VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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October 2021

Clerk Monthly Report

General

Katie and I both went to Bloomington for the Annual Clerks Conference. It was a great conference. I was sworn in as a District 3 director for a second term. It is a great honor and am glad I can serve my local clerks for another year. Village of Poplar Grove also hosted our local Clerks for our October meeting. We had Northern Illinois Food bank come talk to the clerks on how municipalities can help with fighting hunger in our communities. We are also getting ready for tree lighting. Also we will do the grand opening of the dog park with the help from Santa and Boone County Chamber of Commerce about 30 mins before the tree lighting event starts.

FOIA

We had 4 FOIA

1. Robin- Connie Description of requested public records: Issued building permits for both commercial and residential with a value of 100,000.00 and up. This request would like all information pertaining to these such as contractor name and addresses, property number, owner of said property, subdivision name and lot number if residential, residential demo permits. I would prefer this report by email. I am disclosing that this request is for commercial purposes.
2. NBC 5 Chicago - This is a three-part request. If these documents are controlled by a separate office or governmental entity, it's likely I've sent a similar FOIA request to them as well. Conversely, if your office handles this material for other offices or departments, be aware that I've probably sent a FOIA request to them as well. I'm hoping that, wherever possible, such FOIAs can be combined, to avoid multiple offices having to respond with the same paperwork and data. First, I am requesting all documents, data, and/or spreadsheets sufficient to show all unclaimed funds under the control of *the Village of Poplar Grove* which have **NOT** been reported or transferred to the Illinois State Treasurer for inclusion in the state's Unclaimed Property fund and database. This would include unclaimed money and property that is not yet old enough to be transferred to the Treasurer, including unclaimed refunds of any type; uncashed and/or "stale" checks or warrants; refunds or reimbursements for taxes, tuition, housing, incidentals, insurance payments, expenses, or any other type of refund or reimbursement; and all other unclaimed property and money which is currently under the control of your agency. For all documents, data or spreadsheets that contain information on these unclaimed funds, I am requesting all fields of data, including the specific amount of each unclaimed fund; the name

and the address of each person or entity to which each fund is due; a description of what each piece of unclaimed property or money is; any control number or property number attached to each property; and any applicable dates connected with each piece of unclaimed property. Second, I am requesting documents, data, and/or spreadsheets showing all unclaimed property which your office **HAS** reported and/or transferred to the Illinois State Treasurer, in response to the requirements of Illinois' Revised Uniform Unclaimed Property Act, from January 1, 2016 to the present. I request that these documents, data and/or spreadsheets include all available fields, including the specific amount of each parcel of unclaimed property which was reported and/or transferred to the Illinois Treasurer's office; a description of what the property or cash is; the name and address of the person or entity due the property or cash; any date associated with each parcel of unclaimed property or cash; and any control number or other reference number for the property or cash. Third, I am requesting documents, data and/or spreadsheets showing all claims for unclaimed property **DUE TO** *the Village of Poplar Grove* **FROM** the Illinois Treasurer's Unclaimed Property fund, for which you have submitted a claim or documentation to the Illinois Treasurer's Office, from January 1, 2016 to the present, including the amount of each property claimed; the date your office submitted the claim, the property ID number from the Illinois State Treasurer's Unclaimed Property database, and the current status of each claim you submitted (i.e., whether you received the property or money, or whether the claim is still pending).

Because this request is in the public interest, I request that you waive all fees. And if you reject any portion of this request, please tell me why. I would be more than happy to help, in any way possible, as you work on this FOIA request. And – again – if you are able to combine this FOIA request with others I've sent to related offices (so that you don't have to duplicate this paperwork), please do. And if you have any questions or need any further information from me, please don't hesitate to email me at katy.smyser@nbcuni.com.

3. John Freitag- cop of current contract for removal of sludge or slime from your wastewater treatment plant.
4. ETS environmental & Associates, LLC **-13517 IL Route 76, Poplar Grove, IL**

   ETS Environmental & Associates, LLC (ETS) is conducting a Phase I Environmental Site Assessment for the above referenced property. The purpose of this letter is to serve as an official request for public records relating to any underground storage tank (UST), above ground storage tank (AST), emergency spill responses, or other pertinent Department information. Please note this request for information is for commercial purposes only.

PERMITS

For the month of August, we had 20 residential permits and 4 new home permits.

CODE

The inspection for 203 S State was complete. I do have the report from B&F if you would like to see it, please let me know. We sent out 4 Notion of Violations and all 4 have come into compliance. We gave 3 stop work orders and all 3 have come in for permits.