



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, November 15, 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 minutes from October 11, 2023 meeting and October 18, 2023 meeting.

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

DEPARTMENT REPORTS

2. Engineer Report, McMahan
3. Public Works Report, David Howe
4. Treasurer Report, Carina Boyd
5. Wastewater Report, TEST

UNFINISHED BUSINESS

6. Motion to discuss/approve **Ordinance 2023-19** An Ordinance establishing the Village of Poplar Grove Special Service Area number 2.
7. Motion to discuss zoning regulations for shipping containers used for storage/office/fencing within the Village.
8. Motion to discuss Lions Club Agreement.

NEW BUSINESS

9. Motion to discuss/approve to approve check disbursement for payments scheduled to be paid prior to November 30, 2023, in the amount of \$707,059.31 in AP checks, \$18,501.30 in insurance expense checks, and \$4,253.14 EFTS for a total of \$729,811.75.
- [10.](#) Motion to discuss/approve check disbursement to DPI Construction, Inc. in the amount of \$1,685 and send an invoice to Comcast in the amount of \$1,685.
- [11.](#) Motion to discuss/approve **Resolution 2023-27** A Resolution of the Village of Poplar Grove, Illinois to authorize the Village of Poplar Grove to enter into an agreement with Solutions Bank for building loan.
- [12.](#) Motion to discuss/approve **Resolution 2023-28** A Resolution of the Village of Poplar Grove, Illinois to authorize the Village of Poplar Grove to enter into an agreement with Solutions Bank for an auto loan.
- [13.](#) Motion to discuss/approve **Resolution 2023-29** A Resolution of the Village of Poplar Grove, Illinois approving the Risk Management proposal from Illinois Counties Risk Management Trust.
- [14.](#) Motion to discuss and approve contract with Studio GWA for an update to the Village's Comprehensive Land Use Plan.
- [15.](#) Motion to discuss and possible action to approve to purchase video equipment and installation services from Grorud Services, LLC in the amount of \$4,755.
- [16.](#) Motion to discuss/approve Illinois Municipal League Model Resolution regarding Civility Pledge.
17. Motion to discuss bench dedication in Mansfield Park.

GOOD OF THE VILLAGE

10th Annual Tree Lighting, Village Hall, November 18, 2023 - 4pm-6pm
Planning and Zoning Meeting November 29, 2023 - 6:00 pm
Communication Committee Meeting November 30, 2023 - 6:30 pm
Board of Trustee Meeting December 13, 2023 - 7:00 pm
Board of Trustee Meeting December 20, 2023 - 7:00pm

ADJOURNMENT (Voice Vote)

KJ 11/13/2023



VILLAGE OF POPLAR GROVE

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VILLAGE BOARD OF TRUSTEES

Wednesday, October 11, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

Meeting called to order by President 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
- Attorney Dave Kurlinkus
- Clerk Karri Anderberg
- Carina Boyd
- Chris Dopkins
- David Howe

ABSENT

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek.

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

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Miller, Seconded by Trustee Richardson.

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from June 21, 2023, July 12, 2023, August 16, 2023, September 13, 2023, September 20, 2023 Board of Trustee Meeting and the September 13, 2023 Public Hearing

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek.

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

Motion to Divide Question to consider each set of minutes individually made by Finance Chairman Miller, Seconded by Trustee Cheek

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from June 21, 2023.

Motion to Amend Minutes from Village Board of Trustees Meeting from June 21, 2023 to delete "Swe" from before "Motion made by Trustee Goings" made by Trustee Richardson, Seconded by Finance Chairman Miller

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from June 21, 2023 as amended,

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from July 12, 2023,

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from August 16, 2023,

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from September 13, 2023,

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

On the question of the approval of the minutes of the Village Board of Trustees Meeting from September 20, 2023,

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

On the question of the approval of the minutes from the Public Hearing from September 13, 2023,

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

Motion to Reconsider Approval of the Minutes of the Village Board of Trustees from September 20, 2023 made by Finance Chairman Miller, Seconded by Trustee Straw

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

Motion to Postpone Approval of the Village Board of Trustees Meeting from September 20, 2023 to the October 18, 2023 Village Board of Trustees Meeting made by Finance Chairman, Seconded by Trustee Richardson

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

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No public comment

NEW BUSINESS

2. Discuss and possible action regarding a request to reduce the water and sewer connection fees for 120 Boeing Trail
 Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Miller.
 Kyle York - Relator from Dickerson and Nieman and listing agent for owner of 120 Boeing Trail. Would like to see a reduction in connection fees to what they once were of \$1500 instead of the \$5000
 Trustee Cheek feels if the Village reduces the connection for this property we will have to do it for the 2 properties that came and also asked for a reduction.
 Trustee Miller stated he is afraid if we grant this request the Village would have to amend its own ordinance.
 Discussion only no action was taken.

3. Discuss and possible action required regarding acceptance of quotes for video recording for Village Board meetings
 Motion made by Trustee Cheek, Seconded by Finance Chairman Miller.
 Public Works Director David Howe explained that the quotes are still coming in and it is harder then originally thought.
 Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Miller.
 postpone until November 15, 2023
 Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

4. Discussion and action on **Ordinance 2023-17** An Ordinance if the Village of Poplar Grove, Illinois approving and authorizing the Village to enter into a lease agreement with Kelly A. Kolec D/B/A Majestic Cuts Dog Grooming for a portion the real property located at 100 S. State Street, Poplar Grove

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek.

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

GOOD OF THE VILLAGE

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

Planning and Zoning Meeting October 25, 2023 - 6:00 pm

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

Board of Trustee Meeting November 8, 2023 - 7:00 pm

Board of Trustee Meeting November 15, 2023 - 7:00pm

ADJOURNMENT (Voice Vote)

KJA 10/09/2023

Motion made by Trustee Cheek, Seconded by Trustee Richardson.

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

Meeting adjourned at 7:36 pm



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VILLAGE BOARD OF TRUSTEES

Wednesday, October 18, 2023 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

Deputy Clerk Jaster called the meeting to order at 7pm.

ROLL CALL

PRESENT

- Finance Chairman Eric Miller
- Admin Chairman Owen Costanza
- Trustee Dan Cheek
- Trustee Betsy Straw
- Trustee Kristi Richardson
- Attorney Roxanne Sosnowski
- Deputy Clerk Katie Jaster
- Carina Boyd
- Chris Dopkins

ABSENT

- President Don Sattler
- Trustee Jeff Goings

PLEDGE OF ALLEGIANCE

Motion made by Trustee Cheek to make Trustee Miller mayor pro tem, Seconded by Admin Chairman Costanza.

Motion carried by voice vote.

APPROVAL OF PHONE PARTICIPATION (Roll Call)

None.

APPROVAL OF AGENDA (Voice Vote)

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

Motion carried by voice vote.

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

None.

DEPARTMENT REPORTS

1. Engineer Report, McMahan
None.
2. Public Works Report, David Howe
None.
3. Treasurer Report, Carina Boyd
None.
4. Wastewater Report, TEST
None.

OLD BUSINESS

5. Motion to approve minutes from September 20, 2023 Board of Trustee Meeting
Motion made by Trustee Richardson, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
6. Motion to discuss and possible action for **Resolution 2023-22** A Resolution of the Village of Poplar Grove appointing an individual to fill a vacancy in the Planning and Zoning Commission - Austin Davies
Motion made by Admin Chairman Costanza for discussion and possible action on Resolution 2023-22 appointment of Austin Davies, Seconded by Trustee Cheek.
Attorney Sosnowski explained the findings behind the Resolution.
Voting Yea: Trustee Cheek, Trustee Straw, Trustee Richardson
Voting Nay: Finance Chairman Miller, Admin Chairman Costanza
Resolution fails with no to majority vote.
7. Motion to discuss and possible action of Lion's Club Agreement.
Motion made by Admin Chairman Costanza for discussion only on Lions Club agreement, Seconded by Trustee Cheek.
Attorney Sosnowski gave an update to the Board about the standing of the current proposed agreement to the Lions Club.

NEW BUSINESS

8. Motion to discuss and any possible action for proposals for updated Comprehensive Land Use Plan
 Motion made by Trustee Cheek for discussion on the proposals for updated comprehensive land use plan, Seconded by Admin Chairman Costanza.
 Attorney Sosnowski explained both companies that submitted proposals and what each cost was. Studio GWA came in with a bid of \$29,535 and Houseal Lavigne came in with a bid of \$59,910. Trustees discussed their options.
 Motion made by Admin Chairman Costanza to amend the main motion to adopt Studio GWA, Seconded by Trustee Straw. Motion carried by voice vote.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
 Voting Abstaining: Finance Chairman Miller
9. Motion to discuss 312 Briarwood Drive.
 Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
 Trustee Costanza explained the permit issues that this property owner had with a vendor, but since has been resolved.
10. Motion to discuss and possible action for the Public Works Director's personal use of the Village vehicle during the winter months.
 Motion made by Admin Chairman Costanza for discussion, Seconded by Trustee Cheek.
 Attorney Sosnowski explain the request for Public Works Director Howe to use the Public Works truck during these next few months to have readily available access to assess the Village roads. Trustees discussed.
 Motion made by Admin Chairman Costanza to amend and approve the use of the Village truck, Seconded by Trustee Straw.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
11. Motion to discuss and possible action for approval to purchase Boss plow set up for new 2022 Ram 2500 service truck in the amount of \$7,870 from Scott's Auto and RV.
 Motion made by Admin Chairman Costanza for approval to purchase Boss plow set up for new 2022 Ram 2500 service truck, Seconded by Trustee Cheek.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
12. Motion to discuss and possible action to approve Orth Road Improvement - Section 23-00000-00-GM in the amount of \$170,554.91 to Curran Contracting Company, Inc.
 Motion made by Trustee Richardson to approve Orth Road Improvement - Section 23-00000-00-GM, Seconded by Admin Chairman Costanza.
 Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

13. Motion to discuss and possible action to approve State Street Improvements - Section 23-00011-00-RS in the amount of \$281,239.60 to Rock Road Companies, Inc.
Motion made by Admin Chairman Costanza to approve State Street Improvements - Section 23-00011-00-RS, Seconded by Trustee Richardson.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
14. Motion to discuss and possible action to approve pay application #1 for the new Public Works Building in the amount of \$447,340.71 to Larson & Larson Builders, Inc.
Motion made by Admin Chairman Costanza to approve pay application #1 for the new Public Works Building, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
15. Motion to discuss and possible action to approve check disbursement for payments scheduled to be paid prior to October 31, 2023, in the amount of \$1,076,307.06 in AP checks, \$22,526.48 in insurance expense checks, and \$4,253.14 EFTS for a total of \$1,103,086.68.
Motion made by Admin Chairman Costanza to approve check disbursements, Seconded by Trustee Richardson.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

GOOD OF THE VILLAGE

Planning and Zoning Meeting October 25, 2023 - 6:00 pm

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

Board of Trustee Meeting November 8, 2023 - 7:00 pm

Board of Trustee Meeting November 15, 2023 - 7:00pm

10th Annual Tree Lighting, Village Hall, November 18, 2023 - 4pm-6pm

Trustee Richardson also added that the Communications Committee will be meeting on October 26, 2023 at 6:30pm.

ADJOURNMENT (Voice Vote)

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

Motion carried by voice vote.

Adjournment at 7:40pm.

KJ 11/8/2023



To: The Village President and Board of Trustees

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

Re: Engineering Report – October 2023 Activity

Date: November 13, 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:** Steel and Insulated Metal Panels (IMP) were installed. At the time of this memo, the wall IMP is complete and the contractor is about to start on the IMP roofing. Exterior curbing was installed as well. Next steps are to get the roof installed, pour the remainder of the PCC approach slabs and curbing, and prep the site for pavement. We are hoping to have the binder course installed yet this year, and then surface course will be installed during the spring months.
- **2023 Pavement Maintenance Program:** Second pay applications were completed for both projects. Punch lists were also completed and turned over to the contractors. We are awaiting material certifications from IDOT for the State Street Project which are needed before we can close the project out. The Contractor for the Orth Road project completed the punch list items last week so we will proceed with closeout paperwork.
- **Miscellaneous Activities:**
 - DPW Howe and myself continued discussions regarding next year's CIP. We hope to have a formal recommendation the Board in December.
 - Test Inc. alerted us to several permit conditions that need to be met for the SWWTP. We are coordinating efforts w/ Test accordingly.
 - Site observations of four (4) hangars at the Airport were completed. B&F Technical was also on site for the observations.



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

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

Public Works Report, OCTOBER 2023

- Comcast work has continued throughout the Village. At this point in time, the majority of the mainline installation is completed. Comcast techs have been in the Village tying in all the PEDs, and I believe their goal is to begin introducing services in December. Right now, there are prepping areas for service connections, with a little more boring to be completed.
- Staff put together two new sets of bleachers for Diamond 3 in Lions Park. Once they were put together, we excavated pad sites for these as well as the existing bleachers at Diamond 4. Staff formed and poured all 4 pads and anchored the bleachers in.
- Staff went through the Village and did a final mow on roadways, drainage areas, and various other areas with the batwing and brush hog mowers.
- Staff also mowed parks and Village properties a final time this month.
- Following the end of mowing operations, all summer equipment was cleaned, serviced, and put into storage.
- Once that equipment was stored, the shop and coverall buildings were cleaned up and organized. We prepped for winter equipment parking.
- Installed plows, wings, and spreaders/augers on all the 5 yards. Changed out fittings and greased trucks.
- Used hotbox to cold patch Village Wide – having the hotbox will allow us to continue to patch throughout the winter months as needed.
- Reclaimed, stoned, and graded the driveway from the SWWTP to the lift station at the far east end of the property.
- Aerated all park properties.
- Consolidated sludge at SWWTP.
- I confirmed that the boom mower we ordered in May will be delivered and ready for installation the week after Thanksgiving.
- Order the first 125 tons of salt for the year to fill the salt shed.
- We started prep for the Village Christmas party, including hanging lights on the tree. We also added lights to the roof line of Village Hall this year.
- The new Public Works shop has continued on. The pad and underground have all been completed. Steel was erected, and they are in the process of finishing up the side panels and working on the roof installation. It is looking like a building at this point in time. Curb work has been ongoing, and still tentatively hoping to get a binder course down in the parking lot and

roadway this year, although we may run out of time on that depending on when asphalt plants close for the year. Chris and I continue to meet once a week (at least) with Larson and Larson for progress update meetings. The project is moving along and staying on schedule pretty well.

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

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

www.villageofpoplargo-illinois.gov

OCTOBER 2023 TREASURER'S REPORT

Monthly Reports:

Attached you will find October's financial reports.

Monthly Activities:

- All monthly financial tasks were completed.
- Attached is a list of all payments issued in October.
- Invoices scheduled to be paid in the month of November: \$707,059.31 in AP checks, \$18,501.30 in Insurance Expense checks, and \$4,253.14 in EFTS. Grand Total: \$729,811.75.
- Attached please find the Village of Poplar Grove's balance sheet as of 10/31/2023.

Ongoing Activities

- The Tax Levy will be on the November Board Agenda for review and possible approval in December.

Carina

10/31/2023

CHECK REGISTER
CHECK DATE FROM 10/01/2023 - 10/31/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
10/03/2023	OPER	28348	PR NCPERS	NCPERS	112.00
10/05/2023	OPER	EFT592(E)	PR BCBS OF IL	BLUE CROSS BLUE SHIELD OF ILLINOIS	21,179.90
10/05/2023	OPER	EFT593(E)	PR DENTAL/VISION	HUMANA INSURANCE COMPANY	1,234.58
10/06/2023	OPER	Various	PR PAYROLL	PAYROLL	26,294.53
10/06/2023	OPER	EFT590(E)	PR IRS	INTERNAL REVENUE SERVICE	9,492.24
10/06/2023	OPER	EFT591(E)	PR STATE OF IL	STATE OF ILLINOIS	1,409.00
10/06/2023	OPER	EFT594(E)	PR IL DIR EMPLOY	ILLINOIS DIRECTOR OF EMPLOYMENT SEC	325.16
10/09/2023	OPER	28349	AP 0371	ABBY PEST ELIMINATION LLC	475.00
10/09/2023	OPER	28350	AP 0006	ADT COMMERCIAL LLC	201.88
10/09/2023	OPER	28351	AP 0338	AMAZON.COM	1,216.60
10/09/2023	OPER	28352	AP 0490	AUTOMOTIVE SOLUTIONS, INC.	115.00
10/09/2023	OPER	28353	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	14,537.02
10/09/2023	OPER	28354	AP 0361	BLAIN'S FARM & FLEET	1,163.39
10/09/2023	OPER	28355	AP 0051	BOBCAT OF ROCKFORD	442.87
10/09/2023	OPER	28356	AP 0457	BOYD, CARINA	121.44
10/09/2023	OPER	28357	AP 0098	CINTAS CORPORATION #355	246.30
10/09/2023	OPER	28358	AP 0278	COMED	22,982.84
10/09/2023	OPER	28359	AP 0073	CONSERV FS INC	7,092.55
10/09/2023	OPER	28360	AP 0076	CORDRAY BROTHERS INC	595.00
10/09/2023	OPER	28361	AP 0347	CORE & MAIN LP	2,946.08
10/09/2023	OPER	28362	AP 0353	ERIC MILLER	326.01
10/09/2023	OPER	28363	AP 0097	FOX VALLEY INTERNET, INC.	54.90
10/09/2023	OPER	28364	AP 0096	FRONTIER	1,004.96
10/09/2023	OPER	28365	AP 0424	GO TO COMMUNICATIONS INC	310.29
10/09/2023	OPER	28366	AP 0109	HAWKINS, INC.	4,612.50
10/09/2023	OPER	28367	AP 0110	HEARTLAND BANK & TRUST COMPANY	38,168.75
10/09/2023	OPER	28368	AP 0384	HIRE TRACI II LLC	540.00
10/09/2023	OPER	28369	AP 0364	HOME DEPOT CREDIT SERVICES	677.15
10/09/2023	OPER	28370	AP 0605	INDUSTRIAL ENGINE COMPANY	2,763.75
10/09/2023	OPER	28371	AP 0072	JOE COOLING & SONS, INC.	156.00
10/09/2023	OPER	28372	AP 0619	KRISTI RICHARDSON	151.10
10/09/2023	OPER	28373	AP 0575	LAKESIDE INTERNATIONAL - MILWAUKEE	90.58
10/09/2023	OPER	28374	AP 0144	LAUTERBACH & AMEN, LLP	4,000.00
10/09/2023	OPER	28375	AP 0151	LINCOLN RENT-ALL & LAWN EQUIP SALES	297.69
10/09/2023	OPER	28376	AP 0532	MARVS TOWING & REPAIR, INC.	249.98
10/09/2023	OPER	28377	AP 0159	MCPMAHON ASSOCIATES, INC.	13,771.49
10/09/2023	OPER	28378	AP 0163	MEDIACOM	269.89
10/09/2023	OPER	28379	AP 0165	MENARDS	685.40
10/09/2023	OPER	28380	AP 0329	MR. GOODWATER	55.60
10/09/2023	OPER	28381	AP 0053	NAPA AUTO PARTS	826.54
10/09/2023	OPER	28382	AP 0186	NICOR GAS	784.50
10/09/2023	OPER	28383	AP 0192	NORTHERN ILLINOIS SERVICE CO	239.52
10/09/2023	OPER	28384	AP 0489	P.C. TECH 2 U	145.00
10/09/2023	OPER	28385	AP 0211	PITNEY BOWES INC.	247.54
10/09/2023	OPER	28386	AP 0506	R.P. LUMBER COMPANY, INC.	35.94
10/09/2023	OPER	28387	AP 0451	RED WING BUSINESS ADVANTAGE ACCT.	239.19
10/09/2023	OPER	28388	AP 0435	ROCK ROAD COMPANIES	1,480.50
10/09/2023	OPER	28389	AP 0220	ROCKFORD BUSINESS SYSTEMS, INC	456.99
10/09/2023	OPER	28390	AP 0325	SCHUMACHER LANDSCAPING, INC.	34.00
10/09/2023	OPER	28391	AP 0217	SOLUTIONS BANK	13,870.00
10/09/2023	OPER	28392	AP 0319	SOSNOWSKI SZETO, LLP	6,397.00

10/31/2023

CHECK REGISTER
CHECK DATE FROM 10/01/2023 - 10/31/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
10/09/2023	OPER	28393	AP 0248	STEINER ELECTRIC COMPANY	176.12
10/09/2023	OPER	28394	AP 0620	SYLVESTER ENTERPRISES INC	3,716.92
10/09/2023	OPER	28395	AP 0355	TEST INC.	18,598.51
10/09/2023	OPER	28396	AP 0259	TWIN TOWERS INC.	54.25
10/09/2023	OPER	28397	AP 0261	U.S. CELLULAR	216.59
10/09/2023	OPER	28398	AP 0262	USA BLUE BOOK	165.95
10/09/2023	OPER	28399	AP 0597	VERIZON	192.57
10/09/2023	OPER	28400	AP 0429	WEX BANK - MARATHON FLEET CARD	1,747.04
10/18/2023	OPER	28401	AP 0526	CURRAN CONTRACTING	170,554.91
10/18/2023	OPER	28402	AP 0615	DPI CONSTRUCTION INC	6,900.00
10/18/2023	OPER	28403	AP 0625	LARSON & LARSON BUILDERS INC	447,340.71
10/18/2023	OPER	28404	AP 0435	ROCK ROAD COMPANIES	281,239.60
10/20/2023	OPER	Various	PR PAYROLL	PAYROLL	14,214.69
10/20/2023	OPER	EFT595(E)	PR IRS	INTERNAL REVENUE SERVICE	4,273.08
10/20/2023	OPER	EFT596(E)	PR STATE OF IL	STATE OF ILLINOIS	852.47
10/20/2023	OPER	EFT597(E)	PR IMRF	IMRF	4,297.08
10/23/2023	OPER	28406	AP 0599	FREEPOINT ENERGY SOLUTIONS	1,993.31
10/23/2023	OPER	28407	AP MISC	ILLINOIS STATE TREASURER'S OFFICE	43.77
10/23/2023	OPER	28408	AP MISC	ILLINOIS STATE TREASURER'S OFFICE	2.88
10/23/2023	OPER	28409	AP MISC	ILLINOIS STATE TREASURER'S OFFICE	46.35
10/27/2023	OPER	EFT598(E)	PR UNION DUES	I.U.O.E. LOCAL 150	332.24
Total of 98 Checks:					1,162,085.18
Less 0 Void Checks:					0.00
Total of 98 Disbursements:					1,162,085.18

Item 4.
 DEPT: 00-1000
 TREASURER: [Redacted]
 DEPT: 00-1000
 Plant Grove

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 20 MOTOR FUEL FUND	FUND 31 WATER & SEWER FUN	FUND 32 DEBT SERVICE FUND	FUND 90 GOV FUNDS CAPITAL	TOTAL
ASSETS							
00-1010	PETTY CASH	192					192
00-1020	CASH IN BANK	(1,276,913)	373,930	1,094,659	208,886	225,385	625,947
00-1021	CASH IN BANK MONEY MARKET	2,386,990					2,386,990
00-1022	CASH IN BANK - BYRON BANK			103,874			103,874
00-1030	MONEY MARKET	31,567					31,567
00-1040	MFT MONEY MARKET		119,642				119,642
00-1070	CASH WITH PAYING AGENT			582,199			582,199
00-1075	ILLINOIS FUNDS INVESTMENT ACCT.						
00-1100	PROPERTY TAXES RECEIVABLE	3,296,592					3,296,592
00-1325	GASB 87 LEASE RECEIVABLE	317,096					317,096
00-1400	ACCOUNTS RECEIVABLE - OTHER	17,635					17,635
00-1401	ACCOUNTS RECEIVABLE	6,176					6,176
00-1405	ACCOUNTS RECEIVABLE - LITIGATION			161,962			161,962
00-1410	ALLOWANCE FOR DOUBTFUL ACCOUNTS	193,600					193,600
00-1600	CONSTRUCTION IN PROGRESS	(193,600)					
00-1605	VEHICLES			136,245			136,245
00-1610	VILLAGE WATER SYSTEM			42,017			42,017
00-1620	WATER/SEWER UTILITY SYSTEM			13,308,326			13,308,326
00-1630	STREETS			8,148,871			8,148,871
00-1705	ACCUMULATED DEPRECIATION - VEHICLE			66,551			66,551
00-1710	ACCUM DEP-VILLAGE NORTH WATER SY			(31,018)			(31,018)
00-1711	ACCUM DEP-VILLAGE SOUTH WATER SY			(1,519,111)			(1,519,111)
00-1720	ACCUMULATED DEPRECIATION - WATER/			(4,131,277)			(4,131,277)
00-1730	ACCUM DEP-STREET			(6,387,573)			(6,387,573)
00-1850	DEFERRED OUTFLOW			(29,116)			(29,116)
00-1900	UNAMORTIZED LOSS ON REFUNDING			333,322			333,322
	TOTAL ASSETS	4,779,335	493,572	11,919,911	236,873	225,385	17,655,076
LIABILITIES							
00-2100	UNAVAILABLE PROPERTY TAXES	317,096					317,096
00-2200	ACCOUNTS PAYABLE	85,404	16,797	32,724	205,781	3,503	344,209
00-2201	COMPENSATED ABSENCES - CURRENT PO			9,088			9,088
00-2203	BONDS PAYABLE 2012A - CURRENT POR			30,000			30,000
00-2204	BONDS PAYABLE 2012B - CURRENT POR			145,000			145,000
00-2205	BONDS PAYABLE 2015 - CURRENT PORT			360,000			360,000
00-2230	DUE TO AIRPORT - BEL AIR			23,500			23,500
00-2240	ACCURED INTEREST PAYABLE			47,199			47,199
00-2304	BONDS PAYABLE 2012B - LONG-TERM P			615,000			615,000
00-2305	BONDS PAYABLE 2015 - LONG-TERM PO			1,625,000			1,625,000
00-2340	HEALTH INSURANCE DEDUCTIONS PAYAB	(5,544)					(5,544)
00-2360	UNION DUES/NCPRS PAYABLE	288					288
00-2370	SUI PAYABLE	152					152
00-2400	OTHER DEFERRED REVENUE	694,976					694,976
00-2410	CUSTOMER DEPOSITS HELD	14,302					14,302
00-2650	NET PENSION LIABILITY			17,727			17,727
00-2660	DEFERRED INFLOWS			19,899			19,899
00-2665	GASB 87 DEFERRED INFLOW	17,306					17,306
00-2690	UNAMORTIZED BOND PREMIUM			58,051			58,051
00-2695	GASB83 ASSET RETIREMENT OBLIGATIO			325,000			325,000
	TOTAL LIABILITIES	1,123,980	16,797	3,308,188	205,781	3,503	4,658,249
FUND BALANCES							
00-3000	FUND BALANCE	2,130,889	779,910	8,197,308	30,150	1,332,975	4,273,924
00-3001	NET POSITION						8,197,308

TREASURER
Blair Grove

Item 4.

Period Ending 10/31/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 20 MOTOR FUEL FUND WATER	FUND 31 & SEWER FUN DEBT SERVICE	FUND 32 FUND GOV FUNDS	FUND 90 CAPITAL	Total
FUND BALANCES							
TOTAL FUND EQUITY							
	Beginning Fund Balance	2,130,889	779,910	8,197,308	30,150	1,332,975	12,471,232
	Net of Revenues Vs Expenditures	1,524,461	(303,134)	414,414	942	(1,111,092)	
	Ending Fund Balance	3,655,350	476,776	8,611,722	31,092	221,883	
	Total Liabilities And Fund Balance	4,779,330	493,573	11,919,910	236,873	225,386	



2323 Fourth Street, PO Box 483 Peru, IL 61354
 Phone: 815-224-1650 Toll Free: 800-659-4659
 www.testinc.com

November 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 September 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 lift stations.
- Cleaned inside of all panels and removed any cobwebs and bugs.
- We ordered some chemical from United Laboratories that's supposed to help with the grease in the lift stations.
- We are still waiting for a callback from Collins for them to come out and do our yearly cleaning of the lift stations.

North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- Scada issues have been fixed. Turns out it was a bad pump that was back feeding a small amount of power to trip the breaker through the relay.
- We worked with Win911 and our IT guy and got the Win911 working again. We were relying on the back up dialer and it was working, but now the system is back up and running like it should.
- We are working with David and Chris to put together a plan to replace and upgrade the Win911, but we can't just update that system alone. We need to update the operating system on the computer, but the Scada system won't run on anything newer than Windows 7. So, it's a domino effect to get everything updated.



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- Did a deep clean at the north plant.
- Decanted digesters.
- Tested all emergency wash stations.
- Raised levels to get ready for winter.
- We have been doing a lot of prep for winter operation.
- We've been working with Gasvoda to try and get the disk filter fixed. NOVA, the company that made the filter, is out of business so we can't just order the parts we need.

South WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- Tested all emergency wash stations.
- Sent sludge to drying beds.
- We tightened the cable that holds one of the floating mixers.
- We have set up the plant for cold weather/ winter operation.
- We had an issue with one of the influent pumps and had Sable come down to pull and take it back for inspection. We had an issue with another pump that was within days of each other. It's a pump that alternates with the other pump that had an issue as well. Sable will be down to pull and inspect that one. Just like most things with these plants, everything is getting old and is past its life.
- We had the heater checked. The heater in the south plant influent room didn't fire up.

Water System:

- Cleaned well houses.
- Cleaned and inspected injectors for all chemicals.
- We've pulled apart, then inspected and cleaned all the injectors at all the well for all the chemicals.
- All required EPA testing has been done.
- We had an issue with one of the thermostats in Well 5, so we replaced that.
- We got on the schedule for Midco to come out and inspect the towers again next spring.

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 #: IL0023451
 Major: No
 Permitted Features: 001 External Outfall
 Report Dates & Status: From 09/01/23 to 09/30/23
 Monitoring Period: 10/25/23
 Considerations for Form Completion: **Not DMR Validated**
 BOW ID: W0070150007; DMF LOAD LIMITS DISPLAYED MONITORING LOCATION "1" IS FORMONTHLY AVERAGE AND DAILY MAXIMUM MONITORING LOCATION "8" IS FORWEEKLY AVERAGE.

Facility: POPLAR GROVE - NORTH WWTP, VILLAGE OF
 Facility Location: 205 EDSON RD
 POPLAR GROVE, IL 61065
 Discharge: 001-0
 STP OUTFALL
 DMR Due Date: 10/25/23
 Status: **Not DMR Validated**
 Telephone: 815-224-1650
 Title: Certified Operator

Permittee: POPLAR GROVE, VILLAGE OF
 Permittee Address: 200 NORTH HILL STREET
 POPLAR GROVE, IL 61065
 Discharge: 001-0
 STP OUTFALL
 DMR Due Date: 10/25/23
 Status: **Not DMR Validated**
 Telephone: 815-224-1650
 Title: Certified Operator

Code	Parameter Name	Monitoring Location	Season	Param. MGD	Quantity or Loading			Quality or Concentration			Units	# of Ex.	Frequency of Analysis	Sample Type
					Value 1	Qualifier	Value 2	Value 3	Value 4	Qualifier				
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	-	Sample Permit Reg. Value NOD	7.866	=	7.37	=	6.85	19 - mg/L	0	02/DA - 2 Days Every Week	GR - GRAB
00400	pH	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	7.24	=	8.06	=	9.0 MAXIMUM	12 - SU	0	02/DA - 2 Days Every Week	GR - GRAB
00530	Solids, total suspended	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	18.079	<	62.864	<	20.0	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	1.016	=	3.176	=	1.01	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	0.377	=	0.572	=	3.0 DAILY MX	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS
50060	Chlorine, total residual	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	18.0	MO AVG	31.0	DAILY MX	1.5	MO AVG	<=	9 - Conditional Monitoring - Not Required This Period	GR - GRAB
74055	Coliform, fecal general	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	8.253	=	18.865	=	6.0	19 - mg/L	0	02/DA - 2 Days Every Week	CP - COMPOS
80062	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-	Sample Permit Reg. Value NOD	104.0	MO AVG	206.0	DAILY MX	10.0	MO AVG	<=	20.0 DAILY MX	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
 No errors.

Comments

Attachments

No attachments

Report Last Saved By

POPLAR GROVE, VILLAGE OF

User:

Name:

E-Mail:

Date/Time:

Report Last Signed By

User:

Name:

E-Mail:

Date/Time:

eburngamer

Elaine Burngamer

eburngamer@testinc.com

2023-10-20 08:48 (Time Zone: -05:00)

IONSTEAR

Ion Stear

istear@testinc.com

2023-10-24 11:28 (Time Zone: -05:00)

DMR Copy of Record

Permit
 Permit #: **IL0023451**
 Major: **No**
 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**
 Status: **Not DMR Validated**

Report Dates & Status
 Monitoring Period: **From 09/01/23 to 09/30/23**
 DMR Due Date: **10/25/23**

Considerations for Form Completion
 BOW ID: **W0070150007**
 Principal Executive Officer
 First Name: **Ion**
 Last Name: **Stear**
 Title: **Certified Operator**
 Telephone: **815-224-1650**

No Data Indicator (NODI)
 Form NODI: **-**

Code	Parameter Name	Monitoring Location	Session #	Param. NODI	Sample Permit Req Value NODI	Permit Req Value NODI	Qualifier 1	Value 1	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	-	-	-							19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS
00530	Solids, total suspended	G - Raw Sewage Influent	0	-	-	-							19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	-	-	-							19 - mg/L	0	02DA - 2 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
 No errors.

Comments

Attachments
 No attachments

Report Last Saved By
 POPLAR GROVE, VILLAGE OF

User: **ebungamer**
 Name: **Eilaine Bungamer**
 E-Mail: **ebungamer@iestinc.com**
 Date/Time: **2023-10-19 14:50 (Time Zone: -05:00)**

Report Last Signed By
 User: **IONSTEAR**
 Name: **Ion Stear**
 E-Mail: **isteear@iestinc.com**
 Date/Time: **2023-10-24 11:28 (Time Zone: -05:00)**

Sample ID	Parameter	Units	Frequency	Value	Limit	Units	Frequency	Value	Limit
74055	Coliform, fecal general		1 - Effluent Gross	0				280.0	
								400.0 DAILY MX	
90082	BOD, carbonaceous [5 day, 20 C]		1 - Effluent Gross	0				3.0	
								10.0 MO AVG	
								20.0 DAILY MX	

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: ebumgamer
 E-Mail: ebumgamer@lestinc.com
 Date/Time: 2023-10-19 14:56 (Time Zone: -05:00)

Report Last Signed By
 User: IONSTEAR
 Name: Ion Stear
 E-Mail: istear@lestinc.com
 Date/Time: 2023-10-24 11:28 (Time Zone: -05:00)

VILLAGE OF POPLAR GROVE - WEST IL0070350
 FOR THE MONTH OF September 2023 MONTHLY OPERATING REPORT
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

Date	Time	Flow Meter		Hour Meter Well 4		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials		
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L		Scale	lbs Used
31-Aug		377898	0	8460.61	0	140.00	0.0	0.58	71	0.00	1.11	415.50	0.00	
1-Sep		377960	87	8462.07	2.04	139.10	0.9	0.92	69	3.00	1.38	414.50	1.60	mjh
2-Sep		378047	59	8464.11	1.36	138.20	1.7	1.06	66	2.00	1.11	412.90	0.80	mjh
3-Sep		378106	66	8465.47	1.64	136.50	0.7	0.81	64	3.00	0.73	412.10	0.80	mjh
4-Sep		378172	82	8467.11	1.83	135.81	1.6	1.07	61	2.00	1.71	411.30	1.70	mjh
5-Sep		378254	57	8468.94	1.33	134.20	0.7	1.22	59	3.00	2.70	409.60	1.00	mjh
6-Sep		378311	85	8470.27	2.01	133.50	1.5	1.22	56	2.00	1.13	408.60	0.80	mjh
7-Sep		378396	36	8472.28	0.82	132.00	1.0	0.98	54	2.00	1.73	407.80	0.50	dh
8-Sep		378432	82	8473.1	1.92	131.00	0.0	1.31	52	4.00	1.19	407.30	1.30	mjh
9-Sep		378514	57	8475.02	1.35	130.90	1.0	0.98	48	1.00	1.90	406.00	0.90	mjh
10-Sep		378571	90	8476.37	2.11	130.00	1.0	1.04	47	5.00	1.34	405.10	1.80	mjh
11-Sep		378661	59	8478.48	1.36	129.00	1.0	0.35	42	42.00	1.28	403.30	0.90	dh
12-Sep		378720	46	8479.84	1.08	128.00	0.1	0.57	40	2.00	0.89	402.40	0.50	dh
13-Sep		378766	72	8480.92	1.69	127.90	0.0	0.60	38	2.00	2.05	401.90	1.30	mjh
14-Sep		378838	58	8482.61	1.36	127.90	1.9	0.27	36	4.00	0.90	400.60	0.80	dh
15-Sep		378896	59	8483.97	1.38	126.00	1.0	1.70	32	2.00	1.62	399.80	0.80	DH
16-Sep		378955	56	8485.35	1.52	125.00	0.0	0.62	30/100	0.00	1.71	399.00	1.20	dh
17-Sep		379011	89	8486.87	1.92	125.00	0.0	1.91	100	4.00	1.52	397.80	1.30	JH
18-Sep		379100	56	8488.79	2.09	125.00	1.0	1.05	96	2.00	2.32	396.50	0.80	dh
19-Sep		379156	60	8490.88	0.59	124.00	1.0	0.68	94	4.00	1.72	395.70	1.30	dh
20-Sep		379216	62	8491.47	1.45	123.00	0.0	0.69	90	2.00	1.44	394.40	1.30	dh
21-Sep		379278	42	8492.92	0.99	123.00	0.1	0.42	88	0.00	0.82	393.10	0.90	dh
22-Sep		379320	57	8493.91	1.33	122.90	0.5	0.31	88	3.00	1.42	392.20	0.90	dh
23-Sep		379377	60	8495.24	1.41	122.40	0.5	1.25	85	1.00	2.04	391.30	0.60	mjh
24-Sep		379437	89	8496.65	2.09	121.90	0.9	1.11	84	4.00	1.67	390.70	1.50	mjh
25-Sep		379526	57	8498.74	1.34	121.00	1.0	0.66	80	2.00	2.00	389.20	1.00	dh
26-Sep		379583	56	8500.08	1.3	120.00	0.1	1.03	78	2.00	2.69	388.20	0.70	dh
27-Sep		379639	45	8501.38	1.03	119.90	0.4	0.43	76	2.00	2.22	387.50	0.70	mjh
28-Sep		379684	19	8502.41	0.39	119.50	0.6	1.01	74	2.00	1.54	386.80	0.60	mjh
29-Sep		379703	105	8502.8	2.55	118.90	3.1	1.22	72	3.00	1.43	386.20	0.30	mjh
30-Sep		379808	67	8505.35	1.55	115.80	2.3	2.80	69	3.00	1.55	385.90	0.70	mjh
1-Oct		379875	0	8506.9	0	113.50		2.03	66		1.23	385.20	0.00	mjh
TOT			1915					31.90						
AVE			62					1.00						
MAX			105					2.80						
MIN			0					0.27						

SIGNATURE: 
 PHONE: 815-224-1650

Ion Stear

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

IL0070300

MONTHLY OPERATING REPORT

Date	Time	Flow Meter		Hour Meter Well 5		Hour Meter Well 6		Chlorine Feed			Phosphate Feed			Flouride Feed		Operator Initials
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	
31-Aug		597695	0	4312	0	4758.10	0	135.00	0.0	1.10	57	0.00	422.00	0.00	mjh	
1-Sep		597823	154	4314	2.4	4758.10	0	133.00	1.8	0.91	51	7.00	419.20	3.00	mjh	
2-Sep		597977	90	4316.4	1.4	4758.10	0	131.20	1.1	1.02	44	4.00	416.20	1.80	mjh	
3-Sep		598067	156	4317.8	2	4758.10	0	130.10	2.2	1.62	40	7.00	414.40	3.00	mjh	
4-Sep		598223	159	4319.8	2.9	4758.10	0	127.90	2.4	1.07	33	6.00	411.40	3.60	mjh	
5-Sep		598382	94	4322.7	1.4	4758.10	0	125.50	2.3	0.63	27/100	4.00	407.80	2.00	mjh	
6-Sep		598476	92	4324.1	1.4	4758.10	0	123.20	1.2	0.90	96	6.00	405.80	5.40	mjh	
7-Sep		598568	79	4327	1.5	4758.10	0	122.00	0.8	1.82	90	3.00	400.40	1.60	DH	
8-Sep		598659	79	4327	1.2	4758.10	1	121.20	1.2	0.45	87	7.00	398.80	1.60	mjh	
9-Sep		598738	122	4328.2	1.9	4759.10	0	120.00	0.6	1.20	80	5.00	397.20	2.60	mjh	
10-Sep		598860	123	4330.1	1.9	4759.10	0	119.40	1.4	0.70	75	7.00	394.60	2.40	mjh	
11-Sep		598983	88	4332	1.3	4758.10	0	118.00	1.0	1.24	68	4.00	392.20	1.80	dh	
12-Sep		599071	61	4333.3	1	4758.10	0	117.00	0.1	0.51	64	4.00	390.40	1.20	dh	
13-Sep		599132	92	4334.3	1.4	4758.10	0	116.90	0.9	0.60	60	4.00	389.20	2.00	mjh	
14-Sep		599224	91	4335.7	1.4	4758.10	0	116.00	2.0	0.54	56	6.00	387.20	1.80	dh	
15-Sep		599315	59	4337.1	0.9	4758.10	0	114.00	1.0	1.39	50	2.00	385.40	1.20	DH	
16-Sep		599374	89	4338	1.4	4758.10	0	113.00	1.0	2.00	48	4.00	384.20	2.00	dh	
17-Sep		599463	106	4339.4	1.8	4758.10	0	112.00	1.0	1.25	44	6.00	382.20	2.20	JH	
18-Sep		599569	78	4341.2	1.1	4758.10	0	111.00	1.0	0.75	38	4.00	380.00	1.80	dh	
19-Sep		599647	90	4342.3	1.4	4758.10	0	110.00	1.0	0.90	34	34.00	378.20	1.80	dh	
20-Sep		599737	61	4343.7	0.9	4758.10	0	109.00	0.0	0.51	30	2.00	376.40	1.40	dh	
21-Sep		599798	89	4344.6	1.4	4758.10	0	109.00	1.0	2.12	28	6.00	375.00	1.80	dh	
22-Sep		599887	61	4346	0.9	4758.10	0	108.00	1.5	0.60	22/100	2.00	373.20	1.40	dh	
23-Sep		599948	61	4346.9	1	4758.10	0	106.50	1.0	1.42	98	4.00	371.80	1.20	mjh	
24-Sep		600009	122	4347.9	1.9	4758.10	0	105.50	1.5	1.54	94	6.00	370.60	2.60	mjh	
25-Sep		600131	61	4349.8	0.9	4758.10	0	104.00	2.0	2.00	88	4.00	368.00	1.40	dh	
26-Sep		600192	0	4350.7	0.9	4758.10	0	102.00	0.9	1.45	84	3.00	366.60	1.20	dh	
27-Sep		600250	92	4351.6	1.5	4758.10	0	101.10	1.6	1.04	81	5.00	365.40	1.80	mjh	
28-Sep		600342	66	4353.1	1	4758.10	0	99.50	1.0	1.10	76	3.00	363.60	1.40	mjh	
29-Sep		600408	69	4354.1	1.1	4758.10	0	98.50	2.2	1.23	73	3.00	362.20	1.40	mjh	
30-Sep		600477	58	4355.2	1.1	4758.10	0	96.30	1.8	1.71	70	70.00	360.80	2.40	mjh	
1-Oct		600535	0	4356.3	0	5758.10	0	94.50	0.0	1.49	0	0.00	358.40	0.00	mjh	
			0				0		0.0			0.00				
			0													
TOT			0				1			36.81					44.70	
AVE			86				0			1.15					1.40	
MAX			159				1			2.12					2.29	
MIN			0				0			0.45					0.75	

Jon Stear

SIGNATURE:
 PHONE: 815-224-1650

VILLAGE OF POPLAR GROVE
 DAILY DISTRIBUTION MONITORING REPORT

FOR THE MONTH OF September 2023
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF PUBLIC WATER SUPPLIES

Date	North System (Wells 2 & 3)			West System (Well 4)			South System (Wells 5 & 6)			Flouride Analysis							
	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Site #	Free Cl ₂	Total Cl ₂	PO ₄	Slope Standard	Well #2	Well #3	Well #4	Well#5-6
1	Fh	0.94		1.9	tower	0.76		1.32	tower	0.97		1.07	mjh				
2																	
3																	
4																	
5	school	1.19		1.7	tower	1.19		1.8	golf	0.87		1.35	mjh				
6	tower	1.45		1.87	garage	1.16		1.37	golf	0.49		2.31	mjh				
7	village	1.01		1.94	gas	0.23		0.59	tower	0.68		1.44	dh				
8	Fh	0.92		1.97	garage	0.88		1.24	golf	0.45		1.72	mjh				
9																	
10																	
11	tower	1.37		1.51	tower	0.39		1.14	tower	0.42		1.56	dh				
12	school	1.67		1.14	garage	0.31		1.76	gc	0.52		1.16	dh				
13	school	1.29		2.2	tower	1.1		1.45	golf	0.5		1.93	mjh				
14	village	1.14		1.54	Gas	0.15		0.9	tower	0.37		1.06	dh				
15	FH	0.81		1.45	TOWER	0.55		1.2	GC	0.39		1.2	DH				
16																	
17																	
18	school	1.2		1.43	tower	0.75		0.74	tower	0.16		1.2	dh				
19	tower	1.39		1.61	garage	0.58		1.18	GC	0.41		1.21	dh				
20	village	1.28		2.01	gas	0.49		0.78	tower	0.25		1.37	dh				
21	fh	0.46		1.3	oak	0.42		1.34	GC	0.11		0.89	DH				
22	tower	1.59		1.05	tower	0.26		1.24	tower	0.25		1.5	dh				
23																	
24																	
25	school	1.49		2.26	garage	0.15		1.15	tower	0.6		1.89	dh				
26	village	0.55		1.72	tower	0.06		1.79	GC	0.11		1.34	dh				
27	school	1.37		1.69	gas	0.15		1.18	gc	0.25		1.91	mjh				
28	village	1.86		1.68	garage	0.44		1.2	gc	0.3		1.75	mjh				
29	school	1.69		1.56	gas	0.6		1.53	gc	0.30		1.7	mjh				
30																	
31																	
1																	

Signature:  Jon Stear
 PHONE: 815-274-1650

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

Date	Time	Flow Meter		Hour Meter Well 2		Hour Meter Well 3		Chlorine Feed		Phosphate Feed		Flouride Feed		Operator Initials		
		Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4 mg/L		Scale	lbs Used
31-Aug	07:00	397876	0	10064.2	0	31035.00	8.90	117.50	3.0	1.93	53	8.00	1.97	44.00	0.5	mjh
1-Sep	07:00	398033	213	10064.2	0	31043.90	10.90	114.50	3.5	1.80	45	9.00	1.00	43.50	0.6	mjh
2-Sep	07:00	398246	133	10064.2	0	31054.80	6.80	111.00	2.7	1.46	36	6.00	1.01	42.90	0.8	mjh
3-Sep	07:00	398379	183	10064.2	0	31061.60	10.50	108.30	2.8	1.54	30	7.00	2.10	42.10	0.6	mjh
4-Sep	07:00	398562	207	10064.2	0	31072.10	9.50	105.50	3.7	1.12	23/100	9.00	1.35	41.50	0.6	mjh
5-Sep	07:00	398769	140	10064.2	0	31081.60	7.10	101.80	2.8	1.53	91	7.00	0.99	40.90	0.9	mjh
6-Sep	07:00	398909	189	10064.2	0	31088.70	9.80	99.00	3.0	1.45	84	8.00	1.87	40.00	1.0	mjh
7-Sep	07:00	399098	127	10064.2	0	31098.50	7.00	96.00	1.5	1.49	76	6.00	0.38	39.00	0.1	Dh
8-Sep	07:00	399225	180	10064.2	0	31105.50	6.40	94.50	3.1	1.63	70	7.00	1.41	38.90	0.9	mjh
9-Sep	07:00	399405	101	10064.2	0	31111.90	7.50	91.40	2.5	1.74	63	6.00	2.01	38.00	0.2	mjh
10-Sep	07:00	399506	206	10064.2	0	31119.40	11.00	88.90	4.9	1.45	57	9.00	1.82	37.80	0.8	mjh
11-Sep	07:00	399712	132	10064.2	0	31130.40	6.20	84.00	2.0	1.57	48	6.00	1.55	37.00	0.8	dh
12-Sep	07:00	399844	131	10064.2	0	31136.60	6.70	82.00	2.1	1.83	42	5.00	0.86	36.25	0.5	dh
13-Sep	07:00	399975	159	10064.2	0	31143.30	8.20	79.90	3.9	1.48	37	7.00	1.06	35.80	0.8	mjh
14-Sep	07:00	400134	171	10064.2	0	31151.50	8.70	76.00	3.0	1.07	30	8.00	1.43	35.00	0.25	DH
15-Sep	07:00	400305	110	10064.2	0	31160.20	5.60	73.00	1.0	1.45	22	6.00	1.34	34.75	0.25	dh
16-Sep	07:00	400415	136	10064.2	0	31165.80	12.00	72.00	3.0	1.45	16/100	4.00	1.05	34.00	0.5	dh
17-Sep	07:00	400551	205	10064.2	0	31177.80	5.70	69.00	5.0	1.30	96	10.00	0.99	33.50	0.5	JH
18-Sep	07:00	400756	133	10064.2	0	31183.50	6.60	64.00	1.0	0.88	86	6.00	0.95	33.00	0.8	dh
19-Sep	07:00	400889	127	10064.2	0	31190.10	6.50	63.00	3.0	1.77	80	6.00	1.47	32.25	0.8	dh
20-Sep	07:00	401016	128	10064.2	0	31196.60	6.50	60.00	3.0	0.96	74	6.00	1.73	31.50	0.5	dh
21-Sep	07:00	401144	153	10064.2	0	31203.10	7.80	57.00	3.0	1.46	68	6.00	1.43	31.00	0.5	DH
22-Sep	07:00	401297	98	10064.2	0	31210.90	5.00	54.00	1.1	1.63	62	3.00	1.13	30.50	0.5	dh
23-Sep	07:00	401395	133	10064.2	0	31215.90	6.80	52.90	2.7	1.28	59	7.00	1.34	30.00	0.4	mjh
24-Sep	07:00	401528	181	10064.2	0	31222.70	9.20	50.20	4.2	1.46	52	10.00	1.38	29.60	0.6	mjh
25-Sep	07:00	401709	125	10064.2	0	31231.90	6.50	46.00	2.0	1.12	42	6.00	1.21	29.00	0.3	dh
26-Sep	07:00	401834	131	10064.2	0	31238.40	6.60	44.00	2.8	1.45	36	5.00	0.87	28.75	0.6	dh
27-Sep	07:00	401965	125	10064.2	0	31245.00	6.40	41.20	2.3	1.63	31	5.00	1.34	28.10	0.3	mjh
28-Sep	07:00	402090	140	10064.2	0	31251.40	7.20	38.90	3.2	1.58	26	5.00	1.48	27.80	0.8	mjh
29-Sep	07:00	402230	122	10064.2	0	31258.60	6.20	35.70	2.2	1.68	21	7.00	1.43	27.00	0.1	mjh
30-Sep	07:00	402352	134	10064.2	0	31264.80	6.90	33.50	3.0	1.26	14/100	4.00	1.20	26.90	0.4	mjh
1-Oct	07:00	402486	0	10064.2	0	31271.70	0.00	30.50	0.0	1.43	96	0.00	1.10	26.50	0.0	mjh
TOT			4453													
AVE			144				237			46.88					42.25	
MAX			213				8			1.47					1.32	
MIN			0				12			1.93					2.10	
							5			0.88					0.38	

SIGNATURE:  Jon Stear
 PHONE: 815-224-1650

ORDINANCE NO. 2023-19

**AN ORDINANCE ESTABLISHING THE
VILLAGE OF POPLAR GROVE
SPECIAL SERVICE AREA NUMBER 2**

BE IT ORDAINED BY THE VILLAGE BOARD OF THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Authority. The Village of Poplar Grove (the “Village”) is authorized, pursuant to Article VII, Section 7(6) of the Constitution of the State of Illinois, and pursuant to the provisions of the Illinois Special Service Area Tax Law, 35 ILCS 200/27-5 et seq. (the “Act”), to establish special service areas for the provision of special governmental services in portions of the Village and to levy or impose a special tax for the provision of such special services.

Section 2. Findings. (a) The question of establishment of the area hereinafter described as a special service area (the “Special Service Area”) was considered by the Village Board of the Village pursuant to “An Ordinance Proposing the Establishment of Special Service Area Number 2 in the Village of Poplar Grove and Providing for Other Procedures in Connection Therewith,” being Ordinance No. 2023-15, adopted on August 15, 2023. The establishment of the Area was considered at a public hearing held on September 13, 2023 (the “Public Hearing”). The Public Hearing was held pursuant to notice duly published in the Rockford Register Star, a newspaper of general circulation within the Village, on August 24, 2023, which publication was at least fifteen (15) days prior to the Public Hearing. A certificate of publication of notice is attached to this Ordinance as Exhibit A. Said notice conform in all respects to the requirements of the Act.

(b) At the Public Hearing, all interested persons were given an opportunity to be heard on the question of the cost of construction, reconstruction and installation of sanitary sewer mains and laterals, related engineering, surveying, soil testing and appurtenant work, mass grading, site clearing, other related improvements and other eligible costs (collectively, the “Improvements”), on the question of the conditions for participating in the Special Service Area as more particularly set forth herein, and on the question of financing the eligible costs due from time to time by a levy of a special tax on real property within the Area.

(c) After considering the data as presented to the Corporate Authorities of the Village and at the Public Hearing, the President and Board of Trustees of the Village find that it is in the best interests of the Village and of the residents and property owners of the Village of Poplar Grove Special Service Area Number 2, as hereinafter described, be established.

(d) More than 60 days have elapsed since the final adjournment of the Public Hearing. No owners of record of the taxable property lying within the Special Service Area or electors residing within the Special Service Area have filed a petition with the Village Clerk objecting to the creation of the Special Service Area, the levy of the Special Tax as described herein or the financing of the Improvements.

(e) The Special Service Area is compact and contiguous as required by the Act.

(f) An annual special tax based upon a special tax roll levied against each residential lot and each parcel in the Special Service Area as herein described does not exceed the tax rate or method proposed in the notice of public hearing referred to herein and such special tax, taking into account the direct and indirect special service benefits to current and future owners of property within the Special Service Area, bears a rational relationship between the amount of tax levied against each lot, block, tract and parcel of land in the Special Service Area and the special service benefit conferred.

(g) It is in the best interests of the Village that the Special Service Area be created for the financing of the Improvements within the Special Service Area, that the up-front financing of the Improvements' costs be advanced by the Village, and that taxes be levied on real property within the Special Service Area to repay the Village for such up-front financing and to cover costs and expenses connected with the financing of the Improvements within the Special Service Area.

(h) It is in the best interests of the Village of Poplar Grove Special Service Area Number 2 that the furnishing of the Improvements proposed be considered for the common interests of the Special Service Area and that the Special Service Area will benefit specially from the Improvements.

Section 3. Village of Poplar Grove Special Service Area Number 2 Established. A special service area to be known and designated as "Village of Poplar Grove Special Service Area Number 2" is hereby established and shall consist of the contiguous territory legally described in Exhibit B hereto, and outlined on the map of a portion of the Village attached as Exhibit C hereto, which description and map are by this reference incorporated herein and made a part hereof. The public streets and highways shown within Exhibit C are also included in the Special Service Area.

Section 4. Purpose of Area. Village of Poplar Grove Special Service Area Number 2 is established to provide special services to the Special Service Area in addition to services provided in the Village generally. Village of Poplar Grove Special Service Area Number 2 is also created provide special municipal services to the area which include, but are not limited to, connection to the Village water supply, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The special services include new construction and maintenance and repair activities.

Village of Poplar Grove Special Service Area Number 2 is also created to help finance the costs of the associated water connection fees related to providing connection to the Village water supply to the proposed special service area. The special municipal services to be provided to the proposed special service area will include connection to Village water supply and related engineering, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The payment of the water connection fees associated with providing the special municipal services to the proposed special service area are anticipated to be approximately \$391,842.23. The payment of the water connection fees may be payable from taxes levied on real property in the Special Service Area in accordance with the special tax roll established by this Ordinance for a period of ten (10) years. Such taxes shall be levied in addition to all other Village taxes so levied, provided repayment shall not be in excess of the amount of \$391,842.23.

Section 5. Special Tax Roll for Re-Payment. In lieu of an ad valorem tax to be levied and extended for the re-payment of principal of and interest advanced on behalf of the Special Service Area, a special tax roll is hereby established. Such special tax roll shall be used only for levying and extending taxes for the re-payment of the costs of the Improvements paid for in advance by the Village for the purposes set forth in Section Four hereof and the administration and maintenance expenses of the Special Service Area. The special tax roll shall be substantially in the form attached as Exhibit D hereto, which special tax roll is by this reference incorporated herein and made a part hereof.

Section 6. Supersede Conflicting Ordinance. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are repealed to the extent of such conflict.

Section 7. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED by the Corporate Authorities this _____, 2023.

Voting Aye (list names): _____
Voting Nay (list names): _____
Abstaining (list names): _____
Absent (list names): _____

SIGNED by the Village President this _____, 2023.

Village President

ATTEST:

Village Clerk

Published in pamphlet form _____, 2023.

EXHIBIT A

Proof of Publication and Notice

LOCALiQ

JournalStar | Journal-Standard
Rockford Register Star

PO Box 631200 Cincinnati, OH 45263-1200

PROOF OF PUBLICATION

Sosnowski Szeto, Llp
Sosnowski Szeto, Llp
6735 Vistagreen Way Ste 300
Rockford IL 61107

STATE OF ILLINOIS, COUNTY OF WINNEBAGO

The Rockford Register Star, a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Rockford, County of Winnebago, Township of Rockford, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

That the attached or annexed was published in the issue dated:

08/24/2023

and that the fees charged are legal.
Sworn to and subscribed before on 08/24/2023



Legal Clerk



Notary, State of WI, County of Brown

4-6-27

My commission expires

Publication Cost:	\$391.00	
Order No:	9194617	# of Copies:
Customer No:	637681	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

<p>DENISE ROBERTS Notary Public State of Wisconsin</p>
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NOTICE OF HEARING
VILLAGE OF POPLAR
GROVE SPECIAL
SERVICE AREA
NUMBER 2

NOTICE IS HEREBY GIVEN that on September 13, 2023, at 7:00 p.m. at the Village of Poplar Grove Village Hall, 200 N. Hill Street, Poplar Grove IL 61065, a hearing will be held by the Village of Poplar Grove (the "Village") to consider forming a special service area, to be called "Village of Poplar Grove Special Service Area Number 2" consisting of the territory legally described in Exhibit 1 to this Notice.

The approximate location and boundaries of the proposed special service area is the parcel commonly known as: 13150 IL Route 76 with PIN: 03-26-300-018 located in the Village of Poplar Grove, and is more fully described in Exhibit 1 of this Notice.

The general purpose of the formation of the Village of Poplar Grove Special Service Area Number 2 is to provide special municipal services to the area which include, but are not limited to, connection to the Village water supply, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The special services include new construction and maintenance and repair activities.

There will also be considered at the hearing the following method of financing the water connection fees associated with the improvements within the proposed special service area: the owner of the Subject Territory has provided the up-front financing for the costs associated with connection to the Village water supply but is in need of the special service area to help finance the costs of the associated water connection fees related to providing connection to the Village water supply to the proposed special service area. The special municipal services to be provided to the proposed special service area will include connection to Village water supply and related engineering, surveying, soil testing and appurtenant work, mass grading, site clearing, water connection fees and other eligible costs. The payment of the water connection fees associated with providing the special municipal services to the proposed special service area are anticipated to be approximately \$391,842.23.

The Village desires to allow the property owner of the Subject Territory to pay for such fees by and through the levy of an annual special tax levied against the Subject Territory located within the special service area for a period of ten (10) years. This tax is to be levied upon the specific and identified taxable property within the proposed special service area. The proposed amount of the tax levy for special services for the initial year for which taxes will be levied is anticipated to be \$39,184.22.

At the hearing, all interested persons affected by the formation of such special service area, including all persons owning taxable real estate therein, may file writ-

ten objections to and be heard orally regarding the formation of and the boundaries of the special service area and the levy of taxes affecting the area. The hearing may be adjourned by the Village Board without further notice other than a motion to be entered upon the minutes of its meeting fixing the time and place of its adjournment.

If a petition signed by at least 51% of the electors residing within the Village of Poplar Grove Special Service Area Number 1 and by at least 51% of the owners of record of the land included within the boundaries of the Village of Poplar Grove Special Service Area Number 2 is filed with the Village Clerk of the Village of Poplar Grove within 60 days following the final adjournment of the public hearing objecting to the creation of the special service area or the levy of taxes affecting the area, no such area may be created or taxes levied or imposed.

Members of the public are invited to attend this public hearing at which time an opportunity will be given to address the members of the Village Board of the Village of Poplar Grove.

Dated: August 21, 2023

/s/ Karri Anderberg, Village Clerk

To be published in the Rockford Register Star on or about August 24, 2023.

Exhibit 1 to Notice
Boundaries of Special
Service Area
Legal Description of
Property

A tract of land bounded and described as follows: Commencing at the Southeast corner of the Southwest Quarter (1/4) of said Section 26, Township 45 North, Range 3 East of the Third Principal Meridian and running thence North One Thousand One Hundred Fifty-five (1,155.0) feet; thence West One Thousand Eight Hundred and Ninety-eight (1898.0) feet; thence South One Thousand One Hundred Fifty-five (1,155.0) feet to the South line of said Section; thence East along said Section line to the place of beginning; Excepting therefrom a parcel as described in Warranty Deed dated September 23, 1993, recorded December 15, 1993, as Document No. 93-11299, executed by Leonard E. Harris and Joy E. Harris to the People of the State of Illinois, Department of Transportation, as set aside for public road purposes. Situated in the County of Boone, State of Illinois.
Property Code: 03-26-300-018
Commonly known as 13150 IL Route 76, Poplar Grove, IL.

EXHIBIT B**Legal Description of Special Service Area**

A tract of land bounded and described as follows: Commencing at the Southeast corner of the Southwest Quarter (1/4) of said Section 26, Township 45 North, Range 3 East of the Third Principal Meridian and running thence North One Thousand One Hundred Fifty-five (1,155.0) feet; thence West One Thousand Eight Hundred and Ninety-eight (1898.0) feet; thence South One Thousand One Hundred Fifty-five (1,155.0) feet to the South line of said Section; thence East along said Section line to the place of beginning; Excepting therefrom a parcel as described in Warranty Deed dated September 23, 1993, recorded December 15, 1993, as Document No. 93-11299, executed by Leonard E. Harris and Joy E. Harris to the People of the State of Illinois, Department of Transportation, as set aside for public road purposes. Situated in the County of Boone, State of Illinois.

Commonly known as 13150 IL Route 76, Poplar Grove, IL

PIN: 03-26-300-018

EXHIBIT C

Map of Special Service Area



6/16/2023

- Winn Cnty Street Labels
- Boone Cnty Street Labels
- Stephenson Cnty Street Labels
- Parcel

1:2,400

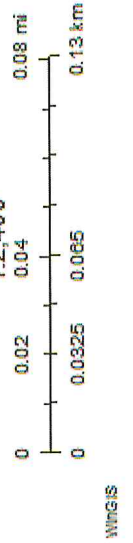


EXHIBIT D
Special Tax Roll

VILLAGE OF POPLAR GROVE
SPECIAL SERVICE AREA NUMBER 2
TAX ROLL

PIN	PROPERTY OWNER	PROPERTY TAX PAYER	PROPERTY ADDRESS	TOTAL SSA TAX PER LOT	NUMBER OF INSTALLMENTS (YEARS)	ANNUAL SSA TAX PAYMENT AMOUNT
03-26-300-018	Oak Lawn MHP, LLC 13011 Office Drive Poplar Grove, IL 61065	Oak Lawn MHP, LLC 13011 Office Drive Poplar Grove, IL 61065	13150 IL Route 76 Poplar Grove, IL 61065	\$391,842.23	10.00	\$39,184.22
<p>NOTE: The special services to be provided consist of connection to the Village water supply and appurtenances thereto including, but not limited to, financing of water connection fees. The special service area tax was spread across the above referenced lots based on the rational relationship between the amount of the tax levied and the special service benefit rendered and pursuant to this special tax roll. The total cost of the improvements along with the proportional share of administrative fees associated with the SSA totaled \$391,842.23. These total costs were then divided between the lots based on the actual costs of the improvements to each lot plus each lot's proportional share of administrative fees to arrive at the total SSA tax per lot. The total SSA tax per lot was that divided by 10 to arrive at the annual SSA tax payment amount.</p>						
<p>TAX LEVY SCHEDULE: The SSA tax should be levied for 10 years with the first annual SSA tax levy being for tax year 2023 (which is to be collected in 2024) and the last year that the SSA tax is levied being 2033 (which is to be collected in 2034).</p>						

POPLAR GROVE LIONS CLUB
229 Summit Street
Poplar Grove, IL 61065

November 9, 2023

Village of Poplar Grove
200 N. Hill Street
Poplar Grove IL 61065

Re: Lions Park

Dear Poplar Grove President and Board of Trustees:

This letter is in response to a proposal to amend an agreement between the Poplar Grove Lions Club, a not-for-profit charity (the “Poplar Grove Lions” or the “Club”) and the Village of Poplar Grove relating to Lions Park. Before addressing the amended agreement, the Poplar Grove Lions would like to provide brief history both on the Club and on the development of Lions Park.

Lions International is the world’s largest service club organization with over 46,000 clubs and approximately 1.35 million members worldwide. The Poplar Grove Lions is one of the oldest chapters in the State, having been chartered and active in the community for over 60 years (established in 1961). One of the Charter Members of the Poplar Grove Lions was Roger Day, who later served as Poplar Grove’s mayor for 19 years. Since its inception, the Poplar Grove Lions and the Village have worked cooperatively and collaboratively to better the community.

The Poplar Grove Lions are a 501(c)(4) charitable organization. All money raised by the Club goes back into the community, be it through scholarships for local high school seniors, improvements to Lions Park, or financial support to community members or community organizations (with an emphasis to help community members that are visually impaired). The Lions International moto is “We Serve” and every member of the Poplar Grove Lions participates in the Club to serve the community. No members or officers receive pay or any other tangible benefit for their service. Club members pay out of pocket to a separate dinner and dues account to ensure 100% of all money raised goes back into the community to serve the Club’s charitable purposes.

One of the Poplar Grove Lions’ proudest achievements has been the establishment, development, and maintenance of Lions Park in Poplar Grove. Lions Park is open to the public, contains 4 baseball diamonds, a half mile walking path, pavilion, concession stand, and playground among other amenities.

Lions Park enables the Poplar Grove Lions, partnering with other local organizations, to provide for affordable youth sports and an area for public recreation and gathering. The Poplar

November 9, 2023

Page 2

Grove Lions recognize not every local family is able to afford the high cost of travel and club baseball, softball and other sports and are proud to help coordinate programming that is affordable to a wide array of families in Boone County. The Club, through volunteer sports directors, concession workers, and the like, strives to ensure that any child that wants to participate in baseball or softball close to home has the opportunity to do so.

Lions Park was developed over the course of 30 plus years and was only possible due to the generosity of local families, fundraising of the Poplar Grove Lions, and the volunteer labor and in-kind donations of countless members of the Club. Lions Park consists of two tracts of land, one donated by the Johnson family and the other conveyed by the Simerl Family at a sub-market price (paid by the Poplar Grove Lions), both transferred for the purpose of the Poplar Grove Lions developing the land into a community park focused on providing little league/youth sports opportunities to local children.

In 1989, the Poplar Grove Lions conveyed legal title of the property to the Village of Poplar Grove in exchange for the Village's agreement that the Poplar Grove Lions retained the right to develop the property "into a community park in any manner that they see reasonably fit" (the "1989 Agreement"). This exchange was not a gift to the Village, it was an exchange for value. The Village of Poplar Grove agreed to take legal title to the property and insure for liability purposes, and in exchange, ensured the property would remain a community park. The Poplar Grove Lions gave up legal title to the property (forgoing the ability to later resell the property or use it for another purpose), but retained development and use rights of Lions Park.

Acting and relying upon this 1989 Agreement, the Poplar Grove Lions proceeded to develop the land into a community park at great expense. Baseball diamonds with bleachers and fences were constructed, a concession stand and pavilion were built, playgrounds were constructed and replaced over the years, and a walking path was constructed and eventually expanded. The vast majority of the money and labor expended to develop Lions Park over the past 30 plus years has been donated and/or raised by members of the Poplar Grove Lions.

The 1989 Agreement also contemplated cooperation between the Village of Poplar Grove and Poplar Grove Lions in developing the Lions Park. Over the years, the Village of Poplar Grove has recognized the value of the Lions Park and offered efficiencies to help maintain Lions Park (such as mowing and maintenance) and capital contributions (such as funding to enable the walking path to be expanded to be ADA compliant). This has allowed the Poplar Grove Lions to focus the funds it has raised on other projects within the park (such as replacing the playground in ~2015, replacing bleachers, and upgrading diamonds, etc.).

The Poplar Grove Lions want what is best for the community, while also honoring and recognizing the agreement between the Poplar Gove Lions and the Village of Poplar Grove and the contributions past and current members of the Poplar Grove Lions have made in developing Lions Park. This cooperative and collaborate relationship between the Poplar Grove Lions – a charitable, non-taxing organization – and the Village of Poplar Grove is extremely beneficial to

November 9, 2023

Page 3

the community in that it provides for a community park, but does not result in the entire cost burden being shouldered by the taxpayers of Poplar Grove.

In 2021 the Poplar Grove Lions were approached about amending the 1989 Agreement. The Poplar Grove Lions initial reaction was that the 1989 Agreement has been effective and workable for over 30 years, but the Poplar Grove Lions agreed to discuss potential changes to the agreement. After some back and forth, the Poplar Grove Lions proposed an agreement that addressed concerns raised by the Village. The Club agreed to cooperate in providing financial information and records to the Village (as a public charity, this is public information anyways), agreed to a termination provision in the event the Club dissolved, agreed to a set schedule of fees, and so on. The Club never received a response to the last draft agreement it sent to the Village.

Recently, the Club was sent a new proposed agreement. The new agreement is vastly different from even the Village's last draft in 2021 and is inconsistent with the bargain struck between the Poplar Grove Lions and the Village in 1989. This new proposed agreement has the effect of cutting the Poplar Grove Lions out of Lions Park. The only rights retained by the Poplar Grove Lions would be a preferential right to reserve the park for a club use – up to one event per month. The result of this, amongst other things, would be that the Poplar Grove Lions would be unable to run the baseball and softball programs as they are currently, if at all. We hope this is not the intent of the Village.

As noted above, and emphasized again, the Poplar Grove Lions want to do what is best for the Poplar Grove community. We feel the cooperative and collaborative relationship between the Village and Poplar Grove Lions serves the community best. If the Village would like to discuss amending the 1989 Agreement, the Club is willing to have that discussion. We propose, rather than exchange drafts of an agreement, that representatives from both the Village and the Club sit down and have an open and candid discussion, with the draft agreement we proposed in 2021 to serve as the foundation for discussion (attached for ease of reference).

We are happy to invite Trustee(s) to a Club meeting to have a discussion, or we are happy to set up a special meeting. We are confident we can all reach an agreement that ensures that Lions Park remains a source of community pride and resource for everyone in and around Poplar Grove.

Sincerely,

Poplar Grove Lions Club

FIRST AMENDED AGREEMENT

THIS AGREEMENT (the “Agreement”) entered into this ____ day of _____, 2021, by and between the Village of Poplar Grove, an Illinois municipal corporation (“Poplar Grove”), and the Poplar Grove Lions Charities Inc. a/k/a the Poplar Grove Lions Club, an Illinois not-for-profit corporation (“Lions Club”).

WHEREAS, in June 1989, subject to the terms and conditions of an agreement of the same date (the “1989 Agreement”), the Lions Club gifted and conveyed legal title to an eight (8) acre parcel located in the Village of Poplar Grove, Boone County, Illinois, legally described in Exhibit “A”, attached hereto and incorporated herein by reference (hereinafter the “Premises”), to Poplar Grove.

WHEREAS, the purpose of the transfer of the Premises was to establish a community park to be operated and developed by the Lions Club and for the benefit of the community at large.

WHEREAS, subject to the terms and conditions of the 1989 Agreement, Poplar Grove is now the titled owner of the Premises; and

WHEREAS, Poplar Grove and the Lions Club desire to restate and amend the terms and conditions of the Agreement between the parties in order to continue the cooperative development and maintenance of the Premises.

NOW, THEREFORE, for consideration, and in consideration of the mutual covenants and promises as set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Continued Development Rights

The Lions Club shall continue to retain the right to develop and improve the Premises into a community park, subject to the terms and conditions of this Agreement, in any manner that they see reasonably fit and practical.

2. Responsibilities of Poplar Grove

Poplar Grove shall maintain the Premises by providing the following as needed:

- (a) Grass mowing
- (b) Weed control
- (c) Maintenance of parking lots and drives
- (d) Refuse and trash removal

3. Responsibilities of the Lions Club

The Lions Club shall provide normal upkeep of the following appurtenances at the Premises:

- (a) Concessions
- (b) Rest rooms
- (c) Playground equipment
- (d) Maintenance building

4. Scheduling

In recognition of the contributions to Poplar Grove and surrounding communities and its residences, the Lions Club shall have first choice for scheduling activities and the dates of events. The Lions Club will advise Poplar Grove of the appropriate contact for reserving park space and facilities.

5. Improvements

The Lions Club and Poplar Grove will collaborate to develop the Premises to the benefit of the community under the following provisions:

- (a) Poplar Grove will consider providing funding for improvement projects within the Premises; and
- (b) Poplar Grove will consider joint funding of projects with the Lions Club at the Premises; and
- (c) Any permanent structure that either party hereto contemplates building on the Premises subsequent to the date of this Agreement shall be approved and agreed to in writing by both parties.

6. Reservation Fee Structure

The Lions Club and Poplar Grove agree to cooperate and codify fees charged for use of the Premises in a village ordinance. Fees will be applied equally to all like users of the Premises. At the request of Poplar Grove, the Lions shall provide Poplar Grove with a copy of the financial records accounting for money collected and expended on the Premises. The format of the records to be provided shall be in the same manner as ordinarily kept and maintained by the Lions Club. Poplar Grove’s request for records shall be limited to once per calendar year. Both parties agree to reasonably cooperate with each other relating to any request for records or information stemming from an audit or other requests from the Internal Revenue Service, Illinois Department of Revenue, or other similar agencies.

7. Assignment of Agreement

Without the prior, express, and written consent of the other party, which shall not be unreasonably withheld, neither party shall assign this Agreement to any third party.

8. Dangerous Materials

The Lions Club shall not store or have on the Premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company. For the purposes of this provision, gas, oil, cleaning supplies and other supplies necessary for the ordinary maintenance of the Premises and its facilities shall not be considered dangerous materials.

9. Insurance

The Premises shall, at all times, pursuant to this Agreement, be the property of Poplar Grove and shall be covered under Poplar Grove’s liability insurance policy. The Lions Club agrees to refrain from taking any action that would jeopardize Poplar Grove’s ability to insure the Premises.

10. Termination

This Agreement may be terminated before its expiry if:

- (a) Both parties agree, in writing, to terminate the Agreement; or
- (b) Either party is dissolved and assignment of the Agreement to a third party is not possible under the provisions of Paragraph 8.

Upon termination, each party shall have no further rights or obligations as set forth in this Agreement.

11. Binding Effect

The covenants and conditions contained in this Agreement shall apply to and bind the heirs, legal representatives, and assigns of the parties, and all covenants are to be construed as conditions of this Agreement.

12. Governing Law

It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois.

13. Entire Agreement

This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

14. Modification of Agreement

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

15. Notices

Any notices required or desired to be given under this Agreement shall be deemed to have been sufficiently given to either party when delivered via USPS, UPS, or FedEx with signature confirmation.

Notice to Poplar Grove shall be sent to: _____

Notice to the Lions Club shall be sent to: _____

16. Survival of Provisions

If any of the provisions of this instrument are invalid with any statute or rule of law of the State of Illinois or of any judicial district in which it may be so brought to be enforced, then such provisions shall be deemed null and void to the extent that they may conflict herewith, however, the remainder of this instrument and any other application of such provision shall not be affected hereby.

17. Venue of Actions

The parties hereto mutually covenant and agree that any and all suits for any and every breach of this Agreement shall be instituted and maintained in any court of competent jurisdiction in Boone County, Illinois.

18. Jurisdiction

All parties hereto hereby agree, consent and submit to the jurisdiction of the courts of the State of Illinois relative to any and all suits, claims, causes of action, interpretation of damages and any other judicial proceedings that may arise out of the performance of and/or enforcement of this Agreement.

19. Waiver of Right to Change Venue

The parties hereto acknowledge that this Agreement is executed in Poplar Grove, Illinois, and also acknowledge that they have agreed that any and all proceedings and/or actions pertaining to this Agreement shall be instituted, prosecuted and defended in the courts of Boone County, Illinois, and therefore, both Poplar Gove and the Lions Club, hereby waive their respective rights to a change of venue.

20. Use of Headings

The Article, Section and Clause headings appearing in this Agreement 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 appertain.

21. Counterparts

This Agreement may be executed in two or more counterparts, and all such counterparts shall constitute one and the same instrument provided all counterparts are provided to both parties and identified as part of this Agreement before the signed date of this Agreement.

22. Amendments, Modifications

Except as otherwise provided for herein, this Agreement may not be amended, modified, or terminated, nor 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.

IN WITNESS WHEREOF, THE PARTIES HERETO ARE DULY AUTHORIZED TO SIGN AND HAVE SIGNED THIS AGREEMENT ON THIS THE _____ DAY OF _____, 2021, AND BY DOING SO HAVE ACKNOWLEDGED THAT THEY HAVE READ THE FOREGOING DOCUMENT IN ITS ENTIRETY AND ACKNOWLEDGE THAT THE SAME IS A LEGALLY BINDING AGREEMENT, AND THAT THEY HAVE EXECUTED THE SAME AS THEIR OWN FREE AND VOLUNTARY ACT AND DO CONSENT TO AND ACKNOWLEDGE THE TERMS AND CONDITIONS HEREIN.

VILLAGE OF POPLAR GROVE:

**POPLAR GROVE LIONS CHARITIES INC.
a/k/a POPLAR GROVE LIONS CLUB:**

ITS PRESIDENT

BY: _____
ITS: _____

ATTEST:

CLERK

PARK RULES AND REGULATIONS:

It shall be unlawful to: (Ord. 372, 1981)

- A) Have pets on the grounds of Lions Park and unleashed pets on any of the other parks, which the village may have jurisdiction over. (Ord. 561, 3-11-2002)
- (1) This section shall not apply to any service animal which is being used to assist a blind, deaf; or mobility-impaired person, provided that the service animal has adequate identification that it is a service animal.
- B) Horseback ride.
- C) Build fires in any area other than designated.
- D) Camp.
- E) Operate motorized vehicles on any of the park property other than on the roadway.
- F) Harm, remove or disturb any building equipment, sign, marker, or structure.
- G) Cause excessive noise as to disturb others.
- H) Possess any of the following items on park property: glass containers (other than what is necessary to provide immediate medical treatment), firearms, air guns, blow guns, bows and arrows, crossbows, spears, or fixed/locking knives over 3” in length.
- I) Throw, cast, lay or place any rubbish, paper, garbage or refuse matter of any kind in or upon Lions Park other than in refuse containers.
- J) Damage, cut, break or in any way injure or deface any tree, shrub, plant, flower, or turf in the park premises.
- K) Be present in the park from ten o’clock (10:00) P.M. to six o’clock (6:00) A.M.
- L) Sell or distribute alcoholic beverages without permission from the village board of trustees and upon supplying proper dramshop coverage. (Ord. 372, 1981)
- M) Utilize the park for any organized activity, for-profit pursuit, event, or gathering without a reservation, completed rental agreement, and deposit as defined by the fee structure and/or village ordinance.

PENALTIES

Eviction. Any person or organization violating any of the provisions of this chapter may be forthwith evicted from Lions Park.

Penalty. Any person or organization violating any of the provisions of this chapter shall, upon conviction, pay a fine of not less than \$50.00 nor more than the maximum allowed by law.



DPI Construction, Inc.

Business Number 815-618-5837
 16961 Comly Rd
 Pecatonica, IL
 61063
 815-239-2731
 dalesplumbing84@gmail.com

INVOICE POPLAR GROVE PEDESTAL

19926

DATE

Nov 8, 2023

DUE

On Receipt

BALANCE DUE

USD \$1,685.00

BILL TO

POPLAR GROVE

1700 Hutchins Road
 Machesney Park, Il
 CDopkins@mcmgrp.net

DESCRIPTION	RATE	QTY	AMOUNT
REMOVE AND DISPOSE AGG BASE CY	\$40.00	18.5	\$740.00
INSTALL 12" AGG BASE TON	\$35.00	27	\$945.00

Payment Info

PAYPAL
 hathawayryan0@gmail.com

BY CHECK
 DPI CONSTRUCTION, INC

OTHER
 Pay by Cash/Check/Credit or Online

Remit payments to:

DPI Construction, Inc.
 16961 Comly Rd.
 Pecatonica, IL 61063

Thank you for your business

Please visit our website at www.dales-plumbing.com or Like us on Facebook

Thanks for your business!

SUBTOTAL	\$1,685.00
TAXABLE	\$1,685.00
TAX (0%)	inc \$0.00
TOTAL	\$1,685.00
BALANCE DUE	USD \$1,685.00

RESOLUTION NUMBER: 2023-27

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO AUTHORIZE THE VILLAGE OF POPLAR GROVE TO ENTER INTO AN AGREEMENT WITH SOLUTIONS BANK FOR A BUILDING LOAN

WHEREAS, the Village of Poplar Grove (the “Village”) is in need of a new public works building; and

WHEREAS, the Village desires to enter into a loan agreement with Solutions Bank to provide such services for a building loan in an amount not to exceed \$500,000.00 at an interest rate not to exceed 6.19%; and

WHEREAS, Solutions Bank has outlined their proposed interest rate upon which Solutions Bank will provide such loan services and have memorialized the same in the commitment letter 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 an Agreement with Solutions Bank for building loan services.

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and acknowledges the commitment letter with Solutions Bank to enter into a loan agreement for an amount not to exceed \$500,000.00 and at an interest rate not to exceed 6.19% pursuant to the commitment letter attached hereto as Exhibit A, or one in substantially similar form.
3. The Village President and Village Treasurer and Village Clerk are hereby authorized to execute and attest any future loan documents subject to Village Board of Trustees approval.

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- COMMITMENT LETTER FROM SOLUTIONS BANK



November 2, 2023

Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Dear Board of Trustees:

Thank you for allowing Solutions Bank the opportunity to offer financing terms for the construction of your new maintenance building. Please accept the following as our loan commitment:

- Borrower: Village of Poplar Grove, an Illinois Municipality
- Loan Amount: \$500,000.00
- Purpose: Construct maintenance building
- Interest rate: 6.19% fixed (for the life of the loan)
- Payments (construction period): Accrued interest, monthly
- Payments (term period): estimated \$5,599 per month (principal and interest)
- Maturity: One (1) year (construction period); Ten (10) years (term period)
- Amortization: Ten (10) years (term period)
- Prepayment penalty: None
- Expiration Date: This proposal will be in effect until December 31, 2023.



- Authorization: Borrower agrees to provide copies of meeting minutes detailing the amount of the loan, intention to borrow from Solutions Bank, names/titles of the loan document signers and that the loan will be a General Obligation to the Village.
- Financial Disclosure: Borrower agrees to provide Bank with appropriate Board authorized annual financial statements and budgets.

Again, we thank you for the opportunity to offer financing and if you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink that reads "Scott A. Greenlee". The signature is written in a cursive, flowing style.

Scott A. Greenlee
Executive Vice President

RESOLUTION NUMBER: 2023-28

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO
AUTHORIZE THE VILLAGE OF POPLAR GROVE TO ENTER INTO AN
AGREEMENT WITH SOLUTIONS BANK FOR AN AUTO LOAN**

WHEREAS, the Village of Poplar Grove (the “Village”) is in need of a new truck for snow plowing purposes; and

WHEREAS, the Village desires to enter into a loan agreement with Solutions Bank to provide such services for an Auto loan in an amount not to exceed \$_____ at an interest rate not to exceed 5.99% for up to five (5) years with no fee; and

WHEREAS, Solutions Bank has outlined their proposed interest rate upon which Solutions Bank will provide such loan services and have memorialized the same in the commitment letter 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 an Agreement with Solutions Bank for loan services.

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

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and acknowledges the commitment letter with Solutions Bank to enter into a loan agreement for an amount not to exceed \$_____ and at an interest rate not to exceed 5.99% for up to five (5) years with no fee pursuant to the commitment letter attached hereto as Exhibit A, or one in substantially similar form.
3. The Village President and Village Treasurer and Village Clerk are hereby authorized to execute and attest any future loan documents subject to Village Board of Trustees approval.

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- COMMITMENT LETTER FROM SOLUTIONS BANK

RESOLUTION NUMBER: 2023-29

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING
THE RISK MANAGEMENT PROPOSAL FROM
ILLINOIS COUNTIES RISK MANAGEMENT TRUST**

WHEREAS, the Village of Poplar Grove (“Village”) has received a proposal from Illinois Counties Risk Management Trust for the provision of insurance coverage for the Village; and

WHEREAS, the Village desires to accept the proposal of Illinois Counties Risk Management Trust for the provision of insurance coverage for the Village; and

WHEREAS, this purchase will cost in excess of \$25,000 and pursuant to Village Code Section 1-10-4 and by a two-thirds (2/3) vote of the corporate authorities, the Village hereby waives the public bid requirement for purchases exceeding \$25,000; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to accept the proposal from Illinois Risk Management Trust to provide insurance coverage for the Village.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby waives the requirement to publicly bid the purchase by a two-thirds majority vote.
3. The Village hereby accepts the proposal of Illinois Counties Risk Management Trust in the amount of \$91,719.00 as set forth in Exhibit A attached hereto.
4. The Village President and Village Clerk are hereby authorized to execute any document necessary to effectuate the intent set forth in this resolution.

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

PREMIUM SUMMARY

NAMED INSURED: *Village of Poplar Grove*

EFFECTIVE DATE: *12/01/23-12/01/24*

CARRIER: *Illinois Counties Risk Management Trust*

<i>Coverage</i>	<i>2022-2023</i>	<i>2023-2024</i>
<i>Package & Umbrella</i>	<i>\$68,440.00</i>	<i>\$76,407.00</i>
<i>Workers Compensation</i>	<i>\$14,473.00</i>	<i>\$15,312.00</i>
TOTAL	\$82,913.00	\$91,719.00

POINTS OF INTEREST:

Annual payments and first installment payments are due before 12/1/23.

PAYMENT PLANS:

<i>Annual</i>	<i>\$91,719.00</i>
<i>50/50</i>	<i>\$45,860.00 due by 12/1/2023</i>
<i>25/6</i>	<i>\$22,930.00 due 12/1/22 6 Installments of \$11,464.83</i>

ACCEPTANCE STATEMENT

Named Insured: Poplar Grove, Village of
 Quote Number: R2-1001282-2324-01
 Policy Year: DEC 01, 2023 - DEC 01, 2024

Total Annual Premium	\$91,719
-----------------------------	-----------------

Terms and Conditions

- The Named Insured can only cancel the Policy at program anniversary and only if 90-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.

REQUESTED PAYMENT PLAN:

Annual 50/50 25/6

FEIN: _____

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Illinois Counties Risk Management Trust are accepted effective 12/01/2023.

Signature of Official

Date



INVOICE

PRESENTED BY: ILLINOIS COUNTIES RISK MANAGEMENT TRUST

Named Insured: Poplar Grove, Village of
 Quote Number: R2-1001282-2324-01
 Policy Year: DEC 01, 2023 - DEC 01, 2024

Total Annual Premium	\$91,719
-----------------------------	-----------------

Premium Due by Effective Date of Coverage.

Based upon the payment plan you select, the following down payment is due:

Annual	
50/50	\$45,860
25/6	\$22,930

Please Make Checks Payable to:

Illinois Counties Risk Management Trust
 PO Box 8291
 Carol Stream, IL 60197-8291

Named Insured:	Poplar Grove, Village of
Quote Number:	R2-1001282-2324-01
Package Premium Remitted:	



Client Agreement

Thank you for choosing Studio GWA to assist you with the update to the Comprehensive Land Use Plan for the Village of Poplar Grove. The purpose of this Agreement is to outline our rights and obligations to each other, providing clarity for moving forward.

Introduction

This Client Agreement ("Agreement") is between **Village of Poplar Grove** ("Client" or "You") and **Studio GWA** ("We" or "Us") to provide planning services as outlined below:

Client

Village of Poplar Grove
200 N. Hill Street
Poplar Grove, IL 61065

Consultant

Studio GWA
200 Prairie Street, Suite 201
Rockford, IL 61107

Contract Date: November 6, 2023

Scope of Service:

We understand that you would like to pursue an update to the Comprehensive Land Use Plan Update for the Village of Poplar Grove.

We understand that you, the Village, will assist in determining which sections of the existing Comprehensive Land Use Plan require updates. As noted on pages 10-11 of our RFP response we note the sections that we foresee requiring an update. We will ensure this is the case during our kick-off meeting.

We also understand that the Village will assist with ensuring the public is made aware of and invited to the open house and any other input opportunities. As part of the planning work, we will partner with Redevelopment Resources, who will act as sub-contractor to us. Their role will primarily be around the topics of housing and economic development.

Our RFP submittal dated 10/13/23 and the below Schedule and Fee outline our proposed approach and schedule to the work as well as our fee per phase. Please reference the RFP submittal for further details regarding our team and qualifications as well as our methodology and further details about deliverables. The RFP response will act as an Appendix to this agreement with its conditions and forms binding to the agreement.

Schedule and Fee:

November	TASK 1: PROJECT KICKOFF	
	TASK 1.1: Hold kickoff meeting with Team (in-person)	
	TASK 1.2: Participate in tour with Team (in-person)	
	Travel (1 trip)	
	Task 1 Fee:	\$ 3,332
	% of Project Team Hours Allocated to Task 1:	11%
November-January	TASK 2: PLAN REVIEW, DATA COLLECTION	
	TASK 2.1: Review existing plans, policies	
	TASK 2.2: Quantitative data collection, analysis	
	Task 2 Fee:	\$ 7,270
	% of Project Team Hours Allocated to Task 2:	25%
February	TASK 3: PUBLIC ENGAGEMENT AND STAFF/ELECTEDS CORRESPONDENCE	
	TASK 3.1: Hold community open house/public hearing (In-Person)	
	TASK 3.2: Plan Progress (50%) Meeting with village staff (Virtual)	
	Travel (1 trip)	
	Task 3 Fee:	\$ 3,484
	% of Project Team Hours Allocated to Task 3:	12%
February-March	TASK 4: UPDATE COMP PLAN ELEMENTS + 80% DRAFT REVIEW	
	TASK 4.1: Plan Elements Update	
	TASK 4.2: Plan Recommendations	
	TASK 4.3: Plan Progress (80%) Meeting with village staff (Virtual)	
	Travel (1 trip)	
Task 4 Fee:	\$ 12,117	
	% of Project Team Hours Allocated to Task 4:	41%
March-April	TASK 5: PLAN PRESENTATION (95% DRAFT) + FINALIZATION	
	TASK 5.1: Present Plan Update to Village Board, Staff	
	TASK 5.2: Finalize Plan	
	Travel (1 trip)	
	Task 5 Fee:	\$ 3,332
	% of Project Team Hours Allocated to Task 5	11%
	TOTAL FEE	\$29,535



Billing Schedule and Payments;

- 1. **Schedule.** We are prepared to start our work within five (5) business days of notification and receipt of a signed Client Agreement.
- 2. **Billing.** Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.
- 3. **Payments.** Monthly payments are due on or within 30 days from the billing date.

General Conditions:

- 1. **Additional Services.** We recognize changes can or will occur throughout the duration of the project. You are welcome to request these services from us, though request for changes not included in the Scope of Service section of this agreement is considered an additional service. Should we encounter requests from you that we deem out of the Scope of Service, we will coordinate with you the best way to proceed either through halting that work or developing a separate agreement to conduct that work that is separate from the terms outlined within this document.
- 2. **Cancellation.** We hope to fulfill the project vision and provide you a quality experience. If, for any reason, it is determined by you or us that the relationship and performance is unsatisfactory, then this agreement may be ended. A written cancellation will be provided to us by you, along with payment for all expenses incurred and any work done toward the completion of the project at the date of cancellation letter.
- 3. **Marketing.** Drawings, maps, site plans, and photography developed before, during, and after project completion may be used for marketing purposes by us. We will share these assets upon request with you for your marketing use.

Acceptance:

Acceptance by the Client is strictly limited to this Agreement which when acknowledged by signing this Agreement is authorization to proceed. This proposal will expire 90 days from the contract date listed on page 1.



 Ashley Sarver, Partner Senior Urban Planner

11-6-2023

 Date

 Client

 Date



Team Proposal

studio **gwa**  REDEVELOPMENT
PLAN DESIGN DEVELOP RESOURCES

Professional Planning Services
Update of Village Comprehensive Land Use Plan

Prepared for
VILLAGE OF POPLAR GROVE

Created by
STUDIO GWA



200 Prairie Street, Suite 201
Rockford, IL 61107
Phone: 815-963-1900



Ashley Saver, AICP
asarver@studiogwa.com
studiogwa.com



Proposal issued:
13 October 2023



Table of Contents

01		Cover Letter	03
02		Team Introductions	04
03		Executive Summary	10
04		Experience + References	12
05		Insurance Requirements	14
06		Rate Proposal, Additional Appendix Items	15

02



Actively designing **versatile,**
livable, and **sustainable**
places for people.

Studio GWA is a creative, visionary team that believes in engaging the community through design. We are well-versed in urban and architectural design, economic development, real estate development, planning, placemaking, and other services that have benefited communities throughout the Midwest.

We have earned a reputation for revitalizing existing spaces in a way that emphasizes their character and reinforces their unique context within a community. Some of the best places are those that played a core role in a community's development. We help people tell that story to bring it back to life for future generations, not only through the engagement process but also through design.

Since 1982, Studio GWA has contributed to focused community change by taking an on-the-ground approach. We continue to partner with individuals, organizations, and communities to develop a shared ownership and appreciation of history, one that creates a legacy for future generations.

OUR STRENGTHS



MASTER PLANNING



FINANCIAL FEASIBILITY



ARCHITECTURE

AT A GLANCE

A Certified
**Women's
Business Enterprise**
(WBE)



CONTACT INFORMATION

Ashley Sarver
Partner & Senior Urban Planner
asarver@studiogwa.com
P. 815-963-1900
www.studiogwa.com

LOCATIONS

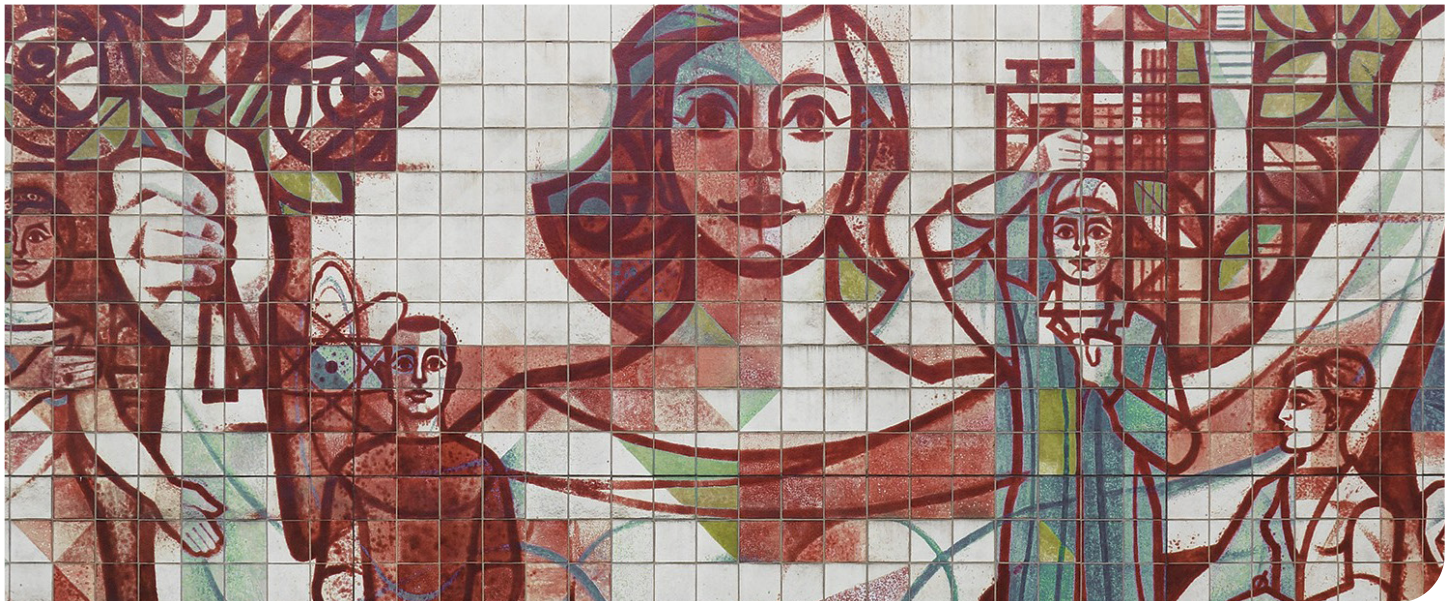
Rockford:
200 Prairie Street, Suite 201
Rockford, Illinois 61107

Monroe:
1107 16th Avenue
Monroe, Wisconsin 53566

COMPANY INFORMATION

Full Legal Name: Gary W. Anderson
and Associates, Inc.
Form of company: C-Corp
FEIN: 363622221
Date Established: 1982
Number of FTEs: 14
Company Principals:

- Jennifer Spencer: President
- Gary Anderson: Vice President
- Aaron Holverson: Secretary
- Ashley Sarver: Treasurer



Planning, Analyzing, and Engaging to Maximize Community Impact

Established in 2009, Redevelopment Resources provides development and redevelopment solutions and research services to municipalities, businesses and organizations. Our experience was gained primarily from active successful careers working in economic and community development, planning, and marketing fields. The team transitioned into consulting in order to share our vast experience with others.

Because of the breadth of experience of our team members, we offer services in many categories:

- Economic & Community Development/Redevelopment / Workforce Development
- Real estate
- Retail / Business Support / Marketing
- Planning and Facilitation
- Research and Analysis

The firm was founded in Wausau through a partnership between Kristen Fish and Deborah Erslund. In 2015 the company moved to Madison, WI where it is located today. We have worked across the state of Wisconsin as well as Illinois, Iowa, Michigan, Nebraska, New York, North Dakota, Colorado, and Ontario.

Clients have engaged Redevelopment Resources over multiple projects and multiple years. One of the highest honors we receive is when a client implements each and every one of our recommendations and calls us back to develop the next set of strategies with them.

AT A GLANCE

CONTACT INFORMATION

Kristen Fish-Peterson, CECD, EDFP
Principal and CEO
Kristen@redevelopment-resources.com
722 Traveler Lane
Madison, Wisconsin 53718
P. 715-581-1452
redevelopment-resources.com

BY THE NUMBERS

- 165+**
Combined years of experience
- 75+**
In-depth market studies for communities and private-sector businesses
- 50**
Years of commercial real estate broker experience
- 1,400,000**
Sq Ft of office and retail space leased and managed
- 675,000**
Sq Ft of industrial space developed
- 700+**
Units of housing developed and managed



Ashley Sarver, AICP Partner, Senior Urban Planner

Ashley is an urban planner with a background in municipal economic development. She has the ability to analyze market conditions and consider the overall context to develop a plan for new construction and adaptive re-use. With a passion for community and neighborhood development, she mixes her knowledge of development tools with community outreach to develop a pathway to achieving community goals.

Ashley enjoys working in small communities throughout Northern Illinois, and she is excited at the prospect of advancing the good work that is already happening in the Village.

As Project Manager, Ashley will be overseeing all phases of the project from existing conditions to implementation.



RELEVANT EXPERIENCE

Redevelopment Planning, Feasibility Studies

- Sterling Riverfront Redevelopment Planning • Sterling, IL
- Fordam Forward/Purpose Built Communities Planning • Rockford, IL
- Pro Forma financial analyses • Multiple communities

Regional, Master, and Corridor Plans

- Madison Street Corridor Planning and Financial Feasibility • Rockford, IL
- Economic Resiliency Planning and Corridor Study • Baraboo, WI
- Keith Creek Corridor Study • Rockford, IL
- Northwest Illinois Housing Study • Blackhawk Hills Regional Council

EDUCATION

University of Illinois, Urbana–Champaign
Bachelor of Arts in International Studies, 2010

University of Illinois, Chicago
Master of Urban Planning & Policy, 2013



Michael Smith, AICP Candidate Urban Planner

Michael is an urban planner whose work at Studio GWA includes master planning, corridor planning, transportation planning, and stakeholder engagement. With over ten years of experience in the nonprofit sector, he understands how critical stakeholders are in co-developing work products that are authentic and inclusive. Michael recognizes the interwoven relationship between each place and space and works with stakeholders to ensure that municipal plans are cohesive, balanced, values-driven, and consensus-based.

Michael will be assisting with all aspects of the plan, including document creation, plan/policy review, and more.



RELEVANT EXPERIENCE

Regional, Master, and Corridor Plans

- Sterling Riverfront Redevelopment Planning • Sterling, IL
- Economic Resiliency Planning and Corridor Study • Baraboo, WI
- Keith Creek Corridor Study • Rockford, IL
- Northwest Illinois Housing Study • Blackhawk Hills Regional Council

EDUCATION

University of Illinois, Chicago
Master of Urban Planning and Policy, 2018

Northern Illinois University
Certificate in Public Administration, 2017



Team Introductions



Kristen Fish-Peterson, CEcD, EFPD

Principal and CEO

Kristen has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the Midwest. She has managed all aspects of strategic planning processes, business development and adaptive re-use programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination, and policy/ program development.

Kristen will serve as Deputy Project Manager and focus primarily on the Housing and Economic Development Elements of the Plan.



RELEVANT EXPERIENCE

- Conducted dozens of retail/commercial market analyses for downtowns, business districts, municipalities and counties
- Developed strategy and carried out implementation activities for City of Watertown, Village of Rothschild, City of Merrill and Village of Pulaski
- Written and implemented several Tax Increment Financing plans
- Successful grant writing at local, state and federal level

EDUCATION

University of Wisconsin, Oshkosh
Master of Business Administration
University of North Dakota
Bachelor of Business Administration,
Marketing



Dayna Sarver, CEcD

Chief Research Officer, Development Specialist

Dayna brings over five years of professional public sector experience in economic development to the Redevelopment Resources team. While obtaining her a master's degree in planning from the UW-Madison she was also a project assistant at UW-Extension. Together with Bill Ryan, Errin Welty and Joe Lawniczak, she authored An Analysis of Storefront Improvements: A Selection of Wisconsin Case Studies. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community's natural, social and fixed assets.

Dayna will be assisting primarily on the Housing and Economic Development Elements of the Plan.



RELEVANT EXPERIENCE

Market Analysis

- Analyzed and assessed housing markets and affordability.
- Conducted trade area commercial market analysis of WI downtown communities.

Redevelopment Strategy and Implementation

- Assisted with the implementation of downtown redevelopment strategies and activities including design and administration of online surveys and organization of stakeholder engagement meetings.
- Assisted with the public engagement and master planning of a redevelopment project near downtown Verona.
- Implementation activities have included, securing appraisals and negotiating the sale of City owned property; hiring and overseeing environmental studies; and finding funding sources for redevelopment projects.

EDUCATION

University of Wisconsin, Madison
Master of Science, Urban and
Regional Planning
Central College, Pella IA
Bachelor of Arts, Economics

DISCLOSURES: ACQUISITIONS, DIVESTITURES, CONFLICTS OF INTEREST

Studio GWA does not have any pending acquisitions, divestitures, or conflicts of interest that could affect the execution of the contract.



03

PROJECT UNDERSTANDING

We understand that the Village of Poplar Grove is seeking an update to its Comprehensive Land Use Plan.

Regional trends have undoubtedly impacted the village since the adoption of the 2009 Comprehensive Plan and have likely rendered sections of the plan to be irrelevant or ineffective. Trends such as population loss, housing affordability, and consumer inflation can shape important elements in the village's Comprehensive plan, such as managing growth, conserving farmland, and attracting new residents.

PROJECT SCOPE

Studio GWA and Redevelopment Resources are poised to provide a Comprehensive Plan Update that is both aspirational and practical. Our aim is to provide a quality administrative resource for village staff that allows decision-makers to make informed, cohesive decisions.

We would begin by conducting an in-person project kickoff meeting with the Project Team. We anticipate this meeting to include city staff and other potential stakeholders including elected officials, business owners, and more. The meeting will allow us to:

- Establish overarching goals and objectives for the project;
- Understand the strengths and weaknesses of 2009 Comprehensive Plan;
- Learn more about the available resources that the village and other entities have for analysis; and
- Begin forming a list of stakeholders for inclusion in our stakeholder engagement strategy.

Following the meeting, we will take part in a tour of key sites identified by the Project Team. We find that tours are a dynamic, effective way for us to absorb context-specific information from the Team that will shape future planning efforts.



Experience + References

04




ORGANIZATION	ADDRESS	CONTACT PHONE	CONTACT NAME	PROJECT DESCRIPTION
Blackhawk Hills Regional Council	309 1st Ave; Rock Falls, IL; 61071	815-625-3854	Daniel Payette, Executive Director	Northwest Illinois Housing Study: Market analysis and development opportunities for Ogle, Stephenson, Lee, and Jo Daviess Counties.
City of Sterling, IL	212 3rd Ave; Sterling, IL; 61081	815-632-6621	Scott Shumard, City Manager	Riverfront Reimagined: Master Plan for the redevelopment of two historic complex in downtown Sterling. Included pro forma feasibility, scenario planning, renderings, and community engagement.
City of Baraboo, WI	101 South Blvd; Baraboo, WI; 53913	608-355-2715, 608-963-1333 (cell)	Casey Bradley, former City Administrator (currently City Administrator, Sheboygan)	Resilient Baraboo: Economic resiliency planning, downtown redevelopment scenarios, and corridor study for key gateway into community.
Region 1 Planning Council	127 N. Wyman St, Suite 101; Rockford, IL; 61101	815-319-4180	Sydney Turner, Director of Regional Planning	Keith Creek Corridor Study: Transportation and Land Use Planning for a two-branch creek spanning two counties. Included plan review, data analysis, economic development research, greenway scenario planning, community engagement.



 Redevelopment Resources

ORGANIZATION	ADDRESS	CONTACT PHONE	CONTACT NAME	PROJECT DESCRIPTION
City of Two Rivers, WI	1717 E. Park St; Two Rivers, WI; 52421	920-793-5532	Greg Buckley	Comprehensive Economic Development Strategic Plan. Focused on using the best organizational structure for their need, recruiting new businesses and residents, attracting remote workers with children, and redevelopment strategies for several prominent blighted and underutilized buildings.
City of Baraboo, WI	101 South Blvd; Baraboo, WI; 53913	608-355-2715, 608-963-1333 (cell)	Casey Bradley, former City Administrator (currently City Administrator, Sheboygan)	Housing market study and needs analysis; Internal strategic planning for city; Economic resiliency planning (Resilient Baraboo)
Adams County, WI	636 S. Main St; Adams, WI; 53910	608-339-6945	Daric Smith	Comprehensive Economic Development Strategic Plan for the County. Created strategic initiatives to strengthen target industries and bolster challenged sectors of the economy.
City of Cuba City, WI	108 N. Main St; Cuba City, WI; 53807	815-281-2866	Bob Jones, former Economic Development Director	Comprehensive Plan Update: A 20-year plan update consisting of multiple elements, included both primary and secondary research and multiple opportunities for community input.
City of Appleton, WI	100 N. Appleton St; Appleton, WI; 54911	920-954-9112	Jennifer Stephany	Comprehensive Plan, Downtown Chapter, Market & Housing Analysis

 Insurance Requirements

05

Below is an overview of the Lines of Coverage maintained by Studio GWA.
A Certificate of Insurance, with the Village named as Additional Insured, can be produced upon selection.

**Studio GWA****12/27/2022 – 12/27/2023**

Line of Coverage	Carrier	Policy Number	Limits	Deductible	Reporting Information
General Liability	Hartford	83SBWAU7ARU	\$1M Per Occurrence \$1M Personal/Adv Injury \$2M Aggr/Prod/Comp Ops \$5,000 Medical Payments	N/A	HARTFORD 24 HOUR CLAIMS HOTLINE: 1-800-327-3636 <i>Make sure to notify Holmes Murphy too!</i>
Auto Liability	Hartford	83UECAG0269	\$1M Liability \$5,000 Med Pay \$1M Under/Uninsured \$30/day Rental Reimbursement Towing Included	\$500 Comprehensive \$500 Collision \$50 Towing	
Umbrella	Hartford	83SBWAU7ARU	\$1M Per Occurrence \$1M Aggregate Limit	\$10,000 Retention	
Business Personal Property	Hartford	83SBWAU7ARU	Rockford, IL - \$150,000 Monroe, WI - \$5,000	\$500 Per Claim	
Contractor's Equipment	Hartford	83SBWAU7ARU	\$50,000 Limit	N/A	
Workers Compensation	Hartford	83WECAU7AV1	\$500K Each Accident \$500K Disease – Agg \$500K Disease – Each EE	N/A	
Employment Practices Liability	Hartford	83SBWAU7ARU	\$25,000 Per Claim \$25,000 Aggregate Limit	N/A	
Professional Liability	Hartford	83OH0488280	\$2M Per Occurrence \$2M Aggregate Limit	\$10,000 Per Claim \$20,000 Aggregate	
Drone/UAV	Global Areospace, Inc.	9036522	\$1M Liability Only	N/A	Contact Jake Winkler 309-678-5698 jwinkler@holmesmurphy.com 913-451-9660 uasclaims@global-aero.com

06

APPENDIX A

RATE PROPOSAL

Rate Proposal

This Rate Proposal is to be executed and returned with your proposal.

Note: The Provider shall propose a not to exceed price to complete the project as described in the Scope of Services. In no event will the Village pay more than the not to exceed price proposed by the Provider for the project as described in the Scope of Services.

I certify our proposal addresses all criteria required in the Request for Proposal and that I have read and understand the Scope of Services as presented in the Request for Proposal.

1. Work with the Village Board of Trustees to determine the contents of the Update to the Village’s Comprehensive Land Use Plan;
2. Review the existing Village Comprehensive Land Use Plan;
3. Conduct all meetings and tasks for the creation of an Update to the Village’s Land Use Plan;
4. Produce a master print of the Updated Comprehensive Land Use Plan;
5. Provide the means of electronically posting the Updated Comprehensive Land Use Plan on the Village’s website;
6. Provide a process for updating the Comprehensive Land Use Plan in the future.

The Provider will be able to coordinate, perform and complete all of the work described in the RFP. The Provider agrees to perform the work in a timely manner in accordance with the times and conditions set forth in the RFP.

Total Costs of Proposal (including phone, travel, meals, printing, etc. but excluding costs of job announcement publication costs): \$29,535.00

SIGNATURE AND TITLE OF OWNER OR AUTHORIZED PERSON:


Signature

13 October 2023
Date

Ashley Sarver, Partner, Senior Urban Planner, Studio GWA
Name and Title

APPENDIX B

**CERTIFICATION AFFIDAVIT
Village of Poplar Grove, Illinois
Invitation to Submit Proposal**

Bid Title: Update of Village’s Comprehensive Land Use Plan

Bidder/Offer Affidavit

The undersigned certifies that they are an agent of the company shown and as such agent is authorized to submit this proposal on its behalf.

Federal Tax Id #	<u>36-36-2222-1</u>
Company	<u>Studio GWA</u>
Address	<u>200 Prairie Street, Suite 201</u>
City/State/Zip	<u>Rockford, Illinois, 61107</u>
Phone	<u>815-963-1900</u>
Fax	<u></u>
Email	<u>asarver@studiogwa.com</u>



Authorized Signature

13 October 2023

Date

Partner, Senior Urban Planner

Name/Title



APPENDIX C

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Village of Poplar Grove, Illinois

Invitation to Bid

Bid Title: Executive Recruitment Consulting Services

Policy Statement: Equal Employment Opportunity

It is the policy of Studio GWA to provide equal employment opportunity to all persons regardless of race, color, religion, sex, age, handicap or national origin through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972 and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment. Accordingly, we will take Affirmative Action to ensure that we will:

1. Recruit, hire and promote in all job classifications regardless of race, color, religion, sex or national origin.
2. Make promotional decisions that in accordance with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
3. Incorporate our equal employment opportunity policy in all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, company sponsored training, education and tuition assistance.
4. Conduct social and recreation programs sponsored by our agency without regard to race, color, sex, or religion.
5. Bidder should contact the Village Clerk for specific information regarding the Village’s Equal Employment Policy.

At present, ___ % of our work force are minorities and ___ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. It is also our intent to make efforts to purchase supplies or equipment from small businesses located within the Village of Poplar Grove or Boone County.

The bidder certifies that he/she/it does not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments, and that he/she/it does not permit his/her/its employees to perform their services at any location, under his/her/its control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she/it has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she/it will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she/it will retain such certification in his/her/its files.

Rate Proposal, Additional Appendix Items

Studio GWA

Firm Name
Ashley A

Authorized Signature
Partner, Senior Urban Planner

Name/Title

13 October 2023

Date



APPENDIX D

DRUG FREE WORKPLACE CERTIFICATION

DRUG FREE WORKPLACE CERTIFICATION

In compliance with State of Illinois Compiled Statutes, Chapter 30-580, the Provider certifies and agrees that it will provide a drug free workplace by:

Publishing a Statement:

- A. Notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the Provider’s workplace.
- B. Specifying the actions that will be taken against employees for violations of such prohibition.

C. Notifying the employee that, as a condition of employment on such Contract, the employee will:

- 1. Abide by the terms of the statement; and
- 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

D. Establishing a Drug Free Awareness Program to inform employees about:

- 1. The dangers of drug abuse in the workplace;
- 2. The Provider’s policy for maintaining a drug free workplace;
- 3. Available counseling, rehabilitation, or assistance programs; and
- 4. Penalties imposed for drug violations.

E. Providing a copy of the Statement required by subsection (a) to each employee engaged in the performance of the Contract and to post the Statement in a prominent place in the workplace.

F. Notifying the contracting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

G. Imposing a sanction on, or requiring the satisfactory participation in a Drug Abuse Assistance or Rehabilitation Program, by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.

H. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.

I. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

The undersigned affirms, under penalties of perjury, that he/she is authorized to execute this certification on behalf of the designated organization.

ASHLEY SARVER
(Printed name of Provider)

Rate Proposal, Additional Appendix Items

200 Prairie Street
 Address

Rockford Illinois 200 Prairie Street, Suite 201;
 City State Zip Code

Ashley D.
 Signature of Authorized Representative

Partner, Senior Urban Planner 13 October 2023
 Title Date



APPENDIX E

NON-COLLUSION CERTIFICATE

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

Studio GWA

(Printed Name of Contractor)

200 Prairie Street

Address

Rockford

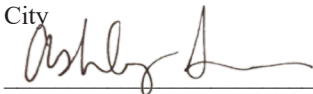
IL

61107

City

State

Zip Code



Signature of Authorized Representative

Partner, Senior Urban Planner

13 October 2023

Title

Date

APPENDIX E

NON-COLLUSION CERTIFICATE

NON-COLLUSION CERTIFICATE

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

Studio GWA

(Printed Name of Contractor)

200 Prairie Street

Address

Rockford

IL

61107

City

State

Zip Code

Ashley A.

Signature of Authorized Representative

Partner, Senior Urban Planner

13 October 2023

Title

Date



COPY OF BUSINESS LICENSE



File Number 5533-251-7



To all to whom these Presents Shall Come, Greeting:

I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

GARY W. ANDERSON & ASSOCIATES, INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 15, 1988, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.

In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 14TH day of AUGUST A.D. 2023 .



Authentication #: 2322604536 verifiable until 08/14/2024
 Authenticate at: <https://www.ilsos.gov>

Alexi Giannoulas
 SECRETARY OF STATE



200 Prairie Street, Suite 201
Rockford, Illinois 61107
Phone: 815-963-1900
asarver@studiogwa.com
www.studiogwa.com

Grorud Services, LLC

Professional Service for All Computer Needs

2410 Fawn Lane, Janesville, WI 53548

(608) 774-7477

November 10, 2023

To: Village of Poplar Grove
Subject: Board Meeting Streaming Setup

The following is the quote you requested for the hardware required to support live streaming of village meetings, and the labor to install and configure that hardware and have it ready to connect to a streaming provider. This does not include labor to integrate with your streaming provider, which would vary based on the provider you choose (many providers will perform this integration for you at no additional cost). Let me know if you have any questions or would like to discuss further. Thank you for considering Grorud Services.

Proposed Solution (Total Cost – \$4,755)

We will setup a dedicated Streaming PC to capture and encode the video stream from a directly attached camera. We will tap into our existing audio system for the audio that will be integrated with the video stream. We will use Open Broadcaster Software (OBS) for capturing, converting, and sending the combined stream to our streaming provider. The entire system will be setup to be run from a client app running on the existing laptop that is already used for the board meetings.

Requirements for the solution proposed –

- Permission to install a ceiling mount camera in the meeting room
- Permission to install a shelf for the PC running the streaming in the room behind where the board members sit**
- An internet connection in this room for the Streaming PC
- Line-out audio connection from your existing audio equipment to capture microphones/audio

High End Intel i7 Streaming/encoding PC:	\$ 1,745.00
PC Shelf, Cables, Bracket, Etc:	200.00
Conf Room 1080p Pro Camera, Full Auto, Remote Control	\$ 1,095.00
Camera Mount, Cables, and Extender**	275.00
Labor for everything (max of 16 hrs @ \$90/hr):	Not to exceed: \$ 1,440.00
Labor is tracked and you will only be billed for actual time spent.	

**NOTE: The room where we'd install the PC is about 20 feet over the spec for the length of the camera connection. We should be able to make that work with an extension/booster cable for the camera, but if that proves to be unreliable, I may need to install the Streaming PC on a shelf above/behind the suspended ceiling. My cost would be a wash for this setup, but it would require an electrical outlet be installed in the ceiling to supply power.

Sincerely,

Brad Grorud

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY/VILLAGE/TOWN OF _____
ADOPTING CIVILITY PLEDGE**

WHEREAS, the **City/Village/Town** of _____ (**City/Village/Town**) recognizes that the public exchange of diverse ideas, viewpoints and robust debate are essential to democratic self-governance; and,

WHEREAS, the **Mayor and City Council/President and Board of Trustees of the Village/President and Board of Trustees of the Town**, as elected officials of the **City/Village/Town**, recognize the importance of engaging in free and spirited debate, while maintaining the highest standards of civility, honesty and mutual respect; and,

WHEREAS, the Illinois Municipal League (IML) has adopted a Civility Pledge which encourages the core tenets of civility; and,

WHEREAS, the Civility Pledge states, “In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective;” and,

WHEREAS, in order to publicly declare a commitment to civil discourse and to express concern for the common good and wellbeing of all residents of the **City/Village/Town**, the **Mayor and City Council/President and Board of Trustees of the Village/President and Board of Trustees of the Town** have determined it to be in the best interests of the **City/Village/Town** to adopt this Resolution.

NOW, THEREFORE, be it resolved by the **Mayor and City Council/President and Board of Trustees of the Village/President and Board of Trustees of the Town** of _____ (**City/Village/Town**) as follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Civility Pledge as set forth in this Resolution is hereby adopted.

Section 3. The elected and appointed officials of _____ (**City/Village/Town**) are asked to sign the Civility Pledge and adhere to it during all public meetings and in all official actions.

PASSED THIS _____ day of _____, _____.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED THIS _____ day of _____, _____.

Mayor/Village President/Town President

ATTEST:

Clerk

Civility Pledge

In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are all striving to support and improve our community and understanding that we each may have different ideas for achieving that objective.

iml.org/civility

