



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 24, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to discuss/approve Board of Trustee meeting minutes from June 10, 2026

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

EXECUTIVE SESSION

2. Motion to go into executive session pursuant to 5 ILCS 120/ 2(c)(8) - Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property and 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

DEPARTMENT REPORTS

- [3.](#) Collector, Miller
- [4.](#) Engineer, McMahon
- [5.](#) Public Works, Howe
6. Waste Water, Test

UNFINISHED BUSINESS

- [7.](#) Motion to discuss/approve **Resolution 2026-35**, a resolution of the Village of Poplar Grove, Illinois, approving a proposal from Dach Contractors to supply and install fencing at the Whiting and Beaver Lift Stations for a total of \$20,290.00.

NEW BUSINESS

- [8.](#) Motion to discuss/approve **Ordinance 2026-16**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal by sale of certain personal property owned by the Village of Poplar Grove.
- [9.](#) Motion to discuss Dog Park and Sherman Oaks Park equipment.
- [10.](#) Motion to discuss/approve check disbursement for payments scheduled to be paid on June 25, 2026, in the amount of \$21,469.40 in AP checks, \$26,499.48 in EFTs, and estimated payroll of \$22,500.00 for a total of \$70,468.88.
- [11.](#) Motion to discuss/approve **Ordinance 2026-15**, an ordinance amending Section 8-13-1 of the Code of Ordinances for the Village of Poplar Grove to increase the permitted maximum number of hens on any property within a residential area.
- [12.](#) Motion to discuss/approve **Resolution 2026-36**, a resolution of the Village of Poplar Grove, Illinois, appointing Katalina Kruckenberg as Village Treasurer.
- [13.](#) Motion to discuss/approve the offer letter for Katalina Kruckenberg as Village Treasurer.
- [14.](#) Motion to discuss sign ordinance change.
- [15.](#) Motion to discuss changes to the park ordinance.

GOOD OF THE VILLAGE

Board of Trustees Meeting - June 24, 2026 - 7:00 pm

Village Hall Closed July 3, 2026, for 4th of July

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

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

ADJOURNMENT (Voice Vote)

KJM 06/19/2026



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, June 10, 2026 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

The meeting was called to order at 7:00pm by President Krisiti Richardson

ROLL CALL

PRESENT

President Kristi Richardson
Trustee David Allgood
Trustee Dan Cheek
Trustee Mark Vance
Clerk Karri Miller
Attorney Roxanne Sosnowski

ABSENT

Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee Sinae Hubbard

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Vance, Seconded by Trustee Cheek. The motion was passed via voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to discuss/approve Board of Trustee Meeting Minutes from May 27, 2026.

Motion made by Trustee Cheek, Seconded by Trustee Vance. The Motion passed via 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.*

No public comment

UNFINISHED BUSINESS

- 2. Motion to discuss/approve **Resolution 2026-32**, a resolution of the Village of Poplar Grove, Illinois, approving the health, dental, and vision insurance renewal proposal from Trucordia.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson.

- 3. Motion to discuss/approve **Resolution 2026-33**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute a statement of work and service agreement with CivicPlus for agenda software and website management services in the amount of 23,963.80.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

- 4. Motion to discuss/approve **Ordinance 2026-13**, an Ordinance amending section 5-3-1 "Fires" of the code of ordinances for the Village of Poplar Grove, regarding open burning regulations.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

Motion made by Trustee Vance, Seconded by Trustee Allgood to amend section A to read " Village Code Officer or his designee. The motion passed via voice vote.

NEW BUSINESS

- 5. Motion to discuss/approve check disbursement for payments scheduled to be paid on June 11, 2026, in the amount of \$123,388.79 in AP checks, \$30,001.88 in EFTs, estimated payroll of \$22,000.00, and insurance in the amount of \$15,677.12 for a total of \$191,067.79.

Motion made by Trustee Allgood, Seconded by Trustee Vance.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

- 6. Motion to discuss/approve Summer Clerk Training in Moline, IL, for Village Clerk not to exceed \$600

Motion made by Trustee Cheek, Seconded by Trustee Vance.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

- 7. Motion to discuss/approve **Ordinance 2026-14**, an ordinance amending Title II "Business and License Regulations," Chapter 11 "Itinerant Merchants and Mobile Commerce

Vendors,” Sections 2-11-1, 2-11-2, 2-11-3, 2-11-9, 2-11-10, and 2-11-11 of the Code of Ordinances for the Village of Poplar Grove.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

- 8. Motion to discuss/approve **Resolution 2026-35**, a resolution of the Village of Poplar Grove, Illinois, approving a proposal from Dach Contractors to supply and install fencing at the Whiting and Beaver Lift Stations. a total of \$20,290.00.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Motion made by Trustee Allgood, Seconded by Trustee Cheek to lay over to June 24 meeting. The motion was passed via voice vote.

- 9. Motion to discuss due to/due from water and sewer fund for repayment of bond paid to general fund.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Discussion only.

GOOD OF THE VILLAGE

12th Annual Neighbors Fest - June 13, 2026 - 4:00 pm - 9:00 pm

Board of Trustees Meeting - June 24, 2026 - 7:00 pm

Village Hall Closed July 3, 2026, for 4th of July

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

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

EXECUTIVE SESSION

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

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

Went into executive session at 7:39 pm.

Motion made by Trustee Cheek, Seconded by Trustee Vance to come out of executive session.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

Came back into open session at 8:00 pm.

PRESENT

President Kristi Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Sinae Hubbard

ADJOURNMENT (Voice Vote)

Motion made by Trustee Cheek, Seconded by Trustee Vance. Motion passed via voice vote.
The meeting adjourned at 8:01 pm

06/16/2026
04:53 PM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

Item 3.

Post Date from 05/01/2026 - 05/31/2026 Open and Complete Receipts

Receipt # Description	Date	Cashier	Wkstn	Received Of Distribution	Amount
UB					
Total of 1,531 Receipts					457,797.91

*** TOTAL BY GL DISTRIBUTION ***

01-00-1400 CLASS A - FULL KITCHEN	900.00
01-00-1400 CLASS A- FULL KITCHEN	900.00
01-00-1400 CLASS B- OFF PREMISE	1,000.00
01-00-1400 CLASS C - 12% OR LESS	700.00
01-00-1400 CLASS D - SUNDAY	100.00
01-00-1400 CLASS D- SUNDAY	400.00
01-00-1400 CLASS G- GOLF	900.00
01-00-1400 CLASS J - BEER GARDEN	100.00
01-00-1400 TOBACCO LICENSE	80.00
01-00-1400 VIDEO GAMING	425.00
01-00-1400 VIOLATION 5-4A-3 PENALTY	3,556.85
01-00-2410 CUSTOMER DEPOSITS HELD	360.00
01-00-3100 STATE INCOME TAXES	156,201.34
01-00-3102 STATE TELECOMMUNICATIONS TAX	3,560.98
01-00-3103 STATE SALES TAXES	33,363.50
01-00-3104 STATE VIDEO GAMING TAX	10,027.30
01-00-3105 REPLACEMENT TAX	1,333.69
01-00-3106 STATE LOCAL SHARE OF CANNABIS USE TAX	813.23
01-00-3200 MUNICIPAL UTILITY TAX - ELECTRICITY	8,584.67
01-00-3201 MUNICIPAL UTILITY TAX - NATURAL GAS	22,604.38
01-00-3205 MUNICIPAL TAX MEDIACOM/COMCAST	8,309.28
01-00-3400 Application Fee	217.50
01-00-3400 BUILDING PERMIT FEES	160.00
01-00-3400 Commercial - Combined	240.00
01-00-3400 Deck 2	564.30
01-00-3400 Driveway	565.60
01-00-3400 Fence	509.20
01-00-3400 Furnace	94.00
01-00-3400 Patio	134.00
01-00-3400 Public Works	75.00
01-00-3400 Res reinspection fee	156.00
01-00-3400 Residential New Construction - Combined	5,612.00
01-00-3400 Roof	1,026.00
01-00-3400 Swimming Pool - With Electric - Above Ground	609.00
01-00-3400 Village Engineer	700.00
01-00-3400 Windows - Non-Structural	376.00
01-00-3403 SOLICITORS LICENSES	140.00
01-00-3500 RENTS RECEIVED	1,575.00
01-00-3800 MISCELLANEOUS REVENUE	346.74
01-00-3801 DONATIONS/CONTRIBUTIONS	2,000.00
20-00-3120 MOTOR FUEL TAX	18,638.45
31-00-1400 BULK WATER MAR	57.98
31-00-1401 2ND METER WATER SRVC	17.57
31-00-1401 METERED SEWER	12,810.11

06/16/2026
04:53 PM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE
Post Date from 05/01/2026 - 05/31/2026 Open and Complete Receipts

Receipt # Description	Date	Cashier	Wkstn	Received Of Distribution	Amount
31-00-1401 SEWER BASE					57,932.33
31-00-1401 SEWER USAGE					50,770.25
31-00-1401 TURN OFF FEE					11.00
31-00-1401 TURN ON FEE					1,474.99
31-00-1401 WATER BASE					28,916.42
31-00-1401 WATER USAGE					14,192.25
31-00-3602 Water Connection					3,000.00
31-00-3604 Water Meter					656.00
				TOTAL - GL NUMBERS:	<u>457,797.91</u>
*** TOTAL BY FUND ***					
01 GENERAL FUND					269,320.56
20 MOTOR FUEL FUND					18,638.45
31 WATER & SEWER FUND					169,838.90
				TOTAL - ALL FUNDS:	<u>457,797.91</u>



200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargo-ill.gov/>

COLLECTORS REPORT
Month: May 2026

Tasks & Activities

- All weekly reporting has been completed and filed.
- Daily Cash Deposits reviewed.
- Monthly Petty Cash Reconciliation completed.
- Accounts Payable invoices reviewed, entered, and processed accordingly.
- Petty Cash and Cash Drawer Policy have been implemented
- All end of year invoices have been entered into AP.
- FY 26 Menards rebates have been returned and given to the correct department. We received 1,232.61 back.

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: Karri Miller _____

Date: _____

Collector Monthly Reporting

For May 2026

	Total Cash Receipts
Week 1 - 05/01/26-05/02/26	\$ 17,459.54
Week 2 - 05/03/26-05/09/26	\$ 46,369.05
Week 3 - 05/10/26-05/16/26	\$ 274,935.02
Week 4 - 05/17/26-05/23/26	\$ 91,789.52
Week 5 - 05/24/26-05/31/26	\$ 27,244.78
TOTAL CASH RECEIPTS	\$ 457,797.91

Month Breakdown of Cash Receipts	
Neighbors Night Dontations	\$ 2,000.00
Liquor	\$ 5,000.00
Tobacco License	\$ 80.00
Video Gaming	\$ 425.00
Grass Violations	\$ 3,556.85
Customer Deposits Held	\$ 360.00
Accounts Recievables - Other	\$ -
State Income Taxes	\$ 156,201.34
State Use Taxes	\$ -
Stae Telecommunications Tax	\$ 3,560.98
State Sales Taxes	\$ 33,363.50
State Video Gaming Tax	\$ 10,027.30
Replacement Tax	\$ 1,333.69
State Local Share of Cannabis Use	\$ 813.23
Municipal Utility Tax - Electrical	\$ 8,584.67
Municipal Utility Tax - Natural Gas	\$ 22,604.38
Municipal Tax Medicom/Comcast	\$ 8,309.28
Court Fines and Fees	\$ -
Filing Fees	\$ 217.50
Building Permit Fees	\$ 10,961.10
Rents Received	\$ 1,575.00
Video Gaming Licenses	\$ -
Other License Fees	\$ -
Donations	\$ -
Miscellaneous Revenue	\$ 346.74
Motor Fuel Tax	\$ 18,638.45
Bulk Water	\$ -
Utility Billing Accounts Recieveable	\$ 169,838.90
TOTAL	\$ 457,797.91



To: The Village President and Board of Trustees
From: Chris Dopkins, P.E., Village Engineer
Re: Engineering Report – May 2026 Activity
Date: June 17, 2026

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

- **Sludge Land Application Permits:** Permits have been issued by IEPA.
- **2026 Pavement Maintenance:** Most of the design engineering work was completed in May. Plans and specifications have been sent to IDOT for review. We are on track to award the construction contract in July.
- **Surf Internet:** Surf has provided a total of thirty-seven plans to date, and there will be a total of 41 so we are a little over three quarters the way to the finish line. We have recommended approval of 32 plan sets to date. Construction work is underway.
- **Frontier Fiber Optic:** Frontier has submitted a total of fourteen plan sets for review, and five have been approved. We expect construction to begin soon.
- **Bel Air North Subdivision:** No change in status since April. At that time, the Developer has wrapped up nearly all of the mass grading. The Developer has also submitted revised plans for a minor revision on the west side of the main detention pond which have been reviewed and returned to the Developer's engineer. We have been monitoring the subdivision for differential settlement and are pleased to advise that very little has been observed.
- **Geographical Information System (GIS):** We continue to assemble documents (plan sets, older water/sewer maps/agreements) that will be uploaded in the GIS databases. This effort is nearly complete.
- **South Wastewater Treatment Plant:** Staff continues to make progress and expects to meet with the Trustees in the near future.
- **Poplar Woods Plat 3:** Staff has reviewed the plat, permit documents and plans for the third phase of Poplar Woods. We reasonably expect that plans/plat and permit documents will be approved by mid-July.



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Public Works Report – May 2026

Roads & Infrastructure

- Cold patched roads village wide.
- Completed inlet and adjacent roadway repairs on Jones Way.
- Poured sidewalk squares (6 total) on Summit St.
- Repaired a sinkhole on Greenbriar.
- Installed new signage at the Ravencrest median.
- Replaced batteries in the beacon lights at the Route 76 and Orth Rd intersection.

Water & Sewer

- Completed hydrant flushing.
- Repaired a storm drainpipe on Edson Rd.
- Repaired damaged drainage infrastructure on Main St.

Facilities & Equipment Repairs

- Weeded and trimmed bushes at Village Hall.
- Consolidated and burned brush piles at both treatment plants.
- Repaired the driveway and drainpipe at the NWWTP. Removed brush from the creek area that was causing water to dam over the plant driveway.
- Added portable A/C units to all well houses.
- Repainted all fire hydrants throughout the Village.
- Completed repairs to two lift station generators.
- Brought SBR4 back online and installed a new mixer in a tank at the NWWTP.

Parks

- Completed weekly mowing.
- String trimmed all park areas.
- Mowed drainage ways and roadways.
- Mulched Mansfield Park, replacing old mulch with rubber mulch. All playground areas now have a rubber mulch base.
- Applied weed control and prevention treatments to all parks.
- Planted the remaining trees received from the Arbor Day Foundation.

Administration & Planning

- The SWWTP and Countryside Lift Station Comcast dialer changeovers are still pending completion. Additional paperwork is required before construction can begin at those sites.
- Maintained discussions with developers regarding active and prospective projects.

- Continued coordination with New Leaf/Country regarding parcels in Westergren. They are working through Phase One of the buildout, with approximately a dozen homes currently under construction or recently completed.
- Continued review of Surf fiber-optic permits. Area 1 is complete, and Area 2 is scheduled to begin construction in the coming weeks.
- Continued review of Frontier fiber-optic permits. The first set has been completed, and construction is scheduled to begin in mid-June.
- Worked with engineering, legal counsel, and residents on various easement and drainage issues.
- Held multiple meetings with contractors regarding the new path at Veteran's Park.
- Met with Dach Fence regarding repairs to the Dog Park fencing, installation of new fencing around two lift stations, and fencing between the pickleball courts.

As always, please contact me with any questions or concerns. I am available to provide additional details on any past, current, or upcoming projects.



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To the Board of Trustees:

I am proposing to authorize to utilize Dach Fence Company for the installation of fencing at the Beaver Drive and Whiting Road lift stations.

Currently, three of the Village's lift stations do not have perimeter fencing or access control measures in place. These facilities contain critical wastewater infrastructure and are vulnerable to unauthorized access, vandalism, and potential safety concerns. Installation of fencing will protect these Village assets and reduce liability associated with unrestricted access.

The third lift station is in a wooded area off of Harvest Way and presents additional site challenges that extend beyond a standard fencing installation (tree clearing, ground leveling, and larger fenced area than the others due to layout). I intend to evaluate that location separately and develop a more comprehensive plan for future consideration.

Dach Fence Company has successfully completed numerous projects for the Village, including fencing installations at the Edson Road Public Works Shop, the Dog Park, and Village treatment plant facilities. Through these projects, Dach has demonstrated a commitment to quality workmanship, responsive service, and competitive pricing. I have found their work to be reliable and well-constructed, and the company has consistently stood behind its installations when issues have arisen.

In addition to their experience with the Village, Dach regularly performs work for neighboring municipalities, including the Villages of Rockton and Roscoe, as well as the City of Rockford. Their familiarity with municipal procurement, scheduling, insurance requirements, and prevailing wage provides additional confidence that the work will be completed efficiently and in accordance with Village expectations.

Based on the company's proven performance, competitive pricing, and familiarity with Village facilities, I recommends approval of Dach Fence Company for the Beaver Drive and Whiting Road lift station fencing projects.

Director of Public Works

RESOLUTION NUMBER: 2026-35

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE A PROPOSAL FROM DACH CONTRACTORS TO SUPPLY AND INSTALL FENCES AT THE WHITING AND BEAVER LIFT STATIONS

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) keeps and maintains lift stations as a part of the public works system; and

WHEREAS, two lift stations are in need of fences with double wide gates installed; and

WHEREAS, Dach Contractors of Rockford, Illinois has submitted a proposal/bid to supply and install 9-gauge chain link fences eight (8) feet in height to include one (1) 12-foot-wide double gate at each lift station; and

WHEREAS, the cost to the Village shall not exceed Nine Thousand Six-Hundred Ninety Dollars and 00/100 (\$9,690.00) for the fence at the Whiting Lift Station and Ten Thousand Six-Hundred Dollars and 00/100 (\$10,600.00) for the fence at the Beaver Lift Station for a total of Twenty Thousand Two-Hundred Ninety Dollars and 00/100 (\$20,290.00) which is defined in the Proposal/Bid attached hereto as Exhibit A and incorporated herein (“Proposal/Bid”); and

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

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

1. The above recitals are incorporated herein and made a part hereof.
1. The Village hereby accepts and approves the Proposal/Bid from Dach Contractors, attached hereto as Exhibit A, or one in substantially similar form.
2. The Village President and Village Clerk are hereby authorized to execute and attest the Agreement.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A- PROPOSAL/BID

Dach Contractors

Rockford, IL

PROPOSAL/BID

Date: 05/21/2026

ESTIMATE #: 46443

Customer:

Village of Poplar Grove
David Howe
815-742-0418
dhowe@villageofpoplargo.com

Job Information:

Lift Station Fence x 2
200 N. Hill St.
Poplar Grove, IL

Job Description:

Whiting Lift Station: Supply and install 126' of 8' high galvanized 9 gauge chain link. Terminal and gate posts to be 3" O.D., line posts 2 1/2" O.D. and top rail 1 5/8" O.D. – all posts embedded in concrete. Includes 1 – 12' wide double gate – location TBD. **\$9,690.00**

Beaver Lift Station: Supply and install 140' of 8' high galvanized 9 gauge chain link. Terminal and gate posts to be 3" O.D., line posts 2 1/2" O.D. and top rail 1 5/8" O.D. – all posts embedded in concrete. Includes 1 – 12' wide double gate – location TBD. **\$10,600.00**

NOTES:

- PROJECT MGR: ADAM DACH
- QUOTE GOOD FOR 30 DAYS
- PRIVATE UTILITIES LOCATED BY OTHER IF NEEDED
- FENCE LINE TO STAKED BY GC/OWNER
- DOES NOT INCLUDE CLIENT/OWNER REQUIRED TRAINING
- WINTER/COLD WEATHER COSTS ARE NOT INCLUDED
- PREVAILING WAGE / TAX EXEMPT
- PAYMENTS ARE DUE NET 30

Total Contract Amount.....\$
Down Payment.....\$
Balance Due.....\$

Buyer/Owner Signature: _____

Printed Name: _____ Date: _____

DACH CONTRACTORS agrees to guarantee above fence to be free from defects in materials and workmanship for one year. DACH CONTRACTORS shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. DACH CONTRACTORS will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does DACH CONTRACTORS assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed. DACH CONTRACTORS will assume the responsibility for having underground public utilities located and marked. However, DACH CONTRACTORS assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing DACH CONTRACTORS to dig in the immediate vicinity of known utilities. The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced. A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of DACH CONTRACTORS until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

DACH FENCE CO.
 ROCKFORD, IL. - SINCE 1966
 RESIDENTIAL / COMMERCIAL / GATE OPERATORS

Date 5 / 21 / 26

Customer VILLAGE OF POPLAR GROVE

Contact DAVID HOWE

WHITING LIFT STATION
 42,357215, -88,830107 (PIN)

38'

25'

12' GATE

WHITING RD

- 8' High GALVANIZED 9 GAUGE CHAIN LINK - 126'
- 3" TERMINAL POSTS - EMBEDDED IN CONCRETE
- 2 1/2" LINE POSTS
- 1 - 12' WIDE GATE

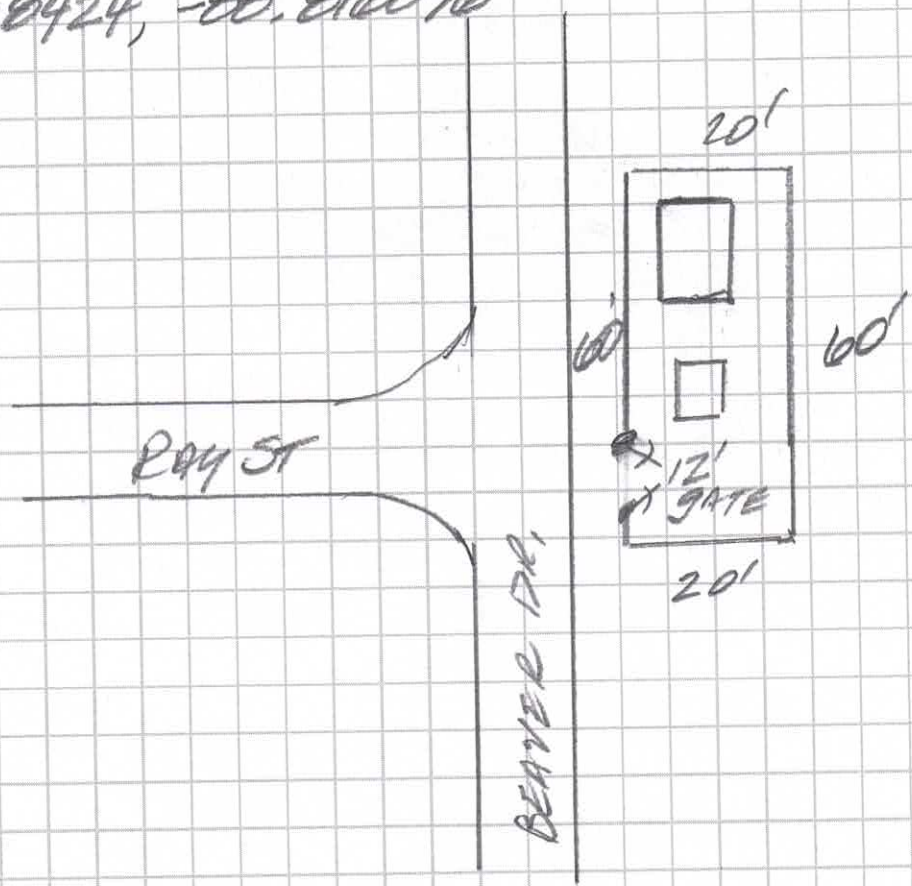
**DACH
FENCE CO.**
ROCKFORD, IL. - SINCE 1966
RESIDENTIAL / COMMERCIAL / GATE OPERATORS

Date 5/21/26

Customer VILLAGE OF POPLAR GROVE

Contact DAVID HOWE

BEAVER LEFT STATION
42.308424, -88.810076



- 8' HIGH GALVANIZED 9 GAUGE CHAIN LINK - 140'
- 3" O.D. TERMINAL POST > EMBEDDED IN CONCRETE
- 2 1/2" O.D. LINE POSTS
- 1 - 12' WIDE GATE





ORDINANCE NO. 2026-16

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING THE DISPOSAL BY SALE OF CERTAIN PERSONAL PROPERTY
OWNED BY THE VILLAGE OF POPLAR GROVE**

WHEREAS, the Village of Poplar Grove (“Village”) owns a certain item of personal property, namely one (1) 2011 Chevy Silverado Truck (the “Truck”) described in Exhibit A attached hereto and incorporated herein; and

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

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

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

WHEREAS, the Village desires to authorize the disposal of the Property via sale on iBid, the State of Illinois online auction system.

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

1. The above recitals are incorporated herein and made a part hereof.
2. As authorized by 65 ILCS 5/11-76-4, the Village President and Board of Trustees find that the Truck is no longer necessary or useful to the Village and the best interest of the Village will be served by the disposal of the Truck. The Village Clerk, or her designee, is hereby authorized and directed to sell the Truck at public auction on iBid.
3. The Village President is hereby authorized to execute any documents necessary to effectuate the disposal contemplated herein and the Village Clerk to attest the same.
4. Except as amended in this Ordinance, all other provisions and terms of Village’s Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.
5. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE":

VOTING "NAY":

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2026

ATTEST:

VILLAGE CLERK

PRESIDENT

EXHIBIT A- TRUCK

- One (1) 2011 Chevy Silverado 1500 Truck with VIN:1GCRKSE02BZ415924



Village of Poplar Grove – Board Meeting Memo

June 19, 2026

****Subject:****

Dog Park Equipment / Shade Structures

1. Background:

The Village of Poplar Grove has a dog park located across Village Hall, due to an Eagle Scout project in 2021.

2. Current Status:

The dog park is used daily by our residents. Although this dog park provides ample space for our four-legged friends to run, it lacks a water source and or shade. Other improvements are a 5-piece agility course and a leash post for use at the entrance of the park.

A quote was provided from Cunningham Recreation, as attached to this memo. Please note that there is an additional 10x10x8 shade structure listed, which would be located to the Sherman Oak neighborhood park.

The dog park upgrades were budgeted at \$40,500

The additional shade structures were budgeted at \$10,000

Also, note that all installation of this equipment and shade structures will be handled by the Public Works Department, resulting in saving of \$29,000 from the original quote.

3. Fiscal Impact:

Fiscal Impacts include the cost of the equipment, installation costs (labor and materials such as concrete. As noted, all items have been budgeted and fall under the approved budget amounts.

4. Legal Review (if applicable):

Legal has not reviewed this item.

5. Recommendation:

To proceed with the purchase of dog park equipment and shade structures.

6. Supporting Documents (if applicable):

X Attached

- Cunningham Recreation Quote
- Pictures of Equipment
- Ariel Map of Proposed Placement – Dog Park
- Ariel Map of Proposed Placement – Sherman Oaks

Not Applicable

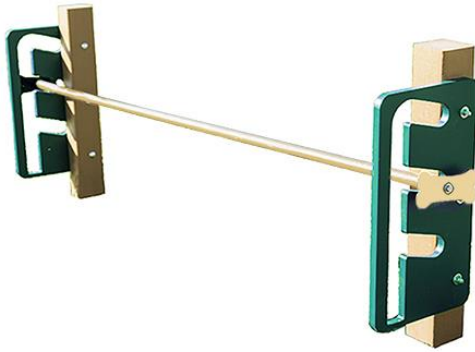
Kristi Richardson
Village President



Leash Post



Double side Water Fountain



Adjustable Dog Jump



Weave Posts



Grooming Table



4 foot Log Tunnel



Hilltop Challenge Climber



10 x 10 x 8 Square Hip Shade Structure

QUOTE

180757-01-03 • 06/17/2026



Poplar Grove - Dog Park Equipment/Shades

Customer:

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

Ship to Zip: 61065

Prepared for:

David Howe
Phone: 815-765-3201
dhowe@villageofpoplargrove.com

Prepared by:

GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

Quantity	Part #	Description	Unit Price	Amount
1	BARK-425	UltraSite - BARK PARK RECYCLED PLASTIC HILL TOP CHALLENGE	\$4,987.00	\$4,987.00
1	BARK-424	UltraSite - BARK PARK RECYCLED PLASTIC DOG JUMP	\$1,550.00	\$1,550.00
1	BARK-421	UltraSite - BARK PARK RECYCLED PLASTIC GROOMING TABLE	\$1,378.00	\$1,378.00
1	PBARK-460	UltraSite - Bark Park Weave Posts PBEIGE	\$1,499.00	\$1,499.00
1	PBARK-526	UltraSite - LEASH POST	\$627.00	\$627.00
1	PBARK-406	UltraSite - BARK PARK DOUBLE SIDE FIDO FOUNTAIN P-GREEN	\$5,895.00	\$5,895.00
1	4LT	UltraSite - NatureROCKS 4' LOG TUNNEL	\$6,827.99	\$6,827.99
2	QRI001	GT-Shade - GTSD101008IG 10X10X8 SQ HIP W/GLD IG Basic: _____, Fabric 1: _____	\$5,059.00	\$10,118.00

Contract: OMNIA #2017001134

Sub Total	\$32,881.99
Discount	(\$1,669.38)
Freight	\$2,650.26
Grand Total	\$33,862.87

Comments

* MATERIALS ONLY: Quotation does not include any site work, off-loading, storage, safety surfacing, or installation.

* Taxes, if applicable, will be applied at the time of invoice. Please provide a copy of your tax exempt certificate to avoid the addition of taxes.

QUOTE

180757-01-03 • 06/17/2026



GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT: Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

SUPPLY ONLY:

- All items are quoted supply only.
- Installation services are not included.
- Customer is responsible for coordinating delivery, receipt, unloading, and inventory equipment.
- Missing or damaged equipment must be reported within 60 days of delivery.

QUOTE

180757-01-03 • 06/17/2026



Item 9.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$33,862.87**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

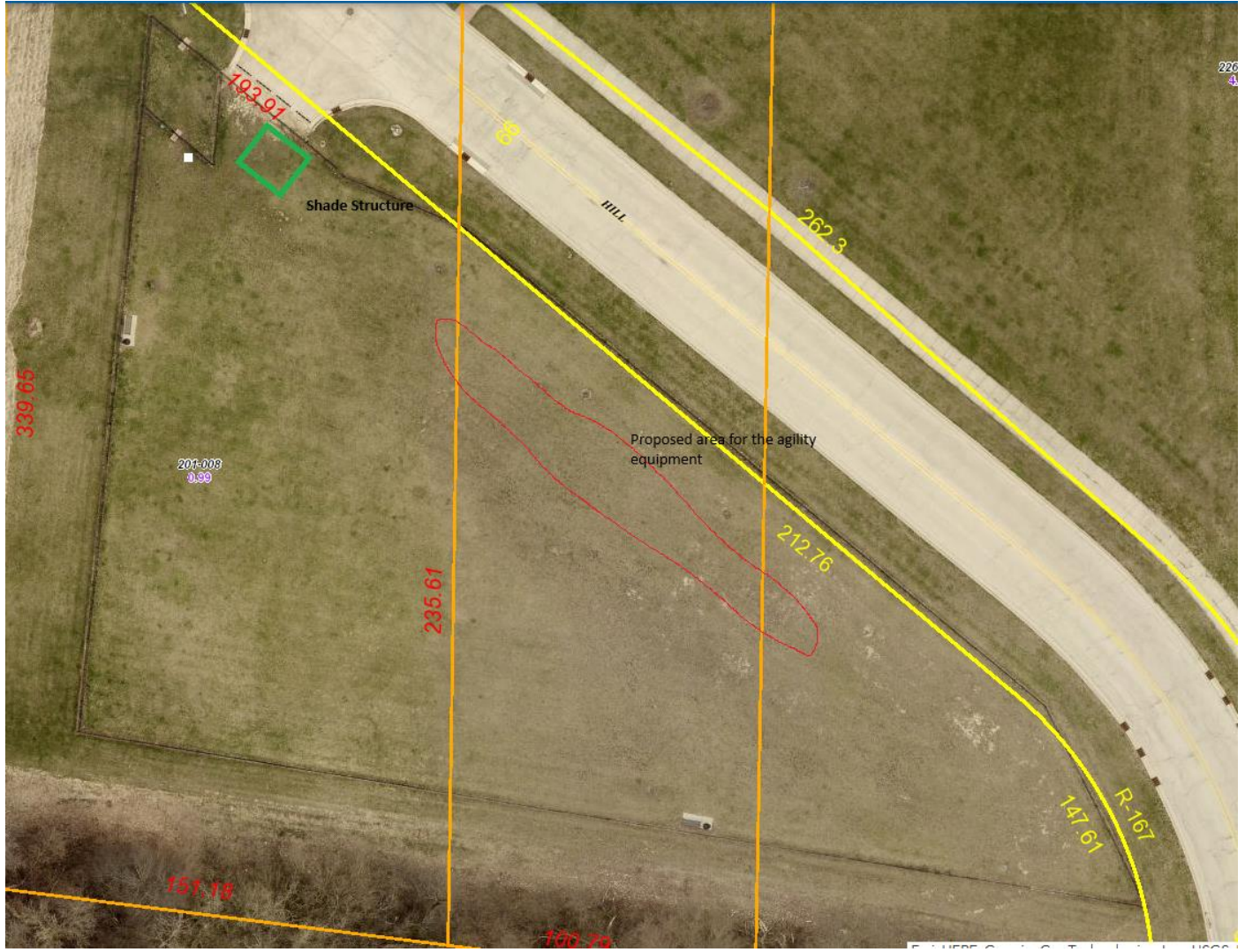
Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____





INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

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7332750 00026966	OFFICE MAX DOG PARK YARD SIGNS 01-52-4302	05/19/2026 CLERK DOG PARK YARD SIGNS	06/25/2026	37.98 37.98	37.98	Open	N 06/18/2026
419804 00026967	OFFICE MAX NF SIGNS 01-55-4330	05/26/2026 CLERK NF SIGNS	06/25/2026	174.90 174.90	174.90	Open	N 06/18/2026
91331614 00026968	BANNERS ON THE CHEAP SIGNS FOR NF 01-55-4330	05/28/2026 CLERK SIGNS FOR NF	06/25/2026	232.56 232.56	232.56	Open	N 06/18/2026
91331640 00026969	BANNERS ON THE CHEAP NF SIGNS 01-55-4330	05/29/2026 CLERK NF SIGNS	06/25/2026	175.69 175.69	175.69	Open	N 06/18/2026
818654 00026970	OFFICE MAX NF POSTERS 01-55-4330	06/02/2026 CLERK NF POSTERS	06/25/2026	36.70 36.70	36.70	Open	N 06/18/2026
10428014565 00026972	SAMS CLUB TP FOR VH 01-50-4300	06/08/2026 CLERK TP FOR VH	06/25/2026	57.52 57.52	57.52	Open	N 06/18/2026
MAY2026 00026973	BOONE COUNTY LICENSE TITLE FOR 2026 RAM 1500 90-53-4461	05/18/2026 CLERK TITLE FOR 2026 RAM 1500	06/25/2026	229.00 229.00	229.00	open	N 06/18/2026
MAY2026 00026974	CHATGPT OPEN AI SUB PW 01-54-4202	05/29/2026 CLERK OPEN AI SUB PW	06/25/2026	20.00 20.00	20.00	open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

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15315 00026930	ABBY PEST ELIMINATION LLC NWWTP PEST CONTROL 31-77-4227	06/04/2026 CLERK NWWTP PEST CONTROL	07/04/2026	165.00 165.00	165.00	Open	N 06/17/2026
15313 00026932	ABBY PEST ELIMINATION LLC PEST CONTROL @NEWBLDG 01-50-4227 31-77-4227 01-53-4227 01-53-4227 01-50-4227	06/04/2026 CLERK PEST CONTROL @VH PEST CONTROL @ NWWTP PEST CONTROL @ OLDPWBLDG PEST CONTROL @ NEWPWBLDG SPRING EXTENSION TREATMENT	07/04/2026	85.00 0.00 0.00 0.00 85.00 0.00	85.00	Open	N 06/17/2026
15316 00026933	ABBY PEST ELIMINATION LLC PEST CONTROL @OLDPWBLDG 01-50-4227 31-77-4227 01-53-4227 01-53-4227 01-50-4227	06/04/2026 CLERK PEST CONTROL @VH PEST CONTROL @ NWWTP PEST CONTROL @ OLDPWBLDG PEST CONTROL @ NEWPWBLDG SPRING EXTENSION TREATMENT	07/04/2026	67.00 0.00 0.00 67.00 0.00 0.00	67.00	Open	N 06/17/2026
15314 00026934	ABBY PEST ELIMINATION LLC PEST CONTROL @VH 01-50-4227 31-77-4227 01-53-4227 01-53-4227 01-50-4227	06/04/2026 CLERK PEST CONTROL @VH PEST CONTROL @ NWWTP PEST CONTROL @ OLDPWBLDG PEST CONTROL @ NEWPWBLDG SPRING EXTENSION TREATMENT	07/04/2026	47.00 47.00 0.00 0.00 0.00 0.00	47.00	Open	N 06/17/2026
1WJ4-FMVD-MGFJ 00026935	AMAZON.COM TUBE FOR MOWER 01-52-4227	06/04/2026 CLERK TUBE FOR MOWER	07/04/2026	17.99 17.99	17.99	Open	N 06/17/2026
1YX3-C6YV-P1QW 00026936	AMAZON.COM HDRANT PAINT 31-70-4302	06/04/2026 CLERK HDRANT PAINT	07/04/2026	201.52 201.52	201.52	Open	N 06/17/2026

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<u>1CLY-LQ9C-6YFD</u> 00026937	AMAZON.COM TIRES FOR WOODS 01-52-4227	06/08/2026 CLERK TIRES FOR WOODS	07/08/2026	149.33 149.33	149.33	Open	N 06/17/2026
<u>13YF-4F3C-FXYD</u> 00026938	AMAZON.COM BEACON LIGHTS 01-53-4302	06/10/2026 CLERK BEACON LIGHTS	07/10/2026	94.27 94.27	94.27	Open	N 06/17/2026
<u>133L-1GHG-HNFN</u> 00026939	AMAZON.COM TIRE REPAIR, HALL DRAIN 01-52-4227 01-50-4227	06/15/2026 CLERK TIRE REPAIR FLOOD DRAIN REPAIR	07/15/2026	116.58 22.49 94.09	116.58	Open	N 06/17/2026
<u>1XDX-9W3T-T1QF</u> 00026940	AMAZON.COM NEIGBORS FEST 01-55-4330 01-55-4330 01-50-4300	06/12/2026 CLERK NEIGBORS FEST NEIGBORS FEST OFFICE SUPPLIES	07/12/2026	60.90 26.98 3.43 30.49	60.90	Open	N 06/17/2026
<u>1VXG-JNW6-1N4P</u> 00026949	AMAZON.COM INK AND BELTS FOR PLANTS 31-77-4302 31-79-4302	06/05/2026 CLERK INK AND BELTS FOR PLANTS INK AND BELTS FOR PLANTS	07/05/2026	246.45 123.22 123.23	246.45	Open	N 06/17/2026
<u>1XWM - JMCK-NF7</u> 00027011	AMAZON.COM TIRE REAPIR KIT 01-53-4227	06/17/2026 CLERK TIRE REAPIR KIT	07/17/2026	37.54 37.54	37.54	Open	N 06/18/2026
<u>71943</u> 00026943	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	06/05/2026 CLERK NHC PLAN REVIEW	07/05/2026	1,074.96 1,074.96	1,074.96	Open	N 06/17/2026
<u>71899</u> 00026944	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	06/03/2026 CLERK NHC PLAN REVIEW	07/03/2026	977.28 977.28	977.28	Open	N 06/17/2026

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71909 00026945	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REIVEW 01-55-4215	06/03/2026 CLERK NHC PLAN REIVEW	07/03/2026	958.80 958.80	958.80	Open	N 06/17/2026
71914 00026946	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	06/03/2026 CLERK NHC PLAN REVIEW	07/03/2026	977.28 977.28	977.28	Open	N 06/17/2026
72013 00026947	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REIVEW 01-55-4215	06/11/2026 CLERK NHC PLAN REIVEW	07/11/2026	1,943.52 1,943.52	1,943.52	Open	N 06/17/2026
72047 00027009	B&F CONSTRUCTION CODE SERVICE, INC. NHC PLAN REVIEW 01-55-4215	06/16/2026 CLERK NHC PLAN REVIEW	07/17/2026	1,009.24 1,009.24	1,009.24	Open	N 06/18/2026
BFF-001771 00026941	BLAIN'S FARM & FLEET LP PTRAP 01-52-4227	06/03/2026 CLERK LP PTRAP	07/01/2026	13.98 13.98	13.98	Open	N 06/17/2026
BFF-001929 00026942	BLAIN'S FARM & FLEET GARBAGE BAGS FOR NF 01-55-4330	06/11/2026 CLERK GARBAGE BAGS FOR NF	07/11/2026	193.83 193.83	193.83	Open	N 06/17/2026

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0008489JUNE2026 00026948	COMCAST PHONE LINES, INTERNET	06/05/2026 CLERK	07/26/2026	1,517.53	1,517.53	Open	N 06/17/2026
	31-50-4202	B. 205 BEAVER DR -	815-765-8010	247.90			
	01-53-4302	A. 111 E PARK ST-	INTERNET	88.33			
	31-50-4202	C. 291 PRAIRIE KNOLL -	815-544-0520	82.02			
	31-68-4202	D. 4420 MENGE LN -	815-765-8033	88.33			
	01-50-4202	E. 200 N. HILL ST -	INTERNET	324.15			
	31-68-4202	H. 4870 WOODSTOCK RD -	815-547-6487	82.02			
	31-68-4202	F. 610 S STATE -	815-765-1774 &2456	230.68			
	31-50-4202	G. 4194 DAWSON LAKE -	815-765-9391	82.14			
	31-50-4202	I. 901 WACO WAY-	815-975-9049	82.02			
	31-68-4202	J. 275 W GROVE ST-	217-049-7024	121.61			
	31-50-4202	K. 5500 WHITING RD -	815-765-1914	88.33			
	01-50-4202	200 N HILL ST -	PHONE LINES	0.00			
	31-79-4202	L. 12211 RT 76	815-547-7209	0.00			
	31-50-4202	M. 13505 HARVEST WAY-	815-765-0565	0.00			
0622964000JUNE2 00026950	COMED BEAVER L/S	06/09/2026 CLERK	08/10/2026	90.80	90.80	Open	N 06/17/2026
	31-75-4204	BEAVER L/S		90.80			
0862561222JUNE2 00026951	COMED HAVEST WAY L/S	06/09/2026 CLERK	08/10/2026	199.64	199.64	Open	N 06/17/2026
	31-75-4204	HAVEST WAY L/S		199.64			
1126462222JUNE2 00026952	COMED PUMP STATION	06/09/2026 CLERK	08/10/2026	77.27	77.27	Open	N 06/17/2026
	31-68-4204	UTILITIES		77.27			
2994975000JUNE2 00026953	COMED WELL 4	06/09/2026 CLERK	08/10/2026	1,147.62	1,147.62	Open	N 06/18/2026
	31-68-4204	WELL 4		1,147.62			
3061267111MAY20 00026954	COMED MAIN L/S	06/03/2026 CLERK	08/03/2026	44.91	44.91	Open	N 06/18/2026
	31-75-4204	UTILITIES		44.91			

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3172892222JUNE2 00026955	COMED WELL 2 31-68-4204	06/09/2026 CLERK UTILITIES	08/10/2026	111.47 111.47	111.47	Open	N 06/18/2026
3233830100JUNE2 00026956	COMED WACO L/S 31-75-4204	06/09/2026 CLERK WACO L/S	08/10/2026	74.86 74.86	74.86	Open	N 06/18/2026
4653503000JUNE2 00026957	COMED SWWTP 31-79-4204	06/09/2026 CLERK SWWTP	08/10/2026	10,014.65 10,014.65	10,014.65	Open	N 06/18/2026
5318627000JUNE2 00026958	COMED SWWTP #2 31-79-4204	06/09/2026 CLERK SWWTP #2	08/10/2026	49.88 49.88	49.88	Open	N 06/18/2026
555323000HUNE2 00026959	COMED C/L/S 31-75-4204	06/09/2026 CLERK C/L/S	08/10/2026	430.04 430.04	430.04	Open	N 06/18/2026
7470531222JUNE2 00026960	COMED NWWTP 31-77-4204	06/10/2026 CLERK NWWTP	08/10/2026	5,011.89 5,011.89	5,011.89	Open	N 06/18/2026
7991645000JUNE2 00026961	COMED WELL 5 &6 31-68-4204	06/09/2026 CLERK WELL 5 &6	08/10/2026	1,821.16 1,821.16	1,821.16	open	N 06/18/2026
8107661222MAY20 00026962	COMED WHITING L/S 31-75-4204	06/04/2026 CLERK WHITING L/S	08/03/2026	47.90 47.90	47.90	open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

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9177938000JUNE2 00026963	COMED BULLARD L.S 31-75-4204	06/09/2026 CLERK BULLARD L.S	08/10/2026	118.32 118.32	118.32	Open	N 06/18/2026
9866415000JUNE2 00026964	COMED WATER TOWER & WELL 3 31-68-4204	06/09/2026 CLERK WATER TOWER & WELL 3	08/10/2026	1,183.37 1,183.37	1,183.37	Open	N 06/18/2026
116024360 00026965	CONSERV FS INC DIESEL FOR PARKS 01-52-4225	06/04/2026 CLERK DIESEL FOR PARKS	07/25/2026	1,879.53 1,879.53	1,879.53	Open	N 06/18/2026
33051755 00027010	CONSERV FS INC ROUND UP FOR PARKS 01-52-4225	06/18/2026 CLERK ROUND UP FOR PARKS	07/18/2026	112.50 112.50	112.50	Open	N 06/18/2026
INV-00107287 00026975	GAME TIME C/O PLAYCORE COMPANY INSTALL OF WEST GROVE PARK 90-52-4442	06/08/2026 CLERK INSTALL OF WEST GROVE PARK	07/08/2026	1,235.00 1,235.00	1,235.00	Open	N 06/18/2026
7457064 00026976	HAWKINS, INC. CHEMICALS FOR PLANTS 31-68-4305	06/12/2026 CLERK CHEMICALS FOR PLANTS	07/12/2026	2,422.79 2,422.79	2,422.79	Open	N 06/18/2026
7461653 00027018	HAWKINS, INC. HAWKINS 31-79-4305	06/15/2026 CLERK UTILITY SYSTEM CHEMICALS	07/15/2026	2,956.95 2,956.95	2,956.95	Open	N 06/18/2026
INV01071444 00027006	USA BLUE BOOK PUMP FOR NWWTP 31-77-4302	06/10/2026 CLERK PUMP FOR NWWTP	07/10/2026	318.99 318.99	318.99	Open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
1611241 00026977	HOME DEPOT CREDIT SERVICES DRILL BIT REPLACEMENT 01-53-4302	06/04/2026 CLERK DRILL BIT REPLACEMENT	06/24/2026	190.61 190.61	190.61	Open	N 06/18/2026
6832 00026978	ILLINOIS RURAL WATER ASSOCIATION IRWA FY27 DUES 31-70-4302 31-75-4302	06/01/2026 CLERK IRWA FY27 DUES IRWA FY27 DUES	07/01/2026	446.90 223.45 223.45	446.90	Open	N 06/18/2026
113225828 00027008	WEX BANK - MARATHON FLEET CARD FUEL FOR TRUCKS 01-53-4303	06/15/2026 CLERK PUBLIC WORKS FUEL	07/15/2026	1,943.69 1,943.69	1,943.69	Open	N 06/18/2026
72523 00026981	MENARDS TP, NF TAPE, LOCATE PAINT 01-53-4302 01-55-4330 01-50-4302	06/08/2026 CLERK TP, NF TAPE, LOCATE PAINT TP, NF TAPE, LOCATE PAINT TP, NF TAPE, LOCATE PAINT	07/08/2026	337.69 211.78 109.95 15.96	337.69	Open	N 06/18/2026
MAY2026 00026971	MICROSOFT CORPORATION EMAIL SERVICES 01-50-4214	06/02/2026 CLERK ONLINE SERVICES EMAIL	06/25/2026	80.00 80.00	80.00	Open	N 06/18/2026
ATHENIANAJULY20 00026979	MUNICIPAL CLERKS OF ILLINOIS SUMMER TRAINING 01-57-4207	06/07/2026 CLERK TRAINING	06/25/2026	75.00 75.00	75.00	Open	N 06/18/2026
SUMMER2026 TRAI 00026980	MUNICIPAL CLERKS OF ILLINOIS JULY SUMMER SEMINAR 01-57-4207	06/01/2026 CLERK TRAINING	06/25/2026	85.00 85.00	85.00	Open	N 06/18/2026
07183924294MAY2 00026982	NICOR GAS RENTAL BLDING 01-50-4204	06/10/2026 CLERK RENTAL BLDING	07/30/2026	64.82 64.82	64.82	Open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

POSTED AND UNPOSTED

OPEN AND PAID

Item 10.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
12314476359JUNE 00026983	NICOR GAS DAWSON LAKE L/S 31-75-4204	06/15/2026 CLERK DAWSON LAKE L/S	08/03/2026	65.43 65.43	65.43	Open	N 06/18/2026
170344255508MAY 00026984	NICOR GAS HARVEST L/S 31-75-4204	06/10/2026 CLERK HARVEST L/S	07/30/2026	178.79 178.79	178.79	Open	N 06/18/2026
22409207747MAY2 00026985	NICOR GAS SWWTP 31-79-4204	06/10/2026 CLERK SWWTP	07/30/2026	301.02 301.02	301.02	Open	N 06/18/2026
22898582741JUNE 00026986	NICOR GAS BEAVER L/S 31-75-4204	06/10/2026 CLERK BEAVER L/S	07/30/2026	68.77 68.77	68.77	Open	N 06/18/2026
24868703307JUNE 00026987	NICOR GAS C/L/S 31-75-4204	06/17/2026 CLERK C/L/S	08/06/2026	65.54 65.54	65.54	Open	N 06/18/2026
30139401027JUNE 00026988	NICOR GAS WELL4 31-68-4204	06/10/2026 CLERK WELL4	07/30/2026	66.23 66.23	66.23	Open	N 06/18/2026
31857320001JUNE 00026989	NICOR GAS WELL2 31-68-4204	06/10/2026 CLERK WELL2	07/30/2026	68.28 68.28	68.28	open	N 06/18/2026
49599619696JUNE 00026990	NICOR GAS PW BUILDING 01-54-4204	06/10/2026 CLERK UTILITIES	07/30/2026	228.98 228.98	228.98	open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
72878472371JUNE 00026991	NICOR GAS NWWTP 31-77-4204	06/10/2026 CLERK NWWTP	07/30/2026	73.80 73.80	73.80	Open	N 06/18/2026
77254215526JUNE 00026992	NICOR GAS L/S AND WELL 3 31-68-4204	06/17/2026 CLERK L/S AND WELL 3	08/06/2026	67.06 67.06	67.06	Open	N 06/18/2026
82715386767JUNE 00026993	NICOR GAS WELL 5 & 6 31-68-4204	06/17/2026 CLERK WELL 5 & 6	08/06/2026	66.08 66.08	66.08	Open	N 06/18/2026
94988910009JUNE 00026994	NICOR GAS WATER TOWER/WELL 3 31-68-4204	06/15/2026 CLERK WATER TOWER/WELL 3	08/03/2026	64.72 64.72	64.72	Open	N 06/18/2026
7033 00026995	NORTHERN ILLINOIS SERVICE CO RESTOCK OF BEDROCK 01-53-4228	06/11/2026 CLERK RESTOCK OF BEDROCK	07/11/2026	364.61 364.61	364.61	Open	N 06/18/2026
69966 00026996	NORTHERN ILLINOIS SERVICE CO RESTOCK OF BEDROCK 01-53-4228	06/04/2026 CLERK RESTOCK OF BEDROCK	07/04/2026	404.67 404.67	404.67	Open	N 06/18/2026
23959 00026997	P.C. TECH 2 U SCANNER SET UP 01-50-4223	06/11/2026 CLERK IT SERVICES	07/11/2026	150.00 150.00	150.00	open	N 06/18/2026
MAY2026 00026998	PETTY CASH PETTY CASH - MAY2026 01-55-4216	05/01/2026 CLERK PETTY CASH - MAY2026	07/01/2026	47.00 47.00	47.00	open	N 06/18/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
3113 00026999	PREMIER LANDSCAPE STORE TOPSOIL 01-53-4302	06/02/2026 CLERK TOPSOIL	07/02/2026	197.50 197.50	197.50	Open	N 06/18/2026
S5530353.001 00027000	REVERE ELECTRIC FUSES FOR NWWTP 31-77-4302	06/09/2026 CLERK FUSES FOR NWWTP	07/09/2026	476.60 476.60	476.60	Open	N 06/18/2026
26060420 00027012	TEST INC. SWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/11/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	07/11/2026	100.00 0.00 100.00 0.00 0.00	100.00	Open	N 06/18/2026
26060419 00027013	TEST INC. WEST TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/11/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	07/13/2026	50.00 0.00 0.00 50.00 0.00	50.00	open	N 06/18/2026
26060504 00027014	TEST INC. WEST TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/12/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	07/13/2026	100.00 0.00 0.00 100.00 0.00	100.00	Open	N 06/18/2026
26060443 00027015	TEST INC. WEST TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/12/2026 CLERK W & S CONTRACT LABOR - NWWTP W#3 W & S CONTRACT LABOR - SWWTP W#5&6 W & S CONTRACT LABOR - WATER SYSTEM W#4 W & S CONTRACT LABOR - LIFT STATIONS	07/13/2026	17.00 0.00 0.00 17.00 0.00	17.00	Open	N 06/18/2026

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EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
26060440 00027016	TEST INC. NWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/12/2026 CLERK	07/13/2026	17.00	17.00	Open	N 06/18/2026
		W & S CONTRACT LABOR - NWWTP W#3		17.00			
		W & S CONTRACT LABOR - SWWTP W#5&6		0.00			
		W & S CONTRACT LABOR - WATER SYSTEM W#4		0.00			
		W & S CONTRACT LABOR - LIFT STATIONS		0.00			
26060432 00027017	TEST INC. NWWTP TESTING 31-77-4236 31-79-4236 31-68-4236 31-75-4236	06/12/2026 CLERK	07/13/2026	17.00	17.00	Open	N 06/18/2026
		W & S CONTRACT LABOR - NWWTP W#3		17.00			
		W & S CONTRACT LABOR - SWWTP W#5&6		0.00			
		W & S CONTRACT LABOR - WATER SYSTEM W#4		0.00			
		W & S CONTRACT LABOR - LIFT STATIONS		0.00			
61889 00027001	UNITED SANITATION SERVICES, INC. LP PARK BATHROOM 01-52-4234	05/29/2026 CLERK	06/29/2026	360.00	360.00	Open	N 06/18/2026
		LP PARK BATHROOM		360.00			
61890 00027002	UNITED SANITATION SERVICES, INC. MANFIELD PARK BATHROOM 01-52-4234	05/29/2026 CLERK	06/29/2026	180.00	180.00	Open	N 06/18/2026
		MANFIELD PARK BATHROOM		180.00			
61892 00027003	UNITED SANITATION SERVICES, INC. VET PARK BATHROOM 01-52-4234	05/29/2026 CLERK	06/29/2026	180.00	180.00	Open	N 06/18/2026
		VET PARK BATHROOM		180.00			
61893 00027004	UNITED SANITATION SERVICES, INC. WEST GROVE BATHROOM 01-52-4234	05/29/2026 CLERK	06/29/2026	180.00	180.00	Open	N 06/18/2026
		EQUIPMENT RENTAL		180.00			
61891 00027005	UNITED SANITATION SERVICES, INC. SHERMAN PARK BATHROOM 01-52-4234	05/29/2026 CLERK	06/29/2026	180.00	180.00	Open	N 06/18/2026
		SHERMAN PARK BATHROOM		180.00			

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE

EXP CHECK RUN DATES 06/25/2026 - 06/25/2026

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
0007727879							
00027007	USA TODAY MEDIA CORP. PZC PUBLIC HEARING 01-55-4209	05/31/2026 CLERK PZC PUBLIC HEARING	06/30/2026	140.20 140.20	140.20	Open	N 06/18/2026

of Invoices: 88 # Due: 88 Totals: 47,968.88 47,968.88
 # of Credit Memos: 0 # Due: 0 Totals: 0.00 0.00
 Net of Invoices and Credit Memos: 47,968.88 47,968.88

--- TOTALS BY PAYMENT CARD ACCOUNT ---

VISA 1,044.35

--- TOTALS BY FUND ---

01 GENERAL FUND 16,354.13 16,354.13
 31 WATER & SEWER FUND 30,150.75 30,150.75
 90 GOV FUNDS CAPITAL PROJECTS FUND 1,464.00 1,464.00

--- TOTALS BY DEPT/ACTIVITY ---

50 ADMIN 1,446.44 1,446.44
 52 PARKS 4,548.80 4,548.80
 53 STREETS 3,914.00 3,914.00
 54 PUBLIC WORKS ADMIN 248.98 248.98
 55 COMMUNITY DEVELOPMENT AND EVENTS 8,082.32 8,082.32
 57 VILLAGE CLERK 160.00 160.00
 68 WATER TOWERS 7,785.69 7,785.69
 70 WATER 424.97 424.97
 75 SEWER 1,608.45 1,608.45
 77 NORTH PLANT 6,203.50 6,203.50
 79 SOUTH PLANT 13,545.73 13,545.73

Date Updated: 06.19.2026

		Jun-26		
FOR APPROVAL		Actual to Date		Total by Type
	Check Run #1	Check Run #2		
AP Checks	\$123,388.79	\$21,469.40		\$144,858.19
EFTS (ACH)	\$30,001.88	\$26,499.48		\$56,501.36
Payroll	\$22,000.00	\$22,500.00		\$44,500.00
Insurance	\$15,677.12	\$0.00		\$15,677.12
Total	\$191,067.79	\$70,468.88		\$261,536.67

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

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

FINAL NUMBERS				
Monthly Approvals	May Final Numbers Requested	Actual	Difference	
AP Checks	\$249,067.93	\$249,067.93	\$0.00	
EFTS (ACH)	\$60,002.57	\$60,002.57	\$0.00	
Payroll	\$68,098.56	\$64,672.29	-\$3,426.27	
Insurance	\$14,685.42	\$14,685.42	\$0.00	
Total	\$391,854.48	\$388,428.21	-\$3,426.27	

Specific Breakout:	Requested	Actual	Difference
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ORDINANCE NUMBER: 2026-15

AN ORDINANCE AMENDING SECTION 8-13-1 OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE TO INCREASE THE PERMITTED MAXIMUM NUMBER OF HENS ON ANY PROPERTY WITHIN A RESIDENTIAL AREA

WHEREAS, the Village of Poplar Grove (“Village”) had adopted a Code of Ordinances (“Code”); and

WHEREAS, Title VIII “Zoning”, Chapter 13 “Hens in Residential Areas” governs the procedures and requirements of hens on residential properties within the Village including, but not limited to, requirements of permits, inspections, coops, and runs; and

WHEREAS, the Village wishes to amend Section 8-13-1 “Hens in Residential Areas” of the Code, as set forth herein; and

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

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

1. The above recitals are incorporated herein and made a part hereof.
2. Section 8-13-1 “Hens in Residential Areas” of the Code of Ordinances for the Village of Poplar Grove, shall be and hereby is amended, to read as follows (deletions shown as ~~strikethroughs~~ and new language as **bold** and **underlined**):

8-13-1. HENS IN RESIDENTIAL AREAS.

A. Definitions. The following words and phrases shall have the following definition and meanings:

1. *Hen* means a female of the species Gallus Gallus Domesticas.
2. *Hen coop* means a house or cage of sufficient size that provides shelter and security for hens.
3. *Hen run* means an enclosed area in which hens are allowed to walk and run about.
4. *Residential area* means property within the Village that is zoned Single-Family Residential (R-1), Single-Family Residential (R-2), Single Family Residential (R-3) and Residential Estate District (RE). Property lot size must be at least 7,000 square feet to be considered for a residential hen or hen coop permit.
5. No multi-family properties will be issued a residential hen or hen coop permit.
6. *Rooster* means a male of the species Gallus Gallus Domesticas.

- B. Applicability. Hens in residential areas are allowed upon satisfaction of all of the following standards and conditions:
1. Residential Hen Permit. A residential hen permit shall be obtained prior to any hens being permitted to be located on residential area within the Village. An application for a residential hen permit shall be made to the Village **Building Department Administrator** on a form prescribed by the Village **Building Department Administrator**. The application fee for such residential hen permit shall be as set forth in the Village's Fee Schedule. A maximum of 15 residential hen permits will be issued in the Village, at any given time. If, upon passage of this ordinance, the number of initial applicants is more than 15, such permits shall be issued via a random drawing. A field inspection, as provided for in Section B.4. below, shall be conducted and paid for by the homeowner prior to issuance of the residential hen permit.
 2. Hen Coop/Run Permit. A hen coop/run permit shall be obtained prior to a hen coop/run being constructed or located residential area within the Village. All hen coops shall have an accompanying run and vice versa. All hen coops/run shall conform to the requirements prescribed in this section. The application fee for such hen coop/run permit shall be as set forth in the Village's Fee Schedule.
 3. Inspections. Prior to approval and issuance of a residential hen permit, the Code Enforcement Officer, or designated representative, shall review the hen permit application ~~and inspect the premises and Hen Coop/Run~~ for compliance with the regulations of this section. To the extent the hen permit application and the construction of the hen coop/run are in compliance with the provisions of the Code, the hen permit shall be issued by the Village. Additional inspections may be performed by the Code Enforcement Officer to confirm continued compliance with the provisions of this section.
 4. Annual Renewal of Permits. Residential hen permits and hen coop/run permits shall expire one year after issuance. The annual renewal for each permit shall be as set forth in the Village's Fee Schedule.
 5. Residential hen permits and hen coop/run permits are issued to property owners. Any changes in property ownership require a new application.
 6. To the extent the rules and regulations of any homeowners' association prohibits the keeping of hens, then hens shall not be allowed on properties which are subject to such homeowners' association rules and regulations.
- C. Hen Coops/Runs Requirements, Standards and Conditions. All hen coops/runs in residential areas shall comply with the below regulations. Such hen coops/runs regulations shall not apply to hens kept on parcels zoned in the A-1 (Agricultural) zoning district.
1. Hen coops/runs may be attached to the resident's primary structure or as a free-standing structure. Freestanding hen coops/runs shall be considered as an "accessory structure." A building permit for construction of a hen coop/run must be obtained prior to commencement of construction.
 2. All hen coops/runs must be located in the rear yard and in accordance with all applicable setback requirements. All hen coops/runs shall be a minimum of 25 feet from any neighboring primary dwelling unless a greater distance is required by any

other provision of the Village Code. Hen coops/runs shall not be located within any easement.

3. Hen coops/runs shall be maintained, kept clean, and built in a manner to allow hens safety from predators and protection from weather elements. Hen coops/runs shall have roof or top enclosure to help keep predators out of the hen coops/runs. If electricity is to be provided to a hen coop (for purposes of heat or otherwise) an electrical permit must first be obtained prior to installation. Electricity cannot be provided via an electrical extension cord. Notwithstanding any provision of this Village Code prohibiting the use of chicken wire for fencing, chicken wire and hardware cloth shall be permitted to be used in constructing hen coops/runs.
4. Hen coops/run shall each be large enough to provide at least five square feet of area per hen.

5. Hen runs shall be large enough to provide at least ten square feet of area per hen.

~~5.6.~~ Hen coops/runs shall not exceed ~~100~~ **150** square feet (combined) unless a special permit has been granted.

~~6.7.~~ Hen coops/runs shall be constructed and maintained to reasonably prevent the collection of standing water; and shall be clean of hen droppings, uneaten or discarded feed, feathers, and other waste with such frequency as is necessary to ensure the hen coop/run does not become a nuisance.

~~7.8.~~ All feed must be stored indoors in rodent proof containers.

D. Other Regulations.

1. If the property is not owner-occupied, a letter of approval from the owner shall be required prior to a residential hen permit or hen coop/run permit being issued.
 2. A maximum of ~~six~~ **ten** hens and a minimum of two hens shall be allowed on any property within a residential area as defined in this section.
 3. Adult hens (i.e., hens over eight weeks in age) must be contained in a hen coop/run at all times and shall not be allowed to be kept in homes, garages or sheds.
 4. Roosters are prohibited.
 5. The slaughtering, butchering, or processing of hens is prohibited within residential areas.
 6. Proper disposal of hens is required.
 7. The display of any sales stand or signage for the sale of eggs or hens is prohibited in the residential zoning district.
 8. Violators of any of the regulations in this section shall be subject to a fine of not less than \$100.00 nor more than \$500.00, at the discretion of the Village. Three fines shall result in revocation of the hen coop permit. After revocation, the applicant must wait at least one year before applying for another hen coop permit. Each day that a violation exists shall constitute a separate offense.
3. Except as amended by this Ordinance, all other provisions and terms of the Village Code of Ordinances shall remain in full force and effect as previously enacted except that those

ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

- 4. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

PRESIDENT

ATTEST:

VILLAGE CLERK

RESOLUTION NO. 2026-36

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPOINTING
KATALINA KRUCKENBERG AS THE VILLAGE TREASURER**

WHEREAS, the Village of Poplar Grove (“Village”) is a municipality incorporated under the laws of the State of Illinois; and

WHEREAS, the Village has established the office of Village Treasurer; and

WHEREAS, the Village Treasurer is appointed by the Village President subject to the advice and consent of the Village Board of Trustees pursuant to 65 ILCS 5/3.1-30-5(a) and Chapter 6, Section 1-6-3 of the Village’s Code of Ordinances; and

WHEREAS, the Board of Trustees and President of the Village of Poplar Grove desire to appoint Katalina Kruckenberg as Village Treasurer effective July 6, 2026; and

WHEREAS, Katalina Kruckenberg has agreed to serve as Village Treasurer and to perform all duties in Section 1-6B-1 of Article B of Chapter 6 of Title 1 of the Village’s Code of Ordinances.

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

1. The above recitals are incorporated herein and made a part hereof.
2. Katalina Kruckenberg is hereby appointed to serve as Village Treasurer for the Village of Poplar Grove, Illinois, and shall have all the powers and duties assigned to the Village Treasurer in Article B of Chapter 6 of Title 1 of the Village’s Code of Ordinances.
3. The Village President and Village Clerk are authorized to sign and attest any necessary documents to effectuate the foregoing.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2026

ATTEST:

CLERK

PRESIDENT



200 N. Hill Street, Poplar Grove, IL 61065
 Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargrove-il.gov/>

June 17, 2026

Katalina Kruckenberg
 9003 Krunfus Rd.
 Harvard, Il 60033

RE: Offer of Employment – Village Treasurer Village of Poplar Grove

Dear Ms. Kruckenberg:

Please allow this letter to serve as the Village of Poplar Grove's offer of full-time employment to you to serve as the Village Treasurer for the Village of Poplar Grove, as all necessary background checks and pre-employment screening have been completed.. Your appointment as Treasurer shall be considered at the Village Board on June 24, 2026 and, if so appointed effective July 6, 2026.

The Village Treasurer requirements and a summary of the job duties have previously been provided to you. This position includes a yearly salary of \$87,500.00 per year. Generally, your hours of work will be 8:00 a.m. to 4:30 p.m. Monday through Friday, although some weeks may require more hours depending on workload and Village Board meeting attendance as needed. As you are aware, this is a salaried position, and the hours of work will be commensurate to the workload necessary to perform the duties of the job.

Illinois Municipal Retirement Fund (IMRF) benefits will be as outlined in the Village of Poplar Grove Personnel Handbook and as otherwise required by law. The Village also provides health insurance unless you plan on maintaining your own health insurance. Please advise Village President Kristi Richardson, if you plan on electing to be covered by the Village's health insurance.

Pursuant to the Personnel Handbook, you will earn 56 hours of accrued sick leave per year. Employees may accrue a maximum of 180 hours for their own use and may accrue sick leave in excess of 180 hours for IMRF credit purposes only. You will also earn 120 hours (15 days) of vacation each year. Vacation days for the first year of employment will be prorated based on date of hire and will be available for use after the first 90 days of employment. Use of sick and vacation hours will be as governed by the Personnel Handbook as amended from time to time.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to welcoming you to the Village, pending fulfillment of all conditions of employment.

Sincerely,

Kristi Richardson
Village President
cc: Poplar Grove Board of Trustees

ACCEPTED:

Katalina Kruckenberg

Date

OFFICE & SHIPPING
2401 W. Hassell Road, Suite 1550
CORRESPONDENCE
P.O. Box 957648
Hoffman Estates, IL 60169

B&F TECHNICAL CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

PHONE (847) 490-1443
FAX (847) 490-1476
TOLL FREE 1-800-232-5523
WEBSITE www.bftechcs.com
E-MAIL bftech@bftechcs.com

To: Planning and Zoning Members
From: Kenneth Garrett, Building and Zoning Official
Date: May 4, 2026
RE: Sign Code Changes

Over the past year, we have been working with staff and a subcommittee was created (Comprised of Village President Kristi Richardson, Village Trustee David Allgood, Director of Public Works David Howe, Community Development Coordinator/Deputy Clerk Katie Jaster and myself) to update the Village’s Sign Code. The intent of the update is to modernize the code, allow it to be more business and user friendly, simplify and clarify language within the code, and address the existing signs within the village.

Below are the significant changes based on the Subcommittee’s recommendations. Only the major changes are included. In most cases, edits that did not alter the intent of the section are not identified below.

1. 8-11-2 General Regulations – Added 2nd paragraph.
2. 8-11-3 Definitions – Relocated definitions to the beginning of the Sign Code. The definitions were originally were in 8-11-5 D and located in the Zoning Code under definitions. There was also a separate section in Chapter 7. We have relocated all of those signs in one location.
 - a. Deleted definition – Animated
 - b. Deleted Definition and inserted new definition Electronic Message Unit, Signs, Roof, Temporary Signs and Wall.
 - c. New Sign Definitions – Community Event
 - d. Updated signage definition throughout
3. 8-11-4 Exempted Signs – Updated language, deleted sections I, J, L M and P. Updated K Flags.
4. 8-11-5 Prohibited Signs – Deleted Animated Signs and added new section B where Animated Signs were. G was removed (String Lights). H was rewritten. Added K (Above Peak roof signs are not permitted).

Significant Sign Code Changes

5. 8-11-6 Signs Allowed y District – Sign Code did not allow freestanding signs only monument signs. Freestanding Signs are now allowed.
 - a. Table A was updated with numerical clarity and footnotes were updated.
 - b. Table B was numerically updated and an example of sign calculation was added.
 - c. Table C was updated.
 - d. Section D – Relocated Definitions to 8-11-3
 - e. Figure 8-11-5 D 1 – Added requirements to the associated sign type.
 - f. Figure 8-11-5 D 2 – Added the figure section and requirements.
6. 8-11-6 Sign Computations - Minor Edits.
7. 8-11-7 – Deleted D as it was repetitive within the sign code.
8. 8-11-8 – Off Site Sign – This section was deleted as it is covered by another section.
9. 8-11-9 Temporary Signs – Revised language and added exception. Revised Temporary Signs I Sections A-E
10. 8-11-10 Changeable Copy Signs – Edited section and new definition in section 8-11-3.
11. 8-11-11 Community Information Signs – New Definition in section 8-11-3. No change to section.
12. 8-11-12 Subdivision or Development Identification Signs – Deleted the existing language and rewrote this section.
13. 8-11-13 Billboard – This is a new section and is in response to the large farmlands who want to use their property for marketing signage.
14. 8-11-14 Non-Conforming Signs – The wording of this section was deleted and revised.
15. 8-11-15 Illumination of Signs – Minor Edits.
16. 8-11-16 Removal of Signs – The language to this section was deleted and new language was inserted.
17. 8-11-17 Permit Requirements – Minor Edits.
18. 8-11-18 Penalties – The language of this section was deleted and penalties are now referred to in section Chapter 4 under General Penalties.

Significant Sign Code Changes

Should you have any questions regarding this report feel free to contact me at your convenience.

Respectfully Submitted,

Kenneth Garrett
Building and Zoning Official

Code -
TITLE VIII - ZONING
CHAPTER 11. SIGNAGE

CHAPTER 11. SIGNAGE

8-11-1. PURPOSE.

The purpose of this chapter is to promote and protect the public health, welfare and safety by regulating existing and proposed advertising signs and outdoor signs of all types. It is intended to protect property values, to create a more attractive economic and business climate, to enhance and protect the physical appearance of the community and to preserve the scenic and natural beauty of designated areas. It is further intended to reduce sign or advertising distraction and obstructions that may contribute to traffic accidents, to reduce hazards that may be caused by signs overhanging or projecting over public rights-of-way, to provide more open space, to curb the deterioration of the natural environment, and to enhance community development.

(Ord. 2012-012, 3-13-2012)

8-11-2. GENERAL REGULATIONS.

Any sign placed on land or on a building for the purposes of identification or protection of the same or for advertising a use conducted thereon or therein shall be deemed to be accessory and incidental to such land, building or use.

No sign requiring a permit shall be erected, re-erected, constructed, altered or maintained until after a permit has been issued by the Building Official and the payment of a fee pursuant to the fee schedule adopted by the Village has been made.

Signs located near federal aid primary roads and any highway that is part of the national system of interstate and defense highways shall be subject to the rules and regulations of the state Department of Transportation.

(Ord. 2012-012, 3-13-2012)

8-11-3. EXEMPTED SIGNS.

- A. Official Signs. Any traffic, fire, and police signs, signals, and devices of the state, county, or village.
- B. Public Signs. Including notice, warning, traffic control, historic, civic, or memorial signs authorized by a valid and applicable federal, state, or local law, regulation or ordinance.
- C. Building Marker. Any sign indicating the name of a building, date and incidental information about its construction which sign is cut into a masonry surface or made of bronze or other permanent material. The sign shall not exceed six square feet and shall be attached to the building.
- D. Interior Building Signs. Any sign inside a building that is not attached to a window or door, and is not intended to be viewed from the exterior.
- E. Manufacturer's Labels. Labels on farm structures and buildings standard to the assembly of the product.
- F. Directional Sign (On Site). Signs of three square feet or less intended to facilitate the movement of vehicles and pedestrians on private property. A directional sign marking a vehicular entrance or exit may include a commercial message or logo of one square foot or less pertaining to an establishment located on the site, but is limited in number to one per entrance and one per exit. A "Drive-Through" sign of three square feet or

less and placed adjacent to or directly over the drive-through lane shall be treated as a directional sign; otherwise they will count as a freestanding or building sign, whichever is applicable.

- G. Traffic Control Signs on Private Property. The face of which meet Department of Transportation standards and which contain no commercial message. Signs shall be in accordance with the American Association of State Highway and Transportation Officials.
- H. Religious Symbols. Religious symbols attached to religious buildings or located on private church property.
- I. Holiday Lights and Decorations. Holiday lights and decorations with no commercial message, but only 30 days prior to and 30 days after a traditionally accepted civic, patriotic, or religious holiday in the commercial and industrial districts.
- J. Descriptive Signs. Descriptive signs on merchandise/inventory for sale in the commercial and industrial districts.
- K. Flags. Flags, emblems, or insignia of governmental, or other noncommercial organizations having a size of less than 60 square feet in area, and mounted on poles not to exceed 40 feet in height. Residential zones are limited to one pole and three flags per zoned lot. All other zones are limited to three poles and three flags per zoned lot.
- L. Identification Signs. A sign containing only a name and/or an address and limited to two square feet in area. Name may be personal, or identify an organization.
- M. Incidental Sign. A sign, generally informational, that has a purpose secondary to the use of the zone lot on which it is located, such as "no parking," "loading only," "telephone," menu boards, and other similar directives. No sign with a commercial message or logo legible to a normal person of average height on any property line of the zone lot on which the sign is located shall be considered incidental.
- N. Window Sign. Any sign, pictures, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is placed directly on the surface of the window panes or glass or is hung from the window frame and is visible from the exterior of the window.
- O. Signs on private property not subject to view from other properties or from public property.
- P. Works of art approved by the Village Board.

(Ord. 2012-012, 3-13-2012)

8-11-4. PROHIBITED SIGNS.

- A. Any sign placed in or protruding into the public right-of-way.
- B. Animated Signs. Any sign or advertising device such as pinwheels, streamers, wind operated devices, or fluttering signs, beacons, etc.
- C. Signs painted or posted directly upon the surface of any rocks, trees, or other natural features.
- D. Any sign erected in any location where by reason of its location, will obstruct the view of any authorized traffic sign, signal, or other traffic control device. No sign shall be erected in the sight triangle or any other location where it will obstruct the vision of the public right-of-way to a vehicle operator during ingress or egress from public roadways.
- E. Flashing signs, not including electronic message centers that have a special use permit or digital time and temperature signs involving only that information and no further or additional information of any advertising nature.

- F. Signs containing characters, cartoons, statements, works of art or pictures of an obscene, indecent, pornographic, or immoral character.
- G. Strings of lights not permanently mounted to a rigid background, except holiday lights.
- H. Signs attached to or painted on vehicles visible from the public right-of-way unless vehicle is used for normal day-to-day transportation operations of the business.
- I. Inflatable signs and tethered balloons, except when used as temporary sign.
- J. Portable signs, except when used as a temporary sign.

(Ord. 2012-012, 3-13-2012)

8-11-5. SIGNS ALLOWED BY DISTRICT.

Signs shall be allowed on private property in the Village in accordance with the tables and text contained in this section and all other applicable provisions of this chapter.

- A. Freestanding Signs. Freestanding signs shall only be permitted in the monument sign style. The following restrictions apply to the number, area, height and setback requirements for freestanding signs on private property in each district including banners and animated signs but excluding building markers, flags, directional signs, incidental signs, identification signs, community signs, subdivision or development identification signs, temporary signs and other exempted signs.

TABLE 8-11-5 (A) (1)

Districts	A- 1	RE	R- 1	R- 2	R- 3	R- 5	M H	N B	G B	C B	LI	HI
Area per foot of street frontage (square feet)	NA	NA	NA	NA	NA	NA	NA	1/ 2	1/ 2	1/ 2	1/ 2	1/ 2
Maximum area	32	32	6	6	6	16	16	60	15 0	10 0	15 0	15 0
Height (feet)	10	10	5	5	5	5	5	10	10	10	10	10
Setback (feet)	10	10	2	2	2	2	2	10	10	10	10	10
Number per street frontage	1	1	1	1	1	1	1	1	1	1	1	1
* In no case shall the height of the sign exceed the actual sign setback from any adjacent lot that is zoned residential.												
** Signs in the residential districts may either be freestanding or building signs-not both, and are limited to one residential sign per lot. Residential signs shall only contain a noncommercial message (except advertising for goods or services legally offered on the premises where the sign is located) only if offering such services at such location conforms to all requirements of the zoning ordinance. The use of changeable copy on residential signs is prohibited.												
*** Setback for freestanding signs is from the sign support. In no case shall any portion of the sign project into the right-of-way.												
**** In all non-residential districts, lots fronting on two or more streets are allowed the permitted signage for each street frontage; but, signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage.												

- B. Building Signs. The following restrictions apply to the number, area, height and setback requirements for building signs in each district except for building markers, window signs, flags, directional signs, incidental signs, identification signs, community signs, temporary signs and other exempted signs.

TABLE 8-11-5 (B) (1)

Districts	A-1	RE	R-1	R-2	R-3	R-5	MH	NB	GB	CB	LI	HI
Sign area per linear foot of wall on which sign is located* (square feet)	NA	NA	A	NA	NA	NA	NA	2	2	2	2	2
Max total area per wall (square feet)	32	32	6	6	6	16	16	100	150	100	500	1,000
Number per establishment for each side of principal building not abutting a residential district	NA	NA	NA	NA	NA	NA	NA	1	2	1	2	2

* Length of wall will be calculated using only portions of the wall of the Principal Building parallel or most nearly parallel to the adjacent property line or street frontage. In multi-establishment buildings with separate entrances, the sign area allocated to each establishment will be apportioned by length of wall that each establishment occupies, unless otherwise allocated by the legal owner or manager of the principal building. In multi-establishment buildings with separate entrances, THE MAXIMUM TOTAL AREA PER WALL applies to each establishment.

C. Permitted Building Signs by Type. All signs contained in this section count against the number and area limits found in Table 8-11-5 (B) (1).

TABLE 8-11-5 (C) (1)

Districts	A-1	RE	R-1	R-2	R-3	R-5	MH	NB	GB	CB	LI	HI
Electronic Message Centers									SU		SU	
Banner	P	P						P	P	P	P	P
Canopy						P	P	P	P	P	P	P
Marquee									P	P		
Projecting								P	P	P	P	P
Residential	P	P	P	P	P	P	P					
Roof, below peak								P	P	P	P	P
Roof, above peak												
Suspended								P	P	P	P	P
Wall	P					P	P	P	P	P	P	P

P = Permitted SU = Special Use Shaded = Not Allowed

D. Building Sign Types and Characteristics.

Banner. Any sign of lightweight fabric or similar material that is permanently mounted to a pole or a building by a permanent frame at one or more edges. National flags, state or municipal flags, or the official flag of any public institution conforming to Section 8-11-3 shall not be considered banners.

Canopy Sign. Signs that are part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. Includes both fixed and movable awning signs. Content shall be limited to name and/or logo of the establishment utilizing the canopy. Letters and logos shall be permanently mounted and flush with the surface of the canopy and shall not protrude above, below, or beyond the sides of the canopy. Canopy signs five inches or less in height shall not be counted against total permitted area (or number).

Marquee Sign. A sign attached to or part of a building that projects beyond the structure sheltering the entrance of a theater or other use advertising scheduled events. Marquee signs must have a vertical clearance of seven and one-half (7.5) feet above the adjacent sidewalk and extend no higher than 36 inches above the marquee.

Projecting Sign. Any sign affixed to a building or wall in such manner that its leading edge extends more than six inches (to a maximum of 48 inches) beyond the surface of such building or wall. Projecting signs are only permitted if a freestanding sign is not or cannot be located on the subject property; only one projecting sign per building is permitted. Projecting signs must be mounted perpendicular to the wall whose total sign allotment the sign shall count against. Projecting signs must provide a minimum overhead clearance of seven and one-half (7.5) feet measured from the sidewalk and nine feet above traffic areas.

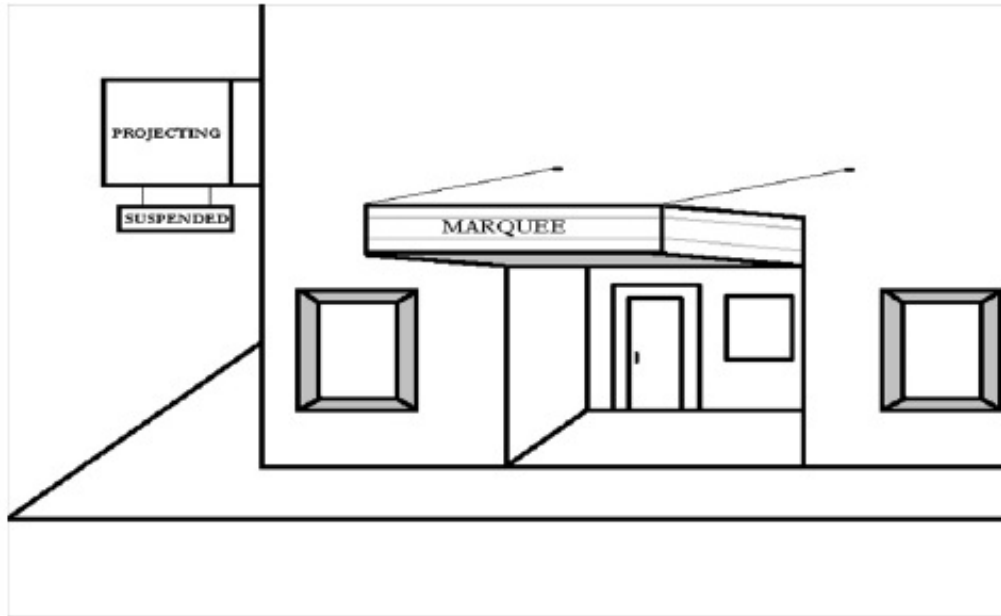
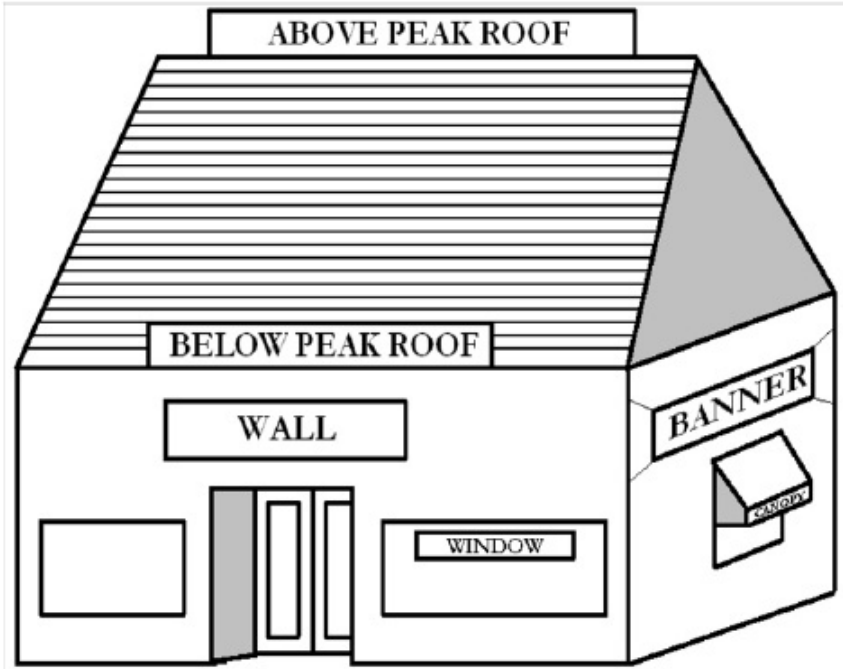
Residential Sign. A sign located in a residential district and used for single family residential uses that contains a noncommercial message except advertising for goods or services legally offered on the premises where the sign is located, if offering such services at such location conforms to all requirements of this Title. Residential signs shall be a maximum of six square feet in area and may either be freestanding or wall mounted, not both, and only one residential sign is permitted per residence. The use of changeable copy on a residential sign is prohibited.

Roof Sign. Any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure. Signable area for below-peak roof signs is limited to 20 feet above base of building unless mounted flush with vertical roof surfaces below roof peak that is integral to the roof itself. Above-peak roof signs are not permitted.

Suspended Sign. A sign that is suspended from the underside of a horizontal surface such as a canopy and is supported by such surface. The number of suspended signs shall be limited to one per entrance and must provide a minimum overhead clearance of seven and one-half (7.5) feet (measured from the sidewalk). A single suspended sign of two square feet or less and containing only the name and/or address of an establishment shall not count against the total number or area of permitted building signs, unless an identification sign is located elsewhere on that building face.

Wall Sign. Any sign attached parallel to, but within six inches of, a wall, painted on the wall surface or erected and confined within the limits of an outside wall of any building or structure, supported by such wall or building, and displaying only one sign surface. Wall signs shall not cover any part of windows, doorways, or architectural detail.

FIGURE 8-11-5 (D) (1)



(Ord. 2012-012, 3-13-2012)

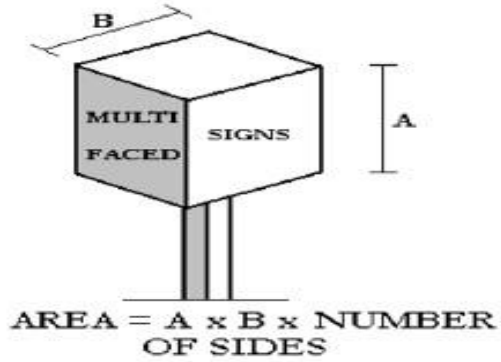
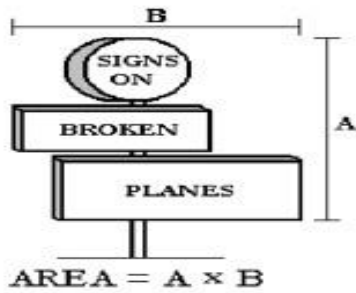
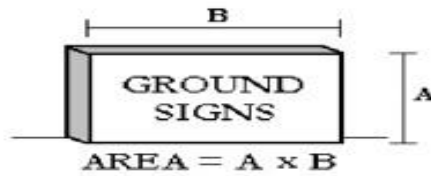
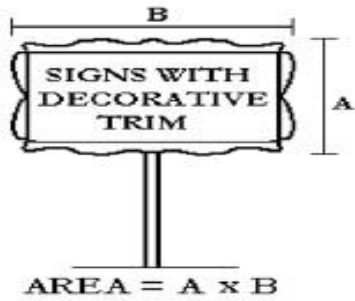
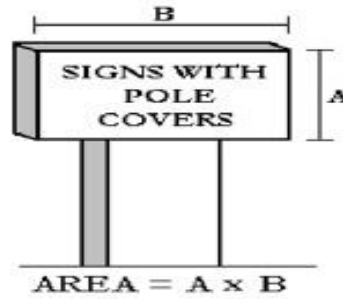
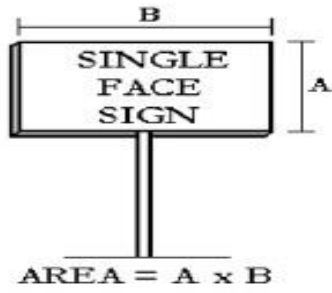
8-11-6. SIGN COMPUTATIONS.

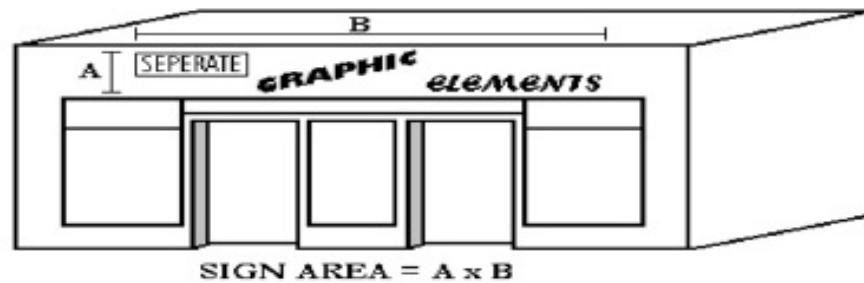
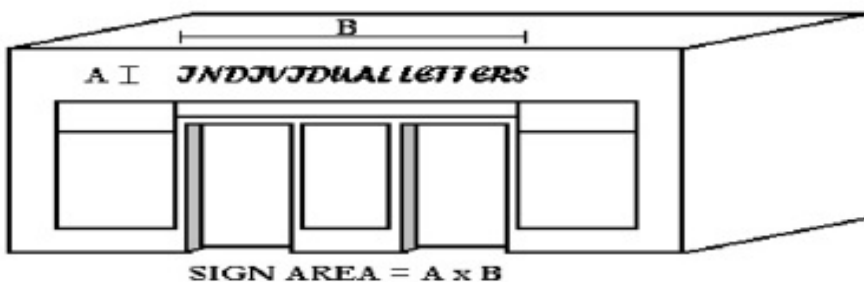
The following principles shall control the computations of sign number, sign area and sign height.

-
- A. Computation of Area of Individual Building Sign. The area of a sign face shall be computed by means of the smallest rectangle, triangle, circle, or combination thereof that will encompass the extreme limits of the writing, emblem, or other representation, together with any material or color forming an integral background to the display or used to differentiate the sign from the backdrop. Area does not include any supporting framework, bracing, or decorative wall or fence when such wall or fence is clearly incidental to the display itself.
 - B. Computation of Number and Area for Freestanding Signs. All writing, emblems, decorative framework, or other representations mounted on a single sign support structure shall be regarded as one sign. All writing, emblems, decorative framework, or other representations facing the same direction shall be counted as one sign face. Area of a sign face and total freestanding sign area shall be computed by means of the smallest single rectangle that will encompass all elements, including intervening support elements.
 - C. Computation of Area of Multi-faced Signs. The sign area for signs with surfaces facing more than one direction shall be computed by adding the area of all sign faces visible from any one point. When two identical sign faces are placed back to back so that both faces cannot be viewed from any one point at the same time, and when such sign faces are part of the same structure, and are not than 42 inches apart, the sign area shall be computed by the measurement of one of the faces.
 - D. Computation of Height. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest component of the sign. Normal grade shall be construed as the grade after construction, exclusive of any earth altering activity solely for the purpose of locating or elevating the sign.
 - E. Computation of Maximum Total Sign Area for a Zone Lot. The permitted number and area of all individual signs on a zone lot shall be determined by applying the formulas contained in the Table 8-5-11B.1. Lots fronting on two or more streets are allowed the permitted sign area for each frontage; however, the total sign area that is oriented toward a particular street may not exceed the portion of the lot's total sign allocation derived from the street or wall area frontage on that street.

(Ord. 2012-012, 3-13-2012)

ILLUSTRATED AREA COMPUTATIONS





(Ord. 2012-012, 3-13-2012)

8-11-7. SIGN MOUNTING REQUIREMENTS.

All signs shall be mounted in one of the following ways.

- A. Flat against a building or wall.
- B. Back to back so that the back of the sign shall be screened from public view.
- C. Mounted so that the backs of all signs or sign structures showing to public view shall be painted and maintained in a color that blends with the surrounding environment.
- D. With the exception of signs identifying a business, no sign shall be painted or posted directly upon the surface of any building or structure. No sign shall be painted or posted directly upon the surface of any rocks, trees, or other natural features.

(Supp. No. 8)

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(Ord. 2012-012, 3-13-2012)

8-11-8. OFF-SITE SIGNS.

Off-site signs shall be permitted by special use permit only.

(Ord. 2012-012, 3-13-2012)

8-11-9. TEMPORARY SIGNS.

Seasonal banners, pennants and display boards are limited to one temporary sign up to 200 feet of linear road frontage. One additional temporary sign is allowed for each additional 200 feet. One additional temporary sign is allowed for a lot that supports more than one business. The maximum size is 32 square feet.

No more than one inflatable sign, portable signs and other temporary signs that are larger than 32 square feet are allowed per incident, with a combined total of no more than 60 days per calendar year. When inflatable signs or other portable signs are displayed concurrently, each sign shall be counted toward this maximum. An interval of 30 days is required between the use of portable or mobile signs for all businesses or organizations.

Portable signs must be anchored and supported in a manner that reasonably prevents the possibility of the signs becoming hazards to the public health and safety as determined by the Zoning Administrator. Portable signs are not permitted on lots used for residential purposes.

The land owner must contact the Building Official or designee and provide the name and address of the applicant, the description and location of the sign(s) prior to actual installation. A sign permit shall be required upon approval of the temporary sign.

Lots fronting on two or more streets are allowed the permitted signage for each street frontage; but, signage cannot be accumulated and used on one street in excess of that allowed for lots with only one street frontage.

Temporary signs described in items A. through D. below are allowed without permit, subject to the restrictions contained herein.

- A. For Each Lot. One sign pertaining to the sale, lease, or rent of real estate on that lot or any political signs or election signs, subject to the following area restrictions.
 - 1. Six square feet for residential districts.
 - 2. Thirty-two square feet for nonresidential districts.
- B. For each subdivision. If approved in accordance with the Village subdivision regulations, one development sign not to exceed 32 square feet in area, and only during actual construction. Such sign shall not be located closer than 30 feet from the public right-of-way.
- C. For Construction on or Development of a Lot. One sign not more than 32 square feet in area, indicating the name of the contractors, engineers, or architects or products being used in construction, but only during the time that actual construction is under way.
- D. Temporary Events. Events of public interest (e.g. neighborhood garage sales, church fairs), one sign of not more than 32 square feet in area and located on the site of the event. Sign shall not be erected more than 30 days prior to the event and shall be removed immediately after the event.

(Ord. 2012-012, 3-13-2012)

8-11-10. CHANGEABLE COPY SIGNS.

Changeable copy signs are permitted in all districts, except for lots in residential use.

The changeable copy portion of a freestanding sign, including background materials, shall be not greater than 50 percent of the total freestanding sign area.

Changeable copy signs with information that changes more than eight times a day shall be treated as animated signs. Animated signs except for holiday lights as specified are prohibited.

(Ord. 2012-012, 3-13-2012)

8-11-11. COMMUNITY INFORMATION SIGNS.

Community information signs shall require a special use permit within all zoning districts, but are not permitted on lots used for residential purposes. Such signs shall not be counted against the permitted number and area of signs otherwise permitted in this chapter.

Community sign types are.

- A. Murals. Defined as a work of art or a painting applied to a wall or ceiling.
- B. Others. Any other sign or bulletin board which only displays copy regarding events and information of general interest to the community.

(Ord. 2012-012, 3-13-2012)

8-11-12. SUBDIVISION OR DEVELOPMENT IDENTIFICATION SIGNS.

A subdivision or development identification sign is defined as a freestanding sign that is permanent and located at a major entrance of a residential, office, commercial, or industrial subdivision with more than eight lots, a planned community development, or a multi-family development with more than ten dwelling units. Such a sign is permitted within all zoning districts and may identify only the name of the subdivision, development, or planned community development, the subdivision's or development's logo, and the name of the subdivision. A subdivision or development identification sign shall not contain advertising material or messages. The sign is permitted only at a major entrance of a subdivision/development (not within the public right-of-way) and shall be setback a minimum of ten feet from any lot line. There shall be a maximum of two signs per subdivision/development and no more than one sign at a major entrance. A subdivision or development identification sign shall not exceed 60 square feet in surface area nor exceed six linear feet in structure height. Such a sign may be lighted provided that the sign is in compliance with Section 8-11-14. The number and surface area of a subdivision or development identification sign shall not limit the number or surface area of other allowable signage on a zoning lot.

(Ord. 2012-012, 3-13-2012)

8-11-13. NON-CONFORMING SIGNS.

Signs legally existing as of the effective date of this chapter which do not conform to the provisions of this Title shall be non-conforming signs and shall be subject to the following provisions.

- A. Maintenance. Non-conforming signs may be maintained. No non-conforming signs shall be altered or moved to a new location without being brought into compliance with the requirements of this chapter.

- B. Removal. Non-conforming signs shall be removed when the principal structure located on the premises undergoes a change of use. Closing business must remove their signs within 60 days of closing.
- C. Alteration. Non-conforming signs shall be removed if altered for the following reasons: a change to the exterior of the sign frame, supporting structure, sign face, height or location.

(Ord. 2012-012, 3-13-2012)

8-11-14. ILLUMINATION OF SIGNS.

- A. External. Light sources for externally illuminated signs shall be located, shielded and directed in such a manner that the source is not directly visible from the surrounding property. The use of exposed lighting mounted directly on a sign face is prohibited.
- B. Neon. Signs may be illuminated through the use of tubular lighting (such as neon signs) internal to the sign and filtered by translucent material.
- C. Animated. Except for portions of a sign showing only time or temperature, the use of flashing lights or lights used in messages that change more than eight times per day shall be treated as animated signs and are prohibited.
- D. Prohibited. Off-site and temporary signs shall not be illuminated.

(Ord. 2012-012, 3-13-2012)

8-11-15. REMOVAL OF SIGNS.

- A. Notice. The Code Enforcement Officer may order the removal of any sign erected or maintained in violation of this chapter. The Officer shall prepare a notice which shall describe the sign and specify the violation involved, and which shall state that if the sign is not removed or the violation corrected within 30 days, the sign shall be removed by the Village. Such notice may be mailed by certified mail, or hand delivered, with a return receipt required. Any time period provided in this section shall commence on the date of receipt of the notice, as attested by the date of the return receipt. All costs incurred by the Village in removing such a sign shall be paid by the sign owner.
- B. Signs Not Requiring a Permit. Garage sale signs, real estate signs, political and public issue signs and any other signs not requiring a permit, erected in a public right-of-way, in violation of this chapter shall be considered public property and shall be summarily removed and disposed of. Signs erected or maintained on private property in violation of this chapter shall be subject to a three day notice to remove, under the procedure described in subsection A. of this section.
- C. Emergency. The Code Enforcement Officer may remove a sign immediately and without notice when, in the opinion of the Officer, the condition of the sign or structure is defective or dangerous or the placement of the sign is dangerous so as to present an immediate threat to the safety of the public. Any sign removed shall be at the expense of the owner of the sign or owner of the property and shall become the property of the Village. The sign may be disposed of in any manner deemed appropriate and authorized by state statute.
- D. Abandoned Signs. Abandoned signs shall be removed by the owner or lessee of the premises upon which the sign is located within ten days from the date on which it is determined to be an abandoned sign. If the owner or lessee fails to remove the sign, the designated Village Official shall proceed as set forth in subsection A. of this section. Failure to remove the sign after service of the written notice as described in subsection A. of this section shall be just cause for the Code Enforcement Officer to act as provided in subsection C. of this section.

(Supp. No. 8)

(Ord. 2012-012, 3-13-2012)

8-11-16. PERMIT REQUIREMENTS.

- A. Any sign located within the Village limits shall obtain a permit prior to erection unless it is specifically exempted under Section 8-11-3.
- B. Only those permanent or temporary signs which have been granted a permit by the Code Enforcement Officer in accordance with the provisions of this section may be erected, installed, constructed or maintained, unless specifically exempted or allowed without permit in the previous sections.
- C. Whenever there is a change in user (except off-site advertising signs), owner, or property owner, the new user or owner shall notify the Code Enforcement Officer of the change. No new sign permit is required unless there is modification of the sign face or sign structure.
- D. All applications for permanent sign permits and special use permits must include.
 - 1. Name and address of the applicant.
 - 2. Site plan and sign plan, drawn to scale, showing the location, dimensions, design of the signs(s) requested, as well as the site, building and landscaping and all other signs requiring a permit.
 - 3. Applicable sign permit fee.
- E. All applications for temporary sign permits must include.
 - 1. Name and address of applicant;
 - 2. A description and/or drawing of the proposed sign and its location;
 - 3. Applicable temporary sign deposit, to be refunded upon retirement of the sign.

(Ord. 2012-012, 3-13-2012)

8-11-17. PENALTIES.

Violation of the provisions of this chapter or failure to comply with any of its provisions shall constitute a petty offense with a fine up to \$500.00. Any person who violates this chapter or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$500.00 and costs. Each day the violation continues shall be a separate offense.

(Ord. 2012-012, 3-13-2012)

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To: Village President and the Village Trustees
From: Kenneth Garrett, Building and Zoning Official
Date: June 18, 2026
RE: P&Z Recommendation – Text Amendment to the Sign Code
Board Date: June 24, 2025 at 7:00 p.m.

On June 9, 2026 the Planning and Zoning Committee considered a text amendment to the Village Sign Code. Attached you will find the existing sign code, the proposed sign code and my memo of the significant changes to the code.

After lengthy discussion, the committee recommended approval subject to the following four conditions:

1. 8-11-3 - The committee recommended to add pylon signs to the definition. Currently Pylon Signs are not defined in the Sign Code. Freestanding signs are not allowed in the existing code. A proposed change was to allow freestanding signs. The committee indicated low profile signs were the preferred method of signage i.e., monument signs. The Pylon Sign Version was recommended to address multi-unit signs as in the case of Country Side Mall. The committee did not want to allow Freestanding Signs where the poles are visible.

For reference, the existing sign code definition of freestanding and monument signs are below along with the proposed language for Pylon Signs:

Sign, freestanding. A sign that is attached to, erected on, or supported by some structure (such as a pole, mast, frame or other structure) that is attached to the ground and is not itself an integral part of or attached to a building or other structure. This definition does not include sign, off-premise.

Sign, monument. A sign where the base of the sign structure is on the ground or of a masonry material that is equal or greater to the width of the sign and is supported primarily by an internal structural framework or is integrated into landscaping or other solid structural features other than support poles.

Pylon Sign: A type of ground sign that is where the base is enclosed utilizing material of brick, stone, masonry or other similar material matching the primary building and shall be similar in color and type. The area of the sign base shall be comprised of no less than 50 percent of the sign.

The current sign code limits signage to 150 square feet. If a Pylon sign is approved, we would leave the limit as is and allow for a zoning variance if a business owner or developer wanted to install a sign larger than what is permitted. We would also maintain the current one sign per street frontage. In the event, the property is on a corner, the sign code allows two signs one of each street frontage. My recommendation would be to not allow them any closer than 150 feet to each other.

Service With Integrity

- 2. 8-11-13 Billboard Signs – This was a new section added to the sign code in response to request from larger parcels requesting to advertise off-site signage. The committee felt these signs are too large and recommended to remove this new section.
- 3. 8-11-2 Updated language recommended by the committee outlined in red. This was to allow a business who did not have major street visibility to allow for signage provided the property owner was in agreement. This applies to route 76 and 173.

Except for otherwise provided for in this chapter, signage is only allowed on the property owner’s property and must be for the purpose of that property. Notwithstanding the foregoing, billboards and signage for properties that do not have major arterial street frontage such as route 76 and 173 access may request from an owner who does have major arterial street frontage access permission to install a sign. The number of freestanding/monument signs will then be increased by one for the adjacent property.

- 4. 8-11-5 Committee recommended an edit to the proposed language regarding profane, obscene and other such wording. This was duplicated in two sections with relatively similar language in B and F. These sections will be removed and replaced as indicated below in red. The new language will be the new 8-11-5b

Current Proposed Language under 8-11-5

- B. Any sign containing statements, words, and or pictures which are deemed to be profane or obscene are strictly prohibited.
- F. Signs containing characters, cartoons, statements, works of art or pictures of an obscene, indecent, pornographic, or immoral character.

New Language 8-11-5

Any sign of an obscene, indecent, pornographic, or immoral character is strictly prohibited.

Should you have any questions regarding this report feel free to contact me at your convenience.

Respectfully Submitted,

Kenneth Garrett
 Building and Zoning Official
 Village of Poplar Grove
 847-452-0702

Code -
TITLE VI - PUBLIC WAYS AND PROPERTY
CHAPTER 4. MUNICIPAL PARK

CHAPTER 4. MUNICIPAL PARK

6-4-1. PARK RULES AND REGULATIONS.

It shall be unlawful to:

- 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.
- 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: firearms, airguns, blow guns, bows and arrows, crossbows, spears, or knives (unless specifically authorized by the Village Board).
- I. Throw, cast, lay or place any rubbish, paper, garbage and 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 10:00 p.m. to 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; Ord. 561, 3-11-2002; Amd. Ord. 2016-20, 9-19-2016)

6-4-2. RESERVATIONS, FEES.

- A. Park facilities or a portion thereof may be reserved by contacting a Village Board designee.
- B. The following fees will be charged for reservations:

0 to 25 people	\$ 20.00 deposit	\$10.00 to be returned after inspection
25 to 50 people	\$ 40.00 deposit	\$20.00 to be returned after inspection
50 to 100 people	\$ 50.00 deposit	\$25.00 to be returned after inspection
100 to 200 people	\$100.00 deposit	\$75.00 to be returned after inspection

(Ord. 372, 1981)

6-4-3. PENALTIES.

- A. Eviction. Any person violating any of the provisions of this chapter may be forthwith evicted from Lions Park and other places under the control of the Board.
- B. Penalty. Any person violating any of the provisions of this chapter shall, upon conviction, pay a fine of not less than \$50.00 nor more than \$500.00 to be recovered in any manner and form provided by law.

(Ord. 372, 1981; Amd. 1984 Code)

6-4-4. ESTABLISHMENT OF THE VILLAGE PARK DEPARTMENT.

Pursuant to 65 ILCS 5/11-98-1 the Village of Poplar Grove establishes herein a Parks Department responsible for the establishment care and maintenance of Village parks.

(Ord. 2012-002, 1-9-2012)

6-4-5. STAFF.

The Village President has the authority, with the advice and consent of the Village Board, to hire the appropriate staff necessary to oversee the care and maintenance of Village parks. Such staff will report and duties will be prescribed by the Village President and Village Board.

(Ord. 2012-002, 1-9-2012)

6-4-6. VILLAGE PARK ADVISORY COMMITTEE.

A Park Advisory Committee is hereby established in the Village.

(Ord. 2012-002, 1-9-2012)

6-4-7. COMPOSITION.

The Park Advisory Committee shall consist of a member of the Village Board and four members appointed by the Village President with the advice and consent of the Village Board.

(Ord. 2012-002, 1-9-2012; Amd. Ord. 2012-014, 4-9-2012)

6-4-8. CHAIRMAN, SECRETARY.

The Park Advisory Committee shall elect one of its members to serve as Chairman and one member to serve as secretary.

(Ord. 2012-002, 1-9-2012)

6-4-9. TERMS OF MEMBERS.

The terms of the members shall be four years, staggered so that one members term expires each year.

(Ord. 2012-002, 1-9-2012)

6-4-10. MEETINGS.

The meetings of the Advisory Committee shall be held at times and places as such committee shall determine.

(Ord. 2012-002, 1-9-2012)

6-4-11. RULES AND REGULATIONS OF THE ADVISORY COMMITTEE.

The Advisory Committee shall prescribe rules and regulations for the conduct of its proceedings.

(Ord. 2012-002, 1-9-2012)

6-4-12. GENERAL POWERS AND DUTIES.

The Park Advisory Committee shall have the power and be required to:

- A. Act in an advisory capacity in all matters pertaining to public parks and recreation.
- B. Consider the annual budget of the parks and make recommendations with respect thereto to the Village President and Village Board.
- C. Assist in the planning of parks and recreation program and make recommendations with respect thereto to the Village President and Village Board.
- D. Act on special requests for the special use of any of the public parks or playground facilities.

(Ord. 2012-002, 1-9-2012)



Village of Poplar Grove – Board Meeting Memo

Karri Miller
Village Clerk/Collector

June 24, 2026

Subject:

Review and Update of Chapter 6-4 Municipal Parks Ordinance

1. Background:

Chapter 6-4 of the Village Code governing Municipal Parks was originally adopted in 1981 and has received only limited amendments over the years. The ordinance currently contains regulations related to park usage, reservations, penalties, the Parks Department, and the Park Advisory Committee.

Several provisions no longer reflect current Village operations, park amenities, administrative practices, or community expectations. In addition, portions of the ordinance reference facilities, fees, and committee structures that may no longer be applicable or actively utilized by the Village.

2. Current Status:

Staff has reviewed Chapter 6-4 and identified several areas that warrant discussion and potential revision, including:

- Updating park rules and regulations to apply consistently across all Village-owned parks.
- Revising pet regulations to align with current Dog Park operations and leash requirements.
- Reviewing prohibited activities and updating language to address current public safety concerns.
- Updating reservation procedures and fee structures, which have remained largely unchanged since 1981.
- Reviewing enforcement and penalty provisions.

- Evaluating whether the Parks Department language accurately reflects current operational practices.
- Determining whether the Park Advisory Committee remains necessary and active or if those sections should be repealed.

A comprehensive review would allow the Village to modernize the ordinance and ensure consistency with current policies and practices.

3. Fiscal Impact:

There is no immediate fiscal impact associated with discussing proposed ordinance revisions.

Future amendments to reservation fees or park usage fees may result in increased revenue and may better offset maintenance and operational costs associated with Village parks and facilities.

4. Legal Review (if applicable):

Following Board discussion and direction, the proposed ordinance amendments will be reviewed by Village legal counsel prior to adoption.

Legal review will be particularly important for provisions involving enforcement, penalties, weapons restrictions, alcohol sales, and liability considerations associated with park reservations and special events.

5. Recommendation:

Staff recommends that the Village Board discuss the current Municipal Parks Ordinance and provide direction regarding the preparation of a comprehensive amendment to Chapter 6-4.

Areas for consideration include:

- Modernizing park rules and regulations.
- Updating reservation procedures and fee schedules.
- Strengthening enforcement provisions.
- Updating Parks Department language.
- Reviewing and potentially repealing Sections 6-4-6 through 6-4-12 related to the Park Advisory Committee if the Board determines the committee is no longer necessary.

Upon receiving Board direction, staff and legal counsel will prepare a draft ordinance for future consideration.

6. Supporting Documents (if applicable):

Attached

Not Applicable

Signature:

Karri Miller