



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, February 25, 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 28, 2026.

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

### DEPARTMENT REPORTS

- 2. Collector, Miller
- 3. Wastewater, Test
- 4. Public Works, Howe
- 5. Engineer, McMahan
- 6. Treasurer, Sikich

### UNFINISHED BUSINESS

- 7. Motion to discuss/approve **Ordinance 2026-07**, an ordinance amending Title I "Administration," Chapter 9 "Miscellaneous Provisions" of the Code of Ordinances for the Village of Poplar Grove.

8. Motion to discuss/approve **Resolution 2026-09**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with B&F Construction Code Services, Inc. as Building, Electrical, and Plumbing Inspectors; and appointing B&F Construction Code Services, Inc. as Code Enforcement Officer and Village Building Inspector.

#### **NEW BUSINESS**

9. Motion to discuss/approve check disbursement for payments scheduled to be paid February 26, 2026, in the amount of \$46,070.76 in AP checks, \$30,081.52 in EFTs, estimated payroll of \$21,052.08, for a total of \$97,204.36.
10. Motion to discuss/approve an event liquor license for the North Boone District 3 Fireman’s Association for the event dates of March 29, 2026; August 1, 2026; January 10, 2027; and March 21, 2027, and to consider waving the applicable license fees.
11. Motion to discuss/approve **Resolution 2026-10**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with Linda Ortiz Entertainment for face painting services for Neighbors Night in the amount of \$400.00.
12. Motion to discuss/approve **Resolution 2026-11**, a resolution of the Village of Poplar Grove, Illinois, resolving to accept a quote from The Play House–Bounce House Rentals, LLC for services and inflatable equipment for Neighbors Night in the amount of \$4,420.67.
13. Motion to discuss/approve RPM DJ Service contract for Neighbors night in the amount of \$700.00.
14. Discussion on Petty Cash Policy.
15. Motion to discuss Cash Drawer Policy.
16. Motion to discuss water/sewer payment plan policy.
17. Motion to discuss Water/Sewer shut off ordinance changes.

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

##### **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)**

KJM 02/20/2026



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, January 28, 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 at 7:00 am by President Richardson

#### ROLL CALL

##### PRESENT

- President Kristi Richardson
- Admin Chairman Owen Costanza
- Finance Chairman Jeff Goings
- Trustee David Allgood
- Trustee Dan Cheek
- Trustee Mark Vance
- Clerk Karri Miller
- Attorney Aaron Szeto
- Engineer Chris Dopkins

##### ABSENT

- Trustee Sinae Hubbard

#### PLEDGE OF ALLEGIANCE

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

None

#### APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion passed by voice vote.

#### APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve the Board of Trustees Meeting Minutes from December 17, 2025.

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.*

none

**DEPARTMENT REPORTS**

- 2. Collector, Miller
- 3. Wastewater, Test
- 4. Public Works, Howe
- 5. Engineer, McMahon

**UNFINISHED BUSINESS**

- 6. Motion to discuss/approve **Resolution 2026-05**, a resolution of the Village of Poplar Grove authorizing the Village to enter into a professional services agreement to develop an organizational ArcGIS Online system in the ammount of \$21,000.00.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
- 7. Motion to discuss/approve **Resolution 2026-06**, a resolution of the Village of Poplar Grove, Illinois, approving a Village purchasing credit card usage policy for Village personnel authorized to make purchases on behalf of the Village.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
- 8. Motion to discuss/approve **Resolution 2026-07**, a resolution of the Village of Poplar Grove, Illinois, authorizing and approving a Village purchasing policy for goods and services procured for Village purposes by Village personnel.  
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
- 9. Motion to discuss/approve **Ordinance 2026-03**, an ordinance amending Title I, Administration, Chapter 10, Purchasing Procedures of the Code of Ordinances for the Village of Poplar Grove.  
Motion made by Trustee Cheek, Seconded by Trustee Vance.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

**NEW BUSINESS**

10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 29, 2026, in the amount of \$43,716.70 in AP checks, \$27,901.27 in EFTs, and estimated payroll of \$21,027.08 for a total of \$92,645.05.  
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
11. Motion to discuss FOIA Fees  
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.  
Discussion Only
12. Motion to discuss Budget Meeting Workshop.  
Motion made by Trustee Vance, Seconded by Trustee Cheek.  
Discussion Only
13. Motion discuss/approve **Ordinance 2026-04**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal by sale of certain personal property owned by the Village of Poplar Grove.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
14. Motion to discuss/approve **Ordinance 2026-05**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property of no value owned by the Village of Poplar Grove.  
Motion made by Trustee Cheek, Seconded by Trustee Vance.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
15. Motion to Discuss on Sale of Land (driveway next to Jilly Bean)  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.  
Discussion Only

**GOOD OF THE VILLAGE**

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

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

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

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

**EXECUTIVE SESSION**

16. 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.

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

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

Went into executive session at 7:40 pm

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to come out of executive session.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

Came out of executive session at 8:01 pm

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee David Allgood

Trustee Dan Cheek

Trustee Mark Vance

Clerk Karri Miller

Attorney Aaron sezto

ABSENT

Trustee Sinae Hubbard

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

Motion made by Finance Chairman Goings, Seconded by Trustee Vance. Motion passed via voice vote.

The meeting adjourned at 8:03 pm

### Collector Monthly Reporting

For January 2026

	<b>Total Cash Receipts</b>
Week 1 - 01/01/26-01/03/26	\$ 13,321.01
Week 2 - 01/04/26-01/10/26	\$ 41,605.47
Week 3 - 01/11/26-01/17/26	\$ 118,376.30
Week 4 - 01/18/26-01/24/26	\$ 224,516.19
Week 5 - 01/25/26-01/31/26	\$ 31,834.56
<b>TOTAL CASH RECEIPTS</b>	<b>\$ 429,653.53</b>

<b>Month Breakdown of Cash Receipts</b>	
Customer Deposits Held	\$ 795.00
Accounts Recievables - Other	\$ -
State Income Taxes	\$ 96,097.81
State Use Taxes	\$ 4,010.78
Stae Telecommunications Tax	\$ 3,659.96
State Sales Taxes	\$ 49,959.36
State Video Gaming Tax	\$ 9,977.02
Replacement Tax	\$ 1,039.16
State Local Share of Cannabis Us	\$ 795.36
Municipal Utility Tax - Electrical	\$ 4,109.19
Municipal Utility Tax - Natural Gas	\$ 27,905.44
Filing Fees	\$ -
Building Permit Fees	\$ 687.00
Video Gaming Licenses	\$ -
Other License Fees	\$ 125.00
Rents Received	\$ 1,575.00
Miscellaneous Revenue	\$ 27,901.00
Motor Fuel Tax	\$ 20,440.68
Utility Billing Accounts Recieveabl	\$ 180,575.77
<b>TOTAL</b>	<b>\$ 429,653.53</b>



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

**COLLECTORS REPORT**  
**Month: January 2026**

Tasks & Activities

- All weekly reporting has been completed and filed.
- Daily Cash Deposits reviewed.
- Monthly Petty Cash Reconciliation completed.
- Accounts Payable invoices reviewed, entered, and processed accordingly.

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

02/11/2026  
12:50 PM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

Item 2.

Receipt # Description	Date	Cashier	Wkstn	Received Of Distribution	Amount
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	66.64
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	81.12
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	170.36
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	170.00
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	200.00
C [REDACTED] UB	01/31/2026	SYSTEM_USE	Default	[REDACTED]	250.84
Total of 1,547 Receipts					429,653.53

\*\*\* TOTAL BY GL DISTRIBUTION \*\*\*

01-00-2410 CUSTOMER DEPOSITS HELD	795.00
01-00-3100 STATE INCOME TAXES	96,097.81
01-00-3101 STATE USE TAXES	4,010.78
01-00-3102 STATE TELECOMMUNICATIONS TAX	3,659.96
01-00-3103 STATE SALES TAXES	49,959.36
01-00-3104 STATE VIDEO GAMING TAX	9,977.02
01-00-3105 REPLACEMENT TAX	1,039.16
01-00-3106 STATE LOCAL SHARE OF CANNABIS USE TAX	795.36
01-00-3200 MUNICIPAL UTILITY TAX - ELECTRICITY	4,109.19
01-00-3201 MUNICIPAL UTILITY TAX - NATURAL GAS	27,905.44
01-00-3400 BUILDING PERMIT FEES	687.00
01-00-3403 OTHER LICENSE FEES	50.00
01-00-3403 SOLICITORS LICENSES	75.00
01-00-3500 RENTS RECEIVED	1,575.00
01-00-3800 MISCELLANEOUS REVENUE	27,901.00
20-00-3120 MOTOR FUEL TAX	20,440.68
31-00-1400 BULK WATER DEC	53.99
31-00-1400 BULK WATER NOV	57.98
31-00-1401 ACCOUNTS RECEIVABLE	52,118.75
31-00-1401 LIEN FILING FEE	100.00
31-00-1401 METERED SEWER	13,126.71
31-00-1401 NSF	175.00
31-00-1401 SEWER BASE	40,836.16
31-00-1401 SEWER USAGE	40,138.81
31-00-1401 TURN OFF FEE	274.04
31-00-1401 TURN ON FEE	531.70
31-00-1401 WATER BASE	19,835.93
31-00-1401 WATER USAGE	13,326.70

TOTAL - GL NUMBERS: 429,653.53

\*\*\* TOTAL BY FUND \*\*\*

01 GENERAL FUND	228,637.08
20 MOTOR FUEL FUND	20,440.68
31 WATER & SEWER FUND	180,575.77

02/11/2026  
12:50 PM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

Item 2.

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

Receipt # Description	Date	Cashier	Wkstn	Received Of Distribution	Amount
TOTAL - ALL FUNDS:					429,653.53



WATER • WASTEWATER • LABORATORY

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

February 19, 2026

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

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

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

Outlined below are the processes and actions taken during January 2026 in Poplar Grove to improve the facilities equipment beyond required and routine maintenance, testing, inspection and reporting. At times we will also list upcoming needed improvements that may need attention by the Village.

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

**Lift Stations:**

- Performed daily checks and maintenance.
- Snow removal.

**North WWTP:**

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- We decanted digesters.
- Tested all emergency wash stations.
- Cleaned out screener and cleaned spray nozzles.
- Calibrated all lab equipment.
- Cleaned plant.
- Changed sampler tubing.
- Performed process control sampling.
- Monthly testing of all emergency wash stations.

- Had some issues with valves and decanters freezing, but we dealt with them. Just needed heat and worked back and forth slowly. We have heat trace and it's good enough most of the time, but we had some extreme cold in January.
- Drained and cleaned the EQ tank.
- We had an issue with SBR 3 decant valve and had to run the SBR in manual mode for a couple days.
- Snow removal.

#### **South WWTP:**

- Decanted digesters.
- Removed spray nozzle from screen and cleaned them. Also ran some ice through the screen to clean out stuck debris.
- All standard monthly checks/maintenance/cleaning and producers were completed.
- Tested all emergency wash stations.
- We had some issues with frozen air lines, but we were able to work through everything with some portable air compressors.
- We had an issue with a leaking airline, which we were able to replace the line.
- We had a small compressor break because we were using it as a backup, but got it warrantied at Menards.
- Pulled bad blowers and dropped them off for a repair estimate.
- Stopped the grit vortex and manually cleaned the big grit out. Drained and cleaned it to ensure everything. It was working as it should.
- Test ran portable generators.
- Public works topped off the fuel for both generators.
- Snow removal.

#### **Water System:**

- Cleaned well houses.
- Changed an injection quill for chlorine at well 3.
- All daily checks have been completed.
- Monthly and quarterly sampling completed.
- Took bac-t samples for new line at the airport.
- Checked all heaters and furnaces to ensure everything is working as it should for winter.

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

Submitted by,  
Total Environmental Service Technologies, Inc.



Ion Stear  
Certified Operator/Manager



DMR Copy of Record

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

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

**Permit #:** IL0023451  
**Major:** No  
**Permitted Feature:** 001 External Outfall  
**Discharge:** 001-0 STP OUTFALL  
**Facility Location:** POPLAR GROVE - NORTH WNTWP, VILLAGE OF 205 EDSON RD POPLAR GROVE, IL 61065  
**Permittee:** POPLAR GROVE, VILLAGE OF 203 NORTH HILL STREET POPLAR GROVE, IL 61065  
**DMR Due Date:** 01/25/26  
**Status:** NetDMR Validated  
**Monitoring Period:** From 12/01/25 to 12/31/25  
**Considerations for Form Completion:** BOW ID: W0070150007; DMF LOAD LIMITS DISPLAYED MONITORING LOCATION "1" IS MONTHLY AVERAGE AND DAILY MAXIMUM MONITORING LOCATION "2" IS FORWEEKLY AVERAGE.

**Principal Executive Officer:** Ion Slear  
**Title:** Certified Operator  
**Telephone:** 815-224-1650

Glitch	Parameter Name	Monitoring Location	Season	Sample	Qualifier	Value 1	Qualifier	Value 2	Qualifier	Value 3	Units	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	Sample Permit Req. Value NODI	>=	9.651	>=	7.34	>=	7.78	19 - mg/L	02DA - 2 Days Every Week	GR - Grab
00400	pH	1 - Effluent Gross	0	Sample Permit Req. Value NODI	>=	6.0 MO AV MN	>=	4.5 MN MK AV	>=	4.0 DAILY MN	19 - mg/L	02DA - 2 Days Every Week	GR - Grab
00530	Solids, total suspended	1 - Effluent Gross	0	Sample Permit Req. Value NODI	>=	7.35	>=	6.0 MINIMUM	>=	6.12	12 - SU	02DA - 2 Days Every Week	GR - Grab
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	Sample Permit Req. Value NODI	<	0.183	<	0.183	<	0.1	19 - mg/L	02DA - 2 Days Every Week	GR - Grab
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	Sample Permit Req. Value NODI	=	0.22	=	0.292	=	0.1	03 - MGD	99899 - Continuous	CP - Composite
50060	Chlorine, total residual	1 - Effluent Gross	0	Sample Permit Req. Value NODI	<	11.009	<	11.009	<	0.05 DAILY MX	19 - mg/L	0130 - Monthly	GR - Grab
				Sample Permit Req. Value NODI	<	11.009	<	11.009	<	9 - Conditional Monitoring - Not Required This Period	19 - mg/L	02DA - 2 Days Every Week	CP - Composite
				Sample Permit Req. Value NODI	<	11.009	<	11.009	<	6.0	19 - mg/L	02DA - 2 Days Every Week	CP - Composite

80082 BOD, carbonaceous (5 day, 20 C) Gross 0 -- 0 mg/L 0 Week Compose

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

*Edit Check Errors*

Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledge
00530	Solids, total suspended	1 - Effluent Gross	Quality or Concentration Sample Value 3	Sort	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes

*Comments*  
 We are not sure what caused the violation, we have already returned to compliance.

*Attachments*  
 No attachments.

Report Last Saved By  
 IONSTEAR  
 User: Ion Stear  
 Name: Ion Stear  
 E-Mail: istear@lestinc.com  
 Date/Time: 2025-01-26 09:41 (Time Zone: -06:00)

Report Last Signed By  
 IONSTEAR  
 User: Ion Stear  
 Name: Ion Stear  
 E-Mail: istear@lestinc.com  
 Date/Time: 2025-01-26 09:57 (Time Zone: -06:00)

**DMR Copy of Record**

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

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<b>Permit #:</b>	IL0023451	<b>Permittee:</b>	POPLAR GROVE, VILLAGE OF	<b>Facility:</b>	POPLAR GROVE - NORTH WWTF, VILLAGE OF
<b>Major:</b>	No	<b>Permittee Address:</b>	200 NORTH HILL STREET POPLAR GROVE, IL 61065	<b>Facility Location:</b>	205 EDSON RD POPLAR GROVE, IL 61065
<b>Permitted Feature:</b>	INF Influent Structure	<b>Discharge:</b>	INF-L INFLUENT MONITORING		
<b>Report Dates &amp; Status</b>		<b>DMR Due Date:</b>	01/25/26	<b>Status:</b>	NetDMR Validated
<b>Monitoring Period:</b>	From 12/01/25 to 12/31/25				
<b>Considerations for Form Completion</b>					
<b>BOW ID:</b>	W0070150007				
<b>Principal Executive Officer</b>		<b>Title:</b>	Certified Operator	<b>Telephone:</b>	815-224-1650
<b>First Name:</b>	Ion				
<b>Last Name:</b>	Stear				
<b>No Data Indicator (NODI)</b>					
<b>Form NODI:</b>					

Code	Parameter Name	Monitoring Location	Result #	Permit NODI	Sample Permit Req. Value NODI	Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Quality or Concentration	Qualifier 3	Value 3	Units	# of Es	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-							137.7			19 - mg/L		02/DA - 2 Days Every Week	CP - Composita
											Req Mon MO AVG			19 - mg/L		02/DA - 2 Days Every Week	CP - Composita
00530	Solids, total suspended	G - Raw Sewage Influent	0	-							199.6			19 - mg/L		02/DA - 2 Days Every Week	CP - Composita
											Req Mon MO AVG			19 - mg/L		02/DA - 2 Days Every Week	CP - Composita
50050	Flow, In conduit or thru treatment plant	G - Raw Sewage Influent	0	-			0.205			03 - MGD	0.266			03 - MGD		99/99 - Continuous	
							Req Mon MO AVG			03 - MGD	Req Mon DAILY MX			03 - MGD		99/99 - Continuous	

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

**Edit Check Errors**

**No errors.**

**Comments**

**Attachments**  
No attachments

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

**User:** KUERGER  
**Name:** Katie Joeger  
**E-Mail:** kjoeger@lestinc.com  
**Date/Time:** 2026-01-16 13:47 (Time Zone: -06:00)

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

2028-01-28 09:57 (Time Zone: -08:00)

Date/Time

DMR Copy of Record

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

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

<b>Permit #:</b> Major:	IL0071447 Yes	<b>Permittee Address:</b>	POPLAR GROVE, VILLAGE OF 200 HILL STREET, P.O. BOX 1 POPLAR GROVE, IL 61065	<b>Facility Location:</b>	POPLAR GROVE SOUTH STP, VILLAGE OF 12211 STATE ROUTE 76 POPLAR GROVE, IL 61065												
<b>Permitted Feature:</b>	001 External Outfall	<b>Discharge:</b>	001-0 STP OUTFALL	<b>Status:</b>	NetDMR Validated												
<b>Report Dates &amp; Status</b>		<b>DMR Due Date:</b>	01/25/26														
<b>Monitoring Period:</b>	From 12/01/25 to 12/31/25																
<b>Considerations for Form Completion</b>																	
<b>BOW ID:</b>	W0070150006; DMF LOAD LIMITS DISPLAYED.																
<b>Principal Executive Officer</b>		<b>Title:</b>	Certified Operator	<b>Telephone:</b>	815-224-1650												
<b>First Name:</b>	Ion																
<b>Last Name:</b>	Stear																
<b>No Date Indicator (NODI)</b>																	
<b>Form NODI:</b>																	
Code	Parameter Name	Monitoring Location	Season #	Permit NODI	Sample Value	Qualifier	Value 1	Qualifier	Value 2	Units	Quantity or Concentration	Qualifier	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	-	Sample Permit Reg. Value NODI	=	9.368	=	9.027	=	8.35	=	19 - mg/L	19 - mg/L	0	03DW - 3 Days Every Week	GR - Grab
00400	pH	1 - Effluent Gross	0	-	Sample Permit Reg. Value NODI	=	7.39	=	6.0 MINIMUM	=	9.0 MAXIMUM	=	12 - SU	12 - SU	0	03DW - 3 Days Every Week	GR - Grab
00530	Solids, total suspended	1 - Effluent Gross	0	-	Sample Permit Reg. Value NODI	=	4.789	=	9.741	=	6.0	=	19 - mg/L	19 - mg/L	0	03DW - 3 Days Every Week	CP - Composite
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	-	Sample Permit Reg. Value NODI	=	230.0 MO AVG	=	500.0 DAILY MX	=	24.0 DAILY MX	=	19 - mg/L	19 - mg/L	0	03DW - 3 Days Every Week	CP - Composite
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	2	-	Sample Permit Reg. Value NODI	<	0.275	<	2.253	<	1.85	<	19 - mg/L	19 - mg/L	0	0120 - Monthly	CP - Composite
00610	Nitrogen, ammonia total [as N]	8 - Other Treatment, Process Complete	2	-	Sample Permit Reg. Value NODI	<	1.0 MO AVG	<	106.0 DAILY MX	<	3.4 MO AVG	<	19 - mg/L	19 - mg/L	0	03DW - 3 Days Every Week	CP - Composite
00685	Phosphorus, total [as P]	1 - Effluent Gross	0	-	Sample Permit Reg. Value NODI	=	0.309	=	1.0 MO AVG	=	1.0 MO AVG	=	19 - mg/L	19 - mg/L	0	03DW - 3 Days Every Week	CP - Composite

Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	0.146 Req Mon MO AVG	0.295 Req Mon DAILY MX	03 - MGD 03 - MGD	9999 - Continuous 0 9999 - Continuous	19 - mg/L	03DW - 3 Days Every Week Composite 03DW - 3 Days Every Week Composite	GR - Grab
50050	Flow, in conduit or thru treatment plant	0	0.146 Req Mon MO AVG	0.295 Req Mon DAILY MX	03 - MGD 03 - MGD	9999 - Continuous 0 9999 - Continuous	19 - mg/L	03DW - 3 Days Every Week Composite 03DW - 3 Days Every Week Composite	GR - Grab
50060	Chlorine, total residual	0							
80082	BOD, carbonaceous [5 day, 20 C]	0	7.306 208.0 MO AVG	7.306 417.0 DAILY MX	26 - lb/d 25 - lb/d		19 - mg/L		

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

**Edit Check Errors**  
 No errors.

**Comments**

**Attachments**  
 No attachments.

**Report Last Saved By**  
 KJOERGER  
 Name: Katie Joerger  
 E-Mail: kjoerger@testinc.com  
 Date/Time: 2026-01-16 13:51 (Time Zone: -06:00)

**Report Last Signed By**  
 IONSTEAR  
 Name: Ion Stear  
 E-Mail: istear@testinc.com  
 Date/Time: 2026-01-26 09:57 (Time Zone: -06:00)

**DMR Copy of Record**

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

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<b>Permit</b>	IL0071447	<b>Permittee:</b>	POPLAR GROVE, VILLAGE OF	<b>Facility:</b>	POPLAR GROVE SOUTH STP, VILLAGE OF
<b>Major</b>	Yes	<b>Permittee Address:</b>	200 HILL STREET, P.O. BOX 1 POPLAR GROVE, IL 61065	<b>Facility Location:</b>	12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
<b>Permitted Feature:</b>	INF Influent Structure	<b>Discharge:</b>	INF-L INFLUENT MONITORING	<b>Status:</b>	NetDMR Validated
<b>Report Dates &amp; Status</b>	From 12/01/25 to 12/31/25	<b>DMR Due Date:</b>	01/25/26	<b>Telephone:</b>	815-224-1550
<b>Monitoring Location</b>	G - Raw Sewage Influent	<b>System:</b>	0	<b>Quality or Concentration</b>	
<b>Code</b>	00310 BOD, 5-day, 20 deg. C	<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 1</b>	Value 1
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 2</b>	Value 2
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 3</b>	Value 3
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 4</b>	Value 4
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 5</b>	Value 5
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 6</b>	Value 6
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 7</b>	Value 7
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 8</b>	Value 8
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 9</b>	Value 9
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 10</b>	Value 10
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 11</b>	Value 11
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 12</b>	Value 12
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 13</b>	Value 13
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 14</b>	Value 14
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 15</b>	Value 15
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 16</b>	Value 16
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 17</b>	Value 17
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 18</b>	Value 18
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 19</b>	Value 19
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 20</b>	Value 20
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 21</b>	Value 21
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 22</b>	Value 22
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 23</b>	Value 23
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 24</b>	Value 24
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 25</b>	Value 25
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 26</b>	Value 26
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 27</b>	Value 27
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 28</b>	Value 28
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 29</b>	Value 29
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 30</b>	Value 30
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 32</b>	Value 32
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 33</b>	Value 33
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 34</b>	Value 34
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 36</b>	Value 36
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 37</b>	Value 37
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 39</b>	Value 39
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 40</b>	Value 40
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 43</b>	Value 43
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 44</b>	Value 44
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 45</b>	Value 45
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 46</b>	Value 46
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 47</b>	Value 47
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 48</b>	Value 48
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 49</b>	Value 49
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 50</b>	Value 50
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 51</b>	Value 51
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 52</b>	Value 52
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 53</b>	Value 53
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 54</b>	Value 54
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 55</b>	Value 55
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 56</b>	Value 56
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 57</b>	Value 57
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 58</b>	Value 58
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 59</b>	Value 59
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 60</b>	Value 60
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 61</b>	Value 61
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 62</b>	Value 62
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 63</b>	Value 63
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 65</b>	Value 65
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 66</b>	Value 66
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 67</b>	Value 67
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 68</b>	Value 68
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 71</b>	Value 71
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 73</b>	Value 73
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 74</b>	Value 74
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 75</b>	Value 75
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 76</b>	Value 76
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 77</b>	Value 77
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 78</b>	Value 78
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 79</b>	Value 79
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 80</b>	Value 80
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 81</b>	Value 81
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 82</b>	Value 82
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 83</b>	Value 83
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 84</b>	Value 84
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 85</b>	Value 85
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 86</b>	Value 86
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 87</b>	Value 87
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 88</b>	Value 88
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 89</b>	Value 89
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 90</b>	Value 90
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 91</b>	Value 91
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 92</b>	Value 92
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 93</b>	Value 93
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		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 96</b>	Value 96
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 97</b>	Value 97
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 98</b>	Value 98
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 99</b>	Value 99
		<b>Sample Permit Req. Value (MGL)</b>	0	<b>Qualifier 100</b>	Value 100

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

**Edit Check Errors**  
No errors.

**Comments**

**Attachments**  
No attachments.

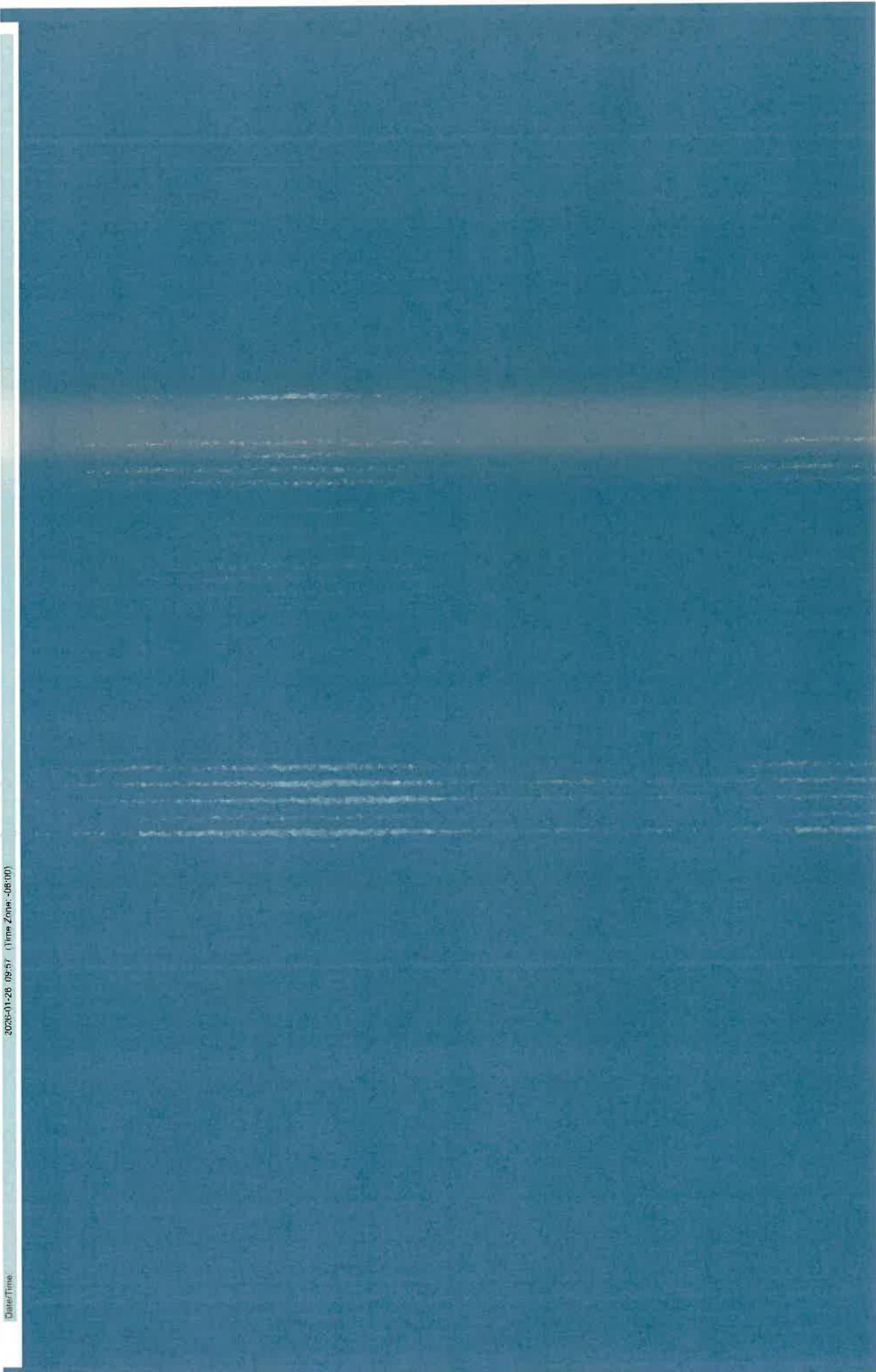
**Report Last Saved By**  
POPLAR GROVE, VILLAGE OF

**User:** KJOERGER  
**Name:** Katie Joerger  
**E-Mail:** kjoerger@lestinc.com  
**Date/Time:** 2026-01-16 13:51 (Time Zone: -06:00)

**Report Last Signed By**  
**User:** IONSTEAP  
**Name:** Ion Stear  
**E-Mail:** istear@lestinc.com

2025-01-28 09:57 (Time Zone: -06:00)

Date/Time



VILLAGE OF POPLAR GROVE - NORTH  
 FOR THE MONTH OF DEC. 2025  
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
 DIVISION OF PUBLIC WATER SUPPLIES

IL0070150

MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials	
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L		Scale
30-Nov		519239		10065.6		37155.10		132.00		2.22	62		47.00		JH
1-Dec		519372	91	10065.6	0	37162.10	4.90	129.00	4.0	0.92	60	0.00	46.50	0.0	JH
2-Dec	10:05	519463	119	10065.6	0	37167.00	5.90	125.00	1.0	0.98	60	4.00	46.50	0.5	JH
3-Dec	09:45	519582	101	10065.6	0	37172.90	5.90	124.00	4.0	2.16	56	4.00	46.00	0.0	JH
4-Dec	10:33	519683	120	10065.6	0	37178.80	6.50	120.00	2.0	1.29	52	6.00	46.00	1.0	JH
5-Dec	08:33	519803	122	10065.6	0	37185.30	6.60	118.00	4.0	2.00	46	6.00	45.00	0.0	JH
6-Dec	10:22	519925	144	10065.6	0	37191.90	7.60	114.00	3.0	2.03	46	6.00	45.00	0.3	JH
7-Dec	10:25	520069	150	10065.6	0	37199.50	8.20	111.00	3.0	1.83	40	4.00	44.75	0.8	JH
8-Dec	00:00	520219	122	10065.6	0	37207.70	6.70	108.00	5.0	2.09	36	6.00	44.00	0.0	JH
9-Dec	09:55	520341	123	10065.6	0	37214.40	6.60	103.00	3.0	1.84	30	2.00	44.00	0.5	JH
10-Dec	09:44	520464	110	10065.6	0	37221.00	5.80	100.00	2.0	1.74	28	4.00	43.50	0.5	JH
11-Dec	10:20	520574	117	10065.6	0	37226.80	6.40	98.00	3.0	1.94	24 / 100	100.00	43.00	0.0	JH
12-Dec	09:20	520691	169	10065.6	0	37233.20	6.20	95.00	5.0	1.69	90	18.00	43.00	0.5	JH
13-Dec	12:20	520860	181	10065.6	0	37239.40	12.90	90.00	4.0	2.20	72	12.00	42.50	0.5	JH
14-Dec	00:01	521041	104	10065.6	0	37252.30	5.60	86.00	3.0	2.17	60	2.00	42.00	0.5	JH
15-Dec	10:46	521145	106	10065.6	0	37257.90	5.80	83.00	0.00	1.93	58	6.00	41.50	0.5	JH
16-Dec	09:54	521251	118	10065.6	0.1	37263.70	6.10	83 / 158	158.0	1.60	52	2.00	41.00	0.0	JH
17-Dec	10:05	521369	103	10065.7	0	37269.80	5.50	154.00	1.0	1.80	50	4.00	41.00	0.5	JH
18-Dec	10:02	521472	105	10065.7	0	37275.30	5.60	153.00	3.0	1.51	46	2.00	40.50	0.5	JH
19-Dec	10:02	521577	90	10065.7	0	37280.90	4.70	150.00	2.0	1.50	44	2.00	40.00	0.0	JH
20-Dec	08:00	521667	136	10065.7	0	37285.60	7.10	148.00	4.0	1.38	42	4.00	40.00	0.5	As
21-Dec	09:20	521803	130	10065.7	0	37292.70	6.40	144.00	4.0	1.75	38	0.00	39.50	0.5	As
22-Dec	10:00	521933	222	10065.7	0	37299.10	12.70	140.00	6.0	1.67	38	0.00	39.00	0.0	JH
23-Dec	09:57	522155	156	10065.7	0	37311.80	8.40	134.00	4.0	2.04	38	6.00	39.00	0.5	JH
24-Dec	12:33	522311	125	10065.7	0	37320.20	6.70	130.00	3.0	0.56	32	4.00	38.50	0.5	BH
25-Dec	12:50	522436	82	10065.7	0	37326.90	4.40	127.00	2.0	1.00	28/100	18.00	38.00	0.5	BH
26-Dec	08:50	522518	154	10065.7	0	37331.30	8.20	125.00	3.0	1.76	82	28.00	37.50	0.5	JH
27-Dec		522672	108	10065.7	0	37339.50	5.70	122.00	2.0	0.35	54	24.00	37.00	0.0	JH
28-Dec	11:55	522780	108	10065.7	0	37345.20	5.80	120.00	2.0	1.96	30	20.00	37.00	0.5	JH
29-Dec	10:03	522888	111	10065.7	0	37351.00	6.00	118.00	3.0	1.00	10 / 82	26.00	36.50	0.5	JH
30-Dec	10:00	522999	121	10065.7	0	37357.00	6.50	115.00	3.0	1.44	56	24.00	36.00	0.0	JH
31-Dec	10:30	523120	159	10065.7	0	37363.50	6.70	112.00	2.0	1.60	32	18.00	36.00	1.0	JH
1-Jan		523279		10065.7		37370.20		110.00		0.92	14		35.00		JH
TOT			3748				201			52.87					
AVE			125				7			1.60					
MAX			222				13			2.22					
MIN			82				4			0.35					

SIGNATURE:  Ion Stear  
 PHONE: 815-224-1650

VILLAGE OF POPLAR GROVE - WEST IL0070350  
 FOR THE MONTH OF DEC. 2025 MONTHLY OPERATING REPORT  
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
 DIVISION OF PUBLIC WATER SUPPLIES

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials	
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L		Scale
30-Nov		435881		9864.72		145.00		0.84	60		1.63	416.10	JH
1-Dec		435951	69	9865.88	2.66	143.00	1.0	1.47	56	4.00	1.47	414.50	JH
2-Dec	10:35	436020	71	9868.54	1.71	142.00	2.0	1.17	52	4.00	1.38	412.70	JH
3-Dec	00:00	436091	44	9870.25	1.16	140.00	1.0	1.68	48	4.00	1.37	410.80	JH
4-Dec	10:02	436135	68	9871.41	1.73	139.00	2.0	1.54	44	4.00	1.29	409.30	JH
5-Dec	08:55	436203	69	9873.14	1.67	137.00	1.0	1.29	40	4.00	1.38	407.70	JH
6-Dec	10:35	436272	92	9874.81	2.39	136.00	2.0	1.40	36	4.00	1.50	405.80	JH
7-Dec		436364	69	9877.2	1.75	134.00	2.0	1.68	32	6.00	1.00	403.30	JH
8-Dec	10:25	436433	70	9878.95	1.76	132.00	2.0	1.54	26 / 120	4.00	1.26	401.50	JH
9-Dec	10:22	436503	70	9880.71	1.77	130.00	130.0	1.47	116	4.00	1.19	399.60	JH
10-Dec	10:16	436573	72	9882.48	1.84	129.00	2.0	1.38	112	4.00	1.07	397.80	JH
11-Dec	10:40	436645	67	9884.32	1.63	127.00	2.0	1.09	108	4.00	1.68	396.00	JH
12-Dec	09:35	436712	92	9885.95	2.36	125.00	2.0	1.10	104	6.00	1.26	394.10	JH
13-Dec	12:11	436804	71	9888.31	1.79	123.00	1.0	0.81	98	4.00	1.41	392.00	JH
14-Dec		436875	70	9890.1	1.79	122.00	2.0	1.55	94	4.00	1.02	389.70	JH
15-Dec	11:11	436945	70	9891.89	1.76	120.00	1.0	1.24	90	4.00	1.67	388.00	JH
16-Dec	10:43	437015	81	9893.65	2.02	119.00	3.0	1.19	86	6.00	1.18	386.00	JH
17-Dec	10:30	437096	104	9895.67	2.72	116.00	3.0	1.43	80	4.00	1.04	383.80	JH
18-Dec	10:25	437200	70	9898.39	1.72	113.00	1.0	1.22	76	6.00	1.29	380.90	JH
19-Dec	10:28	437270	70	9900.11	1.78	112.00	1.0	1.47	70	2.00	1.34	379.50	As
20-Dec	08:30	437340	72	9901.89	1.81	111.00	2.0	1.47	68	4.00	1.02	377.80	As
21-Dec	09:00	437412	96	9903.7	2.46	109.00	3.0	2.10	64	6.00	1.44	376.10	JH
22-Dec	10:33	437508	92	9906.16	2.29	106.00	2.0	1.62	58	6.00	1.67	373.40	JH
23-Dec	10:33	437600	94	9908.45	2.37	104.00	2.0	1.59	52	4.00	1.01	370.80	JH
24-Dec	12:24	437694	71	9910.82	1.87	102.00	2.0	1.74	48	4.00	1.92	368.30	BH
25-Dec	01:42	437765	69	9912.69	1.7	100.00	1.0	1.75	44	4.00	1.68	366.50	BH
26-Dec	09:20	437834	93	9914.39	2.36	99.00	3.0	1.58	40	6.00	1.16	364.50	JH
27-Dec		437927	75	9916.75	2.07	96.00	2.0	1.44	34	2.00	1.19	362.00	JH
28-Dec	12:09	438002	79	9918.82	1.81	94.00	1.0	1.35	32	6.00	1.52	360.00	JH
29-Dec	10:30	438081	79	9920.63	2.01	93.00	2.0	1.21	26	2.00	1.38	358.30	JH
30-Dec	10:41	438160	70	9922.64	1.78	91.00	1.0	0.77	24 / 150	6.00	2.46	356.10	JH
31-Dec	10:45	438230	95	9924.42	2.44	90.00	4.0	1.36	144	6.00	1.59	354.10	JH
1-Jan		438325		9926.86		86.00		97.00	138		1.25	351.80	JH
TOT			2279					141.54			45.72		
AVE			76					4.29			1.39		
MAX			104					2.10			2.46		
MIN			44					0.77			1.00		

SIGNATURE:  Jon Stear  
 PHONE: 815-224-1650

**IL0070300  
MONTHLY OPERATING REPORT  
VILLAGE OF POPLAR GROVE - SOUTH  
FOR THE MONTH OF DEC. 2025  
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES**

Date	Time	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	Scale	
30-Nov	11:11	661680		4758.32		5304.30		151.00		0.96	48		223.60	JH
1-Dec	11:00	661741	59	4758.32	0	5305.30	0.9	150.00	1.0	0.94	44		223.00	JH
2-Dec	11:15	661800	62	4758.32	0	5306.20	0.9	149.00	1.0	0.62	42	4.00	223.00	JH
3-Dec	11:12	661862	56	4758.32	0	5307.10	1	148.00	1.0	1.00	38	2.00	223.20	JH
4-Dec	9:03	661918	91	4758.32	0	5308.10	1.4	147.00	2.0	0.86	36	6.00	221.80	JH
5-Dec	10:05	662009	61	4758.32	0	5309.50	0.9	145.00	0.0	1.03	30	2.00	221.20	JH
6-Dec	11:00	662070	58	4758.32	0	5310.40	0.9	145.00	1.0	0.54	28	4.00	221.00	JH
7-Dec	11:11	662128	91	4758.32	0	5311.30	1.5	144.00	1.0	0.64	24	4.00	221.60	JH
8-Dec	11:11	662219	62	4758.32	0	5312.80	0.9	143.00	1.0	0.95	20 / 112	112.00	220.00	JH
9-Dec	11:12	662281	61	4758.32	0	5313.70	1	142.00	1.0	1.00	110	2.00	220.00	JH
10-Dec	11:05	662342	60	4758.32	0	5314.70	0.9	141.00	1.0	0.92	108	4.00	221.00	JH
11-Dec	11:25	662402	59	4758.32	0	5315.60	1	140.00	1.0	0.89	104	6.00	217.40	JH
12-Dec	10:14	662461	90	4758.32	0	5316.60	1.4	139.00	1.0	0.81	98	2.00	215.40	JH
13-Dec	11:45	662551	62	4758.32	0	5318.00	0.9	138.00	1.0	0.80	96	4.00	212.80	JH
14-Dec	00:01	662613	89	4758.32	0	5318.90	1.1	137.00	1.0	1.10	92	4.00	210.40	JH
15-Dec	12:00	662702	61	4758.32	0	5320.00	1.3	136.00	1.0	1.06	88	2.00	208.60	JH
16-Dec	11:20	662763	62	4758.32	0	5321.30	1	135.00	1.0	0.91	86	4.00	208.00	JH
17-Dec	11:20	662825	89	4758.32	0	5322.30	1.4	134.00	1.0	0.93	82	4.00	207.80	JH
18-Dec	11:11	662914	60	4758.32	0	5323.70	0.9	133.00	1.0	0.86	78	2.00	205.80	JH
19-Dec	11:40	662974	60	4758.32	0	5324.60	0.9	132.00	1.0	0.98	76	4.00	203.00	JH
20-Dec	09:15	663034	92	4758.32	0	5325.50	1.5	131.00	1.0	0.83	72	4.00	201.80	As
21-Dec	08:30	663126	91	4758.32	0	5327.00	1.4	130.00	2.0	0.88	68	6.00	199.00	As
22-Dec	11:20	663217	61	4758.32	0	5328.40	0.9	128.00	0.0	0.96	62	4.00	192.20	JH
23-Dec	11:20	663278	91	4758.32	0	5329.30	1.5	128.00	2.0	0.87	58	4.00	198.20	JH
24-Dec	00:01	663369	60	4758.32	-100	5330.80	0.9	126.00	1.0	0.96	54	4.00	195.20	BH
25-Dec	01:22	663429	60	4658.32	0	5331.70	0.9	125.00	1.0	1.19	50	4.00	194.00	BH
26-Dec	10:14	663489	91	4658.32	100	5332.60	1.5	124.00	1.0	1.07	46	4.00	192.80	JH
27-Dec	11:30	663580	58	4758.32	0	5334.10	0.9	123.00	1.0	0.43	42	4.00	190.60	JH
28-Dec	12:32	663638	92	4758.32	0	5335.00	1.4	122.00	1.0	1.52	38	6.00	188.40	JH
29-Dec	11:20	663730	60	4758.32	0	5336.40	1	121.00	1.0	0.78	32	2.00	185.00	JH
30-Dec	11:24	663790	78	4758.32	0	5337.40	1.2	120.00	1.0	0.86	30	4.00	183.60	JH
31-Dec	11:28	663868	61	4758.32	0	5338.60	0.9	119.00	1.0	1.02	26	4.00	182.20	JH
1-Jan	11:50	663929		4758.32		5339.50		118.00		0.76	22		179.60	JH
TOT			2127				33			29.93				
AVE			71				1			0.91				
MAX			92				2			1.52				
MIN			56				1			0.43				

SIGNATURE:  **Jon Stear**  
PHONE: 815-224-1650

DAILY DISTRIBUTION MONITORING REPORT

VILLAGE OF POPLAR GROVE

FOR THE MONTH OF DEC. 2025

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES

Date	North System (Wells 2 & 3)			West System (Well 4)			South System (Wells 5 & 6)			Flouride Analysis								
	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Operator Initials	Slope Standard	Date Run	Well #3	Well #4	Well#5-6
1																0.61	0.54	0.39
2	Village	0.52		2.55	Gas	0.61		1.3	Tower	0.68		1.1	JH		0.62	0.49	0.27	
3	Post	0.47		2.22	Garage	0.89		1.21	Tower	0.72		1.25	JH		0.58	0.76	0.16	
4	School	2.12		0.98	Garage	0.77		1.15	Tower	0.69		1.23	JH		0.43	0.75	0.19	
5	Arturo's	1.12		0.89	Oak lawn	0.57		0.47	Tower	0.7		0.92	JH		0.55	0.27	0.22	
6															0.62	0.70	0.19	
7															0.44	0.60	0.19	
8	Post	0.66		1.75	Garage	1.2		1.44	Tower	0.7		1	JH		0.46	0.79	0.70	
9	School	1.38		0.66	Gas	0.5		1.34	Tower	0.69		0.87	JH		0.70	0.69	0.33	
10	Village	0.52		2.42	Garage	1.06		1.11	Tower	0.83		0.99	JH		0.81	0.72	0.75	
11	Post	0.3		2.31	Oak	0.38		1.28	Tower	0.85		1.1	JH		0.57	0.77	0.73	
12	Arturo's	0.92		1.08	Gas	0.61		1.07	Tower	0.64		1.26	JH		0.28	0.78	0.66	
13															0.39	0.53	0.55	
14															0.45	0.47	0.47	
15	Post	0.35		2.62	Gas	0.46		2.1	Tower	0.75		1.08	JH		0.57	0.79	0.61	
16	Village	0.85		2.57	Gas	0.54		1.18	Tower	0.77		1.36	JH		0.64	0.84	0.53	
17	School	1.8		0.98	Oak	0.61		1.42	Tower	0.82		0.98	JH		0.52	0.79	0.71	
18	Post	0.44		2.43	Garage	1.39		1.18	Tower	0.63		0.43	JH		1.40	0.80	0.72	
19	Arturo's	1.66		1.5	Gas	0.64		1.35	Tower	0.75		0.4	JH		0.70	0.76	0.77	
20															0.56	0.83	0.70	
21															0.76	0.93	0.64	
22	Post	0.57		1.95	Gas	0.57		1.27	Tower	0.91		1.37	JH		1.10	0.78	0.51	
23	Post	0.52		1.6	Gas	0.9		1.24	Tower	0.72		1.42	JH		0.51	0.78	0.73	
24															0.63	1.00	0.88	
25															0.61	0.88	0.69	
26	Village	0.53		2.01	Gas	0.4		1.34	Tower	0.59		1.15	JH		0.83	0.85	0.76	
27					Gas	0.78		1.81							0.68	0.76	0.86	
28															0.98	0.98	0.67	
29	Post	0.34			Oak	0.74		1.21	Towe	77.00		1.12	JH		1.40	0.99	1.80	
30	Village	0.29			garage	0.85		1.01	Tower	1.07		1.12	JH		0.80	0.86	0.72	
1									Tower	1.05		1.44	JH					

Signature:  Jon Stear  
PHONE: 815-234-1650



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

## Public Works Report – January 2026

### Roads & Infrastructure

- A total of six snow events occurred during the month.
- All but one event required salt operations only, the exception was a 4.7” even on 1/21.
- Staff had a total of 84.5 man hours outside of normal working hours during January.
- Took delivery of an additional 300 tons of road salt for winter operations. Entering February, 132 tons remain available under our contracted amount. Based on current models and trends, exceeding the contract.
- Despite significant snowfall in November (earlier than normal) overall conditions have been consistent with the last 4 years.

### Water & Sewer

- Repaired a water main break on Ray St. The break impacted the elementary school, forcing a transition to remote learning for the day. Staff completed the repairs in 2 hours and 40 minutes. Water testing results came back quickly as well, and normal operations resumed the following day.
- Coordinated with Kurt from TEST Inc on the SCADA upgrades. Required parts and software have been ordered, and with anticipated complete delivery by the end of February.
- Completed a draft Water FAQ for our residents. Kristi and I are currently reviewing it. I plan to share this with the board by the end of February and publish it on our website in March. The document is comprehensive and intended to improve residents’ understanding of our water and sewer operations as well as help to answer residents’ questions.

### Facilities & Equipment Repairs

- Remodel work continued at 100 S. State. Plumbing was completed, electrical repairs done, subfloor installed, and insulation installed throughout the building. Next steps include drywall, followed by painting, flooring installation, and bathroom fixtures installation.
- Barring any major weather events, substantial completion is anticipated in the first or second week of March.

## Administration & Planning

- Continued coordination with Comcast updating dialer lines at the wellhouses and lift stations. We currently have the SWWTP, Whiting Road lift station, and Countryside lift station left to complete.
- Began budget review and will be coordinating with Kristi later in February to finalize the upcoming fiscal year budget proposal.
- Maintained discussions with developers on active and prospective projects.
- Continued coordination with New Leaf/Contry on parcels in Westergren.
- Completed the sale of the 2005 International plow truck and our 2012 Ford F250.
- Continued review of Surf fiber-optic permits; while revisions remain necessary on some plan sets, we are moving onto issuing permits for the initial three sets.
- Continued review of Frontier fiber-optic permits; substantial revisions are still required before approval.

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



**To: The Village President and Board of Trustees**

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

**Re: Engineering Report – January 2026 Activity**

**Date: February 18, 2026**

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

- **South Wastewater Treatment Plant:** Staff is currently in the process of reviewing past agreements to determine if any action is needed on the Village's behalf as a result of the permitted capacity reduction. The documents are voluminous which is the reason behind the lengthy review time.
- **Candlewick Lake Interconnection Agreement:** The agreement has been approved by the Board and is currently in the process of being executed.
- **Sludge Application Permits:** Permit applications are complete and will be sent to IEPA by the end of the week for review.
- **Surf Internet:** Surf continues to provide plan sets for review, and four sets have been approved. Surf has not provided a construction start date as of the time of this memo, but has requested a pre-construction meeting.
- **2025 Pavement Maintenance Program:** We are continue to work through final quantities and cost w/ the contractor. We expect to process the final pay application and closeout paperwork in March.
- **Bel Air North Subdivision:** No activity in January/
- **Frontier Fiber Optic:** Frontier has resubmitted plans for the Knolls and the eastern half of Prairie Green Subdivision. Plans were review with a couple of very minor corrections needed. Similar to Surf, Frontier has not provided a construction start date as of the time of this memo but we do expect construction to start in the spring months.
- **Geographical Information System (GIS):** Preliminary work was completed in January, and a kick off meeting is scheduled for February 24<sup>th</sup>.

### FY26 Summary by Qrt

Date updated: 11.11.25

	Budgeted	1st Qrt	2nd Qrt	Total	3rd Qrt	Total	4th Qrt	Total
<b>GENERAL FUND</b>								
Revenues	\$ 2,640,494.00	\$ 881,080.25	\$ 798,567.51	\$ 1,679,647.76	\$ 594,145.93	\$ 2,273,793.69		
Expenses	\$ 2,608,159.00	\$ 503,931.08	\$ 466,740.07	\$ 970,671.15	\$ 868,442.99	\$ 1,839,114.14		
Net	\$ 32,335.00	\$ 377,149.17	\$ 331,827.44	\$ 708,976.61	\$ (274,297.06)	\$ 434,679.55		
<b>MFT FUND</b>								
Revenues	\$ 240,000.00	\$ 58,074.17	\$ 63,000.23	\$ 121,074.40	\$ 60,118.40	\$ 181,192.80		
Expenses	\$ 360,000.00	\$ -	\$ 114,163.36	\$ 114,163.36	\$ 213,112.85	\$ 327,276.21		
Net	\$ (120,000.00)	\$ 58,074.17	\$ (51,163.13)	\$ 6,911.04	\$ (152,994.45)	\$ (146,083.41)		
<b>WATER &amp; SEWER</b>								
Revenues	\$ 2,121,184.00	\$ 565,579.98	\$ 542,670.49	\$ 1,108,250.47	\$ 504,968.83	\$ 1,613,219.30		
Expenses	\$ 1,919,650.00	\$ 326,387.83	\$ 313,475.38	\$ 639,863.21	\$ 409,695.39	\$ 1,049,558.60		
Net	\$ 201,534.00	\$ 239,192.15	\$ 229,195.11	\$ 468,387.26	\$ 95,273.44	\$ 563,660.70		
<b>DEBT SERVICE FUND</b>								
Revenues	\$ 213,200.00	\$ 96.38	\$ (97.85)	\$ (1.47)	\$ (390.99)	\$ (392.46)		
Expenses	\$ 213,200.00	\$ -	\$ 209,100.00	\$ 209,100.00	\$ -	\$ 209,100.00		
Net	\$ -	\$ 96.38	\$ (209,197.85)	\$ (209,101.47)	\$ (390.99)	\$ (209,492.46)		
<b>CAPITAL PROJECTS</b>								
Revenues	\$ 370,000.00	\$ 8,011.88	\$ 5,786.10	\$ 13,797.98	\$ 2,967.73	\$ 16,765.71		
Expenses	\$ 480,000.00	\$ -	\$ 71,059.66	\$ 71,059.66	\$ 12,197.00	\$ 83,256.66		
Net	\$ (110,000.00)	\$ 8,011.88	\$ (65,273.56)	\$ (57,261.68)	\$ (9,229.27)	\$ (66,490.95)		
<b>TOTAL</b>								
Revenues	\$ 5,584,878.00	\$ 1,512,842.66	\$ 1,409,926.48	\$ 2,922,769.14	\$ 1,161,810.90	\$ 4,084,580.04		
Expenses	\$ 5,581,009.00	\$ 830,318.91	\$ 1,174,538.47	\$ 2,004,857.38	\$ 1,503,448.23	\$ 3,508,305.61		
Net	\$ 3,869.00	\$ 682,523.75	\$ 235,388.01	\$ 917,911.76	\$ (341,637.33)	\$ 576,274.43		



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

200 Hill Street, P.O. Box 1, Poplar Grove, IL 61065

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

[www.villageofpoplargo.com](http://www.villageofpoplargo.com)

## TREASURER'S REPORT 3rd Quarter – 11/1/25 to 1/31/26

### General Accounting

- All quarterly taxes have been filed and paid.
- All IRMF, Health Insurance, & Union Due have been filed and paid accordingly.
- Bank Reconciliation's are almost complete. Variances to be reviewed and discussed with Sikich.
- General Ledger postings under review and any reclassifications will be made before month end thru 1/31/26.
- All other outstanding accounting items have been completed.
- DCEO Grant Documents were submitted and are processing. All GATA portal reports have been completed.
- Policies on Purchasing, Credit Card usage complete.

### On-going Activities

- General Ledger (G/L) account updates in progress, ahead of the FY27 budget cycle.
- BS&A cloud complete with a Go Live date of Jan 20<sup>th</sup>, 2026. Community Development Module still outstanding until April 6<sup>th</sup>, 2026
- Time and Attendance Integration with BS&A in progress with parallel testing for pay periods 2/16/26 – 3/15/26

- Menards Rebate, Charitable Contribution, Sponsorship policies in progress for 4<sup>th</sup> quarter.

### Reporting

- 3rd Quarter actual vs budgeted report has been provided.

**ORDINANCE NUMBER: 2026-07**

**AN ORDINANCE AMENDING TITLE I “ADMINISTRATION”, CHAPTER 9 “MISCELLANEOUS PROVISIONS” 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 I “Administration”, Chapter 9 “Miscellaneous Provisions” of the Code to add Section 1-9-2 “Freedom of Information Act Fees”; 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 Village Purchasing Procedures.

**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. Chapter 9 “Miscellaneous Provisions” of Title I “Administration” of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, and Section 1-9-2 “Freedom of Information Act Fees” is added to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and underlined):

**“Section 1-9-2. – FREEDOM OF INFORMATION ACT FEES.**

**A. Freedom of Information Act (FOIA) Fees Authorized Generally**

**The fees local governments are authorized to charge for responses to FOIA requests are established by state statute. All fees charged by the Village are derived from the authority in 5 ILCS 140/1 et. seq. whether or not explicitly stated in this Article.**

**B. Definitions**

**The terms in this Article shall have the same meaning as 5 ILCS 140/1 et. seq. including, but not limited to:**

- (1) **Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial**

purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

- (2) Public records means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body. “Public records” does not include junk mail as defined in 5 ILCS 140/2(j).
- (3) Voluminous request means a request that: (i) includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. “Single requested record” may include, but is not limited to, one report, form, e-mail, letter, memorandum, book, map, microfilm, tape, or recording. “Voluminous request” does not include requests made by news media and non-profit, scientific, or academic organizations which are not considered made for a commercial purpose.

### C. FOIA Fees

(1) Physical records:

- a. There shall be no charge for the first Fifty (50) pages of black and white copies made responsive to a FOIA request for records when paper size is letter or legal.
- b. After Fifty (50) pages of black and white copies are provided free of charge, Fifteen (.15) cents shall be assessed per black and white page, when paper size is letter or legal.
- c. The Village charges its actual cost for reproducing records when the record is color copies or copies provided in a size other than legal or letter.
- d. When records are requested to be placed on a recording medium, such as a disc or a universal serial bus (USB), a charge will be assessed for the actual cost for the recording medium used.

(2) Voluminous requests for electronic records:

- a. For records not in a portable document format (PDF), Twenty (\$20.00) dollars for not more than 2 megabytes of data, Forty (\$40.00) dollars for more than 2 but not more than 4 megabytes of

data, and One hundred (\$100.00) dollars for more than 4 megabytes of data.

b. For records in a PDF, Twenty (\$20.00) dollars for not more than 80 megabytes of data, Forty (\$40.00) dollars for more than 80 megabytes but not more than 160 megabytes of data, and One hundred (\$100.00) dollars for more than 160 megabytes of data.

(3) Commercial requests are subject to additional charges including Ten (\$10.00) dollars per hour spent searching for, retrieving, and examining the record for necessary redactions, after eight (8) hours are provided by personnel at no charge.

(4) One \$1.00 (dollar) shall be assessed to certify a record.”

3. 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.

4. 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

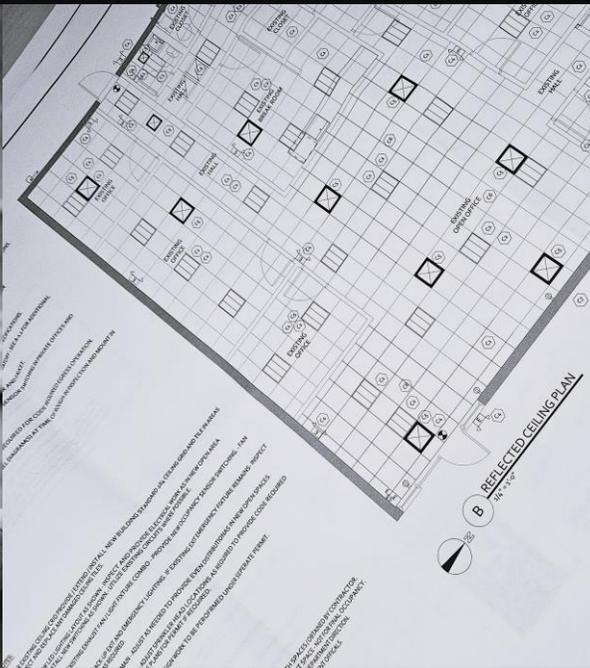
ATTEST:

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

# B & F CONSTRUCTION CODE SERVICES, INC.

## BUILDING & FIRE PROTECTION PLAN REVIEW

TRAINING • INSPECTIONS • CODE CONSULTING



February 20, 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.

## 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.

## 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.

## Termination Clause

Either party may terminate this agreement without cause upon providing no less than ninety (90) days prior written notice to the other party. Notwithstanding the foregoing, the term of this agreement shall remain in effect for the duration of the current Village President's Term of office, unless terminated earlier in accordance with this provision.

## 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     February 20, 2026

**RESOLUTION NUMBER: 2026-09**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH B&F CONSTRUCTION CODE SERVICES, INC AS BUILDING, ELECTRICAL AND PLUMBING INSPECTORS; AND APPOINTING B&F CONSTRUCTION CODE SERVICES, INC AS CODE ENFORCEMENT OFFICER AND AS THE VILLAGE BUILDING INSPECTOR**

**WHEREAS**, the Village of Poplar Grove (the “Village”) has adopted building, electrical and plumbing codes governing all new and existing construction in the Village; and

**WHEREAS**, the Village has adopted codes regarding property maintenance and nuisances in the Village; and

**WHEREAS**, B&F Construction Code Services, Inc. has prepared an Agreement to provide code enforcement, building, electrical and plumbing inspection services for the Village of Poplar Grove, to memorialize the terms of services between the parties; and

**WHEREAS**, the Village Board of the Village of Poplar Grove has reviewed the proposed Agreement for services with B&F Construction Code Services, Inc., and approves of the same; and

**WHEREAS**, the Village now desires to enter into an Agreement for code enforcement, building, electrical, and plumbing inspection services for the Village of Poplar Grove with B&F Construction Code Services, Inc.; and

**WHEREAS**, the Village wishes to appoint B&F Construction Code Services, Inc. as the Village Code Enforcement Officer and Building Inspector; and

**WHEREAS**, the Village has determined it is in the best interest of the Village and its citizens to appoint B&F Construction Code Services, Inc. as the Village Code Enforcement Officer and Building Inspector.

**NOW THEREFORE, BE IT RESOLVED** by the Village 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. The Village hereby accepts and approves the Agreement for code enforcement, building, electrical and plumbing inspection services for the Village of Poplar Grove with B&F Construction Code Services, Inc. attached hereto as Exhibit A.
3. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement with B&F Construction Code Service, Inc., attached hereto as Exhibit A.

4. The Village hereby appoints B&F Construction Code Service, Inc. to serve as Village Code Enforcement Officer and Building Inspector.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING "AYE": \_\_\_\_\_  
\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_  
\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

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

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

ATTEST:

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

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
<u>1YW4-FGVD-MHP6</u> 00026229	AMAZON.COM KITCHEN EQUIPEMENT 01-50-4301	02/07/2026 CLERK KITCHEN EQUIPEMENT	03/09/2026	199.98 199.98	199.98	Open	N 02/13/2026
<u>1K7D-QL7J-794G</u> 00026230	AMAZON.COM OFFICE SUPPLIES 01-50-4300	02/06/2026 CLERK OFFICE SUPPLIES	03/08/2026	320.45 320.45	320.45	Open	N 02/13/2026
<u>1YQY-L7LC-GPP7</u> 00026231	AMAZON.COM WARRANTY 01-50-4301	02/12/2026 CLERK WARRANTY	03/14/2026	29.98 29.98	29.98	Open	N 02/13/2026
<u>15664</u> 00026232	ABBY PEST ELIMINATION LLC PEST CONTROL @NWWTP 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	02/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	03/02/2026	165.00 0.00 165.00 0.00 0.00 0.00	165.00	Open	N 02/13/2026
<u>15665</u> 00026233	ABBY PEST ELIMINATION LLC PEST CONTROL @OLD PW BLD 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	02/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	03/05/2026	67.00 0.00 0.00 67.00 0.00 0.00	67.00	Open	N 02/13/2026
<u>15567</u> 00026234	ABBY PEST ELIMINATION LLC PEST CONTROL @ NEW PW BLD 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	02/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	03/05/2026	85.00 0.00 0.00 0.00 85.00 0.00	85.00	Open	N 02/13/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
15663 00026235	ABBY PEST ELIMINATION LLC PEST CONTROL @ VH 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240	02/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH	03/05/2026	47.00 47.00 0.00 0.00 0.00 0.00	47.00	Open	N 02/13/2026
248734 00026236	ARNESON OIL COMPANY PROPANE OLD PW BLD 01-53-4231	02/11/2026 CLERK PROPANE OLD PW BLD	03/11/2026	1,049.50 1,049.50	1,049.50	Open	N 02/13/2026
BFF-096115 00026237	BLAIN'S FARM & FLEET HOWE UNIFORM ALLOWANCE 01-53-4080	02/06/2026 CLERK STREETS UNIFORM ALLOWANCE	03/06/2026	134.98 134.98	134.98	Open	N 02/13/2026
BFFCN-001268 00026238	BLAIN'S FARM & FLEET HOWE UNIFROM ALLOWANCE (RETURN) 01-53-4080	02/10/2026 CLERK HOWE UNIFROM ALLOWANCE (RETURN)	03/10/2026	(69.99) (69.99)	(69.99)	Open	N 02/13/2026
70914 00026239	B&F CONSTRUCTION CODE SERVICE, INC. NHC REVIEW 01-55-4215	01/30/2026 CLERK NHC REVIEW	03/03/2026	1,699.71 1,699.71	1,699.71	Open	N 02/13/2026
21968 00026240	B&F CONSTRUCTION CODE SERVICE, INC. NOV 25 INSPECTIONS 01-55-4215	02/04/2026 CLERK NOV 25 INSPECTIONS	03/04/2026	1,545.00 1,545.00	1,545.00	Open	N 02/13/2026
21969 00026241	B&F CONSTRUCTION CODE SERVICE, INC. DEC 2025 INSPECTIONS 01-55-4215	02/04/2026 CLERK DEC 2025 INSPECTIONS	03/04/2026	8,679.33 8,679.33	8,679.33	Open	N 02/13/2026
21970 00026242	B&F CONSTRUCTION CODE SERVICE, INC. JAN 26 INSPECTIONS 01-55-4215	02/04/2026 CLERK JAN 26 INSPECTIONS	03/04/2026	2,370.00 2,370.00	2,370.00	Open	N 02/13/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
21971 00026243	B&F CONSTRUCTION CODE SERVICE, INC. JAN 26 ADMIN TIME 01-55-4237	02/04/2026 CLERK JAN 26 ADMIN TIME	03/04/2026	1,600.00  1,600.00	1,600.00	Open	N 02/13/2026
21887 00026244	B&F CONSTRUCTION CODE SERVICE, INC. DEC 25 ADMIN TIME 01-55-4237	01/07/2026 CLERK DEC 25 ADMIN TIME	02/07/2026	1,325.00  1,325.00	1,325.00	Open	N 02/13/2026
166018 00026245	BS&A SOFTWARE CD UPGRADE 90-50-4412	02/13/2026 CLERK CD UPGRADE	03/13/2026	15,000.00  15,000.00	15,000.00	Open	N 02/13/2026
FEB2026 00026246	COMCAST VH & PW INTERNET, L/S, NWWTP & 01-53-4202 31-50-4202 01-50-4202 31-50-4202 31-68-4202 31-68-4202 31-68-4202 31-50-4202	02/05/2026 SWWTP PHO CLERK SHOP INTERNET PRAIRIE KNOLL L/S VH INTERNET COLLECTION POINT L/S WELL 5 + 6 NWWTP L/S WELL 4 DAWSON LAKE L/S	02/26/2026	1,065.63  222.90 81.90 203.85 81.90 81.90 230.97 80.31 81.90	1,065.63	Open	N 02/17/2026
BFF-096356 00026247	BLAIN'S FARM & FLEET STATE STREET REPAIRS 01-50-4220	02/12/2026 CLERK RENTAL PROPERTY REPAIRS	03/12/2026	9.68  9.68	9.68	Open	N 02/17/2026
Y540406 00026248	CORE & MAIN LP COND METER WIRE 31-70-4302	02/16/2026 CLERK COND METER WIRE	03/16/2026	440.00  440.00	440.00	Open	N 02/17/2026
FEB2026 00026249	LEANN ALEXANDRIA REFUND OF DEPOSIT 01-00-2410	02/18/2026 CLERK REFUND OF DEPOSIT	03/18/2026	180.00  180.00	180.00	Open	N 02/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
3172892222FEB26 00026250	COMED WELL HOUSE 2 31-68-4204	02/09/2026 CLERK WELL HOUSE 2	04/10/2026	68.03 68.03	68.03	Open	N 02/18/2026
3061267111FEB26 00026251	COMED MAIN ST L/S 31-75-4204	02/03/2026 CLERK MAIN ST L/S	04/03/2026	45.52 45.52	45.52	Open	N 02/18/2026
2994975000FEB26 00026252	COMED WELL HOUSE #4 31-68-4204	02/09/2026 CLERK WELL HOUSE #4	04/10/2026	1,160.14 1,160.14	1,160.14	Open	N 02/18/2026
1126462222FEB26 00026253	COMED PUMP STATION AND WATER TOWER 31-68-4204	02/09/2026 CLERK PUMP STATION AND WATER TOWER	04/10/2026	157.88 157.88	157.88	Open	N 02/18/2026
0862561222FEB26 00026254	COMED HARVEST WAY L/S 31-75-4204	02/09/2026 CLERK HARVEST WAY L/S	04/10/2026	176.80 176.80	176.80	Open	N 02/18/2026
0622964000FEB26 00026255	COMED BEAVER L/S 31-75-4204	02/09/2026 CLERK BEAVER L/S	04/10/2026	107.33 107.33	107.33	Open	N 02/18/2026
4653503000FEB26 00026256	COMED SWWTP METER #1 31-79-4204	02/09/2026 CLERK SWWTP METER #1	04/10/2026	11,070.52 11,070.52	11,070.52	open	N 02/18/2026
5318627000FEB26 00026257	COMED SWWTP #2 31-79-4204	02/09/2026 CLERK SWWTP #2	04/10/2026	47.39 47.39	47.39	open	N 02/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
3233830100FEB26 00026258	COMED L/S WACO WAY 31-75-4204	02/09/2026 CLERK L/S WACO WAY	04/10/2026	53.60 53.60	53.60	Open	N 02/18/2026
555323000FEB26 00026259	COMED WACO WAY C/L/S 31-75-4204	02/09/2026 CLERK WACO WAY C/L/S	04/10/2026	313.38 313.38	313.38	Open	N 02/18/2026
7470531222FEB26 00026260	COMED NWWTP 31-77-4204	02/09/2026 CLERK NWWTP	04/10/2026	4,050.02 4,050.02	4,050.02	Open	N 02/18/2026
7991645000FEB26 00026261	COMED WELL HOUSE 5 & 6 31-68-4204	02/09/2026 CLERK WELL HOUSE 5 & 6	04/10/2026	1,558.03 1,558.03	1,558.03	Open	N 02/18/2026
8107661222FEB26 00026262	COMED L/S WHITTING 31-75-4204	02/02/2026 CLERK L/S WHITTING	04/03/2026	114.46 114.46	114.46	Open	N 02/18/2026
9866415000 00026263	COMED WATER TOWER AND WELL 3 31-68-4204	02/09/2026 CLERK WATER TOWER AND WELL 3	04/10/2026	843.94 843.94	843.94	Open	N 02/18/2026
9177938000FEB26 00026264	COMED BULLARD L/S 31-75-4204	02/09/2026 CLERK BULLARD L/S	04/10/2026	117.99 117.99	117.99	open	N 02/18/2026
881036 00026267	HOME DEPOT CREDIT SERVICES 100 S STATE STREET LIGHTS 01-50-4220	02/05/2026 CLERK 100 S STATE STREET LIGHTS	02/25/2026	307.48 307.48	307.48	open	N 02/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
5619920 00026268	HOME DEPOT CREDIT SERVICES DRYWALL TOOLS FOR STATE STREET REPAIRS 01-50-4220	02/10/2026 CLERK DRYWALL TOOLS FOR STATE STREET REPAIRS	03/02/2026	191.76 191.76	191.76	Open	N 02/18/2026
2026 00026269	KREP 2026 MEMBERSHIP 31-79-4240	02/10/2026 CLERK 2026 MEMBERSHIP	03/10/2026	100.00 100.00	100.00	Open	N 02/19/2026
JAN26 00026270	SSPRF CMS SURPLUS PROPERTY/IBID COMMISSION FOR SALE OF 2005 INTERNATIONA 01-53-4500	02/16/2026 CLERK COMMISSION FOR SALE OF 2005 INTERNATIONA	03/16/2026	492.02 492.02	492.02	Open	N 02/19/2026
62900 00026271	MCGILVRA ELECTRIC INC SWWTP ELECTRIC ISSUES 31-79-4240	02/10/2026 CLERK SWWTP ELECTRIC ISSUES	03/10/2026	780.94 780.94	780.94	Open	N 02/19/2026
186545 00026272	MID-WEST TRUCKERS ASSOCIATION, INC. TRENTON DAVIS MEMBERSHIP 01-53-4302	02/15/2026 CLERK TRENTON DAVIS MEMBERSHIP	03/15/2026	90.00 90.00	90.00	Open	N 02/19/2026
64880 00026273	MENARDS NWWTP SUPPLIES 31-77-4301	02/02/2026 CLERK NWWTP SUPPLIES	03/02/2026	209.60 209.60	209.60	Open	N 02/19/2026
65049 00026274	MENARDS STATE STREET REPAIR 01-50-4220	02/05/2026 CLERK STATE STREET REPAIR	03/05/2026	680.84 680.84	680.84	open	N 02/19/2026
65060 00026275	MENARDS STATE STREET DRYWALL 01-50-4220	02/05/2026 CLERK STATE STREET DRYWALL	03/05/2026	600.66 600.66	600.66	open	N 02/19/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
64937 00026276	MENARDS STATE STREET PLUMBLING 01-50-4220	02/03/2026 CLERK STATE STREET PLUMBLING	03/03/2026	42.68 42.68	42.68	Open	N 02/19/2026
65424 00026277	MENARDS STATE STREET REPAIRS 01-50-4220	02/12/2026 CLERK STATE STREET REPAIRS	03/12/2026	267.96 267.96	267.96	Open	N 02/19/2026
64932 00026278	MENARDS STATE STREET FRAMING 01-50-4220	02/03/2026 CLERK STATE STREET FRAMING	03/03/2026	249.81 249.81	249.81	Open	N 02/19/2026
64958 00026279	MENARDS STATE STREET PLUMBING 01-50-4220	02/03/2026 CLERK STATE STREET PLUMBING	03/03/2026	80.76 80.76	80.76	Open	N 02/19/2026
65353 00026280	MENARDS STATE STREET REPAIRS 01-50-4220	02/11/2026 CLERK STATE STREET REPAIRS	03/11/2026	183.59 183.59	183.59	Open	N 02/19/2026
65482 00026281	MENARDS STATE STREET REPAIRS 01-50-4220	02/13/2026 CLERK STATE STREET REPAIRS	03/13/2026	194.65 194.65	194.65	Open	N 02/19/2026
65239 00026282	MENARDS STATE STREET REPAIRS/SHOP STOCK 01-53-4302 01-50-4220	02/09/2026 CLERK SHOP STOCK STATE STREET REPAIRS	03/09/2026	462.58 27.97 434.61	462.58	open	N 02/19/2026
65293 00026283	MENARDS STATE STREET REPAIRS 01-50-4220	02/10/2026 CLERK STATE STREET REPAIRS	03/10/2026	111.39 111.39	111.39	Open	N 02/19/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Item 9.

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
65315 00026284	MENARDS STATE STREET REPAIRS 01-50-4220	02/10/2026 CLERK STATE STREET REPAIRS	03/10/2026	27.43 27.43	27.43	Open	N 02/19/2026
65290 00026285	MENARDS RETURN 01-50-4220	02/10/2026 CLERK RETURN	03/10/2026	(40.47) (40.47)	(40.47)	Open	N 02/19/2026
65504 00026286	MENARDS STATE STREET REPAIRS/NWWTP SAND 31-77-4301 01-50-4220	02/13/2026 CLERK NWWTP SAND STATE STREET REPAIRS	03/13/2026	472.50 449.55 22.95	472.50	Open	N 02/19/2026
65314 00026287	MENARDS NWWTP SUPPLIES 31-77-4301	02/10/2026 CLERK NWWTP SUPPLIES	03/10/2026	27.98 27.98	27.98	Open	N 02/19/2026
67242 00026288	MONROE TRUCK EQUIPMENT, INC. SNOW PLOW LATCH 01-53-4229	02/11/2026 CLERK SNOW PLOW LATCH	03/11/2026	181.27 181.27	181.27	Open	N 02/19/2026
8271538876FEB26 00026289	NICOR GAS WELL 5 & 6 31-68-4204	02/17/2026 CLERK WELL 5 & 6	03/06/2026	156.10 156.10	156.10	Open	N 02/19/2026
7725421552FEB26 00026290	NICOR GAS WATER TOWER L/S 31-68-4204	02/17/2026 CLERK WATER TOWER L/S	03/17/2026	65.40 65.40	65.40	Open	N 02/19/2026
2486870330FEB26 00026291	NICOR GAS WACO C/L/S 31-75-4204	02/17/2026 CLERK WACO C/L/S	03/17/2026	66.29 66.29	66.29	Open	N 02/19/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Item 9.

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
0718392429FEB26 00026292	NICOR GAS RENTAL BLDING 01-50-4204	02/10/2026 CLERK RENTAL BLDING	03/10/2026	144.55 144.55	144.55	Open	N 02/19/2026
1703442550FEB26 00026293	NICOR GAS HARVEST L/S 31-75-4204	02/10/2026 CLERK HARVEST L/S	03/10/2026	181.72 181.72	181.72	Open	N 02/19/2026
2240920774FEB26 00026294	NICOR GAS SWWTP 31-79-4204	02/10/2026 CLERK SWWTP	03/10/2026	2,537.08 2,537.08	2,537.08	Open	N 02/19/2026
2289858274FEB26 00026295	NICOR GAS BEAVER L/S 31-75-4204	02/10/2026 CLERK BEAVER L/S	03/10/2026	65.31 65.31	65.31	Open	N 02/19/2026
3013940102FEB26 00026296	NICOR GAS WELL HOUSE #4 31-68-4204	02/10/2026 CLERK WELL HOUSE #4	03/30/2026	222.79 222.79	222.79	Open	N 02/19/2026
3185732000FEB26 00026297	NICOR GAS WELL HOUSE #2 31-68-4204	02/10/2026 CLERK WELL HOUSE #2	03/30/2026	227.89 227.89	227.89	Open	N 02/19/2026
4959961969FEB26 00026298	NICOR GAS PW BUILDING 01-53-4204	02/10/2026 CLERK PW BUILDING	03/30/2026	1,122.42 1,122.42	1,122.42	Open	N 02/19/2026
7287847237FEB26 00026299	NICOR GAS NWWTP 31-77-4204	02/10/2026 CLERK NWWTP	03/30/2026	1,011.43 1,011.43	1,011.43	Open	N 02/19/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
1231447685FEB26 00026300	NICOR GAS DAWSON LAKE 31-75-4204	02/10/2026 CLERK DAWSON LAKE	04/02/2026	89.60 89.60	89.60	Open	N 02/19/2026
9498891000FEB26 00026301	NICOR GAS WATER TOWER & WELL 3 31-68-4204	02/13/2026 CLERK WATER TOWER & WELL 3	04/02/2026	210.17 210.17	210.17	Open	N 02/19/2026
114531883 00026302	PENS.COM PENS FOR VILLAGE HALL 01-50-4300	02/08/2026 CLERK OFFICE SUPPLIES	03/08/2026	128.53 128.53	128.53	Open	N 02/19/2026
221510 00026303	ROCKFORD BUSINESS SYSTEMS, INC COPY MACHINE B/W AND COLOR COPIES 01-50-4214	02/09/2026 CLERK COPY MACHINE B/N & COLOR COPIES	03/09/2026	230.37 230.37	230.37	Open	N 02/19/2026
FEB26 00026304	OFFICE MAX YELLOW PAPER FOR FLYERS 01-50-4300	01/30/2026 CLERK YELLOW PAPER FOR FLYERS	02/28/2026	79.57 79.57	79.57	Open	N 02/19/2026
E0300YTAR6 00026305	MICROSOFT CORPORATION EMAIL 01-50-4214	01/29/2026 CLERK ONLINE SERVICES EMAIL	03/02/2026	80.00 80.00	80.00	Open	N 02/20/2026
FEB26 00026306	SAMS CLUB WATER FOR SCHOOL 31-70-4302	01/26/2026 CLERK WATER FOR SCHOOL	03/02/2026	191.04 191.04	191.04	open	N 02/20/2026
26010920 00026307	TEST INC. NWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	02/05/2026 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	03/05/2026	25.00 25.00 0.00 0.00 0.00	25.00	open	N 02/20/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
26010745 00026308	TEST INC. NWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	02/05/2026 CLERK	03/07/2026	17.00	17.00	Open	N 02/20/2026
		W & S CONTRACT LABOR - NWWTP W#3		17.00			
		W & S CONTRACT LABOR - SWWTP W#5&6		0.00			
		W & S CONTRACT LABOR - WATER SYSTEM W#4		0.00			
		W & S CONTRACT LABOR - LIFT STATIONS		0.00			
110625787 00026309	WEX BANK - MARATHON FLEET CARD PW FUEL 01-53-4303	02/15/2026 CLERK	02/26/2026	2,180.26	2,180.26	Open	N 02/20/2026
		PUBLIC WORKS FUEL		2,180.26			
INV00963053 00026310	USA BLUE BOOK EYE WASHING STATION 31-68-4301	02/13/2026 CLERK	03/14/2026	75.59	75.59	Open	N 02/20/2026
		EYE WASHING STATION		75.59			
1VH6-X6GT-QCLV 00026311	AMAZON.COM SHOP SUPPLIES 01-53-4301	02/18/2026 CLERK	02/26/2026	192.91	192.91	Open	N 02/20/2026
		SHOP SUPPLIES		192.91			
191N-DGGF-QXXW 00026312	AMAZON.COM STATE STREET REPAIRS 01-50-4220	02/17/2026 CLERK	03/31/2026	69.55	69.55	Open	N 02/20/2026
		STATE STREET REPAIRS		69.55			
389489 00026313	WM. W. MEYER & SONS INC BLOWER FOR NWWTP 31-75-4930	02/13/2026 CLERK	03/14/2026	5,238.00	5,238.00	Open	N 02/20/2026
		BLOWER FOR NWWTP		5,238.00			

# of Invoices: 81 # Due: 81  
 # of Credit Memos: 2 # Due: 2  
 Net of Invoices and Credit Memos:

Totals: 76,262.74  
 Totals: (110.46)  
 76,152.28

--- TOTALS BY PAYMENT CARD ACCOUNT ---  
 VISA

350.61

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 02/12/2026 - 02/20/2026

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Item 9.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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--- TOTALS BY FUND ---

01	GENERAL FUND			28,074.89	28,074.89		
31	WATER & SEWER FUND			33,077.39	33,077.39		
90	GOV FUNDS CAPITAL PROJECTS FUND			15,000.00	15,000.00		

--- TOTALS BY DEPT/ACTIVITY ---

00	GF ASSEST LIABILITIES ACCOUNTS			180.00	180.00		
50	ADMIN			20,145.31	20,145.31		
53	STREETS			5,776.24	5,776.24		
55	COMMUNITY DEVELOPMENT AND EVENTS			17,219.04	17,219.04		
68	WATER TOWERS			5,139.14	5,139.14		
70	WATER			631.04	631.04		
75	SEWER			6,735.00	6,735.00		
77	NORTH PLANT			5,790.58	5,790.58		
79	SOUTH PLANT			14,535.93	14,535.93		

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	\$46,070.76	\$123,692.53	
EFTS (ACH)	\$35,143.64	\$30,081.52	\$65,225.16	
Payroll	\$21,239.96	\$21,052.08	\$42,292.04	
Insurance	\$21,126.32	\$0.00	\$21,126.32	
<b>Total</b>	<b>\$155,131.69</b>	<b>\$97,204.36</b>	<b>\$252,336.05</b>	

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
<b>Total</b>	<b>\$229,103.30</b>	<b>\$228,983.34</b>	<b>-\$119.96</b>

Specific Breakout:	Requested	Actual	Difference
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credit with vendor



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

Item 10.

Check Class of License Applied for:

Table with 3 columns: License Class (A through J), License Fee, and Office Use Only (License No., Date Issued, etc.). Class E is checked.

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

SECTION 1: Applicant Information:

Applicant Name: North Boone District 3 Fireman Assoc. Date of Birth:
Address: 305 West Grove St. Poplar Grove Phone:
Primary Contact Person: Dan Dal Pra Phone:
Business Name: North Boone District 3 Fireman 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.:

- Has applicant ever made an application for a liquor license which was denied?
Has applicant ever had any previous liquor license suspended or revoked?
Has the applicant ever been convicted of a felony?
Has the applicant ever been convicted of a gambling offense?
Do you possess a current federal wagering or gambling device stamp?
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:



APPLICATION FOR LICENSE TO SELL ALCOHOLIC LIQUOR AT RETAIL

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		
Date of Birth	Driver's License No.	IL	President	—	% Ownership
		State	Title		
2) Name:	James		Decoto		
Date of Birth	Driver's License No.	IL	Secretary	—	% Ownership
		State	Title		
3) Name:	Julie		Nelson		
Date of Birth	Driver's License No.	IL	Treasurer	—	% Ownership
		State	Title		
4) Name:	Wyatt		Schober		
Date of Birth	Driver's License No.	IL	Vice President	—	% Ownership
		State	Title		
5) Name:					
Date of Birth	Driver's License No.				% Ownership
		State	Title		
6) Name:					
Date of Birth	Driver's License No.				% Ownership
		State	Title		




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**Fw: Event License**


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**From** Kristi Richardson <KRichardson@villageofpoplargrove.com>

**Date** Fri 2/20/2026 2:34 PM

**To** Karri Miller <clerk@villageofpoplargrove.com>

1 attachment (134 KB)

NB3 Liquor License village application 2026.pdf;

Please see below.

## Kristi Richardson

Village of Poplar Grove President

304-707-5301

[krichardson@villageofpoplargrove.com](mailto:krichardson@villageofpoplargrove.com)



## VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

200 N. Hill Street, Poplar Grove, IL 61065

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

[www.poplargrove-il.gov](http://www.poplargrove-il.gov)

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**From:** Dan Dal Pra <DanDalPra@northboonefire.com>

**Sent:** Monday, February 16, 2026 8:31 PM

**To:** Katie Jaster <kjaster@villageofpoplargrove.com>

**Cc:** Kristi Richardson <KRichardson@villageofpoplargrove.com>

**Subject:** Re: Event License

Dear Village President and Members of the Poplar Grove Village Board,

On behalf of the North Boone District #3 Firemen's Association, I respectfully submit this request for the waiver of event license fees for our upcoming community events.

The Firemen's Association hosts these events each year as fundraisers to support our firefighters, community outreach programs, equipment needs, and various charitable initiatives that directly benefit the residents of Poplar Grove and the surrounding area. These events are long-standing traditions that promote community engagement while helping us continue to serve at a high level.

We are requesting a waiver of the event license fees for the following dates:

- **March 29, 2026** – Palm Sunday Pancake Breakfast

- **August 1, 2026** – Annual Street Dance
- **January 10, 2027** – Pancake Breakfast
- **March 21, 2027** – Palm Sunday Pancake Breakfast

The continued support of the Village Board plays an important role in the success of these events and allows us to direct more of the proceeds back into programs and services that benefit our community.

We sincerely appreciate your ongoing partnership and consideration of this request. Please feel free to contact me if any additional information is needed.

Respectfully submitted,

Dan Dal Pra  
On behalf of the North Boone District #3 Firemen's Association

Dan Dal Pra  
North Boone Fire Protection District #3  
Captain, (2195)  
FF/EMT-B, Fire & EMS Coordinator  
815.742.5168 cell  
DanDalPra@northboonefire.com

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**From:** Katie Jaster <kjaster@villageofpoplargo.com>  
**Sent:** Monday, February 16, 2026 4:03 PM  
**To:** Dan Dal Pra <DanDalPra@northboonefire.com>  
**Cc:** Kristi Richardson <KRichardson@villageofpoplargo.com>  
**Subject:** Event License

Dan,  
Attached you will find a copy of the application you submitted last year.

Could please write a letter to the Board with the request to have the fee waived?

If you have any questions, please let us know.  
Thank you!

*Katie Jaster*  
Community Development Coordinator/Deputy Clerk  
200 N. Hill Street  
Poplar Grove, IL 61065  
(815) 765.3201 Phone  
(815) 765.3571 Fax  
<https://www.poplargo-il.gov/>

**RESOLUTION NUMBER: 2026-10**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT WITH LINDA ORTIZ ENTERTAINMENT FOR FACE PAINTING SERVICES FOR NEIGHBORS NIGHT**

**WHEREAS**, the Village of Poplar Grove (the “Village”) is in need of face painting services for Neighbors Night on June 13, 2026; and

**WHEREAS**, the Village desires to retain the services of Linda Ortiz Entertainment to provide face painting services at Neighbors Night on June 13, 2026 for an amount not to exceed \$400.00; and

**WHEREAS**, the Village and Linda Ortiz Entertainment have reached an accord as to the terms and conditions upon which Linda Ortiz Entertainment will provide such services and have memorialized the same in the Agreements attached hereto as Exhibit A and incorporated herein (“Agreement”); and

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

**NOW THEREFORE, BE IT RESOLVED** by the Village 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. The Village hereby accepts and approves the Agreement with Linda Ortiz Entertainment attached hereto as Exhibit A, or agreements in substantially similar form at a cost not to exceed \$400.00 for face painting services at Neighbors Night on June 13, 2026.
3. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_  
\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

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

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

ATTEST:

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

**EXHIBIT A- AGREEMENT**



Party Contract

This Agreement is between

Linda Ortiz  
5 Oak Terrace Ct. Batavia, IL 60510 lindaortiz8780@yahoo.com  
Business Page: www.facebook.com/ortizentertainment8780  
(708)435-0194

And

Clients name: Village of Poplar Grove  
Party Theme: Neighbors Fest  
Estimate number of children: 200-300  
Party Address: 200 N. Hill Street, Poplar Grove, IL 61065  
Contact number: 304-767-5301  
Second Contact number and name : 815-765-3201

Date of Service: June 13 Time: 5-9pm  
2026

Ortiz Entertainment will be providing services for 4 hours for the total amount of \$400.00

A \$50.00 Booking fee is required to save your date which is not reimbursable if you cancel. If you need to reschedule your party, please notify us two weeks in advance otherwise we do not guarantee that we will be available. If for any reason we are not able to perform services, we will return deposit.

This contract will serve as your receipt, remaining balance is to be collected day of party 15 minutes upon arrival.

Balance: \_\_\_\_\_

We will be providing the following services. (Fill in all that apply, and character needed)

Masco \_\_\_\_\_ princess \_\_\_\_\_ Face Painting  Balloon Twisting \_\_\_\_\_

Mascot does special entrance with happy birthday song or song of your preference then dances to 5 songs where kids can also dance along, finishing with taking pictures with guests. If time allows mascot participates with cutting birthday cake. Parents are to keep an eye on their child while mascot is performing to avoid any accidents.

Princess does same process except she plays up to 4 games depending on number of kids and their cooperation, winners are given a small prize.

For our Face Painting services, we use only the best products for your child. FDA approved, TAG face paints are hypo allergenic non-toxic and safe for the skin. We can't paint any child that does not want to be painted or tries to escape from chair, we won't paint anyone who we believe has a cold, cold sore, runny nose, open wound, pink eye, or any condition that might be contagious.

Please have children and adults stay 6ft away from Artist table. If anyone has had contact with someone sick with COVID or is sick they can not participate to insure everyone's safety. None of our Entertainers have tested positive for COVID, enter Item 11. will be wearing a face mask and changing water between every 8-10 children.

We are not to be hold responsible for any person getting contagious with Coronavirus Virus or any disease.

Only Birthday child has the right to change the design or retouch paint. Please let your guests know time we will be there to, so everyone gets the chance of getting their face painted.

We do not take any responsibility and we are not liable for any damage caused through use of balloons.

We will be providing our own table and chair, please make sure you reserve a special space big enough for children to form a line with good light if indoors or a nice shade for outdoor events.

We will contact you same week to confirm and make sure nothing has changed. If any changes are to be made to your party please let us know as soon as possible.

If possible, Entertainer will stay up to 10min longer no charge after that it will be \$25-\$50 for additional 30min.

Thank you for choosing Ortiz Entertainment, see you at your party!

By signing below, you agree to the terms and conditions of this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION NUMBER: 2026-11**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS RESOLVING TO ACCEPT A QUOTE FROM THE PLAY HOUSE-BOUNCE HOUSE RENTALS, LLC, FOR SERVICES AND INFLATABLE EQUIPMENT FOR NEIGHBORS NIGHT**

**WHEREAS**, the Village of Poplar Grove (“Village”) has received a quote from The Play House-Bounce House Rentals, LLC, (“The Play House”) for inflatable equipment to be provided at Neighbors Night on June 13, 2026; and

**WHEREAS**, The Play House is a limited liability company in the state of Illinois; and

**WHEREAS**, the Village wishes to accept the quote from The Play House which is attached to this Resolution as Exhibit A; and

**WHEREAS**, the price of the quote from The Play House includes one party rental staff to be present at Neighbors Night; a 100 foot carnival obstacle course; a “Patriot Castle”; a generator; a soccer, basketball and football game, and a trackless train at a cost not to exceed \$4,420.67; and

**WHEREAS**, the Village has determined that it is in the best interest of its citizens to accept the quote from The Play House for services and inflatable equipment for Neighbors Night on June 13, 2026.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby accepts the quote from The Play House – Bounce House Rentals, LLC, for services and inflatable equipment for Neighbors Night on June 13, 2026 at a cost not to exceed \$4,420.67.
3. The Village President and Village Clerk are hereby authorized to execute and attest to any document necessary to effectuate the intent set forth in this resolution with The Play House – Bounce House Rentals, LLC.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ABSENT, ABSTAIN, OTHER \_\_\_\_\_  
\_\_\_\_\_

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

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

ATTEST:

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

**EXHIBIT A: THE PLAY HOUSE – BOUNCE HOUSE RENTALS, LLC**

# ✓ Quote ID# 57858879

 Book This Event

## Contact Details

<b>Name</b>	Karri Miller	<b>Email</b>	clerk@villageofpoplargo.com	
<b>Organization</b>	Village of Poplar Grove	<b>Phone</b>	(815) 765-3201	
<b>Billing Address</b>	200 N. Hill Street POPLAR GROVE, IL 61065	<b>Tax Exempt</b>	Yes	

## Event Details

<b>Event Start</b>	2:00pm Sat, Jun 13, 2026	<b>Address</b>	200 N. Hill Street POPLAR GROVE, IL 61065	
<b>Event End</b>	8:00pm Sat, Jun 13, 2026	<b>Surface</b>	Grass - Allow Stakes Inflatables and Tents	
		<b>Delivery</b>	Drop-Off	

## Items



**1 Party Rental Staff**  
2 - \$540.00



**100ft Carnival Obstacle Course**  
1 - \$1,100.00



**Patriot Castle**  
1 - \$210.00



**Generator**  
1 - \$100.00



**Soccer, Basketball and Football Game**

1 - \$360.00



**Trackless Train**

1 - \$1,800.00

**\$ Prices**

<b>Rentals</b>	\$4,110.00
<b>Distance Charges</b>	\$22.97
<b>Accidental Damage Waiver (+7%)</b>	\$287.70
<b>Subtotal</b>	\$4,420.67
<b>Tax</b>	+\$0.00
<b>Total</b>	<b>\$4,420.67</b>



**RPM's DJ Service LLC**  
 7077 Garden Prairie Road, Garden Prairie, IL 61038  
 Phone: (877) 317-2085 | www.rpmsdjclients.com

Item 13.

# CONTRACT

**CONTRACT NO.: 457746**

**ACCOUNT NO.: 405691**

## CLIENT INFORMATION

**CONTACT:** Kristi Richardson  
**ORG/COUPLE:** Village of Poplar Grove  
**ADDRESS:**  
**CITY, ST, ZIP:** Poplar Grove, IL

**MOBILE:** 3047075301  
**WORK:**  
**FAX:**  
**EMAIL:** krichardson@villageofpoplargrove.com

## EVENT INFORMATION

**EVENT DATE:** Saturday, June 13, 2026  
**EVENT NAME:** Neighbors Fest  
**EVENT TYPE:** Community Celebration  
**EVENT PACKAGE:** Outdoor Sound Services - Community Org Event

**START TIME:** 2:00 PM  
**END TIME:** 10:00 PM  
**SETUP TIME:** 11:00 AM  
**ASSIGNED:** Employee #1: Anthony Dini

## LOCATION INFORMATION

**VENUE:** Poplar Grove Village Hall  
**ROOM:**  
**ADDRESS:** Poplar Grove, IL  
**OTHER LOCATIONS:**

## CONTRACT NOTES

### PACKAGE / ADD ONS

Package Description: Outdoor Sound Services for a community organization billed by the hour.

Quantity	Description	Total Price
1	Outdoor Sound Services - Community Org Event	\$700.00

### SUMMARY OF CHARGES

<b>EVENT PRICE:</b>	\$700.00
<b>DISCOUNTS:</b>	\$0.00
<b>TOTAL TAX:</b>	\$0.00
<b>ORIGINAL BALANCE DUE</b>	\$700.00
<b>TOTAL PAYMENTS:</b>	\$0.00
<b>BALANCE DUE:</b>	\$700.00
<b>DEPOSIT REQUIRED:</b>	\$0.00

## TERMS AND CONDITIONS

1. ENTIRE AGREEMENT: This agreement represents the full and complete understanding between RPM's DJ Service LLC and Village of Poplar Grove, Kristi Richardson. This writing supersedes all prior and simultaneous agreements or understandings, either written or oral, between the parties. In the event that any party to this agreement wishes to alter or amend any of the terms set forth herein, such alterations must be set forth in a written document and signed by all relevant and necessary parties.

2. CLIENT CAPACITY TO CONTRACT: Client affirms that he/she is at least 18 years old and has the legal capacity to enter into a contract with RPM's DJ Service LLC

3. RESERVATION: Upon client's signature, RPM's DJ Service LLC will reserve the time and date agreed upon above. For this reason, the Reservation retainer of \$0.00 is non-refundable, even if the date is changed or the event is canceled for any reason, including an act of God, fire, extreme weather, and/or any other reason beyond either parties control. The reservation retainer is to be paid at the time of signing this contract. The reservation retainer is applied towards the total contracted amount. If the above-mentioned reservation retainer is forfeited, an additional retainer of \$0.00 will be required to secure a new service date.

4. PAYMENT: The client understands and agrees that the remaining amount is due 2 days prior to the event. Payment shall be made in the form of check or credit card. Failure to make required payments on the schedule will result in a breach of contract and the client will forfeit event coverage with no refund of monies having previously been paid by the client. If the client cancels the services that are the subject of this contract prior to the service date for any reason, regardless of fault, the entire retainer shall be forfeited and will result in the cancellation of this contract by RPM's DJ Service LLC. If the cancellation occurs by client for any reason within two weeks prior to the event date and RPM's DJ Service LLC is not able to find comparable employment through ordinary due diligence for the date of the event, RPM's DJ Service LLC shall reserve the right to demand, and client agrees to pay, full payment of the contract amount contained herein.

5. RECEPTION PLANNER: The client will be responsible for completing and returning a reception planner in a timely manner, but not less than prior to the scheduled service date, to RPM's DJ Service LLC. The role of the reception planner is to provide RPM's DJ Service LLC with the necessary information needed to provide satisfactory services on the date requested. It is recommended that the client provide RPM's DJ Service LLC, with a list of all requested songs, power points, videos and ceremonious rituals that the clients wish to have during the contracted service time. RPM's DJ Service LLC will make every possible effort, within reason, to provide the items requested on the reception planning sheet.

6. VENUE OBLIGATIONS: In order to carry out the services contemplated by this contract, RPM's DJ Service LLC must have the full cooperation of the venue where said services are to be rendered. RPM's DJ Service LLC must also be provided with the following equipment at the venue where services will be rendered: a rectangle table not less than six foot in length, an electrical power source, and any applicable public entertainment licenses required by law for the venue where services will be rendered. RPM's DJ Service LLC will not be responsible for the above-mentioned items and in the event that these items are not provided by the venue where services will be rendered, RPM's DJ Service LLC shall not be held liable for the inability to provide the services obligated under this contract. It is the client's responsibility, not that of RPM's DJ Service LLC to ensure that the necessary equipment is provided by the venue.

7. ASSIGNMENT OF THIS CONTRACT: The services obligated under this contract may not be assigned to any other party without the express written consent of RPM's DJ Service LLC.

8. LIMIT OF LIABILITY: RPM's DJ Service LLC warrants and declares that every effort will be made to provide high-quality entertainment services. In the unlikely event of severe medical, natural, or other emergencies, it may be necessary to retain an alternative service. RPM's DJ Service LLC will make every effort to secure a replacement and/or willing to provide similar entertainment services under this contract. If such a situation should occur and a suitable replacement is not found, responsibility and liability are limited to the return of all payments received under this contract.

9. SEVERABILITY: In the event that any provision of this agreement is held to be invalid or unenforceable under applicable law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.

10. CONTRACT AMENDMENTS: This contract has been freely negotiated and shall be recognized as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by the client and RPM's DJ Service LLC at the time acceptance of such terms shall be recognized as amendments to this contract.

11. DISPUTE RESOLUTION: In the event that any controversy arises as a result of this contract, the parties agree that good faith efforts will be made to submit their differences to mediation. This effort shall be a prerequisite to any further action by either party to enforce the terms of this contract. In the event that mediation fails, any differences between the parties shall be submitted to arbitration. Such arbitration shall be the sole forum for any differences between the parties under this contract and shall be adjudicated under the laws of the State of IL. This arbitration shall be in conformance with the rules and procedures mandated by the American Arbitration Association. Should legal efforts be required to enforce the terms of this contract, in addition to other sums recoverable herein, the client will pay all costs of collection, including, but not limited to, reasonable attorney fees.

This contract is a binding and legal document and is made for the purposes of entering into a contract for services. I have read, understood and agreed to all terms set forth above. By signing below, I hereby agree to the terms of this contract.

**CLIENT SIGNATURE**

**COMPANY SIGNATURE**

NAME: \_\_\_\_\_  
DATE & TIME: - \_\_\_\_\_  
IP ADDRESS: - \_\_\_\_\_  
EMAIL: \_\_\_\_\_

NAME: *Anthony J Dini*  
DATE: \_\_\_\_\_  
COMPANY: RPM's DJ Service LLC



## Village of Poplar Grove – Board Meeting Memo

Karri Miller

Collector

### **Subject: Adoption of Petty Cash Policy**

#### **1. Background:**

The Village currently maintains a petty cash drawer for small, incidental operational expenses. While the fund has been in place, a formal written policy has not been previously adopted by the Village Board. In order to strengthen internal controls, provide clear procedures, and ensure compliance with standard municipal financial practices, a comprehensive Petty Cash Policy has been developed for Board consideration.

The policy establishes structured procedures for authorization, documentation, reconciliation, and replenishment of petty cash funds.

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

The proposed policy establishes the petty cash fund at a fixed balance of \$200.00 and sets a maximum single transaction limit of \$50.00 unless otherwise authorized by the Village President.

The policy requires:

- Monthly reconciliation by the Village Treasurer
- Monthly and post-disbursement drawer counts
- Documentation of all expenditures with original receipts
- Replenishment approval signed by the supervisor and approved by at least two of the following: Village Collector, Village Treasurer, and Village President

The policy has been drafted and is ready for Board review and formal adoption.

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

There is no additional fiscal impact. The policy formalizes procedures for the existing \$200 petty cash fund and strengthens internal financial controls.

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

This policy establishes internal administrative controls and does not require external legal review. However, it is structured to align with standard municipal financial oversight practices.

**5. Recommendation:**

It is recommended that the Village Board adopt the Petty Cash Policy as presented and assign a Resolution or Ordinance number for formal approval.

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

- Attached
- Not Applicable

Signature:

\_\_\_\_\_

Village Collector

Village of Poplar Grove



## Village of Poplar Grove

### Petty Cash Policy

#### 1. Purpose

The purpose of this Petty Cash Policy is to establish clear guidelines for the use, control, documentation, and replenishment of petty cash funds for the Village of Poplar Grove. This policy ensures accountability, transparency, and compliance with generally accepted accounting principles and applicable laws.

#### 2. Policy Statement

Petty cash funds are to be used only for small, incidental Village expenses when payment by check, credit card, or other approved payment method is impractical. Petty cash is not intended to bypass established purchasing or approval procedures.

#### 3. Authorization

The Village President authorizes the establishment of a petty cash fund in the amount of Two Hundred Dollars (\$200.00). The petty cash fund shall be maintained at a constant balance of \$200.00 at all times.

The petty cash fund shall be maintained in a secured petty cash drawer or locked container under the supervision of the Village President or designee.

#### 4. Supervision

The petty cash Village Collector shall be responsible for:

1. Safekeeping of the petty cash fund
2. Ensuring petty cash is stored in a locked container with limited access
3. Verifying that all disbursements are properly documented
4. Maintaining an accurate petty cash log
5. Submitting petty cash replenishment requests
6. Counting and reconciling the petty cash drawer at least once per month and after any petty cash disbursement

Any discrepancies identified during a count shall be documented and reported immediately to the Treasurer or Village President.

#### 5. Allowable Uses

Petty cash may be used for:

1. Minor office supplies

2. Small operational expenses
3. Emergency or incidental purchases necessary for Village operations

Petty cash shall not be used for:

1. Payroll, wages, or stipends
2. Travel advances
3. Personal expenses
4. Alcohol or prohibited items
5. Purchases that can reasonably be paid through normal purchasing procedures.

#### **6. Transaction Limits**

The maximum amount that may be disbursed from petty cash for a single transaction shall not exceed Fifty Dollars (\$50.00) unless otherwise authorized by the Village President.

Multiple transactions shall not be used to circumvent the maximum transaction limit.

#### **7. Documentation Requirements**

Each petty cash disbursement must include:

1. An original receipt
2. Date of purchase
3. Description of the expense
4. Amount disbursed
5. Department or purpose
6. Signature of the employee receiving funds

#### **8. Replenishment**

Petty cash funds shall be replenished as needed by submitting:

1. A completed petty cash reimbursement (cash request) form
2. Supporting receipts totaling the replenishment amount

The petty cash reimbursement request form must be signed by the supervisor and approved by at least two (2) of the following officials: the Village Collector, Village Treasurer, and Village President.

Replenishment requests shall be processed through the normal accounts payable system to restore the petty cash fund to \$200.00.

#### **9. Audits and Reconciliation**

Petty cash shall be reconciled monthly by the Village Treasurer.

At all times, the total of cash on hand plus receipts shall equal \$200.00.

The fund shall be subject to random audits by the Treasurer or Village President.

**10. Shortages and Overages**

Any shortages or overages must be documented and investigated.

Repeated discrepancies may result in disciplinary action or revocation of petty cash privileges.

**11. Policy Violations**

Failure to comply with this policy may result in disciplinary action, up to and including termination, and possible restitution or legal action.

**12. Policy Review**

This policy shall be reviewed periodically and updated as necessary by the Village President.

**13. Effective Date**

This Petty Cash Policy shall take effect upon approval.

**Adopted**

Adopted by the Village Board of the Village of Poplar Grove

Resolution/Ordinance No. \_\_\_\_\_

Dated: \_\_\_\_\_

Village President: \_\_\_\_\_

Village Collector: \_\_\_\_\_

Village Treasurer: \_\_\_\_\_

## Village of Poplar Grove

### Petty Cash Request Form

Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Amount Requested (Not to exceed \$50.00 unless authorized by Village President):  
\$ \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_  
\_\_\_\_\_

#### Certification:

I certify that the requested petty cash funds will be used for official Village business and comply with the Village of Poplar Grove Petty Cash Policy.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Approval (Two of the following required):

Village Collector: \_\_\_\_\_ Date: \_\_\_\_\_

Village Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Village President: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt Attached After Purchase:  Yes  No

Date Returned/Reconciled: \_\_\_\_\_

## Village of Poplar Grove

### Monthly Petty Cash Reconciliation (No Activity)

Month/Year: \_\_\_\_\_

Beginning Balance: \$200.00

Ending Balance (Cash on Hand): \$200.00

#### Certification:

I certify that during the above referenced month, no petty cash disbursements were made. The petty cash drawer was counted and verified, and the total cash on hand equals the authorized fund balance of \$200.00.

Village Collector Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Village Treasurer Monthly Reconciliation: \_\_\_\_\_ Date: \_\_\_\_\_

Village President Review (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## Village of Poplar Grove

### Petty Cash Log

Beginning Balance: \$200.00

Maximum Allowed Per Transaction: \$50.00 (unless authorized by the Village President)

Month/Year: \_\_\_\_\_

Village Collector: \_\_\_\_\_

Date	Receipt #	Description	Department	Amount Disbursed	Running Balance	Employee Initials	Post-Use Count Verified (Initials)
------	-----------	-------------	------------	------------------	-----------------	-------------------	------------------------------------

Ending Cash on Hand: \_\_\_\_\_

Total Receipts: \_\_\_\_\_

Cash + Receipts Total (Must Equal \$200.00): \_\_\_\_\_

Monthly Reconciliation Completed By Village Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By Village President (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

# VILLAGE OF POPLAR GROVE

## DAILY CASH DRAWER POLICY (Front Cash Drawer)

### 1. Purpose

The purpose of this policy is to establish standardized procedures for balancing, securing, documenting, and reconciling the Front Cash Drawer to ensure financial accountability, internal control compliance, and protection of Village funds.

### 2. Scope

This policy applies to all Village personnel who handle payments received at the front counter.

### 3. Cash Drawer Assignment

1. The Front Cash Drawer shall be assigned to a designated employee for each business day.
2. The assigned employee is responsible for all funds received and processed during the business day.

### 4. Starting Cash Balance

1. The cash drawer shall begin each business day with a standardized starting balance (float) of \$200.00.
2. The starting balance shall be verified and documented at the beginning of each business day.
3. Any discrepancies must be reported immediately to the Village Collector or Village Treasurer and shall include documentation identifying the date and account number associated with the discrepancy.

### 5. Payment Processing Procedures

1. All payments must be entered into the Village's financial software system at the time of receipt.
2. A receipt must be issued for every transaction.
3. Checks shall be immediately endorsed with a restrictive endorsement stamp: "For Deposit Only – Village of Poplar Grove."

4. No personal checks may be cashed from the drawer.
5. No personal funds shall be commingled with Village funds.

## **6. End-of-Day Balancing Procedures**

At the end of each business day:

1. The assigned employee shall complete the Daily Reconciliation Form.
2. The total cash, checks, and receipts must match the system report.
3. Two signatures are required by two staff members on the Balance Cash Drawer Report.
4. The verifying official shall independently review the count and supporting documentation prior to signing the reconciliation form.
5. Overages or shortages must be documented immediately on the reconciliation form and reported pursuant to Section 7 of this policy.

## **7. Overages and Shortages**

1. Any discrepancy must be reported immediately to the Village Collector and Village Treasurer.
2. A written explanation must be completed.
3. Discrepancies of \$5.00 or more shall be reviewed by the Village President.
4. Repeated discrepancies may result in disciplinary action.

## **8. Deposit Preparation**

1. At the end of each business day, cash and checks shall be placed in a sealed bank deposit bag and a deposit slip shall be prepared.
2. The deposit slip shall be attached to the reconciliation documentation.
3. Deposits shall be placed in the secured safe until transported to the bank.
4. Deposits shall be made no later than the next business day.

## **9. Drawer Security**

1. The drawer shall remain locked at all times when unattended.
2. The drawer shall be stored in a secured location overnight.
3. Keys or access codes shall not be shared.

4. The drawer key shall be kept in the safe when not in use.

**10. Independent Review**

- 1. The Village Collector or designee shall periodically verify drawer balances and review reconciliation forms.
- 2. Random spot checks may be conducted.
- 3. Documentation shall be retained in accordance with the Village’s records retention schedule.

**11. Documentation & Record Retention**

The following documents shall be retained: daily reconciliation forms, deposit slips, system transaction reports, over/short documentation forms, and any other back up documents. Records shall be retained in compliance with the Illinois Local Records Act.

**12. Policy Review**

This policy shall be reviewed periodically and updated as necessary to ensure compliance with internal control standards and municipal best practices.

Adopted by the Village Board of the Village of Poplar Grove

Resolution/Ordinance No. \_\_\_\_\_

Dated: \_\_\_\_\_

Village President: \_\_\_\_\_

Village Collector: \_\_\_\_\_

Village Treasurer: \_\_\_\_\_



## Village of Poplar Grove – Board Meeting Memo

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### **Village of Poplar Grove**

Village Collector's Office

Date: February 13, 2026

To: Village President and Board of Trustees

From: Karri Miller

Village Collector

Subject: Adoption of Daily Cash Drawer Policy – Front Cash Drawer

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### **1. Background**

As part of ongoing efforts to strengthen internal financial controls and ensure accountability of Village funds, staff has developed a Daily Cash Drawer Policy for the Front Cash Drawer. This policy establishes standardized procedures for handling, reconciling, securing, and documenting all payments received at the front counter.

The policy aligns with the Village's recently adopted financial policies, including the Purchasing Policy and Petty Cash procedures, and reflects best practices for segregation of duties and audit compliance.

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### **2. Current Status**

The proposed policy has been drafted and reviewed internally. The policy includes:

- A standardized starting cash balance of \$200.00
- End-of-day reconciliation requirements
- A two-signature requirement by two staff members
- Deposit preparation procedures
- Drawer security requirements

- Record retention standards

This policy is ready for Board consideration and adoption.

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### **3. Fiscal Impact**

There is no direct fiscal impact associated with adoption of this policy. The procedures outlined are administrative controls designed to safeguard Village funds and reduce risk of loss or error.

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### **4. Legal Review**

No legal changes are required. The policy is administrative in nature and consistent with municipal internal control standards.

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### **5. Recommendation**

Staff recommends that the Village Board adopt the Daily Cash Drawer Policy for the Front Cash Drawer to formalize internal cash handling procedures and strengthen financial oversight.

Suggested Motion:

Move to approve the Daily Cash Drawer Policy for the Front Cash Drawer as presented.

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### **6. Supporting Documents**

- Attached
- Not Applicable



## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 18, 2026

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

Water & Sewer Payment Plans

### **1. Background:**

As a courtesy, the Village has offered water and sewer payment plans. The intent of a payment plan is to provide residents with a mechanism to come out of the rears on their account to a current balance.

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

There is not policy surrounding the issuance of water and sewer payment plans. Unfortunately, this courtesy has been abused by residents. Abuse includes using the plan to avoid any late fee penalties, avoidance of termination, making smaller payments without coming current on their account, and/or having a payment plan implemented month to month to month.

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

Impact will include water and sewer penalty income, staff time for management of payment plans, staff time to create policy, legal review fees.

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

Legal was made aware of this area of concern and did provide some guidance on the creation of a policy.

### **5. Recommendation:**

It is my recommendation we adopt the proposed policy provided on the issuance criteria for water and sewer payment plans.

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

Attached – proposed water and sewer installment payment plan

Not Applicable

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

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Kristi Richardson

Village President

**Village Of Poplar Grove**

**Water & Sewer Installment Payment Plan Policy and Procedures**

**Adopted by the Board of Trustees on \_\_\_\_\_**

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**I. Overview**

The Village of Poplar Grove recognizes the need to offer water and sewer installment payment plans, from time to time, to assist residents struggling to pay their water and sewer bills.

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

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

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**II. Purpose**

The purpose of this directive is to:

- Remove potential abuse of water and sewer account activity
  - Provide the specific criteria as to which account(s) may qualify for water and sewer installment payment plan
  - Provide clear guidelines for how long a payment plan may be issued
  - Provide provisions as to how installment plans will be administered and what penalties may or may not be affected during the installment payment period
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**III. Scope**

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

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**IV. General Policy**

This section describes the Village water and sewer installment payment plans criteria and procedures.

**A. Installment Payment Criteria & Qualifications**

1. Account must be in a minimum delinquent amount in excess of \$350.00
2. Account(s) have zero defaulted installment payment plans within the last twelve (12) consecutive months.
3. If an account(s) has defaulted on a previous installment payment plan within the last twelve (12) consecutive months, a review of the previous 24 months shall be conducted.

## **B. Installment Payment Plan Execution Requirements**

In the case of customers experiencing financial hardship, the Village is authorized to enter into agreements with such customers for the payment in installments of bills issued with amounts in excess of \$350.00 prior to the bill becoming delinquent and of delinquent amounts owed to the department. Prior to entering into an agreement, the customer is required to provide a down payment in the amount of 25 percent of the total balance of the account. Such agreements shall include the following provisions:

1. Renters applying for Installment payment plans must have landlord/landowner approval.
2. No Installment payment plan is effective until payment plan has been fully executed (signed) by both parties;
3. All bills for current service must be paid in full on or before the billing due date;
4. The delinquent amount must be paid in full by regular payments over the period specified in the agreement;
5. If the delinquent amount is in excess of \$350.00 and the customer has entered into a payment agreement with the Village, the Village is authorized to temporarily suspend the imposition of the ten-percent late payment penalty, until the term of the agreement is satisfied and the delinquent amount including any prior late payment penalties incurred prior to the date the payment agreement is entered, are paid in full along with any current amount due. If a customer defaults on a payment agreement, the ten-percent late payment penalty and all other temporarily suspended penalties will be reinstated and the full amount will be immediately due and owing to avoid shutoff.
6. Service will not be terminated for the delinquent bill so long as the customer makes regular payments under the payment agreement and all bills for current service are timely paid;
7. Failure to comply with the provisions of the agreement shall result in the termination of service, after which the delinquent amount shall be due in full, along with the service restoration fee before service will be restored; and
8. The amount owed is a lien against the property served. (See Lien Policy).

- 9. No subsequent payment agreement shall be authorized for a customer until twelve (12) months have elapsed since the last payment was made on a prior payment agreement.
- 10. Executed installment payment plan defines payment expectations for the outstanding balance only. Current monthly fees will continue to be assessed and expected payment is required.

**C. Terms**

The length of the payment plan is defined as the term and is based on a scale. See below.

<b>Delinquency Balance</b>	<b>Term Length</b>
\$350 - \$500	3 months
\$501 - \$1,000	6 months
\$1,001 - \$1,500	9 months
\$1,500+	12 months

\*\*\*Any terms requested for over 12 months would need board approval.

**D. Procedure**

Residents may request an installment payment plan, such they meet the requirements above, via the office at 815-765-3201

A review of the account will be conducted for eligibility. If such the account is eligible for an installment payment plan, an agreement will be drawn; including the following information:

- Name of Account Holder
- Name of Landlord, if applicable
- Service Address
- Account Number
- Account Balance
- Payment Arrangement Amount
- Payment Arrangement Balance
- Date Added
- Expired Date
- Payment Due Dates
- Signature(s)

Installment Payment Plans to be executed by the Village President, Village Treasurer, or the Village Collector.

**ORDINANCE NUMBER: 2025-22**

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

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

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

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

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

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

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

1. The above recitals are incorporated herein and made a part hereof.
2. That the following sections of Title VI, Chapter 2, of the Village Code of Ordinances are amended to read as follows (deletions shown as strikethroughs and new language as **bold** and underlined):
3. That Section 6-2-4-2 of the Village Code of Ordinances entitled “Time of Payment; Liability” shall be amended to read as follows:

“A. Time of Payment. For the purpose of operation of the combined primary waterworks and sewerage system, the meters shall be read and calculated and invoiced on a monthly basis. All bills for service shall be rendered as of the first day of the month succeeding the period for which the service is billed, and shall be payable not later than the close of business on the 20th day of the same month. Immediately following due date, a late fee of ten percent of the amount of the bill shall be added thereto. In the event a payment is made, ~~but the~~ **any** remaining balance ~~is more than~~ **of** \$50.00 ~~dollars~~ **or two (2) months of delinquent balances, whichever is greater, shall cause** a disconnection notice ~~shall~~ **to** be mailed to the service residence ~~around~~ **ten (10)** days following the due date. Disputes regarding disconnection shall be submitted in accordance with Section 6-2-4-5 Right to Appeal.

B. Liability. The owners of the premises shall be primarily liable for payment of services on such premises. Every premises "service address" shall constitute a separate account. Every application for water and sewer services shall be signed by either the owner or

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

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

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

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

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

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

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

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

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

\_\_\_\_\_

APPROVED \_\_\_\_\_, 2025

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
PRESIDENT



## Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 20, 2026

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

Water Shut Off Ordinance

### 1. Background:

As the board knows, we have updated our water ordinance sections 6-2-4-2, 6-2-4-4, & 6-2-4-5 last August.

### 2. Current Status:

We have encountered a few additional areas of concern, we believe warrants an additional update to ordinance 6-2-4-4, these include consideration of weather conditions, B-Box locations and condition, and medical necessity hardships.

In 6-2-4-4- Section A. – last sentence reads, “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.”

### 3. Fiscal Impact:

Fiscal impact to the village will be reflected in collected penalty charges. 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:

Update language to section 6-2-4-4 section A the following:

“In the event that the b-box is ~~damaged~~ **inaccessible**, such that the water services are unable to be shut off, the shut off fee will still be imposed.”

Add language to section 6-2-4-4 section A:

\* Such weather conditions are below 10 degrees or over 90 degrees shut-offs would be postponed, but all applicable fees will apply.

\* Such that the resident has a valid medical hardship, negating the ability terminate the water service, the shut-off fee will still be imposed.

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

Attached - updated water ordinance from 8.13.25

Not Applicable

Kristi Richardson  
Village President