

**CITY CLERK REPORT
PREPARED FOR THE CITY OF WILLARD
BOARD OF ALDERMEN MEETING
ON 01/13/2025**



1. There were a total of 253 business license renewal applications mailed out. There have been 157 returned of which 124 have been issued and 25 are pending additional documents and/or payments needed and 8 were undeliverable as addressed.
2. The iPads were used for the P&Z Meeting on 1.7.2025. This is the first P&Z Meeting in which they were utilized.
3. I did not attend any clerk meetings during the month of December.
4. I received one candidate filing for Mayor and one Ward 1 candidate filing and one Ward 2 candidate filing for the April 8, 2025 municipal election. I did not receive any candidate filings for Ward 3 and this is going to leave a vacancy in that ward.
5. Wes and I have discussed the possibility of me extending my resignation date until the end of February should he need additional time to get the new City Clerk hired and have them in place for transition. He will be able to make that determination better once a candidate for the position has been chosen.

Janice Gargus

Janice Gargus, City Clerk