



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, July 23, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

- [1.](#) Motion to approve minutes from June 25, 2025, Board of Trustees meeting
- [2.](#) Motion to approve minutes from June 25, 2025, Special Board Meeting

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

DEPARTMENT REPORTS

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

UNFINISHED BUSINESS

6. Motion to discuss the possible moving of the Elected officials training meeting

7. Motion to discuss/approve **Ordinance 2025-15**, an ordinance of the Village of Poplar Grove, Illinois, amending Title 2, Chapter 3, Section 2-3-6 of the Village's code of ordinances regarding peddlers, Hawkers, and solicitors

NEW BUSINESS

8. Motion to discuss/approve **Ordinance 2025-17**, an ordinance annexing certain territory commonly known as a portion of PIN 05-01-200-017 located in unincorporated Boone County, Illinois, to the Village of Poplar Grove, Illinois
9. Motion to discuss/approve **Ordinance 2025-18**, an ordinance of the Village of Poplar Grove, Illinois, granting an amendment to special use permit 18-03 to expand the boundary of the planned community development and to allow for the development of fifty (50) residential hangar homes at the Poplar Grove Airport (11619 Illinois Route 76)
10. Motion to discuss/approve **Ordinance 2025-19** an ordinance rezoning certain property from GB (General Business) and AG-1 (Agricultural) to R-2 (Medium-Density Residential) in the Village of Poplar Grove, Boone County, Illinois
11. Motion to discuss/approve **Ordinance 2025-20**, an ordinance of the village of Poplar Grove, Illinois, amending certain building code requirements as applicable to property zoned R-2 within the existing planned community development established by ordinance 18-03, as amended
12. Motion to discuss/approve Class A liquor license for Boones Bar
13. Motion to discuss/approve two (2) Class E event licenses for Boones Bar & Slots
14. Motion to discuss/approve Class E event license for North Boone 3 Fireman's association
15. Motion to Discuss/approve check disbursement for payments scheduled to be paid before July 31st, 2025 in the amount of \$43,792.71 in AP checks, and estimated payroll of \$16,465.00 Payroll for a total of \$60,258.19
16. Motion to Discuss Title 6 Chapter 2 Combined Waterworks and Sewerage System
17. Motion to approve the Release and Waiver of Lien for 468 Stone Hollow
18. Motion to discuss changing Class BB requirements
19. Motion to discuss children at play signs
20. Motion to discuss 100 S State Street

- [21.](#) Motion to discuss/approve **Resolution 2025-15**, a resolution for improvement under the Illinois Highway Code section number 25-00000-00-GM
- [22.](#) Motion to discuss/approve **Resolution 2025-16**, a resolution of the Village of Poplar Grove to authorize public bid letting for the 2025 Pavement Maintenance Program

GOOD OF THE VILLAGE

Planning and Zoning Meeting - August 12, 2025 - 6:00 pm

Board of Trustees Meeting - August 13, 2025 - 7:00 pm

Elected Official Training - August 14, 2025- 6:00 pm

Board of Trustees Meeting - August 27, 2025 - 7:00 pm

EXECUTIVE SESSION

23. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

ADJOURNMENT (Voice Vote)

KJM 07/18/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 25, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

Minutes

CALL TO ORDER

The meeting was called to order by Kristi Richardson at 7:00 pm

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Attorney Dave Kurlinkus

Clerk Karri Miller

ABSENT

Finance Chairman Jeff Goings

Trustee David Allgood

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 minutes from the May 21, 2025, Board of Trustees meeting
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. 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.*

DEPARTMENT REPORTS

2. Wastewater, TEST
no questions
3. Engineer, McMahon
no questions
4. Public Works, Howe
no questions

UNFINISHED BUSINESS

5. Motion to discuss **Ordinance 2024-12** an ordinance of the Village of Poplar Grove, Illinois, establishing Title 1, Chapter 5, Sections 1-5-5 of the Village's code of Ordinances regarding a code of personal conduct
Motion made by Trustee Vance, Seconded by Admin Chairman Costanza.

discussion only
6. Motion to discuss/approve **Resolution 2025-13** A Resolution of the Village of Poplar Grove, Illinois approving purchase of a 2025 International HV507 SFA Truck.
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

7. Motion to discuss and possibly approve the Village of Poplar Grove Business Directory
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Discussion only
8. Motion to discuss changes to the current liquor ordinance
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
Discussion Only the final ordinance will be brought back for final vote
9. Motion to discuss and possibly approve banners for State Street
Motion made by Admin Chairman Costanza to discuss banners for State Street .

Motion made by Trustee Vance, Seconded by Trustee Cheek to approve banners for State Street.
Voting Yea: Trustee Cheek, Trustee Hubbard, Trustee Vance, President Richardson
Voting Nay: Admin Chairman Costanza
10. Motion to discuss status Lions Park
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.

- discussion only
11. Motion to discuss and possible approval of **Resolution 2025-11** a resolution of the Village of Poplar Grove, Illinois, to approve the meeting schedule for the Planning and Zoning Commission meetings for 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
 12. Motion to discuss and possible approval of **Resolution 2025-12**, A Resolution of the Village of Poplar Grove appointing individuals to the Village Planning and Zoning Commission.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
 13. Motion to discuss possible changes to the peddlers, hawkers and solicitors ordinance
Motion made by Trustee Cheek, Seconded by Trustee Vance.
discussion only final ordinance will come before the board for final vote.
 14. Motion to discuss Christmas Tree Lighting
Motion made by Trustee Vance, Seconded by Admin Chairman Costanza.
discussion only Christmas tree lighting will be held on November 22, 2025
 15. Motion to discuss elected officials' training
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Meeting will be held on August 14, 2025 at 6:00pm
 16. Discussion on possible updates to the energy code
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
discussion only ordinance will come before the board for final vote.
 17. Motion to discuss/approve check disbursement for payments scheduled to be paid before June 30th, 2025 in the amount of \$55,561.35 in AP checks, \$3,613.83 EFTs and estimated payroll of \$19,877.00 Payroll for a total of \$79,052.18
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
 18. Motion to discuss/approve **Resolution 2025-14** A Resolution of the Village of Poplar Grove, Illinois approving the appointment of Village President, Kristi Richardson, as an authorized agent for the Illinois Municipal Retirement fund.
Motion made by Trustee Vance, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance

GOOD OF THE VILLAGE

Village Hall Closed for July 4th Holiday

Planning and Zoning Meeting - July 8, 2025 - 6:00 pm

Board of Trustees Meeting - July 9, 2025 - 7:00 pm

Board of Trustees Meeting - July 23, 2025 - 7:00 pm

EXECUTIVE SESSION

19. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 5 ILCS

120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
went into executive session at 8:24 pm

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

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
came back into open session at 8:46 pm

ADJOURNMENT (Voice Vote)

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

the meeting adjourned at 8:47 pm



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 25, 2025 - 6:45 PM

200 N. Hill Street, Poplar Grove, IL 61065

Minutes

CALL TO ORDER

The meeting was called to order at 6:45 pm by President Kristi Richardson

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Attorney Dave Kurlinkus

Clerk Karri Miller

ABSENT

Finance Chairman Jeff Goings

Trustee David Allgood

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

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

NEW BUSINESS

1. Hearing for possible revocation or suspension of tobacco retailers or other penalties for J&D Oil, INC
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance
2. Hearing for possible revocation or suspension of tobacco retailers or other penalties for Poplar Grove Pacemaker, LLC
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance

ADJOURNMENT (Voice Vote)

KJ 06/19/2025

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

The meeting adjourned at 6:51 pm



To: The Village President and Board of Trustees

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

Re: Engineering Report – June 2025 Activity

Date: July 26, 2025

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

- **Source Water Protection Plan:** As previously reported, the reports have been sent to IEPA. The agency just issued letters accepting the reports as written. The Village is now required to implement the findings of the plans, and update the plans every five years. We will report on this more thoroughly in August.
- **South Wastewater Treatment Plant:** IEPA has sent the new permit which is now in effect.
- **Candlewick Lake Interconnection Agreement:** Aqua Illinois is in the process of updating the agreement. We are hoping to have a draft of the agreement for the August meeting.
- **Sludge Application Permits:** DPW Howe has started discussions with area farmers to identify fields where the sludge can be spread, which has been a challenge. Staff has discussed the need to locate fields in the near future, and we are planning outreach efforts such that fall application is achievable. It will take the Agency approximately 3-4 months to process the permit once the application is received.
- **Frontier:** Frontier has submitted plans to install high speed fiber optic lines which have been reviewed and returned to Frontier to revisions in February. There has been no response from Frontier.
- **Surf Internet:** Surf has recently submitted revised plans and we are in the review process.
- **Woodstock Road (IL 76 Improvements):** No new activity occurred since staff met w/ the Boone County Highway Department and the Belvidere Township in January.
- **2025 Pavement Maintenance Program:** Plans and specifications have been completed and sent to IDOT for review. We expect to be bidding the program by the end of the Month.
- **Bel Air North Subdivision:** The Developer has turned in plans, specifications and permit documents for review, and we are in the process of reviewing the documents. We also reviewed documents and provided input for the annexation and PUD application.

ORDINANCE 2025-15

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING TITLE 2, CHAPTER 3, SECTION 2-3-6 OF THE VILLAGE'S CODE OF ORDINANCES REGARDING PEDDLERS, HAWKERS, AND SOLICITORS

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

WHEREAS, Title 2 of the Code governs business and License Regulations; and

WHEREAS, Chapter 3 of Title 2, Section 6, governs Peddlers, Hawkers, and Solicitors ;
and

WHEREAS, the Village desires to amend Section 2-3-6 to add requirements for Peddlers, Hawkers, and Solicitors within the Village; and

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

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

1. The above-recitals are incorporated herein and made a part hereof.
2. That Title 2, Chapter 3, Section 6 of the Village Code, is hereby amended which shall read as follows: (deletions identified by strikethroughs and additions by bold and underline):

"2-3-6. – PEDDLER/HAWKER/SOLICITOR.

Permit Required. No person shall engage in the business of solicitor, hawker or peddler, as defined by this Chapter, without first obtaining a permit from the office of the Village Clerk allowing them to do so. Such permit will be issued by the Village Clerk upon payment of a non-refundable application fee of \$100 which shall include a background check conducted on behalf of the Village. Permits issued under this Section shall be valid for one year and must be renewed annually. No permit shall be issued to any business entity under this Section, and each employee, agent or representative of a business entity must apply for an individual permit. No permit shall be issued without payment of the permit fee and satisfactory results of the background check.

Hours Allowed. No person shall go upon any residential property and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and to engage in the business of solicitor, hawker or peddler, as

defined by this Chapter prior to 8:00 a.m. or after 7:00 p.m. **on weekdays or prior to 10:00 a.m. or after 5:00 p.m. on Saturdays or Sundays.**

No Solicitation or No Trespass. Any occupant of a residence or commercial building may give notice of a desire to refuse solicitors by displaying a “No Solicitation” or “No Trespassing” or similar sign which shall be posted on or near the main entrance door or near the property line adjacent to the sidewalk leading to the residence or the commercial building. Such sign shall not exceed the size parameters specified in the Village’s land use ordinance regulating signs. The display of such sign shall be deemed to constitute notice to any **peddler, hawker or** solicitor, that the inhabitant of the residence or commercial building does not desire to receive and/or does not invite **peddlers, hawkers or** solicitors. It shall be the responsibility of the **peddler, hawker or** solicitor to check such residence or commercial building for the presence of any such notice. A violation of this provision shall be a violation of this section.

Penalty. A violation of any provision of this section shall be an unlawful ordinance violation, with a minimum penalty of \$300.00. Each day that said violation is permitted to persist shall be a separate violation, punishable by fine. ~~In the case of recurrent conduct on a single day, in the event a person is issued a citation for unlawful activity and, following the issuance of said citation, re-engages in the same or substantially similar unlawful conduct on that same day, each incident of conduct occurring after the issuance of the original citation shall be a separate offense, punishable by an individual fine.~~ **A second occurrence of such conduct by a person found to have previously violated this section shall result in a penalty of \$500 to be applied as above. A third occurrence of such conduct shall result in a penalty of \$750 to be applied as above and shall be deemed a nuisance which shall subject the violator to a hearing before the Village administrative hearing officer under Title V, “Health and Sanitation,” Chapter 8, “Code Enforcement Hearing Division,” of the Village of Poplar Grove Code of Ordinances, on possible revocation of the violator’s peddlers, hawkers or solicitors permit.”**

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

ORDINANCE NO. 2025 -17**AN ORDINANCE ANNEXING CERTAIN TERRITORY COMMONLY KNOWN AS A PORTION OF PIN 05-01-200-017 LOCATED IN UNINCORPORATED BOONE COUNTY, ILLINOIS TO THE VILLAGE OF POPLAR GROVE, ILLINOIS**

WHEREAS, a written petition for annexation, signed by the legal owners of record of all land within the territory hereinafter described, has been filed with the Village Clerk of the Village of Poplar Grove, Boone County, Illinois (hereinafter “Village”) requesting that said territory be annexed to the Village; and

WHEREAS, there are no electors residing within the territory; and

WHEREAS, said territory is not within the corporate limits of any municipality, but is now contiguous to the Village; and

WHEREAS, legal notices regarding the intention of the Village to annex said territory have been sent to all public bodies required to receive such notice by state statute; and

WHEREAS, copies of such notices required to be recorded, if any, have been recorded in the Office of the Recorder of Boone County; and

WHEREAS, all petitions, documents and other necessary legal requirements are in full compliance with the statutes of the State of Illinois, specifically Section 7-1-8 of the Illinois Municipal Code; and

WHEREAS, it is in the best interest of the Village that the territory be annexed thereto.

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

- 1) The foregoing recitals are incorporated herein as findings of the Village Board.
- 2) That the territory legally described in Exhibit A, attached hereto and incorporated herein, and further depicted in the annexation drawing attached hereto as Exhibit B and incorporated herein, and commonly known as: a portion of PIN: 05-01-200-017 is hereby annexed to the Village.
- 3) That within 90 days of the approval of this annexation ordinance, the Village Clerk is hereby directed to record with the County Recorder and to file with the County Clerk a certified copy of this Ordinance, together with the accurate map of the territory annexed appended to the Ordinance.
- 4) That within 30 days of the approval of this annexation ordinance, the Village Clerk is hereby directed to send, via certified mail, a notice of annexation to the election authorities and post office branches serving the territory.

- 5) This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed and adopted by the Village Board of the Village of Poplar Grove this _____ day of _____, 2025.

ADOPTED this _____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

APPROVED:

Village President

ATTEST:

Village Clerk

Passed: _____

Published in
Pamphlet Form: _____

Exhibit A—Legal Description

A parcel of land being part of the Northeast Quarter of Section 44 North, Range 3 East of the Third Principal Meridian, Boone County, Illinois, described as follows:

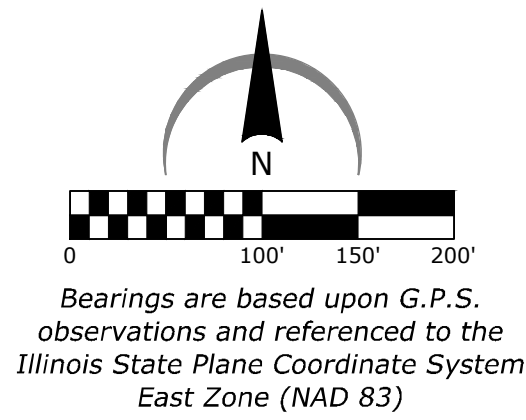
Commencing at the Northwest corner of the Northeast Quarter Section 1; thence South 0 degrees 12 minutes 26 seconds West West line of the Northeast Quarter of said Section 1, a distance feet to the Northwest corner of the premises conveyed by Sue Schuman as to an undivided 49.52% interest, Virginia Ann Summercamp and Lynn Ann Schuman as Trustees under the 2006 Sue Ann Schuman Trust as to an undivided 50.48% interest to Bel Air Estates, Ltd. Warranty Deed recorded January 11, 2021 as Document No. 2021R00289 the Recorder's Office of Boone County, Illinois, said point being Beginning for the hereinafter described parcel of land; thence North degrees 34 minutes 25 seconds East along the North line of said so conveyed, a distance of 880.00 feet; thence South 0 degrees minutes 35 seconds East, perpendicular to the last described course, distance of 170.00 feet to a line being 170.00 feet perpendicularly South of the North line of said premises so conveyed; thence South degrees 34 minutes 25 seconds West along a line being 170.00 perpendicularly distant South of and parallel with the North line premises so conveyed, a distance of 881.88 feet to a point in the of said premises; thence North 0 degrees 12 minutes 26 seconds along the East line of said premises so conveyed, a distance of to the Point of Beginning containing 149,760 square feet, 3.438 more or less, all being situated in the County of Boone and the Illinois.

Exhibit B—Annexation Drawing

ANNEXATION PLAT

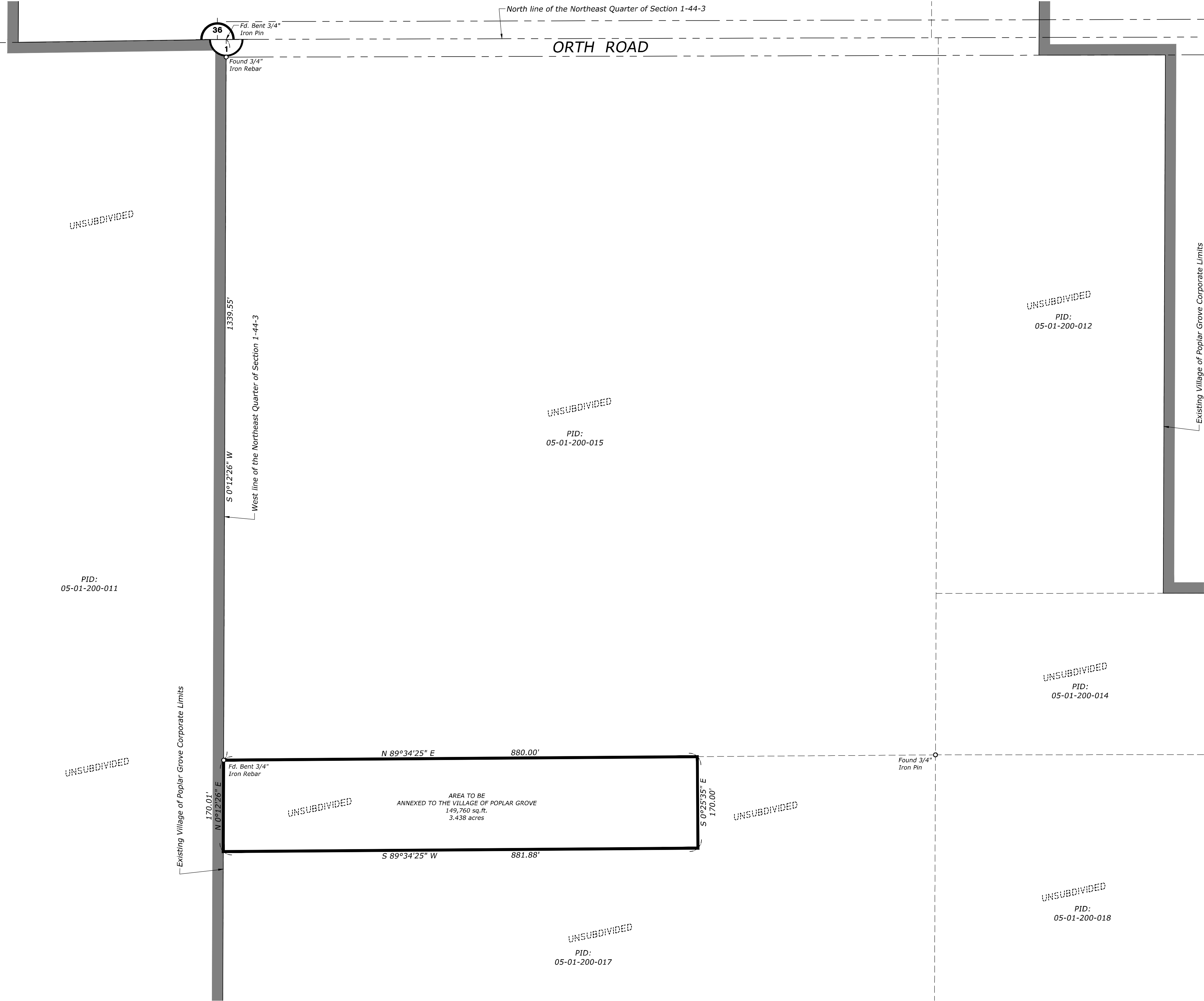
OF
PART OF THE NORTHEAST QUARTER OF SECTION 1, TOWNSHIP 44 NORTH, RANGE 3
EAST OF THE THIRD PRINCIPAL MERIDIAN, BOONE COUNTY, ILLINOIS

OWNER
Bel-Air Estates LTD
11619 IL Route 76
Poplar Grove, IL, 61065



ARC DESIGN
RESOURCES INC.

5281 ZENITH PARKWAY
LOVES PARK, IL 61111
VOICE: (815) 484-4300
FAX: (815) 484-4303
www.arcdesign.com
Illinois Design Firm License No. 184-001334



Land to be Annexed

A parcel of land being part of the Northeast Quarter of Section 1, Township 44 North, Range 3 East of the Third Principal Meridian, Boone County, Illinois, described as follows:

Commencing at the Northwest corner of the Northeast Quarter of said Section 1; thence South 0 degrees 12 minutes 26 seconds West along the West line of the Northeast Quarter of said Section 1, a distance of 1339.55 feet to the Northwest corner of the premises conveyed by Sue Ann Schuman as to an undivided 49.52% interest, Virginia Ann Summercamp and Lynn Ann Schuman as Trustees under the 2006 Sue Ann Schuman Trust as to an undivided 50.48% interest to Bel Air Estates, Ltd. by Warranty Deed recorded January 11, 2021 as Document No. 2021R00289 in the Recorder's Office of Boone County, Illinois, said point being the Point of Beginning for the hereinafter described parcel of land; thence North 89 degrees 34 minutes 25 seconds East along the North line of said premises so conveyed, a distance of 880.00 feet; thence South 0 degrees 25 minutes 35 seconds East, perpendicular to the last described course, a distance of 170.00 feet to a line being 170.00 feet perpendicularly distant South of the North line of said premises so conveyed; thence South 89 degrees 34 minutes 25 seconds West along a line being 170.00 feet perpendicularly distant South of and parallel with the North line of said premises so conveyed, a distance of 881.88 feet to a point in the East line of said premises; thence North 0 degrees 12 minutes 26 seconds East along the East line of said premises so conveyed, a distance of 170.01 feet to the Point of Beginning containing 149,760 square feet, 3.438 acres, more or less, all being situated in the County of Boone and the State of Illinois.

ORDINANCE 2025-18

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS GRANTING AN AMENDMENT TO SPECIAL USE PERMIT 18-03 TO EXPAND THE BOUNDARY OF THE PLANNED COMMUNITY DEVELOPMENT AND TO ALLOW FOR THE DEVELOPMENT OF FIFTY (50) RESIDENTIAL HANGAR HOMES AT THE POPLAR GROVE AIRPORT (11619 Illinois Route 76)

WHEREAS, the Village of Poplar Grove has adopted Title 8, Zoning in accordance with the provisions of Illinois Compiled Statutes, to regulate the use of land and specify the minimum requirements for improvements on land in the Village of Poplar Grove; and

WHEREAS, special uses are certain municipal or private uses that due to their physical or operational characteristics may pose a threat to the value, use and enjoyment of adjoining property and are reviewed on a case by case basis, and are permitted only by permission of the Poplar Grove Village Board; and

WHEREAS, the applicant, Steve Thomas, 11619 IL Route 76 on behalf of the property owners, Bel-Air Estates, LTD, 11619 Illinois Route 76 has petitioned the Village for an amendment to their existing special use permit 18-03 to expand the boundary of the planned community development and to allow for the development of fifty (50) residential hangar homes at the Poplar Grove Airport; and

WHEREAS, after due notice by publication pursuant to the Illinois State Statutes, the Village of Poplar Grove Planning and Zoning Commission held a public hearing on July 8, 2025 concerning the proposed amended special use; and,

WHEREAS, the Village of Poplar Grove Planning and Zoning Commission having examined said application and having considered the evidence, both oral and documentary, and being fully advised about the premises did make findings of fact and a recommendation; and,

WHEREAS, the corporate authorities of the Village considered the findings of fact and concur with the recommendation of the Planning and Zoning Commission.

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

Section 1. The above-recitals are incorporated herein and made a part hereof.

Section 2. The special use amendment is applicable to the following PIN numbers: 05-02-200-004, 05-01-100-011, 05-01-300-014, 05-02-200-006, 05-01-101-009 and 05-01-101-010. The special use amendment is hereby approved, subject to the following conditions:

A. The amended special use permit shall allow for the development of fifty (50) residential hangar homes. Development of the hangar homes shall be subject to and in accordance with the records, plans, drawings and documents submitted by the Applicant in support of

their application for amendment to the special use permit and which are on file with the Village Clerk.

B. The boundary of the planned community development is hereby expanded to include the real estate legally described in Exhibit A, attached hereto and incorporated herein.

C. The approval of this special use amendment is subject to adherence by the Applicant and Owner to the conditions and recommendations contained in the Village Zoning Administrator's Report dated June 30, 2025 and the Village Engineer's Report dated June 30, 2025, regarding this matter.

D. That the plat for the Bel Air North Subdivision is hereby approved and development shall be in conformance with such plat.

E. All other provisions of the existing Special Use Permit shall remain in effect.

Section 3. That the premises shall be used in accordance with and subject to the applicable provisions of the Zoning Ordinance of the Village of Poplar Grove and shall not be used except as may otherwise be expressly authorized by this Special Use.

Section 4. That acceptance of any of the benefits of this Special Use shall be deemed acceptance of all the terms and conditions set forth herein.

Section 5. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Section 6. Except as expressly modified or amended in this Ordinance, all other terms, conditions, and provisions of the Village Code of Ordinances not so modified or amended, shall remain in full force and effect; provided, however, that any provision of the Village Code of Ordinances shall be deemed modified as necessary to give practical effect to the provisions of this Ordinance. To the extent that the terms and provisions of this Ordinance conflict the Village Code of Ordinances, the terms and provisions of this Ordinance shall control.

Passed and adopted by the Village Board of the Village of Poplar Grove this _____ day of _____, 2025.

ADOPTED this _____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

APPROVED:

Village President

ATTEST:

Village Clerk

Passed: _____

Published in
Pamphlet Form: _____

EXHIBIT A- Legal Description of Land to be Added to Existing PCD

A parcel of land being part of the Northeast Quarter of Section 44 North, Range 3 East of the Third Principal Meridian, Boone County, Illinois, described as follows:

Commencing at the Northwest corner of the Northeast Quarter Section 1; thence South 0 degrees 12 minutes 26 seconds West West line of the Northeast Quarter of said Section 1, a distance feet to the Northwest corner of the premises conveyed by Sue Schuman as to an undivided 49.52% interest, Virginia Ann Summercamp and Lynn Ann Schuman as Trustees under the 2006 Sue Ann Schuman Trust as to an undivided 50.48% interest to Bel Air Estates, Ltd. Warranty Deed recorded January 11, 2021 as Document No. 2021R00289 the Recorder's Office of Boone County, Illinois, said point being Beginning for the hereinafter described parcel of land; thence North degrees 34 minutes 25 seconds East along the North line of said so conveyed, a distance of 880.00 feet; thence South 0 degrees minutes 35 seconds East, perpendicular to the last described course, distance of 170.00 feet to a line being 170.00 feet perpendicularly South of the North line of said premises so conveyed; thence South degrees 34 minutes 25 seconds West along a line being 170.00 perpendicularly distant South of and parallel with the North line premises so conveyed, a distance of 881.88 feet to a point in the of said premises; thence North 0 degrees 12 minutes 26 seconds along the East line of said premises so conveyed, a distance of to the Point of Beginning containing 149,760 square feet, 3.438 more or less, all being situated in the County of Boone and the Illinois.

ORDINANCE NO. 2025-19

AN ORDINANCE REZONING CERTAIN PROPERTY FROM GB (GENERAL BUSINESS) AND AG-1 (AGRICULTURAL) TO R-2 (MEDIUM-DENSITY RESIDENTIAL) IN THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is authorized under the Illinois Municipal Code and its own zoning ordinance to regulate the use of land and to rezone properties; and

WHEREAS, a petition has been submitted to the Village by the property owner(s) of certain real estate legally described in **Exhibit A** attached hereto and made a part hereof (the “Subject Property”), requesting a rezoning of the Subject Property from GB (General Business) and AG-1 (Agricultural) to R-2 (Medium-Density Residential); and

WHEREAS, the Village Planning and Zoning Commission held a public hearing on the rezoning request on July 8, 2025, after proper notice was given in accordance with applicable law; and

WHEREAS, the Planning and Zoning Commission recommended approval of the rezoning request following due consideration of the applicable standards for zoning map amendments; and

WHEREAS, the Village Board of Trustees has determined that the rezoning of the Subject Property is in the best interest of the Village and is consistent with the Village’s Comprehensive Plan and applicable zoning regulations;

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

Section 1. Incorporation of Recitals. The above-stated recitals are hereby found to be true and correct and are incorporated herein by reference as though fully set forth.

Section 2. Rezoning of Property. The Subject Property, as legally described in **Exhibit A**, is hereby rezoned from GB (General Business) and AG-1 (Agricultural) to R-2 (Medium-Density Residential) under the Village of Poplar Grove Zoning Ordinance.

Section 3. Zoning Map Amendment. The official zoning map of the Village of Poplar Grove shall be amended to reflect the rezoning of the Subject Property to R-2.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed and adopted by the Village Board of the Village of Poplar Grove this _____ day of _____, 2025.

ADOPTED this _____ day of _____, 2025.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

APPROVED:

Village President

ATTEST:

Village Clerk

Passed: _____

Published in

Pamphlet Form: _____

EXHIBIT A – LEGAL DESCRIPTION OF SUBJECT PROPERTY

Commencing at the Northeast corner of the Northwest Quarter of said Section 1; thence South 89 degrees 12 minutes 36 seconds West along the North line of the Northwest Quarter of said Section 1, a distance of 40.00 feet to the Point of Beginning for the hereinafter described parcel of land; thence South 0 degrees 12 minutes 26 seconds West along a line being 40.00 feet perpendicularly distant West of and parallel with the East line of the Northwest Quarter of said Section 1, a distance of 1222.27 feet; thence North 89 degrees 47 minutes 34 seconds West, a distance of 652.00 feet to a point being 692.00 feet perpendicularly distant West of the East line of the Northwest Quarter of said Section 1; thence North 0 degrees 12 minutes 26 seconds East along a line being 692.00 feet perpendicularly distant West of and parallel with the East line of the Northwest Quarter of said Section 1, a distance of 1210.92 feet to the North line of the Northwest Quarter of said Section 1; thence North 89 degrees 12 minutes 36 seconds East along the North line of the Northwest Quarter of said Section 1, a distance of 652.10 feet to the Point of Beginning containing 18.210 acres, all being situated in the County of Boone and the State of Illinois.

AND

A parcel of land being part of the Northeast Quarter of Section 44 North, Range 3 East of the Third Principal Meridian, Boone County, Illinois, described as follows:

Commencing at the Northwest corner of the Northeast Quarter Section 1; thence South 0 degrees 12 minutes 26 seconds West West line of the Northeast Quarter of said Section 1, a distance feet to the Northwest corner of the premises conveyed by Sue Schuman as to an undivided 49.52% interest, Virginia Ann Summercamp and Lynn Ann Schuman as Trustees under the 2006 Sue Ann Schuman Trust as to an undivided 50.48% interest to Bel Air Estates, Ltd. Warranty Deed recorded January 11, 2021 as Document No. 2021R00289 the Recorder's Office of Boone County, Illinois, said point being Beginning for the hereinafter described parcel of land; thence North degrees 34 minutes 25 seconds East along the North line of said so conveyed, a distance of 880.00 feet; thence South 0 degrees minutes 35 seconds East, perpendicular to the last described course, distance of 170.00 feet to a line being 170.00 feet perpendicularly South of the North line of said premises so conveyed; thence South degrees 34 minutes 25 seconds West along a line being 170.00 perpendicularly distant South of and parallel with the North line premises so conveyed, a distance of 881.88 feet to a point in the of said premises; thence North 0 degrees 12 minutes 26 seconds along the East line of said premises so conveyed, a distance of to the Point of Beginning containing 149,760 square feet, 3.438 more or less, all being situated in the County of Boone and the Illinois.

ORDINANCE 2025-20

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING CERTAIN BUILDING CODE REQUIREMENTS AS APPLICABLE TO PROPERTY ZONED R-2 WITHIN THE EXISTING PLANNED COMMUNITY DEVELOPMENT ESTABLISHED BY ORDINANCE NO. 18-03, AS AMENDED

WHEREAS, the Village of Poplar Grove, Illinois, an Illinois municipal corporation (the “Village”) passed Ordinance 2018-13 on June 28, 2018 in which a Planned Community Development (the “PCD”) was established for certain property, including the Poplar Grove Airport (the “Airport”) which is owned by Bel-Air Estates, Ltd. (“Bel-Air”) (collectively referred to herein as, the “Airport”), which PCD was subsequently amended by Ordinance 2024-10 on May 14, 2024 to allow residential uses within Hangar Garages at the Poplar Grove Airport;

WHEREAS, the Village has passed an Ordinance on even date herewith, expanding the boundaries of the existing PCD to include additional land for stormwater detention purposes; approving the development of fifty (50) residential hangar homes; and approving the Final Plat of Subdivision for the Bel Air North Subdivision; and

WHEREAS, the Village has also passed Ordinance on even date herewith re-zoning a portion of the PCD to R-2 to allow for the development of the Bel Air North Subdivision; and

WHEREAS, the Village now further desires to amend certain building codes to be applicable to the Bel Air North Subdivision within the existing PCD, as more fully described herein; and

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

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

1. Recitals. The above recitals are incorporated by reference herein and made a part hereof.
2. Definitions. The following definitions shall be utilized with respect to the remainder of this Ordinance and are made a part of the amended PCD:
 - a. **“Bel Air North Subdivision”** shall be defined as that real property legally described and depicted on the Final Plat of Subdivision for Bel Air North, as approved by the Village of Poplar Grove pursuant to Ordinance No. _____, adopted by the Village Board on _____, 2025.
 - b. **“Hangar Garage”** shall be defined as a structure designed, intended, and used primarily for the storage and shelter of private vehicles and/or aircrafts. For purposes of the deviations provided in this Ordinance, the term “Hangar Garage” shall be treated as a “garage” for zoning and building code purposes.

- c. ***“Hangar Home”*** shall be defined as single structure that includes both living space and storage space within a Hangar Garage for motorized vehicles and/or private aircraft, with the living area located either above or adjacent to the Hangar Garage portion.
- 3. **Grant of Code Deviations.** The following flexible code requirements shall be applicable to Hangar Homes to be constructed within the Bel Air North Subdivision. The requirements and standards set forth herein shall supersede and replace any and all conflicting code requirements which may exist, including but not limited to, those under the Village’s building, plumbing and/or electrical codes.
 - a. ***Hangar Garage Construction.***
 - i. Hangar Garages shall be constructed with a one-hour fire-resistance rating, achieved by utilizing 5/8” drywall.
 - ii. Doors providing access to the living space from a Hangar Garages shall also have a one-hour fire-resistance rating.
 - iii. The Hangar Garage shall not be required to have separate utilities from the Hangar Home.
 - b. ***Lot Variances.***
 - i. Front (side) setbacks for Lots 1, 30, 31, 40, 41, and 50 are reduced from twenty feet (20’) to twelve feet (12’).
 - ii. Combination side setbacks are reduced from twenty-five feet (25’) to twenty feet (20’), maintaining the required ten-foot (10’) side setback.
 - iii. Paved rear setbacks are reduced from three feet (3’) to zero feet (0’).
 - iv. No sidewalks shall be required within the Bel Air North Subdivision.
 - v. The Bel Air North Subdivision shall be exempt from land dedication requirements for greenspace and playground areas.
 - c. ***Signage.***
 - i. Directional signage is permitted up to twelve square feet (12 sq ft), exceeding the code limit of six square feet (6 sq ft).

- d. ***Life Safety.*** In the event windows are placed in the wall separating the Hangar Garage from the living space, only the following life safety measures shall be applied:
- i. Egress: A minimum of one egress shall lead directly to the exterior of the Hangar Home.
 - ii. Smoke, heat, and carbon-monoxide detectors: All Hangar Homes shall have one thermal heat detector and alarm located within each Hangar Garage. Each Hangar Home shall also have a minimum of one smoke and one carbon-monoxide detector within the general living space as well as one smoke detector in each sleeping room.
4. Intent of Ordinance. The intent of this Ordinance is to amend the Village’s building and/or other codes with respect to property within the Bel Air North Subdivision, without the need for a specific reference to those building and/or other code sections, to the extent necessary so the improvements located upon the property are deemed to comply with the Village’s building and/or other codes. Any newly constructed Hangar Garage Homes need only comply with the requirements of the Village Code as modified consistent with this ordinance.
5. Conflict. Except as amended in 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.
6. Effectiveness. This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY/ SECONDED BY: _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025.

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER: _____

APPROVED _____, 2025.

ATTEST:

CLERK

PRESIDENT



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

Item 13.

Check Class of License Applied for:

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

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

SECTION 1: Applicant Information:

Applicant Name: Nikita Lopez Date of Birth: [REDACTED]
Address: 1087 Law Circle Phone: [REDACTED]
Primary Contact Person: Nikita Lopez Phone: [REDACTED]
Business Name: DPBL Enterprises, Inc. Phone: ()
d/b/a Name: Boone's Bar & Slots
Premise Address: 13535 IL RT 76, Poplar Grove IL

Entity Information (if applicable):

Date of formation: NOV 10 2022 Illinois Secretary of State Number: 92-1014860
Assumed Name; If any: DPBL Enterprises Inc. DBA Boone's Bar & Slots
Is Entity in good standing with Illinois Secretary of State: YES ROT Registration #: _____
If foreign Entity, date registered to do business in Illinois: _____

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

Owner of Premises: Richard Harris (if leased, attach a copy of the lease to the application)
Renter of Premises: Nikita Lopez Illinois Liquor License No.: 1A-1155307

- [] YES ☒ NO Has applicant ever made an application for a liquor license which was denied?
[] YES ☒ NO Has applicant ever had any previous liquor license suspended or revoked?
[] YES ☒ NO Has the applicant ever been convicted of a felony?
[] YES ☒ NO Has the applicant ever been convicted of a gambling offense?
[] YES ☒ NO Do you possess a current federal wagering or gambling device stamp?
[] YES ☒ NO Are you, or any other owner, in your place of business, a public official?

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

Dram Shop Coverage:

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

Insurance Company: Society Insurance Policy Number: [REDACTED]
Coverage Limit: 1,000,000 Policy Effective Date: 10/14/2024 Expiration Date: 10/14/2025



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

Item 13.

Section 2: Owner & Officer Information:

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

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

| | | | | |
|---|--|--|--|--|
| <div style="display: flex; justify-content: space-between;"><div>1) Name: <u>Nikita</u> <small>First</small></div><div><u>Marie</u> <small>Middle</small></div><div><u>Lopez</u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u>06.01.86</u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u>IL</u> <small>State</small></div><div><u>Owner</u> <small>Title</small></div><div><u>100%</u> <small>% Ownership</small></div></div> | | | | |
| <div style="display: flex; justify-content: space-between;"><div>2) Name: <u> </u> <small>First</small></div><div><u> </u> <small>Middle</small></div><div><u> </u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u> </u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u> </u> <small>State</small></div><div><u> </u> <small>Title</small></div><div><u> </u> <small>% Ownership</small></div></div> | | | | |
| <div style="display: flex; justify-content: space-between;"><div>3) Name: <u> </u> <small>First</small></div><div><u> </u> <small>Middle</small></div><div><u> </u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u> </u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u> </u> <small>State</small></div><div><u> </u> <small>Title</small></div><div><u> </u> <small>% Ownership</small></div></div> | | | | |
| <div style="display: flex; justify-content: space-between;"><div>4) Name: <u> </u> <small>First</small></div><div><u> </u> <small>Middle</small></div><div><u> </u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u> </u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u> </u> <small>State</small></div><div><u> </u> <small>Title</small></div><div><u> </u> <small>% Ownership</small></div></div> | | | | |
| <div style="display: flex; justify-content: space-between;"><div>5) Name: <u> </u> <small>First</small></div><div><u> </u> <small>Middle</small></div><div><u> </u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u> </u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u> </u> <small>State</small></div><div><u> </u> <small>Title</small></div><div><u> </u> <small>% Ownership</small></div></div> | | | | |
| <div style="display: flex; justify-content: space-between;"><div>6) Name: <u> </u> <small>First</small></div><div><u> </u> <small>Middle</small></div><div><u> </u> <small>Last</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div><u> </u> <small>Date of Birth</small></div><div><u> </u> <small>Driver's License No.</small></div><div><u> </u> <small>State</small></div><div><u> </u> <small>Title</small></div><div><u> </u> <small>% Ownership</small></div></div> | | | | |



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

Item 14.

Check Class of License Applied for:

| | |
|---|---|
| <input type="radio"/> Class A (6 Day, On Premise, Full Kitchen) \$900 | <input type="radio"/> Class F (BYOB with Food) \$150 |
| <input type="radio"/> Class B (6 Day, Retail off Premise) \$500 | <input type="radio"/> Class G (Golf) \$900 |
| <input type="radio"/> Class BB (Boutique) \$5000 | <input type="radio"/> Class H (Local Catering) \$250 |
| <input type="radio"/> Class C (6 Day, Less 12% on Premise) \$700 | <input type="radio"/> Class I (Non-Local Cater) \$350 |
| <input type="radio"/> Class D (Sunday) \$100 | <input type="radio"/> Class J (Beer Garden) \$100 |
| <input checked="" type="radio"/> Class E (Event) \$100 | |

OFFICE USE ONLY

License No: _____

Date Issued: _____

License Expires: _____

Liquor: _____ Gaming: _____

Tobacco: _____ Fees: \$100

Cash: _____ Check #: 1191

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

SECTION 1: Applicant Information:

Applicant Name: North Boone district 3 Fire Mems Association Date of Birth: _____

Address: 305 West Grove St. Poplar Grove Phone: (____) _____

Primary Contact Person: DAN DAL Pra Phone: (____) _____

Business Name: North boone district 3 Fire Mems Association Phone: (____) _____

d/b/a Name: _____

Premise Address: _____

Entity Information (if applicable):

Date of formation: _____ Illinois Secretary of State Number: _____

Assumed Name; If any: _____

Is Entity in good standing with Illinois Secretary of State: ☒ ROT Registration #: _____

If foreign Entity, date registered to do business in Illinois: _____

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

Owner of Premises: _____ (if leased, attach a copy of the lease to the application)

Renter of Premises: _____ Illinois Liquor License No.: _____

- ☐ YES ☒ NO Has applicant ever made an application for a liquor license which was denied?
- ☐ YES ☒ NO Has applicant ever had any previous liquor license suspended or revoked?
- ☐ YES ☒ NO Has the applicant ever been convicted of a felony?
- ☐ YES ☒ NO Has the applicant ever been convicted of a gambling offense?
- ☐ YES ☒ NO Do you possess a current federal wagering or gambling device stamp?
- ☐ YES ☒ NO Are you, or any other owner, in your place of business, a public official?

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

Dram Shop Coverage:

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

Insurance Company: _____ Policy Number: _____

Coverage Limit: _____ Policy Effective Date: _____ Expiration Date: _____



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

Item 14.

Section 2: Owner & Officer Information:

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

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

| | | | | | |
|---------------|-------|----------------------|-------|-----------|----------------|
| 1) Name: | Steve | | | Wieczorek | |
| 2/17/1977 | First | Driver's License No. | IL | Middle | President |
| Date of Birth | | | State | Title | % Ownership |
| 2) Name: | James | | | Decoto | |
| 03/08/1967 | First | Driver's License No. | IL | Middle | Secretary |
| Date of Birth | | | State | Title | % Ownership |
| 3) Name: | Julie | | | Nelson | |
| 11/11/65 | First | Driver's License No. | IL | Middle | Treasurer |
| Date of Birth | | | State | Title | % Ownership |
| 4) Name: | Wyatt | | | Schober | |
| 8/17/2002 | First | Driver's License No. | IL | Middle | Vice President |
| Date of Birth | | | State | Title | % Ownership |
| 5) Name: | | | | | |
| | First | Driver's License No. | State | Middle | Title |
| Date of Birth | | | | | % Ownership |
| 6) Name: | | | | | |
| | First | Driver's License No. | State | Middle | Title |
| Date of Birth | | | | | % Ownership |

Date Updated: 7.3.25

July 2025 Checks

| FOR APPROVAL | Actual to Date | | Total by Type |
|--------------------|---------------------------|---------------------|---------------|
| | Check Run #1 | Check Run #2 | |
| AP Checks | \$162,811.99 | \$43,792.71 | \$206,604.70 |
| EFTS (ACH) | \$27,541.39 | \$0.00 | \$27,541.39 |
| Payroll | \$16,465.48 | \$16,465.48 | \$32,930.96 |
| Other | \$13,632.30 | \$0.00 | \$13,632.30 |
| Total | \$220,451.16 | \$60,258.19 | \$280,709.35 |
| Specific Breakout: | Actual for the month paid | Estimate Additional | Total by Type |

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

Estimated - Payroll #2

Total \$0.00 \$0.00 \$0.00

FINAL NUMBERS

| Monthly Approvals | JUNE 2025 Final Numbers | | |
|-------------------|-------------------------|--------------|-------------|
| | Requested | Actual | Difference |
| AP Checks | \$123,918.03 | \$142,896.71 | \$18,978.68 |
| EFTS (ACH) | \$31,529.25 | \$31,529.25 | \$0.00 |
| Payroll | \$38,763.00 | \$42,732.97 | \$3,969.97 |
| Other | \$14,042.30 | \$17,004.25 | \$2,961.95 |
| Total | \$208,252.58 | \$234,163.18 | \$25,910.60 |

Prepaid W& S contract labor

Paid out terminated employee vacation

Specific Breakout: Requested Actual Difference

| INVOICE NUMBER | INVOICE DATE | VENDOR NAME | DESCRIPTION | DISTRIBUTIONS\AMOUNTS | | GROSS AMOUNT |
|--|-----------------|-----------------------|---|-----------------------|----------|-----------------|
| VENDOR NAME: ABBY PEST ELIMINATION LLC | | | | | | |
| 14794 | 07/03/2025 | ABBY PEST ELIMINATION | PEST CONTROL @ NEW PW BLDING | 01-53-4240 | 85.00 | 85.00 |
| 14791 | 07/03/2025 | ABBY PEST ELIMINATION | PEST CONTROL @ OLD PW BLDING | 01-53-4240 | 67.00 | 67.00 |
| 14789 | 07/03/2025 | ABBY PEST ELIMINATION | PEST CONTROL @ VH | 01-50-4301 | 47.00 | 47.00 |
| 14790 | 07/03/2025 | ABBY PEST ELIMINATION | PEST CONTROL @ NWWTP | 31-75-4301 | 165.00 | 165.00 |
| TOTAL VEN | | | | | | 364.00 |
| VENDOR NAME: A-FIRE EXTINGUISHER SALES & SERVICE | | | | | | |
| 95672 | 07/08/2025 | A-FIRE EXTINGUISHER S | NWWTP FIRE EXTINGUISHERS SERVICED | 31-75-4301 | 230.50 | 230.50 |
| 95673 | 07/08/2025 | A-FIRE EXTINGUISHER S | OLD PW FIRE EXTINGUISHERS SERVICED | 01-53-4301 | 49.00 | 49.00 |
| 95674 | 07/08/2025 | A-FIRE EXTINGUISHER S | SWWTP FIRE EXTINGUISHERS SERVICED | 31-79-4301 | 181.00 | 181.00 |
| 95675 | 07/08/2025 | A-FIRE EXTINGUISHER S | NEW PW SHOP FIRE EXTINGUISHERS SERVICED | 01-53-4301 | 63.00 | 63.00 |
| 95671 | 07/08/2025 | A-FIRE EXTINGUISHER S | VH FIRE EXTINGUISHERS SERVICED | 01-50-4301 | 84.00 | 84.00 |
| TOTAL VEN | | | | | | 607.50 |
| VENDOR NAME: AMAZON CAPITAL SERVICES | | | | | | |
| 1Q3F-NDJ1-JCM1 | 06/03/2025 | AMAZON.COM | GATORADE | 01-53-4302 | 95.84 | 95.84 |
| TOTAL VEN | | | | | | 95.84 |
| VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC. | | | | | | |
| 68891 | 07/10/2025 | B&F CONSTRUCTION CODE | NHC PLAN REVIEW & EXPRESS FEE | 01-55-4215 | 1,721.56 | 4,303.90 |
| | | | | 01-55-4215 | 2,582.34 | |
| 68917 | 07/14/2025 | B&F CONSTRUCTION CODE | NHC PLAN REVIEW | 01-55-4215 | 1,041.86 | 1,041.86 |
| 68762 | 06/27/2025 | B&F CONSTRUCTION CODE | SOLAR PLAN REVIEW | 01-55-4215 | 350.00 | 350.00 |
| TOTAL VEN | | | | | | 5,695.76 |
| VENDOR NAME: BLAIN'S FARM & FLEET | | | | | | |
| BFF-087000 | 07/02/2025 | BLAIN'S FARM & FLEET | DRILL BIT AND HINGE | 01-53-4302 | 21.63 | 21.63 |
| TOTAL VEN | | | | | | 21.63 |
| VENDOR NAME: COMCAST | | | | | | |
| 8771103400203321JU | 07/29/2025 | COMCAST | PW BUILDING INTERNET | 01-53-4202 | 222.90 | 232.90 |
| | | | | 01-50-4500 | 10.00 | |
| TOTAL VEN | | | | | | 232.90 |
| VENDOR NAME: COMED | | | | | | |
| 0862561222JUNE2025 | 06/10/2025 | COMED | LIFT STATION -13505 HARVEST WAY | 31-77-4204 | 88.13 | 88.13 |
| 8107661222JULY2025 | 07/02/2025 | COMED | LIFT STATION 5500 WHITING ROAD | 31-75-4204 | 104.12 | 104.12 |
| 3174406000JULY2025 | 06/30/2025 | COMED | LIFT STATION 4194 DAWN LAKE ROAD | 31-75-4204 | 82.34 | 82.34 |
| TOTAL VEN | | | | | | 274.59 |
| VENDOR NAME: CONSERV FS INC | | | | | | |
| 116022045 | 07/01/2025 | CONSERV FS INC | DIESEL FUEL | 01-52-4225 | 1,098.78 | 1,098.78 |
| 33045103 | 07/07/2025 | CONSERV FS INC | SPRAY RESTOCK | 01-52-4304 | 523.50 | 523.50 |
| 33045104 | 07/07/2025 | CONSERV FS INC | PESTICIDE RESTOCK | 01-52-4304 | 523.50 | 523.50 |
| TOTAL VEN | | | | | | 2,145.78 |
| VENDOR NAME: ECONO SIGNS LLC. | | | | | | |
| 10-997135 | 06/25/2025 | ECONO SIGNS LLC. | SIGN FOR TENNIS COURT | 01-53-4228 | 59.88 | 59.88 |
| TOTAL VEN | | | | | | 59.88 |
| VENDOR NAME: FAHY, HEIDI JUNE2025 | | | | | | |
| | | FAHY, HEIDI | JUNE INSURANCE REFUND-HEIDI FAHY | 01-50-4106 | 354.78 | 354.78 |

| INVOICE NUMBER | INVOICE DATE | VENDOR NAME | DESCRIPTION | DISTRIBUTIONS\AMOUNTS | | GROSS AMOUNT |
|--|-----------------|-----------------------|--|-----------------------|----------|-----------------|
| VENDOR NAME: FAHY, HEIDI | | | | | | |
| TOTAL VEN | | | | | | 354.78 |
| VENDOR NAME: GATEHOUSE MEDIA ILLINOIS HOLDINGS | | | | | | |
| 0007190761 | 06/30/2025 | GATEHOUSE MEDIA ILLIN | PUBLICATION FOR AIRPORT, SOLAR, BUDGET | 01-50-4209 | 75.60 | 365.10 |
| | | | | 01-50-4209 | 147.80 | |
| | | | | 01-50-4209 | 87.00 | |
| | | | | 01-57-4209 | 54.70 | |
| TOTAL VEN | | | | | | 365.10 |
| VENDOR NAME: HAWKINS, INC. | | | | | | |
| 7127410 | 07/09/2025 | HAWKINS, INC. | CHEMICALS SWWTP | 31-79-4305 | 156.05 | 156.05 |
| TOTAL VEN | | | | | | 156.05 |
| VENDOR NAME: ILLINOIS COUNTIES RISK MGMT TRUST | | | | | | |
| S-INV006569 | 07/01/2025 | ILLINOIS COUNTIES RIS | WORK COMP CLAIM- CARINA BOYD | 01-50-4102 | 2,500.00 | 2,500.00 |
| TOTAL VEN | | | | | | 2,500.00 |
| VENDOR NAME: MARATHON FLEET / WEX BANK | | | | | | |
| 106063564 | 07/15/2025 | WEX BANK - MARATHON F | FUEL FOR TRUCKS | 01-53-4303 | 1,255.39 | 1,255.39 |
| TOTAL VEN | | | | | | 1,255.39 |
| VENDOR NAME: MCGILVRA ELECTRIC INC | | | | | | |
| 61950 | 07/11/2025 | MCGILVRA ELECTRIC INC | WACO WAY LIFT STATION REPAIR | 31-79-4240 | 2,588.97 | 2,588.97 |
| TOTAL VEN | | | | | | 2,588.97 |
| VENDOR NAME: MCMAHON ASSOCIATES, INC. | | | | | | |
| 00704520 | 06/23/2025 | MCMAHON ASSOCIATES, I | ADMIN AND PW ENGINEERING | 01-50-4212 | 168.00 | 1,894.08 |
| | | | | 01-55-4212 | 1,327.08 | |
| | | | | 01-55-4212 | 399.00 | |
| 704518 | 06/23/2025 | MCMAHON ASSOCIATES, I | COMMUNITY DEVELOPMENT ENG | 01-55-4212 | 245.43 | 245.43 |
| 00704519 | 06/23/2025 | MCMAHON ASSOCIATES, I | COMMUNITY DEVELOPMENT ENG | 01-55-4212 | 476.43 | 476.43 |
| TOTAL VEN | | | | | | 2,615.94 |
| VENDOR NAME: MENARDS | | | | | | |
| 52002 | 07/03/2025 | MENARDS | SEWER CLEAN OUT | 01-50-4302 | 44.19 | 44.19 |
| 52280 | 07/08/2025 | MENARDS | SWWTP COUPLING | 31-79-4302 | 31.15 | 31.15 |
| 52276 | 07/08/2025 | MENARDS | PW BREAK ROOM AND VEHICLE MAINTANCE | 01-53-4302 | 71.55 | 121.78 |
| | | | | 01-53-4302 | 50.23 | |
| TOTAL VEN | | | | | | 197.12 |
| VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC | | | | | | |
| 39709 | 05/14/2025 | MORGAN BUILDING MAINT | CARPET CLEANING FOR VH | 01-50-4240 | 462.00 | 462.00 |
| TOTAL VEN | | | | | | 462.00 |
| VENDOR NAME: NORTHERN ILLINOIS SERVICE CO | | | | | | |
| 68068 | 07/03/2025 | NORTHERN ILLINOIS SER | BEDROCK | 01-53-4301 | 387.18 | 387.18 |
| TOTAL VEN | | | | | | 387.18 |
| VENDOR NAME: N-TRAK GROUP, LLC | | | | | | |
| 14492 | 02/21/2025 | N-TRAK GROUP, LLC | DEER RUN SERVICE REPLACEMENT | 31-70-4930 | 5,598.62 | 5,598.62 |

| INVOICE NUMBER | INVOICE DATE | VENDOR NAME | DESCRIPTION | DISTRIBUTIONS\AMOUNTS | | GROSS AMOUNT |
|--|-----------------|-----------------------|---------------------------|--|--|-----------------|
| VENDOR NAME: N-TRAK GROUP, LLC | | | | | | |
| TOTAL VEN | | | | | | 5,598.62 |
| VENDOR NAME: P.C. TECH 2 U 21320 | 07/15/2025 | P.C. TECH 2 U | INTERNET DOWN & FIX AT VH | 01-50-4214 | 350.00 | 350.00 |
| TOTAL VEN | | | | | | 350.00 |
| VENDOR NAME: RED WING BUSINESS ADVANTAGE ACCT. 20250710054586 | 07/10/2025 | RED WING BUSINESS ADV | DAN SALLEY BOOT | 01-53-4080 | 243.79 | 243.79 |
| TOTAL VEN | | | | | | 243.79 |
| VENDOR NAME: SABEL MECHANICAL LLC. 250456 | 07/01/2025 | SABEL MECHANICAL LLC. | PUMP REPAIR | 31-75-4930 | 4,660.14 | 4,660.14 |
| TOTAL VEN | | | | | | 4,660.14 |
| VENDOR NAME: SOSNOWSKI SZETO, LLP 14725 | 07/07/2025 | SOSNOWSKI SZETO, LLP | GENERAL LEGAL JUNE 2025 | 01-50-4213 01-57-4213 01-55-4213 01-53-4240 | 4,893.25 2,053.50 2,506.75 277.50 | 9,731.00 |
| 14724 | 07/07/2025 | SOSNOWSKI SZETO, LLP | LEGAL FOIA | 01-57-4213 | 92.50 | 92.50 |
| 14726 | 07/07/2025 | SOSNOWSKI SZETO, LLP | LABOR LEGAL | 01-50-4213 | 950.00 | 950.00 |
| 14723 | 07/07/2025 | SOSNOWSKI SZETO, LLP | BEL AIR HANGAR SUB- LEGAL | 01-55-4213 | 1,063.75 | 1,063.75 |
| 14727 | 07/07/2025 | SOSNOWSKI SZETO, LLP | SOLAR LEGAL | 01-55-4213 | 462.50 | 462.50 |
| TOTAL VEN | | | | | | 12,299.75 |
| VENDOR NAME: TEST INC. 25060506 | 07/09/2025 | TEST INC. | SWWTP TESTING | 31-79-4236 | 258.00 | 258.00 |
| TOTAL VEN | | | | | | 258.00 |
| GRAND TOTAL: | | | | | | 43,790.71 |



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson
Administration

7/17/25

****Subject:****

Water Fee Ordinance Update Discussion

1. Background:

Water and sewer billing complaints and concerns have been ongoing from residents, thus leading to a review of the ordinance.

2. Current Status:

Staff, Trustee Cheek, and myself, have reviewed the existing ordinances surrounding Time of Payment; Liability 6-2-4-2, Termination of Service 6-2-4-4, and Right to Appeal 6-2-4-5

3. Fiscal Impact:

Fiscal impact to the village will be reflected in potentially less collected penalty charges, such that the board would approve proposed recommendations surrounding the assessment of disconnection account threshold and termination of service fees. Additional fees will include legal services to update the ordinance and codification costs.

4. Legal Review (if applicable):

No action has been taken in regard to legal review on this matter, at this time.

5. Recommendation:

It is the recommendation of the staff, Trustee Cheek, and myself to change the following:

6-2-4-2 Time of Payment Liability – Section A, line 4

“In the event a payment is made, any remaining balance of \$150.00 or 2 months of delinquent balances shall constitute a disconnection notice to be mailed to the service residence ten days following the due date.”

6-2-4-4 Termination of Service – Section A, line 1, 2nd sentence “If account remains unpaid by the end of the month with a remaining balance of \$150.00 or 2 months of delinquent balances, water services will be shut off and will result in a \$45 shut off fee, and service shall

not be reinstated until all past due invoices are paid in full, or a payment plan agreement has been executed pursuant to 6-2-4-2(A)."

It is also recommended to add language surrounding a hardship provision to negate an individual from termination services during the hardship.

6-2-4-5 Right to Appeal

We recommend this process should be followed before residents appeal to the board for consideration of their grievance. Language should be revised to reflect current board meetings (instead of the committee of the whole finance and public works), such that the resident is unhappy with the outcome from the Right to Appeal process and wishes to request a hearing. The last recommendation is to add a number or time frame (12/24 months) in which a resident may appeal. (See last sentence in the 1st paragraph – "A credit pursuant to this section shall be granted not more than times over the life of the account.")

6. Supporting Documents (if applicable):

☐ Attached

☐ Not Applicable

****Signature:****

Kristi Richardson
Village President

6-2-4-2. TIME OF PAYMENT; LIABILITY.

- A. Time of Payment. For the purpose of operation of the combined primary waterworks and sewerage system, the meters shall be read and calculated and invoiced on a monthly basis. All bills for service shall be rendered as of the first day of the month succeeding the period for which the service is billed, and shall be payable not later than the close of business on the 20th day of the same month. Immediately following due date, a late fee of ten percent of the amount of the bill shall be added thereto. In the event a payment is made, but the remaining balance is more than \$50.00 dollars, a disconnection notice shall be mailed to the service residence around ten days following the due date. Disputes regarding disconnection shall be submitted in accordance with Section 6-2-4-5 Right to Appeal.
- B. Liability. The owners of the premises shall be primarily liable for payment of services on such premises. Every premises "service address" shall constitute a separate account. Every application for water and sewer services shall be signed by either the owner or the renter of the premises to be served. The owner of said property shall approve any application for water and sewer service of served premises.

(Ord. 606, 3-8-2004; Amd. Ord. 2010-803, 12-13-2010; Ord. 2012-003, 1-9-2012; Ord. 2012-021, 5-14-2012; Ord. 2015-01, 1-12-2015; Ord. 2016-21, 9-19-2016; Ord. 2017-04, 4-17-2017; Ord. No. 2020-13, § Exh. A, 5-20-2020)

6-2-4-4. TERMINATION OF SERVICE.

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

(Ord. 777, 1-11-2010; Amd. Ord. 2012-007, 2-13-2012; Amd. Ord. 2013-013, 7-8-2013; Amd. Ord. 2015-01, 1-12-2015; Amd. Ord. 2016-21, 9-19-2016; Ord. No. 2020-13, § Exh. A, 5-20-2020; Ord. No. 2021-39, § 2, 12-15-2021)

6-2-4-5. RIGHT TO APPEAL.

A property owner may appeal water/sewerage fees and/or charges. Within 15 days of the date of the invoice or notice assessing the fee and/or charge, the property owner shall submit in writing to the Village Clerk a statement setting forth the property owner's basis for the appeal and the relief sought by the property owner. The Village Public Works Director, Village Treasurer and the Village President shall review the appeal and if a majority of them determines that a credit/waiver is warranted, they may authorize up to a \$250.00 credit/waiver of the water/sewerage fees and/or charges. The Village will notify the property owner of the Village Public Works

Director's, Village Treasurer's and Village President's decision in writing. A credit pursuant to this section shall be granted no more than times over the life of the account.

If the property owner is not satisfied with the decision of the Village Public Works Director, Village Treasurer and Village President, the property owner may request a hearing before the Committee of the Whole for Finance and Public Works. Such request for hearing shall be in writing and submitted to the Village Clerk within 7 days of the date of decision by the Village Public Works Director, Village Treasurer and Village President. Any request for a hearing shall immediately place a stay on action for any disconnection of service for non-payment.

(Ord. 2016-21, 9-19-2016; Ord. No. 2019-41, § 2, 12-9-2019)

PREPARED BY & RETURN TO:

Attorney Nathan J. Noble, P.C.
504 N. State Street
Belvidere, IL 61008
815-547-7700

RELEASE AND WAIVER OF LIEN

WHEREAS, on January 10, 2025, the VILLAGE OF POPLAR GROVE, an Illinois municipal corporation, located in the County of Boone and State of Illinois, filed with the Boone County Clerk and Recorder's Office a Notice of Lien in its favor in the amount of One Thousand Six Hundred Eight Dollars and Eighty Cents (\$1,608.80) as **Document No. 2025R00118**, and on January 29, 2025, filed an additional Notice of Lien in its favor in the amount of Four Thousand Six Hundred Eighty-nine Dollars and Ninety Cents (\$4,689.90) as **Document No. 2025R00352**, for expenses incurred for exterior property cleanup on the premises described as follows, to-wit:

LOT TWO HUNDRED THIRTEEN (213) AS DESIGNATED UPON PLAT NO. 4 OF PRAIRIE GREEN OF POPULAR GROVE, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER (1/4) OF SECTION 11, TOWNSHIP 44 NORTH, RANGE 3 EAST OF THE THIRD PRINCIPAL MERIDIAN, THE PLAT OF WHICH WAS RECORDED SEPTEMBER 30, 2004 AS DOCUMENT NO. 04R11613 IN PLAT INDEX FILE ENVELOPE 303-B IN THE RECORDER'S OFFICE OF BOONE COUNTY; SITUATED IN THE COUNTY OF BOONE AND STATE OF ILLINOIS.

Commonly known as 468 Stone Hollow Dr., Poplar Grove, IL 61065
Tax Code: 05-11-231-002

WHEREAS, the VILLAGE OF POPLAR GROVE, has agreed to settle the aforementioned liens for the amount of One Thousand Six Hundred Eight Dollars and Eighty Cents (\$1,608.80),

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS, the VILLAGE OF POPLAR GROVE, an Illinois municipal corporation, for an in consideration of the premises and the agreed upon payment, related to its expenses incurred, the receipt of such payment being hereby acknowledged, does hereby release and discharge the above described property from the aforementioned liens created as Document No. 2025R00118 and Document No. 2025R00352.

FOR THE PROTECTION OF THE OWNER, THIS RELEASE SHALL BE FILED WITH THE RECORDER OF DEEDS IN WHOSE OFFICE THE LIENS WERE FILED.

WITNESS my hand and seal this 23rd day of July, 2025.

THE VILLAGE OF POPLAR GROVE

BY: Kristi Richardson

ITS: President

STATE OF ILLINOIS)
)
 COUNTY OF BOONE) ss.

I, the undersigned, notary public, in and for said County, in the State aforesaid, do hereby certify that _____, personally known to me to be the same person whose name is subscribed to the foregoing Release and Waiver of Lien, appeared before me this day in person and acknowledged that in her capacity as President of the Village of Poplar Grove, an Illinois municipal corporation, he/she signed and delivered the said release as his/her duly authorized free and voluntary official act and the free and voluntary official act of said Village for the uses and purposes therein set forth.

Given under our hand and notarial seal this 23rd day of July, 2025.

Notary Public

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

1.

The licensed premises shall not exceed 1,500 square feet.

2.

The number of patrons on the licensed premises at any given time shall not exceed five times the number of licensed Video Gaming Terminals at the premises.

3.

Live music, DJ, karaoke, and/or juke boxes are prohibited on the licensed premises. Notwithstanding the foregoing, a music system, operated solely by the licensee, shall be permitted so long as such system is operated at such levels so as to not be heard outside of the licensed premises.

4.

Licensee shall not be permitted to have a patio or beer garden of any kind.

5.

No alcohol related signs which are visible from the outside of the licensed premises shall be permitted on the licensed premises.

6.

No games, other than the video gaming terminals as defined under the Illinois Video Gaming Act, ILCS Ch. 230, Act 40, §§ 1 et seq., shall be permitted on the licensed premises, including, but not limited to, pool tables, dartboards, and shuffle board.



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson
Administration

7/17/25

****Subject:****

Class BB Liquor License Restrictions Discussion

1. Background:

A Class BB liquor license is for small bar-boutique gaming establishments not over 1,500 square feet. This ordinance currently has 6 restrictions listed within the ordinance.

2. Current Status:

I received questions regarding the restrictions currently imposed on entities holding a Class BB liquor license. This discussion also led to a complaint of another entity who is currently not in compliance with the current ordinance restrictions.

3. Fiscal Impact:

Changing this ordinance to the recommendations provided herein shall have no fiscal impact to the Village in relations to revenue collection, but has expense ramifications such as the legal professional services to amend the ordinance and codification costs.

4. Legal Review (if applicable):

Legal counsel was asked if the restrictions created with this ordinance were due to any state legal requirements surrounding the IL Video Gaming Act ILCS Ch 230, Act 40, in which the answer is no.

5. Recommendation:

Update 2-2-4 Letter E, #3 to strike juke boxes.

Update 2-2-4 Letter E, #6 to strike or remove dartboards.

6. Supporting Documents (if applicable):

☐ Attached

☐ Not Applicable

****Signature:****

Kristi Richardson – Village President

Village of Poplar Grove-Board Meeting Memo

Trustee Dan Cheek

7/17/2025

Discussion of Slow Children At Play signs at Residents request.

Background:

Resident on State St. informed me of six families in a row with young children.

Current Status:

No Signs.

Fiscal Impact:

Unkown at this time.

Legal Review:

Unkown at this time.

Recommendation:

Discuss possible install of Slow Children at Play signs on State St.

Supporting Documents:

Unkown at this time.



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson
Administration

7/17/25

****Subject:****

Use – 100 S. State Street Building

1. Background:

100 S. State Street is a Village owned property that used to house the village hall with the well house immediate adjacent to the building. In the past it had been rented to a local groomer, who has since vacated the property in Dec of 2024. The property currently remains empty.

2. Current Status:

I have had interest from a non-profit organization interest in potentially renting the property such that the board would like to continue to lease out the property. This non-profit is a 501c3 and may meet the IDOR requirements for property tax exemption. The potential renter is asking for some concessions in rent and repairs.

3. Fiscal Impact:

Fiscal impacts will include revenue from lease and/or sale. Expense implications may include building repairs, listing fees and/or legal costs.

4. Legal Review (if applicable):

Legal counsel was asked about the 501c3 property tax exemption possibility. No other legal services or review have been initiated.

5. Recommendation:

Recommendation to rent the property. Public use is a possibility but based on its location in the old business district it would better serve the community to have an active entity in the space.

6. Supporting Documents (if applicable):

☐ Attached

☐ Not Applicable

****Signature:****

Kristi Richardson – Village President



To: The Village President and Board of Trustees

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

**Re: 2025 Pavement Maintenance Program – Resolution for
Maintenance Under the Highway Code**

Date: July 16, 2025

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

Please do not hesitate to contact me at 636-9590 if I may provide additional assistance.

Resolution for Improvement Under the Illinois Highway Code

25-00000-00-GM

50



To: The Village President and Board of Trustees

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

Re: 2025 Pavement Maintenance Program

Date: July 16, 2025

We are pleased to advise that plans and specifications for the 2025 Pavement Maintenance Program have been submitted for IDOT approval. Once we obtain IDOT approval (which should be within the next week or so) the next step is to publicly bid the program. Therefore, attached to this memo is a resolution to authorize public bid letting for the 2025 Pavement Maintenance Program. If all goes as planned, we will be presenting a contract for award at the August 27th regular Board meeting.

As a reminder, this year's program consists of sidewalk repairs in Prairie Green Subdivision and the "old town" area of Poplar Grove, as well as the resurfacing of Titleist Trail between Woodstock and Hogan, and the resurfacing of Hogan Court.

Please do not hesitate to contact me at 636-9590 if I may provide additional assistance.

RESOLUTION 25-16__

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE TO AUTHORIZE PUBLIC
BID LETTING FOR THE 2025 PAVMENT MAINTENANCE PROGRAM**

WHEREAS, the Village of Poplar Grove, Illinois ("Village") desires to implement the 2025 Pavement Maintenance Program; and

WHEREAS, pursuant to the Village's purchasing policies, Motor Fuel Tax Policies and State Statute, capital improvement projects in excess of \$25,000 are to be publicly bid; and

WHEREAS, plans and specifications for the 2025 Maintenance Program are ready for public bid letting; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to undergo the public bid letting process to obtain proposals from contractors for the 2025 Pavement Maintenance Program as set forth herein.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village Engineer is hereby authorized to advertise the construction drawings and corresponding specifications for the 2025 Pavement Maintenance Program for public bid letting as provided by Ordinance, Motor Fuel Tax Policies, and State Statue.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025.

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK: _____