



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

February 20, 2026

****Subject:****

Water Shut Off Ordinance

1. Background:

As the board knows, we have updated our water ordinance sections 6-2-4-2, 6-2-4-4, & 6-2-4-5 last August.

2. Current Status:

We have encountered a few additional areas of concern, we believe warrants an additional update to ordinance 6-2-4-4, these include consideration of weather conditions, B-Box locations and condition, and medical necessity hardships.

In 6-2-4-4- Section A. – last sentence reads, “In the event that the b-box is damaged, such that the water services are unable to be shut off, the shut off fee will still be imposed.”

3. Fiscal Impact:

Fiscal impact to the village will be reflected in collected penalty charges. Additional fees will include legal services to update the ordinance and codification costs.

4. Legal Review (if applicable):

No action has been taken in regard to legal review on this matter, at this time.

5. Recommendation:

Update language to section 6-2-4-4 section A the following:

“In the event that the b-box is ~~damaged~~ **inaccessible**, such that the water services are unable to be shut off, the shut off fee will still be imposed.”

Add language to section 6-2-4-4 section A:

* Such weather conditions are below 10 degrees or over 90 degrees shut-offs would be postponed, but all applicable fees will apply.

* Such that the resident has a valid medical hardship, negating the ability terminate the water service, the shut-off fee will still be imposed.

6. Supporting Documents (if applicable):

Attached - updated water ordinance from 8.13.25

Not Applicable

Kristi Richardson
Village President