



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, March 15, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

- [1.](#) Motion to approve minutes from February 15, 2023 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.*

DEPARTMENT REPORTS

- [2.](#) Clerk, Karri Anderberg
- [3.](#) Treasurer, Carina Boyd
4. Public Works, David Howe
- [5.](#) Wastewater, Test
- [6.](#) Permit & Code, B&F
- [7.](#) Engineer, McMahon

OLD BUSINESS

- [8.](#) Motion to discuss/approve **Resolution 2023-10** a resolution of the Village of Poplar Grove, Illinois approving the employee handbook

NEW BUSINESS

- [9.](#) Motion to discuss/approve **Resolution 2023-09** a resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute a rental contract with Berg Industries, Inc for a pole tent
10. Motion to discuss/approve check disbursement for payments scheduled to be paid prior to March 31, 2023, in the amount of \$161,686.52 in AP checks, \$14,461.77 in insurance expense checks, and \$8,944.84 EFTS for a total of \$185,093.13

GOOD OF THE VILLAGE

March 22, 2023 Public Hearing on FY2024 Budget - 6:45pm

March 22, 2023 Special Board Meeting - 7:00pm

April 07, 2023 VILLAGE HALL CLOSED (GOOD FRIDAY)

April 12, 2023 Board of Trustee Meeting - 7:00pm

April 19, 2023 Board of Trustee meeting - 7:00pm

ADJOURNMENT (Voice Vote)

KJA 03/13/2023



VILLAGE OF POPLAR GROVE

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VILLAGE BOARD OF TRUSTEES

Wednesday, February 15, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

Meeting called to order by President Don Sattler at 7:01pm

ROLL CALL

PRESENT

President Don Sattler

Finance Chairman Eric Miller

Admin Chairman Ron Quimby

Trustee Jeff Goings

Trustee Ed Wethington via phone

Trustee Betsy Straw

Clerk Karri Anderberg

Attorney Clayton Zamudio

Engineer Chris Dopkins

Treasurer Carina Boyd

Public Works Director David Howe

ABSENT

Trustee Dan Cheek

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.

Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Quimby, Seconded by Trustee Goings.

Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from January 18, 2023

Motion made by Finance Chairman Miller, Seconded by Trustee Wethington.

Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw

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

DEPARTMENT REPORTS

2. Clerk, Karri Anderberg
no questions
3. Treasurer, Carina Boyd
no questions
4. Public Works Director, David Howe
no questions
5. Wastewater, Test Inc
no questions
6. Engineer, McMahon
no questions

OLD BUSINESS

7. Motion to discuss FY 24 Budget Workshop Schedule
Motion made by Finance Chairman Miller, Seconded by Trustee Goings.

David Allgood – wanted to make sure that the budget workshop is open to public and anyone can attend

Clerk Anderberg explained that the budget workshop will need to be changed as Village Hall has already been rented out March 2, 2023.

Trustees discussed and the new date will be March 1, 2023 at 6:00 pm

8. Motion to discuss **Resolution 2022-43** a Resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute a sewer connection agreement with concept development partners

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
 Engineer Chris Dopkins gave a update on the agreement and the research that the board asked his office and the attorneys office to do. Engineer Dopkins stated that they are still trying to track down some things are not ready to answer the questions trustees asked at the last meeting

Motion made by Finance Chairman Miller, Seconded by Trustee Goings to table the agenda item until staff is ready.

Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw

NEW BUSINESS

9. Discussion on possible purchase of excavator
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
 Public Works Director David Howe explained that Public Works needs a bigger excavator to get to our sewer connections. Director Howe stated that he currently has to call out Vendors for water main breaks and sewer issues because our current excavator does not reach down far enough.
 Trustees asked questions and agreed with Director Howe. Director Howe will bring the item back for official vote in March
10. Motion to discuss/approve payment to Cunningham Recreation in the amount of \$60,835.76 for park equipment installation
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
 Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw
 Trustees and President discussed that matter and asked questions to staff
11. Motion to discuss/approve **Resolution 2023-05** a resolution of the Village of Poplar Grove, Illinois approving purchase of a Ford F750 Plow Truck
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
 Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw to waive bid requirements
 Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw to approve the purchase
 Director Howe explained the purchase
12. Motion to discuss/approve **Resolution 2023-06** a resolution of the Village of Poplar Grove resolving enter into a professional service agreement for design and construction engineering services for the 2023 payment maintenance program
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
 Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw
 Engineer Dopkins explained the 2023 MFT plans

GOOD OF THE VILLAGE

Board of Trustees - March 8, 2023 7:00pm

Board of Trustees - March 15, 2023 7:00pm

EXECUTIVE SESSION

13. Motion to go into executive session Possible Litigation 5 ILCS 120/2(c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby.
Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw
Went into Executive session at 8:32pm and came out at 9:01pm

PRESENT

President Don Sattler
Finance Chairman Eric Miller
Admin Chairman Ron Quimby
Trustee Jeff Goings
Trustee Ed Wethington
Trustee Betsy Straw
Clerk Karri Anderberg
Attorney Clayton Zamudio

ADJOURNMENT (Voice Vote)

KJA 02/13/2023

Motion made by Trustee Wethington, Seconded by Trustee Straw.
Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Straw
Meeting adjourned at 9:02pm



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Feb 2023

Clerk Monthly Report

General

In the month of February, the clerk's office was busy with elections and election objections. We also started meeting with the lions club about neighbors night

FOIA

We had 9 FOIA for the month of February.

Please see attached sheet for the FOIA log

PERMITS

For the month of February, we had 4 residential permits. We are working with Joann K on 2 special use permits and the new zoning map for 2023

CODE

For the month of February, we sent out 8 warnings and 2 notice of violations.

FOI

Date

1/3/2023

1/3/2023

1/4/2023

1/10/2023

1/10/2023

1/11/2023

1/12/2023

1/12/2023

1/12/2023

1/12/2023

1/16/2023

1/16/2023

1/16/2023

1/16/2023

1/19/2023

1/23/2023

IA LOG 2023

Request

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Village Of Poplar Grove)
7. Email Address
8. Office Address (Address, City, State, Zip)

Copies of all written requests from thirdparties
for records pursuant to the Freedom of Information Act regarding election
objections f-iled from December 20,2022 to the date of this request. Also include any responses
fion the village to said requests

I respectful request an electronic copy of the curreny waste hauling contract between the village and
MDC (waste Connetion)

Copy of all communications from, to, or between the village or its electoral board, its attorney, Judge Lo
Copy of all communications related to the Costanza objections and petition filing from, to, or between th
, Karri Anderberg, Attorney David Wiltse, Cheryl Russell Smith, any Judge, Attorney Roxanne Sosnowski, since Dec
Copy of all subpoenas submitted to the Village of Poplar Grove Election Board and all documents given

This is a FOIA request for the bid opening tabulation or apparent low bidder on the following projects that bid on .

- New Public Works Building Site Improvement
- Park Street Sanitary Sewer & Water Main Improvements

Any and all emails sending copies of 2023
election petitions and objections to or from any of the following parties: Karri
Anderberg, Katie Jaster, Barbara Resch, Michelle Lessard, Roxanne Sosnowski,
David Kurlinkus, or any other employee of Sosnowski Szeto, LLP

- **Copy of the Bid Tabulation as Read on 01/05/2023 at 11 am for the “Site Improvements for a New Pub**
- **Copy of the Bid Tabulation as Read on 01/05/2023 at 11 am for the “Park Street Sanitary Sewer and W**

Records of all sewer co1111ectio11s issued alld sewer co1111ectio11 fees collected since 2010 to date, 011 all ann
includillg records of whell paid, fee charged and amount paid, how paid, and type of permit (residential, non-resid

Records of all construction building permits issued and building permit fees collected since 2012 to date, Oil and the Village of Poplar Grove, including records of when paid, fees charged and amount paid, how paid and type of

All emails and letters to, from and between the following parties: Village President Donald Sattler, Village Attorney official, Judge John Lowry relating to objections to April 2023 election nomination papers and all electoral board papers

Copies of all Facebook Live livestreams of Village of Poplar Grove Municipal Officers Electoral Board meetings on 11/6/23 & 1/10/23 on Donald G. Sattler Poplar Grove President Facebook page; all metadata associated with videos requested herein. Please note that a simple download of the videos from the Facebook page will not be considered responsive unless the metadata shows the video was created contemporaneously

Any and all email correspondence between Julie Bliss (Boone County Clerk & Recorder) and Karri Anderberg relating to the April 2023 consolidated election.

Election board rules adopted in 2023, specifically, the 8 page document mentioned by Village Attorney Sosnowski

Copy of the most recent ordinance or resolution establishing the compensation for each elected village official

any and all meeting minutes for proposals to allow backyard chickens in residential areas of Poplar Grove. Any and all

Any and all emails to or from Donald Sattler, Bruce Moore, Elizabeth Straw, Cheryl Russell Smith, Pamela McCulloch, Judge John Lowry, Elisabeth Paulsen - Rodgers or any other person regarding the April 4, 2023 election. The time period

Who Requested	Due Date
SmartProcure	1/10/2023

David Wiltse	1/10/2023
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Vaughn Kuerschner	
WM	1/11/2023

wry or any other Judge, since December 12, 2022.

Edgar County	1/17/2023
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ember 12, 2022.

to the Boone County Sheriff for service..

Tania Campbell	1/17/2023
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Dave Wiltse	1/18/2023
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Tony Wallk	1/19/2023
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Tony Wallk	1/19/2023
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Sam Diamond	1/19/2023
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ential, etc.) for tl,e Soutl, Waste Water Treatment Plant

n annual basis, in
f buildillg permit (residential, non-residential, etc.)

Johnathan Giesecke 1/19/2023
proceedings

David Witlse 1/23/2023

eously to the livestream

David Witlse 1/23/2023

William Ingalls 1/23/2023
WREX

Edgar County WatchDogs 1/23/2023

Amy Ekberg 1/26/2023

David Witlse 1/30/2023
period for this request is 09/19/222 to presdent

FO

Date

2/2/2023

2/3/2023

2/3/2023

2/8/2023

2/8/2023

2/21/2023

2/23/2023

2/24/2023

2/28/2023

FOIA LOG 2023

Request

Audio or Video recording to the Electoral Board Meetings held on Tuesday Jan 31st.

Bruce Moore vs Owen Costanza

Bruce Moore vs Jeffery Goings

Bruce Moore vs Martha Suhr

I am also requesting the following information in regards to the new Maintenance Building:

Estimated maintenance costs once the building is erected including utilities, grounds, and on-going maintenance

Estimated cost savings on extended life's of existing maintenance vehicles.

Projected cost savings on in-house repairs to maintenance equipment vs outsourcing those repairs.

Overall estimated financing for this building including the grants.

Any and all emails to or from elizabeth straw in relation to the following individuals: Cheryl Russell - Smith, Don Bruce Moore, Elisabeth Paulsen - Rodgers, Pam McCullough and any other personal email account in the custody control of Elizabeth Straw, regarding the April 2023 consolidated election. The relevant timeframe for this request September 19, 2022 to present

All emails from Don Sattler's Vilalge email since it was created

All Emails, text, communications to and from President Donald Sattler in regards(sic) to request for FOIA information. from 11/1/22 To present day, including all tcp/ip-smtp email header files, user files, directories, administrator files and all bin, data, log, administrator files for the LAN switches and routers, the WAN switches and routers and the firewall (sic) switches and routers, together with (sic) all hidden and (sic) deleted files from the village network including all network devices.

Please Provide a computer copy of each sealed proposal with pricing that was received for the residential Waste Recycling and collection franchise services RFP

All Emails to and from Don Sattler Regarding Mansfield Park, The Park District, Oswald Grant and Deco grants from accounts, text messages phone logs, all emails that were forwarded

As discussed I am trying to get a copy of liquor license or any other paperwork from the bar formerly known as 20

Copy of the recordings of the electoral board meetings held on January 18, 19 and 25, 2023

Copy of village and electoral board meeting policy on remote attendance by board members

I am writing to you on behalf of Local Labs which is an online publication that reports on and informs the public at

Please provide the following: A list of all individuals filed to run for office in your county's current year Consolidate

Please also include the following points on the candidates;

- Electronic Copies of their nominating petitions
- First Name
- Last Name
- Party Affiliation
- Address
- DOB

Who Requested	Due Date
Kristi Richardson	2/9/2023

..

David wiltse y and under it is	2/10/2023
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Jeff Goings	2/10/2023
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Tim Donohue	2/15/2023
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Eryn McGrath Groot	2/15/2023
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Owen Costanza	2/28/2023
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Craig Krandel	3/2/2023
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John Kraft	3/3/2023
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Vince Espi	03/07/2023
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ed Election.

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FEBRUARY 2023 TREASURER'S REPORT

Monthly Reports:

Attached you will find February's financial reports.

Monthly Activities:

- All monthly financial tasks were completed.
- Attached is a list of all payments issued in February.
- Invoices scheduled to be paid in the month of March: \$161,686.52 in AP checks, \$14,461.77 in Insurance Expense checks, and \$8,944.84 in EFTS. Grand Total: \$185,093.13.
- Financial statements for the month of February are attached.

Ongoing Activities

- The budget workshop was held on 3/1/2023.
- The budget will be presented for approval on 3/22/2023.

Carina

03/08/2023

CHECK REGISTER

CHECK DATE FROM 02/01/2023 - 02/28/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
02/01/2023	OPER	27856	PR BCBS OF IL	BLUE CROSS BLUE SHIELD OF ILLINOIS	13,416.16
02/01/2023	OPER	27857	PR DENTAL/VISION	HUMANA INSURANCE COMPANY	917.61
02/01/2023	OPER	27858	PR NCPERS	NCPERS	128.00
02/10/2023	OPER	27859	AP 0371	ABBY PEST ELIMINATION LLC	270.00
02/10/2023	OPER	27860	AP 0006	ADT COMMERCIAL LLC	163.80
02/10/2023	OPER	27861	AP 0485	AREA MECHANICAL, INC.	1,298.27
02/10/2023	OPER	27862	AP 0459	ARNESON OIL COMPANY	1,049.92
02/10/2023	OPER	27863	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	3,519.52
02/10/2023	OPER	27864	AP 0052	BONNELL INDUSTRIES, INC.	785.40
02/10/2023	OPER	27865	AP 0098	CINTAS CORPORATION #355	150.80
02/10/2023	OPER	27866	AP 0278	COMED	15,922.93
02/10/2023	OPER	27867	AP 0385	COMPASS MINERALS	17,543.11
02/10/2023	OPER	27868	AP 0073	CONSERV FS INC	281.40
02/10/2023	OPER	27869	AP 0561	FOUR SEASONS AMUSEMENTS	3,155.00
02/10/2023	OPER	27870	AP 0097	FOX VALLEY INTERNET, INC.	54.90
02/10/2023	OPER	27871	AP 0096	FRONTIER	960.22
02/10/2023	OPER	27872	AP 0424	GO TO COMMUNICATIONS INC	309.87
02/10/2023	OPER	27873	AP 0106	GRAINGER	109.50
02/10/2023	OPER	27874	AP 0109	HAWKINS, INC.	3,654.74
02/10/2023	OPER	27875	AP 0384	HIRE TRACI II LLC	675.00
02/10/2023	OPER	27876	AP 0364	HOME DEPOT CREDIT SERVICES	555.98
02/10/2023	OPER	27877	AP 0304	JULIE, INC.	908.52
02/10/2023	OPER	27878	AP 0575	LAKESIDE INTERNATIONAL - MILWAUKEE	486.63
02/10/2023	OPER	27879	AP 0151	LINCOLN RENT-ALL & LAWN EQUIP SALES	162.38
02/10/2023	OPER	27880	AP 0159	MCMAHON ASSOCIATES, INC.	17,277.21
02/10/2023	OPER	27881	AP 0163	MEDIACOM	269.89
02/10/2023	OPER	27882	AP 0165	MENARDS	40.99
02/10/2023	OPER	27883	AP 0545	MI FLUID POWER SOLUTIONS	408.61
02/10/2023	OPER	27884	AP 0418	MICHAEL S. DRELLA	187.50
02/10/2023	OPER	27885	AP 0329	MR. GOODWATER	86.00
02/10/2023	OPER	27886	AP 0196	N-TRAK GROUP, LLC	5,838.08
02/10/2023	OPER	27887	AP 0053	NAPA AUTO PARTS	122.38
02/10/2023	OPER	27888	AP 0186	NICOR GAS	4,298.22
02/10/2023	OPER	27889	AP 0489	P.C. TECH 2 U	1,407.95
02/10/2023	OPER	27890	AP 0426	PYROTECNICO FIREWORKS INC	7,500.00
02/10/2023	OPER	27891	AP 0220	ROCKFORD BUSINESS SYSTEMS, INC	83.36
02/10/2023	OPER	27892	AP 0231	ROCKFORD REGISTER STAR	850.40
02/10/2023	OPER	27893	AP 0332	ROSCOE GLASS COMPANY	508.86
02/10/2023	OPER	27894	AP 0408	SABEL MECHANICAL LLC.	1,982.50
02/10/2023	OPER	27895	AP 0217	SOLUTIONS BANK	13,870.00
02/10/2023	OPER	27896	AP 0319	SOSNOWSKI SZETO, LLP	8,083.00
02/10/2023	OPER	27897	AP 0355	TEST INC.	18,284.29
02/10/2023	OPER	27898	AP 0261	U.S. CELLULAR	230.24
02/10/2023	OPER	27899	AP 0262	USA BLUE BOOK	44.61
02/10/2023	OPER	27900	AP 0597	VERIZON	192.41
02/10/2023	OPER	27901	AP 0429	WEX BANK - MARATHON FLEET CARD	2,950.60
02/10/2023	OPER	Various	PR Payroll	PAYROLL	13,710.62
02/10/2023	OPER	EFT533(E)	PR IRS	INTERNAL REVENUE SERVICE	3,878.72
02/10/2023	OPER	EFT534(E)	PR STATE OF IL	STATE OF ILLINOIS	792.81
02/13/2023	OPER	27902	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	3,493.00
02/13/2023	OPER	27903	AP 0078	CARD SERVICE CENTER	2,299.03
02/20/2023	OPER	124(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	2,252.11

03/08/2023

CHECK REGISTER

CHECK DATE FROM 02/01/2023 - 02/28/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
02/20/2023	OPER	125(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	4,691.70
02/20/2023	OPER	126(E)	AP 0217	SOLUTIONS BANK	2,001.03
02/24/2023	OPER	Various	PR Payroll	PAYROLL	13,282.62
02/24/2023	OPER	EFT535(E)	PR IRS	INTERNAL REVENUE SERVICE	3,797.39
02/24/2023	OPER	EFT536(E)	PR STATE OF IL	STATE OF ILLINOIS	777.66
02/24/2023	OPER	27904	PR UNION DUES	I.U.O.E. LOCAL 150	421.85
02/24/2023	OPER	EFT537(E)	PR IMRF	IMRF	3,945.83
Total of 79 Checks:					206,341.13
Less 0 Void Checks:					0.00
Total of 79 Disbursements:					206,341.13

Calculations as of 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND WATER & SEWER FU	FUND 31 MOTOR FUEL FUND DEBT SERVICE FUN	FUND 20 GOV FUNDS CAPITA	FUND 90	Total
REVENUES						
00-3010	PROPERTY TAXES - CORPORATE	241,078				241,078
00-3011	PROPERTY TAXES - ROAD & BRIDGE	83,956				83,956
00-3012	PROPERTY TAXES - AUDIT	14,991				14,991
00-3013	PROPERTY TAXES - LIABILITY INSURA	20,992				20,992
00-3014	PROPERTY TAXES - SOCIAL SECURITY	19,988				19,988
00-3100	STATE INCOME TAXES	700,980				700,980
00-3101	STATE USE TAXES	117,891				117,891
00-3102	STATE TELECOMMUNICATIONS TAX	24,688				24,688
00-3103	STATE SALES TAXES	269,609				269,609
00-3104	STATE VIDEO GAMING TAX	83,940				83,940
00-3105	REPLACEMENT TAX	9,136				9,136
00-3106	STATE LOCAL SHARE OF CANNABIS USE	5,203				5,203
00-3120	MOTOR FUEL TAX		155,924			155,924
00-3130	LOCAL RDS & STS REBUILD IL		55,173			55,173
00-3200	MUNICIPAL UTILITY TAX - ELECTRICI	102,562				102,562
00-3201	MUNICIPAL UTILITY TAX - NATURAL G	85,051				85,051
00-3205	MUNICIPAL TAX MEDIACOM/COMCAST	28,935				28,935
00-3300	CODE VIOLATION FEES	2,500				2,500
00-3301	FILING FEES	550				550
00-3400	BUILDING PERMIT FEES	81,493				81,493
00-3401	VIDEO GAMING LICENSES	1,500				1,500
00-3403	OTHER LICENSE FEES	715				715
00-3405	TRUCK PERMITS	2,150				2,150
00-3406	LIQUOR LICENSES	20,100				20,100
00-3408	TOBACCO LICENSE FEES	170				170
00-3500	RENTS RECEIVED	19,225				19,225
00-3600	WATER & SEWER SALES		1,406,409			1,406,409
00-3601	WATER / SEWER PENALTIES		18,454			18,454
00-3602	WATER & SEWER CONNECTION FEES		13,000			13,000
00-3603	BULK WATER SALES		698			698
00-3604	METER & MXU SALES		5,155			5,155
00-3605	TURN ON/OFF WATER FEES		8,870			8,870
00-3700	FEDERAL GRANT REVENUE	347,288				347,288
00-3800	MISCELLANEOUS INCOME	1,708	22,118			23,826
00-3801	DONATIONS/CONTRIBUTIONS	2,823				2,823
00-3900	INTEREST	40,685	11,489		11,561	71,826
00-5010	TRANSFERS IN - FROM GENERAL FUND			856	240,000	456,503
TOTAL REVENUES		2,329,907	1,486,193	218,332	251,561	4,503,352
EXPENDITURES						
00-4232	MFT ENGINEERING SERVICES			13,772		13,772
00-4240	PROFESSIONAL SERVICES			715		715
00-4409	ROAD CONSTRUCTION			122,391		122,391
50-4000	SALARIES	177,648				177,648
50-4010	SALARIES - OVERTIME	223				223
50-4100	SOCIAL SECURITY - EMPLOYER	10,499				10,499
50-4101	MEDICARE - EMPLOYER	2,455				2,455
50-4102	WORKERS COMPENSATION INSURANCE	15,870				15,870
50-4103	UNEMPLOYMENT COMPENSATION	1,679				1,679
50-4104	IMRF EMPLOYER	9,539				9,539
50-4105	LIFE INSURANCE - EMPLOYER	448				448
50-4106	HEALTH INSURANCE EXPENSE	38,857				38,857
50-4200	GENERAL INSURANCE	67,004	2,541			69,545
50-4202	TELEPHONE & INTERNET SERVICES	7,522	5,160			12,682
TOTAL EXPENDITURES		2,329,907	7,703	13,772		2,351,382

Item 3.

Calculations as of 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 31 WATER & SEWER	FUND 20 FUEL FUND	FUND 32 DEBT SERVICE	FUND 90 CAPITA	Total
EXPENDITURES							
50-4203	WEB SITE MAINTENANCE	4,650					4,650
50-4205	TRAVEL/MEALS/LODGING	3,413					3,413
50-4206	SECURITY SYSTEM	2,086					2,086
50-4207	TRAINING	1,280					1,280
50-4208	POSTAGE	1,350					1,350
50-4209	PUBLICATION COST	2,415					2,415
50-4211	AUDITING SERVICES	15,930					15,930
50-4212	ENGINEERING SERVICES	19,605					19,605
50-4213	LEGAL SERVICES	92,467					92,467
50-4214	OFFICE SYSTEM SUPPORT	15,906					15,906
50-4217	PROFESSIONAL DUES	1,440					1,440
50-4219	CUSTODIAL SERVICES	5,008					5,008
50-4223	IT SERVICES	6,267					6,267
50-4240	PROFESSIONAL SERVICES	5,229					5,229
50-4270	BOND AGENT FEE	500					500
50-4300	OFFICE SUPPLIES	3,935	592				4,527
50-4301	MAINTENANCE SUPPLIES	3,014					3,014
50-4302	OPERATING SUPPLIES	1,618					1,618
50-4400	CAPITAL OUTLAY - VILLAGE HALL EQU	160					160
50-4412	CIP GENERAL ADMINISTRATION					35,855	35,855
50-4500	MISCELLANEOUS EXPENSE	220					220
50-4503	BAD DEBT EXPENSE						
50-4752	INTEREST ON BONDS/NOTES	28,209	(423)				(423)
50-4801	DEBT PAYMENT - PRINCIPAL 2015B				190,000		190,000
50-4811	INTEREST EXPENSE 2015B				26,503		26,503
50-4813	INTEREST - SERIES 2012A		555				555
50-4814	INTEREST - SERIES 2012B		11,906				11,906
50-4815	INTEREST - SERIES 2015		34,738				34,738
52-4000	SALARIES	49,353					49,353
52-4010	SALARIES - OVERTIME	489					489
52-4100	SOCIAL SECURITY - EMPLOYER	2,869					2,869
52-4101	MEDICARE - EMPLOYER	671					671
52-4102	WORKERS COMPENSATION INSURANCE	166					166
52-4103	UNEMPLOYMENT COMPENSATION	1,144					1,144
52-4104	IMRF EMPLOYER	3,202					3,202
52-4105	LIFE INSURANCE - EMPLOYER	172					172
52-4106	HEALTH INSURANCE	16,290					16,290
52-4224	COMMUNITY EVENTS	162					162
52-4225	LANDSCAPING PARKS	2,471					2,471
52-4304	MAINTENANCE SUPPLIES	3,006					3,006
52-4440	PARKS EQUIPMENT	210					210
52-4441	CIP PARKS MAINTENANCE					20,291	20,291
52-4442	CIP PARKS IMPROVEMENTS					40,256	40,256
53-4000	SALARIES	46,130					46,130
53-4010	SALARIES - OVERTIME	489					489
53-4080	STREETS UNIFORM ALLOWANCE	3,799					3,799
53-4100	SOCIAL SECURITY - EMPLOYER	2,669					2,669
53-4101	MEDICARE - EMPLOYER	624					624
53-4102	WORKERS COMPENSATION INSURANCE	166					166
53-4103	UNEMPLOYMENT COMPENSATION	899					899
53-4104	IMRF - EMPLOYER	3,201					3,201
53-4105	LIFE INSURANCE - EMPLOYER	172					172
53-4106	HEALTH INSURANCE	16,316					16,316
53-4107	UNIFORM CLEANING SERVICES	1,164					1,164
53-4202	TELEPHONE & INTERNET SERVICES	1,933					1,933

Item 3.

Calculations as of 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND WATER & SEWER FU	FUND 31 MOTOR FUEL FUND DEBT SERVICE	FUND 20 FUNDS CAPITAL	FUND 90 FUNDS CAPITAL	Total
EXPENDITURES						
53-4205	TRAVEL/MEALS/LODGING	594				594
53-4207	TRAINING	2,667				2,667
53-4226	VEHICLE MAINTENANCE	16,668				16,668
53-4227	EQUIPMENT MAINTENANCE	14,799				14,799
53-4228	MAINTENANCE	4,442				4,442
53-4229	SNOW PLOW MAINTENANCE	6,656				6,656
53-4230	STREET LIGHTING SERVICES	28,104				28,104
53-4231	SHOP BUILDING - HEAT	3,150				3,150
53-4233	CONTRACTED SNOW PLOWING	1,188				1,188
53-4240	PROFESSIONAL SERVICES	5,861				5,861
53-4301	MAINTENANCE SUPPLIES	5,805				5,805
53-4302	OPERATING SUPPLIES	10,764				10,764
53-4303	GASOLINE AND OIL	26,922				26,922
53-4304	SALT PURCHASES	43,251				43,251
53-4309	JULIE LOCATES	909				909
53-4407	CAPITAL OUTLAY - VEHICLES & EQUIP	79,442				79,442
53-4409	CIP STREETS ADMINISTRATION	85,000				85,000
53-4461	CIP STREETS EQUIPMENT				8,502	8,502
53-4462	CIP STREETS MAINTENANCE				48,023	48,023
53-4463	CIP STREETS STORM SEWER				69,607	69,607
53-4500	MISCELLANEOUS EXPENSE	1,133			121,433	121,433
53-4811	INTEREST EXPENSE	6,005			1,133	1,133
55-4209	PUBLICATION COST	317			6,005	6,005
55-4212	ENGINEERING	28,722			317	28,722
55-4213	LEGAL	34,022			28,722	34,022
55-4215	CONTRACT INSPECTION SERVICES	49,622			34,022	49,622
55-4216	CONTRACT CODE ENFORCEMENT	10,478			49,622	10,478
55-4237	PLANNING SERVICES	6,750			10,478	6,750
55-4240	PROFESSIONAL SERVICES	20,361			6,750	20,361
55-4302	OPERATING SUPPLIES	10,698			20,361	10,698
57-4000	SALARIES	22,178			10,698	22,178
57-4010	SALARIES - OVERTIME	42			22,178	42
57-4100	SOCIAL SECURITY - EMPLOYER	1,318			42	1,318
57-4101	MEDICARE - EMPLOYER	308			1,318	308
57-4103	UNEMPLOYMENT COMPENSATION	203			308	203
57-4104	IMRF EMPLOYER	694			203	694
57-4105	LIFE INSURANCE - EMPLOYER	32			694	32
57-4106	HEALTH INSURANCE	4,387			32	4,387
57-4202	TELEPHONE & INTERNET SERVICES	633			4,387	633
57-4205	TRAVEL/MEALS/LODGING	4,220			633	4,220
57-4207	TRAINING	1,240			4,220	1,240
57-4213	LEGAL	10,068			1,240	10,068
57-4214	OFFICE SYSTEM SUPPORT	4,983			10,068	4,983
57-4217	DUES	475			4,983	475
57-4218	CODIFICATION	3,235			475	3,235
57-4223	IT SERVICES	1,194			3,235	1,194
68-4202	TELEPHONE & INTERNET SERVICES		2,345		1,194	2,345
68-4204	UTILITIES		22,003		2,345	22,003
68-4236	WATER & SEWER CONTRACT LABOR		43,765		22,003	43,765
68-4240	PROFESSIONAL SERVICES		3,086		43,765	3,086
68-4302	OPERATING SUPPLIES		2,364		3,086	2,364
68-4305	UTILITY SYSTEM CHEMICALS		8,974		2,364	8,974
68-4310	IEPA REQUIRED TESTING		5,901		8,974	5,901
68-4300	SALARIES		46,135		5,901	46,135

Item 3.

Calculations as of 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND WATER & SEWER FU	FUND 31 MOTOR FUEL FUND DEBT SERVICE	FUND 20 FUND 32 FUNDS CAPITA	FUND 90	Total
EXPENDITURES						
70-4010	SALARIES - OVERTIME		488			488
70-4100	SOCIAL SECURITY - EMPLOYER		2,669			2,669
70-4101	MEDICARE - EMPLOYER		624			624
70-4102	WORKERS COMPENSATION INSURANCE		166			166
70-4103	UNEMPLOYMENT COMPENSATION		899			899
70-4104	IMRF EMPLOYER		3,202			3,202
70-4105	LIFE INSURANCE - EMPLOYER		172			172
70-4106	HEALTH INSURANCE		16,289			16,289
70-4207	TRAINING		10			10
70-4208	POSTAGE		4,582			4,582
70-4214	OFFICE SYSTEM SUPPORT		1,243			1,243
70-4240	PROFESSIONAL SERVICES		17,213			17,213
70-4301	MAINTENANCE SUPPLIES		6,220			6,220
70-4302	OPERATING SUPPLIES		2,298			2,298
70-4306	METER & MXU PURCHASES		10,831			10,831
70-4410	EQUIPMENT		1,636			1,636
70-4500	MISCELLANEOUS		3,000			3,000
75-4000	SALARIES		46,128			46,128
75-4010	SALARIES - OVERTIME		488			488
75-4100	SOCIAL SECURITY - EMPLOYER		2,668			2,668
75-4101	MEDICARE - EMPLOYER		623			623
75-4102	WORKERS COMPENSATION INSURANCE		166			166
75-4103	UNEMPLOYMENT COMPENSATION		899			899
75-4104	IMRF EMPLOYER		3,201			3,201
75-4105	LIFE INSURANCE - EMPLOYER		172			172
75-4106	HEALTH INSURANCE		16,287			16,287
75-4204	UTILITIES		11,033			11,033
75-4208	POSTAGE		4,550			4,550
75-4214	OFFICE SYSTEM SUPPORT		1,902			1,902
75-4232	ENGINEERING		250			250
75-4236	WATER &SEWER CONTRACT LABOR		26,259			26,259
75-4240	PROFESSIONAL SERVICES		10,029			10,029
75-4301	MAINTENANCE SUPPLIES		5,317			5,317
75-4302	OPERATING SUPPLIES		16,326			16,326
75-4305	UTILITY SYSTEM CHEMICALS		184			184
75-4312	GENERATOR MAINTENANCE		2,151			2,151
75-4411	EQUIPMENT		2,195			2,195
75-4930	CAPITAL OUTLAY		61,683			61,683
77-4202	TELEPHONE & INTERNET SERVICES		2,595			2,595
77-4204	UTILITIES		26,435			26,435
77-4223	IT SERVICES		200			200
77-4236	WATER &SEWER CONTRACT LABOR		52,518			52,518
77-4240	PROFESSIONAL SERVICES		11,312			11,312
77-4301	MAINTENANCE SUPPLIES		2,030			2,030
77-4302	OPERATING SUPPLIES		69			69
77-4307	NPDS PERMIT		7,500			7,500
79-4202	TELEPHONE & INTERNET SERVICES		928			928
79-4204	UTILITIES		51,404			51,404
79-4236	WATER &SEWER CONTRACT LABOR		52,518			52,518
79-4240	PROFESSIONAL SERVICES		317			317
79-4301	MAINTENANCE SUPPLIES		4,886			4,886
79-4302	OPERATING SUPPLIES		298			298
79-4305	UTILITY SYSTEM CHEMICALS		19,961			19,961
79-4307	NPDS PERMIT		15,000			15,000
79-4302	TRANSFER TO DEBT SERVICE					
			216,503			216,503

Item 3.

Calculations as of 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND WATER & SEWER FU	FUND 31 MOTOR FUEL FUND DEBT SERVICE FUN	FUND 20 FUEL FUND DEBT SERVICE FUN	FUND 32 GOV FUNDS CAPITA	FUND 90	Total
EXPENDITURES							
99-6050	TRANSFER TO GOV FUNDS CIP FUND	240,000					240,000
TOTAL EXPENDITURES		1,720,256	721,666	136,878	216,503	343,967	3,139,270
NET OF REVENUES & EXPENDITURES		609,651	764,527	81,454	856	(92,406)	

Period Ending 02/28/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 20 MOTOR FUEL FUND WATER & SEWER FUN	FUND 31 FUND DEBT SERVICE	FUND 32 FUND GOV FUNDS	FUND 90 CAPITAL	Total
ASSETS							
00-1010	PETTY CASH	192					192
00-1020	CASH IN BANK	(1,434,237)	613,072	1,100,545		827,013	1,108,779
00-1021	CASH IN BANK MONEY MARKET	1,363,319			2,386		1,363,319
00-1022	CASH IN BANK - BYRON BANK			77,710			77,710
00-1030	MONEY MARKET	31,240			27,697		58,937
00-1040	MFT MONEY MARKET		118,400				118,400
00-1070	CASH WITH PAYING AGENT			574,929			574,929
00-1075	ILLINOIS FUNDS INVESTMENT ACCT.	3,198,577					3,198,577
00-1100	PROPERTY TAXES RECEIVABLE	297,238					297,238
00-1400	ACCOUNTS RECEIVABLE - OTHER	5,326					5,326
00-1401	ACCOUNTS RECEIVABLE			3,238			3,238
00-1500	PREPAID ITEMS	14,554		155,746			155,746
00-1600	CONSTRUCTION IN PROGRESS						
00-1605	VEHICLES			97,351			97,351
00-1610	VILLAGE WATER SYSTEM			42,017			42,017
00-1620	WATER/SEWER UTILITY SYSTEM			13,308,326			13,308,326
00-1630	STREETS			8,148,871			8,148,871
00-1705	ACCUMULATED DEPRECIATION - VEHICL			66,551			66,551
00-1710	ACCUM DEP-VILLAGE NORTH WATER SY			(26,533)			(26,533)
00-1711	ACCUM DEP-VILLAGE SOUTH WATER SY			(1,413,904)			(1,413,904)
00-1720	ACCUMULATED DEPRECIATION - WATER/			(3,845,162)			(3,845,162)
00-1730	ACCUM DEP-STREET			(6,097,370)			(6,097,370)
00-1850	DEFERRED OUTFLOW			(27,452)			(27,452)
00-1900	UNAMORTIZED LOSS ON REFUNDING			332,681			332,681
TOTAL ASSETS		3,476,209	731,472	12,541,849	30,083	827,013	17,606,626
LIABILITIES							
00-2100	UNAVAILABLE PROPERTY TAXES						
00-2200	ACCOUNTS PAYABLE	297,238		26,881			297,238
00-2201	COMPENSATED ABSENCES - CURRENT PO	79,183	1,256	8,991		36,652	143,972
00-2203	BONDS PAYABLE 2012A - CURRENT POR			30,000			30,000
00-2204	BONDS PAYABLE 2012B - CURRENT POR			140,000			140,000
00-2205	BONDS PAYABLE 2015 - CURRENT PORT			350,000			350,000
00-2230	DUE TO AIRPORT - BEL AIR			23,500			23,500
00-2240	ACCURED INTEREST PAYABLE			54,929			54,929
00-2303	BONDS PAYABLE 2012A - LONG-TERM P			30,000			30,000
00-2304	BONDS PAYABLE 2012B - LONG-TERM P			760,000			760,000
00-2305	BONDS PAYABLE 2015 - LONG-TERM PO			1,985,000			1,985,000
00-2340	HEALTH INSURANCE DEDUCTIONS PAYAB	(1,464)					(1,464)
00-2360	UNION DUES/NCPRS PAYABLE	192					192
00-2370	SUI PAYABLE	2,928					2,928
00-2400	OTHER DEFERRED REVENUE	346,822					346,822
00-2410	CUSTOMER DEPOSITS HELD	12,209					12,209
00-2650	NET PENSION LIABILITY			3,481			3,481
00-2660	DEFERRED INFLOWS			20,968			20,968
00-2690	UNAMORTIZED BOND PREMIUM			402,400			402,400
TOTAL LIABILITIES		737,108	1,256	3,836,150		36,652	4,611,166
FUND BALANCES							
00-3000	FUND BALANCE	2,129,448	648,762	7,941,174	29,226	882,766	3,690,202
00-3001	NET POSITION						7,941
TOTAL FUND EQUITY		2,129,448	648,762	7,941,174	29,226	882,766	11,631

Item 3.

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	MOTOR FUEL	FUND 20 FUEL FUND WATER	FUND 31 SEWER FUN DEBT SERVICE	FUND 32 FUND GOV FUNDS	FUND 90 CAPITAL	Total
Beginning Fund Balance		2,129,448		648,762	7,941,174	29,226	882,766	
Net of Revenues Vs Expenditures		609,651		81,454	764,527	856	(92,406)	
Ending Fund Balance		2,739,099		730,216	8,705,701	30,082	790,360	
Total Liabilities And Fund Balance		3,476,207		731,472	12,541,851	30,082	827,012	



2323 Fourth Street, PO Box 483 Peru, IL 61354

Phone: 815-224-1650 Toll Free: 800-659-4659

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March 3, 2022

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

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

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

Outlined below are the processes and actions taken during January 2023 in Poplar Grove to improve the facilities equipment beyond required and routine maintenance, testing, inspection and reporting. At times we will also list upcoming needed improvements that may need attention by the Village.

Lift Stations:

- Cleaned all lift station floats and transducers.
- Ran and tested portable generators under load.
- Sable came out and got a measurement to get a bad check valve replaced at the end of Waco lift station fixed.
- They came and inspected the lift station at Oak Lawn just to ensure it's working as well as it can.

North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- All personnel have taken safety classes on electrical safety, lock out tag out, confined space and emergency action planning.
- Main lift station has been working as it should.
- We fixed an issue with a decanter on SBR #1. We need to look in to rethinking or changing the way those open. There has to be a better way than those actuators that we can't get and that are expensive when we do get them. Plus, they only last about 2-3 years.
- We had the restraints break off one of the decanters. We fixed it when flows were high because we could get out on the decanter.
- We serviced the screen. Upon servicing it, we found issues and the manufacturer has been out to diagnose. The repair will be covered under warranty.
- We have ordered some transducers to replace the bad ones in SBR3 and to replace the one on the shelf from Woodstock lift station last month.
- Decanted digesters.



2323 Fourth Street, PO Box 483 Peru, IL 61354

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- Tested all emergency wash stations.

South WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- UV lights are pulled and ready to go back in. We were able to get by this year without replacing the bulbs, but will have to next winter. We have put this in the budget.
- We had a blower go bad on one of the floating mixers. Sable is getting us a price for a new one.
- Transferred sludge to drying beds.
- Decanted digesters.
- Found that the sludge transfer pumps in the old plant need to be rebuilt. I plan on discussing this with David to find the more cost efficient solution.
- We replaced some leaking air line connections.
- Cleaned sand filter room.
- Tested all emergency wash stations.
- Decanted digesters.

Water System:

- Cleaned well houses.
- Changed pump head and chemical line at well 4.
- Tested the big portable generator under load and had the block heater replaced.
- All required EPA testing has been done.

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

Submitted by,
Total Environmental Service Technologies, Inc.

Ion Stear
Certified Operator/Manager

DMR Copy of Record

Permit Permit #: IL0023451 Major: No		Permittee: 200 NORTH HILL STREET POPLAR GROVE, IL 61065		Facility: Facility Location: POPLAR GROVE - NORTH WWTP VILLAGE OF 205 EDSON RD POPLAR GROVE, IL 61065			
Permitted Feature: 001 External Outfall		Discharge: 001-0 STP OUTFALL					
Report Dates & Status Monitoring Period: From 01/01/23 to 01/31/23 DMR Due Date: 02/25/23		Status: NotDMR Validated					
Considerations for Form Completion BOW ID: W0070150007; DMF LOAD LIMITS DISPLAYED. MONITORING LOCATION "*" IS FOR MONTHLY AVERAGE AND DAILY MAXIMUM. MONITORING LOCATION "8" IS FOR WEEKLY AVERAGE.							
Principal Executive Officer First Name: Last Name: No Data Indicator (NODI)		Certified Operator Telephone: 815-224-1650					
Form NODI:		Title:					
Parameter Name	Monitoring Location	Season	Sample Permit Req. Value NODI	Quantity of Loading Qualifier 1 Value 1 Qualifier 2 Value 2	Quality of Concentration Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	# of EA Frequency of Analysis	Sample Type
00300 Oxygen, dissolved [DO]	1 - Effluent Gross	1	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
00400 pH	1 - Effluent Gross	0	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
00530 Solids, total suspended	1 - Effluent Gross	0	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
00610 Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
50050 Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
50060 Chlorine, total residual	1 - Effluent Gross	0	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB
80082 BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-	Qualifier 1 Value 1 Qualifier 2 Value 2	Qualifier 1 Value 1 Qualifier 2 Value 2 Qualifier 3 Value 3	02DA - 2 Days Every Week 02DA - 2 Days Every Week	GR - GRAB GR - GRAB

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

Edit Check Errors
No errors.
Comments

Attachments
No attachments.

Report Last Saved By
POPLAR GROVE, VILLAGE OF

User:
Name: **ebungamer**
E-Mail: **ebungamer@lestinc.com**
Date/Time: **2023-02-20 15:30 (Time Zone: -06:00)**
Report Last Signed By
User: **IONSTEAR**

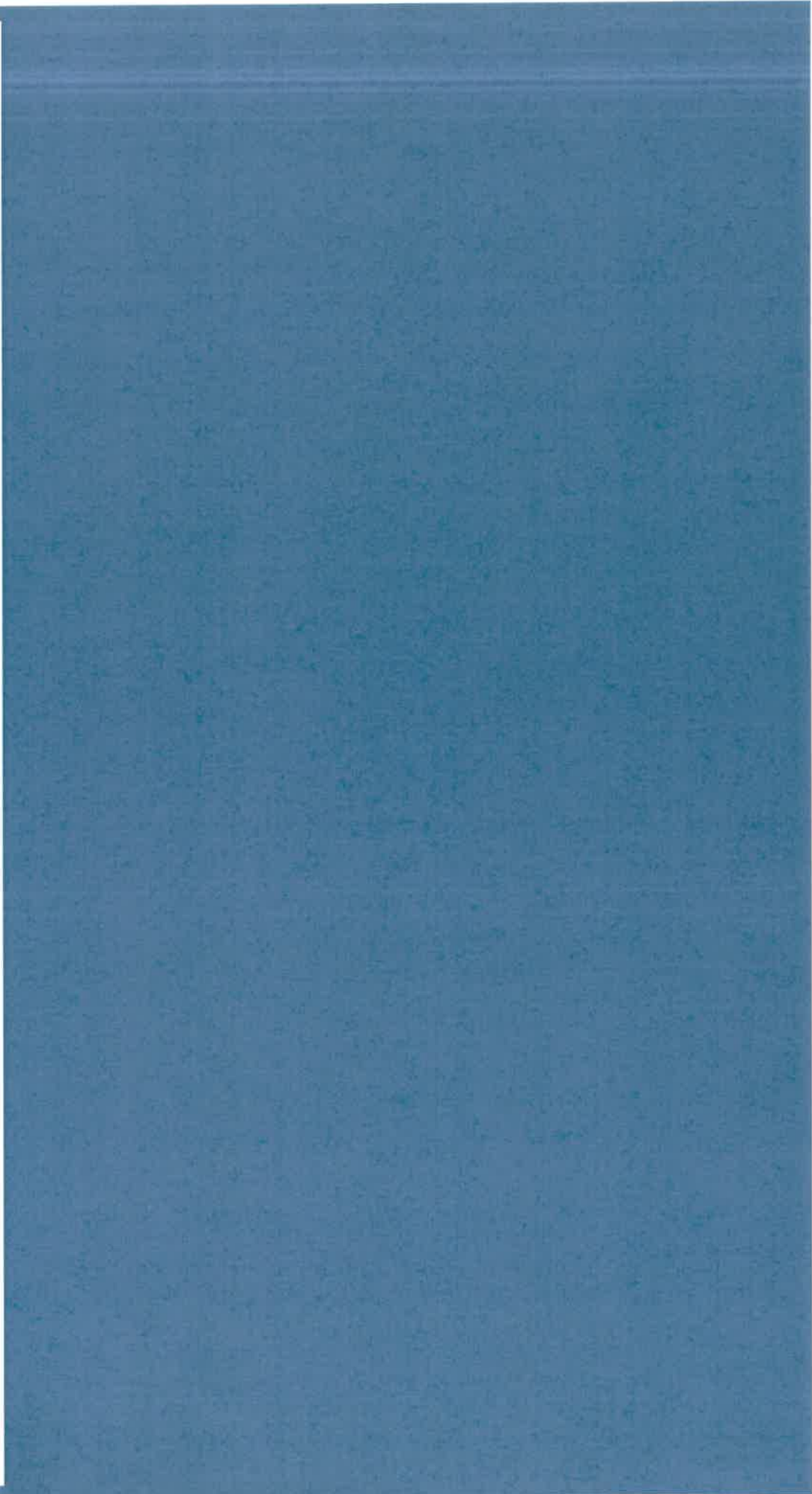
Name: Jon Stear
E-Mail: jstear@vestline.com
Date/Time: 2023-02-28 12:04 (Time Zone: -06:00)

DMR Copy of Record

Permit:		IL0023451		POPLAR GROVE - NORTH WWTP, VILLAGE OF	
Major:		No		205 EDSON RD POPLAR GROVE, IL 61065	
Permitted Feature:		INF Influent Structure		Facility Location:	
Discharge:		INF-1 INFLUENT MONITORING			
Report Dates & Status		From 01/01/23 to 01/31/23		Status: NotDMR Validated	
Monitoring Period:		Considerations for Form Completion			
BOW ID: W0070150007					
Principal Executive Officer					
First Name:		Ion		Telephone: 815-224-1650	
Last Name:		Stear			
No Data Indicator (NODI)					
Form NODI:					
Child:					
Parameter Name		Monitoring Location		Session & Param. NODI	
00310 BOD, 5-day, 20 deg. C		G - Raw Sewage Influent		0 -	
00530 Solids, total suspended		G - Raw Sewage Influent		0 -	
90050 Flow, In conduit or thru treatment plant		G - Raw Sewage Influent		0 -	

Submission Note									
If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.									
Edit Check Errors									
No errors.									
Comments									
Attachments									
No attachments.									
Report Last Saved By									
POPLAR GROVE, VILLAGE OF									
User:									
eBungamer									
Name:									
Elaine Bungamer									
E-Mail:									
ebungamer@vestinc.com									
Date/Time:									
2023-02-20 15:31 (Time Zone: -06:00)									
Report Last Signed By									
IONSTEAR									
User:									
Ion Stear									
Name:									
Istiaar@vestinc.com									
E-Mail:									
2023-02-28 12:04 (Time Zone: -06:00)									
Date/Time:									

Name:	Elaine Bungener
E-Mail:	ebungamer@testinc.com
Date/Time:	2023-02-20 15:22 (Time Zone: -06:00)
Report Last Signed By	
User:	IONSTEAR
Name:	Ion Stear
E-Mail:	istear@testinc.com
Date/Time:	2023-02-28 12:04 (Time Zone: -06:00)



DMR Copy of Record

Permit		IL0071447		POPULAR GROVE, VILLAGE OF		POPULAR GROVE SOUTH STP VILLAGE OF	
Major:		Yes		200 S HILL ST		12211 STATE ROUTE 76	
Permitted Feature:		001 External Outfall		001-S SEMI ANNUAL SAMPLING @ 001		POPULAR GROVE, IL 61065	
Report Dates & Status		Monitoring Period: From 08/01/22 to 01/31/23		DMR Due Date: 02/25/23		Status: NotDMR Validated	
Considerations for Form Completion		BOW ID: W0070150006					
Principal Executive Officer		First Name: Ion		Title: Certified Operator		Telephone: 815-224-1650	
Last Name: Stear							
No Data Indicator (NODI)							
Form NODI:	Parameter Name	Monitoring Location	Season #	Sample Permit Req	Quantity of Sampling	Quality of Concentration	# of Ex. Frequency of Analysis Sample Type
					Qualifier 1 Value 1 Qualifier 2 Value 2 Limit Qualifier 3 Value 3	Qualifier 4 Value 4 Qualifier 5 Value 5	
00556 Oil & Grease		1 - Effluent Gross	0	-			
00720 Cyanide, total [as CN]		1 - Effluent Gross	0	-			
00722 Cyanide, free [amenable to chlorination]		1 - Effluent Gross	0	-			
00951 Fluoride, total [as F]		1 - Effluent Gross	0	-			
01002 Arsenic, total [as As]		1 - Effluent Gross	0	-			
01007 Barium, total [as Ba]		1 - Effluent Gross	0	-			
01027 Cadmium, total [as Cd]		1 - Effluent Gross	0	-			
01032 Chromium, hexavalent [as Cr]		1 - Effluent Gross	0	-			
01034 Chromium, total [as Cr]		1 - Effluent Gross	0	-			
01042 Copper, total [as Cu]		1 - Effluent Gross	0	-			
01045 Iron, total [as Fe]		1 - Effluent Gross	0	-			
01046 Iron, dissolved [as Fe]		1 - Effluent Gross	0	-			
01051 Lead, total [as Pb]		1 - Effluent Gross	0	-			

Submission Note	
if a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.	
Edit Check Errors No errors. Comments	
Attachments No attachments. Report Last Saved By POPLAR GROVE, VILLAGE OF	
User: ebungamer	
Name: Elaine Bungamer	
E-Mail: ebungamer@testinc.com	
Date/Time: 2023-02-17 10:13 (Time Zone: -06:00)	
Report Last Signed By IONSTEAR	
User: Ion Stear	
Name: istear@testinc.com	
E-Mail: 2023-02-28 12:04 (Time Zone: -06:00)	
Date/Time:	

VILLAGE OF POPLAR GROVE - WEST
 FOR THE MONTH OF January 2023
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

IL0070350
 MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed		Free	Phosphate Feed		PO4 mg/L	Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Scale	lbs Used		Scale	lbs Used		Scale	lbs Used	
31-Dec	08:00	360943	0	8069.55	0	152.00	2.0	0.88	46	4.00	1.20	397.80	1.70	JH
1-Jan	08:00	361025	58	8071.45	0.69	150.00	0.0	1.25	42	2.00	1.18	396.10	1.10	JH
2-Jan	08:00	361083	93	8072.14	2.26	150.00	1.0	1.02	40/100	4.00	1.00	395.00	1.80	KL
3-Jan	08:00	361176	78	8074.4	2.07	149.00	0.0	0.90	96	2.00	1.30	393.20	1.20	KL
4-Jan	08:00	361254	41	8076.47	1.21	149.00	1.0	0.40	94	2.00	1.20	392.00	0.80	DH
5-Jan	08:00	361295	66	8077.68	1.45	148.00	1.0	0.68	92	2.00	1.72	391.20	0.90	KL
6-Jan	08:00	361361	66	8079.13	1.4	147.00	0.0	1.01	90	4.00	1.23	390.30	1.00	KL
7-Jan	08:00	361427	70	8080.53	1.76	147.00	1.0	0.82	86	2.00	1.01	389.30	1.20	KL
8-Jan	08:00	361497	68	8082.29	1.56	146.00	0.0	0.76	84	2.00	1.36	388.10	1.40	KL
9-Jan	08:00	361565	70	8083.85	1.61	146.00	1.0	0.64	82	2.00	1.22	386.70	1.50	KL
10-Jan	08:00	361635	67	8085.46	1.53	145.00	2.0	0.70	80	2.00	0.88	385.20	1.30	KL
11-Jan	08:00	361702	46	8086.99	1.05	143.00	2.0	1.94	78	2.00	1.10	383.90	0.90	KL
12-Jan	08:00	361748	66	8088.04	1.31	141.00	2.0	1.92	76	4.00	1.10	383.00	1.10	KL
13-Jan	08:00	361814	64	8089.35	1.67	139.00	2.0	2.08	72	2.00	1.33	381.90	1.10	KL
14-Jan	08:00	361878	68	8091.02	1.56	137.00	3.0	1.88	70	4.00	0.57	380.80	1.40	DH
15-Jan	08:00	361946	68	8092.58	1.57	134.00	2.0	1.61	66	2.00	0.66	379.40	1.30	KL
16-Jan	08:00	362014	47	8094.15	1.07	132.00	1.0	1.81	64	4.00	0.67	378.10	1.10	KL
17-Jan	08:00	362061	67	8095.22	1.55	131.00	2.0	1.88	60	2.00	2.27	377.00	1.10	KL
18-Jan	08:00	362128	64	8096.77	1.46	129.00	2.0	1.92	58	4.00	1.34	375.90	1.30	KL
19-Jan	08:00	362192	46	8098.23	1.01	127.00	1.0	1.63	54	4.00	1.56	374.60	0.80	KL
20-Jan	08:00	362238	66	8099.24	1.14	126.00	2.0	1.75	50/100	2.00	2.10	373.80	1.00	KL
21-Jan	08:00	362304	67	8100.38	1.95	124.00	3.0	1.86	98	4.00	1.98	372.80	1.40	KL
22-Jan	08:00	362371	69	8102.33	1.58	121.00	1.0	1.92	94	6.00	1.80	371.40	1.20	KL
23-Jan	08:00	362440	66	8103.91	1.53	120.00	3.0	1.72	88	6.00	1.16	370.20	1.30	KL
24-Jan	08:00	362506	69	8105.44	1.58	117.00	2.0	1.47	82	2.00	1.33	368.90	1.60	KL
25-Jan	08:00	362575	45	8107.02	1.03	115.00	2.0	1.37	80	2.00	1.30	367.30	0.80	DH
26-Jan	08:00	362620	67	8108.05	1.53	113.00	1.0	1.45	78	4.00	1.96	366.50	1.10	KL
27-Jan	08:00	362687	66	8109.58	1.42	112.00	2.0	1.48	74	4.00	1.88	365.40	1.30	KL
28-Jan	08:00	362753	68	8111	2	110.00	2.0	1.35	70	4.00	1.79	364.10	1.40	JH
29-Jan	08:00	362821	69	8113	1.28	108.00	2.0	1.44	66	6.00	1.21	362.70	1.20	JH
30-Jan	08:00	362890	68	8114.28	1.57	106.00	2.0	1.12	60	4.00	1.10	361.50	1.30	DH
31-Jan	08:00	362958	69	8115.85	1.57	104.00		1.47	56		1.07	360.20	1.40	DH
1-Feb	08:00	363027		8117.42		102.00		1.46	54			358.8		DH
TOT			1933					45.59						
AVE			62					1.38						
MAX			93					2.08						
MIN			0					0.40						

SIGNATURE:
 PHONE: 815-224-1650

Jon Stear

Item 5.

VILLAGE OF POPLAR GROVE - SOUTH
FOR THE MONTH OF January 2023
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

IL0070300
MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed		Free	Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used		Scale	lbs Used	Scale	lbs Used	
31-Dec	09:00	575858	70	3974	1	4757.60	0	132.00	1.0	1.43	80	4.00	417.00	1.80	JH
1-Jan	09:00	575928	71	3975	1.1	4757.60	0	131.00	1.0	1.17	76	4.00	415.20	1.40	JH
2-Jan	09:00	575999	88	3976.1	1.3	4757.60	0	130.00	1.0	1.14	72	4.00	413.80	2.00	KL
3-Jan	09:00	576087	70	3977.4	1.1	4757.60	0	129.00	1.0	1.10	68	4.00	411.80	1.80	KL
4-Jan	09:00	576157	51	3978.5	0.9	4757.60	0	128.00	1.0	1.26	64	4.00	410.00	1.00	DH
5-Jan	09:00	576208	70	3979.4	1.1	4757.60	0	127.00	1.0	1.33	60	2.00	409.00	1.80	KL
6-Jan	09:00	576278	69	3980.5	1	4757.60	0	126.00	1.0	1.41	58	6.00	407.20	1.40	KL
7-Jan	09:00	576347	70	3981.5	1.1	4757.60	0	125.00	1.0	1.40	52	2.00	405.80	1.60	KL
8-Jan	09:00	576417	76	3982.6	1.2	4757.60	0	124.00	2.0	1.42	50	4.00	404.20	1.60	KL
9-Jan	09:00	576493	82	3983.8	1.3	4757.60	0	122.00	1.0	1.49	46	4.00	402.60	2.00	KL
10-Jan	09:00	576575	53	3985.1	0.9	4757.60	0	121.00	1.0	1.43	42	4.00	400.60	1.40	KL
11-Jan	09:00	576628	71	3986	1.1	4757.60	0	120.00	1.0	1.44	38/100	2.00	399.20	1.40	KL
12-Jan	09:00	576699	69	3987.1	1.1	4757.60	0	119.00	1.0	1.38	98	4.00	397.80	1.40	KL
13-Jan	09:00	576768	52	3988.2	0.8	4757.60	0	118.00	1.0	1.40	94	4.00	396.40	1.60	KL
14-Jan	09:00	576820	71	3989	1.1	4757.60	0	117.00	2.0	1.33	90	2.00	394.80	1.40	DH
15-Jan	09:00	576891	71	3990.1	1.1	4757.60	0	115.00	1.0	1.31	88	4.00	393.40	1.80	KL
16-Jan	09:00	576962	14	3991.2	0.2	4757.60	0	114.00	0.0	1.35	84	2.00	391.60	0.40	KL
17-Jan	09:00	576976	139	3991.4	2.2	4757.60	0	114.00	3.0	1.01	82	6.00	391.20	3.00	KL
18-Jan	09:00	577115	52	3993.6	0.8	4757.60	0	111.00	1.0	1.33	76	4.00	388.20	1.20	KL
19-Jan	09:00	577167	70	3994.4	1.1	4757.60	0	110.00	0.0	1.30	72	2.00	387.00	1.40	KL
20-Jan	09:00	577237	52	3995.5	0.8	4757.60	0	110.00	2.0	1.36	70	2.00	385.60	1.40	KL
21-Jan	09:00	577289	87	3996.3	1.4	4757.60	0	108.00	0.0	1.31	68	6.00	384.20	1.80	KL
22-Jan	09:00	577376	71	3997.7	1.1	4757.60	0	108.00	1.0	1.38	62	4.00	382.40	1.80	KL
23-Jan	09:00	577447	71	3998.8	1.1	4757.60	0	107.00	1.0	1.30	58	4.00	380.60	1.60	KL
24-Jan	09:00	577518	69	3999.9	1.1	4757.60	0	106.00	3.0	1.28	54/100	2.00	379.00	1.40	KL
25-Jan	09:00	577587	53	4001	0.8	4757.60	0	103.00	1.0	1.12	98	2.00	377.60	1.40	DH
26-Jan	09:00	577640	69	4001.8	1.1	4757.60	0	102.00	1.0	1.20	96	4.00	376.20	1.40	KL
27-Jan	09:00	577709	69	4002.9	1.1	4757.60	0	101.00	1.0	1.15	92	4.00	374.80	1.60	KL
28-Jan	09:00	577778	62	4004	1	4757.60	0	100.00	1.0	1.23	88	4.00	373.20	1.40	JH
29-Jan	09:00	577840	78	4005	1.1	4757.60	0	99.00	2.0	1.18	84	4.00	371.80	1.60	JH
30-Jan	09:00	577918	67	4006.1	1.1	4757.60	0	97.00	1.0	1.24	80	4.00	370.20	1.60	DH
31-Jan	09:00	577985	69	4007.2	1.1	4757.60	0	96.00	1.0	1.32	76	4.00	368.60	2.00	DH
1-Feb	09:00	578054	-578054	4008.3	-4008.3	4757.60	-4757.6	95.00	95.0		72	72.00	366.60	366.60	DH
TOT			2127				0			41.50					
AVE			69				0			1.30					
MAX			139				0			1.49					
MIN			14				0			1.01					

Ion Stear

SIGNATURE:
PHONE: 815-224-1650

Item 5.

VILLAGE OF POPLAR GROVE - NORTH
FOR THE MONTH OF January 2023
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

IL0070150
MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed		Free	Phosphate Feed		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used		Scale	lbs Used	Scale	lbs Used	
31-Dec	10:00	360586	145	10063.5	0	29166.00	11:00	115.00	2.0	1.29	46	8.00	39.00	1.0	JH
1-Jan	10:00	360731	268	10063.5	0	29177.00	10:70	112.00	1.0	1.20	38	8.00	38.00	0.8	JH
2-Jan	10:00	360999	207	10063.5	0	29187.70	10:40	112.00	2.0	1.32	30/100	6.00	37.25	0.3	KL
3-Jan	10:00	361206	222	10063.5	0	29198.10	11:30	110.00	2.0	1.53	94	10.00	37.00	1.0	KL
4-Jan	10:00	361428	153	10063.5	0	29209.40	7:70	108.00	2.0	1.15	84	6.00	36.00	0.8	DH
5-Jan	10:00	361581	208	10063.5	0	29217.10	10:40	106.00	2.0	1.54	78	8.00	35.25	0.3	KL
6-Jan	10:00	361789	23	10063.5	0	29227.50	9:70	104/160	1.0	1.61	70	6.00	35.00	1.0	KL
7-Jan	10:00	361812	381	10063.5	0	29237.20	10:70	159.00	1.0	1.57	64	8.00	34.00	0.3	KL
8-Jan	10:00	362193	230	10063.5	0	29247.90	11:60	158.00	2.0	1.56	56	8.00	33.75	0.8	KL
9-Jan	10:00	362423	155	10063.5	0	29259.50	7:80	156.00	2.0	0.98	48	8.00	33.00	0.8	KL
10-Jan	10:00	362578	125	10063.5	0	29267.30	6:20	154.00	4.0	1.07	40	4.00	32.25	0.3	KL
11-Jan	10:00	362703	130	10063.5	0	29273.50	6:60	150.00	1.0	1.10	36/100	6.00	32.00	0.3	KL
12-Jan	10:00	362833	126	10063.5	0	29280.10	6:40	149.00	1.0	0.60	94	4.00	31.75	0.8	KL
13-Jan	10:00	362959	118	10063.5	0	29286.50	5:90	148.00	4.0	1.95	90	4.00	31.00	0.3	KL
14-Jan	10:00	363077	125	10063.5	0	29292.40	6:30	144.00	1.0	1.64	86	4.00	30.75	0.5	DH
15-Jan	10:00	363202	128	10063.5	0	29298.70	6:40	143.00	1.0	1.31	82	6.00	30.25	0.3	KL
16-Jan	10:00	363330	147	10063.5	0	29305.10	7:30	142.00	2.0	1.40	76	6.00	30.00	0.3	KL
17-Jan	10:00	363477	121	10063.5	0	29312.40	9:06.10	140.00	1.0	2.09	70	4.00	29.75	0.8	KL
18-Jan	10:00	363598	113	10063.5	0	29318.50	-9894.30	139.00	2.0	2.10	66	4.00	29.00	0.0	KL
19-Jan	10:00	363711	133	10063.5	0	29324.20	6:60	137.00	1.0	1.61	62	6.00	29.00	0.3	KL
20-Jan	10:00	363844	111	10063.5	0	29330.80	5:70	136.00	2.0	1.71	56	4.00	28.75	0.8	KL
21-Jan	10:00	363955	158	10063.5	0	29336.50	7:90	134.00	3.0	1.32	52	4.00	28.00	0.3	KL
22-Jan	10:00	364113	146	10063.5	0	29344.40	10:07.30	131.00	1.0	1.41	48	4.00	27.75	0.8	KL
23-Jan	10:00	364259	127	10063.5	0	29351.70	-9993.70	130.00	1.0	1.92	42/100	4.00	27.00	0.3	KL
24-Jan	10:00	364386	123	10063.5	0	29358.00	6:70	129.00	2.0	1.76	96	4.00	26.75	0.5	KL
25-Jan	10:00	364509	128	10063.5	0	29364.70	5:90	127.00	2.0	1.62	92	4.00	26.25	0.3	DH
26-Jan	10:00	364637	129	10063.5	0	29370.60	6:40	125.00	1.0	1.70	88	6.00	26.00	0.3	KL
27-Jan	10:00	364766	116	10063.5	0	29377.00	5:00	124.00	2.0	1.62	82	4.00	25.75	0.8	KL
28-Jan	10:00	364882	123	10063.5	0	29382.00	7:00	122.00	2.0	1.54	78	4.00	25.00	0.0	JH
29-Jan	10:00	365005	173	10063.5	0	29389.00	8:70	120.00	2.0	1.48	74	6.00	25.00	0.3	JH
30-Jan	10:00	365178	121	10063.5	0	29397.70	6:00	118.00	2.0	0.81	68	6.00	24.75	0.0	DH
31-Jan	10:00	365299	127	10063.5	0	29403.70	6:40	116.00	1.0	0.95	62	4.00	24.75	0.8	DH
1-Feb	10:00	365426	-365426	10063.5	-10063.5	29410.1	-29410.10	115.0	115.0	1.5	58	58.00	24	24.0	DH
TOT			4713				238			47.94					
AVE			152				8			1.45					
MAX			381				10007			2.10					
MIN							-9994			0.60					

Jon Stear

SIGNATURE:
PHONE: 815-224-1650

Item 5.

VILLAGE OF POPLAR GROVE
FOR THE MONTH OF January 2023
DAILY DISTRIBUTION MONITORING REPORT
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

Item 5.

Date	North System (Wells 2 & 3)				West System (Well 4)				South System (Wells 5 & 6)				Operator Initials
	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	
1-Jan													
2-Jan													
3-Jan	School	1.06		1.04	Gas Station	0.41		0.68	Tower	0.97		0.91	KL
4-Jan	VH	0.41		0.79	Oak lawn	0.4		0.52	Tower	0.82		0.52	DH
5-Jan	Tower	1.54		1.65	Tower	0.82		1.64	Tower	1.1		0.84	KL
6-Jan	School	1.1		0.98	Garage	0.62		1.01	Tower	1.22		0.85	KL
7-Jan													
8-Jan													
9-Jan	Tower	0.98		0.82	Tower	0.58		1.3	Tower	0.86		0.92	KL
10-Jan	School	1.07		1.69	Gas Station	0.68		0.85	Tower	1.17		1.26	KL
11-Jan	Tower	1.1		1.3	Oal Lawn	0.42		0.42	Tower	1.13		1.07	KL
12-Jan	School	0.6		1.77	Garage	0.74		0.72	Tower	0.71		1.01	KL
13-Jan	School	0.62		1.81	Tower	2.14		1.29	Tower	0.71		0.98	KL
14-Jan													
15-Jan													
16-Jan	Tower	1.4		1.27	Gas station	0.55		1.04	Tower	1.05		1.1	KL
17-Jan	School	1.31		1.98	Garage	1.54		0.78	Tower	1.08		1.01	KL
18-Jan	VH	0.56		1.64	oak Lawn	0.52		0.68	Tower	1.07		0.94	KL
19-Jan	School	1.61		1.17	tower	1.82		1.04	Tower	1.02		0.9	KL
20-Jan	Tower	1.65		1.46	oak Lawn	0.65		0.72	Tower	1.08		0.89	KL
21-Jan													
22-Jan													
23-Jan	Tower	1.92		1.97	Gas station	0.64		1.1	Tower	0.87		0.94	KL
24-Jan	School	1.21		1.37	Oak Lawn	0.43		0.6	Tower	0.91		1.01	KL
25-Jan	VH	0.56		1.81	Tower	0.91		1.19	Tower	0.93		0.94	KL
26-Jan	School	1.3		1.1	Garge	1.2		0.84	Tower	1.01		0.98	KL
27-Jan	Tower	1.62		1.01	Oak Lawn	1.52		1.81	Tower	1.1		1.08	KL
28-Jan													
29-Jan	School	0.81		0.95	Oak lawn	1.35		1.25	Tower	1.24		0.94	KL
30-Jan	VH	0.55		1.35	garage	1.33		1.14	tower	0.94		0.86	KL
31-Jan													

Signature:

PHONE: 815-224-1650

Ion Stear

Office & Shipping:
2420 Vantage Drive
ELGIN, IL 60124

CORRESPONDENCE:
P.O. BOX 5178
ELGIN, IL 60121-5178

B&F CONSTRUCTION CODE SERVICES, INC.
Building & Fire Protection Plan Review
® Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
constructioncodes.com

March 8, 2023

Karri Anderberg
Village of Poplar Grove
200 N. Hill St.
Poplar Grove, IL 61065

**RE: Monthly Report
February 2023**

Dear Ms. Anderberg,

Please see the Monthly Report for B&F Construction Code Services, Inc. for Poplar Grove for February 2023.

Last month there were 9 permits issued compared to 4 this month; also, inspections are down from 55 inspections last month compared to 24 performed this month. This month we issued no stop work orders and had no formal warnings issued.

B&F Construction Code Services has been working with two businesses interested in operating video gaming establishments, including Boone's Bar and Grill and Snyder's Pharmacy. Both business owners have been provided copies of the special use application forms. Boone's Bar and Grill was nearing completion of the application near the end of the month.

Below are the statistics for the month of February 2023:

Category	Count
Complaints_____	This is not regularly reported
Follow Ups_____	0
Verbal/Written Warnings_____	0
Permits Issued_____	4
Court Tickets Issued_____	0
Meetings_____	1
Phone Calls/Admin. _____	This is performed as needed
B&F Building Inspections_____	24
Stop Work Orders_____	0
Total_____	29

Sincerely,

Joanne Kalchbrenner
Zoning Supervisor

Service With Integrity

Member
ICC NFPA IFIA



To: The Village President and Board of Trustees

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

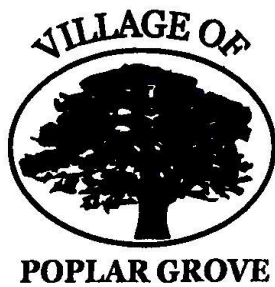
Re: Engineering Report – February 2023 Activity

Date: March 9, 2023

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

- **Public Works Building:** Contracts were reviewed by the Village Attorney's Office and subsequently contracts two of the three contracts have been signed and returned to the contractors. One is awaiting verification of insurance. Shop drawings, material samples are being circulated for review and color selection is underway. Applications for the water and sewer permits were sent to IEPA and we would expect to have response from the agency by mid-April. Finally, plans were updated pursuant to comments received by the Village's plan reviewer and will be sent back for final permits on March 13th.
- **2023 Pavement Maintenance Program:** Survey data has been gathered and reduced to plan sheets. Design of the sidewalk ramps is currently underway, as is assembling of contract documents. We reasonably expect to send a draft of the design documents to IDOT around the end of the
- **Concept Development Agreement:** Our office was able to obtain a large box full of information which we are reviewing when time allows.

Personnel Handbook



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

www.villageofpoplargo.com

Adopted 3-14-2016
Amended [3-15-2023](#)

Dear Employee,

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

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

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

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

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

Sincerely,

| Don Sattler
Village President

DISCLAIMER

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

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

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

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

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

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

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

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

Mission and Value Statement

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

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

Equal Opportunity

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

Form of Government

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

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

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

Village of Poplar Grove Organizational Chart

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Appendix A: Personnel Manual Acknowledgement

Article 1: General Information

1.1 Purpose of Personnel Handbook

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

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

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

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

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

1.2 Open Door

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

1.3 Definitions

Exempt Employee: is an employee who does not receive overtime compensation for hours worked in excess of forty (40) hours per week. An employee in this category is paid, at fixed and regular intervals, on the basis of an annual salary. In accordance with the Federal and State Wage and Hour Laws, exempt employees include managerial,

professional and certain administrative employees as defined in the ***Fair Labor Standards Act (FLSA)***. Exempt employees may enjoy a flexible work schedule within the needs of the Department Supervisor's guidelines and with the approval of the Village President or designee. However, exempt employees are expected to work whatever additional time is needed to complete their work.

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

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

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

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

Article 2: General Employment Conditions

2.1 Driver's License Obligation

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

2.2 Probationary Period

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

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

2.3 Nepotism - Employment of Relatives

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

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

2.4 Civil Litigation

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

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

2.5 Personnel Files

The Village complies with the provisions set forth in the Personnel Record Review Act 820ILCS 40/1 et seq. Village Clerk is responsible for establishing and maintaining the official personnel files of the Village. Employees may inspect and copy their own personnel files, but may not remove documents. Personnel file inspections must be requested in advance and will be scheduled at a mutually convenient time as deemed appropriate. The Village reserves the right to be present at the time an employee reviews his/her personnel file.

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

2.6 Personal Information

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

2.7 Performance Evaluations

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

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

2.8 Employment Separation

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

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

2.9 Exit Interviews

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

2.10 Grievance Procedures

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

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

1. Discuss grievance with an immediate supervisor within two working days of the incident. No grievance will be honored if it is not filed within two days of occurrence. If the supervisor does not reply within three (3) days, or if an employee is dissatisfied with the response of his/her supervisor, he/she may initiate the next step.

2. The grievance must be put into writing and submitted to the Village President within five (5) working days of the supervisor's decision in Step 1. If the Village President does not respond within five (5) work days, it is considered "grievance denied". The employee may initiate Step 3 after this step.

3. If the employee is dissatisfied with Village President's decision, he/she may submit a written request for a final determination to the Village Board within five (5) working days of receipt of the Village President's response or denial, the Village Board will review in detail and give a binding written response within ten (10) working days of his receipt of the grievance.

Article 3: Hours of Work and Work Schedules

3.1 Hours of Work

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

3.2 Lunch and Rest Periods

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

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

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

3.3 Overtime

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

3.4 Compensatory Time

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

Unless otherwise referred to in a covered employees' Collective Bargaining Agreement, compensatory time will be allowed to accumulate up to a maximum of 80 hours. No

more than 40 hours, shall be authorized by the Village President, to be carried over from one calendar year to the next.

3.5 Attendance and Absenteeism

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

3.6 Modified Work Duty

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

Article 4: Employee Conduct

4.1 Rules of Conduct/Code of Ethics

Employees of the Village must adhere to the following standards:

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

4.2 Personal Appearance, Professional Image and Conduct

The Village is committed to maintaining a favorable public image with Village residents and promoting on-the-job safety. Employees who are issued Village uniforms and identification badges must wear them in accordance with departmental standards. It is

the supervisor's responsibility to ensure that employees are neat in appearance and attire. Employees will respect the diversity of individuals in the workplace. Employees will not use vulgar, intimidating or abusive language, or otherwise engage in conduct that reflects poorly on the Village.

4.3 Gifts and Gratuities

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

4.4 Work Area Housekeeping

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

4.5 Use of Village Equipment, Vehicles, and Supplies

Any employee or family member who damages or destroys any municipal equipment, either through willfulness or neglect, may be required to repair or replace the lost or damaged equipment. In addition, the employee may suffer disciplinary penalties imposed by the department head and/or the Village President. Employees must report any lost or stolen equipment immediately to his/her direct supervisor.

4.6 Confidentiality

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

4.7 Media Contact

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

4.8 Social Media, Blogs, Internet, and Electronic Mail

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

in writing. Additionally, the Village prohibits use of non-work related social media and blogs during working hours.

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

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

4.9 Harassment

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

4.10 Drugs and Alcohol

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

SECTION 4.10-1.

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

SECTION 4.10-2.

- A. All employees of the Village of Poplar Grove shall be governed by the principles of a drug free workforce and workplace, and

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

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

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

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

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

SECTION 4.10-3. DRUG AND ALCOHOL TESTING

- A. Because, of the Village's concern for its obligation to provide a safe work place and to provide its citizens with the most efficient and effective services, it will test applicants and employees under the following circumstances:

1. Pre-Employment: All applicants to whom an offer of employment has been extended shall be tested for alcohol and drugs. The offer of employment will be revoked for any applicant who tests positive for alcohol or drugs.
2. Promotion to a Higher Classification: The Village will test any employee being promoted to a higher Classification. Any such employee who tests positive will become ineligible for the promotion and will be subject to disciplinary action, including termination.
3. Reasonable Suspicion: If the Village has reasonable suspicion that an employee has violated any provision of this policy pertaining to drugs, alcohol, or other dangerous substances, the employee shall be required to submit to testing. Reasonable suspicion is defined in the "Definitions" section of this policy.
4. Special Circumstances: An employee may also be tested for drugs, alcohol or other dangerous substances:
 - a. as part of a regularly scheduled physical examination;
 - b. when an officer has been involved in a major incident, such as a shooting, an injury to a citizen or co-worker, or a complaint alleging use of excessive force; or
 - c. when an officer is assigned to a departmental or outside drug enforcement group or when an employee is assigned primarily to drug enforcement responsibilities.
5. Post-Accidents: All employees who may have contributed to a work-related accident or injury are directly or indirectly involved in an accident or injury shall be tested. This applies to any accident whether it involves a vehicle, equipment, or personal injury.

- B. Employees who violate the alcohol or drug regulations and who are permitted to remain employed must submit to unannounced follow-up tests after they return to work. In the first 12 months after returning, an employee must take at least six tests. Follow-up testing may be extended for up to 48 months following return to duty.

SECTION 4.10-4. TESTING PROCEDURES

- A. While the Village reserves the right to establish the procedures under which employees will be tested for alcohol and illegal drugs, to the extent circumstances permit, the Village will observe the following:

1. Every effort will be made to respect the privacy and dignity of employees in the test sample collection process.

2. Will use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act, that has been or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA) and insure that the laboratory/facility conforms to applicable SAMHSA standards. The name and address of the facility will be available to employees upon request.
3. Ensure that the facility has established "chain of custody" procedures for both the sample collection and testing that will ensure the integrity of the identity of each sample and test result.
4. Positive drug test results are subject to a second confirmatory test of the same sample by gas chromatography (GCMS) or an equivalent scientifically accurate and accepted method that provides quantitative data about any detected drug or drug metabolites and Medical Review Officer review.
5. The Department Head will receive drug and alcohol test results.
6. Drug and alcohol test result will be filed in the employee's medical file and will be treated as a confidential medical record. Supervisors or managers may be informed of drug testing results and/or employee's participation in a substance abuse rehabilitation program as such information relates to the employee's performance of work duties and/or reasonable accommodation issues.
7. Provide each employee tested with a copy of all information and reports received in connection with the testing and the results.

SECTION 4.10-5. DISCIPLINE

- A. Positive Test Results: Where the employee tests positive on both the initial and confirmatory tests for drugs, alcohol or other dangerous substances, the employee shall be subject to disciplinary action up to and including discharge and/or be required to complete a drug/alcohol rehabilitative treatment program at the employee's expense, to the extent not covered by insurance. An employee who wishes to have a second test done at the testing facility or at a different testing facility may do so at his/her expense.
- B. Refusal to Provide a Blood, Breath, or urine Specimen: An employee's refusal to provide a urine, breath and/or blood specimen for laboratory testing when requested by the Village shall constitute cause for disciplinary action, up to and including discharge of the employee. If the employee is physically unable to provide a urine specimen, the Village may request a blood specimen for Laboratory testing.
- C. Tampering With or Substitution of a Specimen: Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine and/or blood specimen, whether the employee's own specimen or another employee's specimen, shall constitute cause for disciplinary action up to and including discharge of the employee who engages in such activity.

- D. **Drug-Related Conviction:** The conviction of an employee for any offense involving illegal possession, sale, use or distribution of a drug shall constitute cause for disciplinary action up to and including discharge, whether or not such offense occurred during normal work hours. Such arrests and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest/conviction.
- E. **Alcohol Related Offenses:** The conviction of an employee for any alcohol related offense shall also constitute cause for discipline up to and including termination, whether such offense occurred during normal work hours. Such arrest and convictions must be reported to the employee's supervisor within twenty-four (24) hours of such arrest conviction.

SECTION 4.10-6. EMPLOYEE ASSISTANCE PROGRAM

- A. An employee may desire to come forward on a self-initiated basis to seek help for an alcohol or drug abuse problem and to resolve that problem voluntarily. Employees are encouraged to do so before they are found in violation of this policy. Employees voluntarily seeking assistance for a problem involving illegal drug use or alcohol abuse may avail themselves of this help once during the employee's tenure.
- B. The employee will not be subject to disciplinary action for voluntarily coming forward for help. However, the employee will not escape discipline by requesting such assistance after being requested to take an alcohol and/or drug test or violating Village policies and/or rules of conduct. Voluntary requests for help will be kept confidential into the extent practical.

SECTION 4.10-7. SEARCHES

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

SECTION 4.10-8. DEFINITIONS

- A. **Drugs:** A drug includes any controlled substance listed in the Illinois Controlled Substances Act or Cannabis Control Act, and substances listed in Schedules I through V of the Federal Controlled Substances Act, or any other intoxicating substance. It also include any drug which is not legally obtainable, and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescribed purposes, and/or is not being taken according to prescribed dosages.

- B. Alcohol: Includes any distilled spirits, wine, malt beverage or other intoxicating liquors.
- C. Drug/Alcohol Test: Any chemical, biological or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or a drug or its metabolites.
- D. Positive Test Result:
 - 1. A blood or breath specimen provided by the employee measured an ethyl alcohol concentration of .02 or more; or
 - 2. Urine or blood specimen provided by the employee which detects any amount of a drug.
- E. Reasonable Suspicion: Reasonable suspicion shall be defined as an articulate belief based on specific facts and reasonable inferences that the employee is under the influence of drugs or alcohol, is using drugs or alcohol, or is in possession of or selling drugs or alcohol. Circumstances which may constitute a basis for determining reasonable suspicion may include, but are not limited to:
 - 1. A pattern of abnormal or erratic behavior;
 - 2. A noticeable change in work performance;
 - 3. Direct observation of drug or alcohol use;
 - 4. Presence of physical symptoms of drug or alcohol use (glassy or blood shot eyes, slurred speech, poor coordination or the odor of an alcoholic beverage on/about the person or breath or the employee).

4.11 Tobacco Usage

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

4.12 Concealed Carry

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

4.13 Hands Free/Cell Phone Driving Ban

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

4.14 Prohibition on Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village of Poplar Grove to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

I. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to

some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

II. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or President, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

III. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a

complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

IV. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

V. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

4.15 Workplace Violence Policy

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

Prohibited Conduct

All employees, citizens, suppliers and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens,

intimidates or coerces another employee, citizen, supplier or business associate will not be tolerated. Village of Poplar Grove resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The Village treats threats coming from an abusive personal relationship as it does other forms of violence.

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

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

Investigations and Enforcement

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

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

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

4.16 Weapons Policy

Purpose:

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

Applicability:

This Policy applies to (A) all officials, employees, consultants, agents, and others who work for or with the Village at all times while on or in the Village Property, whether on duty or off duty, except as provided for in EXCEPTIONS, and contractors and vendors, and their personnel, when engaged in work for or business with the Village ("Village

Officials"); and (B) all clients, guests, and other persons who are not Village Officials. See the definitions of "Village Officials," "Village Property," and "Visitor" under DEFINITIONS.

Definitions:

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

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

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

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

"Weapon" means:

- Knives, except that the following knives are not prohibited: common kitchen knives such as dinner knives, steak knives, and carving knives, but only in kitchen and break room areas; and (ii) common folding pocket knives with no blade longer than three (3") inches.
- Devices from which a projectile can be fired, but not including Tools as defined in this Policy.
- Electronic devices such as conducted electrical weapons, stun guns and Tasers.
- Firearms of all types and sizes, whether loaded or unloaded.
- Clubs and any other instrument or object that can be used in a club-like manner and the presence of which poses a reasonable risk to others, but not including Tools as defined in this Policy.
- Any device designed primarily for a destructive purpose, but not including Tools as defined in this Policy.

Weapons Prohibited:

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

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

- performing work for the Village at any locations including private residences and commercial establishments and other customer or client locations;

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

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

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

Exceptions:

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

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

Inspections:

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

Violations:

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

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

Concealed-Carrying Prohibited:

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

Responsibility:

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

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

No person should take any action that will risk his or her safety or the safety of others. No person should attempt to restrain or forcibly evict an individual with a Weapon from Village premises. Instead, a person may inform that individual of this Policy and ask for compliance.

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

4.17 Americans With Disabilities Act (ADA) Policy

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

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

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

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

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

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

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

4.18 Pregnancy Accommodation Policy

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

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

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

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

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

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

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

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

Article 5: Compensation

5.1 Payroll

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

5.2 Wage Garnishments

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

Article 6: Employee Benefits and Services

6.1 Health, Dental, and Vision Insurance

The Village subscribes to the Local Government Health Plan which provides a comprehensive health, dental, prescription, and vision insurance benefit program to all eligible employees that elect to participate. Employees will pay 15% of the premium unless otherwise directed by a collective bargaining agreement. Effective May 1, 2020,

the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay sixteen percent (16%) of the single and family premium. Effective May 1, 2021, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay seventeen percent (17%) of the single and family premium. Effective May 1, 2022, the Employer shall pay the remaining premium for hospital and major medical coverage after full-time employees pay eighteen percent (18%) of the single and family premium. The participating employee is responsible for any copayments, deductibles or other charges required by the program he or she selects.

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

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

6.2 Health and Dental Insurance at Termination

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

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

6.3 Life Insurance

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

6.4 Illinois Municipal Retirement Fund (IMRF)

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

Eligible employees, who work a minimum of 1,000 hours within a twelve (12) month period, are mandated to participate in the Illinois Municipal Retirement Fund. State Statutes require that the employee contribution rate be deducted pre-tax from each

employee's paycheck for his/her contribution to the plan. Information regarding this plan, along with access to automated benefits can be obtained at: www.imrf.org

6.5 Vacation for Full Time Non-Bargaining Unit Employees

Full-Time Employees receive vacation benefit as follows:

YEARS OF SERVICE	VACATION DAYS
1-3	510
3	10
5	15
10	17
15	20

Employees will be awarded vacation on a calendar year basis, and after applicable probationary period. Vacation days for the first year of employment will be prorated based on date of hire.

Part time employees will receive prorated vacation days based on the percentage of full time hours they work. i.e. an employee working 20 hours per week would receive five vacation days for years 1-3 of employment which is one-half the days of a full time employee. Vacation days for the first year of employment will be prorated based on date of hire.

6.5 Vacation for Full Time Employees

Full-Time Employees receive vacation benefit as follows:

YEARS OF SERVICE	VACATION DAYS
1	5
3	10
5	15
10	17
15	20

Employees will be awarded vacation on a calendar year basis, and after applicable probationary period.

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

Vacation carry-over, unless otherwise reflected in a collective bargaining agreement, will not exceed five (5) days, with the prior written approval of the Village President.

Employees may not take more than two (2) consecutive weeks of vacation. Whenever a paid holiday falls during an authorized vacation leave, the employee's vacation leave on

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the date of the paid holiday will be considered a holiday for payroll purposes, and will not be charged to the employee's vacation time.

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

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

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

6.6 Holidays

The Village of Poplar Grove officially recognizes the following ~~eleven-twelve~~ (11-12) holidays during the calendar year:

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

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

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

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

6.7 Sick Time

Sick Leave Accrual:

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

week would receive twenty-eight (28) hours per year which is one-half the hours of a full time employee. Sick time for the first year of employment will be prorated from date of hire.

Sick Leave Use:

~~Sick leave to which the employee is entitled will be granted because of personal illness, emergency trips to the doctor or dentist, illness in the immediate family, or legal quarantine. For purposes of this section, "immediate family" is defined as the employee's spouse, party to a civil union, children, parents, foster or step-children, or grandchildren living with the employee. Sick leave is an employee benefit and is intended to be used in due to an illness, injury, medical appointment, or the personal care of the employee or of the employee's covered family member. "Covered family member" as used in this paragraph includes the child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent of the employee. "Personal care" means activities to ensure that a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. "Personal care" also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. Such time may be used in increments of one (1) hour or more. Sick leave may be granted in minimum one (1) hour blocks.~~

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

6.7 Sick Time

Sick Leave Accrual:

~~Full-time employees shall accrue paid sick leave at the rate of fifty six (56) hours per year. Employees may accrue a maximum of 180 hours for their own use. Employees may accrue sick leave in excess of 180 hours for IMRF credit purposes only.~~

Sick Leave Use:

~~Sick leave to which the employee is entitled will be granted because of personal illness, emergency trips to the doctor or dentist, illness in the immediate family, or legal quarantine. For purposes of this section, "immediate family" is defined as the employee's spouse, party to a civil union, children, parents, foster or step-~~

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~~children, or grandchildren living with the employee. Such time may be used in increments of one (1) hour or more.~~

~~Sick leave may be granted in minimum one (1) hour blocks.~~

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

Pension Benefit at Retirement:

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

Sick Leave Abuse:

Sick leave is intended to protect sick or disabled employees from loss of income and will not be used as vacation time. Suspected abuse of sick leave will be investigated, and violations of policy will result in discipline up to and including termination.

6.8 Telecommuting Policy

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

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

Eligibility.

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

The following areas will be reviewed:

- Employee suitability: The employee and Village President, or his or her designee, will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities: The employee and Village President, or his or her designee, will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace and scheduling issues: The employee and Village President, or their designee, will review the physical workspace needs and the appropriate location for the telework.
- Tax and legal implications: The employee must determine any tax implications under the Internal Revenue Service, legal implications from state governments and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

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

6.9 Educational Benefits

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

1. The Village will pay 100% percent of tuition, laboratory fees and textbook charges for a course in which the Village requires enrollment by a Village employee.
2. The Village will reimburse to 75% percent of tuition, laboratory fees and textbook charges for a specific course (not to exceed \$2,000), based upon the Village's evaluation and approval of the course, available funds allocated to the educational systems program and the Village's allocation of its resources, provided that:
 - a. The course is directly related to the employee's present work or can reasonably be expected to contribute to the employee's future with the Village.

- b. The employee is a permanent full-time employee with a good work record and proven ability to perform his or her present duties.
 - c. The course is offered by a degree-granting school, college or university that is accredited by a recognized accreditation agency, and college credit is given on successful completion.
 - d. Village Board has appropriated adequate funds in the annual budget to provide for the proposed course under the Educational Assistance Program.
 - e. The course expenditures have been approved in advance by the employee's department head and the Village Board.
 - f. The employee successfully completes the course with a "C" or better grade.
3. The employee is expected to enroll for study on his or her own initiative and pay the necessary costs out of his or her own personal funds.
 4. No reimbursement is to be made until evidence of satisfactory completion of the course and payment therefore is submitted and approved.
 5. Upon receipt of such evidence of satisfactory completion and approval thereof, fifty percent of the total cost will be paid to the employee immediately.
 6. The employee shall not be entitled to receive any further reimbursement for such costs unless he or she remains in the employ of the Village for a period of one year continuously from the date of completion of the course, at the end of which time he or she shall be paid the remaining fifty percent.
 7. If the employee leaves the employment with the Village within one (1) year of completing the course any amount paid for the tuition must be reimbursed to the Village. If the employee leaves the employment within two (2) years of completing the course fifty percent (50%) of the tuition must be reimbursed to the Village.

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

Section 6.10 Use of Village Vehicles

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

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

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

If you are authorized to operate a Village vehicle in the course of your assigned work, you will be considered completely responsible for any accidents, fines or traffic violations incurred, unless not at fault. If you are involved in an accident while driving a Village vehicle or while conducting Village business, immediately call 911 so an accident report can be filed. As soon as possible after the accident report to Village Treasurer and apprise him or her of the accident.

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

Article 7: Retiree Benefits and Services

7.1 Illinois Municipal Retirement Fund (IMRF) Pension Upon Retirement

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

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

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

Article 8: Professional Development

8.1 Training and Career Opportunities

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

8.2 Travel and Expense Reimbursement

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

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

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

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

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

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

8.3 General Expenses

The Village will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable

expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.

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

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

Article 9: Approved Leaves of Absence

PAID LEAVE INCLUDES:

9.1 Bereavement Leave

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

~~The Department head may, upon request, grant an eligible employee an emergency leave of absence of up to three (3) consecutive days without loss of pay due to the death of a member of the employee's immediate family. The purpose of this leave shall be to attend the funeral and/or assist with pre/post funeral arrangements.~~

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

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

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

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

9.2 Jury Duty

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

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

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

9.3 Military Leave

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

UNPAID LEAVE INCLUDES:

9.4 Leave of Absence

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

9.5 Family Medical Leave

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

9.6 School Visitation

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

9.7 Voting Leave

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

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

Article 10: Safety and Security

10.1 Safety

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

10.2 Occupational Injuries

The Village adheres to statutory state worker's compensation laws. The Village maintains Worker's Compensation coverage for its employees through the IML Risk Management Association (IMLRMA). Any employee that experiences a work related injury or illness should immediately notify his/her supervisor. To be eligible for Worker's Compensation coverage, employees will be required to follow all rules and regulations established by the Village and/or IMLRMA. Whenever an eligible employee suffers any injury in the line of duty which causes him or her to be unable to perform his or her

duties, the employee shall continue to be paid by the Village on the same basis as the employee was paid before the injury during the time the employee is unable to perform his duties due to the result of the injury, but not longer than six months in relation to the same injury.

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

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

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

10.3 Personal Protective Equipment (PPE)

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

Article 11: Disciplinary Action

11.1 Disciplinary Action

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

PERSONNEL MANUAL ACKNOWLEDGEMENT

- I acknowledge receipt of notice of the existence of the Personnel Handbook that outlines the responsibilities of an employee/employer of the Village of Poplar Grove.
- I understand it is my responsibility to read the Personnel Handbook and, if I have any questions, I should first contact my Department Head, then the Village President.
- I understand that the Personnel Handbook is not an employment contract and does not create any enforceable rights to any particular terms and conditions of employment, but does provide the organizational employment policies and procedures by which I am governed.
- I further understand that the Personnel Handbook is subject to change without notice and changes in procedure will supersede or eliminate those found in this Handbook.

Employee Name (please print)

Date

Employee Signature

Date

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

RESOLUTION NUMBER: 2023-10

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

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

WHEREAS, the Village now wishes to provide sick time and vacation time accrual for its part-time employees; and

WHEREAS, the Village now wishes to increase holidays by granting an additional day as a holiday, bringing the total number of paid holidays to 12; and

WHEREAS, the Village also wishes to make various other changes to the Employee Handbook regarding educational reimbursement and use of Village vehicles; and

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

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village Board hereby accepts and approves the Village of Poplar Grove’s Employee Handbook attached hereto as Exhibit A and incorporated herein.
3. The Village President is hereby authorized to execute this said resolution and any other documents necessary to effectuate the same.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2023

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2023

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
VILLAGE OF POPLAR GROVE
EMPLOYEE HANDBOOK

RESOLUTION NUMBER: 2023-09

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE
AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE A RENTAL
CONTRACT WITH BERG INDUSTRIES, INC. FOR A POLE TENT**

WHEREAS, the Village of Poplar Grove (the “Village”) is in need of a pole tent for use at a Village event; and

WHEREAS, the Village desires to contract with Berg Industries, Inc. (“Berg”) to provide a pole tent; and

WHEREAS, the Village and Berg have reached an accord as to the terms and conditions upon which Berg will provide a pole tent and have memorialized the same in the Rental Contract attached hereto as Exhibit A and incorporated herein (“Contract”); and

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

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS ____ DAY OF _____, 2023

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2023

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- RENTAL CONTRACT WITH BERG INDUSTRIES, INC.

CANCELLATION POLICY / BERG INDUSTRIES

- 1) Reservations require 50% of all charges to be paid as deposit.
- 2) Cancellation fee of 50% of deposit will be withheld from your initial payment if reservation is cancelled 15 or more days prior to pick-up / delivery date. Your deposit is non-refundable if cancelled 14 days or less prior to pick-up / delivery date.

Dear Valued Customer:

Thank you for choosing Berg Industries, Inc. to provide the tents for your event.

Enclosed is your tent contract: Please sign and send the WHITE copy back, with the required deposit keeping the YELLOW copy for your records.

Deposits are due with the signed contract. Payment in full is due before or at time of delivery or pick up.

Please make any spelling or address corrections for the Lessee on the contract. Pay special attention to the Job Site Person and their telephone number.

Lessee is responsible for obtaining any tent permits needed.

Lessee is also responsible for refilling tent stake holes.

If we, Berg Industries, Inc., are erecting your tent, WE are required to obtain a JULIE number, before driving stakes into the ground. We need your help in obtaining as much information as possible before we make the call to JULIE, to obtain a "Dig" number. Please fill out the enclosed JULIE form, with as much information as possible and return it with the white copy of the tent contract. The area will need to be marked with white paint or flags and the exact location needs to be filled in where requested.

If you are erecting your tent, YOU are responsible for calling JULIE and obtaining a "DIG" number. Filling out the JULIE form will help you have all of the necessary information at hand before you call.

If your tent is being erected in Wisconsin, you will have to contact the Diggers Hotline to have the area marked. The Digger Hotline number is (800)242-8511

Thank you for your cooperation, if you have any questions please do not hesitate to call us at (815) 874-1588

Michael Clanin
Rental Manager

A. Deviations from specification.

Lessor reserves the right to substitute personal property of a larger size than that specified on the front side of this Lease Agreement. Any deviations from the specifications on the front side of this Lease Agreement that are requested by Lessee will be made only at an extra charge over and above the quoted price.

B. Warranties.

All work to be performed by Lessor will be done in a workmanlike manner according to the standard practices of the industry. Lessor will carry Workman's Compensation insurance on its employees at all times covered by this contract. Lessor does not guarantee its tents not to leak. Lessee assumes any and all responsibility for weather hazards.

C. Title.

No title or right in the leased personal property shall pass to Lessee. Lessor may place marks on the leased personal property indicating the Lessor is owner thereof and Lessee will not remove the same. The leased personal property shall always remain and be deemed personal property even though attached to realty. All replacements, repairs and accessories made to or placed upon the leased personal property shall become a part thereof and title thereto shall be in "Lessor."

D. Damages.

Lessee agrees to pay for the replacement of or repairs to the leased personal property in case same is damaged, destroyed, stolen, lost or for any reason not returned to Lessor upon the termination of the lease in as good condition as when received, less normal wear. Normal wear shall not include, and Lessee shall be liable for, any damage to the leased personal property resulting from but not limited to the following: loss of crowd control, riot, and disorder, vandalism, and malicious mischief.

E. Job site conditions.

Lessee agrees to provide unobstructed clear space for the erection, assemblage, placement and disassemblance of the leased personal property. Lessor shall not be required to erect or disassemble the leased personal property in an area it, in its sole judgment, considers to be too muddy, dirty, unsafe or unsuited for the installation.

F. Job site permits.

Lessee agrees to have all space and entry arrangements and permits for the installation and use of the leased personal property prior to the arrival of Seller's leased personal property and any costs for such shall be borne by the Lessee.

G. Use - Liens - Alcoholic Beverages.

Lessee agrees to use and maintain the leased personal property in accordance with all applicable laws and regulations and keep the leased personal property free of any levies, liens or encumbrances. If Lessee uses the leased personal property for the sale of alcoholic beverages, Lessor shall have the option of: (1) immediately terminating this Lease Agreement and taking possession of the leased personal property but still holding Lessee liable for the full amount of the rental charges set forth on the reverse side hereof; or (2) requiring Lessee to obtain Dram Shop Insurance covering the full limit of liability under the Dram Shop Laws of the state in which the equipment is erected, in an insurance company approved by Lessor, including both Lessee and Lessor as the insured, and at Lessee's cost, and to furnish Lessor with a certificate evidencing such insurance, which insurance shall contain a provision that same will not be cancelled unless both parties hereto are given 10 days written notice thereof.

H. Erection and disassembly risks - Lessee.

Lessees that undertake to erect or disassemble the leased personal property with their own labor assume the risk of, and agree to hold Lessor harmless from, any loss, claim, or liability for damage to person or property that results from or in connection with such erection or disassembly.

Lessor may require Lessee, upon request, to obtain liability insurance to cover such risks, in a company acceptable to Lessor with a limitation of liability acceptable to Lessor, including both Lessee and Lessor as the insureds, all at Lessee's cost, and to furnish Lessor with a certificate evidencing such insurance, which insurance shall contain a provision that same will not be cancelled unless both parties hereto are given 10 days written notice thereof.

I. Erection and disassembly risks - Lessor.

When Lessor erects and disassembles the leased personal property, Lessee shall be responsible for and hold Lessor harmless from any loss, claim or liability for damage to any property on the premises, including but not limited to damage to underground installations, including but not limited to utility installation, that results from or in connection with such erection or disassembling, unless Lessee informs Lessor in writing in advance of the location of such underground installations.

J. Liability during lease term.

Lessee shall be responsible for and shall hold Lessor harmless from any loss claim, or liability for damage or injury to person or property, including the death of any person that occurs in connection with this lease, regardless of cause even if the cause, be an Act of God, for the period beginning after the erection of the leased personal property and for the duration of the rental period prior to disassembly. To cover such risk, Lessee, at Lessor's request, will obtain public liability insurance property damage insurance and Workmen's Compensation insurance in a company acceptable to Lessor, with a limitation of liability acceptable to Lessor, all at Lessee's cost, and furnish Lessor with a certificate evidencing such insurance, which insurance shall contain a provision that same will not be cancelled unless both parties hereto are given 10 days written notice thereof.

K. Third parties.

Lessees who lease personal property from Lessor and then in turn lease that personal property to third parties shall hold Lessor harmless from any and all claims of such third parties.

To cover such claims, Lessee, at Lessor's request, shall obtain liability insurance, in a company acceptable to Lessor, which insurance names Lessor and Lessee as insureds, with a limitation of liability, acceptable to Lessor, all at Lessee's cost, and furnish Lessor with a certificate evidencing such insurance, which insurance shall contain a provision that same will not be cancelled unless both parties hereto are given 10 days written notice thereof.

L. Failure to return leased property.

Failure to return property on return date may constitute a violation of the Illinois Criminal Code and may subject Lessee to prosecution thereunder.

M. Default by Lessee.

If Lessee shall default in the payment of any rent hereunder or otherwise breach any of the terms or conditions hereof, or if any execution or other writ of process of law shall be issued in any action against the Lessee, whereby the leased personal property may be taken or distrained, or if a proceeding in bankruptcy, receivership or insolvency shall be instituted by or against Lessee or his property, or if Lessee shall enter into any agreement or composition with creditors, or if Lessor shall deem itself insecure, Lessor may immediately take repossession of its leased personal property without any court order or any other process of law and may enter upon any premises where said leased personal property may be and remove the same with or without notice of its intention to do so, without liability to Lessee. The omission by Lessor at any time to enforce any default or rights hereunder shall not be a waiver of any such default or rights, nor shall it in any way limit the right of Lessor to enforce such provisions hereunder. Lessor may exercise any and all remedies simultaneously and no such action shall operate to release the Lessee until all sums due hereunder have been paid.

N. Legal fees.

Lessee agrees to pay any and all legal and miscellaneous expenses incurred by Lessor resulting from Lessee's violation of any terms or provisions of this Lease Agreement.

O. Illinois law.

This lease is made in Illinois and is to be interpreted and construed in accordance with Illinois law.

P. Binding effect of Lease Agreement.

This Lease Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

Q. Storm damage.

If the equipment is demolished or damaged by storm, fire or other casualty, Lessor shall have the option of (1) reerecting same at the cost of Lessee, or (2) terminating this lease. The term "cost" as used in this paragraph shall include, but not be limited to, labor and transportation of Lessor's employees and equipment from Rockford, Illinois, and return in the event Lessor elects to terminate the lease, the Lessee shall be liable for the full amount of the rental set forth on the reverse side hereof.

R. Table and chair rental.

Rental fee does not include set-up or take-down of tables and chairs. Tables and chairs shall be folded and stacked for pickup. Dock loading and unloading will be assisted by store help. All items must be returned clean and dry and protected from weather or there will be an additional charge for cleaning. Breakage or loss shall be charged at replacement cost. Delivery is to the door at 'street level', and additional surcharge will be made if no one is there for delivery or pickup. Delivery will be at Lessor's convenience, however, every effort will be made to accommodate customer's wishes. If necessary, Lessor may, at its option, subcontract all or part of its obligations hereunder.

S. Cancellation Policy.

Reservations require 50% of all charges as a deposit. Cancellation of 50% of deposit will be withheld from your payment if reservation is cancelled 15 or more days prior to pick up/delivery date. Deposit is non-refundable if cancelled 14 days or less prior to pick-up/delivery date.

BERG INDUSTRIES, INC.

3455 South Mulford Road • Rockford, IL 61109
Phone (815) 874-1588 • Fax (815) 874-1766
www.bergtents.com • bergindustries@aol.com



Item 9.

RENTAL CONTRACT

Date	Transaction no
02/17/2023	01-13413-0

Page 1

I N V O I C E	VILLAGE OF POPLAR GROVE CARINA BOYD 200 N. HILL ST. POPLAR GROVE IL 61065 KATIE JASTER Tel.: 815-979-0416 Fax	S H I P P E D	SET-UP IN NW CORNER OF PARKING LOT TO STAKE 2 SIDES IN GRASS IF POSSIBLE			
Quotation no	Customer P.O.	Reservation no	Contract no	Customer no	VILLAGE OF	Terms: 30 Days
0-0			0-0	Expedition	06/09/2023 01:12 PM By:	
Salesperson	JESSICA COWMAN	Close Contract	06/12/2023 01:12 PM By:			

Qty	Item	Description	Days	Price	Total
1	TENT-20X50	20X50 POLE TENT	1.00	500.00	500.00 *

Shipping Notes

This agreement is subject to the terms and conditions set forth on the back of this page as part of this agreement.
and have been read and understood by the signatories of this agreement.
Customer is responsible for obtaining tent permits and refilling tent stake holes.

CUSTOMER SIGNATURE: _____ DATE: _____

BERG INDUSTRIES:

Jessica Cowman

DATE: 02-17-2023

Rental	500.00
Sales and service	0.00
Shipping	100.00
sub-total	600.00
IL Tax	0.00
	0.00
GRAND TOTAL	600.00
Deposit	
Amount due	600.00