



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

---

## VILLAGE BOARD OF TRUSTEES

**Wednesday, February 21, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

---

### AGENDA

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF PHONE PARTICIPATION (Roll Call)**

**APPROVAL OF AGENDA (Voice Vote)**

**APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve Board of Trustee meeting minutes from January 10 2024.

**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, McMahon
- 3. Public Works Report, David Howe
- 4. Treasurer Report, Carina Boyd
- 5. Wastewater Report, TEST

### NEW BUSINESS

- 6. Motion to discuss/approve to approve check disbursement for payments scheduled to be paid prior to February 29, 2024, in the amount of \$614,582.58 in AP checks, \$15,411.48 in insurance expense checks, and \$23,744.53 EFTS for a total of \$653,738.59.

7. Motion to discuss/approve renewal of Village phone agreement with GoTo Communications at a cost of \$244.03 monthly and \$2,928.36 annually for 36 months.
8. Motion to discuss/approve **Resolution 2024-03** A Resolution of the Village of Poplar Grove resolving to enter into a Professional Service Agreement for design & construction Engineering Services for the 2024 Pavement maintenance program.
9. Motion to discuss/approve **Resolution 2024-04** A Resolution of the Village of Poplar Grove, Illinois regarding the release or continued hold of executive session minutes and destruction of executive session audio.
10. Motion to discuss/approve **Resolution 2024-05** A Resolution of the Village of Poplar Grove resolving to authorize change order #2 for the construction of the Public Works Building.
11. Motion to discuss the appointment of Finance and Public Works Chairperson position.

#### **GOOD OF THE VILLAGE**

12. Budget Workshop February 27th, 2024 - 6:00 pm  
Budget Workshop March 6th, 2024 - 6:00 pm  
Board of Trustee Meeting March 13th, 2024 - 7:00 pm  
Board of Trustee Meeting March 20th, 2024 - 7:00 pm  
Planning & Zoning Meeting March 27th, 2024 – 6:00 pm

#### **ADJOURNMENT (Voice Vote)**

KJ 02/16/2024



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

## VILLAGE BOARD OF TRUSTEES

**Wednesday, January 10, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

### MINUTES

#### CALL TO ORDER

the meeting was called to order by President Sattler at 7:00 pm.

#### ROLL CALL

PRESENT

President Don Sattler

Admin Chairman Owen Costanza

Trustee Jeff Goings

Trustee Dan Cheek

Trustee Betsy Straw

Trustee Kristi Richardson

Clerk Karri Anderberg

Attorney Dave Kurlinkus

Treasurer Carina Boyd

Building Official Ken Garrett

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF PHONE PARTICIPATION (Roll Call)

#### APPROVAL OF AGENDA (Voice Vote)

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

#### APPROVAL OF MINUTES (Voice Vote)

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

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

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. Presentation by Heather Wick of Growth Dimensions  
Heather Wick with Growth Dimensions presented the 1st draft of the business directory to the board of trustees.
2. Motion to discuss Pyrotecnico Fx firework proposal for Neighbors Night, June 8, 2024  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Richardson.  
Trustees discussed the options and agreed on option C at \$15,000 for 15 minutes. The Board directed staff to bring back the contract and resolution.
3. Motion to discuss/approve RFP for forensic audit  
Motion made by Admin Chairman Costanza, Seconded by Trustee Richardson.  
Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Richardson.
4. Motion to discuss/approve **Resolution 2024-01** A Resolution of the Village of Poplar Grove, Illinois, approving amended building permit fee schedule.  
Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza.

Trustee Goings stated that he was concerned about the price of the chicken permits.  
David Allgood - Mr. Allgood stated that because the chicken is a pilot program the cost of the permits should not be so high.

Amy Ekberg - Asked to see the permit fees lowered on the chicken permits.

Motion made by Trustee Richardson, Seconded by Trustee Goings to postpone Resolution 204-01 to January 17 meeting.

Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Richardson.

5. Motion to discuss Village President/Village Attorney interpretation of Roberts Rules of Order  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
The Board of Trustees discussed the attorney's report regarding Roberts Rules of Order.
6. Motion to discuss/approve **Resolution 2024-02** A Resolution of the Village of Poplar Grove appointing an individual to fill a vacancy in the Planning and Zoning Commission.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Richardson.  
The Board of Trustees discussed the appointment.

Motion made by Admin Chairman Costanza, Seconded by Trustee Straw to amend Resolution 2024-02 to take off Kim Krawczyk.

Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw

7. Motion to discuss potential data breach on Village information.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
The Board of Trustees discussed the forwarding of the Village's credit card statements.

**ADJOURNMENT (Voice Vote)**

KJ 01/08/2024

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

meeting adjourned at 8:33 pm



**To: The Village President and Board of Trustees**

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

**Re: Engineering Report – January 2024 Activity**

**Date: February 13, 2024**

---

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

- **Public Works Building:** The Contractor continues to make good progress. Painting, electrical conduit, mechanicals and garage door hardware were installed in the shop area during the month of January. In the office areas, the rough-ins, and most of the HVAC was installed in January. We have hit a snag with one of the electrical panels but we have been able to figure a work around that will allow the Village to occupy the building until the panel arrives. At the time of this memorandum, we anticipate that the Village will be able to begin using the building during the first week of March as originally planned.
- **2023 Pavement Maintenance Program:** We are STILL awaiting material certifications from IDOT for the State Street Project which are needed before we can close the project out. At the time of this memorandum, IDOT advises that the certifications could come sometime in the next month. We have sent the closeout paperwork for the Orth Road Section to IDOT.
- **2024 Pavement Maintenance Program:** As you will recall from our discussions in January, the Township had planned to resurface Beaverton Road and therefore the Village was going to partner with the Township to complete its sections of Beaverton. A few days after the January Board meeting, the Village was informed that the Township changed its approach and is now going to resurface Beaver Road. Staff is fully supportive of the change and the good news is that the cost of Beaver Road is essentially the same as Beaverton Road so there is no difference in cost to the Village.
- **South Wastewater Treatment Plant:** The NPDES permit for the South Plant is set to expire this year. The application for renewal is due to IEPA by March 31, 2024 and our office is currently in coordination with Test and DPW Howe's Office to renew the permit. You may recall that the Village was required to submit a phosphorus plan to IEPA a little over a year ago. Our opinion is that IEPA will most likely require a 0.50 mg/l discharge limit for Phosphorus in the next permitting period (2024-2029). The good news is that the existing plant is *generally* meeting the 0.50 mg/l phosphorus limit. That said, there may be minor changes needed to help the plant *consistently* meet the 0.50 mg/l limit. Those recommendations are outlined in Section VI of the Phosphorus report that was previously approved and submitted to IEPA. This permit will also most likely contain provisions for a future 0.10 mg/l phosphorus limit and there are significant capital improvements needed at the plant in order to meet a more stringent limit, and again, those were outlined in the report.



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

200 N. Hill Street, Poplar Grove, IL 61065

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

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

## Public Works Report, January 2024

- The new Public Works building is continuing along. We are nearing the point of being able to start moving in, with an anticipated move in date of March 8<sup>th</sup>. There will be punch list work and odds and ends items to wrap up. The parking lot and Park St will be completed in the spring.
- Public Works rented a sky jack to remove the Christmas décor on State St. While we had the lift, staff repaired parking lot lights, and flagpoles throughout the Village.
- Repaired a couple of damaged manholes.
- Repaired a service lateral in Burling Wood.
- Repaired a water main on Bullard Street.
- From June of 2023 to date, we have now repaired 2 water mains, 4 sanitary services, and 3 water services. Minus parts and staff labor, this is roughly a \$90,000-\$100,000 savings by not having to contract out these jobs.
- Multiple snow and salt events in the middle of January kept staff busy for a couple of weeks, including a storm that brought 12.8" over 36 hours – which is the highest total for a single event in 4 years for Poplar Grove. On top of dealing with the large amount of snowfall, this storm also brought blizzard like conditions. Staff handled this event admirably, and we received multiple compliments from residents about our road conditions versus surrounding municipalities. I cannot stress enough to the quality of our current staff. They have taken on more responsibility in the past year and have done so with quality work.
- I have continued to be in contact with Lindco regarding our new plow truck and anticipate taking possession of the truck in the next month or two.
- Carina and I sat down to work on the budget and will have that prepared for the budget workshop in March. From a Public Works standpoint, I do not anticipate any major purchases.
- While winter appears to be wrapping up early this year, a lot of the next month or two will be getting set up in the new shop, cleaning up equipment, and servicing/prepping spring equipment. Winter equipment will be washed, treated with a salt neutralizer, and sealed with anti-corrosion spray. Plows and wings will also be touch-up painted.

As always, don't hesitate to 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.

# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

200 N. Hill Street, Poplar Grove, IL 61065  
Phone: (815) 765-3201 – Fax: (815)765-3571  
[www.villageofpoplargo-illinois.gov](http://www.villageofpoplargo-illinois.gov)

---

## JANUARY 2024 TREASURER'S REPORT

---

### Monthly Reports:

Attached you will find January's financial reports.

### Monthly Activities:

- All monthly financial tasks were completed.
- Attached is a list of all payments issued in January.
- Invoices scheduled to be paid in the month of February: \$614,582.58 in AP checks, \$15,411.48 in Insurance Expense checks, and \$23,744.53 in EFTS. Grand Total: \$653,738.59.
- Attached please find the Village of Poplar Grove's balance sheet as of 1/31/2024.

### Ongoing Activities

- The budget process is and will be the main project for January and February.

Carina



02/15/2024

## CHECK REGISTER

CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
01/08/2024	OPER	28532	AP 0632	A1 CLEANING SERVICES	170.00
01/08/2024	OPER	28533	AP 0371	ABBY PEST ELIMINATION LLC	270.00
01/08/2024	OPER	28534	AP 0006	ADT COMMERCIAL LLC	201.88
01/08/2024	OPER	28535	AP MISC	ALFREDO MAZO ROBLES	132.19
01/08/2024	OPER	28536	AP 0338	AMAZON.COM	237.98
01/08/2024	OPER	28537	AP 0485	AREA MECHANICAL, INC.	552.99
01/08/2024	OPER	28538	AP 0583	ASSET CONTROL SOLUTIONS INC	3,187.50
01/08/2024	OPER	28539	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	425.00
01/08/2024	OPER	28540	AP 0035	BATTERIES PLUS OF ROCKFORD, INC	11.10
01/08/2024	OPER	28541	AP 0361	BLAIN'S FARM & FLEET	777.09
01/08/2024	OPER	28542	AP 0457	BOYD, CARINA	146.72
01/08/2024	OPER	28543	AP 0078	CARD SERVICE CENTER	2,985.85
01/08/2024	OPER	28544	AP 0078	CARD SERVICE CENTER	731.82
01/08/2024	OPER	28545	AP 0098	CINTAS CORPORATION	32.97
01/08/2024	OPER	28546	AP 0098	CINTAS CORPORATION	53.68
01/08/2024	OPER	28547	AP 0098	CINTAS CORPORATION	53.68
01/08/2024	OPER	28548	AP 0098	CINTAS CORPORATION #2	107.36
01/08/2024	OPER	28549	AP 0278	COMED	26,919.61 V
01/08/2024	OPER	28550	AP 0073	CONSERV FS INC	1,463.50
01/08/2024	OPER	28551	AP 0347	CORE & MAIN LP	1,160.00
01/08/2024	OPER	28552	AP 0097	FOX VALLEY INTERNET, INC.	54.90
01/08/2024	OPER	28553	AP 0096	FRONTIER	1,036.64
01/08/2024	OPER	28554	AP 0424	GO TO COMMUNICATIONS INC	310.31
01/08/2024	OPER	28555	AP 0106	GRAINGER	199.56
01/08/2024	OPER	28556	AP 0109	HAWKINS, INC.	2,318.43
01/08/2024	OPER	28557	AP 0364	HOME DEPOT CREDIT SERVICES	368.00
01/08/2024	OPER	28558	AP 0605	INDUSTRIAL ENGINE COMPANY	744.05
01/08/2024	OPER	28559	AP MISC	JOHN LUND	445.00
01/08/2024	OPER	28560	AP 0160	MCGILVRA ELECTRIC INC	170.36
01/08/2024	OPER	28561	AP 0159	MCPAHON ASSOCIATES, INC.	14,071.50
01/08/2024	OPER	28562	AP 0163	MEDIACOM	269.89
01/08/2024	OPER	28563	AP 0165	MENARDS	356.69
01/08/2024	OPER	28564	AP 0053	NAPA AUTO PARTS	214.97
01/08/2024	OPER	28565	AP 0606	NATIONAL FLAG & POLE	169.65
01/08/2024	OPER	28566	AP 0186	NICOR GAS	1,958.47
01/08/2024	OPER	28567	AP 0212	PHYSICIANS IMMEDIATE CARE	41.00
01/08/2024	OPER	28568	AP 0211	PITNEY BOWES INC.	114.75
01/08/2024	OPER	28569	AP 0220	ROCKFORD BUSINESS SYSTEMS, INC	79.01
01/08/2024	OPER	28570	AP 0231	ROCKFORD REGISTER STAR	109.80
01/08/2024	OPER	28571	AP 0408	SABEL MECHANICAL LLC.	1,108.20
01/08/2024	OPER	28572	AP 0217	SOLUTIONS BANK	13,870.00
01/08/2024	OPER	28573	AP 0355	TEST INC.	18,690.51
01/08/2024	OPER	28574	AP 0261	U.S. CELLULAR	238.67
01/08/2024	OPER	28575	AP 0262	USA BLUE BOOK	249.20
01/08/2024	OPER	28576	AP 0597	VERIZON	192.63
01/08/2024	OPER	28577	AP 0429	WEX BANK - MARATHON FLEET CARD	1,635.28
01/08/2024	OPER	EFT617(E)	PR BCBS OF IL	BLUE CROSS BLUE SHIELD OF ILLINOIS	17,342.60
01/08/2024	OPER	EFT618(E)	PR DENTAL/VISION	HUMANA INSURANCE COMPANY	1,046.70
01/08/2024	OPER	28531	PR NCPERS	NCPERS	240.00

02/15/2024

CHECK REGISTER  
CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Bank	Check	App Vendor	Vendor Name	Amount
Bank OPER COMMINGLED OPERATING ACCOUNT					
01/10/2024	OPER	28578	AP 0356	B&F CONSTRUCTION CODE SERVICE, INC.	11,929.22
01/10/2024	OPER	28579	AP 0278	COMED	25,532.57
01/10/2024	OPER	28580	AP 0599	FREEPOINT ENERGY SOLUTIONS	1,387.04
01/10/2024	OPER	28581	AP 0625	LARSON & LARSON BUILDERS INC	185,401.28
01/10/2024	OPER	28582	AP 0173	MONROE TRUCK EQUIPMENT, INC.	15.90
01/10/2024	OPER	28583	AP 0319	SOSNOWSKI SZETO, LLP	7,257.53
01/12/2024	OPER	Various	PR Payroll	PAYROLL	14,512.16
01/12/2024	OPER	EFT619(E)	PR IRS	INTERNAL REVENUE SERVICE	4,226.43
01/12/2024	OPER	EFT620(E)	PR STATE OF IL	STATE OF ILLINOIS	858.36
01/16/2024	OPER	EFT621(E)	PR IL DIR EMPLOY	ILLINOIS DIRECTOR OF EMPLOYMENT SEC	444.55
01/20/2024	OPER	149(E)	AP 0491	BB COMMUNITY LEASING SERVICES INC.	2,252.11
01/20/2024	OPER	150(E)	AP 0217	SOLUTIONS BANK	2,001.03
01/26/2024	OPER	Various	PR Payroll	PAYROLL	14,190.66
01/26/2024	OPER	EFT622(E)	PR IRS	INTERNAL REVENUE SERVICE	4,265.75
01/26/2024	OPER	EFT623(E)	PR STATE OF IL	STATE OF ILLINOIS	863.88
01/26/2024	OPER	EFT624(E)	PR UNION DUES	I.U.O.E. LOCAL 150	437.70
01/26/2024	OPER	EFT625(E)	PR IMRF	IMRF	3,372.45
Total of 86 Checks:					396,216.31
Less 1 Void Checks:					26,919.61
Total of 85 Disbursements:					369,296.70

Period Ending 01/31/2024

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 20 MOTOR FUEL FUND WATER & SEWER FUND DEBT SERVICE FUND GOV FUNDS CAPITAL	FUND 31 FUND 32	FUND 90 FUND 90	Total
<b>ASSETS</b>						
00-1010	PETTY CASH	192				192
00-1020	CASH IN BANK	(757,264)	386,821	4,417	85,945	1,053,391
00-1021	CASH IN BANK MONEY MARKET	2,022,092				2,022,092
00-1022	CASH IN BANK - BYRON BANK					114,941
00-1030	MONEY MARKET	31,702		28,108		59,810
00-1040	MFT MONEY MARKET		120,156			120,156
00-1070	CASH WITH PAYING AGENT					582,199
00-1075	ILLINOIS FUNDS INVESTMENT ACCT.	3,357,850				3,357,850
00-1100	PROPERTY TAXES RECEIVABLE	317,096				317,096
00-1325	GASB 87 LEASE RECEIVABLE	17,635				17,635
00-1400	ACCOUNTS RECEIVABLE - OTHER	5,326				5,326
00-1401	ACCOUNTS RECEIVABLE			3,238		3,238
00-1405	ACCOUNTS RECEIVABLE - LITIGATION	193,600		168,278		361,878
00-1410	ALLOWANCE FOR DOUBTFUL ACCOUNTS	(193,600)				
00-1600	CONSTRUCTION IN PROGRESS					136,245
00-1605	VEHICLES					42,017
00-1610	VILLAGE WATER SYSTEM					13,308,326
00-1620	WATER/SEWER UTILITY SYSTEM					8,148,871
00-1630	STREETS					66,551
00-1705	ACCUMULATED DEPRECIATION - VEHICL					(31,018)
00-1710	ACCUM DEP-VILLAGE NORTH WATER SY					(1,519,111)
00-1711	ACCUM DEP-VILLAGE SOUTH WATER SY					(4,131,277)
00-1720	ACCUMULATED DEPRECIATION - WATER/					(6,387,573)
00-1730	ACCUM DEP-STREET					(28,116)
00-1850	DEFERRED OUTFLOW					333,322
00-1900	UNAMORTIZED LOSS ON REFUNDING					33,227
<b>TOTAL ASSETS</b>		<b>4,994,629</b>	<b>506,977</b>	<b>32,525</b>	<b>85,945</b>	<b>17,792,668</b>
<b>LIABILITIES</b>						
00-2100	UNAVAILABLE PROPERTY TAXES					317,096
00-2200	ACCOUNTS PAYABLE	317,096				317,096
00-2201	COMPENSATED ABSENCES - CURRENT PO	40,589	492		8,747	100,355
00-2203	BONDS PAYABLE 2012A - CURRENT POR					9,088
00-2204	BONDS PAYABLE 2012B - CURRENT POR					30,000
00-2205	BONDS PAYABLE 2015 - CURRENT PORT					145,000
00-2230	DUE TO AIRPORT - BEL AIR					360,000
00-2240	ACCURED INTEREST PAYABLE					23,500
00-2304	BONDS PAYABLE 2012B - LONG-TERM P					47,199
00-2305	BONDS PAYABLE 2015 - LONG-TERM PO					615,000
00-2340	HEALTH INSURANCE DEDUCTIONS PAYAB					1,625,000
00-2360	UNION DUES/MCPRS PAYABLE	(2,266)				(2,266)
00-2370	SUI PAYABLE	256				256
00-2400	OTHER DEFERRED REVENUE	495				495
00-2410	CUSTOMER DEPOSITS HELD	694,976				694,976
00-2650	NET PENSION LIABILITY	14,377				14,377
00-2660	DEFERRED INFLOWS					17,727
00-2665	GASB 87 DEFERRED INFLOW					19,899
00-2690	UNAMORTIZED BOND PREMIUM	17,306				17,306
00-2695	GASB83 ASSET RETIREMENT OBLIGATIO					58,051
<b>TOTAL LIABILITIES</b>		<b>1,082,829</b>	<b>492</b>	<b>3,325,991</b>	<b>8,747</b>	<b>325,000</b>
<b>FUND BALANCES</b>						<b>4,418,059</b>
00-3000	FUND BALANCE					30,150
00-3001	NET POSITION	2,130,889	779,910	8,197,308	1,332,975	4,273,9
						8,197,3

Item 4.

Period Ending 01/31/2024

DEPT/ACCOUNT	DESCRIPTION	FUND 01 GENERAL FUND	FUND 20 MOTOR FUEL FUND WATER	FUND 31 SEWER FUN DEBT SERVICE	FUND 32 FUND GOV	FUND 90 FUNDS CAPITAL	Total
<b>FUND BALANCES</b>							
<b>TOTAL FUND EQUITY</b>							
	Beginning Fund Balance	2,130,889	779,910	8,197,308	30,150	1,332,975	12,471,232
	Net of Revenues Vs Expenditures	2,130,889	779,910	8,197,308	30,150	1,332,975	
	Ending Fund Balance	1,780,910	(273,424)	649,292	2,373	(1,255,776)	
	Total Liabilities And Fund Balance	3,911,799	506,486	8,846,600	32,523	77,199	
		4,994,628	506,978	12,172,591	32,523	85,946	



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

February 16, 2024

**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 December 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.
- Made sure all panel heaters are working.
- Collins came out and cleaned the grease out of our lift stations.
- Had an issue with the generator at Woodstock Road Lift Station. It needed a new control board that has been repaired.
- We've received two quotes for the spare pump for the Collection Point Lift Station off Waco Road. We are waiting to receive a third.

**North WWTP:**

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- We're still waiting to hear back about the pump for the EQ tank.
- We had one of the pumps fail a month or so ago for the sand filter. The top end bearing failed, and the stator got into the rotor. Our best option is getting a new pump. We've reached out to Xylem, but our contact has retired, so I'm waiting on a call back. This is from last month and Xylem has hired a new field sales agent, so we're working with him on pricing.
- We had an issue with the battery charger on the generator which caused one of the batteries to short internally. We were able to get the battery replaced under warranty and had the charger changed. It's a 24 volt system that's powered from the 480, so it's not something



2323 Fourth Street, PO Box 483 Peru, IL 61354

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

www.testinc.com

you can buy from anywhere.

- All necessary blower services were completed. Oil changes, belts were adjusted, bearings greased.
- We had Dorner come out and fix the actuator on SBR3, but found an issue with the valve that caused the actuator to fail. We just received a quote for that.
- Decanted digesters.
- Tested all emergency wash stations.
- 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. **This is still ongoing, without much luck.**

#### South WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- Replaced the battery back up for the PLC at the plant.
- Tested all emergency wash stations.
- All furnaces are working as they should.
- Existing UV lights have been pulled, cleaned, and inspected. A number of bulbs need replacement.
- We got a couple quotes for UV bulbs, but are still waiting on a few vendors.
- The screen at the south plant will need its brushes changed soon. We're trying to find data on the screen to order the right ones. We noticed this when we were going through it with a normal maintenance, cleaning the sprat nozzles and adjusting the brushes.

#### Water System:

- Cleaned well houses.
- Changed flow switch at Well 4.
- We have started working on a new bacti site plan that will need to be updated at the next IEPA inspection.
- We got the generator out and load tested it at Well 4.
- All required EPA testing has been done.

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

Submitted by,  
Total Environmental Service Technologies, Inc.

Ion Stear  
Certified Operator/Manager

DMR Copy of Record

**Permit**  
 Permit #: IL0023451  
 Major: No  
 Permitted Features: 001 External Outfall  
 Report Dates & Status: From 12/01/23 to 12/31/23  
 Monitoring Period: 01/25/24  
 Considerations for Form Completion: NetDMR Validated  
 ROW ID: W0070150007; DMF LOAD LIMITS DISPLAYED MONITORING LOCATION \*1\* IS MONTHLY AVERAGE AND DAILY MAXIMUM MONITORING LOCATION \*8\* IS FOR WEEKLY AVERAGE.

Facility: POPLAR GROVE - NORTH WWTP, VILLAGE OF  
 Facility Location: 200 NORTH HILL STREET, POPLAR GROVE, IL 61065  
 Discharge: 001-0 STP OUTFALL  
 DMR Due Date: 01/25/24  
 Title: Certified Operator  
 Telephone: 815-224-1650

Parameter Name	Monitoring Location	Session #	Param. HOD#	Sample	Permit Req.	Value NOD	Qualifier	Value 1	Qualifier	Value 2	Units	Qualifier	Value 3	Qualifier	Value 4	Qualifier	Value 5	Qualifier	Value 6	Qualifier	Value 7	Qualifier	Value 8	Qualifier	Value 9	Qualifier	Value 10	Qualifier	Frequency of Analysis	Sample Type
00300 Oxygen, dissolved [DO]	1 - Effluent Gross	1	-	Sample	Permit Req.	Value NOD	>=	9.246	=	8.335	mg/L	>=	6.0 MO AV MN	>=	4.5 MN WK AV	>=	4.0 DAILY MN												02DA - 2 Days Every Week	GR - GRAB
00400 pH	1 - Effluent Gross	0	-	Sample	Permit Req.	Value NOD	>=	6.73	=	8.15		>=	6.0 MINIMUM				9.0 MAXIMUM												02DA - 2 Days Every Week	GR - GRAB
00530 Solids, total suspended	1 - Effluent Gross	0	-	Sample	Permit Req.	Value NOD	<=	11.005	=	23.702	26-lbid	<=	250.0 DAILY MX				24.0 DAILY MX												02DA - 2 Days Every Week	CP - COMPOS
00610 Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	-	Sample	Permit Req.	Value NOD	<=	0.782	=	3.115	26-lbid	<=	34.0 MO AVG				12.0 MO AVG												02DA - 2 Days Every Week	CP - COMPOS
50050 Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Sample	Permit Req.	Value NOD	=	0.203	=	0.316	MGD	Req Mon MO AVG	03-MGD	Req Mon DAILY MX	03-MGD														9999 - Continuous	
50060 Chlorine, total residual	1 - Effluent Gross	0	-	Sample	Permit Req.	Value NOD	<=	3.386	=	6.772	26-lbid	<=	104.0 MO AVG				10.0 MO AVG												01/30 - Monthly	GR - GRAB
80002 BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-	Sample	Permit Req.	Value NOD	<=	3.386	=	6.772	26-lbid	<=	104.0 MO AVG				10.0 MO AVG												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: Elaine Bungamer  
E-Mail: ebungamer@testinc.com  
Date/Time: 2024-01-16 14:40 (Time Zone: -06:00)

Report Last Signed By

User: IONSTEAR  
Name: Ion Stear  
E-Mail: istear@testinc.com  
Date/Time: 2024-01-28 09:57 (Time Zone: -06:00)



DMR Copy of Record

**Permit**  
 Permit #: **IL0023451**  
 Major: **No**  
 Facility: **POPLAR GROVE - NORTH WWTP, VILLAGE OF**  
 Facility Location: **205 EDSON RD  
POPLAR GROVE, IL 61065**

Permitted Feature: **INF Influent Structure**  
 Discharge: **INF-L INFLUENT MONITORING**  
 Status: **NetDMR Validated**

Report Dates & Status  
 Monitoring Period: **From 12/01/23 to 12/31/23**  
 DMR Due Date: **01/25/24**  
 Certified Operator

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

Last Name: **Stear**  
 No Data Indicator (NOD): **No**

Form NOD:  
 (Scroll)

Parameter Name	Monitoring Location	Session of Param. NOD	Sample Permit Req. Value NOD	Sample Permit Req. Value NOD	Sample Permit Req. Value NOD	Sample Permit Req. Value NOD	Quality or Concentration Value 1	Quality or Concentration Value 2	Quality or Concentration Value 3	Units	Qualifier 1	Qualifier 2	Qualifier 3	Units	Frequency of Analysis	Sample Type
00310 BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0	--	--	--	--	88.625	19 - mg/L	19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS	02DA - 2 Days Every Week	CP - COMPOS	0	0
00530 Solids, total suspended	G - Raw Sewage Influent	0	--	--	--	--	114.0	19 - mg/L	19 - mg/L	0	02DA - 2 Days Every Week	CP - COMPOS	02DA - 2 Days Every Week	CP - COMPOS	0	0
50050 Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0	--	--	--	--	0.295	03 - MGD	03 - MGD	0	Req Mon DAILY	MX 03 - MGD	0.438	Req Mon MO AVG	89899 - Continuous	89899 - Continuous

**Submission Note**  
 If a parameter row does not contain any values for the Sample no, 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: **ebumgamer**  
 Name: **Elaine Bumgamer**  
 E-Mail: **ebumgamer@lesinc.com**  
 Date/Time: **2024-01-16 14:40 (Time Zone: -06:00)**

Report Last Signed By  
 User: **IONSTEAR**  
 Name: **Jon Stear**  
 E-Mail: **jstear@lesinc.com**  
 Date/Time: **2024-01-26 09:57 (Time Zone: -06:00)**

DMR Copy of Record

**Permit**  
 Permit #: IL0071447  
 Major: Yes  
 Permitted Feature: 001 External Outfall  
 Report Dates & Status: From 12/01/23 to 12/31/23  
 Monitoring Period: From 12/01/23 to 12/31/23  
 Considerations for Form Completion: BOW ID: W0070150006; DMF LOAD LIMITS DISPLAYED.  
 Principal Executive Officer: Ion Stear  
 First Name: Ion  
 Last Name: Stear  
 Form NOD: No Data Indicator (NOD)

**Facility**  
 Facility Name: POPLAR GROVE SOUTH STP, VILLAGE OF  
 Facility Address: POPLAR GROVE, VILLAGE OF  
 200 S HILL ST  
 POPLAR GROVE, IL 61065  
 Discharge: 001-0 STP OUTFALL  
 DMR Due Date: 01/25/24  
 Status: NetDMR Validated  
 Telephone: 815-224-1650  
 Certified Operator

Code	Parameter Name	Monitoring Location	Sample #	Param NOD	Sample	Qualifier	Value 1	Qualifier	Value 2	Qualifier	Value 3	Units	# of SL	Frequency of Analysis	Sample Type
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	--	Sample		10.018	=	9.29	=	6.54	19 - mg/L	0	03DW - 3 Days Every Week	GR - GRAB
		Period Avg Value					8.0 MO AV MN	>=	4.5 MN WK AV	>=	4.0 DAILY MN	19 - mg/L	0	03DW - 3 Days Every Week	GR - GRAB
00400	pH	1 - Effluent Gross	0	--	Sample		7.02	=	8.14	=	9.0 MAXIMUM	12 - SU	0	03DW - 3 Days Every Week	GR - GRAB
		Period Avg Value					6.0 MINIMUM	>=	9.0 MAXIMUM	<=		12 - SU	0	03DW - 3 Days Every Week	GR - GRAB
00530	Solids, total suspended	1 - Effluent Gross	0	--	Sample		10.127	=	23.519	<	5.167	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
		Period Avg Value					250.0 MO AVG	<=	590.0 DAILY MX	<=	24.0 DAILY MX	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
00600	Nitrogen, total [as N]	1 - Effluent Gross	0	--	Sample			=	35.51	=	35.51	19 - mg/L	0	0130 - Monthly	CP - COMPOS
		Period Avg Value					Req Mon MO AVG		Req Mon DAILY MX			19 - mg/L	0	0130 - Monthly	CP - COMPOS
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	2	--	Sample		0.22	=	0.447	=	0.228	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
		Period Avg Value					83.0 MO AVG	<=	108.0 DAILY MX	<=	5.2 DAILY MX	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
00685	Phosphorus, total [as P]	1 - Effluent Gross	0	--	Sample		0.4	=	0.204	<	1.0 MO AVG	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
		Period Avg Value					21.0 MO AVG	<=	1.0 MO AVG			19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	--	Sample		0.235	=	0.368	=		03 - MGD	0	9899 - Continuous	
		Period Avg Value					Req Mon MO AVG		Req Mon DAILY MX			03 - MGD	0	9899 - Continuous	
50060	Chlorine, total residual	1 - Effluent Gross	0	--	Sample						0.05 DAILY MX	19 - mg/L	0	CLCC - Chlorination/Occurrences	GR - GRAB
		Period Avg Value					2.777	=	5.88	<	1.417	19 - mg/L	0	9 - Conditional Monitoring - Not Required This Period	
80082	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	--	Sample						20.0 DAILY MX	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
		Period Avg Value					208.0 MO AVG	<=	417.0 DAILY MX	<=	20.0 DAILY MX	19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS

**Submission Note**

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

**Edit Check Errors**

No errors.

**Comments**

**Attachments**

No attachments.

**Report Last Saved By**

POPULAR GROVE, VILLAGE OF

**User:**

ebungamer

Name: Elaine Bungamer

E-Mail: ebungamer@lestinc.com

Date/Time: 2024-01-16 14:43 (Time Zone: -06:00)

**Report Last Signed By**

IONSTEAR

Name: Ion Stear

E-Mail: istear@lestinc.com

Date/Time: 2024-01-26 09:57 (Time Zone: -06:00)

DMR Copy of Record

**Permit**  
 Permit #: **IL0071447**  
 Major: **Yes**  
 Permitted Feature: **INF Influent Structure**  
 Report Dates & Status: **From 12/01/23 to 12/31/23**  
 Monitoring Period:  
 Considerations for Form Completion: **DMR Due Date: 01/25/24**  
 BOW ID: **W0070150006**  
 Principal/Executive Officer: **Ion Stear**  
 First Name: **Ion**  
 Last Name: **Stear**  
 Form NOD: **No Data Indicator (NOD)**

**Permittee:** POPULAR GROVE, VILLAGE OF  
**Permittee Address:** 200 S HILL ST  
 POPULAR GROVE, IL 61065  
**Discharge:** INF-L  
 INFLEUENT MONITORING  
**DMR Due Date:** 01/25/24  
**Status:** NetDMR Validated  
**Facility:** POPULAR GROVE SOUTH STP, VILLAGE OF  
**Facility Location:** 12211 STATE ROUTE 76  
 POPULAR GROVE, IL 61065  
**Title:** Certified Operator  
**Telephone:** 815-224-1650

Code	Parameter Name	Measuring Location	Sample Param NOD	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3	Value 3	Units	Quality or Concentration	Qualifier 4	Value 4	Units	# of E.	Frequency of Analysis	Sample Type
00310	BOD, 5-day, 20 deg. C	G - Raw Sewage Influent	0								91.417			19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
00630	Solids, total suspended	G - Raw Sewage Influent	0								Req Mon MO AVG			19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
00665	Phosphorus, total [as P]	1 - Effluent Gross	0								133.0			19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
50050	Flow, in conduit or thru treatment plant	G - Raw Sewage Influent	0								4.091			19 - mg/L	0	03DW - 3 Days Every Week	CP - COMPOS
											Req Mon DAILY MX			11.0	0	03DW - 3 Days Every Week	CP - COMPOS
											0.131			03 - MGD	0	99999 - Continuous	
											Req Mon MO AVG			03 - MGD	0	99999 - Continuous	

**Submission Note**  
 If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.  
**Edit Check Errors**  
 No errors.  
**Comments**  
 No attachments  
**Report Last Saved By**  
 POPULAR GROVE, VILLAGE OF  
**User:** ebumgarner  
**Name:** Elaine Bungarner  
**E-Mail:** ebumgarner@lestinc.com  
**Date/Time:** 2024-01-16 14:43 (Time Zone: -06:00)  
**Report Last Signed By**  
**User:** IONSTEAR  
**Name:** Ion Stear  
**E-Mail:** istear@lestinc.com  
**Date/Time:** 2024-01-26 09:57 (Time Zone: -06:00)

VILLAGE OF POPLAR GROVE - NORTH  
 FOR THE MONTH OF Dec. 2023  
 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
 DIVISION OF PUBLIC WATER SUPPLIES

IL0070150

MONTHLY OPERATING REPORT

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	
30-Nov	08:00	410646		10064.4	0	31691.40		73.00		1.10	64		22.75	dh
1-Dec	08:00	410775	102	10064.4	0	31698.10	5.30	71.00	2.0	0.73	60	6.00	22.25	dh
2-Dec	08:00	410877	155	10064.4	0	31703.40	8.00	69.00	2.0	1.45	54	6.00	22.00	mjh
3-Dec	08:00	411032	140	10064.4	0	31711.40	7.20	67.00	2.0	1.02	48	6.00	21.50	mjit
4-Dec	08:00	411172	132	10064.4	0	31718.60	6.80	65.00	2.0	1.15	42	8.00	21.00	dh
5-Dec	08:00	411304	140	10064.4	0	31725.40	7.10	63.00	1.0	1.24	34	6.00	20.25	dh
6-Dec	08:00	411444	122	10064.4	0	31732.50	6.40	62.00	2.0	1.31	28	4.00	20.00	DH
7-Dec	08:00	411566	143	10064.4	0	31738.90	7.40	60.00	2.0	1.13	24	8.00	19.75	dh
8-Dec	08:00	411709	118	10064.4	0	31746.30	6.10	58.00	1.0	1.25	16/100	4.00	19.25	dh
9-Dec	08:00	411827	109	10064.4	0	31752.40	5.40	57.00	1.0	1.19	96	6.00	18.75	
10-Dec	08:00	411936	161	10064.4	0	31757.80	8.50	56.00	2.0	1.18	90	6.00	18.50	0.5
11-Dec	08:00	412097	128	10064.4	0	31766.30	6.60	54.00	1.0	0.97	84	6.00	18.00	0.0
12-Dec	08:00	412225	128	10064.4	0	31772.90	6.40	53/160	1.0	0.95	78	8.00	18/51	0.5
13-Dec	08:00	412353	131	10064.4	0	31779.30	6.90	159.00	1.5	1.06	70	4.00	50.50	0.3
14-Dec	08:00	412484	157	10064.4	0	31786.20	8.20	157.50	3.5	0.99	66	6.00	50.25	0.3
15-Dec	08:00	412641	106	10064.4	0	31794.40	5.50	154.00	0.0	1.21	60	6.00	50.00	0.5
16-Dec	08:00	412747	133	10064.4	0	31799.90	6.90	154.00	1.0	1.09	54	6.00	49.50	0.5
17-Dec	08:00	412880	145	10064.4	0	31806.80	7.90	153.00	2.0	1.22	48	8.00	49.00	0.3
18-Dec	08:00	413025	151	10064.4	0	31814.70	7.40	151.00	2.5	1.03	40/100	8.00	48.75	0.8
19-Dec	08:00	413176	133	10064.4	0	31822.10	5.90	148.50	1.5	1.05	92	4.00	48.00	0.3
20-Dec	08:00	413309	157	10064.4	0	31828.00	9.00	147.00	2.0	1.57	88	8.00	47.75	0.8
21-Dec	08:00	413466	85	10064.4	0	31837.00	4.40	145.00	1.0	0.89	80	4.00	47.00	0.0
22-Dec	08:00	413551	145	10064.4	0	31841.40	7.50	144.00	1.0	1.30	76	6.00	47.00	0.5
23-Dec	08:00	413696	158	10064.4	0	31848.90	7.20	143.00	1.0	0.98	70	6.00	46.50	0.5
24-Dec	08:00	413854	149	10064.4	0	31856.10	8.70	142.00	2.0	0.60	64	8.00	46.00	0.8
25-Dec	08:00	414003	126	10064.4	0	31864.80	6.40	140.00	2.0	0.90	56	6.00	45.25	0.3
26-Dec	08:00	414129	142	10064.4	0	31871.20	7.00	138.00	1.0	1.18	50	6.00	45.00	0.5
27-Dec	08:00	414271	127	10064.4	0	31878.20	7.00	137.00	1.0	0.96	44	6.00	44.50	0.5
28-Dec	08:00	414398	131	10064.4	0	31885.20	5.80	136.00	1.0	0.91	38	6.00	44.00	0.3
29-Dec	08:00	414529	163	10064.4	0	31891.00	9.70	135.00	1.0	1.01	32	6.00	43.75	0.8
30-Dec	08:00	414692	141	10064.4	0	31900.70	7.00	134.00	1.0	0.89	26/100	6.00	43.00	0.5
31-Dec	08:00	414833	137	10064.4	0	31907.70	7.00	133.00	1.0	0.87	94	6.00	42.50	0.5
1-Jan	08:00	414970		10064.4		31914.7		132.0		1.1	88		42	BH
TOT			4058				210			35.49				
AVE			135				7			1.08				
MAX			163				10			1.57				
MIN			85				4			0.60				

Iron Stear

SIGNATURE:   
 PHONE: 815-224-1650

VILLAGE OF POPLAR GROVE - WEST IL0070350  
 FOR THE MONTH OF Dec. 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	
30-Nov	08:30	383620		8596.11		106.00		0.72	58	2.55	387.20	dh
1-Dec	08:30	383665	85	8597.19	2.09	105.00	1.0	0.95	56	4.00	386.10	dh
2-Dec	08:30	383750	45	8599.28	1.09	104.00	1.0	0.77	52	1.00	384.30	mjh
3-Dec	08:30	383795	100	8600.37	2.31	103.00	1.0	1.01	51	5.00	383.20	mjh
4-Dec	08:30	383895	40	8602.68	0.98	102.00	1.0	0.67	46	2.00	381.00	dh
5-Dec	08:30	383935	111	8603.66	2.73	101.00	1.0	0.80	44	6.00	380.10	dh
6-Dec	08:30	384046	76	8606.39	1.86	100.00	1.0	0.83	38	6.00	377.50	dh
7-Dec	08:30	384122	0	8608.25	0	99.00	1.0	0.58	32	0.00	375.60	dh
8-Dec	08:30	384122	41	8608.00	0.92	98.00	0.0	0.48	32/100	2.00	375.40	dh
9-Dec	08:30	384163	46	8609.17	1.13	98.00	1.0	0.56	98	2.00	374.20	dh
10-Dec	08:30	384209	114	8610.3	2.63	97.00	2.0	0.89	96	6.00	373.60	dh
11-Dec	08:30	384323	75	8612.93	1.84	95.00	2.0	0.93	90	6.00	370.60	dh
12-Dec	08:30	384398	91	8614.77	2.26	93.00/160	2.0	0.68	84	2.00	368.0/437.4	dh
13-Dec	08:30	384489	62	8617.03	1.49	159.00	2.0	1.21	82	4.00	435.80	dh
14-Dec	08:30	384551	79	8618.52	1.89	157.00	2.0	1.01	78	4.00	434.20	dh
15-Dec	08:30	384630	58	8620.41	1.31	155.00	1.0	1.03	74	2.00	432.40	BH
16-Dec	08:30	384688	60	8621.72	1.39	154.00	1.0	1.34	72	4.00	431.00	BH
17-Dec	08:30	384748	51	8623.11	1.49	153.00	1.0	1.30	68	6.00	429.50	BH
18-Dec	08:30	384799	86	8624.6	1.82	152.00	2.0	1.03	62	6.00	428.30	BH
19-Dec	08:30	384885	39	8626.42	0.92	150.00	0.5	1.06	56	2.00	426.60	BH
20-Dec	08:30	384924	81	8627.34	1.88	149.50	1.5	1.37	54	4.00	425.30	BH
21-Dec	08:30	385005	41	8629.22	1.05	148.00	0.5	1.19	50	4.00	423.30	DH
22-Dec	08:30	385046	61	8630.27	1.4	147.50	1.0	0.92	46	2.00	422.20	dh
23-Dec	08:30	385107	79	8631.67	1.87	146.50	1.5	1.17	44	8.00	420.50	dh
24-Dec	08:30	385186	59	8633.54	1.39	145.00	1.0	0.90	36	4.00	418.60	dh
25-Dec	08:30	385245	59	8634.93	1.4	144.00	1.5	0.97	32	4.00	417.10	dh
26-Dec	08:30	385304	78	8636.33	1.85	142.50	1.5	1.12	28/100	6.00	415.90	BH
27-Dec	08:30	385382	59	8638.18	1.4	141.00	0.5	1.25	94	6.00	414.30	BH
28-Dec	08:30	385441	59	8639.58	1.33	140.50	1.5	1.00	88	4.00	412.90	BH
29-Dec	08:30	385500	59	8640.91	1.42	139.00	1.5	0.95	84	6.00	411.30	BH
30-Dec	08:30	385559	77	8642.33	1.79	137.50	1.5	1.00	78	6.00	409.90	BH
31-Dec	08:30	385636	61	8644.12	1.51	136.00	1.0	1.08	72	6.00	408.00	BH
1-Jan	08:30	385697		8645.63		135.00		0.93	66		406.6	BH
TOT			1971					31.70				
AVE			66					0.96				
MAX			114					1.37				
MIN								0.48				

SIGNATURE:  Ion Stear  
 PHONE: 815-224-1650


**VILLAGE OF POPLAR GROVE - SOUTH  
FOR THE MONTH OF Dec. 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	
30-Nov		604557		4418.6		4758.10	0	100.00		1.03	26		382.20	dh
1-Dec		604647	31	4420	0.4	4758.10	0	99.00	1.0	1.13	22/100	1.00	381.60	dh
2-Dec		604678	89	4420.4	1.4	4758.10	0	98.00	1.0	1.12	99	5.00	381.40	mjh
3-Dec		604767	62	4421.8	1	4758.10	0	97.00	2.0	1.21	94	2.00	380.70	mjh
4-Dec		604829	61	4422.8	1	4758.10	0	95.00	1.0	0.92	92	2.00	380.20	dh
5-Dec		604890	63	4423.8	0.9	4758.10	0	94.00	1.0	0.79	90	4.00	379.80	dh
6-Dec		604953	61	4424.7	1	4758.10	0	93.00	1.0	0.93	86	4.00	379.20	1.00 DH
7-Dec		605014	61	4425.7	0.9	4758.10	0	92.00	1.0	0.82	82	4.00	378.20	0.60 dh
8-Dec		605075	61	4426.6	1	4758.10	0	91.00	2.0	1.00	78	2.00	377.60	0.40 dh
9-Dec		605136	60	4427.6	0.9	4758.10	0	89.00	1.0	1.30	76	2.00	377.20	0.40 dh
10-Dec		605196	60	4428.5	1	4758.10	0	88.00	1.0	1.15	74	2.00	376.80	0.40 dh
11-Dec		605256	89	4429.5	1.3	4758.10	0	87.00	1.0	1.07	72	8.00	376.40	0.80 dh
12-Dec		605345	60	4430.8	1	4758.10	0	86.00/160	1.0	1.22	64	2.00	375.60	0.80 dh
13-Dec		605405	60	4431.8	0.9	4758.10	0	159.50	0.5	1.49	62	4.00	374.80	0.80 dh
14-Dec		605465	60	4432.7	0.9	4758.10	0	159.00	2.0	1.12	58	4.00	374.00	0.80 dh
15-Dec		605525	61	4433.6	1	4758.10	0	157.00	1.0	1.21	54	2.00	373.20	0.80 BH
16-Dec		605586	60	4434.6	0.9	4758.10	0	156.00	1.0	1.24	52	4.00	372.40	1.20 BH
17-Dec		605646	87	4435.5	1.4	4758.10	0	155.00	2.0	1.19	48	6.00	371.20	0.20 BH
18-Dec		605733	71	4436.9	1	4758.10	0	153.00	1.0	1.04	42	2.00	371.00	1.00 BH
19-Dec		605804	53	4437.9	0.9	4758.10	0	152.00	1.0	1.11	40	2.00	370.00	0.80 BH
20-Dec		605857	89	4438.8	1.4	4758.10	0	151.00	1.0	1.09	38/100	4.00	369.20	1.20
21-Dec		605946	30	4440.2	0.5	4758.10	0	150.00	1.0	0.83	96	2.00	368.00	0.80 dh
22-Dec		605976	60	4440.7	0.9	4758.10	0	149.00	1.0	1.32	94	2.00	367.20	0.80 dh
23-Dec		606036	92	4441.6	1.4	4758.10	0	148.00	2.0	1.21	92	6.00	366.40	1.40 dh
24-Dec		606128	82	4443	1.2	4758.10	0	146.00	2.0	1.06	86	4.00	365.00	1.20 dh
25-Dec		606210	70	4444.2	1.2	4758.10	0	144.00	1.0	0.84	82	4.00	363.80	0.80 dhr
26-Dec		606280	91	4445.4	1.4	4758.10	0	143.00	2.0	1.45	78	4.00	363.00	1.20 BH
27-Dec		606371	59	4446.8	1	4758.10	0	141.00	1.0	1.01	74	4.00	361.80	0.80 BH
28-Dec		606430	60	4447.8	0.9	4758.10	0	140.00	1.0	1.09	70	2.00	361.00	0.60 BH
29-Dec		606490	91	4448.7	1.4	4758.10	0	139.00	2.0	1.21	68	6.00	360.40	1.40 BH
30-Dec		606581	60	4450.1	1	4758.10	0	137.00	1.0	1.16	62	2.00	359.00	0.80 BH
31-Dec		606641	61	4451.1	0.9	4758.10	0	136.00	1.0	1.42	60	4.00	358.20	0.80 BH
1-Jan		606702		4452		4758.10		135.00		1.44	56		357.40	BH
TOT			1994				0			37.22				
AVE			66				0			1.13				
MAX			92				0			1.49				
MIN			30				0			0.79				

Ion Stear

SIGNATURE:   
PHONE: 815-224-1650

**DAILY DISTRIBUTION MONITORING REPORT**

**VILLAGE OF POPLAR GROVE  
FOR THE MONTH OF Dec. 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 <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Operator Initials	Slope Standard	Well #2	Well #3	Well #4	Well #5-6
1	School	0.75		1.01	Oak	0.55		1.29	Tower	0.78		1.37	dh		0.93	1.00	0.39	
2															0.98	0.77	0.38	
3															1.00	1.40	0.46	
4	village	0.48		1.97	gas	0.49		1.21	tower	0.87		1.2	dh		1.20	0.80	0.54	
5	fh	0.81		1.46	tower	0.6		1.8	tower	0.73		0.72	dh		1.30	0.67	0.58	
6	TOWER	1.01		1.39	garage	0.54		1.45	tower	0.67		1.89	dh		0.82	0.77	0.41	
7	School	0.93		1.06	tower	0.59		1.26	tower	0.55		0.82	dh		0.91	0.89	0.64	
8	village	0.66		1.03	oak lawn	0.39		0.82	tower	0.61		0.97	dh		0.89	0.84	0.43	
9															0.42	0.40	0.40	
10															0.94	0.87	0.44	
11	TOWER	1.12		1.32	tower	0.77		1.01	tower	0.49		1.58	dh		0.94	0.82	0.45	
12	School	0.87		1.78	oak lawn	0.67		1.67	tower	0.84		0.82	dh		0.56	0.73	0.48	
13	village	0.71		2.01	gas	0.39		1.49	tower	0.54		1.33	dh		0.58	0.73	0.52	
14	fh	0.54		1.56	garage	0.93		0.61	tower	0.57		1.21	dh		0.71	0.80	0.47	
15	Village	0.97		1.2											0.77	0.79	0.59	
16															0.68	0.70	0.70	
17															0.72	0.71	0.52	
18	School	1		1.08	Garage	1.78		1.03	Tower	1.07		0.73	BH		0.96	0.78	0.52	
19	Village	1.06		1.02	Gas	1.09		0.71	Tower	1.14		0.65	BH		0.43	0.82	0.49	
20	Arturos	1.22		0.95	Tower	1.11		0.5	Tower	1.01		1	BH		1.20	1.10	0.57	
21	School	1.45		2.74	O. L	1.01		0.91	Tower	1.13		1.69	BH		0.76	0.73	0.54	
22															1.40	0.78	0.59	
23															0.96	1.20	1.80	
24															1.50	0.77	0.78	
25															0.73	1.10	0.51	
26					Gas	0.94		0.47	Tower	1.09		1.01			0.89	0.93	1.10	
27	village	1.17		0.5	Garage	0.85		0.9	Tower	1.23		0.67			0.81	0.68	0.55	
28	Village	1.14		1.51	Oak Lawn	0.69		0.96	Tower	1.15		1.01			1.00	0.71	0.60	
29	Village	0.98		1.57	Tower	1.09		0.87	Tower	0.97		1.01			0.84	0.73	0.54	
30															0.79	0.86	0.53	
31															0.90	0.82	0.60	
1																		

Signature:  Ion Stear  
PHONE: 815-224-1650



## PROPOSAL DETAILS

**Quote #: Q-804434**

**Contract Term: 36**

**Prepared for:**  
 Village of Poplar Grove  
 Carina Boyd  
 treasurer@villageofpoplargo.com  
 815-765-3201  
 Contract Term: 36

**Billing Address:**  
 200 N Hill St  
 Poplar Grove, IL 61065  
 United States

**Prepared by:**  
 PC Tech 2U  
 Robert Lockwood  
 815.871.2470  
 robert@pctech2u.com

If you need assistance with this quote or any product offerings, please contact your Partner, or the Partner Success Team at 888.990.4262.

MONTHLY CHARGES	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
GoToConnect powered by Jive	10	\$27.00	\$70.50	\$19.95	\$199.50
Voico - Standard DID - Monthly Charge	3	\$5.00	\$10.50	\$1.50	\$4.50

*\* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.*

<b>Savings</b>	<b>Sub Total</b>
\$81.00	\$204.00
<b>Estimated Taxes*</b>	<b>\$40.03</b>
<b>Monthly Total</b>	<b>\$244.03</b>

TODAY'S TOTAL	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
---------------	-----	------	----------	--------------	-----------

*\* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.*

<b>Savings</b>	<b>Sub Total</b>
\$0.00	\$0.00
<b>Estimated Taxes*</b>	<b>\$0.00</b>
<b>Today's Total</b>	<b>\$0.00</b>

Today's Total  
**\$0.00**

Monthly Total  
**\$244.03**



GoTo Communications, Inc.

# INVOICE

Invoice Date 01/01/2024  
 Invoice # IN7102525563  
 PO #  
 Customer ID CN-742630-1905  
 Terms Net 15  
 Due Date 01/16/2024  
 Currency US Dollar

**INVOICE APPROVAL**

G/L Account Code: 01-50-4202

Description: VH Phone - Internet - Email

DEPT: \_\_\_\_\_ ADMIN: \_\_\_\_\_

Make your credit card payment now using our secure link: **PAY NOW**

**Bill To**

VILLAGE OF POPLAR GROVE  
200 N HILL ST  
POPLAR GROVE IL 61065  
UNITED STATES

**INVOICE Total:\$310.31**

**Amount Due:\$310.31**

Billing Group	Description	Quantity	Rate	Amount
Primary	GoToConnect - Monthly Service Charge 01/01/2024 - 01/31/2024	10	19.95	\$199.50
Primary	Standard Phone Numbers (DID) 01/01/2024 - 01/31/2024	3	0.5	\$1.50
Primary	Included minutes in plan 12/01/2023 - 12/31/2023	373.6	0	\$0.00
Primary	Monthly Rental Equipment Charge 01/01/2024 - 01/31/2024	1	66.5	\$66.50
Primary	State and Local Regulatory Recovery Fee	1	25.27	\$25.27
Primary	Universal Service Fee (USF)	1	6.756	\$6.76
Primary	Regulatory Recovery Fee	1	10.7783	\$10.78
<b>Total</b>				<b>\$310.31</b>

View and Pay your invoices online: <https://my.jive.com/billing>  
Billing Support: <https://support.goto.com/connect/billing-user-guide>

**Online Payment Options:**

Please visit <https://my.jive.com/billing> to view and download your invoices, search and download billed call details, setup or edit AutoPay as well as manage your invoice delivery recipients. \*Ability to access this option may require 'view/pay invoice' permissions be granted by your super admin & may not be available to certain reseller customers.

\*Certain audio Services are provided by the applicable [GoTo affiliate](#) who sets the rates, terms, and conditions for audio services. GoTo Technologies USA, Inc. presents this invoice and collects on behalf of the applicable GoTo affiliate as its agent.

\*Telecom fees (incl. USF and Regulatory Recovery Fees) are only applicable to GoToConnect, and OpenVoice Services. If you'd like to know more about how GoTo currently displays fees on your invoice, please visit [here](#).

\*Connect Bundle is comprised of GoToConnect and GoToMeeting Pro. GoToConnect is provided by GoTo Communications, Inc.



**To: The Village President and Board of Trustees**

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

**Re: 2024 Pavement Maintenance Program**

**Date: February 15, 2024**

---

Staff has been working on the 2024 Pavement Maintenance Program, and attached is a map that depicts the proposed improvements which are generally described as follows:

- Edson Road from State Street to the Village's Eastern Corporate Limit
- Bullard Street
- Whiting Road Shoulders
- Pavement Improvements at the Intersection of Queenann's/Starflower
- Drainage Improvements at the Intersection of Culver Ct. and Waco
- Intersection of IL 76 and Whiting Road (addition from the January Board Meeting)
- If budget allows, we may include a handful of inlet and manhole repairs at various locations.
- Beaver Road – see next paragraph

After the January Board meeting, DPW Howe was contacted by the County Engineer who advised that Poplar Grove Township had decided to work on Beaver Road this year, and push work on Beaverton Road to a future date. Both DPW Howe and I are very supportive of the change. The cost for Beaver Road is essentially the same as the cost for Beaverton Road, so in terms of expense it's a wash. Assuming the Board approves the change, we will prepare a Memorandum of Understanding (MOU) for the Beaver Road Improvements for approval at the March meeting.

Attached to this memo is a resolution to authorize engineering services for the 2024 Pavement Maintenance Program. Assuming approval at the February Board Meeting, we would anticipate obtaining IDOT approval of the bid specifications by early May. Bid letting is expected to occur in May with a June bid opening. A construction contract will then be awarded in June and construction would begin around the 8<sup>th</sup> of July and would be complete by the middle of August.

I look forward to discussing the proposed program with the Board. In the meantime, please do not hesitate to contact me at 636-9590 if I may provide additional assistance.

Village of Poplar Grove 2024 Road Improvements  
**PRELIMINARY** January 11, 2024



Bullard Street, Patch, Place new HMA Surface \$58k, Approx. 0.35 Miles

Edson Road, Pulverize Pavement, Place new HMA \$125k, Approx. 0.50 Miles

Queenann's and Starflower, Remove C&G, Reshape Intersection, Repave Intersection \$42k

Whiting Road Shoulders, \$22k

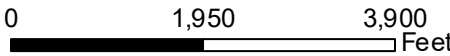
Repairs to pavement shoving at Whiting & IL 76, cost to be determined.

Resurface Village's Portion of Beaver Road VPG Share \$73K, Approx. 0.50 Miles

Manhole Improvements at Culver Ct. and Waco, \$12k



WinGIS cannot and does not warrant the accuracy of: property and boundary lines, dimensions of parcels and lots, location of structures or improvements, and topographic or geologic features on the land. Only on-site verification or field surveys by a licensed



SCALE: 1:23,450



**RESOLUTION 2024-03**

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT FOR DESIGN & CONSTRUCTION ENGINEERING SERVICES FOR THE 2024 PAVEMENT MAINTENANCE PROGRAM

**WHEREAS**, the Village of Poplar Grove is dedicated to rebuilding and maintaining streets through its Pavement Maintenance Program; and

**WHEREAS**, the Village has identified the need to provide pavement maintenance to various roadways within the Village; and

**WHEREAS**, pursuant to State Statute, public works projects in excess of \$25,000 are to be publicly bid or awarded via supermajority vote of the Board of Trustees; and

**WHEREAS**, it is necessary to prepare plans, contract documents and specifications to undergo the public bidding process; and

**WHEREAS**, Village desires to begin design engineering for the 2024 Pavement Maintenance Program; and

**WHEREAS**, the Village has determined that it is in the best interest of its citizens to complete the work as herein described above.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby approves the professional service agreement hereto as Exhibit A and made part of this resolution.
3. The Village President is hereby authorized to sign the professional service agreement for the 2024 Pavement Maintenance Program.
4. The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this 21<sup>st</sup> day of February 2024.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

AS FOLLOWS:

VOTING "AYE": \_\_\_\_\_  
\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_  
\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_, 2024

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**Village of Poplar Grove**  
**200 South Hill Street**  
**Poplar Grove, IL 61065**

Date: February 15, 2024

McM. Project No. M0032-7-23-00001

**PROJECT DESCRIPTION:** 2024 Village Wide Pavement Maintenance Program. Project is to include HMA resurfacing of roadways, patching, shouldering improvements, adjustment of manholes/valve boxes, milling of butt joints, ADA upgrades to existing sidewalk ramps, removal/replacement of curbing and miscellaneous inlet repairs. Proposed construction budget for the program is approximately \$365,000. The program will be funded with Motor Fuel Tax funds and the Village's Road and Bridge Funds, and therefore the design and construction for the entire program must be complaint with MFT procedures.

**SCOPE OF SERVICES:** Field measurement and assessment of roads, curbing and inlets identified by the Village of Poplar Grove in order to determine contract quantities. Provide topographic survey for intersection and ADA ramp improvements and design of ADA ramp improvements. Provide specifications, contract and bidding documents in accordance with Motor Fuel Tax Fund procedures for use in bidding and construction phases. Coordinate with Village staff to draft Memorandum of Understanding for Beaver Road Improvements. Provide review of proposals, answer contractor questions during bid phase, conduct pre-bid meeting, and prepare written recommendation to the Village Board for contract award, prepare contracts for Village and Contractor signature. Conduct pre-construction meeting; provide construction engineering services on a part time, as-needed basis or as otherwise requested by the Village of Poplar Grove.

**SPECIAL TERMS** (Refer Also To General Terms & Conditions - Reverse Side)

Village of Poplar Grove is responsible for bid advertisement costs, and material testing costs if desired by the Village. Services and Compensation sections contained in this agreement, as well as any memorandum, letters, and other written and verbal correspondence and dialog pertaining to this agreement are considered confidential and proprietary, and shall not be released or otherwise made available to any 3<sup>rd</sup> party without the express written consent of McMahan Associates, Inc.

**COMPENSATION** (Does Not Include Permit Or Approval Fees)

- Rates Per Attached Fee Schedule
- Lump Sum: \$ \_\_\_\_\_
- Other: Time and Expense (estimated @ \$32,000.00, this estimate is for planning purposes only, actual cost may vary from estimate due to circumstances beyond the control of the Village, Contractor and McMahan Associates, Inc.)

The Agreement Fee Is Firm For Acceptance Within Sixty (60) Days From Date Of This Agreement.

**COMPLETION SCHEDULE:** Documents to be completed in time to advertise for bid letting and award bid in June of 2024, unless weather conditions and/or IDOT reviews dictate otherwise. Construction is expected to occur in July and August of 2024.

**ACCEPTANCE:**

The General Terms & Conditions Outlined On The Back Of This Page And The Scope Of Services Defined In The Above Agreement Are Accepted, and McMAHON ASSOCIATES, INC. Is Hereby Authorized To Proceed With The Services.

- This Agreement Confirms Our Written Proposal, Dated: N/A
- This Agreement Confirms Our Verbal Estimated On: N/A

**OWNER: Village of Poplar Grove**

**McMAHON ASSOCIATES, INC.**

**Machesney Park, Illinois**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Village President  
Date: February 21, 2024

**Christopher D. Dopkins, P.E.**  
Title: Associate/Municipal & Civil Engineer  
Date: February 21, 2024  
Project Manager: CDD

Please Return One Copy For Our Records  
1700 Hutchins Road / Machesney Park, IL 61115  
(815)636-9590 / (815)636-9591 - FAX

## 1. STANDARD OF CARE

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

## 2. PAYMENT AND COMPENSATION

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

## 3. INSURANCE

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation .....	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate .....	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
Professional Liability Coverage.....	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** To the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

## 4. CLAIMS AND DISPUTES

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.



- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

## 5. TERMINATION OR SUSPENSION

- 5.1 **Client:** Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 **McMahon:** If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 **Suspension for Non-Payment:** McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

## 6. COPYRIGHTS AND LICENSES

- 6.1 **Instruments of Service:** McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 **Licenses:** McMahon grants to the Client a nonexclusive license to use McMahons' IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 **Re-use:** Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 **Modifications:** This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 **Governing Law:** This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 **Mutual Non-Assignment:** The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 **Severability:** The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 **Third Party:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

## 8. MISCELLANEOUS PROVISIONS

- 8.1 **Additional Client Services:** The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 **Means and Methods:** McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by Contractors or Subcontractors, or the safety precautions and programs incident to the work of the Contractors or Subcontractors.
- 8.3 **Purchase Orders:** In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 **Project Maintenance:** The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 **Corporate Protection:** It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.

**RESOLUTION NUMBER: 2024-04**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS  
REGARDING THE RELEASE OR CONTINUED HOLD OF EXECUTIVE SESSION  
MINUTES AND DESTRUCTION OF EXECUTIVE SESSION AUDIO**

**WHEREAS**, the President and the Village Board of the Village of Poplar Grove, Illinois, have assembled from time to time in Executive Session for the purposes authorized by the Illinois Open Meetings Act; and

**WHEREAS**, as required by the Act, the Village Clerk has kept written minutes of all such meetings; and

**WHEREAS**, pursuant to the requirements of 5 ILCS 120/2.06 (c), the Village President and Village Board have assembled in Executive Session on February 14, 2024, at the Poplar Grove Hall to review Executive Session minutes; and

**WHEREAS**, the Village Board has determined that a need for confidentiality does not exist as to the Executive Session minutes set forth on Exhibit “A” attached hereto; and

**WHEREAS**, the Village Board has determined that a need for confidentiality does exist as to the Executive Session minutes set forth in Exhibit “B” attached hereto; and

**NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND THE VILLAGE BOARD OF THE VILLAGE OF POPLAR GROVE, AS FOLLOWS:**

- Section 1: The Executive Session minutes from those meetings set forth on Exhibit “A” attached hereto are hereby released.
- Section 2: The Executive Session audio from those meetings set forth on Exhibit “A” attached hereto are hereby destroyed.
- Section 3: The Executive Session minutes from those meetings set forth on Exhibit “B” attached hereto require ongoing confidentiality and thus are held as confidential.
- Section 4: This Resolution shall be in full force and effect from and after its passage.
- Section 5: Pursuant to Section 2.06 (c) of the Open Meetings Act, the Clerk is further authorized to destroy the verbatim records of all Closed Meetings that have occurred more than eighteen (18) months from the date of this Resolution, this Village Board having approved written Minutes of all such meetings.

**PASSED AND APPROVED:** This 21<sup>st</sup> day of February, 2024.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

AS FOLLOWS:

VOTING "AYE": \_\_\_\_\_

\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_

\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

\_\_\_\_\_

APPROVED \_\_\_\_\_ 2024

\_\_\_\_\_  
PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**EXHIBIT A**

<b>Date</b>	<b>Committee</b>	<b>Topic</b>	<b>Recommendation</b>
5/19/2021	Board of Trustees	1. 5 ILCS 120/2(c) (11) Pending Litigation	Release
		2. 5 ILCS 120-2(c) (3) Selection of person to fill public office	Release
7/12/2021	Board of Trustees	5 ILCS 120-2(c) (3) Selection of person to fill public office	Release
7/21/2021	Board of Trustees	5 ILCS 120/2(c) (11) Pending Litigation	Release
9/15/2021	Board of Trustees	5 ILCS 120-2(c) (3) Selection of person to fill public office	Release
4/12/2022	Board of Trustees	2. 5 ILCS 120/2(c)(1) Personnel - appointment, employment, compensation	Release

**EXHIBIT B**

<b>Date</b>	<b>Committee</b>	<b>Topic</b>	<b>Recommendation</b>
11/17/2021	Board of Trustees	5 ILCS 120/2(c) (11) Pending Litigation	Hold
4/12/2022	Board of Trustees	1. 5 ILCS 120/2(c)(2) Collective negotiating matters	Hold
6/15/2022	Board of Trustees	5 ILCS 120/2(c)(2) Collective negotiating matters	Hold



**To: The Village President and Board of Trustees**

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

**Re: Public Works Building – Proposed Change Order #2**

**Date: February 15, 2024**

We are pleased to advise that the construction of the new Public Works Building is coming along well, and that staff may be able to occupy the building by early March (more on that later in the memorandum). In other good news, change orders to date have been minimal. In fact, there is only one change order which was to add interior painting of the IMP, and to modify the solids removal chamber (i.e., the “triple trap”) to better fit the site plumbing. However, we are now at a point where it is necessary to execute a second change order for a number of items which are as follows:

- We have hit our first material delay which is the “tub” for the DP-1 electrical panel. These pieces of equipment have been and continue to be in short supply (and I will advise that we ran into a similar delay for a project in the Village of Machesney Park) and the supplier is estimating that the tub will ship on April 1<sup>st</sup>. It is therefore necessary to modify the Substantial Completion Date to April 19<sup>th</sup>. Panel DP-1 powers an essential piece of equipment that must be in operation for the Village to occupy the building, which is the make-up air unit. The electrician has offered to temporarily wire the unit to another panel at no cost to the Village so that the Village will be able to occupy the building while we await the arrival of the tub.
- There is a hot water pressure washer for the shop, and the manufacturer is recommending using schedule 80 welded pipe for the high-pressure side of the washer and we concur.
- One light fixture ended up in conflict with the make-up air unit. Rather than omit the light, we modified it such that it fit neatly under the unit.
- At some point in the future, the Village will add a back up generator to the building. Gas piping and a sleeve should be added as they will save considerable dollars when connecting the generator to the natural gas supply.
- The building was designed with a document storage area and therefore the room was not finished with a ceiling nor was electrical/data supplied to the room. It became apparent that the document storage area should be converted to an office, and therefore staff would like to add an acoustical tile ceiling, change the light fixture, and add electrical/data outlets to the room while it’s easy to do so. The sprinkler head in the room also needs to be modified to be located below the ceiling.
- As you will recall, a four-post vehicle lift to the project during bidding. The lift supplier has advised that the lift requires compressed air for the emergency brake system. Compressed air piping/compressor was not included in the design of the building. The compressor/dryer will be purchased directly by the Village to avoid contractor mark up.

While the Village President is authorized to execute change orders to facilitate the construction of the building as designed, there are practical limits to that authority. For example, it would be improper for staff to propose, and the Village President to sign a change order to add a salt storage building to the contract. In our opinion, such a change would require the consent of the Board as the construction of a salt storage building was not included in the design of the building. There are two items included in the proposed change order that, in the opinion of staff, go slightly beyond the original design scope which are the modifications to the storage room (such that it can be used as an office), and the addition of the compressed air piping. Staff certainly recommends approval of the changes, and further recommends approval of the attached Resolution. Please feel free to contact me at (815) 636-9590, or DPW Howe with any questions or concerns.

**RESOLUTION 2024-05**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO AUTHORIZE CHANGE ORDER #2 FOR THE CONSTRUCTION OF THE PUBLIC WORKS BUILDING**

**WHEREAS**, the Village of Poplar Grove, Illinois (“Village”) has awarded a construction contract to construct a new Public Works Building (PWB); and

**WHEREAS**, a number of changes are necessary to facilitate the construction of the PWB which are outlined in the attached Change Order #2; and

**WHEREAS**, staff requests approval of Change Order #2 by the President and Board of Trustees as staff is of the opinion that two (2) items on the change order are additions to the scope of the project; and

**WHEREAS**, the Village has determined that it is in the best interest of its citizens to approve the changes set forth herein and complete the work as herein described.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby approves Chage Order #2, and the Village President is Authorized to sign said Change Order.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_  
\_\_\_\_\_

VOTING "NAY": \_\_\_\_\_  
\_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_, 2024

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:  
  
\_\_\_\_\_  
VILLAGE CLERK





McMAHON Associates, Inc.
1700 Hutchins Road
Machesney Park, IL 61115
(815)636-9590 - Telephone
(815)636-9591 - Fax

CHANGE ORDER

Larson and Larson Builders, Inc.
5612 Industrial Avenue
Loves Park, IL 61111

Contract No. P0013-07-22-00241
Project File No. P0013-07-22-00241
Change Order No. 2
Issue Date: February 14, 2024
Project: Village of Poplar Grove New Public Works Building

You Are Directed To Make The Changes Noted Below In The Subject Contract:

Table with 3 columns: Item Number, Description of Change, and Amount. Includes items 1-7 and a TOTAL row.

The Changes Result In The Following Adjustments:

Table with 3 columns: Description, CONTRACT PRICE, and TIME. Rows include Prior To This Change Order, Adjustments Per This Change Order, and Current Contract Status.

Recommended:
McMAHON ASSOCIATES, INC.
Machesney Park, Illinois

Accepted:
CONTRACTOR

Authorized:
OWNER

By:
Date:

By:
Date:

By:
Date: