



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, September 24, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

[1.](#) Motion to approve Board of Trustee Meeting Minutes from August 27, 2025

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.](#) Public Works, Howe

[3.](#) Eningeer, McMahon

[4.](#) Wastewater, Test

UNFINISHED BUSINESS

- [5.](#) Motion to discuss/approve Resolution 2025-21 a resolution of the Village of Poplar Grove, Illinois to adopt and approve an electronic funds transfer (EFT)/automated clearing house (ACH) policy

NEW BUSINESS

- [6.](#) Motion to discuss R1 EV Bronze Designation
- [7.](#) Motion to discuss Administrative Adjudication Processes
- [8.](#) Motion to discuss/approve **Resolution 2025-22**, a resolution of the Village of Poplar Grove appointing individuals to the Village Planning and Zoning Commission
- [9.](#) Motion to discuss/approve Offer letter for David Howe as Public Works Director
- [10.](#) Motion to discuss/approve the offer letter for Karri Miller as Village Collector
- [11.](#) Motion to discuss/approve the Offer letter to Katie Jaster as Deputy Clerk/Community Development Assistant
- [12.](#) Motion to discuss/approve offer letter to Renee Lempe as Customer Service/Utility Billing Specialist
- [13.](#) Motion to discuss/approve check disbursement for payments scheduled to be paid Sept 30, 2025 in the amount of \$75,471.17 in AP checks, \$729.77 in EFTs, \$110.60 in Insurance and estimated payroll of \$16,890.13 for a total of \$93,201.67

GOOD OF THE VILLAGE

Board of Trustee Meeting - October 8th, 2025 - 7:00 pm

Planning and Zoning Commission Meeting - October 14, 2025 - 6:00 pm

Board of Trustee Meeting - October 22nd, 2025 - 7:00 pm

Trick-Or-Treating - October 31, 2025 - 4:00 pm to 7:00 pm

ADJOURNMENT (Voice Vote)

KJM 09/22/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, August 27, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

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

ROLL CALL

PRESENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Aaron Szeto

Public Works Director David Howe

Engineer Chris Dopkins

Wastewater Director Ion Steer

Building Official Ken Garrett

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

none

APPROVAL OF AGENDA (Voice Vote)

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to discuss/approve Board of Trustee Meeting minutes from July 23, 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood. Motion passed via voice vote.

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

DEPARTMENT REPORTS

2. Public Works, Howe
no questions
3. Treasurer, Sikich
no questions
4. Engineer, McMahon
no questions
5. Wastewater, Test
no questions

UNFINISHED BUSINESS

6. Motion to discuss/approve **Resolution 2025-15** a resolution of the Village of Poplar Grove, Illinois, resolving to accept the quote from BS&A Software to provide services to manage software needs.
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
7. Motion to approve **Resolution 2025-16** a resolution of the Village of Poplar Grove, Illinois resolving to accept a quote from Andrews Technology HMS, INC., to implement and maintain a web-based time and attendance system
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

8. Motion to discuss/approve check disbursement for payments scheduled to be paid before August 31st, 2025 in the amount of \$65,930.47 in AP checks, \$7,877.25 in EFTs and estimated payroll of \$15,533.83 for a total of \$89,341.55
Motion made by Trustee Allgood, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

9. Motion to discuss/approve **Resolution 2025-17** a resolution of the Village of Poplar Grove resolving to award a construction contract for section number 25-00000-00-GM, 2025 pavement maintenance program to Rock Road Companies, INC.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

10. Motion to discuss/approve **Ordinance 2025-23**, an ordinance of the Village of Poplar Grove authorizing a special use permit for ground-mounted solar collectors at the properties with pins 03-23-200-014 and 03-23-200-017
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Nay: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
Voting Abstaining: Admin Chairman Costanza

Michelle and Zach Anderson:

Mr and Mrs. Anderson opposed the proposed solar farm, noting the Boone County Soil and Water Conservation District's unfavorable opinion and that LESA scores classify the site as prime farmland. She cited Code 857 D2, stating the project would interfere with nearby properties and diminish values. She reminded the board that Planning and Zoning voted "no" and urged the board to do the same.

Madelyn Ragland:

Ms. Ragland stated her strong opposition to the proposed solar farm, noting it would negatively impact property values, create noise, glare, dust, traffic, and potential groundwater contamination. She expressed concerns about loss of farmland, habitat, and increased flooding risk, as well as future toxic waste from panel disposal. She concluded that solar farms belong in industrial areas or on developed land, not on prime farmland near homes, and urged the board to reject the proposal.

Daniel Kelly (Manager, Tahoe Trading Company):

Mr. Kelly supported the project, citing a 2024 Loyola University study showing nearby property values increased around solar farms. He noted drainage issues, not solar, are the main threat to property values and said the developer has a plan to address flooding. He added that setbacks and tree screening will minimize noise and visual impact, and emphasized the project requires no Village infrastructure while providing long-term energy benefits.

Clerk Miller read a written statement from Justin Lewis:

Mr. Lewis expressed strong opposition to the proposed solar farm near his home, where he has lived for 16 years. He stated the project threatens the rural character and quality of life that drew residents to Poplar Grove, and warned it could set a precedent for further development. He cited concerns about declining property values, health risks, and flaws in the process, noting the Planning and Zoning Commission and the Water

Reclamation District both recommended against the project. He emphasized that the land is prime farmland despite testimony to the contrary. Mr. Lewis urged the board to reject the proposal and stated he would hold elected officials accountable if resident concerns and commission recommendations are disregarded.

Mack Gapinski from Trajectory Solar answered questions from the trustees and residents

GOOD OF THE VILLAGE

Village Hall Closed for Labor Day - September 1, 2025

Board of Trustees Meeting - September 10, 2025 - 7:00 pm

Board of Trustees Meeting - September 24, 2025 - 7:00 pm

Board of Trustees Meeting - October 8, 2025 - 7:00 pm

EXECUTIVE SESSION

11. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(11) to discuss 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, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Pursuant to 5 ILCS 120/2(c)(2) to discuss Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Motion to go into executive session pursuant to 5 ILCS 120/2(c)(11) to discuss 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, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Pursuant to 5 ILCS 120/2(c)(2) to discuss Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

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

Went into executive session at 7:56 pm

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

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

Came back into open session at 8:46 pm

PRESENT

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Clerk Karri Miller
Attorney Aaron Szeto
ABSENT
Finance Chairman Jeff Goings

ADJOURNMENT (Voice Vote)

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

Meeting adjourned at 8:47 pm



VILLAGE OF POPLAR GROVE

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200 N. Hill Street, Poplar Grove, IL 61065

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

<https://www.poplargo-il.gov/>

Public Works Report, August 2025

Parks & Recreation

- Continued weekly mowing of all park and public green spaces.
- Finished Sherman Park upgrades – painting of old equipment, installation of rubber mulch.
- Continued monthly application of weed control throughout Village parks, additional areas.

Roads & Infrastructure

- Removed concrete parking blocks on Main St. and replaced them with high-visibility blocks.
- Painted all crosswalks, parking stalls, school zone signs, and no-parking curbs along State St.
- String-trimmed all main road areas inaccessible to the mower.
- Mowed all roadside ROW areas and drainage ways.
- Removed and replaced sidewalk squares at Village Hall.
- Boom-mowed Westergren lots.
- Continued replacement of stop signs with prismatic signs. All signs on proper posts have been replaced. Beginning next month, we will start replacing poles that are not the correct height, are leaning, or are not 2" square posts.
- Swept streets Village wide.
- Completed spraying of curblines north of Orth Rd. We will finish the three south neighborhoods with curbs next month.

Water & Sewer

- Conducted water service shut offs.
- Various appointments.
- MXU installations in Olson Woods.
- Flushed hydrants in the Well system.
- Replaced skylight at Well 4. Work was completed by Larson and Larson.

Facilities & Equipment Repairs

- Started Comcast change over for phone lines at well houses and lift stations.
- Took care of hanging items and moving furniture at Village Hall for office staff.

- Repaired tractor hydraulics.
- Changed damaged blades on SCAG mower, replaced bad battery.
- Changed deck height on finish mower decks.

Administration & Planning

- Continued coordination with Comcast on the Village telecommunications system upgrade.
- Began discussions with Cunningham Recreation regarding West Grove Park upgrades. We will be utilizing their grant match opportunity to add swings and a new playset, along with updated borders and rubber mulch.
- Ongoing discussions with developers on potential projects and development opportunities throughout the Village.
- Ongoing discussions with New Leaf/Contry regarding home lots in the Westergren neighborhood.
- Worked on updating the Village logo and truck decals with a new supplier.
- Met with multiple contractors regarding siding and roofing work at Lion's Park.
- Completed an evaluation of engineering firms for the Boone County Conservation District. This assessment was part of BCCD's planning for upgrades, including bridge work along the Long Prairie Trail. The director invited me, along with four other area directors, to review and evaluate firm submittals.

As always, do not hesitate to contact me with any additional questions or concerns. I am always open to going into more detail on past, current, or future projects and work my department is doing.



To: The Village President and Board of Trustees

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

Re: Engineering Report – August 2025 Activity

Date: September 16, 2025

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

- **Source Water Protection Plan:** As previously reported, the reports have been sent to IEPA. The agency just issued letters accepting the reports as written. The Village is now required to implement the findings of the plans, and update the plans every five years. I will provide a brief summary at the September 24th Board meeting during the Engineer's Report.
- **South Wastewater Treatment Plant:** Staff is currently in the process of reviewing past agreements to determine if any action is needed on the Village's behalf as a result of the permitted capacity reduction.
- **Candlewick Lake Interconnection Agreement:** Aqua Illinois has provided a draft agreement, and Staff is currently undertaking the review. We are hopeful to present the agreement to the Board for approval in November.
- **Sludge Application Permits:** DPW Howe has started discussions with area farmers to identify fields where the sludge can be spread, which has been a challenge. Staff has discussed the need to locate fields in the near future, and we are planning outreach efforts such that fall application is achievable. It will take the Agency approximately 3-4 months to process the permit once the application is received.
- **Surf Internet:** Surf has recently submitted revised plans which were reviewed and returned to Surf for revisions. We are getting close to issuing permits and we would expect Surf to begin work in late September.
- **Woodstock Road (IL 76 Improvements):** Staff has met with the Boone County Highway Department and Timber Pointe Golf Club to discuss the upcoming IL 76 and Woodstock Road improvements. It is still early in the cycle, but the project appears to be on track for construction in 2028.
- **2025 Pavement Maintenance Program:** Contracts were executed, and the pre-construction has been scheduled. We expect construction to commence the week of the 22nd.
- **Bel Air North Subdivision:** Plans and permit documents were approved and sent to regulatory agencies. The Village has issued a "grading only" permit which will allow the Developer to complete mass grading of the site while the weather conditions are still favorable. Grading is currently underway, and we are hopeful to have IEPA permits for the sewer and water improvements in early October.



2323 Fourth Street, PO Box 483 Peru, IL 61354

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

www.testinc.com

September 22, 2025

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 July 2025 in Poplar Grove to improve the facilities equipment beyond required and routine maintenance, testing, inspection and reporting. At times we will also list upcoming needed improvements that may need attention by the Village.

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

Lift Stations:

- Working with Comcast to locate proper placement of new dialer equipment.
- Cleaned and adjusted floats at all lift stations.
- Checked dialers.
- Weed wacked around lift stations.
- Cleaned up some brush that had fallen by Oak Lawn lift station.

North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- Decanted digesters.
- Had a valve looked at for SBR3 by Dorner and are still waiting on a quote to come back.
- Called around and got quotes to get SBR4 Sam unit pulled and the spare reinstalled.
- Reached out to Gasvoda about the missing sand filter parts and haven't had much luck.
- Performed basic service and adjustments on any blowers that need attention.
- Calibrated all lab equipment.
- Monthly testing of all emergency wash stations.



2323 Fourth Street, PO Box 483 Peru, IL 61354

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www.testinc.com

South WWTP:

- Decanted digesters.
- Moved sludge to drying beds.
- All standard monthly checks/Maintenance/cleaning and producers were completed.
- Tested all emergency wash stations.
- Cleaned plant.
- Sand filters are functioning as they should.
- Replaced the bad gear box on the influent screen.

Water System:

- Cleaned well houses.
- All daily checks have been completed.
- Monthly and quarterly sampling completed.
- Replaced chlorine injector and pump at well 4.
- Tested high level alarms at all the wells.

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

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

[illegible]

74055	Cellform, fecal general	Gross	0	-	Heavy Value mg/L	15.462	<	15.462	26 - lbd	200.0 DAILY MX	26 - lbd	<=	104.0 MO AVG	<=	6.0	<	6.0	19 - mg/L	02/DA - 2 Days Every Week	CP - Composite
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-	Sample	15.462	<	15.462	26 - lbd	200.0 DAILY MX	26 - lbd	<=	104.0 MO AVG	<=	6.0	<	6.0	19 - mg/L	02/DA - 2 Days Every Week	CP - Composite
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																				
Comments																				
Attachments																				
No attachments																				
Report Last Saved By																				
POPLAR GROVE, VILLAGE OF																				
User:																				
IONSTEAR																				
Name:																				
Ion Stear																				
E-Mail:																				
istear@tesinc.com																				
Date/Time:																				
2025-09-25 16:14 (Time Zone: -05:00)																				
Report Last Signed By																				
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User:																				
Ion Stear																				
Name:																				
istear@tesinc.com																				
E-Mail:																				
2025-09-25 16:15 (Time Zone: -05:00)																				
Date/Time:																				

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Permit #:	IL 0023451	Permitter:	POPLAR GROVE, VILLAGE OF 200 NORTH HILL STREET POPLAR GROVE, IL 61065	Facility:	POPLAR GROVE - NORTH WWTP, VILLAGE OF
Major:	No	Permittee Address:	POPLAR GROVE, VILLAGE OF 200 NORTH HILL STREET POPLAR GROVE, IL 61065	Facility Location:	
Permitted Feature:	INF Influent Structure	Discharge:	INF-L INFLUENT MONITORING		
Report Dates & Status		DMP Due Date:	08/25/25	Status:	NeDMR Validated
Monitoring Period:	From 07/01/25 to 07/31/25				
Considerations for Form Completion					
BOW ID:	W0070150007				
Principal Executive Officer					
First Name:	Ion				
Last Name:	Stear				
Title:	Certified Operator				
Telephone:	815-224-1650				
Form NOD:	No Data Indicator (NOD)				

Circle	Parameter Name	Monitoring Location	Weeks @ Param. NOD	Sample Permit Req.	Value NOD	Quantity or Locating	Qualifier 1	Value 1	Unit	Qualifier 2	Value 2	Grossity or Concentration	Qualifier 3	Value 3	Units	# of E.L.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-								201.4	=		19 - mg/L	02DA - 2 Days Every Week	CP - Composite	
												Req Mon MO AVG			19 - mg/L	02DA - 2 Days Every Week	CP - Composite	
00530	Solids, total suspended	G - Raw Sewage Influent	0	-								723.0	=		19 - mg/L	02DA - 2 Days Every Week	CP - Composite	
												Req Mon MO AVG			19 - mg/L	02DA - 2 Days Every Week	CP - Composite	
50050	Flow, In conduit or thru treatment plant	G - Raw Sewage Influent	0	-				0.336	Req Mon MO AVG		0.968				03 - MGD	9999 - Continuous	CP - Composite	
								Req Mon DAILY MX	03 - MGD							9999 - Continuous	CP - Composite	

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

Report Last Saved By

POPLAR GROVE, VILLAGE OF

User: ebumgamer

Name: Elaine Bumgamer

E-Mail: ebumgamer@restinc.com

Date/Time: 2025-08-20 10:31 (Time Zone: -05:00)

Report Last Signed By

User: IONSTEAR

Name: Ion Stear

E-Mail: istear@restinc.com

2025-06-25 15:15 (Time Zone: -05:00)

Date/Time.

DMR Copy of Record

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the [NEDES at 202-566-0200](#) for further guidance. Please note that EPA may contact you after you submit this report for more information.

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

Permit #:		IL0071447		Permittee:		POPLAR GROVE, VILLAGE OF		Facility:		POPLAR GROVE SOUTH STP, VILLAGE OF	
Major:		Yes		Permittee Address:		200 HILL STREET, P.O. BOX 1 POPLAR GROVE, IL 61065		Facility Location:		12211 STATE ROUTE 76 POPLAR GROVE, IL 61065	
Permitted Feature:		001 External Outfall		Discharge:		001-0 STP OUTFALL		Status:		NoDMR Validated	
Report Dates & Status		From 07/01/25 to 07/31/25		DMR Due Date:		08/25/25		Telephone:		815-224-1650	
Monitoring Period:		From 07/01/25 to 07/31/25		Title:		Certified Operator					
Considerations for Form Completion		BOW ID: W0070150006; DMF LOAD LIMITS DISPLAYED.									
Principal Executive Officer		Ion		Stear							
First Name:		Ion		Stear							
Last Name:		Stear									
No Data Indicator (NODI)		-									
Form NODI:		-									
Code	Parameter Name	Monitoring Location	Segment #	Param. NODI	Sample Permit Req. Value NODI	Quantity or Loading Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00400	pH	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00500	Solids, total suspended	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00610	Nitrogen, ammonia total [as N]	8 - Other Treatment, Process Complete	1	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
00655	Phosphorus, total [as P]	1 - Effluent Gross	0	-	Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type
					Sample Permit Req. Value NODI	Quotient Value 1	Quotient Value 2	Quotient Value 3	Quotient Value 4	Quotient Value 5	Sample Type

50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	0.315	=	0.774	03 - MGD	Req Mon DAILY MX	03 - MGD	9889 - Continuous	9889 - Continuous	0	9889 - Continuous
Sample Param Req Value NODs														
50060	Chlorine, total residual	1 - Effluent Gross	0	-							CLOC - Chlorination/Occurrences	GR - Grab		
Sample Param Req Value NODs														
74055	Coliform, fecal general	1 - Effluent Gross	0	-							9 - Conditional Monitoring - Not Required This Period	GR - Grab		
Sample Param Req Value NODs														
80062	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-	16.89	=	31.525	26 - lbid	417.0 DAILY MX	26 - lbid	03DW - 3 Days Every Week	GR - Grab		
Sample Param Req Value NODs														
CP - Composite														

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

POPULAR GROVE, VILLAGE OF

User:

elaine_bumgarner

Name:

Elaine Bumgarner

E-Mail:

ebumgarner@teslinc.com

Date/Time:

2025-08-20 10:40 (Time Zone: -05:00)

Report Last Signed By

IONSTEAR

User:

Ion Stear

Name:

Ion Stear

E-Mail:

istear@teslinc.com

Date/Time:

2025-08-25 18:15 (Time Zone: -05:00)

DMR Copy of Record

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

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Permit #:		IL0071447		Permittee:		POPLAR GROVE, VILLAGE OF		Facility:		POPLAR GROVE SOUTH STP, VILLAGE OF	
Major:		Yes		Permittee Address:		200 HILL STREET, P.O. BOX 1 POPLAR GROVE, IL 61065		Facility Location:		12211 STATE ROUTE 76 POPLAR GROVE, IL 61065	
Permitted Feature:		INF Influent Structure		Discharge:		INF-L INFLUENT MONITORING					
Report Dates & Status		From 07/01/25 to 07/31/25		DMR Due Date:		08/25/25		Status:		NetDMR Validated	
Monitoring Period:		Considerations for Form Completion		BOW ID: W0070150006				Telephone:		815-224-1650	
Principal Executive Officer		Ion		Title:		Certified Operator					
First Name:		Ion		Last Name:		Stear					
No Data Indicator (NODI)		-									
Form NODI:		-									
Code	Parameter Name	Monitoring Location	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)	Sample Period (Hr)
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-	-	-	-	-	-	-	-
00530	Solids, total suspended	G - Raw Sewage Influent	0	-	-	-	-	-	-	-	-
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	-	-	-	-	-	-	-	-
50050	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 or 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:											
E-Mail:											
Date/Time:											
Report Last Signed By											
User:											

Name: Ion Stear
E-Mail: isear@tesinc.com
Date/Time: 2025-08-25 16:15 (Time Zone: -05:00)

VILLAGE OF POPLAR GROVE - NORTH
IL0070150
MONTHLY OPERATING REPORT
FOR THE MONTH OF JULY 2025
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES

Date	Time	Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed		Phosphate Feed		PO4 mg/L		Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
30-Jun		493768		10065.4		35849.90		87.00		1.29	76		0.98	42.00		JH
1-Jul		493927	171	10065.4	0	35859.00	8.30	84.00	3.0	1.77	70	4.00	0.97	41.00	0.0	JH
2-Jul		494098	192	10065.4	0	35867.30	9.40	81.00	4.0	1.23	66	4.00	0.52	41.00	1.0	JH
3-Jul	09:54	494290	154	10065.4	0	35876.70	7.00	77.00	3.0	1.90	62	6.00	0.84	40.00	0.0	JH
4-Jul	10:25	494444	148	10065.4	0	35883.70	6.30	74.00	3.0	2.00	56	0.00	0.65	40.00	1.0	JH
5-Jul	09:40	494592	152	10065.4	0	35890.00	8.10	71.00	3.0	1.30	56/100	2.00	1.37	39.00	0.0	JH
6-Jul	10:45	494744	189	10065.4	0	35898.10	9.00	68.00	3.0	1.69	98	6.00	1.00	39.00	0.0	JH
7-Jul	10:15	494933	144	10065.4	0	35907.10	6.90	65.00	3.0	1.05	92	4.00	0.55	39.00	1.0	JH
8-Jul	11:09	495077	156	10065.4	0	35914.00	7.30	62.00	3.0	1.82	88	4.00	0.56	38.00	0.0	JH
9-Jul	09:00	495233	160	10065.4	0	35921.30	7.90	59.00	4.0	1.13	84	2.00	0.38	38.00	0.5	Bh
10-Jul	09:32	495393	134	10065.4	0	35929.20	6.40	55.00	2.0	1.64	82	2.00	0.50	37.50	0.5	BH
11-Jul	09:15	495527	134	10065.4	0	35935.60	6.50	53.00	3.0	1.67	80	0.00	1.33	37.00	0.0	JH
12-Jul	10:24	495661	131	10065.4	0	35942.10	6.50	50.00	3.0	1.48	80	0.00	0.45	37.00	1.0	JH
13-Jul	09:25	495792	186	10065.4	0	35948.60	8.80	47.00	4.0	0.50	80	2.00	0.47	36.00	0.0	JH
14-Jul	10:45	495978	143	10065.4	0	35957.40	6.60	43.00	3.0	1.40	78	4.00	1.29	36.00	0.5	JH
15-Jul	09:35	496121	178	10065.4	0	35964.00	8.50	40.00	5.0	2.08	74	4.00	0.65	35.50	0.5	JH
16-Jul	09:12	496299	134	10065.4	0	35972.50	5.50	35.00	0.0	2.03	70	0.00	0.36	35.00	0.0	JH
17-Jul	09:15	496433	144	10065.4	0	35978.00	7.80	35 / 160	160.0	2.14	70	6.00	1.30	35 / 50	50.0	JH
18-Jul	10:02	496577	168	10065.4	0	35985.80	8.10	157.00	4.0	1.31	64	8.00	1.42	50.00	0.0	JH
19-Jul	11:32	496745	134	10065.4	0	35993.90	6.80	153.00	4.0	1.07	56	4.00	0.66	50.00	0.0	JH
20-Jul	11:15	496879	142	10065.4	0	36000.70	6.40	149.00	4.0	1.18	52	2.00	.61	50.00	0.5	JH
21-Jul	10:15	497021	155	10065.4	0	36007.10	7.30	145.00	3.0	1.95	50	0.00	0.59	49.50	0.5	JH
22-Jul		497176	154	10065.4	0	36014.40	7.40	142.00	4.0	2.04	50	2.00	0.63	49.00	0.0	JH
23-Jul	08:12	497330	151	10065.4	0	36021.80	7.20	138.00	4.0	2.00	48/100	0.00	0.75	49.00	1.0	BH
24-Jul	10:15	497481	138	10065.4	0	36029.00	6.60	134.00	3.0	1.69	100	0.00	0.60	48.00	0.0	JH
25-Jul	07:48	497619	175	10065.4	0	36035.60	8.30	131.00	3.0	2.23	100	0.00	0.70	48.00	0.5	BH
26-Jul	12:12	497794	166	10065.4	0	36043.90	7.10	128.00	5.0	1.20	100	0.00	1.00	47.50	0.5	BH
27-Jul	12:14	497960	154	10065.4	0	36051.00	8.70	123.00	3.0	2.80	100	2.00	0.80	47.00	0.5	JH
28-Jul	10:25	498114	210	10065.4	0	36059.70	9.60	120.00	6.0	2.07	98	0.00	2.19	46.50	0.5	JH
29-Jul	11:02	498324	137	10065.4	0	36069.30	6.60	114.00	2.0	1.67	98	0.00	1.11	46.00	0.0	JH
30-Jul	10:19	498461	136	10065.4	0	36075.90	2.50	112.00	4.0	1.51	98	6.00	2.62	46.00	1.0	JH
31-Jul	10:18	498597	170	10065.4	0	36078.40	12.10	108.00	5.0	1.97	92	4.00	0.91	45.00	0.0	JH
1-Aug	10:24	498767		10065.4		36090.50		103.00		1.86	88		1.39	45.00		JH
TOT			4670				219			54.67			29.54			
AVE			156				7			1.66			0.92			
MAX			210				10			2.80			2.62			
MIN			131				3			0.50			0.36			

Ion Sterg

SIGNATURE:
PHONE: 815-224-1650

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

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
30-Jun	08:30	425904		9616.6		146.00		1.09	94		1.26	399.00		JH
1-Jul	10:01	425970	67	9618	1.93	145.00	1.0	1.37	92	2.00	0.83	397.40	1.50	JH
2-Jul	10:12	426037	68	9619.93	1.88	144.00	1.0	0.81	90	2.00	1.10	395.90	1.70	JH
3-Jul	10:19	426105	65	9621.81	1.44	143.00	1.0	1.65	88	2.00	1.28	394.20	1.70	JH
4-Jul	10:43	426170	56	9623.25	1.63	142.00	1.0	1.19	86	2.00	0.89	392.50	1.70	JH
5-Jul	09:58	426226	76	9624.88	1.66	141.00	1.0	1.10	84	2.00	1.23	390.80	1.70	JH
6-Jul	11:00	426302	68	9626.54	1.7	140.00	1.0	0.88	82	2.00	1.33	389.10	1.60	JH
7-Jul	10:55	426370	43	9628.24	1.61	139.00	0.0	0.91	80	2.00	1.02	387.50	1.10	JH
8-Jul	10:35	426413	65	9629.85	1.08	139.00	1.0	0.93	78	2.00	1.29	386.40	1.70	JH
9-Jul	09:22	426478	66	9630.93	1.67	138.00	1.0	1.22	76	2.00	0.89	384.70	1.40	BH
10-Jul	07:48	426544	67	9632.6	1.65	137.00	2.0	1.08	74	2.00	0.61	383.30	1.80	BH
11-Jul	09:48	426611	44	9634.25	1.1	135.00	1.0	1.07	72	2.00	1.57	381.50	1.00	JH
12-Jul	09:10	426655	67	9635.35	1.66	134.00	1.0	1.14	70	2.00	1.78	380.50	1.60	JH
13-Jul	10:02	426722	90	9637.01	2.24	133.00	3.0	1.66	68	2.00	1.01	378.90	2.40	JH
14-Jul		426812	64	9639.25	1.56	130.00	1.0	1.25	66	2.00	0.97	376.50	1.60	JH
15-Jul	09:55	426876	45	9640.81	1.14	129.00	1.0	1.38	64	2.00	0.93	374.90	1.20	JH
16-Jul	09:41	426921	66	9641.95	2.5	128.00	2.0	1.79	62	2.00	1.09	373.70	1.40	JH
17-Jul	09:48	426987	67	9644.45	0.8	126.00	1.0	1.78	60	2.00	1.24	372.30	1.80	JH
18-Jul	10:20	427054	67	9645.25	1.71	125.00	2.0	1.11	58	2.00	1.10	370.50	1.70	JH
19-Jul	11:20	427121	43	9646.96	1.03	123.00	1.0	1.94	56	2.00	1.55	368.80	1.00	JH
20-Jul	10:30	427164	67	9647.99	1.65	122.00	2.0	1.05	54	2.00	1.44	367.80	1.70	JH
21-Jul	10:45	427231	65	9649.64	1.61	120.00	1.0	1.69	52	2.00	1.12	366.10	1.60	JH
22-Jul	10:35	427296	66	9651.25	1.66	119.00	1.0	1.45	50	0.00	1.10	364.50	1.50	JH
23-Jul	08:48	427362	68	9652.91	1.66	118.00	2.0	2.55	50	2.00	1.30	363.00	1.70	Bh
24-Jul	10:48	427430	43	9654.57	1.1	116.00	1.0	1.83	48	0.00	0.86	361.30	1.00	JH
25-Jul	08:20	427473	86	9655.67	2.12	115.00	2.0	1.14	48	2.00	1.81	360.30	2.10	BH
26-Jul	10:58	427559	66	9657.79	-8.36	113.00	1.0	1.10	46	2.00	0.64	358.20	1.80	BH
27-Jul	12:24	427625	1	9649.43	10	112.00	0.0	1.13	44	0.00	1.05	356.40	-0.10	JH
28-Jul	11:15	427626	82	9659.43	1.87	112.00	2.0	1.00	44	4.00	1.00	356.50	2.10	JH
29-Jul	11:23	427708	113	9661.3	2.67	110.00	2.0	0.18	40	2.00	0.31	354.40	1.90	JH
30-Jul	10:49	427821	44	9663.97	1.1	108.00	1.0	0.65	38	2.00	1.02	352.50	1.30	JH
31-Jul	10:38	427865	66	9665.07	1.71	107.00	2.0	1.35	36	2.00	0.81	351.20	1.50	JH
1-Aug	10:50	427931		9666.78		105.00		1.76	34		1.23	349.70		JH
TOT			1895					42.23			36.66			
AVE			63					1.28			1.11			
MAX			113					2.55			1.81			
MIN			1					0.18			0.31			

Jon Stear

SIGNATURE:
 PHONE: 815-224-1650

VILLAGE OF POPLAR GROVE - SOUTH
FOR THE MONTH OF JULY 2025
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			Phosphate Feed			Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
30-Jun		648878		5104.9		4758.32		119.00		1.17	50		1.17	333.40		JH
1-Jul		648998	91	5106.8	1.4	4758.32	0	118.00	1.0	0.96	44	12.00	0.57	331.00	1.60	JH
2-Jul	11:15	649089	119	5108.2	1.9	4758.32	0	117.00	2.0	1.00	32	8.00	0.98	329.40	2.20	JH
3-Jul	11:13	649208	89	5110.1	1.3	4758.32	0	115.00	1.0	0.93	24 / 124	6.00	1.55	327.20	1.40	JH
4-Jul	11:15	649297	98	5111.4	1.6	4758.32	0	114.00	3.0	1.22	118	8.00	1.00	325.80	0.20	JH
5-Jul	10:20	649395	57	5113	0.9	4758.32	0	111.00	1.0	1.07	110	2.00	0.47	325.60	2.00	JH
6-Jul	11:15	649452	90	5113.9	1.4	4758.32	0	110.00	1.0	1.49	108	6.00	1.33	323.60	2.00	JH
7-Jul	11:45	649542	119	5115.3	1.8	4758.32	0	109.00	2.0	0.99	102	8.00	1.13	321.60	2.40	JH
8-Jul	09:28	649661	89	5117.1	1.4	4758.32	0	107.00	2.5	0.86	94	8.00	1.00	319.20	1.80	JH
9-Jul	11:11	649750	89	5118.5	1.4	4758.32	0	104.50	1.5	0.87	86	4.00	0.95	317.40	2.00	BH
10-Jul	08:58	649839	58	5119.9	0.9	4758.32	0	103.00	1.0	0.80	82	4.00	0.67	315.40	1.00	BH
11-Jul	10:55	649897	88	5120.8	1.4	4758.32	0	102.00	1.0	1.32	78	4.00	2.33	314.40	1.80	JH
12-Jul	09:55	649985	58	5122.2	0.9	4758.32	0	101.00	1.0	1.24	74	4.00	1.51	312.60	1.20	JH
13-Jul	11:27	650043	90	5123.1	1.4	4758.32	0	100.00	2.0	1.78	70	4.00	1.14	311.40	1.80	JH
14-Jul		650133	87	5124.5	1.4	4758.32	0	98.00	1.0	1.46	66	6.00	1.30	309.60	1.60	JH
15-Jul	10:50	650220	59	5125.9	0.9	4758.32	0	97.00	2.0	1.02	60	4.00	2.28	308.00	0.80	JH
16-Jul	10:25	650279	88	5126.8	1.4	4758.32	0	95.00	1.0	1.30	56	6.00	0.58	307.20	2.20	JH
17-Jul	10:44	650367	72	5128.2	1.1	4758.32	0	94.00	1.0	0.65	50	0.00	0.30	305.00	1.40	JH
18-Jul	11:09	650439	74	5129.3	1.2	4758.32	0	93.00	1.0	0.80	50	4.00	0.64	303.60	1.00	JH
19-Jul	10:55	650513	57	5130.5	0.9	4758.32	0	92.00	2.0	0.58	46	4.00	1.17	302.60	0.80	JH
20-Jul	10:50	650570	90	5131.4	1.3	4758.32	0	90.00	1.0	1.21	42	4.00	1.66	301.80	2.00	JH
21-Jul	11:30	650660	89	5132.7	1.4	4758.32	0	89.00	1.0	0.80	38	4.00	1.19	299.80	1.40	JH
22-Jul	11:35	650749	90	5134.1	1.4	4758.32	0	88.00	1.5	0.71	34	6.00	1.32	298.40	1.40	JH
23-Jul	09:20	650839	91	5135.5	1.4	4758.32	0	86.50	1.5	1.17	28/100	4.00	0.97	297.00	1.20	Bh
24-Jul	11:44	650930	89	5136.9	1.4	4758.32	0	85.00	1.0	0.88	96	6.00	1.52	295.80	2.00	JH
25-Jul	09:15	651019	88	5138.3	1.4	4758.32	0	84.00	2.0	0.44	90	4.00	1.39	293.80	1.40	BH
26-Jul	11:34	651107	87	5139.7	1.3	4758.32	0	82.00	1.0	0.51	86	4.00	1.03	292.40	1.20	BH
27-Jul	12:45	651194	89	5141	1.4	4758.32	0	81.00	1.0	0.62	82	4.00	1.09	291.20	1.60	JH
28-Jul	12:04	651283	88	5142.4	1.4	4758.32	0	80.00	2.0	0.56	78	6.00	1.01	289.60	1.60	JH
29-Jul	12:25	651371	90	5143.8	1.4	4758.32	0	78.00	1.0	0.64	72	4.00	1.10	288.00	1.80	JH
30-Jul	11:33	651461	58	5145.2	0.9	4758.32	0	77.00	1.0	0.65	68	4.00	1.20	286.20	1.40	JH
31-Jul	11:35	651519	81	5146.1	1.4	4758.32	0	76.00	0.0	0.34	64	4.00	1.12	284.80	2.00	JH
1-Aug	11:45	651600		5147.5		4758.32		76.00		0.36	60		1.14	282.80		JH
TOT			2521				0			30.40			37.81			
AVE			84				0			0.92			1.15			
MAX			119				0			1.78			2.33			
MIN			57				0			0.44			0.30			

Ion Streak

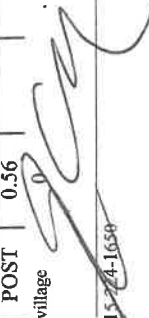
SIGNATURE:

PHONE: 815-224-1650

DAILY DISTRIBUTION MONITORING REPORT

**VILLAGE OF POPLAR GROVE
FOR THE MONTH OF JULY 2025
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
DIVISION OF PUBLIC WATER SUPPLIES**

Date	North System (Wells 2 & 3)				West System (Well 4)				South System (Wells 5 & 6)				Operator Initials	Slope Standard	Flouride Analysis			
	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			Well #2	Well #3	Well #4	Well #5-6
1																		
2	village	0.38		0.89	gas	0.72		0.51	tower	1.1		1.51	JH			0.34	0.99	0.50
3	post	0.35		0.93	Oak lawn	0.41		0.75	golf	0.99		1.22	JH			0.51	0.72	0.47
4																0.89	0.94	0.54
5																0.73	1.10	0.63
6																0.45	0.50	0.48
7	village	0.61		1.38	gas	0.25		0.82	golf	0.91		0.97	JH	88.00		0.45	0.48	0.47
8	village	0.76		0.93	gas	0.27		1.49	tower	1.46		0.75	JH			0.77	0.59	3.90
9	Village	1.04		0.91	Garage	0.66		1.09	Tower	1.01		1.62	BH			0.67	0.74	0.51
10	Village	1.26		1.05	Tower	0.67		0.74	Tower	1.2		1.07	JH			0.62	1.00	0.60
11	Village	0.45		1.34	Garage	0.69		0.91	tower	1		1.25	JH			0.70	0.63	0.50
12																0.73	0.65	1.00
13																0.59	0.98	0.58
14	village	1.01		0.94	gas	0.83		0.77	golf	1.2		1.11	JH			0.67	0.85	1.20
15	post	0.89		1.31	gas	0.69		1.17	tower	0.93		1.2	JH			1.20	0.73	1.20
16	village	1		1.36	gas	0.44		0.76	golf	1.06		1	JH			0.48	0.61	0.54
17	village	1.02		1.44	gas	0.4		1.19	tower	0.95		1.34	JH			0.49	0.93	0.71
18	ARTURO	1.23		1.55	oak lawn	0.91		0.44	golf	0.72		1.24	JH			1.10	1.20	0.44
19																0.57	0.61	0.61
20																0.61	1.10	0.70
21	Village	1		1.15	gas	0.94		1.12	golf	0.69		1.11	JH			0.45	0.61	1.40
22	post	0.36		1.08	oak lawn	0.66		0.9	tower	0.67		1.41	JH			0.72	1.20	0.68
23					Gas	0.54		0.8	Golf	0.65		0.99	JH			0.70	0.82	0.47
24	post	0.21		1.07	gas	0.58		0.74	tower	0.64		1.53	JH			0.68	1.10	0.47
25	Village	0.7		0.54	Garage	0.87		1.6	Tower	0.51		1.44	JH			0.46	1.20	0.49
26																0.57	0.94	0.56
27																0.45	0.80	0.54
28	village	0.64		1.11	gas	0.32		0.6	Golf	0.44		0.93	JH			0.49	0.81	0.54
29	ARTURO	2.07		0.41	oak lawn	0.15		0.66	tower	0.57		1.43	JH			0.51	0.18	0.76
30	village	0.63		1.19	gas	0.42		0.61	golf	0.6		1.13	JH			0.67	0.22	0.37
1	POST village	0.56		1	garage	0.66		0.57	golf	0.52		1.25	JH			0.74	0.62	0.47
				.81	gas	0.8		.76	tower	.96		1.35	JH			0.64	1.10	1.0

Signature:  Jon Stear

PHONE: 815-24-1650

RESOLUTION NUMBER: 2025-21

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE AN ELECTRONIC FUNDS TRANSFER
(EFT)/AUTOMATED CLEARING HOUSE (ACH) POLICY**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) incurs financial obligations in conducting business on behalf of its citizens; and

WHEREAS, the Village wishes to use Electronic Funds Transfer (“ETF”) and Automated Clearing House (“ACH”) payments to improve efficiency, reduce costs, enhance security, and ensure timely payments of its financial obligations; and

WHEREAS, the Village has created an Electronic Funds Transfer (“ETF”) and Automated Clearing House (“ACH”) Policy (“Policy”) outlining the requirements for the use of ETF and ACH which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to adopt and approve the Policy.

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

1. The above recitals are incorporated herein and made a part hereof.
1. The Village hereby adopts and approves the Electronic Funds Transfer (“ETF”) and Automated Clearing House (“ACH”) Policy attached hereto as Exhibit A, or one in substantially similar form.
2. The Village President and Village Clerk are hereby authorized to execute and attest the Policy.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A

**ELECTRONIC FUNDS TRANSFER (ETF)/AUTOMATED CLEARING HOUSE (ACH)
POLICY**



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

Electronic Funds Transfer (EFT) / Automated Clearing House (ACH) Policy

Purpose

The purpose of this policy is to establish standardized procedures for the use of Electronic Funds Transfer (EFT) and Automated Clearing House (ACH) payments in order to improve efficiency, reduce costs, enhance security, and ensure timely payment of the Village's financial obligations.

Scope

This policy applies to all Village departments and staff authorized to process or approve payments on behalf of the Village of Poplar Grove. It specifically governs the issuance of payments made through EFT/ACH in lieu of paper checks.

Authorized Use

EFT/ACH may be used for:

- Regular recurring payments to vendors, utilities, and service providers.
- Credit card and financial service accounts.
- Contracted services where EFT/ACH is requested or required by the vendor.
- Payments approved by the Village Clerk and Village Treasurer, with review by the Village President.

Approved Vendors for EFT/ACH (as of adoption)

- ADT (Everon)
- Amazon
- Home Depot Credit Card
- General Credit Card
- ComEd
- Comcast

- Frontier
- Nicor
- USA Blue Book
- GoTo
- Marathon/Wex Credit Card
- Main Street Checks
- Solutions Bank
- Heartland Bank (Bonds)
- BB Community Leasing
- BCBS
- Humana
- NCPERS-IL IMRF
- Union Dues

Additional vendors may be added upon review and approval by the Village Clerk and Village Treasurer, with review by the Village President.

One-Time EFT/ACH Payments for Miscellaneous Vendors

If a department identifies a vendor that requires EFT/ACH for a **one-time payment**, the following approvals are required:

- Approval by the requesting **Department Head**; and
- Authorization from **two of the following three officers**:
 - Village Clerk
 - Village Treasurer
 - Village President

Internal Controls

1. Authorization:

- All EFT/ACH payments must be documented and authorized in accordance with this policy.

- The Village Clerk and Treasurer shall jointly administer EFT/ACH accounts, with oversight by the Village President.

2. Documentation:

- Supporting invoices and authorization forms must be maintained for each EFT/ACH transaction.
- Records must be retained in accordance with the Local Records Act.

3. Security:

- Bank account access shall be restricted to designated personnel authorized under this policy.
- All transactions shall require dual review by the Clerk's Office and Treasurer's Office.

4. Reporting:

- EFT/ACH payments shall be itemized and reported to the Village Board with the monthly warrant list.
- Any discrepancies or unauthorized activity shall be reported immediately to the Village President and Village Attorney.

Fiscal Impact

The use of EFT/ACH reduces postage, supply, and administrative costs, and minimizes the risk of late fees associated with mailed checks. There are no anticipated additional fees from the Village's banking institution.

Policy Review

This policy may be amended by resolution of the Village Board as necessary to reflect changes in banking practices, vendor requirements, or municipal needs.

Adopted by the Village Board of Trustees

Village of Poplar Grove, Illinois

Date: _____

Attest:

Karri Miller, Village Clerk

Approved:

Kristi Richardson, Village President



Charging Smart

About the Program

The Charging Smart program administered by Interstate Renewable Energy Council (IREC) helps local governments remove barriers to Electric Vehicle (EV) charging station deployment by establishing proper codes, policies and procedures to support EV charging stations and EV adoption.

Local governments that participate in Charging Smart can receive **free technical assistance** to facilitate EV charging station deployment and make Northern Illinois EV-friendly.

Benefits

- **Free Guidance:**
 - Local governments receive technical assistance at no cost
- **Designation:**
 - Local governments that complete the program earn a 'Charging Smart' designation that demonstrates your agency is ready and suited for private sector charging station investment.
- **Save Money & Time:**
 - Streamlining policies, procedures and permitting shortens timelines and reduces the cost of deploying charging stations in your community.
- **Comprehensive Planning:**
 - Layering EV infrastructure analysis into your transportation planning allows your agency to accommodate tomorrow's transportation needs.
- **Sustainability:**
 - Streamlining deployment of EV infrastructure can accelerate EV adoption while lowering greenhouse gas emissions, thus improving air quality and public health.

Next Steps

Sign and return the attached Letter of Commitment template to R1 if your agency would like help obtaining a Charging Smart designation at no cost. R1 staff is seeking Letters of Commitment from 10 to 15 communities in the Rockford Region to participate in a Charging Smart cohort.

Who to Contact

Email R1 Research Analyst Hailey Blanchard at hblanchard@r1planning.org or Economic Development Director Isaac Guerrero at iguerrero@r1planning.org to learn more or get started.

Charging Smart Bronze Designation Steps

- 1) Regulation 1.6—Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit EV charging deployment. Compile findings in a memo (15 points)
- 2) Regulation 3.1— Adopt a standard charging infrastructure permit application process for residential and non-residential EV charging and post to a public website (10 points)
- 3) Regulation 3.4— Develop a charging infrastructure permitting checklist for residential and non-residential EV charging and post it online (5 points)
- 4) Utility Engagement 1.1— Meet with utilities to discuss EV collaboration opportunities (5 points)
- 5) Planning 1.1— Create a community-wide EV vision [Establish community EV vision & goals] (10 points)
- 6) Education & Incentives 1.3— Create educational materials or devote space in newsletters to educate residents about EVs and available incentives [Host public education events and campaigns] (10 points)
- 7) Education & Incentive 2.2— Promote the EV programs the city and utilities offer to residents [Create an EV landing page on the city's website] (5 points)
- 8) Government Operations 1.3— Develop and issue an RFP (Request for Proposal) to install EV chargers in the ROW and parking structures, etc. [Provide publicly available EV chargers in the community] (15 points)
- 9) Planning 2.1— Identify locations and frequency of charging infrastructure placement [Address EVs and charging infrastructure in planning documents] (5 points)



Village of Poplar Grove – Board Meeting Memo

Karri Miller

Village Clerk

September 19, 2025

Subject:

Ordinance Amending Sections 5-8-2 and 5-8-12 of the Village Code – Code Hearing Division

1. Background:

The Village of Poplar Grove currently operates a Code Hearing Division to handle code enforcement matters, originally established under state law (65 ILCS 5/11-31.1) for building code violations. This system was created to streamline the process of addressing code violations without going through the traditional court system. However, the current Village Code does not fully incorporate all state law provisions available to strengthen this process.

2. Current Status:

The proposed ordinance formally adopts 65 ILCS 5/1-2.1 et seq. (Administrative Adjudication of Municipal Code Violations) and amends Sections 5-8-2 and 5-8-12 of the Village Code.

These updates will:

- Expand the Code Hearing Division’s authority beyond building code issues to all applicable code violations.
 - Allow the Village to enforce final administrative decisions as if they were court judgments.
 - Enable the Village to file unpaid fines and orders with the Boone County Circuit Court for collection and enforcement, including the ability to consolidate multiple violations and request court-issued orders or injunctions.
-

3. Fiscal Impact:

There is no anticipated cost to the Village. This change is expected to improve the Village's ability to collect fines, penalties, and costs related to code violations.

4. Legal Review:

This ordinance has been reviewed by the Village Attorney.

5. Recommendation:

Staff recommends approval of the ordinance amending Sections 5-8-2 and 5-8-12 of the Village Code to adopt the state administrative adjudication provisions and strengthen the Village's code enforcement process.

6. Supporting Documents:

☐ Not Applicable

Signature:

Karri Miller, Village Clerk

Caitlin Winarski, M.A.

Poplar Grove, IL

C: [REDACTED]

Business professional with expertise in Multi-State Payroll, Expense Collection & Processing, Benefit Administration, Employee Relations, Cargo Claims, Transportation Logistics, Reverse Logistics, Payroll, OTM, A to Z Importing & Exporting Ocean, Rail, and Air Shipments. Proficient with Concur, Workday, Oracle, Ceridian, Paylocity, Rippling, ADP, eRecruit, AS400 & SAP, EDI Systems, Cargo Wise, PPMS, Salesforce, Excel, Word, PowerPoint, Access, Publisher, Outlook, Lotus Notes, Snag it, and SharePoint.

Education

Dominican University River Forest, Illinois
Master of Arts July 2017
Area of Study: Conflict Resolution

Dominican University River Forest, Illinois
Bachelor of Arts January 2015
Area of Study: History

Certifications

Six Sigma – GreenBelt through Genpact 2024

Relevant Experience

Payroll
Training & Development
Alternative Dispute Resolution (ADR)
Benefit Administration
Employee Relations
Payroll Accounting

Cost Analysis
Cargo Claims
Importing & Exporting
FTL, LTL & Air shipping/Logistics
Accounts Payable/Billing
Process Improvement

Work History

IHI Terrasun Solutions, Chicago, IL November 2024 – April 2025

HRIS, Benefits, & Payroll Specialist

- Implemented and integrated a new Human Resources Information System, optimizing HR operations and improving overall efficiency within the company.
- Educated employees on a range of benefit plans- including 401(k), medical, dental, vision, life, and disability insurance – ensuring they had the knowledge to make informed decisions.
- Managed payroll operations for full-time/part-time employees, expatriates, and contractors across multiple jurisdictions, including various U.S. states, Canada, and China. Responsibilities encompassed timecard oversight, auditing, reporting, and processing adjustments for all personnel.
- Identified and resolved issues pertaining to payroll, benefits, HRIS, and timecards to maintain smooth operations.
- Filed multi-state and federal payroll taxes, ensuring compliance with regulations and timely submissions.
- Worked closely with executive leadership team for benefit provider audits & HRIS selections, contributing to strategic decision-making.
- Managed and completed monthly payroll accounting & benefit provider auditing and inputs for the finance team, ensuring accuracy and completeness of financial records.
- Assisted with other HR duties, including data entry and company newsletters, to help staff as needed.

Genpact, Chicago, IL February 2021-November 2024

Cargo Claims, Returns, & Transportation Front Line Manager

- Managed day to day Cargo Claims, Reverse Logistics and Transportation for a fortune 200 client with an annual budget of \$1B.
- Cargo Claims Volume: 600-700 cases annually, valued \$10-15 Million.
- Reverse Logistics Volume: 8000+ return loads per year & reviewing \$5M in accessorial charges annually.
- Saved Client \$2.4M in saving through process improvement Green Belt Project for Six Sigma.
- Reviewed Broker & Asset contracts for client on annual basis.
- Cash applications for funds received for Cargo Claims.
- OS&D and operational decision making for loads resulting in cost effective choices mitigating losses.
- Reduced outstanding claim balance by \$6.4M in 5 months through carrier payments.

Guaranteed Rate, Chicago, IL December 2019-February 2021

Payroll Accountant

- Managed multi state payroll, including timecards, auditing, reporting, and adjustments for 2800 – 3200 employees.
- Identified and resolved payroll related issues while working with various departments in a timely manner.
- Managed multi state and federal regulations while processing payroll and updating employee timesheets.

Populus Group, Lisle, IL January 2019 – November 2019**Payroll Specialist**

- Managed timecard and expense collection, entry, auditing, reporting, and adjustments while processing payroll for 500-600 contractors on a weekly basis
- Maintained state and federal regulations for holiday/vacation, sick time, and CA meal break trackers
- Identified and resolved worker related issues while working with accounting, finance and compliance departments
- Maintained client and contractor employee relations by researching and solving concerns related to payroll and invoicing in a timely fashion.
- Maintained unemployment records

Air Sea Transport, Bensenville, IL September 2018 – December 2018**Import Specialist**

- Maintained Federal and State regulations while importing and exporting ocean freight ocean freight.
- Handled A to Z importing and exporting, billing, and invoicing, and dispute resolutions for cargo claims.
- Managed bi-weekly and monthly reporting of cargo for various clients.

Ceannate, Rolling Meadows, IL

February 2018 - July 2018

Policy and Procedure Writer (Contract)

- Maintained knowledge of all laws and regulations pertaining to the industry, including but not limited to FDCPA, GLBA, EFTA, ECOA, DODD Frank, and FCRA, in order to create and preserve policy and procedure documentation to promote compliance with company, client, and legal requirements.
- Communicated with upper level executives of each department to ensure compliance of legal requirements, while ensuring employees across the company were able to access the documentation for PPMS compliance.

Northwestern Memorial Hospital, Winfield, IL

December 2017 – February 2018

Training Coordinator (Contract)

- Coordinated training and workshop materials, utilized the My Learning internal site to help users enroll in classes, and assisted in planning class times to ensure ease of the instructors and students.

Transcendia Inc., Franklin Park, IL

September 2016 – October 2017

Customer Service Representative

- Created and implemented training materials while interfacing with different VP department heads that resulted in a uniformed training process for all CSRs across the company.
- Facilitated communication between sales representatives and customers while procuring pricing and marketing material from department heads.
- Processed domestic and international shipments of materials to customers while resolving any transportation or material issues related to cargo.

Tigers Global Logistics, Elk Grove Village, IL

October 2014 – July 2015

Export Specialist

- Established and implemented training processes to comply with state and federal laws and regulations for rail and maritime shipments.
- Initiated client and vendor visits, executed EOM reports, and handled billing and invoicing while ensuring shipment documentation and customer satisfaction.
- A to Z exporting of ocean freight in compliance with international laws and regulations.



Outlook

Fw: Planning & Zoning Commission Position

From Karri Miller <clerk@villageofpoplargrove.com>**Date** Wed 7/16/2025 9:14 AM**To** Kristi Richardson <KRichardson@villageofpoplargrove.com> 1 attachment (24 KB)

Winarski, Caitlin Resume 2025.docx;

Karri Miller
Village of Poplar Grove
Village Clerk/FOIA Officer
A great place to call home

From: Cait <[REDACTED]>
Sent: Thursday, July 10, 2025 2:28 PM
To: Karri Miller <clerk@villageofpoplargrove.com>
Subject: Planning & Zoning Commission Position

Good Afternoon,

I am applying for the Planning & Zoning Commission volunteer position. Please see my resume attached.

I have a Masters in Conflict Resolution and a diverse background in different industries, which would be helpful for this role.

I moved to Poplar Grove in October of 2021 and quickly realized how important this community is to me, and this is a great opportunity for me to be more involved in a great town.

Thank you for your time and consideration,

Caitlin Winarski
[REDACTED]

Matthew Mack



8/5/2025

Village Clerk
Attn: Karri Miller
200 North Hill Street
Poplar Grove, IL 61065

Re: Planning and Zoning Commissioner (volunteer position)

Dear Village President and Board of Trustees,

I am writing to express my interest in filling the vacancy for the volunteer position on the Planning and Zoning Commission for the Village of Poplar Grove. While I do not have prior experience in planning or zoning, I possess qualities that are vital for an effective commissioner and engaged community member.

I believe in active listening and the value of considering a wide array of perspectives. I strive to remain attentive, empathetic, and open-minded in all discussions—qualities that are essential for any successful commissioner. My approach is guided by fairness, impartiality, and objective decision-making to ensure actions are based on facts, regulations, and what is best for the community, not individual opinions.

Integrity, honesty, and transparency are the foundations of the trust our community places in public officials. I highly value open communication and am committed to upholding the highest ethical standards—both in deliberation and interactions with residents, commissioners, and staff.

Additionally, I bring practical knowledge from my own building and remodeling experience. For example, while living in Palatine, IL, I undertook a fence replacement project that required working closely with the local zoning commission. The existing regulations mandated the new fence be built five feet farther inward than the previous fence, even though the original was already set back ten feet from the sidewalk. I prepared all required documentation, presented my case with a plat of survey, and respectfully engaged in the commission's process. My request to rebuild the fence in the original location was approved. This experience deepened my appreciation for fairness, open communication, and the significant role zoning regulations play in shaping communities.

I commit to approaching every obligation with preparedness and dedication, ensuring adequate time is spent reviewing materials and matters before the commission. My professional background has instilled in me a keen sense of responsibility and a diligent work ethic—traits I would bring to this role.

Clear and effective communication is also a strength of mine. I am comfortable articulating ideas publicly, collaborating with others, and engaging in respectful, thoughtful discussions. As a resident of Poplar Grove, I am motivated by civic-mindedness and a deep commitment to the well-being and future of our village.

I welcome the opportunity to support responsible growth, contribute positively to the Village's decision-making process, and help ensure community voices continue to be heard and respected.

Thank you for considering my application. I would be honored to serve and look forward to discussing my candidacy further.

Regards,

A solid black rectangular box used to redact the signature of Matthew Mack.

Matthew Mack

MATTHEW MACK

Poplar Grove, IL

SALES & ACCOUNT MANAGEMENT

NEW BUSINESS DEVELOPMENT • ACCOUNT EXPANSION & RETENTION

Hunter-Closer. Ability to influence, present assertively, convincingly and with confidence to establish credibility and respect of others. Highly motivated self-starter, proactive, with intense focus on results. Conveys a sense of urgency to achieve business goals and exceed expectations. Leads by example with the highest level of integrity. Outstanding communicator skilled at motivating team members to deliver success to the team and the organization.

Executive Presentations	Needs Assessment	Competitive Analysis
New Business Development	Client Relations	Tradeshows
Customer Relationship Management (CRM)	Customer Service	Cold Calling
Account Management/Retention	Pricing & Contract Negotiations	Marketing Development
Account Acquisition/Expansion	Referrals/Prospecting	Face-to-Face Sales

PROFESSIONAL EXPERIENCE

STAAR Corp, Chicago, IL

Distributor of Broadband Outside Plant products, providing End-to-End telecommunication solutions for ISP's, MUNI's, and commercial clients network deployment and maintenance.

Sr. Sales Manager, (2025 – July 2025)

Recruited to utilize experience to Hire, Train, and Mentor Salespeople based on their strengths and weaknesses.

Within 90 days of initial evaluation conducted a needs assessment and developed a recruitment and training plan for salespeople.

- Hire and onboard salespeople based on business needs.
- Initiated and implemented a formal ongoing training program, including sales techniques, product knowledge and performance expectations.
- Continue to mentor and evaluate salespeople, setting performance goals and providing ongoing feedback.
- Taught the importance of conducting a SWOT analysis-which resulted in the identification of a new tracer wire supplier that equates to a 46% mark up in cost that only matches the competitor price and still leaves room for additional margin.
- Conducted joint meetings with sales trainee and with existing customers to better understand their growth goals for 2025 and for 2026 in their department and how we can better support their efforts, resulting in referrals horizontally and vertically in the clients' company and more sales.

ServiceMaster DSI, Rockford, IL

The Nation's leading provider of residential and commercial disaster restoration services.

Business Development Manager, Hybrid (2024 – 2025)

Promoted and sold services to existing and prospective customers through a relationship-based approach.

Establish, develop, and maintain business relationships with current customers and prospective customers in the assigned Northwestern Illinois "Rockford" territory/market segment to generate new business for the organization's products/services.

- Analyzed the territory/market's potential and determined the value of existing and prospective customers to the organization.
- Demonstrated products and services to existing/potential customers and assist them in selecting those best suited to their needs.
- Made telephone calls and in-person visits and presentations to existing and prospective customers.
- Utilized proven sales process to establish rapport, interest, a solution, uncover customer objections/concerns by understanding the buying motive, and gaining commitment closing the sale.

Graybar, Glendale Heights, IL

Leader in the distribution of high quality electrical, communications and data networking products. Specializes in related supply chain management and logistics services.

Senior Outside Sales Representative, CommData, Broadband Utility, Remote (2018 – 2023)

Responsible for Broadband Outside Plant contractor market in WI, IL, IN, MI.

Achieved budget plan by developing new opportunities with strategic vendors and establishing personal rapport with prospects and current clients.

Drove and delivered successful sales initiatives including:

- Cultivated new and existing relationships with contractors and manufacturer's reps in person and via remote collaboration tools including Zoom, FaceTime, Google Meet, Microsoft Teams, and Dropbox.
- Identified key issues, goals, objectives, and barriers.
- Presented benefits of proposed solution to meet customer needs.
- Utilized Salesforce to track sales journeys from identification to closed.
- Conducted joint calls with strategic suppliers to provide presentations of new products to current and prospective clients from entry level technicians to C level Executives.
- Reported industry trends, market conditions, and competitor activities to Marketing and Sales teams.

Axiom Technology Group Inc., Westmont, IL

Facilitates requirements in IT and Talent solutions. Specializes in providing premier services for financial services, healthcare, insurance, public sector, and travel industries.

Business Development Manager, Hybrid (2015 – 2018)

Identified and qualified opportunities for new business in the public and private sector Nationwide.

Drove revenue in all lines of business including software sales, consulting, and professional services to new customers.

Drove and delivered successful sales initiatives including:

- Managed sales cycles within existing customer accounts.
- Targeted new accounts with the goal of meeting and exceeding quarterly annual sales targets.
- Conducted presentations to all levels of customer management for each phase of the sales process.
- Communicated value proposition for all solutions and services while building and keeping Senior Executive level relationships.

VIVA USA, Inc, Rolling Meadows, IL

Woman and Minority Owned Technology and IT consulting company.

Business Development, Account Executive (2012 – 2015)

Managed support for all assigned accounts via prime vendor, MSP, and direct utilizing VMS tools.

Increased business with existing clients. Revitalized dormant client relationships.

- Attended networking and industry events to evaluate and find new clients.
- Maintained correct CRM records and data.
- Re-established rapport with dormant clients' accounts that resulted in adding twenty additional recruiters.

Millennium Technology Partners, Lake Geneva, WI

Enterprise-level provider of solutions & fiber optic materials for broadband networks.

Business Development Manager, Hybrid (2011 – 2012)

Cultivated relationships with key decision makers at all levels to close deals and reach quota.

Increased Indiana Outside Plant market via cold calling from \$0.00 to \$1.2M within 10 months.

- Managed vendors and contractors for coordinated product delivery for on time project completion.
- Prepared USDA "RUS" and ARRA "BTOP" quotes in compliance with "Buy American" provisions.

Communications Supply Corporation (CSC), Carol Stream, IL

Subsidiary of WESCO International Inc. distributes a full range of data communications and security products and services. CSC and WESCO form the largest data communications, security, and electrical network in North America.

Business Development Regional Leader (2011 – 2011)

Increased utilization by 35% resulting in profitable sales volume growth and increased wallet share.

Inside Sales, Super User and Business Development Regional Leader (2010 to 2011)

Drove user adoption, implementation, and training of the new ERP system as a "Super User."

Conducted training for ERP System including report schedules, audit task list, sales order management, administration, operations procedures, and best practices.

- Supported, reinforced, and resolved pre- and post-conversion training/issues.

Inside Sales Representative, Indianapolis, IN (2009 - 2010)

Relocated to the Indianapolis branch to build and develop business for the Indiana and Kentucky market.

Increased orders by suggesting related items, explaining features, and reviewing buying history.

- Obtained orders by answering phone calls, verified/entered items, reviewed expected delivery dates.
- Reviewed open customer order reports and acted on open items.
- Prepared, generated, and followed up on Voice/Data/Video/Security/ quotations to secure orders.

Business Development Rep (2008 – 2009)

Used effective cold calling strategies and developed lead qualification scripts for new hires.

Established a \$15.5M sales pipeline within 9 months in the public and private sectors.

- Qualified and developed opportunities from marketing, outside sales and national accounts.

EDUCATION

General Education, Elgin Community College, Elgin, IL

PROFESSIONAL DEVELOPMENT

Sales Advantage "Sell Like a Pro" certificate, Dale Carnegie Training, West Allis, WI.

Lean Six Sigma Green Belt, fkiQuality and the Lean Six Sigma Masters Program, College of DuPage, IL.

TECHNOLOGY

Salesforce.com, Microsoft Office, Zoom, FaceTime, Google Meet, Microsoft Teams, Dropbox, SAP

RESOLUTION NO: 2025-21

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE APPOINTING INDIVIDUALS TO THE VILLAGE PLANNING AND ZONING COMMISSION

WHEREAS, the Village of Poplar Grove (“Village”) has established a Planning and Zoning Commission to assume jurisdiction of all matters assigned to the Zoning Board of Appeals, the Planning Commission, or the Zoning Committee; and

WHEREAS, the Village has the authority to appoint members to the Planning and Zoning Commission; and

WHEREAS, the Planning and Zoning Commission is to consist of seven (7) members to serve respectively for the following initial terms: one member for one (1) year, one member for two (2) years, one member for three (3) years, one member for four (4) years, one member for five (5) years, one member for six (6) years, and one member for seven (7) years, with the successor to each member so appointed to serve for terms of five (5) years after the expiration of the initial terms; and

WHEREAS, pursuant to Section 8-3-3, entitled “Terms of Office; Vacancies; Removal,” vacancies on the Planning and Zoning Commission shall be filled for the unexpired term of the member whose place has become vacant; and

WHEREAS, the members of the Planning and Zoning Commission are to be appointed by the Village President, subject to the advice and consent of the Village Board of Trustees; and

WHEREAS, the Village President of the Village of Poplar Grove wishes to appoint Matthew Mack to the three year term previously held by Darrell McFarlin, which term is to expire on April 30, 2026; and

WHEREAS, the Village President of the Village of Poplar Grove wishes to appoint Caitlin Winarski to the six year term previously held by David Allgood which term is to expire on April 30, 2029; and

WHEREAS, the Village Board of Trustees finds it to be in the best interest of the Village to make such appointments to best serve the public.

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

Section 1. Recitals. The recitals set forth above are incorporated herein as part of this Resolution.

Section 2. Appointment of Commissioners.

- a. Matthew Mack is hereby appointed, effective immediately, to serve as a member of the Planning and Zoning Commission with said term to expire on April 30, 2026.
- b. Caitlin Winarski is hereby appointed, effective immediately, to serve as a member of the Planning and Zoning Commission with said term to expire on April 30, 2029.

Section 3. Effective Date. This Resolution shall be in full force and effective immediately upon its passage and approval.

Section 4. Severability. In the event that any section, clause, provision, or part of this Resolution shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

 VILLAGE PRESIDENT

ATTEST:

 VILLAGE CLERK



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065

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

www.villageofpoplargo.com

September 15, 2025

David Howe
601 Taylor Ridge
Belvidere, IL 61008

**RE: Offer of Employment – Full Time Public Works Director
Village of Poplar Grove**

Dear Mr. Howe:

Please allow this letter to serve as the Village of Poplar Grove's official offer of full-time employment to you to continue to serve as the Public Works Director for the Village of Poplar Grove.

The Public Works Director requirements and a summary of the job duties have previously been provided to you. This position includes a salary of \$100,000.00 annually effective May 1, 2025. Generally, your hours of work will be 7:30 a.m. to 4:00 p.m. Monday through Friday, although some weeks may require more hours depending on emergencies, on call workload and Village Board meeting attendance, as needed. As you are aware, this is a salaried position, and the hours of work will be commensurate to the workload necessary to perform the duties of the job.

Other benefits offered as a part of this full-time employment include three weeks paid vacation, various paid holidays and sick time as provided by the Village of Poplar Grove Employee Handbook, an option for health insurance for you (subject to an employee contribution as outlined in the Employee Handbook), life insurance and a retirement benefit with the Illinois Municipal Retirement Fund.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to continuing to work together with you.

Sincerely,

Kristi Richardson
Village President

cc: Poplar Grove Board of Trustees

ACCEPTED:

David Howe

Date



VILLAGE OF POPLAR GROVE

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200 Hill Street, Poplar Grove, IL 61065

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

www.villageofpoplargo.com

September 11, 2025

Mrs. Karri Miller
304 Ridgestone Trail
Poplar Grove, IL 61065
Email: clerk@villageofpoplargo.com

RE: Offer of Employment – Collector Position, Village of Poplar Grove

Dear Mrs. Miller:

Please allow this letter to serve as the Village of Poplar Grove's conditional offer of employment for you to serve as the Village Collector. The offer of employment includes a yearly salary of \$48,000.00 which shall be payable bi-weekly. Your hours of work will be 8:00 a.m. – 4:30 p.m. Monday – Friday.

Illinois Municipal Retirement Fund (IMRF) benefits will be as outlined in the Village of Poplar Grove Personnel Handbook and as otherwise required by law. The Village also provides health insurance unless you plan on maintaining your own health insurance. Please advise Village President Kristi Richardson, if you plan on electing to be covered by the Village's health insurance.

Pursuant to the Personnel Handbook, you will earn 56 hours of sick leave per year. Employees may accrue a maximum of 180 hours for their own use and may accrue sick leave in excess of 180 hours for IMRF credit purposes only. You will also earn 80 hours (10 days) of vacation each year. Vacation days for the first year of employment will be prorated based on date of hire and will be available for use after the first 90 days of employment. Use of sick and vacation hours will be as governed by the Personnel Handbook as amended from time to time.

In addition to the duties outlined in the Collector ordinance, you will continue to be responsible for all duties as outlined in State Statute and Village Ordinance for the Village Clerk elected office for which you currently hold. You will continue to be compensated separately for your Clerk salary in accordance with Section 1-6A-2.1 Salary of the Village Code of Ordinances.

This offer of employment is conditioned upon the passage of the “Clerk as Collector Ordinance” by the Village of Poplar Grove Board of Trustees at the September 10, 2025, Village Board meeting. It is our understanding that you will be able to begin the duties as Collector immediately upon formal appointment by the Village Board. Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

We are pleased that you have decided to accept the position as Collector of the Village of Poplar Grove and are looking forward to working with you in the future.

Sincerely,

Kristi Richardson
Village President

ACCEPTED:

Karri Miller

Date



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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 Phone: (815) 765-3201 – Fax: (815) 765-3571
www.villageofpoplargo.com

September 15, 2025

Katelyn Jaster
 1005 Lincoln St.
 Harvard, IL 60033

**RE: Offer of Employment – Deputy Village Clerk / Community Development Assistant
 Village of Poplar Grove**

Dear Mrs. Jaster:

Please allow this letter to serve as the Village of Poplar Grove's continued offer of full-time employment to you to serve as the Deputy Clerk for the Village of Poplar Grove.

The Village Deputy Clerk requirements and a summary of the job duties pertaining to the Community Development Assistant have previously been provided to you. Effective as of May 1, 2025. This position includes a wage rate of \$27.40 hourly which shall include two (2) paid 15-minute breaks and a one-half hour unpaid lunch period. Generally, your hours of work will be 8:00 a.m. to 4:30 p.m. Monday through Friday, although some weeks may require more hours depending on workload.

Other benefits offered as a part of this full-time employment include three weeks paid vacation, various paid holidays and sick time as provided by the Village of Poplar Grove Employee Handbook, an option for health insurance for you (subject to an employee contribution as outlined in the Employee Handbook), life insurance and a retirement benefit with the Illinois Municipal Retirement Fund.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to continuing to work together with you.

Sincerely,

Kristi Richardson
 Village President

cc: Poplar Grove Board of Trustees

ACCEPTED:

Kate Jaster

Date



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065
 Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargo.com

September 15, 2025

Renee Lampe
 2211 Oakbrook Dr.
 Belvidere, IL 61008

**RE: Offer of Employment – Customer Service/Utility Billing Specialist
 Village of Poplar Grove**

Dear Mrs. Lampe:

Please allow this letter to serve as the Village of Poplar Grove's continued offer of full-time employment to you to serve as the Customer Service/Permit Technician for the Village of Poplar Grove.

The Village Customer Service/Utility Billing Specialist requirements and a summary of the job duties have previously been provided to you. Effective as of May 1, 2025. This position includes a wage rate of \$21.00 hourly which shall include two (2) paid 15 minute breaks and a one-half hour unpaid lunch period. Generally, your hours of work will be 8:00 a.m. to 4:30 p.m. Monday through Friday, although some weeks may require more hours depending on workload.

Other benefits offered as a part of this full-time employment include two weeks paid vacation, various paid holidays and sick time as provided by the Village of Poplar Grove Employee Handbook, an option for health insurance for you (subject to an employee contribution as outlined in the Employee Handbook), life insurance and a retirement benefit with the Illinois Municipal Retirement Fund.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to continuing to work together with you.

Sincerely,

Kristi Richardson
 Village President

cc: Poplar Grove Board of Trustees

ACCEPTED:

Reene Lampe

Date

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: AEP ENERGY						
3026377803	JAN25 04/28/2025	AEP ENERGY	LIFT STATION - PRIAIRE KNOLL	31-75-4204	325.08	325.08
TOTAL VEN						325.08
VENDOR NAME: AMAZON CAPITAL SERVICES						
IW6X-QV46-4M6G	09/11/2025	AMAZON.COM	OFFICE SUPPLIES FOR VH AND PLANTS	01-50-4300	13.69	179.54
				01-50-4300	26.91	
				31-70-4300	69.47	
				31-75-4300	69.47	
1LYG-PN6D-73QR	09/15/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	77.20	77.20
TOTAL VEN						256.74
VENDOR NAME: AREA MECHANICAL, INC.						
W15770	09/15/2025	AREA MECHANICAL, INC.	AC REPAIR @ NWWTP	31-77-4240	1,122.98	1,122.98
W15769	09/15/2025	AREA MECHANICAL, INC.	A/C REPAIR @ NWWTP	31-77-4240	866.26	866.26
W15856	09/17/2025	AREA MECHANICAL, INC.	SWWTP A/C LEAK	31-79-4240	1,412.08	1,412.08
TOTAL VEN						3,401.32
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
69547	09/12/2025	B&F CONSTRUCTION CODE	NHC REVIEW	01-55-4215	490.00	490.00
69544	09/12/2025	B&F CONSTRUCTION CODE	FIRE ALARM PLAN REVIEW	01-55-4215	215.00	215.00
69499	09/09/2025	B&F CONSTRUCTION CODE	SOLAR PANEL REVIEW	01-55-4215	350.00	350.00
69443	08/29/2025	B&F CONSTRUCTION CODE	NHC REVIEW	01-55-4215	1,042.30	1,042.30
69442	08/29/2025	B&F CONSTRUCTION CODE	NHC REVIEW	01-55-4215	993.69	993.69
69441	08/29/2025	B&F CONSTRUCTION CODE	NHC REVIEW	01-55-4215	970.50	970.50
69444	08/29/2025	B&F CONSTRUCTION CODE	NHC REIEW	01-55-4215	916.98	916.98
TOTAL VEN						4,978.47
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-089708	09/12/2025	BLAIN'S FARM & FLEET	DAN'S CLOTHING ALLOWANCE	01-53-4080	102.98	102.98
TOTAL VEN						102.98
VENDOR NAME: CARD SERVICE CENTER						
116022542	09/17/2025	CARD SERVICE CENTER	SHOP DIESEL	01-53-4228	1,408.54	1,408.54
TOTAL VEN						1,408.54
VENDOR NAME: COMCAST						
0208536AUG	09/06/2025	COMCAST	WELL 5&6	31-68-4202	207.88	207.88
0208015AUG25	09/09/2025	COMCAST	INTERNET @ VH	01-50-4202	210.90	210.90
TOTAL VEN						418.78
VENDOR NAME: COMED						
2994975000AUG25	09/09/2025	COMED	WELL HOUSE #4	31-68-4204	1,142.30	1,142.30
4653503000AUG25	09/09/2025	COMED	SWWTP METER 1	31-79-4204	12,641.17	12,641.17
8107661222AUG25	09/02/2025	COMED	LIFT STATION -WHITING	31-75-4204	117.97	117.97
3061267111AUG25	09/03/2025	COMED	LIFT STATION - MAIN ST	31-75-4204	32.55	32.55
9866415000AUG25	09/09/2025	COMED	WATER TOWER & WELL 3	31-68-4204	17.99	17.99
917938000AUG25	09/09/2025	COMED	LIFT STATION - BULLARD	31-75-4204	211.20	211.20
TOTAL VEN						14,163.18
VENDOR NAME: CONSERV FS INC						
33046228	09/12/2025	CONSERV FS INC	PRAMITAL FOR PARKS	01-52-4225	110.72	110.72
TOTAL VEN						110.72
VENDOR NAME: CORE & MAIN LP						
X671102	09/05/2025	CORE & MAIN LP	SENSUS COMMAND	31-70-4306	1,002.02	1,002.02

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: CORE & MAIN LP						
X715831	09/12/2025	CORE & MAIN LP	B BOX	31-70-4306	1,607.06	1,607.06
TOTAL VEN						2,609.08
VENDOR NAME: GATEHOUSE MEDIA ILLINOIS HOLDINGS						
007294050	08/31/2025	GATEHOUSE MEDIA ILLIN	MFT 2025 PUBLIC NOTICE	20-00-4409	555.90	555.90
TOTAL VEN						555.90
VENDOR NAME: GRAINGER						
9641489837	09/15/2025	GRAINGER	URINAL FLUSHER FOR LIONS PARK	01-52-4304	339.18	339.18
TOTAL VEN						339.18
VENDOR NAME: HAWKINS, INC.						
7189685	09/04/2025	HAWKINS, INC.	AZONE CHEMICALS FOR TREATMENT PLANTS	31-68-4305	542.46	542.46
7191855	09/08/2025	HAWKINS, INC.	ALUMINUM FOR NWWTP	31-77-4305	2,551.45	2,551.45
7192426	09/09/2025	HAWKINS, INC.	ALUMINUM FOR STWWP	31-79-4305	5,051.40	5,051.40
TOTAL VEN						8,145.31
VENDOR NAME: HEARTLAND BANK & TRUST COMPANY						
2808790B	09/05/2025	HEARTLAND BANK & TRUS	INTEREST ON 2012B	31-50-4814	5,118.75	5,118.75
3708	09/05/2025	HEARTLAND BANK & TRUS	INTEREST ON 2015	31-50-4815	14,000.00	14,000.00
TOTAL VEN						19,118.75
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
2612940	09/16/2025	HOME DEPOT CREDIT SER	VH DRAIN CLEANING SUPPLIES/BLADES	01-50-4301	84.41	729.77
				01-53-4301	645.36	
TOTAL VEN						729.77
VENDOR NAME: ILLINOIS DEPARTMENT OF AGRICULTURE						
0863	09/01/2025	ILLINOIS DEPARTMENT O	2025-2027 APPLICATER -RUCKER	01-53-4207	30.00	30.00
TOTAL VEN						30.00
VENDOR NAME: JOHNSON TRACTOR						
IH36073	09/16/2025	JOHNSON TRACTOR	COUPLER FOR M511 TRACTOR	01-53-4227	395.80	395.80
TOTAL VEN						395.80
VENDOR NAME: MARATHON FLEET / WEX BANK						
107383302	09/15/2025	WEX BANK - MARATHON F	PW FUEL FOR TRUCKS	01-53-4303	1,043.16	1,043.16
TOTAL VEN						1,043.16
VENDOR NAME: MENARDS						
55933	09/03/2025	MENARDS	WATER FOR NWWTP	31-77-4301	27.60	27.60
56408	09/11/2025	MENARDS	FLUSHING WATER LINE SUPPLIES	31-70-4302	45.82	45.82
56417	09/11/2025	MENARDS	FLUSHING WATER LINES SUPPLIES	31-70-4302	17.88	17.88
TOTAL VEN						91.30
VENDOR NAME: MINNIHAN'S TREE SERVICE						
AUG25	09/17/2025	MINNIHAN'S TREE SERVI	TREE REMOVAL - LIONS PARK	01-52-4225	1,400.00	1,400.00
TOTAL VEN						1,400.00
VENDOR NAME: MR. GOODWATER						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: MR. GOODWATER						
12411	06/01/2025	MR. GOODWATER	WATER COOLER RENTAL FOR VH AND PW	01-50-4302	8.00	91.78
				01-53-4302	8.00	
				01-50-4302	25.26	
				01-50-4302	8.42	
				01-53-4302	42.10	
TOTAL VEN						91.78
VENDOR NAME: NICOR GAS						
7725421552AUG25	09/16/2025	NICOR GAS	LIFT STATION & WATER TOWER - PRAIRIE KN	31-68-4204	58.74	58.74
22898582741AUG25	09/11/2025	NICOR GAS	LIFT STATION- BEAVER ROAD	31-75-4204	57.89	57.89
12314476859AUG25	09/16/2025	NICOR GAS	LIFT STATION - DAWSON LAKE	31-75-4204	76.68	76.68
1703425508AUG25	09/10/2025	NICOR GAS	LIFT STATION - HARVAST WAY	31-75-4204	136.34	136.34
24868703307AUG25	09/17/2025	NICOR GAS	COLLECTION LIFT STATION - WACO WAY	31-75-4204	54.84	54.84
TOTAL VEN						384.49
VENDOR NAME: O'REILLY AUTO PARTS						
4384-239926	09/01/2025	O'REILLY AUTO PARTS	OIL CHANGE - 22 RAM TRUCK	01-53-4226	53.33	53.33
TOTAL VEN						53.33
VENDOR NAME: P.C. TECH 2 U						
21728	09/05/2025	P.C. TECH 2 U	IT HELP AT NWWTP & SWWTP	31-77-4223	100.00	200.00
				31-79-4240	100.00	
21172	09/10/2025	P.C. TECH 2 U	IT SERVICES FOR VH	01-50-4214	225.00	225.00
21807	09/15/2025	P.C. TECH 2 U	IT SERVICES FOR NWWTP	31-77-4223	100.00	100.00
TOTAL VEN						525.00
VENDOR NAME: PREMIER LANDSCAPE STORE						
2474	09/09/2025	PREMIER LANDSCAPE STO	STONE FOR VH	01-53-4301	132.00	132.00
2472	09/08/2025	PREMIER LANDSCAPE STO	STONE FOR VH	01-53-4301	924.00	924.00
2482	09/11/2025	PREMIER LANDSCAPE STO	STONE FOR VH	01-53-4301	132.00	132.00
TOTAL VEN						1,188.00
VENDOR NAME: R.J. DANIELS FUEL & TIRE						
413202	08/27/2025	R.J. DANIELS FUEL & T	NEW TIRE FOR 1500	01-53-4226	1,030.85	1,030.85
473885	08/27/2025	R.J. DANIELS FUEL & T	TIRE REPAIR FOR ENDLOADER	01-53-4226	571.00	571.00
TOTAL VEN						1,601.85
VENDOR NAME: SOSNOWSKI SZETO, LLP						
15068	09/08/2025	SOSNOWSKI SZETO, LLP	LABOR CONTRACT	01-50-4213	2,725.00	2,725.00
15070	09/08/2025	SOSNOWSKI SZETO, LLP	EPI LEGAL	01-55-4213	425.50	425.50
15066	09/08/2025	SOSNOWSKI SZETO, LLP	BEL AIR	01-55-4213	370.00	370.00
15069	09/08/2025	SOSNOWSKI SZETO, LLP	MCDONALDS LEGAL	01-55-4213	46.25	46.25
15071	09/08/2025	SOSNOWSKI SZETO, LLP	SOLAR TRAJECTORY LEGAL	01-55-4213	416.25	416.25
15067	09/08/2025	SOSNOWSKI SZETO, LLP	GENERAL LEGAL FOR AUG25	01-50-4213	4,754.50	7,142.85
				01-57-4213	185.00	
				01-55-4213	1,287.60	
				31-75-4240	457.87	
				31-70-4240	457.88	
TOTAL VEN						11,125.85
VENDOR NAME: TEST INC.						
25060424	07/09/2025	TEST INC.	SWWTP TESTING	31-79-4236	258.00	258.00

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: TEST INC.						
25060423	07/09/2025	TEST INC.	NWWTP TESTING	31-77-4236	174.00	174.00
25060422	07/09/2025	TEST INC.	SWWTP TESTING	31-79-4236	314.00	314.00
25060421	07/09/2025	TEST INC.	NWWTP TESTING	31-77-4236	146.00	146.00
25090491	09/16/2025	TEST INC.	WELL #4 TESTING	31-68-4236	17.00	17.00
25090489	09/16/2025	TEST INC.	WELL #5 & #6 TESTING	31-79-4236	17.00	17.00
25090487	09/16/2025	TEST INC.	WELL #3 TESTING	31-77-4236	17.00	17.00
TOTAL VEN						943.00
VENDOR NAME: THE WEATHER PROS						
8375	09/06/2025	THE WEATHER PROS	ANNUAL WEATHER AND FORCASTING SERVICE	01-50-4214	499.00	499.00
TOTAL VEN						499.00
VENDOR NAME: TWIN TOWERS EMBROIDERY,						
36736	09/09/2025	TWIN TOWERS INC.	NAME PLATE FOR VP	01-50-4300	10.50	10.50
TOTAL VEN						10.50
VENDOR NAME: ULINE						
198004526	09/16/2025	ULINE INC	GARBAGE BAGS FOR PW SHOP/PARKS	01-53-4302	77.04	154.08
				01-52-4304	77.04	
TOTAL VEN						154.08
GRAND TOTAL:						76,200.94

Date Updated: 9.24.25

SEPT 2025 Checks

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type	
	Check Run #1	Check Run #2	
AP Checks	\$138,076.16	\$75,471.17	\$213,547.33
EFTS (ACH)	\$26,933.30	\$729.77	\$27,663.07
Payroll	\$16,465.48	\$16,890.13	\$33,355.61
Insurance	\$17,663.23	\$110.60	\$17,773.83
Total	\$199,138.17	\$93,201.67	\$292,339.84

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

Total \$0.00 \$0.00 \$0.00

FINAL NUMBERS

Monthly Approvals	AUGUST 2025 Final Numbers	Actual	Difference
Requested			
AP Checks	\$199,501.43	\$193,470.27	-\$6,031.16
EFTS (ACH)	\$34,591.64	\$34,591.64	\$0.00
Payroll	\$33,197.06	\$32,024.25	-\$1,172.81
Insurance	\$16,465.48	\$17,519.23	\$1,053.75
Total	\$283,755.61	\$277,605.39	-\$6,150.22

Two Void checks that were paid as EFTs

Estimated difference

Specific Breakout: Requested Actual Difference