



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 10, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

President Richardson called the meeting to order at 7:00pm

ROLL CALL

PRESENT

President Kristi Richardson
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee David Allgood
Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Clerk Karri Miller
Attorney Roxanne Sosnowski

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

none

APPROVAL OF AGENDA (Voice Vote)

Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from November 12, 2025.
Motion made by Finance Chairman Goings, Seconded by Trustee Cheek. 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.*

none

UNFINISHED BUSINESS

2. Motion to discuss Ravenscrest sign and entrance.
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.
Larry Snyder- Stated that he spoke with all trustees over the entrance and came to the meeting to answer any questions.
discussion only.
3. Motion to discuss/approve **Ordinance 2025-30**, an Ordinance authorizing the levy and collection of taxes for the General Corporate, Liability Insurance, Social Security and Audit purposes for the fiscal year commencing on May 1, 2025 and ending on April 30, 2026 for the Village of Poplar Grove, Boone County, Illinois.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
4. Motion to discuss/approve **Ordinance 2025-34**, an ordinance of the Village of Poplar Grove amending Title I, Chapter 6 of the Village Code regarding Village officers and employees salaries to correct the timing of Village Trustee payments.
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
5. Motion to discuss/approve **Resolution 2025-29**, a resolution of the Village of Poplar Grove, Illinois, authorizing the Village President to execute the Integrated Payments Addendum Agreement with BS&A for payment processing services.
Motion made by Trustee Allgood, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
6. Motion to discuss Lions Park agreement.
Motion made by Trustee Cheek, Seconded by Finance Chairman Goings.
discussion only

NEW BUSINESS

7. Motion to discuss/approve check disbursement for payments scheduled to be paid December 11, 2025, in the amount of \$64,314.96 in AP checks, \$35,060.88 in EFTs, \$19,989.04 in Insurance, and estimated payroll of \$24,559.33 for a total of \$143,924.21.

Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
Trustee Cheek, Trustee Hubbard, Trustee Vance

8. Motion to discuss/approve **Ordinance 2025-32**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2012B, of the Village of Poplar Grove, Boone County, Illinois.

Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
Trustee Cheek, Trustee Hubbard, Trustee Vance

9. Motion to discuss/approve **Ordinance 2025-33**, an ordinance abating the tax heretofore levied for the year 2025 to pay debt service on the General Obligation Refunding Bonds (Alternate Revenue Source), Series 2015, of the Village of Poplar Grove, Boone County, Illinois.

Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
Trustee Cheek, Trustee Hubbard, Trustee Vance

10. Motion to discuss/approve **Ordinance 2025-35**, an ordinance of the Village of Poplar Grove, Illinois, establishing the meeting dates and times of the Board of Trustees and its committees and commissions for calendar year 2026.

Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
Trustee Cheek, Trustee Hubbard, Trustee Vance
Motion made by Trustee Hubbard, Seconded by Trustee Vance to change the November and December schedule to November 18 and December 16.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Allgood,
Trustee Cheek, Trustee Hubbard, Trustee Vance

11. Motion to discuss changes to the Clerk's duties ordinance.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion only

12. Motion to discuss changes to the Treasurer duties ordinance.

Motion made by Trustee Allgood, Seconded by Trustee Cheek.
Discussion only

13. Motion to discuss/approve closing the office for training for BS&A Cloud updates.

Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion only

GOOD OF THE VILLAGE

Board of Trustees Meeting - December 17, 2025 - 7:00 pm

Village Hall closed for Christmas Holiday December 24-25, 2025

Village Hall closed for New Year's Holiday December 31, 2025-January 1, 2026

Board of Trustees Meeting - January 14, 2026 - 7:00 pm

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

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

The meeting adjourned at 8:06 pm