



200 N. Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815) 765-3571
<https://www.poplargrove-il.gov/>

September 4, 2026

Mrs. Karri Miller
304 Ridgestone Trail
Poplar Grove, IL 61065
Email: clerk@villageofpoplargrove.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 continued full-time offer of employment for you to serve as the Village Collector.

The requirements and a summary of the job duties pertaining to the Village Collector have previously been provided to you. Effective as of September 11, 2026. This position includes an annual salary of \$48,000 which shall include two (2) paid 15-minute breaks and a one-half hour unpaid lunch period. Generally, your hours of work will be 8:00 a.m. to 4:30 p.m. Monday through Friday, although some weeks may require more hours depending on workload.

Other benefits offered as a part of this full-time employment include 15 days of paid vacation (which is being granted in lieu of a 4% salary increase), 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.

Kristi Richardson
Village President

cc: Poplar Grove Board of Trustees

ACCEPTED:

Karri Miller

Date:

____/____/____