VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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August 2021

Clerk Monthly Report

General

Clerk's office was busy with the fair in the month of August. It was an eventful fair with loss of power and flooding of our booth. I did talk to the fairgrounds, and they do hope the fans will be up and working next year. We are looking to start planning our Christmas tree light in the next coming months. We had two meetings with staff and attorney with the new code ordinance. We will need one more meeting with B&F, Myself and Attorneys office to go over the final details. Look for the new ordinance in October for board review.

FOIA

We had 1 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.

PERMITS

For the month of August, we had 29 residential permits. We issued 6 stop work orders for the month of August. The new fee schedule did go up on the website.

CODE

For the Month of August, we sent out 6 Notice of Violations. 3 of come into compliance. The other 3 where for grass on empty lots not being mowed. We are working with Public Works for a

time to have the village mow the lots and we will lien the property. B&F put noncompliance stickers residents' doors for garbage cans (8) and grass violations (4).

We are working with the attorney's office and B&F regarding 201 and 203 South State. 201 S. State the bank is trying to clean it up. 203 S State is no longer safe to the public and we will be working with everyone to start the demo process. I do have pictures of both properties if you would like to see them.

You will see a change in code in the B&F report. Instead of doing one 8-hour day of just code, Ken and I have switched it up to 2 days of 4 hours. This is so we can have the same person for code and permit inspections. We started this in August and have heard great feed back from the residents. They are liking the consistency of one person for the whole Village. This also allows us to have a code person in the village at least a couple hours a day in case of an emergency.

UPCOMING

IML is in the month of September. While there I will be talking to BSA to add the code and permit module. We had a demo in 2019 and are ready to move forward with it this fall. This will streamline the code and permit process and staff will no longer have to track everything by spread sheets. This too will allow us to take our pin files in the back and scan them to every address in the village. For October Katie and I will be going to the annual clerk's conference. Katie will be in year one of institute. This is a three-year program. I will be in academy this year.