



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, September 24, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

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

ROLL CALL

PRESENT

President Kristi Richardson
Admin Chairman Owen Costanza
Finance Chairman Jeff Goings
Trustee Dan Cheek
Trustee Sinae Hubbard
Trustee Mark Vance
Attorney Laura Goding
Deputy Clerk Katie Jaster
David Howe
Chris Dopkins

ABSENT

Trustee David Allgood

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

Motion made by Admin Chairman Costanza to approve Trustee Goings as phone participate,
Seconded by Trustee Vance.

Voting Yea: Admin Chairman Costanza, Trustee Cheek, Trustee Hubbard, Trustee Vance

APPROVAL OF AGENDA (Voice Vote)

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

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from August 27, 2025

Motion made by Trustee Vance, Seconded by Trustee Hubbard.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance

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.

DEPARTMENT REPORTS

2. Public Works, Howe
None.
3. Eningeer, McMahon
Dopkins elaborated about the items listed within the engineer report.
4. Wastewater, Test
None.

UNFINISHED BUSINESS

5. Motion to discuss/approve Resolution 2025-21 a resolution of the Village of Poplar Grove, Illinois to adopt and approve an electronic funds transfer (EFT)/automated clearing house (ACH) policy
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

6. Motion to discuss R1 EV Bronze Designation
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Hailey Blanchard R1 representative presented to the Board.
Consensus of the Board to move forward.
7. Motion to discuss Administrative Adjudication Processes
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Discussion amongst Board members.
Consensus of the Board to forward with Ordinance.

8. Motion to discuss/approve **Resolution 2025-22**, a resolution of the Village of Poplar Grove appointing individuals to the Village Planning and Zoning Commission
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Motion made by Admin Chairman Costanza to amend the mistype in Resolution 2025-22, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance
9. Motion to discuss/approve Offer letter for David Howe as Public Works Director
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve the offer letter for Karri Miller as Village Collector
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Vance
Voting Nay: Trustee Cheek
Voting Abstaining: Trustee Hubbard
11. Motion to discuss/approve the Offer letter to Katie Jaster as Deputy Clerk/Community Development Assistant
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance
12. Motion to dicuss/approve offer letter to Renee Lampe as Customer Service/Utility Billing Specialist
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance
13. Motion to discuss/approve check disbursement for payments scheduled to be paid Sept 30, 2025 in the amount of \$75,471.17 in AP checks, \$729.77 in EFTs, \$110.60 in Insurance and estimated payroll of \$16,890.13 for a total of \$93,201.67
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance

GOOD OF THE VILLAGE

Board of Trustee Meeting - October 8th, 2025 - 7:00 pm

Planning and Zoning Commission Meeting - October 14, 2025 - 6:00 pm

Board of Trustee Meeting - October 22nd, 2025 - 7:00 pm

Trick-Or-Treating - October 31, 2025 - 4:00 pm to 7:00 pm

ADJOURNMENT (Voice Vote)

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

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Hubbard, Trustee Vance

Meeting adjourned at 7:28 pm