



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, January 28, 2026 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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## 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 the Board of Trustees Meeting Minutes from December 17, 2025.

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

## DEPARTMENT REPORTS

2. Collector, Miller

3. Wastewater, Test

4. Public Works, Howe

5. Engineer, McMahon

## UNFINISHED BUSINESS

6. Motion to discuss/approve **Resolution 2026-05**, a resolution of the Village of Poplar Grove authorizing the Village to enter into a professional services agreement to develop an organizational ArcGIS Online system in the amount of \$21,000.00.
7. Motion to discuss/approve **Resolution 2026-06**, a resolution of the Village of Poplar Grove, Illinois approving a Village purchasing credit card usage policy for Village personnel authorized to make purchases on behalf of the Village.
8. Motion to discuss/approve **Resolution 2026-07**, a resolution of the Village of Poplar Grove, Illinois, authorizing and approving a Village purchasing policy for goods and services procured for Village purposes by Village personnel.
9. Motion to discuss/approve **Ordinance 2026-03**, an ordinance amending Title I, Administration, Chapter 10, Purchasing Procedures of the Code of Ordinances for the Village of Poplar Grove.

## NEW BUSINESS

10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 29, 2026, in the amount of \$43,716.70 in AP checks, \$27,901.27 in EFTs, and estimated payroll of \$21,027.08 for a total of \$92,645.05.
11. Motion to discuss FOIA Fees.
12. Motion to discuss Budget Workshop Meeting.
13. Motion discuss/approve **Ordinance 2026-04**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal by sale of certain personal property owned by the Village of Poplar Grove.
14. Motion to discuss/approve **Ordinance 2026-05**, an ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property of no value owned by the Village of Poplar Grove.
15. Motion to discuss Sale of Land (driveway next to Jilly Bean)

## GOOD OF THE VILLAGE

Board of Trustees Meeting - February 11, 2026 - 7:00 pm

Board of Trustees Meeting - February 25, 2026 - 7:00 pm

**BS&A Payments live March 2<sup>nd</sup>**

Board of Trustees Meeting - March 11, 2026 - 7:00 pm

Board of Trustees Meeting - March 25, 2026 - 7:00 pm

**EXECUTIVE SESSION**

16. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.

**ADJOURNMENT (Voice Vote)**

KJM 01/23/2026



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, December 17, 2025 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### MINUTES

#### CALL TO ORDER

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

#### ROLL CALL

##### PRESENT

President Kristi Richardson

Finance Chairman Jeff Goings

Trustee David Allgood

Trustee Dan Cheek

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

Public Works Director David Howe

Waste Water Director Ion Steer

Engineer Chris Dopkins

##### ABSENT

Admin Chairman Owen Costanza

Trustee Sinae Hubbard

#### PLEDGE OF ALLEGIANCE

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

#### APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Trustee Vance. Motion passed by voice vote.

#### APPROVAL OF MINUTES (Voice Vote)

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

Motion made by Trustee Allgood, Seconded by Trustee Vance. The motion passed by voice vote.

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

none

## DEPARTMENT REPORTS

2. Engineering, McMahon
3. Public Works, Howe
4. Wastewater, Test
5. Collector, Miller

## UNFINISHED BUSINESS

6. Motion to discuss/approve **Resolution 2025-30**, a resolution of the Village of Poplar Grove, Illinois, approving an estimate from Total Environmental Service Technologies, Inc. to provide services to upgrade lift station equipment and for the installation of SCADA software in the amount of \$176,610.80.  
Motion made by Trustee Cheek, Seconded by Finance Chairman Goings.  
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson
7. Motion to discuss/approve **Ordinance 2025-36**, an ordinance amending Title I, Administration, Chapter 6, Village Officers and Employees, Article A, Village Clerk, Section 1-6A-1, Duties of the Village Clerk, of the Code of Ordinances for the Village of Poplar Grove.  
Motion made by Trustee Allgood, Seconded by Trustee Cheek.  
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

## NEW BUSINESS

8. Motion to discuss GIS Presentation  
Motion made by Trustee Vance, Seconded by Finance Chairman Goings.  
Discussion only
9. Motion to discuss/approve check disbursement for payments scheduled to be paid December 18, 2025, in the amount of \$68,533.55 in AP checks, \$29,892.10 in EFTs, and estimated payroll of \$30,000.00 for a total of \$128,4253.65.  
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.  
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
10. Motion to discuss Neighbors Night budget  
Motion made by Trustee Vance, Seconded by Trustee Cheek.  
Discussion only
11. Motion to discuss Pyrotecnico firework proposal  
Motion made by Trustee Vance, Seconded by Trustee Cheek.

Discussion Only

12. Motion to discuss Christmas tree lighting recap  
Motion made by Trustee Vance, Seconded by Trustee Cheek.

Discussion Only

13. Motion to approve the Winter 2025 Quarterly Newsletter.  
Motion made by Trustee Vance, Seconded by Trustee Cheek.  
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

14. Motion to discuss moving to a new credit card  
Motion made by Trustee Vance, Seconded by Trustee Cheek.  
Discussion Only

15. Motion to discuss Credit Card policy.  
Motion made by Trustee Vance, Seconded by Finance Chairman Goings.  
Discussion Only

16. Motion to discuss Purchasing Policy.  
Motion made by Trustee Allgood, Seconded by Trustee Cheek.  
Discussion Only

17. Motion to discuss job descriptions  
Motion made by Trustee Allgood, Seconded by Trustee Vance.  
Discussion Only

**GOOD OF THE VILLAGE**

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

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

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

**BS&A integration and Training- unable to take any payments January 15, 2025 - January 19, 2025**

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

**ADJOURNMENT (Voice Vote)**

Motion made by Finance Chairman Goings, Seconded by Trustee Allgood. Motion passed by voice vote.

The meeting adjourned at 8:31pm

## Collector Monthly Reporting

For December 2025

<b>Total Cash Receipts</b>		<b>Month Breakdown of Cash Receipts</b>	
Week 1 - 12/01/25-12/06/25	\$ 60,378.33	Accounts Receivables - Other	\$ 1,160.03
Week 2 12/07/25-12/13/25	\$ 155,161.37	State Income Taxes	\$ 50,995.78
Week 3 12/14/25- 12/20/25	\$ 78,675.69	State Use Taxes	\$ 3,690.41
Week 4 12/21/25-12/27/25	\$ 19,858.38	State Telecommunications Tax	\$ 3,659.43
Week 5 12/28/25 - 12/31/25	\$ 7,388.94	State Sales Taxes	\$ 50,255.04
<b>TOTAL CASH RECEIPTS</b>	<b>\$ 321,462.71</b>	State Video Gaming Tax	\$ 10,947.20
		Replacement Tax	\$ 858.26
		State Local Share of Cannabis	\$ 451.39
		Municipal Utility Tax - Electrica	\$ -
		Municipal Utility Tax - Natural	\$ 17,318.46
		Filing Fees	\$ 1,000.00
		Building Permit Fees	\$ 2,229.00
		Video Gaming Licenses	\$ -
		Liquor Licenses	\$ 100.00
		Other Licenses Fees	\$ 25.00
		Rents Received	\$ 1,500.00
		Miscellaneous Revenue	\$ -
		Motor Fuel Tax	\$ 19,704.54
		Accounts Receivables - Other	\$ 57.98
		Utility Billing Accounts Recieve	\$ 157,510.19
		<b>TOTAL</b>	<b>\$ 321,462.71</b>

01/23/2026  
09:36 AM

## RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

Post Date from 12/01/2025 - 12/31/2025 Open and Complete Receipts

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Item 2.

Receipt # Description	Date	Cashier	Wkstn	Received of Distribution	Amount
UB					139.04
C 25-163884	12/31/2025	SYSTEM_USE	Default		110.00
UB					95.60
C 25-163888	12/31/2025	SYSTEM_USE	Default		180.00
UB					66.64
C 25-163887	12/31/2025	SYSTEM_USE	Default		95.60
UB					100.00
C 25-163881	12/31/2025	SYSTEM_USE	Default		154.43
UB					
Total of 1,521 Receipts					321,462.71

## \*\*\* TOTAL BY GL DISTRIBUTION \*\*\*

01-00-1400 ACCOUNTS RECEIVABLE - OTHER	1,160.03
01-00-3100 STATE INCOME TAXES	50,995.78
01-00-3101 STATE USE TAXES	3,690.41
01-00-3102 STATE TELECOMMUNICATIONS TAX	3,659.43
01-00-3103 STATE SALES TAXES	50,255.04
01-00-3104 STATE VIDEO GAMING TAX	10,947.20
01-00-3105 REPLACEMENT TAX	858.26
01-00-3106 STATE LOCAL SHARE OF CANNABIS USE TAX	451.39
01-00-3201 MUNICIPAL UTILITY TAX - NATURAL GAS	17,318.46
01-00-3300 COURT FINES AND FEES	1,000.00
01-00-3400 BUILDING PERMIT FEES	2,229.00
01-00-3403 OTHER LICENSE FEES	25.00
01-00-3406 LIQUOR LICENSES	100.00
01-00-3500 RENTS RECEIVED	1,500.00
20-00-3120 MOTOR FUEL TAX	19,704.54
31-00-1400 ACCOUNTS RECEIVABLE - OTHER	57.98
31-00-1401 ACCOUNTS RECEIVABLE	86,543.48
31-00-1401 2ND METER WATER SRVC	124.13
31-00-1401 METERED SEWER	8,908.80
31-00-1401 NSF	97.98
31-00-1401 SEWER BASE	22,727.09
31-00-1401 SEWER USAGE	20,363.24
31-00-1401 TURN OFF FEE	640.00
31-00-1401 WATER BASE	11,080.90
31-00-1401 WATER USAGE	7,024.57
TOTAL - GL NUMBERS:	
	321,462.71

## \*\*\* TOTAL BY FUND \*\*\*

01 GENERAL FUND	144,190.00
20 MOTOR FUEL FUND	19,704.54

01/23/2026  
09:36 AM

RECEIPT REGISTER FOR VILLAGE OF POPLAR GROVE

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Item 2.

Receipt #	Date	Cashier	Wkstn	Received of Distribution	Amount
31 WATER & SEWER FUND					157,568.17
				TOTAL - ALL FUNDS:	321,462.71



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

## **COLLECTORS REPORT**

### **Month: December 2025**

#### **Tasks & Activities**

- All weekly reporting has been completed and filed.
- Daily Cash Deposits reviewed.
- Monthly Petty Cash Reconciliation completed.
- Accounts Payable invoices reviewed, entered, and processed accordingly.

#### **Reporting**

Provided a weekly and monthly breakdown of cash receipts.

Signed: Karri Miller

Date: 01/23/2026



WATER • WASTEWATER • LABORATORY

2323 Fourth Street

PO Box 483

Peru, Illinois 61354

815-224-1650

800-659-4659

Fax 815-224-1688

[www.testinc.com](http://www.testinc.com)

January 14, 2026

**Client:** Village of Poplar Grove  
 Attn: Kristi Richardson, Village President  
 200 Hill Street  
 P.O. Box 01  
 Poplar Grove, IL 61065

**Plant Type:** Wastewater Treatment Plants: North: Class II Sequential batch reactors (SBR).  
 South: Class I Sequential batch reactors (SBR).  
 Water Treatment Plants: Well Supply with Chemical Addition in all 3 locations

For the water system you will find attached the daily inspection and monitoring reports for each of the water plants and the distribution system testing record. For the wastewater side we have included the monthly DMR for both wastewater plants.

Outlined below are the processes and actions taken during December 2025 in Poplar Grove to improve the facilities equipment beyond required and routine maintenance, testing, inspection and reporting. At times we will also list upcoming needed improvements that may need attention by the Village.

We hired a new employee, so we've returned to full staff. He's been working out well and has taken a liking to the job. He previously worked in a lab, so he's familiar with a lot of the industry. He has been picking up on mechanical things quickly as well.

#### Lift Stations:

- Performed daily checks and maintenance.
- Worked with public works to install new batteries in the portable generator.
- Snow removal.

#### North WWTP:

- All standard monthly checks/maintenance/cleaning and procedures were completed.
- We decanted digesters.
- Tested all emergency wash stations.
- Cleaned out screener and cleaned spray nozzles.
- Calibrated all lab equipment.
- Cleaned plant.
- Had a call out for a thermal fault for the influent lift station. Heater that was installed in November died.

- Changed sampler tubing.
- Performed process control sampling.
- Dropped bad blower off at Meyer to be inspected.
- Monthly testing of all emergency wash stations.
- Snow removal.

**South WWTP:**

- Decanted digesters.
- Removed spray nozzle from screen and cleaned them. Also ran some ice through the screen to clean out stuck debris.
- All standard monthly checks/maintenance/cleaning and producers were completed.
- Tested all emergency wash stations.
- We cleaned all the midge flies from the plant.
- Had an issue with a PLC card in one of the control panels that controls the automatic fill and decant valves. Had to run the valves manually until we could get the right parts.
- Snow removal.

**Water System:**

- Cleaned well houses.
- We had an issue at well 3 where there was an ice buildup from condensation that broke off, fell through the wood cover and broke the feed line to the transducer. We repaired it the same day it happened.
- Changed some bad tubing at well 4 and well 3.
- All daily checks have been completed.
- Monthly and quarterly sampling completed
- Checked all heaters and furnaces to ensure everything is working as it should for winter.

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

Submitted by,  
Total Environmental Service Technologies, Inc.



Ion Stear  
Certified Operator/Manager

## DMR Copy of Record

Form Approved OMB No. 2040-0004 expires on 07/31/2026

EPA may make all the information submitted through this form (including all attachments) available to the public without further notice to you. Do not use this online form to submit personal information (e.g., non-business cell phone number or non-business email address), confidential business information (CBI), or if you intend to assert a CBI claim on any of the submitted information. Pursuant to 40 CFR 2.203(a), EPA is providing you with notice that all CBI claims must be asserted at the time of submission. EPA cannot accommodate a late CBI claim to cover previously submitted information because efforts to protect the information are not administratively practicable since it may already be disclosed to the public. Although we do not foresee a need for persons to assert a claim of CBI based on the types of information requested in this form, if persons wish to assert a CBI claim we direct submitters to contact the CBI DTS, or Reporting List, DTS, for further guidance. Please note that EPA may contact you after you submit this report for more information.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2040-0004). Responses to this collection of information are mandatory. In accordance with this permit and EPA NPDES regulations 40 CFR 122.41(l)(4)(i), An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information are estimated to average 2 hours per outfall. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Permit	Permit #:	11.0023451	Permittee:	POPLAR GROVE, VILLAGE OF	Facility:	POPLAR GROVE - NORTH WWTP, VILLAGE OF
Major:	No	Permittee Address:	200 NORTH HILL STREET POPLAR GROVE, IL 61065	Facility Location:	205 EDSON RD POPLAR GROVE, IL 61065	
Permitted Feature:	001 External Outfall	Discharge:	001-0 STP OUTFALL			
Report Dates & Status	From 11/01/25 to 11/30/25	DMR Due Date:	12/25/25	Status:	NetDMR Validated	
Monitoring Period:	Considerations for Form Completion	Title:	Certified Operator	Telephone:	815-224-1650	
First Name:	Ion					
Last Name:	Stear					
No Data Indicator (NODI)						
Form NODI:		Monitoring Location Name:	Permittee Name - Value NODI	Quantity or Level:	Quantity or Concentration	
Code	Permittee Name	Qualifier:	Value 1	Qualifier:	Value 2	
00300	Oxygen, dissolved [DO]	1 - Effluent Gross	1	-		
00400	pH	1 - Effluent Gross	0	-		
00530	Solids, total suspended	1 - Effluent Gross	0	-		
00610	Nitrogen, ammonia total [as N]	1 - Effluent Gross	1	-		
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-		
50060	Chlorine, total residual	1 - Effluent Gross	0	-		
80062	BOD, carbonaceous [5 day, 20 C]	1 - Effluent Gross	0	-		

Item 3.

<a href="#">Submit Note</a>	If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.
<a href="#">Edit Check Errors</a>	
<a href="#">No errors.</a>	
<a href="#">Comments</a>	
<a href="#">Attachments</a>	
<a href="#">No attachments</a>	
<a href="#">Report Last Saved By</a>	
POPULAR GROVE, VILLAGE OF	KJOERGER
User:	Kaile Joerger
Name:	
E-Mail:	kjoerga@testing.com
Date/Time:	2025-12-17 10:47 (Time Zone: -06:00)
<a href="#">Report Last Signed By</a>	
IONSTEAR	
User:	Ion Stear
Name:	
E-Mail:	istear@testing.com
Date/Time:	2025-12-22 12:58 (Time Zone: -06:00)

DMR Copy of Record

Form Approved OMB No. 2040-0004 expires on 07/31/2026

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2040-0024). Responses to this collection of information are mandatory in accordance with this permit and EPA NPDES regulations 40 CFR 122.41(l)(4)(i). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information are estimated to average 2 hours per outfall. Said comments on the Agency's behalf for this information, the accuracy of the provided burden estimate, and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2621 11), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address. Submit to the EPA, Docket for further guidance. Please note that EPA may contact you after you submit this report for more information.

Date/Time: 2025-12-22 12:58 (Time Zone: -08:00)

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. § 3501 et seq. (OMB Control No. 2040-0041). Responses to this collection of information are mandatory in accordance with this permit and EPA NPDES regulations 40 CFR 122.41(l)(4)(i). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to average 2 hours per outlet. Send comments on the Agency's collection of information to the Regulatory Support Division, U.S. Environmental Protection Agency (2021T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. The accuracy of this provided data assimilates and my suggest methods for minimizing respondent burden to this address.



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*Item 3.*



VILLAGE OF POPLAR GROVE  
FOR THE MONTH OF NOV. 2025  
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES

DAILY DISTRIBUTION MONITORING REPORT

Date	Site #	North System (Wells 2 & 3)			West System (Well 4)			South System (Wells 5 & 6)			Fluoride Analysis							
		Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Site #	Free Cl <sub>2</sub>	Total Cl <sub>2</sub>	PO <sub>4</sub>	Operator Initials	Slope Standard	Well #2	Well #3	Well #4	Well #5-6
1														94.00		0.88	0.77	0.51
2	Post	0.2	1.11	Gas	0.21	1.66	Tower	0.31	1.42	JH	0.71	0.70	JH	0.73	1.20	0.73		
3	Village	0.6	2.48	Oak	0.52	1.46	Tower	0.2	1.46	JH	0.64	1.30	JH	0.68				
4	Post	0.54	2.22	Gas	0.35	1.38	Tower	0.2	2.33	JH	0.68	0.82	JH	0.66				
5	School	1.88	1.76	Oak	0.42	1.04	Tower	0.35	1.21	JH	0.74	1.30	JH	0.64				
6	Arturo's	1.80	1.33	Gas	0.42	1.86	Tower	0.31	1.48	JH	0.89	1.30	JH	0.56				
7															0.69	0.78	0.61	
8															0.63	0.54	0.51	
9																		
10	Post	0.75	1.24	Gas	0.47	0.89	Tower	0.4	1.29	JH	0.51	1.10	JH	0.57				
11	Arturo's	0.87	1.89	Oak	0.86	1.13	Tower	0.5	1.32	JH	1.10	0.81	JH	0.61				
12	Post	0.61	2.03	Gas	0.31	1.14	Tower	0.62	1	JH	0.55	0.83	JH	0.64				
13	School	1.44	2.57	Oak	0.42	1.11	Tower	0.6	0.89	JH	0.60	1.00	JH	0.63				
14	Village	0.61	2.69	Gas	0.25	1.59	Tower	0.62	1.55	JH	0.78	0.80	JH	0.44				
15															0.75	0.87	0.47	
16															0.72	0.91	0.74	
17	Post	0.31	1.8	Oak	0.5	1.3	Tower	0.59	1.35	JH	0.85	1.10	JH	0.69				
18	Arturo's	0.85	0.69	Garage	0.91	1.57	Tower	0.64	1.78	JH	0.45	1.00	JH	0.75				
19	Post	0.51	1.23	Gas	0.53	1.08	Tower	0.74	1.17	JH	0.74	0.95	JH	0.64				
20	School	1.65	2.03	Garage	0.83	1.32	Tower	0.65	1.1	JH	0.80	1.10	JH	0.66				
21	Arturo's	2.08	1.15	Gas	0.43	1.06	Tower	0.51	1.33	JH	0.85	1.10	JH	0.63				
22															0.75	0.88	0.55	
23															0.93	0.62	0.65	
24	Post	0.42	2.57	Gas	0.51	1.1	Tower	0.72	1.71	JH	0.57	0.74	JH	1.00				
25	Post	0.55	2.6	Garage	1.43	1.56	Tower	0.75	0.91	JH	0.74	0.87	JH	0.19				
26	Village	1.7	1.47	Garage	1.86	1.19	Tower	1.07	1.9	JH	0.74	0.96	JH	0.17				
27															0.86	0.24	0.17	
28															0.53	0.53	0.43	
29															0.51	1.60	0.52	
30															0.52	0.29	0.60	
1		0.51	1.11	Gas	0.51	1.63	Tower	1	1.88									

Signature:   
PHONE: 847-224-1650

VILLAGE OF POPLAR GROVE - NORTH  
FOR THE MONTH OF NOV. 2025  
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES

IL0070150  
MONTHLY OPERATING REPORT

Flow Meter			Hour Meter Well 2			Hour Meter Well 3			Chlorine Feed			Phosphate Feed			Fluoride Feed		
Date	Time	Reading	Pumpage	Reading	Hours	Reading	Hours	Scale	lbs Used	Free	Scale	lbs Used	PO4	Scale	lbs Used	PO4	
													mg/L	mg/L	mg/L	mg/L	
31-Oct	08:50	515520	10065.5			36957.00		36.00	0.89	46	1.89	35.00					
1-Nov	10:40	515719	181	10065.6	0	36967.60	9.50	29.00	6.0	0.68	36	6.00	1.24	34.50	0.5	As	
2-Nov	09:15	515900	199	10065.6	0	36977.10	10.80	23.00	5.0	2.00	30	4.00	1.88	34.00	0.5	As	
3-Nov	10:02	516099	178	10065.6	0	36987.90	9.50	18.00	5.0	1.52	26/100	18.00	0.63	33.50	0.5	JH	
4-Nov	09:11	516277	192	10065.6	0	36997.40	10.20	13.00	5.0	2.08	82	22.00	2.39	33.00	1.0	JH	
5-Nov	10:15	516469	115	10065.6	0	37007.60	6.10	8.00	4.0	1.74	60	8.00	1.23	32.00	0.0	JH	
6-Nov	11:12	516584	99	10065.6	0	37013.70	5.20	4.00	4.0	1.65	52	8.00	2.33	32.00	0.5	JH	
7-Nov	09:20	516683	104	10065.6	0	37018.90	5.60	4 / 160	4.0	1.87	44	8.00	1.71	31.50	0.0	JH	
8-Nov	09:00	516787	108	10065.6	0	37024.50	5.90	156.00	3.0	1.91	36	6.00	2.10	31.50	0.5	JH	
9-Nov	09:35	516895	122	10065.6	0	37030.40	6.30	153.00	4.0	2.07	30	20.00	1.68	31.00	0.0	JH	
10-Nov	09:55	517017	108	10065.6	0	37036.70	5.80	149.00	4.0	1.61	10 / 60	24.00	1.72	31.00	0.5	JH	
11-Nov	09:25	517125	116	10065.6	0	37042.50	6.10	145.00	3.0	1.66	36	6.00	1.58	30.50	0.5	J	
12-Nov	10:03	517241	96	10065.6	0	37048.60	5.10	142.00	2.0	1.73	30	14.00	1.86	30.00	0.0	JH	
13-Nov	10:02	517337	113	10065.6	0	37053.70	6.00	140.00	3.0	1.56	16 / 46	26.00	2.24	30.00	0.5	JH	
14-Nov	10:09	517430	92	10065.6	0	37059.70	4.90	137.00	3.0	1.83	20	10.00	2.63	29.50	0.5	JH	
15-Nov	09:15	517542	99	10065.6	0	37064.60	5.20	134.00	2.0	2.00	6/10/0	4.00	2.00	29.00	0.0	As	
16-Nov	08:55	517641	143	10065.6	0	37069.80	7.40	132.00	3.0	1.40	10	0.00	2.56	29.00	0.0	As	
17-Nov	09:30	517784	120	10065.6	0	37077.20	6.60	129.00	4.0	1.76	10/138	12.00	0.38	29.00	0.5	JH	
18-Nov	09:31	517904	96	10065.6	0	37083.80	5.10	125.00	2.0	2.12	126	6.00	1.70	28.50	0.5	JH	
19-Nov	09:58	518000	111	10065.6	0	37088.90	5.90	123.00	3.0	1.79	120	0.00	0.56	28.00	0.5	JH	
20-Nov	09:22	518111	100	10065.6	0	37094.80	5.30	120.00	0.0	1.97	120	0.00	0.21	27.50	0.0	JH	
21-Nov	09:05	518211	118	10065.6	0	37100.10	6.60	120/160	5.0	1.95	120	10.00	1.93	27.5 / 50	0.5	JH	
22-Nov	11:25	518329	100	10065.6	0	37106.70	5.00	155.00	2.0	1.37	110	10.00	1.81	49.50	0.0	JH	
23-Nov	11:05	518429	122	10065.6	0	37111.70	6.50	153.00	3.0	1.17	100	8.00	1.89	49.50	0.5	JH	
24-Nov	10:18	518551	98	10065.6	0	37118.20	5.30	150.00	3.0	1.65	92	8.00	0.54	49.00	0.0	JH	
25-Nov	09:18	518649	109	10065.6	0	37123.50	5.70	147.00	3.0	2.05	84	4.00	1.50	49.00	0.5	JH	
26-Nov	09:15	518758	120	10065.6	0	37129.20	6.50	144.00	3.0	2.75	80	8.00	48.50	0.0			
27-Nov	10:30	518878	125	10065.6	0	37135.70	11.70	141.00	3.0	1.92	72	4.00	1.79	48.50	0.5		
28-Nov	10:00	519003	118	10065.6	0	37147.40	1.30	138.00	4.0	2.11	68	4.00	0.55	48.00	0.5		
29-Nov	10:00	519121	118	10065.6	0	37148.70	6.40	134.00	2.0	1.95	64	2.00	1.15	47.50	0.5		
30-Nov	10:00	519239	133	10065.6	0	37155.10	7.00	132.00	3.0	2.22	62	2.00	0.82	47.00	0.5		
1-Dec	10:00	519372	10065.6			37162.10		129.00	0.92	60	0.85	46.50					
TOT		3653						195									
AVE		122						6									
MAX		199						12									
MIN		92						1									

SIGNATURE:  
PHONE: 815-224-1650

Ion Stear

VILLAGE OF POPLAR GROVE - WEST  
FOR THE MONTH OF NOV. 2025  
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF PUBLIC WATER SUPPLIES

IL0070350  
MONTHLY OPERATING REPORT

Date	Time	Flow Meter	Hour Meter Well 4	Chlorine Feed	Phosphate Feed	Fluoride Feed							
		Reading	Pumpage	Reading	Hours	Scale	lbs Used	Scale	lbs Used	PO4 mg/L	Scale	lbs Used	Operator Initials
31-Oct	08:10	433922	9815.72	137.00	0.72	70	1.78	391.00					AS
1-Nov	10:15	433991	67	9817.45	1.69	135.00	1.0	0.61	64	4.00	1.54	389.40	1.70
2-Nov	10:05	434058	68	9819.14	1.71	134.00	0.0	0.49	60	4.00	1.11	387.70	1.70
3-Nov	11:15	434126	44	9820.85	0.9	134.00	1.0	1.45	56	2.00	1.98	386.00	1.10
4-Nov	08:33	434170	68	9821.75	1.9	133.00	1.0	1.65	54	4.00	2.56	384.90	1.90
5-Nov	10:45	434238	67	9823.65	1.68	132.00	0.0	1.07	50	2.00	2.24	383.00	1.50
6-Nov	10:05	434305	44	9825.33	1.11	132.00	1.0	0.53	48	4.00	1.15	381.50	1.30
7-Nov	08:48	434349	66	9826.44	1.66	131.00	0.0	1.26	44	4.00	1.92	380.20	1.50
8-Nov	09:14	434415	69	9828.1	1.73	131.00	0.0	0.50	40	2.00	1.35	378.70	1.90
9-Nov	08:45	434484	72	9829.83	1.81	130.00	0.0	0.56	38	6.00	1.49	376.80	1.70
10-Nov	10:30	434556	67	9831.64	1.68	129.00	1.0	1.36	32	2.00	1.70	375.10	1.90
11-Nov	08:44	434623	68	9833.32	1.7	128.00	1.0	0.44	30	2.00	1.27	373.20	1.80
12-Nov	10:27	434691	45	9835.02	1.14	127.00	1.0	0.38	28	4.00	1.48	371.40	1.00
13-Nov	10:22	434736	78	9836.16	1.96	126.00	0.0	1.72	24 / 120	120.00	1.25	370.40	2.10
14-Nov	10:38	434814	83	9838.12	2.09	126.00	2.0	0.37	116	0.00	1.07	368.30	2.50
15-Nov	10:00	434897	64	9840.21	1.57	124.00	1.0	1.16	116	6.00	1.38	365.80	1.30
16-Nov	08:40	434961	71	9841.78	1.83	123.00	2.0	1.28	110	4.00	1.45	364.50	1.80
17-Nov	09:49	435032	69	9843.61	1.73	121.00	2.0	1.11	106	4.00	1.88	362.70	1.90
18-Nov	10:00	435101	68	9845.34	1.12	119.00	2.0	1.32	102	4.00	1.61	360.80	1.80
19-Nov	10:30	435169	46	9846.46	1.75	117.00	1.0	1.27	98	2.00	1.29	359.00	1.40
20-Nov	08:41	435215	68	9848.21	1.71	116.00	0.0	1.64	96	4.00	1.34	357.60	0.60
21-Nov	09:30	435283	67	9849.92	1.69	116 / 160	2.0	1.83	92	4.00	1.96	357 / 431.50	JH
22-Nov	10:40	435350	70	9851.61	1.77	158.00	2.0	1.71	88	4.00	1.86	429.80	1.80
23-Nov	11:20	435420	68	9853.38	1.72	156.00	2.0	1.61	84	2.00	1.29	428.00	1.60
24-Nov	10:42	435488	70	9855.1	1.56	154.00	1.0	1.86	82	4.00	1.25	426.40	2.00
25-Nov	09:40	435558	70	9856.66	1.94	153.00	2.0	1.46	78	2.00	1.41	424.40	1.40
26-Nov	09:25	435628	71	9858.6	1.71	151.00	1.0	1.51	76	4.00		423.00	2.00
27-Nov	10:47	435699	45	9860.31	1.21	150.00	1.0	1.89	72	4.00	1.76	421.00	1.20
28-Nov	09:45	435744	69	9861.52	1.84	149.00	3.0	2.05	68	4.00	1.26	419.80	1.70
29-Nov	11:35	435813	68	9863.36	1.36	146.00	1.0	1.91	64	4.00	1.05	418.10	2.00
30-Nov	10:35	435881	70	9864.72	1.16	145.00	2.0	0.84	60	4.00	1.63	416.10	1.60
1-Dec	10:25	435951		9865.88		143.00		1.47	56	4.00	1.47	414.50	JH
TOT													
AVE		1960	65										
MAX			83										
MIN			41										

SIGNATURE:  
PHONE: 815-224-1650

Tom Stear





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

## **Public Works Report – December 2025**

### **Parks & Recreation**

- Removed Christmas décor throughout Village facilities.

### **Roads & Infrastructure**

- Multiple snow events occurred during the month.
- There were eleven snow or ice events in December that required response, or twelve if you include the 11 inches of snow from November 29 to December 1.
- Most of these events were salt only, with seven being 2 inches or less. We also had 2.9 inch, 3 inch and 6.1 inch events that required plowing.
- Including overtime, staff had more than 200 man-hours dedicated to snow and ice control operations in December.
- Took possession of 300 tons of road salt for winter operations. Going into January, we had a balance of approximately 415 tons left to take.

### **Water & Sewer**

- Repaired a water main on Ray St.

### **Facilities & Equipment Repairs**

- Remodel work began at 100 S. State; demolition started and continued through December. Once the flooring was removed, the subfloor was found to be in poor condition, so the subfloor and insulation were removed and the floor joists were leveled, with spacers reinstalled properly.
- After demolition is completed, new floor insulation, subfloor, and wall insulation will be installed, followed by plumbing and electrical repairs; the target for completing this phase of work is the end of January.

### **Administration & Planning**

- Continued coordination with Comcast updating dialer lines at the wellhouses and lift stations.
- Maintained discussions with developers on active and prospective projects.
- Continued coordination with New Leaf/Contry on lots in Westergren.

- Continued review of Surf fiber-optic permits; while revisions are still required on some plan sets, we are moving onto issuing permits for the initial three sets.
- Continued review of Frontier fiber-optic permits; substantial revisions are still required.

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



**To:** The Village President and Board of Trustees  
**From:** Chris Dopkins, P.E., Village Engineer  
**Re:** Engineering Report – December 2025 Activity  
**Date:** January 21, 2026

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

- **South Wastewater Treatment Plant:** Staff is currently in the process of reviewing past agreements to determine if any action is needed on the Village's behalf as a result of the permitted capacity reduction. The documents are voluminous which is the reason behind the lengthy review time.
- **Candlewick Lake Interconnection Agreement:** A draft agreement was sent to Aqua Illinois for its review and edit. We are hopeful that the agreement will be presented to the Board in February.
- **Sludge Application Permits:** Our office began working on the permit application. We expect to file the application w/ IEPA in late January. It typically takes IEPA 2-3 months to issue the permit.
- **Surf Internet:** Surf has provided revised plans for review, and two plan sets have been approved. Staff is currently review plans and surety requirements and we realistically expect to issue construction permits in the next 30 days. Surf has not provided a construction start date as of the time of this memo.
- **2025 Pavement Maintenance Program:** We are working through final quantities and cost w/ the contractor. We expect to process the final pay application and closeout paperwork in February.
- **Bel Air North Subdivision:** Sanitary sewer and water main has passed test protocols, and we expect that the Developer will file for the water main operating permit within the next few weeks. The majority of the remaining work in the subdivision includes grading, restoration, paving of the surface course, and any "punch list" items that might arise. The Developer is currently in the process of coordinating w/ NICOR, ComEd, etc. for utility installation which should start in the spring months.
- **Frontier Fiber Optic:** Frontier has resubmitted plans for the Knolls and the eastern half of Prairie Green Subdivision. Plans were review with a couple of very minor corrections needed. Similar to Surf, Frontier has not provided a construction start date as of the time of this memo but we do expect construction to start in the spring months.
- **Geographical Information System (GIS):** Pursuant to the discussions at last month's Board Meeting, a proposal for GIS services is being presented at the January 28<sup>th</sup> Board Meeting.



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

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

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

**Date:** January 21, 2026

---

Pursuant to our discussions at the December 17<sup>th</sup> Board Meeting, attached is a proposal to develop ArcGIS On-Line applications for the Village's sanitary sewer, storm sewer, potable water systems. The Village would also like to obtain a "community development" application which will include zoning, annexation/development agreements, PUD/SUP, recapture agreements, plan documents, etc., and those services are included in the proposal as well.

As we discussed in December, the data that will be uploaded into GIS will originate from the Village, and therefore there will be considerable staff time that is devoted to this project. We are estimating that each of the four applications be fully completed in 2026, but ultimately the completion of the project is largely dependent on the quality/availability of the existing data, as well as the availability of staff time throughout the year to obtain data.

We very much look forward to the opportunity to be of service, and please do not hesitate to contact me at (815) 636-9590 with any questions.

## **RESOLUTION 2026-05**

### A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING ENTER INTO A PROFESSIONAL SERVICE AGREEMENT FOR TO DEVELOP AN ORGANIZATIONAL ARC-GIS ONLINE SYSTEM

**WHEREAS**, the Village of Poplar Grove (“Village”) lacks comprehensive mapping of its sanitary sewer, potable water and storm sewer systems; and

**WHEREAS**, the Village has numerous development, recapture, and annexation agreements as well as Planned Unit Development and Special Use Permits that it desires to organize through georeferencing; and

**WHEREAS**, Geographical Information Systems (“GIS”) is a powerful tool that can be used for capturing, cataloging, displaying, analyzing, managing, storing, data and assets that are referenced geographically; and

**WHEREAS**, the Village desires to implement an Organizational ArcGIS On-Line (“AGOL”) system to catalog and manage its potable water, sanitary sewer, storm sewer, community development assets and data; and

**WHEREAS**, Village desires to retain McMahon Associates, Inc. to assist the Village in developing its AGOL system; and

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

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

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

Adopted this 28<sup>th</sup> day of January, 2026.

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

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

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_

VILLAGE PRESIDENT

ATTEST:

\_\_\_\_\_

VILLAGE CLERK

**Village of Poplar Grove**  
**Attn: Ms. Kristie Richardson, Village President**  
**200 N. Hill Street**  
**Poplar Grove, IL 61065**

Date: January 20, 2026

McM. No. M0031-07-26-00001

**PROJECT DESCRIPTION:** The Village of Poplar Grove desires to develop an Organizational ArcGIS On-Line (AGOL) system. This development shall consist of creating their organizational ArcGIS On-line account as well as developing a Village of Poplar Grove utility maps and apps for staff use. The specific application identified for development shall consist of data readily available from Poplar Grove and Boone/Winnebago Counties. The app shall be deployed to the Village AGOL account and training for staff shall be provided.

**STATEMENT OF UNDERSTANDING:** The Village of Poplar Grove lacks comprehensive maps of its potable water, sanitary and storm sewer systems. When the need arises to locate/manage infrastructure, staff generally utilizes old improvement plans many of which are either “preliminary” or “design” drawings, as the Village has very few reliable “record” drawings. The Village has made efforts to develop reliable mapping. In 2013 +/- the Village hired an intern who took a GPS locator into the field and located as many hydrants/valves/manholes/etc. as possible. Those work points were then inserted into a map by Village Staff, water mains were drawn between valve & hydrant locations, but no other information was catalogued. Staff have found that the maps are unreliable/incomplete, and since the GPS locator had limited accuracy, the maps do not accurately represent the location of assets in the field.

The Village of Poplar Grove desires to implement an AGOL for its sanitary sewer, storm sewer, potable water systems, and for community development purposes which will generally include zoning, annexation/development agreements, recapture agreements, SUP/PUD, and plan documents.

---

#### **SCOPE OF SERVICES:**

McMahon Associates, Inc. agrees to provide the following Scope of Services for this project:

- Technical assistance in purchase of AGOL organizational account for Village
- Creation of AGOL Organizational Account
- Creation of Village of Poplar Grove Utility (Sanitary Sewer, Potable Water, Storm Sewer) and Community Development WebMap and Web Mapping Application for viewing GIS data
- Training for staff on utilization of applications
- ARCGIS field maps for client use.

#### Items Not Included in the Scope of Services:

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

- Field data collection of any assets/information
- Purchase of additional software (Estimated cost for AGOL organizational account \$1,000.00 to be purchased by Village)
- Review of Village files for documents/maps.

**SPECIAL TERMS:** (Refer Also To General Terms & Conditions - Attached)

The Scope of Services and fee is based upon the understanding that the Owner will provide the following:

- Access to AGOL organizational account passwords and necessary GIS datasets
- Staff availability for training
- Community Development related documents.

The Village of Poplar Grove agrees that the Project Description, Statement of Understanding, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of McMahon Associates, Inc.

**COMPENSATION:** (Does Not Include Permit or Approval Fees)

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following compensation:

Rates Per Attached Fee Schedule  
 Lump Sum: **\$21,000.00**  
 Other:

**COMPLETION SCHEDULE:**

McMahon Associates, Inc. agrees to complete this project as follows:

- 2026 calendar year

**ACCEPTANCE:**

The General Terms & Conditions and the Scope Of Services (Defined In The Above Agreement) Are Accepted, and McMahon Associates, Inc. Is Hereby Authorized To Proceed With The Services.

This Agreement Confirms Our Written Proposal, Dated: N/A

This Agreement Confirms Our Verbal Estimate Given On: N/A

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

**OWNER:** Village of Poplar Grove

**Poplar Grove, IL**

By:

Title: Kristi Richardson, Village President

**McMAHON ASSOCIATES, INC.**

**Machesney Park, IL**

By:

Title: Sam Pociask  
Associate/GIS Group Manager

Date: \_\_\_\_\_

Date: January 17, 2026

Project  
Manager:

Associate/Regional Svcs. Director

*Please Return One Copy For Our Records*  
 Street Address: 1700 HUTCHINS ROAD, MACHENSEY PARK, IL 61115  
 PH 8150-636-9590 • FX 815-636-9591 • WWW.MCMGRP.COM

**1. STANDARD OF CARE**

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. For clarity, Client may sometimes be referred to as "Owner" in this and related documents.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, express or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or McMahon. McMahon's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against McMahon because of this Agreement or the performance or nonperformance of services hereunder. The Agreement does not create, nor does it intend to create a fiduciary relationship with Client or any other party.

**2. PAYMENT AND COMPENSATION**

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

**3. INSURANCE**

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

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

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

- 3.2 McMahon's total aggregate liability to the Client for any indemnity obligations, reimbursement of legal fees, or for any damages arising out of or related to the performance of this Agreement, whether based in tort, contract, or any other legal theory, shall be limited as follows: for contracts with a total value less than \$250,000, to the lesser of two (2) times McMahon's fee or \$250,000; for contracts with a total value equal to or exceeding \$250,000, to McMahon's fee under this Agreement not to exceed \$1,000,000.
- 3.3 **Additional Insureds:** Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations. To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies for claims caused in whole or in part by contractor's acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations, and policies are to be endorsed with a waiver of subrogation, as evidenced on the Certificate of Insurance.

**4. CLAIMS AND DISPUTES**

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon, unresolved disputes shall be submitted to mediation. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

**5. TERMINATION OR SUSPENSION**

- 5.1 **Client:** Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination.

- 5.2 **McMahon**: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms and Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon. In addition, McMahon may terminate this Agreement for any reason, with or without cause, by providing seven (7) days written notice to the Client. Upon such termination, all obligations of McMahon shall cease. McMahon shall not be liable for any damages, costs, or additional compensation related to the termination.
- 5.3 **Suspension for Non-Payment**: McMahon may, after giving 48 hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.
- 5.4 **Payment Upon Termination**: If the Agreement is terminated, Client shall be responsible for paying for all work performed and/or expenses and damages incurred by McMahon. Payments shall be made in accordance with Section 2 above.

## 6. COPYRIGHTS AND LICENSES

- 6.1 **Instruments of Service**: McMahon and its subconsultants shall be deemed the author and owner of their respective Instruments of Service (IOS), including but not limited to the drawings, specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 **Licenses**: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 **Reuse**: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and without liability or exposure to McMahon, and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such reuse of the IOS by the Client or by others acting through the Client.

## 7. AGREEMENT CONDITIONS

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

## 8. MISCELLANEOUS PROVISIONS

- 8.1 **Additional Client Services**: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 **Client-Provided Information**: The Client agrees that McMahon may rely on information provided by the Client or by third parties engaged by the Client.
- 8.3 **Means and Methods**: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.4 **Purchase Orders**: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the Terms and Conditions of this Agreement. Signed acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein. If the Client does issue a purchase order, or other similar instrument, McMahon will indicate the purchase order number on the invoice(s) sent to the Client.
- 8.5 **Project Maintenance**: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.6 **Consequential Damages**: Notwithstanding any other provision of the Agreement, McMahon shall not be liable in contract or tort or otherwise for any special, indirect, consequential, or liquidated damages including but not limited to loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project and/or this Agreement.
- 8.7 **Corporate Protection**: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.8 **Contingency**: The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. Accordingly, the Client agrees to make no claim for such costs. Revisions in excess of this threshold shall be resolved per the dispute resolution process.
- 8.9 **Project Costs Associated with Agency Plan Review**: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the bid phase, or if this review occurs after the bid phase, any additional costs would be considered part of the project contingency.
- 8.10 **Hazardous Materials**: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site.
- 8.11 **Climate**: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.

**RESOLUTION NUMBER: 2026-06**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS TO APPROVE  
A VILLAGE PURCHASING CREDIT CARD USAGE POLICY FOR VILLAGE  
PERSONNEL WHO ARE AUTHORIZED TO MAKE PURCHASES ON BEHALF OF  
THE VILLAGE**

**WHEREAS**, the Village of Poplar Grove, Illinois (“Village”) authorizes employees of the Village to procure goods and services on behalf of the Village; and

**WHEREAS**, the adoption of a Purchasing Credit Card Usage Policy (“Policy”) will establish clear and consistent purchasing procedures when using a Village-issued Purchasing Credit Card; and

**WHEREAS**, the Village has reached an accord as to the terms and conditions upon which Village personnel will be authorized to use Purchasing Credit Cards and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein (“Policy”); and

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

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

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

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

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

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_

VILLAGE PRESIDENT

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

VILLAGE CLERK

**EXHIBIT A- POLICY**

**Village of Poplar Grove  
Purchasing Credit Card Usage Policy  
Adopted by the Board of Trustees on \_\_\_\_\_**

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## **I. Overview**

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

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## **II. Purpose**

This policy is intended to:

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

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## **III. Scope**

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

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## **IV. Village Purchasing Credit Card Program (PCard) Usage**

### **A. Authorized Uses**

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

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

## B. Issuance

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

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

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

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

## C. Prohibited Uses

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

## E. Transaction Procedures

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

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

#### **F. Spending Limits (See Purchasing Policy)**

- Authorized purchases up to **\$5,000** per can be made in the open market with approval from the Department Head.
- Purchases exceeding **\$5,000** require 3 quotes and the approval of the Village President and Village Treasurer.
- These limits apply to purchasing card transactions and may only be exceeded in emergencies.
- Limits may be increased upon written request and Board approval.

#### **G. Reimbursements**

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

#### **H. Lost or Stolen Cards**

Report immediately to:

- **Credit Card Administrator** during business hours
- **Village President** after hours

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#### **V. Termination of Employment or Card Use**

Upon separation from employment or reassignment:

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

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## **VI. Compliance and Enforcement**

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

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### **Attachments:**

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

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**RESOLUTION NUMBER: 2026-07**

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS  
AUTHORIZING AND APPROVING A VILLAGE PURCHASING POLICY FOR  
GOODS AND SERVICES PROCURED FOR VILLAGE PURPOSES BY VILLAGE  
PERSONNEL**

**WHEREAS**, the Village of Poplar Grove, Illinois (“Village”) authorizes employees of the Village to procure goods and services on behalf of the Village; and

**WHEREAS**, the adoption of a Purchasing Policy (“Policy”) will establish clear and consistent purchasing procedures for various circumstances, including emergencies, sole-sourced bids, and use of petty cash; and

**WHEREAS**, the Village has reached an accord as to the terms and conditions upon which Village personnel will be authorized to purchase goods and services on behalf of the Village and have memorialized the same in the agreement attached hereto as Exhibit A and incorporated herein (“Policy”); and

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

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

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

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

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

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_  
\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

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

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APPROVED \_\_\_\_\_, 2026

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VILLAGE PRESIDENT

ATTEST:

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VILLAGE CLERK

**EXHIBIT A- POLICY**

## **Village Of Poplar Grove**

### **Purchasing Policy and Procedures**

**Adopted by the Board of Trustees on \_\_\_\_\_**

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#### **I. Overview**

The Village of Poplar Grove recognizes that the effective and timely procurement of goods and services is essential to operations. This policy establishes uniform procedures and accountability for purchases and supports the existing Purchasing Ordinance procedures outlined in Chapter 10 of the code of ordinances. It is the philosophy of the Village to conduct a purchasing process which will result in maximum value in the goods and services purchased for the tax dollars spent.

This policy is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

The Village reserves the right to amend this policy by approval of the Board of Trustees.

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#### **II. Purpose**

The purpose of this directive is to:

- Provide comprehensive purchasing policies and procedures as guidance in procuring equipment, materials, supplies and services for the operational requirements of the Village.
- To ensure competitive and unbiased selection of qualified and cost-effective vendors and suppliers.
- Purchase goods and services at the lowest cost consistent with specified quality and service levels.
- Promote full competition from vendors through a standardized formal bidding process.
- Comply with all local, state and federal regulations regarding the purchase of municipal goods and services.
- Maintain standards of quality in materials.
- Avoid duplication, waste and obsolescence with respect to materials and equipment.

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### III. Scope

This policy applies to all Village departments, employees, and elected officials involved in the procurement of goods or services.

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### IV. DEFINITIONS

**A. Bid.** A formal, written offer submitted in response to an invitation for bids to provide goods, services, or construction at a stated price.

**B. Competitive Bidding.** A procurement process in which bids or proposals are solicited from multiple sources to promote fair competition and obtain the best value for the Village.

**C. Contract.** A legally binding written agreement between the Village and a vendor for the provision of goods or services in exchange for compensation.

**D. Professional Services.** Services requiring specialized knowledge, training, or expertise.

**E. Lowest Responsible Bidder.** The bidder whose bid meets all specifications and who has the capability, integrity, experience, and financial ability to perform the contract satisfactorily, considering the price and other relevant factors.

**F. Sole Source Bid.** Sole source purchases are defined as orders for parts, supplies, equipment, or services that are available only from a single source or for other reasons are necessary to purchase from a single source.

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### V. PURCHASING OBJECTIVES.

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

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

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

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## VI. GENERAL PURCHASING POLICIES.

This section describes Village purchasing policies which apply to all non-emergency purchases of material, equipment, supplies, and services.

### PURCHASING CATEGORIES – As outlined in Ordinance 10-

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

#### **A. Purchases under \$5,000.00.**

Purchases up to **\$5,000.00** can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.

##### **Procedure:**

1. Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.
2. Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.
3. Staff makes recommendation after review of quotes and Department head gives final approval.
4. Village Board retains oversight through approvals of monthly warrants and annual budget.

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

#### **B. Purchases between \$5,001.00 — State limit.**

Purchases of materials, equipment, services or supplies between **\$5,001.00** and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.

**Procedure:**

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

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

Purchases involving a sole source bid (i.e., no competitive bids obtained) in circumstances where informal or semi-formal competitive quotes would otherwise be required shall be supported by a written sole source justification. This justification must be prepared and signed by the Department Head and shall clearly document the specific reasons for which competitive bidding is not practicable or in the best interest of the organization.

The written justification shall, at a minimum, describe the unique features, qualifications, or capabilities of the vendor or product; explain why no reasonable alternatives exist; and outline any compatibility, continuity, emergency, legal, or operational factors necessitating the sole source procurement. The justification must be submitted with the purchase request and approved prior to authorization of the purchase.

### **C. Purchases Above the State Limit.**

Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village Ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees.

The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees.

Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department head shall first obtain in writing, whenever possible, at least three informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.

#### **Procedure:**

1. Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.
2. Notice of call for bids shall be published in a newspaper of general circulation throughout the Village by at least one insertion which shall be at least ten days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.
3. Formal bids are opened and read publicly at Village Hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.
4. Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the Village Board

based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.

5. Final bid is awarded by the Village Board, and official contracts and/or agreements are signed by the Village President.

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## **VII. TYPES OF PURCHASING**

### **JOINT PURCHASING.**

#### **A. State Purchasing.**

Certain items are let for bids by the Procurement Division of the State of Illinois. Any unit of government in the state may avail themselves of these bid prices. Purchasing through State Purchasing may satisfy the requirement for bidding. When items are purchased through the State Purchasing vendor, the department head prepares a purchase order as normally prescribed but also must submit a copy to the State of Illinois Procurement Division. The purchase order must refer to the Vendor Number and Contract Order Number. These numbers appear on the State Purchasing contract for that item.

#### **B. Cooperative Purchasing.**

The Village may participate in cooperative purchasing programs with other units of local government to obtain goods and ser. Periodic checks of what other governmental units are paying can confirm whether the Village is receiving a fair price. If a neighboring municipality is contemplating the bidding of a particular item which is also to be bid on by the Village, the joining of the two municipalities may result in a lower price.

#### **C. Petty Cash Purchases.**

The petty cash fund is for infrequent purchases should only be used when immediate payment for goods is needed. Petty cash should be restricted to incidental payments associated with Village operations, tolls, parking fees, minor office or operation supplies, and filing fees are examples of the types of requests expected to fall under this category. All petty cash payments must be supported with the original receipts. Use of petty cash should be avoided unless necessary.

The Village Treasurer or his/her designee is responsible for the petty cash fund and are the only persons allowed to disburse money from the account. Reimbursements will be paid via petty cash or check after review and approval by the Village Treasurer. Petty cash shall not be used for personal expenses, meals/lodging (unless specifically authorized), or other uses meant to circumvent usual purchase requirements. Unless otherwise authorized, petty cash reimbursements shall be limited to no more than \$75 per request.

\*See petty cash policy for further information.

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## **VIII. EXECUTION OF CONTRACTS**

A valid contract shall be signed by authorized representatives of the vendor and the Village. Contracts may be executed by the Village Administrator and his/her designee, except as may be directed by the Village Board, and provided that all applicable procedures, such as formal bidding, bid waivers, and quotations, have been met.

All contracts must have its terms and conditions clearly defined. Upon the execution of the contract, the Village shall maintain either an electronic or hard-copy in its records.

### **A. Service Contracts.**

On occasion, the Village enters into contract for services for ongoing maintenance of Village facilities, equipment, software, or the provision of services to the community as a whole. The procurement of bids and/or quotes should follow the normal procurement procedures. The Village will enter into multi-year contracts if it is determined to be in the best interests of the Village.

### **B. Franchise Contracts.**

Franchise contracts are those awarded by the Village to a vendor for the provision of services when the Village does not expend funds, such as garbage and recycling contracts. It remains the Village's policy to seek competitive proposals for these contracts in the best interests of the citizens of the Village.

### **C. Professional Services.**

Professional service contracts deviate from the usual procurement and bidding processes. These types of contracts involve services of individuals or firms who possess a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to service the Village's needs. These contracts usually result from the issuance of Request for Proposals (RFP) by the requesting department to those providing the requested type of services. A Request for Proposals may be advertised publicly and sent to a group of

known vendors based on prior experience, except when a Request for Qualifications proves has been conducted and determined the pool of vendors.

Based on the complexity of the services sought, interviews and vendor presentations may be appropriate in addition to an evaluation of the proposals received. Factors other than price may be considered when conducting an RFP process. Once proposals are received from interested firms and interviews and/or presentations have been completed, the Village Administrator or designee is authorized to negotiate a contract with the firm deemed most qualified to provide the services based on:

- Fair and reasonable compensation
- Ability of professional personnel to provide services
- Past record and experience with the Village and as well as references • Ability of firm to meet deadlines and budget

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## IX. BID PROCESS

When a formal bid is required, the following process applies.

1. The requesting Department shall prepare the specifications for the goods or services to be bid. Specifications should include: a description of the goods/services; specifications of materials, quality, delivery terms, and performance expectations; instructions to bidders; bid submission form; and any bonding, insurance, or certification requirements.
2. Public notice of the bid must be given at least ten (10) business days prior to bid opening. Notice must state the general description of the contract, where specifications may be viewed, the deadline for submission, and the date/time/place for bid opening.
3. Bids must be submitted in sealed envelopes by the stated deadline. The bid must be addressed to the correct Village Department/Official. Bids will not be accepted after the state deadline. Correctly submitted bids will be announced publicly.
4. Evaluation of the bid shall focus on selecting the lowest responsible bidder. Only the criteria stated in the bid notice package may be used in the process for selecting the bidder.

**CONTRACT CHANGE ORDERS.** The Village must comply with applicable State law that says any change order to a contract which results in an increase of 50% or more of the original contract price or 50% more of the original subcontract price must be rebid in the same manner as the original bid.

**WAIVER OF COMPETITIVE BIDS.** A requesting department may recommend that formal bid procedures be waived by the Village, in which case formal bidding must be waived by two-thirds of all Trustees holding office. Requests for bid waivers shall be made only when goods sought are proprietary, when the services require a high degree of creative input/judgment/design/discretion from the person providing the services, where standardization is necessary, emergencies as outlined in this Policy, or if determined to be in the best interest of the Village.

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## **X. TAX EXEMPTION**

Village purchases are not subject to Illinois sales tax, therefore, employees shall inform vendors of the Village's tax-exempt status and ensure sales tax is not paid on purchases made with petty cash or credit cards. Use of the Village sales tax exemption number may require the proper presentation of certification and completion of other forms/documentation. Employees should determine in advance if the Village will need to provide its sales tax exemption certification for a purchase.

Use of the Village's tax exemption number is restricted to purchases made on behalf of the Village. State law and Village policy prohibits the use of the sales tax exemption number for personal use. If sales tax is improperly applied to a qualifying purchase, the Department Head should work with the Village Treasurer to rectify the mistake and issue a credit.

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## **XI. INVOICES**

Each Department that initiates a purchase of goods or services on behalf of the Village maintains a responsibility to ensure that the Village receives an invoice for billing. If an invoice has not been received after thirty (30) days of acceptance of the goods or services, the Department Head should notify the Village Treasurer.

Generally, the payment process for invoices should not be initiated until the goods or services have been received and accepted. Exceptions to this policy will be items for which pre-payment is required, such as dues, certain service contracts, insurance

premiums, etc. Requests to process an invoice prior to the receipt of goods or services should be documented and approved by the Village Treasurer.

Invoices will follow the process outlined below:

1. Invoices shall be received or forwarded to the Collector, then sent to the respective Department Head for approval.
2. Invoices must be signed by the Department Head and returned to the Collector.
3. After all invoices have been received and reviewed by the Collector, a list will be created that will be included with the Board Packet for approval at the next Village Board meeting.
4. After approval by the Board, checks will be processed and issued. Checks are mailed unless otherwise specified.

## ORDINANCE NUMBER: 2026-03

AN ORDINANCE AMENDING TITLE I ADMINISTRATION, CHAPTER 10,  
PURCHASING PROCEDURES OF THE CODE OF ORDINANCES FOR THE  
VILLAGE OF POPLAR GROVE

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

**WHEREAS**, the Village wishes to amend Title I “Administration”, Chapter 10 “Purchasing Procedures” of the Code; and

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

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

1. The above recitals are incorporated herein and made a part hereof.
2. Chapter 10 Purchasing Procedure of Title I Administration, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strike-throughs~~ and new language as **bold** and underlined):

## **CHAPTER 10. - PURCHASING PROCEDURES**

### **1-10-1. - PURCHASING AND BACKGROUND.**

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

### **1-10-21. - PURCHASING OBJECTIVES.**

The objectives of this purchasing ~~manual~~ ordinance are as follows.

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

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

The policies and procedures in the section that follow are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined in Section [1-10-23](#).

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

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

**The Village also maintains a Purchasing Policy, adopted via Resolution as amended from time to time outlining further procedures for the purchasing limits set forth in Section 1-10-2.**

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

### **1-10-32. - GENERAL PURCHASING POLICIES.**

This section describes Village purchasing policies which apply to all non-emergency purchases of material, equipment, supplies, and services.

#### **PURCHASING CATEGORIES**

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

- A. Purchases up to **\$5,000.00**~~\$2,500.00~~.

B. Purchases between ~~\$5,001.00~~ \$2,501.00 and state limit, as defined in ILCS Ch. 65, Act 5, § 8-9-1 and as amended, hereafter referred to as "state limit."

C. Purchases above the state limit.

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

A. Purchases up to ~~\$5,000.00~~ \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.

B. Purchases between ~~\$5,001.00~~ \$2,501.00 and the state limit require three written quotes and the approval of the Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.

C. Purchases above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department head shall first obtain in writing, whenever possible, at least three informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.

Emergency purchases. In the event of enemy caused, other disaster, or other exigent circumstances that requires immediate work or purchase or supplies, the Village President or his/her designee is authorized on behalf of the Village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by the Village Code, provided that a written report of such emergency purchase be submitted to the President and Board of Trustees as soon after the making of such purchase as practicable.

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

#### **1-10-4. PURCHASING PROCEDURES.**

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

##### **PROCEDURE.**

1. Staff evaluates need for service or item based on Department and Village objectives, and verifies that funds are appropriated and available.
2. Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.
3. Staff makes recommendation after review of quotes and Department head gives final approval.
4. Village Board retains oversight through approvals of monthly warrants and annual budget.

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

~~PURCHASES BETWEEN \$2,501.00 – State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village~~

~~President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.~~

**PROCEDURE.**

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

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

**PURCHASES ABOVE STATE LIMIT.** Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village Ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department

head shall first obtain in writing, whenever possible, at least three informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.

**PROCEDURE.**

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

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

3. Except as amended by this Ordinance, all other provisions and terms of the Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

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

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

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

BY ROLL CALL VOTE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

AS FOLLOWS:

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

APPROVED \_\_\_\_\_, 2026

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

VILLAGE CLERK

**INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE**  
 POST DATES 01/19/2026 - 01/23/2026  
 POSTED AND UNPOSTED  
 OPEN AND PAID

Item 10.

**Invoice Number**

**Inv Ref #**

**Vendor  
Description  
GL Distribution**

**Invoice Date  
Entered By**

**Due Date**

**Invoice Amount**

**Amount Due**

**Status**

**Posted  
Post Date**

4751							
00026095	ARNESON OIL COMPANY PROPANE FOR SHOP 01-53-4231	01/09/2026 CLERK SHOP BUILDING - HEAT	02/08/2026	1,049.50 1,049.50	1,049.50	Open	N 01/20/2026
BFF-094596							
00026096	BLAIN'S FARM & FLEET SHOP SUPPLIES 01-53-4302	01/15/2026 CLERK OPERATING SUPPLIES	02/15/2026	74.82 74.82	74.82	Open	N 01/20/2026
166010							
00026097	BS&A SOFTWARE BS&A UPDGRADE PAYMENT 90-50-4412	01/20/2026 CLERK CIP GENERAL ADMINISTRATION	02/20/2026	12,197.00 12,197.00	12,197.00	Open	N 01/20/2026
750.63							
00026098	COMCAST PHONE LINES 01-53-4202 31-50-4202 01-50-4202 31-68-4202 31-68-4202 31-50-4202 31-50-4202 31-68-4202	01/05/2026 CLERK 111 E PARK ST PRAIRIE KNOLL L/S VH INTERNET WELL 5&6 NWWTP L/S DAWSON LAKE L/S COLLECTION POINT L/S WELL 4	02/05/2026	750.63 222.90 81.90 203.85 81.90 230.95 82.54 (126.25) (27.16)	750.63	Open	N 01/20/2026
2994975000DEC25							
00026099	COMED WELL HOUSE #4 31-68-4204	01/12/2026 CLERK UTILITIES	03/13/2026	1,103.02 1,103.02	1,103.02	Open	N 01/20/2026
7991645000DEC20							
00026100	COMED WELL HOUSE 5&6 31-68-4204	01/12/2026 CLERK UTILITIES	03/13/2026	1,572.05 1,572.05	1,572.05	Open	N 01/20/2026
0622964000DEC20							
00026101	COMED BEAVER LIFT STATION 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	122.43 122.43	122.43	Open	N 01/20/2026

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	<b>GL Distribution</b>						
5555323000DEC25 00026102	COMED WACO WAY COLLECTION L/S 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	353.28 353.28	353.28	Open	N 01/21/2026
5318627000DEC20 00026103	COMED SWWTP #2 31-79-4204	01/12/2026 CLERK UTILITIES	03/13/2026	47.36 47.36	47.36	Open	N 01/21/2026
4653503000DEC20 00026104	COMED SWWTP #1 31-79-4204	01/12/2026 CLERK UTILITIES	03/13/2026	11,873.45 11,873.45	11,873.45	Open	N 01/21/2026
0862561222DEC20 00026105	COMED HARVEST WAY L/S 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	174.72 174.72	174.72	Open	N 01/21/2026
7470531222DEC20 00026106	COMED NWWTP 31-77-4204	01/12/2026 CLERK UTILITIES	03/13/2026	4,622.24 4,622.24	4,622.24	Open	N 01/21/2026
3172892222DEC20 00026107	COMED WELL HOUSE #2 31-68-4204	01/12/2026 CLERK UTILITIES	03/13/2026	97.97 97.97	97.97	Open	N 01/21/2026
1126462222DEC20 00026108	COMED PUMP STATION & WATER TOWER 31-68-4204	01/12/2026 CLERK UTILITIES	03/13/2026	164.34 164.34	164.34	Open	N 01/21/2026
9177938000DEC20 00026109	COMED BULLARD L/S 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	117.68 117.68	117.68	Open	N 01/21/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE  
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5318627000DEC20 00026110	COMED 76 L/S 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	47.36	47.36	Open	N 01/21/2026
47.36							
98866415000DEC2 00026111	COMED WATER TOWER & WELL 3 31-68-4204	01/13/2026 CLERK UTILITIES	03/16/2026	970.41	970.41	Open	N 01/21/2026
970.41							
3233830100DEC20 00026112	COMED WACO L/S 31-75-4204	01/12/2026 CLERK UTILITIES	03/13/2026	53.63	53.63	Open	N 01/21/2026
53.63							
INV9584 00026113	DISPLAY SALES STATE ST SIGNS 01-53-4302	01/13/2026 CLERK OPERATING SUPPLIES	02/13/2026	756.00	756.00	Open	N 01/21/2026
756.00							
3520680 00026114	HOME DEPOT CREDIT SERVICES SHOP VAC HOSE 01-53-4302	01/13/2026 CLERK OPERATING SUPPLIES	02/02/2026	71.50	71.50	Open	N 01/21/2026
71.50							
116023411 00026115	CONSERV FS INC SHOP DIESEL 01-53-4227	01/12/2026 CLERK EQUIPMENT MAINTENANCE	02/25/2026	796.34	796.34	Open	N 01/21/2026
796.34							
97705555572 00026116	GRAINGER THERMOSTATE FOR VH 01-50-4301	01/14/2026 CLERK MAINTENANCE SUPPLIES	02/14/2026	398.78	398.78	Open	N 01/21/2026
398.78							
JAN2026 00026117	HOME STATE BANK 5 WATER CONNECT REPAYMENTS 31-70-4500	01/13/2026 CLERK MISCELLANEOUS	02/13/2026	7,500.00	7,500.00	Open	N 01/21/2026
7,500.00							

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7304280 00026118	HAWKINS, INC. NWWTP TESTING SUPPLIES 31-68-4305	01/12/2026 CLERK UTILITY SYSTEM CHEMICALS	02/11/2026	2,402.62 2,402.62	2,402.62	Open	N 01/21/2026
7311883 00026119	HAWKINS, INC. ALUMINUM CHEMICALS 31-79-4305	01/19/2026 CLERK UTILITY SYSTEM CHEMICALS	02/19/2026	5,484.30 5,484.30	5,484.30	Open	N 01/21/2026
2026-1415 00026120	JULIE, INC. 2026 ANNUAL FEES 01-53-4309	01/06/2026 CLERK JULIE LOCATES	02/06/2026	944.50 944.50	944.50	Open	N 01/21/2026
DEC2025 00026121	KRISTI RICHARDSON XMAS TREE SUPPLIES 01-55-4302	01/01/2026 CLERK OPERATING SUPPLIES	02/01/2026	68.85 68.85	68.85	Open	N 01/21/2026
63516 00026122	MENARDS SHOP SUPPLIES 01-53-4301	01/07/2026 CLERK MAINTENANCE SUPPLIES	02/07/2026	261.81 261.81	261.81	Open	N 01/21/2026
63954 00026123	MENARDS STATE ST REPAIRS 01-50-4220	01/15/2026 CLERK RENTAL PROPERTY REPAIRS	02/15/2026	475.82 475.82	475.82	Open	N 01/21/2026
63567 00026124	MENARDS CO ALARM AND THERMOSTATES FOR VH 01-50-4301	01/08/2026 CLERK MAINTENANCE SUPPLIES	02/08/2026	223.93 223.93	223.93	Open	N 01/21/2026
63924 00026125	MENARDS RETURN OF THERMOSTATES 01-50-4301	01/15/2026 CLERK MAINTENANCE SUPPLIES	02/15/2026	(119.96) (119.96)	(119.96)	Open	N 01/21/2026

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63929							
00026126	MENARDS STATE STREET REPAIRS 01-50-4220	01/15/2026 CLERK RENTAL PROPERTY REPAIRS	02/15/2026	89.91	89.91	Open	N 01/21/2026
63769							
00026127	MENARDS STATE STREET REPAIRS 01-50-4220	01/12/2026 CLERK RENTAL PROPERTY REPAIRS	02/15/2026	85.42	85.42	Open	N 01/21/2026
184590							
00026128	MID-WEST TRUCKERS ASSOCIATION, INC. ANNUAL QUERY 5 MEMBERS 01-50-4240	01/15/2026 CLERK PROFESSIONAL SERVICES	02/15/2026	60.00	60.00	Open	N 01/21/2026
59770							
00026129	MONROE TRUCK EQUIPMENT, INC. CUTTING EDGE BLADES 01-53-4229	01/19/2026 CLERK SNOW PLOW MAINTENANCE	02/19/2026	1,850.44	1,850.44	Open	N 01/21/2026
27148							
00026131	MR. GOODWATER WATER COOLER RENTAL 01-53-4302 01-53-4302 01-50-4302 01-50-4302 01-50-4302	01/01/2026 CLERK COOLER RENTAL COOL RENTAL-PW COOL RENTAL-VH COOL RENTAL -VH BOTTLE DEPOSIT RETURN	02/01/2026	42.52 8.00 8.00 8.42 42.10 (24.00)	42.52	Open	N 01/21/2026
435985							
00026132	NAPA AUTO PARTS BATTERY FOR GENERATOR 01-53-4301	12/22/2025 CLERK MAINTENANCE SUPPLIES	01/22/2026	529.98	529.98	Open	N 01/21/2026
9498891000JAN26							
00026133	NICOR GAS WELL 3 AND WATER TOWER 31-68-4204	01/13/2026 CLERK UTILITIES	03/02/2026	166.26	166.26	Open	N 01/21/2026
7287847237							
00026134	NICOR GAS NWWTP 31-77-4204	01/12/2026 CLERK UTILITIES	03/02/2026	696.22	696.22	Open	N 01/21/2026

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	<b>GL Distribution</b>						
3185732000JAN26							
00026135	NICOR GAS WELL HOUSE #2 31-68-4204	01/09/2026 CLERK UTILITIES	02/26/2026	185.20	185.20	Open	N 01/21/2026
185.20							
9498891000DEC20							
00026136	NICOR GAS WATER TOWER WELL 3 31-68-4204	12/12/2025 CLERK UTILITIES	01/29/2026	121.28	121.28	Open	N 01/21/2026
121.28							
2240920774JAN26							
00026138	NICOR GAS SWWTP 31-79-4204	01/09/2026 CLERK UTILITIES	02/26/2026	1,776.66	1,776.66	Open	N 01/21/2026
1,776.66							
4959961969JAN26							
00026139	NICOR GAS PW BUILDING 01-53-4204	01/09/2026 CLERK UTILITIES	02/26/2026	817.31	817.31	Open	N 01/21/2026
817.31							
3013940102JAN25							
00026140	NICOR GAS WELL HOUSE #4 31-68-4204	01/09/2026 CLERK UTILITIES	02/26/2026	184.61	184.61	Open	N 01/21/2026
184.61							
1703442550JAN26							
00026141	NICOR GAS HARVEST WAY L/S 31-75-4204	01/09/2026 CLERK UTILITIES	02/26/2026	183.62	183.62	Open	N 01/21/2026
183.62							
0746553033JAN26							
00026142	NICOR GAS WELL 5 & 6 31-68-4204	01/15/2026 CLERK UTILITIES	03/05/2026	147.34	147.34	Open	N 01/22/2026
147.34							
1231447685JAN26							
00026143	NICOR GAS DAWSON LAKE L/S 31-75-4204	01/13/2026 CLERK UTILITIES	03/02/2026	65.28	65.28	Open	N 01/22/2026
65.28							

**INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE**  
 POST DATES 01/19/2026 - 01/23/2026  
 POSTED AND UNPOSTED  
 OPEN AND PAID

**Invoice Number****Inv Ref #**
**Vendor  
Description  
GL Distribution**
**Invoice Date  
Entered By**
**Due Date****Invoice Amount****Amount Due**
**Status**  
**Posted Post Date**
**2289858274JAN26****00026144**NICOR GAS  
BEAVER L/S  
31-75-420401/09/2026  
CLERK  
UTILITIES

02/26/2026

66.52

66.52

Open

N

01/22/2026

**2486870330JAN26****00026145**NICOR GAS  
WACO WAY C/L/S  
31-75-420401/15/2026  
CLERK  
UTILITIES

03/05/2026

69.18

69.18

Open

N

01/22/2026

**7725421552JAN26****00026146**NICOR GAS  
L/S AND WATER TOWER  
31-68-420401/15/2026  
CLERK  
UTILITIES

03/05/2026

67.56

67.56

Open

N

01/22/2026

**26010594****00026147**TEST INC.  
SWWTP  
31-77-4236  
31-79-4236  
31-68-4236  
31-75-423601/19/2026  
CLERK  
W & S CONTRACT LABOR - NWWTP W#3  
W & S CONTRACT LABOR - SWWTP W#5&6  
W & S CONTRACT LABOR - WATER SYSTEM W#4  
W & S CONTRACT LABOR - LIFT STATIONS

02/18/2026

17.00

17.00

Open

N

01/22/2026

**26010591****00026148**TEST INC.  
NWWTP  
31-77-4236  
31-79-4236  
31-68-4236  
31-75-423601/19/2026  
CLERK  
W & S CONTRACT LABOR - NWWTP W#3  
W & S CONTRACT LABOR - SWWTP W#5&6  
W & S CONTRACT LABOR - WATER SYSTEM W#4  
W & S CONTRACT LABOR - LIFT STATIONS

02/19/2026

17.00

17.00

Open

N

01/22/2026

**26010609****00026149**TEST INC.  
SWWTP  
31-77-4236  
31-79-4236  
31-68-4236  
31-75-423601/19/2026  
CLERK  
W & S CONTRACT LABOR - NWWTP W#3  
W & S CONTRACT LABOR - SWWTP W#5&6  
W & S CONTRACT LABOR - WATER SYSTEM W#4  
W & S CONTRACT LABOR - LIFT STATIONS

02/18/2026

100.00

100.00

Open

N

01/22/2026

**27177P****00026150**PEABODY'S  
BOOM MOWER PARTS  
01-52-440301/08/2026  
CLERK  
CAPITAL OUTLAY - PARK MAINTENANCE EQUIPM

02/08/2026

521.53

521.53

Open

N

01/22/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE  
 POST DATES 01/19/2026 - 01/23/2026  
 POSTED AND UNPOSTED  
 OPEN AND PAID

## Invoice Number

## Inv Ref #

 Vendor  
 Description  
 GL Distribution

 Invoice Date  
 Entered By  
 Due Date

## Invoice Amount

## Amount Due

 Status  
 Posted  
 Post Date

26010214

00026151

 TEST INC.  
 WELL 4 TESTING  
 31-77-4236  
 31-79-4236  
 31-68-4236  
 31-75-4236

01/15/2026

02/14/2026

50.00

50.00

Open

N

01/22/2026

26010611

00026152

 TEST INC.  
 WELL 4 TESTING  
 31-77-4236  
 31-79-4236  
 31-68-4236  
 31-75-4236

01/19/2026

02/18/2026

50.00

50.00

Open

N

01/22/2026

110016138

00026153

 WEX BANK - MARATHON FLEET CARD  
 FUEL FOR TRUCKS  
 01-53-4303

01/15/2026

02/06/2026

983.79

983.79

Open

N

01/22/2026

INV00930561

00026154

 USA BLUE BOOK  
 NWWTP SUPPLIES  
 31-75-4302

01/15/2026

02/15/2026

801.81

801.81

Open

N

01/22/2026

5035675006JAN26

00026155

 NICOR GAS  
 RENTAL BUILDING  
 01-50-4204

01/09/2026

02/26/2026

228.37

228.37

Open

N

01/22/2026

JAN26

00026156

 ROTO-ROOTER  
 REFUND OF PERMIT 406 BRIARWOOD HOMEOWNER  
 01-00-3400

01/22/2026

02/22/2026

50.00

50.00

Open

N

01/22/2026

RF-T00010214

00026157

 PIRTEK ROCKFORD  
 COUPLE REPLACEMENTS FOR F750  
 01-53-4226

01/20/2026

02/20/2026

92.94

92.94

Open

N

01/23/2026

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE  
 POST DATES 01/19/2026 - 01/23/2026  
 POSTED AND UNPOSTED  
 OPEN AND PAID

Item 10.

**Invoice Number**

**Inv Ref #**

**Vendor  
Description  
GL Distribution**

**Invoice Date  
Entered By**

**Due Date**

**Invoice Amount**

**Amount Due**

**Status  
Posted Post Date**

**BFF-095430**

**00026158**

BLAIN'S FARM & FLEET  
DIESEL FLUID FOR TRUCKS  
01-53-4226

01/20/2026  
CLERK  
DIESEL FLUID FOR TRUCKS

02/20/2026

108.93

108.93

Open

N  
01/23/2026

**5404001274**

**00026159**

MORTON SALT, INC.  
146,820 LBS OF SALT  
01-53-4304

01/23/2026  
CLERK  
SALT PURCHASES

02/23/2026

5,666.51

5,666.51

Open

N  
01/23/2026

**33047954**

**00026160**

CONSERV FS INC  
SALT FOR SIDEWALKS  
01-53-4304

01/20/2026  
CLERK  
SALT PURCHASES

02/20/2026

83.20

83.20

Open

N  
01/23/2026

**70841**

**00026161**

B&F CONSTRUCTION CODE SERVICE, INC.  
NHC REVIEW  
01-55-4215

01/22/2026  
CLERK  
CONTRACT INSPECTION SERVICES

02/22/2026

865.24

865.24

Open

N  
01/23/2026

# of Invoices: 64 # Due: 64

**Totals:**

71,617.97

71,617.97

# of Credit Memos: 1 # Due: 1

**Totals:**

(119.96)

(119.96)

Net of Invoices and Credit Memos:

71,498.01

71,498.01

\* 2 Net Invoices have Credits Totalling:

(177.41)

--- TOTALS BY FUND ---

01 GENERAL FUND  
31 WATER & SEWER FUND  
90 GOV FUNDS CAPITAL PROJECTS FUND

17,504.73  
41,796.28  
12,197.00

17,504.73

41,796.28

12,197.00

--- TOTALS BY DEPT/ACTIVITY ---

00  
50 ADMIN  
52 PARKS  
53 STREETS  
55 COMMUNITY DEVELOPMENT AND EVENTS  
68 WATER TOWERS  
70 WATER  
75 SEWER  
77 NORTH PLANT

50.00  
13,907.83  
521.53  
14,326.47  
934.09  
7,568.35  
7,500.00  
2,055.51  
5,335.46

50.00

13,907.83

521.53

14,326.47

934.09

7,568.35

7,500.00

2,055.51

5,335.46

INVOICE REGISTER FOR VILLAGE OF POPLAR GROVE  
POST DATES 01/19/2026 - 01/23/2026  
POSTED AND UNPOSTED  
OPEN AND PAID

Item 10.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	79 SOUTH PLANT			19,298.77	19,298.77		

Date Updated: 01.23.2025

Jan-26

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type
AP Checks	Check Run #1 \$54,654.75	Check Run #2 \$54,654.75
EFTS (ACH)	\$33,167.33	\$33,167.33
Payroll	\$21,352.09	\$21,352.09
Insurance	\$22,327.60	\$0.00
Total	\$131,501.77	\$0.00

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

Total	\$0.00	\$0.00	\$0.00
FINAL NUMBERS			
Monthly Approvals	December 2025 Final Numbers		
AP Checks	Requested \$251,351.32	Actual \$251,532.01	Difference \$180.69
EFTS (ACH)	\$67,509.10	\$67,509.10	\$0.00
Payroll	\$54,559.33	\$51,406.51	-\$3,152.82
Insurance	\$19,989.04	\$20,037.04	\$48.00
Total	\$393,408.79	\$390,484.66	-\$2,924.13
Specific Breakout:	Requested	Actual	Difference



## Village of Poplar Grove – Board Meeting Memo

### Village of Poplar Grove Board Meeting Memorandum

**Department:** Clerk's Office

**Date:** January 22, 2026

**Subject:** FOIA Fee Guidance – PAC Opinion 25-013

#### 1. Background

A recent opinion was issued by the Public Access Counselor (“PAC”) regarding the fees a public body is authorized to charge—and those that are not lawful—under the Freedom of Information Act (“FOIA”). This memorandum is intended to provide guidance to Village officials and staff regarding permissible FOIA fees to ensure continued compliance with state law.

#### 2. Current Status

PAC Opinion 25-013 clarifies that municipalities may only charge fees reasonably calculated to reimburse the actual cost of reproducing and certifying public records unless otherwise authorized by statute. Personnel time for searching, reviewing, or redacting records may not be charged, except in limited circumstances involving Commercial purpose or Voluminous requests.

#### 3. Fiscal Impact

FOIA fees are limited by statute and are intended only to reimburse actual reproduction costs. Improperly imposing unauthorized fees may be deemed a denial of access to public records.

#### 4. Legal Review

Legal counsel has reviewed the applicable FOIA statutes and advised the Clerk's Office that any FOIA fee schedule adopted by the Village must be approved by the Village Board. Board action is therefore required prior to implementing or modifying any FOIA-related fees.

#### 5. Recommendation

The Village Board must determine whether the Village wishes to assess FOIA fees when such fees are permitted by statute. Direction from the Board will allow staff to apply FOIA fee provisions consistently and in compliance with PAC Opinion 25-013 and the Freedom of Information Act.

## 6. Supporting Documents

Not Applicable

Karri Miller  
Karri Miller, Village Clerk

## ORDINANCE NO. 2026-04

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

**WHEREAS**, the Village of Poplar Grove (“Village”) owns certain items of personal property, namely: two (2) auto mix controls, one (1) Shure, nine (9) Bogen microphones, and eight (8) ceiling speakers (the “Property”); and

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

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

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

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

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

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

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

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

BY ROLL CALL VOTE THIS DAY OF , 2026

AS FOLLOWS:

VOTING “AYE”:

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---

VOTING “NAY”:

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ABSENT, ABSTAIN, OTHER

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APPROVED \_\_\_\_\_, 2026

ATTEST:

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VILLAGE CLERK

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PRESIDENT

## **ORDINANCE NO. 2026-05**

### **AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AUTHORIZING THE DISPOSAL OF CERTAIN PERSONAL PROPERTY OF NO VALUE OWNED BY THE VILLAGE OF POPLAR GROVE**

**WHEREAS**, the Village of Poplar Grove (“Village”) owns certain items of personal property namely: five (5) cell phones, one (1) Microsoft Surface Pro, one (1) ThinkPad laptop, one (1) Asus laptop, six (6) Chromebooks, two (2) sets of computer speakers, one (1) Dell Desktop computer, one (1) microwave, two (2) HP desktop printers, three (3) battery backups, one (1) air fryer, and one (1) Sensus FL6502 Reader (the “Property”); and

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

**WHEREAS**, 65 ILCS 5/11/76-4, authorizes the Village to sell or dispose of personal property, which is no longer necessary or useful to, or for the best interest of the Village; and

**WHEREAS**, it is the opinion of the corporate authorities of the Village that it is no longer necessary, or useful to, or in the best interest of the Village to retain the Property; and

**WHEREAS**, the Property has been deemed without value and the Village desires to authorize the permanent disposal of the Property as scrap.

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

1. The above recitals are incorporated herein and made a part hereof.
2. Pursuant to 65 ILCS 5/11-76-4, the President and Board of Trustees find that the Property is no longer necessary or useful to the Village and the best interest of the Village will be served by the permanent disposal of the Property as it has little to no value for purposes of a sale.
3. The President is hereby authorized to execute any documents necessary to effectuate the disposal contemplated herein and the Village Clerk to attest the same.
4. Except as amended in this Ordinance, all other provisions and terms of Village 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 , 2026

AS FOLLOWS:

#### VOTING “AYE”:

VOTING “NAY”:

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

APPROVED \_\_\_\_\_, 2026

ATTEST:

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## VILLAGE CLERK

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## PRESIDENT



## Village of Poplar Grove – Board Meeting Memo

January 23, 2026

**\*\*Subject:\*\***

Driveway Located on PIN 03-24-276-011

### **1. Background:**

As I understand there used to be a building located on PIN 03-24-276-011 when it was removed Veteran's Park was created. The driveway/alleyway between the buildings was never removed.

According to the current owner of 105 N. State Street, he approached the Village looking to acquire permits to repair the driveway, as it was causing leaking into the basement to discover the driveway was not apart of his building and it owned by the Village.

Mr. Barajas has been maintaining the driveway to mitigate the water issue. His tenants use this driveway for building parking.

### **2. Current Status:**

Recently, we discussed the driveway and issues pertaining to parking. Mr. Barajas has purchased a small parcel of land to the north of 105 N. State with the intention of adding additional paved parking spaces. He has interest in purchasing the existing driveway area from the Village.

### **3. Fiscal Impact:**

Fiscal impact will include any legal counsel services, office time. Other fiscal impact will be dependent upon sale price, if the board chooses to proceed.

### **4. Legal Review (if applicable):**

Legal Counsel was engaged during the discovery of this issue for an understanding of the process that would have to occur, such the board wishes to sell this section of land.

### **5. Recommendation:**

No recommendations at this time.

Considerations may include, the long-term maintenance costs of this driveway or the costs for the removal and grading. The impact removal may have on the existing building owner. The impact the driveway has to the current park use.

**6. Supporting Documents (if applicable):**

- Attached – A GIS Map of the property.
- Not Applicable

\*\*Signature:\*\*

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Kristi Richardson

Village President