

**CITY OF WILLARD
BOARD OF ALDERMEN
October 2025**



City Clerk Report

1. Processing of 2026 business licenses through Civic Review. Automated System has drastically cut staff time, even with first-year hiccups.
2. Fulfilled Sunshine Law Records Requests—these are growing more numerous due to AI-generated requests and third-party information brokers' requests.
3. Backlogged filing nearly complete per the Missouri Retention Schedule
4. Submitted code changes to General Code and manually updated our General Code Binders
5. Created the agenda, packet and minutes for the regular Board of Aldermen meetings as well as several Joint BOA Water Advisory Board meetings focusing on utility rates and the City budget.
6. Created agenda and packets for Economic Development Task Force meetings and Water/Sewer Advisory Board meeting this month,
7. Continuing to create organizational charts for dates of contracts and dates of service for committee and board members.
8. Released updated NEST locations.
9. As PIO, coordinated KY3 interviews for Flock (Police Department) and the 160 Pedestrian Underpass (Planning Department)