



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, May 13, 2026 - 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

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Aaron Szeto

Public Works David Howe

Engineer Chris Dopkins

ABSENT

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

None

APPROVAL OF AGENDA (Voice Vote)

Motion made by Trustee Cheek, Seconded by Trustee Vance. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to discuss/approve Board of Trustees Meeting Minutes from April 22, 2026

Motion made by Trustee Hubbard, Seconded by Trustee Allgood. Motion passed by voice vote.

2. Motion to discuss/approve Special Board of Trustees Meeting Minutes from April 22, 2026

Motion made by Trustee Vance, Seconded by Trustee Hubbard. Motion passed via 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.*

Karen Neigbarger- Wants to know when the state is going to take care of Route 173 re-surfacing.

Chris Dopkins - Asked the Trustees to go and take a look at Bel Air North and the roads that were put in.

UNFINISHED BUSINESS

3. Motion to discuss/approve **Resolution 2026-22**, a resolution of the Village of Poplar Grove, Illinois, authorizing the Village President to execute an agreement with Tilford Towing and Recovery, LLC for towing and disposal services of abandoned and/or inoperable motor vehicles, including vehicles improperly parked during periods of snow emergency within the Village.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

4. Motion to discuss/approve **Resolution 2026-20**, a resolution of the Village of Poplar Grove, Illinois, approving and authorizing the Village President to execute an agreement with Poplar Grove Lions Charities Inc., a/k/a the Poplar Grove Lions Club, for the cooperative development of Village-owned property.

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Voting Yea: Trustee Cheek, Trustee Hubbard, Trustee Vance, President Kristi Richardson.

Voting Nay: Trustee Allgood

5. Motion to discuss 101 N. State Street Easement (Vet Park/Jilly Bean)

Motion made by Trustee Vance, Seconded by Trustee Cheek.

Discussion Only.

NEW BUSINESS

6. Motion to discuss the Boone County Highway Bike Lane Project in the amount of 87,407.70, with a presentation from Boone County Engineer Justin Krohn

Motion made by Trustee Hubbard, Seconded by Trustee Cheek.

Boone County Engineer Justin Krohn presented the project to the village board.

7. Motion to discuss/approve **Resolution 2026-21**, a resolution of the Village of Poplar Grove, Illinois, authorizing the Village to enter into an intergovernmental agreement with Boone County for animal control services.

- Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
8. Motion to discuss/approve check disbursement for payments scheduled to be paid April 28, 2026, in the amount of \$2,500 in AP checks.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
9. Motion to discuss/approve check disbursement for payments scheduled to be paid on May 14, 2026, in the amount of \$106,539.79 in AP checks, \$37,074.24 in EFTs, estimated payroll of \$43,098.56, and insurance in the amount of 14,685.42 for a total of \$201,398.01.
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve **Ordinance 2026-12**, an ordinance amending Title VI "Public Ways," Chapter 2 "Combined Waterworks and Sewerage Systems," Section 6-2-4-4 of the Code of Ordinances for the Village of Poplar Grove to correct an error in Ordinance 2026-08.
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
11. Motion to discuss/approve Offer letter for David Howe as Public Works Director.
Motion made by Trustee Cheek, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
12. Motion to discuss/approve the offer letter to Katie Jaster as Deputy Clerk/Community Development Assistant .
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
13. Motion to discuss/approve offer letter to Renee Lampe as Customer Service/Utility Billing Specialist.
Motion made by Trustee Hubbard, Seconded by Trustee Allgood.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
14. Motion to discuss Pitney Bowes Relay 5000 Inserting System
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Motion made by Trustee Hubbard, Seconded by Trustee Vance to hold over to May 27, 2026. Motion passed by voice vote.
15. Motion to discuss the purchase of the Toshiba estudio 6527acAC copy machine.
Motion made by Trustee Cheek, Seconded by Trustee Vance.
16. Motion to discuss/approve **Resolution 2026-22**, a resolution of the Village of Poplar Grove, Illinois, approving the purchase of a 2026 Ram 1500 Express truck from Sam Lemman Auto Group.
Motion made by Trustee Hubbard, Seconded by Trustee Cheek.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

GOOD OF THE VILLAGE

Board of Trustees Meeting - May 27, 2026 - 7:00 pm

Village Hall Closed May 25, 2026, for Memorial Day

Planning and Zoning Meeting -June 9, 2026 – 6:00 pm
Board of Trustees Meeting - June 10, 2026 - 7:00 pm
12th Annual Neighbors Fest - June 13, 2026 - 4:00 pm - 9:00 pm
Board of Trustees Meeting - June 24, 2026 - 7:00 pm
Village Hall Closed June 3, 2026, for 4th of July

EXECUTIVE SESSION

17. 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 Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
Went into executive session at 8:07 pm
Motion made by Trustee Vance, Seconded by Trustee Hubbard.
Voting Yea: Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
came back into executive session at 8:36 pm
PRESENT
President Kristi Richardson
Trustee David Allgood
Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Clerk Karri Miller
Attorney Aaron Szeto
ABSENT
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings

ADJOURNMENT (Voice Vote)

Motion made by Trustee Hubbard, Seconded by Trustee Vance. Motion passed via voice vote.
The meeting adjourned at 8:37 pm.