

CITY OF MILLWOOD
CLERK/PUBLIC RECORDS/CODE ENFORCEMENT
APRIL 8, 2025

City Council

- Prepared Agenda, Packet & Minutes for City Council Meetings and operated recording equipment for meetings.
- Prepared Special meeting agendas & notices.

Planning Commission

- Prepared Agenda, Packet & Minutes for Planning Commission Meetings and operated recording equipment for meetings.
- Assisting Ms. Tainio with Public Notices, scheduling, and planning requests.

Historic Preservation Commission

- Prepared Agenda, Packet & Minutes for Historic Preservation Commission meetings and operated recording equipment for meetings; they have been meeting on the second Monday of the month at 2:00 pm.
- Prepared mailing list and sent Commission prepared letter regarding the historic register and centennial property recognition to the homes and businesses in the Historic District.
- Working on preparing materials for outreach events the Commission is planning to attend.

Public Records Requests (6 in 2025).

- Three of the requests are reoccurring every year regarding employee compensation, payment transactions from the prior year and insurance policies and premium information.
- One request was a due diligence request for information on a commercial property.
- The other two requests were for miscellaneous information on two separate residential properties.

Code Enforcement

- Business Licensing violation – business type not allowed (business is moving by 4.30.25)
- Fence height violation – residential
- Three excessive trash violations – residential

Miscellaneous

- Backflow tester list & first letter prepared; mailed on March 25, 2025 due date June 6, 2025.
- Prepared the Spring Newsletter
- Prepared numerous Right of Way Permits, Land Use Permits & Invoices.
- Completed Building Permit Survey
- Business Licensing – Prepared & mailed letters to three properties to verify approved home business use