



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, November 15, 2023 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### MINUTES

#### CALL TO ORDER

Meeting was called to order at 7:00 pm by President Don Sattler

#### ROLL CALL

##### PRESENT

President Don Sattler  
Finance Chairman Eric Miller  
Admin Chairman Owen Costanza  
Trustee Dan Cheek  
Trustee Betsy Straw  
Trustee Kristi Richardson  
Clerk Karri Anderberg  
Attorney Roxanne Sosnowski  
Public Works Director David Howe  
Treasurer Carina Boyd  
Engineer Chris Dopkins

##### ABSENT

Trustee Jeff Goings

#### APPROVAL OF PHONE PARTICIPATION (Roll Call)

none

#### APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

Motion made by Finance Chairman Miller, Seconded by Trustee Cheek to amend item 9 to read Motion to discuss/approve check disbursement for payments scheduled to be paid prior to

November 30, 2023, in the amount of \$712531.31 in AP checks, \$18, 501.30 in insurance expense checks, and \$4,253.14 EFTS for a total of \$735,283.8.

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza to strike item 12 from the agenda

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

### **APPROVAL OF MINUTES (Voice Vote)**

1. Motion to approve minutes from the October 11, 2023 meeting and October 18, 2023 meeting.

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

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

**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

### **DEPARTMENT REPORTS**

2. Engineer Report, McMahon  
no questions
3. Public Works Report, David Howe  
No questions
4. Treasurer Report, Carina Boyd  
No questions
5. Wastewater Report, TEST  
No questions

### **UNFINISHED BUSINESS**

6. Motion to discuss/approve **Ordinance 2023-19** An Ordinance establishing the Village of Poplar Grove Special Service Area number 2.

Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

Attorney Sosnowski explained that the County did not file the correct paperwork to get the SSA on the taxes for this year so the Village is having to redo the process.

7. Motion to discuss zoning regulations for shipping containers used for storage/office/fencing within the Village.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Trustee Costanza explained that there are some Shipping conditioners in the Village and the Village is looking to update the zoning orders  
Trustees discussed what they would like to see in the ordinance.  
Ordinance was referred to Planning and Zoning.  
Discussion Only

8. Motion to discuss Lions Club Agreement  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Trustees discussed what they would like to see in the agreement and referred it back to the attorney's office.

#### **NEW BUSINESS**

9. Motion to discuss/approve to approve check disbursement for payments scheduled to be paid prior to November 30, 2023, in the amount of \$707,059.31 in AP checks, \$18,501.30 in insurance expense checks, and \$4,253.14 EFTS for a total of \$729,811.75.  
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson
10. Motion to discuss/approve check disbursement to DPI Construction, Inc. in the amount of \$1,685 and send an invoice to Comcast in the amount of \$1,685.  
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson.
11. Motion to discuss/approve **Resolution 2023-27** A Resolution of the Village of Poplar Grove, Illinois to authorize the Village of Poplar Grove to enter into an agreement with Solutions Bank for a building loan.  
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson  
Treasurer Boyd explained the reason behind the building loan and the details of the loan.
12. Motion to discuss/approve **Resolution 2023-28** A Resolution of the Village of Poplar Grove, Illinois to authorize the Village of Poplar Grove to enter into an agreement with Solutions Bank for an auto loan  
removed from agenda.

13. Motion to discuss/approve **Resolution 2023-29** A Resolution of the Village of Poplar Grove, Illinois approving the Risk Management proposal from Illinois Counties Risk Management Trust  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Miller.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

Treasurer Boyd stated that this is the Village's yearly renewal.

14. Motion to discuss possible action on the contract with Studio GWA for an update to the Village's Comprehensive Land Use Plan.  
Motion made by Finance Chairman Miller, Seconded by Trustee Richardson.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

15. Motion to discuss and possible action to approve to purchase video equipment and installation services from Grorud Services, LLC in the amount of \$4,755.

16. Motion to discuss/approve Illinois Municipal League Model Resolution regarding Civility Pledge  
Motion made by Finance Chairman Miller, Seconded by Admin Chairman Costanza.  
Voting Yea: Finance Chairman Miller, Admin Chairman Costanza  
Voting Nay: Trustee Cheek, Trustee Straw, Trustee Richardson  
Motion failed.

Trustee Costanza explained why he felt the need for the Civility Pledge.

President Sattler disagreed with it and said the oath of office that everyone took covered the need for any pledge.

17. Motion to discuss bench dedication in Mansfield Park.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Miller.

Trustee Costanza explained that his insurance company Flanders Insurance donated money to purchase a bench for Mansfield Park in honor of a resident who passed away in a car accident in 2021. The bench is here and he wanted to let the board know.

### **ADJOURNMENT (Voice Vote)**

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

Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson

The meeting adjourned at 8:15 pm