



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, September 20, 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)

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

DEPARTMENT REPORTS

- [1.](#) Public Works Report, David Howe
- [2.](#) Engineer Report, McMahon
- [3.](#) Treasurer Report, Carina Boyd
- [4.](#) Wastewater, TEST
- [5.](#) Attorney Report, Sosnowski Szeto

NEW BUSINESS

- [6.](#) Motion to discuss/approve **Resolution 2023-26** A Resolution of the Village of Poplar Grove, Illinois approving the annual audit for fiscal year May 1, 2022 - April 30, 2023.

7. Motion to discuss/approve check disbursement for payments scheduled to be paid prior to September 30, 2023, in the amount of \$174,644.71 in AP checks, \$16,567.91 in insurance expense checks, and \$4,253.14 EFTS for a total of \$195,465.76.
8. Motion to discuss/approve **Ordinance 2023-16** An Ordinance of the Village of Poplar Grove, Illinois authorizing the disposal of certain personal property owned by the Village of Poplar Grove.
9. Motion to discuss/approve **Resolution 2023-25** A Resolution of the Village of Poplar Grove resolving to accept the estimate from Foss Landscapes, Inc. for landscaping materials and services at Mansfield Park.
10. Motion to discuss/approve Nancy Sylvester's training proposal on Robert's Rule of Order.
11. Motion to discuss Planning and Zoning vacancies.

GOOD OF THE VILLAGE

Board of Trustees Meeting October 11, 2023 - 7:00 pm

Board of Trustees Meeting October 18, 2023 - 7:00 pm

Trick or Treating Hours October 31, 2023 - 4:00 pm to 7:00 pm

ADJOURNMENT (Voice Vote)

KJ 09/18/2023



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200 N. Hill Street, Poplar Grove, IL 61065

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

<https://www.poplargoil.gov/>

Public Works Report, AUGUST 2023

- Comcast work has continued throughout the Village. It has still been pretty time consuming, as the locates are intensive and oftentimes involve remarking or meeting on-site. The good news is that most of the conduit is in the ground, and they should be moving on to the next step soon. They are hoping to have the entire project completed before snow falls.
- Staff repaired a sanitary service on Summit, as well as a water service. Without the new mini excavator, both these jobs would have been contracted out.
- Repaired a damaged sanitary manhole in Westergren. Replaced the casting and sealed it inside.
- Painted Main St parking stalls, school no parking zones, and all crosswalks and stop bars. The county came through and restriped all center and fog lines on Village roads.
- Mowed empty lots in Westergren, Burled Wood, and West Grove.
- Repaired inlets throughout the Village. This time out we focused on areas with sinkholes. At some point in the fall, we will be back out repaired ones that have curb damage as well.
- Staff sprayed curb lines with weed killer, and string trimmed around signage on our main roads. We also mowed the Village's main roads. Most likely we will be back out one more time this fall for a final cleanup.
- Cold patched throughout the entire Village with hotbox. We also stockpiled cold patch for winter repairs as needed.
- Removed large tree that came down on Quail Trap.
- Cleaned up and finalized insurance for the totaled service truck. We also picked up a new service truck.
- Moved sludge at SWWTP, planning to spread it in the field next to the plant after harvest in October.
- Installed new signage at Mansfield Park. Will begin landscaping this coming week or so. There is an agenda item regarding tree planting.
- Hired fourth and hopefully final employee, Stephen Rucker. He came over from Cherry Valley as well. The current staff meshes very well and has a large variety of experience. Having staff that has all been in Public Works for a few years has paid off when doing the above repairs.
- Dan and Stephen both have concrete experience. After pouring various pads in the Village, I have decided that we will do sidewalk repairs in-house now. My plan at this time is to work neighborhood by neighborhood. We are currently looking to start tear out in Sherman Oaks

beginning the last week of September. This is another example of having the right staff and equipment allowing us to not contract out work we have in the past.

- Shop has continued on, and will see steel and panel structures start to go up in October.
- Reached out to Primetime Audio and Video regarding camera set up in the board room. I am going to get a meeting scheduled for the end of September and will have some options to present to the board at October's meeting.
- We are at the time of year when mowing starts to wrap up, and we start to prep and service all winter equipment. I talked with Erin Rains from Lindco last week, and the hydraulics for the new plow truck arrive at the beginning of the month. We are currently on schedule to receive the truck in the beginning of December.

As always, please reach out to me with any additional questions or concerns. I am always open to going into more detail on past, current, or future projects and work my department is doing.



To: The Village President and Board of Trustees

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

Re: Engineering Report – August 2023 Activity

Date: September 15, 2023

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

- **Public Works Building:** Building construction is underway. August saw the footings get poured. As an update, the underfloor plumbing and electrical rough ins are complete, floor drains are roughed in, and most of the base aggregate under the floor has been installed and compacted. In-floor radiant heat systems will be installed over the next week or so, and the plan is to pour the floor the week of 9/25. Steel is scheduled to arrive on or about September 29th, and the insulated metal panels (IMPs) are scheduled to be delivered on or about 10/6.
- **2023 Pavement Maintenance Program:** Much of July was consumed by obtaining IDOT approvals, bidding, assembling contract documents and conducting pre-construction activities. Quick status update on both projects:
 - State Street: Curb and gutter work is complete, inlets have been repaired, and the construction of butt joints and edge milling is complete. Paving is tentatively scheduled for the 21st. All work will be complete by September 29th.
 - Orth Road: Contractor is scheduled to complete the very minor amount of concrete work at Cobblestone and mill butt joints the week of 9/18. Paving is tentatively scheduled for the end of the week. All work will be complete by September 29th.
- **Concept Development Agreement:** Both the VA's Office and our office continue to chase contacts in order to determine the status of the 220 connections that are reserved.
- **Miscellaneous Activities:**
 - There were a few grading checks in various subdivisions that occurred in August.

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AUGUST 2023 TREASURER'S REPORT

Monthly Reports:

Attached you will find August's financial reports.

Monthly Activities:

- All monthly financial tasks were completed.
- Attached is a list of all payments issued in August.
- Invoices scheduled to be paid in the month of September: \$174,644.71 in AP checks, \$16,567.91 in Insurance Expense checks, and \$4,253.14 in EFTS. Grand Total: \$195,465.76.
- Due to the Audit financial statements for the month of August are not available.

Ongoing Activities

- Audit for FY2023 will be reviewed by the board on 9/20/2023.

Carina

09/14/2023

CHECK REGISTER

CHECK DATE FROM 08/01/2023 - 08/31/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
08/01/2023	OPER	28229	AP 0009	A-FIRE EXTINGUISHER SALES & SERVICE	210.00
08/01/2023	OPER	28230	AP 0009	A-FIRE EXTINGUISHER SALES & SERVICE	98.00
08/01/2023	OPER	28231	AP 0006	ADT COMMERCIAL LLC	201.88
08/01/2023	OPER	28232	AP 0338	AMAZON.COM	983.82
08/01/2023	OPER	28233	AP 0459	ARNESON OIL COMPANY	3,559.34
08/01/2023	OPER	28234	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	2,573.81
08/01/2023	OPER	28235	AP 0361	BLAIN'S FARM & FLEET	377.91
08/01/2023	OPER	28236	AP 0457	BOYD, CARINA	66.55
08/01/2023	OPER	28237	AP 0277	BS&A SOFTWARE	1,803.00
08/01/2023	OPER	28238	AP 0277	BS&A SOFTWARE	1,175.00
08/01/2023	OPER	28239	AP 0078	CARD SERVICE CENTER	232.80
08/01/2023	OPER	28240	AP 0098	CINTAS CORPORATION #355	138.24
08/01/2023	OPER	28241	AP 0278	COMED	21,765.18
08/01/2023	OPER	28242	AP 0097	FOX VALLEY INTERNET, INC.	54.90
08/01/2023	OPER	28243	AP 0096	FRONTIER	981.87
08/01/2023	OPER	28244	AP 0614	GENERAL MEDICAL DEVICES INC	1,349.00
08/01/2023	OPER	28245	AP 0563	GLOBAL INDUSTRIAL	1,607.99
08/01/2023	OPER	28246	AP 0613	HASTINGS ASPHALT SERVICES INC	10,107.28
08/01/2023	OPER	28247	AP 0109	HAWKINS, INC.	3,682.00
08/01/2023	OPER	28248	AP 0125	ILLINOIS DEPARTMENT OF AGRICULTURE	40.00 V
08/01/2023	OPER	28249	AP 0144	LAUTERBACH & AMEN, LLP	14,250.00
08/01/2023	OPER	28250	AP 0335	LAWSON PRODUCTS, INC.	1,502.10
08/01/2023	OPER	28251	AP 0151	LINCOLN RENT-ALL & LAWN EQUIP SALES	329.89
08/01/2023	OPER	28252	AP 0163	MEDIACOM	269.89
08/01/2023	OPER	28253	AP 0165	MENARDS	205.08
08/01/2023	OPER	28254	AP 0329	MR. GOODWATER	50.52
08/01/2023	OPER	28255	AP 0186	NICOR GAS	799.34
08/01/2023	OPER	28256	AP 0489	P.C. TECH 2 U	100.00
08/01/2023	OPER	28257	AP 0211	PITNEY BOWES INC.	3,268.87
08/01/2023	OPER	28258	AP 0233	ROCK VALLEY PUBLISHING, LLC	95.00
08/01/2023	OPER	28259	AP 0355	TEST INC.	3,711.04
08/01/2023	OPER	28260	AP 0259	TWIN TOWERS INC.	54.25
08/01/2023	OPER	28261	AP 0261	U.S. CELLULAR	216.59
08/01/2023	OPER	28262	AP 0262	USA BLUE BOOK	1,066.46
08/01/2023	OPER	28263	AP 0597	VERIZON	192.37
08/01/2023	OPER	28264	AP 0429	WEX BANK - MARATHON FLEET CARD	1,428.16
08/01/2023	OPER	28228	PR NCPERS	NCPERS	112.00
08/03/2023	OPER	EFT574(E)	PR BCBS OF IL	BLUE CROSS BLUE SHIELD OF ILLINOIS	13,505.30
08/03/2023	OPER	EFT575(E)	PR DENTAL/VISION	HUMANA INSURANCE COMPANY	887.08
08/11/2023	OPER	Various	PR Payroll	PAYROLL	13,835.56
08/11/2023	OPER	EFT576(E)	PR IRS	INTERNAL REVENUE SERVICE	3,988.67
08/11/2023	OPER	EFT577(E)	PR STATE OF IL	STATE OF ILLINOIS	778.52
08/16/2023	OPER	28267	AP 0371	ABBY PEST ELIMINATION LLC	270.00
08/16/2023	OPER	28268	AP 0338	AMAZON.COM	328.84
08/16/2023	OPER	28269	AP 0519	ATKINS ELECTRIC CO.	390.00
08/16/2023	OPER	28270	AP 0361	BLAIN'S FARM & FLEET	742.80
08/16/2023	OPER	28271	AP 0051	BOBCAT OF ROCKFORD	214.55
08/16/2023	OPER	28272	AP 0098	CINTAS CORPORATION #355	92.16
08/16/2023	OPER	28273	AP 0594	CIVICPLUS	2,250.00
08/16/2023	OPER	28274	AP 0278	COMED	512.84
08/16/2023	OPER	28275	AP 0615	DPI CONSTRUCTION INC	166,447.98
08/16/2023	OPER	28276	AP 0492	ECONO SIGNS LLC.	2,547.95

09/14/2023

CHECK REGISTER

CHECK DATE FROM 08/01/2023 - 08/31/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
08/16/2023	OPER	28277	AP 0616	FERGUSON ENTERPRISES LLC	637.76
08/16/2023	OPER	28278	AP 0424	GO TO COMMUNICATIONS INC	309.11
08/16/2023	OPER	28279	AP 0109	HAWKINS, INC.	4,616.97
08/16/2023	OPER	28280	AP 0384	HIRE TRACI II LLC	675.00
08/16/2023	OPER	28281	AP 0125	ILLINOIS DEPARTMENT OF AGRICULTURE	30.00
08/16/2023	OPER	28282	AP 0165	MENARDS	401.88
08/16/2023	OPER	28283	AP 0053	NAPA AUTO PARTS	408.65
08/16/2023	OPER	28284	AP 0225	R.J. DANIELS FUEL & TIRE	152.41
08/16/2023	OPER	28285	AP 0220	ROCKFORD BUSINESS SYSTEMS, INC	90.61
08/16/2023	OPER	28286	AP 0239	SHERWIN WILLIAMS CO.	596.53
08/16/2023	OPER	28287	AP 0217	SOLUTIONS BANK	13,870.00
08/16/2023	OPER	28288	AP 0319	SOSNOWSKI SZETO, LLP	7,718.70
08/16/2023	OPER	28289	AP 0248	STEINER ELECTRIC COMPANY	163.75
08/16/2023	OPER	28290	AP 0281	STENSTROM EXCAVATION & BLACKTOP	358,353.60
08/16/2023	OPER	28291	AP 0355	TEST INC.	19,006.57
08/16/2023	OPER	28292	AP 0239	SHERWIN WILLIAMS CO.	19.49
08/18/2023	OPER	28293	AP 0617	RIVER FRONT CHRYSLER DODGE JEEP RAM	64,151.26
08/21/2023	OPER	139(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	2,252.11
08/21/2023	OPER	140(E)	AP 0217	SOLUTIONS BANK	2,001.03
08/25/2023	OPER	Various	PR Payroll	PAYROLL	12,701.46
08/25/2023	OPER	EFT578(E)	PR IRS	INTERNAL REVENUE SERVICE	3,784.01
08/25/2023	OPER	EFT579(E)	PR STATE OF IL	STATE OF ILLINOIS	734.51
08/25/2023	OPER	EFT580(E)	PR UNION DUES	I.U.O.E. LOCAL 150	276.29
08/25/2023	OPER	EFT581(E)	PR IMRF	IMRF	3,629.98
Total of 96 Checks:					782,034.06
Less 1 Void Checks:					40.00
Total of 95 Disbursements:					781,994.06



2323 Fourth Street, PO Box 483 Peru, IL 61354

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

www.testinc.com

September 7, 2023

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

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

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

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

Lift Stations:

- Cleaned all lift station floats and transducers.
- Ran and tested portable generators under load.
- Check all dialers to ensure they are working.
- Weed wacked all list stations.
- Cleaned inside of all panels and removed any cobwebs and bugs.

North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- The screen is back up and running like it should be.
- We have been having a weird Scada PLC issue. Every now and then it trips a breaker and we have spent a lot of time trying to diagnose the issues, but we can't duplicate the issue. When the integrated control system guy was out, he mentioned that our PLC is no longer supported, and he can't get parts for it. David and I have talked about this before and we have started to budget for a new SCADA system.
- Decanted Digesters.
- Tested all emergency wash stations.
- Had Evergreen come out and help us get all the scum and duckweed off the EQ tanks, then cleaned out the EQ tanks.

South WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.



2323 Fourth Street, PO Box 483 Peru, IL 61354

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

www.testinc.com

- Tested all emergency wash stations.
- We changed the battery in the PLC when the control system guy was out from Object Controls. We talked about the same PLC issues at the south plant, that those are no longer supported or available.
- Decanted digesters.
- We received the rebuilt SAM unit for SBR3. We're putting the plans together to get a crane out to install.
- We changed the oil in all the digester blowers.
- Had Evergreen come out and help us get all the scum and duckweed off the EQ tanks, then cleaned out the EQ tanks.
- We ordered an auto flush valve for the air compressor to help with moisture in the lines. This has helped a lot.

Water System:

- Cleaned well houses.
- Weed trimmed all weeds around well houses.
- Cleaned and inspected injectors for all chemicals.
- We pulled apart and then inspected and cleaned all the injectors at all the wells for all the chemicals.
- All required EPA testing has been done.

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

Submitted by,
Total Environmental Service Technologies, Inc.

Ion Stear
Certified Operator/Manager

DMR Copy of Record

Permit Permit #: IL0022451 Major: No		Permittee: POPLAR GROVE, VILLAGE OF 200 NORTH HILL STREET POPLAR GROVE, IL 61065		Facility: POPLAR GROVE - NORTH WWTP, VILLAGE OF 205 EDSON RD POPLAR GROVE, IL 61065							
Permitted Feature: 001 External Outfall		Discharge: 001-0 STP OUTFALL									
Report Dates & Status Monitoring Period: From 07/01/23 to 07/31/23 Status: NetDMR Validated		DMR Due Date: 08/25/23									
Considerations for Form Completion BOW ID: W007015007; DMF LOAD LIMITS DISPLAYED MONITORING LOCATION "1" IS FORMONTHLY AVERAGE AND DAILY MAXIMUM MONITORING LOCATION "8" IS FORWEEKLY AVERAGE.											
Principal Executive Officer First Name: Ion Last Name: Stear No Data Indicator (NODI)											
Form NODI: Monitoring Location Season # Param. NODI		Title: Certified Operator		Telephone: 815-224-1650							
Code	Parameter Name	Monitoring Location Season # Param. NODI	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
00400	pH	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
00500	Solids, total suspended	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
X 00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
50060	Chlorine, total residual	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
74055	Coliform, fecal general	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross 0 -	Sample Permit Req. Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality of Concentration	# of Ex.	Frequency of Analysis	Sample Type

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

Edit Check Errors

Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledged
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes

Comments

Attachments
No attachments.

Report Last Saved By
POPLAR GROVE, VILLAGE OF

User
ebungamer

Name: Elaine Bungamer
E-Mail: ebungamer@testinc.com
Date/Time: 2023-08-23 09:09 (Time Zone: -05:00)
Report Last Signed By
User: IONSTEAR
Name: Ion Stear
E-Mail: istear@testinc.com
Date/Time: 2023-08-28 10:30 (Time Zone: -05:00)

DMR Copy of Record

Permit #: Major:		IL0023451 INF Influent Structure		Permittee: Permittee Address:		POPLAR GROVE, VILLAGE OF 200 NORTH HILL STREET POPLAR GROVE, IL 61065		Facility: Facility Location:		POPLAR GROVE - NORTH WWTP VILLAGE OF 205 EDSON RD POPLAR GROVE, IL 61065	
Permitted Feature:		INF Influent Structure		Discharge:		INF-L INFLUENT MONITORING					
Report Dates & Status		Monitoring Period: Considerations for Form Completion		DMR Due Date:		08/25/23		Status:		NetDMR Validated	
BOW ID: W0070150007		Principal Executive Officer		Tide:		Certified Operator		Telephone:		815-224-1650	
Last Name:		Ion		Stear							
No Data Indicator (NODI)											
Form NODI:											
Code	Parameter Name	Monitoring Location	Session # Param. NODI	Sample Period Rate Value NODI	Qualifier 1 Value 1	Qualifier 2 Value 2	Qualifier 3 Value 3	Units	Quality or Certification	# of Ex.	Frequency of Analysis
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-					101.825 Req Mon MO AVG	19 - mg/L 19 - mg/L	02DA - 2 Days Every Week CP - COMPOS 02DA - 2 Days Every Week CP - COMPOS
00550	Solids, total suspended	G - Raw Sewage Influent	0	-					135.25 Req Mon MO AVG	19 - mg/L 19 - mg/L	02DA - 2 Days Every Week CP - COMPOS 02DA - 2 Days Every Week CP - COMPOS
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	-					0.237 Req Mon MO AVG	03 - MGD Req Non DAILY MX 03 - MGD	9999 - Continuous 9999 - Continuous

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

Edit Check Errors
No errors.

Comments

Attachments
No attachments.

Report Last Saved By
POPLAR GROVE, VILLAGE OF

User:
Name: ebumgarner
E-Mail: ebumgarner@estinc.com
Date/Time: 2023-08-23 09:10 (Time Zone: -05:00)

Report Last Signed By
User: IONSTEAR
Name: Ion Stear
E-Mail: istear@estinc.com
Date/Time: 2023-08-28 10:30 (Time Zone: -05:00)

DMR Copy of Record

Permit Permit #: IL0071447 Major: Yes		Permittee: Permittee Address: 200 S HILL ST POPLAR GROVE, IL 61065 Discharge: 001-0 STP OUTFALL		Facility: Facility Location: POPLAR GROVE SOUTH STP, VILLAGE OF 12211 STATE ROUTE 76 POPLAR GROVE, IL 61065	
Report Dates & Status Monitoring Period: From 07/01/23 to 07/31/23 Considerations for Form Completion: BOW ID: W0070150006; DMF LOAD LIMITS DISPLAYED. Principal Executive Officer		DMR Due Date: 08/25/23		Status: NetDMR Validated	
Form NODI: No Data Indicator (NODI) First Name: Ion Last Name: Stear Title: Certified Operator Telephone: 815-224-1650					

Code	Parameter Name	Monitoring Location	Sample #	Sample Permit Req.	Quantity or Loading			Quality or Concentration			Units	# of E.A.	Frequency of Analysis	Sample Type
					Qualifier	Value 1	Qualifier	Value 2	Qualifier	Value 3				
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	0	-	Sample Permit Req.									GR - GRAB
00400	pH	1 - Effluent Gross	0	-	Sample Permit Req.									GR - GRAB
00530	Solids, total suspended	1 - Effluent Gross	0	-	Sample Permit Req.									GR - GRAB
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	-	Sample Permit Req.									CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	-	Sample Permit Req.									CP - COMPOS
00650	Phosphorus, total [as P]	1 - Effluent Gross	0	-	Sample Permit Req.									CP - COMPOS
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Sample Permit Req.									GR - GRAB
50060	Chlorine, total residual	1 - Effluent Gross	0	-	Sample Permit Req.									GR - GRAB

X 74055 Coliform, fecal general 1 - Effluent Gross 0 - Permit Req. Value NOD 13 - #/100mL 400.0 DAILY MX 1 03DW - 3 Days Every Week GR - GRAB

80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0 -	Permit Req. Value NOD	3.246	=	3.836	26 - bdd	=	1.892	=	2.0	19 - mg/L	03DW - 3 Days Every Week	CP - COMPOS
				Sample Permit Req. Value NOD				417.0 DAILY MX	<=			20.0 DAILY MX	19 - mg/L	03DW - 3 Days Every Week	CP - COMPOS

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

Code	Parameter Name	Monitoring Location	Field	Type	Description	Acknowledged
00610	Nitrogen, ammonia total (as N)	1 - Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes
74055	Coliform, fecal general	1 - Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	Yes

Comments

Attachments
No attachments.

Report Last Saved By

POPULAR GROVE, VILLAGE OF

User:

ebumgarner

Name:

Elaine Bumgarner

E-Mail:

ebumgarner@tesinc.com

Date/Time:

2023-08-23 09:23 (Time Zone: -05:00)

Report Last Signed By

User:

IONSTEAR

Name:

Ion Stear

E-Mail:

istear@tesinc.com

Date/Time:

2023-08-28 10:30 (Time Zone: -05:00)

DMR Copy of Record

Permit #: IL0071447	Permittee: POPLAR GROVE SOUTH STP, VILLAGE OF	Facility: 12211 STATE ROUTE 76 POPLAR GROVE, IL 61065
Major: Yes	Permittee Address: 200 S HILL ST POPLAR GROVE, IL 61065	Facility Location: POPLAR GROVE, IL 61065
Permitted Feature: INF Influent Structure	Discharge: INF-L INFLUENT MONITORING	
Report Dates & Status Monitoring Period: From 07/01/23 to 07/31/23	DMR Due Date: 08/25/23	Status: NeIDMR Validated
Considerations for Form Completion BOW ID: W0070150006		
Principal Executive Officer First Name: Ion	Certified Operator Title: Ion	Telephone: 815-224-1650
Last Name: Stear		
No Data Indicator (NODI) Form NODI: -		
Parameter Name	Monitoring Location	Season & Param HCD
00310 BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0
00530 Solids, total suspended	G - Raw Sewage Influent	0
00665 Phosphorus, total [as P]	1 - Effluent Gross	0
50050 Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0

Submission Note If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.
Edit Check Errors
No errors.
Comments
Attachments No attachments.
Report Last Saved By POPLAR GROVE, VILLAGE OF
User: abumgarner
Name: Elaine Bumgarner
E-Mail: abumgarner@lestinc.com
Date/Time: 2023-08-23 09:27 (Time Zone: -05:00)
Report Last Signed By IONSTEAR
User: Ion Stear
Name: Ion Stear
E-Mail: isteear@lestinc.com
Date/Time: 2023-08-28 10:30 (Time Zone: -05:00)

Code	Parameter Name	Monitoring Location	Season & Param HCD	Sample Period Rate Value NODI	Sample Percent Rate Value NODI	Qualifier 1	Value 1	Quantity or Loading Qualifier 2	Value 2	Qualifier 3	Value 3	Units	# of Ex.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	-	-										
00530	Solids, total suspended	G - Raw Sewage Influent	0	-	-										
00665	Phosphorus, total [as P]	1 - Effluent Gross	0	-	-										
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	-	-										

VILLAGE OF POPLAR GROVE - NORTH
 FOR THE MONTH OF July 2023
 MONTHLY OPERATING REPORT
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

IL0070150

Item 4.

Date	Time	Flow Meter		Hour Meter Well		Hour Meter Well 3		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
1-Jul	11:00	388062	0	10065.8	0	30539.40	0.00	131.00	0.0	0.62	47	0.00	1.08	44.00	0.0	Mjh
2-Jul	11:00	388213	182	10065.8	0	30546.90	9.10	133.00	8.0	1.71	40	9.00	0.94	43.80	0.7	Mjh
3-Jul	11:00	388395	162	10065.8	0	30556.00	8.20	125.00	3.0	1.73	31	6.00	1.20	43.10	0.2	Mjh
4-Jul	11:00	388557	198	10065.8	0	30564.20	9.90	122.00	3.1	1.47	25	7.00	1.27	42.90	0.9	Mjh
5-Jul	11:00	388755	136	10065.8	0	30574.10	6.80	118.90	2.4	1.21	18/105	4.00	1.63	42.00	0.2	Mjh
6-Jul	11:00	388891	167	10065.8	0	30580.90	8.40	116.50	2.5	1.61	102	6.00	0.84	41.80	0.8	Mjh
7-Jul	11:00	389058	127	10065.8	0	30589.30	6.40	114.00	2.0	1.55	96	6.00	0.81	41.00	0.0	DHR
8-Jul	11:00	389185	141	10065.8	0	30595.70	7.10	112.00	2.0	1.61	90	4.00	0.96	41.00	1.0	DHR
9-Jul	11:00	389326	173	10065.8	0	30602.80	11.50	110.00	3.0	1.47	86	9.00	1.28	40.00	0.5	DH
10-Jul	11:00	389499	236	10065.8	0	30614.30	9.10	107.00	3.0	1.37	77	8.00	1.73	39.50	0.5	Mjh
11-Jul	11:00	389735	19	10065.8	0	30623.40	7.30	104.00	2.0	1.42	69	5.00	1.62	39.00	0.5	Mjh
12-Jul	11:00	389754	249	10065.8	0	30630.70	6.10	102.00	2.0	1.62	64	7.00	1.51	38.50	0.5	Mjh
13-Jul	11:00	390003	133	10065.8	0	30636.80	6.80	100.00	2.0	1.29	57	5.00	1.55	38.00	0.2	Mjh
14-Jul	11:00	390136	153	10065.8	0	30643.60	7.60	98.00	2.0	1.49	52	6.00	1.77	37.80	0.8	Mjh
15-Jul	11:00	390289	141	10065.8	0	30651.20	6.30	96.00	2.0	1.33	46	4.00	1.80	37.00	0.3	Jh
16-Jul	11:00	390430	240	10065.8	0	30657.50	11.20	94.00	3.0	1.00	42	8.00	1.44	36.70	0.7	Jh
17-Jul	11:00	390670	101	10065.8	0	30668.70	6.90	91.00	2.0	1.77	34	8.00	1.01	36.00	0.2	Mjh
18-Jul	11:00	390771	166	10065.8	0	30675.60	8.30	89.00	3.0	1.39	26	6.00	2.45	35.80	0.9	Mjh
19-Jul	11:00	390937	170	10065.8	0	30683.90	8.30	86.00	2.0	1.21	20/100	2.00	1.55	34.90	0.4	Mjh
20-Jul	11:00	391107	169	10065.8	0	30692.20	8.80	84.00	3.0	1.39	97	7.00	1.04	34.50	0.1	Mjh
21-Jul	11:00	391276	168	10065.8	0	30701.00	8.50	81.00	2.0	1.42	90	7.00	1.89	34.40	0.9	Mjh
22-Jul	11:00	391444	165	10065.8	0	30709.50	8.30	79.00	2.1	1.33	83	7.00	1.27	33.50	0.5	Mjh
23-Jul	11:00	391609	153	10065.8	0	30717.80	7.70	76.90	2.9	1.41	76	6.00	1.30	33.00	0.1	Mjh
24-Jul	11:00	391762	153	10065.8	0	30725.50	8.20	74.00	3.0	1.34	70	6.00	1.61	32.90	0.9	Mjh
25-Jul	11:00	391915	200	10065.8	0	30733.70	9.60	71.00	2.0	1.08	64	10.00	1.81	32.00	0.8	Mjh
26-Jul	11:00	392115	130	10065.8	0	30743.30	6.60	69.00	2.0	1.27	54	4.00	2.23	31.25	0.3	DH
27-Jul	11:00	392245	120	10065.8	0	30749.90	6.00	67.00	2.0	1.42	50	6.00	1.20	31.00	0.5	DH
28-Jul	11:00	392365	159	10065.8	0	30755.90	8.20	65.00	2.0	1.28	44	6.00	1.59	30.50	0.5	Mjh
29-Jul	11:00	392524	110	10065.8	0	30764.10	5.50	63.00	2.0	1.21	38	6.00	1.32	30.00	0.0	Mjh
30-Jul	11:00	392634	171	10065.8	0	30769.60	9.10	61.00	3.0	1.29	32	7.00	1.52	29.90	0.8	Mjh
31-Jul	11:00	392805	150	10065.8	0	30778.70	7.10	58.00	2.0	1.17	25	6.00	1.03	29.10	0.2	Mjh
1-Aug	11:00	392955		10065.8		30785.80		56.00		1.22	19/100		1.32	28.90		Mjh
TOT			4742				239			43.70						
AVE			153				8			1.37						
MAX			249				12			1.77						
MIN			0				0			0.62						

Ion Stear

17
 SIGNATURE:
 PHONE: 815-224-1650

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
1-Jul	11:30	373434		8357.29		148.00		0.94	115		1.66	420.10		Mjh
2-Jul	11:30	373521	89	8359.3	2.07	147.00	1.0	1.42	110	6.00	1.43	418.60	1.30	Mjh
3-Jul	11:30	373610	61	8361.37	1.42	146.00	0.0	0.71	104	2.00	2.74	417.30	1.20	Mjh
4-Jul	11:30	373671	92	8362.79	2.08	146.00	1.0	0.75	102	4.00	1.59	416.10	1.70	Mjh
5-Jul	11:30	373763	63	8364.87	1.5	145.00	1.0	0.69	98	3.00	1.64	414.40	0.90	Mjh
6-Jul	11:30	373826	83	8366.37	2.01	144.00	2.0	0.49	95	5.00	1.25	413.50	1.20	Mjh
7-Jul	11:30	373909	56	8368.38	1.2	142.00	1.0	1.85	90	4.00	1.79	412.30	0.90	DH
8-Jul	11:30	373965	65	8369.58	1.49	141.00	1.0	1.45	86	2.00	2.03	411.40	1.00	DH
9-Jul	11:30	374030	65	8371.07	2.58	140.00	0.0	1.38	84	5.00	1.19	410.40	1.80	DHR
10-Jul	11:30	374142	112	8373.65	1.38	138.00	1.0	1.56	79	2.00	1.32	408.60	1.00	Mjh
11-Jul	11:30	374230	31	8375.03	1.36	136.00	1.5	1.63	77	4.00	1.51	407.60	0.80	Mjh
12-Jul	11:30	374261	80	8376.39	1.86	134.50	0.6	1.33	73	4.00	1.01	406.80	1.30	Mjh
13-Jul	11:30	374341	57	8378.25	1	133.90	1.9	1.18	69	3.00	1.58	405.50	1.10	Mjh
14-Jul	11:30	374398	75	8379.25	2	132.00	1.0	1.35	66	2.00	1.22	404.40	1.20	Mjh
15-Jul	11:30	374473	74	8381.25	1.95	131.00	1.0	1.15	64	6.00	1.05	403.20	0.80	Jh
16-Jul	11:30	374547	85	8383.2	1.81	130.00	1.0	1.10	58	3.00	1.45	402.40	1.40	Jh
17-Jul	11:30	374632	62	8385.01	1.34	128.00	1.1	1.84	55	3.00	1.57	401.00	0.80	Mjh
18-Jul	11:30	374694	88	8386.35	1.99	126.90	2.0	1.82	52	4.00	1.75	400.20	1.40	Mjh
19-Jul	11:30	374782	58	8388.34	1.37	124.90	0.9	1.31	48	3.00	2.16	398.80	1.10	Mjh
20-Jul	11:30	374840	308	8389.71	2.04	124.00	1.1	1.65	45	5.00	1.09	397.70	1.40	Mjh
21-Jul	11:30	375148	0	8391.75	1.67	122.90	1.9	1.01	40	3.00	1.90	396.30	1.30	Mjh
22-Jul	11:30	375148	0	8393.42	1.36	121.00	1.0	2.01	37	3.00	1.35	395.00	1.30	Mjh
23-Jul	11:30	375148	0	8394.78	2.03	120.00	1.1	1.99	34	5.00	1.40	393.70	1.50	Mjh
24-Jul	11:30	375148	62	8396.81	1.42	118.90	1.0	1.05	29	3.00	1.33	392.20	1.20	Mjh
25-Jul	11:30	375210	93	8398.23	2.17	117.90	1.9	1.14	26/100	4.00	1.02	391.00	1.70	Mjh
26-Jul	11:30	375303	79	8400.4	1.77	116.00	1.0	1.13	96	4.00	1.79	389.30	1.70	DH
27-Jul	11:30	375382	33	8402.17	0.81	115.00	0.5	1.03	92	2.00	1.43	387.60	0.40	DHR
28-Jul	11:30	375415	87	8402.98	2.01	114.50	1.5	1.15	90	4.00	1.42	387.20	1.50	Mjh
29-Jul	11:30	375502	57	8404.99	1.33	113.00	0.9	1.22	86	3.00	1.32	385.70	0.70	Mjh
30-Jul	11:30	375559	60	8406.32	1.38	112.09	1.1	1.33	83	3.00	1.42	385.00	0.80	Mh
31-Jul	11:30	375619	86	8407.7	1.99	111.00	11.0	0.93	80	2.00	1.79	384.20	1.20	Mjh
1-Aug	11:30	375705		8409.69		100.00		1.45	78		1.21	383.00		Mjh
TOT			2161					41.04			48.41			
AVE			72					1.28			1.51			
MAX			308					2.01			2.74			
MIN			0					0.49			1.01			

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

IL0070300

MONTHLY OPERATING REPORT

Item 4.

Date	Time	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
1-Jul	12:00	591025		4208.9		4758.10	0	133.00		1.50	50		1.82	419.80		Mjh
2-Jul	12:00	591146	129	4210.8	2	4758.10	0	131.00	2.0	1.28	45	8.00	1.58	417.20	2.60	Mjh
3-Jul	12:00	591275	125	4212.8	1.9	4758.10	0	129.00	2.0	1.33	37	6.00	1.27	414.60	2.80	Mjh
4-Jul	12:00	591400	164	4214.7	2.6	4758.10	0	127.00	2.5	1.38	31	9.00	1.30	411.80	3.60	Mjh
5-Jul	12:00	591564	90	4217.3	1.3	4758.10	0	124.50	1.5	1.30	22/105	1.00	1.33	408.20	2.10	Mjh
6-Jul	12:00	591654	123	4218.6	2	4758.10	0	123.00	2.0	1.47	104	0.00	1.22	406.10	2.50	Mjh
7-Jul	12:00	591777	94	4220.6	1.4	4758.10	0	121.00	1.0	1.21	104	4.00	1.35	403.60	2.00	DH
8-Jul	12:00	591871	117	4222	1.7	4758.10	0	120.00	2.0	2.18	100	6.00	1.74	401.60	2.40	DH
9-Jul	12:00	591988	136	4223.7	2.2	4758.10	0	118.00	2.0	1.27	94	9.00	1.12	399.20	1.00	DHR
10-Jul	12:00	592124	123	4225.9	1.9	4758.10	0	116.00	2.0	1.58	85	6.00	1.17	398.20	4.60	Mjh
11-Jul	12:00	592247	92	4227.8	1.4	4758.10	0	114.00	2.0	1.43	79	3.00	1.32	393.60	2.00	Mjh
12-Jul	12:00	592339	88	4229.2	1.4	4758.10	0	112.00	1.0	1.22	76	5.00	0.96	391.60	2.00	Mjh
13-Jul	12:00	592427	89	4230.6	1.5	4758.10	0	111.00	1.0	1.14	71	5.00	1.34	389.60	1.80	Mjh
14-Jul	12:00	592516	93	4232.1	1.3	4758.10	0	110.00	3.0	0.96	66	4.00	1.10	387.80	2.20	Mjh
15-Jul	12:00	592609	87	4233.4	1.4	4758.10	0	107.00	1.0	1.25	62	4.00	1.34	385.60	1.80	Jh
16-Jul	12:00	592696	125	4234.8	1.9	4758.10	0	106.00	2.0	0.99	58	8.00	1.10	383.80	2.40	Jh
17-Jul	12:00	592821	112	4236.7	1.8	4758.10	0	104.00	1.5	1.22	50	5.00	1.09	381.40	2.60	Mjh
18-Jul	12:00	592933	125	4238.5	1.9	4758.10	0	102.50	2.0	0.93	45	7.00	1.93	378.80	2.80	Mjh
19-Jul	12:00	593058	126	4240.4	1.9	4758.10	0	100.50	1.5	1.02	38	7.00	1.10	376.00	2.80	Mjh
20-Jul	12:00	593184	164	4242.3	2.6	4758.10	0	99.00	3.5	0.94	31	7.00	2.08	373.20	3.20	Mjh
21-Jul	12:00	593348	124	4244.9	1.9	4758.10	0	95.50	1.6	1.15	24	7.00	1.34	370.00	3.00	Mjh
22-Jul	12:00	593472	122	4246.8	1.9	4758.10	0	93.90	2.0	1.41	17/100	5.00	1.28	367.00	2.40	Mjh
23-Jul	12:00	593594	125	4248.7	1.9	4758.10	0	91.90	1.9	1.21	95	6.00	1.27	364.60	2.80	Mjh
24-Jul	12:00	593719	95	4250.6	1.5	4758.10	0	90.00	1.5	1.20	89	5.00	2.05	361.80	2.20	Mjh
25-Jul	12:00	593814	157	4252.1	2.4	4758.10	0	88.50	2.5	0.98	84	8.00	1.06	359.60	3.40	Mjh
26-Jul	12:00	593971	91	4254.5	1.4	4758.10	0	86.00	2.0	2.00	76	4.00	1.77	356.20	2.00	DH
27-Jul	12:00	594062	89	4255.9	1.4	4758.10	0	84.00	1.0	1.89	72	4.00	2.00	354.20	1.80	DH
28-Jul	12:00	594151	47	4257.3	0.7	4758.10	0	83.00	1.0	1.01	68	3.00	1.22	352.40	1.00	Mjh
29-Jul	12:00	594198	9	4258	0	4758.10	0	82.00	0.0	1.54	65	1.00	1.46	351.40	0.00	Mjh
30-Jul	12:00	594207	194	4258	3.1	4758.10	0	82.00	2.0	0.00	64	7.00	1.50	351.40	3.00	Mjh
31-Jul	12:00	594401	91	4261.1	1.5	4758.10	0	80.00	1.0	0.72	57	5.00	1.80	348.40	2.20	Mjh
1-Aug	12:00	594492		4262.6		4758.10	0	79.00		0.89	52		1.58	346.20		Mjh
TOT			3346				0			39.60			45.59			
AVE			112				0			1.24			1.42			
MAX			194				0			2.18			2.08			
MIN			9				0			0.00			0.96			

Ion Stear

ATURE:
NE: 815-224-1650

10

VILLAGE OF POPLAR GROVE IL0070150 DAILY DISTRIBUTION MONITORING REPORT
 FOR THE MONTH OF July 2023
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

Item 4.

Date	North System (Wells 2 & 3)				West System (Well 4)				South System (Wells 5 & 6)				Operator Initials
	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	
1													
2													
3	Fh	1.02		1.37	Tower	0.3		1.7	Golf	1.34		1.15	Mjh
4													
5	School	1.76		1.52	Garage	0.44		1.54	Golf	1.08		2.44	Mjh
6	Village	1.02		1.71	Gas	0.5		1.33	Tower	1.13		1.75	Mjh
7	School	1.23		1.54	Oaklawn	..50		0.84	Tower	0.98		0.74	DH
8													
9													
10	Fh	1.07		1.41	Tower	1.01		0.95	Golf	1.1		1.7	Mjh
11	Village	1.22		1.51	Tower	1.37		1.36	Tower	1.34		1.63	Mjh
12	Village	1.07		1.23	Garage	1.04		1.39	Golf	0.96		1.21	Mjh
13	School	1.11		1.32	Gas	0.95		1.85	Tower	1.41		1.12	Mjh
14	Village	1.42		1.05	Tower	1.33		1.13	Golf	1.11		1.67	Mjh
15													
16													
17	Fh	1.02		1.19	Oak lawn	1.12		1.37	Golf	0.95		1.42	Mjh
18	School	1.31		1.26	Garage	0.97		1.55	Tower	0.97		1.55	Mjh
19	Village	0.73		1.55	Gas	1.03		1.66	Golf	1.01		1.33	Mjh
20	Fh	1.01		1.12	Tower	1.11		1.37	Tower	1.32		1.27	Mjh
21	School	1.36		1.6	Oak lawn	1.35		1.67	Golf	0.85		1.4	Mjh
22													
23													
24	School	1.16		1.88	Gas	0.89		1.16	Tower	0.81		1.51	Mjh
25	Tower	1.08		0.81	Tower	0.98		1.57	Golf	1.55		1.67	Mjh
26	Village	0.68		2	Garage	0.86		1.75	Tower	0.96		1.5	DH
27	School	1.14		1.73	Tower	0.76		1.79	Golf	0.76		0.83	DH
28	School	1.24		1.55	Garage	0.99		1.21	Tower	1.04		1.22	Mjh
29													
30													
31	School	1.61		2.1	Tower	1.09		1	Golf	0.61		1.33	Mjh
1	Tower	1.12		1.52	Gas	1.55		0.89	Tower	0.81		1.2	Mjh

Signature:

Ion Stear

PHONE: 815-224-1650

RESOLUTION NUMBER: 2023-26**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING
THE ANNUAL AUDIT FOR FISCAL YEAR MAY 1, 2022 – APRIL 30, 2023**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is required to have an annual audit performed; and

WHEREAS, the Village previously engaged the services of Lauterbach & Amen LLP to perform the annual audit for fiscal year May 1, 2022 – April 30, 2023; and

WHEREAS, Lauterbach & Amen LLP has completed said audit and a report of the same is attached hereto as Exhibit A, and incorporated herein; and

WHEREAS, Lauterbach & Amen LLP has presented said audit for approval before the Village Board at the September 17, 2023 Village Board Meeting; and

WHEREAS, the Village now desires to approve said audit report.

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby approves the annual audit report for fiscal year May 1, 2022 – April 30, 2023 attached hereto as Exhibit A.
3. The Village President and Village Clerk are authorized to sign and attest any and necessary documents to effectuate the foregoing.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2023

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2023

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- AUDIT REPORT

VILLAGE OF POPLAR GROVE, ILLINOIS

MANAGEMENT LETTER



FOR THE FISCAL YEAR ENDED
APRIL 30, 2023

200 Hill Street
Poplar Grove, IL 61065
Phone: 815.765.3201
Fax: 815.765.3571
www.poplargrove-il.us



September 11, 2023

The Honorable Village President
Members of the Board of Trustees
Village of Poplar Grove, Illinois

In planning and performing our audit of the financial statements of the Village of Poplar Grove, Illinois (the Village), Illinois, for the year ended April 30, 2023, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Village Council, management, and others within of the Village of Poplar Grove, Illinois, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Village personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire Village staff.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 94 PRIVATE-PUBLIC AND PUBLIC-PUBLIC PARTNERSHIPS AND AVAILABILITY PAYMENT ARRANGEMENTS**

Comment

In March 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which provides guidance regarding the information needs of financial statement users by improving the comparability of financial statements among governments that enter into public-private and public-public partnerships (PPPs) and availability payment arrangements (APAs) and by enhancing the understandability, reliability, relevance, and consistency of information about PPPs and APAs. A PPP is an arrangement in which a government (the transferor) contracts with an operator to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definitions Service Concession Arrangements (SCAs) if (a) the operator collects and is compensated by fees from third parties, (b) the transferor (government) determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services, and (c) the transferor (government) is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. An APA is an arrangement in which a government compensates an operator for activities that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* is applicable to the Village's financial statements for the year ended April 30, 2024.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new criteria associated with PPPs and PPAs to determine the appropriate financial reporting for these activities under GASB Statement No. 94.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

2. **GASB STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS**

Comment

In May 2020, the Governmental Accounting Standards Board (GASB) issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) by governments. It establishes uniform accounting and financial reporting requirements for SBITAs, improves the comparability of financial statements among governments that have entered into SBITAs, and enhances the understandability, reliability, relevance, and consistency of information about SBITAs. GASB Statement No. 96, *Subscription-Based Information Technology Arrangements* is applicable to the Village's financial statements for the year ended April 30, 2024.

CURRENT RECOMMENDATIONS - Continued

2. **GASB STATEMENT NO. 96 SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS - Continued**

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new SBITA criteria in conjunction with the Village's current arrangements to determine the appropriate financial reporting for these activities under GASB Statement No. 96.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

3. **GASB STATEMENT NO. 100 ACCOUNTING CHANGES AND ERROR CORRECTIONS**

Comment

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 100, *Accounting Changes and Error Corrections*, which establishes accounting and financial reporting requirements for (a) accounting changes, and (b) the correction of an error in previously issued financial statements (error correction). Accounting changes are (a) changes in accounting principle, (b) changes in accounting estimates, or (c) changes to or within the financial reporting entity. Error corrections are (a) errors from mathematical mistakes, mistakes in the application of accounting principles, or oversight or misuse of facts that existed at the time the financial statements were issued, or (b) a change from (i) applying an accounting principle that is not generally accepted to transactions or other events that previously were significant to (ii) applying a generally accepted accounting principle to those transactions or other events is an error correction. GASB Statement No. 100 requires that (a) changes in accounting principal and error corrections are reported retroactively, (b) changes in accounting estimates are reported prospectively, and (c) changes to or within the financial reporting entity should be reported by adjusting the current reporting period's beginning net position, fund balance, or fund net position, as applicable, for the effect of the change as if the change occurred as of the beginning of the reporting period. GASB Statement No. 100, *Accounting Changes and Error Corrections* is applicable to the Village's financial statements for the year ended April 30, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review any accounting changes or error corrections to determine the appropriate financial reporting for these activities under GASB Statement No. 100.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

CURRENT RECOMMENDATIONS - Continued**4. GASB STATEMENT NO. 101 COMPENSATED ABSENCES****Comment**

In June 2022, the Governmental Accounting Standards Board (GASB) issued Statement No. 101, *Compensated Absences*, which establishes standards of accounting and financial reporting for (a) compensated absences, and (b) associated salary-related payments, including certain defined contribution pensions and defined contribution other post-employment benefits (OPEB). The statement requires that a liability should be recognized for any type of leave that has not been used at year-end if (a) The leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Examples of leave that should be reviewed, and potentially measured under GASB Statement No. 101 are vacation leave, paid time off leave, holiday leave, and sick leave. Examples of leave that are excluded from GASB Statement No. 101 are parental leave, military leave, and jury duty leave. GASB Statement No. 101, *Compensated Absences* is applicable to the Village's financial statements for the year ended April 30, 2025.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new compensated absences and associated salary-related payments, including certain defined contribution pensions and defined contribution other post-employment benefits criteria to determine the appropriate financial reporting for these activities under GASB Statement No. 101.

Management Response

Management acknowledges this comment and, if applicable, will work to implement it when required by GASB.

PRIOR RECOMMENDATIONS

1. **GASB STATEMENT NO. 87 LEASES**

Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relieve to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to the Village's financial statements for the year ended April 30, 2023.

Recommendation

Lauterbach & Amen, LLP will work directly with the Village to review the new lease criteria in conjunction with the Village's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

Status

This comment has been implemented and will not be repeated in the future.

2. **CAPITAL ASSET APPRAISAL**

Comment

Previously, we noted the Village could benefit from having an appraisal of capital assets performed by an outside appraisal firm. This appraisal will be used to track capital assets. The benefits of an appraisal by an outside appraisal firm include but are not limited to 1) records for insurance purposes and 2) provide more accurate records of capital assets, including real property that the Village owns for financial reporting purposes.

Recommendation

We recommended that the Village have an outside appraisal firm perform a physical inventory and valuation of all the Village's capital assets. A periodic inspection of the assets should also be compared to this detail listing to ensure that all assets are accounted for on a regular basis.

Status

This comment has been implemented and will not be repeated in the future.

PRIOR RECOMMENDATIONS - Continued**3. RECAPTURE AGREEMENT****Comment**

Previously and during our current year-end audit procedures, we noted that the Village has a recapture agreement with a local subdivision and a related liability recorded within the Water and Sewer Fund. The language in the existing agreement is somewhat unclear as it relates to the calculation the various pieces of the agreement.

Recommendation

We recommended the Village review all current recapture agreements and the related liabilities, in order to ensure that the Village and Developer are in agreement as to the terms and calculations outlined in the recapture agreement.

Status

This comment has not been implemented and will be repeated in the future.

Management Response

The Village continues to collect and record any recapture agreements from prior years. Analysis of those agreements is part of an overall audit of subdivisions which started in fiscal year 2018. It continues to remain a high priority. The work is in progress and should be completed within the near future.

ORDINANCE NO. 2023-16**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING THE DISPOSAL OF CERTAIN PERSONAL PROPERTY OWNED BY
THE VILLAGE OF POPLAR GROVE**

WHEREAS, the Village of Poplar Grove (“Village”) owns certain items of personal property namely a Kubota KX033 (the “Property”); and

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

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

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

WHEREAS, the Village authorized the disposal of the Property on iBid public auction; and

WHEREAS, the Village received no offers to purchase the Property on iBid public auction; and

WHEREAS, the Village has received an offer to purchase the Property from Bobcat of Rockford for \$32,000; and

WHEREAS, the offer from Bobcat of Rockford is the only offer the Village has received for purchase of the Property.

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

1. The above recitals are incorporated herein and made a part hereof.
2. As authorized by 65 ILCS 5/11-76-4, the Village President and Board of Trustees find that the Property is no longer necessary or useful to the Village and the best interest of the Village will be served by the disposal of the Property. The Village Public Works Director, or his designee, is hereby authorized and directed to sell the Property to Bobcat of Rockford for \$32,000.
3. The Village President is hereby authorized to execute any documents necessary to effectuate the disposal contemplated herein and the Village Clerk to attest the same.
4. Except as amended in this Ordinance, all other provisions and terms of Village’s Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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 _____, 2023

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2023

ATTEST:

VILLAGE CLERK

PRESIDENT

RESOLUTION 2023-25
A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO ACCEPT
THE ESTIMATE FROM FOSS LANDSCAPES, INC. FOR LANDSCAPING
MATERIALS AND SERVICES AT MANSFIELD PARK

WHEREAS, the Village of Poplar Grove (“Village”) desires to purchase landscaping materials and services for Mansfield Park; and

WHEREAS, the Village desires to retain Foss Landscapes, Inc. of Machesney Park, Illinois (“Foss”) under the terms of the Estimate submitted by Foss, a copy of which is attached to this resolution as Exhibit A; and

WHEREAS, this is a Public Works Project subject to the Illinois Prevailing Wage Act and the Village will comply with said act as required by 820 ILCS Sec. 130/0.01 *et seq.*; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to construct the improvements.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of Poplar Grove, Boone County, Illinois that by the adoption of this Resolution:

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby accepts the Estimate of Foss Landscapes, Inc. for landscaping materials and installation of those materials at Mansfield Park property as set forth in Exhibit A attached hereto.
3. The Village President and Village Clerk are hereby authorized to execute and attest a contract with Foss Landscapes, Inc. for landscaping materials and services at Mansfield Park, and are further authorized to execute any document necessary to effectuate the intent set forth in this resolution.

The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this ____ day of September, 2023.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2023

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2023

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

Foss Landscapes, Inc.

1218 Shappert Dr.

Machesney Park, IL 61115

815-636-4748

fosslandscapes@sbcglobal.net

Estimate

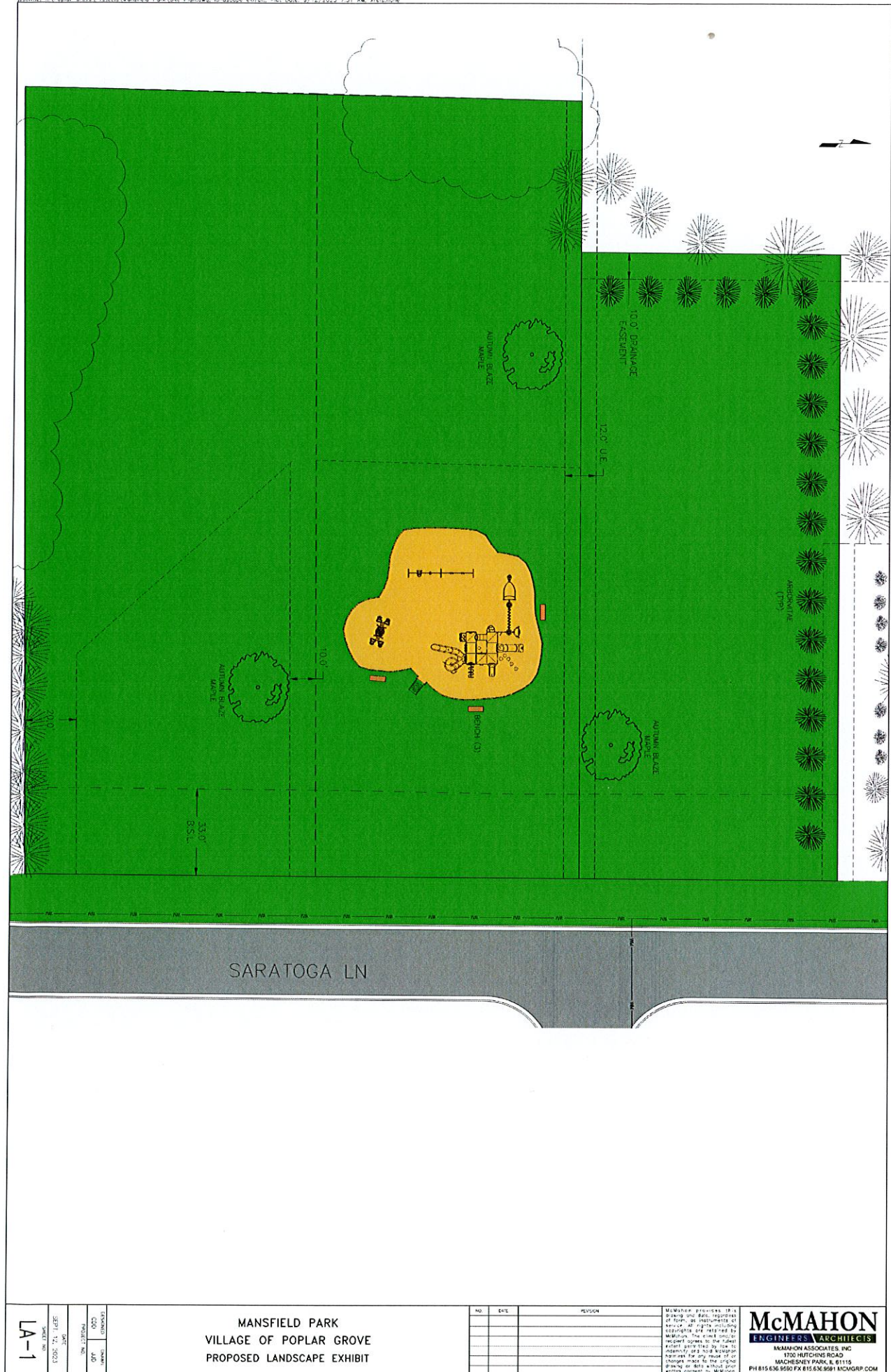
4507

9/14/2023

The Village of Poplar Grove**Attn: David Howe****200 North Hill St.****Poplar Grove, IL 61065****Project****Mansfield Park**

Description	U/M	Qty	Rate	Total
Autumn Blaze Maples 2"Dia	EA	3	550.00	1,650.00
Emerald Green Arborvitae 5'H at 6' on center	EA	60	245.00	14,700.00
Mulch	CY	20	75.00	1,500.00
No Maintenance on Erosion Control Devices		Total \$17,850.00		
Bonds Not Included				

\\poplar\grove\Projects\Wardsley Park\Site Plans\dwg landscape exhibit Plot Date: 9/12/2013 7:31 AM xref:exhib



Nancy Sylvester, MA, PRP, CPP-T

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian*

PROPOSAL VILLAGE OF Poplar Grove August 17, 2023

This proposal is in response to the request for a proposal from the Village of Poplar Grove, IL. This proposal is for conducting board training on Boardsmanship and Parliamentary Procedure for the Village Trustees of the Village of Poplar Grove.

Outline of Board Training Subjects to Cover: The following subjects will be covered: Board Basics, Board Governing Documents, Fiduciary Duty, Board/Staff Relationship, Purposes of Parliamentary Procedure, Quorum, Agenda, Processing a Motion, Precedence of Motions, Meaning of Votes, Script of a Motion, Meeting Minutes, Rules for a Small Committee/Board, and Basic Characteristics of a Motion.

Training: The training would be conducted in person, in the Village of Poplar Grove. The length of the training would be approximately 3 hours long. The date and time would be worked out between the Village representative and Nancy Sylvester.

Professional Qualifications and Experience: I have included my resume with this proposal.

Training Cost: The cost of the training would be \$3,000.00, plus expenses. That price would include a detailed handout, approximately 15-18 pages in length. The handout would be sent in advance, in PDF format, so that the client can print it.

If you have any questions, please feel free to contact me.



Nancy Sylvester is a Certified Professional Parliamentarian (CPP) and Certified Professional Teacher of Parliamentary Procedure (CPP-T) through the American Institute of Parliamentarians as well as a Professional Registered Parliamentarian (PRP) through the National Association of Parliamentarian. She has served as the Parliamentarian for the National Association of Parliamentarians multiple times, thus serving as the parliamentarians' parliamentarian.

Nancy is the author of the books *The Complete Idiot's Guide to Robert's Rules* and *The Guerrilla's Guide to Robert's Rules* as well as handbooks on parliamentary procedure and effective meetings. Nancy has also been published multiple times in both the *Parliamentary Journal* and the *National Parliamentarian*.

She has been a practicing professional parliamentarian since 1980. Nancy has served as parliamentarian for many local, state, and national organizations, some of whom include: American Veterinary Medical Association, American Speech Language and Hearing Association, American Physical Therapy Association, American Association of Nurse Anesthetists, National Court Reporters Association, American Nurses Association, Information Systems Audit and Control Association, National League of Cities, National Council of State Boards of Nursing, American Society of Pain Management Nurses, National League of Nursing, Girl Scouts of the United States of America, and OrthoIllinois. She facilitated many of these organizations through a complete revision of their bylaws.

Nancy has traveled all over the globe to provide parliamentary and board training as well as speaking services to her many clients. She has been recognized as a meeting expert in the *New York Times*, *Successful Meetings Magazine* and the book *Mastering Meetings*, written by the 3M Meeting Management Team.

Nancy is a Professor Emeritus of Speech at Rock Valley College, where she taught for 31 years. She has a master's degree in Communications from the University of Michigan and a Bachelors' degree in Communications from Indiana State University.

Nancy Sylvester, MA, PRP, CPP-T

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian*

RESUME

EDUCATION

B.S. Degree from Indiana State University, 1969, Speech Major, Winner of the Jardine Medal - Outstanding Senior Speech Major
M.A. Degree from University of Michigan, 1970, Communications Major, Rackham Scholar and Graduate Assistantship recipient

WORK

1980 – Present Sylvester Enterprises, Inc., Owner. Professional Parliamentarian, Board Trainer, Professional Facilitator, and Business Consultant
1970 - 2011 Rock Valley College, Associate Professor of Speech (1970-2001), Professor Emeritus of Speech (2001-present), Director of Forensics (1970-74), Leadership, Team and Meeting Management Specialist (1992-2011)
1996 - 1998 Chairman of the Board, First Financial Bancorp, Inc.
2004 & 2010 Author, *The Complete Idiot's Guide to Robert's Rules*, First and Second Edition
2006 Author, *The Guerrilla Guide to Robert's Rules*

PROFESSIONAL ORGANIZATIONS

National Association of Parliamentarians; American Institute of Parliamentarians; Illinois Association of Parliamentarians; Commission on American Parliamentary Practice - Chairman 1990-91, Vice Chairman 1989-90.

PROFESSIONAL DESIGNATIONS

Certified Professional Parliamentarian (CPP) through the American Institute of Parliamentarians (Highest designation awarded by AIP)
Professional Registered Parliamentarian (PRP) through the National Association of Parliamentarians (Highest designation awarded by NAP)
Certified Professional Teacher of Parliamentary Procedure (CPP-T) through the American Institute of Parliamentarians
One of approximately thirty parliamentarians in the country to hold the CPP-T and PRP designations
2001 – 2003, and 2009 – 2011 Parliamentarian for the National Association of Parliamentarians – thus the parliamentarians' parliamentarian

**6472 Shiloh Close
Rockford, IL 61107
E-mail: nancysylvester@gmail.com**

**Office Phone 815 ♦877 ♦5290
Mobile Phone 815 ♦621 ♦1151
Website: www.nancysylvester.com**

HONORS

Recipient of the 1999 Rockford Area Chamber of Commerce Athena Award

Recipient of the 2001 YWCA Alta Hulett Award for The Professions

Inclusion in the Marquis' *Who's Who in the World*, *Who's Who in American Women*, *Who's Who in American Education*, and *Who's Who in the Midwest*

Quoted as an expert on meetings in *New York Times*; *Successful Meetings Magazine*; *Mastering Meetings Discovering the Hidden Potential of Effective Business Meetings*, author: 3M Meeting Management Team; *The Meeting Professional*

Recipient of the Rock Valley College 1994 Faculty of the Year Award

PARLIAMENTARY PROCEDURE CLIENTS

(Current and Past)

MISO (Midcontinent Independent System Operator), American Veterinary Medical Association, American Speech Language and Hearing Association, American Physical Therapy Association, American Association of Nurse Anesthetists, Alpha Kappa Alpha, National Court Reporters Association, American Bowling Congress, Women's International Bowling Congress, United States Bowling Congress, American Nurses Association, Royal Neighbors of America, Information Systems Audit and Control Association, National League of Cities, Rockford City Council, Rockford Area Chamber of Commerce, Junior League of Rockford, United Way Services, American Society of Women Accountants, National Association of Insurance Women, American Woman's Society of Certified Public Accountants, Independent Accountants Association of Illinois, National Council of State Boards of Nursing, Council of Better Business Bureaus, VietNow, Polish American Congress, American Society of Pain Management Nurses, Municipal Clerks of Illinois, National League of Nursing, Girl Scouts of the United States of America, Illinois Township Officials, Ohio State Board of Nursing, New Jersey State Board of Nursing, Kentucky Board of Nursing, OrthoIllinois, National Assistance League, International Institute of Municipal Clerks, Alaska Municipal Clerks, Village of Machesney Park, State University Annuitants Association (Illinois), Certified Financial Planners Board, Legacy Academy of Excellence, Illinois Agricultural Association.

BOARD OF DIRECTORS TRAINING CLIENTS

American Veterinary Medical Association, American Nurses Association, American Association of Nurse Anesthetists, National Assistance League, American Bar Association, American Dairy Association and Dairy Council of New York, Rockford Park District, Northern Illinois Non Profit Center, The Women's Fund of Detroit, Chicago Medical Society, Photo Marketing Association International, Illinois Association of Park Districts, International Institute of Municipal Clerks, Iowa's Governor Conference on Public Health, Pasadena Showcase House for the Arts, Illinois Association of School Boards, Royal Neighbors of America, Information Systems Audit and Control Association, Association of Fundraising Professionals, Rockford Area Chamber of Commerce, Winnebago County Health Department, North Carolina Realtors Association, United Way Services, American Society of Women Accountants, National Association of Insurance Women, Independent Accountants Association of Illinois, Illinois Township Officials, Illinois Association of Park Districts, Natural Land Institute; Collier County, Florida, Board of Education.