VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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December 2020

Clerk Monthly Report

General:

This month the clerk's office was in full swing with holiday gift baskets and end of year ordinances that need to be filed with the County Clerk. Also took in all the election potions. We found the original ordinance book for the Village. This book has our first ordinance from 1895. That means the Village went 36 years without any laws on the books. The Village used this book until 1961. The Clerks office is making digital copies of the book currently. Fun fact we found out that the Clerk's office has always been elected. This is not common in the clerk world. As we make digital copies of the ordinances, we are also able to see every Village President and Village Clerk that has ever been elected.

FOIA:

We had 3 FOIA requests in the month of December.

Permits:

For the month of November, we had 20 permits submitted and 1 new home permits submitted. We are continuing to work with our permit officer to close out the summers permits. We are also filing all the closed 2020 permits and putting them in the pin files. We will start working with staff and volunteers to scan the pin files to make the digital. This is a big project and will take many months

Code:

For the month of November, we sent out 5 code violation letters. 3 of the 5 have come into compliance. We will have 1 outstanding from the previous month. We do have ordinance court for the month of January.