VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Tuesday, September 21, 2021 - 6:30 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)

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.*

1. Notice is hereby given that a Special Meeting of the Village Board of the Village of Poplar Grove will be held on September 21, 2021 at 6:30 pm in Council Chambers at 200 North Hill Street, Poplar Grove, Illinois. Notice is further given that a physical quorum may not be present, but a quorum will be reached by some or all Trustees attending via teleconferencing. For public viewing and public comments, please refer to the text box at the end of the agenda. Public Comments may be submitted: - Until 4:15 pm before the meeting begins via email at clerk@villageofpoplargrove.com or by dropping a letter in the Water & Sewer drop box located next to the front door at Village Hall. These Public Comments will be read at the meeting

OLD BUSINESS

2. Motion to approve **Ordinance 2021-26** an ordinance of the Village of Poplar Grove amending title 1- administration, chapter 6 - village officers and employees, of the Village of Poplar Grove code of ordinances to create the office of Village Collector
3. Motion to approve **Ordinance 2021-27** an ordinance of the Village of Poplar Grove establishing the compensation for the office of the Village Collector

NEW BUSINESS

4. Motion to approve **Ordinance 2021-30** an ordinance of the Village of Poplar Grove authorizing the disposal of certain personal property owned by the Village of Poplar Grove
5. Motion to approve **Resolution 2021-49** a resolution of the Village of Poplar Grove resolving to retain contractors to complete sanitary service repairs at 306 S State Street and 101 State Street
6. Discussion on budget amendment

ADJOURNMENT (Voice Vote)

Topic: Special Village Board Meeting
Time: Sep 21, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/88445855861?pwd=MHBaRG9MNVh4SnNZa2c0U25TL25hQT09

Meeting ID: 884 4585 5861
Passcode: 827335
One tap mobile
+13126266799,,88445855861#,,,,*827335# US (Chicago)
+16465588656,,88445855861#,,,,*827335# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
Meeting ID: 884 4585 5861
Passcode: 827335
Find your local number: https://us06web.zoom.us/u/kdijs4ipab

ORDINANCE NUMBER: 2021-26

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AMENDING TITLE 1 - ADMINISTRATION, CHAPTER 6 - VILLAGE OFFICERS AND EMPLOYEES, OF THE VILLAGE OF POPLAR GROVE CODE OF ORDINANCES TO CREATE THE OFFICE OF VILLAGE COLLECTOR

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

WHEREAS, Title 1 of the Code governs Administration and Chapter 6 of Title 1 governs Village Officers and Employees; and

WHEREAS, the Illinois Municipal Code provides for the office of Collector. See 65 ILCS 5/31.-35-120 through 135; and

WHEREAS, the Village desires to amend Title 1, Article 6 of the Code to provide for the office of Collector as set forth herein; and

WHEREAS, the Village has determined such amendments are in the best interest of the Village and its citizens.

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 – Administration, Chapter 6 – Village Officers and Employees, of the Village Code of Ordinances is hereby amended to create a new Article K to be entitled "Village Collector" and which new Article shall read as follows (deletions shown as strikethroughs and new language as bold and underlined):

"ARTICLE K. – VILLAGE COLLECTOR

1-6K-1. - OFFICE CREATED.

There is hereby created in the Village the office of one (1) Village Collector.

1-6K-2. - COMPENSATION.

The Village Collector shall receive such compensation as is fixed from time to time by the Village Board of Trustees. The office of Village Collector is a full-time position and is eligible for all benefits that other full-time employees of the Village receive.

1-6K-3. – CLERK AS COLLECTOR.

The Village Clerk shall serve as the Village Collector.

1-6K-3. – DUTIES GENERALLY.

The Village collector shall be responsible for the following duties:

1. Collect all Village funds including utility funds.

2. Shall preserve all warrants returned to the Collector and shall keep books and accounts in the manner prescribed by the corporate authorities of the Village. All of the Collector's warrants, books, and vouchers, and all papers pertaining to the office of the Collector, may be examined at any time by the Village President, Village clerk, or any member or committee of the corporate authorities of the Village.

3. Weekly, and more often if required by the corporate authorities of the Village, the Collector shall pay over to the Village Treasurer all money collected by the Collector from any source, taking the Treasurer's receipt in duplicate and filing one of the receipts immediately with the Village Clerk. At that time, or on demand, the Village Clerk shall give the collector a copy of any receipt so filed.

4. When required by the corporate authorities of the Village or by ordinance, the Collector shall make a written report to the corporate authorities (or to any officer designated by the corporate authorities) of all money collected by the Collector, the account on which collected, or of any other official matter.

5. Between the first and tenth of April of each year, the Collector shall file with the Village Clerk a statement of (i) all the money collected by the Collector during the year, (ii) the particular warrant, special assessment, or account on which collected, (iii) the balance of money uncollected on all warrants in the Collector's possession, and (iv) the balance remaining uncollected at the time of the return on all warrants that the Collector returned to the Village Clerk during the preceding fiscal year. The Village Clerk shall publish the statement at least once, within 10 days, in one or more newspapers published in the Village or, if no newspaper is published in the Village, then in one or more newspapers with a general circulation within the Village.

6. The Collector is prohibited from keeping the money of the Village in his or her possession, or in the possession of any person for his or her use, beyond the time prescribed for its payment to the Village Treasurer. Any violation of this provision shall subject the Collector to immediate removal from office.

7. Keep accurate financial records of all accounts necessitated by the Collector's duties.

8. Work with the Village Treasurer to provide any reports, records, documentation or other information in the control of the Collector needed by the Village Treasurer in order for the Village Treasurer to perform its duties.

9. Perform all supplemental duties required by law and all other duties imposed by the Village Board of Trustees."

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2021

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2021

ATTEST:

_____ _____

CLERK PRESIDENT

ORDINANCE NUMBER: 2021-27

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE ESTABLISHING THE COMPENSATION FOR THE OFFICE OF THE VILLAGE COLLECTOR

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

WHEREAS, the Village Code Section 1-6K-1 creates the office of Village Collector; and

WHEREAS, the Village Code Section 1-6K-2 provides that the compensation of the Village Collector shall be as fixed by the Village Board from time to time; and

WHEREAS, the Village Board desires to fix the compensation of the Village Collector at Thirty Thousand and 00/100th Dollars ($30,000.00) per year.

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. The Village Board hereby fixes the compensation of the Village Collector at Thirty Thousand and 00/100th Dollars ($30,000.00) per year to be paid in bi-weekly installments in accordance with the Village's customary payroll procedures.

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2021

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2021

ATTEST:

_____ _____

CLERK PRESIDENT

ORDINANCE NO. 2021-30

AN ORDINANCE OF THE VILLAGE OF POPLAR GROVE AUTHORIZING THE DISPOSAL OF CERTAIN PERSONAL PROPERTY OWNED BY THE VILLAGE OF POPLAR GROVE

WHEREAS, the Village of Poplar Grove ("Village") owns a certain item of personal property namely a 2005 International plow truck (the "Property"); and

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

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

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

WHEREAS, the Village desires to authorize the disposal of the Property at the IBID public auction site.

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

1. The above recitals are incorporated herein and made a part hereof.

2. As authorized by 65 ILCS 5/11-76-4, the President and Board of Trustees find that the Property is no longer necessary or useful to the Village and the best interest of the Village will be served by the disposal of the Property. The Director of Public Works, or his designee, is hereby authorized and directed to sell the Property at public auction.

3. The President is hereby authorized to execute any documents necessary to effectuate the disposal contemplated herein and the Village Clerk to attest the same.

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

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

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____DAY OF _____, 2021 AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 2021

_____

PRESIDENT

ATTEST:

_____

SECRETARY

RESOLUTION 21-49

A RESOLUTION OF THE VILLAGE OF POPLAR GROVE RESOLVING TO RETAIN CONTRACTORS TO COMPLETE SANITARY SERVICE REPAIRS AT 306 STATE STREET AND 101 STATE STREET

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WHEREAS, the sanitary sewer services ("services") at 306 and 101 State Street have failed and require replacement; and

WHEREAS, the Village of Poplar Grove ("Village") has received proposals for the replacement of the services and believes that the work can be completed at reduced costs by retaining contractors to complete the work; and

WHEREAS, the Village desires to retain Stenstrom Excavation to complete the underground work, Bel Rock Paving to complete the HMA paving and BK Concrete to complete the PCC paving; and

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

WHEREAS, this is a Public Works Project subject to the Illinois Prevailing Wage Act and the Village will comply with said act as required by 820 ILCS Sec. 130/0.01 *et seq*.; and

WHEREAS, the Village has determined that it is in the best interest of its citizens to construct the improvements.

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

1. The above recitals are incorporated herein and made part hereof.
2. The Village hereby waives the requirement to publicly bid the project by a two-thirds majority vote.
3. The Village hereby awards the project to Stenstrom Excavation Group, Bel Rock Paving and BK Concrete.
4. The Village President and Village Clerk are hereby authorized to execute and attest a contract with Stenstrom Excavation Group, Bel Rock Paving and BK Concrete to replace the sanitary services at 101 and 306 State Street, and is further authorized to execute any document necessary to effectuate the intent set forth in this resolution.

The Village Clerk of Poplar Grove shall attest the same after the signature of the Village President.

Adopted this 21st day of September, 2021.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2021

AS FOLLOWS:

VOTING “AYE”: _____

_____

VOTING “NAY”: _____

_____

ABSENT, ABSTAIN, OTHER _____

_____

APPROVED_____, 2021

_____

VILLAGE PRESIDENT

ATTEST:

_____

VILLAGE CLERK