



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, January 14, 2026 - 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 Trustees Meeting Minutes from December 10, 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.*

UNFINISHED BUSINESS

2. Motion to discuss/approve **RESOLUTION 2026-01**, a Resolution of the Village of Poplar Grove, Illinois, to adopt and approve revised job descriptions for the positions of Village Collector, Community Development Coordinator, Public Works Director, Village Treasurer, and Utility Billing Specialist.

3. Motion to discuss/approve **RESOLUTION 2026-02**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Pyrotechnico Fireworks, Inc. for fireworks display services in the amount of \$17,500.00.

4. Motion to discuss/approve **ORDINANCE 2026-01**, an Ordinance amending Title I Administration, Chapter 6, Village Officers and Employees, Article B, Village Treasurer,

Section 1-6B-1, Duties of the Treasurer, of the Code of Ordinances for the Village of Poplar Grove.

NEW BUSINESS

5. Motion to discuss/approve **ORDINANCE 2026-02**, an Ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property owned by the Village of Poplar Grove, specifically a 2012 Ford F-250 and a 2005 snowplow.
6. Motion to discuss/approve **RESOLUTION 2026-03**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Morgan Building Maintenance, Inc. for Village Hall and park cleaning services.
7. Motion to discuss/approve **RESOLUTION 2026-04**, a Resolution of the Village of Poplar Grove, Illinois, approving a Statement of Work with Sikich LLC for accounting services.
8. Motion to discuss/approve event license for S&S Collaborations that was held on December 31, 2025 - January 1, 2026, at the Poplar Grove Museum.
9. Motion to discuss/approve check disbursement for payments that were paid on December 26, 2025, in the amount of \$118,502.81 in AP checks, \$2,556.12 in EFTs, for a total of \$121,058.93.
10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 15, 2026, in the amount of \$54,654.75 in AP checks, \$33,167.33 in EFTs, \$22,327.60 in Insurance and estimated payroll of \$21,352.09 for a total of \$131,501.77.
11. Motion to discuss G/L code updates for the FY2027.

GOOD OF THE VILLAGE

BS&A Cloud Update- unable to process any payments January 15, 2025 - January 19, 2025

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

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

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

EXECUTIVE SESSION

12. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

ADJOURNMENT (Voice Vote)

KJM 01/09/2026



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 10, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

President Richardson called the meeting to order at 7:00pm

ROLL CALL

PRESENT

President Kristi Richardson
 Admin Chairman Owen Costanza
 Finance Chairman Jeff Goings
 Trustee David Allgood
 Trustee Dan Cheek
 Trustee Sinae Hubbard
 Trustee Mark Vance
 Clerk Karri Miller
 Attorney Roxanne Sosnowski

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

none

APPROVAL OF AGENDA (Voice Vote)

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from November 12, 2025.
 Motion made by Finance Chairman Goings, Seconded by Trustee Cheek. Motion passed by voice vote.

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

none

UNFINISHED BUSINESS

2. Motion to discuss Ravenscrest sign and entrance.
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.
Larry Snyder- Stated that he spoke with all trustees over the entrance and came to the meeting to answer any questions.
discussion only.
3. Motion to discuss/approve **Ordinance 2025-30**, an Ordinance authorizing the levy and collection of taxes for the General Corporate, Liability Insurance, Social Security and Audit purposes for the fiscal year commencing on May 1, 2025 and ending on April 30, 2026 for the Village of Poplar Grove, Boone County, Illinois.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
4. Motion to discuss/approve **Ordinance 2025-34**, an ordinance of the Village of Poplar Grove amending Title I, Chapter 6 of the Village Code regarding Village officers and employees salaries to correct the timing of Village Trustee payments.
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
5. Motion to discuss/approve **Resolution 2025-29**, a resolution of the Village of Poplar Grove, Illinois, authorizing the Village President to execute the Integrated Payments Addendum Agreement with BS&A for payment processing services.
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
6. Motion to discuss Lions Park agreement.
Motion made by Trustee Cheek, Seconded by Finance Chairman Goings.
discussion only

NEW BUSINESS

7. Motion to discuss/approve check disbursement for payments scheduled to be paid December 11, 2025, in the amount of \$64,314.96 in AP checks, \$35,060.88 in EFTs, \$19,989.04 in Insurance, and estimated payroll of \$24,559.33 for a total of \$143,924.21.

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

8. Motion to discuss/approve **Ordinance 2025-32**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, of the Village of Poplar Grove, Boone County, Illinois.

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

9. Motion to discuss/approve **Ordinance 2025-33**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, of the Village of Poplar Grove, Boone County, Illinois.

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

10. Motion to discuss/approve **Ordinance 2025-35**, an ordinance of the Village of Poplar Grove, Illinois, establishing the meeting dates and times of the Board of Trustees and its committees and commissions for calendar year 2026.

Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
 Trustee Cheek, Trustee Hubbard, Trustee Vance

Motion made by Trustee Hubbard, Seconded by Trustee Vance to change the November and December schedule to November 18 and December 16.

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

11. Motion to discuss changes to the Clerk's duties ordinance.

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

12. Motion to discuss changes to the Treasurer duties ordinance.

Motion made by Trustee Allgood, Seconded by Trustee Cheek.
 Discussion only

13. Motion to discuss/approve closing the office for training for BS&A Cloud updates.

Motion made by Trustee Vance, Seconded by Trustee Cheek.
 Discussion only

GOOD OF THE VILLAGE

Board of Trustees Meeting - December 17, 2025 - 7:00 pm

Village Hall closed for Christmas Holiday December 24-25, 2025

Village Hall closed for New Year's Holiday December 31, 2025-January 1, 2026

Board of Trustees Meeting - January 14, 2026 - 7:00 pm

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

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

The meeting adjourned at 8:06 pm

RESOLUTION NUMBER: 2026-01

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE REVISED JOB DESCRIPTIONS FOR THE POSITIONS
OF VILLAGE COLLECTOR, COMMUNITY DEVELOPMENT COORDINATOR,
PUBLIC WORKS DIRECTOR, VILLAGE TREASURER, AND UTILITY BILLING
SPECIALIST**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is authorized to establish and maintain job descriptions in order to clearly define the duties and responsibilities of Village employees; and

WHEREAS, the Village wishes to adopt and revise certain job descriptions to ensure the efficient, effective, and consistent operation of Village services; and

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

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.
2. The Village hereby adopts and approves job descriptions for the Village Collector, Community Development Coordinator, Public Works Director, Village Treasurer, and Utility Billing Specialist attached hereto as Exhibit A, or one in substantially similar form.
3. The Village President and Village Clerk are hereby authorized to execute and attest the Job Descriptions.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
JOB DESCRIPTIONS

VILLAGE OF POPLAR GROVE COMMUNITY DEVELOPMENT COORDINATOR Full-Time - Exempt

POSITION DESCRIPTION:

To assist the Village in the matters of community development activities, working collaboratively with the Village President, building inspector(s), zoning official(s), appointed administrative adjudication officer, village engineer, village attorney, and any other necessary vendors, regional partners, and staff. Secondly to assist the Village Clerk as Deputy Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Intake, clarify, and initial document review of all incoming building permits.
2. To assist in the completion and compliance of required building permit inspections.
3. Attend pre-construction meetings, as appropriate.
4. Record and track all building permits and provide building permit register to the Village Clerk.
5. Track and process code enforcement issues, including compliant response and notification to Code Enforcement officer.
6. Assist in the documentation and facilitation of code enforcement administrative hearings.
7. Notification to legal counsel of code enforcement/administrative hearing activities resulting in property lien proceedings.
8. Maintain zoning maps, as required by law.
9. Assist and facilitate communications between needed parties in building zoning matters.
10. Responsible for community communications not directly related to official postings by the village clerk's office.
11. Assist in the maintenance of the village website.
12. Assist in the planning and logistics of Village events.
13. Customer service and front desk assistance of incoming phone calls and in-person visits.
14. Other duties as assigned by the Village Clerk as the Deputy Clerk.
15. Any other duties assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, bachelor's degree desired, further technical certifications a plus.
2. Understanding of building process, a plus.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with discerning eye for details and logistics.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.

VILLAGE OF POPLAR GROVE
VILLAGE COLLECTOR
Full-Time - Exempt

POSITION DESCRIPTION:

To assist the Village of Poplar with the collection of account receivables; utility funds, permit fees, licensing, grants, sponsorships, etc. and accounts payable through the execution of recording keeping and reporting to the Village Treasurer, Village President, Village Clerk, and the corporate authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the collection and the direct collection all Village funds including utility funds.
2. Preserve the warrants returned and keep books and accounts in the manner prescribed by the corporate authorities of the Village.
3. Provide Weekly receipts to the Village Treasurer and Village Clerk.
4. Work with the Village Treasurer to provide any reports, records, documentation or other information in the control of the collector.
5. Prepare and provide reports to the corporate authorities, as requested.
6. Annually, between the first and the tenth of April, file an annual statement to the Village Collector for newspaper publication.
7. Money management of cash receipts and petty cash.
8. Keep accurate financial records of all accounts necessitated by the Collector's duties.
9. Enter, record, and process all accounts payable invoices, including mailing.
10. Any additional duties assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, associate's degree in accounting or finance. Higher education is a plus or comparative experience.
2. Excellent money management and math skills.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with eye for details.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

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**VILLAGE OF POPLAR GROVE
PUBLIC WORKS DIRECTOR
Full-Time - Exempt**

POSITION DESCRIPTION:

To plan, direct, manage and oversee the activities, projects and operation of the Public Works Department; including street maintenance and construction, preventative maintenance, engineering, building maintenance, water and water service, and coordinate assigned activities. This position shall follow the direction of the Village President and be subject to on-call duty for emergencies. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assume full responsibility for all Public Works Department Services and activities.
2. Assist in the direction and implementation of the Public Works Departments goals, objectives, policies, and priorities as assigned.
3. Plan, direct, and coordinate with the department of personnel a works plan, project assignment, evaluation of work method, allocation of staff accordingly, and assist staff in work projects as required. Additionally, responsible for scheduling and monitoring after hours and emergency issues.
4. Identify training opportunities for Public Works Department personnel and make recommendations to the Village President accordingly.
5. Participate in the development and administration of the Public Works budget, forecasting needed funds for equipment or materials to the Village Treasurer for planning.
6. Assess and monitor the Village infrastructure to provide adequate levels of public service for existing systems and/or future extensions or developments. Additionally inspect road conditions, dispatch plow/salt crews and assist; accordingly, and assist in JULIE locates for water, sewer, and storm sewer as required.
7. Assist in maintaining a safe work environment and support or regular safety training.
8. Maintain and oversee a preventative maintenance schedule for all equipment and infrastructure including but not limited to; water and wastewater infrastructure, sanitary lift stations, buildings, vehicles, and equipment, generators, streetlights, and roadway.
9. Ability to represent the Public Works Department to the general public, coordinating, and responding to sensitive community issues or concerns, and incorporating daily rounds to inspect and oversee the areas or projects throughout the village.
10. Ability to conduct evaluations of department employees annually.
11. Ability to stand, bend, lift, for any prolonged period of time and be exposed to all elements of weather.
12. Attendance and ability to provide written monthly reports to Village Board of Trustees as requested.
13. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, Bachelor's Degree desired, further technical certifications a plus.
2. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
3. Must exhibit strong communication skills.
4. Must possess a minimum Illinois Class B Commercial Driver's License with Air Brakes, in good standing.
5. Increasingly responsible experience in public works management, construction, or related field.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.

VILLAGE OF POPLAR GROVE VILLAGE TREASURER Full-Time

POSITION DESCRIPTION:

The Village of Poplar Grove is seeking a qualified full-time Village Treasurer. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

The Village Treasurer acts as the financial steward of the Village to insure ethical and responsible safekeeping of Village assets and the integrity of the financial information required for effective decision making by the governing body.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Month-end procedures and bank reconciliations.
2. Maintain and update annual list of assets.
3. Maintain accounting records.
4. Debt and investment management and make recommendations accordingly.
5. Prepare, file, and publish the annual treasurer's report in compliance.
6. Assist with budget creation, financial forecasting, tax levy ordinance, appropriations ordinances, as needed.
7. Escrow account maintenance.
8. Assistance with annual audit and preparation and internal controls.
9. Payroll processing which includes W2 processing, all associated state and federal tax reporting, annual 1099 processing, workman comp quarterly audits, and associated remittances.
10. IMRF benefit processing and remittance.
11. Prepare monthly reports and attend Village Board meetings.
12. Ability to prepare and present informative financial statements, reports and analysis to the Village Board.
13. Grant finance administration and fiscal compliance reporting.
14. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. Qualified candidates must have a bachelor's degree in accounting or finance or related work experience.
2. Further technical certifications or CPA preferred.
3. Possess strong computer skills, ability to keep records, carry out written and oral instruction.
4. Exhibit strong communication skills.
5. Prior governmental accounting experience preferred.

6. Demonstrate integrity, attention to details, enjoy a team atmosphere, be approachable, and creative thinker.
7. Committed to learning, engagement, and innovation.

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**VILLAGE OF POPLAR GROVE
UTILITY BILLING SPECIALIST
Full-Time - Exempt**

POSITION DESCRIPTION:

To assist the Village of Poplar Grove in the implementation, tracking, account management and customer service of accurately, timely water and sewer billing. Secondly, front desk administrative tasks and administrative assistance to the Village President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Customer service and front desk assistance of incoming phone calls and in-person visits.
2. Preparation and mailing of monthly water and sewer bills and penalties.
3. Processing of water and sewer bill payments via check, ACH, cash, or credit card.
4. Preparation and processing of sewer credits.
5. Responsible for coordinating new water hook-ups and final billings.
6. Responsible for preparation and implementation with the Public Works Department for resident water shut-offs.
7. Responsible for nightly cash-out procedures and money management.
8. Preparation and processing of water and sewer Right to Appeal requests.
9. Backup responsibility as Permit Application processing assistance.
10. Posting of State IL, Exelon, and Nicor Payments via BS&A cash receipting.
11. Nightly Bank deposit drop-off.
12. Dog Tag Sales and monitoring.
13. Assist residents with Community Room Rentals.
14. Administrative tasks by request of the Village President.
15. Any other assigned duties.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, associate's degree or higher education a plus.
2. Excellent money management skills.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills, with impeccable customer service.
5. Strong Organizational skills with attention to details.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.

RESOLUTION NUMBER: 2026-02

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE
AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT
WITH PYROTECNICO FIREWORKS, INC. FOR FIREWORKS DISPLAY SERVICES**

WHEREAS, the Village of Poplar Grove (the “Village”) is in need of fireworks display services; and

WHEREAS, the Village desires to retain the services of Pyrotecnico Fireworks, Inc. (“Pyrotecnico”) to provide such fireworks display services; and

WHEREAS, the Village and Pyrotecnico have reached an accord as to the terms and conditions upon which Pyrotecnico will provide such services at a cost of Seventeen Thousand Five Hundred and 0/100 (\$17,500.00) and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein (“Agreement”); and

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

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS ____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- AGREEMENT

PYROTECNICO FIREWORKS, INC.

This Fireworks Display Agreement ("Agreement") entered into this on **01/05/26** by and between PYROTECNICO FIREWORKS, INC. ("Pyrotecnico") and **Village of Poplar Grove, IL** (CUSTOMER).

Pyrotecnico, for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER Fireworks Display(s) and related services ("Fireworks Display"), including the services of Pyrotecnico's on-site representative to take charge of and perform the Fireworks Display under the supervision and direction of the CUSTOMER. The Firework Display to be given on **06/13/26** (the "Display Date"), weather permitting.

The offer contained in this Agreement is only valid if it is signed and returned to Pyrotecnico by **01/22/26** ("Expiration Date"). Pricing and availability are only guaranteed as long as Pyrotecnico receives the signed Agreement by the Expiration Date. Customer agrees to pay Pyrotecnico the sum of **\$17,500** (the "Contract Price"). Pyrotecnico will invoice CUSTOMER a deposit of **\$8,750** due **04/01/26** and the final balance shall be due **Net 10** from the Display Date. A service fee of 1 ½% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotecnico for any amount due under this Agreement. The Contract Price is based on the regulations and laws in effect at the time of execution of this Agreement. If any change in law (including, but not limited to, new or increased tariffs, duties, taxes, import restrictions, or other governmental regulations) materially increases the cost of the Fireworks Display, Pyrotecnico shall have the right to adjust the Contract Price to reflect such increased costs. Pyrotecnico shall provide CUSTOMER with written notice of any such adjustment, including reasonable documentation supporting the increased costs. CUSTOMER shall have five (5) days from receipt of such notice to accept the revised Contract Price. If CUSTOMER does not accept the revised Contract Price within this period, Pyrotecnico may, at its sole discretion, suspend performance of the Fireworks Display until the parties negotiate, in good faith, reasonable adjustments to the Contract Price or or revise the Fireworks Display to account for the increased costs. Nothing in this provision shall obligate Pyrotecnico to absorb any increased costs resulting from changes in law, tariffs, or other governmental actions beyond its control.

Pyrotecnico and CUSTOMER agree that should inclement weather prevent the performance of the Fireworks Display on the Display Date, the parties shall agree to a mutually convenient alternate date, within three (3) months of the Display Date. If the show is rescheduled prior to Pyrotecnico's truck leaving the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$2,625** for additional expenses in presenting the Fireworks Display on an alternate date. If the show is rescheduled after Pyrotecnico's truck leaves the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$7,000** for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Pyrotecnico. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, Pyrotecnico shall be entitled to **\$8,750**.

Pyrotecnico agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in the Contract Price.

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of **300 FEET** at all points from the discharge area, as reflected in the attached site plan, and that this discharge area shall not have any unauthorized personnel or vehicles; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate personnel protection to prevent spectators from entering display area; (e) Directly secure, confirm, and pay for 24-hour security of the set-up and discharge areas at the Display Site, if required, beginning upon the arrival of Pyrotecnico's fireworks product through the completion of the Fireworks Display; (f) Search of the fallout area at first light following a nighttime display; and (g) Provide credit as "Fireworks by Pyrotecnico" in all advertising and marketing materials.

Pyrotecnico will maintain general liability, property damage, transportation and workers compensation insurance. All those entities/individuals who are listed on the certificate of insurance, provided by Pyrotecnico, will be deemed to be an additional insured on such policy. This insurance coverage specifically does not include coverage for any independent acts of negligence of any additional insured.

CUSTOMER shall indemnify, defend and hold harmless Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable attorneys' fees) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the negligence or willful misconduct of CUSTOMER or its employees, agents, contractors or representatives, (b) the failure of CUSTOMER to comply with its obligations under this Agreement, or (c) any claims or actions arising out of Pyrotecnico's use of the show site. This Agreement contains the entire agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated in writing, executed by the Party against which enforcement is asserted. The parties hereto do mutually and severally guarantee terms, conditions, and obligations under this Agreement to be binding upon the parties, themselves, their successors and assigns.

SIGNATURES TO FOLLOW ON NEXT PAGE

PYROTECNICO:

By (sign): _____

Name: _____

Title: _____

Date: _____

Address: 299 Willson Road

New Castle PA 16101

Phone: (724) 652-9555

Email: contracts@pyrotecnico.com

CUSTOMER:

By (sign)_: _____

Name: _____

Title: _____

Date: _____

Address: _____

Phone: _____

Email: : _____

CONTACT/INSURANCE INFORMATION FORM

You must return this form with your signed Agreement for the Certificate of Insurance to be issued, and for the permit application to be completed and submitted. If information isn't applicable, please state such by indicating "N/A".

Legal Entity Contracting Pyrotecnico: _____

Primary Point of Contact Name: _____

Phone: _____ Email: _____

Billing Address: _____

City, State & Zip: _____

Accounts Payable Contact: _____

Accounts Payable Email: _____

Display Date(s): _____ Display Start Time(s): _____

Rain Date(s): _____

Day-of-Display Contact Name: _____

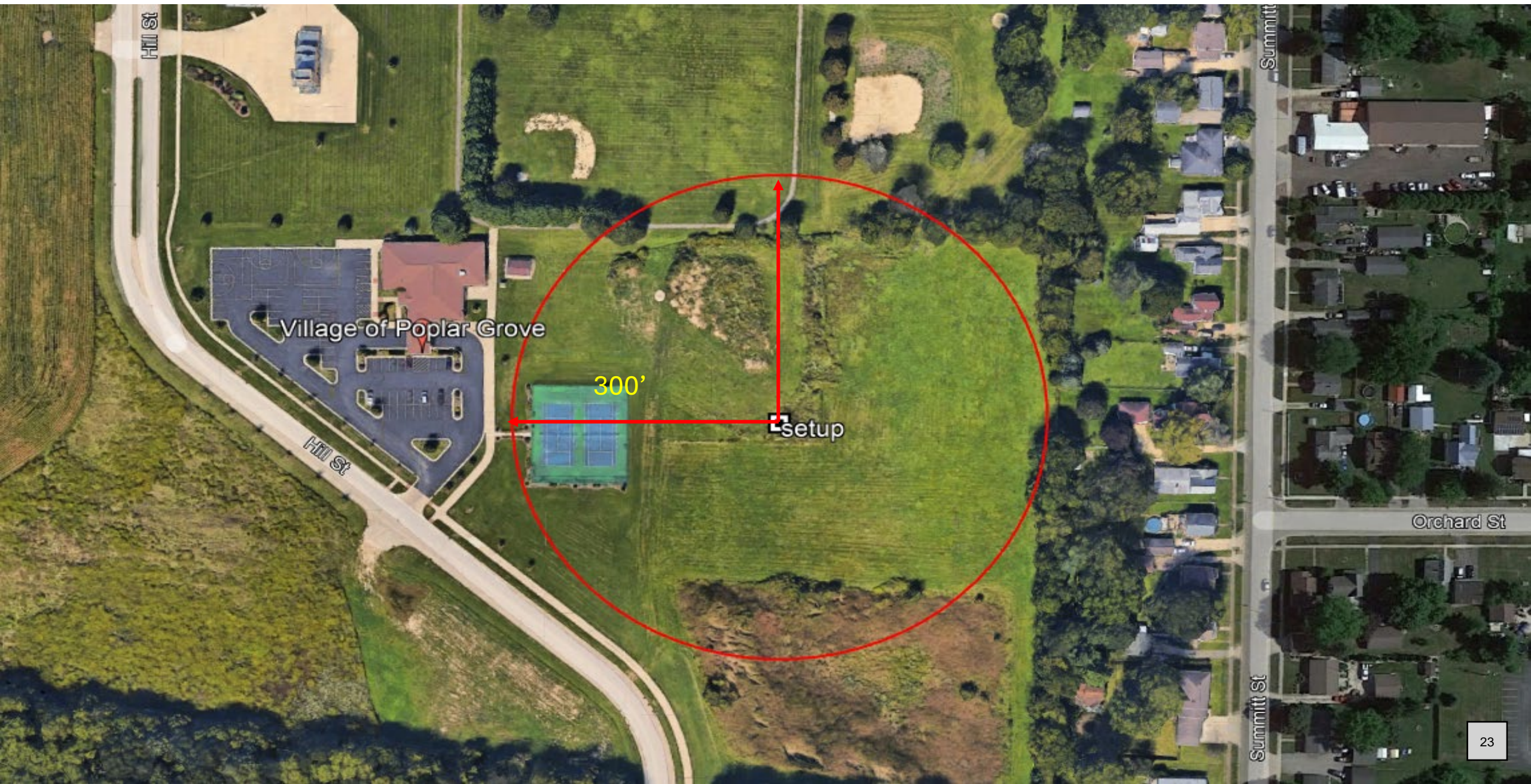
Day-of-Display Mobile Phone Number: _____

Day-of-Display Email: _____

Display Site Location(s) and
Address(es): _____

If Pyrotecnico has produced a show at this site, has the geography changed (i.e, new structures, new terrain, etc.)? If yes, please describe:

If Applicable - Additionally Insured Entities (The "Customer Name" shall automatically be listed as an Additional Insured):



ORDINANCE NUMBER: 2026-01

AN ORDINANCE AMENDING TITLE I ADMINISTRATION, CHAPTER 6, VILLAGE OFFICERS AND EMPLOYEES, ARTICLE , VILLAGE TREASURER, SECTION 1-6B-1, DUTIES OF THE TREASURER OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

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

WHEREAS, the Village wishes to amend Title I “Administration”, Chapter 6 “Village Officers And Employees”, Article B. “Village Treasurer”, Section 1-6B-1 “Duties Of The Treasurer” of the Code; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve amendments to the Chapter of the Code regarding the duties of the Village Treasurer.

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

1. The above recitals are incorporated herein and made a part hereof.
2. Section 1-6B-1 of Chapter 6 Village Officers and Employees of Title I Administration, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strikethroughs~~ and new language as **bold and underlined**):

1- 1-6B-1. - DUTIES OF TREASURER.

The duties of the Village Treasurer shall include, without limitation, those required by state statute and also include the following.

A. Be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. The Village Treasurer shall be supervised by the Village President and report directly to the Village President and Board regarding the administration of the office;

B. Receive all money paid to the Village **from the Collector** ~~either directly from the person paying the money~~ or from the hands of any Officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk, ~~or Deputy Clerk,~~ **or Collector** indicating the source, date, **and/or** amount of deposit, ~~and shall pay out money only after the Board has approved payment of such amounts according to regular Village billing approval procedures;~~

C. Keep the records showing all money received by such person, showing the source from which it was received, and the purpose for which it was paid. The Village Treasurer shall keep records at all times showing the financial status of the Village;

D. Keep such books and accounts as may be required by state law, this Code or other Ordinances of the Village, and shall keep them in a manner as required by the Board. The Village Treasurer shall be competent with current computer software to maintain the various accounts;

~~E. Shall be responsible for purchase orders and bill payments;~~

~~FE.~~ Make monthly reports to the Board showing the state of the finances of the Village ~~and the amounts received and spent during each month.~~ The Village Treasurer shall prepare and file an annual report within six months from the end of each fiscal year with a total of all receipts and expenditures of the Village and transactions conducted by the Village Treasurer during the preceding fiscal year;

~~GF.~~ Keep a register of all warrants, bonds or other accounts paid by the Village Treasurer and all vouchers as required by state law. The Village Treasurer shall keep a register of payments of all utility bills. ~~Any employee hired or assigned the duties of a billing clerk shall be supervised and report to the Village Treasurer;~~

~~HG.~~ Shall work with the Village Clerk **and Collector** to ensure proper indexing of all records regularly kept in the custody of the Village Treasurer;

~~IH.~~ Assist the contracted, independent auditors with the annual Village audits;

~~IJ.~~ Attend ~~the Finance and Public Works Committee meeting~~ **the Board of Trustees meetings**, or any other meeting he is directed to attend by the Village President, to provide a report to the Board, unless excused therefrom;

~~KJ.~~ Assist the Village Officers in creation of the annual budget;

~~LK.~~ Be responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.;

~~ML.~~ Responsible for all aspects related to the Village's investments, ensure availability of funds for payment of monthly bills, payroll and daily expenses. **Responsible to keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation.** ~~Pay monthly bond transfers, e~~Contact banks and secure bids for the investments, manage certificates of deposit, money market accounts and the Illinois Fund;

~~NM.~~ Attend seminars in accordance with the seminar policy set forth in the employee handbook and this Code.

~~ON.~~ Other duties as assigned. The Village Treasurer shall perform such other duties as are necessary or required by law, or as may be assigned by the Village President or Village Board, in support of the financial management and operations of the Village.

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

PRESIDENT

ATTEST:

VILLAGE CLERK

ORDINANCE NO.2026-02**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING THE DISPOSAL OF CERTAIN PERSONAL PROPERTY OWNED BY
THE VILLAGE OF POPLAR GROVE (2012 FORD F250 AND 2005 SNOW PLOW)**

WHEREAS, the Village of Poplar Grove (“Village”) owns certain items of personal property, namely a 2012 Ford F-250, VIN Number 1FTKR1EE5BPB06138, and a 2005 Snow Plow, VIN Number 1HTWDDAR76J240749 (the “Property”); and

WHEREAS, the Property was used by the Village but is no longer necessary or useful to, or for the best interest of the Village; and

WHEREAS, 65 ILCS 5/11-76-4, authorizes the Village to dispose of personal property owned by the Village; and

WHEREAS, it is the opinion of the Village Board of Trustees that the Property is no longer, necessary, or useful to, or in the best interest of the Village to retain the Property; and

WHEREAS, the Village desires to authorize the disposal of the 2012 Ford F250 by direct sale to Poplar Grove Township.

WHEREAS, the Village desires to authorize the disposal of the 2005 Snow Plow on iBid, the State of Illinois online auction system.

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

1. The above recitals are incorporated herein and made a part hereof.
2. As authorized by 65 ILCS 5/11-76-4, the Village President and Board of Trustees find that the Property is no longer necessary or useful to the Village and the best interest of the Village will be served by the disposal of the Property. The Village Public Works Director, or his designee, is hereby authorized and directed to sell the 2012 Ford F250 directly to Poplar Grove Township for a purchase price of Three Thousand Three Hundred Dollars and 0/100 (\$3,300.00).
3. As authorized by 65 ILCS 5/11-76-4, the Village President and Board of Trustees find that the Property is no longer necessary or useful to the Village and the best interest of the Village will be served by the disposal of the Property. The Village Public Works Director, or his designee, is hereby authorized and directed to sell the 2005 Snow Plow at public auction on iBid.
4. The Village President is hereby authorized to execute any documents necessary to effectuate the disposal contemplated herein and the Village Clerk to attest the same.
5. Except as amended in this Ordinance, all other provisions and terms of Village’s Ordinances shall remain in full force and effect as previously enacted except that those

ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

ATTEST:

VILLAGE CLERK

PRESIDENT

RESOLUTION NUMBER: 2026-03

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE
AND AUTHORIZE THE VILLAGE PRESIDENT TO EXECUTE AN AGREEMENT
WITH MORGAN BUILDING MAINTENANCE, INC. FOR VILLAGE HALL/PARK
CLEANING SERVICES**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is seeking cleaning services for Village Hall and Lions Park; and

WHEREAS, Morgan Building Maintenance, Inc. (“Morgan”) provides such cleaning services; and

WHEREAS, the Village and Morgan have reached an accord as to the terms and conditions upon which Morgan will provide cleaning services and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein (“Agreement”); and

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

NOW THEREFORE, BE IT RESOLVED by the Village 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 accepts and approves the Agreement with Morgan Building Maintenance, Inc. 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 Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- AGREEMENT

CONTRACT

This agreement for services (“Agreement”) was made and entered into as of (date) _____ Village of Poplar Grove (“Village”) and MORGAN BUILDING MAINTENANCE INC. (“Contractor”) provides for the building custodial services.

- I. **LOCATIONS:** This contract shall cover that portion of the building located at 200 N. Hill Street Poplar Grove, IL 61065 (“Building”).
- II. **TERMS AND CONDITIONS:** For a period of two years, starting January 1, 2026, and ending December 31, 2027, the Contractor agrees to perform the certain labor as listed in the Schedule of Services attached hereto and incorporated herein as Exhibit A.
- III. **PERFORMANCE AND CONTROL:** The Contractor shall furnish at his own cost and expense, all labor, services, materials, (except as indicated in the specifications) machinery and appliances which may be necessary or appropriate in the performance of this labor and work in a good workmanlike manner. This work shall be done and performed by Contractor’s employees who shall be under the sole supervision, management, and control of MORGAN BUILDING MAINTENANCE, INC. as an independent contractor of the Village.
- IV. **INSURANCE:** The Contractor agrees to maintain in force during the terms of this contract, insurance coverage in the following amounts and additional insurance as specified in the client’s specifications.

Upon execution of this Agreement, and prior to Contractor commencing any work or services under this Agreement, Contractor shall obtain and maintain during the term of this Agreement, the below referenced liability insurance and Contractor shall provide the Customer with a Certificate of Insurance and Additional Insured Endorsement naming the Customer as additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the Customer. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the Customer. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.

The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the Customer for all liability concerns related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by, or on behalf of the Customer, in relation to this Agreement. The following minimum insurance requirements shall apply to Contractor for the duration of this Agreement unless explicitly waived by the Village President:

WORKMAN'S COMPENSATION	Statutory Limits
COMPREHENSIVE GENERAL LIABILITY	
BODILY INJURY & PERSONAL INJURY	PROPERTY DAMAGE
\$1,000,000.00 Each Occurrence	\$1,000,000.00 Each Occurrence
\$2,000,000.00 Aggregate	\$2,000,000.00 Aggregate

NOTE: \$10,000.00 Employee dishonest endorsement which is made a part of their package policy.

Each Certificate of insurance shall provide that the insurer and must give the Customer at least sixty (60) days prior written notice of cancellation and termination of the Customer's coverage thereunder. Not less than two (2) weeks prior to the expiration, cancellation or termination of any such policy, Contractor shall supply the Customer with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the Customer as set forth above.

- V. TERMINATION: The Village may cancel this contract for any reason, effective thirty (30) days after notice in writing is delivered to: MORGAN BUILDING MAINTENANCE, INC., 1120 Allen Street, Belvidere, Illinois, 61008. In the event of total destruction of the premises to be serviced, this contract shall be automatically canceled and the Village will be billed only for the services to the date of destruction.

The Contractor may cancel this contract at any time, effective thirty (30) days after delivery in writing to: Village of Poplar Grove 200 N. Hill Street Poplar Grove, IL 61065.

The Village agrees not to employ, in any capacity whatever, any person who has been employed by Contractor in the performance of the tasks hereunder until at least 120 days after termination of the agreement or six months after employment with Contractor ends for any reason, whichever occurs first.

- VI. CONSIDERATION: For the services set forth in this Agreement, the Village agrees to pay Seven Hundred Twenty-Nine Dollars and 00/100 (\$729.00) per month for once per week cleaning of Building, and twice per week cleaning for Restroom cleaning outside of the building. A two percent (2%) increase shall be implemented for services rendered according to this Agreement on or after January 1, 2027. The Village agrees to pay Five Hundred Forty-Six Dollars and 00/100 (\$546.00) per month for cleaning of Lions Park restrooms twice per week during the months the restrooms at Lions Park are open. It is anticipated that these months will be April, May, June, July, August, September, October, and November. If the restrooms are open prior to April, a prorated payment shall be made for cleanings that occur prior to the month of April based on the number of cleanings that take place. (Example: \$68.25 will be paid per cleaning for any additional cleanings that occur prior to April.) A two percent (2%) increase shall be implemented for services rendered for the cleaning of the Lions Park restrooms according to this Agreement on or after January 1, 2027.

- VII. PAYMENT: Payments shall be made in accordance with the Illinois Prompt Payment Act. No charge will be allowed for taxes from the Customer as the Customer is a tax-exempt entity. The Customer is not liable for the payment of any Illinois Retailer's Occupation Tax, Service Occupation Tax or Service Use Tax. The Customer is exempt from Federal Excise and Transportation Tax.

- VIII. DAYS NOT WORKED: It is understood the Contractor will not provide cleaning services on days that the client will be closed per the holiday schedule attached hereto as Exhibit B. The Contractor will clean on the days per week agreed upon and according to the Schedule of Services attached hereto as Exhibit A.

- IX. WORK SUPERVISION: The Village agrees that Contractor will have exclusive control over the work to be done. The Village agrees not to interfere with Contractor's work or supervision of Contractor employees. The Village, or its agents, shall have the right, at all reasonable times, to inspect the services provided. The Village agrees to promptly notify Contractor with regard to any defects or deficiencies in services provided by Contractor, and the Village agrees to provide Contractor a reasonable period of time to cure and remedy any defects or deficiencies in services provided.

- X. **GOVERNING LAW:** This Agreement shall be governed by and interpreted under the laws of the State of Illinois. The language of all parts of this agreement shall be construed as a whole, according to its fair meaning. If a court determines that any part of this Agreement is unenforceable, such determination shall not affect the enforceability of any remaining parts of the agreement.
- XI. **CHOICE OF VENUE:** In the event that there is any dispute under the terms of this agreement, both parties agree to commence any and all claims, litigation or legal actions in Winnebago County, Seventeenth Judicial Circuit, State of Illinois or the United States District Court for the Northern District of Illinois, Western Division.
- XII. **INDEMNIFICATION.** To the fullest extent permitted by law, Contractor shall pay, indemnify, defend and hold harmless the Customer, its officers, representatives, elected and appointed officials, agents, and employees (“Indemnified Parties”) from and against any and all claims, loss, expense, liability, damage or cost (including, without limitation, judgments, attorneys’ fees and costs, court costs and the cost of appellate proceedings) which any of the Indemnified Parties incur because of injury to, or death of any person, or on account of damage to property, including the loss of use thereof, or any other claim arising out of, in connection with or as a consequence of the performance of, or the failure to perform, the cleaning services required herein by Contractor, its agents, employees, subcontractors or anyone for whose acts Contractor may be liable with respect to the cleaning services contemplated herein. Contractor, for itself and its agents, employees and subcontractors, and any party claiming through any of them, also waives all right of recovery, claim, action or cause of action against the Indemnified Parties for any matters described in the preceding sentence. This indemnity shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of Kotecki v. Cyclops Welding Corp., 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois. Further, Contractor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts. Under no circumstances shall Contractor be required to indemnify the Customer for Customer’s negligence.
- XIII. **ADDENDUM:** Schedule of Services. Attached hereto as Exhibit A.

This Agreement is binding upon the heirs, administrators and assigns of both parties, and represents the understanding of both parties hereto. The services will be performed according to the list of scheduled services provided under this Agreement.

{SIGNATURE PAGE TO FOLLOW}

Date: _____

MORGAN BUILDING MAINTENANCE

Signed By _____

Title: _V.P. of Sales_____

APPROVED AS TO CONTENT AND FORM, AND ACCEPTED:

Date: _____

VILLAGE OF POPLAR GROVE

Name: _____

Kristi Richardson, Village President

Attest:_____

Karri Miller, Village Clerk

EXHIBIT A
SCHEDULE OF SERVICES

Schedule of Services
For
Village of Poplar Grove

	1x/wk.	2x/MTh
General offices, private offices, conference rooms/boardrooms halls, lobby, and entries. (All Branches)		
<ul style="list-style-type: none"> Empty wastebaskets into appropriate trash containers and put all trash in dumpsters at each location (note that if an office door is closed cleaning crew should NOT enter the office) NWB Team Member will place their trash container outside the door to be emptied if needed. 	x	
<ul style="list-style-type: none"> Clean & sanitize drinking fountains 	x	
<ul style="list-style-type: none"> Vacuum all carpeting and mats 	x	
<ul style="list-style-type: none"> Spot clean entrance glass 	x	
<ul style="list-style-type: none"> Spot clean interior glass in partitions and doors 	x	
<ul style="list-style-type: none"> Dust mop hard floors with treated mop 	x	
<ul style="list-style-type: none"> Damp mop all hard floors 	x	
<ul style="list-style-type: none"> Remove fingerprints from doors, frames, light switches, kick and push plates and handles. 	x	
<ul style="list-style-type: none"> Clean and sanitize telephones. 	x	
<ul style="list-style-type: none"> Dust all filing cabinets and high low partitions or other surfaces, including shelves, keyboards, moldings and ledges. 	x	
<ul style="list-style-type: none"> Dust all low horizontal surfaces to hand height, including sills and picture frames. 	x	
Restrooms (Outside Restrooms clean twice per week) (plus restroom cleaning at Lions Park to be done seasonal (April, May, June, July, August, Sept, Oct, Nov))		
<ul style="list-style-type: none"> Clean and disinfect sinks, counters, toilet seats, bowls and urinals, including all chrome fittings. 	x	
<ul style="list-style-type: none"> Empty and sanitize interior of sanitary containers. 	x	
<ul style="list-style-type: none"> Clean and polish mirrors. 	x	
<ul style="list-style-type: none"> Spot clean partitions. 	x	
<ul style="list-style-type: none"> Sweep floors. 	x	
<ul style="list-style-type: none"> Mop floors w/disinfectant 	x	
<ul style="list-style-type: none"> Remove spots, stains, splashes from wall area near hand basins and other fixtures. 	x	
<ul style="list-style-type: none"> Fill soap, towel and toilet tissue containers. 	x	
<ul style="list-style-type: none"> Empty all wastebaskets and replace liners. 	x	
<ul style="list-style-type: none"> Pour disinfectant into floor drains. 		x
<ul style="list-style-type: none"> High dusting and low dusting all surfaces. 		x

Kitchen and Break Areas		
• Damp clean tabletops, seats and backs of chairs.	x	
• Empty all waste containers and disposals and replace liners as needed.	x	
• Sweep floors	x	
• Damp mop floors	x	
• Clean Micro-Wave ovens	x	
• Clean sinks	x	
High dust and low dust all surfaces		x
Wipe cabinet faces and handles	x	

HOLIDAY SCHEDULE

Good Friday

Memorial Day

July 4

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

News Year Eve

News Year Day

RESOLUTION NUMBER: 2026-04

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING A STATEMENT OF WORK WITH SIKICH LLC FOR ACCOUNTING SERVICES

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is in need of accounting services including, but not limited to, processing 1099s, assistance with budget and annual tax levy preparation, payroll processing, and payroll tax returns; and

WHEREAS, Sikich LLC (“Sikich”) is an accounting firm capable of providing all services needed by the Village; and

WHEREAS, Sikich and the Village have agreed to the terms and conditions memorialized in a Statement of Work for services to be performed between January 1, 2026, and December 31, 2026, which is attached hereto as Exhibit A, and incorporated herein; and

WHEREAS, the fees for Services will be based upon the hourly rates as follows: work performed by Staff is \$166.00; work performed by Senior is \$183.00; work performed by Manager is \$225.00; work performed by Senior Manager is \$292.00; work performed by Director is \$345.00; and work performed by Principal is \$385.00; and

WHEREAS, the Village now desires to approve said Statement of Work.

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

- 1. The above recitals are incorporated herein and made a part hereof.
- 2. The Village hereby approves the Statement of Work attached hereto as Exhibit A.
- 3. The Village President and Village Clerk are authorized to sign and attest any and necessary documents to effectuate the foregoing.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- STATEMENT OF WORK

STATEMENT OF WORK No. 269432-126461-CAS

This Statement of Work (this “SOW”) dated January 1, 2026 is entered into by and between Sikich LLC (“Sikich”, “we”, “us” or “our”) and the Village of Poplar Grove (“Client”, “you”, or “your”) pursuant to the Master Professional Service Agreement dated September 12, 2024 between Sikich and the Client (the “Agreement”), all terms of which are hereby incorporated herein reference.

First, it is important that you understand that our services will not satisfy any requirements for an audit in accordance with generally accepted auditing standards. We are accepting this engagement as accountants rather than as auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

NOW, THEREFORE, for and in consideration of the foregoing premises, and the agreements of the parties set forth below, Sikich and Client agree as follows:

We will perform the following services (collectively, the “Services”) listed in Addendum 1.

Our accounting services will be performed through December 31, 2026, and will not include preparation of financial statements.

OTHER NONATTEST SERVICES

In addition to the information provided by you in connection with our provision of Services related to your financial records, if included in Addendum 1, you will furnish us with all the information required for preparing tax returns, including but not limited to payroll tax returns and the State(s) sales and use tax return, or any other non-income related returns. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional information.

If you have activity in a state other than that specifically listed, you are responsible for informing us of any additional states as well as providing Sikich with all the information necessary to prepare those state sales and use tax returns. Any additional state sales and use tax returns will be prepared as a separate engagement. If you have sales and use tax filing requirements in a given state but do not file that return, there could be possible adverse consequences such as an unlimited statute of limitations, penalties, etc. The “Corporate Transparency Act” (CTA) is designed to combat tax fraud, terrorism financing, and money laundering. It requires corporations, LLCs, and similar entities to disclose information about beneficial owners to the Treasury Department (FinCEN). CTA will require certain entities to file reports identifying the beneficial owners of the entity as well as the individual who filed applications to form the entity or register it to do business. Detailed regulations have been issued that specify who must file new reports; when they must file; and what type of information that must be submitted. These CTA forms will have a wide-ranging impact on businesses of all sizes and in all industries, and there will be significant penalties for non-filing or late filing. Sikich will not be responsible for preparing any CTA forms or reports for the Client, unless engaged to do so in writing with a separate SOW (Statement of Work). It is the Client’s sole responsibility to identify its CTA filing requirements, and to determine who will prepare these forms for the Client.

You may request that we perform additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services our services will continue to be governed by the terms of this Agreement.

MANAGEMENT RESPONSIBILITIES

We, in our sole professional judgment, reserve the right to refuse to take any action that could be construed as assuming management responsibilities. You agree to make all management decisions, perform all management functions, and assume all management responsibilities for the Services; oversee the Services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the Services performed; and to accept responsibility for

the results of the Services, including decisions regarding the implementation of any recommendations provided by us. Client will establish and maintain internal controls relevant to its organization, including the security of email accounts or other methods used to communicate with our engagement team members, and monitoring the effectiveness of their operation.

ENGAGEMENT ADMINISTRATION, FEES, AND OTHER

In connection with this Agreement, we may communicate with you or others via e-mail transmission. As emails can be intercepted and read, disclosed or otherwise used or communicated by an unintended third party or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant those e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of e-mails transmitted by us or in connection with the performance of this Agreement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits or disclosure or communication of confidential or proprietary information. Communications by email are authorized unless written objection is provided to us prior to any such communication.

Our fees for the Services listed in Addendum 1 will be based upon the hourly rates listed below in effect during the performance of our work.

Staff	\$166
Senior	\$183
Manager	\$225
Senior Manager	\$292
Director	\$345
Principal	\$385

You may request that we provide additional services not contemplated by this Agreement. If this occurs, we will communicate with you regarding the scope of the additional services and will bill you using an hourly rate based on the table above. We may also issue a separate Statement of Work covering the additional services. In the absence of any other communication from us documenting such additional services, our services will continue to be governed by the terms of this SOW.

ACCEPTANCE

We appreciate the opportunity to be of service to you and believe this Agreement accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

Sincerely,



Anna Cadmus, CPA
Principal
On behalf of Sikich LLC

RESPONSE:

This letter correctly sets forth the agreement of the Village of Poplar Grove.

Acknowledged:

Name _____

Title _____

Date _____

ADDENDUM 1
Accounting Services
No. 269432-126461-CAS

Sikich LLC will provide, unless otherwise noted, ongoing outsourced accounting services for the Village of Poplar Grove accounting and financial process.

Specifically, we will focus on the following:

10.01 Monthly Accounting

- Assist with preparation of the monthly bank reconciliations
- Assist with preparation of required journal entries and appropriate schedules for month end close

10.05 1099 Processing

- Assist the Village with processing 1099s utilizing the Village's BS&A software. The Village is responsible for identify vendors subject to 1099 filing and obtaining W9s.

10.08 Audit Preparation

- Assist the Village with audit preparation for the fiscal year ended April 30, 2026

10.10 Budget Preparation

- Assist the Village with budget & annual tax levy preparation, as requested

10.12 Payroll Processing

- Process biweekly payroll utilizing the Village's BS&A payroll module
- Direct deposit of payroll checks through the Village's Solutions Bank account
- Transmission of federal and state tax deposits
- Process payment of payroll-related vendor checks and retirement benefits
- Process and submit union reports

10.13 Payroll Tax Returns

- Preparation and electronic filing of Illinois payroll tax returns
- Preparation of federal payroll tax returns for signature & mailing by the Village

10.14 W-2 Preparation

- Assist the Village with processing W-2s utilizing the Village's BS&A software.

The Village of Poplar Grove is responsible for:

- Providing Sikich with remote access to the BS&A software, Solutions Bank, and any other access needed to remit federal and state tax deposits or other payroll deductions
- Providing timecards for hourly employees, which should be reviewed for accuracy by the Public Works Director and the Village Treasurer
- Providing any other payroll updates, including but not limited to bank account changes, address changes, pay rate changes, and changes in payroll deductions



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

Item 8.

Check Class of License Applied for:

<input type="radio"/> Class A (6 Day, On Premise, Full Kitchen) \$900	<input type="radio"/> Class F (BYOB with Food) \$150	OFFICE USE ONLY License No: _____ Date Issued: _____ License Expires: _____ Liquor: _____ Gaming: _____ Tobacco: _____ Fees: _____ Cash: _____ Check #: _____
<input type="radio"/> Class B (6 Day, Retail off Premise) \$500	<input type="radio"/> Class G (Golf) \$900	
<input type="radio"/> Class BB (Boutique) \$5000	<input type="radio"/> Class H (Local Catering) \$250	
<input type="radio"/> Class C (6 Day, Less 12% on Premise) \$700	<input type="radio"/> Class I (Non-Local Cater) \$350	
<input type="radio"/> Class D (Sunday) \$100	<input type="radio"/> Class J (Beer Garden) \$100	
<input checked="" type="radio"/> Class E (Event) \$100	<u>12/31/11 wings & wheels</u>	

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

SECTION 1: Applicant Information:

Applicant Name: Heather Prather Date of Birth: [REDACTED]
Address: 4405 Windswept way Phone: [REDACTED]
Primary Contact Person: Heather Prather Phone: [REDACTED]
Business Name: S&S Collaborations Phone: 815
d/b/a Name: S&S Catering
Premise Address: 116 W. Locust St Belvidere IL 61008

Entity Information (if applicable):

Date of formation: _____ Illinois Secretary of State Number: _____
Assumed Name; If any: _____
Is Entity in good standing with Illinois Secretary of State: _____ ROT Registration #: _____
If foreign Entity, date registered to do business in Illinois: _____

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

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

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

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

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

Dram Shop Coverage:

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

Insurance Company: Lloyd's London Policy Number: [REDACTED]

Coverage Limit: 1 Mil Policy Effective Date: 12-1-25 Expiration Date: 12-1-26



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

Item 8.

Section 2: Owner & Officer Information:

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

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

<div>1) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				
<div>2) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				
<div>3) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				
<div>4) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				
<div>5) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				
<div>6) Name: _____ First Middle Last</div> <div>Date of Birth _____ Driver's License No. _____ State _____ Title _____ % Ownership _____</div>				

State of Illinois Liquor License



April 7, 2025



S & S COLLABORATIONS, LLC
S&S COLLABORATIONS

01/02

Letter ID: L1771300264

License No.: 1A-1504079

Expiration Date: 02/28/26

License Type: RETAILER

Account ID: 45452393

All State of Illinois Liquor Licenses must be FRAMED and displayed on the licensed premises in plain view of the general public.

License Number		1A-1504079	
STATE OF ILLINOIS LIQUOR CONTROL COMMISSION Governor JB Pritzker Executive Director Lisa Gardner			
IN ACCORDANCE WITH THE LIQUOR CONTROL ACT OF 1934, THIS CERTIFIES THAT:		HAS PAID ALL FEES AND IS ISSUED A LICENSE IN THE FOLLOWING CLASS:	
S & S COLLABORATIONS, LLC S&S COLLABORATIONS 116 W LOCUST ST BELVIDERE IL 61008-3619 Boone		RETAILER ON-PREMISES	
THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.		ISSUE DATE:	04/07/25 Effective: 04/07/25
Warehouse: N/A		THIS LICENSE EXPIRES ON:	02/28/26
Sales Tax Acct # 45452393		THIS LICENSE NOT TRANSFERABLE AS TO PRINCIPAL	

BASSET Card



Item 8.



01/01

TRISTIN PRATHER



July 7, 2025



Letter ID: L1164796008

License No.: 5A-0110606
Expiration Date: 06/11/2028
License Type: Basset Card

Your "Student ID number" is: 16479998


Your "Trainer's ID number" is: 5A-0110606

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov (click on the RESOURCES tab to access the "BASSET Card Lookup" page).

<p>ILLINOIS LIQUOR CONTROL COMMISSION 50 W. Washington Street, Suite 209 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD Date of Certification: 06/11/2025 Expires: 06/11/2028 Trainer's IL Liquor License Number: 5A-0110606 TRISTIN PRATHER  **Card is not transferrable**</p>

BASSET Card



Item 8.

March 26, 2024



Letter ID: L0431083560

License No.: 5A-0110606

Expiration Date: 3/25/2027

License Type: Basset Card



HEATHER PRATHER

01/01

Your "Student ID number" is: 28538379


Your "Trainer's ID number" is: 5A-0110606

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:

To re-print your card, visit the Illinois Liquor Control Commission website at LCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

<p>ILLINOIS LIQUOR CONTROL COMMISSION 50 W. Washington Street, Suite 209 - Chicago, IL 60601 BEVERAGE ALCOHOL SELLERS AND SERVERS EDUCATION AND TRAINING [BASSET] CARD Date of Certification: 3/25/2024 Expires: 3/25/2027 Trainer's IL Liquor License Number: 5A-0110606 HEATHER PRATHER  **Card is not transferrable**</p>
--

EVENT LIQUOR LICENSE

FOR THE SPECIAL CATERING OF ALCOHOLIC BEVERAGES

Fee:
\$100

S & S Collaborations

Has complied with the Statutes of the State of Illinois, the Ordinances, Resolutions, Rules and Regulations of the Village of Poplar Grove, and has paid the fees required, is hereby licensed to sell at retail alcoholic liquors as follows:

WHERE: 11619 IL Route 76, POPLAR GROVE, IL 61065


DATE & TIME: December 31, 2025 – January 1, 2026

EVENT: Poplar Grove Airport New Years Eve Party

Dated this 23rd Day of December, 2025


Karri Miller
Village Clerk




Krishi Richardson, Liquor Commissioner
Village of Poplar Grove, Boone County IL

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: AMAZON CAPITAL SERVICES						
1FG-WC9H-XXX6	12/15/2025	AMAZON.COM	TOOLS FOR VH	01-50-4300	247.25	247.25
TOTAL VEN						247.25
VENDOR NAME: ARNESON OIL COMPANY						
278177	12/01/2025	ARNESON OIL COMPANY	2026 PROPANE FOR OLD SHOP	01-53-4231	629.70	629.70
TOTAL VEN						629.70
VENDOR NAME: BALSLEY PRINTING						
160828	12/12/2025	BALSLEY PRINTING	#10 WINDOW ENVELOPES	31-50-4300	495.00	990.00
				01-50-4300	495.00	
TOTAL VEN						990.00
VENDOR NAME: FOX VALLEY INTERNET, INC.						
7940-22	12/25/2025	FOX VALLEY INTERNET,	SWWTP & NWWTP INTERNET	31-77-4202	29.95	54.90
				31-79-4202	24.95	
TOTAL VEN						54.90
VENDOR NAME: HAWKINS, INC.						
7284488	12/15/2025	HAWKINS, INC.	AZONE CHEMCIALS	31-68-4305	300.71	300.71
TOTAL VEN						300.71
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
6624815	12/11/2025	HOME DEPOT CREDIT SER	GLASS CLEANER	01-53-4301	43.28	43.28
TOTAL VEN						43.28
VENDOR NAME: MARATHON FLEET / WEX BANK						
109332875	12/15/2025	WEX BANK - MARATHON F	PUBLIC WORKS FUEL	01-53-4303	2,512.84	2,512.84
TOTAL VEN						2,512.84
VENDOR NAME: MCGILVRA ELECTRIC INC						
62632	12/11/2025	MCGILVRA ELECTRIC INC	PARKING LOT LIGHTS FIXED	01-50-4240	2,278.72	2,278.72
TOTAL VEN						2,278.72
VENDOR NAME: MENARDS						
62160	12/10/2025	MENARDS	FLOOR FANS	01-53-4302	449.96	449.96
62218	12/11/2025	MENARDS	SHOP TRASH CAN AND BOTTLE FOR SALT	01-53-4301	26.97	26.97
TOTAL VEN						476.93
VENDOR NAME: MORTON SALT, INC.						
5403911042	12/16/2025	MORTON SALT, INC.	48760 LBS OF SALT	01-53-4304	1,881.89	1,881.89
5403919439	12/18/2025	MORTON SALT, INC.	44120LBS OF SALT	01-53-4304	1,702.81	1,702.81
5403900875	12/17/2025	MORTON SALT, INC.	49380LBS OF SALT	01-53-4304	1,905.82	1,905.82
TOTAL VEN						5,490.52
VENDOR NAME: O'REILLY AUTO PARTS						
4384-249089	12/11/2025	O'REILLY AUTO PARTS	12 F250 FUEL LINE	01-53-4226	87.85	87.85
TOTAL VEN						87.85
VENDOR NAME: TEST INC.						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: TEST INC.						
12125055	12/01/2025	TEST INC.	JAN SERVICE CHARGES	31-77-4236	5,823.55	19,411.83
				31-79-4236	5,823.55	
				31-68-4236	4,852.96	
				31-75-4236	2,911.77	
PLC1026-01	12/19/2025	TEST INC.	NWWTP SCADA FIX	31-75-4930	88,305.40	88,305.40
TOTAL VEN						107,717.23
VENDOR NAME: TREVI PAY						
0567703C	12/12/2025	TREVI PAY	FRAMING NAIL GUN	01-53-4302	229.00	229.00
TOTAL VEN						229.00
GRAND TOTAL:						121,058.93

Date Updated: 01.09.2026

Dec-25

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type	
	Check Run #3		
AP Checks	\$118,502.81		\$118,502.81
EFTS (ACH)	\$2,556.12		\$2,556.12
Payroll	\$0.00		\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Total	\$121,058.93	\$0.00	\$121,058.93

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

Total \$0.00 \$0.00 \$0.00

FINAL NUMBERS			
Monthly Approvals	December 2025 Final Numbers		
	Requested	Actual	Difference
AP Checks	\$742,978.09	\$799,424.23	\$56,446.14
EFTS (ACH)	\$67,509.10	\$58,276.07	-\$9,233.03
Payroll	\$54,559.33	\$42,046.16	-\$12,513.17
Insurance	\$19,989.04	\$23,282.08	\$3,293.04
Total	\$885,035.56	\$923,028.54	\$37,992.98

Specific Breakout: Requested Actual Difference

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: ABBY PEST ELIMINATION LLC						
15601	01/08/2026	ABBY PEST ELIMINATION	PEST CONTROL @VH	01-50-4301	47.00	47.00
15599	01/08/2026	ABBY PEST ELIMINATION	PEST CONTROL @NPWBLDG	01-53-4240	85.00	85.00
15604	01/08/2026	ABBY PEST ELIMINATION	PEST CONTROL @OLDPWBLDG	01-53-4240	67.00	67.00
15603	01/08/2026	ABBY PEST ELIMINATION	PEST CONTROL @NWWTP	31-75-4301	165.00	165.00
TOTAL VEN						364.00
VENDOR NAME: ADT COMMERCIAL LLC						
160241621	12/28/2025	EVERON FKA ADT COMMER	VH FIRE AND SECURITY 01/26/26-02/25/26	01-50-4206	239.46	239.46
TOTAL VEN						239.46
VENDOR NAME: AMAZON CAPITAL SERVICES						
1GGN-7Q6W-7Q13	12/29/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	122.90	122.90
17C3-CR93-PM1N	01/09/2026	AMAZON.COM	VH THERMOSTATES ADAPTOR	01-50-4301	70.50	70.50
TOTAL VEN						193.40
VENDOR NAME: APWA						
90541	01/06/2026	APWA	2026 PUBLIC WORKS MEMBERSHIP	01-53-4207	409.00	409.00
TOTAL VEN						409.00
VENDOR NAME: AWARDS BY JODY						
13843	01/02/2026	AWARDS BY JODY	DOG PARK TAGS 2026	01-52-4304	300.00	300.00
TOTAL VEN						300.00
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
70662	12/30/2025	B&F CONSTRUCTION CODE	SOLAR PANEL REVIEW	01-55-4215	265.00	265.00
70703	01/06/2026	B&F CONSTRUCTION CODE	PLAN REVIEW RESIDENCE FIRE	01-55-4215	667.85	667.85
TOTAL VEN						932.85
VENDOR NAME: BB COMMUNITY LEASING SERVICES INC.						
104163	12/21/2025	BB COMMUNITY LEASING	SWEEPER LEESE	01-53-4811	26.70	2,252.11
				01-53-4407	2,225.41	
TOTAL VEN						2,252.11
VENDOR NAME: BELVIDERE AREA CHAMBER OF COMMERCE						
97933	01/01/2026	BELVIDERE AREA CHAMBE	2026 MEMBERSHIP DUES	01-50-4217	250.00	250.00
TOTAL VEN						250.00
VENDOR NAME: COMCAST						
0207728JAN26	01/01/2026	COMCAST	BEAVER L/S	31-50-4202	218.16	218.16
3180889	01/02/2026	COMCAST	VH PHONES	01-50-4202	478.16	478.16
TOTAL VEN						696.32
VENDOR NAME: COMED						
8107661222DEC25	01/02/2026	COMED	WHITING L/S	31-75-4204	118.57	118.57
0799140100DEC25	12/30/2025	COMED	PRAIRIE KNOLL L/S	31-75-4204	210.50	210.50
2439012111DEC25	12/17/2025	COMED	DUSK TO DAWN ST LIGHTS	01-53-4230	75.52	75.52
3174406000DEC25	12/30/2025	COMED	DAWSON LAKE L/S	31-75-4204	140.47	140.47
7080803000DEC25	12/17/2025	COMED	COMMUNITY STREET LIGHTS	01-53-4230	3,917.66	3,917.66
3061267111DEC25	01/05/2026	COMED	MAIN L/S	31-75-4204	34.19	34.19
TOTAL VEN						4,496.91
VENDOR NAME: CONTRY HOMES						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: CONTRY HOMES						
01/09/2026	01/09/2026	CONTRY HOMES	UB refund for account: 0017653900	31-00-1401	104.37	0.00
				31-00-1401	72.00	
				31-00-1401	61.52	
				31-00-1401	52.11	
01/09/2026	01/09/2026	CONTRY HOMES	UB refund for account: 0011644400	31-00-1401	233.84	0.00
				31-00-1401	94.38	
				31-00-1401	34.54	
				31-00-1401	17.25	
01/09/2026	01/09/2026	CONTRY HOMES	UB refund for account: 0011644800	31-00-1401	302.20	0.00
				31-00-1401	116.95	
				31-00-1401	34.44	
				31-00-1401	17.19	
TOTAL VEN						0.00
VENDOR NAME: CORE & MAIN LP						
Y312778	12/26/2025	CORE & MAIN LP	134 RAY ST WATER MAIN BREAK REPAIR	31-77-4301	1,123.44	1,123.44
TOTAL VEN						1,123.44
VENDOR NAME: DAVID HOWE						
DEC25	01/05/2026	HOWE, DAVID	CDL RENEWAL	01-53-4207	60.00	60.00
TOTAL VEN						60.00
VENDOR NAME: FACEBOOK ADS						
85G4S89VF2	11/10/2025	FACEBOOK ADS	TREE LIGHTING AD-2025	01-55-4302	69.17	69.17
TOTAL VEN						69.17
VENDOR NAME: FINNEY HOMES						
01/09/2026	01/09/2026	FINNEY HOMES	UB refund for account: 0017001200	31-00-1401	227.77	0.00
				31-00-1401	126.36	
				31-00-1401	113.72	
				31-00-1401	41.03	
TOTAL VEN						0.00
VENDOR NAME: FRONTIER						
DEC25	12/20/2025	FRONTIER	PHONE LINES	31-68-4202	209.90	671.59
				31-79-4202	116.57	
				31-50-4202	122.84	
				31-68-4202	84.49	
				31-50-4202	137.79	
TOTAL VEN						671.59
VENDOR NAME: GO TO COMMUNICATIONS INC						
7104810022	01/01/2026	GO TO COMMUNICATIONS	VH, PHONES	01-50-4202	249.88	249.88
TOTAL VEN						249.88
VENDOR NAME: HD SUPPLY INC / USA BLUE BOOK						
067880	12/03/2025	USA BLUE BOOK	SHIPPING	31-75-4302	26.24	26.24

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: HD SUPPLY INC / USA BLUE BOOK						
TOTAL VEN						26.24
VENDOR NAME: ILLINOIS MUNICIPAL LEAGUE						
2807	12/23/2025	ILLINOIS MUNICIPAL LE	TREASURER AD	01-50-4209	35.00	35.00
TOTAL VEN						35.00
VENDOR NAME: LAKESIDE INTERNATIONAL, LLC						
7104189	01/01/2026	LAKESIDE INTERNATIONAL	05 INTERNATIONAL	01-53-4226	3,098.18	3,098.18
TOTAL VEN						3,098.18
VENDOR NAME: MARVS TOWING & REPAIR, INC.						
7341	01/06/2026	MARVS TOWING & REPAIR	BRAKES FOR 2022 INTERNATIONAL	01-53-4226	216.41	216.41
TOTAL VEN						216.41
VENDOR NAME: MENARDS						
62581	12/17/2025	MENARDS	100 S STATE REPAIRS	01-50-4220	700.77	700.77
62466	12/15/2025	MENARDS	SOUTH PLANT SUPPLIES	31-79-4301	23.28	23.28
TOTAL VEN						724.05
VENDOR NAME: MICROSOFT ONLINE SERVICES						
NOV26	11/29/2025	MICROSOFT CORPORATION	ONLINE SERVICES EMAIL	01-50-4214	80.00	80.00
TOTAL VEN						80.00
VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC						
40317	01/01/2026	MORGAN BUILDING MAINT	JAN CLEANING	01-50-4240	715.00	715.00
TOTAL VEN						715.00
VENDOR NAME: MORTON SALT, INC.						
540397918	01/05/2026	MORTON SALT, INC.	99,020 LBS OF SALT	01-53-4304	3,821.68	3,821.68
5403953416	01/06/2026	MORTON SALT, INC.	96,660LBS OF SALT	01-53-4304	3,732.13	3,732.13
TOTAL VEN						7,553.81
VENDOR NAME: NICOR GAS						
2486870330DEC25	12/16/2025	NICOR GAS	COLLECTION L/S WACO WAY	31-75-4204	64.41	64.41
0746553033DEC25	12/16/2025	NICOR GAS	WELL 5 & 6	31-68-4204	150.23	150.23
1231447685DEC25	12/12/2025	NICOR GAS	DAWSON LAKE L/S	31-75-4204	59.91	59.91
9498891000DEC25	12/12/2025	NICOR GAS	WATER TOWER & WELL 3	31-68-4204	62.05	62.05
2289858274DEC25	12/09/2025	NICOR GAS	BEAVER LIFT STATION	31-75-4204	59.19	59.19
TOTAL VEN						395.79
VENDOR NAME: P.C. TECH 2 U						
22676	12/29/2025	P.C. TECH 2 U	IT SERVICES FOR VH	01-50-4214	200.00	200.00
TOTAL VEN						200.00
VENDOR NAME: PITNEY BOWES INC.						
1028682486	12/22/2025	PITNEY BOWES INC.	METER RENTAL	01-50-4208	114.75	114.75
DEC25	12/29/2025	PITNEY BOWES INC.	POSTAGE	01-50-4208	100.00	800.00
				31-70-4208	350.00	
				31-75-4208	350.00	
TOTAL VEN						914.75
VENDOR NAME: REVERE ELECTRIC SUPPLY						
S5449948	01/02/2026	REVERE ELECTRIC	SWWTP ELECTRIC	31-79-4301	286.42	286.42

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: REVERE ELECTRIC SUPPLY						
TOTAL VEN						286.42
VENDOR NAME: ROCKFORD BUSINESS SYSTEMS, INC						
221376	01/02/2026	ROCKFORD BUSINESS SYS	BW & COLOR COPIES	01-50-4214	276.80	276.80
TOTAL VEN						276.80
VENDOR NAME: SIKICH LLP - ACCOUNTING SERVICES						
119380	12/24/2025	SIKICH LLP - ACCOUNTI	OFFICE SUPPORT NOV 25	01-50-4240	5,990.40	5,990.40
TOTAL VEN						5,990.40
VENDOR NAME: SOLUTIONS BANK						
40155-JAN26	01/01/2026	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTEW 40155	01-50-4752	2,274.74	5,621.39
				01-50-4752	3,346.65	
40192 JAN 26	01/01/2026	SOLUTIONS BANK	INTEREST & PRINCIPAL 24TK-40192	01-53-4407	3,341.41	4,170.89
				01-53-4811	829.48	
40007JAN26	01/01/2026	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 40007	01-50-4752	1,992.44	13,870.00
				01-50-4752	11,877.56	
TOTAL VEN						23,662.28
VENDOR NAME: SOSNOWSKI SZETO, LLP						
15734	01/07/2026	SOSNOWSKI SZETO, LLP	GENERAL LEGAL DEC 25	01-50-4213	3,172.75	6,279.38
				01-57-4213	444.00	
				01-55-4213	1,156.25	
				01-53-4240	203.50	
				31-75-4240	651.44	
				31-70-4240	651.44	
15732	01/07/2026	SOSNOWSKI SZETO, LLP	CD LEGAL DEC 25	01-55-4213	843.36	843.36
15733	01/01/2026	SOSNOWSKI SZETO, LLP	FOIA LEGAL	01-55-4213	573.50	573.50
15735	01/07/2026	SOSNOWSKI SZETO, LLP	LABOR - DEC 25	01-50-4213	950.00	950.00
15736	01/07/2026	SOSNOWSKI SZETO, LLP	EPI LEGAL DEC 25	01-55-4213	92.50	92.50
TOTAL VEN						8,738.74
VENDOR NAME: TEST INC.						
10726055	01/07/2026	TEST INC.	MONTHLY CONTRACT SERVICES	31-77-4236	5,823.55	19,411.83
				31-79-4236	5,823.55	
				31-68-4236	4,852.96	
				31-75-4236	2,911.77	
25120795	12/22/2025	TEST INC.	WELL 5 &6 TESTING	31-79-4236	100.00	100.00
25120200	01/06/2026	TEST INC.	SWWTP TESTING	31-79-4236	455.00	455.00
25120202	01/06/2026	TEST INC.	SWWTP TESTING	31-79-4236	455.00	455.00
25120855	01/06/2026	TEST INC.	WELL 3 TESTING	31-77-4236	100.00	100.00
25120854	01/06/2026	TEST INC.	WELL 4 TESTING	31-68-4236	75.00	75.00
25121107	01/06/2026	TEST INC.	NWWTP TESTING	31-77-4236	17.00	17.00
25121106	01/06/2026	TEST INC.	WELL 4 TESTING	31-68-4236	17.00	17.00
25121105	01/06/2026	TEST INC.	SWWTP	31-79-4236	17.00	17.00
TOTAL VEN						20,647.83
VENDOR NAME: VERIZON						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: VERIZON						
DEC25	01/01/2026	VERIZON	PW, VPG, ADMIN, CLERK TABLETS AND HOTSP	01-53-4202	20.02	273.65
				01-50-4202	20.02	
				31-50-4202	36.01	
				31-50-4202	20.02	
				31-50-4202	20.02	
				01-57-4202	39.39	
				01-53-4202	39.39	
				31-50-4202	39.39	
				01-50-4202	39.39	
TOTAL VEN						273.65
VENDOR NAME: VISTAPRINT						
VPVMLKISH8	12/22/2025	VISTAPRINT	PRESIDENT BUSINESS CARD	01-50-4300	28.93	28.93
TOTAL VEN						28.93
GRAND TOTAL:						86,172.41

Date Updated: 01.09.2025

Dec-25

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type	
	Check Run #1	Check Run #2	
AP Checks	\$54,654.75		\$54,654.75
EFTS (ACH)	\$33,167.33		\$33,167.33
Payroll	\$21,352.09		\$21,352.09
Insurance	\$22,327.60	\$0.00	\$22,327.60
Total	\$131,501.77	\$0.00	\$131,501.77

Specific Breakout:	Actual for the month paid	Estimate Additional	Total by Type
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Total	\$0.00	\$0.00	\$0.00
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FINAL NUMBERS

Monthly Approvals	November 2025 Final Numbers Requested	Actual	Difference
AP Checks	\$251,351.32	\$251,532.01	\$180.69
EFTS (ACH)	\$67,509.10	\$67,509.10	\$0.00
Payroll	\$54,559.33	\$51,406.51	-\$3,152.82
Insurance	\$19,989.04	\$20,037.04	\$48.00
Total	\$393,408.79	\$390,484.66	-\$2,924.13

Over estimated
carry over from last month

Specific Breakout:	Requested	Actual	Difference
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Vendor
Description
GL Distribution

Inv Date Entered By Due Date Inv Amt Amt Due Status Jrnalized Post Date

01/09/2026	26091	CONTRY HOMES	01/09/2026	01/16/2026	290.00	290.00	Open	N	01/09/2026
UB refund for account: 0017653900 CLERK									
	31-00-1401	SEWER BASE			104.37				
	31-00-1401	WATER USAGE			72.00				
	31-00-1401	SEWER USAGE			61.52				
	31-00-1401	WATER BASE			52.11				

01/09/2026	26092	CONTRY HOMES	01/09/2026	01/16/2026	380.01	380.01	Open	N	01/09/2026
UB refund for account: 0011644400 CLERK									
	31-00-1401	SEWER USAGE			233.84				
	31-00-1401	WATER USAGE			94.38				
	31-00-1401	SEWER BASE			34.54				
	31-00-1401	WATER BASE			17.25				

01/09/2026	26093	CONTRY HOMES	01/09/2026	01/16/2026	470.78	470.78	Open	N	01/09/2026
UB refund for account: 0011644800 CLERK									
	31-00-1401	SEWER USAGE			302.20				
	31-00-1401	WATER USAGE			116.95				
	31-00-1401	SEWER BASE			34.44				
	31-00-1401	WATER BASE			17.19				

01/09/2026	26094	FINNEY HOMES	01/09/2026	01/16/2026	508.88	508.88	Open	N	01/09/2026
UB refund for account: 0017001200 CLERK									
	31-00-1401	SEWER BASE			227.77				
	31-00-1401	WATER USAGE			126.36				
	31-00-1401	WATER BASE			113.72				
	31-00-1401	SEWER USAGE			41.03				

# of Invoices:	4	# Due:	4	Totals:	1,649.67	1,649.67	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					1,649.67	1,649.67	

--- TOTALS BY FUND ---

31 - WATER & SEWER FUND

1,649.67

--- TOTALS BY DEPT/ACTIVITY ---

00 -

1,649.67



Village of Poplar Grove – Board Meeting Memo

Jan 7, 2026

****Subject:****

G/L Code Update

1. Background:

As we head into the FY27 budget cycle and in efforts to provide greater transparency in our budgeted line items and to align with implemented fiscal policies, I am proposing updates to our general ledger accounting codes.

2. Current Status:

Staff and I, have identified numerous areas in the general ledger that are missing accounting codes or are need of a naming updates that would better align with the recording of income and/or expenses.

3. Fiscal Impact:

These changes will affect how the budget is prepared this year providing more budgeting areas, as well as affecting how the comparable data appears in future reporting.

4. Legal Review (if applicable):

NA

5. Recommendation:

Please see the list of GL code updates provided. These would be implemented during the FY27 budget cycle and effective May, 1, 2026. This implementation date is also important for audit purposes, as any changes made to the GL codes are reported during the fiscal audit process.

6. Supporting Documents (if applicable):

☐ Attached – GL Codes to Add

☐ Not Applicable

****Signature:****

Kristi Richardson

Village President

GL Accounts to Add**Updated 11.26.25****GENERAL FUND****General Operating Fund Revenues****Revenues**

01-00-3409	Dog Tag Fees
01-00-3410	FOIA Request Fees
01-00-3411	Litigation Revenue
01-00-3600	PSA Escrow Funds
01-00-3601	Hall Rental Escrow
01-00-3602	Expense Refunds
01-00-3804	Donations / Sponsorship - Neighbors Fest
01-00-3805	Donations / Sponsorship - Christmas Tree Lighting

01-50 Admin**Expenses**

01-50-4600	Late Fees
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01-51 Public Safety**Expenses**

IT Services maybe rename to Safety Program Expenses

01-52 Parks**Expenses**

01-52-4205	Travel / Meals / Lodging
01-52-4207	Training
01-52-4209	Publication
01-52-4212	Enigneering
01-52-4213	Legal
01-52-4600	Late Fees

01-53 Streets**Expenses**

01-53-4209	Publication
01-53-4213	Legal
01-53-4228	Road Maintenance
01-53-4600	Late Fees
01-53-4700	Debt Expense - Principal

01-54	Public Works Admin	Build out a Public Works Admin Section
	Expenses	
	01-54-4202	Telephone & Internet
	01-54-4204	Utilities
	01-54-4205	Travel / Meals / Lodging
	01-54-4207	Training
	01-54-4212	Engineering
	01-54-4213	Legal
	01-54-4217	Professional Dues
	01-54-4240	Professional Services
	01-54-4300	Office Supplies
	01-54-4301	Tolls
	01-54-4600	Late Fees
	01-54-4700	Debt Expense - Principal
		Principal Exepnse Loans vs capital outlay - vheicles & equipment
		Shop - Heat (Could become inactive use Utiltities)
01-55	Community Development	Expenses
	Includes:	
	Community Development	01-55-4000 Salaries
	Economic Development	01-55-4010 Salaries Overtime
	Code Enforcement	01-55-4100 Social Security
	Community Events	01-55-4101 Medicare
		01-55-4102 Workers Comp
		01-55-4103 Unemployment Compensation
		01-55-4104 IMRF
		01-55-4105 Life Insurance
		01-55-4106 Health Insurance
		01-55-4400 Event Expenses - Nieghbors Fest
		01-55-4401 Event Expenses - Christmas Tree Lighting
		01-55-4500 PSA Escrow Disbursements
		01-55-4600 Late Fees
		Economic Developments Exepnse?
01-56	NA (Open GL Code Numbers)	
01-57	Village Clerk	Expenses
		01-57-4300 Office Supplies
		01-57-4400 FOIA Expenses
		01-57-4600 Late Fees

WATER & SEWER

31-50	Admin - W&S	Expenses	
		31-50-4600	Late Fees
31-68	Water Towers	Expenses	
		31-68-4212	Engineering
		31-68-4213	Legal
		31-68-4600	Late Fees
31-70	Water	Expenses	
		31-70-4212	Engineering
		31-70-4213	Legal
		31-70-4600	Late Fees
31-75	Sewer	Expenses	
		31-75-4212	Engineering
		31-75-4213	Legal
		31-75-4600	Late Fees
31-77	North Plant	Expenses	
		31-77-4212	Engineering
		31-77-4213	Legal
		31-77-4600	Late Fees
31-79	South Plant	Expenses	
		31-79-4212	Engineering
		31-79-4212	Legal
		31-79-4223	IT Expenses
		31-79-4600	Late Fees