VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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February 2021

Clerk Monthly Report

General:

February was busy cleaning up old files that have not been seen in years. We are continuing to work with the state to clean up the back room.

FOIA:

We had 1 FOIA request in the month of February.

Permits:

For the month of February, we had 5 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 February, we sent out 4 code violation letters. 4 of the 4 have come into compliance. We will have 2 outstanding from the previous months. As of now we will have 2 summons and 1 notice to appear for March Admin Court.