



200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargo-ve-il.gov/>

David Howe
601 Taylor Ridge
Belvidere, IL 61008

RE: Offer of Employment – Full Time Public Works Director Village of Poplar Grove

Dear Mr. Howe:

Please allow this letter to serve as the Village of Poplar Grove's official offer of full-time employment to you to continue to serve as the Public Works Director for the Village of Poplar Grove.

The Public Works Director requirements and a summary of the job duties have previously been provided to you. This position includes a salary of \$104,000.00 annually effective May 1, 2026. Generally, your hours of work will be 7:30 a.m. to 4:00 p.m. Monday through Friday, although some weeks may require more hours depending on emergencies, on call workload and Village Board meeting attendance, as needed. As you are aware, this is a salaried position, and the hours of work will be commensurate to the workload necessary to perform the duties of the job.

Other benefits offered as a part of this full-time employment include two weeks paid vacation, various paid holidays and sick time as provided by the Village of Poplar Grove Employee Handbook, an option for health insurance for you (subject to an employee contribution as outlined in the Employee Handbook), life insurance and a retirement benefit with the Illinois Municipal Retirement Fund. Specifically for your role; also includes a clothing allowance of \$900, a boot allowance of \$300, and use of a public vehicle for various personal use.

Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

The Village Board looks forward to continuing to work together with you.

Sincerely,

Kristi Richardson
Village President

cc: Poplar Grove Board of Trustees