



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 10, 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 12, 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.*

UNFINISHED BUSINESS

2. Motion to discuss Ravenscrest sign and entrance.

3. Motion to discuss/approve **Ordinance 2025-30**, an Ordinance authorizing the levy and collection of taxes for the General Corporate, Liability Insurance, Social Security and Audit purposes for the fiscal year commencing on May 1, 2025 and ending on April 30, 2026 for the Village of Poplar Grove, Boone County, Illinois.

- [4.](#) Motion to discuss/approve **Ordinance 2025-34**, an ordinance of the Village of Poplar Grove amending Title I, Chapter 6 of the Village Code regarding Village officers and employees salaries to correct the timing of Village Trustee payments.
- [5.](#) Motion to discuss/approve **Resolution 2025-29**, a resolution of the Village of Poplar Grove, Illinois, authorizing the Village President to execute the Integrated Payments Addendum Agreement with BS&A for payment processing services.
6. Motion to discuss Lions Park agreement.

NEW BUSINESS

- [7.](#) Motion to discuss/approve check disbursement for payments scheduled to be paid December 11, 2025, in the amount of \$64,314.96 in AP checks, \$35,060.88 in EFTs, \$19,989.04 in Insurance, and estimated payroll of \$24,559.33 for a total of \$143,924.21.
- [8.](#) Motion to discuss/approve **Ordinance 2025-32**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, of the Village of Poplar Grove, Boone County, Illinois.
- [9.](#) Motion to discuss/approve **Ordinance 2025-33**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, of the Village of Poplar Grove, Boone County, Illinois.
- [10.](#) Motion to discuss/approve **Ordinance 2025-35**, an ordinance of the Village of Poplar Grove, Illinois, establishing the meeting dates and times of the Board of Trustees and its committees and commissions for calendar year 2026.
- [11.](#) Motion to discuss changes to the Clerk's duties ordinance.
- [12.](#) Motion to discuss changes to the Treasurer's duties ordinance.
13. Motion to discuss/approve closing the office for training for BS&A Cloud updates.

GOOD OF THE VILLAGE

Board of Trustees Meeting - December 17, 2025 - 7:00 pm

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

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

ADJOURNMENT (Voice Vote)

KJM 12/5/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, November 12, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

Minutes

CALL TO ORDER

President Richardson called the meeting to order at 7 pm.

ROLL CALL

PRESENT

President Kristi Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Deputy Clerk Katie Jaster

Roxanne Sosnowski

David Howe

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

None.

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Hubbard, Seconded by Trustee Cheek.

Motion approve by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from October 8, 2025

Motion made by Trustee Cheek, Seconded by Trustee Vance.

Motion approved by voice vote.

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

None.

UNFINISHED BUSINESS

2. Motion to discuss Lions Park Agreement
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion with consensus to have a meeting with Lion's Club. Trustee Vance and Cheek will meet on behalf of the Village.
3. Motion to discuss Liability insurance for the Village of Poplar from IMLRMA and ICRMT
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Eric Little presented from IMLRMA.
Matt Ripplinger presented from ICRMT.
Discussion only.
4. Motion to discuss/approve Resolution **2025-26**, a Resolution Creating a Hiring Policy for the Village of Poplar Grove.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Discussion.
Motion made by Trustee Allgood to lay over until November 19, 2025 Board Meeting, Seconded by Trustee Hubbard.
Motion approved by voice vote.
5. Motion to discuss/approve **Resolution 2025-27**, a Resolution of the Village of Poplar Grove, Illinois authorizing the Village to approve a revision to the Village Hall Rental Agreement and Policy.
Motion made by Trustee Cheek, Seconded by Trustee Hubbard.
Discussion.
Motion made by Trustee Hubbard to lay over until November 19, 2025 Board Meeting, Seconded by Trustee Allgood.
Motion approved by voice vote.
6. Motion to discuss/approve Ordinance 2025-29, an Ordinance amending Title II Business and License Regulations, Chapter 6 Raffles, Section 2-6-5 Issuance and Section 2-6-6 Fees of the Code of Ordinances for the Village of Poplar Grove.
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Discussion.
Resident Michele Burke spoke.
Motion made by Trustee Vance to eliminate language in section B and refer to section 2-6-1, Seconded by Trustee Cheek.
Motion approved by voice vote.
Motion made by Trustee Vance to approve as amended, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

7. Motion to discuss **Ordinance 2025-30**, an Ordinance authorizing the levy and collection of taxes for the General Corporate, Liability Insurance, Social Security and Audit purposes for the fiscal year commencing on May 1, 2025 and ending on April 30, 2026 for the Village of Poplar Grove, Boone County, Illinois.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
8. Motion to discuss BS&A payments
Motion made by Trustee Hubbard, Seconded by Trustee Allgood.
Discussion with consensus to move forward with contract.
9. Motion to discuss/approve the hiring of Trenton Davis to full time Public Works employee
Motion made by Trustee Hubbard, Seconded by Trustee Cheek.
Discussion.
Motion made by Trustee Hubbard to approve hire, Seconded by Trustee Vance.
Voting Yea: Trustee Cheek, Trustee Hubbard, Trustee Vance
Voting Nay: Trustee Allgood
10. Motion to discuss/approve check disbursement for payments scheduled to be paid November 13, 2025, in the amount of \$105,314.94 in AP checks, \$35,506.92 in EFTs, \$23,282.08 in Insurance for a total of \$164,103.94
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
11. Motion to discuss **Ordinance 2024-06**, an Ordinance of the Village of Poplar Grove, Illinois amending Title I, Chapter 6 of the Village of Poplar Grove Code of Ordinances regarding Village Officer and Employee Salaries.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion with consensus to move forward with every 6 months.

GOOD OF THE VILLAGE

Board of Trustees Meeting - November 19, 2025-7:00 pm
 12th Annual Christmas Tree Lighting - November 22, 2025 - 4:00 pm -6:00 pm
 Village Hall closed for Thanksgiving Holiday November 27-28, 2025
 Board of Trustees Meeting - December 10, 2025 - 7:00 pm
 Board of Trustees Meeting - December 17, 2025 - 7:00 pm

EXECUTIVE SESSION

12. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(11) to discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

At 9:38 pm.

Motion made by Trustee Vance to reconvene, Seconded by Trustee Cheek.

PRESENT

President Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Deputy Clerk Katie Jaster

Roxanne Sosnowski

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

ADJOURNMENT (Voice Vote)

Motion made by Trustee Cheek, Seconded by Trustee Vance.

Motion approved by voice vote.

Adjourned at 9:48 pm.

Center Median Removal
Village of Poplar Grove
Opinion of Probable Construction Cost
27-Aug-25
Brittanie Drive



Brittanie Drive					
Item No.	Pay Item	Unit	Quantity	Unit Price	Total
1	Mobilization	LS	1	\$4,500.00	\$4,500.00
2	Pavment Removal	SY	65.55556	\$35.00	\$2,294.44
3	Curb and Gutter Removal	LF	295	\$20.00	\$5,900.00
4	Center Island Material Removal	SY	255.5556	\$10.00	\$2,555.56
5	Earth Excavation	CY	99.38272	\$45.00	\$4,472.22
6	CA-6 Aggregate Base Course	Ton	178.8889	\$35.00	\$6,261.11
7	HMA Binder Course	Ton	24	\$145.00	\$3,480.00
8	HMA Surface Course	Ton	24	\$155.00	\$3,720.00
9	Traffic Control - Complete	LS	1	\$2,500.00	\$2,500.00
				Total	\$35,683.33

Disclaimer: This Opinion of Probable Construction Cost was prepared for use by the Owner in planning for future costs of the project. In providing Opinions of Probable Cost, the Owner understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or over Construction Professionals' method of pricing and that the Opinions of Probable Cost provided herewith are made on the basis of the Design Professional's qualifications and experience. It is not intended to reflect actual costs, and is subject to change with the normal rise and fall of the local area's economy. This Opinion must be revised after every change made to the project or after every 30-day lapse in time from the original submittal by the Design Professional.

VILLAGE OF POPLAR GROVE
ORDINANCE NO. 2025-30

AN ORDINANCE AUTHORIZING THE LEVY AND COLLECTION OF TAXES FOR
THE GENERAL CORPORATE, LIABILITY INSURANCE, SOCIAL SECURITY, AND AUDIT
PURPOSES FOR THE FISCAL YEAR COMMENCING ON MAY 1, 2025 AND ENDING ON
APRIL 30, 2026 FOR THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS.

WHEREAS, the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois
on the 9th day of July 2025, pass an Appropriation Ordinance for said Village for the fiscal year beginning May 1, 2025
and ending April 30, 2026, and thereafter caused said Appropriation Ordinance to be duly published in accordance with the statute
in such case made and provided that said Ordinance is now on file and recorded in the records of said Village;

WHEREAS, more than (10) days have elapsed since the publication of said original Appropriation Ordinance.

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

Section 1. There is hereby levied on all taxable property within the limits of the Village of Poplar Grove of Boone County, Illinois
as the same is assessed and equalized for state and county purposes, the total sum of \$304,834 for the purpose of defraying all the
necessary expenses and liabilities of said Village for general corporate purposes for the GENERAL CORPORATE FUND, for said fiscal
year and to be known as a tax for general corporate purposes as follows:

General Corporate Fund

ADMINISTRATIVE DEPT	<u>AMOUNT</u> <u>BUDGETED</u>	<u>AMOUNT</u> <u>LEVIED</u>
Personnel	\$ 168,450.00	
Contractual Services	\$ 249,952.00	
Commodities	\$ 14,050.00	
Debt Services	\$ 228,226.00	
Total Administrative Department	\$ 660,678.00	
POLICE PROTECTION DEPARTMENT	<u>AMOUNT</u> <u>BUDGETED</u>	
Contractual Services	\$ 10,000.00	
Total Police Protection Department	\$ 10,000.00	
PARK DEPARTMENT	<u>AMOUNT</u> <u>BUDGETED</u>	
Personnel	\$ 139,650.00	
Contractual Services	\$ 55,650.00	
Commodities	\$ 10,000.00	
Total Park Department	\$ 205,300.00	
STREET DEPARTMENT	<u>AMOUNT</u> <u>BUDGETED</u>	
Personnel	\$ 158,600.00	
Contractual Services	\$ 219,694.00	
Commodities	\$ 131,000.00	
Capital Outlay	\$ 180,235.00	
Total Street Department	\$ 689,529.00	
COMMUNITY DEVELOPMENT AND EVENTS DEPARTMENT	<u>AMOUNT</u> <u>BUDGETED</u>	
Contractual Services	\$ 212,500.00	
Commodities	\$ 3,000.00	
Total Community Development and Events Department	\$ 215,500.00	
VILLAGE CLERK DEPARTMENT	<u>AMOUNT</u> <u>BUDGETED</u>	

Personnel	\$	41,525.00	
Contractual Services	\$	55,008.00	
Total Village Clerk Department	\$	96,533.00	
Total General Corporate	\$	1,877,540.00	\$ 304,834.00

TOTAL GENERAL CORPORATE LEVY

Making the amount by taxation and levied on all taxable property within said Village for the aforesaid purposes of general corporate levy the sum of: **\$ 304,834.00**

SECTION 2 There is hereby levied on all taxable property within the limits of the Village of Poplar Grove of Boone County, Illinois, for the necessary expense for the Village Liability Insurance as set forth as follows:

LIABILITY INSURANCE LEVY

	<u>AMOUNT BUDGETED</u>	<u>AMOUNT LEVIED</u>
Liability Insurance	\$ 96,296.00	
Total for Liability Insurance	\$ 96,296.00	\$ 22,000.00

Making the amount by taxation and levied on all taxable property in said Village for the aforesaid purposes of liability insurance levy the sum of: **\$ 22,000.00**

SECTION 3 There is hereby levied on all taxable property within the limits of the Village of Poplar Grove of Boone County, Illinois, for the necessary expense for the Village Audit as set forth as follows:

AUDIT LEVY

	<u>AMOUNT BUDGETED</u>	<u>AMOUNT LEVIED</u>
Auditing	\$ 20,000.00	
Total for Auditing	\$ 20,000.00	\$ 16,000.00

Making the amount by taxation and levied on all taxable property in said Village for the aforesaid purposes of Auditing levy the sum of: **\$ 16,000.00**

SECTION 4 There is hereby levied on all taxable property within the limits of the Village of Poplar Grove of Boone County, Illinois, for the necessary expense for the Village Social Security as set forth as follows:

SOCIAL SECURITY LEVY

	<u>AMOUNT BUDGETED</u>	<u>AMOUNT LEVIED</u>
Social Security	\$ 27,791.00	
Total for Social Security	\$ 27,791.00	\$ 21,000.00

Making the amount by taxation and levied on all taxable property in said Village for the aforesaid purposes of Social Security levy the sum of: **\$ 21,000.00**

SECTION 5:

SUMMARY

OF THE FOREGOING ANNUAL TAX LEVY THE AMOUNT TO BE LEVIED FOR GENERAL CORPORATE PURPOSES AS SET FORTH IN DETAIL UNDER THE HEADING "TOTAL GENERAL CORPORATE LEVY" AS PROVIDED BY STATUTE IS THE SUM OF.....	\$ 304,834.00
OF THE FOREGOING ANNUAL TAX LEVY THE AMOUNT TO BE LEVIED FOR THE LIABILITY INSURANCE LEVY IN ADDITION TO ALL OTHER TAXES IS THE SUM OF	\$ 22,000.00
OF THE FOREGOING ANNUAL TAX LEVY THE AMOUNT TO BE LEVIED FOR THE AUDIT LEVY IN ADDITION TO ALL OTHER TAXES IS THE SUM OF	\$ 16,000.00
OF THE FOREGOING ANNUAL TAX LEVY THE AMOUNT TO BE LEVIED FOR THE SOCIAL SECURITY LEVY IN ADDITION TO ALL OTHER TAXES IS THE SUM OF	\$ 21,000.00
	<hr/>
	\$ 363,834.00

Making the aggregate sum of \$363,834 raised by taxation and levied on all taxable property in said Village, in order to meet and defray all the necessary expenses and liabilities of the Village as required by statute.

It is hereby directed that the aforesaid sum be raised by taxation in the manner provided by law.

SECTION 6: That said tax so levied and assessed, be collected and enforced in the same manner and by the same officers, as the state and county taxes, and be paid over by the same officers so collecting the same to the Treasurer of the Village of Poplar Grove, County of Boone, Illinois, as provided by law.

SECTION 7: That the Clerk of said Village is hereby directed to forthwith make and file with the County Clerk of Boone County Illinois, a certified copy of this Ordinance, and that the rate percent be ascertained and the tax aforesaid be extended as provided by law.

SECTION 8: That this Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

SECTION 9: That all ordinances or parts of ordinances in conflict with this Ordinance are repealed insofar as they conflict.

PASSED this _____ day of _____ 2025

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Karri Miller, Village Clerk

Kristi Richardson, Village President
Village of Poplar Grove

Village of Poplar Grove
Estimate of 2025 Levy Amount

Estimates for levy year	2025	Taxes collected and distributed in			2026
Aggregate Extension Base	351,124				
CPI Increase	2.90%				
Rate Setting EAV	154,979,286				
Annexations	-				
New Property	1,076,459				
Adjusted EAV =	154,979,286	-	-	+	-
	Rate Setting EAV	Annexations		Disconnections	= 154,979,286
Numerator =	351,124	x	102.90%	=	361,307
	Agg. Ext. Base		CPI Factor		
Denominator =	154,979,286	-	1,076,459	=	153,902,827
	Adjusted EAV		New Property		
Limiting Rate =	361,307	/	153,902,827	=	0.23476%
Max Total Capped Extension	154,979,286	x	0.23476%	=	363,834

ORDINANCE NO. 2025-34

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE
AMENDING TITLE I, CHAPTER 6 OF THE VILLAGE OF POPLAR GROVE CODE
OF ORDINANCES REGARDING VILLAGE OFFICERS AND EMPLOYEES
SALARIES TO CORRECT TIMING OF VILLAGE TRUSTEE PAYMENTS**

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

WHEREAS, Title I of the Code governs Administration; and

WHEREAS, Chapter 6 of Title I governs Village Officers and Employees; and

WHEREAS, Section 1-6-6 of Chapter 6 of Title I governs Salaries; and

WHEREAS, recently the Village amended Section 1-6-6 Salaries which resulted in grammatical errors requiring correction; and

WHEREAS, in the prior ordinance, the timing of payment of the Village Trustee salaries was amended in error; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend the ordinance for the foregoing.

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

Section 1. That the above-recitals are incorporated herein and made a part hereof.

Section 2. That Title I, Chapter 6, Section 1-6-6 of the Code regarding Village Officers and Employees Salaries, is hereby amended to read as follows: (deletions identified by ~~strikethroughs~~ and additions by **bold and underline**):

“ 1-6-6. - SALARIES.

- A. General. Each Officer of the Village shall receive such salary or other compensation for his or her services as the Board of Trustees may from time to time determine by Ordinance or otherwise, provided such salary or compensation shall not be increased or diminished to take effect during the term for which any such Officer was elected or appointed.
- B. Village President and Board of Trustees. The annual compensation for the Village President and members of the Board of Trustees shall be as set forth herein and such compensation shall not be changed after it has once been

established, so as to take effect as to any trustee or president voting for such change during his or her term of office.

Commencing on May 1, 2021, the annual compensation for the Village President shall not exceed the sum of \$20,000.00 per year, payable every two weeks.

Following the installation of the Village President after ~~After~~ May 1, 2025, the annual compensation for the Village President shall be \$10,000.00 per year, payable in equal installments every two weeks which shall include \$9,500.00 for the Village President's role and \$500.00 for the role as Village Liquor Commissioner.

Commencing on May 1, 2021, the annual compensation for each individual Village Trustee elected in that year, shall not exceed the sum of \$5,500.00 per year, payable every six months, once in the month of April and again in the month of October.

Following the installation of Village Trustees a~~After~~ May 1, 2025, the annual compensation for each individual Village Trustee elected in that year, shall be \$5,000.00 per year, payable ~~in equal installments every two weeks~~ **every six months, once in the month of April and again in the month of October.**

Other than the compensation specified above in this Section, there will be no other compensation to Village elected officials such as a stipend, health insurance, benefits, and participation in IMRF.”

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Section 4. Except as amended in this Ordinance, all other provisions and terms of 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.

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

ATTEST:

CLERK

PRESIDENT

RESOLUTION NUMBER: 2025-29

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING VILLAGE PRESIDENT TO EXECUTE INTEGRATED PAYMENTS
ADDENDUM AGREEMENT WITH BS&A FOR PAYMENT PROCESSING SERVICES**

WHEREAS, the Village of Poplar Grove (“Village”) has received an agreement from BS&A Software, LLC (“BS&A”) for payment processing services; and

WHEREAS, BS&A is a Limited Liability Company located in Bath, Michigan, and is registered to conduct business in the state of Illinois and provides software services to municipalities; and

WHEREAS, the Village wishes is to improve the payment processing options for residents; and

WHEREAS, the proposed BS&A system will provide improved efficiencies in processing and bank reconciliations, more payment processing options for non-water and sewer billing invoices, and improve customer service interface for residents; and

WHEREAS, the Village already contracts with BS&A for software that handles personnel management, utility billing, community development, data conversion, database set up, and various other software management needs of the Village; and

WHEREAS, the Village wishes to accept the proposal from BS&A and execute an additional agreement with BS&A for payment processing services; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to accept the integrated payments addendum agreement from BS&A.

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 accepts the agreement from BS&A for payment processing services, attached hereto and incorporated herein as Exhibit A.
3. 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 BS&A.

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: INTEGRATED PAYMENTS ADDENDUM

Integrated Payments Addendum

This Addendum (“**Addendum**”) supplements the Customer Agreement entered into by and between BS&A Software, LLC (“**BS&A**”) and the [REDACTED] (“**Customer**”) together with the BS&A Customer Terms and Conditions (collectively, the “**Agreement**”), effective on the date of the Customer signature.

Payment processing services accessible through an integration with BS&A’s platform are provided by BS&A’s designated payment processor, as BS&A may designate from time to time (“**Processor**”). As of the effective date of this Addendum, the Processor is Stripe, Inc. (“**Stripe**”). This Addendum will apply if Customer sets up an account with the Processor (with Stripe as processor, such account is referred to herein as the “**Stripe Connected Account**”), to receive payment processing services from Processor (“**Payment Processing Services**”) through such integration. Capitalized terms used but not defined here will have the meanings given to them in the Agreement or in the Stripe Agreements (defined below).

1. Payment Processing Services

1.1 Processor Agreements. As of the effective date of this Addendum, use of the Payment Processing Services is subject to the Stripe Connected Account Agreement, the Stripe Privacy Policy, and other terms and conditions of Stripe, as each may be updated or modified by Stripe from time to time (collectively, the “**Stripe Agreements**”). Customer may not use any Payment Processing Services until Customer agrees to the Stripe Agreements, and by agreeing to this Addendum, Customer expressly (a) accepts and agrees to the Stripe Agreements, and (b) authorizes BS&A to capture Customer’s electronic or digital acceptance of the Stripe Agreement and provide proof of such acceptance to Stripe as may be requested by Stripe. Customer understands that the Stripe Agreements are solely between Customer and Stripe, and the Payment Processing Services are provided solely by Stripe. BS&A is not a party to the Stripe Agreements, has no control over the Payment Processing Services and the Stripe Agreements, and will have no liability under the Stripe Agreements or in any way relating to the Payment Processing Services. Customer is responsible for checking for applicable updates to the Stripe Agreements from time to time, and any use by Customer of the Payment Processing Services following a change to the Stripe Agreements shall constitute acceptance of such change.

1.2 Customer Information and onboarding. Customer will follow the onboarding procedures and policies provided by BS&A and Stripe (as may be amended from time to time), and Customer will provide all requested information. All information provided by Customer to BS&A must be truthful and accurate. Customer acknowledges that Processor has the ultimate decision whether to approve Customer for the Payment Processing Services.

1.3 Transaction Processing and Settlement. Transactions are processed by Processor, not BS&A. Stripe (or its partner banks) will settle Transaction proceeds to Customer’s designated bank account in accordance with the Stripe Agreements. Customer acknowledges and agrees that its processed transactions may be deposited into to a pooled account held for the benefit of Customer and other customers of BS&A held at any financial institution so that such funds may be combined and aggregated with other funds that are ultimately settled to Customer by such financial institution. Customer understands and agrees that BS&A does not process, receive, or hold Customer funds at any time and that BS&A is not a bank, money transmitter, or other money services business (as such terms are defined by the Bank Secrecy Act or any state law). To the extent BS&A is deemed to hold or receive funds (constructively or otherwise) of any customer of Customer at any point in time, Customer hereby irrevocably appoints BS&A as its non-fiduciary agent for the limited purpose of collecting, receiving, holding, and settling funds from Customer’s customer (the cardholder) on Customer’s behalf. In such

event, such funds shall be deemed received by Customer upon receipt by BS&A and shall satisfy the cardholder's obligation to Customer in connection with the transaction for the goods or services sold by Customer. If BS&A fails to remit such funds to Customer, Customer's sole recourse for such event is solely against BS&A and not against the cardholder or the cardholder's financial source.

1.4 Data Usage and Sharing. Customer authorizes BS&A to (a) access and receive data relating to Customer's Stripe Connected Account (as such term is defined in the Stripe Agreements), including transaction and usage data and other data about the Stripe Connected Account; (b) share data regarding the Stripe Connected Account, related activity and other Customer data with Stripe in connection with the Payment Processing Services; and (c) issue instructions to Stripe regarding Transactions and funds processed by Stripe. Customer agrees to complete and submit any additional authorization forms or other such documentation as requested by BS&A or Stripe.

2. Payment Terms

2.1 Fees. The fees for the Payment Processing Services will be as set forth in Schedule A of this Addendum and will be automatically debited by BS&A via ACH from the depository account designated by Customer that is on file with BS&A ("**Customer Account**"). Customer hereby authorizes BS&A, Processor, their financial institutions and any of their assignees to collect amounts owed under this Addendum (including, but not limited to, the fees for the Payment Processing Services set forth on Schedule A and any liabilities arising under this Addendum) by debiting funds from the Customer Account ("**ACH Debit Authorization**"). All payments are non-refundable. If Customer fails to make any payment when due (or any ACH Debit of the Customer Account is returned or rejected for any reason), late charges will accrue as permitted pursuant to Section 7.1 of the Agreement. For clarity, any fees or payment terms that may be posted on Stripe's website for Stripe's direct customers are not applicable. All fees are exclusive of any applicable taxes, unless otherwise provided. Customer agrees that all ACH transactions authorized pursuant to this authorization comply with all applicable laws and with the Network Rules (including the Nacha Operating Rules). Notwithstanding anything to the contrary in the Agreement, fees for the Payment Processing Services can be amended upon thirty days notice to Customer.

2.2 Disputes. If Customer believes that there is an error in any statement provided by BS&A or any information reported by BS&A regarding a Transaction, or any error made in the amount of a payment or settlement, Customer must notify BS&A within thirty (30) days of Customer's receipt of the statement or payment containing the error or it will waive such claim.

2.3 Tax Reporting. BS&A may send documents to Customer and the Internal Revenue Service (IRS) or other tax authority for Transactions processed using the Payment Processing Services. BS&A may have tax reporting responsibilities in connection with the Payment Processing Services such as an Internal Revenue Service report on Form 1099-K (which reports Customer's gross transaction amounts each calendar year to the IRS), or state or other taxing authority requirements. Customer acknowledges that BS&A or Stripe (as determined in their sole discretion) will report the total amount of transactions received by Customer in connection with the Payment Processing Services each calendar year as required by the taxing authorities. Customer will cooperate with BS&A and Stripe in providing accurate and complete tax reporting information, including any other information that may be required by the taxing authorities to fulfil tax reporting described herein. Customer represents and warrants that all information that it submits for tax reporting purposes is complete and accurate to the best of its knowledge, and that BS&A and Stripe may rely on all such information submitted by Customer. Customer agrees that neither Stripe nor BS&A will be liable for any penalty or other damages stemming from any 1099-K form that is issued incorrectly if it comports with the information provided by

Customer, and neither Stripe nor BS&A will have any obligation to verify the legal name or tax ID number for reporting purposes. Customer understands and agrees that BS&A and Stripe may submit tax reporting information exactly as provided by Customer. Notwithstanding the foregoing, BS&A or Stripe may in their sole discretion investigate or validate any tax reporting information or other information submitted by Customer.

2.4 Electronic Delivery of Tax Documents. In connection with the tax reporting activities described above, Customer may elect to receive electronic delivery of the referenced tax-related documents from BS&A or Stripe, including through BS&A's platform or another online portal whereby Customer can access and download the applicable statements. If Customer elects to receive tax documents electronically, it will provide such consent by clicking an "I Accept" or similar button or checking a box captioned with acceptance and consent language ("**Tax E-Delivery Consent**"). The Tax E-Delivery Consent will remain in effect until withdrawn by Customer. The Tax E-Delivery Consent may be printed or downloaded. If Customer does not specifically consent to the electronic delivery of tax-related documents, Customer will receive paper copies of all required tax-related documents, including Form 1099-K. BS&A or Stripe will notify Customer once the applicable tax forms become available via the email address BS&A has on file for Customer.

3. Compliance

3.1 Laws and Rules. Customer agrees to comply at all times with all applicable laws and regulations as well as the rules and regulations of all applicable payment networks ("**Network Rules**"), including industry standards such as the Payment Card Industry Data Security Standards ("**PCI-DSS**"). Additional data protection standards and policies which Customer must comply with are set forth in the Stripe Agreements. Furthermore, Customer acknowledges and agrees that it is fully responsible for all acts and omissions of its employees, contractors, and agents and will ensure their compliance with all laws and Network Rules as well as Customer's other obligations under this Addendum and the Stripe Agreements.

3.2 Customer's Business. Customer understands that any transactions involving Customer's goods or services which are processed through the Payment Processing Services pursuant to this Addendum ("**Transactions**") are between Customer and its customer (the cardholder), and any issues relating to a Transaction are solely between Customer and the cardholder. Customer is solely responsible for all liabilities associated with Customer's payment processing activity and use of the Payment Processing Services, including without limitation with respect to chargebacks, refunds, identity theft, fraud and any assessments or fees imposed by Stripe, a sponsor bank, the card networks or any third party. Customer is responsible for determining what, if any, taxes apply to the goods and services Customer provides to its cardholders and the payments Customer makes or receives, and it is Customer's responsibility to collect, report and remit the correct tax to the appropriate tax authority. Customer will comply with any and all applicable tax laws, including those in connection with Transactions.

3.3 Prohibited Activities. Customer will not use the Stripe Connected Account for any activity prohibited by Stripe, including but not limited to those activities listed in the section of Stripe Services Agreement titled "Services Restrictions" or those activities listed in the Stripe Restricted Businesses List. Customer shall not use the Payment Processing Services to conduct a Restricted Business or transact with a Restricted Business. Customer may not use the Payment Processing Services in breach of the Connected Account Agreement or for any activity that applicable law or the Stripe Agreements prohibit.

3.4 Fraud Monitoring. BS&A and Stripe may monitor Transactions for the purpose of determining fraudulent activity and whether Customer is in good standing. Such monitoring if conducted, will be for the benefit of BS&A and/or Stripe only. BS&A does not have any obligation to monitor Transactions on

Customer's behalf. Based on BS&A's methods, which are subject to change without notice, BS&A may decide to suspend Customer's access to the Payment Processing Services, or in other ways limit Customer's privileges to the extent BS&A deems necessary or useful to prevent fraud or losses. Without limiting the foregoing, BS&A may delay, in its sole discretion, or at the direction of Stripe sending instructions on Customer's behalf if BS&A reasonably believes that Customer's instructions may involve fraud or misconduct, or violate applicable law, rule, regulation, order, this Addendum, or other applicable BS&A or Stripe policies, as determined by BS&A or Stripe in their sole and absolute discretion.

3.5 Cardholder Fee Programs. If Customer elects to impose a fee on cardholders with respect to Transactions (including a surcharge for credit cards, a convenience fee, service fee or other similar type of fee) or implement a discount based on the type of payment method used for a Transaction (including cash, check, or ACH) (collectively, "**Cardholder Fee Program**"), Customer must first seek approval from BS&A. Customer is solely responsible for its compliance with all applicable Network Rules and all present and future federal and state laws and regulations relating to any such Cardholder Fee Program and any required consumer disclosures related thereto. Although BS&A may, in its discretion, assist Customer with disclosures and practices relating to such Cardholder Fee Programs, BS&A's provision or approval of any materials or practices shall not be deemed a confirmation that such materials or practices comply with the Network Rules or applicable law and shall not in any way relieve Customer from its responsibility to ensure that all program materials and practices comply with the Network Rules and applicable law. Customer must provide BS&A with at least at thirty (30) days prior written notice before implementing (or announcing publicly that it intends to implement) any Cardholder Fee Program that would be considered a surcharge program under the Network Rules.

4. Chargebacks

4.1 Chargebacks. If BS&A determines in its sole discretion that Customer is incurring excessive chargebacks, BS&A may establish controls or conditions governing Customer's use of the Payment Processing Services, including without limitation, by (a) establishing new fees, (b) instructing Stripe to require a reserve, (c) instruct Stripe to delay payouts, and/or (d) terminating this Addendum and access to the Payment Processing Services. Notwithstanding anything to the contrary herein, for any Transaction that results in a chargeback, BS&A may direct the withholding of the chargeback amount and any associated fees. Customer authorizes BS&A to deduct or debit the amount of any chargeback and any associated fees, fines, or penalties assessed by a third party, from Customer's Account or offset from any amounts otherwise due to Customer. Further, if BS&A reasonably believes that a chargeback is likely with respect to any Transaction, BS&A may instruct Stripe to withhold the amount of the potential chargeback from payments otherwise due to Customer until such time that: (a) a chargeback is assessed, in which case BS&A will retain the funds; (b) the period of time under applicable law or Rule by which the cardholder may dispute the Transaction has expired; or (c) BS&A determines that a chargeback on the Transaction will not occur, in which case BS&A will instruct the release of the withheld funds to Customer. If BS&A is unable to recover funds related to a chargeback for which Customer is liable, BS&A may set off or debit Customer's Account for the full amount of the applicable chargeback, or, if BS&A is unable to do so, Customer shall pay BS&A the amount of such chargeback and any associated fees, fines or penalties immediately upon demand. Customer will pay all costs and expenses, including without limitation attorneys' fees, other legal expenses, and handling fees incurred by or on behalf of BS&A in connection with the collection of all chargebacks. This section will survive termination of this Addendum. Additional chargeback terms and requirements are set forth in the Stripe Agreements.

4.2 Investigations. BS&A is not obligated to intervene in any dispute arising between Customer and cardholders. Notwithstanding anything to the contrary herein, if BS&A needs to conduct an investigation or resolve any pending dispute related to chargebacks or Transactions, Customer will assist BS&A when requested, at Customer's expense, to investigate such Transactions. Customer will timely submit all applicable information, documentation, or evidence related to such chargeback to BS&A, within the timeframe instructed by BS&A, necessary for BS&A to meet card network timelines for submitting evidence and responding to a chargeback. Customer authorizes BS&A to share information about a chargeback with the cardholder, the cardholder's financial institution and Customer's financial institution in order to investigate or mediate a chargeback. BS&A will request necessary information from Customer to contest the chargeback. If a chargeback dispute is not resolved in Customer's favor by the card network or issuing bank or Customer chooses not to contest the chargeback, BS&A may recover the chargeback amount and any associated fees. Customer acknowledges that its failure to assist BS&A in a timely manner when investigating a Transaction, including providing necessary documentation within the time period specified in BS&A's request, may result in an irreversible chargeback. BS&A will charge a fee as set forth in the applicable price schedule for mediating or investigating chargeback disputes, in addition to any other chargeback fees set forth in this Addendum or the Agreement, if applicable. BS&A reserves the right to change such fee at any time. If BS&A reasonably suspects that the Customer's access to the BS&A platform or Payment Processing Services has been used for an unauthorized, illegal, or criminal purpose, Customer gives BS&A express authorization to (but understands that BS&A is not obligated to) share information about Customer and any Transactions with law enforcement.

5. Liability

5.1 Indemnification.

5.1.1 In addition to the indemnification obligations under the Agreement, Customer will indemnify and hold harmless BS&A and its officers, affiliates, and representatives from and against any and all losses, damages, claims, assessments, chargebacks, fees, and other amounts incurred arising out of or in any way related to: (a) Customer's breach of any of its representations, warranties or covenants in this Addendum; (b) the Stripe Agreements or Customer's use of the Payment Processing Services, including all activity on Customer's Stripe account; (c) Customer's violation or non-compliance with any applicable law, rule, regulation, order, or Network Rules (including non-compliance of PCI-DSS); (d) all Merchant Losses (as defined in the Stripe Agreements); (e) Customer's implementation of a Cardholder Fee Program; and (f) Customer's gross negligence or willful misconduct.

5.1.2 In addition to the indemnification obligations under the Agreement, BS&A will indemnify and hold harmless Customer and its officers, affiliates, and representatives from and against any and all losses, damages, claims, and other amounts incurred resulting from third party claims to the extent directly and solely arising out of: (a) BS&A's breach of any of its representations, warranties or covenants in this Addendum; (b) BS&A's violation or non-compliance with any applicable law, rule, regulation, or order; and (c) BS&A's gross negligence or willful misconduct.

5.2 Limitation of Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL BS&A, ITS OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, OR AGENTS, BE LIABLE TO CUSTOMER OR ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL OR EXEMPLARY DAMAGES, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, AND WHETHER OR NOT BS&A IS ADVISED OF THE POSSIBILITY OF SUCH

DAMAGES. EXCEPT FOR BS&A'S INDEMNITY OBLIGATIONS SET FORTH IN SECTION 5.1.2, TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL BS&A'S TOTAL CUMULATIVE LIABILITY ARISING OUT OF OR RELATED TO THIS ADDENDUM EXCEED IN THE AGGREGATE THE TOTAL FEES CUSTOMER PAID TO BS&A UNDER THIS ADDENDUM IN THE SIX (6) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. THE EXISTENCE OF MULTIPLE CLAIMS WILL NOT ENLARGE THIS LIMIT. BS&A'S LIABILITY IN CONNECTION WITH ITS INDEMNITY OBLIGATIONS SET FORTH IN SECTION 5.1.2, SHALL NOT EXCEED IN THE AGGREGATE THE TOTAL FEES CUSTOMER PAID TO BS&A UNDER THIS ADDENDUM IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. FOR THE AVOIDANCE OF DOUBT, CUSTOMER AGREES AND ACKNOWLEDGES THAT ANY ASSESSMENT, FINE, PENALTY, FEE, OR OTHERWISE IMPOSED BY STRIPE, A BANK, A CARD NETWORK OR A GOVERNMENT AGENCY OR REGULATOR WILL BE DEEMED TO BE A DIRECT DAMAGE AND NOT INDIRECT, CONSEQUENTIAL, OR INCIDENTAL.

5.3 Force Majeure. BS&A is not responsible for any delay or failure in performing its obligations under this Addendum, in whole or in part, for any cause or circumstance outside its reasonable control, including, without limitation: fires, floods, storms, earthquakes, civil disturbances, disruption of telecommunications, pandemics, transportation, utilities, services or supplies, governmental action, computer viruses, corruption of data, failures of Processor or other third party provider, DDoS or other computer attacks, incompatible or defective equipment, software, or services, or otherwise.

6. Term and Termination

6.1 Term. This Addendum will be effective on the date that BS&A approves Customer for the Payment Processing Services and will continue for one (1) year ("**Initial Term**") unless earlier terminated in accordance with this section. This Addendum will automatically renew for consecutive one (1)-year renewal terms (each a "**Renewal Term**" and together with the Initial Term, the "**Term**") unless either party gives the other party written notice of non-renewal no less than sixty (60) days before the end of the then-current Term.

6.2 Termination. This Addendum will automatically terminate upon termination of the Agreement.

6.3 Termination by BS&A. In addition to the termination rights set forth under the Agreement, BS&A will have the right to terminate this Addendum immediately, with or without notice, for: (a) Customer breaches any provision of this Addendum or any Stripe Agreements; (b) Customer or its employees and agents use the Payment Processing Services in a manner inconsistent with the intended purpose; (c) Customer or its employees and agents violate any applicable laws or Network Rules; or (d) BS&A is required to terminate this Addendum by Stripe, government agency, payment network, or other regulator. BS&A will not be liable to Customer or other third party for termination of the Payment Processing Services for any reason. Upon the termination of the Stripe Agreements or the Customer's Stripe Connected Account for any reason, this Addendum will automatically terminate.

6.4 Effect of Termination. The termination of this Addendum will not affect any of BS&A's rights or Customer's obligations arising under this Addendum. After termination of this Addendum and/or Customer's Stripe account, Customer shall continue to be liable for all chargebacks, refunds, fees, card network liabilities, credits, and adjustments resulting from or relating to Transactions processed pursuant to this Addendum. The termination of Customer's access to Payment Processing Services will be effective immediately. Customer authorizes BS&A to notify Stripe of any termination of this Addendum; however, Customer is responsible to manually close its Stripe Connected Account separately in accordance with Stripe procedures.

7. General

7.1 Precedence. Any inconsistency, conflict, or ambiguity between these Addendum and the Agreement will be resolved by giving precedence and effect to this Addendum, but only to the extent of the inconsistency, conflict, or ambiguity. Other than as expressly amended by this Addendum, all other provisions of the Agreement will remain in full force and effect.

7.2 Amendments. Except as set forth below in this section, this Addendum may only be amended with the written consent of both parties. Notwithstanding the foregoing, BS&A reserves the right to amend this Addendum without the consent of Customer if such amendment is required to comply with applicable laws, Network Rules or the directives of the Processor or any payment network. BS&A will use reasonable efforts to give Customer thirty (30) days' prior notice of any such amendment. Additionally, during the Term and upon at least 30 days' prior written notice, BS&A may amend this Addendum to pass through increases in third party costs and fees, including but not limited to fees and assessments charged by Stripe, payment networks, or BS&A's vendors and service providers. BS&A may amend this Agreement other than as indicated herein, including applicable fees and rates, no less than ninety (90) days before the end of the then-current Term.

7.3 Dispute Resolution. The dispute resolution provisions of the Agreement, including the choice of law and venue will apply to any and all disputes or claims arising under this Addendum.

7.4 Counterparts. This Addendum may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. An electronic signature shall be accepted as an original for all purposes. This Addendum may be executed and delivered by electronic means (including click-to-accept) and the parties agree that such electronic execution and delivery will have the same force and effect as delivery of an original document with original signatures, and that each party may use such electronic signatures as evidence of the execution and delivery of this Addendum to the same extent that an original signature could be used.

Signature: _____

Name:

Title:

Date:

Tax E-Delivery Consent

Please read this information carefully and print or download a copy for your files.

Consent to Electronic Delivery of Tax-Related Documents

By executing the Addendum or otherwise accepting this Tax E-Delivery Consent (“**Consent**”), you acknowledge that you have read and understand the terms of this Consent, and you affirmatively elect and consent to receive tax-related documents in connection with the Payment Processing Services (“**Tax Documents**”), including but not limited to IRS Form 1099-K, via electronic delivery.

This Tax E-Delivery Consent (“**Consent**”) is effective until withdrawn in the manner described below. You understand you will **NOT** receive hard (paper) copies of Tax Documents unless and until such withdrawal.

This is your copy of the Consent. Please print, download, and save a copy of this Consent for your records.

Electronic Delivery

You agree that BS&A may deliver Tax Documents to you in any of the following ways:

- (a) via email at the email address BS&A has on file for you; and/or
- (b) via an online interface which allows you to view and download the Tax Documents. For example, such interface may be provided through your account or profile on the BS&A services, if applicable. If Tax Documents are provided via the BS&A services or other online interface, BS&A (or its processor or service provider, as applicable) will notify you via email once each Tax Document becomes available.

Additional or Substitute Paper Copies

In addition to obtaining electronic copies, you may also request paper copies of your Tax Documents by contacting BS&A at the contact information provided below. Note that requesting a paper copy of Tax Documents will be considered a one-time request and will not be considered a withdrawal of this Consent. You must formally withdraw this Consent in the manner described below to begin regularly receiving paper copies of Tax Documents on a going-forward basis.

For information that is required by law to be sent to you, including Form 1099-K and other Tax Documents, as applicable, if BS&A receives notice that an email is undeliverable due to an incorrect or inoperable email address, or if BS&A is otherwise unable to deliver your Tax Documents via electronic means, BS&A will attempt to send such information via U.S. Postal Service to the mailing address BS&A has on file for you.

Notification of Change of Tax Information or Email

You must notify BS&A promptly if your email address used to receive Tax Documents, notifications, or other account information changes. You must also notify BS&A promptly of any relevant change in your information as it appears on your Form W-9, including your name, address, or taxpayer identification number. BS&A must have such information exactly as it appears on your Form W-9 in order to properly fill out and issue your Form 1099-K.

By agreeing to this Consent, you agree to notify BS&A promptly of any such change, by contacting BS&A by mail or email at the contact information provided below

Withdrawal or Termination this Consent

You may withdraw this Consent at any time by providing written notice of withdrawal to BS&A by mail or email at the contact information provided below. In each case, you must state that you are withdrawing consent to paperless delivery of tax-related documents, and you must provide your name and taxpayer identification number exactly as they appear on your IRS Form W-9.

You understand that withdrawal of this Consent is prospective only; withdrawal ensures that future Tax Documents will be delivered to you in paper, but does not apply to any Tax Document that has already been furnished to you electronically. BS&A may take up to 10 business days after receipt of your withdrawal to process your request.

In addition, BS&A reserves the right to terminate this Consent and stop electronic delivery of Tax Documents at any time by giving notice to you. If BS&A does so, BS&A will send future Tax Documents as paper copies, via mail.

System Requirements

To access Tax Documents electronically, you need a computer system or mobile device that, at minimum, has the following features and capabilities:

- internet access;
- browser software (at least 128-bit encryption, JavaScript enabled);
- application that can read and display PDF files;
- sufficient hardware necessary to support the above features, including sufficient storage to download and retails files to keep a copy for your records; and
- printer (if you want to print a hard copy).

By agreeing to this Consent you certify that your computer system or mobile device meets these hardware and software requirements.

Contact BS&A

You may contact BS&A by mail or email to update your Form W-9 information or to withdraw this Consent at:

BS&A Software, LLC

- 14965 Abbey Ln, Bath Twp, MI 48808
- payments@bsasoftware.com

Signature: _____

Name:

Title:

Date:

Schedule A – Payment Processing Services & Fees

Service	Fee
Payment Processing Implementation	\$0
Monthly Account Fee	\$0
Gateway	\$0
PCI DSS	\$0
Tokenization	\$0
Chargeback / Dispute Management	\$0
Real-Time ACH Validation	\$0
Real-Time Transaction Fraud & Risk Monitoring	\$0
Text – to – Pay	\$0
IVR	\$0

Credit Card – Visa, Mastercard, Discover, American Express – Pass-Through to Payor		
Online, Text, IVR, Counter	Percentage	Per Transaction
Utility Billing	2.75%	\$0.00
Tax	2.75%	\$0.00
Misc.	2.75%	\$0.00

Credit Card – Visa, Mastercard, Discover, American Express – Absorbed by Municipality		
Online, Text, IVR, Counter	Percentage	Per Transaction
Utility Billing	2.80%	\$0.50
Tax	2.80%	\$0.50
Misc.	2.80%	\$0.50

ACH – Pass-Through to Payor	
Transaction Amount	Fee per Transaction
\$0 - \$1,000 +	\$1.50

ACH – Absorbed by Municipality	
Transaction Amount	Fee per Transaction
\$0 - \$1,000	\$1.50
\$1,000 - \$5,000	\$3.00
\$5,000 +	\$6.00

Item	Price	Quantity	Total
Stripe S700 Terminal and Dock	\$415.00		\$
Stripe S700 Terminal	\$350.00		\$
Stripe S700 Dock	\$65.00		\$
Stripe S700 Hub	\$50.00		\$
Stripe S700 Case	\$35.00		\$

Payment Type	Accept Payments Using This Method	
Online with BS&A Online		
Text-to-Pay		
IVR Phone Payments		
Counter with Cash Receipting		

Type	Pass Through to Payor		Absorbed by Municipality	
Credit Card Fees - Online				
Credit Card Fees - Text				
Credit Card Fees - IVR				
Credit Card Fees - Counter				
ACH Fees - Online				
ACH Fees - Text				
ACH Fees - IVR				

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: 1ST AYD CORPORATION						
PSI832893	11/25/2025	1ST AYD CORPORATION	SHOP SUPPLIES	01-53-4301	238.56	238.56
TOTAL VEN						238.56
VENDOR NAME: ADT COMMERCIAL LLC						
160086033	11/27/2025	EVERON FKA ADT COMMER	VH FIRE & SECURITY 12/26/25-01/0125/26	01-50-4206	239.46	239.46
TOTAL VEN						239.46
VENDOR NAME: AMAZON CAPITAL SERVICES						
1PCL-NHCJ-YD73	11/15/2025	AMAZON.COM	OFFICE SUPPLIES/CHRISTMAS TREE LIGHTING	01-50-4300	53.77	117.64
				01-55-4302	63.87	
IDXW-W4JN-3Y6C	11/05/2025	AMAZON.COM	RETURN OF PLATES	01-55-4302	(19.99)	(19.99)
1PNL-FGJ6-YWP9	11/05/2025	AMAZON.COM	RETURN OF PLATES	01-55-4302	(19.99)	(19.99)
19XL-T14M-1DV1	11/05/2025	AMAZON.COM	RETURN OF CUPS	01-55-4302	(13.99)	(13.99)
1NGW-NMJ-3J9C	11/05/2025	AMAZON.COM	RETURN OF DOOR HANGERS	01-55-4302	(88.32)	(88.32)
1L91-PMTX-QLWR	11/19/2025	AMAZON.COM	TREE LIGHTING SUPPLIES	01-55-4302	142.98	142.98
19NL-HCNY-CYRN	11/20/2025	AMAZON.COM	TREE LIGHTING SUPPLIES	01-55-4302	92.82	92.82
1JFH-Y4L1-LX7X	12/01/2025	AMAZON.COM	WATER/SEWER REPAIR	31-70-4301	40.22	80.45
				31-75-4301	40.23	
1X34-66XQ-4G3F	11/29/2025	AMAZON.COM	WRENCH RETURN	31-75-4301	(26.69)	(53.38)
				31-70-4301	(26.69)	
1MXC-PRFF-WDX9	11/29/2025	AMAZON.COM	WATER AND SEWER REPAIR	31-70-4301	53.76	107.52
				31-75-4301	53.76	
17NM-QVCN-FWTG	11/22/2025	AMAZON.COM	SLIPCOVER RETURN	01-55-4302	(26.34)	(26.34)
17NM-QVCN-341G	11/21/2025	AMAZON.COM	TEMP GUN REPLACEMENT	01-53-4302	62.00	62.00
1GR3-7F9L-FY3Q	11/22/2025	AMAZON.COM	SLIP COVER	01-55-4302	26.34	26.34
TOTAL VEN						407.74
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
103599	11/14/2025	B&F CONSTRUCTION CODE	NHC REVIEW	01-55-4215	1,022.46	1,022.46
TOTAL VEN						1,022.46
VENDOR NAME: BB COMMUNITY LEASING SERVICES INC.						
103599	11/21/2025	BB COMMUNITY LEASING	SWEEPER LEASE	01-53-4811	33.99	2,252.11
				01-53-4407	2,218.12	
TOTAL VEN						2,252.11
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-092999	11/21/2025	BLAIN'S FARM & FLEET	SHOP MAINTAINCE	01-53-4301	26.98	26.98
BFF-093012	11/24/2025	BLAIN'S FARM & FLEET	SNOW MARKERS	01-53-4302	49.24	49.24
BFF-093192	12/01/2025	BLAIN'S FARM & FLEET	BLACK PAINT	01-53-4302	82.91	82.91
TOTAL VEN						159.13
VENDOR NAME: BOONE COUNTY SHOPPER						
117443	11/28/2025	BOONE COUNTY SHOPPER	TREE LIGHTING AD	01-55-4209	954.75	954.75
TOTAL VEN						954.75
VENDOR NAME: COLLINS SANITARY LLC						
86734	11/14/2025	COLLINS SANITARY LLC	LIFT STATION HYDRO VAC	31-75-4240	1,230.00	1,230.00

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: COLLINS SANITARY LLC						
TOTAL VEN						1,230.00
VENDOR NAME: COMCAST						
3024996	12/01/2025	COMCAST	VH PHONES	01-50-4202	450.46	450.46
0209112NOV2025	11/06/2025	COMCAST	COLLECTION POINT	31-50-4202	208.15	208.15
02077777NOV2025	11/03/2025	COMCAST	WELL 4	31-68-4202	115.37	115.37
TOTAL VEN						773.98
VENDOR NAME: COMED						
3144060000NOV25	11/26/2025	COMED	DAWSON LAKE L/S	31-75-4204	98.76	98.76
799140100NOV25	11/26/2025	COMED	PRAIRIE KNOLL L/S	31-75-4204	164.04	164.04
2439012111NOV25	11/18/2025	COMED	DUSK TO DAWN ST LIGHTS	01-53-4230	61.53	61.53
7080830000NOV25	11/18/2025	COMED	COMMUNITY STREET LIGHTS	01-53-4230	3,816.70	3,816.70
TOTAL VEN						4,141.03
VENDOR NAME: CONSERV FS INC						
116023088	11/21/2025	CONSERV FS INC	WINTER DIESEL FOR SHOP	01-53-4303	1,364.66	1,364.66
TOTAL VEN						1,364.66
VENDOR NAME: CORE & MAIN LP						
Y039283	11/14/2025	CORE & MAIN LP	WRENCH	31-70-4301	365.87	365.87
Y019108	11/14/2025	CORE & MAIN LP	27 MXU	31-70-4306	5,709.69	5,709.69
Y0030235	11/14/2025	CORE & MAIN LP	27 MXU	31-70-4306	8,119.17	8,119.17
X999402	11/14/2025	CORE & MAIN LP	SOCKETS	31-70-4301	265.34	265.34
TOTAL VEN						14,460.07
VENDOR NAME: ERNEST HUBENER						
NOV25	12/01/2025	ERNEST HUBENER	WATER REFUND	31-00-1401	2,607.70	2,607.70
TOTAL VEN						2,607.70
VENDOR NAME: FOX VALLEY INTERNET, INC.						
7940-20	10/26/2025	FOX VALLEY INTERNET,	NWWTP & AWWTP INTERNET	31-77-4202	29.95	54.90
					31-79-4202	24.95
TOTAL VEN						54.90
VENDOR NAME: FRONTIER						
NOV25	11/20/2025	FRONTIER	PHONE LINES	31-68-4202	209.90	670.89
					31-79-4202	116.57
					31-50-4202	122.84
					31-68-4202	83.79
					31-50-4202	137.79
TOTAL VEN						670.89
VENDOR NAME: GO TO COMMUNICATIONS INC						
IN7104501495	12/01/2025	GO TO COMMUNICATIONS	VH PHONES, FAX	01-50-4202	251.15	251.15
TOTAL VEN						251.15
VENDOR NAME: GRAINGER						
9726653943	12/01/2025	GRAINGER	AIR FITTINGS	01-53-4228	13.52	13.52
9726653950	12/01/2025	GRAINGER	AIR FITTINGS	01-53-4228	27.04	27.04
9728041022	12/02/2025	GRAINGER	AIR FITTINGS	01-53-4228	(13.52)	(13.52)
9728041014	12/02/2025	GRAINGER	RETURN OF AIR FITTINGS	01-53-4228	(27.04)	(27.04)
9728128753	12/02/2025	GRAINGER	AIR FITTINGS	01-53-4228	40.68	40.68

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: GRAINGER						
TOTAL VEN						40.68
VENDOR NAME: GREGG SCOTT						
NOV25	11/22/2025	GREGG SCOTT	SANTA FOR TREE LIGHTING	01-55-4240	250.00	250.00
TOTAL VEN						250.00
VENDOR NAME: HAMBLOCK FORD LINCOLN						
5056690	11/06/2025	HAMBLOCK FORD LINCOLN	COOLANT LINES F750	01-53-4226	378.63	378.63
TOTAL VEN						378.63
VENDOR NAME: HAWKINS, INC.						
7263048	11/20/2025	HAWKINS, INC.	CHEMICALS FOR PLATNS	31-68-4305	2,393.88	2,393.88
TOTAL VEN						2,393.88
VENDOR NAME: HD SUPPLY INC / USA BLUE BOOK						
INV00886102	11/14/2025	USA BLUE BOOK	SUCTION HOSE	31-75-4302	182.96	182.96
TOTAL VEN						182.96
VENDOR NAME: HOME DEPOT CREDIT SERVICES						
6612394	12/01/2025	HOME DEPOT CREDIT SER	PLANT SNOW BLOWER	31-77-4302	831.96	831.96
3394902	11/24/2025	HOME DEPOT CREDIT SER	BATTERY REPLACEMENT	01-53-4228	419.38	419.38
2206392	11/25/2025	HOME DEPOT CREDIT SER	FLOOR SAMPLES	01-53-4301	2.93	2.93
7522518	11/20/2025	HOME DEPOT CREDIT SER	MILLIWAKEE POWER BROOM	01-53-4228	293.02	293.02
1348989	11/26/2025	HOME DEPOT CREDIT SER	FLOOR SAMPLES	01-53-4301	11.72	11.72
2257459	11/25/2025	HOME DEPOT CREDIT SER	FLOOR SAMPLES	01-53-4301	2.93	2.93
TOTAL VEN						1,561.94
VENDOR NAME: ILLINOISTOLLWAY.COM						
01331Z	11/13/2025	ILLINOISTOLLWAY.COM	TOLL REFILL	01-53-4303	20.00	20.00
TOTAL VEN						20.00
VENDOR NAME: KRISTI RICHARDSON						
NOV25	12/01/2025	KRISTI RICHARDSON	XTREE LIGHTING EXPENSES	01-55-4302	139.67	139.67
TOTAL VEN						139.67
VENDOR NAME: LORI OLLMANN						
NOV25	12/01/2025	LORI OLLMANN	WATER REFUND	31-00-1401	5,946.28	5,946.28
TOTAL VEN						5,946.28
VENDOR NAME: MAIN STREET INC						
NOV25	12/01/2025	MAIN STREET INC	DEPOIST SLIPS	01-50-4300	124.39	124.39
TOTAL VEN						124.39
VENDOR NAME: MENARDS						
61245	11/26/2025	MENARDS	PLOW TRUCK MAINT	01-53-4229	263.22	263.22
60375	11/13/2025	MENARDS	BATTERIES	01-53-4228	43.97	43.97
7727	11/11/2025	MENARDS	PAINT	01-53-4228	92.46	92.46
7527	11/12/2025	MENARDS	SHOP SUPPLIES	01-53-4228	299.90	299.90
7571	11/18/2025	MENARDS	XMAS TREE SUPPLIES	01-55-4302	27.91	27.91
7823	11/20/2025	MENARDS	SHOP MAINTAINCE	01-53-4228	309.24	309.24
60801	11/19/2025	MENARDS	SHOP MAINTAINCE	01-53-4228	206.10	206.10
TOTAL VEN						1,242.80
VENDOR NAME: MILLER, KARRI						
OCT25	12/01/2025	MILLER, KARRI	MILAGE AND MEALS FOR CLERK CONF	01-57-4205	270.85	270.85

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: MILLER, KARRI						
TOTAL VEN						270.85
VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC						
40242	12/01/2025	MORGAN BUILDING MAINT	VH CLEANING	01-50-4240	715.00	715.00
TOTAL VEN						715.00
VENDOR NAME: MORTON SALT, INC.						
5403868550	12/02/2025	MORTON SALT, INC.	198800 LBS OF SALT	01-53-4304	7,672.69	7,672.69
TOTAL VEN						7,672.69
VENDOR NAME: NAPA AUTO PARTS						
434783	12/01/2025	NAPA AUTO PARTS	BATTERY REPLACEMENT FOR 1 TON	01-53-4226	217.99	217.99
TOTAL VEN						217.99
VENDOR NAME: NICOR GAS						
9498891000NOV25	12/02/2025	NICOR GAS	WATER TOWER/WELL 3	31-68-4204	86.39	86.39
0746553033NOV25	11/10/2025	NICOR GAS	WELLHOUSE 5 &6	31-68-4204	79.93	79.93
24868703307NOV25	11/17/2025	NICOR GAS	COLLECTION LIFT STATION	31-75-4204	58.71	58.71
12314476859NOV25	11/13/2025	NICOR GAS	LIFT STATION DAWSON LAKE	31-75-4204	57.68	57.68
TOTAL VEN						282.71
VENDOR NAME: N-TRAK GROUP, LLC						
5080	11/01/2025	N-TRAK GROUP, LLC	1/4 CHIP STOCK	01-53-4301	198.48	198.48
TOTAL VEN						198.48
VENDOR NAME: PITNEY BOWES INC.						
NOV2025	12/01/2025	PITNEY BOWES INC.	POSTAGE	01-50-4208	200.00	1,600.00
				31-70-4208	700.00	
				31-75-4208	700.00	
1028496413 11/19/2025 PITNEY BOWES INC. INK FOR POSTAGE						132.79
TOTAL VEN						1,732.79
VENDOR NAME: ROCK ROAD COMPANIES						
328069	11/14/2025	ROCK ROAD COMPANIES	COLD PATCH	01-53-4228	918.00	918.00
TOTAL VEN						918.00
VENDOR NAME: ROCKFORD BUSINESS SYSTEMS, INC						
221286	12/03/2025	ROCKFORD BUSINESS SYS	COPY MACHINE B/W & COLOR COPIES	01-50-4214	166.15	166.15
TOTAL VEN						166.15
VENDOR NAME: SCOTT'S RV, TRUCK & AUTO REPAIR						
96686	12/01/2025	SCOTT'S RV, TRUCK & A	PLOW CONNECTOR REPLACEMENT	01-53-4229	168.99	168.99
TOTAL VEN						168.99
VENDOR NAME: SIKICH LLP - ACCOUNTING SERVICES						
269432	11/30/2025	SIKICH LLP - ACCOUNTI	OFFICE SUPPORT OCT 2025	01-50-4240	10,480.00	10,480.00
TOTAL VEN						10,480.00
VENDOR NAME: SOLUTIONS BANK						
DEC25	12/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 40155	01-50-4752	2,218.91	5,621.39
				01-50-4752	3,402.48	

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: SOLUTIONS BANK						
DEC2025	12/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL 24 TRK - 40192	01-53-4811	819.45	4,170.89
				01-53-4407	3,351.44	
40007DEC25	12/07/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 40007	01-50-4752	1,949.03	13,870.00
				01-50-4752	11,920.97	
TOTAL VEN						23,662.28
VENDOR NAME: SOSNOWSKI SZETO, LLP						
15603	12/03/2025	SOSNOWSKI SZETO, LLP	LEGAL LABOR	01-50-4213	50.00	50.00
15601	12/03/2025	SOSNOWSKI SZETO, LLP	COMMUNITY DEVELOPMENT LEGAL	01-55-4213	1,876.38	1,876.38
15604	12/03/2025	SOSNOWSKI SZETO, LLP	LEGAL MCDONALDS	01-55-4213	138.75	138.75
15605	12/03/2025	SOSNOWSKI SZETO, LLP	RIVERS V GERSTAD BUILDERS LEGAL	01-55-4213	407.00	407.00
15602	12/03/2025	SOSNOWSKI SZETO, LLP	GENERAL LEGAL	01-57-4213	362.60	5,144.30
				01-55-4213	1,015.10	
				01-50-4213	3,766.60	
TOTAL VEN						7,616.43
VENDOR NAME: SUNBELT RENTALS						
97229	11/14/2025	SUNBELT RENTALS	CHRSTMAS TREE LIFT RENTAL	01-55-4302	1,021.77	1,021.77
TOTAL VEN						1,021.77
VENDOR NAME: TEST INC.						
25110479	11/25/2025	TEST INC.	WELL 4 TESTING	31-68-4236	17.00	17.00
25110477	11/25/2025	TEST INC.	NWWTP TESTING	31-77-4236	17.00	17.00
25110530	11/25/2025	TEST INC.	SWWTP TESTING	31-79-4236	17.00	17.00
25100957	11/25/2025	TEST INC.	NWWTP TESTING	31-77-4236	26.00	26.00
TOTAL VEN						77.00
VENDOR NAME: THE CREATION CIRCUS						
20687	10/31/2025	THE CREATION CIRCUS	ELFS FOR TREE LIGHTING	01-55-4302	220.89	220.89
TOTAL VEN						220.89
VENDOR NAME: U.S. CELLULAR						
0771240901	11/22/2025	U.S. CELLULAR	FINAL US CELLUAR BILL	01-50-4202	2.33	2.33
TOTAL VEN						2.33
VENDOR NAME: UNITED SANITATION SERVICES, INC.						
60517	11/10/2025	UNITED SANITATION SER	VETERANS PARK BATHROOM	01-52-4440	180.00	180.00
60516	11/10/2025	UNITED SANITATION SER	MANSFIELD PARK BATHROOM	01-52-4440	180.00	180.00
60518	11/10/2025	UNITED SANITATION SER	SHERMAN PARK BATHROOM	01-52-4440	180.00	180.00
60519	11/10/2025	UNITED SANITATION SER	WEST GROVE BATHROOM	01-52-4440	180.00	180.00
TOTAL VEN						720.00
VENDOR NAME: VERIZON						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: VERIZON						
6129283314	11/23/2025	VERIZON	PW, VPG, ADMIN, CLERK CELL HOTSPOT AND	01-53-4202	20.02	73.65
				01-50-4202	20.02	
				31-50-4202	36.01	
				31-50-4202	20.02	
				31-50-4202	20.02	
				01-57-4202	39.39	
				01-53-4202	39.39	
				31-50-4202	39.39	
				01-50-4202	39.39	
				01-57-4202	(100.00)	
				31-50-4202	(100.00)	
TOTAL VEN						73.65
VENDOR NAME: WALMART						
NOV25	11/23/2025	WALMART	TREE LIGHTING SUPPLIES	01-55-4302	48.02	48.02
TOTAL VEN						48.02
GRAND TOTAL:						99,375.84

Date Updated: 12.5.2025

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		\$64,314.96
EFTS (ACH)	\$35,060.88		\$35,060.88
Payroll	\$24,559.33		\$24,559.33
Insurance	\$19,989.04	\$0.00	\$19,989.04
Total	\$143,924.21	\$0.00	\$143,924.21

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

Total \$0.00 \$0.00 \$0.00

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

ORDINANCE NO. 2025-32**ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2025 TO
PAY DEBT SERVICE ON THE GENERAL OBLIGATION REFUNDING BONDS
(ALTERNATE REVENUE SOURCE), SERIES 2012B, OF THE VILLAGE OF POPLAR
GROVE, BOONE COUNTY, ILLINOIS.**

WHEREAS, the Board of Trustees (the “*Board*”) of the Village of Poplar Grove, Boone County, Illinois (the “*Village*”), by an ordinance of the Board adopted on the 12th day of March, 2012 (the “*Bond Ordinance*”), did provide for the issue of \$210,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, dated March 1, 2012 (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal and interest on the Bonds; and

WHEREAS, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of The County of Boone, Illinois (the “*County Clerk*”); and

WHEREAS, the Bonds were issued by the Village pursuant to the terms of the Bond Ordinance; and

WHEREAS, the Board hereby determines that the Pledged Revenues (as defined in the Bond Ordinance) will provide for principal of and interest on all outstanding Bonds due in the next bond year (November 1 of this year and May 1 of the next subsequent calendar year) so as to enable the abatement of the Pledged Taxes levied for the same; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2025 to pay the Bonds be abated.

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2025 in the Bond Ordinance is hereby abated in its entirety (i.e. the amounts \$165,200.00 for the Series B bond).

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk shall file a certified copy hereof with the County Clerk of Boone County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted _____, 2025.

Kristi Richardson, President, Board of Trustees

Karri Miller, Village Clerk

Trustee _____ moved and Trustee _____
seconded the motion that said ordinance as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Village Clerk to call the roll for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted, and in open meeting approved and signed said ordinance and directed the Village Clerk to record the same in full in the records of the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Karri Miller, Village Clerk

STATE OF ILLINOIS)
) SS
 COUNTY OF BOONE)

CERTIFICATION OF MINUTES AND ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the ____ day of _____, 2025, insofar as same relates to the adoption of an ordinance entitled:

ORDINANCE abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, of the Village of Poplar Grove, Boone County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting such notice; that an agenda for the meeting was posted at the location where the meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of the meeting; that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*; that at least one copy of said agenda was continuously available for public review during the entire period preceding said meeting; that the meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended; and that the Board has complied with all of the provisions of such Act and such Code and with all of the procedural rules of the Board in the adoption of the ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2025.

 Karri Miller, Village Clerk

STATE OF ILLINOIS)
) SS
 COUNTY OF BOONE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Boone, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of an ordinance entitled:

ORDINANCE abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, of the Village of Poplar Grove, Boone County, Illinois.

(the “*Ordinance*”) duly adopted by the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois (the “*Village*”), on the ____ day of _____, 2025, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2025 for the payment of the Village’s outstanding General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, as described in the Ordinance, will be abated in its entirety as provided in said Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 2025.

 County Clerk of The County of Boone

ORDINANCE 2025-33**ORDINANCE ABATING THE TAX HERETOFORE LEVIED FOR THE YEAR 2025 TO PAY DEBT SERVICE ON THE GENERAL OBLIGATION REFUNDING BONDS (ALTERNATE REVENUE SOURCE), SERIES 2015, OF THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS.**

WHEREAS, the Board of Trustees (the “*Board*”) of the Village of Poplar Grove, Boone County, Illinois (the “*Village*”), by an ordinance of the Board adopted on the 8th day of December, 2014, as supplemented by a notification of sale (the “*Ordinance*”), did provide for the issue of \$4,285,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015 (the “*Bonds*”), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, a duly certified copy of the Bond Ordinance was filed in the office of the County Clerk of The County of Boone, Illinois (the “*County Clerk*”); and

WHEREAS, the Bonds were issued by the Village pursuant to the terms of the Bond Ordinance; and

WHEREAS, the Board hereby determines that the Pledged Revenues (as defined in the Bond Ordinances) will provide for principal of and interest on all outstanding Bonds due in the next bond year (November 1 of this year and May 1 of the next subsequent calendar year) so as to enable the abatement of the Pledged Taxes levied for the same; and

WHEREAS, it is necessary and in the best interests of the Village that the tax heretofore levied for the year 2025 to pay the Bonds be abated.

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2025 in the Bond Ordinance is hereby abated in its entirety (i.e. the amounts \$377,775.00).

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk shall file a certified copy hereof with the County Clerk of Boone County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2025 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted _____, 2025.

Kristi Richardson, President, Board of
Trustees

Karri Miller, Village Clerk

Trustee _____ moved and Trustee _____
seconded the motion that said ordinance as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Village Clerk to call
the roll for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted, and in
open meeting approved and signed said ordinance and directed the Village Clerk to record the
same in full in the records of the Board of Trustees of the Village of Poplar Grove, Boone County,
Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Karri Miller, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF BOONE)

CERTIFICATION OF MINUTES AND ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the ____ day of _____, 2025, insofar as same relates to the adoption of an ordinance entitled:

ORDINANCE abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, of the Village of Poplar Grove, Boone County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that the meeting was held at a specified time and place convenient to the public; that notice of the meeting was duly given to all newspapers, radio or television stations, and other news media requesting such notice; that an agenda for the meeting was posted at the location where the meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of the meeting; that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*; that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting; that the meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended; and that the Board has complied with all of the provisions of such Act and such Code and with all of the procedural rules of the Board in the adoption of the ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of _____, 2025.

Karri Miller, Village Clerk

STATE OF ILLINOIS)
) SS
 COUNTY OF BOONE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Boone, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of an ordinance entitled:

ORDINANCE abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, of the Village of Poplar Grove, Boone County, Illinois.

(the “*Ordinance*”) duly adopted by the Board of Trustees of the Village of Poplar Grove, Boone County, Illinois (the “*Village*”), on the ____ day of _____, 2025, and that the same has been deposited in the official files and records of my office.

I do further certify that the tax heretofore levied for the year 2025 for the payment of the Village’s outstanding General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, as described in the Ordinance, will be abated in its entirety as provided in said Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 2025.

 County Clerk of The County of Boone

ORDINANCE NO. 2025-35

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
ESTABLISHING THE MEETING DATES AND TIMES OF THE BOARD OF
TRUSTEES OF THE VILLAGE OF POPLAR GROVE AND ITS COMMITTEES
AND COMMISSIONS FOR CALENDAR YEAR 2026**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) is a municipal corporation organized under the laws of the State of Illinois; and,

WHEREAS, the Village is subject to the provisions of the Illinois Open Meetings Act (the “Act”); and

WHEREAS, pursuant to the Act, the Village is to give notice of an annual schedule of regular meetings of its Village Board, Village committees, and Village commissions.

NOW, BE IT ORDAINED, BY THE PRESIDENT AND THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AS FOLLOWS:

1. The foregoing recitals are incorporated herein and made a part hereof.
2. That the revised dates and times of the regularly scheduled meetings of the Village Board of Trustees, Village committees and Village commissions for calendar year 2026 is as set forth in Exhibit A, attached hereto and incorporated herein.
3. All meetings of the Village Board of Trustees, Village committees and Village commissions shall be held at Village Hall, 200 N. Hill Street, Poplar Grove, IL 61065.
4. Except as amended in this Ordinance, all other provisions and terms of 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.
5. This Ordinance shall be in full force and effect after its approval, passage and publication in pamphlet form as required by law.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

ATTEST:

CLERK

PRESIDENT

Exhibit A – Meeting Schedule 2026

2026 Meeting Dates								
January:			May:			September:		
14	Board	7:00 PM	13	Board	7:00 PM	9	Board	7:00 PM
28	Board	7:00 PM	27	Board	7:00 PM	23	Board	7:00 PM
13	P&Z Comm.	6:00 PM	12	P&Z Comm.	6:00 PM	8	P&Z Comm.	6:00 PM
February:			June:			October:		
11	Board	7:00 PM	10	Board	7:00 PM	14	Board	7:00 PM
25	Board	7:00 PM	24	Board	7:00 PM	28	Board	7:00 PM
10	P&Z Comm.	6:00 PM	9	P&Z Comm.	6:00 PM	13	P&Z Comm.	6:00 PM
March:			July:			November:		
11	Board	7:00 PM	8	Board	7:00 PM	11	Board	7:00 PM
25	Board	7:00 PM	22	Board	7:00 PM	25	Board	7:00 PM
10	P&Z Comm.	6:00 PM	14	P&Z Comm.	6:00 PM	10	P&Z Comm.	6:00 PM
April:			August:			December:		
8	Board	7:00 PM	12	Board	7:00 PM	9	Board	7:00 PM
22	Board	7:00 PM	26	Board	7:00 PM	23	Board	7:00 PM
14	P&Z Comm.	7:00 PM	11	P&Z Comm.	6:00 PM	8	P&Z Comm.	6:00 PM
Committee Meetings as needed								

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.

(Ord. 20, 5-19-1896; Amd. 1984 Code)

- C. Chief Information Officer. Pursuant to 5 ILCS 140/3.5, every public body shall designate one or more of its Officers or employees to serve as its Freedom of Information Officer or Officers. The Village Clerk, or any deputy appointed by the Village Clerk, shall serve as the Freedom of Information Officer in compliance with Section 3.5 of the Freedom of Information Act. As Freedom of Information Officer, the Village Clerk, or any deputy appointed for this purpose, shall ensure that all provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.) are

complied with fully in consultation with the Village Attorney. Moreover, the Village Clerk, or any deputy appointed for the purpose, shall provide periodic updates to the Village website by uploading new information for public consumption.

(Amd. Ord. 2018-01, 4-18-2018; Ord. No. 2021-13, § 2, 5-19-2021)



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

December 3, 2025

****Subject:****

Clerk Duties Ordinance

1. Background:

As we have restructured the office personnel's roles and responsibilities, various ordinances defining duties and responsibilities need to be updated accordingly.

2. Current Status:

The Village Clerk is also the Collector. There are items in the current ordinance that no longer pertain to her current duties and therefore should be removed.

3. Fiscal Impact:

Fiscal impact will include any legal counsel services, office time.

4. Legal Review (if applicable):

NA

5. Recommendation:

I would like to recommend the following changes to the Duties of the Village Clerk 1-6A-1.

Letter A, items 8 – Remove in its entirety.

Letter A, item 9 - Remove in its entirety.

6. Supporting Documents (if applicable):

☐ Attached – Ordinance 1-6A-1 – Duties of Village Clerk

☐ Not Applicable

****Signature:****

Kristi Richardson

Village President



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

December 3, 2025

****Subject:****

Treasurer Ordinance

1. Background:

On June 11th, 2025 we repealed Ordinance 2024-22 which defined various duties of the Village Treasurer due to appointing an interim treasurer. Since the repeal we have restructured the office and added the role of collector.

2. Current Status:

The hiring committee has met to make final selections on potential Village Treasurer candidates. It is the desire to hire and appoint a full-time on-site Village Treasurer. Thus, it is important that the current ordinance defining the duties of Treasurer are accurate.

3. Fiscal Impact:

Fiscal impact will include any legal counsel services, office time.

4. Legal Review (if applicable):

NA

5. Recommendation:

I would like to recommend the following changes to the Duties of Treasurer ordinance (1-6B-1) for board member consideration.

Letter B – to read, “Receive all money paid to the Village **from the Collector**, or from the hands of any Officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk, Deputy Clerk, **or Collector** indicating the source, date, and/or amount of deposit.

(Strike “either directly from the person paying the money, and shall pay out money only after the board has approved payment of such amounts according to regular Village billing approval procedures.”)

Letter E – Remove in its entirety.

Letter F – strike the following, “and the amounts received and spent during the month.”

Letter G – Remove in its entirety.

Letter H – add, “and Collector” after shall work with the Village Clerk...

Letter J – strike, “the Finance and Public Works Committee Meeting” and add the Board of Trustees meetings.

Letter M – Strike, “Pay monthly bond transfers”.

Letter P – Remove in its entirety. (To note if the board wants this information, it would be provided by the Collector who processes accounts payables.)

Letter Q – Remove in its entirety.

Need to Add, “ Shall countersign or attest all orders or warrants drawn on the treasury.”

6. Supporting Documents (if applicable):

☐ Attached – Ordinance 1-6B-1 – Duties of Treasurer

☐ Not Applicable

****Signature:****

Kristi Richardson

Village President

1-6B-1. - DUTIES OF TREASURER.

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

- A. Be in charge of that portion of their office which they are statutorily required to perform by the Illinois Compiled Statutes. The Village Treasurer shall be supervised by the Village President and report directly to the Village President and Board regarding the administration of the office;
- B. Receive all money paid to the Village either directly from the person paying the money or from the hands of any Officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk or Deputy Clerk indicating the source, date, amount of deposit, and shall pay out money only after the Board has approved payment of such amounts according to regular Village billing approval procedures;
- C. Keep the records showing all money received by such person, showing the source from which it was received, and the purpose for which it was paid. The Village Treasurer shall keep records at all times showing the financial status of the Village;
- D. Keep such books and accounts as may be required by state law, this Code or other Ordinances of the Village, and shall keep them in a manner as required by the Board. The Village Treasurer shall be competent with current computer software to maintain the various accounts;
- E. Shall be responsible for purchase orders and bill payments;
- F. Make monthly reports to the Board showing the state of the finances of the Village and the amounts received and spent during each month. The Village Treasurer shall prepare and file an annual report within six months from the end of each fiscal year with a total of all receipts and expenditures of the Village and transactions conducted by the Village Treasurer during the preceding fiscal year;
- G. Keep a register of all warrants, bonds or other accounts paid by the Village Treasurer and all vouchers as required by state law. The Village Treasurer shall keep a register of payments of all utility bills. Any employee hired or assigned the duties of a billing clerk shall be supervised and report to the Village Treasurer;
- H. Shall work with the Village Clerk to ensure proper indexing of all records regularly kept in the custody of the Village Treasurer;
- I. Assist the contracted, independent auditors with the annual Village audits;
- J. Attend the Finance and Public Works Committee meeting, or any other meeting he is directed to attend by the Village President, to provide a report to the Board, unless excused therefrom;
- K. Assist the Village Officers in creation of the annual budget;
- L. Be responsible for all tasks related to employee payroll including payroll deductions, IMRF, wage garnishments, etc.;
- M. Responsible for all aspects related to the Village's investments, ensure availability of funds for payment of monthly bills, payroll and daily expenses. Pay monthly bond transfers, contact banks and secure bids for the investments, manage certificates of deposit, money market accounts and the Illinois Fund;
- N. Attend seminars in accordance with the seminar policy set forth in the employee handbook and this Code.
- O. Other duties as assigned. The Village Treasurer shall perform such other duties as are necessary or required by law, or as may be assigned by the Village President or Village Board, in support of the financial management and operations of the Village.

- P. The Village Treasure shall provide monthly expenditure reports to the Village Board for the Village credit cards, that include the monthly statements before paying the charges.
- Q. The Village Treasurer shall provide the invoices paid account statements to the Village Board each month in the Treasurer's report.

(Amd. Ord. 2018-01, 4-18-2018; Ord. No. 2024-22, 12-11-2024)