



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, June 12, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### **CALL TO ORDER**

The meeting called to order by President Don Sattler

### **ROLL CALL**

#### **PRESENT**

President Don Sattler

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings

Trustee Dan Cheek

Trustee Austin Davies

Trustee Bruce More

Trustee Betsy Straw

Attorney Aaron Szeto

Attorney Keri-Lyn J. Krafthefer

Clerk Karri Miller

### **PLEDGE OF ALLEGIANCE**

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

None

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

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Motion carried via voice vote

Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza to remove items 9 and 10 from the agenda. Motion carried via voice vote.

Trustee Goings stated that he is not ready to report on item 9. He also stated that item 10 was discussed at the budget meeting

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

1. Motion to approve Board of Trustees meeting minutes from May 14, 2024  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion carried via 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.*

No public comment

### **UNFINISHED BUSINESS**

2. Motion to discuss and possible approval of selection of contractor to perform tennis court restoration repairs.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.

Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings postpone to June 19th board meeting.

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

3. Motion to discuss/approve **Ordinance 2024-** An Ordinance of the Village of Poplar Grove, Illinois amending Title VI, Chapter 2, of the Village's Code of Ordinances to create a new section 6-2-10 to provide for commercial sewer credit.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

Attorney Szeto stated the proposed amendment to the code aims to provide commercial sewer credit to businesses, such as grocery stores, that sell bottled water in 5-gallon jugs. This water doesn't enter the sewer system since it is sold to customers. The amendment outlines a procedure for these businesses to apply for the sewer credit, requiring them to submit quarterly receipts and other evidence of the water sold. The village would review these submissions to verify the amount of water sold and decide on the appropriate sewer credit.

### **NEW BUSINESS**

4. Motion to discuss/approve **Resolution 2024-** A Resolution appointing Ancel Glink P.C. as the Village Attorney for the Village of Poplar Grove, Illinois.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

The board discussed and approved the resolution to appoint Ancel Glick PC as the new village attorney. Attorney Keri-Lyn J. Krafthefer from Ancel Glick PC provided an overview of their services.

Attorney Szeto from Sosnowski Szeto stepped down and Attorney Krafthefer took over as the attorney.

5. Motion to discuss/approve Class K Liquor license application to allow to-go cocktails from Hyde Out Bar & Grill.

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

Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee More, Trustee Straw

Clerk Miller explained that Hyde Out is adding a Class K license to their current permit. The Class K license, which allows for to-go cocktails, has been part of the ordinance since 2021. Hyde Out is the first business to request this type of license. They plan to primarily utilize it after the gas station and grocery store have closed for the day.

6. Motion to discuss/approve **Ordinance 2024-** An Ordinance of the Village of Poplar Grove, Illinois amending Title 1 "Administration," Chapter 6 "Village Officers and Employees," article H. "Reserved" of the code to hereby create the position of Village Administrator.

Motion made by Trustee Straw, Seconded by Trustee Davies.

Trustee Davies stated The ordinance to hire a village administrator was previously in effect but was removed under the prior administration.

Trustee Goings and Costanza would like more detailed information, including job duties, salary comparisons, and the potential impact on the budget.

Trustee Davies and Straw feel that the ordinance should be passed now to allow for hiring an administrator, while others believe more planning and discussion are needed before proceeding.

Attorney Krafthefer pointed out that the ordinance's removal process needs to align with Illinois Municipal Code provisions, suggesting an amendment to ensure legal compliance.

Motion made by Trustee Straw, Seconded by Trustee Davies amend the Ordinance to follow the municipal code and approve Ordinance.

Voting Yea: Trustee Davies, Trustee More, Trustee Straw

Voting Nay: Admin Chairman Costanza, Finance Chairman Goings

Voting Abstaining: Trustee Cheek

7. Motion to discuss/approve retaining Green Forensic Accounting Solutions, LLP to perform Forensic Audit for January 1, 2019 to December 31, 2022.

Motion made by Trustee Straw, Seconded by Trustee Davies.

Voting Yea: Trustee Davies, Trustee More, Trustee Straw, President Sattler

Voting Nay: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek

Trustee Goings questioned the necessity and execution of a forensic audit, specifically asking why a representative from Green Forensic Accounting was not present at the board meeting as some members had requested. President Sattler stated it wasn't necessary and that six detailed proposals had been provided. The discussion then shifted to the audit's cost and scope, with initial approval for \$25,000, potentially rising to \$60,000 depending on findings.

Trustees Goings and Costanza raised concerns about the audit's end goal, questioning the need for additional controls when recent measures had already been implemented, and feeling the audit was premature and unnecessary.

8. Motion to discuss retaining Sikich to perform annual audit.  
Motion made by Trustee Davies, Seconded by Trustee Cheek.

President Sattler stated that he recommends the Village move forward with Sikich to perform the annual audit, and he is waiting to hear back from them on a quote and whether they can complete it within the legal time frame of 180 days from the end of our fiscal year, with a possible 60-day extension if approved by the Comptroller's office. He stated he has not heard back from Lauterbach and Ammann, and they haven't responded to Attorney Szeto's attempts to contact them. President Sattler stated that this update is for public consumption and transparency.

Trustee Goings stated that Lauterbach did reach out and they are to start on June 20<sup>th</sup>.

Discussion only

9. Motion to discuss Veteran's Park.  
removed from agenda
10. Motion to discuss/approve Mansfield Park Tree Donation.  
removed from the agenda
11. Motion to discuss/approve Village Hall closing July 5th, 2024.

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. The motion was withdrawn after legal advised that the Village should not take official action on the

item due to concerns that this could create an additional holiday pay obligation for the staff.

It was agreed that staff would use their personal, sick, or vacation time, or not get paid if they choose to take the day off. The village will not provide extra holiday pay. C

**ADJOURNMENT (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Trustee Davies. Motion passed via voice vote

The meeting adjourned at 8:26 pm