



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

December 3, 2025

****Subject:****

Treasurer Ordinance

1. Background:

On June 11th, 2025 we repealed Ordinance 2024-22 which defined various duties of the Village Treasurer due to appointing an interim treasurer. Since the repeal we have restructured the office and added the role of collector.

2. Current Status:

The hiring committee has met to make final selections on potential Village Treasurer candidates. It is the desire to hire and appoint a full-time on-site Village Treasurer. Thus, it is important that the current ordinance defining the duties of Treasurer are accurate.

3. Fiscal Impact:

Fiscal impact will include any legal counsel services, office time.

4. Legal Review (if applicable):

NA

5. Recommendation:

I would like to recommend the following changes to the Duties of Treasurer ordinance (1-6B-1) for board member consideration.

Letter B – to read, “Receive all money paid to the Village **from the Collector**, or from the hands of any Officer or employee who may receive it or a validated deposit slip or duplicate thereof from the Village Clerk, Deputy Clerk, **or Collector** indicating the source, date, and/or amount of deposit.

(Strike “either directly from the person paying the money, and shall pay out money only after the board has approved payment of such amounts according to regular Village billing approval procedures.”)

Letter E – Remove in its entirety.

Letter F – strike the following, “and the amounts received and spent during the month.”

Letter G – Remove in its entirety.

Letter H – add, “and Collector” after shall work with the Village Clerk...

Letter J – strike, “the Finance and Public Works Committee Meeting” and add the Board of Trustees meetings.

Letter M – Strike, “Pay monthly bond transfers”.

Letter P – Remove in its entirety. (To note if the board wants this information, it would be provided by the Collector who processes accounts payables.)

Letter Q – Remove in its entirety.

Need to Add, “ Shall countersign or attest all orders or warrants drawn on the treasury.”

6. Supporting Documents (if applicable):

☐ Attached – Ordinance 1-6B-1 – Duties of Treasurer

☐ Not Applicable

****Signature:****

Kristi Richardson

Village President