

**CITY OF WILLARD  
BOARD OF ALDERMEN  
07/14/2025**



## **City Clerk Report**

1. Finalized FOG Permits.
2. Finalized Liquor Licenses.
3. Continued to process business licenses through Civic Review
4. Continued to make progress in filing per the Missouri Retention Schedule
5. Created the agenda, packet and minutes for the Board of Aldermen meetings.
6. Published several legal notices for Public Hearings and Bids for Services.
7. Maintained minutes and the agenda for the upcoming Water/Sewer Advisory Board.
8. With Wes, wrote, filmed, narrated, and edited a Freedom Fest recap video. Wrote, filmed, and narrated a possible future feature on building social capital through neighborhood gatherings.
9. Ongoing planning, along with our City Administrator, future methods of communicating with our public in ways that gain input and build trust, as PIO. We are focusing especially on short videos, which have been well received. A schedule of 20 releases has been planned. The Board, the Park Board, and the Water Board have all communicated that they feel short informational videos build trust and help residents feel involved.