



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 11, 2024 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

CALL TO ORDER

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

ROLL CALL

PRESENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Dan Cheek via phone

Trustee Austin Davies

Trustee Bruce Moore

Trustee Betsy Straw

Clerk Miller

Public Works Director David Howe

Waste Water Director Ion Steer

Attorney Richard Bruen

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

Motion made by Admin Chairman Costanza, Seconded by Trustee Moore to approve Dan Cheek Phone Participation.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

APPROVAL OF MINUTES (Voice Vote)

1. Discuss/approve minutes from November 13, 2024 Board of Trustee Meeting
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Davies, Trustee Moore, Trustee Straw

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

UNFINISHED BUSINESS

2. Motion to discuss **Ordinance 2024-17** 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, 2024 and ending on April 30, 2025 for the Village of Poplar Grove, Boone County, Illinois
Clerk Miller explained Treasure Boyd prepared the ordinance and the total amount was \$351,083.
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Davies, Trustee Moore, Trustee Straw

NEW BUSINESS

3. Discuss approve **Ordinance 2024-18** an ordinance approving a special use and variances for property commonly known as 17314 Poplar Grove Road
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Davies, Trustee Moore, Trustee Straw
Clerk Miller explained special use was for a pole barn to store farming equipment.
4. Discuss/approve **Ordinance 2024-19** an ordinance governing charitable contributions to the Village of Poplar Grove, Illinois
Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore,
Trustee Straw
Voting Abstaining: Finance Chairman Goings
President Sattler stated that the ordinance was to establish clear guidelines for charitable contributions.
5. Discuss/approve **Ordinance 2024-20** an ordinance establishing a credit card policy the Village of Poplar Grove
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore,

Trustee Straw

Voting Abstaining: Finance Chairman Goings

Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza to amend 1-13-3A to strike language exhibit one and replace it with set forth in section 1-13-5.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman

Goings

President Sattler went over the need for the credit card ordinance

6. Discuss/approve **Ordinance 2024-21** an ordinance establishing hiring procedures for the Village of Poplar Grove

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

Trustee Costanza inquired whether forming a hiring committee was mandatory.

President Sattler clarified that it is not required under the new ordinance but is available as an option.

7. Discuss/approve **Ordinance 2024-22** an Ordinance defining the duties of the Village Treasurer for the Village of Poplar Grove, Illinois

Motion made by Trustee Davies, Seconded by Admin Chairman Costanza.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

President Sattler stated the ordinance change was adding P and Q to the current ordinance.

8. Discuss/approve **Ordinance 2024-23** an ordinance establishing elected officials, officers, and employees travel reimbursement for the Village of Poplar Grove

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

Trustee Costanza asked if meals should be broken out or a set dollar amount.

9. Discuss/approve Ordinance 2024-24 an ordinance establishing Purchasing Procedures for the Village of Poplar Grove

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Voting Abstaining: Finance Chairman Goings

10. Discuss/approve **Resolution 2024-20** a resolution of the Village of Poplar Grove, Illinois to approve the meeting schedule for the Village Board Meetings for 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Trustee Straw asked if August 13 meeting could be canceled since it falls right in the middle of the county fair.
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw to cancel August 13 Meeting.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
11. Discuss/approve winter quarterly newsletter
Motion made by Admin Chairman Costanza, Seconded by Trustee Davies.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
12. Discuss/approve Lions Park bathroom locks - replacing the doors and locks with automatic sunset to sunrise timer locks, similar to exterior Hall bathrooms.
Director Howe went over the 2 different bathroom lock options.

Trustee Straw is concerned if the bathrooms are to stay open the need for increased maintenance and cleaning. also the potential for vandalism.

Trustee Costanza feels that the bathrooms should be open and it is the cost of providing the park to the residents

Motion made by Admin Chairman Costanza, Seconded by Trustee Moore to approve the bathroom locks. The motion was withdrawn.
no action on the item was taken
13. Discuss/approve Blower repair or replacement at SWWTP
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
Wastewater Director Steer went over the blower repair and the cost of the repair.
Trustees asked questions

EXECUTIVE SESSION

14. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings to go into executive session.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Davies, Trustee Moore, Trustee Straw
went into executive session at 8:04pm
Motion made by Trustee Davies, Seconded by Trustee Straw to come out of executive
session.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Davies,
Trustee Moore, Trustee
Straw
Came back into open session at 8:26pm

PRESENT

Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee Dan Cheek via phone
Trustee Austin Davies
Trustee Bruce Moore
Trustee Betsy Straw
Clerk Karri Miller
Attorney Richard Bruen

NEW BUSINESS

15. Ddiscuss/approve an applicant to fill Winter Seasonal Public Work Position and RFP for
Snow Removal
Motion made by Trustee Davies, Seconded by Trustee Moore to approve Trenton Davis
as primary candidate, if Trenton Davis is unavailable then hire Quinn Danner.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,
Trustee Davies, Trustee Moore, Trustee Straw

ADJOURNMENT (Voice Vote)

Motion made by Trustee Straw, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee
Davies, Trustee Moore, Trustee Straw
meeting adjourned at 8:28pm