



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

June 17, 2026

Katalina Kruckenberg
9003 Krunfus Rd.
Harvard, Il 60033

RE: Offer of Employment – Village Treasurer Village of Poplar Grove

Dear Ms. Kruckenberg:

Please allow this letter to serve as the Village of Poplar Grove's offer of full-time employment to you to serve as the Village Treasurer for the Village of Poplar Grove, as all necessary background checks and pre-employment screening have been completed.. Your appointment as Treasurer shall be considered at the Village Board on June 24, 2026 and, if so appointed effective July 6, 2026.

The Village Treasurer requirements and a summary of the job duties have previously been provided to you. This position includes a yearly salary of \$87,500.00 per year. 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 and Village Board meeting attendance as needed. As you are aware, this is a salaried position, and the hours of work will be commensurate to the workload necessary to perform the duties of the job.

Illinois Municipal Retirement Fund (IMRF) benefits will be as outlined in the Village of Poplar Grove Personnel Handbook and as otherwise required by law. The Village also provides health insurance unless you plan on maintaining your own health insurance. Please advise Village President Kristi Richardson, if you plan on electing to be covered by the Village's health insurance.

Pursuant to the Personnel Handbook, you will earn 56 hours of accrued sick leave per year. Employees may accrue a maximum of 180 hours for their own use and may accrue sick leave in excess of 180 hours for IMRF credit purposes only. You will also earn 120 hours (15 days) of vacation each year. Vacation days for the first year of employment will be prorated based on date of hire and will be available for use after the first 90 days of employment. Use of sick and vacation hours will be as governed by the Personnel Handbook as amended from time to time.

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 welcoming you to the Village, pending fulfillment of all conditions of employment.

Sincerely,

Kristi Richardson
Village President
cc: Poplar Grove Board of Trustees

ACCEPTED:

Katalina Kruckenberg

Date