



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065

Phone: (815) 765-3201 – Fax: (815) 765-3571

www.villageofpoplargo.com

September 11, 2025

Mrs. Karri Miller
304 Ridgestone Trail
Poplar Grove, IL 61065
Email: clerk@villageofpoplargo.com

RE: Offer of Employment – Collector Position, Village of Poplar Grove

Dear Mrs. Miller:

Please allow this letter to serve as the Village of Poplar Grove's conditional offer of employment for you to serve as the Village Collector. The offer of employment includes a yearly salary of \$48,000.00 which shall be payable bi-weekly. Your hours of work will be 8:00 a.m. – 4:30 p.m. Monday – Friday.

Illinois Municipal Retirement Fund (IMRF) benefits will be as outlined in the Village of Poplar Grove Personnel Handbook and as otherwise required by law. The Village also provides health insurance unless you plan on maintaining your own health insurance. Please advise Village President Kristi Richardson, if you plan on electing to be covered by the Village's health insurance.

Pursuant to the Personnel Handbook, you will earn 56 hours of sick leave per year. Employees may accrue a maximum of 180 hours for their own use and may accrue sick leave in excess of 180 hours for IMRF credit purposes only. You will also earn 80 hours (10 days) of vacation each year. Vacation days for the first year of employment will be prorated based on date of hire and will be available for use after the first 90 days of employment. Use of sick and vacation hours will be as governed by the Personnel Handbook as amended from time to time.

In addition to the duties outlined in the Collector ordinance, you will continue to be responsible for all duties as outlined in State Statute and Village Ordinance for the Village Clerk elected office for which you currently hold. You will continue to be compensated separately for your Clerk salary in accordance with Section 1-6A-2.1 Salary of the Village Code of Ordinances.

This offer of employment is conditioned upon the passage of the "Clerk as Collector Ordinance" by the Village of Poplar Grove Board of Trustees at the September 10, 2025, Village Board meeting. It is our understanding that you will be able to begin the duties as Collector immediately upon formal appointment by the Village Board. Please be advised that this offer of employment is at-will and should not be construed to create a contractual relationship.

We are pleased that you have decided to accept the position as Collector of the Village of Poplar Grove and are looking forward to working with you in the future.

Sincerely,

Kristi Richardson
Village President

ACCEPTED:

Karri Miller

Date