



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, July 09, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve meeting minutes for June 11, 2025, Board of Trustees Meeting

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

UNFINISHED BUSINESS

2. Motion to discuss/approve **Ordinance 2025-13**, an ordinance of the Village of Poplar Grove amending Title II, Chapter 2 of the Village of Poplar Grove code of ordinances regarding liquor control

3. Motion to discuss/approve **Ordinance 2025-14** an ordinance amending various sections of Title VII Building Regulations, of the code of ordinances for the Village of Poplar Grove

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

- [5.](#) Motion to discuss/approve amendments to previously approved **Resolution 2025-13** to now authorize the purchase of 2026 HV 507 Demo Plow from Lakeside International at a cost of \$262,000.00 from FY 2026
- [6.](#) Motion to discuss and possible approval of replacing North Boone Fire District 3 tree
- [7.](#) Motion to discuss Non-HOA entrances

NEW BUSINESS

- [8.](#) Motion to Discuss/approve check disbursement for payments scheduled to be paid before June 15th, 2025 in the amount of \$162,811.99 in AP checks, \$27,541.39 EFTs and \$17,744.46 estimated insurance premiums, and estimated payroll of \$19,877.00 Payroll for a total of \$227,974.84
- [9.](#) Motion to discuss/approve **Ordinance 2025-16** an appropriation ordinance of the Village of Poplar Grove, Boone County, Illinois
- [10.](#) Motion to discuss/approve sending elected officials and staff to the 2025 Illinois Municipal League Annual Conference, September 18-21, 2025, not to exceed \$2,000 per person
- [11.](#) Motion to discuss possible changes to the credit card policy
- [12.](#) Motion to discuss possible changes to the purchasing policy

GOOD OF THE VILLAGE

Board of Trustees Meeting - July 23, 2025 - 7:00 pm
Board of Trustees Meeting - August 13, 2025 - 7:00 pm
Board of Trustees Meeting - August 27, 2025 - 7:00 pm

EXECUTIVE SESSION

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

ADJOURNMENT (Voice Vote)

KJM 07/03/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 11, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

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

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Clerk Karri Miller

Attorney Roxanne Sosnowski

Engineer Chris Dopkins

Wastewater Operator Ion Steer

Public Works Director David Howe

ABSENT

Finance Chairman Jeff Goings

Trustee Mark Vance

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting Minutes from May 14, 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. The motion passed by voice vote.

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

No public comment

NEW BUSINESS

2. Motion to discuss and possible approval Class K Liquor License – Mortimer's Roadhouse
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
3. Motion to discuss and possible approval Class K Liquor License – Countryside Liquors
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

EXECUTIVE SESSION

4. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
went into executive session at 7:04 pm
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to come out of executive session.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
Came back into open session at 7:18 pm
PRESENT
President Kristi Richardson

Admin Chairman Owen Costanza
 Trustee David Allgood
 Trustee Dan Cheek
 Trustee Sinae Hubbard
 Clerk Karri Miller
 Attorney Roxanne Sosnowski
 Engineer Chris Dopkins
 Wastewater Operator Ion Steer
 Public Works Director David Howe

UNFINISHED BUSINESS

5. Motion to approve **Ordinance 2025-06** an ordinance of the Village of Poplar Grove, Illinois amending Title 1, Chapter 5, Section 1-5-2 of the Village's code of ordinances
 Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson
 Voting Abstaining: Trustee Allgood

NEW BUSINESS

6. Motion to discuss and possible approval of **Ordinance 2025-07** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-19 governing charitable contributions to the Village personally adopted by the Village of Poplar Grove.
 Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson
 Voting Abstaining: Trustee Allgood
7. Motion to discuss and possible approval of **Ordinance 2025-08** an ordinance of the Village of Poplar Grove, Illinois repealing ordinance number 2024-20 establishing a Village credit card policy previously adopted by the Village of Poplar Grove
 Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson
 Voting Nay: Trustee Allgood
8. Motion to discuss and possible approval of **Ordinance 2025-09** an ordinance of the Village of Poplar Grove, Illinois repealing ordinance number 2024-21 establishing village hiring procedures previously adopted by the village of poplar grove
 Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
 Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

9. Motion to discuss and possible approval **Ordinance 2025-10** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-22 defining the duties of the Village Treasurer previously adopted by the Village of Poplar Grove
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson
Voting Abstaining: Trustee Allgood

10. Motion to discuss and possible approval of **Ordinance 2025-11** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-23 establishing travel reimbursement for elected officials, officers, and employees previously adopted by the village of Poplar Grove
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson
Voting Abstaining: Trustee Allgood

11. Motion to discuss and possibly approve **Ordinance 2024-12** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-24 establishing village purchasing procedures previously adopted by the Village of Poplar Grove
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

12. Motion to discuss and possible approval **Resolution 2025-10** a resolution of the Village of Poplar Grove, Illinois, appointing an interim Village Treasurer
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

13. Motion to discuss and possible approval **Resolution 2025-09**, a resolution of the Village of Poplar Grove, resolving to enter into a professional service agreement for design & construction engineering services for the 2025 payment maintenance program
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

14. Motion to approve check disbursement for payments scheduled to be paid before June 15th, 2025 in the amount of \$68,356.58 in AP checks, \$14,042.30 in insurance expense checks, \$27,915.42 EFTs and estimated payroll of \$18,886.00 Payroll for a total of \$129,200.03
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

15. Motion to discuss and possible approval of Comcast quote for the village hall internet, the village hall phone systems, cell phones, tablets, well and lift zone landlines
Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

16. Motion to discuss and possible approval of the purchase of a 2025 International HV Series Plow Truck
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to postpone to June 25, 2025.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

17. Motion to discuss and possible approval of the Village of Poplar Grove summer newsletter
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

GOOD OF THE VILLAGE

11th Annual Neighbors Night – June 14, 2025 – 4:00 pm-9:30 pm

Board of Trustee Meeting – June 25, 2025 - 7:00 pm

Village Hall Closed for July 4th Holiday

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

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

ADJOURNMENT (Voice Vote)

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

The meeting adjourned at 8:20 pm

ORDINANCE NUMBER: 2025-13

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

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

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

WHEREAS, Chapter 2 governs Liquor Control; and

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

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

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

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

“The Liquor Control Commissioner, with the advice and consent of the village board of trustees, shall grant, within the limits of the village, licenses to such persons as can qualify and desire same, to sell alcoholic liquors in accordance with this chapter. **New liquor licenses issued partway through the license year (July 1-June 30) shall pay a prorated portion of the license fee set forth in Section 2-2-4 below based upon the number of months remaining in the license period.**

If, during the license period a change in ownership of the business where the liquor license is being used or if there is a stock sale whereby new parties are added to or replace the holders of a liquor license issued under this Section, the license holder, if new owners are added to the ownership, or the new owners if the ownership holding the license changes completely, shall notify the Village Clerk within thirty (30) days of the change in ownership. The Village Clerk may assess a \$100 administrative fee to the license holder to offset the cost of investigating and updating the records associated with the change in the license.

Notwithstanding the foregoing, a class E license may be issued by the Village Clerk (or his/her authorized designee) and the Liquor Control Commissioner (or his/her authorized designee), to the applicant prior to formal approval by the Village Board provided that: 1) the applicant has complied with all applicable provisions of the Title II, Chapter 2 of the Village Code of Ordinances for the issuance of a liquor license, including, but not limited to, payment of all fees, proof of BASSET training and proof of insurance, and 2) the Liquor Control Commissioner (or his/her authorized designee), approves of the issuance of said class E license. The issuance of said class E liquor license shall be formally approved/ratified by the Village Board at the next available Village Board meeting.”

4. That Section 2-2-3-1 of the Village Code of Ordinances entitled “Delivery of alcoholic liquors to a home by a retailer of third-party facilitator” shall be deleted in its entirety.

~~2-2-3-1 Delivery of alcoholic liquors to a home by a retailer or third-party facilitator.~~

- ~~1. Home delivery of alcoholic liquors by a retailer or a retailer via a mobile application order shall be permitted under the following conditions:

 - ~~1. The alcoholic liquors are delivered by the retailer’s employee.~~
 - ~~2. The retailer or its employee who delivers the alcoholic liquors verifies that the individual accepting the delivery is at least 21 years of age.~~
 - ~~3. If the retailer or its employee intends to serve the alcoholic liquors to the consumer, the retailer or its employee providing the service has completed the responsible alcohol service training (235 ILCS 5/6-27.1).~~~~
- ~~2. All businesses permitting home delivery of alcoholic liquors via a mobile application order shall apply for a Class K_liquor license. To be eligible for a Class K license, the licensee must also have a Class A_license.~~
- ~~3. Any business utilizing home delivery of alcoholic liquors must provide the alcohol in a sealed container, that is tamper proof or tamper evident, which must contain the following information:

 - ~~i. The cocktail or mixed drink ingredients, type and name of the alcohol;~~
 - ~~ii. The name, license number and address of the retail licensee that filled the original container and sold the product;~~
 - ~~iii. The volume of the cocktail or mixed drink in the sealed container; and~~
 - ~~iv. The sealed container was filled less than 7 days before the date of the sale.~~~~
- ~~4. The employee transferring the cocktail or mixed drink shall hold a valid server certificate by a certified Beverage Alcohol Sellers and Servers Education and Training (BASSET) trainer and be 21 years of age or older.~~
- ~~5. The container of a mixed drink or cocktail shall be transported in the passenger area of a vehicle.~~
- ~~6. The fee for such license shall be \$50.~~
- ~~7. The holder of such Class K license shall authorize the holder to facilitate the delivery of alcoholic liquors to a home which is lawful and fully in compliance with all rules, regulations, statutes of the state and the city.~~

5. That Section 2-2-4 of the Village Code of Ordinances entitled “License Classifications, Fees, Number Issued” shall be amended to read as follows:

“A. Classes. Licenses to sell alcoholic beverages shall be and are hereby divided into the following classes:

Class A. A class A license shall authorize the retail sale of alcoholic liquor for consumption on the premises as well as retail sale of alcoholic liquor in packages or bottles not for consumption on the premises, each day of the week except Sunday. **A class A license shall be issued only to premises which are larger than 1501 square feet in size.** ~~A class A license holder shall have a fully operational kitchen, including but not limited to, the following equipment: hood exhaust system and ANSEL system, on premises where alcoholic liquor is consumed on premises.~~ Such license may also permit such sales in packages or bottles on the premises, immediately adjacent to those licensed premises where alcoholic liquor is consumed, when such premises are operated under the same name, same ownership, and within the same common building, each day of the week except Sundays. The fee for a Class A license shall be \$900.00 per year.

Class I. Any person or entity having a valid state and local liquor license (issued by the municipality other than the Village of Poplar Grove) in connection with the operation of a restaurant, club, package liquor store, or tavern may obtain a Class I license by paying an annual fee of ~~\$350.00~~ **\$250.00**. Such license shall authorize the licensee to operate catering services on public or private property as authorized by the Liquor Commissioner. A Class I license may not be used more than five days in any year, with a year being defined as July 1 through June 30. If a Class I licensee wishes to use said license for more than five nonconsecutive days per year, the licensee can purchase additional days at a cost of \$100.00 per day. An applicant ~~of~~ **for** a Class I license shall apply for said license through the Village Clerk at least 30 days prior to the first date of use. Failure to apply within said timeframe shall result in an automatic denial of the applicant’s application. Any application denied for failure to file timely may be re-filed without prejudice in accordance with the rules of a Class I license.

Class K ~~license~~. A Class K license shall authorize the home delivery of retail sales of alcoholic liquor sold by a retailer or a retailer via a mobile application order.

“Delivery of alcoholic liquors to a home by a retailer.

1. **Home delivery of alcoholic liquors by a retailer or a retailer via a mobile application order shall be permitted under the following conditions:**
 - i. **The retailer shall comply with all the requirements of 235 ILCS 5/6-28.8 regarding the delivery and carry out of mixed drinks which are incorporated into the Village of Poplar Grove Code of Ordinances.**
 - ii. **The alcoholic liquors are delivered by the retailer’s employee in a tamper-proof or tamper-evident sealed container. A sealed container does not include a container with a lid with sipping holes**

- or openings for straws or a container made of plastic, paper, or polystyrene foam.
- iii. The retailer or its employee who delivers the alcoholic liquors verifies that the individual accepting the delivery is at least 21 years of age.
 - iv. If the employee delivering the alcoholic liquor is not able to safely verify a person's age or level of intoxication upon delivery, the employee shall cancel the sale of the alcoholic liquor and return the product to the license holder.
 - v. If the retailer or its employee intends to serve the alcoholic liquors to the consumer, the retailer or its employee providing the service has completed the responsible alcohol service serve training (235 ILCS 5/6-27.1).
2. All businesses permitting home delivery of alcoholic liquors shall apply for a Class K liquor license. To be eligible for a Class K license, the licensee must also have a Class A license.
 3. Any business utilizing home delivery of alcoholic liquors must provide the alcohol in a sealed container that is tamper-proof or tamper-evident, which must contain the following:
 - i. The cocktail or mixed drink ingredients, type and name of the alcohol;
 - ii. The name, license number and address of the retail licensee that filled the original container and sold the product;
 - iii. The volume of the cocktail or mixed drink in the sealed container; and
 - iv. The sealed container was filled less than 7 days before the date of the sale.
 - v. A manufacturer's original container, if used, must be filled and labeled by the manufacturer and secured by the manufacturer's original unbroken seal.
 4. The employee transferring the cocktail or mixed drink shall hold a valid server certificate by a certified Beverage Alcohol Sellers and Servers Education and Training (BASSET) trainer and be 21 years of age or older.
 5. The container of a mixed drink or cocktail shall be transported in a sealed container in the trunk of the vehicle or if there is no trunk, in the vehicle's rear compartment that is not readily accessible to the passenger area.
 6. Delivery by third party services is prohibited.
 7. The fee for a Class K license shall be \$50.
 8. The holder of such Class K license shall authorize the holder to facilitate the delivery of alcoholic liquors to a home which is lawful and fully in compliance with all rules, regulations, statutes of the state and the village.

B. The total number of licenses per class to issue hereunder is as follows:

Class A – 79

Class B – 5

Class BB-2

Class C – 4

Class D – No limit

Class E – No limit

Class F – 1

Class G – 2

Class H – No limit

Class I – No limit

Class J – No limit

Class K- 9”

9. 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.

10. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

ORDINANCE NO. 2025-14

AN ORDINANCE AMENDING VARIOUS SECTIONS OF TITLE VII BUILDING REGULATIONS, OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

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

WHEREAS, Title VII Building Regulations of the Code sets forth rules and regulations regarding Plumbing Codes, Energy Conservation, and Accessibility; and,

WHEREAS, the Village has adopted the most recent editions of the Illinois Plumbing Code, the Illinois Energy Conservation Code, and the Illinois Accessibility Code each of which, new editions are adopted from time to time; and,

WHEREAS, the Village Board wishes to amend Section 7-3-1 Adoption, of Chapter 3 Plumbing Code; Section 7-13-1, Adoption, of Chapter 13 Energy Conservation Code; and Section 7-18-1 Adoption, of Chapter 18 Illinois Accessibility Code, each contained in Title VII Building Regulations; and,

WHEREAS, the Village Board has determined this ordinance is in the best interest of the Village and its citizens.

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

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

SECTION 2: Section 7-3-1 of Chapter 3 Plumbing Code of Title VII Building Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and **underlined**):

“7-3-1. - ADOPTION.

The provisions of the **current edition of the** ~~2014~~ Illinois Plumbing Code as promulgated by the Illinois Department of Public Health and as may be amended from time to time, is hereby adopted in its entirety as the plumbing code of the Village of Poplar Grove, Illinois, for any buildings and premises in the Village and providing for the issuance of permits and the collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said plumbing code of the Village are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the additions, insertions, deletions and changes, if any, prescribed in this chapter. **For the purposes of this Section, the “current edition” shall mean the most recently published edition of the Illinois Plumbing Code as promulgated by the Illinois Department of Public Health**

One copy of the Plumbing Code is on file with the Clerk of the Village.”

SECTION 3: Section 7-13-1 of Chapter 13 Energy Conservation Code of Title VII Building Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strike throughs~~ and new language as **bold** and **underlined**):

The **current** ~~2018~~ edition of the Illinois Energy Conservation Code, including appendix chapters, is hereby adopted in its entirety as the Energy Conservation Code of the Village of Poplar Grove, Illinois, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Energy Conservation Code are hereby referred to, adopted, and made a part hereof as if fully set out in this section with the additions, insertions, deletions and changes, if any, as prescribed in this chapter. **For the purposes of this Section, the “current edition” shall mean the most recently published edition of the Illinois Energy Conservation Code.**

One copy of the Energy Conservation Code, including appendix chapters, is on file with the Clerk of the Village.”

SECTION 4: Section 7-18-1 of Chapter 18 Illinois Accessibility Code of Title VII Building Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strike throughs~~ and new language as **bold** and **underlined**):

“7-18-1. - ADOPTION.

The **current** ~~2018~~ edition of the Illinois Accessibility code, including appendix chapters, is hereby adopted in its entirety as the Accessibility Code of the Village of Poplar Grove, Illinois, regulating and governing the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Energy Conservation Code are hereby referred to, adopted, and made a part hereof as if fully set out in this section with the additions, insertions, deletions and changes, if any, as prescribed in this chapter. **For the purposes of this Section, the “current edition” shall mean the most recently published edition of the Illinois Accessibility Code.**

One copy of the Accessibility Code, including appendix chapters, is on file with the Clerk of the Village.”

SECTION 5: 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.

SECTION 6: This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

ORDINANCE 2025- 15

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

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

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

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

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

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

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

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

"2-3-6. – PEDDLER/HAWKER/SOLICITOR.

Permit Required. No person shall engage in the business of solicitor, hawker or peddler, as defined by this Chapter, without first obtaining a permit from the office of the Village Clerk allowing them to do so. Such permit will be issued by the Village Clerk upon payment of a non-refundable application fee of \$100 which shall include a background check conducted on behalf of the Village. No permit shall be issued without payment of the permit fee and satisfactory results of the background check.

Hours Allowed. No person shall go upon any residential property and ring the doorbell upon or near any door, or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and to engage in the business of solicitor, hawker or peddler, as defined by this Chapter prior to 8:00 a.m. or after 7:00 p.m. **on weekdays or prior to 10:00 a.m. or after 5:00 p.m. on Saturdays or Sundays.**

No Solicitation or No Trespass. Any occupant of a residence or commercial building may give notice of a desire to refuse solicitors by displaying a "No Solicitation" or "No

Trespassing” or similar sign which shall be posted on or near the main entrance door or near the property line adjacent to the sidewalk leading to the residence or the commercial building. Such sign shall not exceed the size parameters specified in the Village’s land use ordinance regulating signs. The display of such sign shall be deemed to constitute notice to any **peddler, hawker or** solicitor, that the inhabitant of the residence or commercial building does not desire to receive and/or does not invite **peddlers, hawkers or** solicitors. It shall be the responsibility of the **peddler, hawker or** solicitor to check such residence or commercial building for the presence of any such notice. A violation of this provision shall be a violation of this section.

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT



Village of Poplar Grove – Board Meeting Memo

David Howe
Director of Public Works

7/2/2025

New Plow Truck Purchase

1. Background:

An opportunity has been presented to the Village to take possession of a new 5-yard plow truck this November, rather than waiting until the end of next year. Our sales representative from Lakeside, Patrick McNamara, called me last Thursday to inform me they have several demo trucks available with configurations similar to the truck we are currently in the process of ordering. This option would ultimately provide us with a newer model year and additional features compared to our existing order, as well as possession of it prior to the next snow season. The truck is red and comes equipped with a Monroe plow, wings, controls, and a stainless steel dump body.

2. Current Status:

I am in ongoing communication with Patrick. He will be back in the office next Monday, at which point I will have the final pricing details and the complete truck spec sheet. If approved at Wednesday's meeting, we will proceed with reserving the truck and finalizing the purchase on Thursday.

3. Fiscal Impact:

The anticipated final purchase price of this truck is approximately \$262,000. This reflects its status as a 2026 model and includes added features due to its use as a demo unit. However, because it has been utilized for trade shows, we are receiving a substantial discount—estimated between \$25,000 and \$30,000—compared to building this exact setup ourselves.

In addition to the upfront cost, there are several other financial considerations:

- The truck would need to be paid for in the current budget cycle, rather than the 2027 budget cycle as originally planned with our current order.
- We will realize savings on repair costs over the next year.
- Selling our 2005 truck now, rather than after another plow season, will help us maximize its resale value.

Please refer to Kristi's financial data for more detailed budget implications.

4. Recommendation:

I recommend that we move forward with the purchase of the 2026 HV507 demo plow truck from Lakeside International of Rockford.

6. Supporting Documents (if applicable):

- ☐ Attached
- ☐ Not Applicable



7/2/2025

This document serves as a cost anyalsis to purchase a Demo Snowplow Truck in lieu of the Approved Resolution for the purchase of a snowplow, in which take posession this snow season

DEMO SNOWPLOW FIGURES

Estimated Price for Demo Truck	\$ 262,000.00
Budget Items for Consideration	
New Work Truck	\$ 65,000.00
Additional Attachements	\$ 35,000.00
Repair Cost Average (\$32,000 over 4 years)	\$ 8,000.00 per year
Selling Existing Plow to offset Costs	\$ 50,000.00
TOTALS	\$ 158,000.00
REMAINING COST	\$ 104,000.00
Estimated FY26 Net Revenue to Move to CIP	\$ 370,000.00
Minus New Truck Remaining	\$ 104,000.00
Total NEW Estimated FY26 Net Revenue to Move to CIP	\$ 266,000.00



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

<https://www.poplargoil.gov/>

I contacted the following nurseries: **Myers Tree Farm, Ack Ack Nursery, S&H Nursery, J. Carlson Growers, and Wirkus Nursery.**

- **S&H** and **Wirkus** do not have any trees available over 6–7 feet. Since my goal was to find an option comparable in size to the NBFD3 quoted tree, I did not obtain pricing for these alternatives at the time. However, I can follow up to request pricing if we decide to pursue a smaller option—though I would anticipate the cost to fall within the \$500–\$700 range.
- **Myers** and **J. Carlson** both have trees in the 14–15' range, priced at \$1,260.
- **Myers Tree Farm** has 7-8' trees priced around \$700 depending on the actual size.
- **J. Carlson** has provided a quote for a 7' tree for \$520.

J. Carlson has a 14' tree already dug and ready for transport. We would need to pick it up and install it ourselves, as their installation is handled by a third party and is significantly more expensive. Since we've never installed a tree larger than 7', John has offered to visit and advise us on hole depth and installation. I've attached the email quote above.

Myers offers both pickup and delivery/installation options. Their installation service is available for an additional \$275. I reached out again yesterday to request a formal quote via email but have not yet received a response.

Ack Ack Nursery does have a couple of trees in the 14' range but hasn't provided pricing. They also have a larger selection of 6–7' trees priced around \$700.

Recommendation: Based on the available information, I recommend going with J. Carlson if the Village plans to purchase the tree directly (regardless of size) rather than reimbursing NBFD3 for the tree they received a quote for.

Regarding the portion of property with the spruce trees, it is an area that we have consistently mowed, treated, and maintained since I began working here, and likely for an even longer period prior to that.

We have also utilized that tree for the annual Christmas tree lighting event since 2021, without any complaints. During preparations for the most recent event, my staff and I observed several concerning issues with the tree. The needles on the lower half of the tree were no longer viable beyond the first foot or two of each branch. Additionally, the branches appeared sagging, brittle, and structurally compromised. Upon closer inspection, we identified blackish mold spots

on the trunk, indicating an infection. Mold spores from spruce trees are known to spread to nearby vegetation, potentially causing disease in other trees and plant life. Due to these factors and the risk of further spreading, we made the decision to remove the tree.

Sincerely,

David Howe

Director of Public Works



NORTH BOONE FIRE DISTRICT #3

Station #1 305 West Grove St, Poplar Grove IL 61065

Station #2 2940 Charleston Ct, Caledonia IL 61011

Email: Chief@northboonefire.com

DATE: 6/6/2025

To the Village of Poplar Grove :

NB3 agrees with David Howe's best price. We would like you to do the 14 to 15 ft spruce at \$1460. Any questions please reach out to me. My phone number is 815-703-5102.

Sincerely,

Glen Guthrie, President, Board of Trustees

North Boone Fire Protection District #3

Subdivision Signage and Median Evaluation Summary

1. Condition of Subdivision Signs

- **Prairie Green (x2), Westergren (x2)**
 - Brick construction
 - No visible structural damage (no broken block or loose grout)
 - In need of general cleaning and power washing
 - Anticipated future repairs (grout/block), though no cost estimate is currently available due to lack of precedent
 - **Sherman Oaks, Bennett's Crossing**
 - Wood construction
 - Significantly faded and in need of professional repainting
 - Wood appears structurally sound at this time
-

2. Condition of Medians

- **Ravenscrest**
 - Median includes a newer sign with a river rock base
 - No landscaping currently present
 - Approximately 6 feet of curb damage identified
 - **Westergren**
 - Median contains established trees and a grass base
 - **The Trails (Developer-Maintained)**
 - Mulch base
 - Established decorative grasses and lilies
 - **Greenbriar (Prairie Green)**
 - 1st median: Grass base, burning bushes, lilies; approx. 4 feet of curb damage
 - 2nd median: Grass base only, no additional plantings
 - **Hill Street (3 Medians)**
 - All grass base
 - Two have established trees
 - One has no plantings
-

3. Estimated Cost: Signage Repair, Replacement & Maintenance

- **Wood Sign Repainting**
 - Recommended to be completed professionally due to detailed design
 - Must meet union or prevailing wage requirements
 - No current cost estimate available due to lack of recent experience
 - **Sign Replacement**
 - Estimated cost: **\$2,000–\$3,000 per sign** (based on prior Ravenscrest estimates)
-

4. Estimated Cost: Landscaping Installation & Maintenance

- **Maintenance Costs Vary by Type:**
 - **Trees/Shrubs:** Lower cost; minimal seasonal trimming after establishment (~a few hundred dollars in annual labor)
 - **Ornamental Landscaping:** Higher maintenance needs, including routine weeding, fertilization, and seasonal cleanup (spring/fall)
 - **Watering:** Daily during initial establishment, with weekly watering for the remainder of the first season. Some plant types may require ongoing watering in subsequent years
 - **Material Considerations:**
 - **Mulch Base:**
 - Requires biannual reapplication
 - Lower upfront cost but higher long-term maintenance. Mulch is priced at **\$32.00** a yard through our current vendor.
 - **Stone Base (e.g., River Rock):**
 - Higher initial cost, but minimal maintenance after installation. River rock is priced at **\$43.00** per ton through our current vendor.
 - **Weed Control:**
 - Estimated product cost: **\$250 per year** for areas of this size
-

5. Estimated Cost: Sign or Median Removal

- Following consultation with engineer, removal of medians is **not considered cost-effective** or **practically viable** at this time.

- Sign removal, site cleanup, and area restoration can be completed at minimal cost, requiring only a few hours of staff labor.
-

6. Property Ownership Assessment

- **Westergren:**
 - Both signs are located on private property (undeveloped lots)
- **Bennett's Crossing:**
 - Sign is within the **State-owned** right-of-way (ROW); part of landscaping encroaches on 218 Carson
- **Sherman Oaks:**
 - Sign is located within the public ROW
- **Ravenscrest:**
 - Sign is located in the roadway median
- **Prairie Green:**
 - Signs are located on a Village-owned buffer parcel
- **Medians:**
 - All are within Village-owned roadway property

Bennett's Crossing Entrance Sign



Bridlewood / Westergren Entrance Signs



Bridlewood / Westergren Entrance Median



Olson Woods



Prairie Green Entrance Sign



Prairie Green Entrance Median



Raven's Crest Entrance Median Area



Sherman Oaks Entrance Sign



Date Updated: 7.3.25

July 2025 Checks

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date		Total by Type
	Check Run #1	Check Run #2	
AP Checks	\$162,811.99		\$162,811.99
EFTS (ACH)	\$27,541.39	\$0.00	\$27,541.39
Payroll	\$19,877.00		\$19,877.00
Other	\$17,744.46	\$0.00	\$17,744.46
Total	\$227,974.84	\$0.00	\$227,974.84

Estimated - Payroll
Estimated based on New Insurance Renewal Rate

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

Total	\$0.00	\$0.00	\$0.00
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FINAL NUMBERS

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

Prepaid W& S contract labor

Paid out terminated employee vacation

Specific Breakout: Requested Actual Difference

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: ADT COMMERCIAL LLC						
159061855	06/26/2025	EVERON FKA ADT COMMER	FIRE & SECURITY 07/26-8/25	01-50-4206	219.70	219.70
TOTAL VEN						219.70
VENDOR NAME: ALEKSANDER IVANOV						
06/28/2025	06/28/2025	ALEKSANDER IVANOV	UB Receipt Refund for Account #: 001900	31-00-1401	33.78	0.00
				31-00-1401	16.87	
TOTAL VEN						0.00
VENDOR NAME: AMAZON CAPITAL SERVICES						
1P1L-T7WX-RQWM	07/01/2025	AMAZON.COM	TRASH BAGS & COPY PAPER	01-50-4300	107.88	107.88
19P9-JPNJ-Y9F3	06/29/2025	AMAZON.COM	STREET SWEEPER SUPPLIES	01-53-4227	67.98	67.98
1F3R-KWYF-C9J1	06/18/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	92.25	92.25
TOTAL VEN						268.11
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
68718	06/25/2025	B&F CONSTRUCTION CODE	SOLAR PLAN REVIEW	01-55-4215	350.00	350.00
68714	06/25/2025	B&F CONSTRUCTION CODE	SOLAR PLAN REVIEW	01-55-4215	350.00	350.00
68647	06/18/2025	B&F CONSTRUCTION CODE	PLAN REVIEW 2025-29 NHC	01-55-4215	1,185.00	1,185.00
TOTAL VEN						1,885.00
VENDOR NAME: BB COMMUNITY LEASING SERVICES INC.						
100843	06/23/2025	BB COMMUNITY LEASING	LEASE SWEEPER	01-53-4407	2,182.01	2,252.11
				01-53-4811	70.10	
TOTAL VEN						2,252.11
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-086882	06/26/2025	BLAIN'S FARM & FLEET	TRUCK MAINT	01-53-4301	135.31	135.31
BFF-086875	06/26/2025	BLAIN'S FARM & FLEET	DAN CLOTHING ALLOWANCE	01-53-4080	179.97	179.97
TOTAL VEN						315.28
VENDOR NAME: BOONE COUNTY JOURNAL						
24530	06/17/2025	BOONE COUNTY JOURNAL	MEETING DATE CHANGE PUB	01-50-4209	52.00	52.00
TOTAL VEN						52.00
VENDOR NAME: CARD SERVICE CENTER						
E300WL07Z	05/29/2025	CARD SERVICE CENTER	MICROSOFT ONLINE SERVICES	01-50-4214	125.75	125.75
E0300WL07Y	05/29/2025	CARD SERVICE CENTER	MIRCROSOFT ONLINE SERVICES	01-50-4214	80.00	80.00
FACBOOKJUNE2025	06/07/2025	CARD SERVICE CENTER	NEIGHBORSNIGHT AD	01-55-4209	39.97	39.97
423493053001	06/14/2025	CARD SERVICE CENTER	SIGNS FOR NEIGHBORS NIGHT	01-55-4302	610.04	610.04
10308880700	06/10/2025	CARD SERVICE CENTER	PAPER TOWELS AND TP	01-50-4300	88.48	88.48
JUNE2025	06/29/2025	CARD SERVICE CENTER	LATE/INTEREST FEE	01-50-4500	75.19	75.19
TOTAL VEN						1,019.43
VENDOR NAME: CIVICPLUS						
339660	08/01/2025	CIVICPLUS	ANNUAL MEETING RENEWAL	01-57-4203	3,570.00	3,570.00
339657	08/01/2025	CIVICPLUS	ANNUAL ONLINE CODE	01-57-4203	4,211.66	4,211.66
TOTAL VEN						7,781.66
VENDOR NAME: COMED						
3174406000JUNE25	06/02/2025	COMED	LIFT STATION	31-75-4204	204.87	204.87
8107661222JUNE2025	06/03/2025	COMED	LIFT STATION	31-75-4204	386.33	386.33
5555323000JUNE2025	06/10/2025	COMED	LIFT STATION	31-75-4204	641.46	641.46
5318627000JUNE2025	06/10/2025	COMED	SWWTP WELL #2	31-79-4204	35.32	35.32

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: COMED						
9177938000	JUNE2025 06/10/2025	COMED	LIFT STATION	31-75-4204	105.11	105.11
3233830100	JUNE2025 06/10/2025	COMED	LIFT STATION	31-75-4204	41.94	41.94
0799140100	JUNE2025 05/30/2025	COMED	LIFT STATION	31-75-4204	444.20	444.20
1126462222	JUNE2025 06/10/2025	COMED	PUMP STATION & WATER TOWER	31-68-4204	164.80	164.80
29949750000	JUNE202 06/10/2025	COMED	WELL HOUSE #4	31-68-4204	2,296.31	2,296.31
3172892222	JUNE2025 06/10/2025	COMED	WELL HOUSE #2	31-68-4204	120.73	120.73
4653503000	JUNE2025 06/10/2025	COMED	SWWTP#1	31-79-4204	23,455.22	23,455.22
74705311222	JUNE202 06/10/2025	COMED	NWWTP	31-77-4204	9,412.90	9,412.90
7991645000	JUNE2025 06/10/2025	COMED	WELL HOUSE #5 & #6	31-68-4204	3,441.43	3,441.43
9866415000	JUNE2025 06/10/2025	COMED	WELL HOUSE #3	31-68-4204	2,258.90	2,258.90
3061267111	JUNE2025 06/04/2025	COMED	LIFT STATION	31-75-4204	65.37	65.37
0622964000	JUNE2025 06/10/2025	COMED	LIFT STATION	31-75-4204	50.95	50.95
5653742222	JUNE2025 05/28/2025	COMED	STREET LIGHTS	01-53-4230	7,943.40	7,943.40
2439012111	JUNE2025 05/20/2025	COMED	STREET LIGHTS	01-53-4230	169.13	169.13
TOTAL VEN						51,238.37
VENDOR NAME: ENRIQUE GARZA						
06/28/2025	06/28/2025	ENRIQUE GARZA	UB Receipt Refund for Account #: 001300	31-00-1401	16.35	0.00
				31-00-1401	8.16	
TOTAL VEN						0.00
VENDOR NAME: FOX VALLEY INTERNET, INC.						
794016	06/24/2025	FOX VALLEY INTERNET,	NWWTP & SWWTP INTERNET	31-77-4202	29.95	54.90
				31-79-4202	24.95	
TOTAL VEN						54.90
VENDOR NAME: FRONTIER						
JUNE2025	06/20/2025	FRONTIER	VILLAGE PHONE LINES X13	31-68-4202	82.58	1,161.31
				31-50-4202	63.76	
				31-50-4202	108.66	
				31-68-4202	60.89	
				31-79-4202	96.42	
				31-50-4202	64.59	
				31-68-4202	63.76	
				31-68-4202	132.77	
				31-50-4202	61.37	
				31-50-4202	116.41	
				31-77-4202	185.27	
				31-68-4202	63.76	
				31-50-4202	61.07	
TOTAL VEN						1,161.31
VENDOR NAME: GO TO COMMUNICATIONS INC						
IN7103923596	06/01/2025	GO TO COMMUNICATIONS	VH PHONE, INTERNET AND FAX	01-50-4202	248.74	248.74
TOTAL VEN						248.74
VENDOR NAME: HD SUPPLY INC / USA BLUE BOOK						
INV00746137	06/23/2025	USA BLUE BOOK	WATER TESTING	31-75-4302	201.55	201.55
TOTAL VEN						201.55
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
8621264	06/13/2025	HOME DEPOT CREDIT SER	PAINT	01-53-4301	230.57	230.57

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
TOTAL VEN						230.57
VENDOR NAME: ILLINOIS ENVIRONMENTAL PROTECTION A						
JUNE2025	06/18/2025	ILLINOIS ENVIROMENTAL	NPDS PERMIT EPA NWWTP	31-75-4307	7,500.00	7,500.00
2025JUNE	06/18/2025	ILLINOIS ENVIROMENTAL	NPDS PERMIT EPA SWWTP	31-75-4307	15,000.00	15,000.00
TOTAL VEN						22,500.00
VENDOR NAME: JOHNSON TRACTOR						
IH34021	06/23/2025	JOHNSON TRACTOR	CLUTCH	01-53-4227	136.70	136.70
TOTAL VEN						136.70
VENDOR NAME: MEDIACOM						
JULY2025	06/20/2025	MEDIACOM	VH INTERNET	01-50-4202	265.43	265.43
TOTAL VEN						265.43
VENDOR NAME: MENARDS						
51472	06/25/2025	MENARDS	PAINT	01-53-4301	215.73	215.73
51373	06/24/2025	MENARDS	SHOP STOCK	01-53-4302	42.91	42.91
TOTAL VEN						258.64
VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC						
39840	07/01/2025	MORGAN BUILDING MAINT	HALL/LIONS CLEANING JULY 2025	01-50-4240	1,251.00	1,251.00
TOTAL VEN						1,251.00
VENDOR NAME: NICOR GAS						
77254215526JUNE202	06/18/2025	NICOR GAS	LIFT STATION & WATER TOWER	31-68-4204	115.45	115.45
94988910009JUNE202	06/17/2025	NICOR GAS	WELL #3	31-68-4204	128.90	128.90
07465530330JUNE202	06/17/2025	NICOR GAS	WELL HOUSE #5 & #6	31-68-4204	173.21	173.21
12314476859JUNE202	06/16/2025	NICOR GAS	LIFT SATION WITH GENERATOR	31-75-4204	113.06	113.06
17034425508JUNE202	06/24/2025	NICOR GAS	LIFT STATION	31-75-4204	330.97	330.97
22409207747JUNE202	06/11/2025	NICOR GAS	SWWTP	31-79-4204	710.36	710.36
22898582741JUNE202	06/11/2025	NICOR GAS	LIFT SATION	31-75-4204	113.71	113.71
24868703307JUNE202	05/19/2025	NICOR GAS	COLLECTION LIFT SATION	31-75-4204	118.59	118.59
30139401027JUNE202	06/11/2025	NICOR GAS	WELL HOUSE #4	31-68-4204	127.32	127.32
50356750062JUNE202	06/11/2025	NICOR GAS	WELL HOUSE #2	31-68-4204	121.68	121.68
31857320001	06/11/2025	NICOR GAS	WELL HOUSE #2	31-68-4204	186.39	186.39
49599619696JUNE202	06/11/2025	NICOR GAS	PW BUILDING	01-53-4204	592.81	592.81
72878472371JUNE202	06/01/2025	NICOR GAS	NWWTP	31-77-4204	274.86	274.86
TOTAL VEN						3,107.31
VENDOR NAME: NORTHERN ILLINOIS SERVICE CO						
9969	06/19/2025	NORTHERN ILLINOIS SER	ROAD STONE STOCK	31-70-4301	17,597.50	35,195.00
				31-75-4301	17,597.50	
TOTAL VEN						35,195.00
VENDOR NAME: PITNEY BOWES INC.						
JUN2725	06/27/2025	PITNEY BOWES INC.	POSTAGE MACHINE	01-50-4208	100.00	800.00
				31-70-4208	350.00	
				31-75-4208	350.00	
JUN24						
				01-50-4208	100.00	800.00
				31-70-4208	350.00	
				31-75-4208	350.00	

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: PITNEY BOWES INC.						
1027672561	06/22/2025	PITNEY BOWES INC.	LEASE & SERVICE AGREEMENT	01-50-4214	448.35	448.35
TOTAL VEN						2,048.35
VENDOR NAME: R.N.O.W., INC.						
2025-75682	06/26/2025	R.N.O.W., INC.	STREET SWEEPER REPAIR PARTS	01-53-4227	1,010.40	1,010.40
TOTAL VEN						1,010.40
VENDOR NAME: ROCK ROAD COMPANIES						
325048	06/20/2025	ROCK ROAD COMPANIES	COLD PATCH	01-53-4301	6,225.40	6,225.40
TOTAL VEN						6,225.40
VENDOR NAME: ROCKFORD BUSINESS SYSTEMS, INC						
21714	07/01/2025	ROCKFORD BUSINESS SYS	COPY MACHINE B/W & COLOR COPIES	01-50-4214	373.69	373.69
TOTAL VEN						373.69
VENDOR NAME: SABEL MECHANICAL LLC.						
250490	06/17/2025	SABEL MECHANICAL LLC.	SWWTP FILTER MAINT	31-79-4240	822.02	822.02
TOTAL VEN						822.02
VENDOR NAME: SIKICH LLP - ACCOUNTING SERVICES						
101028	06/27/2025	SIKICH LLP - ACCOUNTI	OFFICE SUPPORT-MAY	01-50-4240	6,960.00	6,960.00
TOTAL VEN						6,960.00
VENDOR NAME: SOLUTIONS BANK						
40155- JULY 2025	07/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL -PW NOTE - 40155	01-50-4752 01-50-4752	2,304.18 3,317.21	5,621.39
40192 JULY 2025	07/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL 24 TRK - 40192	01-53-4811 01-53-4407	901.43 3,269.46	4,170.89
40007 JULY 2025	07/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 40007	01-50-4752 01-50-4752	2,052.45 11,817.55	13,870.00
TOTAL VEN						23,662.28
VENDOR NAME: TEST INC.						
70125055	07/01/2025	TEST INC.	AUGUST 2025 MONTHLY CONTRACT SERVICES	31-77-4236 31-79-4236 31-68-4236 31-75-4236	5,653.93 5,653.93 4,711.60 2,826.97	18,846.43
25060538	06/16/2025	TEST INC.	SWWTP TESTING	31-79-4236	17.00	17.00
25060535	06/16/2025	TEST INC.	WELL 4 TESTING	31-68-4236	17.00	17.00
25060498	06/13/2025	TEST INC.	WELL 4 TESTING	31-68-4236	50.00	50.00
25060537	06/16/2025	TEST INC.	NWWTP TESTING	31-77-4236	17.00	17.00
25060500	06/13/2025	TEST INC.	WELL 5 & 6 TESTING	31-79-4236	100.00	100.00
25060497	06/13/2025	TEST INC.	TESTING WELL 3	31-77-4236	100.00	100.00
TOTAL VEN						19,147.43
VENDOR NAME: U.S. CELLULAR						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: U.S. CELLULAR						
0738589317	06/22/2025	U.S. CELLULAR	WWTP, CLERK, VLG PRES, TABLET, HOTSPOT	01-50-4202	99.94	241.27
				31-50-4202	44.78	
				01-57-4202	44.06	
				31-50-4202	52.49	
TOTAL VEN						241.27
VENDOR NAME: VERIZON						
JUNE2025	06/23/2025	VERIZON	PW,PG,ADMIN, HOTSPOT 2, TABLETS	01-53-4202	36.01	192.73
				01-50-4202	36.01	
				31-50-4202	36.01	
				31-50-4202	42.35	
				31-50-4202	42.35	
TOTAL VEN						192.73
GRAND TOTAL:						190,326.38

VILLAGE OF POPLAR GROVE

ORDINANCE NO. 2025 - 16

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

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

THIS __09__ DAY OF __July_____, 2025

Published in pamphlet form by authority of the Village Board of the Village of Poplar Grove,
Boone County, Illinois this _____ day of _____, 2025

ORDINANCE NO. 2025 - ____16__

APPROPRIATION ORDINANCE

An Ordinance appropriating for all corporate purposes for the Village of Poplar Grove, Illinois, for the fiscal year commencing on the 1st day of May, 2025, and ending on the 30th day of April, 2026.

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

SECTION ONE: The amounts herein set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of the Village of Poplar Grove, be and the same are hereby appropriated for the corporate purposes of the Village of Poplar Grove, Illinois, as hereinafter specified for the fiscal year commencing on the 1st day of May, 2025, and ending on the 30th day of April, 2026.

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

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

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

SECTION FIVE: If any section, subdivision, or sentence of this Ordinance shall, for

any reason, be held invalid or deemed to be unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

SECTION SIX: Herein also being adopted as part of this Ordinance is the Fiscal Year 2026 line item budget summary by fund and department for the Village of Poplar Grove, which is attached as Exhibit B, and incorporated herein.

SECTION SEVEN: Herein also being adopted as part of this Ordinance is the Certificate of Estimate of Revenues for the fiscal year of May 1, 2025 to April 30, 2026 for the Village of Poplar Grove, which is attached as Exhibit C, and incorporated herein.

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

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

PASSED and approved this _____ day of _____, 2025.

PRESIDENT OF THE VILLAGE OF
POPLAR GROVE, ILLINOIS

ATTEST:

CLERK

AYES: _____

NAYS: _____

ABSENT: _____

EXHIBIT A

SUMMARY OF APPROPRIATIONS FOR FISCAL YEAR

ENDING APRIL 30, 2026 BY FUND

GENERAL FUND

Administration Department	\$ 786,174
Public Safety	\$ 10,000
Parks & Recreation	\$ 212,900
Streets Department	\$ 698,229
Community Development and Events	\$ 215,500
Village Clerk Department	\$ 98,824
Transfer to W & S Fund, Debt Service, & CIP	\$ 586,532

GRAND TOTAL GENERAL FUND	\$2,608,159
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MOTOR FUEL TAX FUND

GRAND TOTAL MOTOR FUEL TAKE FUND	\$ 360,000
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WATER AND SEWER FUND

Administration Department	\$ 691,750
Water Towers	\$ 159,000
Water Department	\$ 225,500
Sewer Department	\$ 377,400
North Plant	\$ 163,000
South Plant	\$ 303,000

GRAND TOTAL WATER AND SEWER FUND	\$1,919,650
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DEBT SERVICE FUND

GRAND TOTAL DEBT SERVICE FUND	\$ 213,200
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CAPTIAL PROJECTS FUND

GRAND TOTAL CAPITAL PROJECTS FUND GOVERNMENTAL	\$ (100,000)
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GRAND TOTAL ALL FUNDS	\$5,581,009
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STATE OF ILLINOIS)
) SS
 COUNTY OF BOONE)

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

**ORDINANCE NO. 2025 - APPROPRIATION ORDINANCE OF
 THE VILLAGE OF
 POPLAR GROVE, BOONE COUNTY, ILLINOIS**

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

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

This ____ day of _____, 2025

 VILLAGE CLERK

(SEAL)

EXHIBIT B
Line Item Budget

EXHIBIT C

**Certificate of Estimate of Revenues for the Fiscal Year of
May 1, 2025 to April 30, 2026 for the Village of Poplar Grove, Boone County IL**

REVENUES	2025-2026 (Estimates this year)
<u>GENERAL FUND</u>	
Property Taxes- Corporate	\$ 295,694.00
Property Taxes - Road & Bridge	\$ 94,000.00
Property Taxes - Audit	\$ 15,000.00
Property Taxes - Liability Insurance	\$ 21,000.00
Property Taxes - Social Security	\$ 20,000.00
State Income Taxes	\$ 883,000.00
State Use Taxes	\$ 55,000.00
State Telecommunications Tax	\$ 44,000.00
State Sales Tax	\$ 500,000.00
State Video Gaming Tax	\$ 135,000.00
State Replacement Tax	\$ 7,000.00
State Local Share of Cannabis Tax	\$ 8,000.00
Municipal Utility Tax - Electricity	\$ 120,000.00
Municipal Utility Tax - Natural Gas	\$ 112,000.00
Municipal Tax - Mediacom	\$ 39,500.00
Code Violation Fees	\$ 5,000.00
Filing Fees for Planning and Zoning	\$ 2,000.00
Building Permit Fees	\$ 100,000.00
Video Gaming Licenses	\$ 1,600.00
Other License Fees	\$ 1,000.00
Truck Permits	\$ 500.00
Liquor Licenses	\$ 22,000.00
Tobacco License Fees	\$ 200.00
Rents Received	\$ 22,000.00
Recapture Fees	\$ -
Federal Grant Revenue	\$ -
Local Grant Revenue	\$ 10,000.00
Miscellaneous Revenue	\$ 2,000.00
Donations Contributions	\$ -
Interest	\$ 125,000.00
TOTAL GENERAL FUND	\$ 2,640,494.00
<u>MOTOR FUEL TAX</u>	
Motor Fuel Tax	\$ 225,000.00
Local Rds & Sts Rebuild IL	\$ -
Interest	\$ 15,000.00
TOTAL MOTOR FUEL TAX FUND	\$ 240,000.00
<u>WATER & SEWER FUND</u>	
Property Taxes - Corporate	\$ 39,184.00
Water and Sewer Sales	\$ 1,960,000.00
Water/Sewer Penalties	\$ 25,000.00
Water & Sewer Connection Fees	\$ 20,000.00
Bulk Water Sales	\$ 1,000.00
Meter & MXU Sales	\$ 5,000.00
Turn on/off Water Fees	\$ 10,000.00
Miscellaneous Income	\$ 1,000.00
Interest	\$ 60,000.00
Transfer in from General Fund	\$ -
TOTAL WATER AND SEWER FUND	\$ 2,121,184.00
<u>DEBT SERVICE FUND</u>	
Transfer from General Fund	\$ 213,200.00
TOTAL DEBT SERVICE FUND	\$ 213,200.00

CAPITAL IMPROVEMENT FUND

Interest	\$	-
Donations/Contributions	\$	-
Transfer from General Fund	\$	370,000.00
TOTAL CAPITAL IMPROVEMENT FUND	\$	370,000.00

Sikich LLC, Interim Treasurer for the Village of Poplar Grove, certifies that the aforestated revenues are an accurate estimate by source aniticipated to be received by the Village of Poplar Grove for the fiscal year of May 1, 2025 to April 30, 2026.

Sikich LLC

Interim Treasurer

BUDGET REPORT

Fund: 01 GENERAL FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 00						
01-00-3010	PROPERTY TAXES - CORPORATE	260,927.00	260,563.24	279,832.00	280,006.69	295,694.00
01-00-3011	PROPERTY TAXES - ROAD & BRIDGE	86,000.00	88,049.23	91,000.00	90,581.29	94,000.00
01-00-3012	PROPERTY TAXES - AUDIT	15,000.00	14,976.40	15,000.00	14,981.67	15,000.00
01-00-3013	PROPERTY TAXES - LIABILITY INSURA	21,000.00	20,964.55	21,000.00	20,974.40	21,000.00
01-00-3014	PROPERTY TAXES - SOCIAL SECURITY	20,000.00	19,961.04	20,000.00	19,971.64	20,000.00
01-00-3100	STATE INCOME TAXES	782,596.00	826,594.72	863,379.00	877,538.43	883,000.00
01-00-3101	STATE USE TAXES	202,768.00	190,709.02	212,967.00	130,338.11	55,000.00
01-00-3102	STATE TELECOMMUNICATIONS TAX	45,000.00	41,605.24	43,000.00	40,153.13	44,000.00
01-00-3103	STATE SALES TAXES	450,000.00	489,330.52	475,000.00	453,734.29	500,000.00
01-00-3104	STATE VIDEO GAMING TAX	120,000.00	118,346.05	125,000.00	131,111.41	135,000.00
01-00-3105	REPLACEMENT TAX	12,000.00	9,884.58	15,000.00	6,553.76	7,000.00
01-00-3106	STATE LOCAL SHARE OF CANNABIS USE	8,600.00	7,989.44	7,876.00	7,910.09	8,000.00
01-00-3200	MUNICIPAL UTILITY TAX - ELECTRICI	135,000.00	129,074.46	135,000.00	104,276.39	120,000.00
01-00-3201	MUNICIPAL UTILITY TAX - NATURAL G	85,000.00	96,780.08	100,000.00	105,899.33	112,000.00
01-00-3205	MUNICIPAL TAX MEDIACOM/COMCAST	38,500.00	38,101.60	50,000.00	36,930.77	39,500.00
01-00-3300	CODE VIOLATION FEES	5,000.00	26,250.00	5,000.00	24,222.00	5,000.00
01-00-3301	FILING FEES	2,000.00	7,545.16	2,000.00	600.00	2,000.00
01-00-3400	BUILDING PERMIT FEES	100,000.00	74,594.00	90,000.00	89,093.47	100,000.00
01-00-3401	VIDEO GAMING LICENSES	1,600.00	1,575.00	1,600.00	1,575.00	1,600.00
01-00-3403	OTHER LICENSE FEES	1,000.00	1,005.00	1,000.00	1,550.00	1,000.00
01-00-3405	TRUCK PERMITS	1,000.00		250.00	525.00	500.00
01-00-3406	LIQUOR LICENSES	22,000.00	23,305.00	24,000.00	22,150.00	22,000.00
01-00-3408	TOBACCO LICENSE FEES	200.00	340.00	300.00	150.00	200.00
01-00-3500	RENTS RECEIVED	22,800.00	4,230.00	24,000.00	21,825.00	22,000.00
01-00-3502	RECAPTURE FEES	9,000.00		5,000.00		
01-00-3505	GASB 87 LEASE RECEIPTS		17,306.00			
01-00-3700	FEDERAL GRANT REVENUE		694,576.05			2,000.00
01-00-3702	LOCAL GRANT REVENUE			10,000.00		10,000.00
01-00-3800	MISCELLANEOUS REVENUE	2,025,788.00	66,499.70	2,000.00	16,062.73	
01-00-3801	DONATIONS/CONTRIBUTIONS	3,000.00	5,385.62			
01-00-3860	INSTALLMENT CONTRACT ISSUANCE		500,000.00			
01-00-3865	LINE OF CREDIT		1,460,490.00			
01-00-3900	INTEREST	115,312.00	220,930.19	110,000.00	124,431.88	125,000.00
01-00-3902	GASB 87 INTEREST REVENUE		365.00			
Totals for dept 00 -		4,591,091.00	5,457,326.89	2,729,204.00	2,623,146.48	2,640,494.00
TOTAL ESTIMATED REVENUES		4,591,091.00	5,457,326.89	2,729,204.00	2,623,146.48	2,640,494.00

BUDGET REPORT

Fund: 01 GENERAL FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 50 - ADMIN						
01-50-4000	SALARIES	291,334.00	238,244.95	448,365.00	251,161.68	160,000.00
01-50-4010	SALARIES - OVERTIME	9,000.00	271.87	12,000.00	99.36	300.00
01-50-4100	SOCIAL SECURITY - EMPLOYER	18,621.00	14,027.27	28,543.00	14,761.89	9,200.00
01-50-4101	MEDICARE - EMPLOYER	4,355.00	3,280.66	6,675.00	3,452.50	2,200.00
01-50-4102	WORKERS COMPENSATION INSURANCE	7,000.00	1,168.94	4,000.00	15,573.00	11,000.00
01-50-4103	UNEMPLOYMENT COMPENSATION	876.00	915.92	1,000.00	575.74	350.00
01-50-4104	IMRF EMPLOYER	15,650.00	10,726.37	17,879.00	8,993.89	5,600.00
01-50-4105	LIFE INSURANCE - EMPLOYER	768.00	612.84	768.00	656.03	350.00
01-50-4106	HEALTH INSURANCE EXPENSE	80,561.00	61,634.04	95,084.00	67,956.96	32,000.00
01-50-4200	GENERAL INSURANCE EXPENSE	40,000.00	35,858.95	50,000.00	81,511.00	110,498.00
01-50-4202	TELEPHONE & INTERNET SERVICES	9,600.00	8,910.33	9,600.00	8,343.15	9,600.00
01-50-4203	WEB SITE MAINTENANCE	5,000.00		2,000.00		5,000.00
01-50-4204	UTILITIES				238.75	
01-50-4205	TRAVEL/MEALS/LODGING	7,500.00	5,892.35	500.00		6,500.00
01-50-4206	SECURITY SYSTEM	2,500.00	2,585.14	3,000.00	2,787.58	2,700.00
01-50-4207	TRAINING	6,000.00	5,031.92	6,000.00		6,000.00
01-50-4208	POSTAGE	1,800.00	1,902.32	2,000.00	2,145.08	2,250.00
01-50-4209	PUBLICATION COST	3,000.00	1,862.83	3,000.00	2,427.43	2,500.00
01-50-4211	AUDITING SERVICES	17,000.00	18,250.00	77,000.00	44,320.00	20,000.00
01-50-4212	ENGINEERING SERVICES	35,000.00	2,737.80	35,000.00	5,074.35	15,000.00
01-50-4213	LEGAL SERVICES	90,000.00	58,081.18	65,000.00	95,293.47	85,000.00
01-50-4214	OFFICE SYSTEM SUPPORT	20,000.00	19,876.88	22,000.00	26,649.42	23,000.00
01-50-4217	PROFESSIONAL DUES	3,500.00	1,570.00	2,500.00	1,727.00	4,300.00
01-50-4219	CUSTODIAL SERVICES	7,200.00	7,133.00	9,500.00	1,770.00	9,500.00
01-50-4220	RENTAL PROPERTY REPAIRS	2,500.00		2,500.00	282.00	2,500.00
01-50-4222	REFUSE AND RECYCLING EXPENSES				268.90	300.00
01-50-4223	IT SERVICES	7,000.00	9,501.80	10,000.00	2,545.75	10,000.00
01-50-4240	PROFESSIONAL SERVICES	10,000.00	1,413.99	10,000.00	13,810.48	10,000.00
01-50-4270	BOND AGENT FEE	500.00	500.00	500.00	500.00	500.00
01-50-4300	OFFICE SUPPLIES	5,500.00	6,501.26	7,000.00	4,871.50	5,600.00
01-50-4301	MAINTENANCE SUPPLIES	2,907.00	2,223.58	3,500.00	3,053.18	3,500.00
01-50-4302	OPERATING SUPPLIES	1,500.00	1,047.92	2,000.00	1,508.79	1,700.00
01-50-4400	CAPITAL OUTLAY - VILLAGE HALL EQU	7,500.00	3,312.00	7,500.00		
01-50-4500	MISCELLANEOUS EXPENSE	2,000.00	465.10	2,748.00		1,000.00
01-50-4752	INTEREST ON BONDS/NOTES	188,940.00	169,434.17	233,897.00	233,896.68	228,226.00
Totals for dept 50 - ADMIN		904,612.00	694,975.38	1,181,059.00	896,255.56	786,174.00

BUDGET REPORT

Fund: 01 GENERAL FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24	2023-24	2024-25	2024-25	2025-26
		AMENDED	ACTIVITY	AMENDED	ACTIVITY	REQUESTED
		BUDGET		BUDGET	THRU 04/30/25	BUDGET
APPROPRIATIONS						
Dept 51 - PUBLIC SAFETY						
01-51-4223	IT SERVICES	10,000.00		10,000.00		10,000.00
	Totals for dept 51 - PUBLIC SAFETY	10,000.00		10,000.00		10,000.00

BUDGET REPORT

Fund: 01 GENERAL FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 52 - PARKS						
01-52-4000	SALARIES	80,000.00	71,666.55	83,750.00	79,224.41	132,000.00
01-52-4010	SALARIES - OVERTIME	6,000.00	385.11	6,000.00	661.85	1,000.00
01-52-4100	SOCIAL SECURITY - EMPLOYER	5,332.00	4,170.70	5,564.00	4,743.87	7,600.00
01-52-4101	MEDICARE - EMPLOYER	1,247.00	975.92	1,301.00	1,110.04	1,800.00
01-52-4102	WORKERS COMPENSATION INSURANCE	2,000.00	3,261.77	4,000.00		8,400.00
01-52-4103	UNEMPLOYMENT COMPENSATION	275.00	441.92	250.00	199.63	250.00
01-52-4104	IMRF EMPLOYER	4,401.00	4,135.28	2,832.00	3,512.43	4,600.00
01-52-4105	LIFE INSURANCE - EMPLOYER	240.00	232.36	240.00	244.32	250.00
01-52-4106	HEALTH INSURANCE	25,000.00	21,892.82	25,000.00	19,127.30	36,000.00
01-52-4225	LANDSCAPING PARKS	8,000.00	8,421.93	12,000.00	9,446.54	9,000.00
01-52-4240	PROFESSIONAL SERVICES		390.00	2,000.00	983.00	2,000.00
01-52-4304	MAINTENANCE SUPPLIES	10,700.00	5,333.76	10,000.00	7,431.90	10,000.00
01-52-4402	CAPITAL OUTLAY - PARK BUILDINGS &	7,500.00		7,500.00	62.00	
01-52-4406	CAPITAL OUTLAY - PARK IMPROVEMENT	7,500.00		7,500.00	83.60	
01-52-4440	PARKS EQUIPMENT		391.98		2,183.13	
Totals for dept 52 - PARKS		158,195.00	121,700.10	167,937.00	129,014.02	212,900.00

BUDGET REPORT

Fund: 01 GENERAL FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 53 - STREETS						
01-53-4000	SALARIES	70,000.00	68,203.84	73,750.00	75,478.98	150,000.00
01-53-4010	SALARIES - OVERTIME	6,000.00	384.89	6,000.00	661.62	1,000.00
01-53-4080	STREETS UNIFORM ALLOWANCE	2,500.00	3,567.16	4,500.00	4,873.21	5,750.00
01-53-4100	SOCIAL SECURITY - EMPLOYER	4,712.00	3,955.65	4,944.00	4,520.96	8,700.00
01-53-4101	MEDICARE - EMPLOYER	1,102.00	924.97	1,156.00	1,057.03	2,000.00
01-53-4102	WORKERS COMPENSATION INSURANCE	2,000.00	3,261.77	4,000.00		9,600.00
01-53-4103	UNEMPLOYMENT COMPENSATION	275.00	384.60	250.00	145.17	300.00
01-53-4104	IMRF - EMPLOYER	5,267.00	4,134.31	3,557.00	3,511.56	5,300.00
01-53-4105	LIFE INSURANCE - EMPLOYER	240.00	231.86	240.00	243.91	300.00
01-53-4106	HEALTH INSURANCE	25,000.00	21,922.57	25,000.00	19,151.86	41,000.00
01-53-4107	UNIFORM CLEANING SERVICES	2,000.00	1,515.16	2,000.00	610.18	
01-53-4202	TELEPHONE & INTERNET SERVICES	2,650.00	2,570.00	7,000.00	5,309.49	7,000.00
01-53-4204	UTILITIES		2,442.84	10,000.00	5,100.16	7,500.00
01-53-4205	TRAVEL/MEALS/LODGING	500.00	66.14	500.00	5.60	500.00
01-53-4207	TRAINING	2,000.00	330.00	2,000.00	245.00	1,200.00
01-53-4226	VEHICLE MAINTENANCE	20,000.00	15,166.27	20,000.00	21,725.74	20,000.00
01-53-4227	EQUIPMENT MAINTENANCE	20,000.00	24,518.40	20,000.00	7,833.06	20,000.00
01-53-4228	MAINTENANCE	18,000.00	7,543.23	18,000.00	9,416.12	18,000.00
01-53-4229	SNOW PLOW MAINTENANCE	15,000.00	4,108.35	15,000.00	21,735.66	20,000.00
01-53-4230	STREET LIGHTING SERVICES	47,000.00	45,455.28	50,000.00	38,461.34	40,000.00
01-53-4231	SHOP BUILDING - HEAT	3,000.00	3,559.34	4,500.00	1,827.96	3,000.00
01-53-4232	ENGINEERING SERVICES	3,000.00		6,000.00		6,000.00
01-53-4233	CONTRACTED SNOW PLOWING	20,000.00		20,000.00		
01-53-4240	PROFESSIONAL SERVICES	25,000.00	4,083.42	15,000.00	1,804.00	10,000.00
01-53-4301	MAINTENANCE SUPPLIES	15,000.00	10,725.86	20,000.00	16,322.14	20,000.00
01-53-4302	OPERATING SUPPLIES	15,000.00	23,664.85	20,000.00	20,070.85	20,000.00
01-53-4303	GASOLINE AND OIL	30,000.00	25,775.89	35,000.00	22,472.25	30,000.00
01-53-4304	SALT PURCHASES	55,000.00	44,966.86	60,000.00	222.50	60,000.00
01-53-4309	JULIE LOCATES	1,200.00	919.50	1,100.00	1,545.00	1,500.00
01-53-4407	CAPITAL OUTLAY - VEHICLES & EQUIP	108,000.00	59,105.51	105,083.00	78,205.33	72,735.00
01-53-4408	CAPITAL OUTLAY - STORM SEWER CONS	10,000.00				
01-53-4409	CAPITAL OUTLAY - ROAD CONSTRUCTIO	88,000.00	121,268.20	110,000.00	137,633.30	100,000.00
01-53-4410	CAPITAL OUTLAY - STREET LIGHTING					7,500.00
01-53-4500	MISCELLANEOUS EXPENSE	1,000.00	3,638.67	2,000.00	720.70	1,000.00
01-53-4811	INTEREST EXPENSE	12,000.00	4,581.78	12,354.00	15,399.02	8,344.00
Totals for dept 53 - STREETS		630,446.00	512,977.17	678,934.00	516,309.70	698,229.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 55 - COMMUNITY DEVELOPMENT AND EVENTS						
01-55-4205	TRAVEL/MEALS/LODGING		349.50	1,000.00	100.00	500.00
01-55-4209	PUBLICATION COST	2,000.00	1,079.14	2,000.00	532.40	2,000.00
01-55-4212	ENGINEERING	25,000.00	32,568.01	22,500.00	24,207.06	25,000.00
01-55-4213	LEGAL	45,000.00	55,732.73	55,000.00	32,340.38	45,000.00
01-55-4215	CONTRACT INSPECTION SERVICES	100,000.00	68,621.07	90,000.00	22,712.05	75,000.00
01-55-4216	CONTRACT CODE ENFORCEMENT	23,000.00	10,627.00	20,000.00	3,505.50	10,500.00
01-55-4237	PLANNING SERVICES	25,000.00	18,250.00	25,000.00	18,975.00	25,000.00
01-55-4240	PROFESSIONAL SERVICES	26,000.00	24,360.00	32,000.00	20,047.83	29,500.00
01-55-4302	OPERATING SUPPLIES	20,000.00	13,238.19	16,000.00	10,353.82	3,000.00
Totals for dept 55 - COMMUNITY DEVELOPMENT AND EVE		266,000.00	224,825.64	263,500.00	132,774.04	215,500.00

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APPROPRIATIONS						
Dept 57 - VILLAGE CLERK						
01-57-4000	SALARIES	48,000.00	38,972.58	38,559.00	36,524.70	39,500.00
01-57-4010	SALARIES - OVERTIME	3,000.00		500.00	12.55	
01-57-4100	SOCIAL SECURITY - EMPLOYER	3,162.00	2,226.35	2,422.00	2,073.28	2,291.00
01-57-4101	MEDICARE - EMPLOYER	740.00	520.60	566.00	484.78	542.00
01-57-4102	WORKERS COMPENSATION INSURANCE	1,000.00		1,000.00		2,528.00
01-57-4103	UNEMPLOYMENT COMPENSATION	219.00	143.31	225.00	55.50	100.00
01-57-4104	IMRF EMPLOYER	2,287.00	1,310.92	1,051.00	1,008.91	1,383.00
01-57-4105	LIFE INSURANCE - EMPLOYER	192.00	91.16	100.00	95.97	80.00
01-57-4106	HEALTH INSURANCE	16,925.00	13,951.04	14,900.00	14,104.82	11,000.00
01-57-4202	TELEPHONE & INTERNET SERVICES	600.00	561.26	700.00	533.76	700.00
01-57-4203	WEB SITE MAINTENANCE			1,000.00	9,981.11	6,000.00
01-57-4205	TRAVEL/MEALS/LODGING	7,500.00	2,946.81	500.00	(530.22)	4,500.00
01-57-4207	TRAINING	4,000.00	1,530.00			2,500.00
01-57-4209	PUBLICATION COST	400.00		400.00		400.00
01-57-4213	LEGAL	12,000.00	6,840.38	10,000.00	11,957.20	11,000.00
01-57-4214	OFFICE SYSTEM SUPPORT	8,000.00	12,656.10	10,000.00		10,000.00
01-57-4217	DUES	650.00	600.00	650.00	695.00	700.00
01-57-4218	CODIFICATION	6,000.00		2,900.00		4,000.00
01-57-4223	IT SERVICES	3,000.00	1,494.00	3,000.00		1,500.00
01-57-4500	MISCELLANEOUS EXPENSE			100.00		100.00
Totals for dept 57 - VILLAGE CLERK		117,675.00	83,844.51	88,573.00	76,997.36	98,824.00

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APPROPRIATIONS						
Dept 99 - FIXED ASSETS						
01-99-6032	TRANSFER TO DEBT SERVICE	216,563.00	216,563.00	216,200.00		216,532.00
01-99-6050	TRANSFER TO GOV FUNDS CIP FUND	2,704,000.00	3,399,066.05	123,000.00		370,000.00
	Totals for dept 99 - FIXED ASSETS	2,920,563.00	3,615,629.05	339,200.00		586,532.00
TOTAL APPROPRIATIONS		5,007,491.00	5,253,951.85	2,729,203.00	1,751,350.68	2,608,159.00
NET OF REVENUES/APPROPRIATIONS - FUND 01		(416,400.00)	203,375.04	1.00	871,795.80	32,335.00
BEGINNING FUND BALANCE		2,130,889.44	2,130,889.44	2,334,264.48	2,334,264.48	3,206,060.28
ENDING FUND BALANCE		1,714,489.44	2,334,264.48	2,334,265.48	3,206,060.28	3,238,395.28

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Fund: 20 MOTOR FUEL FUND

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GL NUMBER	DESCRIPTION	2023-24	2023-24	2024-25	2024-25	2025-26
		AMENDED	ACTIVITY	AMENDED	ACTIVITY	REQUESTED
		BUDGET		BUDGET	THRU 04/30/25	BUDGET
ESTIMATED REVENUES						
Dept 00						
20-00-3120	MOTOR FUEL TAX	213,000.00	227,277.37	220,136.00	228,207.17	225,000.00
20-00-3900	MFT INTEREST	10,000.00	27,613.97	10,000.00	17,413.00	15,000.00
Totals for dept 00 -		223,000.00	254,891.34	230,136.00	245,620.17	240,000.00
TOTAL ESTIMATED REVENUES		223,000.00	254,891.34	230,136.00	245,620.17	240,000.00

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Fund: 20 MOTOR FUEL FUND

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APPROPRIATIONS						
Dept 00						
20-00-4232	MFT ENGINEERING SERVICES	42,000.00	43,222.76	32,000.00	14,186.05	35,000.00
20-00-4408	CAPITAL OUTLAY - STORM SEWER CONS					25,000.00
20-00-4409	ROAD CONSTRUCTION	576,000.00	422,748.41	332,699.00	268,622.15	300,000.00
	Totals for dept 00 -	618,000.00	465,971.17	364,699.00	282,808.20	360,000.00
TOTAL APPROPRIATIONS		618,000.00	465,971.17	364,699.00	282,808.20	360,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 20		(395,000.00)	(211,079.83)	(134,563.00)	(37,188.03)	(120,000.00)
BEGINNING FUND BALANCE		779,910.00	779,910.00	568,830.17	568,830.17	531,642.14
ENDING FUND BALANCE		384,910.00	568,830.17	434,267.17	531,642.14	411,642.14

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ESTIMATED REVENUES						
Dept 00						
31-00-3010	PROPERTY TAXES - CORPORATE				39,184.22	39,184.00
31-00-3600	WATER & SEWER SALES	1,885,000.00	1,852,681.56	1,925,000.00	1,908,230.65	1,960,000.00
31-00-3601	WATER / SEWER PENALTIES	20,000.00	24,003.87	25,000.00	25,815.17	25,000.00
31-00-3602	WATER & SEWER CONNECTION FEES	50,500.00	4,950.00	50,000.00	29,000.00	20,000.00
31-00-3603	BULK WATER SALES	1,000.00	823.53	1,000.00	488.68	1,000.00
31-00-3604	METER & MXU SALES	10,000.00	10,111.00	10,000.00	4,592.00	5,000.00
31-00-3605	TURN ON/OFF WATER FEES	10,000.00	7,925.00	10,000.00	11,710.00	10,000.00
31-00-3800	MISCELLANEOUS INCOME		11,616.51	1,000.00	1,133.00	1,000.00
31-00-3900	INTEREST	20,000.00	57,196.36	30,000.00	64,509.60	60,000.00
Totals for dept 00 -		1,996,500.00	1,969,307.83	2,052,000.00	2,084,663.32	2,121,184.00
TOTAL ESTIMATED REVENUES		1,996,500.00	1,969,307.83	2,052,000.00	2,084,663.32	2,121,184.00

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APPROPRIATIONS						
Dept 50 - ADMIN						
31-50-4200	GENERAL INSURANCE	40,000.00	35,858.95	50,000.00	3,184.00	45,000.00
31-50-4202	TELEPHONE & INTERNET SERVICES	6,500.00	7,275.61	7,500.00	8,156.68	9,000.00
31-50-4235	BOND AGENT FEES	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
31-50-4240	PROFESSIONAL SERVICES	3,000.00	3,187.50	3,500.00		3,500.00
31-50-4300	OFFICE SUPPLIES	750.00	631.90	750.00	633.70	650.00
31-50-4500	MISCELLANEOUS EXPENSE	100.00		100.00		
31-50-4794	DEPRECIATION EXPENSE		684,112.00			
31-50-4802	BOND PRINCIPAL - SERIES 2012A	30,000.00				
31-50-4803	BOND PRINCIPAL - SERIES 2012B	145,000.00		150,000.00		150,000.00
31-50-4804	BOND PRINCIPAL - SERIES 2015	360,000.00		405,000.00		420,000.00
31-50-4812	AMORTIZATION EXPENSE		(701.00)		(8,274.00)	
31-50-4813	INTEREST - SERIES 2012A	555.00				
31-50-4814	INTEREST - SERIES 2012B	21,637.00	19,462.50	17,212.00	14,961.50	12,600.00
31-50-4815	INTEREST - SERIES 2015	63,175.00	56,875.00	49,788.00	42,701.00	50,000.00
Totals for dept 50 - ADMIN		672,217.00	807,702.46	684,850.00	62,362.88	691,750.00

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APPROPRIATIONS						
Dept 68 - WATER TOWERS						
31-68-4202	TELEPHONE & INTERNET SERVICES	3,000.00	2,889.31	3,000.00	4,434.94	5,000.00
31-68-4204	UTILITIES	50,000.00	52,584.07	50,000.00	37,234.62	50,000.00
31-68-4236	WATER &SEWER CONTRACT LABOR	54,794.00	58,667.56	55,716.00	56,297.10	60,000.00
31-68-4240	PROFESSIONAL SERVICES	5,000.00	170.36	15,000.00	3,806.63	15,000.00
31-68-4301	MAINTENANCE SUPPLIES	3,000.00		3,000.00		5,000.00
31-68-4302	OPERATING SUPPLIES	5,000.00	159.38	5,000.00	217.38	2,000.00
31-68-4305	UTILITY SYSTEM CHEMICALS	13,000.00	14,393.98	13,000.00	15,636.01	15,000.00
31-68-4310	IEPA REQUIRED TESTING	9,000.00	10,950.96	9,500.00	4,755.00	7,000.00
Totals for dept 68 - WATER TOWERS		142,794.00	139,815.62	154,216.00	122,381.68	159,000.00

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APPROPRIATIONS						
Dept 70 - WATER						
31-70-4000	SALARIES	70,000.00	68,186.13	73,750.00	75,486.06	50,000.00
31-70-4010	SALARIES - OVERTIME	6,000.00	384.44	6,000.00	661.37	1,000.00
31-70-4100	SOCIAL SECURITY - EMPLOYER	4,712.00	3,956.00	4,944.00	4,512.00	2,900.00
31-70-4101	MEDICARE - EMPLOYER	1,102.00	925.40	1,156.00	1,055.32	700.00
31-70-4102	WORKERS COMPENSATION INSURANCE	2,000.00	3,261.77	4,000.00	303.00	3,200.00
31-70-4103	UNEMPLOYMENT COMPENSATION	275.00	384.77	250.00	145.33	100.00
31-70-4104	IMRF EMPLOYER	5,267.00	347.67	3,557.00	3,512.14	1,700.00
31-70-4105	LIFE INSURANCE - EMPLOYER	240.00	232.13	240.00	244.13	100.00
31-70-4106	HEALTH INSURANCE	25,000.00	21,892.84	25,000.00	19,126.71	13,300.00
31-70-4204	UTILITIES				15,744.00	20,000.00
31-70-4205	TRAVEL/MEALS/LODGING	250.00				
31-70-4207	TRAINING	450.00				
31-70-4208	POSTAGE	5,500.00	6,650.00	7,000.00	5,600.00	7,000.00
31-70-4210	PRINTING	200.00		200.00		
31-70-4212	ENGINEERING				14,000.00	15,000.00
31-70-4214	OFFICE SYSTEM SUPPORT	1,400.00	175.00	1,400.00	3,245.00	5,000.00
31-70-4240	PROFESSIONAL SERVICES	10,000.00	3,450.00	24,000.00	5,578.00	10,000.00
31-70-4300	OFFICE SUPPLIES	250.00		250.00		
31-70-4301	MAINTENANCE SUPPLIES	7,500.00	7,406.11	7,500.00	7,588.26	7,500.00
31-70-4302	OPERATING SUPPLIES	7,500.00	3,404.70	7,500.00	8,113.03	10,000.00
31-70-4306	METER & MXU PURCHASES	20,000.00	16,650.17	20,000.00	3,946.76	20,000.00
31-70-4310	IEPA REQUIRED TESTING		249.78	500.00		
31-70-4410	EQUIPMENT	5,000.00		5,000.00		3,000.00
31-70-4500	MISCELLANEOUS	9,000.00		9,000.00	1,130.00	
31-70-4930	CAPITAL OUTLAY	70,000.00	22,766.00	30,000.00	13,705.92	55,000.00
Totals for dept 70 - WATER		251,646.00	160,322.91	231,247.00	183,697.03	225,500.00

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APPROPRIATIONS						
Dept 75 - SEWER						
31-75-4000	SALARIES	70,000.00	68,179.11	73,750.00	75,475.15	50,000.00
31-75-4010	SALARIES - OVERTIME	6,000.00	384.23	6,000.00	661.20	1,000.00
31-75-4100	SOCIAL SECURITY - EMPLOYER	4,712.00	3,955.23	4,944.00	4,510.71	2,900.00
31-75-4101	MEDICARE - EMPLOYER	1,102.00	924.43	1,156.00	1,054.50	700.00
31-75-4102	WORKERS COMPENSATION INSURANCE	2,000.00	3,261.77	4,000.00	303.00	3,200.00
31-75-4103	UNEMPLOYMENT COMPENSATION	275.00	384.36	250.00	144.99	100.00
31-75-4104	IMRF EMPLOYER	5,267.00	346.64	3,557.00	3,511.38	1,700.00
31-75-4105	LIFE INSURANCE - EMPLOYER	240.00	231.65	240.00	243.64	
31-75-4106	HEALTH INSURANCE	25,000.00	21,890.17	25,000.00	19,124.68	13,300.00
31-75-4204	UTILITIES	17,000.00	20,307.00	20,000.00	78,224.37	25,000.00
31-75-4205	TRAVEL/MEALS/LODGING	150.00				
31-75-4207	TRAINING	250.00				
31-75-4208	POSTAGE	5,500.00	6,650.00	7,000.00	5,600.00	7,000.00
31-75-4210	PRINTING	200.00		200.00		
31-75-4214	OFFICE SYSTEM SUPPORT	2,000.00	2,424.99	2,000.00	5,594.99	7,000.00
31-75-4232	ENGINEERING	10,000.00		15,000.00		15,000.00
31-75-4236	WATER &SEWER CONTRACT LABOR	33,500.00	35,200.49	33,430.00	33,511.94	36,000.00
31-75-4240	PROFESSIONAL SERVICES	15,000.00	39,197.25	15,000.00	5,164.23	10,000.00
31-75-4300	OFFICE SUPPLIES	250.00				
31-75-4301	MAINTENANCE SUPPLIES	7,500.00	8,079.06	7,500.00	6,392.36	7,500.00
31-75-4302	OPERATING SUPPLIES	7,500.00	9,057.50	7,500.00	8,175.49	10,000.00
31-75-4303	GASOLINE AND OIL		1,398.20	1,500.00		
31-75-4305	UTILITY SYSTEM CHEMICALS	200.00			74.03	
31-75-4307	NPDS PERMIT				22,500.00	
31-75-4312	GENERATOR MAINTENANCE	6,000.00	7,026.83	7,000.00	3,437.16	7,000.00
31-75-4411	EQUIPMENT	10,000.00		10,000.00		10,000.00
31-75-4500	MISCELLANEOUS	500.00	765.00	500.00		
31-75-4930	CAPITAL OUTLAY	150,000.00		207,500.00	76,200.69	170,000.00
Totals for dept 75 - SEWER		380,146.00	229,663.91	453,027.00	349,904.51	377,400.00

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APPROPRIATIONS						
Dept 77 - NORTH PLANT						
31-77-4202	TELEPHONE & INTERNET SERVICES	3,000.00	3,731.31	3,000.00	3,034.48	3,000.00
31-77-4204	UTILITIES	60,000.00	64,976.84	60,000.00	49,084.17	60,000.00
31-77-4223	IT SERVICES	500.00		500.00	219.99	1,000.00
31-77-4236	WATER &SEWER CONTRACT LABOR	67,000.00	70,400.97	66,860.00	68,093.76	70,000.00
31-77-4240	PROFESSIONAL SERVICES	15,000.00	13,290.24	15,000.00	7,974.31	15,000.00
31-77-4301	MAINTENANCE SUPPLIES	3,000.00	2,525.23	3,000.00	2,846.43	3,000.00
31-77-4302	OPERATING SUPPLIES	3,000.00	6,265.15	5,000.00	1,678.96	5,000.00
31-77-4305	UTILITY SYSTEM CHEMICALS		696.16	1,000.00	1,139.14	2,000.00
31-77-4307	NPDS PERMIT	7,500.00	7,500.00	7,500.00		
31-77-4310	IEPA REQUIRED TESTING	500.00		500.00		
31-77-4311	LAND APPLICATION	2,500.00		9,000.00		
31-77-4312	GENERATOR MAINTENANCE	4,000.00	1,713.59	4,000.00	3,010.89	4,000.00
Totals for dept 77 - NORTH PLANT		166,000.00	171,099.49	175,360.00	137,082.13	163,000.00

BUDGET REPORT
Fund: 31 WATER & SEWER FUND
Calculations as of 04/30/2025

Item 9.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 79 - SOUTH PLANT						
31-79-4202	TELEPHONE & INTERNET SERVICES	1,200.00	1,319.95	1,400.00	1,437.90	1,500.00
31-79-4204	UTILITIES	120,000.00	163,562.24	155,000.00	119,963.05	155,000.00
31-79-4236	WATER &SEWER CONTRACT LABOR	67,000.00	70,400.97	66,860.00	69,839.63	70,000.00
31-79-4240	PROFESSIONAL SERVICES	8,000.00	17,558.55	8,000.00	12,559.35	10,000.00
31-79-4301	MAINTENANCE SUPPLIES	6,500.00	1,877.91	6,500.00	7,512.72	6,500.00
31-79-4302	OPERATING SUPPLIES	6,000.00	2,262.84	6,000.00	2,457.02	6,000.00
31-79-4305	UTILITY SYSTEM CHEMICALS	20,000.00	37,226.44	38,000.00	36,559.40	40,000.00
31-79-4307	NPDS PERMIT	15,000.00	15,000.00	15,000.00		
31-79-4310	IEPA REQUIRED TESTING	1,000.00				
31-79-4311	LAND APPLICATION	2,500.00		9,000.00		10,000.00
31-79-4312	GENERATOR MAINTENANCE	4,000.00		4,000.00	324.63	4,000.00
Totals for dept 79 - SOUTH PLANT		251,200.00	309,208.90	309,760.00	250,653.70	303,000.00
TOTAL APPROPRIATIONS		1,864,003.00	1,817,813.29	2,008,460.00	1,106,081.93	1,919,650.00
NET OF REVENUES/APPROPRIATIONS - FUND 31		132,497.00	151,494.54	43,540.00	978,581.39	201,534.00
BEGINNING FUND BALANCE		8,197,308.24	8,197,308.24	8,348,802.78	8,348,802.78	9,327,384.17
ENDING FUND BALANCE		8,329,805.24	8,348,802.78	8,392,342.78	9,327,384.17	9,528,918.17

BUDGET REPORT
Fund: 32 DEBT SERVICE FUND
Calculations as of 04/30/2025

Item 9.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 00						
32-00-3900	INTEREST		2,542.55		(3,627.26)	
32-00-5010	TRANSFERS IN - FROM GENERAL FUND	216,563.00	216,563.00	216,200.00		213,200.00
	Totals for dept 00 -	216,563.00	219,105.55	216,200.00	(3,627.26)	213,200.00
TOTAL ESTIMATED REVENUES		216,563.00	219,105.55	216,200.00	(3,627.26)	213,200.00

BUDGET REPORT
Fund: 32 DEBT SERVICE FUND
Calculations as of 04/30/2025

Item 9.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 50 - ADMIN						
32-50-4801	DEBT PAYMENT - PRINCIPAL 2015B	195,000.00	195,000.00	200,000.00	200,000.00	205,000.00
32-50-4811	INTEREST EXPENSE 2015B	21,563.00	21,562.50	16,200.00	20,300.00	8,200.00
Totals for dept 50 - ADMIN		216,563.00	216,562.50	216,200.00	220,300.00	213,200.00
TOTAL APPROPRIATIONS		216,563.00	216,562.50	216,200.00	220,300.00	213,200.00
NET OF REVENUES/APPROPRIATIONS - FUND 32			2,543.05		(223,927.26)	
BEGINNING FUND BALANCE		30,150.46	30,150.46	32,693.51	32,693.51	(191,233.75)
ENDING FUND BALANCE		30,150.46	32,693.51	32,693.51	(191,233.75)	(191,233.75)

BUDGET REPORT
Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 00						
90-00-3701	STATE GRANT REVENUE	200,000.00	200,000.00			
90-00-3702	LOCAL GRANT REVENUE				20,000.00	
90-00-3860	INSTALLMENT CONTRACT ISSUANCE				215,333.00	
90-00-3900	INTEREST		7,207.43	5,000.00	56,450.79	
90-00-5010	TRANSFERS IN - FROM GENERAL FUND	2,704,000.00	3,399,066.05	123,000.00		370,000.00
Totals for dept 00 -		2,904,000.00	3,606,273.48	128,000.00	291,783.79	370,000.00
TOTAL ESTIMATED REVENUES		2,904,000.00	3,606,273.48	128,000.00	291,783.79	370,000.00

BUDGET REPORT
Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 50 - ADMIN						
90-50-4412	CIP GENERAL ADMINISTRATION	80,000.00	16,152.87	110,000.00	12,140.49	130,000.00
90-50-4420	CIP ECONOMIC DEVELOPMENT	25,000.00	25,016.12	7,000.00	5,778.88	
	Totals for dept 50 - ADMIN	105,000.00	41,168.99	117,000.00	17,919.37	130,000.00

BUDGET REPORT
Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 52 - PARKS						
90-52-4440	CIP PARKS EQUIPMENT	80,000.00	93,602.13		1,363.52	55,000.00
90-52-4442	CIP PARKS IMPROVEMENTS	30,000.00	3,816.67	90,000.00	54,305.99	80,000.00
	Totals for dept 52 - PARKS	110,000.00	97,418.80	90,000.00	55,669.51	135,000.00

BUDGET REPORT
Fund: 90 GOV FUNDS CAPITAL PROJECTS FUND

Item 9.

Calculations as of 04/30/2025

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 04/30/25	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 53 - STREETS						
90-53-4460	CIP STREETS ADMINISTRATION	2,915,000.00	3,033,305.94	55,000.00	48,407.82	40,000.00
90-53-4461	CIP STREETS EQUIPMENT	73,600.00	183,407.13	25,000.00	217,192.02	125,000.00
90-53-4462	CIP STREETS MAINTENANCE					50,000.00
90-53-4463	CIP STREETS STORM SEWER		5,000.00			
Totals for dept 53 - STREETS		2,988,600.00	3,221,713.07	80,000.00	265,599.84	215,000.00
TOTAL APPROPRIATIONS		3,203,600.00	3,360,300.86	287,000.00	339,188.72	480,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 90		(299,600.00)	245,972.62	(159,000.00)	(47,404.93)	(110,000.00)
BEGINNING FUND BALANCE		1,332,974.69	1,332,974.69	1,578,947.31	1,578,947.31	1,531,542.38
ENDING FUND BALANCE		1,033,374.69	1,578,947.31	1,419,947.31	1,531,542.38	1,421,542.38
ESTIMATED REVENUES - ALL FUNDS		9,931,154.00	11,506,905.09	5,355,540.00	5,241,586.50	5,584,878.00
APPROPRIATIONS - ALL FUNDS		10,909,657.00	11,114,599.67	5,605,562.00	3,699,729.53	5,581,009.00
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(978,503.00)	392,305.42	(250,022.00)	1,541,856.97	3,869.00
BEGINNING FUND BALANCE - ALL FUNDS		12,471,232.83	12,471,232.83	12,863,538.25	12,863,538.25	14,405,395.22
ENDING FUND BALANCE - ALL FUNDS		11,492,729.83	12,863,538.25	12,613,516.25	14,405,395.22	14,409,264.22



Registration Form

Save time - REGISTER ONLINE at iml.org/conference

The Illinois Municipal League accepts Visa or MasterCard for Annual Conference registration on our website.

Attendee Information: *(advance registration accepted prior to 4:30 p.m. on September 5, 2025)*

First: _____ Last: _____

Title: _____

Municipality/Company: _____

Municipality/Company Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email for Confirmation: _____ (Required)

☐ Special dietary needs:

Conference Advance Registration Cancellation Policy: A processing fee will be charged regardless of the reason for cancellation (including medical emergencies). Registrants who are unable to attend the conference may appoint a substitute. **All cancellations must be in writing and mailed (PO Box 5180, Springfield, IL 62705-5180), faxed (217-525-7438) or emailed (cancellation@iml.org) to the IML office prior to September 5.** Cancellations will not be accepted by telephone. ♦ \$75 processing fee, per attendee, on all cancellations before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5. ♦ Canceled extra Luncheon and Banquet tickets will have a \$25 processing fee before 4:30 p.m. on September 5; no refunds after 4:30 p.m. on September 5.

☐ I acknowledge that I have read, understand and will abide by the terms of cancellation for registration set forth by the Illinois Municipal League.

Advance Registration Fees [Please mark ☒ appropriate box(s)] Make copy of form for additional attendees if needed.

General Registration

☐ TOTAL CONFERENCE PACKAGE

Includes Thursday through Saturday Conference Sessions, two Receptions, one Saturday Awards Luncheon, one Saturday Annual Banquet and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and Tax Increment Financing (TIF) Seminar (with MCLE credit).

☐ **\$325 / \$375 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$425 / \$475 on-site***

Other Governmental or Non-profit (contract employees, retained attorneys, engineers, township/county/state officials, charitable organizations)

☐ **\$525 / \$575 on-site***

Non-governmental or Private/Corporate

☐ I will attend Attorneys Seminar ☐ I will attend TIF Seminar

SINGLE DAY

☐ Thursday

Includes all Thursday Conference Sessions, Get Acquainted Reception and Exhibit Expo with option to attend Thursday Municipal Attorneys Seminar and TIF Seminar (with MCLE credit).

☐ Friday

Includes Opening General Session, all Friday Conference Sessions and Exhibit Expo

☐ Saturday

Includes all Saturday Conference Sessions and one Saturday Awards Luncheon

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

EXTRAS

☐ Saturday Awards Luncheon

\$60 / \$75 on-site*

☐ Saturday Annual Banquet

\$125 / \$150 on-site*

☐ Exhibit Expo Spouse/Guest (Non-exhibitor)

\$75 / \$75 on-site*

☐ Additional Exhibit Expo (Exhibitor)

\$225 / \$225 on-site*

☐ Municipal Attorneys Seminar Registration

Includes Thursday Municipal Attorneys Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

☐ Tax Increment Financing (TIF) Seminar Registration

Includes Thursday TIF Seminar with MCLE credit, Exhibit Expo and Get Acquainted Reception

☐ **\$225 / \$275 on-site***

Municipal Official (elected, appointed, direct employees)

☐ **\$250 / \$275 on-site***

Other Governmental, Non-profit, Non-governmental or Private/Corporate

☐ Student One-Day Track Registration

Includes Opening General Session, all Friday Student Track Sessions and Exhibit Expo

☐ **\$125 / \$125 on-site*** Current full-time student ID required

Total Amount Due: \$ _____

PAYMENT BY CHECK: Make payable to Illinois Municipal League, and mail to: PO Box 5180, Springfield, IL 62705-5180

***After 4:30 p.m. on September 5, 2025, all IML Annual Conference registrations will be charged the applicable on-site registration fee.**

Don't forget to reserve your hotel room at the Hyatt Regency Chicago by Wednesday, August 27, 2025. Room rates start at \$275 and room tax is 17.4%. Check-in is 3:00 p.m.; check-out is 12:00 p.m.

Reserve your room at iml.org/hotel.



Village of Poplar Grove – Board Meeting Memo

Karri Miller
Village Clerk

July 2, 2025

Subject: Credit Card Policy and Ordinance Development

1. Background:

On June 11, 2025, the Village Board voted to repeal the existing credit card ordinance for the Village of Poplar Grove. The repeal leaves the Village without a formal policy governing the issuance and use of municipal credit cards. A new ordinance and supporting policy are now required to ensure proper financial management and internal controls.

2. Current Status:

Two sample credit card policies have been attached to this memo for review and consideration. These samples provide different approaches and structures that can serve as a foundation for drafting a new policy tailored to the Village's needs. Once a preferred version is identified, staff will coordinate with legal counsel to draft a new ordinance for board approval.

3. Fiscal Impact:

There is no direct fiscal impact at this time. Any future costs associated with implementing the new policy would be administrative in nature and absorbed within the current operational budget.

4. Legal Review (if applicable):

Legal review will be sought once the Board selects a draft policy direction and a new ordinance is prepared.

5. Recommendation:

Staff recommends that the Board review the attached sample policies and provide feedback or direction to proceed with drafting a new credit card ordinance. A formal ordinance can then be introduced for board consideration at a future meeting.

6. Supporting Documents (if applicable):

☒ Attached

☐ Not Applicable

Signature: Karri Miller, Village Clerk

Village of Hampton

520 First Avenue
Hampton, Illinois

Purchasing Policy

Approved
February 7, 2000

1st Revision - February 22, 2005
2nd Revision - September 23, 2019

General: The purchase of goods and services is required on a daily basis in order to conduct Village business effectively and efficiently. It is often impractical to bring each and every purchase before the Board of Trustees or other committee for approval prior to the purchase. It is therefore the purpose of this policy to establish standardized procedures for the purchase of such goods and/or services by those employees and officials that are required to on behalf of the Village in the performance of their duties.

A. Purpose: The purpose of this policy is to establish written procedures for purchasing goods and services for the Village of Hampton. This policy may not be changed without approval of the Board of Trustees.

B. Scope: This policy applies to any and all goods and services purchased for the Village of Hampton.

C. Purchasing Terms: Purchasing terms for the Village are "Net 30 Days." Operating cash is invested in 30 day Certificates of Deposit (CDs) on a rotational basis. Cashing CDs early often times results in lost interest income and/or penalties. Every effort should be made to inform vendors of these terms when arranging for the purchase of goods or services. Exceptions are at times necessary and will be approved by the Board of Trustees in advance. The billing address for all purchases made on behalf of the Village is: Village of Hampton, PO Box 77, Hampton, IL 61256-0077

D. Purchasing Authority: The following officers and employees have the authority to purchase goods and services for the Village by virtue of their job title:

- President of the Board of Trustees.
- Trustees.
- Clerk/Collector.
- Supervisor of Public Works.
- Chief of Police.
- Fire / Rescue Chief.

Each cardholder shall be solely responsible and accountable for any and all purchases made on their card. No other person except for those listed above shall be allowed to make purchases with or using a Village credit card without prior written approval by the chair of the appropriate department committee or a minimum of three (3) Trustees.

E. Purchasing Limits: Any Village officer or employee listed in paragraph D is authorized to spend up to One Thousand and 00/100 dollars (\$1000.00) total (in one single transaction or between multiple transactions) between regularly scheduled Board of Trustees meetings without prior approval from the Board of Trustees. Purchases over this limit may be verbally approved on a case by case basis by a minimum of three (3) Trustees. Approvals that exceed the spending limit set forth in this paragraph should be used for emergency purchases only.

These approved amounts are not intended to be a "blank check" for employees and officials to use in a reckless manner.

F. Purchase Orders: Purchase orders will be used for all purchases of goods and services for the Village with the following exceptions:

- Monthly recurring utility bills, (i.e. telephone, gas & electricity, etc.)
- Allowances (i.e. auto, phone, etc.)
- Federal and State Tax payroll payments.
- Illinois Municipal Retirement Fund (I.M.R.F.) payments.
- Health and Life Insurance premiums.
- Travel vouchers.
- Monthly or annual loan and/or bond payments.

Purchase Orders will have a minimum of the following information when submitted for payment:

- The date of the purchase or date the order was placed.
- The vendor's name and billing address.
- Ship to information. For services or goods picked up at the vendor, check the "picked up" box.
- The quantity of goods purchased and/or a description of the services requested.
- Signature of the person initiating the purchase order.

Purchase orders with the invoice (when available) should be turned in to the Treasurer as soon as practical within seven (7) days so processing for payment can begin. Do not wait for invoices or statements to be mailed.

G. Reimbursement: Reimbursement for goods or services paid for out-of-pocket requires a purchase order to be completed with the original receipt attached prior to being submitted for reimbursement. Any credit card numbers that appear on the sales slip or invoice should be blacked out prior to submitting for payment. For petty cash reimbursements, refer to the Petty Cash Policy.

H. Village Credit Card Purchases: The Village has a credit card account through the official depositor of Village funds. This credit card account exists for the purpose of facilitating certain types of expenditures that typically require a credit card and from vendors who do not offer thirty (30) day billing for purchases or do not accept purchase orders.

I. Authorized Credit Card Holders: The following officers and department heads will have a Village of Hampton credit card issued in their name to use for Village purchases:

- President of the Board of Trustees.
- Trustees.

- Clerk/Collector.
- Supervisor of Public Works.
- Police Chief.
- Fire/Rescue Chief.

J. Authorized Credit Card Purchases: Credit cards can be used for any authorized purchase according to the limits set forth in paragraphs **D and E of this policy**. Village credit cards are not to be used for personal expenses, even if the expenses are to be reimbursed to the Village. Individuals who have a Village credit card will be held responsible for its use or misuse.

K. Credit Card Purchase Orders: Purchase orders will still be utilized for credit card purchases. In order to differentiate purchases made with credit cards and vendor charges, pink credit card purchase orders are available from the Clerk to be used for purchases made with credit cards.

L. Taxes: The Village is exempt from paying sales tax and certain Federal taxes. Copies of the Village's Tax Exempt Certificate are available from the Clerk and will be used for all purchases to prevent paying sales tax. Purchases made out-of-pocket and will most likely be subject to sales tax and should be kept to a minimum.

CITY OF COLLINSVILLE



PURCHASING CARD POLICY

Updated May 2022

City of Collinsville Purchasing Card Policy and Procedures

Overview

The City of Collinsville (City) has entered into an agreement with UMB Bank to provide certain employees (cardholders) with a City Purchasing Card. This policy provides guidelines under which the Purchasing Card may be used. Cardholders will be required to sign a statement indicating that they understand and agree to the policy prior to receiving a Purchasing Card. This is an alternate approach to purchasing products and some travel expenditures.

The Purchase Card will not replace the normal purchasing procedures established by the City, but it will be used in instances where it is not advantageous or cost effective to use an open house account with various vendors.

Purpose

The City Purchasing Card program is used to purchase goods and services that do not require approval in advance of the purchase by the City Manager or City Council.

- The Purchase Card enables employees to order and receive products directly.
- The Purchase Card gives employees the power and flexibility to purchase supplies and services when the organization needs them.
- The Purchase Card means employees will get faster delivery on low-cost items, because there is less paperwork.
- The Purchase Card would enable employees on City travel to charge hotel, gas, and conference registrations without the need to use their own personal Credit Cards.

It is accepted that no policy and procedure statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant.

Purchasing Card Responsibilities

The difference is a PCard is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder. Card privileges may be rescinded at any time at the discretion of the Finance Director if policies and/or procedures are not followed. Card usage will be audited by Collinsville's Finance Director and the cardholders will be personally liable for any unauthorized use which occurs on their PCards.

PCard Program Administrator:

The Finance Office is responsible for:

- ❖ Processing all PCard user requests and issuing PCards to new users
- ❖ Setting all PCard limits and business rules according to City policies, procedures, and guidelines
- ❖ Monitoring all PCard activity for compliance with City policies and procedures
- ❖ Changing or correcting PCard limits and parameters as needed
- ❖ Providing notification to the City Administrator of violations of PCard policy and procedures and, when necessary canceling cardholder's PCard
- ❖ Contacting the PCard provider to resolve PCard use, charge, credit, and other problems

Management Responsibilities

Human Resources and Finance are responsible for:

- ❖ Requesting PCards for designated employees who will make purchases for goods and/or services.
- ❖ Monitoring and approving monthly PCard activity to ensure cards are used in accordance with City policies and procedures.
- ❖ Setting Departmental PCard limits and business rules according to City policies, procedures, and guidelines along with Finance Staff.
- ❖ Changing or correcting Departmental PCard limits and parameters as needed
- ❖ Providing notification to PCard users and the Finance Department of violations of PCard policy and procedures.
- ❖ Obtaining the PCard card and sending it to the PCard Administrator upon cardholder's termination of employment, transfer to a different department, or request of the PCard Administrator.
- ❖ Reporting of monthly PCard activity with documentation for payment processing to the Finance Department for timely payments.

Cardholder Responsibilities

- ❖ Upon receipt, the cardholder must immediately sign the PCard.
- ❖ Use the PCard as the primary method for making purchases of goods and services that do not require City Council approval.
- ❖ Obtaining supervisor approval for all purchases made with the PCard.
- ❖ Obtaining detailed Purchase card slips, cash register receipts, packing slips or other appropriate documents to validate each transaction.
- ❖ Resolving directly with the vendor any disputes concerning returns, credits or adjustments for transactions made with the PCard.
- ❖ Attaching PCard transaction documents (credit card slips, cash register receipt, packing slip, etc.) to an AP batch. The cardholder (or other designated employee) will prepare an accounts payable batch and submit to the Department Head on a weekly/daily basis (as determined by the Department Head).
- ❖ Adhering to all other Purchasing Policies.
- ❖ Although the card is issued in the cardholder's name. it is the property of the City of Collinsville and is only to be used for City purchases as defined in this document.
- ❖ Purchasing cards and card numbers must be kept in a safe place and safeguarded against use by unauthorized individuals in the same manner a personal credit card would be secured.

PCard Contacts

Contacts for Cardholders

To report a lost, stolen, defective, misplaced, or erroneous charges, or for any additional information please contact the Finance Department immediately.

Purchasing Card Program Benefits

Benefits for the Cardholder

Reduced time spent purchasing materials and supplies.

Benefits for the City

Reduced processing costs and improved internal control over purchases. Pay the PCard provider for all charges through electronic ACH process once a month and ability to review online PCard purchase activity on a daily or monthly basis.

Benefits for Purchasing and Accounts Payable

Payment is received immediately.

Authorized and Unauthorized Use

Authorized Uses of the Purchasing Card

- ❖ Purchases may be made with the PCard within the established limits and restrictions of each individual PCard.
- ❖ All purchases made with the purchasing card must be for the benefit of City, within established budgets, and in accordance with the City Purchasing Card Policy.

General Unauthorized Uses of the Purchasing Card

- ❖ Items equal to or greater than the established maximum limits of each individual PCard.
- ❖ Personal items (item for personnel use), even with the intent of reimbursing the City after the purchase
- ❖ Cash advances
- ❖ Gifts and prizes
- ❖ Entertainment
- ❖ Telephones calls, and calling cards
- ❖ Serial purchasing - the card is not to be used to make a series of small dollar purchases to bypass Council requiring approval to make a single purchase.
- ❖ Cardholders should not use Purchasing Cards where the City has an existing store account (Wal-Mart, Home Depot, O'Reilly Automotive, Amazon, etc.) or where the merchant invoices the City directly (Rural King, R.P. Lumber, Jack Schmitt, London Shoe, and most local vendors.)
- ❖ The Purchasing Card is not intended to avoid or bypass appropriate purchasing or payment procedures. Purchases that require purchase orders, bids, or City Council approval should not be made with a Purchasing Card.

- ❖ Some inappropriate merchants have been blocked from usage including liquor stores, insurance services, gaming facilities, etc. If a Purchasing Card is declined in error, please contact the City Treasurer.

PCard Usage Procedure

Issuance of PCard

1. Human Resources notifies Finance department for processing.
2. Cards should be received by the Finance department in about 10 to 15 business days.
3. Finance department reviews and makes copies of PCard(s) for records.
4. PCard Cardholder Agreement Form signed by cardholder(s).

Card Controls and Limits

Spending Limits of Cardholder levels

- 10,000 to match the City's current purchasing approvals

Transaction Flow

1. Cardholder makes purchase from merchant via telephone, mail, fax, internet, or in person.
2. Cardholder retains receipts of PCard purchases.
3. Purchase of goods and/or services credited to PCard Company.
4. PCard monthly statements emailed the Department Head and the Finance Department.
5. Accounts Payable reviews and approves PCard accounts payable batches. PCard activity is posted to the general ledger through the normal AP process.
6. ACH payment(s) of the outstanding credit card balance is made by the Finance Office.

Purchase items via telephone, mail, fax, internet, or in person

The cardholder must keep all purchasing card records, including receiving reports, receipts, or other documentation supporting charges against his/her purchasing card. The cardholder is required to attach all such receipts to the PCard accounts payable form and submit to their Department Head weekly. The Department Head should then submit to Accounts Payable after reconciled with the statement. A/P Batch should be submitted within 5 days of receiving the statement.

Shipping

Caution: Cardholders should make prudent selection of shipping options. The cost of shipping heavier packages and/or routine packages via Federal Express or UPS overnight or 2-day express can be very expensive. Such priority handling or expediting of shipments should only be utilized when necessary. As with all expenditures of public funds, prudence must be demonstrated, and expenses justified.

Returned Purchases

Each cardholder is responsible for any returns of purchases. All returns must be credited to the cardholder's account. *Cash refunds are strictly prohibited.*

Sales Tax

- ❖ The cardholder should remind all vendors of the City tax-exempt status. The cardholder must review all receipts for each purchase to ensure sales tax has not been assessed.
- ❖ If sales tax has been charged to a purchase, the cardholder should contact the vendor for a credit.
- ❖ The City's sales tax id number is printed on the face of each Purchasing Card for the convenience of the cardholder.

Disputed Transaction

1. If a cardholder believes that a charge has been posted incorrectly to his/her account, the cardholder must notify the vendor as soon as possible.
2. The cardholder must also notify Accounts Payable of any disputed charges.
3. If the vendor agrees that an error was made, the purchase will be credited from the account on the next monthly purchasing card memo statement.
4. If the disputed charge remains unresolved by the due date the charge will remain on the account until the dispute is resolved.

Lost/Stolen/Misplace Purchasing Cards

1. Cardholder should notify the Finance Department. If the card is lost/stolen/misplaced during non-working hours the card holder should contact UMB at 888-494-5141 as soon as possible, then notify the Department Head immediately upon returning to work.
2. The Finance Office will cancel the purchasing card and request a new card from UMB.
3. Any fraudulent charges against the lost or stolen purchasing card will be handled in accordance with the City's purchasing policies.

Termination of Employment

1. Upon termination of employment, the cardholder must surrender the card to his/her supervisor. The supervisor will then forward the terminated employee's PCard to the Finance Office.
2. The Finance Office will immediately cancel the purchasing card.

Refunds of Purchase Card Purchases

A refund must be reimbursed to the PCard account charged for the purchase.

Receipts

Include PCard transaction date, vendor name, amounts, and itemized description of item(s) purchased.

Lost receipts

1. A PCard lost receipts form needs to be completed and sent over to Accounts Payable with PCard batches.
2. Repeated loss of receipts may be grounds for discontinuing a cardholder's PCard use.

City P-Card Agreement Signature Form

CARDHOLDER AGREEMENT

I understand that I am authorized to use the Purchasing Card, to purchase goods and services and the purchase is within the parameters established in the Policies and Procedures.

I agree to purchase goods and services, consistent with the City responsibilities, to satisfy legitimate business needs of the City. I will not use the Purchase Card for personal use or non-permitted business purposes.

All purchases I make will be in accordance with applicable City Purchase Card Policies and Procedures (a copy of which was provided to me).

I understand that my authorization to make such purchases shall automatically cease upon my termination from the City employment, or if I should change departments.

I have reviewed and understand the provisions of the attached referenced Policies and Procedures.

I understand that any abuse or incorrect use of the Purchase Card could result in disciplinary action against me up to and including termination of my employment at the City and criminal prosecution.

Signature

Print Name
four digits only)

PC Card Number (last

Department

Date

Return to Finance when completed

1-5. Debit/Credit Card Policy

Village of Cedarville, Illinois, Debit/Credit Card Policy

A. Introduction

The overall goal of the Village Debit/Credit Card Policy is to ensure fiscal control and accountability for debit/credit card(s) issued in the name of the Village of Cedarville. Since the debit/credit card(s) is issued in the name of the Village of Cedarville, they create a liability exposure to the Village. This policy has been developed to ensure that users of the debit/credit card(s) understand their responsibilities and proper use of the debit/credit card(s).

Cedarville has obtained a debit/credit cards issued for use by Village employees. The card(s) was obtained to provide a funding source for employees that need a debit/credit card to make authorized purchases for official Village business.

The Village of Cedarville allows qualified employees with a debit/credit card an expense to purchase selected materials and services costing less than \$1,000 (including shipping and handling).

This policy and the policies in the Employee Handbook must be followed by cardholders when conducting Village of Cedarville business and using the Village debit/credit card. Policy violations will result in revocation of cardholder privileges and possible disciplinary action. Village debit/credit cards are issued at the discretion of the Village of Cedarville to qualified employees.

B. Ownership and Cancellation of the Village Card

The Village debit/credit card remains the property of the issuer. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The issuer or the Village of Cedarville may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the debit/credit card upon request to the Village of Cedarville or any authorized agent of the issuer. Use of the debit/credit card or account after notice of its cancellation may be fraudulent and may cause the Village of Cedarville to take legal action.

C. Debit/Credit Card Abuse

Abuse of the debit/credit card will result in revocation of the card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding bank credit line limit
- Using the card for purchases of \$1,000 or more
- Using the card for unauthorized purposes
- Failure to return the card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the Village President and Treasurer in a timely

fashion.

D. Receipts

It is the cardholder's responsibility to obtain transaction receipts from the merchant or supplier each time the debit/credit card is used. These receipts must show the sales tax charged as a separate line item. Each month, the Village of Cedarville will receive an activity statement from the bank. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Village President for review and approval. Following such approval, the activity report and receipts must be forwarded to the Village Clerk for future state sales and use tax audits.

E. Payment of Bills

The Village of Cedarville will receive all credit card statements and bank statements showing debit card use on a monthly basis. Charges appearing on the statements will be checked against receipts submitted by individuals using the card during the billing period. If unapproved or other improper charges are identified on the bill, a statement indicating these charges and the amounts will be prepared and forward to the individual. Payment of the amounts indicated must be made within ten (10) days. As a condition of receiving a debit/credit card, the individual agrees to reimburse Village of Cedarville for all unapproved, commingled or other improper charges as determined above. Failure to reimburse the Village may subject the individual to additional charges for interest expense incurred by the Village. In addition the Village reserves the right to use all legal means available to collect amounts due the Village pursuant to this policy. Individuals failing to make this reimbursement will be reported to the Village President for disciplinary action pursuant to the Village's personnel policies. Individuals who fail to properly reimburse the Village as indicated above will no longer be allowed to use a Village debit/credit card. Any employee who uses a Village debit/credit card for any improper, unauthorized or fraudulent purpose, or any purpose whatsoever which is inconsistent with the terms of this Policy, shall be responsible for reimbursing the Village for any expenses incurred by the Village, including but not limited to attorney's fees and court costs, in association with such improper use, in addition to any other disciplinary actions which may be taken by the Village.

F. Disputed Items

It is the cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements.

G. Protecting the Debit/Credit Card

The debit/credit card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.



Village of Poplar Grove – Board Meeting Memo

Karri Miller
Village Clerk

July 2, 2025

Subject: Review and Update of Village Purchasing Ordinance

1. Background:

On June 11, 2025, the Village Board of Trustees voted to repeal the most recent version of the Village's Purchasing Ordinance. The repeal was enacted in order to review the ordinance and determine if updates or revisions are needed to better reflect the Village's current operational and financial needs.

2. Current Status:

Attached to this memo are two documents for reference:

- The repealed Purchasing Ordinance
- The current ordinance language now in effect, which predates the repealed version

These documents are provided to assist the Board in reviewing the changes that were made and now reversed, and to guide discussion on what purchasing procedures the Village should have in place moving forward.

3. Fiscal Impact:

There is no immediate fiscal impact. However, the purchasing policy ultimately adopted may influence procurement procedures and internal controls related to spending thresholds and approval processes.

4. Legal Review:

Legal review will be obtained once the Board determines the direction for any updates or amendments to the ordinance.

5. Recommendation:

Staff recommends the Board review the attached materials and decide what updates, if any, they would like incorporated into a revised Purchasing Ordinance. Upon receiving Board direction, staff will work with legal counsel to prepare a draft for consideration at a future meeting.

6. Supporting Documents:

- ☒ **Attached – Repealed Purchasing Ordinance**
- ☒ **Attached – Current Ordinance in Effect**

Signature:

Karri Miller, Village Clerk

ORDINANCE NUMBER: 2025-12

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS REPEALING
ORDINANCE NUMBER 2024-24 ESTABLISHING VILLAGE PURCHASING
PROCEDURES PREVIOUSLY ADOPTED BY THE VILLAGE OF POPLAR GROVE**

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

WHEREAS, the Village previously adopted Ordinance Number 2024-24 on December 11, 2024 which amended certain Village purchasing procedures; and

WHEREAS, the Village now desires to repeal said Ordinance Number 2024-24 in its entirety; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to make such repeal.

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

1. The above recitals are incorporated herein and made a part hereof.
2. That Village of Poplar Grove Ordinance Number 2024-24 adopted on December 11, 2024 is hereby repealed in its entirety and shall have no further force or effect immediately upon the passage, approval and publication in pamphlet form of this Ordinance.
3. All other ordinances of the Village shall remain in effect as previously enacted except that those ordinances, or parts thereof, in conflict are hereby repealed to the extent of such conflict.
4. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

- **CHAPTER 10. - PURCHASING PROCEDURES**

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- **1-10-1. - PURCHASING AND BACKGROUND.**

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The purpose of this directive is to provide comprehensive purchasing policies and procedures as guidance in procuring equipment, materials, supplies and services for the operational requirements of the Village and is created to ensure competitive and unbiased selection of qualified and cost-effective vendors and suppliers. This chapter is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

(Ord. 2012-020, 5-14-2012)

- **1-10-2. - PURCHASING OBJECTIVES.**

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The objectives of this purchasing manual are as follows.

It is the philosophy of the Village to conduct a purchasing process which will result in maximum value in the goods and services purchased for the tax dollar spent. It is the policy of the Village that the purchasing process will achieve the following objectives.

A.

Purchase goods and services at the lowest cost consistent with specified quality and service levels.

B.

Promote full competition from vendors through a standardized formal bidding process.

C.

Comply with all local, state and federal regulations regarding the purchase of municipal goods and services.

D.

Maintain standards of quality in materials.

E.

Avoid duplication, waste and obsolescence with respect to materials and equipment.

The policies and procedures in the section that follow are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined in Section [1-10-3](#).

To enable the Village to follow a purchasing procedure which promotes availability of material and services when needed, without creating excess inventory.

To provide adequate controls and oversight over Village expenditures as required by the Village's auditors and in compliance with local government accounting practices and principles.

Note. The following policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined above.

(Ord. 2012-020, 5-14-2012)

- **1-10-3. - GENERAL PURCHASING POLICIES.**

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This section describes Village purchasing policies which apply to all non-emergency purchases of material, equipment, supplies, and services.

PURCHASING CATEGORIES

Non-emergency purchases made by the Village may be grouped under the following categories.

A.

Purchases up to \$2,500.

B.

Purchases between \$2,501.00 and state limit, as defined in ILCS Ch. 65, Act 5, § 8-9-1 and as amended, hereafter referred to as "state limit."

C.

Purchases above the state limit.

All of these categories require a different level of organizational approval.

A.

Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.

B.

Purchases between \$2,501.00 and the state limit require three written quotes and the approval of the Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.

C.

Purchases above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees.

Emergency Purchases. In the event of enemy caused, other disaster, or other exigent circumstances, the Village President or his/her designee is authorized on behalf of the Village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by the Village Code.

The terms and any conditions of any purchase of services by the Village shall be memorialized in writing (e.g. contracts, purchase orders, etc.).

(Ord. 2012-020, 5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. 18-26, § 2, 9-19-2018; Ord. No. [2021-04](#), § 5, 3-17-2021)

- **1-10-4. - PURCHASING PROCEDURES.**

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PURCHASES UNDER \$2,500.00. Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.

PROCEDURE.

1.

Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.

2.

Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.

3.

Staff makes recommendation after review of quotes and Department head gives final approval.

4.

Village Board retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES BETWEEN \$2,501.00—State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.

PROCEDURE.

1.

Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.

2.

Staff obtains three written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.

3.

Staff makes recommendation to the Village Treasurer after review of quotes. The Village Treasurer makes a recommendation to Village President for final approval.

4.

Village Board retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES ABOVE STATE LIMIT. Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department Head shall first obtain in writing, whenever possible, at least three (3) informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.

PROCEDURE.

1.

Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.

2.

Notice of call for bids shall be published in a newspaper of general circulation throughout the Village by at least one insertion which shall be at least ten days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.

3.

Formal bids are opened and read publicly at Village Hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.

4.

Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the Village Board based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.

5.

Final bid is awarded by the Village Board, and official contracts and/or agreements are signed by the Village President.

PETTY CASH PURCHASES. The petty cash fund should be used whenever immediate payment for goods is needed. Petty cash should be restricted to payments less than \$200.00 where practicable. All petty cash payments must be supported with receipts. Use of petty cash should be avoided unless necessary. The Village Treasurer or his/her designee is responsible for the petty cash fund and are the only persons allowed to disburse money from the account.

(Ord. 012-020,5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. [2021-04](#), § 6, 3-17-2021)