



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, March 11, 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 February 11, 2026

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

UNFINISHED BUSINESS

2. Motion to discuss/approve **Resolution 2026-10**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with Linda Ortiz Entertainment for face painting services for Neighbors Night in the amount of \$800.00.

3. Motion to discuss/approve **Resolution 2026-12**, a resolution of the Village of Poplar Grove, Illinois, adopting and approving the Village Petty Cash Policy.

4. Motion to discuss/approve **Resolution 2026-13**, a resolution of the Village of Poplar Grove, Illinois, adopting and approving the Daily Cash Drawer Policy.

5. Motion to discuss/approve **Resolution 2026-14**, a resolution of the Village of Poplar Grove, Illinois, adopting and approving the Water and Sewer Installment Payment Plan Policy and Procedures.
6. Motion to discuss/approve **Ordinance 2026-08**, an ordinance amending Title VI “Public Ways,” Chapter 2 “Combined Waterworks and Sewerage Systems,” Sections 6-2-4-2, 6-2-4-4, 6-2-4-10, and 6-2-4-11 of the Code of Ordinances for the Village of Poplar Grove.
7. Motion to discuss/approve **Ordinance 2026-09**, an ordinance amending Title IV “Motor Vehicles and Traffic,” Chapter 1 “Parking, Locating and Storage of Vehicles, Recreational Vehicles and Trailers in Residential Districts,” Section 4-1-1 (Parking) and Section 4-1-1-2 (Parking During Snowfall) of the Code of Ordinances for the Village of Poplar Grove.
8. Motion to discuss Farm & Sludge lease.

NEW BUSINESS

9. Motion to discuss/approve check disbursement for payments scheduled to be paid March 12, 2026, in the amount of \$71,082.15 in AP checks, \$35,657.09 in EFTs, estimated payroll of \$21,256.81 and insurance in the amount of 21,142.32 for a total of \$149,138.37.
10. Motion to discuss/approve Joint Participation Agreement with Central Management Services for the purchase of Rock Salt for CY2026-CY2027.
11. Motion to discuss/approve Barrick, Switzer, Long Balsley & Van Evera (BSLBV) retention agreement for conflict council.
12. Motion to discuss/approve Spring Quarterly Newsletter.

GOOD OF THE VILLAGE

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

Village Hall closed for Good Friday - April 3, 2026

Board of Trustees Meeting - April 8, 2026 - 7:00 pm

Board of Trustees Meeting - April 22, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

KJM 03/09/2026



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, February 11, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting called to order at 7:02 pm by President Richardson

ROLL CALL

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings via Phone until 7:22 pm

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

Public Works Director David Howe

ABSENT

Trustee David Allgood

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

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

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

APPROVAL OF AGENDA (Voice Vote)

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

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting Minutes from January 14, 2026.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Hubbard, Trustee Vance

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

No Public Comment

NEW BUSINESS

2. Motion to discuss/approve **Ordinance 2026-06**, an ordinance amending Title II, Business and License Regulations, Chapter 6, Raffles, Section 2-6-1 (Definitions) and Section 2-6-4 (Licensee Qualifications) of the Code of Ordinances for the Village of Poplar Grove.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Hubbard, Trustee Vance
3. Motion to discuss/ approve **Resolution 2026-08**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing an emergency water service contract with Aqua Illinois, Inc.
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Hubbard, Trustee Vance
4. Motion to discuss parking ordinance.
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Discussion Only.
5. Motion to discuss Farm & Sludge lease.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion Only.
6. Motion to discuss Liquor License, Tobacco and Gaming Fees.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion Only.
7. Motion to discuss B&F Contract for Permit Inspections, Code Enforcement, and Zoning Administrator.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion Only
8. Motion to discuss/approve check disbursement for payments scheduled to be paid February 12, 2026, in the amount of \$77,621.77 in AP checks, \$35,143.64 in EFTs, estimated payroll of \$21,239.96, and insurance in the amount of 21,126.32 for a total of \$155,131.69.

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

GOOD OF THE VILLAGE

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

BS&A Payments live March 2nd, 2026

Budget Workshop - March 4, 2026 - 6:00 PM

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

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

ADJOURNMENT (Voice Vote)

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

The meeting adjourned at 7:53 pm.



Party Contract

This Agreement is between

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

And

Clients name: Village of Poplar Grove
Party Theme: Neighbors Fest
Estimate number of children: 300
Party Address: 200 N. Hill Street, Poplar Grove IL 61065
Contact number: 304-767-5301
Second Contact number and name: 815-765-3201
Date of Service: Saturday June 13, 2016 ~~2016~~ 5pm - 9pm

Ortiz Entertainment will be providing services for 4.00 hours for the total amount of \$400 + \$400 = \$800

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

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

Balance: _____

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

Masco _____ princess _____ Face Painting X 2 Balloon Twisting _____

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

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

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

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

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

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

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

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

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

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

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

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

Signature: _____

Date: _____

RESOLUTION NUMBER: 2026-10

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

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

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

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

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

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and approves the Agreement with Linda Ortiz Entertainment attached hereto as Exhibit A, or agreements in substantially similar form at a cost not to exceed \$800.00 for face painting services at Neighbors Night on June 13, 2026.
3. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS ____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- AGREEMENT

RESOLUTION NUMBER: 2026-12

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE PETTY CASH POLICY**

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

WHEREAS, the Village wishes to establish clear guidelines for the use, control, documentations, and replenishment of petty cash funds; and

WHEREAS, the Village has created a Petty Cash Policy (“Policy”) outlining the requirements for the use of cash for the small, incidental Village expenses when payment by check, credit card, or other approved payment method is impractical which is attached hereto as Exhibit A and incorporated herein; and

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

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
PETTY CASH POLICY



Village of Poplar Grove

Petty Cash Policy

1. Purpose

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

2. Policy Statement

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

3. Authorization

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

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

4. Supervision

The petty cash Village Collector shall be responsible for:

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

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

5. Allowable Uses

Petty cash may be used for:

1. Minor office supplies

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

Petty cash shall not be used for:

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

6. Transaction Limits

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

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

7. Documentation Requirements

Each petty cash disbursement must include:

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

8. Replenishment

Petty cash funds shall be replenished as needed by submitting:

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

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

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

9. Audits and Reconciliation

Petty cash shall be reconciled monthly by the Village Treasurer.

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

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

10. Shortages and Overages

If the petty cash balance does not equal the authorized balance of \$200.00, the discrepancy must be documented immediately.

1. The shortage or overage amount shall be recorded.
2. An explanation of the discrepancy shall be documented.
3. Corrective action taken shall be recorded.
4. The discrepancy must be reported immediately to the Village Treasurer or Village President.
5. Documentation of the discrepancy shall be retained with the petty cash records.

11. Policy Violations

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

12. Policy Review

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

13. Effective Date

This Petty Cash Policy shall take effect upon approval.

Adopted

Adopted by the Village Board of the Village of Poplar Grove

Resolution/Ordinance No. _____

Dated: _____

Village President: _____

Village Collector: _____

Village Treasurer: _____

RESOLUTION NUMBER: 2026-13

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE DAILY CASH DRAWER POLICY**

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

WHEREAS, the Village wishes to establish procedures for balancing, securing, documenting, and reconciling the front cash drawer; and

WHEREAS, the Village has created a Daily Cash Drawer Policy (“Policy”) outlining the requirements for the use of the front cash drawer which is attached hereto as Exhibit A and incorporated herein; and

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

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
DAILY CASH DRAWER POLICY

VILLAGE OF POPLAR GROVE

DAILY CASH DRAWER POLICY (Front Cash Drawer)

1. Purpose

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

2. Scope

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

3. Cash Drawer Assignment

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

4. Starting Cash Balance

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

5. Payment Processing Procedures

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

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

6. End-of-Day Balancing Procedures

At the end of each business day:

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

7. Overages and Shortages

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

8. Deposit Preparation

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

9. Drawer Security

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

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

10. Independent Review

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

11. Documentation & Record Retention

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

12. Policy Review

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

Adopted by the Village Board of the Village of Poplar Grove

Resolution/Ordinance No. _____

Dated: _____

Village President: _____

Village Collector: _____

Village Treasurer: _____

RESOLUTION NUMBER: 2026-14

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
TO ADOPT AND APPROVE WATER AND SEWER INSTALLMENT PAYMENT PLAN
POLICY AND PROCEDURES**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) recognizes that, from time to time, residents may struggle to pay their water and sewer bills; and

WHEREAS, the Village wishes to offer water and sewer installment payment plans to assist residents to pay their overdue water and sewer bills to maintain a current balance when certain criteria are met; and

WHEREAS, the Village has created the Water and Sewer Installment Payment Plan Policy and Procedures (“Policy”) outlining the requirements for property owners to qualify for installment payment plans and the procedure that must be followed by Village personnel as a general reference which is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the policy may be updated from time to time as needed to ensure adherence with the Village Code of Ordinances and best practices; and

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

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

1. The above recitals are incorporated herein and made a part hereof.
1. The Village hereby adopts and approves the Water and Sewer Installment Payment Plan Policy and Procedures attached hereto as Exhibit A, or one in substantially similar form.
2. The Village President and Village Clerk are hereby authorized to execute and attest the Policy.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A

**VILLAGE OF POPLAR GROVE - WATER AND SEWER INSTALLMENT PAYMENT PLAN
POLICY AND PROCEDURES**

Village Of Poplar Grove

Water & Sewer Installment Payment Plan Policy and Procedures

Adopted by the Board of Trustees on _____

I. Overview

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

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

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

II. Purpose

The purpose of this directive is to:

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

III. Scope

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

IV. General Policy

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

A. Installment Payment Criteria & Qualifications

1. Account must be in a minimum delinquent amount in excess of \$350.00
2. Account(s) have zero defaulted installment payment plans within the last twelve (12) consecutive months.
3. If an account(s) has defaulted on a previous installment payment plan within the last twelve (12) consecutive months, a review of the previous 24 months shall be conducted. Account under this review shall be eligible such that they show no more than one (1) previous defaulted payment plan and no more than 6 times being late with payment.

B. Installment Payment Plan Execution Requirements

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

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

- 7. Failure to comply with the provisions of the agreement shall result in the termination of service, after which the delinquent amount shall be due in full, along with the service restoration fee before service will be restored; and
- 8. The amount owed is a lien against the property served. (See Lien Policy).
- 9. No subsequent payment agreement shall be authorized for a customer until twelve (12) months have elapsed since the last payment was made on a prior payment agreement.
- 10. Executed installment payment plan defines payment expectations for the outstanding balance only. Current monthly fees will continue to be assessed and expected payment is required.

C. Terms

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

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

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

D. Procedure

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

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

- Name of Account Holder
- Name of Landlord, if applicable
- Service Address
- Account Number
- Account Balance
- Payment Arrangement Amount
- Payment Arrangement Balance

- Date Added
- Expired Date
- Payment Due Dates
- Signature(s)

Installment Payment Plans to be executed by the Village President or his or her designee.

ORDINANCE NUMBER: 2026-08

AN ORDINANCE AMENDING TITLE VI “PUBLIC WAYS”, CHAPTER 2 “COMBINED WATERWORKS AND SEWERAGE SYSTEMS” SECTIONS 6-2-4-2, SECTION 6-2-4-4, SECTION 6-2-4-10 AND SECTION 6-2-4-11 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, Title VI Public Ways and Property, Chapter 2 “Combined Waterworks and Sewerage System” governs the use of the Village water and sewer system including billing and payments; and

WHEREAS, the Village wishes to amend Title VI “Public Ways and Property”, Chapter 2 “Combined Waterworks and Sewerage System”, 6-2-4-4 “Termination of Service” of the Code; and

WHEREAS, the Village wishes to also amend Title VI “Public Ways and Property”, Chapter 2 “Combined Waterworks and Sewerage System” to add Sections 6-2-4-10 “Installment Plans” and 6-2-4-11 “Restoration of Terminated Service” to 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 water service termination and payment plans for water service charges.

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

1. The above recitals are incorporated herein and made a part hereof.
2. Chapter 2 “Combined Waterworks and Sewerage System” of Title VI “Public Ways and Property” of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, and Section 6-2-4-4 “Termination of Service” is added to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and underlined):

“6-2-4-4. – TERMINATION OF SERVICE.

A. Non-payment. Timing of payments for service shall follow 6-2-4-2(A). If an account remains unpaid by the end of the month with a remaining balance of \$50 or two (2) months of delinquent balances, whichever is greater, water services will be shut off and will result in a \$110.00 shut off fee, and service shall not be reinstated until all past due invoices are paid in full pursuant to 6-2-4-2(A). A disconnection notice will be sent via regular mail prior to disconnection following the 21st day of the month. In the event that the b-box

is damaged, such that the water services are unable to be shut off, the shut off fee will still be imposed.

In the event of non-payment and the Village cannot shut service off as scheduled due to a b-box obstruction, the Village may assess an administrative fee of \$55.00.

Further, it shall be a violation of this Section for a property owner or occupant to obstruct a b-box, intentionally or unintentionally, or to prevent the Village from accessing the b-box subject to a penalty as outlined in Section 1-4-1 General Penalty of this Code.

- B. Other Termination of Service. If a water/sewer customer in good standing, or in the case of emergency, the owner of said property may request by application a turn-off or turn-on for a service fee of \$45.00 each.
 - C. Sewer Only Customers. For sewer-only customers, if the rate or charges for such service are not paid according to 6-2-4-2(A), the Village shall notify the owner of the property in writing that the bill for such service is past due, and late fees will be assessed. In the event the charges for service are not paid according to 6-2-4-2, such charges shall be deemed and are hereby declared to be delinquent, and thereafter such delinquencies shall constitute liens upon the real estate for which service is supplied. The Village Clerk is hereby authorized and directed to file sworn statements showing such delinquencies in the Office of the Recorder of Deeds of Boone County, Illinois, and the filing of such statements in such office shall be deemed notice for the payment of such charges for such service.
 - D. **In the event of extreme weather that prevents the Village from disconnecting service to the property, no administrative fee shall be assessed, and disconnection shall occur at the next possible date. For the purposes of this Section, Extreme weather shall mean temperatures in excess of 90° or temperatures lower than 10° on the date of disconnection or in the 24-hours following, at the discretion of the Village; natural precipitation covering the b-box; tornado weather conditions; or any other weather warning that could endanger the safety of village employees.**
3. Chapter 2 “Combined Waterworks and Sewerage System” of Title VI “Public Ways and Property” of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended to add Section 6-2-4-10 “Installment Plans” is added to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and **underlined**):

“6-2-4-10. – INSTALLMENT PAYMENT AGREEMENTS.

- A. **In the case of customers experiencing financial hardship, the village president or his or her designee, is authorized to enter into agreements with such customers for the payment in installments of bills issued with amounts**

in excess of \$350.00 prior to the bill becoming delinquent and of delinquent amounts owed to the department.

B. In order to qualify for an installment payment agreement the following criteria must be met; 1) the account must be in a minimum delinquent amount in excess of \$350.00; 2) the account may not have defaulted on a previous installment payment plan in the last twelve (12) consecutive months; and 3) if an account has defaulted on a previous installment payment plan within the last twelve (12) consecutive months, a review of the previous twenty-four (24) months shall be conducted.

C. Prior to entering into an agreement, the customer is required to provide a down payment in the amount of twenty-five percent (25%) of the total balance of the account. Such agreements shall include the following provisions:

- 1. Occupants applying for an installment payment agreement must have prior approval of the property owner and the property owner must be an additional party to any payment agreement with the Village;**
- 2. Installment payment plans shall not be effective until a payment agreement has been fully executed by the Village, the occupant, and the owner(s) of the property if the owner is not the occupant;**
- 3. All bills for current service must be paid in full before the billing due date;**
- 4. The delinquent amount must be paid in full by regular payments over the period specified in the agreement and shall be subject to the following terms:**

| <u>Delinquency Balance</u> | <u>Term Length</u> |
|--------------------------------|------------------------|
| <u>\$350.00 - \$500.00</u> | <u>Up to 3 months</u> |
| <u>\$501.00 - \$1,000.00</u> | <u>Up to 6 months</u> |
| <u>\$1,001.00 - \$1,500.00</u> | <u>Up to 9 months</u> |
| <u>Over \$1,500.00</u> | <u>Up to 12 months</u> |

Any payment agreement with a term over twelve (12) months must be approved by the village board; and

- 5. If the delinquent amount is in excess of \$350.00 and the customer has entered into a payment agreement with the Village, the village clerk is authorized to temporarily suspend the imposition of the ten percent (10%) late payment penalty, until the term of the agreement is satisfied and the delinquent amount including any prior late payment penalties incurred prior to the date the payment agreement is entered, are paid in full along with any current amount due;**
- 6. Service will not be terminated for the delinquent bill so long as the customer makes regular payments under the payment agreement and all bills for current service are timely paid;**

7. In the event that a customer defaults on a payment agreement, the ten percent (10%) late payment penalty and all other temporarily suspended penalties will be reinstated and the full amount will be immediately due and owing to avoid shutoff;
 8. No subsequent installment payment agreement shall be authorized for a customer until twelve (12) months have elapsed since the last payment was made on a prior installment payment plan; and
 9. Executed installment payment agreement defines payment expectations for the outstanding balance only. Bills for current service must remain current with payment made by required due date.
- D. Failure to comply with the provisions of the agreement shall result in the termination of service, after which the delinquent amount shall be due in full, along with a service restoration fee before service will be restored;
- E. Any amount owed is a lien against the property served.”
4. Chapter 2 “Combined Waterworks and Sewerage System” of Title VI “Public Ways and Property” of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended to add Section 6-2-4-11 “Restoration of Terminated Service” is added to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and **underlined**):
- “6-2-4-11. – RESTORATION OF TERMINATED SERVICE.**
- A. When water service has been terminated to a property or premises for nonpayment of amounts owed to the Village and/or for violations of the provisions of this article, water service shall not be restored until the amounts due have been paid in full, or arrangements have been made satisfactory to the village clerk for their payment, and/or until the violations have been corrected.
 - B. In addition to subsection (a) of this section, the service restoration fee, which recovers the cost of the work of shutting the water off and turning it on, along with the administrative costs, and costs due to the Village for estimated loss in water revenue, shall be paid before service is restored.
 - C. After all of the conditions of this section have been satisfied, the public works director shall order service to be restored to the property or premises at once.”
5. Except as amended by this Ordinance, all other provisions and terms of the Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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

PRESIDENT

ATTEST:

VILLAGE CLERK

ORDINANCE NUMBER: 2026-09

AN ORDINANCE AMENDING TITLE IV MOTOR VEHICLES AND TRAFFIC, TITLE IV, MOTOR VEHICLES AND TRAFFIC, CHAPTER 1 PARKING, LOCATING AND STORAGE OF VEHICLES, RECREATIONAL VEHICLES AND TRAILERS IN RESIDENTIAL DISTRICTS, SECTION 4-1-1, PARKING, AND SECTION 4-1-1-2 PARKING DURING SNOWFALL 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 IV “Motor Vehicles and Traffic,” Chapter 4 “Parking, Locating and Storage of Vehicles, Recreational Vehicles and Trailers in Residential Districts” which contains Sections 4-1-1 “Parking” and 4-1-1-2 “Parking During Snowfall” 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 Parking.

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 4-1-1 of Chapter 4 Parking, Locating and Storage of Vehicles, Recreational Vehicles and Trailers in Residential Districts of Title IV Motor Vehicles and Traffic, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strike throughs~~ and new language as **bold and underlined**):

4-1-1. PARKING.

- A. No Parking Areas. It shall be a violation of this section to park a vehicle in areas marked by "No Parking" signs or marked by painted yellow lines on the curb.
- B. Parking Against Traffic Flow. It shall be a violation of this section to park a vehicle against the flow of traffic on the side of the street heading into the flow of traffic.
- C. Obstructing Traffic. No person shall park or place any vehicles or other property within the streets or highways of the Village so as to obstruct or interfere with traffic or travel or other vehicles or pedestrians or endanger public safety.
- D. Semitruck and Trailer Parking. It shall be unlawful for the operator or owner of any motor vehicle except a passenger vehicle, public utility truck, ~~and~~ trucks licensed by the state under the classification of A or B license, **and moving vehicles used to assist residents**

and/or businesses in moving in and out to park such vehicles within residential areas in the Village for a period of longer than ~~one~~ **three (3) hours**.

If a tractor-trailer or unattached trailer is parked completely off residential streets and sidewalks in private driveways on the driver's property and not obstructing view to prevent a safety hazard, then it shall be considered exempt from this subsection.

E. Commercial vehicles. Commercial vehicles and commercial vehicles with trailers stored or parked outside any property zoned residential are limited to no more than two (2) vehicles and all vehicles must be operable and have current year vehicle registration and licensing from the governing authority. These vehicles shall not be parked in residential zones longer than forty-eight (48) hours. Commercial vehicles, parked outside of an active work site, are exempt from this section.

E.F. Weight Limits. No vehicle or combination of vehicles, unladen or with load shall be driven on streets within the Village posted "NO TRUCKS" when said vehicle carries an Illinois license designation greater than B or equivalent, or its equivalent out of state license.

The requirements of this subsection shall not apply to commercial vehicles parked within the Village limits for the purpose of collecting or delivering persons, materials or merchandise or performing some service to the residents on whose property or adjacent property the vehicle is being parked, **such as parked in a private driveway.**

F.G Unattended Vehicles Parked In Right-of-Way:

1. Definition. The term "unattended motor vehicles" as used in this subsection shall mean any motor vehicle left unattended for a period of at least **forty-eight (48) hours seven days** in the right-of-way.
2. Public Nuisance Declared. It is hereby declared that all unattended motor vehicles, whether operable or inoperable, left parked, stopped or standing in the right-of-way within the Village, for a period of at least **forty-eight (48) hours seven days**, is hereby declared to be a public nuisance. **The determination of whether or not a vehicle is declared as unattended shall be at the discretion of the Public Works Director or his or her designee.**
3. Penalty. Violation of this subsection shall result in a fine of **consistent with the General Penalty prescribed in Section 1-4-1 of this Code** ~~\$10.00 per day~~ after the **forty-eight (48) hour seven day** violation. If towed away, towing and storage **fees** will be **as charged by the towing operator authorized by contract to tow on behalf of the Village.** ~~per Boone County fees charged on county roads.~~ The owner or operator of any vehicle removed shall be liable for towing and storage fees as a condition of regaining possession of such vehicle.

G.H. Off-street Loading Berth Requirements:

1. Definition. For the purpose of this subsection, "loading berth" shall mean space within the main building or on the same lot, providing for the standing, loading, or unloading of trucks having a minimum dimension of 12 x 35 feet and a vertical clearance of at least 14 feet.

- 2. Schedule. All nonresidential buildings, including retail, wholesale, office, and industrial buildings, hereafter built, relocated, or structurally altered to the extent of more than a 50 percent addition in floor area, shall provide an off-street loading berth in accordance with the following schedule:

A building whose dominant use is the selling of goods at retail shall provide loading berths in relation to the floor area used for retail purposes as follows:

| Retail Floor Area | Berths Required |
|---------------------------|-----------------|
| 5,000—10,000 square feet | 1 |
| 10,001—20,000 square feet | 2 |
| 20,001—30,000 square feet | 3 |
| Over 30,000 square feet | 4 |

Manufacturing, repair, wholesale, trucking terminal, or warehouse uses shall provide loading berths in relation to total floor area as follows:

| Total Floor Area | Berths Required |
|----------------------------|-----------------|
| 5,000—40,000 square feet | 1 |
| 40,001—100,000 square feet | 2 |
| Over 100,000 square feet | 3 |

Other nonresidential buildings, including offices, hotels, mortuaries, and institutions, having more than 10,000 square feet of floor area, shall provide one off-street loading berth.

- 3. Conditions. The following conditions shall apply to the provision of off-street loading berths:
 - a. Each loading berth shall be easily accessible from a street or alley without substantial interference with traffic.
 - b. Each loading berth shall be hard surfaced, or shall be surfaced with gravel, crushed stone, or similar material, with adequate dust treatment.
 - c. Space allocated to required off-street loading berths may not be included in required off-street parking areas, nor shall an off-street loading berth be used for normal vehicle repair or service work.
 - d. All required loading berths shall be on the same lot as the use served.
 - e. Off-street loading berths abutting the side or rear yard of a residential district shall be suitably screened or fenced from view.
 - f. No loading berth will be located on a required front or side yard. If located in a required rear yard, the berth shall be open to the sky. (Ord. 445, 1-8-1996)

H.I. Inoperable Vehicles:

- 1. Definition. An "inoperable motor vehicle" is hereby defined to be any motor vehicle on which, for a period of at least seven days, the engine, wheels, steering apparatus or other essential parts have been removed or altered or do not function properly so that

such motor vehicle is incapable of being operated under its own motor power or on which no current license has been issued for its operation on the public highways by the secretary of state, provided that:

- a. Vehicles that have been duly licensed and rendered temporarily incapable of being driven under their own motor power in order to perform ordinary service or repair operations in a timely fashion but not longer than seven days;
 - b. Vehicles temporarily stored in duly licensed commercial garages and storage yards; or
 - c. Vehicles kept inside a fully enclosed garage or storage building, shall not be deemed inoperable motor vehicles.
2. Nuisance Declared. Inoperable motor vehicles, whether on private or public property, are a nuisance to be disposed of by any person in control of any such vehicle or vehicles upon receipt of a notice from the Village as described below. **The determination of whether or not a vehicle is declared as inoperable shall be at the discretion of the Public Works Director or his or her designee.**

I.J. Parking on Public Sidewalks:

1. Definitions. For the purposes of this subsection, "non-motorized vehicle" shall mean any licensed or unlicensed trailer including, but not limited to, camping trailers, travel trailers, boat trailers, snowmobile trailers, bike trailers, all-terrain vehicle trailers, flat bed trailers or any other trailer used for any type of hauling or towing. For the purposes of this subsection, the definition of "recreational vehicle" includes, but is not limited to, motor homes, campers, cargo trailers, travel trailers, boats, snowmobiles, all-terrain vehicles and any other vehicle which may be licensed by the State of Illinois as a recreational vehicle. For the purposes of this subsection, "vehicle" shall have the same definition as set forth in the Illinois Motor Vehicle Code, including, but not limited to, cars, trucks, vans, pick-up trucks and motorcycles.
2. Parking Prohibited. It shall be unlawful for any person or entity to stop, stand, or park any vehicle, non-motorized vehicle, or recreational vehicle on any public sidewalk.
3. Penalty. The registered owner of any licensed or unlicensed vehicle, non-motorized vehicle, or recreational vehicle which is in violation of this subsection shall be subject to a fine and vehicle removal by the Village at the owner's expense pursuant to subsection J of this section.

J.K. Penalties. Anyone who violates subsections A through I of this section shall be subject to a fine **consistent with the General Penalty prescribed in Section 1-4-1 of this Code.** ~~of not less than \$100.00~~ a **A** separate offense shall be deemed committed on each day that a violation occurs or continues, and will subject their vehicle to be removed by the Village at the owner's expense. If said fines are not paid within 72 hours of the violation, the fine will increase by \$50.00. All fines will be payable to the Village Clerk.

3. Section 4-1-1-2 of Chapter 4 Parking, Locating and Storage of Vehicles, Recreational Vehicles and Trailers in Residential Districts of Title IV Motor Vehicles and Traffic, 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):

4-1-1-2. PARKING DURING SNOWFALL.

A. Definitions:

Parking lane. An auxiliary lane primarily for parking of vehicles.

Right-of-way. The areas existing or acquired for public road purposes whether by easement or by fee ownership.

Roadway. The portion of a right-of-way designed or used for vehicular use, including shoulders, parking lanes, alleys, and the traveled way.

Traveled way. The portion of a roadway for the movement of vehicles exclusive of shoulders and auxiliary lanes.

- B. Snow Emergency. A snow emergency is hereby declared to exist when the Public Works Director for the Village of Poplar Grove declares a "snow emergency" which can occur at any time when two inches or more of snow, or any ice accumulation is forecasted at the Public Works Director's discretion.
- C. Parking Restrictions. It shall be unlawful for any vehicle to be parked in a public parking lot or on any portion of a public roadway during a snow emergency from the time that the Public Works Director declares a "snow emergency" until the time the Public Works Director cancels the "snow emergency". Any person who parks the vehicle is in violation of this subsection and any registered owner or co-owner of the vehicle shall be jointly and severally liable for violation of this subsection.
- D. Traffic Obstruction. Any vehicle parked in violation of this section is declared to be an obstruction to traffic and an immediate hazard to essential snow removal operations.
- E. Vehicle Removal. Any vehicle in violation of this section shall be fined and/or towed at the request of the Public Works Director or by his or her designee. The cost of any such towing shall be at the owner's expense and in addition to any fine payment.
- F. Towing Records. In the event a vehicle is towed, the Village shall keep records of such towing including the license plate number of the vehicle, if any; the date, time, the location of the vehicle towed and the name of the company providing the towing service.
- G. Penalty. Any person violating any portion of this section shall be fined ~~\$100.00~~ **consistent with the General Penalty prescribed in Section 1-4-1 of this Code** for each such offense. ~~Each day's violation shall constitute a separate offense.~~ The driver of the vehicle and any registered owner or co-owner thereof shall be jointly and severally liable for payment. Payment is due at Poplar Grove Village Hall.
- H. Release of Vehicle. The vehicle shall remain impounded until the registered owner or registered owner's agent remits the fine to Poplar Grove Village Hall during regular business hours. Upon fine payment, owner or agent will be issued a receipt of payment by the Village. Owner or agent shall then remit fine payment receipt to the tow company. All

tow and storage fees charged shall be paid before the vehicle will be released by the towing company.

I. Other Provisions. The Village may settle and compromise violations of this section in accordance with the provisions of Section 1-4-1 of this Code.

4. 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.

5. 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



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

March 6, 2026

****Subject:****

Farm & Sludge Lease - UPDATE

1. Background:

The farm land around the public works building at 111 W. Park Street, has been leased to farm. The whole parcel owned by the Village is 14.36 acres.

2. Current Status:

Original contract was dated from April 17, 2020 to January 31, 2021. No additional contracts in writing have been executed (per the contract) however the land is still being farmed. Original lease was executed with a no rent payment charge.

This contract also had a provision for the Village to spread waste-water plant sludge at the expense of the lessee.

UPDATE: A termination letter was mailed certified to past lessee, along with an email and a text. No response has been received.

3. Fiscal Impact:

Any legal services to execute contract, any rent collected on the lease of the land

4. Legal Review (if applicable):

No legal review has been done at this time.

5. Recommendation:

Recommendation is to discuss the collection of rent for this land. Information I was provided by a staff member who farms other local lands, indicated fair market rent for the season of tillable acres is between \$225 and \$250. Estimated tillable acres is 10-12 acres. An updated contract should be executed, based on the consensus of rent from the board.

UPDATE: Spoke to the Boone County who provided their farm rental rate, which is \$275 per acre.

6. Supporting Documents (if applicable):

Attached – Original Contract

Not Applicable

****Signature:****

Kristi Richardson

Village President

Clerk has
official copy

Item 8.

FIXED CASH FARM LEASE AGREEMENT

This FIXED CASH FARM LEASE AGREEMENT ("Lease") is made this ___ day of April, 2020 and is by and between the VILLAGE OF POPLAR GROVE, ILLINOIS, an Illinois Municipal Corporation ("Lessor") and AARON ECKBERG, an individual residing in the State of Illinois ("Lessee"). Lessor and Lessee are at time collectively referred to herein as the "Parties".

RECITALS:

WHEREAS, Lessor is the owner of the real property commonly known as XX Park Street, Poplar Grove, IL 61065 and with PIN 04-19-176-022 and legally described in Exhibit A, attached hereto and incorporated herein (the Property"); and

WHEREAS, the Property consists of approximately 14.36 acres, of which, approximately 8 acres are tillable; and

WHEREAS, Lessor desires to lease the Property to Lessee and Lessee desires to lease the Property from Lessor on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Recitals. The above-recitals are incorporated herein and made a part hereof.
2. Term. Lessor hereby leases to Lessee the Property for the 2020 crop year, specifically from April 17, 2020 to January 31, 2021. This Lease may be extended for additional crop years. Any extensions must be in writing and refer to this Lease.
3. Rent. Lessor and Lessee agree that no rent payment shall be charged to Lessee during the Term of this Lease.
4. Obligations of Lessor. Lessor shall be responsible for the following during the Term of this Lease:
 - A. The Lessor shall timely pay any Real Estate Taxes on the Property, if any.
5. Obligations of Lessee. Lessee shall be responsible for the following during the Term of this Lease:
 - A. Lessee shall furnish all machinery, equipment, labor, and fuel necessary to farm the Property.
 - B. Lessee shall furnish all annual inputs to the farming operation, including, but not limited to, seed, pest and disease treatments, fertilizers and limestone.
 - C. Lessee shall cultivate the Property in a timely, thorough, and businesslike manner, including, but not limited to (i) Preventing, so far as reasonably possible, noxious

- weeds and other weeds from going to seed and (ii) Preventing unnecessary waste, loss, or damage.
- D. Lessee shall maintain the soil pH at 6.5 or higher and will maintain soil fertility levels. Lessee shall apply limestone as appropriate to maintain this minimum pH level and will apply N, P, and K fertilizers at rates that not to exceed the agronomic requirements for the type of crop being grown, taking into account the N, P and K that will be provided from the **waste-water plant sludge** referenced in subparagraph F below..
- E. Lessee shall implement soil erosion control practices and other conservation measures as may be necessary to comply with any soil loss standards mandated by the local, state and federal agencies and other conservation compliance requirements of federal farm programs.
- F. Lessee shall, **at its sole costs and expense and using its own labor and equipment, haul sludge from the Lessor's waste-water treatment facilities and spread such sludge over the Property.** Such hauling and spreading of sludge shall be done at least once a crop season, either at the beginning or end of the crop season. Lessee shall spread sludge over the Property in accordance with the terms and conditions of Section 391-Appendix G Sludge User Information Sheet, a copy of which is attached hereto as Exhibit B and incorporated herein. Lessee and Lessor shall coordinate in good faith such hauling and spreading of sludge.
- G. Lessee shall, during the Term of this Lease, maintain the following **minimum insurance limits**, with a carrier acceptable to the Lessor and naming Lessor as an additional insured:
- Commercial General Liability and Property Damage Insurance on the Property: \$1 million per occurrence, \$2 million aggregate.
 - Automobile Liability: \$1 million per occurrence combined single limit, \$500,000 property damage.
 - Workers Compensation: Full Statutory Limits, if applicable
- Lessee shall be responsible to insure its personal property located on the Premises. Lessee shall provide Lessor with copies of certificates of insurance evidencing that Lessee is maintaining the insurance required herein.
- H. Lessee shall not assign this Lease or sublet any part of the Property without the prior written consent of the Lessor.
- I. Lessee shall not use the Property for any purpose or activity not directly related to its use for agricultural production. Lessee shall not make any improvements to the Property without Lessor's prior written consent.
- J. Lessee shall not burn or bury any materials on the Property nor store or dispose of chemicals or empty chemical containers on the Property nor enter into any contract, or other business arrangement that alters rights in the Lessor's security interest, right of entry, default or possession.

6. Termination upon Default. If either party fails to carry out substantially the terms of this Lease, the Lease may be terminated by the non-defaulting party by serving a written notice, citing the instance(s) of default and specifying a termination date of at least 30 days from the date of such notice. In addition to terminating this Lease, the non-defaulting party may pursue any and all other remedies that it may have at equity or in law.
7. Yielding of Possession. Lessee agrees that at the expiration or termination of this Lease to yield possession of the Property to the Lessor without further demand or notice, in as good order and condition as when they were entered upon by the Lessee, ordinary wear and tear excepted. If the Lessee fails to yield possession, the Lessee-Tenant shall pay to the Lessor-Owner a penalty of \$75.00 per day for each day he/she remains in possession thereafter, in addition to any damages caused by the Lessee to the Lessor's land or improvements. These payments shall not entitle the Lessee to any interest of any kind in or on the Property.
8. Attorney Fees. All costs and attorney fees incurred by Lessor in enforcing performance of the provisions of this Lease shall be added to the obligations payable by the Lessee.
9. Lessor's right of entry. The Lessor reserves the right personally or by agents, employees, or assigns to enter upon the Property at any reasonable time to view them, work or make repairs or improvements thereon, take soil tests, develop mineral resources, and, if the Lease Term has not been extended and following severance of crops, to conduct fall tillage, make seedings, glean corn, apply fertilizers, and perform any other operation necessary to good farming by a succeeding lessee.
10. Lessor Liability. The Lessee acknowledges the hazards of operating a farm and assumes all risk of accidents personally as well as for family, employees, or agents in pursuance of farming operations, or in performing repairs on improvements.
11. Indemnification. Lessee assumes liability for and shall indemnify, protect, save and hold harmless Lessor from and against any and all losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements including attorneys' fees and expenses and court costs incurred by Lessor in defending claims of whatsoever kind and nature imposed upon, incurred by or asserted against the Lessor in any way relating to or arising out of this Lease and from the possession, use, operation and maintenance of the Property by the Lessee. The indemnities contained in this paragraph shall continue in full force and effect, notwithstanding the termination of this Lease.
12. Waiver. No party shall be deemed to have waived any right, power or privilege under this Lease, unless such waiver shall have been executed in writing and expressly acknowledged by the parties to be charged with such waiver.
13. Notices to Parties. Any notices, demands or other communications required or permitted hereunder shall be in writing and delivered to the other party or the other party's authorized

agent, either in person or by United States Certified Mail, Return Receipt Requested, postage fully prepaid, to the address set forth hereinafter, or to such other addresses as either party may designate in writing and deliver as herein provided:

LESSOR:

Village of Poplar Grove

200 N. Hill Street.

Poplar Grove, IL 61065

LESSEE:

Attn: Aaron Eckberg

- 14. Construction and Venue. The interpretation and validity of this Lease shall be governed by the laws of the State of Illinois, without giving effect to that state's principles of conflicts of law or choice of law. The parties further consent to and submit to the exclusive jurisdiction and venue with respect to any matters pertaining to this Lease in and by the state and federal courts sitting in Boone County, Illinois.
- 15. Entire Agreement. This Lease, and the Exhibits attached hereto contain the entire agreement between Lessor and Lessee concerning the Property and there are no other agreements, either oral or written.
- 16. Binding Effect. This Lease shall be binding upon and inure to the benefits of Lessor and Lessee and their respective heirs, legal representatives, successors and permitted assigns, but this provision shall not operate to permit any transfer, assignment, mortgage, encumbrance, lien, charge or subletting contrary to the provisions of this Lease.
- 17. Use of Headings: The clause headings appearing in this Lease have been inserted for the purpose of convenience and ready reference. They do not purport to, and shall not be deemed to, define, limit or extend the scope or intent of the clauses to which they pertain.
- 18. Amendments and Modifications: Except as otherwise provided for herein, this Lease may not be amended, modified, or terminated, nor may any obligation hereunder be waived orally, and no such amendment, modification, termination, or waiver shall be effective for any purpose unless it is in writing, and bears the signatures of all of the Parties hereto.
- 19. Counterparts: This Lease may be signed in any number of counterparts, each of which shall be an original, with the main effect as if the signatures thereto and hereto were upon the same instrument.
- 20. Severability: In the event any provision of this Lease is declared to be illegal or unenforceable, the remaining portions of this Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Lease the day and year first above written.

LESSOR:

VILLAGE OF POPLAR GROVE

By: _____

Owen Costanza, Village President

ATTTEST:

By: _____

Karri Anderberg, Village Clerk

LESSEE:

AARON ECKBERG

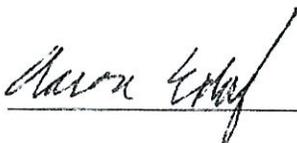


EXHIBIT A - LEGAL DESCRIPTION

Part of the Northwest Quarter (1/4) of Section 19, Township 45 North, Range 4 East of the Third Principal Meridian, bounded and described as follows, to-wit: Beginning at a point in the South line of the Northwest Quarter (1/4) of said Section which bears South 89 degrees 21' 00" East, 478.50 feet from the Southwest corner of the Northwest Quarter (1/4) of said Section, said point of beginning being the Southwest corner of premises conveyed by Edenfruit Products Company to The Illinois National Bank & Trust Co. of Rockford as Trustee of Trust No. 5710, by Warranty Deed dated November 30, 1976 and recorded as Document No. 76-3820 in the Recorder's Office of Boone County, Illinois; thence South 89 degrees 21' 20" East, along the South line of the Northwest Quarter of said Section, 1965.41 feet to the Southeast corner of the Northwest Quarter of said Section; thence North 00 degrees 34' 54" East, along the East line of the Northwest Quarter (1/4) of said Section, 457.25 feet; thence North 89 degrees 21' 00" West, parallel with the South line of the Northwest Quarter (1/4) of said Section, 379.74 feet, thence South 01 degrees 46' 58" West, 182.12 feet to the Easterly extension of the South right of way line of Park Street as designated upon the Plat of George Renne's Addition to Poplar Grove, the plat of which is recorded in Book 1 of Plats on page 41 in the Recorder's Office of Boone County, Illinois; thence North 89 degrees 22' 35" West, along said South right of way line extended, 1582.67 feet to its intersection with a line which is parallel with the West line of the Northwest Quarter (1/4) of said Section passed through said point of beginning and also being the West line of said premises so conveyed to The Illinois National Bank & Trust Co. of Rockford as Trustee as aforesaid; thence South 00 degrees 24' 49" West, along the West line of said premises so conveyed to the Illinois National Bank & Trust Co. of Rockford as aforesaid, 274.44 feet to the point of beginning; situated in the County of Boone and State of Illinois.

EXHIBIT B-
SECTION 391. APPENDIX G SLUDGE USER INFORMATION SHEET



Item 8.

GL 2

GL 1

176-022
14.24

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INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 03/02/2026 - 03/09/2026

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Item 9.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|-----------------------------------|---|---|------------|-------------------------------|------------|--------|---------------------|
| <u>IVJK-PRKG-L6VC</u> 00026319 | AMAZON.COM OFFICE SUPPLIES 01-50-4300 | 02/20/2026 CLERK OFFICE SUPPLIES | 03/20/2026 | 89.90 89.90 | 89.90 | Open | N 03/04/2026 |
| <u>IWPM-1PPN-RFQ7</u> 00026321 | AMAZON.COM TABLET CASE FOR PW 01-53-4301 | 02/26/2026 CLERK TABLET CASE FOR PW | 03/26/2026 | 44.96 44.96 | 44.96 | Open | N 03/04/2026 |
| <u>1X9F-1YGL-TGPQ</u> 00026322 | AMAZON.COM LAPTOP MOUSE FOR PW 01-53-4301 | 02/26/2026 CLERK LAPTOP MOUSE FOR PW | 03/26/2026 | 34.99 34.99 | 34.99 | Open | N 03/04/2026 |
| <u>1N7K-GP1J-DKD1</u> 00026323 | AMAZON.COM PPE 01-53-4302 | 02/25/2026 CLERK PPE | 03/25/2026 | 215.94 215.94 | 215.94 | Open | N 03/04/2026 |
| <u>169T-J1TV-KTVR</u> 00026324 | AMAZON.COM SWWTP DOOR OPENER 31-79-4301 | 02/27/2026 CLERK SWWTP DOOR OPENER | 03/27/2026 | 9.99 9.99 | 9.99 | Open | N 03/04/2026 |
| <u>105187</u> 00026325 | BB COMMUNITY LEASING SERVICES INC. SWEEPER LEASE 01-53-4407 01-53-4811 | 03/01/2026 CLERK SWEEPER LEASE-PRINCIPAL SWEEPER LEASE -INTEREST | 03/12/2026 | 2,252.11 2,240.07 12.04 | 2,252.11 | Open | N 03/04/2026 |
| <u>S0174</u> 00026326 | BLAIN'S FARM & FLEET HOWE CLOTHING ALLOWANCE 01-53-4080 | 03/03/2026 CLERK HOWE CLOTHING ALLOWANCE | 04/03/2026 | 119.98 119.98 | 119.98 | Open | N 03/04/2026 |
| <u>BFF-096786</u> 00026327 | BLAIN'S FARM & FLEET SHOP TOOL 01-53-4301 | 02/23/2026 CLERK SHOP TOOL | 03/23/2026 | 44.99 44.99 | 44.99 | Open | N 03/04/2026 |

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|-----------------------------|---|--|------------|----------------------|------------|--------|---------------------|
| BFF-096819 00026328 | BLAIN'S FARM & FLEET PAINT SUPPLIES 01-53-4301 | 02/25/2026 CLERK PAINT SUPPLIES | 03/25/2026 | 41.56 41.56 | 41.56 | Open | N 03/04/2026 |
| BFF-096513 00026329 | BLAIN'S FARM & FLEET ZACH CLOTHING ALLOWANCE 01-53-4080 | 02/18/2026 CLERK ZACH CLOTHING ALLOWANCE | 03/18/2026 | 149.95 149.95 | 149.95 | Open | N 03/04/2026 |
| FEB2026 00026330 | BRETTSCHNEIDER, SERENA AND DAN RENTAL DEPOIST RETURN 01-00-2410 | 02/22/2026 CLERK RENTAL DEPOIST RETURN | 03/22/2026 | 180.00 180.00 | 180.00 | Open | N 03/04/2026 |
| MARCH2026 00026331 | COMCAST VH PHONES 01-50-4202 | 03/03/2026 CLERK VH PHONES | 04/05/2026 | 472.34 472.34 | 472.34 | Open | N 03/04/2026 |
| 2439012111FEB20 00026332 | COMED DUSK TO DAWN LIGHTS 01-53-4230 | 02/18/2026 CLERK DUSK TO DAWN LIGHTS | 04/27/2026 | 90.85 90.85 | 90.85 | Open | N 03/04/2026 |
| 7080803000FEB20 00026333 | COMED COMMUNITY ST LIGHTS 01-53-4230 | 02/18/2026 CLERK COMMUNITY ST LIGHTS | 04/27/2026 | 3,885.06 3,885.06 | 3,885.06 | Open | N 03/04/2026 |
| 0799140100FEB20 00026334 | COMED PRIRIE KNOLL L/S 31-75-4204 | 03/02/2026 CLERK PRIRIE KNOLL L/S | 05/01/2026 | 175.50 175.50 | 175.50 | open | N 03/04/2026 |
| 3174406000FEB20 00026335 | COMED DAWSON LAKE L/S 31-75-4204 | 03/02/2026 CLERK DAWSON LAKE L/S | 05/01/2026 | 131.40 131.40 | 131.40 | open | N 03/04/2026 |

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|---------------------------------|---|---|------------|---|------------|--------|---------------------|
| <u>FEB2026</u> 00026336 | CORPRO VISUAL TRUCK DECALS 01-53-4226 | 02/25/2026 CLERK TRUCK DECALS | 02/25/2026 | 1,187.70 1,187.70 | 1,187.70 | Open | N 03/04/2026 |
| <u>7940-24</u> 00026337 | FOX VALLEY INTERNET, INC. SWWTP/NWWTP INTERNET 31-77-4202 31-79-4202 | 02/25/2026 CLERK NWWTP INTERNET SWWTP INTERNET | 03/12/2026 | 54.90 29.95 24.95 | 54.90 | Open | N 03/04/2026 |
| <u>160570875</u> 00026338 | EVERON FKA ADT COMMERCIAL FIRE AND SECURITY 01-50-4206 | 02/26/2026 CLERK SECURITY SYSTEM | 03/23/2026 | 239.46 239.46 | 239.46 | Open | N 03/04/2026 |
| <u>FEB2026</u> 00026339 | FRONTIER PHONE LINES 31-68-4202 31-50-4202 31-50-4202 31-68-4202 31-79-4202 31-50-4202 31-68-4202 31-68-4202 31-50-4202 31-50-4202 31-77-4202 31-68-4202 31-50-4202 | 02/20/2026 CLERK 217.049.7024 SPECIAL ACCESS LINES W#2 815.544.0520 PRAIRIE KNOLL L/S 815.544.3817 WACO WAY L/S 815.547.6487 WOODSTOCK #5&6 815.547.7209 12211 RT 76 SWWTP 815.765.0565 COUNTRYSIDE L/S 815.765.0940 RT 173 W#3 815.765.1774 NWWTP TOWER 815.765.1859 BEAVER RD L/S 815.765.1914 WHITING RD L/S 815.765.2456 610 S STATE ST NWWTP 815.765.9169 COUNTRYSIDE W#4 815.765.9391 DAWSON LK L/S | 03/15/2026 | 616.63 209.90 0.00 0.00 0.00 116.36 122.60 30.25 0.00 0.00 137.52 0.00 0.00 0.00 | 616.63 | Open | N 03/04/2026 |
| <u>IN7105241483</u> 00026340 | GO TO COMMUNICATIONS INC VH,PHONE, INTERNET,FAX 01-50-4202 | 03/01/2026 CLERK VH,PHONE, INTERNET, FAX | 03/15/2026 | 247.80 247.80 | 247.80 | Open | N 03/04/2026 |
| <u>7348016</u> 00026341 | HAWKINS, INC. ALUINUM SALFATE 31-79-4305 | 02/27/2026 CLERK ALUINUM SALFATE | 03/27/2026 | 5,486.80 5,486.80 | 5,486.80 | Open | N 03/04/2026 |

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|------------------------|---|--|------------|----------------------|------------|--------|---------------------|
| 6024376 00026342 | HOME DEPOT CREDIT SERVICES NAILER AND MARKING WAND 01-53-4302 | 02/19/2026 CLERK NAILER AND MARKING WAND | 03/11/2026 | 259.68 259.68 | 259.68 | Open | N 03/05/2026 |
| 5905188 00026343 | HOME DEPOT CREDIT SERVICES FLOORING FOR STATE ST 01-50-4220 | 02/20/2026 CLERK FLOORING FOR STATE ST | 03/12/2026 | 2,430.94 2,430.94 | 2,430.94 | Open | N 03/05/2026 |
| 9616679 00026346 | HOME DEPOT CREDIT SERVICES PAINT TOOLS 01-53-4302 | 02/26/2026 CLERK PAINT TOOLS | 03/18/2026 | 33.29 33.29 | 33.29 | Open | N 03/05/2026 |
| 4513806 00026347 | HOME DEPOT CREDIT SERVICES SHOP STOCK 01-53-4302 | 03/03/2026 CLERK SHOP STOCK | 03/23/2026 | 426.76 426.76 | 426.76 | Open | N 03/05/2026 |
| 9828618539 00026348 | GRAINGER FAN FOR PLANTS 31-79-4301 | 03/04/2026 CLERK FAN FOR PLANTS | 04/03/2026 | 36.88 36.88 | 36.88 | Open | N 03/05/2026 |
| 00704831 00026349 | MCAHON ASSOCIATES, INC. 2025 MFT ENGINEERING 20-00-4232 | 02/18/2026 CLERK 2025 MFT ENGINEERING | 03/18/2026 | 390.78 390.78 | 390.78 | Open | N 03/05/2026 |
| 00704829 00026350 | MCAHON ASSOCIATES, INC. WESTERGREN REVIEW 01-55-4212 | 02/18/2026 CLERK WESTERGREN REVIEW | 03/18/2026 | 2,067.53 2,067.53 | 2,067.53 | open | N 03/05/2026 |
| 00704828 00026351 | MCAHON ASSOCIATES, INC. SURF INTERNET 01-55-4212 | 02/18/2026 CLERK SURF INTERNET | 03/18/2026 | 1,478.50 1,478.50 | 1,478.50 | open | N 03/05/2026 |

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|----------------------|---|--|------------|--|------------|--------|---------------------|
| 00704847 00026352 | MCMAHON ASSOCIATES, INC. FRONTIER 01-55-4212 | 02/19/2026 FRONTIER CLERK | 03/18/2026 | 2,262.00 2,262.00 | 2,262.00 | Open | N 03/05/2026 |
| 00704832 00026353 | MCMAHON ASSOCIATES, INC. BEL AIR SUB REVIEW 01-55-4212 | 02/18/2026 BEL AIR SUB REVIEW CLERK | 03/18/2026 | 803.50 803.50 | 803.50 | Open | N 03/05/2026 |
| 00704833 00026354 | MCMAHON ASSOCIATES, INC. BURLED WOOD DRAINAGE 01-55-4212 | 02/18/2026 BURLED WOOD DRAINAGE CLERK | 03/18/2026 | 349.10 349.10 | 349.10 | Open | N 03/05/2026 |
| 00704834 00026355 | MCMAHON ASSOCIATES, INC. JAN GENERAL ENGINEERING 01-50-4212 01-55-4212 01-53-4212 31-70-4212 01-55-4212 | 02/18/2026 ADMIN ENGINEERING PW ENGINEERING ROAD ENGINEERING WATER AQUA ENGINEERING CD ENGINEERING CLERK | 03/18/2026 | 2,128.50 322.50 860.00 365.50 150.00 430.50 | 2,128.50 | Open | N 03/05/2026 |
| 22071 00026356 | B&F CONSTRUCTION CODE SERVICE, INC. FEB ADMIN TIME 01-55-4237 | 03/03/2026 FEB ADMIN TIME CLERK | 04/03/2026 | 2,350.00 2,350.00 | 2,350.00 | Open | N 03/05/2026 |
| 66053 00026357 | MENARDS SHOP RESTOCK 01-53-4301 | 02/24/2026 SHOP RESTOCK CLERK | 03/24/2026 | 10.19 10.19 | 10.19 | Open | N 03/05/2026 |
| 65848 00026358 | MENARDS RETURN OR SPRAYER 01-53-4301 | 02/20/2026 RETURN OR SPRAYER CLERK | 03/20/2026 | (120.99) (120.99) | (120.99) | Open | N 03/05/2026 |
| 65849 00026359 | MENARDS PAINT TOOLS 01-53-4302 | 02/20/2026 PAINT TOOLS CLERK | 03/20/2026 | 339.79 339.79 | 339.79 | Open | N 03/05/2026 |

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|--------------------|---|---|------------|----------------------------|------------|--------|---------------------|
| 65790 00026360 | MENARDS STATE STREET REPAIRS 01-50-4220 | 02/19/2026 CLERK STATE STREET REPAIRS | 03/19/2026 | 901.94 901.94 | 901.94 | Open | N 03/05/2026 |
| 65660 00026361 | MENARDS RETURN 01-50-4220 | 02/17/2026 CLERK RETURN | 03/17/2026 | (39.38) (39.38) | (39.38) | Open | N 03/05/2026 |
| 65662 00026362 | MENARDS STATE STREET REPAIRS 01-53-4301 01-50-4220 | 02/17/2026 CLERK SPRAYER RENTAL PROPERTY REPAIRS | 03/17/2026 | 600.45 120.99 479.46 | 600.45 | Open | N 03/05/2026 |
| 65670 00026363 | MENARDS ST STREET REPAIRS 01-50-4220 | 02/17/2026 CLERK ST STREET REPAIRS | 03/17/2026 | 26.74 26.74 | 26.74 | Open | N 03/05/2026 |
| 66184 00026364 | MENARDS DOORS FOR 100 STATE STREET 01-50-4220 | 02/26/2026 CLERK DOORS FOR 100 STATE STREET | 03/26/2026 | 476.00 476.00 | 476.00 | Open | N 03/05/2026 |
| 76009 00026365 | OLIPHANT LOCK & SAFE, INC FRONT DOOR REPAIR AT VH 01-50-4301 | 02/20/2026 CLERK FRONT DOOR REPAIR AT VH | 03/20/2026 | 299.00 299.00 | 299.00 | Open | N 03/05/2026 |
| 23174 00026366 | P.C. TECH 2 U LABTOP FOR PLANTS 31-77-4240 | 03/03/2026 CLERK LABTOP FOR PLANTS | 04/03/2026 | 2,199.99 2,199.99 | 2,199.99 | Open | N 03/05/2026 |
| 221609 00026367 | ROCKFORD BUSINESS SYSTEMS, INC COPY MACHINE B/W AND COLOR COPIES 01-50-4214 | 03/02/2026 CLERK COPY MACHINE B/N & COLOR COPIES | 03/17/2026 | 154.47 154.47 | 154.47 | Open | N 03/05/2026 |

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|-----------------------------|--|--|------------|--|------------|--------|---------------------|
| 92345173790226 00026368 | SHERWIN WILLIAMS CO. PAINT FOR STATE STREET 01-50-4220 | 02/27/2026 CLERK PAINT FOR STATE STREET | 03/27/2026 | 491.07 491.07 | 491.07 | Open | N 03/05/2026 |
| 90661173790226 00026369 | SHERWIN WILLIAMS CO. PAINT FOR STATE STREET 01-50-4220 | 02/20/2026 CLERK PAINT FOR STATE STREET | 03/20/2026 | 390.10 390.10 | 390.10 | Open | N 03/05/2026 |
| 239171755160226 00026370 | SHERWIN WILLIAMS CO. PAINT FOR 100 S STATE STREET 01-50-4220 | 02/25/2026 CLERK PAINT FOR 100 S STATE STREET | 03/25/2026 | 242.10 242.10 | 242.10 | Open | N 03/05/2026 |
| 26020762 00026371 | TEST INC. SWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236 | 02/19/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS | 03/19/2026 | 100.00 0.00 100.00 0.00 0.00 | 100.00 | Open | N 03/05/2026 |
| 26020764 00026372 | TEST INC. WELL TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236 | 02/19/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS | 03/19/2026 | 50.00 0.00 0.00 50.00 0.00 | 50.00 | Open | N 03/05/2026 |
| 26020763 00026373 | TEST INC. NWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236 | 02/19/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS | 03/19/2026 | 100.00 100.00 0.00 0.00 0.00 | 100.00 | Open | N 03/05/2026 |

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| 26020942 00026374 | TEST INC. SWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236 | 02/26/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS | 03/26/2026 | 50.00 0.00 50.00 0.00 0.00 | 50.00 | Open | N 03/05/2026 |
| 30226055 00026375 | TEST INC. APRIL CONTRACT SERVICES 31-77-4236 31-79-4236 31-68-4236 31-75-4236 | 03/02/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS | 04/01/2026 | 19,411.83 5,823.55 4,852.96 2,911.77 5,823.55 | 19,411.83 | Open | N 03/05/2026 |
| 127814 00026376 | SIKICH LLP - ACCOUNTING SERVICES OFFICE SUPPORT JAN 2026 01-50-4240 | 02/28/2026 CLERK OFFICE SUPPORT JAN 2026 | 03/28/2026 | 11,519.30 11,519.30 | 11,519.30 | Open | N 03/05/2026 |
| INV00979715 00026377 | USA BLUE BOOK EYEWASH BOTTLES 31-68-4301 | 03/03/2026 CLERK EYEWASH BOTTLES | 04/03/2026 | 10.19 10.19 | 10.19 | Open | N 03/05/2026 |
| INV00973395 00026378 | USA BLUE BOOK DOOR NOTICES 31-70-4302 | 02/25/2026 CLERK DOOR NOTICES | 03/25/2026 | 32.25 32.25 | 32.25 | Open | N 03/05/2026 |
| MARCH2026 00026379 | VERIZON PW, VPG, ADMIN, TABLETS, HOTSPOTS 01-53-4202 01-50-4202 31-50-4202 31-50-4202 31-50-4202 01-57-4202 01-53-4202 31-50-4202 01-50-4202 31-50-4202 | 02/23/2026 CLERK TABLET 608-671-9116 TABLET 608-671-9127 HOTSPOT 608-671-9129 TABLET 608-671-9757 TABLET 608-671-9946 VPG CLERK 815-543-4635 PWD CELL 815-742-0418 WWTP CELL 815-742-7421 VPG ADMIN CELL 815-988-6191 TABLET 608-671-9175 | 03/15/2026 | 1,597.42 84.66 20.02 36.01 20.02 20.02 39.39 39.39 39.39 39.39 1,259.13 | 1,597.42 | Open | N 03/05/2026 |

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|-----------------------------|--|--|------------|--|------------|--------|---------------------|
| 877110340020772 00026380 | COMCAST BEAVER L/S 31-50-4202 | 02/25/2026 CLERK BEAVER L/S | 03/25/2026 | 222.30 222.30 | 222.30 | Open | N 03/05/2026 |
| 15731 00026381 | ABBY PEST ELIMINATION LLC PEST CONTROL @ VH 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240 | 03/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH | 04/05/2026 | 47.00 47.00 0.00 0.00 0.00 0.00 | 47.00 | Open | N 03/05/2026 |
| 15738 00026382 | ABBY PEST ELIMINATION LLC PEST CONTROL @ NEW PW 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240 | 03/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH | 04/05/2026 | 85.00 0.00 0.00 0.00 85.00 0.00 | 85.00 | Open | N 03/05/2026 |
| 15733 00026383 | ABBY PEST ELIMINATION LLC PEST CONTROL @ OLD PW 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240 | 03/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH | 04/05/2026 | 67.00 0.00 0.00 67.00 0.00 0.00 | 67.00 | Open | N 03/05/2026 |
| 15732 00026384 | ABBY PEST ELIMINATION LLC PEST CONTROL @ NWWTP 01-50-4301 31-75-4301 01-53-4240 01-53-4240 01-50-4240 | 03/05/2026 CLERK PEST CONTROL @VILLAGE HALL PEST CONTROL @NWWTP PEST CONTROL @OLDPWBLDG PEST CONTROL @NPWBLDG SPRING EXTENSION TREATMENT @VH | 04/05/2026 | 165.00 0.00 165.00 0.00 0.00 0.00 | 165.00 | Open | N 03/05/2026 |

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 03/02/2026 - 03/09/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|-----------------------------|---|--|------------|---|------------|--------|---------------------|
| 1WRK-194V-9NF7 00026385 | AMAZON.COM 100 SOUTH STATE STREET REPAIR 01-50-4220 | 03/05/2026 CLERK 100 SOUTH STATE STREET REPAIR | 04/05/2026 | 6.99 6.99 | 6.99 | Open | N 03/05/2026 |
| 16092 00026386 | SOSNOWSKI SZETO, LLP GENERAL LEGAL FEB 31-79-4240 01-57-4213 01-50-4213 01-55-4213 | 03/05/2026 CLERK WATER LEGAL LEGAL LEGAL ADMIN LEGAL - CD | 04/05/2026 | 6,637.80 92.50 518.00 2,584.45 3,442.85 | 6,637.80 | Open | N 03/05/2026 |
| 16094 00026387 | SOSNOWSKI SZETO, LLP TENORE LEGAL 01-55-4213 | 03/05/2026 CLERK LEGAL | 04/05/2026 | 536.50 536.50 | 536.50 | open | N 03/05/2026 |
| 16091 00026388 | SOSNOWSKI SZETO, LLP DAGGETT V TENORE 01-55-4213 | 03/05/2026 CLERK LEGAL | 04/05/2026 | 111.00 111.00 | 111.00 | open | N 03/05/2026 |
| 16090 00026389 | SOSNOWSKI SZETO, LLP CD LEGAL--FEB2026 01-50-4213 | 03/05/2026 CLERK CD LEGAL--FEB2026 | 04/05/2026 | 443.25 443.25 | 443.25 | Open | N 03/05/2026 |
| 16093 00026390 | SOSNOWSKI SZETO, LLP LABOR - FEB2026 01-50-4213 | 03/05/2026 CLERK LABOR - FEB2026 | 04/05/2026 | 1,325.00 1,325.00 | 1,325.00 | Open | N 03/05/2026 |
| 519459 00026391 | DORNER PRODUCTS, INC. SWWTP ACTUATER 31-79-4240 | 02/27/2026 CLERK SWWTP ACTUATER | 03/27/2026 | 1,773.00 1,773.00 | 1,773.00 | Open | N 03/05/2026 |
| 40155-MARCH2026 00026392 | SOLUTIONS BANK INTEREST & PRINCIPAL PW NOTE 40155 01-50-4752 01-50-4752 | 03/01/2026 CLERK INTEREST -PW NOTE 40155 PRINCIPAL -PW NOTE 40155 | 03/17/2026 | 5,621.39 2,022.29 3,599.10 | 5,621.39 | Open | N 03/05/2026 |

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 03/02/2026 - 03/09/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|-----------------------------|--|--|------------|------------------------------------|------------|--------|---------------------|
| 40192 - MARCH 2 00026393 | SOLUTIONS BANK INTEREST & PRINCIPAL 24 TRK-40192 01-53-4407 01-53-4407 | 03/01/2026 CLERK PRINCIPAL 24 TRK-40192 INTEREST 24 TRK-40192 | 03/17/2026 | 4,170.89 3,401.88 769.01 | 4,170.89 | Open | N 03/05/2026 |
| 40007MARHC2026 00026394 | SOLUTIONS BANK INTEREST & PRINCIPAL - PW NOTE 40007 01-50-4752 01-50-4752 | 03/01/2026 CLERK INTEREST - PW NOTE 40007 PRINCIPAL - PW NOTE 40007 | 03/15/2026 | 13,870.00 1,760.79 12,109.21 | 13,870.00 | Open | N 03/05/2026 |
| INV9625 00026395 | DISPLAY SALES STATE STREET BANNERS 01-53-4302 | 01/18/2026 CLERK STATE STREET BANNERS | 02/18/2026 | 974.00 974.00 | 974.00 | Open | N 03/09/2026 |
| 66380 00026396 | MENARDS 100 S. STATE STREET 01-50-4220 | 03/02/2026 CLERK 100 S. STATE STREET | 04/02/2026 | 151.92 151.92 | 151.92 | open | N 03/09/2026 |
| 66375 00026397 | MENARDS PLANT SUPPLIES - NWWTP 31-77-4301 | 03/02/2026 CLERK PLANT SUPPLIES - NWWTP | 04/02/2026 | 112.10 112.10 | 112.10 | open | N 03/09/2026 |
| 94085173790326 00026398 | SHERWIN WILLIAMS CO. PAINT FOR 100 S. STATE STREET 01-50-4220 | 03/06/2026 CLERK PAINT FOR 100 S. STATE STREET | 04/06/2026 | 67.90 67.90 | 67.90 | open | N 03/09/2026 |
| 23204 00026399 | P.C. TECH 2 U IT SERVICES FOR VH 01-50-4223 | 03/06/2026 CLERK IT SERVICES FOR VH | 04/06/2026 | 200.00 200.00 | 200.00 | Open | N 03/09/2026 |

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 03/02/2026 - 03/09/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|-----------------------------|--|---|------------|--|------------|--------|---------------------|
| 33282 00026400 | MR. GOODWATER WATER COOLER RENTAL 01-50-4302 01-53-4302 01-50-4302 01-53-4302 | 03/01/2026 CLERK WATER COOLER RENTAL WATER COOLER RENTAL WATER COOLER RENTAL WATER COOLER RENTAL | 03/01/2026 | 105.10 8.00 8.00 62.37 26.73 | 105.10 | Open | N 03/09/2026 |
| 9832465729 00026401 | GRAINGER RETURN OF FAN 31-79-4301 | 03/06/2026 CLERK RETURN OF FAN | 04/06/2026 | (36.88) (36.88) | (36.88) | open | N 03/09/2026 |
| MAR2026 00026402 | KRISTI RICHARDSON TREASURER AD 01-50-4209 | 03/09/2026 CLERK TREASURER AD | 04/09/2026 | 67.46 67.46 | 67.46 | open | N 03/09/2026 |
| 0209708MARCH202 00026403 | COMCAST WELL 2 & 3 31-68-4202 | 03/01/2026 CLERK WELL 2 & 3 | 03/29/2026 | 382.79 382.79 | 382.79 | open | N 03/09/2026 |

| | | | | | |
|-----------------------------------|----|-----------|---------|------------|------------|
| # of Invoices: | 79 | # Due: 79 | Totals: | 106,936.49 | 106,936.49 |
| # of Credit Memos: | 3 | # Due: 3 | Totals: | (197.25) | (197.25) |
| Net of Invoices and Credit Memos: | | | | 106,739.24 | 106,739.24 |

--- TOTALS BY FUND ---

| | | |
|-----------------------|-----------|-----------|
| 01 GENERAL FUND | 73,646.72 | 73,646.72 |
| 20 MOTOR FUEL FUND | 390.78 | 390.78 |
| 31 WATER & SEWER FUND | 32,701.74 | 32,701.74 |

--- TOTALS BY DEPT/ACTIVITY ---

| | | |
|-------------------------------------|-----------|-----------|
| 00 GF ASSEST LIABILITIES ACCOUNTS | 570.78 | 570.78 |
| 50 ADMIN | 45,115.87 | 45,115.87 |
| 53 STREETS | 14,958.97 | 14,958.97 |
| 55 COMMUNITY DEVELOPMENT AND EVENTS | 14,691.48 | 14,691.48 |
| 57 VILLAGE CLERK | 557.39 | 557.39 |
| 68 WATER TOWERS | 3,594.90 | 3,594.90 |
| 70 WATER | 182.25 | 182.25 |
| 75 SEWER | 6,295.45 | 6,295.45 |

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

POST DATES 03/02/2026 - 03/09/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 9.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|-----------|---------------------------------------|----------------------------|----------|----------------|------------|--------|---------------------|
| 77 | NORTH PLANT | | | 8,265.59 | 8,265.59 | | |
| 79 | SOUTH PLANT | | | 12,506.56 | 12,506.56 | | |

Date Updated: 03.06.2026

Mar-26

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

| FOR APPROVAL | Actual to Date | Total by Type | |
|--------------|----------------|---------------|--------------|
| | Check Run #1 | Check Run #2 | |
| AP Checks | \$71,082.15 | | \$71,082.15 |
| EFTS (ACH) | \$35,657.09 | | \$35,657.09 |
| Payroll | \$21,256.81 | | \$21,256.81 |
| Insurance | \$21,142.32 | | \$21,142.32 |
| Total | \$149,138.37 | \$0.00 | \$149,138.37 |

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

| FINAL NUMBERS | | | |
|-------------------|----------------------------------|--------------|------------|
| Monthly Approvals | February Final Numbers Requested | Actual | Difference |
| AP Checks | \$123,692.53 | \$123,692.53 | \$0.00 |
| EFTS (ACH) | \$65,225.16 | \$65,225.16 | \$0.00 |
| Payroll | \$42,292.04 | \$42,292.04 | \$0.00 |
| Insurance | \$21,126.32 | \$21,142.32 | \$16.00 |
| Total | \$252,336.05 | \$252,352.05 | \$16.00 |

| Specific Breakout: | Requested | Actual | Difference |
|--------------------|-----------|--------|------------|
|--------------------|-----------|--------|------------|



Certificate of Authority by Vote

(Two Party Written Signature Required)

I, Enter Name of Certifier/Attest., hereby certify that I am duly (**Choose an item** *appointed, designated, elected or selected*) (**Choose an item** *Administrator, Clerk or Secretary*). Of Enter Name of Governmental Unit. ("Governmental Unit"). I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors (or equivalent governing body), duly called and held on **Enter a date.**, at which a quorum of the Members was present and voting.

Voted: That Enter Name of Person with Authority and Title. (may list more than one person) is duly authorized to enter into contracts, to include joint participation agreements, on behalf of Enter Name of Governmental Unit with the State of Illinois and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract or joint participation agreement to which this certificate is attached. I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the Governmental Unit. To the extent that there are any limits on the authority of any listed individual to bind the Governmental Unit in contracts with the State of Illinois, all such limitations are expressly stated herein.

Dated: _____

Attest: _____
(Written signature & Title)

Dated: _____

Attest: _____
(Written signature & Title)



Certificate of Authority by Bylaws (Two Party Written Signature Required)

I, Enter Name of Certifier/Attest., hereby certify that I am duly (**Choose an item** *appointed, designated, elected or selected*). (**Choose an item** *Administrator, Clerk or Secretary*). Of Enter Name of Governmental Unit. I hereby certify the following is a true copy of the current Bylaws (or equivalent law or ordinance) and that the Bylaws authorize the following person or position to bind the Governmental Unit for contractual obligations, to include joint participation agreements: Enter title or position.

I further certify that the following individuals currently hold the office or position(s) authorized: Enter Name of Person Authorized.

I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Governmental Unit for contractual obligations, to include joint participation agreements with the State of Illinois.

Dated: _____

Attest: _____
(Written signature & Title)

Dated: _____

Attest: _____
(Written signature & Title)

JB Pritzker, Governor



Raven A. DeVaughn, Director

Certificate of Authority (Two Party Written Signature Required)

I, Enter Name of Certifier/Attest., hereby certify that I am Enter title or position. of Enter Name of Entity.

I further certify that Enter Name of Entity. authorized the following person(s) and position(s) to bind the entity for contractual obligations, to include joint participation agreements with the State of Illinois:

Enter title(s) or position(s) of authorized person.

Enter Name of Person(s) Authorized.

I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Enter Name of Governmental Unit. for contractual obligations, to include joint participation agreements with the State of Illinois.

Dated: _____

Dated: _____

Corporate Resolution

Attest:

(Written
signature & Title)

Attest:

(Written
signature & Title)

6833 STALTER DRIVE • ROCKFORD, ILLINOIS 61108
 815-962-6611 • FAX 815-962-0687
 www.bslbv.com

March 2, 2026

Village of Poplar Grove
 Attn: Village President Kristi Richardson
 200 N Hill Street
 Poplar Grove, IL 61065
KRichardson@villageofpoplargo.com

**RE: Westergren Subdivision – Development Agreement
 Developer: Contry Homes Group/New Leaf Homes
 Agreement to Provide Legal Services (Municipal)**

Dear Village President Richardson:

This letter sets forth the terms of the retention agreement between the Village of Poplar Grove (“Village”) and the law firm of Barrick, Switzer, Long, Balsley & Van Evera, LLP. Pursuant to the terms set forth herein, Barrick, Switzer, Long, Balsley & Van Evera, LLP agrees to represent the Village with respect to the above-referenced matter.

As requested at the conclusion of this letter, for our records please sign and return a fully executed copy of this letter to my attention.

1. Legal Services to be Provided. Barrick, Switzer, Long, Balsley & Van Evera, LLP will perform all necessary research, investigation, review and analysis, correspondence, drafting of legal documents, any other appropriate tasks, and all other professional services necessary to represent the Village.
2. Retainer Payment. Barrick, Switzer, Long, Balsley & Van Evera, LLP will not require an advanced payment retainer for this matter.
3. Legal Fees. Barrick, Switzer, Long, Balsley & Van Evera, LLP cannot predict or guarantee what the total cost will be for legal services. This will depend on the amount of time spent and the amount of expenses, which at times will be determined in part by the general status of the Development Agreement and subdivision project.
 - A. Hourly Rates. Darron M. Burke will be the attorney at Barrick, Switzer, Long, Balsley & Van Evera, LLP primarily in charge of this matter; other attorneys may, however, assist Mr. Burke throughout the course of representation. Where it is necessary for our attorneys to communicate with one another, we will bill a reasonable amount of time for such services. We will use our best efforts to perform all services as expeditiously as possible, to avoid unnecessary duplication of effort, and to limit the cost for legal services. Below is a list of our current hourly rates for legal services as charged for the

attorneys in our firm who may be involved in these matters. These rates may be revised from time to time by Barrick, Switzer, Long, Balsley & Van Evera, LLP. You will be informed of any increase.

| <u>Attorney</u> | <u>Rate Per Hour</u> |
|-----------------|----------------------|
| Darron M. Burke | \$185.00 |
| Partners | \$185.00 |
| Associates | \$185.00 |

- B. Billing for Legal Services. The Village will be billed at the hourly rates set forth above (or as subsequently adjusted) for all services rendered. This includes telephone calls, drafting and reviewing documents and correspondence, travel time to and from meetings, legal research, negotiations, and any other services relating to this matter.

- 4. Costs and Expenses. In addition to legal fees, the Village will be billed for the costs and expenses if and when they may be incurred including but not limited to the following: computer research charges (if necessary and cost effective), fees for experts, accountants, and/or appraisers (if any are required and authorized), and any other necessary expenses in this matter. We will advance most of the out-of-pocket expenses.

- 5. Bills. Barrick, Switzer, Long, Balsley & Van Evera, LLP will send to the Village detailed itemized bills on a monthly basis. We ask that the Village please review the bills carefully and to call me with any questions or concerns the Village may have.

- 6. Village Responsibility. By executing this Agreement, the Village agrees to cooperate fully with Barrick, Switzer, Long, Balsley & Van Evera, LLP and to provide complete and accurate information relevant to the issues involved.

- 7. No Guarantee. Barrick, Switzer, Long, Balsley & Van Evera, LLP agrees to provide conscientious, competent and diligent services and at all times will seek to achieve solutions that are just and reasonable. Of course, because of the uncertainty of legal matters, the interpretation of any changes in the law, the facts of each particular situation, and other factors that may arise, Barrick, Switzer, Long, Balsley & Van Evera, LLP cannot and does not warrant, predict, or guarantee the results or final outcome of this matter.

We look forward to working with and for the Village on this matter. Please do not hesitate to call me at any time with any questions or concerns.

For our records, please sign the acknowledgement that follows and return the signed agreement to me.

Very truly yours,



DARRON M. BURKE
dburke@bslbv.com

On behalf of the VILLAGE OF POPLAR GROVE, I acknowledge that I have read all the terms of this Agreement to Provide Legal Services. By signing hereunder on behalf of the Village, I acknowledge that the Village agrees to be liable for all fees, costs, and expenses invoiced pursuant to the terms above. The Village understands the obligations under this Agreement and accepts the terms of this Agreement.

THE VILLAGE OF POPLAR GROVE

BY: _____

ITS: _____

DATE: _____

Village of Poplar Grove



Project Status

- **100 S. State:** Rehab is 85% complete.
- **Spring Projects:**
 - Veteran's Park Improvements
 - Hydrant Painting
 - West Grove Park Equipment Installation



Quick Notes from Staff



Dog Tags for use of the Village Dog Park expired Dec. 31st. New tags are available for purchase in the office. <https://www.poplargrove-il.gov/parks/page/poplar-grove-dog-park>



BS&A Payments is LIVE. Sign-up at this link: <https://bit.ly/paymybillVPG>



Go **PAPERLESS** with your Water Bill! Sign Up here: <https://www.poplargrove-il.gov/publicworks/page/paperless-billing-form>

Upcoming Events

Saturday March 14th starting at 8pm at Mortimer's Roadhouse - Saint Patrick's Day Party. 105 W. Grove Street, Poplar Grove, IL 61065

Saturday March 28th, from 10am to 1pm is the Vintage Wings & Wheels Easter Event 5151 Orth Road, Poplar Grove, IL 61065

Sunday March 29th from 7am to 2pm is the North Boone Fire District #3 Firefighters Association Palm Sunday Pancake Breakfast. 305 West Grove Street, Poplar Grove, IL 61065

REMINDERS

- April is Permit Discount Month for all those who apply. You can save 30% on permitting fees.
- Hydrant Flushing will be in late April or early May. Watch for signs.
- Have a pool? You are eligible for a once per year sewer credit on filling your pool.

"Spring is far more than just a changing of seasons; it's a rebirth of the spirit"

~ Toni Sorens

Business Spotlight

H&R Block

Tax time is not everyone’s favorite, but we are thrilled to have the Franchisee of the Year Winner, owner Melissa Walter heading up the Poplar Grove H&R Block. This location has been open since 2008 with Melissa & Julie owning it since 2011. CONGRATULATIONS!



MON-FRIDAY: 9am to 6pm
SATURDAY 9am to 5pm

**Location: 13506 Julie Drive
Poplar Grove, IL
Contact: 815-765-3888
hrblock.com**



CODE RED

Have you signed up for our Village CodeRed Alert System yet?

Stay in the loop on snow emergency, water main breaks, and other vital information that directly affects you, your neighborhood and/or community.

You can sign up at this link:
<https://accountportal.onsolve.net/poplargrovel>

Register via your
Smartphone: text
POPLARGROVE to 24639

Save the Date



This years Neighbors Fest will be **Saturday June 13th** starting at 2pm until the conclusion of Fireworks.

We'll have local organizations on hand, activities, bounce houses, games, face painting (all Free), and local food trucks with foods for purchase.

Upcoming Meetings at Village Hall

- March 11th - Village Board Meeting 7pm
- March 17th - Elections Going On At VH
- March 25th - Village Board Meeting 7pm
- April 3rd - Closed for Good Friday
- April 8th - Village Board Meeting 7pm
- April 22nd - Village Board Meeting 7pm
- May 13th - Village Board Meeting 7pm
- May 25th - Closed for Memorial Day
- May 27th - Village Board Meeting 7pm

Agendas & Packet Information:
<https://www.poplargrove-il.gov/meetings>



History

From Rails to Trails: Long Prairie Trail

The Kenosha, Rockford and Rock Island Railroad opened on July 21, 1861, and was later purchased by the Chicago and North Western Railroad. On Christmas Eve 1944, an eastbound passenger train derailed near Poplar Grove, Illinois, with the twelfth and thirteenth cars leaving the rails.

The accident claimed two lives and injured thirty-eight passengers. An investigation by the Interstate Commerce Commission determined that the accident was caused by a broken rail as a result of presence of transverse fissures.

Today, the Boone County Conservation District owns and operates the 14.2-mile paved Long Prairie Trail, built on the former railroad bed.

