VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargrove.com

January 2021

Clerk Monthly Report

General:

This month we were going thru the clerk's office and filing everything in the back so we can turn our application into the State to start shredding everything. This is a long process and will take many months of going thru every file in every department head's office and seeing what it is and deciding what do with it. We finished what we had to do for the April election and got that off to Julie Bliss's office. Be on the lookout for your ethic statements they should be mailed out to you soon from the County Clerk's office.

FOIA:

We had 4 FOIA requests in the month of January.

Permits:

For the month of January, we had 7 permits submitted and 0 new home permits submitted. We are continuing to work with our permit officer to close out the summers permits. We are still working with staff to file permits into the pin files and scanning them to make everything digital.

Code:

For the month of January, we sent out 4 code violation letters. 3 of the 4 have come into compliance. We will have 5 outstanding from the previous months. We did have Admin Hearing for January and we are working with the owner to get him into compliance by April. The snow has really slowed us down in that area. Due to schedules, we will not have any February Admin Hearing.