



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 15, 2025

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 \$100,000.00 annually effective May 1, 2025. 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 three 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.

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

ACCEPTED:

David Howe

Date