

**CITY OF WILLARD
BOARD OF ALDERMEN
05/12/2025**



City Clerk Report

1. Business licenses continue to be processed through Civic Review, and we have been working to streamline the software settings and to create a record-keeping system. We processed 40 Solicitor's Permits through Civi Review as well, and were able to make that process more effective, as well.
2. Worked to transition through our recent election and helped orient our new alder, Rachel Mathison. Welcome, Rachell!
3. Continued to make progress in filing per the Missouri Retention Schedule
4. Created the agenda, packet and minutes for the Board of Aldermen meetings.
5. Trained staff in Municode
6. Worked with Ecode 360 to make sure our General Code is up to date; prepared the annual ordinance to accept and protect our General Code.
7. Coordinated information for Water/Sewer Advisory Board applicants to meet at the end of this month.
8. Attended monthly City Clerk Meeting in Nixa to gain ongoing training. Attended and facilitated Elected Officials Training in Springfield.
9. Communicated with the public in the role of PIO. Communicated with reporters regarding our storm, as PIO.
10. Ongoing planning, along with our City Administrator, future methods of communicating with our public in ways that gain input and build trust, as PIO.