



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, July 12, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Special Board of Trustees meeting minutes from May 1, 2023 and Board of Trustee meeting minutes June 14, 2023

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.*

NEW BUSINESS

2. Discussion and a report from Chairman Costanza about current building permit fees and building permit process
3. Discussion and any possible action on Chicken Pilot Program, possible Ordinance, and possible non-binding Referendum
4. Discussion and any possible action on participation in Growth Dimensions
5. Discussion and Motion to approve the following appointments to Community Relations Committee: Amelia Watkins, Denise Rottmann, Judy Fiene, Angela Williams and Trustee Kristi Richardson and to increase membership on the committee to 5.

ADJOURNMENT (Voice Vote)



VILLAGE OF POPLAR GROVE

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VILLAGE BOARD OF TRUSTEES

Wednesday, June 14, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

Meeting called to order by President Don Sattler at 7:00pm

ROLL CALL

PRESENT

President Don Sattler

Finance Chairman Eric Miller

Admin Chairman Owen Costanza

Trustee Dan Cheek

Trustee Betsy Straw

Trustee Kristi Richardson

Clerk Karri Anderberg

Attorney Dave Kurlinkus

Public Works Director David Howe

Treasurer Carina Boyd

ABSENT

Trustee Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek. Motion passed by voice vote

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Miller to amend the agenda to remove May 1, 2023 meeting minutes from item 1. Motion passed by voice vote

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from April 19, 2023 Special Board meeting, April 19, 2023 Board of Trustee meeting, May 1, 2023 Special Board meeting and May 10, 2023 Board of Trustee meeting.
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.
Motion passed by voice vote.

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no public comment

NEW BUSINESS

2. Motion to discuss/approve **Resolution 23-17** A Resolution of the Village of Poplar Grove resolving to accept the service proposal of Hastings Asphalt Services, Inc. to provide sealcoating and other services to asphalt areas on Village owned property.
Motion made by Finance Chairman Miller, Seconded by Trustee Cheek.
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee
David Howe explained the contract is for \$10,000
3. Motion to discuss/approve 2023 IML Training Conference in Chicago Illinois at a maximum reimbursable cost of \$2,000 per person
Motion made by Finance Chairman Miller, Seconded by Trustee Cheek.
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
IML is September 21-23. Clerk Anderberg suggest the new elected trustees goes to this one as there is a newly elected clerk track. Clerk Anderberg stated that registration opens last week in July. If staff or Elected officials would like to go please email the clerks office
4. Motion to discuss/approve upgrade to ADT Security System
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.

Public Works Director Howe explained both contracts to the board.

Board would like to see Howe go out and get some quotes to see what other options there are.

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza to layover the item until June 21, 2023.

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

5. Motion to discuss creating smaller sub-committees of the Board of Trustees for the purposes of discussing items related to Ordinance and Administration and Finance and Public Works.
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.
 Trustee Costanza would like the village to go back to Ad Hoc committees to discuss some of the larger projects.
 Clerks Anderberg asked the attorney if there is 3 trustees does there have to be minutes and agenda. Attorney said yes.
6. Motion to discuss a creation of Ad-Hoc Committee for Community Relations
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.
 Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
 Trustee Costanza explained that this is already an ad hoc committee
 Trustee Richardson will be chair and Clerk Anderberg will post on the Village Facebook and website for the 2 citizen members
 Trustee Richardson will come back with the 2 appointments

EXECUTIVE SESSION

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.
 Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
 ended open session at 7:46pm
 went into executive session at 7:48pm
 Came out of executive session at 8:23pm

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

ADJOURNMENT (Voice Vote)

KJA MM/DD/YYYY

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

clerk anderberg explained that they could not adjourn with out a roll call
 Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza to reconvene. Motion passed vote
 PRESENT
 President Don Sattler
 Finance Chairman Eric Miller
 Admin Chairman Owen Costanza
 Trustee Dan Cheek

Trustee Betsy Straw

Trustee Kristi Richardson

Clerk Karri Anderberg

Attorney Dave Kurlinkus

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

meeting adjourned at 8:26pm



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Monday, May 01, 2023 - 6:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

meeting called to order by President Don Sattler at 6:01pm

ROLL CALL

PRESENT

President Don Sattler
Finance Chairman Eric Miller
Admin Chairman Ron Quimby
Trustee Jeff Goings
Trustee Dan Cheek
Trustee Betsy Straw
Clerk Karri Anderberg
Attorney Roxanne Sosnowski
Treasurer Carina Boyd
Public works Director David Howe

ABSENT

Trustee Ed Wethington

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Goings, Seconded by Trustee Cheek. Motion passed by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be*

further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.

NEW BUSINESS

1. Motion to discuss/approve **Resolution 2023-14** a resolution of the Village of Poplar Grove, Illinois approving purchase of a chassis for a Ford F750 plow truck from Lindco Equipment Sales

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

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

PWD David Howe explained the purchase

2. Motion to approve **Resolution 2023-15** a resolution of the Village of Poplar Grove, Illinois endorsing passage of general assembly bills regarding the restoration of the Local Government Distributive Fund

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

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

Trustee Miller explained the resolution

ADJOURN SINE DIE

Clerk Karri Anderberg took a moment of personal privilege and presented a plaque to Trustee Quimby and thanking him for his 14 years of service

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek. Motion passed by voice vote

SWEARING IN OF ELECTED OFFICIALS

Clerk Anderberg swore in all the new elected trustees

Motion made by Finance Chairman Miller, Seconded by Trustee Straw to back into regular session.

back in session at 6:27pm

3. Swearing in of Trustee Owen Costanza
4. Swearing in of Trustee Jeff Goings
5. Swearing in of Trustee Betsy Straw
6. Swearing in of Trustee Kristi Richardson

NEW BUSINESS

7. Motion to discuss/approve Village Board nomination of Trustee to serve as Administration chair

Motion made by Finance Chairman Miller, Seconded by Trustee Goings to appoint Trustee Owen Costanza. Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Goings, Trustee Cheek Trustee Straw, Trustee Richardson
 Motion made by President Don Sattler, Seconded by Trustee Straw to amend the motion to appoint Trustee Richardso
 Voting Nay: Finance Chairman Miller, Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Richardson

GOOD OF THE VILLAGE

Board of Trustees Meeting May 10, 2023 - 7:00 pm

Board of Trustees Meeting May 17, 2023 - 7:00 pm

Planning and Zoning May 24, 2023 - 6:00 pm

Village Hall Closed May 29, 2023 Memorial Day

ADJOURNMENT (Voice Vote)

KJA 04/28/2023

Motion made by Trustee Goings, Seconded by Trustee Richardson. Motion passed by voice vote.

meeting adjourned at 6:34pm

cake was served after the meeting to celebrate

ORDINANCE 2013 _____

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING THE VILLAGE'S CODE OF ORDINANCES TO ALLOW HENS IN RESIDENTIAL AREAS

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

WHEREAS, Title 3 Police Regulations, Chapter 2 of the Village Code is titled Animal Control; and

WHEREAS, the Village now desires to amend Chapter 2 of Title 3, to add a new section regulating chickens in residential areas; and

WHEREAS, the purpose of this amendment is to allow and regulate the keeping of hens, for eggs, in residential areas of the Village; and

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

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

1. The above-recitals are incorporated herein and made a part hereof.
2. That Section 3-2-1 of the Village Code providing for "Definitions" is amended to reflect as follows (deletions identified by strikethroughs and additions by underline):
 - The definition of "Prohibited Animal" is hereby amended to read as follows:

"Prohibited Animal: Any animal except:

- A. Domestic animals as defined herein and small caged birds or nonpoisonous aquatic, amphibian or reptilian animals kept solely as pets.
- B. "Farm animals" as defined herein which shall only be allowed on properties; 1) zoned A-1, agricultural/rural district, ~~or A-2, exurban residential district~~, pursuant to the Poplar Grove zoning ordinance, or 2) approved for such use by amendment to the Poplar Grove zoning ordinance, or 3) issued a special use permit pursuant to the Poplar Grove zoning ordinance, or 4) otherwise approved pursuant to Village ordinance. Notwithstanding anything to the contrary contained in the foregoing sentence, Hens shall be permitted in residential areas subject to the conditions and regulations set forth in Section 3-2-15 of the Village Code."

by the Code Enforcement Officer to confirm continued compliance with the provisions of this Section.

4. Annual Renewal of Permits. Residential hen permits and Hen Coop permits shall expire one year after issuance. The annual renewal for each permit shall be \$25.00.
5. Residential hen permits and Hen Coop permits are issued to property owners, and do not run with the land.

C. Hen Coops/Runs Requirements, Standards and Conditions. All Hen Coops/Runs in Residential Areas shall comply with the below regulations. Such Hen Coops/Runs regulations shall not apply to Hens kept on parcels zoned in the A-1 (Agricultural) zoning district.

1. Hen Coops/Runs may be attached to the resident's primary structure or as a free standing structure. Free standing Hen Coops/Runs shall be considered as an "accessory structure". A building permit for construction of a Hen Coop/Run must be obtained prior to commencement of construction.
2. All Hen Coops/Runs must be located in the rear yard and in accordance with all applicable set back requirements. All Hen Coops/Runs shall be a minimum of 25 feet from any neighboring primary dwelling unless a greater distance is required by any other provision of the Village Code.
3. Hen Coops/Runs shall be maintained, kept clean, and built in a manner to allow hens safety from predators and protection from weather elements.
4. Hen Coops/Run shall each be large enough to provide at least five square feet of area per Hen.
5. Hen Coops/Runs shall be constructed and maintained to reasonably prevent the collection of standing water; and shall be clean of Hen droppings, uneaten or discarded feed, feathers, and other waste with such frequency as is necessary to ensure the Hen Coop/Run does not become a nuisance.
6. All feed must be stored indoors in rodent proof containers.

D. Other Regulations.

1. If the property is not owner-occupied, a letter of approval from the owner shall be required prior to a residential Hen permit or Hen

Coop permit being issued.

2. A maximum of 5 Hens shall be allowed on any property within a Residential Area.
3. Hens must be contained in a coop or a run at all times.
4. Hens over 8 weeks in age shall never be in homes, garages, or sheds. Adult Hens are only allowed to be in permitted Hen Coops/Runs.
5. Roosters are prohibited.
6. The slaughtering of Hens is prohibited within Residential Areas.
7. The display of any sales stand or signage, for the sale of eggs, is prohibited within Residential Areas.
8. Violators of any of the regulations in this Section shall be subject to a fine of not less than \$100 nor more than \$500, at the discretion of the Village. Three fines shall result in revocation of the Hen Coop Permit. After revocation, the applicant must wait at least one year before applying for another Hen Coop Permit. Each day that a violation exists shall constitute a separate offense."

4. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED by the Village Board this _____ day of _____, 2013.

APPROVED by the President of the Village Board this _____ day of _____, 2013.

Effective Date: This _____ day of _____, 2013.

ORDINANCE _____

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING THE VILLAGE'S CODE OF ORDINANCES TO ALLOW HENS IN RESIDENTIAL AREAS

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

WHEREAS, Title 3 Police Regulations, Chapter 2 of the Village Code is titled Animal Control; and

WHEREAS, the Village now desires to amend Chapter 2 of Title 3, to add a new section regulating chickens in residential areas; and

WHEREAS, the purpose of this amendment is to allow and regulate the keeping of hens, for eggs, in residential areas of the Village; and

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

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

1. The above-recitals are incorporated herein and made a part hereof.
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 - The definition of "Prohibited Animal" is hereby amended to read as follows:

"Prohibited Animal: Any animal except:

A. Domestic animals as defined herein and small caged birds or nonpoisonous aquatic, amphibian or reptilian animals kept solely as pets.

B. "Farm animals" as defined herein which shall only be allowed on properties; 1) zoned A-1, agricultural/rural district, ~~or A-2, exurban residential district~~, pursuant to the Poplar Grove zoning ordinance, or 2) approved for such use by amendment to the Poplar Grove zoning ordinance, or 3) issued a special use permit pursuant to the Poplar Grove zoning ordinance, or 4) otherwise approved pursuant to Village ordinance. Notwithstanding anything to the contrary contained in the foregoing sentence, Hens shall be permitted in residential areas subject to the conditions and regulations set forth in Section 3-2-15 of the Village Code."

3. That Chapter 2 of Title 3 of the Village Code is hereby amended to include a new Section 3-2-15 governing “Chickens in Residential Areas” and which new section shall read as follows:

“3-2-15: CHICKENS IN RESIDENTIAL AREAS:

- A. Definitions. The following words and phrases shall have the following definition and meanings:
 - 1. “Hen” means a female of the species Gallus Gallus Domesticas.
 - 2. “Hen Coop” means a house or cage of sufficient size that provides shelter and security for hens.
 - 3. “Hen Run” means an enclosed area in which hens are allowed to walk and run about.
 - 4. “Residential Area” means property within the Village that is zoned Single-Family Residential (R1), Single-Family Residential (R2), Single-Family Residential (R3), and Residential Estate District (RE).
 - 5. “Rooster” means a male of the species Gallus Gallus Domesticas.
- B. Applicability. Hens in Residential Areas are allowed upon satisfaction of all of the following standards and conditions:
 - 1. Residential Hen Permit. A residential hen permit shall be obtained prior to any Hens being permitted to be located on Residential Area within the Village. An application for a residential hen permit shall be made to the Village Administrator on a form prescribed by the Village Administrator. The application fee for such residential hen permit shall be \$25.00. A maximum of fifteen (15) residential Hen permits will be issued in the Village, at a single time. If, upon passage of this ordinance, the number of initial applicants is more than 15, such permits shall be issued via a random drawing.
 - 2. Hen Coop Permit. A Hen Coop permit shall be obtained prior to a Hen Coop being constructed or located Residential Area within the Village. All Hen Coops shall conform to the requirements prescribed in this Section. The application fee for such Hen Coop permit shall be \$25.00.
 - 3. Inspections. Prior to approval of a residential hen permit, the Code Enforcement Officer or designated representative shall review the application and inspect the premises and Hen Coop for compliance with the regulations of this Section. Additional inspections may be performed

by the Code Enforcement Officer to confirm continued compliance with the provisions of this Section.

4. Annual Renewal of Permits. Residential hen permits and Hen Coop permits shall expire one year after issuance. The annual renewal for each permit shall be \$25.00.
5. Residential hen permits and Hen Coop permits are issued to property owners, and do not run with the land.

C. Hen Coops/Runs Requirements, Standards and Conditions. All Hen Coops/Runs in Residential Areas shall comply with the below regulations. Such Hen Coops/Runs regulations shall not apply to Hens kept on parcels zoned in the A-1 (Agricultural) zoning district.

1. Hen Coops/Runs may be attached to the resident's primary structure or as a free standing structure. Free standing Hen Coops/Runs shall be considered as an "accessory structure". A building permit for construction of a Hen Coop/Run must be obtained prior to commencement of construction.
2. All Hen Coops/Runs must be located in the rear yard and in accordance with all applicable set back requirements. All Hen Coops/Runs shall be a minimum of 25 feet from any neighboring primary dwelling unless a greater distance is required by any other provision of the Village Code.
3. Hen Coops/Runs shall be maintained, kept clean, and built in a manner to allow hens safety from predators and protection from weather elements.
4. Hen Coops/Run shall each be large enough to provide at least five square feet of area per Hen.
5. Hen Coops/Runs shall be constructed and maintained to reasonably prevent the collection of standing water; and shall be clean of Hen droppings, uneaten or discarded feed, feathers, and other waste with such frequency as is necessary to ensure the Hen Coop/Run does not become a nuisance.
6. All feed must be stored indoors in rodent proof containers.

D. Other Regulations.

1. If the property is not owner-occupied, a letter of approval from the owner shall be required prior to a residential Hen permit or Hen

Coop permit being issued.

2. A maximum of 5 Hens shall be allowed on any property within a Residential Area.
 3. Hens must be contained in a coop or a run at all times.
 4. Hens over 8 weeks in age shall never be in homes, garages, or sheds. Adult Hens are only allowed to be in permitted Hen Coops/Runs.
 5. Roosters are prohibited.
 6. The slaughtering of Hens is prohibited within Residential Areas.
 7. The display of any sales stand or signage, for the sale of eggs, is prohibited within Residential Areas.
 8. Violators of any of the regulations in this Section shall be subject to a fine of not less than \$100 nor more than \$500, at the discretion of the Village. Three fines shall result in revocation of the Hen Coop Permit. After revocation, the applicant must wait at least one year before applying for another Hen Coop Permit. Each day that a violation exists shall constitute a separate offense.”
4. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
 5. This Ordinance shall be in full force and effect from after its passage, approval, and publication in pamphlet form as provided by law.

PASSED by the Village Board this _____ day of _____, 2013.

APPROVED by the President of the Village Board this _____ day of _____, 2013.

Effective Date: This _____ day of _____, 2013.

President of the Board of Trustees
of the Village of Poplar Grove

ATTEST:

Village Clerk

Ayes: _____

Nays: _____

Absent: _____