



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, June 11, 2025 - 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 at 7:00 pm by President Richardson

### ROLL CALL

#### PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard

Clerk Karri Miller

Attorney Roxanne Sosnowski

Engineer Chris Dopkins

Wastewater Operator Ion Steer

Public Works Director David Howe

#### ABSENT

Finance Chairman Jeff Goings

Trustee Mark Vance

### PLEDGE OF ALLEGIANCE

### APPROVAL OF PHONE PARTICIPATION (Roll Call)

### APPROVAL OF AGENDA (Voice Vote)

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

### **APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve Board of Trustees Meeting Minutes from May 14, 2025  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. The 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

### **NEW BUSINESS**

2. Motion to discuss and possible approval Class K Liquor License – Mortimer's Roadhouse  
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
3. Motion to discuss and possible approval Class K Liquor License – Countryside Liquors  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

### **EXECUTIVE SESSION**

4. 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, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard  
went into executive session at 7:04 pm  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to come out of executive session.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard  
Came back into open session at 7:18 pm  
PRESENT  
President Kristi Richardson

Admin Chairman Owen Costanza  
Trustee David Allgood  
Trustee Dan Cheek  
Trustee Sinae Hubbard  
Clerk Karri Miller  
Attorney Roxanne Sosnowski  
Engineer Chris Dopkins  
Wastewater Operator Ion Steer  
Public Works Director David Howe

## UNFINISHED BUSINESS

5. Motion to approve **Ordinance 2025-06** an ordinance of the Village of Poplar Grove, Illinois amending Title 1, Chapter 5, Section 1-5-2 of the Village's code of ordinances  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson  
Voting Abstaining: Trustee Allgood

## NEW BUSINESS

6. Motion to discuss and possible approval of **Ordinance 2025-07** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-19 governing charitable contributions to the Village personally adopted by the Village of Poplar Grove.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson  
Voting Abstaining: Trustee Allgood
7. Motion to discuss and possible approval of **Ordinance 2025-08** an ordinance of the Village of Poplar Grove, Illinois repealing ordinance number 2024-20 establishing a Village credit card policy previously adopted by the Village of Poplar Grove  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson  
Voting Nay: Trustee Allgood
8. Motion to discuss and possible approval of **Ordinance 2025-09** an ordinance of the Village of Poplar Grove, Illinois repealing ordinance number 2024-21 establishing village hiring procedures previously adopted by the village of poplar grove  
Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

9. Motion to discuss and possible approval **Ordinance 2025-10** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-22 defining the duties of the Village Treasurer previously adopted by the Village of Poplar Grove  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson  
Voting Abstaining: Trustee Allgood
10. Motion to discuss and possible approval of **Ordinance 2025-11** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-23 establishing travel reimbursement for elected officials, officers, and employees previously adopted by the village of Poplar Grove  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, President Richardson  
Voting Abstaining: Trustee Allgood
11. Motion to discuss and possibly approve **Ordinance 2024-12** an ordinance of the Village of Poplar Grove, Illinois, repealing ordinance number 2024-24 establishing village purchasing procedures previously adopted by the Village of Poplar Grove  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
12. Motion to discuss and possible approval **Resolution 2025-10** a resolution of the Village of Poplar Grove, Illinois, appointing an interim Village Treasurer  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
13. Motion to discuss and possible approval **Resolution 2025-09**, a resolution of the Village of Poplar Grove, resolving to enter into a professional service agreement for design & construction engineering services for the 2025 payment maintenance program  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
14. Motion to approve check disbursement for payments scheduled to be paid before June 15th, 2025 in the amount of \$68,356.58 in AP checks, \$14,042.30 in insurance expense checks, \$27,915.42 EFTs and estimated payroll of \$18,886.00 Payroll for a total of \$129,200.03  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

15. Motion to discuss and possible approval of Comcast quote for the village hall internet, the village hall phone systems, cell phones, tablets, well and lift zone landlines  
Motion made by Trustee Cheek, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
16. Motion to discuss and possible approval of the purchase of a 2025 International HV Series Plow Truck  
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.  
  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to postpone to June 25, 2025.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard
17. Motion to discuss and possible approval of the Village of Poplar Grove summer newsletter  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard

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

**11th Annual Neighbors Night – June 14, 2025 – 4:00 pm-9:30 pm**

Board of Trustee Meeting – June 25, 2025 - 7:00 pm

**Village Hall Closed for July 4th Holiday**

Board of Trustee Meeting - July 9, 2025 - 7:00 pm

Board of Trustee Meeting - July 23, 2025 - 7:00 pm

#### **ADJOURNMENT (Voice Vote)**

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

The meeting adjourned at 8:20 pm