



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## SPECIAL VILLAGE BOARD OF TRUSTEES

**Thursday, April 04, 2024 - 6:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### **CALL TO ORDER**

President Sattler called the meeting to order at 6 pm.

### **ROLL CALL**

PRESENT

Admin Chairman Owen Costanza

Trustee Jeff Goings

Trustee Dan Cheek

Trustee Betsy Straw

Trustee Austin Davies

Attorney Aaron Szeto

Deputy Clerk Katie Jaster

Accounting and Billing Clerk Barb Resch appeared at 6:30 pm

### **PLEDGE OF ALLEGIANCE**

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

None.

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

Motion made by Admin Chairman Costanza, Seconded by Trustee Goings.

Motion made by Admin Chairman Costanza to amend the agenda with taking out sections A through G, Seconded by Trustee Cheek.

Discussion about taking subsection A through G out amongst the Trustees and President.

Motion made by Admin Chairman Costanza withdrawing his amendment to the agenda by taking out sections A through G, Seconded by Trustee Cheek.

Motion made by Trustee Davies to remove minutes and move to a future meeting, Seconded by Admin Chairman Costanza.

Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Davies

Approving agenda as amended.

Voting Yea: Admin Chairman Costanza, Trustee Goings, Trustee Cheek, Trustee Straw, Trustee Davies

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

1. Motion to approve Board of Trustees meeting from February 14, 2024.
2. Motion to approve Board of Trustee meeting minutes from the February 21, 2024 meeting.
3. Motion to approve Salary Workshop minutes from February 27, 2024.

**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.*

None.

## **NEW BUSINESS**

4. Motion to discuss purchasing policies and procedures.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Attorney Szeto opened the discussion with a summary of what the current Village Ordinance states for purchasing.  
The Trustees and Village President discussed various topics on what they would like to see brought forward for the new purchasing policy and procedure Ordinance:
  - \* Treasurer Report - They would like monthly reporting showing money in and money out. This should also include a balance forward report each month showing what the actual amount paid was for the previous month. In addition to, each month also including an expenses overall report showing where the Village is at on the fiscal year budget.
  - \*Petty Cash - Further discussion about potentially lowering the petty cash amount set by Ordinance.
  - \*Purchases under \$2,500 - Discussion on defining the purchasing goods and services for department heads and authorization for said purchases.
  - \*Travel Reimbursement - Discussion on taking section of the Village Code of Ordinances 1-6J-1 out and moving the section to Chapter Ten (10) Purchasing Procedures. Discussion also included increasing the travel, meal, and lodging expenses.
  - \*Donations - Discussion on how they would like to see a separate account for donations only. This account would show what came in and what went out for donation uses only.
  - \*Credit Card Sub Accounts - Marathon Fleet Cards discussion on how can it be tracked per vehicle and equipment.
  - \*Master Card Discussion - Discussion on what type of card the Board would like to see the Village have.
  - \*Fuel Discussion - Discussion about how Public Works could track the gas used for mowers and other equipment. A potential use of fuel tank at the shop or a fleet card specific for equipment only that could be logged.
  - \*Tool Inventory Reporting - Discussion on the Board would potentially would like to see a tool inventory report quarterly. Trustee Goings will work with David on this subject.

**ADJOURNMENT (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Trustee Goings.

Motion approved by voice vote.

Adjournment at 7:41 pm.

KJ 04/08/2024