



Village of Poplar Grove – Board Meeting Memo

Department Head Name: Karri Miller

Department Name: Village Clerk's Office

Date: July 22, 2026

Subject:

Discussion – Reestablishment of the Park Advisory Committee

1. Background:

Chapter 4 of the Village Code establishes a Park Advisory Committee consisting of one member of the Village Board and four members appointed by the Village President with the advice and consent of the Village Board. The Committee serves in an advisory capacity on matters pertaining to public parks and recreation, provides recommendations regarding the annual parks budget, assists in planning parks and recreation programs, and acts on special requests for the use of Village parks.

The Committee has been inactive for several years. Before appointments are made, staff is requesting Board direction on the administration and operation of the Committee.

2. Current Status:

The Village Code provides the framework for the Committee; however, several administrative decisions are needed before recruitment and appointments can begin.

Staff is requesting Board discussion and direction on the following:

- Which Trustee will serve as the Village Board representative on the Committee?
- How should applications be accepted and advertised?
- Who will review applications and conduct interviews?
- Who will recommend appointments to the Village Board?
- When should appointments be considered?

Although the ordinance requires the Committee to elect a Chairperson and Secretary, additional clarification is needed regarding administrative responsibilities, including:

- Who will prepare and post meeting agendas?
- Who will prepare meeting minutes?

- Will the Village Clerk's Office provide administrative support?
- How will recommendations be reported to the Village Board?

The Board should also provide direction regarding the Committee's initial priorities, including:

- Park improvement projects
- Recreation programming
- Budget recommendations
- Grant opportunities
- Community engagement
- Park policies and long-range planning

Finally, while the ordinance allows the Committee to establish its own meeting schedule and adopt rules for its proceedings, the Board may wish to provide guidance on meeting frequency, expectations, and reporting procedures.

3. Fiscal Impact:

There is no immediate fiscal impact associated with this discussion. Any future expenditures or budget recommendations from the Committee will be presented to the Village Board for consideration during the normal budget process.

4. Legal Review (if applicable):

The Park Advisory Committee is established under Chapter 4 of the Village Code. No ordinance amendments are proposed at this time. The discussion is intended to provide administrative direction consistent with the existing ordinance.

5. Recommendation:

Staff recommends the Village Board discuss and provide direction on the following items:

- Designate the Trustee who will serve on the Committee.
- Determine the application and interview process.
- Establish administrative responsibilities for agendas and minutes.
- Identify the Committee's initial goals and priorities.
- Provide guidance on meetings and reporting expectations.

- Direct staff to begin recruiting Committee members and prepare appointment recommendations for future Board consideration.

6. Supporting Documents (if applicable):

- ☒ Attached – Chapter 4, Municipal Park Ordinance
☐ Not Applicable

Signature:

Karri Miller
Village Clerk / Village Collector