

**CITY OF WILLARD
BOARD OF ALDERMEN
March 2026**



City Clerk Report

1. Assisted with business license renewal through Civic Review, helped walk in business license renewals and printed licenses per request.
 2. Provided ongoing support for other City Departments.
 3. Submitted public notices for upcoming meetings to have published in the local paper.
 4. Completed notary test, and took Oath in Greene Co.
 5. Ordered supplies Business cards, notary books, name plates and stamps.
 6. Create daily deposits and run to bank, EOD cash drawer balance, daily reports including JE, EOD and spreadsheets. Sign out going payables checks submitting to vendors.
 7. Submitted candidates to the MEC and created sample ballot to send to Greene Co for the April election.
 8. Created the agendas, packets and minutes for the Water Advisory Board, Park Board, Economic Development Task Force, Board of Alders meetings and confirm quorum. Scheduled special / work meetings.
 9. Researching organizational charts for dates of contracts and dates of service for committee and board members.
 10. Attempted to write a resolution, I will keep trying!!!! Used AI for the first time.....
 11. Cleaned up the board out front of the building, for posting notices.
 12. Attended the (SWMOCCFOA) Southwest Missouri City Clerks and Finance Officers Association meeting.
 13. Attended the Spring Institute for the (MOCCFOA) Missouri City Clerks and Finance Officers Association meeting in Columbia, MO. Received 28 hours towards the 120 hours needed to be qualified to test for the CMC/MRCC certified clerks.
 14. Signed up for upcoming training with Lauber Municipal Law,
 15. Filing digitally the Missouri Records Retention Schedule.
 16. Replied to emails, answered incoming call, assisted community members with questions as needed or directed to correct personnel.
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