



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, January 14, 2026 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### MINUTES

#### CALL TO ORDER

The meeting was called to order by President Richardson at 7:02 pm

#### ROLL CALL

##### PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

Public Works Director David Howe

##### ABSENT

Finance Chairman Jeff Goings

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF PHONE PARTICIPATION (Roll Call)

#### APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Vance. Motion passed by voice vote.

#### APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustees Meeting Minutes from December 10, 2025  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood. Motion passed by 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.*

No public comment

### **UNFINISHED BUSINESS**

2. Motion to discuss/approve **RESOLUTION 2026-01**, a Resolution of the Village of Poplar Grove, Illinois, to adopt and approve revised job descriptions for the positions of Village Collector, Community Development Coordinator, Public Works Director, Village Treasurer, and Utility Billing Specialist.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
  
3. Motion to discuss/approve **RESOLUTION 2026-02**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Pyrotechnico Fireworks, Inc. for fireworks display services in the amount of \$17,500.00.  
Motion made by Trustee Vance, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
  
4. Motion to discuss/approve **ORDINANCE 2026-01**, an Ordinance amending Title I Administration, Chapter 6, Village Officers and Employees, Article B, Village Treasurer, Section 1-6B-1, Duties of the Treasurer, of the Code of Ordinances for the Village of Poplar Grove.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

### **NEW BUSINESS**

5. Motion to discuss/approve **ORDINANCE 2026-02**, an Ordinance of the Village of Poplar Grove, Illinois, authorizing the disposal of certain personal property owned by the Village of Poplar Grove, specifically a 2012 Ford F-250 and a 2005 snow plow.  
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
  
6. Motion to discuss/approve **RESOLUTION 2026-03**, a Resolution of the Village of Poplar Grove, Illinois, to approve and authorize the Village President to execute an agreement with Morgan Building Maintenance, Inc. for Village Hall and park cleaning services.

Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

7. Motion to discuss/approve **RESOLUTION 2026-04**, a Resolution of the Village of Poplar Grove, Illinois, approving a Statement of Work with Sikich LLC for accounting services.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
8. Motion to discuss/approve event license for S&S Collaborations that was held on December 31, 2025 - January 1, 2026 at the Poplar Grove Museum  
Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza. Motion passed by voice vote.
9. Motion to discuss/approve check disbursement for payments that were paid on December 26, 2025 in the amount of \$118,502.81 in AP checks, \$2,556.12 in EFTs, for a total of \$121,058.93  
Motion made by Trustee Allgood, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve check disbursement for payments scheduled to be paid January 15, 2026 in the amount of \$54,654.75 in AP checks, \$33,167.33 in EFTs, \$22,327.60 in Insurance and estimated payroll of \$21,352.09 for a total of \$131,501.77  
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
11. Motion to discuss G/L code updates for the FY2027  
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.  
Discussion only

#### **GOOD OF THE VILLAGE**

##### **BS&A Cloud Update- unable to process any payments January 15, 2025 - January 19, 2025**

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

Board of Trustees Meeting - February 11, 2026 - 7:00 pm

Board of Trustees Meeting - February 25, 2026 - 7:00 pm

#### **EXECUTIVE SESSION**

12. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the

discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

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

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

went into executive session at 7:18 pm

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

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

came out of executive session at 7:43 pm

**PRESENT**

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Trustee Mark Vance

Clerk Karri Miller

Attorney Roxanne Sosnowski

**ABSENT**

Finance Chairman Jeff Goings

**ADJOURNMENT (Voice Vote)**

Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza. Motion passed by voice vote.

The meeting adjourned at 7:44pm