



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, November 12, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

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

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

UNFINISHED BUSINESS

2. Motion to discuss Lions Park Agreement

3. Motion to discuss Liability insurance for the Village of Poplar from IMLRMA and ICRMT

4. Motion to discuss/approve **Resolution 2025-26**, a Resolution Creating a Hiring Policy for the Village of Poplar Grove.

5. Motion to discuss/approve **Resolution 2025-27**, a Resolution of the Village of Poplar Grove, Illinois authorizing the Village to approve a revision to the Village Hall Rental Agreement and Policy.

6. Motion to discuss/approve **Ordinance 2025-29**, an Ordinance amending Title II Business and License Regulations, Chapter 6 Raffles, Section 2-6-5 Issuance and Section 2-6-6 Fees of the Code of Ordinances for the Village of Poplar Grove.

NEW BUSINESS

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

GOOD OF THE VILLAGE

Board of Trustees Meeting - November 19, 2025-7:00 pm

12th Annual Christmas Tree Lighting - November 22, 2025 - 4:00 pm - 6:00 pm

Village Hall closed for Thanksgiving Holiday November 27-28, 2025

Board of Trustees Meeting - December 10, 2025 - 7:00 pm

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

EXECUTIVE SESSION

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

ADJOURNMENT (Voice Vote)

KJM 11/7/2025



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, October 08, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

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

ROLL CALL

PRESENT

President Kristi Richardson
Attorney Roxanne Sosnowski
Admin Chairman Owen Costanza via phone
Trustee David Allgood
Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Attorney Roxanne Sosnowski
Public Works Director Howe

ABSENT

Finance Chairman Jeff Goings
Clerk Karri Miller

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

Motion made by Trustee Cheek, Seconded by Trustee Allgood.

Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Cheek, Seconded by Trustee Hubbard.

Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

Motion made by Trustee Vance, Seconded by Trustee Hubbard to move up item 6 and 7 to before unfinished business.

Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting minutes from September 10, 2025

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance

Voting Abstaining: Trustee Allgood

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

No public comment

DEPARTMENT REPORTS

UNFINISHED BUSINESS

2. Motion to discuss 100 S. State Street (old village hall)
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion only

3. Motion to discuss Ravenscrest sign and entrance
Motion made by Trustee Hubbard, Seconded by Trustee Allgood.

Larry Snyder

Mr. Snyder spoke about the subdivision entrance, noting it was built in 1997 to attract homebuyers and that its current poor condition has hurt property values. He and his wife maintained the area for years but stopped due to cost and age. He stated that requests for reimbursement were denied and the area became overgrown. Mr. Snyder said residents described it as “destroyed,” not “maintained.” He added that a new sign is ready for installation and questioned claims that trees died from disease, suggesting weed killer may have caused the damage. He also mentioned safety concerns that others would address.

Tracy Tartaglia

Ms. Tartaglia stated that she, along with Yvonne and Larry, developed a plan to restore and beautify the subdivision entrance. She explained that they spent last spring and summer researching low-maintenance, cost-effective materials, trees, and plants to

enhance the area. She said they visited multiple stores to compare options and create a design plan. Ms. Tartaglia asked the Village to consider their research so they can move forward with restoring the entrance to its original appearance.

James Trigger

Mr. Trigger stated that the subdivision sign and trees were installed in 1996. He said he lives near the entrance and personally witnessed Village staff heavily spraying the area, which he believes caused damage. He also recalled the county plowing snow against the sign in 2013, cracking the curb. Mr. Trigger urged the Village to take responsibility for the damage, repair or replace what was removed, and restore the entrance to its original condition.

Yvonne Sorrer

Ms. Sorrer urged the Village to take immediate action to repair and restore the subdivision entrance. She stated that the area, following the removal of the original structure, has become a safety hazard for drivers, pedestrians, and residents. She reported several accidents and near-misses due to the flat, unclear layout of the entrance, noting she recently witnessed a vehicle blow a tire. Ms. Sarver emphasized that restoration is necessary for both safety and appearance and that residents favor a more cost-effective, community-friendly solution rather than paving over the area.

Discussion Only

4. Motion to discuss Lions Park Agreement
Motion made by Trustee Hubbard, Seconded by Trustee Vance.
Discussion only
5. Motion to discuss/approve **Ordinance 2025-26**, an ordinance of the Village of Poplar Grove, Illinois, amending section 5-8-2, code hearing division established, and section 5-8-12, judgment on findings, decision, order, of article v, chapter 8, code enforcement hearing division established
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

6. Motion to discuss FY2025 Audit Presentation by Lauterbach and Amen
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Jen Martinson from Lauterbach & Amen presented the audit to the board

7. Motion to discuss/approve **Resolution 2025-23**, a resolution of the Village of Poplar Grove, Illinois, approving the annual audit for the fiscal year May 1, 2024 - April 30, 2025
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

8. Motion to discuss/approve check disbursement for payments scheduled to be paid October 9, 2025 in the amount of \$31,121.28 in AP checks, \$34,506.79 in EFTs, \$0.00 in Insurance and estimated payroll of \$20,916.34 for a total of \$86,544.41
Motion made by Trustee Allgood, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

Trustee Costanza left the meeting at 8:01pm

9. Motion to discuss Hiring Policy
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Motion made by Trustee Hubbard, Seconded by Trustee Cheek to move to the October 22, 2025 meeting.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

10. Motion to discuss West Grove park improvements
Motion made by Trustee Cheek, Seconded by Trustee Hubbard.
Discussion only

11. Motion to discuss/approve **Resolution 2025-24**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute settlement agreements with Louis Tenore, Jr. and Kristen Lee Tenore, respectively.
Motion made by Trustee Allgood, Seconded by Trustee Cheek to move to October 22, 2025 board meeting. Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

GOOD OF THE VILLAGE

Planning and Zoning Commission Meeting - October 14, 2025 - 6:00 pm

Board of Trustee Meeting - October 22, 2025 - 7:00 pm

Trick-Or-Treating - October 31, 2025 - 4:00 pm to 7:00 pm

Board of Trustee Meeting - November 12, 2025 - 7:00 pm

EXECUTIVE SESSION

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

Motion made by Trustee Allgood, Seconded by Trustee Hubbard.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
entered executive session at 8:14 pm

Motion made by Trustee Hubbard, Seconded by Trustee Allgood to come out of
executive session.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
out of executive session at 8:36 pm

PRESENT

President Kristi Richardson

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Attorney Roxanne Sosnowski

ABSENT

Finance Chairman Jeff Goings

Admin Chairman Owen Costanza

ADJOURNMENT (Voice Vote)

Motion made by Trustee Hubbard, Seconded by Trustee Allgood. Motion passed via voice vote.
The meeting adjourned at 8:36pm

POPLAR GROVE LIONS PARK AMENITIES RENTAL

Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell Phone #: _____ SMS Messages Allowed (Circle one) Yes / No

ITEM	DATE	TIME	Number of Persons (if applicable)	FEE
		to		\$
		to		\$
		to		\$
		to		\$
			Other fees	\$
			Deposit amount	\$
			TOTAL FEE	\$

Issued by: _____ Date: _____

The undersigned acknowledges the receipt of the Rental Agreement and agrees that all activities undertaken as permit agreement holder and by all others in my party will be in accordance with the above agreement.

Printed Name

Email

Signature

Date

FEE & DEPOSIT SCHEDULE

Pavilion Rental

Hours	Deposit	Refundable after inspection
Per Hour	\$40	\$20
4 Hour Block	\$80	\$40
Daily Block	\$150	\$75

Basketball Court Rental

Hours	Deposit	Refundable after inspection
Per Hour	\$20	\$10

4 Hour Block	\$40	\$20
Daily Block	\$100	\$50

Grass Area Use

People in Attendance	Deposit	Refundable after inspection
0 – 25	\$20	\$10
25 – 50	\$40	\$20
50 – 100	\$50	\$25
100 – 200	\$100	\$75
200+	Contact us	Contact us

Baseball/Softball Diamond Rental

Practice - No Prep (Per Hour) Not available weekdays May 1 st – July 31 st	\$10
Practice - No Prep (Daily)	\$100
Practice – Spring/Summer (90 min) Effective weekdays May 1 st – July 31 st	\$15
Game/Scrimmage – No Prep (2-hour block)	\$25
Game – Field Prep Includes infield drag, 1 st /3 rd base lines, and base/mound adjustments.	\$50
Field Prep Includes infield drag, 1 st /3 rd base lines, and base/mound adjustments.	\$25

Fully Refundable Restroom Key Deposit: \$20

POPLAR GROVE LIONS PARK RENTAL AGREEMENT

This agreement is entered into this _____ day of _____, 20____ by and between
The Poplar Grove Lions Club and _____.

Permission to use the park amenities, located in Poplar Grove Lions Park is granted subject to acceptance of the following conditions:

Pavilion

1. Fires are permitted in grills and barbecue pits only.
2. Tables must be replaced under Pavilion if moved or removed.
3. No staples, tacks, or nails to anchor tablecloths to tables.
4. Non-marking tape ONLY is allowed and must be removed after rental.
5. Non-compliance shall result in the forfeiture of your deposit.
6. The pavilion cannot be reserved for use while games on Diamond 1 are being played or when the concession stand is operating.
7. Pavilion rental does not include reservation of any surrounding area.
8. Poplar Grove Lions Park cannot be closed exclusively for any pavilion rental.

Baseball/Softball Diamonds

Scheduling

1. Practice Reservations:
 - a. All practice times will be scheduled through the Poplar Grove Lions Club.
 - b. North Boone Youth Baseball and North Boone Fastpitch Softball will be given priority scheduling for practice times.
2. Games/Tournaments:
 - a. All games, scrimmages, and tournaments will be scheduled through the Poplar Grove Lions Club. North Boone Youth Baseball and North Boone Youth Fastpitch regular season games and tournaments will receive priority diamond time.
 - b. Scheduling requests submitted for an upcoming season prior to March 1st will be given tentative approval, contingent upon no interference with the North Boone Youth Baseball and North Boone Youth Fastpitch schedule.
 - c. All games must be completed by 9:00 PM, or when daylight conditions render play unsafe.
3. Diamond 1 cannot be reserved if the pavilion is also reserved by a different group.

Fees

1. All teams/organizations will pay the diamond rental for use of the facility according to the fee schedule.
2. Damage/reservation deposits must be paid to secure the reservation as defined in the fee schedule.
3. Fees and deposits must be made 2 weeks in advance of any reservation.
4. Reservations will not be accepted without the deposit payment.
5. All checks should be made payable to the Poplar Grove Lions Club.

Diamond Maintenance

1. The Poplar Grove Lions Club will perform pre-game maintenance only during normal working hours. Any work performed outside normal working hours will be billed accordingly at time and one half.
2. All preparation of the field will be done by the Poplar Grove Lions Club or its delegates only.
3. The cost of the field preparation must be paid prior the scheduled event.
4. If user requests use of turf or diamond dry there will be an extra charge for materials used.
5. The user is responsible for clean-up of all litter in the ball field area. (Including under, on, and around bleachers and dugouts) Any cleanup done by the Poplar Grove Lions Club will be charged to the user with a one-hour minimum charge.
6. The field is NOT to be tampered with in any way. That means do not add or remove top dressing. Stay off the field when grounds are wet!

Diamond Use

1. The Poplar Grove Lions Club holds the right to stop activities in the event such activities are detrimental to the overall use of the park. Failure of Lessee to observe any of these terms and conditions is cause for ejection from the premises at the discretion of the Poplar Grove Lions Club (or its delegates) and in such case no refund will be made and fines may be charged.
2. Written authorization from the Poplar Grove Lions Club and must be obtained before anything may be moved or removed from the diamond or grounds.
3. Decisions regarding the playability of the ball diamonds will be made by the Poplar Grove Lions Club only or its delegates.
4. Warm-up drills involving batting or pitching balls into the fence are strictly prohibited. Only one team can be on the field when batting or fielding practice is being taken.
5. The swinging of bats is NOT allowed outside the playing field.
6. No one shall be on the field unless the coach is present.
7. Players are NOT to climb or hang on fences.
8. Players are NOT to warm up on the infield if prepared for a game.
9. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.

Grass Areas

1. No painting of the field is permitted without approval. Any special markings to fields may increase rental fees. Including field size changes and additional field layouts or setup.
2. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning.
3. Frost Delays, No groups are allowed on fields of play until frost is melted.

Admissions

1. Admission fees may NOT be charged unless authorized by the Poplar Grove Lions Club.
2. Charging for parking is prohibited.

Concessions

1. The Poplar Grove Lions Club or the contracted concessionaire will have exclusive rights for all concessions at all fields.
2. Upon approval through the Poplar Grove Lions Club, the renter may be granted permission to sell merchandise such as t-shirts, banners, balls, etc.

Insurance

1. The Poplar Grove Lions Club requires all user groups to provide a certificate of liability insurance.
2. Provide General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.
3. The Poplar Grove Lions Club and Village of Poplar Grove must be named as an additional insured using ISO additional insured endorsement CG2026 or a substitute. The insurance policy shall not be suspended, voided, canceled, reduced in coverage, or in limit except after thirty days prior written notice has been given by certified mail and a return receipt requested. Insurance forms must be submitted to the Poplar Grove Lions Club prior to use of the fields.

Cancellation Policy

1. All or any part of a reservation cancelled 7 or more days prior to the event shall be entitled to a refund of all fees and deposits for the cancelled reservation.
2. All or any part of a reservation cancelled less than 7 days but more than 72 hours prior shall be entitled to a refund of one-half the diamond rental fees for the cancelled reservation. The damage/reservation deposit will be forfeited for cancellations within 1 week of the event.
3. All or any part of a reservation cancelled less than 72 hours shall not be entitled to any refund of fees or deposits.
4. All cancellations must be made during normal business hours (9:00 AM – 4:30 PM).

PLEASE READ CAREFULLY: I understand that . . .

- Any person(s) renting the facility must be 21 years of age or older
- I am responsible for the supervision of my group; I am responsible for any damage incurred to the property. I am responsible for the cleaning of the designated area. I am also responsible for making sure the designated area is restored to the state in which it was rented.
- I will ensure that no motorized vehicles are driven and/or parked outside designated areas. Violators may be ticketed or towed at the owner's expense.
- Consumption of alcoholic beverages is prohibited within the facilities. Persons observed consuming alcohol within the facility will be asked to leave and are subject to fine or arrest.
- Payment to the Poplar Grove Lions Club must be made in full before the designated area can be used.
- My group will abide by all park rules and regulations.

The undersigned certifies that they have the authority to sign on behalf of the group or organization or other persons who will be using the facility for which this permit is granted. The undersigned shall not hold the Poplar Grove Lions Club, agents, or representatives responsible for any injury, loss, or damage that may occur. The Lessee, on signing this contract, expressly releases the aforementioned from any and all claims, loss, damage or injury. The undersigned assumes full responsibility for the supervision of his/her group and the safety of other participants who will be in Lions Park and will hold harmless the Poplar Grove Lions Club and any agent of any liability or responsibility, and further agrees to indemnify them and hold them harmless from any losses, including court costs and/or attorney fees. That this waiver and release is granted in exchange for the permitted of use of designated park areas, its owners, agents, servants, and/or employees for any damages, injuries, or any other cause of action.

Name (printed) _____

Name (Signed) _____

Date: _____

FAQs

DEDUCTIBLES AND COINSURANCE

FAQS – COMPARISONS OF DEDUCTIBLE AMOUNTS

19 hypothetical losses/loss amounts for a coverage period	Deductible Selected by You or the Carrier						
	\$500 IMLRMA	\$1,000	\$5,000	\$10,000	\$25,000	\$50,000	\$100,000
5 Auto Physical Damage losses of \$1,000 each	\$2,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5 Property losses of \$5,000 each	\$2,500	\$5,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
5 General Liability losses of \$10,000 each	\$0	\$5,000	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000
2 Public Officials' Liability losses of \$25,000 each	\$0	\$2,000	\$10,000	\$20,000	\$50,000	\$50,000	\$50,000
2 Workers' Compensation losses of \$200,000 each	\$0	\$2,000	\$10,000	\$20,000	\$50,000	\$100,000	\$200,000
Total additional amount you will incur above your initial contribution/premium for the coverage period	\$5,000	\$19,000	\$75,000	\$120,000	\$180,000	\$230,000	\$330,000

Important things to keep in mind about deductibles:

Amount: The higher the deductible, the less you may pay up-front, but the more you will incur for the losses you have.

Lines of coverage: RMA's deductibles apply to property, inland marine, and auto physical damage coverages. Some carriers include or require deductibles for other lines of coverage, such as general liability, employment practices liability, law enforcement liability, auto liability, and Workers' Compensation, umbrella and excess. For purposes of this comparison, we are using RMA deductibles and assuming that the comparing carrier has deductibles for all lines and has deductibles available for all amounts shown.

Expected number of losses: It's tempting to accept high deductibles when you see what your up-front savings can be. However, you should estimate the number of losses you're likely to have and budget for the deductible amounts you will incur and add those amounts to the up-front costs to get a true picture of what you could ultimately pay throughout the year. Keep in mind that you can't predict the number of claims you have. If you actually have fewer claims than you thought, that's great. But if you underestimate the number of claims, you will incur additional deductible costs later.

Your loss control efforts: If you choose higher deductibles, you should make sure that the carrier offers you quality loss control services to help you reduce the number of claims you'll have and minimize their severity. Check to see if the costs for the loss control services are included in the quote and budget accordingly. Also ask about the quality of the loss control services.

RMA's \$500 deductibles are another way that we help you achieve budget stability.

COVERAGE OVERVIEW

MUNICIPALITY: Village of Poplar Grove

PRESENTED BY: Chris Korte, Membership Specialist

COVERAGE	CURRENT VALUES/LIMITS	RMA VALUES/LIMITS
Property	\$46,200,864 \$5,000 deductible \$50,000 flood deductible (zone exclusions) \$50,000 or 2%, whichever is greater earthquake deductible	\$45,944,330 \$500 deductible \$25,000 flood/earthquake deductible (no zone exclusions)
Portable Equipment	\$538,018 \$1,000 deductible	\$494,162 \$500 deductible
Crime	\$500,000 \$1,000 deductible	\$100,000 \$500 deductible
General Liability (including umbrella)	\$8 million/\$10 million \$1,000 deductible	\$8 million/\$16 million \$0 deductible
Employee Benefits Liability (including umbrella)	\$8 million/\$8 million \$2,500 deductible Claims Made	\$8 million/\$16 million \$0 deductible Occurrence
Public Officials Liability (including umbrella)	\$8 million/\$8 million \$2,500 deductible Claims Made	\$8 million/\$16 million \$0 deductible Occurrence
Employment Practices Liability (including umbrella)	\$8 million/\$8 million \$2,500 deductible Claims Made	\$8 million/\$16 million \$0 deductible Occurrence
Automobile Liability (including umbrella)	\$8 million per occurrence \$0 deductible	\$8 million per occurrence \$0 deductible
Automobile Physical Damage	\$1,181,356 (rated on cost new) \$1,000 deductible	\$857,681 (rated on ACV) \$500 deductible
Workers' Compensation (estimated payroll)	\$557,224	\$557,224
Employers Liability	\$2.5 million	\$3 million
Public Official Bonds	Included in crime coverage up to the statutory limit or policy limit, whichever is less	\$50,000 each Village President, Clerk and Treasurer
Equipment Breakdown	\$46,200,864 \$5,000 deductible	\$45,944,330 \$500 deductible
Cyber Liability	\$1 million \$5,000 deductible	\$250,000 \$5,000 deductible

VILLAGE OF POPLAR GROVE PREMIUM SUMMARY

COVERAGE EFFECTIVE: December 1, 2025

RMA PREMIUM SUMMARY

RMA Annual Premium	\$99,407
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RMA PREMIUM DETAIL

COVERAGE	RMA PREMIUM
Property	\$54,628
Portable Equipment	\$800
Crime	\$375
General Liability (Including Law Enforcement & Public Officials Liability)	\$12,490
Automobile Liability	\$3,731
Automobile Physical Damage	\$4,270
Workers' Compensation	\$13,465
Public Official Bonds	Included
Equipment Breakdown	\$9,648
Cybersecurity	Included
RMA Annual Premium	\$99,407

ILLINOIS COUNTIES RISK MANAGEMENT TRUST

INSURANCE PROGRAM RENEWAL



Poplar Grove, Village of

PRESENTED BY:

PCF Insurance Services of the West, LLC dba
Broadmoor Agency

POLICY YEAR:

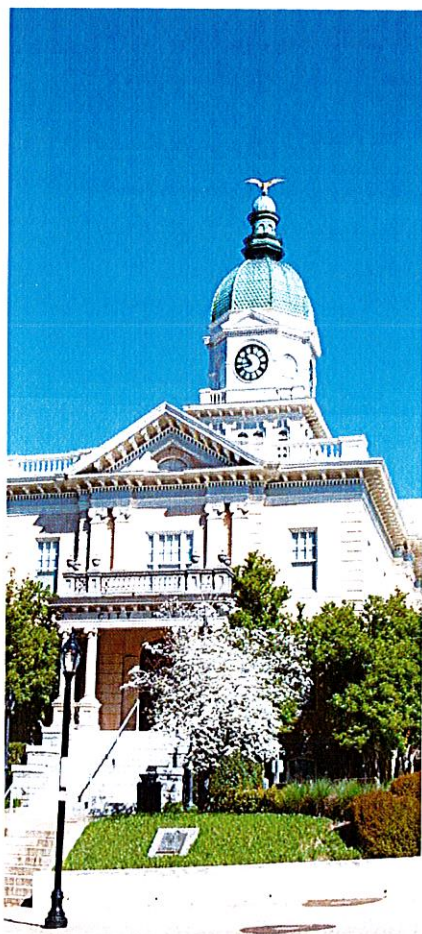
DEC 01, 2025 - DEC 01, 2026

Quote Number:

R4-1001282-2526-01

ADMINISTERED BY:





ABOUT ICRMT

Providing insurance and risk management services to Illinois Public Entities since 1983.

Illinois Counties Risk Management Trust (ICRMT) is one of the leading insurance programs in Illinois, providing property, and workers' compensation coverages for Illinois public entities since 1983. Owned by its members and administered by IPMG, ICRMT provides an integrated approach to risk management, claims administration, and underwriting tailored to fit the needs of your entity. ICRMT provides broad coverage and the most comprehensive service package specifically designed to protect the entity's exposures and budgetary constraints.



Size: 600+ Members



Retention Rate: 97%



Total Premium: \$155+ Million



PROGRAM MANAGEMENT

PROVIDED BY INSURANCE PROGRAM MANAGERS GROUP

ACCOUNT EXECUTIVES

JEFF WEBER
President
jeff.weber@ipmg.com
314.293.9707

BOB SPRING
Sr. VP - Public Entity Practice
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KYLE SHELL
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314.293.9717

UNDERWRITING

TODD GREER
COO
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630.485.5869

KRISTEN TRACY
Senior Vice President of Programs
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630.485.5970

DANIEL KOLE
Program Underwriter
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PROGRAM ADMINISTRATION

PAIGE KEEGAN
ICRMT Program Administrator Coordinator
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630.203.5305

VALERIE MCGRATH
ICRMT Administrative Assistant
valerie.mcgrath@ipmg.com
630.203.5180



RISK MANAGEMENT & LOSS CONTROL SERVICES

ICRMT Risk Management Services consultants deliver a catalog of resources with material expertise in public entity risk management. The staff has field-based experts in clinical medicine, physical therapy, and advanced degree safety experts. ICRMT's risk consultants have a background working in local law enforcement, fire, and emergency medical services.

The RMS consultants work with each entity to facilitate risk mitigation efforts through policy, training and engineering controls. These controls are delivered onsite and through online training options. ICRMT RMS consultants provide policy and training solutions for all lines of coverage with focus on industry and client loss trends and emerging risks.

SERVICES INCLUDED:

- Use of Force Training
- Jail Policies and Procedures Audits
- Policy and Procedure Implementation
- Auto/Driving Exposure Evaluation
- Employment Practices Strategies, Education, and Training
- Safety Committee Development
- Hiring and Management Strategies
- Law Enforcement Seminars
- Fire Fighter/EMS Training
- Regulatory Compliances
- Essential Functions Testing Policy
- Background Check Policy
- Supervisors/Leadership Development
- Loss Analysis and Trending
- Slip and Fall Prevention Program
- Supervisory/Personnel Safety Training
- Accident Investigation Training
- Hazard Communication Training
- Blood Born Pathogens Training



RISK MANAGEMENT & LOSS CONTROL CONSULTANTS

BRIAN DEVLIN

Senior Vice President
brian.devlin@ipmg.com
630.485.5922

MARK BELL

Public Entity Team Director
mark.bell@ipmg.com
630.200.8711

JEFF BACIDORE

Senior Risk Management Consultant
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CLAIMS MANAGEMENT SERVICES

IPMG Claims Management Services offers a full-service claims team specializing in the public entity sector. IPMG CMS services claims for property, casualty and workers compensation claims.

IPMG CMS has a staff of 39 including 21 seasoned claims professionals with an average claims experience of over ten years. IPMG CMS's leadership team boasts well over 20 years of experience. IPMG CMS's staff specializes in program business, including unique self-insured retention structures.

SERVICES INCLUDED:

- Dedicated service adjuster approach, which promotes service continuity and trust
- On-line claim reporting and investigation tool through In-Sight with loss experience access
- On-line claim review and claim report generation
- 24-hour contact on every new claim submission
- Clients are updated on all critical events and participate in all major claims decisions
- Quarterly claim file reviews
- Data analytics to quickly identify potential high cost claims
- Tailor made service plans
- Nurse Case Management

CONTACT:

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ICRMT FEATURES AND BENEFITS

Program Highlights

- Property and Casualty Policy is Non-Auditable
- Terrorism Coverage Included
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program Non-Assessable
- Specialized Law Enforcement Risk Management Services
- Open Door Legal Consultation
- Tailored Risk Management Services
- Professional Property Appraisals
- Online Claims Reporting
- Crisis Management Assistance
- Enhanced Case Management
- PEDDA Coverage Available
- Unemployment Insurance Program

Who is an Insured

- An individual while appointed as a director or executive officer
- A volunteer, unpaid worker, leased or temporary worker
- A board member, commissioner, trustee, or council person
- An employee or staff member
- An elected or appointed official or a member of your governing body, board, commission, council or agency of yours
- A partnership or Joint Venture, including a mutual assistance pact, joint powers agreement or similar agreement
- Your Medical Directors in conjunction with the medical facilities covered under this Policy, but only with respect to their administrative duties on your behalf.

Visit our page for more information:

www.ICRMT.com

This is a summary of coverages provided. Please refer to the full policy for complete coverage, exclusions, and terms & conditions.



COVERAGE SUMMARY: GENERAL LIABILITY

GENERAL LIABILITY

LIMITS

Each Occurrence	\$1,000,000
General Annual Aggregate	\$3,000,000
Products/Completed Operations Annual Aggregate	\$1,000,000
Advertising and Personal Injury	\$1,000,000
Premises Medical Payments	
Each Person	\$5,000
Each Occurrence	\$50,000

Deductible: \$1,000 each occurrence

Sexual Abuse Liability – Claims Made

Each Occurrence	\$1,000,000
Annual Aggregate	\$1,000,000

Retroactive Date: **01/01/2019**

Innocent Party Defense Coverage Included

Deductible: \$2,500

COVERAGES INCLUDE

- Non-Monetary Legal Defense

Each Occurrence	\$100,000
Annual Aggregate	\$100,000
- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides - \$50,000 Coverage Limits
- Premises Liability



COVERAGE SUMMARY: **VIOLENT EVENT RESPONSE COVERAGE**

COVERAGE

LIMITS

- Violent Event Response Coverage	\$500,000/\$500,000
- Crisis Investigation	Included
- Personal Crisis Management Event Response Team	Included
- Crisis Communication Support, Media Management, Public Relations	Included
- Temporary Security Measures	Included
- The following Sublimited Coverages:	
o Medical Expenses	\$25,000 Per Person
o Counseling Service Expenses	\$10,000 Per Person
o Funeral Service Expenses	\$15,000 Per Person
o Per Event Crisis Team Services	\$100,000
o Memorialization Expenses	\$250,000

Deductible: \$1,000 each occurrence

This is addition to the standard liability coverages offered under this policy.



COVERAGE SUMMARY: AUTO LIABILITY & PHYSICAL DAMAGE

AUTO LIABILITY

LIMITS

Each Occurrence	\$1,000,000
Auto Medical Payments	
Each Person	\$5,000
Each Occurrence	\$25,000

Deductible: \$0 each occurrence

UNINSURED & UNDERINSURED MOTORIST LIABILITY

Each Occurrence	\$100,000
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Deductible: \$0

AUTO PHYSICAL DAMAGE

Total Scheduled Value	\$1,130,431
Total Agreed Value	\$0
Number of Vehicles	14

Comprehensive Per Loss Deductible: \$2,500

Collision Per Loss Deductible: \$2,500

*Or as indicated on the Schedule

COVERAGES INCLUDE

• Automatic Liability for Newly Acquired Vehicles (Non-Auditable)	Included
• Newly Acquired Automobiles Physical Damage (Non-Auditable)	\$500,000
• Hired/Non-Owned Liability	Included
• Hired Auto Physical Damage	Included
• Garagekeepers Legal Liability - per Occurrence	\$100,000
• Pollution Caused by Upset/Overtake	Included
• Commandeered Autos	Included
• Loss of Use and Lease Gap Coverage	Included
• Rental Reimbursement	Included



COVERAGE SUMMARY: PUBLIC OFFICIALS LIABILITY

PUBLIC OFFICIALS LIABILITY - CLAIMS MADE

LIMITS

Each Occurrence

\$1,000,000

Annual Aggregate

\$1,000,000

Retroactive Date: **01/01/2019**

Deductible: \$2,500 each occurrence

EMPLOYMENT PRACTICES LIABILITY - CLAIMS MADE

Each Occurrence

Included

Annual Aggregate

Included

Retroactive Date: **01/01/2019**

Deductible: \$2,500 each occurrence

EMPLOYEE BENEFITS LIABILITY

Each Occurrence

Included

Annual Aggregate

Included

Retroactive Date: **01/01/2019**

Deductible: \$2,500 each occurrence

COVERAGES INCLUDE

- Employee Wage Reimbursement
- Non-Monetary Legal Defense
 - Each Occurrence
 - Annual Aggregate
- Sexual Harassment
- Discrimination
- Wrongful Termination
- FOIA/Open Meetings Act

\$100,000

\$100,000



COVERAGE SUMMARY: **EXCESS LIABILITY**

Coverage	Underlying Limits	Excess Limit
General Liability	\$1,000,000/\$3,000,000	\$7,000,000
Auto Liability	\$1,000,000	\$7,000,000
Public Officials (Claims Made)	\$1,000,000/\$1,000,000	\$7,000,000

COVERAGES EXCLUDED

- Sanitary Sewer Backup
- Sexual Abuse
- Uninsured/Underinsured Motorist Coverage
- Workers Compensation and Employers Liability
- Unmanned Aircraft
- Cyber Liability
- Claims arising out of the actual or alleged transmission of a communicable disease or virus
- PFA's (Polyfluoroalkyl Substances)



COVERAGE SUMMARY: CYBER LIABILITY

COVERAGE

LIMITS

Cyber Liability Coverage - Claims Made

Each Claim

\$1,000,000

Annual Aggregate

\$1,000,000

Retroactive Date: **01/01/2019**

Deductible: \$5,000

Coverage Include:

Third Party Liability Insuring Agreements

(Claims Made and Reported Coverage)

	Each Claim	Aggregate
Multimedia Liability Coverage	\$1,000,000	\$1,000,000
Security and Privacy Liability Coverage	\$1,000,000	\$1,000,000
Privacy Regulatory Defense and Penalties Coverage	\$1,000,000	\$1,000,000
PCI DSS Liability Coverage	\$1,000,000	\$1,000,000

First Party Insuring Agreements

(Event Discovered and Reported Coverage)

	Each Claim	Aggregate
Breach Event Costs Coverage	\$1,000,000	\$1,000,000
BrandGuard® Coverage	\$1,000,000	\$1,000,000
System Failure Coverage	\$1,000,000	\$1,000,000
Cyber Extortion Coverage	\$250,000	\$250,000

	Each Claim	Aggregate
Cyber Crime Coverage		
A. Financial Fraud Sublimit	\$100,000	\$100,000
B. Telecommunications and Utilities Fraud Sublimit	\$100,000	\$100,000
C. Phishing Fraud Sublimits		
1. Your Phishing Fraud Loss Sublimit	\$100,000	\$100,000
2. Client Phishing Fraud Loss Sublimit	\$100,000	\$100,000
3. Phishing Fraud Aggregate Sublimit (C.1. & C.2. combined)		\$100,000
Cyber Crime Aggregate Limit (A., B., & C. combined)		\$100,000



COVERAGE SUMMARY: **PROPERTY**

LIMIT OF INSURANCE: Blanket Limit of Insurance applies to scheduled and appraised Buildings and Business Personal Property that are valued on a Replacement Cost basis. Any property that has not yet been appraised is subject to the 125% Margin Clause. If the Margin Clause applies, in no event shall liability in any one occurrence for any Building, Structure or Business Personal Property at any one location exceed 125% of the individually stated value for such property as shown in the latest Statement of Values or other documentation on file with the Trust.

COVERED PROPERTY

LIMITS

Total Loss Limit per Occurrence	\$47,147,265
Building Value	\$46,570,293
Business Personal Property Including Stationary EDP	\$576,972
Solar Panels	\$0
Personal Property of Others	\$100,000
Newly Constructed or Acquired Property	\$1,000,000
Footbridges	\$100,000
Covered Property in Transit	\$1,000,000
Course of Construction	\$1,000,000
Deductible: \$5,000 All Covered Perils except Windstorm or Hail, Flood, & Earth Movement	
Wind Deductible: \$5,000	

**Or as indicated on the Schedule*

ADDITIONAL PROPERTY COVERAGES

Earth Movement, Volcanic Eruption, Landslide and Subsidence	\$5,000,000
Program Aggregate	\$250,000,000
Deductible: \$50,000 or 2% of the damaged location; whichever is greater	
Flood	\$5,000,000
Program Aggregate (Excluding Flood Zone A and V)	\$250,000,000
Deductible: \$50,000 per occurrence	

COVERED COSTS & EXPENSES

Debris Removal (whichever is greater)	25% or \$500,000
Pollutant Cleanup and Removal (Aggregate in any one Policy Year)	\$100,000
Fire Department Service Charge	\$25,000
Fire Protection Equipment Discharge	\$25,000
Ordinance or Law Coverage	\$10,000,000
Preservation of Property	\$100,000
Protection of Property	\$250,000
Roofs 20 years old are valued at ACV	
Business Income/Extra Expense	\$1,000,000
Business Income/Extra Expense Increased Limits	\$0



COVERAGE SUMMARY: **PROPERTY (cont.)**

SUPPLEMENT COVERAGE			LIMITS
Communication Towers			\$100,000
Trees, Shrubs, and Plants; subject to a Maximum Per Item of:			
Per Item			\$25,000
Per Occurrence			\$100,000
Golf Course Greens, Tees and Fairways			
Per Item			\$25,000
Per Occurrence			\$100,000
Interruption of Computer Operations			
Per occurrence			\$50,000
Annual Aggregate			\$100,000
Personal Effects Owned By Employees			\$100,000
Retaining Walls and Other Outdoor Walls			\$10,000
Underground Sprinkler Systems			\$100,000
Unnamed Locations - Unintentional Errors and Omissions			\$1,000,000
Utility Services - Direct Damage			\$1,000,000
Utility Services - Time Element			\$1,000,000
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage			
Direct Damage			\$50,000
Business Income and Extra Expense			\$50,000
Extra Expense Number of Days			30 days
Backup of Sewer, Drains or Sump Pump Failures			\$250,000
Ancillary Buildings			\$25,000
Outdoor Property - including but not limited to:			\$250,000
Fences	Goal Posts	Traffic Lights/Control Boxes	
Light Fixtures/Poles	Playground Equipment	Bleachers	
Road Signs	Scoreboards	Ticket Booths	
Non-Utility Poles	Benches	Dugouts	
Fountains	Statues	Bike Racks	
Monuments	Fire Hydrants		

All Supplemental Property Coverages are subject to a \$10,000 minimum deductible



COVERAGE SUMMARY: MOBILE EQUIPMENT & MISC. ARTICLES

SCHEDULED LIMITS

LIMITS

Mobile Equipment greater than or equal to \$10,000 per item	\$372,297
Mobile Equipment less than \$10,000 per item	\$17,518
Other	\$53,447
Tools	\$94,756

Deductible: \$1,000

*Or as indicated on the Schedule

COVERED COSTS & EXPENSES

Newly Acquired Property	
Per Item	\$250,000
Rental Expense Reimbursement	\$10,000
Pollutant Cleanup and Removal	\$100,000
Fire Department Equipment	\$50,000
Unscheduled Fine Arts	\$1,000,000
Unscheduled Watercraft	\$100,000
Unscheduled Musical Instruments, Band Uniforms, and Athletic Equipment	\$500,000
Contractors Equipment - Non-Owned	
Per Item	\$100,000
Per Occurrence	\$250,000
Accounts Receivable	\$1,000,000
Valuable Papers and Records	\$1,000,000



COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

COVERAGE	LIMIT
Total Building and Contents Value	\$47,147,265
Deductible: \$5,000 All Covered Perils except Windstorm or Hail, Flood, & Earth Movement	
BI/EE & Utility Interruption Deductible: 24 Hours	

COVERAGE EXTENSION

Combined Business Income	Included
Combined Extra Expense	Included
Spoilage Damage	Included
Utility Interruption - Time Element	\$10,000,000
Electronic Data or Media	\$10,000,000
Expediting Expenses	Included
Ordinance or Law	\$10,000,000
Hazardous Substance, Contamination, Pollutants	\$1,000,000
Newly Acquired Property	25% or \$500,000
Debris Removal	\$500,000
Water Damage	Included
Emergency Power Generating Equipment 1,000 kw or less	
Non Emergency Power Generating Equipment is Excluded.	



COVERAGE SUMMARY: **CRIME**

COVERAGE

LIMIT

Blanket Employee Dishonesty	\$500,000
Loss Inside the Premises - Money & Securities	\$500,000
Loss Outside the Premises	\$500,000
Money Orders and Counterfeit Currency	\$500,000
Depositors Forgery or Alterations	\$500,000
Computer Fraud	\$500,000
Funds Transfer Fraud	\$500,000
Social Engineering/False Pretenses	\$50,000

Deductible: \$1,000

The ICRMT Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.



COVERAGE SUMMARY: WORKERS' COMPENSATION

COVERAGE

LIMIT

Workers' Compensation	Statutory
Employer's Liability Limit	
Each Accident	\$2,500,000
Each Employee for Disease	\$2,500,000

Deductible: \$0

ICRMT FEATURES AND BENEFITS

- Volunteers Covered
- Payrolls are subject to an annual audit
- Enhanced Case Management
- Tailored Risk Management Services
- Online Claims Reporting
- Crisis Management Assistance
- Terrorism Coverage Included
- ICRMT Trust Agreement contains a resolution making the program non-assessable



COVERAGE SUMMARY: WC PREMIUM CALCULATION

CODE	CLASSIFICATION	ANNUAL ESTIMATED PAYROLL	RATE	MANUAL PREMIUM
5506	Street & Road	\$303,130	9.02	\$27,342
8810	Clerical	\$294,134	0.46	\$1,353
9102	Parks	\$3,888	5.61	\$218
	TOTALS	\$601,152		\$28,913

Gross Annual Premium		\$28,913
Increased Limit Multiplier	1.02	\$29,492
Minimum Premium	\$1,000	\$29,492
Experience Modifier	0.85	\$25,068
Schedule Modifier	0.70	\$17,548
Expense Modifier		\$17,548
Subtotal		\$17,548
Premium Discount	7.80%	\$16,179
Total Annual Premium		\$16,178



PREMIUM SUMMARY

Presented By:

Illinois Counties Risk Management Trust

Named Insured:	Poplar Grove, Village of
Quote Number:	R4-1001282-2526-01
Policy Year:	DEC 01, 2025 - DEC 01, 2026

Coverage Parts	Premium
General Liability	Included
Law Enforcement Liability	Not Covered
Auto	Included
Public Officials Liability - Claims Made	Included
Property	Included
Inland Marine	Included
Equipment Breakdown	Included
Sales Tax Interruption	Not Covered
Crime	Included
Cyber Liability	Included
Excess Liability	Included
Package Premium	\$96,828
Workers' Compensation	\$16,178
Total Annual Premium	\$113,007



REQUIREMENTS TO BIND

The following must be received prior to binding:

- Signed Acceptance Statement
- Requested Payment Plan (if annual policy)
- Insured's Contact Information (space below)

PRIMARY CONTACT

Name

Title

Phone

Email

Role: (check the role that applies) ☐ Accounting/Invoices ☐ Claims ☐ Loss Control

ADDITIONAL CONTACTS

Name

Title

Phone

Email

Role: (enter one person per role) ☐ Accounting/Invoices ☐ Claims ☐ Loss Control



ACCEPTANCE STATEMENT

Named Insured: Poplar Grove, Village of
Quote Number: R4-1001282-2526-01
Policy Year: DEC 01, 2025 - DEC 01, 2026

Total Annual Premium	\$113,007
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Terms and Conditions

- The Named Insured can only cancel the Policy at program anniversary and only if 90-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Illinois Counties Risk Management Trust are set forth in the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.

REQUESTED PAYMENT PLAN:

☐ Annual
 ☐ 50/50
 ☐ 25/6

FEIN: _____

Acceptance Statement:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Illinois Counties Risk Management Trust are accepted effective 12/01/2025.

Signature of Official

Date



ILLINOIS COUNTIES RISK MANAGEMENT TRUST

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INVOICE

PRESENTED BY: ILLINOIS COUNTIES RISK MANAGEMENT TRUST

Named Insured: Poplar Grove, Village of

Quote Number: R4-1001282-2526-01

Policy Year: DEC 01, 2025 - DEC 01, 2026

Total Annual Premium	\$113,007
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Premium Due by Effective Date of Coverage.

Based upon the payment plan you select, the following down payment is due:

Annual	
50/50	\$56,504
25/6	\$28,252

Please Make Checks Payable to:

Illinois Counties Risk Management Trust
PO Box 8291
Carol Stream, IL 60197-8291

Named Insured:	Poplar Grove, Village of
Quote Number:	R4-1001282-2526-01
Package Premium Remitted:	

AUTO SCHEDULE

Poplar Grove, Village of

VEH #	YEAR	MAKE	MODEL	VIN	COMP. DED.	COLL. DED.	AGREED VALUE	ORIGINAL COST NEW
1	2012	Ford	F250	A33351	\$2,500	\$2,500		\$20,884
4	2016	GMC	Sierra 3500	110362	\$2,500	\$2,500		\$53,060
5	2017	Big Tex	Trailer - Utility 355A-12X	071336	\$2,500	\$2,500		\$2,148
6	2011	Chevrolet	Silverado	415924	\$2,500	\$2,500		\$16,350
8	2006	International	Truck	240749	\$2,500	\$2,500		\$92,859
10	2019	Chevrolet	Silverado	245863	\$2,500	\$2,500		\$30,799
11	2019	Isuzu	Street Sweeper	900818	\$2,500	\$2,500		\$165,265
12	2020	International	HV507	2729	\$2,500	\$2,500		\$159,916
13	2021	PJ	Trailer 83x24	053116	\$2,500	\$2,500		\$7,002
14	2021	Ford	F350	1FT8X3BN6MED 73058	\$2,500	\$2,500		\$61,317
15	2022	Dodge	Ram 2500 Crew Cab	23688	\$2,500	\$2,500		\$67,849
16	2022	International	HV507 Snow	232901	\$2,500	\$2,500		\$170,902
17	2022	Ram	2500	3C6MR5AD3NG4 17912	\$2,500	\$2,500		\$66,747
18	2023	Ford	F750	F01784	\$2,500	\$2,500		\$215,333
TOTAL AGREED VALUE							\$0	
TOTAL ORIGINAL COST NEW							\$1,130,431	
TOTAL INSURED VALUE							\$1,130,431	



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
	DPW Garage/office	111 E Park St Poplar Grove, IL 61065	Garage	Replacement Cost / Margin Clause	\$2,441,090	\$146,226	\$5,000 Wind: \$5,000
01.01	Vacant - Dog and Cat Groomer	100 South State Street Poplar Grove, IL 61065	Vacant Building	Replacement Cost / Margin Clause	\$187,680	\$0	\$5,000 Wind: \$5,000
01.02	Well #2/Pump House	100 South State Street Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$657,900	\$19,380	\$5,000 Wind: \$5,000
02.01	Garage	200 North Hill Street Poplar Grove, IL 61065	Garage	Replacement Cost / Margin Clause	\$39,780	\$15,300	\$5,000 Wind: \$5,000
02.02	New Village Hall	200 North Hill Street Poplar Grove, IL 61065	Other Public Building	Replacement Cost / Margin Clause	\$2,683,620	\$33,660	\$5,000 Wind: \$5,000
02.03	PIO - Flag pole, backboard, tennis court, bench, signage, trash bins, light pole	200 North Hill Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$229,500	\$0	\$5,000 Wind: \$5,000
02.04	Dog Park	200 North Hill Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$29,524	\$0	\$5,000 Wind: \$5,000
03.01	Lions Park Pavilion - No coverage per insured	229 Summit Street Poplar Grove, IL 61065	Parks Buildings	Replacement Cost / Margin Clause	\$0	\$0	\$5,000 Wind: \$5,000
03.02	Lions Park Restrooms	229 Summit Street Poplar Grove, IL 61065	Parks Buildings	Replacement Cost / Margin Clause	\$111,180	\$1,122	\$5,000 Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
03.03	Maintenance Garage	229 Summit Street Poplar Grove, IL 61065	Garage	Replacement Cost / Margin Clause	\$85,680	\$33,660	\$5,000
							Wind: \$5,000
03.04	Concession Stand with Pavilion	229 Summit Street Poplar Grove, IL 61065	Parks Buildings	Replacement Cost / Margin Clause	\$268,260	\$22,644	\$5,000
							Wind: \$5,000
03.05	PIO - Flag pole, bollards, table, backstop, bench, fencing, bleachers, light pole, playground	229 Summit Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$194,820	\$0	\$5,000
							Wind: \$5,000
04.01	Memorial Park Gazebo	West Main and State Street Poplar Grove, IL 61065	Parks Buildings	Replacement Cost / Margin Clause	\$10,200	\$0	\$5,000
							Wind: \$5,000
04.02	Memorial Park Pavilion	West Main and State Street Poplar Grove, IL 61065	Parks Buildings	Replacement Cost / Margin Clause	\$58,140	\$0	\$5,000
							Wind: \$5,000
04.03	Sign Pavilion	West Main and State Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$3,060	\$0	\$5,000
							Wind: \$5,000
04.04	PIO - bench, table, flag pole, bike rack, memorial	West Main and State Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$22,440	\$0	\$5,000
							Wind: \$5,000
05.01	Lift Station - Countryside Mall	13505 Harvest Way Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$188,700	\$0	\$5,000
							Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE SP VALUE	DEDUCTIBLE
05.02	PIO - Generator-50 KW, bollards, light pole	13505 Harvest Way Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$62,730	\$0	\$5,000 Wind: \$5,000
06.01	Lift Station - Oak Lawn	4194 Dawson Lake Road Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$255,000	\$0	\$5,000 Wind: \$5,000
06.02	PIO - Generator-30 KW, fencing	4194 Dawson Lake Road Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$44,880	\$0	\$5,000 Wind: \$5,000
07.01	Lift Station - Ray Street	203 Beaver Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$173,400	\$0	\$5,000 Wind: \$5,000
07.02	PIO - Generator-30 KW, guard rail, bollards	203 Beaver Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$43,860	\$0	\$5,000 Wind: \$5,000
08.01	Lift Station - Waco Dr. #1	1000 Waco Drive Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$316,200	\$0	\$5,000 Wind: \$5,000
08.02	PIO - Generator-80 KW, fencing	1000 Waco Drive Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$78,540	\$0	\$5,000 Wind: \$5,000
09.01	Lift Station - Waco Dr. #2	502 Waco Drive Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$189,720	\$0	\$5,000 Wind: \$5,000
10.01	Lift Station - Whiting Road	5500 Whiting Road Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$323,340	\$0	\$5,000 Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
11.01	Lift Station - Woodstock Rd.	291 Prairie Knoll Drive Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$258,060	\$0	\$5,000
							Wind: \$5,000
11.02	PIO - Generator 45KW, fencing	291 Prairie Drive Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$60,180	\$0	\$5,000
							Wind: \$5,000
12.01	Lift Station - Bullard Street	105 Bullard Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$64,260	\$0	\$5,000
							Wind: \$5,000
13.01	North Plant - Lab Building	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$2,746,860	\$87,720	\$5,000
							Wind: \$5,000
13.02	PIO - Generator N-14 400KW	610 South State Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$388,620	\$0	\$5,000
							Wind: \$5,000
13.03	Main Lift Station	610 South State Street Poplar Grove, IL 61056	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$322,320	\$0	\$5,000
							Wind: \$5,000
13.04	Internal Lift Station	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$133,620	\$0	\$5,000
							Wind: \$5,000
13.05	Fine Screen Building	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$403,920	\$0	\$5,000
							Wind: \$5,000
13.06	Digesters/SBR Tanks/Equalization Tanks	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$4,433,940	\$0	\$5,000
							Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
13.07	Press Building	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$1,776,840	\$0	\$5,000
							Wind: \$5,000
13.08	Valve Pit	610 South State Street Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$35,700	\$0	\$5,000
							Wind: \$5,000
13.09	PIO - Bollards, fencing	610 South State Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$34,680	\$0	\$5,000
							Wind: \$5,000
14.01	Sand Filtration Building - South Plant	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$3,636,300	\$82,620	\$5,000
							Wind: \$5,000
14.02	Generator V-12	12211 Illinois 76 Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$650,760	\$0	\$5,000
							Wind: \$5,000
14.03	Chemical Storage Building	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$426,360	\$0	\$5,000
							Wind: \$5,000
14.04	Internal Lift Station	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$84,660	\$0	\$5,000
							Wind: \$5,000
14.05	Sludge Drying Beds	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$79,560	\$0	\$5,000
							Wind: \$5,000
14.06	Digesters	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatment	Replacement Cost / Margin Clause	\$1,568,760	\$0	\$5,000
							Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
14.07	Digester Blower Building	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$756,840	\$0	\$5,000
							Wind: \$5,000
14.08	SBR Tanks/Equalization Tank	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$5,872,140	\$0	\$5,000
							Wind: \$5,000
14.09	Valve Pit	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$115,260	\$0	\$5,000
							Wind: \$5,000
14.10	Influent Building	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$3,254,820	\$0	\$5,000
							Wind: \$5,000
14.11	Flow Meter Vault	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$31,620	\$0	\$5,000
							Wind: \$5,000
14.12	Main Lift Station	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$440,640	\$0	\$5,000
							Wind: \$5,000
14.13	Lagoon - Vacant	12211 Illinois 76 Poplar Grove, IL 61065	Vacant Land	Actual Cash Value	\$114,240	\$0	\$5,000
							Wind: \$5,000
14.14	Sand Filter Valve Pit	12211 Illinois 76 Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$59,160	\$0	\$5,000
							Wind: \$5,000
14.15	PIO - Fencing, gate, bollards, light pole	12211 Illinois 76 Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$76,500	\$0	\$5,000
							Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
15.01	Salt Storage Shed	301 Edson Road Poplar Grove, IL 61065	Storage	Replacement Cost / Margin Clause	\$77,520	\$20,400	\$5,000 Wind: \$5,000
15.02	Truck Storage Shed	301 Edson Road Poplar Grove, IL 61065	Storage	Replacement Cost / Margin Clause	\$128,520	\$65,280	\$5,000 Wind: \$5,000
15.03	Garage/Storage	301 Edson Road Poplar Grove, IL 60165	Garage	Replacement Cost / Margin Clause	\$130,560	\$48,960	\$5,000 Wind: \$5,000
15.04	PIO - Fencing, fuel tank, propane tank, light pole	301 Edson Road Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$41,820	\$0	\$5,000 Wind: \$5,000
16.01	Well #3/Pump House	Route 173 and West Grove Street Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$543,660	\$0	\$5,000 Wind: \$5,000
16.02	Water Tower #3 - 150K Gal	Route 173 and West Grove Street Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,429,020	\$0	\$5,000 Wind: \$5,000
16.03	PIO - Fencing	Route 173 and West Grove Street Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$14,280	\$0	\$5,000 Wind: \$5,000
17.01	Well #4/Pump House	4420 Menge Lane Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$556,920	\$0	\$5,000 Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU-PANCY	VALUATION	BUILDING VALUE	BPP VALUE SP VALUE	DEDUCTIBLE
17.02	Water Tower #2 - 150K Gal	4420 Menge Lane Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,680,960	\$0	\$5,000 Wind: \$5,000
17.03	PIO - Storage Box	4420 Menge Lane Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$510	\$0	\$5,000 Wind: \$5,000
18.01	Well #5 and #6/ Pump House	4870 Woodstock Road Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$907,800	\$0	\$5,000 Wind: \$5,000
19.01	Water Tower - 150K Gal	228 Boeing Trail Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$1,452,480	\$0	\$5,000 Wind: \$5,000
19.02	PIO - Tornado Siren, bench	228 Boeing Trail Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$41,820	\$0	\$5,000 Wind: \$5,000
20.01	Well #7/Pump House-Vacant	Poplar Grove and Orth Road Poplar Grove, IL 61065	Water & Sewer Treatmen t	Actual Cash Value	\$146,915	\$0	\$5,000 Wind: \$5,000
21.01	Water Tower #7 - 300K Gal	12540 Poplar Grove Road Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$2,122,620	\$0	\$5,000 Wind: \$5,000
22.01	Lift Station - Prairie Green	Prairie Knoll Drive Poplar Grove, IL 61065	Water & Sewer Treatmen t	Replacement Cost / Margin Clause	\$341,700	\$0	\$5,000 Wind: \$5,000
23.01	PIO - Sherman Oaks Park	Sherman Ln Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$104,040	\$0	\$5,000 Wind: \$5,000



PROPERTY SCHEDULE

Poplar Grove, Village of

LOC #	DESCRIPTION	ADDRESS	OCCU- PANCY	VALUATION	BUILDING VALUE	BPP VALUE	DEDUCTIBLE
						SP VALUE	
24.01	PIO - West Grove Neighborhood Park	WEST GROVE NEIGHBORHOOD PARK Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$31,620	\$0	\$5,000
							Wind: \$5,000
25.01	PIO - Bel-Air Park	BEL-AIR PARK Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$44,880	\$0	\$5,000
							Wind: \$5,000
26.01	PIO - South Poplar Grove Cemetary	SOUTH POPLAR GROVE CEMETERY Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$12,240	\$0	\$5,000
							Wind: \$5,000
27.01	PIO - North Tower Building	305 W Grove St Poplar Grove, IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$39,780	\$0	\$5,000
							Wind: \$5,000
28.01	Vacant Land	Part Street Poplar Grove, IL 61065	Vacant Land	Agreed Amount	\$0	\$0	\$5,000
							Wind: \$5,000
29.01	PIO - Mansfield Park	Saratoga Lane Poplar Grove , IL 61065	Property in the Open	Replacement Cost / Margin Clause	\$194,765	\$0	\$5,000
							Wind: \$5,000
				TOTAL BUILDING VALUE		\$46,570,293	
				TOTAL BPP VALUE		\$576,972	
				TOTAL SOLAR PANELS		\$0	
				TOTAL INSURED VALUE		\$47,147,265	



INLAND MARINE SCHEDULE

Poplar Grove, Village of

Mobile Equipment greater than or equal to \$10,000 per item

IM #	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
3	2017	Mower - MX5200F	Kubota	10655	\$1,000	\$18,200
4	2017	Tractor - Cab/Endloader - Front M5 111	Kubota	54079/A3068	\$1,000	\$61,745
15		Generator - Portable	KatoLite		\$1,000	\$20,000
17		Mower - Finish 3Pt	Woods		\$1,000	\$10,000
18	1995	Rover - RD11	Wacker		\$1,000	\$20,000
20	2005	Spreader - Sludge	Kuhn Knight		\$1,000	\$20,000
22		Mower - 3680F	Kubota		\$1,000	\$15,200
26	2022	Zero Turn Mower	SCAG	61V25KBD	\$1,000	\$20,291
27	2002	Wheel Loader	Volvo L90D	6790-9005	\$1,000	\$42,500
28	2023	Excavator KX057-5R3AP	Kubota	KBC0Z37CHPB D16729	\$1,000	\$73,372
29	2023	Boom Mower	Bush Hog	M2376884	\$1,000	\$34,700
31	2018	Zero Turn Mower	Kubota ZD1011	12500	\$1,000	\$16,299
32	2014	Zero Turn Mower	Kubota ZD326	34426	\$1,000	\$19,990

Mobile Equipment less than \$10,000 per item

IM #	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
1		Plow - 8'6" For Dump Truck #110362	Boss		\$1,000	\$4,822
2		Spreader			\$1,000	\$5,946
5	2017	Mower - Brush Hog	Woods	069034	\$1,000	\$2,150
19		Saw - Walk Behind			\$1,000	\$2,000
30	2023	Utility Trailer	Liberty		\$1,000	\$2,600



INLAND MARINE SCHEDULE

Poplar Grove, Village of

Other

IM #	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
7	2000	Portable Sampler Testing Kit	Isco-Gls	L00115	\$1,000	\$1,890
8	2000	Storm Box	Precision System	351	\$1,000	\$1,557
14		Generator - Portable	Caterpillar		\$1,000	\$50,000

Tools

IM #	YEAR	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	DEDUCTIBLE	VALUE
11	1998	Power Washer		32041157	\$1,000	\$1,000
12		Snow Plow Blades (6)			\$1,000	\$46,300
21		Miscellaneous Tools & Equipment <\$1,000			\$1,000	\$3,596
24		Welder			\$1,000	\$3,600
25		+ 10% Unscheduled Items			\$1,000	\$40,260
TOTAL INSURED VALUE					\$538,018	



RESOLUTION NUMBER: 2025-26

A RESOLUTION CREATING A HIRING POLICY FOR THE VILLAGE OF POPLAR GROVE

WHEREAS, the Village of Poplar Grove (“Village”) desires to create and implement a Hiring Policy; and

WHEREAS, the Village Hiring Policy is attached hereto Exhibit A and incorporated herein; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve the creation of a Village Hiring Policy.

NOW THEREFORE, BE IT RESOLVED 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. The Village hereby accepts and approves the Village Hiring Policy attached hereto as Exhibit A or one in substantially similar form.
3. The Village President and the Village Clerk are hereby authorized to execute and attest said Hiring Policy and any other documents necessary to effectuate the intentions set forth therein.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK

Exhibit A

Village Hiring Policy

PURPOSE.

The purpose of this policy is to establish a set of guidelines for hiring practices within the Village of Poplar Grove to ensure the selection of qualified candidates in a fair and equitable manner for staff, other than appointed Officers by the Village President under municipal law.

APPLICABILITY.

This policy shall apply to all hiring processes within the Village of Poplar Grove, including but not limited to full-time, part-time, seasonal, and temporary employees. This article does not apply to elected officials, or Officers, who are subject to other election laws and procedures.

EQUAL OPPORTUNITY EMPLOYMENT.

A. The Village of Poplar Grove is an equal opportunity employer. All hiring decisions will be made based on qualifications, skills, experience, and merit, without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law.

B. The Village will make reasonable accommodations for applicants with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

HIRING PROCESS.

A. Job Postings.

1. All job openings shall be posted publicly on the Village's official website, local bulletin boards, and other reasonable outlets (e.g., local newspapers or job boards) as determined by the Village Clerk or designee.
2. The job posting shall include a description of the position, qualifications required, job duties, salary range, application deadline, and other relevant details.

B. Application Submission.

1. Applicants must submit their applications in writing, either via the Village's online portal, by email, or by hand delivery to the Village Hall, depending on the specific instructions provided in the job posting.
2. Applications shall include a completed application form, a resume (if required), and any other documents requested in the job posting.

C. Screening and Interviews.

1. The Village President or designee shall review all applications to ensure they meet the minimum qualifications outlined in the job posting.
2. A hiring committee shall be formed, composed of at least three individuals, including the Village President, the Department head, and the Administration/Finance Chair. The Village President may add additional members to the hiring committee depending on the position to be filled.
3. The hiring committee will screen applications, conduct interviews, and assess candidates based on their qualifications, experience, and suitability for the position.

D. Background Checks.

1. All candidates under consideration for hire may be subject to a background check, which may include criminal history, employment history, and other relevant checks based on the nature of the position.

2. The Village will obtain written consent from the candidate prior to conducting any background checks.

E. Selection and Offer.

1. Upon completion of the interview process, the Village President or hiring committee will submit a recommendation for the selected candidate to the Village Board for final approval.
2. Once approved, a formal job offer will be extended to the selected candidate. The offer will include details of the position, salary, benefits, and any other applicable terms.

HIRING AND EMPLOYMENT.

A. Hiring.

1. The Village Board shall formally approve all hirings for Village employment, including full-time, part-time, and temporary positions.

B. Employment Policies.

1. All employees of the Village of Poplar Grove will be subject to the Village's employee policies and procedures as set forth in the Employee Handbook, including but not limited to policies regarding ethics, conduct, and workplace safety.

NON-DISCRIMINATION.

The Village of Poplar Grove shall adhere to all federal, state, and local laws related to non-discrimination in hiring practices. Any person who believes they have been discriminated against in the hiring process may file a complaint with the Village Clerk.

RETENTION OF RECORDS.

A. The Village Clerk shall maintain all application materials, interview notes, and background check results for a minimum of two years from the date of the hiring decision.

B. Upon request, candidates may review their own application materials, but not the materials of other candidates.

C. Only after hiring, the candidate may be subject to open records and FOIA request of application materials as a public employee.

IMPLEMENTATION.

The Village President, Village Clerk, and Village Board shall be responsible for implementing the provisions of this policy and ensuring that all hiring procedures follow the established guidelines.

RESOLUTION NUMBER: 2025-27**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING THE VILLAGE TO APPROVE A REVISION TO THE VILLAGE
HALL RENTAL AGREEMENT AND POLICY**

WHEREAS, the Village of Poplar Grove (“Village”) has a policy and rental agreement for the to rental of Village Hall; and

WHEREAS, the Village desires to approve revisions to the policy and rental agreement; and

WHEREAS, the revised Village Hall Rental Policy is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the revised Rental Agreement is attached hereto as Exhibit B and incorporated herein; and

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

NOW THEREFORE, BE IT RESOLVED 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. The Village hereby accepts and approves revisions to the Village Hall Rental Policy attached hereto as Exhibit A or one in substantially similar form.
3. The Village hereby accepts and approves revisions to the Rental Agreement attached hereto as Exhibit B or one in substantially similar form.
4. The Village President and the Village Clerk are hereby authorized to execute and attest said Village Hall Rental Policy and Rental Agreement and any other documents necessary to effectuate the intentions set forth therein.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
Village Hall Rental Policy

VILLAGE OF POPLAR GROVE FACILITY RENTAL POLICY AND GUIDELINES

200 North Hill Street; Poplar Grove, IL 61065

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

www.poplargrove-il.gov

Thank you for considering the Village of Poplar Grove's rental facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies the Village has adopted to assist you with your planning.

AVAILABLE FACILITIES, FEES AND DEPOSIT

Room Rental This rental package is especially suitable for large group meetings and small parties. Capacity is 60 people with tables and chairs and 128 people with chairs only.

Fee Procedure

- **Security Deposit:**
A **\$180 security deposit** is required at the time of application to confirm your reservation date and time.
 - The security deposit is **required for all rentals**, including **businesses and non-profit organizations**.
- **Rental Fees:**
Rental fees must be **paid prior to the reservation date**.
- **Fee Exemptions:**
The following are **exempt from rental fees**, but must still complete this form and follow all facility rules:
 - The **Village of Poplar Grove**, its committees, activities, and sponsored events
 - **Non-profit Poplar Grove organizations**
 - **Local, state, and federal government agencies or organizations**
- **Room Rental Rates:**
 - **Poplar Grove Residents:** \$75 per rental
 - **Non-Residents:** \$150 per rental
- **Insurance:**

- Applicants may be required to provide **proof of insurance** acceptable to the Village in the amount of **\$1,000,000.00**.
- **All businesses and organizations**, including those without not-for-profit status, **must provide proof of liability insurance**.
- **Proof of insurance is required** for any event that includes a **bounce house or inflatable attraction**.

RENTAL POLICIES

- **Reservations and Cancellations:** All reservations are made through Village Hall (815)765-3201. Applications must be completed and approved, with appropriate fees and deposits paid before confirmation can be made. Reservations may be made up to six months in advance.
- **Changes** in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability. Cancellations received at least one week prior to the event will receive a full refund of fees; those received after this time shall result in a partial refund or 50%. Please allow one month for refunds.
- **Security Deposits:** All deposits are refundable if the facility is returned to its pre-event condition (free of food, trash decorations, etc., and furniture returned to pre-event locations) and renter has complied with all Village facility rental regulations. Village Key is returned the day of event in Village Utility Lock Box outside Village Hall. Village staff or a representative and rental applicant shall conduct an inspection both before and after the event to determine the condition of the facility at those times.
- **Decorations:** No nails, staples, duct tape or chemicals of any kind shall be used to secure decorations to the walls or woodwork. Fog machines or lighted candles are not permitted. Balloons or other decorations can be tied or taped (painter or scotch). Poplar Grove facility decorations (pictures, signs) may not be taken down or removed without staff approval.
- **Hours:** Day and evening use until 10 PM, unless other arrangements are made in advance.
- **Music-Noise Level:** Music and other sounds shall not interfere with other concurrent users of the building or be heard outside the facility. Please remember that this facility is in a residential section of town. Be considerate of our neighbors and turn your music down, especially after 10 PM. AUDIO/SPEAKER SYSTEM NOT INCLUDED. BRING YOUR OWN.
- **Alcohol:** Alcoholic beverages are not permitted on Village property. Non-compliance with this regulation or intoxication of guests may be cause for termination of activity and forfeiture of all fees.
- **Smoking:** Smoking is not permitted in/or 15 feet of Village Buildings.
- **Property and Equipment:** Village equipment and or furnishings shall not be removed from the premises. Damage to Village property may result in billing for replacement or repair and/or forfeiture of deposit.
- **Conduct:** Rental applicant is responsible for the conduct of all guests.
- **Village Access:** The Village reserves the right of full access to facility at all times to insure compliance with regulations.

- **Cleanup:** Please replace all furniture to its original location. Don't block doors or the thermostat on the wall. Sweep floors. Wash any counters that had food on them. Garbage is to be removed from building and placed in dumpster.
- **Lost or Stolen Articles:** The Village is not responsible for lost or stolen articles.
- **Accidents:** Accidents occurring on Village property are to be reported immediately. For emergencies only please call (815) 742-0418.
- **Village Board Room:** Village Board Room will be locked by Village Staff the day before event. If Village Board Room is required by applicant, it must be cleared with Village Staff at time of application rental fee is due prior to the event.

EXHIBIT B
RENTAL AGREEMENT

VILLAGE OF POPLAR GROVE

Facility Checklist

RENTER: _____ RENTAL DATE: _____

The following is a list of items that need attention at the end of each rental. We ask that renters use this form as a guide to keep our facilities neat and clean. These items are evaluated by the Village Hall Staff. Damage Deposits are withheld based on the satisfactory cleaning of the rental site and Village Key returned. Thanks in advance for your cooperation in keeping our facilities clean and in good order.
**Note: Please use the reverse side of this form for additional comments.*

	Pre-Event Inspection	Post-Event Inspection
Tables should be wiped down; no stains or sticky surfaces. Leave tables in position at time of Rental.		
Chairs should be wiped down, no stains or sticky surface. Any Additional chairs set up shall be folded away on cart.		
Countertops, kitchen sinks & appliances should be wiped down.		
Appliances must be clean & operational (microwave, refrigerator & garbage disposal).		
No markings on wall surfaces; stains, scuffs, holes		
Floors cleaned; mopped if applicable.		
Garbage bags removed from building and placed in dumpsters. Failure to remove the garbage will result in a \$180.00 charge against the Damage Deposit.		
Check outside of building for debris.		
Bathrooms must be picked up; stalls checked.		
Refrigerator is used by Village Staff. Please remove YOUR items After event		
Remove all decorations.		
Clean mop station area (If used).		
Doors Secured.		
Village Key returned in Utility Lock Box		

FOR STAFF USE ONLY

Release Security Deposit

☐ \$180.00

Forfeit Full Security Deposit

☐ Yes ☐ No

Reason for Forfeiture of Security Deposit:

Staff Initial:

Date:

VILLAGE OF POPLAR GROVE

APPLICATION TO RESERVE VILLAGE HALL

NAME OF APPLICANT(S): _____

STREET ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____

PHONE NUMBER OF APPLICANT: HOME/CELL _____

DATE(S) REQUESTED: _____

HOURS REQUESTED: _____ TO _____ MAX NUMBER TO BE IN ATTENDANCE: _____

FOR THE PURPOSE OF: _____

DEPOSITS & FEES:

DEPOSIT

\$180

Due at time of Application

**Refundable; Contingent on Room
condition & Village Key Returned**

Room Rental Fee

Residents: \$75

Nonresidents: \$150

Non-Refundable

***Village Key pick-up 24 hours
before event**

ALL PAYMENTS MUST BE SUBMITTED TO THE VILLAGE OF POPLAR GROVE WITH THE COMPLETED APPLICATION.

- ☐ **I have read and understand and agree to comply with the Policy and Guideline Packet;**
Initial:_____

The applicant agrees by signing this application that the deposit shall be held by the Village of Poplar Grove, and may be applied to property damage to the premises and/or Village Key not being returned the day of rental, resulting from the time of the activity or may be forfeited as a

result of the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity and agrees to abide by all Village Hall rules, Regulations, and Ordinances of the Village of Poplar Grove. Person(s) using the Village Hall do so at their own risk. The Village and its employees are not responsible for damage to or loss of property of person(s) using the Hall. The Village will be contacted immediately for any injuries that result while person(s) are using the Hall. I, the applicant, have read and fully understand all the policies and guidelines as attached necessary for the use of Village Hall, and I will comply.

☐ I have read and understand the above waiver.

APPLICANT SIGNATURE: _____

DATE: _____

☐ Deposit refund date: _____
Date: _____

☐ Key Given to: _____

☐ Fee Paid Date: _____
_____ CASH _____

☐ Paid by: CK Number _____ CC Last Four Numbers _____

ORDINANCE NUMBER: 2025-29

AN ORDINANCE AMENDING TITLE II BUSINESS AND LICENSE REGULATIONS, CHAPTER 6, RAFFLES, SECTION 2-6-5 ISSUANCE AND SECTION 2-6-6 FEES OF THE CODE OF ORDINANCES FOR THE VILLAGE OF POPLAR GROVE

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

WHEREAS, the Village wishes to amend Title II “Business and License Regulations,” Chapter 6 “Raffles” contains Sections 2-6-5 “Issuance” and 2-6-6 “Fees “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 Raffles.

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

1. The above recitals are incorporated herein and made a part hereof.
2. Section 2-6-5 of Chapter 6 Raffles of Title II Business and License Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~striketroughs~~ and new language as **bold and underlined**):

2-6-5. - ISSUANCE.

- A. The Village Clerk shall receive all license applications. Provided that an applicant has submitted any and all information required by the application, paid any and all necessary fees and otherwise meets with all the requirements and provisions of this Chapter 6, the Village Clerk shall issue a raffle license to the applicant within 30 days from the date of application. A raffle license shall be valid for a period of 30 days from and after its issuance unless the Village Clerk specifically authorizes a license for a longer or shorter period of time. In no event shall a license be authorized for a period longer than one year. The Village Clerk has the authority to issue the following types of licenses for raffles:

Class A: **Calendar Raffle. Class A 12-month raffle license shall permit the conduct of a raffle or raffles as defined above. Class A raffles shall be licensed annually for a period not to exceed a 12-month period commencing on the day after the license is approved by the Village Clerk. Such license shall permit no more than 52 raffle events. Should the applicant desire to hold more raffles, an additional application shall be required.** General raffle license. A general raffle license shall permit an organization the ability to conduct a raffle that

~~may include multiple drawings to award the prizes but all drawings must occur on the same day and at the same location and within the confines of the same raffle event.~~

~~Class B: Multiple raffles license. A Class B license allows multiple 50/50 raffles to be conducted within 12 consecutive calendar months. Such license shall permit no more than 52 raffle events.~~

Class **BC**: One time emergency raffle license. A Class B raffle license allows a not-for-profit fundraising organization or group, organized for the sole purpose of providing financial hardship assistance to an identified individual or group of individuals suffering severe financial hardship as a result of an injury, disability, accident or disaster, to conduct one raffle event for that purpose. All drawings must occur on the same day and at the same location and within the confines of the same raffle event.

~~Class D: Calendar Raffle. A 12-month raffle license shall permit the conduct of a raffle or raffles as defined above. Class D raffles shall be licensed annually for a period not to exceed 12-month period commencing on the day after the license is approved by the Village Clerk. Such license shall permit no more than 52 raffle events.~~

~~Class E: Limited annual raffle license. A limited annual raffle license permits an organization to regularly conduct raffles among its own membership at a regularly scheduled organizational meeting. Chances for these raffles may only be sold, and the drawings held, on the day of the meeting. Such licenses shall permit no more than 52 raffle events per year.~~

B. A raffle license shall contain the following.

1. The area in which raffle chances will be sold or issued;
2. The period of time during which raffle chances will be sold or issued;
3. The date, time, and location on or at which the winning chances will be determined.

C. Such license shall be prominently displayed at the time and location of the determination of the winning chances.

D. A license shall be valid for one raffle only, **unless a Class A license is issued which** ~~the Village Clerk specifically~~ authorizes a specified number of raffles to be conducted during a specified period not to exceed one year.

E. A license may be suspended or revoked for any violation of this chapter.

3. Section 2-6-6 of Chapter 6 Raffles of Title II Business and License Regulations, of the Code of Ordinances for the Village of Poplar Grove, shall and hereby is amended, in relevant part, as follows (deletions shown as ~~strikethroughs~~ and new language as **bold and underlined**):

2-6-6. - FEES.

The fee for a Class A, or B ~~or E~~ license is \$25.00. ~~A not-for-profit may apply for a waiver of Class A license fees once in a Village fiscal year (May 1 through April 30). There is no fee for a Class C license. The fee for a Class D license is \$100.00.~~ When an application for a raffle license is filed, such application fee is nonrefundable even if the application is rejected by the Village Clerk.

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK

VILLAGE OF POPLAR GROVE

ORDINANCE NO. 2025-30

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

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

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

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

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

General Corporate Fund

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

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

TOTAL GENERAL CORPORATE LEVY

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

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

LIABILITY INSURANCE LEVY

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

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

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

AUDIT LEVY

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

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

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

SOCIAL SECURITY LEVY

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

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

SECTION 5:

SUMMARY

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

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

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

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

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

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

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

PASSED this _____ day of _____ 2025

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Karri Miller, Village Clerk

Kristi Richardson, Village President
Village of Poplar Grove

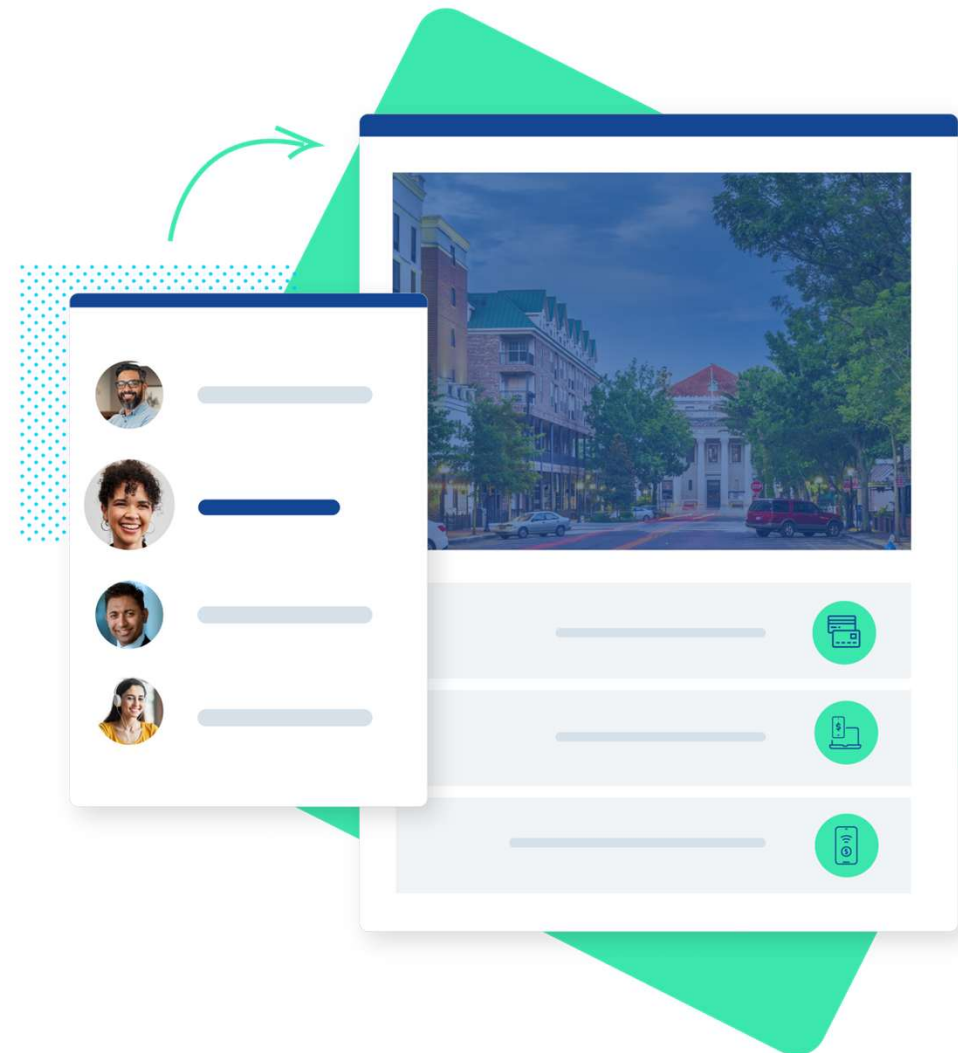
Village of Poplar Grove
Estimate of 2025 Levy Amount

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

BS&A Payments

Streamlined payments for municipalities and their residents

For municipalities that invoice residents for taxes, utilities, and other civic fees, BS&A Payments offers a more efficient way to accept payments electronically, online, and over the counter. Native to BS&A's core software and online resident-facing platform, BS&A Payments improves workflows and reconciliation processes for staff and expands value for residents.



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BS&A Payments

Designed Specifically for How Municipalities Operate.



Real-time Payment Processing

Real-time transaction processing and posting for taxes, utilities, and other civic fees. Seamless ERP integration eliminates manual data entry and file imports, minimizing manual processes and potential for error.



Automated Reconciliation

Streamlined bank reconciliation creates time savings, allowing municipal staff to focus on higher value initiatives.



Centralized Transaction Data

All electronic payments data is accessible directly from BS&A's core platform, providing transaction level detail in a unified interface.



Modernize Your Payments Acceptance

Position your municipality as tech-enabled and forward-thinking by offering residents the most modern payment methods, both in person and online.



All-Inclusive Pricing

All-inclusive, flat-rate pricing eliminates hidden or unexpected fees and simplifies the budget forecasting process. No need to worry about fees for setup, monthly minimums, statements, recurring payments, PCI compliance, chargebacks, or batches.

Focusing on the Resident Experience

Single Login for BS&A Online

A single user account streamlines access to electronic payments and other citizen engagement tools, all under one roof.



Turning what was once a chore into a seamless journey, BS&A Payments was built with residents in mind.



Ease of Use

The user-friendly, mobile responsive, and accessible interface ensures all residents can make payments easily from anywhere.



Autopay Capability

Allows residents to configure ongoing automatic payments, ensuring they never miss a due date, and reducing late payments to the municipality.



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Processing in a PCI Level 1 compliant environment ensures the security of resident, municipality, and payment transaction data.



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Embedded Card Account Updater capabilities maintain up-to-date credit and debit card information when resident cards expire or are replaced, reducing payment disruption.



Payment Options and Channels for the Ultimate in Convenience.

Comprehensive Payment Options



Credit/Debit
Card



Apple pay



Google Pay



ACH

Extensive Payment Channels



Desktop
& Mobile



Text



IVR

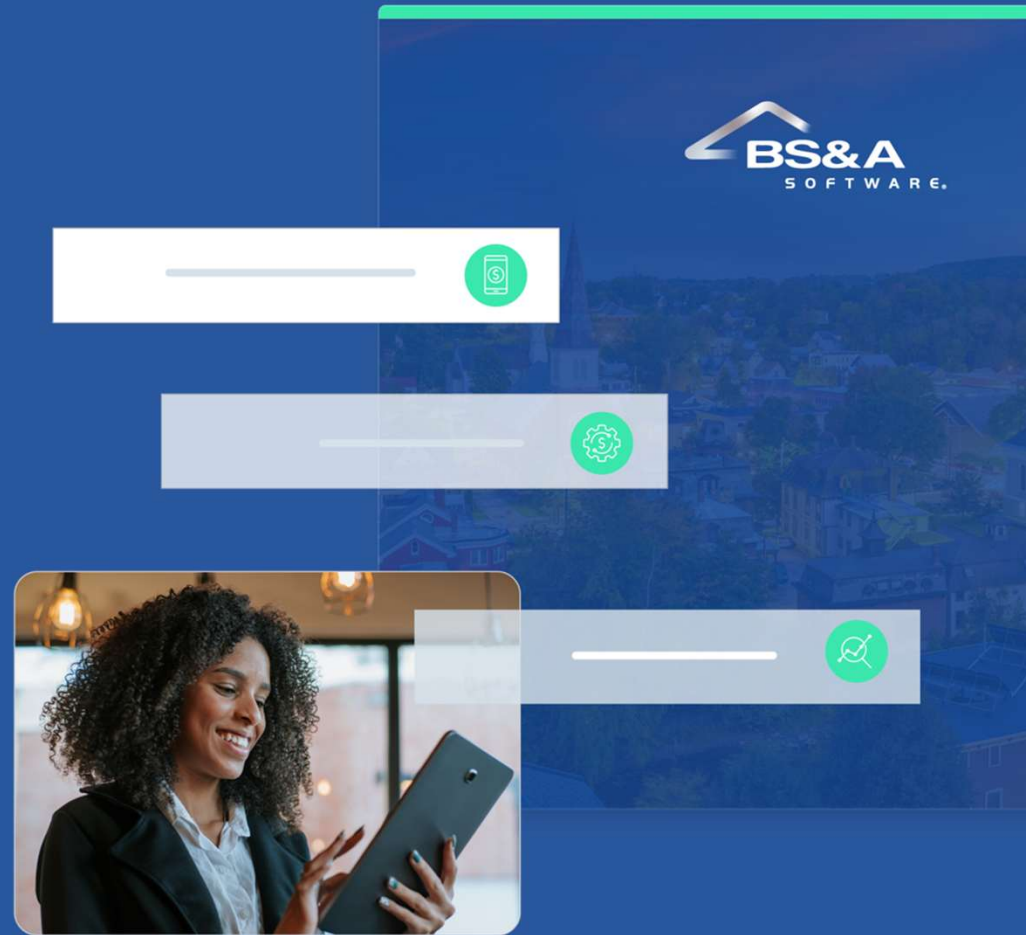


Counter

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

Recommendation to move Trenton Davis to full time, Bargaining Unit Employee

Background

The Village continues to grow with new homes under construction, existing subdivisions expanding, and commercial development in active discussion. Beginning in 2026, Public Works will add as many as additional 8 roadways to maintain, along with the associated water and sewer infrastructure. In addition to new developments, we have added projects and initiatives that have increased overall workload and continued reliance on in-house labor. These factors have created a clear and ongoing need for an additional full-time Public Works employee.

Trenton Davis has worked for the Village as a seasonal employee through one full winter season, part of a summer season, and the current fall season. During this time, he has demonstrated a strong work ethic, reliability, and the ability to perform tasks given to him. He learns quickly, often operating equipment and maintenance tasks with minimal supervision. His adaptability and willingness to take on new responsibilities have allowed him to contribute effectively across all areas of Public Works operations. He continues to show initiative in expanding his understanding of Village infrastructure. He has become a dependable and efficient member of the team while seamlessly fitting in with current staff.

- **Operational Need:** The demand for year-round maintenance and infrastructure support currently exceeds the capacity of the current four full-time employees, demonstrated by the need for multiple seasonal positions.
- **Efficiency:** Davis already possesses the necessary skills and training – including holding a CDL - eliminating the time and cost associated with onboarding an outside hire.
- **Staff Integration:** His compatibility with current staff ensures a smooth transition and sustained team productivity.
- **Resource Optimization:** Converting Davis to full-time would eliminate the need to continually post, hire, and train temporary seasonal employees, saving time and administrative effort.
- **Cost Analysis:** Kristi and I reviewed the budget and compared the cost of making Trenton full-time to the current seasonal staffing model. Eliminating the summer and winter seasonal positions, his full-time hire would result in an additional cost of \$11,625 (more details on handout) over the current budget. Future budgets would be adjusted accordingly to account for this change.
- **Future Readiness:** With the Village's continued growth, the need for a fifth full-time employee is already present and will only strengthen as development progresses.

Recommendation

I recommend promoting Trenton Davis from seasonal to full-time Public Works Laborer effective

November 13th, 2025, pending Board approval. The position would follow the current IUOE 150 Collective Bargaining Agreement.

Conclusion

Hiring Trenton Davis full-time provides an immediate and cost-effective solution to current staffing needs, ensures continuity of operations, and positions the department to keep pace with the Village's growth.

Respectfully,

David Howe - Director of Public Works

Date Updated: 11.07.2025

Oct-25

TO BE ATTACHED IN PACKET AS SUMMARY REPORT

FOR APPROVAL	Actual to Date	Total by Type	
	Check Run #1	Check Run #2	
AP Checks	\$105,314.94		\$105,314.94
EFTS (ACH)	\$35,506.92		\$35,506.92
Payroll	\$0.00		\$0.00
Insurance	\$23,282.08		\$23,282.08
Total	\$164,103.94	\$0.00	\$164,103.94

Payroll (11.13.2025 and 11.27.2025)

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

Total	\$0.00	\$0.00	\$0.00
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FINAL NUMBERS

Monthly Approvals	October 2025 Final Numbers	Actual	Difference
Requested			
AP Checks	\$425,697.64	\$425,509.11	-\$188.53
EFTS (ACH)	\$57,201.62	\$57,201.62	\$0.00
Payroll	\$77,864.05	\$99,271.88	\$21,407.83
Insurance	\$16,806.60	\$16,806.60	\$0.00
Total	\$577,569.91	\$598,789.21	\$21,219.30

2 voided checks

3 payroll in october

Specific Breakout:	Requested	Actual	Difference
--------------------	-----------	--------	------------

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: ADT COMMERCIAL LLC						
159913597	10/27/2025	EVERON FKA ADT COMMER	FIRE & SECURITY 10.27-11.21	01-50-4206	239.46	239.46
TOTAL VEN						239.46
VENDOR NAME: AMAZON CAPITAL SERVICES						
1X1M-TG1W-VVFH	10/24/2025	AMAZON.COM	OFFICE SUPPLIES	01-50-4300	398.71	398.71
1MHC-YQXC-7G9H	10/30/2025	AMAZON.COM	SHOP STOCK	01-53-4302	188.45	188.45
1QGQ-64DT-J6TJ	10/29/2025	AMAZON.COM	ELECTRICAL DX TOOL	01-53-4226	339.95	339.95
TOTAL VEN						927.11
VENDOR NAME: B&F CONSTRUCTION CODE SERVICE, INC.						
70006	10/22/2025	B&F CONSTRUCTION CODE	SOLAR PANEL REVIEW	01-55-4215	225.00	225.00
TOTAL VEN						225.00
VENDOR NAME: BB COMMUNITY LEASING SERVICES INC.						
103038	10/21/2025	BB COMMUNITY LEASING	SWEeper LEASE	01-53-4811	41.26	2,252.11
				01-53-4407	2,210.85	
TOTAL VEN						2,252.11
VENDOR NAME: BLAIN'S FARM & FLEET						
BFF-092079	10/31/2025	BLAIN'S FARM & FLEET	BUCKET RESTOCK	01-53-4228	85.56	85.56
BFF-091791	10/20/2025	BLAIN'S FARM & FLEET	DAVID HOWE CLOTHING ALLOWANCE	01-53-4080	199.96	199.96
BFF-09161	10/24/2025	BLAIN'S FARM & FLEET	BATTERY CHARGE & FUEL CYLINDER	01-53-4226	432.93	432.93
BFF091948	10/24/2025	BLAIN'S FARM & FLEET	SHOP STOCK	01-53-4228	113.08	113.08
TOTAL VEN						831.53
VENDOR NAME: COLLINS SANITARY LLC						
86560	10/20/2025	COLLINS SANITARY LLC	SWWTP CLEAN OUT SPR TANK	31-79-4240	15,211.25	15,211.25
TOTAL VEN						15,211.25
VENDOR NAME: COMCAST						
OCT2025	10/20/2025	COMCAST	PHONE LINES AND INTERNET	01-53-4202	237.28	909.16
				31-50-4202	108.04	
				01-50-4202	156.52	
				31-68-4202	74.05	
				31-68-4202	333.27	
708902298NOV2025	11/03/2025	COMCAST	VH PHONE LINES 11.1.25-11.31.25	01-50-4202	443.59	443.59
0208932OCT2025	10/15/2025	COMCAST	DAWSON LAKE L/S	31-50-4202	205.17	205.17
0207777OCT25	10/08/2025	COMCAST	WELL 4	31-68-4202	241.37	241.37
TOTAL VEN						1,799.29
VENDOR NAME: COMED						
0799140100OCT25	10/29/2025	COMED	L/S PRAIRIE KNOLL	31-75-4204	170.48	170.48
7080803000OCT2025	10/20/2025	COMED	COMUNITY STREET LIGHTS	01-53-4230	3,942.45	3,942.45
2439012111OCT25	10/20/2025	COMED	DUSK TO DAWN LIGHTS	01-53-4230	71.63	71.63
3174406000OCT25	11/06/2025	COMED	L/S DAWSON	31-75-4204	100.30	100.30
TOTAL VEN						4,284.86
VENDOR NAME: CORE & MAIN LP						
X990108	10/24/2025	CORE & MAIN LP	METER/MXU RESTOCK	31-70-4306	1,633.08	1,633.08
X878913	10/22/2025	CORE & MAIN LP	ROOF MOUNT ANTENNA	31-70-4301	945.23	945.23
TOTAL VEN						2,578.31
VENDOR NAME: DOUBLE TREE BY HILTON						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: DOUBLE TREE BY HILTON						
85065882	10/28/2025	DOUBLE TREE BY HILTON	HOTEL FOR CLERK CONF FOR KARRI MILLER	01-57-4205	446.88	446.88
85856730	10/28/2025	DOUBLE TREE BY HILTON	HOTEL CLERK CONF FOR KATIE JASTER	01-57-4205	446.88	446.88
TOTAL VEN						893.76
VENDOR NAME: FOX VALLEY INTERNET, INC.						
794020	10/26/2025	FOX VALLEY INTERNET,	NWWTP & SWWTP INTERNET	31-77-4202	29.95	54.90
TOTAL VEN						54.90
VENDOR NAME: FRONTIER						
OCT25	10/26/2025	FRONTIER	FRONTIER PHONE LINES	31-68-4202	209.36	734.88
TOTAL VEN						734.88
VENDOR NAME: GO TO COMMUNICATIONS INC						
IN7104353002	11/01/2025	GO TO COMMUNICATIONS	VH PHONES	01-50-4202	251.15	251.15
TOTAL VEN						251.15
VENDOR NAME: JASTER, KATIE						
OCT2025	11/01/2025	JASTER, KATIE	MILAGE AND MEALS FOR CLERK CONF	01-57-4205	282.67	282.67
TOTAL VEN						282.67
VENDOR NAME: JOE COOLING & SONS, INC.						
218632	10/22/2025	JOE COOLING & SONS, I	VH TOP SOIL	01-52-4225	66.00	66.00
TOTAL VEN						66.00
VENDOR NAME: LINCOLN RENT-ALL & LAWN EQUIP SALES						
547297	10/30/2025	LINCOLN RENT-ALL & LA	HAMMER JACK RENTAL	01-53-4240	102.84	102.84
TOTAL VEN						102.84
VENDOR NAME: MCMAHON ASSOCIATES, INC.						
00704680	10/21/2025	MCMAHON ASSOCIATES, I	MCDONALDS	01-55-4212	378.00	378.00
00704693	10/21/2025	MCMAHON ASSOCIATES, I	ENGINEERING SEPT25	01-50-4212	147.00	2,922.28
00704679	10/21/2025	MCMAHON ASSOCIATES, I	BEL AIR	01-55-4212	988.66	988.66
00704678	10/21/2025	MCMAHON ASSOCIATES, I	2025 MFT	20-00-4409	1,961.70	1,961.70
TOTAL VEN						6,250.64
VENDOR NAME: MENARDS						
59220	10/27/2025	MENARDS	NORTH PLANT STOCK	31-77-4302	22.21	22.21
58477	10/15/2025	MENARDS	NWWTP BATTERIES	31-77-4302	130.07	130.07
58490	10/15/2025	MENARDS	CONCRETE FOR MANHOLE REPAIRS	01-53-4302	282.24	282.24
TOTAL VEN						434.52

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: MICROSOFT ONLINE SERVICES						
E0300Y0Y2N	10/29/2025	MICROSOFT CORPORATION	ONLINE SERVICES EMAIL	01-50-4214	80.00	80.00
TOTAL VEN						80.00
VENDOR NAME: MORGAN BUILDING MAINTENANCE, INC						
40162	11/01/2025	MORGAN BUILDING MAINT	VH CLRANING	01-50-4240	715.00	715.00
TOTAL VEN						715.00
VENDOR NAME: MR. GOODWATER						
M52945	11/01/2025	MR. GOODWATER	WATER COOLER RENTAL FOR SHOP AND PW	01-50-4302	8.00	91.78
				01-53-4302	8.00	
				01-50-4302	42.10	
				01-53-4302	33.68	
TOTAL VEN						91.78
VENDOR NAME: NAPA AUTO PARTS						
274539	10/27/2025	NAPA AUTO PARTS	2005 INTERNATIONAL TRUCK BATTERY	01-53-4226	641.97	641.97
TOTAL VEN						641.97
VENDOR NAME: NICOR GAS						
7725421552OCT25	10/16/2025	NICOR GAS	L/S & WATER TOWER	31-68-4204	57.86	57.86
TOTAL VEN						57.86
VENDOR NAME: NORTHERN ILLINOIS SERVICE CO						
69036	10/29/2025	NORTHERN ILLINOIS SER	BEDROCK @SHOP FOR STOCK	01-53-4228	334.19	334.19
TOTAL VEN						334.19
VENDOR NAME: O'REILLY AUTO PARTS						
4384-244950	10/27/2025	O'REILLY AUTO PARTS	WIPER BLADE FOR PLOW TRUCKS	01-53-4229	88.15	88.15
TOTAL VEN						88.15
VENDOR NAME: ORTIZ ENTERTAINMENT						
NOV25	10/22/2025	ORTIZ ENTERTAINMENT	FACE PAINTING FOR TREE LIGHTING	01-55-4240	200.00	200.00
TOTAL VEN						200.00
VENDOR NAME: P.C. TECH 2 U						
22180	10/27/2025	P.C. TECH 2 U	SOUND BAR FOR CLERK & COMPUTER FOR BOAR	01-50-4214	489.99	664.98
				01-57-4214	74.99	
				01-50-4214	100.00	
TOTAL VEN						664.98
VENDOR NAME: PIRTEK ROCKFORD						
RF-T00009685	11/04/2025	PIRTEK ROCKFORD	2023 F750 HOSE	01-53-4226	99.07	99.07
TOTAL VEN						99.07
VENDOR NAME: PITNEY BOWES INC.						
OCT25	10/31/2025	PITNEY BOWES INC.	POSTAGE	01-50-4208	200.00	1,600.00
				31-70-4208	700.00	
				31-75-4208	700.00	
TOTAL VEN						1,600.00

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: POINT READY MIX						
154206	10/29/2025	POINT READY MIX	BEL AIR MANHOLES	01-53-4228	811.00	811.00
TOTAL VEN						811.00
VENDOR NAME: REVERE ELECTRIC SUPPLY						
S5409935.01	10/10/2025	REVERE ELECTRIC	NWWTP FUSE REPAIR	31-77-4240	347.98	347.98
TOTAL VEN						347.98
VENDOR NAME: ROCKFORD BUSINESS SYSTEMS, INC						
221175	11/04/2025	ROCKFORD BUSINESS SYS	COPY MACHINE B/N & COLOR COPIES	01-50-4214	206.81	206.81
TOTAL VEN						206.81
VENDOR NAME: SABEL MECHANICAL LLC.						
250592	10/09/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REPAIR	31-79-4240	9,808.81	9,808.81
251003	10/27/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REPAIR	31-79-4240	8,841.57	8,841.57
251002	10/27/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REPAIR	31-79-4240	3,061.78	3,061.78
251004	10/27/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REPAIR	31-79-4240	5,795.03	5,795.03
251005	10/27/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REPAIR	31-79-4240	3,266.39	3,266.39
251006	10/27/2025	SABEL MECHANICAL LLC.	SWWTP PUMP REAPIR	31-79-4240	11,888.09	11,888.09
TOTAL VEN						42,661.67
VENDOR NAME: SAM'S CLUB						
10357810901	10/17/2025	SAM'S CLUB	TP, PAPER TOWELS, CUPS	01-50-4300	104.90	104.90
TOTAL VEN						104.90
VENDOR NAME: SIKICH LLP - ACCOUNTING SERVICES						
114825	10/31/2025	SIKICH LLP - ACCOUNTI	OFICE SUPPORT SEPT 2025	01-50-4240	9,044.80	9,044.80
TOTAL VEN						9,044.80
VENDOR NAME: SOLUTIONS BANK						
40007NOV2025	11/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL-PW NOTE 40007	01-50-4752 01-50-4752	2,035.40 11,834.60	13,870.00
40192NOV2025	11/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL 24 TRK - 40192	01-53-4407 01-53-4811	3,307.07 863.82	4,170.89
40155NOV2025	11/01/2025	SOLUTIONS BANK	INTEREST & PRINCIPAL - PW NOTE 0155	01-50-4752 01-50-4752	2,310.53 3,310.86	5,621.39
TOTAL VEN						23,662.28
VENDOR NAME: SOSNOWSKI SZETO, LLP						
15400	11/05/2025	SOSNOWSKI SZETO, LLP	GENERAL OCT2025	01-50-4213 01-55-4213 01-57-4213	6,084.65 555.00 749.25	7,388.90
15401	11/05/2025	SOSNOWSKI SZETO, LLP	LABOR	01-50-4213	325.00	325.00
15399	11/05/2025	SOSNOWSKI SZETO, LLP	COMMUNITY DEVELOPMENT	01-55-4213	425.50	425.50
15404	11/05/2025	SOSNOWSKI SZETO, LLP	LEGAL EPI	01-55-4213	1,091.50	1,091.50
15403	11/05/2025	SOSNOWSKI SZETO, LLP	SOPENA GERSTAD BUILDERS	01-55-4213	962.00	962.00
15402	11/05/2025	SOSNOWSKI SZETO, LLP	MCDONALDS	01-55-4213	1,017.50	1,017.50
TOTAL VEN						11,210.40
VENDOR NAME: SUNBELT RENTALS						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: SUNBELT RENTALS						
175523904-0001	10/21/2025	SUNBELT RENTALS	AERATOR FOR PARKS	01-52-4225	1,151.15	1,151.15
TOTAL VEN						1,151.15
VENDOR NAME: TEST INC.						
25100925	10/31/2025	TEST INC.	WELL 3 TESTING	31-77-4236	100.00	100.00
25100580	10/31/2025	TEST INC.	NWWTP TESTING	31-77-4236	260.00	260.00
25100630	10/31/2025	TEST INC.	NWWTP	31-77-4236	130.00	130.00
25091052	10/20/2025	TEST INC.	NWWTP TESTING	31-77-4236	26.00	26.00
25091051	10/20/2025	TEST INC.	NWWTP TESTING	31-77-4236	36.00	36.00
25091050	10/20/2025	TEST INC.	NWWTP TESTING	31-77-4236	36.00	36.00
25100618	10/21/2025	TEST INC.	WELL 4 TESTING	31-68-4236	75.00	75.00
25100683	10/21/2025	TEST INC.	WELL 5 & 6 TESTING	31-79-4236	100.00	100.00
25100585	10/23/2025	TEST INC.	WATER SYSTEM TESTING	31-68-4236	17.00	17.00
25100586	10/23/2025	TEST INC.	SWWTP TESTING	31-79-4236	17.00	17.00
25100587	10/23/2025	TEST INC.	NWWTP TESTING	31-77-4236	17.00	17.00
TOTAL VEN						814.00
VENDOR NAME: THE WEATHER PROS						
8375	11/01/2025	THE WEATHER PROS	2025-26 WINTER ALERT SYSTEM	01-50-4214	499.00	499.00
TOTAL VEN						499.00
VENDOR NAME: TRAJECTORY ENERGY HOLDINGS, LLC						
NOV2025	11/01/2025	TRAJECTORY ENERGY HOL	ESCROW REINBURSEMENT	01-55-4240	2,268.00	2,268.00
TOTAL VEN						2,268.00
VENDOR NAME: U.S. CELLULAR						
OCT2025	10/23/2025	U.S. CELLULAR	WWTP, CLERK, VLG PRES, TABLET, HOT SPOT	01-50-4202	100.23	242.31
				31-50-4202	44.78	
				01-57-4202	44.25	
				31-50-4202	53.05	
TOTAL VEN						242.31
VENDOR NAME: UNITED SANITATION SERVICES, INC.						
60386	10/16/2025	UNITED SANITATION SER	VETERANS PARK BATHROOM	01-52-4440	180.00	180.00
60385	10/16/2025	UNITED SANITATION SER	MANSFIELD BATHROOM	01-52-4440	180.00	180.00
60384	10/16/2025	UNITED SANITATION SER	WESTGROVE BATHROOM	01-52-4440	180.00	180.00
60383	10/16/2025	UNITED SANITATION SER	SHERMAN PARK BATHROOM	01-52-4440	180.00	180.00
TOTAL VEN						720.00
VENDOR NAME: USPS						
OCT2025	10/24/2025	USPS	POSTAGE FOR BOND PAYMENTS	31-70-4208	5.95	11.90
				31-75-4208	5.95	
TOTAL VEN						11.90
VENDOR NAME: VERIZON						

INVOICE NUMBER	INVOICE DATE	VENDOR NAME	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		GROSS AMOUNT
VENDOR NAME: VERIZON						
OCT2025	10/23/2025	VERIZON	PW, VPG, ADMIN, HOTSPOT, TABLETS, CLERK	01-53-4202	2,469.23	5,039.94
				01-50-4202	10.43	
				31-50-4202	36.01	
				31-50-4202	138.56	
				31-50-4202	37.56	
				31-50-4202	1,261.44	
				31-50-4202	1,261.44	
				01-57-4202	63.74	
				31-50-4202	63.74	
				31-50-4202	(151.11)	
				01-53-4202	(75.55)	
				01-50-4202	(75.55)	
TOTAL VEN						5,039.94
VENDOR NAME: WALMART						
OCT2025	10/29/2025	WALMART	PHONE CASE FOR CLERK PHONE	01-57-4500	32.44	32.44
TOTAL VEN						32.44
GRAND TOTAL:						140,821.86

ORDINANCE NUMBER: 2024-06

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING
TITLE 1, ~~ADMINISTRATION~~, CHAPTER 6, ~~OF VILLAGE OFFICERS AND
EMPLOYEES, AMENDING SECTION 1-6-6, SALARIES AND CHAPTER 6, ARTICLE
A, VILLAGE CLERK, SECTION 1-6A-2.1, SALARY, TO THE VILLAGE OF POPLAR
GROVE CODE OF ORDINANCES REGARDING VILLAGE OFFICER AND
EMPLOYEE SALARIES~~**

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

WHEREAS, Title 5 of the Code governs Administration; and

WHEREAS, Chapter 6 of Title 5 governs Village Officers and Employees; and

WHEREAS, Chapter 6 of Title 5, Section A, governs the Village Clerk; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend Section 1-6-6, Village Officers and Employees, Salaries; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend Section 1-6A-2.1, Village Clerk, Salary; and

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

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

"1-6-6. - SALARIES.

- A. General. Each Officer of the Village shall receive such salary or other compensation for his **or her** services as the Board of Trustees may from time to time determine by ordinance or otherwise, provided such salary or compensation shall not be increased or diminished to take effect during the term for which any such Officer was elected or appointed.

- B. Village President and Board of Trustees. The annual compensation for the Village President **and members of the Board of Trustees shall be as set forth herein** **and** shall not exceed the sum of \$10,000.00 and the annual compensation for each individual trustee shall not exceed the sum of \$5,000.00 in total for the regularly scheduled meetings attended by them, and such compensation shall not be changed after it has once been established, so as to take effect as to any trustee or President voting for such change during his **or her** term of office.

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

Following the installation of the Village President after ~~After~~ May 1, 2025, the annual compensation for the Village President shall be \$105,000.00 per year, payable in equal installments every two weeks which shall include \$9,500.00 for the Village President's role and \$500.00 for the role as Village Liquor Commissioner.

~~After May 1, 2019, the annual compensation for each individual Village Trustee elected in that year, shall not exceed the sum of \$5,500.00 per year, payable every six months, once in the month of April and again in the month of October.~~

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

Following the installation of Village Trustees a~~After May 1, 2025, the annual compensation for each individual Village Trustee elected in that year, shall be \$5,000.00 per year, payable in equal installments every two weeks. calculated at the rate of \$100.00 for each regular or special board meeting and committee meeting the individual Village Trustee attends payable monthly."~~

- C. Village President Expense Reimbursement/Stipend. The Village President shall receive reimbursement from the Village for expenses incurred by him or her in the course of performing official duties including, but not limited to, mileage, telephone usage, outside meeting expenses and the like, in the form of a monthly expense stipend in the sum of \$500.00." **Other than the compensation specified above in this Section, there will be no other compensation to Village elected officials such as a stipend, health insurance, benefits, and participation in IMRF.**

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3. Title 1, Chapter 6, Section 1-6A-2.1 of the Code regarding Village Clerk Salary, is hereby amended to read as follow: (deletions identified by ~~strike throughs~~ and additions by **bold and underline**):

“1-6A-2.1 - SALARY.

There shall be allowed and paid out of the Village treasury of the Village of Poplar Grove, Illinois, to the Village Clerk an annual salary as set forth herein. ~~Commencing on May 1, 2013, the sum of \$6,500.00 annual compensation as well as a sum of \$125.00 per Village Board meeting attended.~~

~~After~~ **Commencing on** May 1, 2021, the salary of the Village Clerk shall be the sum of \$15,000.00 per year, payable every two weeks.”

After May 1, 2025, the salary of the Village Clerk shall be the sum of \$12,000.00 per year, payable every two weeks.”

- 4. Except as amended in 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.
- 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 _____, 2024

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

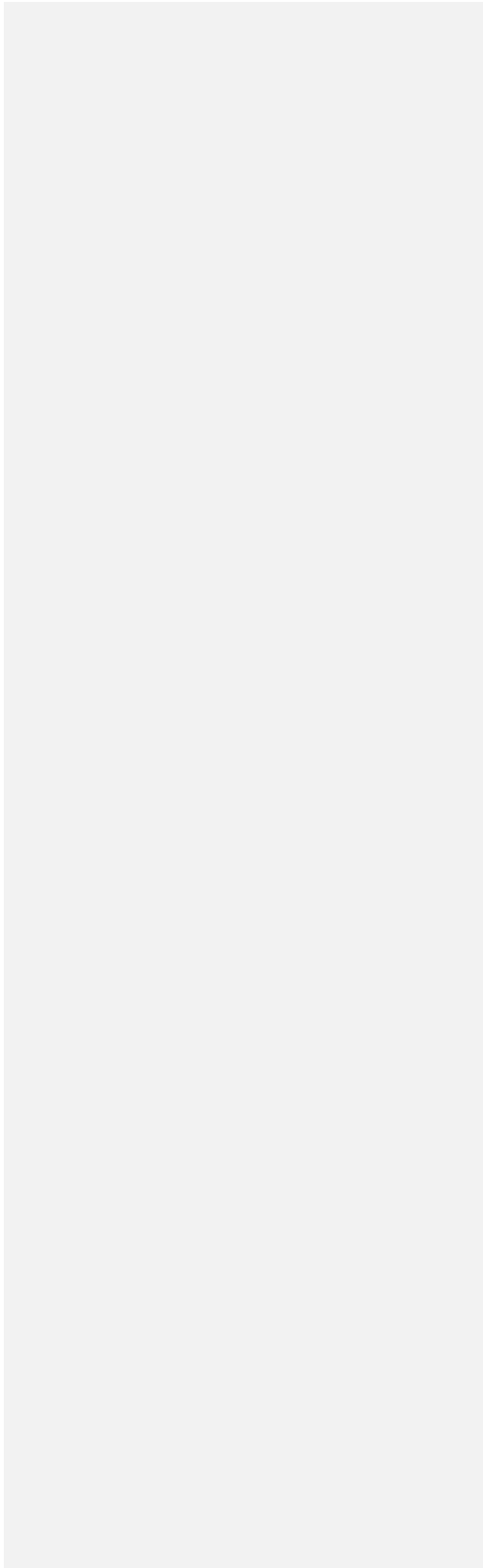
ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2024

ATTEST:

CLERK

VILLAGE PRESIDENT



ORDINANCE NUMBER: 2024-06

**AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE, ILLINOIS AMENDING
TITLE I, ADMINISTRATION, CHAPTER 6, VILLAGE OFFICERS AND EMPLOYEES,
AMENDING SECTION 1-6-6, SALARIES AND CHAPTER 6, ARTICLE A, VILLAGE
CLERK, SECTION 1-6A-2.1, SALARY, TO THE VILLAGE OF POPLAR GROVE
CODE OF ORDINANCES**

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

WHEREAS, Title 5 of the Code governs Administration; and

WHEREAS, Chapter 6 of Title 5 governs Village Officers and Employees; and

WHEREAS, Chapter 6 of Title 5, Section A, governs the Village Clerk; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend Section 1-6-6, Village Officers and Employees, Salaries; and

WHEREAS, the Village has determined it is in the best interest of the Village and its citizens to amend Section 1-6A-2.1, Village Clerk, Salary; and

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

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

"1-6-6. - SALARIES.

A. General. Each Officer of the Village shall receive such salary or other compensation for his or her services as the Board of Trustees may from time to time determine by ordinance or otherwise, provided such salary or compensation shall not be increased or diminished to take effect during the term for which any such Officer was elected or appointed.

B. Village President and Board of Trustees. The annual compensation for the Village President **and members of the Board of Trustees shall be as set forth herein** ~~and shall not exceed the sum of \$10,000.00 and the annual compensation for each individual trustee shall not exceed the sum of \$5,000.00 in total for the regularly scheduled meetings attended by them, and such compensation shall not be changed after it has once been established, so as to take effect as to any trustee or President voting for such change during his~~ or her term of office.

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

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

~~After May 1, 2019, the annual compensation for each individual Village Trustee elected in that year, shall not exceed the sum of \$5,500.00 per year, payable every six months, once in the month of April and again in the month of October.~~

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

After May 1, 2025, the annual compensation for each individual Village Trustee elected in that year, shall be calculated at the rate of \$5000 per year, payable in equal installments payable per month"

C. Village President Expense Reimbursement/Stipend. The Village President shall receive reimbursement from the Village for expenses incurred by him or her in the course of performing official duties including, but not limited to, mileage, telephone usage, outside meeting expenses and the like, in the form of a ~~monthly expense stipend in the sum of \$500.00."~~

3. Title 1, Chapter 6, Section 1-6A-2.1 of the Code regarding Village Clerk Salary, is hereby amended to read as follow: (deletions identified by ~~strikethroughs~~ and additions by **bold and underline**):

"1-6A-2.1 - SALARY.

There shall be allowed and paid out of the Village treasury of the Village of Poplar Grove, Illinois, to the Village Clerk an annual salary as set forth herein. ~~Commencing on May 1, 2013, the sum of \$6,500.00 annual compensation as well as a sum of \$125.00 per Village Board meeting attended.~~

After **Commencing on** May 1, 2021, the salary of the Village Clerk shall be the sum of \$15,000.00 per year, payable every two weeks."

After May 1, 2025, the salary of the Village Clerk shall be the sum of \$12,000.00 per year, payable every two weeks."

4. Except as amended in 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.
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 , 2024

AS FOLLOWS:

VOTING "AYE":

VOTING "NAY":

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2024

ATTEST:

CLERK VILLAGE PRESIDENT

