



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, February 11, 2026 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### AGENDA

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF PHONE PARTICIPATION (Roll Call)**

**APPROVAL OF AGENDA (Voice Vote)**

**APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve Board of Trustees Meeting Minutes from January 14, 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.*

### **NEW BUSINESS**

2. Motion to discuss/approve **Ordinance 2026-06**, an ordinance amending Title II, Business and License Regulations, Chapter 6, Raffles, Section 2-6-1 (Definitions) and Section 2-6-4 (Licensee Qualifications) of the Code of Ordinances for the Village of Poplar Grove.

3. Motion to discuss/ approve **Resolution 2026-08**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing an emergency water service contract with Aqua Illinois, Inc.

4. Motion to discuss parking ordinance.

5. Motion to discuss Farm & Sludge lease.

- [6.](#) Motion to discuss Liquor License, Tobacco and Gaming Fees.
- [7.](#) Motion to discuss B&F Contract for Permit Inspections, Code Enforcement, and Zoning Administrator.
- [8.](#) Motion to discuss/approve check disbursement for payments scheduled to be paid February 12, 2026, in the amount of \$77,621.77 in AP checks, \$35,143.64 in EFTs, estimated payroll of \$21,239.96, and insurance in the amount of 21,126.32 for a total of \$155,131.69.

#### **GOOD OF THE VILLAGE**

Board of Trustees Meeting - February 25, 2026 - 7:00 pm

**BS&A Payments live March 2nd, 2026**

Budget Workshop - March 4, 2026 - 6:00 PM

Board of Trustees Meeting - March 11, 2026 - 7:00 pm

Board of Trustees Meeting - March 25, 2026 - 7:00 pm

#### **ADJOURNMENT (Voice Vote)**

KJ 02/06/2026



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, January 14, 2026 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### MINUTES

#### CALL TO ORDER

The meeting was called to order by President Richardson at 7:02 pm

#### 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 Roxanne Sosnowski
- Public Works Director David Howe

##### ABSENT

- Finance Chairman Jeff Goings

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF PHONE PARTICIPATION (Roll Call)

#### APPROVAL OF AGENDA (Voice Vote)

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

#### APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting Minutes from December 10, 2025  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood. Motion passed by voice vote.

**PUBLIC COMMENT** *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

No public comment

**UNFINISHED BUSINESS**

- 2. Motion to discuss/approve **RESOLUTION 2026-01**, a Resolution of the Village of Poplar Grove, Illinois, to adopt and approve revised job descriptions for the positions of Village Collector, Community Development Coordinator, Public Works Director, Village Treasurer, and Utility Billing Specialist.

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

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

- 3. Motion to discuss/approve **RESOLUTION 2026-02**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Pyrotechnico Fireworks, Inc. for fireworks display services in the amount of \$17,500.00.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

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

- 4. Motion to discuss/approve **ORDINANCE 2026-01**, an Ordinance amending Title I Administration, Chapter 6, Village Officers and Employees, Article B, Village Treasurer, Section 1-6B-1, Duties of the Treasurer, of the Code of Ordinances for the Village of Poplar Grove.

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

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

**NEW BUSINESS**

- 5. Motion to discuss/approve **ORDINANCE 2026-02**, an Ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property owned by the Village of Poplar Grove, specifically a 2012 Ford F-250 and a 2005 snow plow.

Motion made by Trustee Allgood, Seconded by Trustee Hubbard.

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

- 6. Motion to discuss/approve **RESOLUTION 2026-03**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Morgan Building Maintenance, Inc. for Village Hall and park cleaning services.

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

- 7. Motion to discuss/approve **RESOLUTION 2026-04**, a Resolution of the Village of Poplar Grove, Illinois, approving a Statement of Work with Sikich LLC for accounting services. Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
- 8. Motion to discuss/approve event license for S&S Collaborations that was held on December 31, 2025 - January 1, 2026 at the Poplar Grove Museum Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza. Motion passed by voice vote.
- 9. Motion to discuss/approve check disbursement for payments that were paid on December 26, 2025 in the amount of \$118,502.81 in AP checks, \$2,556.12 in EFTs, for a total of \$121,058.93 Motion made by Trustee Allgood, Seconded by Trustee Cheek. Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
- 10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 15, 2026 in the amount of \$54,654.75 in AP checks, \$33,167.33 in EFTs, \$22,327.60 in Insurance and estimated payroll of \$21,352.09 for a total of \$131,501.77 Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza. Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
- 11. Motion to dicuss G/L code updates for the FY2027 Motion made by Admin Chairman Costanza, Seconded by Trustee Vance. Discussion only

**GOOD OF THE VILLAGE**

**BS&A Cloud Update- unable to process any payments January 15, 2025 - January 19, 2025**

- Board of Trustees Meeting - January 28, 2026 - 7:00 pm
- Board of Trustees Meeting - February 11, 2026 - 7:00 pm
- Board of Trustees Meeting - February 25, 2026 - 7:00 pm

**EXECUTIVE SESSION**

- 12. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the

discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

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

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

went into executive session at 7:18 pm

Motion made by Trustee Vance, Seconded by Trustee Allgood to come out executive session.

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

came out of executive session at 7:43 pm

**PRESENT**

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

**ABSENT**

Finance Chairman Jeff Goings

**ADJOURNMENT (Voice Vote)**

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

The meeting adjourned at 7:44pm

**ORDINANCE NUMBER: 2026-06**

**AN ORDINANCE AMENDING TITLE II BUSINESS AND LICENSE REGULATIONS,  
CHAPTER 6, RAFFLES, SECTION 2-6-1 DEFINITIONS AND SECTION 2-6-4  
LICENSEE QUALIFICATIONS 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**, the Village wishes to amend Title II “Business and License Regulations,” Chapter 6 “Raffles” contains Sections 2-6-1 “Definitions” and 2-6-4 “Licensee Qualifications” of the Code; and

**WHEREAS**, the Village has determined that it is in the best interest of the Village and its citizens to approve amendments to the Chapter of the Code regarding Raffles.

**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 2-6-1 of Chapter 6 Raffles of Title II Business and License Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~striketroughs~~ and new language as **bold** and underlined):

**2-6-1. - DEFINITIONS.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context expressly indicates a different meaning.

*Business.* A voluntary organization composed of individuals and businesses who have joined together to advance the commercial, financial, industrial, and civic interests of a community.

**Class A: Calendar raffle.** A raffle for which one set of tickets is sold and where drawings are held and prizes awarded on individual pre-determined dates, **not to exceed 52 Raffle events**, specified in part of a calendar year and may include a consecutive portion of but shall not exceed 12 consecutive months.

**Class B: One-time emergency raffle license.** A one-time Raffle event in which the drawings occur on the same day, at the same location, and within the confines of the same Raffle event.

*Charitable Organization.* An organization or institution organized and operated to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer some benefit on the public.

*Educational Organization.* An organization or institution organized and operated to provide systematic instruction in useful branches of learning by methods common to schools and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax supported schools.

*Fraternal Organization.* An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those who otherwise would be cared for by the government.

*Labor Organization.* An organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.

*Licensee.* An organization which has been issued a license to operate a raffle pursuant to this chapter.

*Net Proceeds.* The gross receipts from the conduct of raffles, less reasonable sums expended for prizes, local license fees and other reasonable operating expenses incurred as a result of operating a raffle.

*Nonprofit.* An organization or institution organized and conducted on a not for profit basis with no personal profit inuring to anyone as a result of said operation.

*Person.* An individual, firm, organization, public or private corporation, government, limited liability company, partnership, or unincorporated association.

*Raffle.* A form of lottery, as defined in 720 Illinois Compiled Statutes 5/28-2(b), conducted by an organization licensed under this chapter in which:

- A. The player pays or agrees to pay something of value for a chance, represented and differentiated by a number or by a combination of numbers or by some other medium, one or more of which chances is to be designated as the winning chance; and
- B. The winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of persons conducting or connected with the lottery, except that the winning chance shall not be determined by the outcome of a publicly exhibited sporting contest.

*Raffle administrator(s).* The Village Clerk or any deputy clerk appointed; and in the event of a conflict of interest of either of the before mentioned, the Village President. In the event of a

conflict of interest with both of the aforementioned, any two member(s) of the administrative and legislative committee shall provide the required signatures.

*Raffle event.* An event at which at least one raffle is conducted by an organization that holds a raffle license issued under this Code.

*Religious Organization.* Any church, congregation, society, or organization founded for the purpose of religious worship.

*Veterans' Organization.* An organization or association comprised of members of which substantially all are individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

3. Section 2-6-4 of Chapter 6 Raffles of Title II Business and License Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and underlined):

#### **2-6-4. – LICENSEE QUALIFICATIONS.**

Raffle licenses shall be issued only to bona fide ~~R~~religious, ~~C~~eharitable, ~~L~~abor, ~~B~~usiness, ~~F~~raternal, ~~E~~ducational or ~~V~~veterans' ~~O~~rganizations that operate without profit to their members and which have been in existence continuously for a period of five years immediately before making application for a license and which have had, during that entire five year period, a bona fide membership engaged in carrying out their objectives, or to a nonprofit fundraising organization that the licensing authority determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident, or disaster. The following are ineligible for any raffle license:

- A. Any person who has been convicted of a felony;
- B. Any person who is or has been a professional gambler or gambling promoter;
- C. Any person who is not of good moral character;
- D. Any firm or corporation in which a person defined in subsection A, B, or C of this section has a proprietary, equitable, or credit interest, or in which such person is active or employed;
- E. Any organization in which a person defined in subsection A, B, or C of this section is an officer, director, or employee, whether compensated or not; and
- F. Any organization in which a person defined in subsection A, B, or C of this section is to participate in the management or operation of a "raffle" as defined in this chapter.

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

**RESOLUTION NUMBER: 2026-08**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS, APPROVING AND AUTHORIZING AN EMERGENCY WATER SERVICE CONTRACT WITH AQUA ILLINOIS, INC.**

WHEREAS, Aqua Illinois, Inc. (“Aqua”) and the Village of Poplar Grove, Illinois (“Village”) own and operate separate water supply systems which furnish potable water for the use of their respective customers; and

WHEREAS, there is an existing 8” water main that connects the two water supply systems (the “Interconnection”); and

WHEREAS, Aqua and Village desire to cooperate with one another so that, in emergency situations, Aqua may purchase water from the Village and have a dependable supply of potable water and in emergency situations, the Village may purchase water from Aqua and have a dependable supply of potable water; and

WHEREAS, the terms and conditions upon which the Village will sell and purchase potable water in emergency situations and Aqua will sell and purchase potable water in emergency situations, are set forth in an Emergency Water Service Contract, a copy of which is attached hereto as Exhibit A and incorporated herein (“Contract”); and

**WHEREAS**, the Village has determined that entering into the Contract is in the best interest of the Village and its citizens.

**NOW THEREFORE, BE IT RESOLVED** by the Village President and Village Board 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 Contract, attached hereto as Exhibit A and incorporated herein, or one in substantially similar form.
3. The Village President and the Village Clerk are hereby authorized to execute, and attest said Contract 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":

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ABSENT, ABSTAIN, OTHER

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APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**EXHIBIT A- CONTRACT**

**EMERGENCY WATER SERVICE CONTRACT**  
**BETWEEN THE VILLAGE OF POPLAR GROVE ILLINOIS**  
**AND AQUA ILLINOIS, INC.**

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 by and between AQUA ILLINOIS, INC., an Illinois public utility corporation and established under the laws of the State of Illinois (hereinafter called “AQUA”) and the VILLAGE OF POPLAR GROVE, an Illinois municipal corporation, (hereinafter called “VILLAGE”). Individually, VILLAGE and AQUA may be referred to as a “Party” and collectively as “Parties”.

**WITNESSETH:**

WHEREAS, AQUA and VILLAGE own and operate separate water supply systems which furnish potable water for the use of their respective customers; and

WHEREAS, there is an existing 8” water main that connects the two water supply systems (the “Interconnection” as further defined below); and

WHEREAS, AQUA and VILLAGE desire to cooperate with one another so that, in emergency situations, AQUA may purchase water from the VILLAGE and have a dependable supply of potable water and in emergency situations, the VILLAGE may purchase water from AQUA and have a dependable supply of potable water; and

WHEREAS, the terms and conditions upon which the VILLAGE will sell and purchase potable water in emergency situations and AQUA will sell and purchase potable water in emergency situations, are set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and Agreements herein contained, the parties hereto agree as follows:

**1 SCOPE AND TERM OF CONTACT**

1.01 This Agreement shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ 2026, and shall be in full force and effect for a period of four (4) years (“Initial

Term”) and renewed automatically for subsequent periods of four (4) years each (each 4 year period being a “Renewal Term”) unless either party, by written notice given at least one hundred and eighty (180) days prior to the expiration of the Initial Term or any Renewal Term thereof, shall notify the other party of its desire to not renew this Agreement.

- 1.02 In emergency situations that cause AQUA to temporarily be unable to meet the water demands of its customers or a scheduled temporary shut-down of AQUA’s water supply system, VILLAGE agrees to deliver potable water to AQUA. Notwithstanding the foregoing, the VILLAGE shall not be required to provide water in said amounts and rates if doing so, in the reasonable opinion of the Village water department, would negatively impact service to the VILLAGE’s customers.
- 1.03 In emergency situations that cause the VILALGE to temporarily be unable to meet the water demands of its customers or a scheduled temporary shut-down of the VILLAGE’s water supply system, AQUA agrees to deliver potable water to the VILLAGE. Notwithstanding the foregoing, AQUA shall not be required to provide water in said amounts and rates if doing so, in the reasonable opinion of the AQUA operations department, would negatively impact service to AQUA’s customers.
- 1.04 Nothing in this Agreement shall be construed to prohibit AQUA or VILLAGE from entering into any mutual emergency water service contract with any other person, corporation, firm, utility, municipal corporation or governmental authority, for the purpose of obtaining additional water for the System.
- 1.05 Nothing herein shall obligate AQUA or the VILLAGE to request or receive any water hereunder.

## 2 RATES AND PAYMENT

- 2.01 From the first day following the date of this Agreement, and until such time as the rates may be changed, the rates paid by AQUA to the VILLAGE for water furnished hereunder shall be the rate established by the 1000 gallons rounded up as set forth in

the Village of Poplar Grove Code of Ordinances Section 6-2-4-1 Rates Established, as may be amended from time to time.

- 2.02 From the first day following the date of this Agreement, and until such time as the rates may be changed, the rates paid by the VILLAGE to AQUA for water furnished hereunder shall be the tariff water rate charged to customers of AQUA similarly situated, as may be amended from time to time.
- 2.03 Invoices for service provided hereunder shall be submitted monthly, and shall be due and payable within thirty (30) days from the date of invoice.
- 2.04 It is agreed that in no event shall the rates charged by the VILLAGE to AQUA or AQUA to the VILLAGE, be different from the rate charged to other customers.
- 2.05 Neither party shall charge the other any charges for availability, meter or any other charges during any period unless one party receives water from the other during such monthly period.

### 3 TECHNICAL PROVISIONS

- 3.01 Interconnection Facilities. The Interconnection Facilities generally depicted on Exhibit A.
  - 3.01.1 The Interconnection Facilities, including the location, and vault shall be owned by AQUA. AQUA shall maintain the water main, vault and vault equipment from generally located to the north and west of the point of connection to the VILLAGE system as depicted on Exhibit A.
  - 3.01.2 VILLAGE shall own and maintain that portion of the connection south of the point of the point of connection to the Village system as depicted on Exhibit A.
  - 3.01.3 Neither AQUA nor VILLAGE shall allow any cross connection between its distribution system and any other private water supply system.

3.02 Meter. AQUA shall purchase and maintain its own meter. AQUA shall make maintenance records available to the VILLAGE upon the request of the VILLAGE. The meter shall be read monthly by the VILLAGE during times when AQUA is receiving water from the VILLAGE.

3.02.1 In the event that the meter fails to register, or registers incorrectly, the water furnished through such meter, the parties shall agree upon the length of period during which such meter failed to register or registered incorrectly and the quantity of water delivered through such meter during such period, and upon agreement, an appropriate adjustment in usage and any rates charged based thereon shall be made. For the purpose of the preceding sentence, a meter which registers within three (3) percent, plus or minus, of the true registration, shall be deemed correct. The properly authorized officers, agents and representatives of AQUA and VILLAGE, shall at all times have free access to the meter or meters and all other facilities herein provided for, for the purpose of reading the registrations of said water meter.

3.02.2 AQUA shall periodically cause its meter to be inspected and tested. Advance written notice of such tests shall be given to the Village one week before such test are to be made, and, at the option of the VILLAGE, such tests shall be conducted in the presence of the Village.

3.02.2.1 AQUA may have additional tests conducted on the meter at a reasonable interval at its cost and expense.

3.02.3 The Parties may, at their option and own expense, install and operate a check meter to check the rate and quantity of flow, provided that the measurement of water for the purpose of this Agreement shall be solely by the Delivery Meter (Delivery Meter being the meter within the valve vault) except in the cases hereinabove specifically provided to the contrary. All such check meters shall be of standard make and shall be subject, at all reasonable times, to inspection and examination by any employee or agent of the other Party, but the reading, calibration and adjustment thereof shall be made only by installing and

operating Party, except during any period when a check meter may be used for measuring the amount of water delivered.

- 3.03 Potable water delivered under this Agreement shall conform to the then-current applicable standards established by the Illinois Environmental Protect Agency and the United States Environmental Protection Agency and to any other water quality laws, rules or regulations then applicable to potable water.
- 3.04 The VILLAGE and AQUA shall inform one another at least six (6) months (or when such is contemplated if less than six (6) months) of any planned changes to the treatment or disinfectant methods of the water supply to be delivered hereunder.
- 3.05 Interruptions. The VILLAGE and AQUA will operate and maintain their water system in an efficient and professional manner and will exercise reasonable care and diligence to prevent and avoid unplanned interruptions, restrictions and fluctuations in service. VILLAGE and AQUA shall use reasonable diligence to provide a regular and uninterrupted supply of service at the points of delivery, but shall not be liable for any loss or damages to the other for failure, suspension, diminution or other variation of serviced occasioned by or in consequence of any cause beyond their control , including but not limited to acts of God, or the public enemy, fire, floods, earthquakes or other catastrophes, strikes or failure or breakdown of transmission or other facilities, or insufficient capacity of any elements of their water system. Nevertheless, the VILLAGE or AQUA may, without reservation or restriction, discontinue the supply of service whenever either determines that it must conserve its water and should not furnish the service herein contemplated.
- 3.06 Planned Interruptions. The VILLAGE and AQUA shall have the right, upon a minimum of five (5) business days advance written notice to the other, to temporarily interrupt or curtail service for such length of time as reasonably necessary for the construction, repair, maintenance, removal and replacement of its facilities and equipment. The parties will confer with one another regarding any planned interruptions of service and will attempt to schedule such planned interruptions at a mutually convenient time or times. As soon as the supply of water to AQUA by the

VILLAGE or the supply of water to the VILLAGE from AQUA is returned to normal volumes and pressures, the receiving party shall promptly resume taking normal volumes of water from supplying party pursuant to this Agreement.

3.07 Water Shortages. In the event of a shortage of raw water available to the VILLAGE at its Treatment Plant, a diminished capacity to treat water at the Treatment Plant, a restriction or limitation in the ability of the VILLAGE's transmission and distribution system to transport and deliver water, a mandatory moratorium or other restriction on the ability of the VILLAGE to supply water in normal quantities and/or pressures, the water supplied by the VILLAGE to AQUA shall, to the extent reasonably practicable, be reduced or diminished in the same proportion that it is reduced or diminished to the all the other customers of the VILLAGE.

3.08 Title to all water supplied by the VILLAGE pursuant to this Agreement shall be in the name of the VILLAGE up to the Point of Delivery, at which point title shall pass to AQUA. Title to all water supplied by AQUA pursuant to this Agreement shall be in the name of AQUA up to the Point of Delivery, at which point title shall pass to the VILLAGE.

#### 4 MISCELLANEOUS PROVISIONS

4.01 No assignment or transfers of any rights or obligations of the Agreement shall be made by AQUA or the VILLAGE without the prior written consent by the other Party, which consent shall not be unreasonably withheld. Unless properly assigned, no rights under this Agreement shall inure to third parties who may receive benefits under this Agreement or for whom water is furnished hereunder.

4.02 No officer, official or agent of AQUA or VILLAGE has the power to amend, modify or alter this Agreement, or waive any of its conditions, or to bind AQUA or VILLAGE by making any promise or representation not contained herein. Any amendment to this Agreement shall be in writing, signed by both Parties, and subject to each Party having obtained all necessary approvals to enter into such amendment.

- 4.03 This Agreement is subject to all applicable Federal laws and laws of the State of Illinois and any applicable permits, ordinances, rules, orders, and regulations of any local, state, or federal governmental authority having or asserting jurisdiction, but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, ordinance, order, rule, or regulation in any forum, having jurisdiction.
- 4.04 Unless otherwise provided herein, any notice, communication, request, reply, or advice (herein severally and collectively, for convenience, called “Notice”) herein provided or permitted to be given, made, or accepted by any Party to any other Party must be in writing and may be given or be served by delivering the same to an officer of such Party, or be e-mail transmission, or by overnight delivery by a reputable company when proof of receipt is received, addressed to the Party to be notified. Notice given in any other manner shall be effective only if and when received by the Party to be notified. For the purposes of notice, the address of the Parties shall, until changed as hereinafter provided, be as follows:

AQUA Illinois, Inc.  
 1000 S. Schuyler Avenue  
 Kankakee, IL 60901  
 Attn: Vice President/Regional Manager  
 Email: \_\_\_\_\_

VILLAGE OF POPLAR GROVE  
 Attn: Village President  
 200 North Hill Street  
 Poplar Grove, Illinois 61065  
 Email: \_\_\_\_\_

The Parties hereto shall have the right from time to time and at any time to change their respective addresses and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other Parties hereto

- 4.05 The Parties hereto specifically agree that in case any one or more of the sections, sub-sections, provisions, clauses, or words of this Agreement or the application of such sections, sub-sections, provisions, clauses, or words to any situation or circumstance

should be, or should be held to be, for any reason, invalid or unconstitutional, under the laws or constitutions of the State of Illinois or the United States of America, or in contravention thereof, such invalidity or unconstitutionality shall not affect any other sections, sub-sections, provisions, clauses, or words of this Agreement or the applications of such sections, or circumstance, and it is intended that this Agreement shall be severable and shall be construed and applied as if any such clause, or word had not been included herein, and the rights and obligations of the Parties hereto shall be construed and remain in force accordingly.

- 4.06 This Agreement is entered into between and for the benefit of the parties hereto exclusively. Except as otherwise provided for under Section 4.01, this Agreement is entered into between and for the benefit of the parties hereto exclusively. Nothing herein is intended to create any duty or benefit to any third party.
- 4.07 This Agreement may be executed in any number of counterparts, and by facsimile or electronic scanned signature, each of which shall be deemed to be an original, and all of such counterparts shall constitute one Agreement.
- 4.08 The event of default by either Party, the non-defaulting Party shall be entitled to pursue any and all remedies that it may have in equity or at law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective corporate officials, authority therefore having first been provided.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2026.

AQUA ILLINOIS, INC.

BY \_\_\_\_\_  
Vice President/Regional Manager

ATTEST:

\_\_\_\_\_

VILLAGE OF POPLAR GROVE

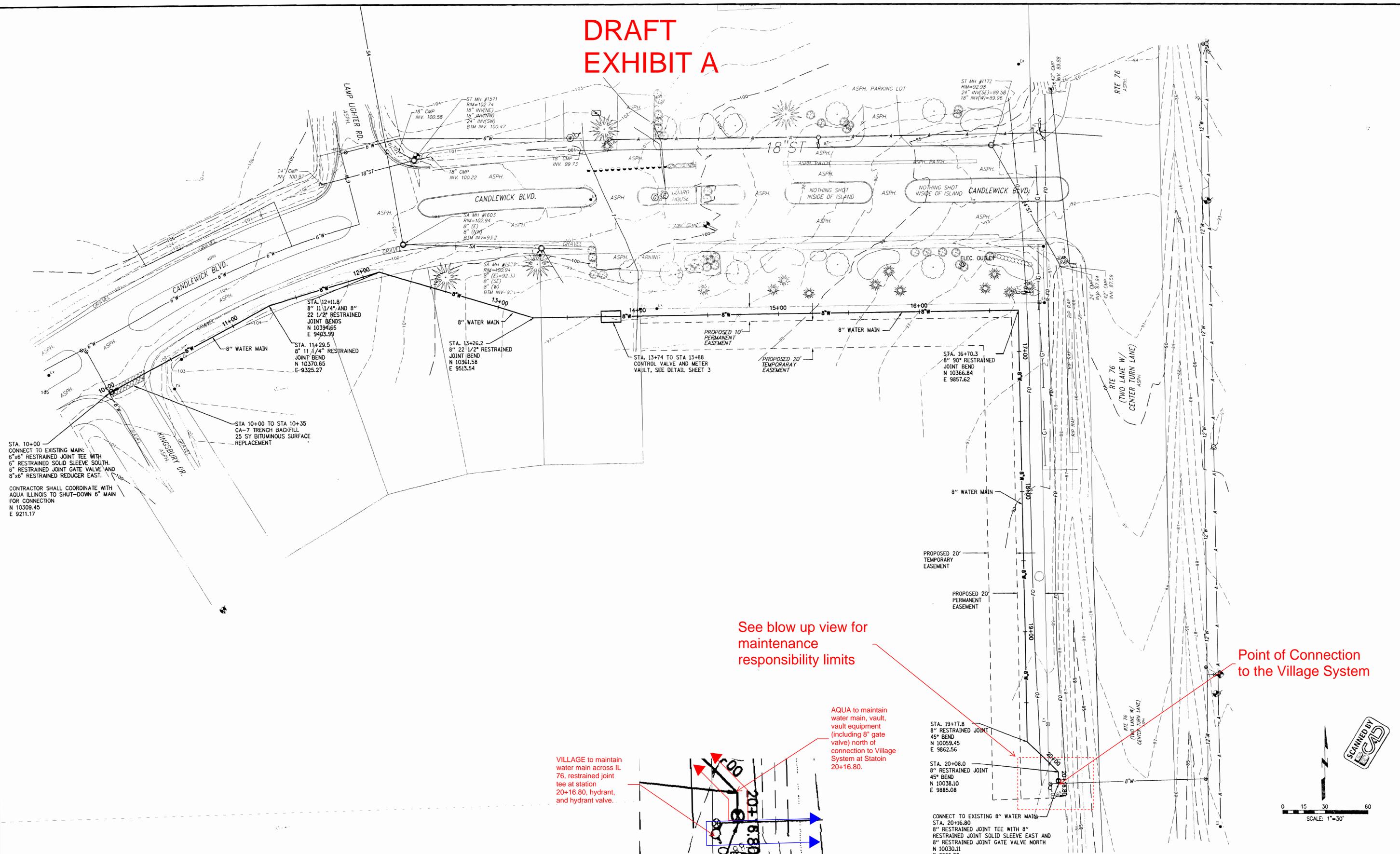
BY \_\_\_\_\_  
Kristi Richardson, Village President

ATTEST:

\_\_\_\_\_

Village Clerk

# DRAFT EXHIBIT A



STA. 10+00  
CONNECT TO EXISTING MAIN:  
6"x6" RESTRAINED JOINT TEE WITH  
6" RESTRAINED SOLID SLEEVE SOUTH,  
6" RESTRAINED JOINT GATE VALVE AND  
6"x6" RESTRAINED REDUCER EAST.  
CONTRACTOR SHALL COORDINATE WITH  
AQUA ILLINOIS TO SHUT-DOWN 6" MAIN  
FOR CONNECTION  
N 10309.45  
E 9211.17

STA. 10+00 TO STA. 10+35  
CA-7 TRENCH BACKFILL  
25 SY BITUMINOUS SURFACE  
REPLACEMENT

STA. 12+11.8  
8" 11 1/4" AND 8"  
22 1/2" RESTRAINED  
JOINT BENDS  
N 10394.65  
E 9403.99

STA. 11+29.5  
8" 11 1/4" RESTRAINED  
JOINT BEND  
N 10370.85  
E 9325.27

STA. 13+26.2  
8" 22 1/2" RESTRAINED  
JOINT BEND  
N 10361.58  
E 9513.54

STA. 13+74 TO STA. 13+88  
CONTROL VALVE AND METER  
VAULT, SEE DETAIL SHEET 3

STA. 16+70.3  
8" 90" RESTRAINED  
JOINT BEND  
N 10366.84  
E 9857.62

STA. 19+77.8  
8" RESTRAINED JOINT  
45° BEND  
N 10059.45  
E 9862.56

STA. 20+08.0  
8" RESTRAINED JOINT  
45° BEND  
N 10038.10  
E 9885.08

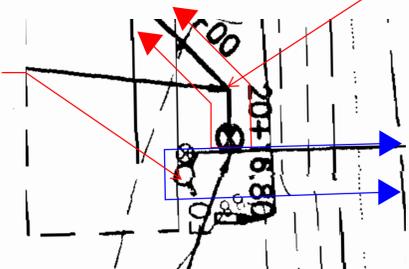
CONNECT TO EXISTING 8" WATER MAIN:  
STA. 20+16.80  
8" RESTRAINED JOINT TEE WITH 8"  
RESTRAINED JOINT SOLID SLEEVE EAST AND  
8" RESTRAINED JOINT GATE VALVE NORTH  
N 10030.11  
E 9885.30

See blow up view for  
maintenance  
responsibility limits

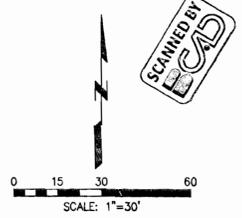
Point of Connection  
to the Village System

VILLAGE to maintain  
water main across IL  
76, restrained joint  
tee at station  
20+16.80, hydrant,  
and hydrant valve.

AQUA to maintain  
water main, vault,  
vault equipment  
(including 8" gate  
valve) north of  
connection to Village  
System at Station  
20+16.80.



Limits of Maintenance  
Responsibilities



Revisions	Date	Initials

ENGINEERS  
 ARCHITECTS  
 SURVEYORS  
 SCENARISTS  
**Farnsworth GROUP**  
 2709 McGRAW DRIVE  
 BLOOMINGTON, ILLINOIS 61704  
 (309) 663-8435 / (309) 663-1571 Fax  
 www.f.w.com

Drawn: DVH Date: 01-12-07  
 Designed: DLO Checked: DLO

<b>AQUA ILLINOIS          POPLAR GROVE          WATER MAIN INTERCONNECTION          POPLAR GROVE, ILLINOIS</b>	
<b>WATER MAIN PLAN</b>	
Book No.:	2681 Sheet No.: 2 of -
Project No.:	106668 File No.: 24-7882



## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 3, 2026

**\*\*Subject:\*\***

Parking Ordinance

### **1. Background:**

The Village of Poplar Grove, under Title IV – Motor Vehicles and Traffic, Chapter 1, Traffic Regulations provides the bases of how and where motor vehicles may be parked.

### **2. Current Status:**

There have been instances of vehicles, both private and commercial, parking for extended periods of time on public roadways, to the extent the parking was being treated as storage. The current ordinance does not have provisions for commercial vehicles, and contradictory penalty structures.

### **3. Fiscal Impact:**

Fiscal impacts will be any legal counsel needed, codification of the updated ordinance, fee collection on any code enforcement situation not in compliance.

### **4. Legal Review (if applicable):**

At the time of the code enforcement infractions legal was briefed on the issues and provided guidance.

### **5. Recommendation:**

We recommend the following:

4-1-1, Section D - add an exception for moving vehicle used to assist residents/business moving in and out, extending the requirement time to 48 hours.

NEW: add a section for Commercial vehicles that defines where they can park and how long they can park. Also, should have an exception for active work sites. This should include trailers.

4-1-1, Section F: Unattended Vehicles Parked in the Right-of-Way, number 1 – change the period of unattended from 7 days to 48 hours.

4-1-1 Section F, number 2 – change the period of unattended from 7 days to 48 hours

4-1-1, Section F, number 3 – the penalty should be changed to reference our general penalty provision 1-4-1

4-1-1, Section J: Penalty – this section should be changed to reference our general penalty provision 1-4-1

4-1-1-2, Parking during Snowfall, Section G: Penalty - this section should be changed to reference our general penalty provision 1-4-1, Leave the driver of the vehicle....

NEW: Towing – The Boone County Sheriff’s Department will no longer tow abandoned vehicles to the county lot on behalf of a municipality. We recommend establishing a contract with a local towing company. If so, then a towing process provision should be added to the ordinance.

**6. Supporting Documents (if applicable):**

Attached – Parking Ordinance Title IV – Motor Vehicles and Traffic

Not Applicable

**\*\*Signature:\*\***

\_\_\_\_\_

Kristi Richardson  
Village President

## 4-1-1. - PARKING.

- A. No Parking Areas. It shall be a violation of this section to park a vehicle in areas marked by "No Parking" signs or marked by painted yellow lines on the curb.
- B. Parking Against Traffic Flow. It shall be a violation of this section to park a vehicle against the flow of traffic on the side of the street heading into the flow of traffic.
- C. Obstructing Traffic. No person shall park or place any vehicles or other property within the streets or highways of the Village so as to obstruct or interfere with traffic or travel or other vehicles or pedestrians or endanger public safety.
- D. Semitruck and Trailer Parking. It shall be unlawful for the operator or owner of any motor vehicle except a passenger vehicle, public utility truck, and trucks licensed by the state under the classification of A or B license, to park such vehicles within residential areas in the Village for a period of longer than one hour.

If a tractor-trailer or unattached trailer is parked completely off residential streets and sidewalks in private driveways on the driver's property and not obstructing view to prevent a safety hazard, then it shall be considered exempt from this subsection.

- E. Weight Limits. No vehicle or combination of vehicles, unladen or with load shall be driven on streets within the Village posted "NO TRUCKS" when said vehicle carries an Illinois license designation greater than B or equivalent, or its equivalent out of state license.

The requirements of this subsection shall not apply to commercial vehicles parked within the Village limits for the purpose of collecting or delivering persons, materials or merchandise or performing some service to the residents on whose property or adjacent property the vehicle is being parked.

- F. Unattended Vehicles Parked In Right-of-Way:

1. Definition. The term "unattended motor vehicles" as used in this subsection shall mean any motor vehicle left unattended for a period of at least seven days in the right-of-way.
2. Public Nuisance Declared. It is hereby declared that all unattended motor vehicles, whether operable or inoperable, left parked, stopped or standing in the right-of-way within the Village, for a period of at least seven days, is hereby declared to be a public nuisance.
3. Penalty. Violation of this subsection shall result in a fine of \$10.00 per day after the seven day violation. If towed away, towing and storage will be per Boone County fees charged on county roads. The owner or operator of any vehicle removed shall be liable for towing and storage fees as a condition of regaining possession of such vehicle.

- G. Off-street Loading Berth Requirements:

- 1.

Definition. For the purpose of this subsection, "loading berth" shall mean space within the main building or on the same lot, providing for the standing, loading, or unloading of trucks having a minimum dimension of 12 x 35 feet and a vertical clearance of at least 14 feet.

- 2. Schedule. All nonresidential buildings, including retail, wholesale, office, and industrial buildings, hereafter built, relocated, or structurally altered to the extent of more than a 50 percent addition in floor area, shall provide an off-street loading berth in accordance with the following schedule:

A building whose dominant use is the selling of goods at retail shall provide loading berths in relation to the floor area used for retail purposes as follows:

Retail Floor Area	Berths Required
5,000—10,000 square feet	1
10,001—20,000 square feet	2
20,001—30,000 square feet	3
Over 30,000 square feet	4

Manufacturing, repair, wholesale, trucking terminal, or warehouse uses shall provide loading berths in relation to total floor area as follows:

Total Floor Area	Berths Required
5,000—40,000 square feet	1
40,001—100,000 square feet	2
Over 100,000 square feet	3

Other nonresidential buildings, including offices, hotels, mortuaries, and institutions, having more than 10,000 square feet of floor area, shall provide one off-street loading berth.

3. Conditions. The following conditions shall apply to the provision of off-street loading berths.
- a. Each loading berth shall be easily accessible from a street or alley without substantial interference with traffic.
  - b. Each loading berth shall be hard surfaced, or shall be surfaced with gravel, crushed stone, or similar material, with adequate dust treatment.
  - c. Space allocated to required off-street loading berths may not be included in required off-street parking areas, nor shall an off-street loading berth be used for normal vehicle repair or service work.
  - d. All required loading berths shall be on the same lot as the use served.
  - e. Off-street loading berths abutting the side or rear yard of a residential district shall be suitably screened or fenced from view.
  - f. No loading berth will be located on a required front or side yard. If located in a required rear yard, the berth shall be open to the sky. (Ord. 445, 1-8-1996)

H. Inoperable Vehicles:

1. Definition. An "inoperable motor vehicle" is hereby defined to be any motor vehicle on which, for a period of at least seven days, the engine, wheels, steering apparatus or other essential parts have been removed or altered or do not function properly so that such motor vehicle is incapable of being operated under its own motor power or on which no current license has been issued for its operation on the public highways by the secretary of state, provided that:
  - a. Vehicles that have been duly licensed and rendered temporarily incapable of being driven under their own motor power in order to perform ordinary service or repair operations in a timely fashion but not longer than seven days;
  - b. Vehicles temporarily stored in duly licensed commercial garages and storage yards; or
  - c. Vehicles kept inside a fully enclosed garage or storage building, shall not be deemed inoperable motor vehicles.
2. Nuisance Declared. Inoperable motor vehicles, whether on private or public property, are a nuisance to be disposed of by any person in control of any such vehicle or vehicles upon receipt of a notice from the Village as described below.

I. Parking on Public Sidewalks:

1. Definitions. For the purposes of this subsection, "non-motorized vehicle" shall mean any licensed or unlicensed trailer including, but not limited to, camping trailers, travel trailers, boat trailers, snowmobile trailers, bike trailers, all-terrain vehicle trailers, flat bed trailers or any other trailer used for any type of hauling or towing. For the purposes of this subsection, the definition of "recreational vehicle" includes, but is not limited to, motor homes, campers, cargo trailers, travel trailers, boats, snowmobiles, all-terrain vehicles and any other vehicle

which may be licensed by the State of Illinois as a recreational vehicle. For the purposes of this subsection, "vehicle" shall have the same definition as set forth in the Illinois Motor Vehicle Code, including, but not limited to, cars, trucks, vans, pick-up trucks and motorcycles.

2. Parking Prohibited. It shall be unlawful for any person or entity to stop, stand, or park any vehicle, non-motorized vehicle, or recreational vehicle on any public sidewalk.

3. Penalty. The registered owner of any licensed or unlicensed vehicle, non-motorized vehicle, or recreational vehicle which is in violation of this subsection shall be subject to a fine and vehicle removal by the Village at the owner's expense pursuant to subsection J of this section.

J. Penalties. Anyone who violates subsections A through I of this section shall be subject to a fine of not less than \$100.00 a separate offense shall be deemed committed on each day that a violation occurs or continues, and will subject their vehicle to be removed by the Village at the owner's expense. If said fines are not paid within 72 hours of the violation, the fine will increase by \$50.00. All fines will be payable to the Village Clerk.

(Ord. 328, 10-7-1975; Amd. 1984 Code; Ord. 533, 2-12-2000; Amd. Ord. 2014-32, 12-8-2014; Ord. No. 20-01, § 2, 1-15-2020)

#### 4-1-1-2. - PARKING DURING SNOWFALL.

##### A. Definitions:

*Parking lane.* An auxiliary lane primarily for parking of vehicles.

*Right-of-way.* The areas existing or acquired for public road purposes whether by easement or by fee ownership.

*Roadway.* The portion of a right-of-way designed or used for vehicular use, including shoulders, parking lanes, alleys, and the traveled way.

*Traveled way.* The portion of a roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

B. Snow Emergency. A snow emergency is hereby declared to exist when the Public Works Director for the Village of Poplar Grove declares a "snow emergency" which can occur at any time when two inches or more of snow, or any ice accumulation is forecasted at the Public Works Director's discretion.

C. Parking Restrictions. It shall be unlawful for any vehicle to be parked in a public parking lot or on any portion of a public roadway during a snow emergency from the time that the Public Works Director declares a "snow emergency" until the time the Public Works Director cancels the "snow emergency". Any person who parks the vehicle is in violation of this subsection and any registered owner or co-owner of the vehicle shall be jointly and severally liable for violation of this subsection.

- D. Traffic Obstruction. Any vehicle parked in violation of this section is declared to be an obstruction to traffic and an immediate hazard to essential snow removal operations.
- E. Vehicle Removal. Any vehicle in violation of this section shall be fined and/or towed at the request of the Public Works Director or by his or her designee. The cost of any such towing shall be at the owner's expense and in addition to any fine payment.
- F. Towing Records. In the event a vehicle is towed, the Village shall keep records of such towing including the license plate number of the vehicle, if any; the date, time, the location of the vehicle towed and the name of the company providing the towing service.
- G. Penalty. Any person violating any portion of this section shall be fined \$100.00 for each such offense. Each day's violation shall constitute a separate offense. The driver of the vehicle and any registered owner or co-owner thereof shall be jointly and severally liable for payment. Payment is due at Poplar Grove Village Hall.
- H. Release of Vehicle. The vehicle shall remain impounded until the registered owner or registered owner's agent remits the fine to Poplar Grove Village Hall during regular business hours. Upon fine payment, owner or agent will be issued a receipt of payment by the Village. Owner or agent shall then remit fine payment receipt to the tow company. All tow and storage fees charged shall be paid before the vehicle will be released by the towing company.
- I. Other Provisions. The Village may settle and compromise violations of this section in accordance with the provisions of Section 1-4-1 of this Code.

(1984 Code; Ord. No. 2020-03, § 2, 2-19-2020)

4-1-6. - PENALTY.

Any person violating any provision of this chapter shall be fined not less than \$50.00 nor more than \$500.00 for each offense.

(Ord. 313; Amd. 1984 Code)



## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 3, 2026

**\*\*Subject:\*\***

Farm & Sludge Lease

### **1. Background:**

The farm land around the public works building at 111 W. Park Street, has been leased to farm. The whole parcel owned by the Village is 14.36 acres.

### **2. Current Status:**

Original contract was dated from April 17, 2020 to January 31, 2021. No additional contracts in writing have been executed (per the contract) however the land is still being farmed. Original lease was executed with a no rent payment charge.

This contract also had a provision for the Village to spread waste-water plant sludge at the expense of the lessee.

### **3. Fiscal Impact:**

Any legal services to execute contract, any rent collected on the lease of the land

### **4. Legal Review (if applicable):**

No legal review has been done at this time.

### **5. Recommendation:**

Recommendation is to discuss the collection of rent for this land. Information I was provided by a staff member who farms other local lands, indicated fair market rent for the season of tillable acres is between \$225 and \$250. Estimated tillable acres is 10-12 acres. An updated contract should be executed, based on the consensus of rent from the board.

### **6. Supporting Documents (if applicable):**

Attached – Parcel Aerial Map

Attached – Original Contract

Not Applicable

**\*\*Signature:\*\***

---

Kristi Richardson

Village President

Clerk has  
official copy

Item 5.

### FIXED CASH FARM LEASE AGREEMENT

This FIXED CASH FARM LEASE AGREEMENT ("Lease") is made this \_\_\_ day of April, 2020 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 XX 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 8 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 2020 crop year, specifically from April 17, 2020 to January 31, 2021. This Lease may be extended for additional crop years. Any extensions must be in writing and refer to this Lease.
3. Rent. Lessor and Lessee agree that no rent payment shall be charged to Lessee during the Term of this Lease.
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, taking into account the N, P and K that will be provided from the **waste-water plant sludge** referenced in subparagraph F below..
- 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, at its sole costs and expense and using its own labor and equipment, haul sludge from the Lessor's waste-water treatment facilities and spread such sludge over the Property. Such hauling and spreading of sludge shall be done at least once a crop season, either at the beginning or end of the crop season. Lessee shall spread sludge over the Property in accordance with the terms and conditions of Section 391-Appendix G Sludge User Information Sheet, a copy of which is attached hereto as Exhibit B and incorporated herein. Lessee and Lessor shall coordinate in good faith such hauling and spreading of sludge.
- G. 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.
- H. Lessee shall not assign this Lease or sublet any part of the Property without the prior written consent of the Lessor.
- I. 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.
- J. 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: \_\_\_\_\_

Owen Costanza, Village President

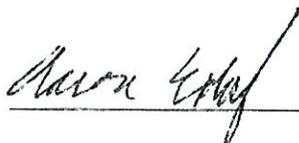
**ATTTEST:**

By: \_\_\_\_\_

Karri Anderberg, 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.

**EXHIBIT B-**  
**SECTION 391. APPENDIX G SLUDGE USER INFORMATION SHEET**



Item 5.

GL 2

GL 1

176-022  
14.24

81.303

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## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 4, 2026

**\*\*Subject:\*\***

Liquor, Tobacco, & Game License Fees

### **1. Background:**

Liquor, Tobacco, and Gaming licenses fees have not been reviewed or increased since January 16, 2019. This analysis provides an opportunity to review our current rates to our comparable communities.

### **2. Current Status:**

Our licenses renew each year July 1<sup>st</sup>. In efforts to ensure we are competitive while being fair to our existing establishments we felt a comparable analysis should be conducted. The comparison includes 5 other municipalities of the same size (+/-) 50% of our population; or a population range of 2,583 – 7,748.

Analysis included:

- City of Greenville
- Village of Sandwich
- Village of Spring Grove
- Village of Berkley
- City of Genoa

Please note that some of the comparables do not use an add-on system as we do. Some of the comparables use a packaged price system or have a by business type pricing breakdown.

### **3. Fiscal Impact:**

Any legal services to update ordinance, codification, any monies collected for the licensing.

### **4. Legal Review (if applicable):**

No legal review has been done at this time.

**5. Recommendation:**

After reviewing the comparable fee documents, it is clear there is a large disparity in our tobacco license fee, gaming terminal fees, one-time application fees for liquor licenses, BB Gaming liquor license. There is also noticeable disparity in our class B liquor license, beer garden licenses, and the class K to go license.

~Our Recommended Pricing~

- We recommend any new liquor license applications be subject to a one-time application fee of \$500.
- We recommend moving the class B fee from \$500 to \$600
- We recommend moving class J (Beer Garden) fee from \$100 to \$200
- We recommend moving the class K (To Go) fee from \$50 to \$100
- We recommend further discussion on the cost of the BB Gaming License as it is quite a bit higher than the other comparables who offer similar license.
- We recommend moving the Tobacco fee from \$20 to \$100 – if needed we could create a tiered system moving the fee over the course of 2 year. \$50 in 2026 and \$100 in 2027
- We recommend moving the game terminal fee (per terminal) from \$25 to \$125 and to do this over the next 2 years. \$75 in 2026 and \$125 in 2027

Please note that gaming terminal operators receive a 50% credit of cost back from their provider.

Also remember that gaming taxes are used for park improvements.

**6. Supporting Documents (if applicable):**

Attached – Liquor, Tobacco, & Game License Fees Comparison Spreadsheet

Not Applicable

**\*\*Signature:\*\***

\_\_\_\_\_  
Kristi Richardson

Village President

Location	Population	Application Fee	Liquor												Tobacco	Gaming Per Machine
			Class A Full Bar	Class B Package Bottles	Class C Spirits less than 12%	Class D On Sunday	Class E Event	Class F BYOB	Class G Golf	Class H Catering	Class I Cater with	Class J Beer Garden	Class K To Go	Class BB Gaming Boutique		
Village of Poplar Grove	5,165	\$ 100.00	\$ 900.00	\$ 500.00	\$ 700.00	\$ 100.00	\$ 100.00	\$ 150.00	\$ 900.00	\$ 250.00	\$ 350.00	\$ 100.00	\$ 50.00	\$ 5,000.00	\$ 20.00	\$ 25.00
City of Greenville	7,000			\$ 720.00			\$ 60.00			\$ 120.00					\$ 100.00	\$ 250.00
Village of Sandwich	7,200		\$ 1,300.00	\$ 1,000.00			\$ 500.00		\$ 1,800.00						\$ 300.00	\$ 125.00
Village of Spring Grove	5,487	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00		\$ 250.00	\$ 300.00					\$ 250.00	\$ 1,500.00	\$ 100.00	
Village of Berkely	5,338	\$ 400.00	\$ 950.00	\$ 500.00			\$50/day	\$ 250.00		\$ 950.00	\$ 950.00	\$ 500.00			\$ 75.00	\$ 900.00
City of Genoa	5,298		\$ 900.00	\$ 250.00			\$25/day					\$ 250.00		\$ 1,200.00		\$ 250.00



## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 5, 2026

**\*\*Subject:\*\***

B& F Contract Services

### **1. Background:**

B&F Construction Services has been providing the Village of Poplar Grove with plan reviews, inspections, code enforcement and zoning matters.

The original contract was established August 17, 2017 and approved by the board of trustees, resolution 2017-15 on November 1, 2017.

As per the term of the original contract, the contract would end at the term of the current Village President, which was April 30, 2021.

It is my understanding, that B&F attempted to present the new board a contract at some point during the previous administration, however, was never reviewed.

### **2. Current Status:**

We do not have a current contract with B&F Construction for the services they have been providing. Since May 1, 2025 I have worked directly with B&F (Vince & Ken) to ensure all processes are streamlined, customer service to residents and businesses is at the level we desire and work to resolve any other issues that may have arisen.

We should recognize these services are challenging to administer, as often residents, contractors, and owners would prefer there were no standards for building codes, zoning requirements, and/or fire safety. In every encounter we are balancing how to ensure safety against any financial burden the enforcement of the code may cause.

My overall experience working with B&F has been positive. They have worked to be as accommodating as the code will allow and work to find alternatives/relief for situations. They have been receptive to my suggestions for areas of improvement and highly responsive to questions/concern.

**3. Fiscal Impact:**

Fiscal Impact will be any legal services need to review and execute the contract, will impact our existing permit fee schedule, and the cost of our expenses.

**4. Legal Review (if applicable):**

No legal review has been done at this time.

**5. Recommendation:**

I believe we should continue services with B&F Construction.

Recommendation to include a provision in the billing terms that the corresponding backup calculations must be provided with the invoices and plan reviews for payment processing.

**6. Supporting Documents (if applicable):**

Attached – B&F Proposal & 2023 Fee Schedule

Not Applicable

**\*\*Signature:\*\***

\_\_\_\_\_

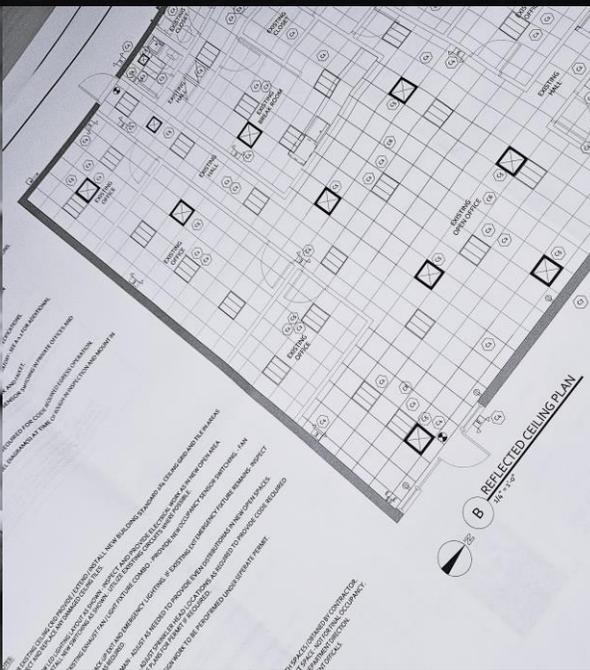
Kristi Richardson

Village President

# B & F CONSTRUCTION CODE SERVICES, INC.

## BUILDING & FIRE PROTECTION PLAN REVIEW

TRAINING • INSPECTIONS • CODE CONSULTING



February 4, 2026

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

Thank you for the opportunity to present a proposal to the Village of Poplar Grove for inspections, plan reviews, and property maintenance.

If you have any questions please give me a call at 847-428-7010 or email [kgarrett@bfccs.org](mailto:kgarrett@bfccs.org).

Sincerely,

*Kenneth Garrett*

Kenneth Garrett  
Building and Zoning Official  
Master Code Professional

**B & F CONSTRUCTION CODE SERVICES, INC.**  
2420 Vantage Road • Elgin, IL 60124  
Telephone: (847) 428-7010 • Fax: (847) 428-3151

## PROFESSIONAL SERVICE AGREEMENT

### Statement of Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, and inspections. All technical personnel are certified and/or licensed to provide the services as described and requested.

### Qualifications

B & F Construction Code Services, Inc. provides building and fire protection plan review, inspections and training services for municipal building departments. All inspection and plan review personnel are certified and/or licensed to provide the services as described.

We currently provide inspections and plan review for the Villages of Brookfield, Oak Lawn, Markham, Riverdale, Broadview, Forest Park, Matteson and the City of Harvey. We provide or have provided inspections and plan review for the Village of Hazel Crest, Richton Park, and University Park. We currently perform complete building department operations for the Villages of Winfield and Barrington Hills. We have assisted with complete building department operations in the Villages of Kingston and Hampshire. We also currently provide complete inspection and plan review services to West Chicago, Kingston, Kirkland, Shabbona, Hinckley, Waterman, Mettawa, Manhattan, Inverness, Elwood, Timberlane, and Poplar Grove.

In West Chicago, we provide full code enforcement services and administration including inspections, notices of violation, tickets, adjudication, correspondence, testimony, etc.

There are other municipalities where we provide fill-in inspections when municipalities are in need of inspectors because of a large short-term workload or because they are down staff members due to vacations or extended leaves of absence. These municipalities include the City of Wheaton and Villages of Wheeling and Romeoville.

B & F Construction Code Services, Inc. performs plan review services for numerous other communities in Illinois and other states such as Michigan, New Jersey and Pennsylvania.

We have completed plan review and inspection services for large projects such as the new 3.8 Million Square Foot Amazon facility in Matteson as well as numerous Casino projects, including Four Winds Casinos in Michigan and Indiana, Bally (formerly Jumers) Casino in Rock Island, and Rivers Casino in Des Plaines.

### Firm Information and Additional Qualifications

Its founder Richard A. Piccolo who has more than forty years in the building code profession leads B & F Construction Code Services, Inc. For many years, we have been providing Plan Reviews, Inspections, Building Department Administration, Code Consulting, and Training Services for Municipal Building Departments, Architectural Firms, Developers and Construction Workers. Our expertise is in all the Major Model Codes including the ICC (International Code Council) series, Illinois Plumbing Code, BOCA, NFPA, Accessibility and accepted industry standards and practices. We have performed over 110,000 plan reviews, conducted more than 600,000 construction inspections and over 220,000 code enforcement inspections. We have trained thousands of industry professionals nationwide. Our services have become the most sought after in the industry because of our continual focus on the three elements we have consistently delivered since inception...Quality, Value and Service.

#### **B & F CONSTRUCTION CODE SERVICES, INC.**

2420 Vantage Road • Elgin, IL 60124  
Telephone: (847) 428-7010 • Fax: (847) 428-3151

## Educational

We have over 50 technical employees, which include a full-time staff of qualified, licensed (where applicable), and certified staff of Plans Examiners, Building Inspectors, Property Maintenance Inspectors, and support personnel. Our affiliate company, the Building and Fire Code Academy (BFCA) provides training nationwide to industry professionals and has received approval by the State of Illinois as a Licensed Vocational School, approval by the International Association of Continuing Education & Training (IACET) and the approval of the American Institute of Architects (AIA).

The Building & Fire Code Academy works in conjunction with the State of Illinois and the Illinois Department of Employment Security to provide free training to help unemployed Municipal Building Department employees maintain their certification. BFCA is a State of Illinois Certified Workforce Provider. Individuals participating in a certificate program or our flagship Code Enforcement Career Development Program receive first hiring preference over other applicants. Additionally, the Building & Fire Code Academy maintains a job placement service for our students.

What is unique about B & F Construction Code Services, Inc. is the combination of conducting inspections and training code officials across the country. Many of our competitors attend our training classes at our office and we appreciate their trust and confidence in our excellence in training.

This separates B & F Construction Code Services, Inc. from its competition and not to mention that all of our staff are company employees and we do not employ contract employees. We provide hours of training to make sure our staff is prepared prior to being assigned to a client.

B & F Construction Code Services, Inc. has developed a system to manage the varying needs of our clients. This includes a proprietary database, which tracks the adopted codes and their local amendments. It also tracks each project, which includes what was submitted, when the project is due, and the status of each project including first and all subsequent reviews.

All of our clients use our plan submittal form with each set of plans submitted. This form gives us the specific type of reviews and any special instructions for each project.

We are a professional staff with company uniforms, vehicles (identified by company name information on the vehicles), equipment, cell phones and the necessary materials to provide a high quality service for your needs.

## Services to be Provided – Plan Review & Building Inspections

B & F Construction Code Services, Inc. shall:

Conduct complete plan reviews for commercial and residential projects for building, fire code, fire sprinkler, fire alarm, fire protection, plumbing, electrical, mechanical, energy, hood & duct, solar systems, pool, decks and accessory structures and any other plans requested to review in accordance with the codes and amendments adopted by the client. We can also provide high hazard use, NFPA 101, and virtually any other type of specialty reviews.

Conduct commercial and residential building, fire code, fire protection, plumbing, electrical, mechanical, energy, hood & duct, solar systems, commercial roofing, right-of-way, utility and property maintenance (rental, sale, transfer, and code enforcement) inspections. We are also able to perform annual fire inspections, life safety inspections, high hazard inspections, spray booth installations, and any other code related inspections.

Staff can attend pre-construction meetings and construction status meetings whenever requested. Upon availability, staff may be able to work at the client directly. The schedule shall be mutually agreed on.

Code consulting services shall be provided via phone, email, field, and individual/group meetings. Video conferencing will be utilized as necessary or as requested.

## **Digital Plan Review**

B&F Construction Code Services, Inc. now primarily accepts electronic plan review submittals, physical submittals are continued to be accepted. To date approximately 80% of submittals are currently via electronic means.

## **Plan Review Process**

Plan reviews submitted to our office are processed typically within two (2) business days. Upon processing, the client will receive a receipt indicating the scope of the review and the completion date (based on date received). Once reviews are completed, plan review letters are sent to the client via email and can be sent directly to the applicant if requested. If the applicant has questions regarding a review comment, our letters contain contact information for each plan reviewer.

## **Schedule to Perform Plan Reviews – All Disciplines**

All first reviews are performed typically within nine (9) business days from date they are received in our office and the second and all subsequent reviews are performed typically within five (5) business days. Typically, there are no additional fees for any re-reviews up to three submittals; any subsequent submittals may be subject to an additional fee.

If a quicker turnaround time is desired, we offer Express Reviews. These Express Reviews are completed in four (4) business days and all second and subsequent reviews are completed within four (4) business days.

Miscellaneous and simple projects can be reviewed in two (2) to three (3) business days. These reviews are subject to fee for re-reviews.

## **Schedule to Perform Inspections**

Inspections require notice the day prior by 3:00 p.m. Inspections can be conducted between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding holidays. Inspection requests shall be emailed, called, or submitted online. Additionally the client can approve B & F Construction Code Services, Inc. to schedule their inspections directly at no additional cost. Inspections can be made outside of these times on an as requested basis for an additional cost. Both parties will determine days of the week and times during the day for inspections mutually.

The inspections are conducted as progress of the project takes place. All inspections are conducted and are documented with an inspection report indicating the results of the inspection. Inspector shall utilize company issued technology (tablets) to input inspection results real-time.

Inspectors shall contact customers, upon request, with estimated arrival times. We commit to adhere to inspection arrival times.

B & F Construction Code Services, Inc. maintains that it is the responsibility of the contractor or permit holder to ensure all required inspections are performed. B & F Construction Code Services,

Inc. can provide evaluation services of inspection history, third party reports, and special inspections.

## Costs for Services

### Plan Review

See attached 2023 fee schedule for new construction and alteration plan review pricing.

### Per Project Inspection Costs

See attached 2023 fee schedule for new construction and alteration inspection pricing.

### Specialized Inspection Costs

Property maintenance (including site visits, stop work, zoning violations, etc.) shall be billed at the rate of \$42.50 per site visit based on a time frame not to exceed 30 minutes. Should the inspection exceed a 30 minute time frame, a rate of \$85 per hour.

Annual Business Inspections shall be billed at the rate of \$85.00 per hour plus one-way travel time.

### Senior Project and or Zoning Consulting

Staff Consultations for new projects, code analysis, zoning issues, and other complex development issues shall be billed at \$130 per hour.

### General Staff Project Consulting

Day to day Staff Consulting for new projects, code analysis, zoning issues, legal matters, administrative work and other complex development issues shall be billed at \$95 per hour.

### General Conditions

Hourly Services shall be billed in fifteen (15) minute increments.

The cost of plan reviews and inspections shall be increased to the latest fee schedule every twenty-four months.

No fee increases will be made in the year 2027.

This contract shall be subject to annual price increases for all hourly services that shall not exceed the Consumer Price Index for All Urban Consumers (CPI-U) for the Chicago-Gary-Kenosha, IL, IN, WI Area issued by the United States Department of Labor between January 15 of the preceding calendar year and January 15 of the current calendar year or 3%, whichever is less.

Hourly services that are provided off site from the B & F Construction Code Services, Inc. office are subject to travel costs of one way per inspector per day.

### Emergency Inspection

An inspector can be made available for emergency inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at our general consulting rate per hour. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.). For the purposes of this contract emergency inspections shall include, but not limited to, post fire inspections, inspections of structures after vehicle vs building incidents, determination of habitability or safety of structure, unsafe structures, building collapse, inspections required to restore utilities, large scale incidents that may require input from building department personnel.

#### **B & F CONSTRUCTION CODE SERVICES, INC.**

2420 Vantage Road • Elgin, IL 60124  
Telephone: (847) 428-7010 • Fax: (847) 428-3151

### After Hours Inspection

An inspector may be available for after-hours inspections outside normal business hours (7:30am – 4:30pm). The cost of the services shall be at hour general consulting rate per hour or double the fixed rate inspection for fire protection systems (fire alarm, fire sprinkler, special suppression, hood suppression, etc.) but no less than the hourly minimum. The time shall include travel both ways as well as any inspection and report writing time with a minimum of four hours (4 hrs.).

### Other Services

#### Cross Connection Program

Annual Cross Connection Surveys and Cross Connection Device testing for plumbing devices can be provided.

#### Ordinance Development

Assistance with the rewriting of existing ordinances or the development of new ordinances can be provided. This can include building codes, zoning, fees, property maintenance or any area where a building, zoning or planning department is involved. This can include agreements for building inspections, property maintenance inspections, zoning and planning and ordinances for building safety, zoning and fees. Building code updates will be priced based on complexity. Costs for these services are based per project.

#### Preliminary Reviews

Provide plan review, code consulting services for large and complex projects during initial stages (25%, 50%, etc. stage drawings), and address both high-level design issues and specific questions the design professional may have. The service helps reduce final permitting and reduce the complexity of any code issues identified at that time.

The Village of Poplar Grove has the responsibility to provide notification of ordinances, planned unit developments, and all agreements relevant to the services we offer.

### Invoicing

Invoices are issued monthly, net 30 days.

### Point of Contact for Contract

Kenneth Garrett, Building and Zoning Official, MCP

### Transmittal Method

As normal course of business, all correspondence from our main office shall be done electronically.

### Start Date

All full services, including plan reviews and inspections, will commence on the agreed-upon date.

### Fuel Surcharge

Fuel surcharge – In the event fuel cost increase to a national average of Five Dollars (\$5.00) or more per gallon there will be eight percent (8%) added to the inspection (first and re-inspections) fee. The following cover all B & F Construction Code Services, Inc. employees:

- A. Workers Compensation Insurance;
- B. General Liability Insurance; and
- C. Professional Liability Insurance.

A Certificate of Insurance can be provided by request.

*The client shall agree not to attempt to hire any of B & F Construction Code Services, Inc. officers, employees, agents, or consultants for a period of one (1) year after B & F Construction Code Services, Inc. no longer employs the individual.*

Client

Accepted By \_\_\_\_\_

Please Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

B & F Construction Code Services

Accepted By *Kenneth Garrett*

Please Print Kenneth Garrett

Title Building and Zoning Official

Date January 21, 2026

# **B&F** CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review  
Training · Inspections · Code Consulting

Plan Review

Inspections

Code Consulting

System Testing

Fire Protection

Code Adoption

System Analysis

Accessibility



# B & F Construction Code Services, Inc.

**B & F Construction Code Services, Inc.** provides complete Plan Review Services for Municipal building departments nationwide. Plan reviews are based on model building codes including the International Code Series, BOCA, UBC, SBCCI, CABO, NEC, NFPA, Life Safety, your local amendments, energy, and accessibility requirements.

For Building, Plumbing, Mechanical, Electrical, Energy Conservation, and Fire Suppression and Detection systems, you can count on professional, accurate, and time-saving service by a staff committed to excellence.



Plan reviews identify areas of noncompliance (arranged numerically) including the code and section referenced, and inform your office of compliance or noncompliance with applicable codes and standards.

Initial plan reviews are completed typically within 9 business days of receipt; additional reviews completed typically within 5 business days of receipt. Free telephone consultation for all projects, all disciplines, and all parties involved is included. Express plan review service is available for time-sensitive projects.

### Additional Benefits

**One Fee Per Project Discipline.** Each project is invoiced for the first review only. Subsequent two reviews for the same project discipline are performed at no additional charge.

We accept plan reviews digitally or physically but prefer digital submittals. Digital Plan Reviews allow for faster and more efficient plan review and communication. If plans are paper, free FedEx Shipping of your plans and specifications to our office is provided for all municipal building departments.

Express Review Service is available for projects requiring an expedited review and is completed typically within 4 business days (additional fee required).

Choose the Billing Method that best suits your municipality. We will bill directly to the municipality or other responsible party as designated.

### Why More Municipalities Choose B & F Construction Code Services, Inc....

- ◇ Nationwide
- ◇ We know the codes
- ◇ We include your local ordinances
- ◇ We're here when you need us
- ◇ Fast, accurate, reliable service
- ◇ No hidden costs, No extras
- ◇ We answer your questions
- ◇ No project too big or complex
- ◇ We are fully insured
- ◇ Proven knowledge & experience
- ◇ We provide the services you want & need
- ◇ Our reputation
- ◇ We're Always Here to Help

### Codes and Standards that are utilized

- ◇ International Code Series (ICC)
- ◇ Legacy Codes
  - BOCA
  - Uniform
  - CABO / etc.
- ◇ National Fire Code
- ◇ NFPA Standards
- ◇ National Electrical Code
- ◇ Reference Standards
- ◇ Accessibility Codes
- ◇ State Codes/Amendments
- ◇ Local Ordinances

**B & F Construction Code Services, Inc.**  
 2420 Vantage Drive • Elgin, IL 60124  
 P.O. Box 5178 • Elgin, IL 60121  
 Phone: 847-428-7010 • Fax: 847-428-3151 • Toll Free 800-232-5523  
[www.constructioncodes.com](http://www.constructioncodes.com) • [bfccs@bfccs.org](mailto:bfccs@bfccs.org)

# Plan Review Fee Schedule

## COMMERCIAL

Building Size	Building Review	25% of Building Fee	50 % of Building Fee
Up to 60,000 Cubic Ft.	\$375.00	\$110.00*	\$187.50
60,001 to 80,000 Cubic Ft.	\$460.00	\$115.00	\$230.00
80,000 to 100,000 Cubic Ft.	\$590.00	\$147.50	\$295.00
100,001 to 150,000 Cubic Ft.	\$680.00	\$170.00	\$340.00
150,001 to 200,000 Cubic Ft.	\$770.00	\$192.50	\$385.00
Over 200,000 Cubic Ft.	\$900.00 + \$8.50 (per 10,000 Cu. Ft.)	\$225.00 + \$2.13 (per 10,000 Cu. Ft.)	\$450.00 + \$4.25 (per 10,000 Cu. Ft.)

Footing and Foundation	\$310.00 Min.**
NFPA 101 Plan Review	25% of Building Review (Min. \$310.00)
Mechanical Review	25% of Building Review*
Plumbing Review	25% of Building Review*
Accessibility Review	25% of Building Review*
Electrical Review	50% of Building Review*
Med Gas	50% of Building Review*
Fire Code	50% of Building Review (Min. \$210.00)
Energy Code	50% of Building Review (Min. \$210.00)
Commercial/Industrial Zoning	\$150.00 per 20,000 square feet of site area
Hood & Duct Plan Review (Type 1 w/o suppression)	\$260.00 per System
Hood & Duct Plan Review (Type 2)	\$215.00 per System
Spray Booth Plan Review	\$400.00 per Booth
Specialty Plan Review	\$160.00 per Hour
Technical Submittal Review	\$125.00
In-Ground Pool Plan Review	\$470.00 per Pool
Express Plan Review	x 2.5 of Plan Review
HPM, High Hazard, Processing Piping, High Rise	x 1.5 of Building Plan Review
Medical Case Facilities (Institutional Use Groups)	x 1.5 of Building Plan Review

\*\$110 minimum for each discipline when multiple disciplines are submitted at the same time

\*\* Minimum includes up to 50,000 sq. ft. footprint, for every addition 50,000 sq. ft. is an additional \$50 (this shall not be interpolated) and multistory buildings as defined by the IBC shall have an additional 20% added

## RESIDENTIAL

One and Two Single Family Dwellings	
Up to 3,200 square feet (including basement)	\$700.00 per Dwelling Unit
Up to 3,200 square feet (including basement and zoning)	\$800.00 per Dwelling Unit
Over 3,200 square feet (including basement)	\$0.23 per Square Foot
Over 3,200 square feet (including basement and zoning)	\$0.24 per Square Foot
Miscellaneous Plan Review	\$35 Per Discipline*
In-Ground Pool Plan Review	\$470.00 per Pool
Priority Express Plan Review	x 2.5 of Base Plan Review
Solar (Photovoltaic) Systems	\$265.00
Solar (Photovoltaic) Systems w/ battery	\$350.00
Solar (Photovoltaic) Systems w/ battery and generator	\$400.00

\*re-reviews are an additional cost

# Plan Review Fee Schedule

## FIRE PROTECTION

Fire Suppression Systems (Includes fire pump, hose stations and standpipes)	
1 to 100 sprinkler heads	\$450.00
101 to 200 sprinkler heads	\$575.00
201 to 300 sprinkler heads	\$700.00
301 to 500 sprinkler heads	\$800.00
Over 500 sprinkler heads	\$900.00 + \$1.00 each up to 20k, then \$0.75
Modifications (40 or fewer sprinkler heads without calculations)	\$185.00
Residential systems (NFPA 13D)	\$240.00
Fire Alarm Systems	\$0.017 per sq.ft. (\$215 min)
Fire Alarm system Modification (existing system alterations 5,000 sq.ft. or less)	\$190.00
Hood Suppression with 15 or less points	\$215 per System
Hood Suppression with 16-29 flow points	\$270.00 per System
Hood Suppression with 30 flow points or more	\$320.00 per System
Chemical Suppression systems (excluding hood suppression)	\$350 plus alarm fees
Carbon Dioxide / Clean Agents	\$175 for up to 105 pounds of agent, \$1 each pound over
Dedicated Fire Hydrant or Standpipe System	\$25 per valve (\$300 min)
Emergency Radio Communication Coverage (ERCC)	\$0.005 per sq.ft. (\$600 min)

## CONSULTING

Code Consulting	
Senior Staff	\$195.00 per hour
Supervisor Staff	\$175.00 per hour
Staff	\$155.00 per hour
Village Management/Administration	
Senior Staff	\$135.00 per hour
Supervisor Staff	\$120.00 per hour
Staff	\$100.00 per hour

## OTHER SERVICES

Code Writing and Adoption Assistance
Water Flow/Backflow/Hydrant Flushing Device Testing
Special Safety Training and Disaster Planning
Building Department Analysis
Fire Protection System Analysis
Existing Building Evaluation

# Inspection Fee Schedule

## COMMERCIAL

New and Existing, based on square footage

Building	\$0.15 per square foot
Mechanical	\$0.05 per square foot
Electrical	\$0.05 per square foot
Plumbing	\$0.05 per square foot
Energy	\$0.03 per square foot

Minimum fees applies. Re-inspection fees are \$90 per discipline.

Special systems are an additional charge.

## RESIDENTIAL

New Construction One and Two Single Family Dwellings

Up to 3,200 square feet (including basement)	\$700.00 per Dwelling Unit*
Over 3,200 square feet	\$0.22*

Solar (Photovoltaic) Systems	\$100
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Solar (Photovoltaic) Systems w/ ESS	\$150
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Solar (Photovoltaic) Systems w/ generator	\$150
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Solar (Photovoltaic) Systems w/ batteries and Generator	\$175
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In ground Pools	Inspection costs are project specific but typically start at \$350
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Energy Storage System (ESS)	\$100
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Electric Vehicle	\$100
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Minimum rates for remodels and additions plan reviews are project specific but typically starting at \$550.

Misc. Inspections are \$45 per discipline. Re-inspection fees for all inspections are \$60 per discipline.

## FIRE PROTECTION

### Sprinkler

Underground Rough (Piping)	\$250.00
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Underground Hydrostatic	\$250.00
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Underground Flush	\$250.00
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Any two underground inspections at the same time	\$400.00
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All three underground inspections at the same time	\$500.00
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Sprinkler Modification Rough (20 or fewer heads)	\$200.00
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Hydrostatic Test per riser per floor	\$300.00
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Fire Pump Test	\$200.00
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Final Sprinkler Inspection/Test	\$250.00
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Single Family (Includes rough & final)	\$250.00
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Single Family Re-Inspection	\$125.00
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Unless otherwise noted, failed re-inspections are at the same rates noted above.

### Fire Alarm

Rough	\$200.00
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The following fees are based on the number of initiating devices. Initiating devices include smoke and heat detectors, pull stations, duct detectors, monitoring devices, flow switch, tamper switches and special detection devices.

Fire alarm Test (Final Inspection)

1 – 20 devices	\$200.00
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21- 49	\$425.00
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50 – 99	\$625.00
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100 and over	\$625.00 + \$4 per device over 99
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Re-Inspections/Tests are based on the number of devices to be tested.

### Special Suppression (Dry Chemical, Clean Agent, etc.)

Rough**	\$200.00
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Final**	\$250.00
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Hood Suppression Systems	\$150.00
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\*\*Additional Fire Alarm fees maybe applicable



## Building & Fire Code Academy

Welcome to new educational opportunities offered by the Building & Fire Code Academy. The Building & Fire Code Academy (BFCA), provides comprehensive and practical education in the application, implementation and enforcement of building and fire codes for construction industry professionals nationwide. Our programs benefit thousands of building and fire officials, inspectors, design professionals, contractors and developers across the country. The Building & Fire Code Academy has established the first of its kind facility dedicated to providing continuing educational opportunities to construction industry professionals. The Building & Fire Code Academy instructors conduct on-site, open registration and private continuing education training. On-site and open registration courses are scheduled throughout the year and announced by direct mail, trade associations, fax, and our Web site. Registrations are completed directly with our office.

*Providing comprehensive and practical education in the application, implementation, and enforcement of building and fire codes for construction industry professionals nationwide.*

Call us to schedule your on-site training class. Choose from our standard course offerings or request topics customized to suit the specific educational needs of your organization. We can show you how even small groups can benefit, or tell us you want to be on our mailing list.



The Building & Fire Code Academy is approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In

obtaining this approval, the Building & Fire Code Academy has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally.

As a result of their Authorized Provider membership status, the BFCA is authorized to offer IACET Continuing Education Units (CEUs) for its programs that qualify under the ANSI/IACET Standards.

The BFCA is additionally an Illinois Workforce Development System approved training provider and an American Institute of Architects/ Continuing Education System (AIA/CES) Registered Provider.

Architects completing Academy classes earn Learning Units (LUs). HSW (Health, Safety, and Welfare) credit may also be available. Other measures of accomplishment include contact, clock, or class hours.



### Building & Fire Code Academy

2420 Vantage Drive • Elgin, IL 60124

Phone: 847-428-2951 • Fax: 847-428-2911 • Toll Free: 800-488-7057

[www.bfcacademy.com](http://www.bfcacademy.com) • [bfca@bfcacademy.com](mailto:bfca@bfcacademy.com)

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/02/2026 - 02/05/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 8.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<a href="#">W19181</a> 00026167	AREA MECHANICAL, INC. VH HEATING ISSUE 01-50-4240	01/26/2026 CLERK PROFESSIONAL SERVICES	02/26/2026	652.50 652.50	652.50	Open	N 02/02/2026
<a href="#">W19317</a> 00026168	AREA MECHANICAL, INC. VH HEATING ISSUE 01-50-4240	01/26/2026 CLERK PROFESSIONAL SERVICES	02/26/2026	2,449.62 2,449.62	2,449.62	Open	N 02/02/2026
<a href="#">1XRC-YX4P-NDCK</a> 00026169	AMAZON.COM TAX FORMS 01-50-4300	01/26/2026 CLERK OFFICE SUPPLIES	02/26/2026	16.14 16.14	16.14	Open	N 02/02/2026
<a href="#">1316-9J6Q-GDCJ</a> 00026170	AMAZON.COM TAX FORMS 01-50-4300	01/27/2026 CLERK OFFICE SUPPLIES	02/27/2026	31.48 31.48	31.48	Open	N 02/02/2026
<a href="#">E0300YK3VT</a> 00026171	MICROSOFT CORPORATION ONLINE SERVICES EMAIL 01-50-4214	01/02/2026 CLERK ONLINE SERVICES EMAIL	02/26/2026	80.00 80.00	80.00	Open	N 02/02/2026
<a href="#">00704Z</a> 00026172	ILLINOIS I-PASS TOLLS 01-55-4205	01/07/2026 CLERK I-PASS REPLENISHMENT	02/23/2026	113.30 113.30	113.30	Open	N 02/02/2026
<a href="#">31623Z</a> 00026173	SAMS CLUB OFFICE SUPPLIES 01-50-4300	01/17/2026 CLERK OFFICE SUPPLIES	02/23/2026	169.88 169.88	169.88	Open	N 02/02/2026
<a href="#">7080803000JAN26</a> 00026174	COMED COMMUNITY STREET LIGHTS 01-53-4230	01/20/2026 CLERK STREET LIGHTING SERVICES	03/30/2026	3,857.71 3,857.71	3,857.71	Open	N 02/02/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
3174406000JAN26 00026175	COMED DAWSON LAKE L/S 31-75-4204	01/29/2026 CLERK UTILITIES	03/30/2026	130.14 130.14	130.14	Open	N 02/02/2026
2439012111JAN26 00026176	COMED DAWN TO DUSK LIGHTS 01-53-4230	01/20/2026 CLERK STREET LIGHTING SERVICES	03/30/2026	83.39 83.39	83.39	Open	N 02/02/2026
0799140100JAN26 00026177	COMED PRAIRIE KNOLL L/S 31-75-4204	01/29/2026 CLERK UTILITIES	03/30/2026	165.02 165.02	165.02	Open	N 02/02/2026
160410911 00026178	EVERON FKA ADT COMMERCIAL FIRE AND SECURITY 01-50-4206	01/27/2026 CLERK SECURITY SYSTEM	02/21/2026	239.46 239.46	239.46	Open	N 02/02/2026
7940-23 00026179	FOX VALLEY INTERNET, INC. SWWTP AND NWWTP INTERNET 31-77-4202 31-79-4202	01/26/2026 CLERK NWWTP INTERNET SWWTP INTERNET	02/10/2026	54.90 29.95 24.95	54.90	Open	N 02/02/2026
JAN2026 00026180	FRONTIER PHONE LINES 31-68-4202 31-50-4202 31-50-4202 31-68-4202 31-79-4202 31-50-4202 31-68-4202 31-68-4202 31-50-4202 31-50-4202 31-77-4202 31-68-4202 31-50-4202	01/20/2026 CLERK 217.049.7024 SPECIAL ACCESS LINES W#2 815.544.0520 PRAIRIE KNOLL L/S 815.544.3817 WACO WAY L/S 815.547.6487 WOODSTOCK #5&6 815.547.7209 12211 RT 76 SWWTP 815.765.0565 COUNTRYSIDE L/S 815.765.0940 RT 173 W#3 815.765.1774 NWWTP TOWER 815.765.1859 BEAVER RD L/S 815.765.1914 WHITING RD L/S 815.765.2456 610 S STATE ST NWWTP 815.765.9169 COUNTRYSIDE W#4 815.765.9391 DAWSON LK L/S	02/15/2026	671.07 209.90 0.00 0.00 0.00 116.57 122.84 83.89 0.00 0.00 137.87 0.00 0.00 0.00	671.07	Open	N 02/02/2026

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104905519 00026181	GO TO COMMUNICATIONS INC VH PHONES 01-50-4202	02/01/2026 CLERK TELEPHONE & INTERNET SERVICES	02/28/2026	247.80 247.80	247.80	Open	N 02/02/2026
009392 00026182	ILLINOIS COUNTIES RISK MGMT TRUST DEDUCTIBLE FOR CLAIM 250606W022 01-50-4102	01/01/2026 CLERK WORKERS COMPENSATION INSURANCE	02/28/2026	2,500.00 2,500.00	2,500.00	Open	N 02/02/2026
7452 00026183	MARVS TOWING & REPAIR, INC. GASKETS 01-53-4226	01/27/2026 CLERK VEHICLE MAINTENANCE	02/27/2026	5.02 5.02	5.02	Open	N 02/02/2026
00704800 00026184	MCAHON ASSOCIATES, INC. DECEMBER ENGINEERING 01-50-4212 01-55-4212	01/21/2026 CLERK ENGINEERING SERVICES ENGINEERING	02/21/2026	1,533.00 462.00 1,071.00	1,533.00	Open	N 02/02/2026
00704801 00026185	MCAHON ASSOCIATES, INC. BELL AIR ESTATE SUB REVIEW 01-55-4212	01/21/2026 CLERK BELL AIR ESTATE SUB REVIEW	02/21/2026	7,581.48 7,581.48	7,581.48	Open	N 02/02/2026
00704802 00026186	MCAHON ASSOCIATES, INC. 2025 MFT ENGINEERING 20-00-4232	01/21/2026 CLERK MFT ENGINEERING SERVICES	02/21/2026	201.13 201.13	201.13	Open	N 02/02/2026
5404005436 00026187	MORTON SALT, INC. 49,4980 LBS OF ROAD SALT 01-53-4304	01/23/2026 CLERK SALT PURCHASES	02/23/2026	1,909.68 1,909.68	1,909.68	Open	N 02/03/2026
5404005437 00026188	MORTON SALT, INC. 99,300 LBS OF ROAD SALT 01-53-4304	01/23/2026 CLERK SALT PURCHASES	02/23/2026	3,832.49 3,832.49	3,832.49	Open	N 02/03/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
5404009724 00026189	MORTON SALT, INC. 98,080 LBS OF ROAD SALT 01-53-4304	01/26/2026 CLERK SALT PURCHASES	02/26/2026	3,785.39  3,785.39	3,785.39	Open	N 02/03/2026
40331 00026190	MORGAN BUILDING MAINTENANCE, INC SHAMPOO CARPETS - BOARD ROOM 01-50-4240	01/29/2026 CLERK MONTHLY CONTRACT CLEANING	03/01/2026	80.00  80.00	80.00	Open	N 02/03/2026
30482 00026191	MR. GOODWATER WATER RENTAL 01-50-4302 01-53-4302 01-50-4302 01-50-4302 01-53-4302	02/01/2026 CLERK OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	03/01/2026	69.46  8.00 8.00 8.91 26.73 17.82	69.46	Open	N 02/03/2026
5035675006FINAL 00026192	NICOR GAS OLD VH 01-50-4204	01/22/2026 CLERK UTILITIES	03/12/2026	73.77  73.77	73.77	Open	N 02/03/2026
0746553033FINAL 00026193	NICOR GAS WELL HOUSE 5&6 31-68-4204	01/22/2026 CLERK UTILITIES	03/12/2026	39.76  39.76	39.76	Open	N 02/03/2026
40389 00026194	MORGAN BUILDING MAINTENANCE, INC FEB 2026 MONTHLY CLEANING 01-50-4240	02/01/2026 CLERK MONTHLY CONTRACT CLEANING	03/01/2026	715.00  715.00	715.00	Open	N 02/03/2026
22934 00026195	P.C. TECH 2 U IT FOR VH 01-50-4214	02/02/2026 CLERK OFFICE SYSTEM SUPPORT	03/02/2026	729.98  729.98	729.98	Open	N 02/03/2026

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<b>JAN2826 POSTAGE</b>							
00026196	PITNEY BOWES INC. POSTAGE REFILL 01-50-4208 31-70-4208 31-75-4208	01/28/2026 CLERK POSTAGE REFILL POSTAGE REFILL POSTAGE REFILL	01/28/2026	800.00  100.00 350.00 350.00	800.00	Open	N 02/03/2026
<b>JAN292026</b>							
00026197	PITNEY BOWES INC. POSTAGE REFILL 01-50-4208 31-70-4208 31-75-4208	01/29/2026 CLERK POSTAGE POSTAGE POSTAGE	01/29/2026	800.00  100.00 350.00 350.00	800.00	Open	N 02/03/2026
<b>2110026253</b>							
00026198	POMP'S TIRE SERVICE, INC. TIRE REPAIRE ON VOLVO 01-53-4226	01/27/2026 CLERK TIRE REPAIRE ON VOLVO	02/27/2026	584.95  584.95	584.95	Open	N 02/03/2026
<b>1058431</b>							
00026199	ROCKFORD GLASS ITS ONLY LLC WHINSHIELD REPLACEMENT 1500 01-53-4226	01/26/2026 CLERK WHINSHIELD REPLACEMENT 1500	02/26/2026	493.64  493.64	493.64	Open	N 02/03/2026
<b>250275</b>							
00026200	SABEL MECHANICAL LLC. SWWTP PUMP REPAIR 31-75-4930	01/17/2026 CLERK SWWTP PUMP REPAIR	02/17/2026	5,421.53  5,421.53	5,421.53	Open	N 02/03/2026
<b>178569910</b>							
00026201	SUNBELT RENTALS LIFT RENTAL FOR XMAS DECOR REMOVAL 01-55-4302	01/06/2026 CLERK LIFT RENTAL FOR XMAS DECOR REMOVAL	02/06/2026	572.87  572.87	572.87	Open	N 02/03/2026
<b>26010815</b>							
00026202	TEST INC. WELL 3 TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	01/23/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	02/23/2026	100.00  100.00 0.00 0.00 0.00	100.00	Open	N 02/03/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
INV00946315 00026203	USA BLUE BOOK WATER MAIN REPAIR RESTOCK 31-75-4302	01/28/2026 CLERK OPERATING SUPPLIES	02/28/2026	2,031.00  2,031.00	2,031.00	Open	N 02/03/2026
FEB2026 00026204	VERIZON PW VPG ADMIN HOTSPOTS AND TABLETS 01-53-4202 01-50-4202 31-50-4202 31-50-4202 31-50-4202 01-57-4202 01-53-4202 31-50-4202 01-50-4202	01/23/2026 CLERK TABLET 608-671-9116 TABLET 608-671-9127 HOTSPOT 608-671-9129 TABLET 608-671-9757 TABLET 608-671-9946 VPG CLERK 815-543-4635 PWD CELL 815-742-0418 WWTP CELL 815-742-7421 VPG ADMIN CELL 815-988-6191	02/15/2026	273.65  36.01 20.02 20.02 39.39 39.39 20.02 20.02 39.39 39.39	273.65	Open	N 02/03/2026
JAN2026 00026205	RICHARD CURLEY 02012026 DEPOIST RETURN 01-00-2410	02/01/2026 CLERK CUSTOMER DEPOSITS HELD	03/01/2026	180.00  180.00	180.00	Open	N 02/03/2026
0207728FEB2026 00026206	COMCAST BEAVER L/S 31-50-4202	01/25/2026 CLERK BEAVER L/S	02/22/2026	67.28  67.28	67.28	Open	N 02/03/2026
3402441FEB2026 00026207	COMCAST VH PHONES 01-50-4202	02/02/2026 CLERK VH PHONES	02/12/2026	472.34  472.34	472.34	Open	N 02/03/2026
FEB2026 00026208	PITNEY BOWES INC. POSTAGE REFILL 31-75-4208 31-70-4208 01-50-4208	02/02/2026 CLERK POSTAGE REFILL POSTAGE REFILL POSTAGE REFILL	03/02/2026	1,200.00  500.00 500.00 200.00	1,200.00	Open	N 02/03/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
0016190984 00026209	PITNEY BOWES INC. INK FOR POSTAGE MACHINE 01-50-4208	01/30/2026 CLERK INK FOR POSTAGE MACHINE	03/01/2026	483.03 483.03	483.03	Open	N 02/03/2026
123789 00026210	SIKICH LLP - ACCOUNTING SERVICES OFFICE SUPPORT DEC 2025 01-50-4240	01/31/2026 CLERK OFFICE SUPPORT DEC 2025	03/01/2026	8,937.60 8,937.60	8,937.60	Open	N 02/03/2026
64637 00026211	MENARDS STATE STREET REPAIR 01-50-4220	01/28/2026 CLERK STATE STREET REPAIR	02/28/2026	134.46 134.46	134.46	Open	N 02/03/2026
260076 00026212	SABEL MECHANICAL LLC. WELL 5 & 6 SEAL REPAIR 31-68-4240	01/23/2026 CLERK WELL 5 & 6 SEAL REPAIR	02/22/2026	1,128.36 1,128.36	1,128.36	Open	N 02/03/2026
947643 00026213	USA BLUE BOOK WATER MAIN RESTOCK 31-75-4302	01/29/2026 CLERK WATER MAIN RESTOCK	03/01/2026	335.71 335.71	335.71	Open	N 02/03/2026
104688 00026214	BB COMMUNITY LEASING SERVICES INC. INTEREST & PRINCIPAL FOR SWEEPER LOAN 01-53-4811 01-53-4407	01/21/2026 CLERK INTEREST FOR SWEEPER LOAN PRINCIPAL FOR SWEEPER LOAN	02/22/2026	2,252.11 19.38 2,232.73	2,252.11	Open	N 02/03/2026
40155 - FEB2026 00026215	SOLUTIONS BANK INTEREST & PRINCIPAL - PW NOTE - 40155 01-50-4752 01-50-4752	02/01/2026 CLERK INTEREST 40155 PRINCIPAL 40155	02/17/2026	5,621.39 2,256.90 3,364.49	5,621.39	Open	N 02/03/2026
40192 - FEB 202 00026216	SOLUTIONS BANK INTEREST & PRINCIPAL 24 TRK - 40192 01-53-4407 01-53-4811	02/01/2026 CLERK INTEREST & PRINCIPAL 24 TRK - 40192 INTEREST 24 TRK - 40192	02/17/2026	4,170.89 3,411.05 759.84	4,170.89	Open	N 02/04/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
40007 - FEB 202 00026217	SOLUTIONS BANK INTERST & PRINCIPAL - PW NOTE 40007 01-50-4752 01-50-4752	02/07/2026 CLERK INTERST - PW NOTE 40007 PRINCIPAL - PW NOTE 40007	02/15/2026	13,870.00  1,970.97 11,899.03	13,870.00	Open	N 02/04/2026
INV-1477 00026218	BS&A SOFTWARE TERMINALS FOR CC 01-50-4214	02/04/2026 CLERK TERMINALS FOR CC	03/04/2026	700.00  700.00	700.00	Open	N 02/04/2026
15900 00026219	SOSNOWSKI SZETO, LLP GENERAL - JAN 2026 01-50-4213 01-55-4213 01-57-4213 01-53-4240 31-75-4240 31-70-4240	02/02/2026 CLERK LEGAL SERVICES LEGAL LEGAL LEGAL-PW PROFESSIONAL SERVICES LEGAL	03/02/2026	8,725.95  6,000.20 720.75 92.50 222.00 845.25 845.25	8,725.95	Open	N 02/04/2026
15901 00026220	SOSNOWSKI SZETO, LLP LABOR LEGAL 01-50-4213	02/02/2026 CLERK LEGAL SERVICES	03/02/2026	525.00  525.00	525.00	Open	N 02/04/2026
15898 00026221	SOSNOWSKI SZETO, LLP COMMUNITY DEVELOPMENT LEGAL 01-55-4213	02/02/2026 CLERK LEGAL	03/02/2026	247.00  247.00	247.00	Open	N 02/04/2026
15899 00026222	SOSNOWSKI SZETO, LLP LOUIS TENOR VS DALE DAGGETT 01-55-4240	02/02/2026 CLERK PROFESSIONAL SERVICES	03/02/2026	555.00  555.00	555.00	Open	N 02/04/2026
15902 00026223	SOSNOWSKI SZETO, LLP GERSTAD V MONICA RIVERS 01-55-4213	02/02/2026 CLERK LEGAL	03/02/2026	55.50  55.50	55.50	Open	N 02/04/2026

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15903 00026224	SOSNOWSKI SZETO, LLP EPI COLLECTIONS 01-55-4213	02/02/2026 CLERK LEGAL	03/02/2026	545.75 545.75	545.75	Open	N 02/04/2026
20326055 00026227	TEST INC. MARCH 2026 CONTRACT 31-77-4236 31-79-4236 31-68-4236 31-75-4236	02/04/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	03/04/2026	19,411.83 5,823.55 5,823.55 4,852.96 2,911.77	19,411.83	Open	N 02/04/2026
26010265 00026228	TEST INC. WELL 4 TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	01/22/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	02/22/2026	50.00 0.00 0.00 50.00 0.00	50.00	open	N 02/04/2026
# of Invoices: 60 # Due: 60 # of Credit Memos: 0 # Due: 0 Net of Invoices and Credit Memos:				Totals:	112,765.41	112,765.41	
				Totals:	0.00	0.00	
					112,765.41	112,765.41	
--- TOTALS BY FUND ---							
01 GENERAL FUND				78,728.99	78,728.99		
20 MOTOR FUEL FUND				201.13	201.13		
31 WATER & SEWER FUND				33,835.29	33,835.29		
--- TOTALS BY DEPT/ACTIVITY ---							
00				381.13	381.13		
50 ADMIN				46,160.88	46,160.88		
53 STREETS				21,279.12	21,279.12		
55 COMMUNITY DEVELOPMENT AND EVENTS				11,462.65	11,462.65		
57 VILLAGE CLERK				112.52	112.52		
68 WATER TOWERS				6,364.87	6,364.87		
70 WATER				2,045.25	2,045.25		
75 SEWER				13,040.42	13,040.42		
77 NORTH PLANT				5,953.50	5,953.50		
79 SOUTH PLANT				5,965.07	5,965.07		

Date Updated: 02.04.2026

		Feb-26		
FOR APPROVAL	Actual to Date			Total by Type
	Check Run #1	Check Run #2		
AP Checks	\$77,621.77			\$77,621.77
EFTS (ACH)	\$35,143.64			\$35,143.64
Payroll	\$21,239.96			\$21,239.96
Insurance	\$21,126.32			\$21,126.32
Total	\$155,131.69	\$0.00		\$155,131.69

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

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

FINAL NUMBERS			
Monthly Approvals	January 2026 Final Numbers Requested	Actual	Difference
AP Checks	\$98,371.45	\$98,251.49	-\$119.96
EFTS (ACH)	\$66,025.08	\$66,025.08	\$0.00
Payroll	\$42,379.17	\$42,379.17	\$0.00
Insurance	\$22,327.60	\$22,327.60	\$0.00
Total	\$229,103.30	\$228,983.34	-\$119.96

Specific Breakout:	Requested	Actual	Difference
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credit with vendor

Over estimated