

**CITY OF WILLARD  
BOARD OF ALDERMEN  
August 2025**



## **City Clerk Report**

1. Continued to process business licenses through Civic Review
2. Continued to make progress in filing per the Missouri Retention Schedule
3. Submitted code changes to General Code and manually updated our General Code Binders
4. Created the agenda, packet and minutes for the Board of Aldermen meetings.
5. Created the agenda and packet for the Water/Sewer Advisory Board
6. Published several legal notices for Public Hearings and Bids for Services.
7. Submitting information to the State Auditor.
8. Beginning organizational charts for dates of contracts and dates of service for committee and board members.
9. Using Thrillshare to get resident input on planning surveys, encourage
10. As PIO, gathering information to meet with high school teachers regarding the roundabout project and the Board of Alders video.
11. As PIO, finished filming the water tower video.