



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 17, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from November 19, 2025

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

DEPARTMENT REPORTS

- [2.](#) Engineering, McMahon
- [3.](#) Public Works, Howe
4. Wastewater, Test
- [5.](#) Collector, Miller

UNFINISHED BUSINESS

- [6.](#) Motion to discuss/approve **Resolution 2025-30**, a resolution of the Village of Poplar Grove, Illinois, approving an estimate from Total Environmental Service Technologies,

Inc. to provide services to upgrade lift station equipment and for the installation of SCADA software in the amount of \$176,610.80.

7. Motion to discuss/approve **Ordinance 2025-36**, an ordinance amending Title I, Administration, Chapter 6, Village Officers and Employees, Article A, Village Clerk, Section 1-6A-1, Duties of the Village Clerk, of the Code of Ordinances for the Village of Poplar Grove.

NEW BUSINESS

8. Motion to discuss GIS Presentation.
9. Motion to discuss/approve check disbursement for payments scheduled to be paid December 18, 2025, in the amount of \$68,533.55 in AP checks, \$29,892.10 in EFTs, and estimated payroll of \$30,000.00 for a total of \$128,4253.65.
10. Motion to discuss Neighbors Night budget.
11. Motion to discuss Pyrotecnico firework proposal.
12. Motion to discuss Christmas tree lighting recap.
13. Motion to approve the Winter 2025 Quarterly Newsletter.
14. Motion to discuss moving to a new credit card.
15. Motion to discuss Credit Card policy.
16. Motion to discuss Purchasing Policy.
17. Motion to discuss job descriptions.

GOOD OF THE VILLAGE

Village Hall closed for Christmas Holiday December 24-25, 2025

Village Hall closed for New Year's Holiday December 31, 2025-January 1, 2026

Board of Trustees Meeting - January 14, 2026 - 7:00 pm

BS&A Cloud Update- unable to process any payments January 15, 2025 - January 19, 2025

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

KJM 12/12/2025



To: The Village President and Board of Trustees

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

Re: Engineering Report – November 2025 Activity

Date: December 10, 2025

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

- **South Wastewater Treatment Plant:** Staff is currently in the process of reviewing past agreements to determine if any action is needed on the Village's behalf as a result of the permitted capacity reduction. The documents are voluminous which is the reason behind the lengthy review time.
- **Candlewick Lake Interconnection Agreement:** Aqua Illinois has provided a draft agreement which has been reviewed by our office and was just forwarded the Attorney's Office for final drafting.
- **Sludge Application Permits:** As previously reported, DPW Howe has secured locations for the land application of sludge, and our office is now in the process of preparing the permit applications. We expect to send permit documents to IEPA before the end of the year.
- **Surf Internet:** Surf has recently submitted revised plans for fiber optic internet which were reviewed and returned to Surf for revisions. We continue to work through plan comments, but we have approved one set of plans to date. Surf has not provided a construction start date as of the time of this memo.
- **2025 Pavement Maintenance Program:** The remainder of the work in the field was completed in early November (mostly miscellaneous sidewalk and restoration). Punch list items were also addressed in November. We expect to process the final pay application and closeout paperwork in January.
- **Bel Air North Subdivision:** We are pleased to report that the majority of the public infrastructure (i.e., sanitary sewer, water main, curb/gutter, aggregates and the first lift of pavement) were installed during the month of November. Water main has passed testing protocols, and the contractor is in the process of testing the sanitary sewer mains and manholes. The contractor is also in the process of installing a relatively small amount of "offsite" storm sewer.
- **Frontier Fiber Optic:** Frontier has once again expressed interest in providing fiber optic internet throughout the Village. As of the date of this memo, one plan set has been permitted and nine plan sets have been reviewed and returned to Frontier for revisions. Frontier has not provided a construction start date as of the time of this memo.
- **Geographical Information System (GIS):** GIS is a very powerful tool that can be used to catalog, track and manage municipal assets. Most municipalities only scratch the surface of GIS technology. The Village does not have good, reliable working maps of its water/sewer/storm sewer systems and GIS is the perfect tool to create those maps. There will be a brief GIS presentation to the Board on December 17th.



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 Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargrove-il.gov/>

Public Works Report – November 2025

Parks & Recreation

- Removed tennis/pickleball court nets.
- Installed roofs on port-a-potty enclosures at Mansfield and Sherman Parks.
- Completed final mowing of all properties, roadways, and drainageways.
- Removed port-a-potties for the winter season.

Roads & Infrastructure

- Repaired driveway-apron sinkhole above the sanitary service on State St.
- Removed and replaced a severely damaged sidewalk section in Prairie Green that had been missed during earlier replacement work.
- Sidewalk upgrades will continue annually as part of the Capital Improvement Program.
- Performed Village-wide cold patching.
- Completed Village-wide street sweeping.
- Replaced the remaining non-prismatic stop signs; post replacements will resume in the spring.

Water & Sewer

- Repaired water service on Westergren.
- Completed fire hydrant repair on Sherman.

Facilities & Equipment Repairs

- Completed Village Hall improvements including picture hanging, shelving installation, and new blinds.
- Installed Christmas lighting at Village Hall and State St. hanger decorations.
- Took possession of the 2026 International.
- Towed the 2005 International to Lakeside International for computer diagnostics; once resolved, it will be listed for sale.
- Completed walk-through and renovation estimate for 100 S. State St.
- Conducted electrical repairs at Village Hall and on State St.

Administration & Planning

- Transitioned Trenton Davis to full-time bargaining-unit status.
- Updated the on-call sheet to incorporate the fifth staff member.
- Continued coordination with Comcast on the Village telecommunications upgrade; met regarding easement access for the Countryside lift station and received updated project status.
- Maintained discussions with developers on active and potential projects.
- Continued coordination with New Leaf/Contry on lots in Westergren.
- Met with McMahon regarding potential upgrades to the Village's GIS mapping; this will appear on an upcoming agenda.
- Airport hangar expansion project completed curb and gutter, underground infrastructure, and the first lift of asphalt.
- Continued review of Surf fiber-optic permits; substantial revisions still required.
- Continued review of Frontier fiber-optic permits; substantial revisions still required.

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

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
11/27/2025	CR					
CR Trx #: 130546						
GL Trx #: 52070		0011123000	31-00-1020	CASH IN BANK		
POSTED		0011123000	31-00-1401	ACCOUNTS RECEIVABLE		52.16
					52.16	52.16
					289,631.17	289,631.17
TOTALS:						
		CASH IN BANK	01-00-1020		175,399.32	
		ACCOUNTS RECEIVABLE - OTHER	01-00-1400			1,160.03
		STATE INCOME TAXES	01-00-3100			55,712.40
		STATE USE TAXES	01-00-3101			4,298.40
		STATE TELECOMMUNICATIONS TAX	01-00-3102			3,471.66
		STATE SALES TAXES	01-00-3103			52,913.68
		STATE VIDEO GAMING TAX	01-00-3104			10,234.50
		STATE LOCAL SHARE OF CANNABIS USE	01-00-3106			587.06
		MUNICIPAL UTILITY TAX - NATURAL GA	01-00-3201			3,632.51
		MUNICIPAL TAX MEDIACOM/COMCAST	01-00-3205			8,007.55
		BUILDING PERMIT FEES	01-00-3400			19,200.70
		OTHER LICENSE FEES	01-00-3403			5.83
		RENTS RECEIVED	01-00-3500			75.00
		MISCELLANEOUS REVENUE	01-00-3800			16,000.00
		DONATIONS/CONTRIBUTIONS	01-00-3801			100.00
		MFT CASH IN BANK	20-00-1020		19,205.01	
		MOTOR FUEL TAX	20-00-3120			19,205.01
		CASH IN BANK	31-00-1020		92,240.22	
		CASH IN BANK - BYRON BANK	31-00-1022		2,786.62	
		ACCOUNTS RECEIVABLE - OTHER	31-00-1400			169.95
		ACCOUNTS RECEIVABLE	31-00-1401			91,576.89
		METER & MXU SALES	31-00-3604			3,280.00
GRAND TOTAL:					289,631.17	289,631.17

Collector Monthly Reporting

For November 2025

	Total Cash Receipts
Week 1 - 11/1/25-11/8/25	\$ 25,720.70
Week 2 11/9/25-11/15/25	\$ 198,734.03
Week 3 11/16/25-11/22/25	\$ 58,058.58
Week 4 11/23/25-11/30/25	\$ 7,117.86
TOTAL CASH RECEIPTS	\$ 289,631.17

Month Breakdown of Cash Receipts	
Accounts Receivables - Other	\$ 1,160.03
State Income Taxes	\$ 55,712.40
State Use Taxes	\$ 4,298.40
State Telecommunications Tax	\$ 3,471.66
State Sales Taxes	\$ 52,913.68
State Video Gaming Tax	\$ 10,234.50
Replacement Tax	\$ -
State Local Share of Cannabis Use	\$ 587.06
Municipal Utility Tax - Electrical	\$ -
Municipal Utility Tax - Natural Gas	\$ 3,632.51
Municipal Tax- Mediacom/Comcast	\$ 8,007.55
Filing Fees	\$ -
Building Permit Fees	\$ 19,200.70
Other License Fees	\$ 5.83
Video Gaming Licenses	\$ -
Rents Received	\$ 75.00
Miscellaneous Revenue	\$ 16,000.00
Donations/Contributions	\$ 100.00
Motor Fuel Tax	\$ 19,205.01
Utility Billing Accounts Receivable - Other	\$ 169.95
Utility Billing Accounts Receivable	\$ 91,576.89
Meter & Mxu Sales	\$ 3,280.00
TOTAL	\$ 289,631.17



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COLLECTORS REPORT Month: November 2025

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.

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: _____

Date: _____

TEST Inc.

2323 4th St
Peru, IL 613543214 USA
ebumgarner@testinc.com
www.testinc.com

Item 6.



Estimate

ADDRESS

Poplar Grove
200 North Hill Street PO Box 1
Poplar Grove, IL 61065

ESTIMATE 1026-PLC UPDATED
DATE 12/08/2025
EXPIRATION DATE 01/08/2026

DESCRIPTION		AMOUNT
PLC Services	<p>Poplar Grove North WWTP:</p> <p>Parts: \$110,110.80</p> <p>Programing: \$28,000.00</p> <p>Labor: \$38,500.00</p> <p>- Upgraded PLC for Influent Lift Station. With new fiber to copper converter ethernet switch using existing fiber connection.</p> <p>- New fiber to copper ethernet switch in the main control panel for communications with the influent lift station.</p> <p>- Redundant Allen-Bradley Control Logix Controllers for main control panel (CP-1 Process Control).</p> <p>- Ethernet communications integrated with existing Allen-Bradley Flex I/O. For the following control panels:</p> <ul style="list-style-type: none">o CP-1 Process Control Rack 1 and Rack 2o CP-3 Process Valve SBR 1-2 Rack 1o CP-4 SBR 3-4 Rack 1o Blower Control Panel Rack 1 and Rack2 <p>- New SCADA software (Factory Talk View SE Station) licensed to the city with a perpetual license that allows for all future version upgrades without additional cost. Unlimited displays that will allow the South plant to be added to the SCADA. The SCADA display programing will be done in a way that will be reusable for the future South WWTP upgrades to reduce programing cost for the South WWTP.</p> <p>- Reprograming of the North WWTP automatic controls. The programing will be done in a way that will allow reusable code that can be used for the South WWTP future upgrades. This will reduce the cost of the programing for the South plant.</p> <p>- Labor for installing new equipment and running Ethernet cables between the control panels. Hopefully, we can run the ethernet cables in the existing conduits that are currently being used for the existing communications. This will allow for network testing while keeping the existing controls in place to make the switchover easier. If needed we can use a temporary wireless system and run the ethernet cables after the switchover is made.</p> <p>- Labor for on site startup and testing of the system after programing is ready and parts are installed. On Site training on new SCADA equipment and controls.</p> <p>Warranty information on parts, programing and labor.</p> <ul style="list-style-type: none">• Standard manufacturer warranty will be honored and under terms of manufacture. Allen-Bradley/Rockwell Automation does provide extended warranty for eligible products. Once parts are received Test Inc will fill out product registration forms and submit them to Rockwell for review. Product serial numbers are needed to complete registration forms and apply for the extended warranty. The following parts are likely to qualify for extended warranty: <p>- 1756-PA75</p>	176,610.80

- 1756-A4
- 1756-L72
- 1756-RM2
- 1756-EN2T
- 1756-EN2TR
- 1756-AENTR

• On site support shall begin after hardware installation is completed and initial plant startup is completed. For a period of two (2) months there shall be no additional cost to the Village of Poplar Grove including labor and travel cost.

• Remote support shall begin after hardware installation is completed and initial plant startup is completed. For a period of three (3) months there shall be no additional cost to the Village of Poplar Grove including remote program modifications and troubleshooting. Test Inc will provide a temporary secure remote gateway, at no additional cost, to assist in any programing debugging, changes and troubleshooting. After remote support has ended Test Inc will remove temporary gateway.

Parts included in quote:

Allen-Bradley - 1756-PA75 ControlLogix, 85-265 VAC Power Supply (13 Amp @ 5V) - Qty 2
 Allen-Bradley - 1756-A4 4 Slot ControlLogix Chassis - Qty 2
 Allen-Bradley - 1756-L72 ControlLogix 5570 Controller with 4 MB Memory, USB Port, 4 Character Alpha/Numeric Display. - Qty 2
 Allen-Bradley - 1756-RM2 Redundancy Module - Series B - Qty 2
 Allen-Bradley - 1756-RMC1 Fiber Cable, 1 Meter Qty - 2
 Allen-Bradley - 1756-EN2T EtherNet/IP communication module, 10/100M twisted pair, 128 TCP connections - Series D - Qty 2
 Allen-Bradley - 1756-EN2TR EtherNet/IP communication module, dual port, 10/100M twisted pair, 128 TCP connections - Series C. - Qty 2
 Allen-Bradley - 1783-USP1S4T Stratix 2100, 4 100Mb copper, 1 100Mb SFP slot - Qty 2
 Allen-Bradley - 1794-AENTR 1794 Flex, Flex Ex, Flex XT I/O System, FLEX I/O Dual Port EtherNet/IP Adapter Module - Qty 6
 Allen-Bradley - 1766-L32AWA MicroLogix 1400, 20 digital 120V ac inputs, 12 Relay outputs, 110/240V ac power - Qty 1
 Allen-Bradley - 1762-IF4 4 Channel Current/Voltage Analog Input Module - Qty 1
 Allen-Bradley - 1762-OF4 4 Channel Analog Output Module - Qty 1
 Allen-Bradley - 1606-XLP30E 1606-XLP30E: Compact Power Supply, 24-28V DC, 30 W, 120/240V AC / 85-375V DC Input Voltage - Qty 1
 Allen-Bradley - 1783-USP5T Stratix 2100 , 5 port unmanaged switch - Qty 2
 Allen-Bradley - 9701M-VWSTNBDLT40 FactoryTalk View SE Station Bundle: Unlimited Displays Perpetual with FactoryTalk View SE Station Bundle: Unlimited Displays Perpetual Self support, ESD - Qty 1
 CITEL - DS240S-120/G Surge Protection Device, 120 VAC Single Phase, 40kA, Visual fault indicator and remote contacts - Qty 1
 Smart Sights - Factory Talk Alarms And Events Connector - Qty 1
 Grandstream - UCM6301 VOIP modem for analog line - Qty 1

50% due up acceptance; balance upon completion.

By sign this estimate indicating that you would like to proceed with this project. Parts will be ordered upon signing of this agreement and receipt of 50% deposit

Completion of the project will be between 6-9 months from the date that parts are ordered.

Remit to:
2323 4th St. Peru, IL 61354

TOTAL

\$176,610.80

All remittance advices for electronic payments should be sent to
accounting@testinc.com

Accepted By

Accepted Date

RESOLUTION NUMBER: 2025-30

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING
AN ESTIMATE FROM TOTAL ENVIRONMENTAL SERVICE TECHNOLOGIES,
INC. TO PROVIDE SERVICES TO UPGRADE LIFT STATION EQUIPMENT AND
INSTALLATION OF SCADA SOFTWARE**

WHEREAS, the Village of Poplar Grove (“Village”) has received an estimate from Total Environmental Service Technologies Inc. (“TEST, Inc.”) for lift station equipment updates and SCADA installation services; and

WHEREAS, TEST, Inc. provides contractual operation of Water and Wastewater Systems and located in Peru, Illinois, and is registered to conduct business in the State of Illinois and provides Water and Wastewater System Operation services to municipalities; and

WHEREAS, the Village wishes to accept the estimate from TEST, Inc. which is attached to this Resolution as Exhibit A; and

WHEREAS, TEST, Inc.’s estimate for services to the Village included the cost of parts, programming, and labor, bringing the total for services to \$176,610.80; and

WHEREAS, the price of the estimate from TEST, Inc. includes upgrading PLC for Influent Lift Station, fiber to copper ethernet switch for communications with the influent lift station, New SCADA software license, reprogramming of the North WWTP automatic controls, and various other Water and Wastewater Treatment labor and upgrade needs of the Village; and

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

WHEREAS, the Village has determined that it is in the best interest of its citizens to accept the estimate from TEST, Inc. for its Water and Wastewater management and upgrade services.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby waives the requirement to publicly bid the purchase by a two-thirds majority vote.
3. The Village hereby accepts the quote from TEST, Inc. for lift station equipment update and SCADA installation services in the amount of \$176,610.80.
4. The Village President and Village Clerk are hereby authorized to execute and attest to any document necessary to effectuate the intent set forth in this resolution with TEST, Inc.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A: ESTIMATE FROM TEST, Inc.

ORDINANCE NUMBER: 2025-36

AN ORDINANCE AMENDING TITLE I ADMINISTRATION, CHAPTER 6, VILLAGE OFFICERS AND EMPLOYEES, ARTICLE A, VILLAGE CLERK, SECTION 1-6A-1, DUTIES OF THE VILLAGE CLERK OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

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

WHEREAS, the Village wishes to amend Title I “Administration”, Chapter 6 “Village Officers And Employees”, Article A. “Village Clerk”, Section 1-6A-1 “Duties Of The Village Clerk” of the Code; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve amendments to the Chapter of the Code regarding the duties of the Village Clerk.

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 1-6A-1 of Chapter 6 Village Officers and Employees of Title I Administration, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~striketroughs~~ and new language as **bold and underlined**):

1-6A-1. - DUTIES OF THE VILLAGE CLERK.

A. The duties of the Village Clerk shall include, without limitation, those required by state statute and also include the following.

- (1) Be the custodian of the Village seal and affix its impression on documents whenever required;
- (2) Turn over all monies received on behalf of the Village promptly to the Village Treasurer, together with a statement as to the source of the monies;
- (3) In addition to the record of ordinances, and other records which the Village Clerk is required by statute to keep, the Village Clerk shall keep a register of all licenses and permits issued and payment thereon;
- (4) Keep and maintain a proper index of all documents and records kept by the Village Clerk so that ready access thereto may be had. The Village Clerk shall be the primary person in charge of the recordkeeping system, such as Laserfiche, and, if no recordkeeping system is set up, to establish such recordkeeping system;

- (5) Be the custodian of all documents belonging to the Village which are not assigned to the custody of some other Village Officer;
- (6) Shall attend all regular and special meetings of the Board and all committee meetings, with the exception of any ad hoc subcommittees created by the Board, unless excused therefrom and shall keep, in a secure area, a full and faithful record of all meetings. The Village Clerk, or his or her designee, shall issue notice of all meetings of the Board and its subcommittees, including ad hoc subcommittees;
- (7) Shall deliver to the Board and its committees all petitions, communications, reports, orders, claims and other papers referred to those committees. The Village Clerk shall also deliver to the Village President all ordinances or resolutions which may be required to be approved or acted upon by the Village President;
- ~~(8) Shall be responsible for issuing all process papers for any code enforcement proceeding conducted under this Code, shall be responsible for issuing all Village building permits and other permits, and shall have supervision and control over the Code Enforcement Officer and the Building Official;~~
- ~~(9) Shall countersign or attest all orders or warrants drawn on the treasury and deliver the same when called for, taking a receipt therefor; and~~
- (10) Shall attest all deeds, leases and contracts made by the Board of Trustees, and in conjunction with the Village President, sign all ordinances, bonds, licenses, and orders on the Village Treasurer.

B. Keep Documents In Office. The Village Clerk shall not suffer any record or paper or other instrument of writing to be taken out of his office by any other person than himself. The Village President or a committee appointed by the Board of Trustees and Village President to examine accounts under a penalty of \$50.00 and a further forfeiture of the amount of all damage that accrues by the loss or obliteration of any records or papers of the Village, and should any be lost or obliterated and should the Village President or any committee of examination as aforesaid, suffer any paper or record entrusted to him or them to be lost or damaged or obliterated, he or they shall be responsible for the damage that may accrue by reason of such loss or obliteration.

- 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 _____, 2025

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK



To: The Village President and Board of Trustees

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

Re: Geographical Information System (GIS) Mapping & Data Cataloging

Date: December 10, 2025

As you are aware, the Village lacks comprehensive mapping of its water, sanitary and storm sewer systems. When the need arises to locate/manage infrastructure, staff generally utilizes old improvement plans many of which are either "preliminary" or "design" drawings, as the Village has very few reliable "record" drawings. There have been a few efforts over the years to develop reliable mapping, the last I recall was in 2013 +/- when the Village hired an intern who took a GPS locator into the field and located as many hydrants/valves/manholes/etc. as they could. Those work points were then inserted into a map by Village Staff, water mains were drawn between valve locations, but no other information was catalogued. Staff have found that the maps are unreliable/incomplete, and since the GPS locator had limited accuracy, the maps do not accurately represent the location of assets in the field.

GIS technology has and continues to rapidly develop, and many municipalities are only scratching the surface of the capabilities of GIS especially in the Northern Illinois region. GIS can be a very powerful tool for tracking and managing the Village's assets (assets generally are public infrastructure). Not only can assets be tracked in GIS, but things like snow plowing, zoning, annexation and development agreements, building permits, etc. can be managed in GIS. And, the cost to manage the data within GIS is extremely reasonable as pretty much all of the data is cataloged and managed by Village Staff (not an outside consultant/vendor), and much of the data entry is through smart phones and/or tablets. Additionally, there are low-cost subscription services for the "base map" information that is needed to get a GIS system up and running.

McMahon's role in assisting the Village is to demonstrate what's possible, and then build an Organizational ArcGIS On-Line Account (AGOL). Within the Village's AGOL several GIS applications can be built. Think of an application as a software program for the assets that the Village desires to manage. Each application functions within GIS and consists of several data layers. For example, if the Village wanted to manage fire hydrants as part of its water system, there would be a layer that is devoted specifically to fire hydrants. Each application functions on its own but is part of the overall GIS organization. The cost for McMahon to build the organization is dependent upon the number of applications and layers that are cataloged/tracked within the organization, but a typical range is between \$4,500 and \$6,500 per application.

Sam Pociask manages McMahon's GIS Department, and Sam and myself met w/ Staff a few weeks ago to demonstrate the capabilities of GIS, and to show how many of our municipal clients have implemented GIS to manage their assets. Sam is going to attend the Board Meeting (remotely) and will provide a 10-15 minute presentation to demonstrate some of ways that GIS is being utilized by our municipal clients.

We very much look forward to the opportunity to present the technology to the Board. As always, please do not hesitate to contact me at (815) 636-9590 with any questions in the meantime.

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: 1ST AYD CORPORATION						
889454	12/04/2025	1ST AYD CORPORATION	SHOP SUPPLIES	01-53-4228	386.51	386.51
TOTAL VEN						386.51
VENDOR NAME: ABBY PEST ELIMINATION LLC						
15526	12/04/2025	ABBY PEST ELIMINATION	PEST CONTROL @VILLAGE HALL	01-50-4301	47.00	47.00
15527	12/04/2025	ABBY PEST ELIMINATION	PEST CONTROL @NWWTP	31-75-4301	165.00	165.00
15528	12/04/2025	ABBY PEST ELIMINATION	PEST CONTROL @OLDPWBLDG	01-53-4240	67.00	67.00
15523	12/04/2025	ABBY PEST ELIMINATION	PEST CONTROL @NPWBLDG	01-53-4240	85.00	85.00
TOTAL VEN						364.00
VENDOR NAME: AMAZON CAPITAL SERVICES						
1W9Y-77WJ-G7WD	12/10/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	188.07	188.07
13TK-MXYX-GXPT	12/03/2025	AMAZON.COM	WATER/SEWER REPAIRL	31-70-4301	13.53	27.07
				31-75-4301	13.54	
1GJ1-JXH1-FX4D	12/03/2025	AMAZON.COM	BATTERY ORGANIZER SHOP	01-53-4301	12.99	12.99
TOTAL VEN						228.13
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
21765	12/11/2025	B&F CONSTRUCTION CODE	ADMIN TIME - NOVEMBER 25	01-55-4237	2,600.00	2,600.00
TOTAL VEN						2,600.00
VENDOR NAME: BANDT COMMUNICATIONS, INC.						
271323	12/04/2025	BANDT COMMUNICATIONS,	RADIO FOR SNOW PLOW	01-53-4229	448.00	448.00
TOTAL VEN						448.00
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-094325	12/08/2025	BLAIN'S FARM & FLEET	OIL PUMP/WASHER FLUID	01-53-4226	65.93	65.93
BFF-093385	12/05/2025	BLAIN'S FARM & FLEET	HEATER	01-53-4303	59.19	59.19
BFF-093375	12/06/2025	BLAIN'S FARM & FLEET	DAN'S UNIFORM ALLOWANCE	01-53-4080	107.98	107.98
BFF-093417	12/06/2025	BLAIN'S FARM & FLEET	TRENTON UNIFORM ALLOWANCE	01-53-4080	425.74	425.74
BFF-093259	12/02/2025	BLAIN'S FARM & FLEET	SHOP SUPPLIES	01-53-4228	150.87	150.87
TOTAL VEN						809.71
VENDOR NAME: COMCAST						
8489DEC25	12/05/2025	COMCAST	VH & PW INTERNET, L/S PHONE LINES	01-53-4202	222.90	1,374.36
				31-50-4202	81.93	
				01-50-4202	(1.32)	
				31-50-4202	290.08	
				31-68-4202	81.93	
				31-68-4202	222.51	
				31-68-4202	195.94	
				31-50-4202	280.39	
TOTAL VEN						1,374.36
VENDOR NAME: COMED						
3061267111NOV25	12/03/2025	COMED	MAIN ST L/S	31-75-4204	32.12	32.12
3233830100DEC25	12/09/2025	COMED	WACO L/S	31-75-4204	25.44	25.44
5318627000DEC25	12/09/2025	COMED	COLLECTION L/S	31-79-4204	37.28	37.28
9866415000DEC25	12/10/2025	COMED	WATER TOWER & WELL 3	31-68-4204	1,035.22	1,035.22
7470531222DEC25	12/10/2025	COMED	NWWTP	31-77-4204	5,402.02	5,402.02
9177938000DEC25	12/09/2025	COMED	L/S BULLARD	31-68-4204	104.56	104.56
3172892222DEC25	12/09/2025	COMED	WELL HOUSE 2	31-68-4204	50.85	50.85
0862561222DEC25	12/09/2025	COMED	HARVEST WAY L/S	31-75-4204	180.97	180.97
4653503000DEC25	12/09/2025	COMED	SWWTP METER 1	31-79-4204	15,186.71	15,186.71

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: COMED						
5555323000DEC25	12/09/2025	COMED	WACO WAY C/L/S	31-75-4204	391.47	391.47
7991645000DEC25	12/09/2025	COMED	WELL 5 & 6	31-68-4204	1,665.96	1,665.96
8107661222DEC25	12/02/2025	COMED	WHITING L/S	31-75-4204	100.38	100.38
2994975000DEC25	12/09/2025	COMED	WELL HOUSE #4	31-68-4204	1,194.43	1,194.43
1126462222DEC25	12/09/2025	COMED	WATER TOWER AND PUMP STATION	31-75-4204	120.47	120.47
0622964000DEC25	12/09/2025	COMED	BEAVER L/S	31-75-4204	100.06	100.06
TOTAL VEN						25,627.94
VENDOR NAME: HAMBLOCK FORD LINCOLN						
5056692	11/06/2025	HAMBLOCK FORD LINCOLN	ANTI FREEZE	01-53-4226	27.95	27.95
TOTAL VEN						27.95
VENDOR NAME: HAWKINS, INC.						
5008190	12/05/2025	HAWKINS, INC.	CHEMICALS FOR PLANTS	31-79-4305	5,061.40	5,061.40
TOTAL VEN						5,061.40
VENDOR NAME: HD SUPPLY INC / USA BLUE BOOK						
SCN605158	12/05/2025	USA BLUE BOOK	RETURN OF SUCTION HOSE	31-75-4302	(158.19)	(158.19)
SCN607235	12/08/2025	USA BLUE BOOK	RETURN OF GASKETS	31-75-4302	(22.50)	(22.50)
TOTAL VEN						(180.69)
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
2257459DEC25	12/11/2025	HOME DEPOT CREDIT SER	POWER BROOM -EFT DID NOT POST IN TIME	01-53-4228	5.98	5.98
8621416	12/09/2025	HOME DEPOT CREDIT SER	SHOP SUPPLIES	01-53-4228	125.32	125.32
4903362	12/03/2025	HOME DEPOT CREDIT SER	MIL POWER BROOM	01-53-4228	293.02	293.02
TOTAL VEN						424.32
VENDOR NAME: LAWSON PRODUCTS, INC.						
9313057710	12/10/2025	LAWSON PRODUCTS, INC.	SHOP SUPPLIES	01-53-4302	1,274.19	1,274.19
TOTAL VEN						1,274.19
VENDOR NAME: MCMAHON ASSOCIATES, INC.						
00704757	12/10/2025	MCMAHON ASSOCIATES, I	WESTERGREN DRAINAGE REVIEW	01-55-4212	937.99	937.99
704758	12/10/2025	MCMAHON ASSOCIATES, I	2025 MFT ENGINEERING	20-00-4232	2,038.82	2,038.82
704759	12/10/2025	MCMAHON ASSOCIATES, I	BEL AIR ENGINEERING	01-55-4212	23,294.13	23,294.13
704760	12/10/2025	MCMAHON ASSOCIATES, I	CONCORD CROSSING SUB REVIEW	01-55-4212	651.24	651.24
704761	12/10/2025	MCMAHON ASSOCIATES, I	MCDONALDS ENGINEERING	01-55-4212	525.00	525.00
704762	12/10/2025	MCMAHON ASSOCIATES, I	ENGINEERING - NOVEMBER 2025	01-50-4212	147.00	2,053.17
				01-55-4212	961.17	
				01-55-4212	945.00	
TOTAL VEN						29,500.35
VENDOR NAME: MICROSOFT ONLINE SERVICES						
E0300YARFW	11/29/2025	MICROSOFT CORPORATION	ONLINE SERVICES EMAIL	01-50-4214	80.00	80.00
TOTAL VEN						80.00
VENDOR NAME: MONROE TRUCK EQUIPMENT, INC.						
64304	12/08/2025	MONROE TRUCK EQUIPMEN	PLOW TRUCK PARTS	01-53-4229	3,153.23	3,153.23
64311	12/09/2025	MONROE TRUCK EQUIPMEN	PLOW BOLTS/WASHERS	01-53-4229	156.50	156.50
TOTAL VEN						3,309.73
VENDOR NAME: MORTON SALT, INC.						
5403872982	12/03/2025	MORTON SALT, INC.	47,780 LBS OF SALT	01-53-4304	1,844.07	1,844.07
530387719	12/04/2025	MORTON SALT, INC.	38,400 LBS OF SALT	01-53-4304	1,482.05	1,482.05
5403897089	12/11/2025	MORTON SALT, INC.	147,000 LBS OF SALT	01-53-4304	5,673.47	5,673.47

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: MORTON SALT, INC.						
5403897088	12/11/2025	MORTON SALT, INC.	95,580 LBS OF SALT	01-53-4304	3,688.91	3,688.91
TOTAL VEN						12,688.50
VENDOR NAME: MR. GOODWATER						
25265	12/01/2025	MR. GOODWATER	WATER FOR PW AND VH	01-50-4302	8.00	183.22
				01-53-4302	8.00	
				01-53-4302	33.68	
				01-50-4302	133.54	
TOTAL VEN						183.22
VENDOR NAME: NAPA AUTO PARTS						
434881	12/02/2025	NAPA AUTO PARTS	ELECTRICAL CONNECTOR	01-53-4226	18.99	18.99
TOTAL VEN						18.99
VENDOR NAME: NICOR GAS						
7287847237	DEC25 12/09/2025	NICOR GAS	NWWTP	31-77-4204	275.30	275.30
4959961969	DEC25 12/09/2025	NICOR GAS	PW BUILDING	01-53-4204	589.98	589.98
3185732000	DEC25 12/09/2025	NICOR GAS	WELL HOUSE 2	31-68-4204	146.24	146.24
3013940102	DEC25 12/09/2025	NICOR GAS	WELL HOUSE 4	31-68-4204	146.24	146.24
7725421552	NOV25 11/17/2025	NICOR GAS	L/S & WATER TOWER	31-68-4204	57.92	57.92
2240920774	DEC25 12/09/2025	NICOR GAS	SWWTP	31-79-4204	1,009.39	1,009.39
1703442550	DEC25 12/09/2025	NICOR GAS	HARVEST WAY L/S	31-75-4204	160.41	160.41
TOTAL VEN						2,385.48
VENDOR NAME: O'REILLY AUTO PARTS						
4384242675	10/03/2025	O'REILLY AUTO PARTS	AIR FILTERS	01-53-4226	47.24	47.24
4384242678	10/03/2025	O'REILLY AUTO PARTS	OIL FILTERS	01-53-4226	65.45	65.45
TOTAL VEN						112.69
VENDOR NAME: P.C. TECH 2 U						
22045	10/14/2025	P.C. TECH 2 U	PW IT	01-53-4240	300.00	300.00
TOTAL VEN						300.00
VENDOR NAME: R.J. DANIELS FUEL & TIRE						
418278	12/08/2025	R.J. DANIELS FUEL & T	TDMS SENSORS 19 CHEVY	01-53-4226	276.75	276.75
417671	11/25/2025	R.J. DANIELS FUEL & T	1 TON TIRES	01-53-4226	1,894.28	1,894.28
TOTAL VEN						2,171.03
VENDOR NAME: RED WING BUSINESS ADVANTAGE ACCT.						
2624132	11/23/2025	RED WING BUSINESS ADV	TRENTON BOOTS	01-53-4080	233.94	233.94
TOTAL VEN						233.94
VENDOR NAME: REGION 1 PLANNING COUNCIL						
FY26-COG-0139	11/21/2025	REGION 1 PLANNING COU	NORTH COG LUNCHEON-VP	01-50-4205	75.00	75.00
TOTAL VEN						75.00
VENDOR NAME: SABEL MECHANICAL LLC.						
250966	12/05/2025	SABEL MECHANICAL LLC.	SWWTP PUMP	31-75-4930	4,126.33	4,126.33
TOTAL VEN						4,126.33
VENDOR NAME: SCOTT'S RV, TRUCK & AUTO REPAIR						
96768	12/04/2025	SCOTT'S RV, TRUCK & A	BOSS PLOW WIRING HARNESS REPLACEMENT	01-53-4229	169.58	169.58
TOTAL VEN						169.58

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: TILFORD'S AUTO & TRUCK SERVICE						
2541085	11/18/2025	TILFORD'S AUTO & TRUC	TOW OF 2005 INTERNATIONAL	01-53-4226	500.00	500.00
TOTAL VEN						500.00
VENDOR NAME: TREVI PAY						
630FCEFB	12/04/2025	TREVI PAY	AIRFORECE CUTTER	01-53-4302	1,999.99	1,999.99
TOTAL VEN						1,999.99
VENDOR NAME: VORTEX TECHNOLOGIES INC						
7246	12/04/2025	VORTEX TECHNOLOGIES I	SWWTP CALIBRATION	31-79-4240	2,125.00	2,125.00
TOTAL VEN						2,125.00
GRAND TOTAL:						98,425.65

Date Updated: 12.12.2025

Dec-25

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date		Total by Type
	Check Run #1	Check Run #2	
AP Checks	\$64,314.96	\$68,533.55	\$132,848.51
EFTS (ACH)	\$35,060.88	\$29,892.10	\$64,952.98
Payroll	\$24,559.33	\$30,000.00	\$54,559.33
Insurance	\$19,989.04	\$0.00	\$19,989.04
Total	\$143,924.21	\$128,425.65	\$272,349.86

end of year comp payout

Specific Breakout:	Actual	for the month paid	Estimate	Additional	Total by Type
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Total	\$0.00	\$0.00	\$0.00
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FINAL NUMBERS			
Monthly Approvals	November 2025 Final Numbers		
	Requested	Actual	Difference
AP Checks	\$742,978.09	\$799,424.23	\$56,446.14
EFTS (ACH)	\$58,276.07	\$58,276.07	\$0.00
Payroll	\$42,449.91	\$42,046.16	-\$403.75
Insurance	\$23,282.08	\$23,282.08	\$0.00
Total	\$866,986.15	\$923,028.54	\$56,042.39

ICRMT Payment

Specific Breakout:	Requested	Actual	Difference
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Event Name: Neighbors Night
Event Date: Saturday June 13th, 2026
Event Location: Village Hall
Actual

Budget \$ 23,500.00

INCOME SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
Village of Poplar Grove Budget Allowance		\$ 23,500.00	\$ -		
Sponsor		\$ -	\$ -		
Sponsor		\$ -	\$ -		
Sponsor		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
Total Income		\$ 23,500.00	\$ -	\$ -	\$ -

EXPENSE SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
Fireworks	Entertainment	\$ 17,500.00	\$ -		
Obstacle Course & Bounce House	Entertainment	\$ 1,600.00	\$ -		
DJ	Entertainment	\$ 1,000.00	\$ -		
Petting Zoo	Entertainment	\$ -	\$ -		
Outside Games	Entertainment	\$ 600.00	\$ -		
Activities	Entertainment	\$ 500.00	\$ -		
Facepainting	Entertainment	\$ 450.00	\$ -		
FB Marketing	Marketing	\$ 75.00	\$ -		
Boone County Shopper Ad	Marketing	\$ 675.00	\$ -		
Directional Signage	Marketing	\$ 450.00	\$ -		
Sponsorship Signage	Marketing	\$ 300.00	\$ -		
Popcorn Supplies	Food	\$ 300.00	\$ -		
Total Expenses		\$ 23,450.00	\$ -	\$ -	\$ -

Net Income		\$ 50.00	\$ -	\$ -	\$ -
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Village of Poplar Grove, IL
June 13, 2026
Neighbors' Fest Fireworks



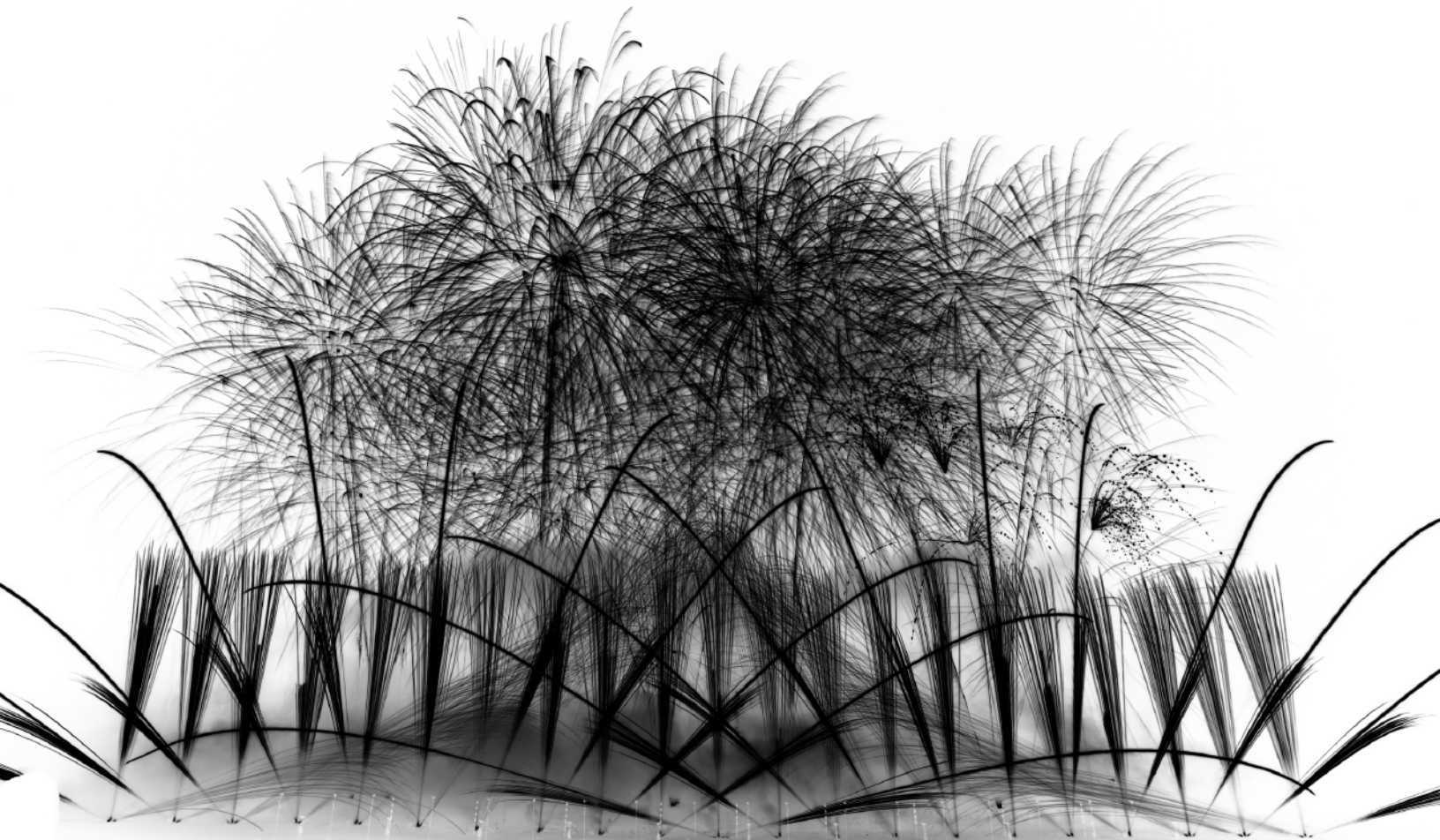


OUR CORE VALUES

We produce each show with tireless dedication. We treat each employee, supplier, and regulator with respect. Individual and team initiative drives our company. Imaginative people are the core of our success. Insuring safety is our top priority. Great performances are our passion.

WHAT THIS MEANS FOR YOUR EVENT

You have a vision for your event and Pyrotecnico will work tirelessly to design a spectacular display to match that vision. Our staff has an unrivaled passion for what we do and that results in superior customer service, advanced display designs, and safe certified/licensed pyrotechnicians for your event.





OPTION A - 15 Minute Duration:

1,100	1-inch Assorted Aerial Shells
284	2-inch Assorted Aerial Shells
620	2.5-inch Assorted Aerial Shells
155	3-inch Assorted Aerial Shells
61	4-inch Assorted Aerial Shells

\$20,000.00 Total Budget



OPTION B - 15 Minute Duration:

940	1-inch Assorted Aerial Shells
248	2-inch Assorted Aerial Shells
525	2.5-inch Assorted Aerial Shells
135	3-inch Assorted Aerial Shells
52	4-inch Assorted Aerial Shells

\$17,500 Total Budget



OPTION C - 15 Minute Duration:

815	1-inch Assorted Aerial Shells
212	2-inch Assorted Aerial Shells
464	2.5-inch Assorted Aerial Shells
115	3-inch Assorted Aerial Shells
52	4-inch Assorted Aerial Shells

\$15,000 Total Budget

YOUR SHOW

We take pride in our ability to “layer” the sky with vivid surprises at varying heights and widths, painting the entire sky into beautiful scenes of color. Your show will be unique and precise, with a timeline that will include an opening mini-finale of bursts to kick off the display, followed by a body filled with unique scenes and special effect barrages, and concluding with a grand finale that will light up the sky like nothing your audience has ever seen!



- *Maximum shell heights will vary for each individual display.
- On average, shells will reach 100' of elevation for every inch in shell diameter.
(Example: 2" shells will reach approximately 200' in elevation.)



AMPLIFYING EXCITEMENT SINCE 1889

UNMATCHED INNOVATION

Imaginative people are the core of our success, and our creative team is constantly raising the bar and scouring the globe for new technologies. You can rest assured that your display will be innovative and unforgettable in every aspect.

AWARD-WINNING DISPLAY DESIGN

Our creative team has won many international awards for our unique choreography and impeccable synchronicity, including the coveted Gold Jupiter award among others.

EXCEPTIONAL TEAM

Our exceptional team will ensure that every aspect of your show is completely taken care of from permitting and safety regulations to show execution and clean up, so you can sit back and enjoy the time leading up to your exciting event. We will have the details under control every step of the way.

125 YEARS EXPERIENCE

We are bringing 125 years of experience to the table, giving us the knowledge and ability to use the absolute best technology, techniques, and the most innovative products with the utmost safety. We have lived and breathed fireworks and special effects for 125 years, and we will see your show through from concept to clean up.





THANK YOU

Thank you for the time and consideration that you have given us.

We recognize that your standards of excellence must be matched by the vendors that you select for any event. We are honored to have this opportunity to accomplish something spectacular for your organization, and will always strive to exceed expectations.

Pyrotecnico will work tirelessly throughout this process to ensure that every element of the program runs smoothly. From permitting and license paperwork, to design and choreography, to the safe operation of your display, we will endeavor to provide peace-of-mind throughout our partnership.

Thank you again and we look forward to hearing from you very soon.

Riley Pakosz | Account Manager
219.393.9082 (Mobile)
rpakosz@pyrotecnico.com (Email)



Event Name: Christmas Tree Lighting **Budget** \$7,500
Event Date: 22-Nov-25
Event Location: Village Hall
Date Updated: 12.5.25

INCOME SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
Village of Poplar Grove Budget Allowance		\$ 5,000.00	\$ 5,000.00		
Grant Funds - ComEd		\$ 2,500.00	\$ -		
Comcast Sponsorship - Decorations & Carriage		\$ -	\$ 1,000.00		
Joe Sosnowski - Cooca Sponsor		\$ -	\$ 100.00		
Marengo Disposal - Hot Dogs, Buns, Ketchup, Mustard		\$ -	\$ -	\$ 600.00	
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
Total Income		\$ 7,500.00	\$ 6,100.00	\$ 600.00	\$ -

EXPENSE SUMMARY:

Name	Activity Description	Proposed	Actual	\$ In-Kind	\$ Total
Horse Drawn Carriages	Entertainment	\$ 750.00	\$ 750.00		
Santa Clause	Entertainment	\$ 225.00	\$ 250.00		
Food & Supplies	Entertainment	\$ 450.00	\$ 654.79	\$ 600.00	
Activities Supplies	Entertainment	\$ 275.00	\$ 682.50		
Lift Rental to Decorate Tree & State Street	Entertainment	\$ 1,525.00	\$ 1,021.77		
Decorations & Supplies	Entertainment	\$ 275.00	\$ 710.23		
Facepainting	Entertainment	\$ 400.00	\$ 200.00		
FB Marketing	Marketing	\$ 75.00	\$ 69.17		
Boone County Shopper Ad	Marketing	\$ 950.00	\$ 954.75		
Sponsorship Signage	Marketing	\$ 150.00	\$ 100.50		
Outdoor Décor & Lighting	Décor	\$ 2,405.00	\$ -		
Total Expenses		\$ 7,480.00	\$ 5,393.71	\$ 600.00	\$ -

Net Income	\$ 20.00	\$ 706.29	\$ 600.00	\$ -
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Village of Poplar Grove



Item 13.

Project Status

- **MFT Road Project:** Titleist & Hogan Court completed.
- **Manhole Repairs** in Ravenscrest, Bennette's Crossing, & Bel-Air
- **Sidewalk Repairs** in Old Town & Prairie Green
- Staff Attended APWA Snow Plow Rodeo.



Quick Notes from Staff



Dog Tags for use of the Village Dog Park expire Dec. 31st. New tags are available for purchase in the office. <https://www.poplargrove-il.gov/parks/page/poplar-grove-dog-park>



Please be aware of **Snow Emergency** Orders this winter and move your vehicles accordingly.



Go **PAPERLESS** with your Water Bill! Sign Up here: <https://www.poplargrove-il.gov/publicworks/page/paperless-billing-form>

Upcoming Events

Wednesday December 31, 2025 Vintage Wings & Wheels Museum is hosting a New Years Celebration from 7pm - 10pm at 5151 Orth Road, Poplar Grove, IL 61065

REMINDERS

The Village Offices will be closed for the Christmas Holiday on Wednesday December 24th and Thursday December 25th.

The Village Offices will be closed for the New Year's Holiday on Wednesday December 31st and Thursday January 1st.

The office will **NOT** be able to process any payments Thursday January 15th, Friday January 16th & Monday January 19th.

“Kindness is like snow- it beautifies everything it covers.”

~ Kahill Gibra

Business Spotlight

Ocello's Pizzeria & Italian Restaurant

We are excited for the opening of this new restaurant in Poplar Grove. Featuring a wide variety of specialty combo pizzas and authentic Italian dishes. The Ocello family is focused on quality food, friendly customer service, and a team that can provide for the community.



MON: CLOSED

TUES-THUR: 11:00 am - 9:00 pm

FRI & SAT: 11:00 am - 10:00 pm

SUN: 11:00 am - 9:00 pm

Location: 13555 IL Route 76

Poplar Grove, IL

Contact: 815-765-4444

ocellospizzeria@gmail.com

NEW: Business Directory

The Community Communications Committee has been developing a business directory to support our local businesses, non-profit organizations, and social clubs.



Last Quarter Events



The Village of Poplar Grove hosted their 12th Annual Christmas Tree Lighting event on Saturday Nov. 22nd featuring Santa, Carriage Rides, face painting, carolers, crafts for the kids, food & beverages, and a whole lot of community! It was one of the most attended Christmas Lightings.

THANK YOU!

Upcoming Meetings at Village Hall

Dec. 10th - Village Board Meeting 7pm

Dec. 17th - Village Board Meeting 7pm

Jan. 14th - Village Board Meeting 7pm

TBD - Planning & Zoning 6pm

Jan. 28th - Village Board Meeting 7pm

TBD - Planning & Zoning 6pm

Feb. 11th - Village Board Meeting 7pm

Feb. 25th - Village Board Meeting 7pm

Agendas & Packet
Information:

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



History

Blast from the Past:

Poplar Grove Severe Winter Weather

1842-Oct. 6 Snow began to fall, continuing for 2-3 days until it had attained a depth of more than 2 feet. Stage coaches stopped running from Chicago to Galena. Four-horse sleighs were being used.

1870-Jan. 16 A heavy thunderstorm and the next day it was 10 degrees below

1871-Heavy snowstorm in early January. Stops train for several days, 18 inches fell.

1978-Jan. 25 The Great Blizzard of '78. Northern Illinois received 20 inches of snow in three days.

2008-Jan. 7 An unseasonably warm weather brought a powerful EF-3 tornado (63 degrees)



Digital Account Management

Business Credit Cards

Available to Authorized Officers (AO) and employee cardmembers



Mobile App

- Make/edit payment
- Set up Auto Pay
- Establish travel notifications
- Manage alerts
- View transactions
- Manage Employee Accounts (AO only)
- Lock/Unlock card

Simple: The mobile app and myaccountaccess.com allow you to access your account wherever it's convenient for you

Get Started: Download the free Elan Credit Card mobile app¹ from the Apple Store or Google Play Store

myaccountaccess.com

24/7 Access

- View balances, transactions and statements
- View Annual Account Summary and Spend Analysis
- Manage employee accounts (AO only)
- Establish travel notifications
- Make/edit payments
- Set up Auto Pay
- Review/redeem rewards
- Set up account alerts
- Lock/Unlock card

Get Started: To enroll, visit myaccountaccess.com. Select **Enroll**, complete the required fields and then **Submit**



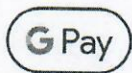
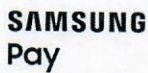
Mobile Wallet

Simple: Just snap a photo to add your card to your payments app, then authenticate

Safe: Your card information is encrypted and never shared with retailers

Convenient: Checkout is easy and fast – just tap and go at millions of merchants

Get Started: Open the payments app on your phone, add your card to your device (just snap a photo), verify your card information; or learn more by visiting www.myaccountaccess.com/digitalwallet



Alerts

Account Alert Options

- Balance alerts
- Statement and payment alerts
- Transaction alerts

Security Alert Options

- Changes to:
 - Profile
 - Online account access login
 - Credit card activation

Fraud Alert Options

- Two-way text alert:
Potential Fraud: Block placed on card until you approve transaction through text message²

Get Started:

Log in to myaccountaccess.com or the mobile app, choose **Alerts** from the menu and select the alerts you wish to establish

¹ This mobile app is free to download. Your mobile carrier may charge access fees depending on your individual plan. Web access is needed to use the mobile app. Check with your carrier for specific fees and charges. Some mobile features may require additional online setup.

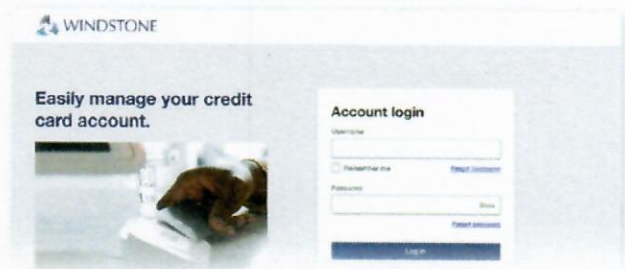
² For text messages, you may be charged access fees by your carrier dependent upon your personal plan. Check with your carrier for details on specific fees and charges. The Apple Logo is a trademark of Apple Inc., registered in the U.S. and other countries | The Android logo is a trademark of Google, Inc | © Samsung Pay is a trademark or registered trademark of Samsung Electronics Co., Ltd. Use only in accordance with law | © 2017 Fitbit Inc. All rights reserved. Fitbit and Fitbit Pay are trademarks of Fitbit, Inc. in the United States and other countries. | Garmin Pay is a trademark of Garmin Ltd. or its subsidiaries.

Business Online Account Management

This comprehensive account management site offers tips and information throughout, providing all the tools cardmembers need to maximize card features and benefits, and manage employee cards. The site empowers cardmembers to easily navigate features such as transactions and statements, alerts and notifications, lock/unlock card, spend analysis and much more.

Account login

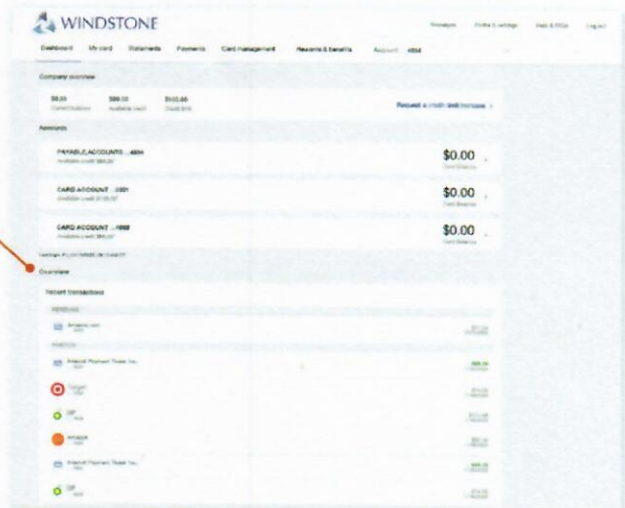
Account login offers cardmembers enhanced verification using Transmit Security and multi-factor authentication.



Dashboard

The **Dashboard** tab is available to Account Owners (AOs).

This tab allows them to view aggregate account balances with a combined ledger of recent transactions, as well as a dropdown menu next to the **Rewards & benefits** tab, which allows the administrator to switch between each account's detailed view.



continued on next page >>>

My card

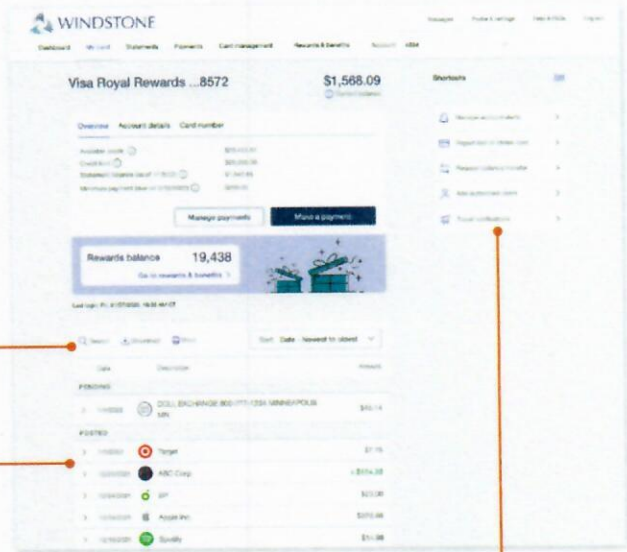
The **My card** tab gives cardmembers a clear, concise overview of their card, including:

- Available credit
- Credit limit
- Most recent statement balance
- Minimum payment due
- Due date

Cardmembers can search for specific transactions (up to 18 months of history) using keyword, transaction type, and date range.

The Activity section displays transactions with merchant logos and location details (where available).

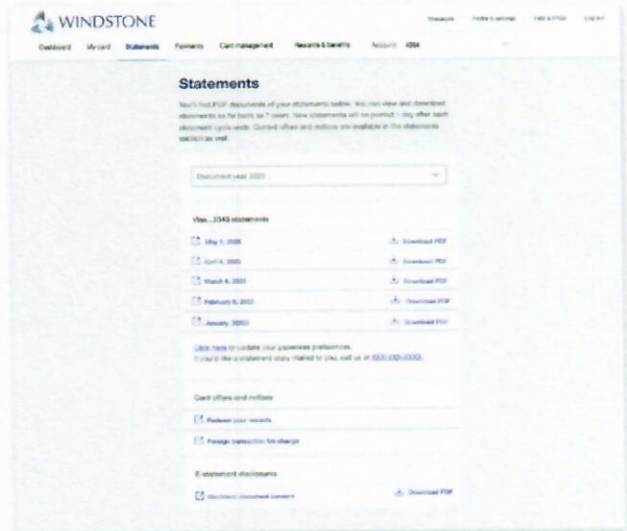
Along the right-hand side of the page, cardmembers can edit shortcuts to features or tasks they use frequently.



Statements

In the **Statements** tab, cardmembers can:

- Access up to seven years of statement history
- View and download PDFs
- Update paperless preferences to receive electronic statements
- Review offers, notifications and disclosures

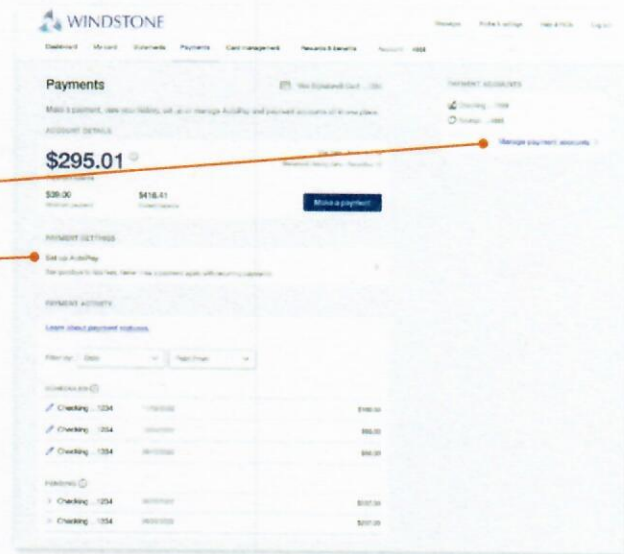


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Payments

The **Payments** tab provides cardmembers with account management tools such as:

- Easy-to-navigate calls to action
- Links to make payments
- Manage accounts by renaming as needed
- Useful filters
- Prominent link to set up AutoPay



Card management

The **Card management** tab is a one-stop shop for accessing tools and features such as:

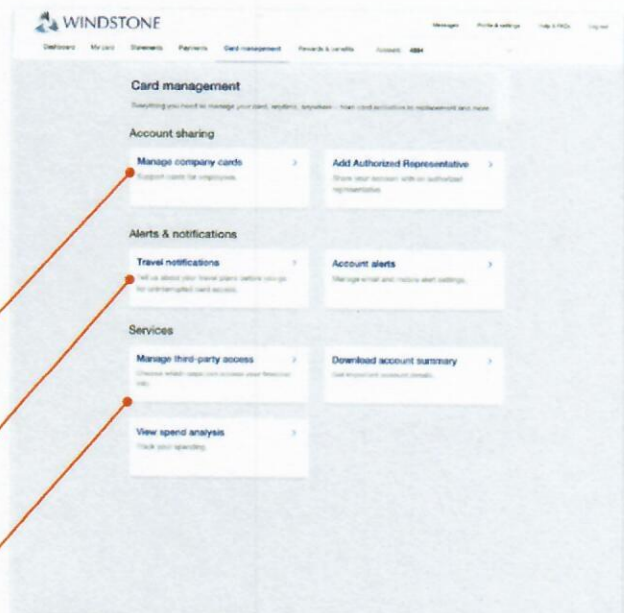
- Download account summary
- Card security
- Account sharing
- New cards
- Management of payment methods, notifications, Money Tracker and more

AOs can manage employee cards and appoint an Authorized Representative.

Cardmembers can activate their card when it arrives, utilize enhanced card security with the lock/unlock feature, and report their card lost or stolen if needed.

This tab also allows the cardmember to alert your financial institution that they'll be traveling.

Cardmembers can also make service requests, including: credit limit increases, balance transfers, or convenience checks. Account management tools give cardmembers the ability to view the account summary, track spending, and control permissions for apps that access a cardmember's financial information.

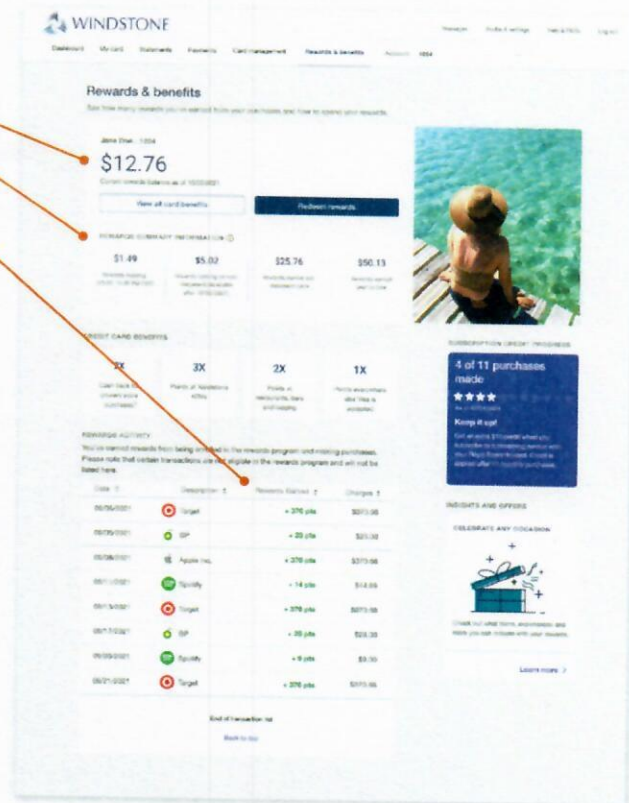


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Rewards & benefits

The **Rewards & benefits** tab highlights the value of their card rewards, with:

- Current rewards balance
- Recap of rewards earned during previous and current cycle and YTD total
- Rewards earned and redeemed on each net purchase






New Business Cards

From Alicia Schofield <aschofield@solutions.bank>

Date Mon 11/3/2025 2:42 PM

To Kristi Richardson <KRichardson@villageofpoplargrove.com>

 2 attachments (1 MB)

Digital Online Access Management.pdf; Business Online Management.pdf;

Hi Kristi,

The time is finally here!!! We are going to go live with our business credit cards on **November 6, 2025**.

We have a new one specifically for nonprofits and municipalities. It is called the CommUNITY Visa Card.

The benefits of this card are the following:

- Earn 1X Points for every \$1 spent on eligible purchases.
- You have 3 years to redeem points on: Merchandise, Gift Cards, Travel, Cash back as credit to your account at Solutions Bank.
- You can choose to get additional rewards for a \$99 annual fee.
- Centralized way to see, control and generate reporting
- Do have to provide 501c3 or 501c4 documents
- You can add up to 10 employee cardmembers on the account- provides online tools to control when, where, and how the employee uses the card. Employees do not have credit pulsed and have no liability to the account.
- Choose billing method- combined billing- sends all card charges for all employees on one central invoice or individual billing for each cardholder.

I have attached an Account Management Guide for different options you can access the cards and reports. I also attached what the Online Management site looks like as well.

If you are interested or have any questions, please do not hesitate to contact me and I can help you through this process!

I truly appreciate your patience as we worked through this new and exciting product.

Sincere Thanks,

Alicia Schofield
Relationship Banker

Freeport. IL 61032
Main: 815-235-2711
Direct: (815) 650-2794



For the fastest response to your banking questions, please email
businessonline@solutions.bank.

Messages sent to individual staff members may be delayed if team members are out of the office.

We want to ensure you receive the best banking experience possible. Thank you for helping us deliver the reliable support you deserve!

Visit us online at [Solutions.Bank](https://www.solutions.bank)

The advertisement for Goalsetter is set against a blue background. On the left, the Goalsetter logo (an owl icon) is followed by the text "goalsetter®" and "helps families raise financially smart kids." Below this is a bulleted list: "Savings goals", "Fun financial quizzes for all ages", and "Parent-controlled debit card." To the right is a black debit card with the Solutions Bank logo, a chip, and the word "debit". The card displays "€ A \$ H O L A" in large, colorful letters. At the bottom right is a yellow button with the text "LEARN MORE." and a hand icon pointing at it.

Village of Poplar Grove
Purchasing Credit Card Usage Policy
Adopted by the Board of Trustees on _____

I. Overview

The Village of Poplar Grove recognizes that the effective and timely procurement of goods and services is essential to operations. This policy establishes uniform procedures and accountability for purchases by way of the Village's purchasing credit card (PCard) program. The Village reserves the right to amend this policy by approval of the Board of Trustees.

II. Purpose

This policy is intended to:

- Establish clear and consistent purchasing procedures when obtaining goods and services via the Village's purchasing credit card.
 - Designate and identify which employees may be authorized purchasing card holders.
 - Enable designated employees to obtain goods and services promptly.
 - Outline responsibilities and limitations for the use of Village purchasing cards.
 - Safeguard public funds through responsible purchasing credit card practices, general purchasing protocols and internal controls. (See purchasing policy).
-

III. Scope

This policy applies to all Village departments, employees, and elected officials involved in the procurement of goods or services by way of the Village's purchasing Credit Card on behalf of the Village.

IV. Village Purchasing Credit Card Program (PCard) Usage

A. Authorized Uses

- Purchases within established cardholder limits.
- Travel-related expenses for official business.

- Vendor payments where open accounts are not practical or available.
- Require online payment or do not offer net billing.

B. Issuance

The following individuals are authorized to make purchases and use Village purchasing credit cards, subject to policy limits:

- Village President
- Village Clerk
- Department Heads (e.g., Public Works Supervisor, Village Treasurer)

No other employees may make purchases or use Village funds without written authorization from a Department Head or a majority of the Village Board.

- Cards are issued to approved personnel upon signing a Cardholder Agreement.
- Each card issued to an authorized purchaser will reflect a unique card number.
- All issued cards will be reflected on a single monthly statement.
- Cards remain Village property and must only be used for authorized Village expenses.
- Cards must be kept secure and reported immediately if lost or stolen.

C. Prohibited Uses

- Personal expenses (even with reimbursement intent)
- Cash advances or gift cards.
- Entertainment, alcohol, or tobacco.
- Purchases requiring Board or bid approval.
- Serial splitting of purchases to circumvent limits.
- Use with vendors where the Village has open accounts (unless authorized).

E. Transaction Procedures

- Obtain and retain all original itemized receipts.
- Submit receipts with invoice or AP batch within **5 days** of monthly statement receipt.
- Invoices that accompany credit card receipts should contain the following:

- Purchase Date
- Vendor Name and address
- Ship-to information or pickup information
- Quantity and description of goods/services
- Requesting employee's signature
- Resolve any disputes or return requests directly with vendors.

F. Spending Limits (See Purchasing Policy)

- Authorized purchase up to **\$2,500** per can be made in the open market with approval from the Department Head.
- Purchases exceeding \$2,500 require 3 quotes and the approval of the Village President and Village Treasurer.
- These limits apply to purchasing card transactions and may only be exceeded in emergencies.
- Limits may be increased upon written request and Board approval.

G. Reimbursements

- Out-of-pocket purchases require a completed reimbursement form and original itemized receipt.
- Receipts must be free of visible credit card information (black out any card numbers).
- Reimbursements are subject to review and approval by the Department Head, Finance Department, or the Village President.
- Refer to the Petty Cash Policy for small reimbursements.

H. Lost or Stolen Cards

Report immediately to:

- **Credit Card Administrator** during business hours
- [REDACTED] after hours

V. Termination of Employment or Card Use

Upon separation from employment or reassignment:

- The cardholder must return their PCard to their Department Head.
 - The Department Head will notify Finance to cancel the card immediately.
-

VI. Compliance and Enforcement

- Misuse of the purchasing system or PCard may result in disciplinary action, up to termination and legal action.
 - The Finance Department and Village Board will periodically review purchasing activity for compliance.
-

Attachments:

- Tax Exempt Certificate (Available from the Clerk)
 - Village PCard Cardholder Agreement
-

Village of Poplar Grove Purchasing Cardholder Agreement

This Agreement outlines the responsibilities of employees and officials who are issued a Village of Poplar Grove Purchasing Card (PCard). The purpose of the PCard is to facilitate the efficient procurement of goods and services for official Village business.

1. Acknowledgment

I, _____ (Print Name), acknowledge that I have received, read, and understand the Village of Poplar Grove Purchasing and Purchasing Card Policy and agree to abide by all procedures, requirements, and restrictions outlined in that policy.

2. Authorized Use

I understand and agree that:

- The PCard is to be used **only for authorized Village business**.
 - The PCard may **not** be used for **personal purchases** under any circumstances.
 - I am the **only authorized user** of the card issued in my name.
 - Any misuse or unauthorized use of the PCard may result in disciplinary action, including revocation of the card, reimbursement to the Village, termination of employment, and/or legal action.
-

3. Spending Limits and Restrictions

I acknowledge that:

- The monthly and per-transaction spending limits on my card are set by the Village Finance Department and may be changed with Board approval.
 - I am prohibited from splitting purchases to bypass transaction limits.
 - I may not use the card to purchase gift cards, alcohol, tobacco, personal items, or any other restricted items as listed in the Purchasing and PCard Policy.
 - I am not to use the PCard with vendors who accept Village purchase orders, unless explicitly authorized.
-

4. Documentation and Reconciliation

I agree to:

- Obtain and submit all original, itemized receipts for every transaction.
 - Submit all documentation to the Treasurer or Finance Department within **5 business days** of the transaction or monthly statement issuance.
 - Report any lost receipts, billing discrepancies, or suspected fraud immediately.
-

5. Lost or Stolen Card

If my PCard is lost or stolen, I will:

- Notify the Credit Card Administrator immediately during business hours.
 - Contact the card provider (_____) after hours or on weekends.
-

6. Termination of Card Use

I understand that:

- Upon termination of employment or reassignment, I must return the PCard to my Department Head or the Finance Department.
 - The Village reserves the right to cancel my PCard at any time for any reason deemed appropriate by management or the Board of Trustees.
-

7. Liability

I understand that:

- I am personally responsible for repaying the Village for any unauthorized or inappropriate purchases made with my PCard.
 - Failure to comply with this agreement may result in payroll deduction (if applicable), legal recovery actions, and/or criminal prosecution.
-

Acknowledgment and Signature

By signing this agreement, I acknowledge receipt of the Village of Poplar Grove Purchasing Card, and agree to use it in accordance with the terms of this Agreement and the Village's Purchasing and Credit Card Policy.

Cardholder Name (Printed): _____

Cardholder Department: _____

Card Number (Last 4 digits only): _____

Cardholder Signature: _____

Date: _____

Finance Department Representative (Print & Sign):

Village / Town	Population	Size / Square Miles	General Fund Operating Revenues
POPLAR GROVE	5,165	7.67	\$ 2,640,494
Village of Fox River Grove (Debt-Free Community)	4,747	1.71	\$ 3,241,633
City of Genoa	5,514	2.65	\$ 2,400,690
Village of Berkley	5,338	1.40	\$ 7,304,165
Village of Elburn	6,283	3.13	\$ 4,871,932
City of Marengo	7,568	5.01	\$ 6,389,962

Purchasing Policy Review & Recommendations

Policies Reviewed:

- Village Poplar Grove (5,165)
- Village of Fox River Grove (4,747)
- The City of Genoa (5,514)
- Village of Berkeley (5,155)
- Village of Elburn (6,826)
- City of Marengo (7,699)

Summary of Findings:

- Apart from Poplar Grove – each of these policies were internal policies produced by the finance department. One was passed by resolution. None of them were ordinances.
- Three (3) out of the Five (5) had a table that outlined dollar limits and required approvals.
- Each policy addresses Emergency Purchases
- Each of these policies included various breakdown amounts that corresponded to various personnel approval.
- Three (3) out of the Five (5) policies address joint & cooperative purchases.
- Three (3) out of the Five (5) policies address Petty Cash Operations
- Two (2) out of the Five (5) policies speak to the execution of contracts, contract change orders, aggregate purchases, service contracts, professional contracts, and franchise contracts.

The breakdowns by community:

First Tier Department Head Approval / Tier 2: 3 Competitive Quotes / Tier 3 formal RFP

Village Poplar Grove > \$2,500 / \$2,501 - \$25,000 / \$25,001+

Village of Fox River Grove > \$5,000 / \$5,001 - \$20,000 / \$20,001+ / Administrator up to \$10,000

The City of Genoa > \$5,000 / 5,001 - \$25,000 / \$25,001+

Village of Berkeley > \$5,000 / \$5,001 - \$19,999 / \$20,000+

Village of Elburn > \$10,000 / \$10,001 - \$25,000 / \$25,001+

City of Marengo > \$10,000 / \$10,001 - \$24,999 / \$25,000+

Recommendations

- Increase base spending limit to \$5,000
- Add details to Emergency Purchases outline the procedure to act during the emergency and how documentation and communication is expected after the emergency.
- Add language surrounding State, Joint and Cooperative Purchase procedures.
- Revise language as to the process when a purchase is sole sourced and wavier of Competitive Bidding.
- Add additional language for the use of petty cash. Details should include types of expenditure, maximum reimbursement per request, reconciliation procedures, etc.
- Add language as to Contracts types, execution, bidding and procurement procedures.
- 1-10-2 – Purchasing Objectives: Remove the NOTE at the bottom of the section. It is a redundant statement. (See paragraph following letter E.)
- Add language defining Purchasing Terms, address, tax-exempt procedures, invoice requirements
- I believe we should remove 1-10-4 – Purchasing Procedures number 5 from the purchasing policy, as it is an unnecessary written report. Department Heads already provide a monthly report, and the board has oversight through the approval of monthly warrants and budget processes.

CHAPTER 10. - PURCHASING PROCEDURES

1-10-1. - PURCHASING AND BACKGROUND.

The purpose of this directive is to provide comprehensive purchasing policies and procedures as guidance in procuring equipment, materials, supplies and services for the operational requirements of the Village and is created to ensure competitive and unbiased selection of qualified and cost-effective vendors and suppliers. This chapter is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

- A. Equipment, materials, supplies, and services are specific tools to be used for running, maintaining, repairing, operating, and improving the infrastructure of the Village for the public good.
- B. Food, lunches, dinners, gift cards, entertainment of any kind, or dual-purpose personal-use/public-use items do not meet the definitions above for purchasing.

(Ord. 2012-020, 5-14-2012; Ord. No. 2024-24, 12-11-2024)

1-10-2. - PURCHASING OBJECTIVES.

The objectives of this purchasing manual are as follows.

It is the philosophy of the Village to conduct a purchasing process which will result in maximum value in the goods and services purchased for the tax dollar spent. It is the policy of the Village that the purchasing process will achieve the following objectives.

- A. Purchase goods and services at the lowest cost consistent with specified quality and service levels.
- B. Promote full competition from vendors through a standardized formal bidding process.
- C. Comply with all local, state and federal regulations regarding the purchase of municipal goods and services.
- D. Maintain standards of quality in materials.
- E. Avoid duplication, waste and obsolescence with respect to materials and equipment.

The policies and procedures in the section that follow are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined in Section 1-10-3.

To enable the Village to follow a purchasing procedure which promotes availability of material and services when needed, without creating excess inventory.

To provide adequate controls and oversight over Village expenditures as required by the Village's auditors and in compliance with local government accounting practices, laws, and principles.

Note. The following policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined above.

(Ord. 2012-020, 5-14-2012; Ord. No. 2024-24, 12-11-2024)

1-10-3. - GENERAL PURCHASING POLICIES.

This section describes Village purchasing policies which apply to all non-emergency purchases of material, equipment, supplies, and services as defined in section 1-10-1 above.

PURCHASING CATEGORIES

Non-emergency purchases made by the Village may be grouped under the following categories.

- A. Purchases up to \$2,500.00.
- B. Purchases between \$2,501.00 and state limit, as defined in ILCS Ch. 65, Act 5, § 8-9-1 and as amended, hereafter referred to as "state limit."
- C. Purchases above the state limit.

All of these categories require a different level of organizational approval.

- A. Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.
- B. Purchases between \$2,501.00 and the state limit require three written quotes and the approval of the Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.
- C. Purchases above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees.

Emergency purchases. In the event of enemy caused, other disaster, or other exigent circumstances, the Village President or his/her designee is authorized on behalf of the Village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by the Village Code.

The terms and any conditions of any purchase of services by the Village shall be memorialized in writing (e.g. contracts, purchase orders, etc.).

(Ord. 2012-020, 5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. 18-26, § 2, 9-19-2018; Ord. No. 2021-04, § 5, 3-17-2021; Ord. No. 2024-24, 12-11-2024)

1-10-4. - PURCHASING PROCEDURES.

PURCHASES UNDER \$2,500.00. Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.

PROCEDURE.

- 1.

Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.

2. Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.
3. Staff makes recommendation after review of quotes and Department head gives final approval.
4. Village Board retains oversight through approvals of monthly warrants and annual budget.
5. Department heads shall provide monthly written reports of expenses to the Village Board.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES BETWEEN \$2,501.00—State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.

PROCEDURE.

1. Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.
2. Staff obtains three written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.
3. Staff makes recommendation to the Village Treasurer after review of quotes. The Village Treasurer makes a recommendation to Village President for final approval.
4. Village Board retains oversight through approvals of monthly warrants and annual budget.

If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.

PURCHASES ABOVE STATE LIMIT. Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village Ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate

specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department head shall first obtain in writing, whenever possible, at least three informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.

PROCEDURE.

1. Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.
2. Notice of call for bids shall be published in a newspaper of general circulation throughout the Village by at least one insertion which shall be at least ten days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.
3. Formal bids are opened and read publicly at Village Hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.
4. Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the Village Board based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.
5. Final bid is awarded by the Village Board, and official contracts and/or agreements are signed by the Village President.

PETTY CASH PURCHASES. The petty cash fund should be used whenever immediate payment for goods is needed. Petty cash should be restricted to payments less than \$200.00 where practicable. All petty cash payments must be supported with receipts. Use of petty cash should be avoided unless necessary. The Village Treasurer or his/her designee is responsible for the petty cash fund and are the only persons allowed to disburse money from the account.

(Ord. 012-020,5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. 2021-04, § 6, 3-17-2021; Ord. No. 2024-24, 12-11-2024)

**VILLAGE OF POPLAR GROVE
VILLAGE COLLECTOR
Full-Time - Exempt**

POSITION DESCRIPTION:

To assist the Village of Poplar with the collection of account receivables; utility funds, permit fees, licensing, grants, sponsorships, etc. and accounts payable through the execution of recording keeping and reporting to the Village Treasurer, Village President, Village Clerk, and the corporate authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee the collection and the direct collection all Village funds including utility funds.
2. Preserve the warrants returned and keep books and accounts in the manner prescribed by the corporate authorities of the Village.
3. Provide Weekly receipts to the Village Treasurer and Village Clerk.
4. Work with the Village Treasurer to provide any reports, records, documentation or other information in the control of the collector.
5. Prepare and provide reports to the corporate authorities, as requested.
6. Annually, between the first and the tenth of April, file an annual statement to the Village Collector for newspaper publication.
7. Money management of cash receipts and petty cash.
8. Keep accurate financial records of all accounts necessitated by the Collector's duties.
9. Enter, record, and process all accounts payable invoices, including mailing.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, associate's degree in accounting or finance. Higher education is a plus or comparative experience.
2. Excellent money management and math skills.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with eye for details.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.

**VILLAGE OF POPLAR GROVE
PUBLIC WORKS DIRECTOR
Full-Time - Exempt**

POSITION DESCRIPTION:

To plan, direct, manage and oversee the activities, projects and operation of the Public Works Department; including street maintenance and construction, preventative maintenance, engineering, building maintenance, water and water service, and coordinate assigned activities. This position shall follow the direction of the Village President and be subject to on-call duty for emergencies. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assume full responsibility for all Public Works Department Services and activities.
2. Assist in the direction and implementation of the Public Works Departments goals, objectives, policies, and priorities as assigned.
3. Plan, direct, and coordinate with the department of personnel a works plan, project assignment, evaluation of work method, allocation of staff accordingly, and assist staff in work projects as required. Additionally, responsible for scheduling and monitoring after hours and emergency issues.
4. Identify training opportunities for Public Works Department personnel and make recommendations to the Village President accordingly.
5. Participate in the development and administration of the Public Works budget, forecasting needed funds for equipment or materials to the Village Treasurer for planning.
6. Assess and monitor the Village infrastructure to provide adequate levels of public service for existing systems and/or future extensions or developments. Additionally inspect road conditions, dispatch plow/salt crews and assist; accordingly, and assist in JULIE locates for water, sewer, and storm sewer as required.
7. Assist in maintaining a safe work environment and support or regular safety training.
8. Maintain and oversee a preventative maintenance schedule for all equipment and infrastructure including but not limited to; water and wastewater infrastructure, sanitary lift stations, buildings, vehicles, and equipment, generators, streetlights, and roadway.
9. Ability to represent the Public Works Department to the general public, coordinating, and responding to sensitive community issues or concerns, and incorporating daily rounds to inspect and oversee the areas or projects throughout the village.
10. Ability to conduct evaluations of department employees annually.
11. Ability to stand, bend, lift, for any prolonged period of time and be exposed to all elements of weather.
12. Attendance and ability o provide written monthly reports to Village Board of Trustees as requested.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, Bachelor's Degree desired, further technical certifications a plus.
2. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
3. Must exhibit strong communication skills.
4. Must possess a minimum Illinois Class B Commercial Driver's License with Air Brakes, in good standing.
5. Increasingly responsible experience in public works management, construction, or related field.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

The Village of Poplar Grove is an equal opportunity employer.

VILLAGE OF POPLAR GROVE VILLAGE TREASURER Full-Time

POSITION DESCRIPTION:

The Village of Poplar Grove is seeking a qualified full-time Village Treasurer. This role is appointed by the Village President and confirmed by the Board of Trustees. The Board of Trustees is made up of six (6) trustees.

The Village Treasurer acts as the financial steward of the Village to insure ethical and responsible safekeeping of Village assets and the integrity of the financial information required for effective decision making by the governing body.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Month-end procedures and bank reconciliations.
2. Maintain and update annual list of assets.
3. Maintain accounting records.
4. Debt and investment management and make recommendations accordingly.
5. Prepare, file, and publish the annual treasurer's report in compliance.
6. Assist with budget creation, financial forecasting, tax levy ordinance, appropriations ordinances, as needed.
7. Escrow account maintenance.
8. Assistance with annual audit and preparation and internal controls.
9. Payroll processing which includes W2 processing, all associated state and federal tax reporting, annual 1099 processing, workman comp quarterly audits, and associated remittances.
10. IMRF benefit processing and remittance.
11. Prepare monthly reports and attend Village Board meetings.
12. Ability to prepare and present informative financial statements, reports and analysis to the Village Board.
13. Grant finance administration and fiscal compliance reporting.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. Qualified candidates must have a bachelor's degree in accounting or finance or related work experience.
2. Further technical certifications or CPA preferred.
3. Possess strong computer skills, ability to keep records, carry out written and oral instruction.
4. Exhibit strong communication skills.
5. Prior governmental accounting experience preferred.
6. Demonstrate integrity, attention to details, enjoy a team atmosphere, be approachable, and creative thinker.

7. Committed to learning, engagement, and innovation.

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VILLAGE OF POPLAR GROVE COMMUNITY DEVELOPMENT COORDINATOR Full-Time - Exempt

POSITION DESCRIPTION:

To assist the Village in the matters of community development activities, working collaboratively with the Village President, building inspector(s), zoning official(s), appointed administrative adjudication officer, village engineer, village attorney, and any other necessary vendors, regional partners, and staff. Secondarily to assist the Village Clerk as Deputy Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Intake, clarify, and initial document review of all incoming building permits.
2. To assist in the completion and compliance of required building permit inspections.
3. Attend pre-construction meetings, as appropriate.
4. Record and track all building permits and provide building permit register to the Village Clerk.
5. Track and process code enforcement issues, including compliant response and notification to Code Enforcement officer.
6. Assist in the documentation and facilitation of code enforcement administrative hearings.
7. Notification to legal counsel of code enforcement/administrative hearing activities resulting in property lien proceedings.
8. Maintain zoning maps, as required by law.
9. Assist and facilitate communications between needed parties in building zoning matters.
10. Responsible for community communications not directly related to official postings by the village clerk's office.
11. Assist in the maintenance of the village website.
12. Assist in the planning and logistics of Village events.
13. Customer service and front desk assistance of incoming phone calls and in-person visits.
14. Other duties as assigned by the Village Clerk as the Deputy Clerk.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, bachelor's degree desired, further technical certifications a plus.
2. Understanding of building process, a plus.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills.
5. Organizational skills with discerning eye for details and logistics.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

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**VILLAGE OF POPLAR GROVE
UTILITY BILLING SPECIALIST
Full-Time - Exempt**

POSITION DESCRIPTION:

To assist the Village of Poplar Grove in the implementation, tracking, account management and customer service of accurately, timely water and sewer billing. Secondly, front desk administrative tasks and administrative assistance to the Village President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Customer service and front desk assistance of incoming phone calls and in-person visits.
2. Preparation and mailing of monthly water and sewer bills and penalties.
3. Processing of water and sewer bill payments via check, ACH, cash, or credit card.
4. Preparation and processing of sewer credits.
5. Responsible for coordinating new water hook-ups and final billings.
6. Responsible for preparation and implementation with the Public Works Department for resident water shut-offs.
7. Responsible for nightly cash-out procedures and money management.
8. Preparation and processing of water and sewer Right to Appeal requests.
9. Backup responsibility as Permit Application processing assistance.
10. Posting of State IL, Exelon, and Nicor Payments via BS&A cash receipting.
11. Nightly Bank deposit drop-off.
12. Dog Tag Sales and monitoring.
13. Assist residents with Community Room Rentals.
14. Administrative tasks by request of the Village President.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. High School Diploma, associate's degree or higher education a plus.
2. Excellent money management skills.
3. Exhibit strong computer skills, ability to keep records, carry out written and oral instruction.
4. Must exhibit strong communication skills, with impeccable customer service.
5. Strong Organizational skills with attention to details.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees.

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