



Village of Poplar Grove – Board Meeting Memo

Karri Miller
Village Clerk/Collector

August 26, 2026

Subject:

Update to the Village Organizational Chart

1. Background:

The Village of Poplar Grove's organizational chart has not been updated since 2015. Since that time, the Village has added and eliminated positions and has made changes to appointed positions, boards, commissions, and committees.

2. Current Status:

The existing organizational chart no longer accurately reflects the Village's current structure, positions, appointments, or reporting relationships. It is good administrative practice to review the chart periodically and update it when significant organizational changes occur. A current chart clearly communicates the Village's structure and lines of responsibility.

3. Fiscal Impact:

There is no anticipated fiscal impact associated with updating the organizational chart, other than staff time needed to prepare and maintain the document.

4. Legal Review (if applicable):

Section 4 of the Illinois Freedom of Information Act, 5 ILCS 140/4, requires each public body to maintain and make available a description of its organization, including a block diagram showing its functional subdivisions. Updating the chart will help ensure the Village's required organizational information is accurate and current.

5. Recommendation:

Staff recommends that the Village Board review and approve an updated organizational chart reflecting all current elected offices, appointed positions, employees, departments, boards, commissions, committees, and reporting relationships. The chart should then be reviewed periodically and revised as needed.

6. Supporting Documents (if applicable):

☐ Attached

☒ Not Applicable

Signature:

Karri Miller, Village Clerk/Collector