.
- 8. Review and process pay applications.
- 9. Provide "record" drawings of improvements to Owner.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

This proposal does not include the following: landscape plans; legal descriptions of easements or easement documents, appraisals, plats; a certified survey, soil borings and/or geotechnical reports; architectural, structural, plumbing design; HVAC, or fire sprinkler design. Submittals and associated fees for permits will be by the Owner.

CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that Village of Machesney Park will provide the following:

- A single point of contact to act as the Owner's Authorized Representative.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Client agrees that the Project Description, Scope of Services, and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following compensation:

- For Topo, Civil, Bid, and Construction Admin, T&E Estimated at..... \$33,500

McMahon will invoice monthly, based upon the percentage of work completed. Invoices are payable within 30 days of receipt. Late payments will be subject to interest at a rate of 1.5% per month. All work to be completed in accordance with McMahon Associates, Inc.'s General Terms and Conditions, copy attached.

COMPLETION SCHEDULE

We are prepared to begin work immediately and will work with you to meet your required schedule. Contracts/specifications will be submitted to IDOT by May 20, 2026. Assuming "normal" IDOT review time, bidding should occur in June and the Village should be able to award a construction contract at its July 8th Board Meeting. Construction is expected to be completed by mid-September.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

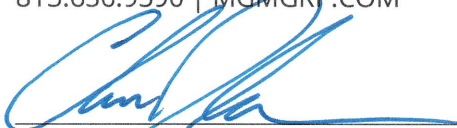
Village of Poplar Grove

200 South Hill Street
Poplar Grove, IL 61065
815-765-3201

McMAHON ASSOCIATES, INC.

1700 Hutchins Road
Machesney Park, IL 61115
815.636.9590 | MGMGRP.COM

Ms. Kristi Richardson, Village President



Christopher D. Dopkins, P.E.
Associate/Village Engineer

April 22, 2026
Date

April 22, 2026
Date

Attachments: General Terms and Conditions



McMAHON ASSOCIATES, INC.
GENERAL TERMS & CONDITIONS

1. STANDARD OF CARE

- 1.1 Services: McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.
1.2 Client's Representative: McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. For clarity, Client may sometimes be referred to as "Owner" in this and related documents.
1.3 Warranty, Guarantees, Terms and Conditions: McMahon does not provide a warranty or guarantee, express or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or McMahon. McMahon's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against McMahon because of this Agreement or the performance or nonperformance of services hereunder. The Agreement does not create, nor does it intend to create a fiduciary relationship with Client or any other party.

2. PAYMENT AND COMPENSATION

- 2.1 Invoices: McMahon will bill the Client monthly with net payment due in thirty (30) days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due to McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
2.2 Reimbursables: Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client agrees to these costs.
2.3 Changes: The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
2.4 Delays and Uncontrollable Forces: Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

- 3.1 Limits: McMahon will maintain insurance coverage in the following amounts:
Worker's Compensation Statutory
General Liability
Bodily Injury - Per Incident/Annual Aggregate \$1,000,000 / \$2,000,000
Automobile Liability
Bodily Injury \$1,000,000
Property Damage \$1,000,000
Professional Liability Coverage \$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

- 3.2 McMahon's total aggregate liability to the Client for any indemnity obligations, reimbursement of legal fees, or for any damages arising out of or related to the performance of this Agreement, whether based in tort, contract, or any other legal theory, shall be limited as follows: for contracts with a total value less than \$250,000, to the lesser of two (2) times McMahon's fee or \$250,000; for contracts with a total value equal to or exceeding \$250,000, to McMahon's fee under this Agreement not to exceed \$1,000,000.
3.3 Additional Insureds: Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations. To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies for claims caused in whole or in part by contractor's acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations, and policies are to be endorsed with a waiver of subrogation, as evidenced on the Certificate of Insurance.

4. CLAIMS AND DISPUTES

- 4.1 General: In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
4.2 Mediation: If an agreement cannot be reached by the Client and McMahon, unresolved disputes shall be submitted to mediation. The Client and McMahon shall share the mediator's fee and any filing fees equally.
4.3 Binding Dispute Resolution: If the parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination.

- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms and Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon. In addition, McMahon may terminate this Agreement for any reason, with or without cause, by providing seven (7) days written notice to the Client. Upon such termination, all obligations of McMahon shall cease. McMahon shall not be liable for any damages, costs, or additional compensation related to the termination.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48 hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.
- 5.4 Payment Upon Termination: If the Agreement is terminated, Client shall be responsible for paying for all work performed and/or expenses and damages incurred by McMahon. Payments shall be made in accordance with Section 2 above.

6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including but not limited to the drawings, specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Reuse: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and without liability or exposure to McMahon, and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such reuse of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within sixty (60) days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution, can be amended only by written amendment to the Agreement signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Client-Provided Information: The Client agrees that McMahon may rely on information provided by the Client or by third parties engaged by the Client.
- 8.3 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.4 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the Terms and Conditions of this Agreement. Signed acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein. If the Client does issue a purchase order, or other similar instrument, McMahon will indicate the purchase order number on the invoice(s) sent to the Client.
- 8.5 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.6 Consequential Damages: Notwithstanding any other provision of the Agreement, McMahon shall not be liable in contract or tort or otherwise for any special, indirect, consequential, or liquidated damages including but not limited to loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project and/or this Agreement.
- 8.7 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.8 Contingency: The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. Accordingly, the Client agrees to make no claim for such costs. Revisions in excess of this threshold shall be resolved per the dispute resolution process.
- 8.9 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the bid phase, or if this review occurs after the bid phase, any additional costs would be considered part of the project contingency.
- 8.10 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site.
- 8.11 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.