



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, April 23, 2025 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### AGENDA

#### CALL TO ORDER

The Meeting was called to order by President Don Sattler at 7:00 pm

#### ROLL CALL

##### PRESENT

President Don Sattler

President Kristi Richardson (after swearing in)

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee David Allgood (after swearing in)

Trustee Dan Cheek

Trustee Sinae Hubbard (after swearing in)

Trustee Mark Vance (after swearing in)

Trustee Betsy Straw

Clerk Karri Miller

Deputy Clerk Katie Jaster

Attorney Richard Bruen

Engineer Chris Dopkins

Public Works Director David Howe

##### ABSENT

Trustee Austin Davies

Trustee Bruce Moore

#### PLEDGE OF ALLEGIANCE

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

#### APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings. Motion passed by voice vote.

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza strike item 7 and move item 14 to item 14. 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.*

### **SWEARING IN OF ELECTED OFFICIALS**

1. Swearing in of Clerk Karri Miller  
Deputy Clerk Jaster swore in Clerk Miller
2. Swearing in of Trustee David Allgood  
Clerk Miller Swore in Trustee Allgood
3. Swearing in of Trustee Dan Cheek  
Clerk Miller Swore in Trustee Cheek
4. Swearing in of Trustee Siane Hubbard  
Clerk Miller swore in Trustee Hubbard
5. Swearing in of Trustee Mark Vance  
Trustee Miller swore in Trustee Vance
6. Swearing in of President Kristi Richardson  
Clerk Miller swore in President Richardson

### **NEW BUSINESS**

President Sattler and Trustee Straw moved to the audience, and President Richardson, Trustee Allgood, Trustee Hubbard, and Trustee Vance took their seats at the dais.

President Richardson asked for a moment of silence for former Clerk Martha Suhr and thanked everyone for coming to the swearing-in.

8. Discuss/approve check disbursement for payments scheduled to be paid before April 30, 2025, in the amount of \$147,973.75 in AP checks, \$18,568.20 in insurance expense checks, \$27,915.42 EFTs and \$59,800.61 Payroll for a total of \$265,466.77.  
Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
9. Discussion on adding items to the agenda, agenda requests, policies and procedures. The current release of board meeting packets on Monday at 4:00 PM for Wednesday meetings was discussed. Board members expressed concern that this timeline provides limited time for thorough review. A proposal was made to shift packet release to Thursday or Friday midday prior to the Wednesday meeting. This would allow board members adequate time over the weekend to review materials.

10. Discussion on Village Board Meeting times and dates.  
the Board discussed moving the meeting dates to the 2nd and 4th Wednesday of every month.
11. Discussion on meeting minutes style.  
Consensus reached to implement a simplified minute-taking approach focused on official actions, with a structured process for handling corrections.
12. Discussion on Neighbors' Night activities.  
No formal action taken. Staff and board members to continue exploring options and bring proposals to future meetings for approval.
13. Discuss/approve enhancement letter from Lauterbach & Amen  
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
14. Discuss/approve Grove Gaming Liquor and Gaming license  
Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

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

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion passed by voice vote.