



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 5, 2026

****Subject:****

B& F Contract Services

1. Background:

B&F Construction Services has been providing the Village of Poplar Grove with plan reviews, inspections, code enforcement and zoning matters.

The original contract was established August 17, 2017 and approved by the board of trustees, resolution 2017-15 on November 1, 2017.

As per the term of the original contract, the contract would end at the term of the current Village President, which was April 30, 2021.

It is my understanding, that B&F attempted to present the new board a contract at some point during the previous administration, however, was never reviewed.

2. Current Status:

We do not have a current contract with B&F Construction for the services they have been providing. Since May 1, 2025 I have worked directly with B&F (Vince & Ken) to ensure all processes are streamlined, customer service to residents and businesses is at the level we desire and work to resolve any other issues that may have arisen.

We should recognize these services are challenging to administer, as often residents, contractors, and owners would prefer there were no standards for building codes, zoning requirements, and/or fire safety. In every encounter we are balancing how to ensure safety against any financial burden the enforcement of the code may cause.

My overall experience working with B&F has been positive. They have worked to be as accommodating as the code will allow and work to find alternatives/relief for situations. They have been receptive to my suggestions for areas of improvement and highly responsive to questions/concern.

3. Fiscal Impact:

Fiscal Impact will be any legal services need to review and execute the contract, will impact our existing permit fee schedule, and the cost of our expenses.

4. Legal Review (if applicable):

No legal review has been done at this time.

5. Recommendation:

I believe we should continue services with B&F Construction.

Recommendation to include a provision in the billing terms that the corresponding backup calculations must be provided with the invoices and plan reviews for payment processing.

6. Supporting Documents (if applicable):

Attached – B&F Proposal & 2023 Fee Schedule

Not Applicable

****Signature:****

Kristi Richardson

Village President