



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE BOARD OF TRUSTEES

Wednesday, December 17, 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 7:00 pm

ROLL CALL

PRESENT

President Kristi Richardson
Finance Chairman Jeff Goings
Trustee David Allgood
Trustee Dan Cheek
Trustee Mark Vance
Clerk Karri Miller
Attorney Roxanne Sosnowski
Public Works Director David Howe
Waste Water Director Ion Steer
Engineer Chris Dopkins

ABSENT

Admin Chairman Owen Costanza
Trustee Sinae Hubbard

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Trustee Vance. Motion passed by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Board of Trustee Meeting Minutes from November 19, 2025

Motion made by Trustee Allgood, Seconded by Trustee Vance. The 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.*

none

DEPARTMENT REPORTS

2. Engineering, McMahon
3. Public Works, Howe
4. Wastewater, Test
5. Collector, Miller

UNFINISHED BUSINESS

6. Motion to discuss/approve **Resolution 2025-30**, a resolution of the Village of Poplar Grove, Illinois, approving an estimate from Total Environmental Service Technologies, Inc. to provide services to upgrade lift station equipment and for the installation of SCADA software in the amount of \$176,610.80.

Motion made by Trustee Cheek, Seconded by Finance Chairman Goings.

Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance, President Richardson

7. Motion to discuss/approve **Ordinance 2025-36**, an ordinance amending Title I, Administration, Chapter 6, Village Officers and Employees, Article A, Village Clerk, Section 1-6A-1, Duties of the Village Clerk, of the Code of Ordinances for the Village of Poplar Grove.

Motion made by Trustee Allgood, Seconded by Trustee Cheek.

Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance

NEW BUSINESS

8. Motion to discuss GIS Presentation
Motion made by Trustee Vance, Seconded by Finance Chairman Goings.
Discussion only
9. Motion to discuss/approve check disbursement for payments scheduled to be paid December 18, 2025, in the amount of \$68,533.55 in AP checks, \$29,892.10 in EFTs, and estimated payroll of \$30,000.00 for a total of \$128,4253.65.
Motion made by Trustee Allgood, Seconded by Finance Chairman Goings.
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
10. Motion to discuss Neighbors Night budget
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Discussion only
11. Motion to discuss Pyrotecnico firework proposal
Motion made by Trustee Vance, Seconded by Trustee Cheek.

- Discussion Only
12. Motion to discuss Christmas tree lighting recap
Motion made by Trustee Vance, Seconded by Trustee Cheek.
- Discussion Only
13. Motion to approve the Winter 2025 Quarterly Newsletter.
Motion made by Trustee Vance, Seconded by Trustee Cheek.
Voting Yea: Finance Chairman Goings, Trustee Allgood, Trustee Cheek, Trustee Vance
14. Motion to discuss moving to a new credit card
Motion made by Trustee Vance, Seconded by Trustee Cheek.
- Discussion Only
15. Motion to discuss Credit Card policy.
Motion made by Trustee Vance, Seconded by Finance Chairman Goings.
- Discussion Only
16. Motion to discuss Purchasing Policy.
Motion made by Trustee Allgood, Seconded by Trustee Cheek.
- Discussion Only
17. Motion to discuss job descriptions
Motion made by Trustee Allgood, Seconded by Trustee Vance.
- Discussion Only

GOOD OF THE VILLAGE

Village Hall closed for Christmas Holiday December 24-25, 2025

Village Hall closed for New Year's Holiday December 31, 2025-January 1, 2026

Board of Trustees Meeting - January 14, 2026 - 7:00 pm

BS&A integration and Training- unable to take any payments January 15, 2025 - January 19, 2025

Board of Trustees Meeting - January 28, 2026 - 7:00 pm

ADJOURNMENT (Voice Vote)

Motion made by Finance Chairman Goings, Seconded by Trustee Allgood. Motion passed by voice vote.

The meeting adjourned at 8:31pm