

CITY OF MILLWOOD
CLERK/PUBLIC RECORDS/CODE ENFORCEMENT
May 13, 2025

City Council

- Prepared Draft Resolutions for Legal Review
- Routed contracts for signatures
- Prepared Agendas, Packets & Minutes for City Council Regular and Special Meetings.

Planning Commission

- Prepared Agenda, Packet & Minutes for Planning Commission Meeting.
- Routed Certificate of Occupancy for signatures Whistle Punk Brewing (Kitchen)
- Assisted Ms. Tainio with research, scheduling, Invoicing, and planning requests.

Historic Preservation Commission

- Prepared Agenda, Packet & Minutes for Historic Preservation Commission Meeting on April 14, 2025.
- Mailed 69 letters created by the Commission to the Historic District homes and businesses with information on 100-year old home recognition and local register of Historic properties.
- Coordinated and gathered materials for HPC booth at the Farmers Market on May 28, 2025 to raise awareness for Millwood's Historic District and the Historic Preservation Commission.

Public Records Requests (9 Total for 2025).

- Three new public records requests have been received since the last meeting.
- One request has been completed; it is a recurring request for insurance Information.
- The other two requests – one is another recurring request for utility and B&O tax information. The other is for information on the Argonne Congestion Relief Project.

Code Enforcement

- Fence height violation – residential – research on historic zoning ordinances regarding fencing, multiple communications & emails
- Excessive trash violations – residential
- Excessive trash and no trash receptacle at commercial business.
- Unauthorized car parking
- Couch in Right-of-way

Miscellaneous

- Verified and recorded approximately 50-75 backflow test reports.
- Prepared numerous Right of Way Permits, Land Use Permits & Invoices.
- Business Licensing – Approved 25 Millwood General Business & Millwood General Business Non-Resident Licenses. Prepared & mailed letters with Millwood Home Business Application included, to 3 businesses to verify the type of home business requested was an approved use.
- Coordinate meeting space with AWC for training meeting on 5.13.25 at City Hall.
- WVEF raffle-spoke with Gambling Commission; there is no permit needed for a raffle for WVEF if they do not exceed \$5000.00 profit and don't have more than 2 raffles per year.
- Answer phones and cover the counter when needed.