

**CITY OF WILLARD  
BOARD OF ALDERMEN  
06/09/2025**



## **City Clerk Report**

1. Worked to bring entities with outstanding FOG Permits into compliance.
2. Continued to process business licenses through Civic Review
3. Continued to make progress in filing per the Missouri Retention Schedule
4. Created the agenda, packet and minutes for the Board of Aldermen meetings.
5. Published several legal notices for Public Hearings and Bids for Services.
6. Created the agenda/packet, and minutes for the BOA/Parks Joint Work Session
7. Created the agenda for the initial Water/Sewer Advisory Board.
8. Hosted the monthly City Clerk Meeting at The Hive in Willard, and taught a training session on the importance of recognizing and preserving local history. Was appointed to the Historian Committee of the SWMMCFO.
9. Communicated with the public in the role of PIO, regarding the Click It or Ticket Campaign. Communicated with reporters regarding the initial meeting of the Water Advisory Board.
10. Ongoing planning, along with our City Administrator, future methods of communicating with our public in ways that gain input and build trust, as PIO. Participated in software training that will greatly enhance public input and activism.