



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, August 13, 2025 - 7:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

CALL TO ORDER

The meeting was called to order by President Richardson at 7:01pm

ROLL CALL

PRESENT

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

ABSENT

Finance Chairman Jeff Goings

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

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

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Public Hearing Meeting minutes from July 9, 2025
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion passed by voice vote.

2. Motion to approve Board of Trustee Meeting minutes from July 9, 2025
Motion made by Admin Chairman Costanza, 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.*

No public comment

UNFINISHED BUSINESS

3. Motion to discuss Lions Park Agreement
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
discussion only
4. Motion to discuss/approve **Ordinance 2025-21** an ordinance of the Village of Poplar amending Title II, Chapter 2 of the Village of Poplar Grove Code of Ordinances regarding Liquor Control
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
5. Motion to discuss/approve **Ordinance 2025-22**, an ordinance of the Village of Poplar Grove, amending Title VI, Chapter 2 of the Village of Poplar Grove code of ordinances regarding water/disconnection fees
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood to table until September 10, 2025, board meeting.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
6. Motion to discuss/approve credit card policy
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood to table to a future board meeting.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
7. Motion to discuss/approve Purchasing Policy
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood to table to a future board meeting.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance

NEW BUSINESS

8. Motion to discuss/approve the Aggregate contract for the Village of Poplar Grove (Village accounts)
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek, to go with a 24-month contract with Direct Energy.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
9. Motion discuss/approve check disbursement for payments scheduled to be paid August 15th, 2025 in the amount of \$133,570.96 in AP checks, \$26,714.39 in EFTS, \$17,663.23 in Insurance premiums, and estimated payroll of \$16,465.48 for a total of \$194,414.06
Motion made by Trustee Allgood, Seconded by Admin Chairman Costanza.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
10. Motion to discuss/approve Archive Social
Motion made by Admin Chairman Costanza, Seconded by Trustee Vance.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood to table until a future board meeting.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
11. Motion to approve the Class E event license for S & S Collaborations
Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
12. Motion to dicuss grocery tax
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Discussion only
13. Motion to discuss/approve sending Clerk and Deputy Clerk to the 2025 Academy training October 7-10, 2025, not to exceed \$1,800 per person.
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Voting Yea: Admin Chairman Costanza, Trustee Allgood, Trustee Cheek, Trustee Hubbard, Trustee Vance
14. Motion to discuss Communication Committee structure
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.
Discussion only
15. Motion to discuss/approve BS&A software upgrade
Motion made by Admin Chairman Costanza, Seconded by Trustee Allgood.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to table until August 27, 2025 Board Meeting.

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

16. Motion to discuss/approve Time & Attendance System

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

Motion made by Trustee Hubbard, Seconded by Admin Chairman Costanza to table until the August 27, 2025 board meeting.

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

GOOD OF THE VILLAGE

Elected Official Training - August 21, 2025- 6:00 pm

Board of Trustees Meeting - August 27, 2025 - 7:00 pm

Board of Trustees Meeting - September 10, 2025 - 7:00 pm

Board of Trustees Meeting - September 24, 2025 - 7:00 pm

EXECUTIVE SESSION

17. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent. 5 ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

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

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

Went into executive session at 8:35 pm

Motion made by Admin Chairman Costanza, Seconded by Trustee Hubbard to come out of executive session.

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

Went back into open session at 9:11 pm

PRESENT

President Kristi Richardson

Admin Chairman Owen Costanza

Trustee David Allgood

Trustee Dan Cheek

Trustee Sinae Hubbard
Trustee Mark Vance
Attorney Roxanne Sosnowski
Attorney Laura Goding
ABSENT
Finance Chairman Jeff Goings
Clerk Karri Miller

ADJOURNMENT (Voice Vote)

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

The meeting adjourned at 9:12 pm