

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING
ON 12/09/2024**

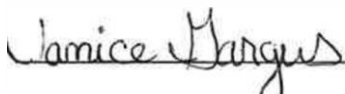


1. I issued a total of one business license in the month of November.

New Licenses =
Mike Roberts
Painting

Renewals have started coming in for 2025 business licenses. 244 renewal letters are being mailed out on December 6, 2025. There will be approximately 5-10 additional letters that will be mailed out that need tweaking and will be mailed on December 9, 2025.

2. The iPads had their second run and there were not any complaints. Paper agendas along with paper tablets and pens are also provided to each board member.
3. I did not attend any clerk meetings during the month of November.
4. I have been attending the CivicPlus online trainings and preparing for the agenda, packets, meeting minutes, etc. to go live. The 12.9.2024 BOA Meeting agenda and packet will be created in Municode and published on the City of Willard website.
5. I am preparing for the April 8, 2025 Election. December 10, 2025, at 8:00 a.m. is the first day for candidates to file to run in the election and December 31, 2025, at 5:00 p.m. is the deadline to file for candidacy.


Janice Gargus, City Clerk