

City Clerk

The City Clerk position is elected annually by the Board of Aldermen at the first meeting of the board in April and is sworn in by the Mayor. The City Clerk's duties include keeping the minutes of the board meetings as well as preparing and giving the oath of office to the Board of Aldermen and other city officers. All bill numbers, ordinance and resolution numbers are assigned by the City Clerk, who is also responsible for the record keeping pertaining to such. The City Clerk attests to the Mayor's signature on documents as well as counter signs all expenditures of the City. Our office handles numerous other duties as well.



Please feel free to contact our office if you have questions. We will do our best to answer to your questions or direct you to someone who can. Following is a partial listing of our services:

- **City Utilities** - Our City provides both water and electric service to the community and generates approximately 1800 utility bills per month. Please contact our office at least 24 hours in advance before your desire service connection. Utility deposits or a satisfactory prior 12 month utility payment history is required as well as a one month's advance payment of the monthly trash fee prior to utility connection. A "Welcome Wagon" packet is given to all new customers from our area merchants.
- **ACH Utility payments** - The City can automatically deduct your monthly utility bill from your bank account, if you so desire. A customer must have at least a six month satisfactory history with our City or can provide a satisfactory 12 month prior utility history and a satisfactory credit rating from the customer's bank. If you are interested, please contact our office for more information.
- **Animal License** - Our City Code requires all dogs and cats to be licensed in our community with a limit of no more than 4 dogs and/or cats allowed per household. The dog license is \$2.00 year and the cat license is also \$2.00 unless the cat has not been spayed or neutered, then the cost is \$15.00. Dogs are required to be kept on a leash off the owner's property at all times but there are areas in our community where the dogs are allowed to run off the leash (Please see the Police Department - Code Enforcement tab for more information). Please bring a slip from your veterinarian's office showing the rabies vaccination number and expiration date.
- **Building Permits** - Building permits are required if you are building a new structure, doing any remodeling, installing a fence, deck, a shed on skids, etc. Fees are charged only

for new construction of houses. Applications are available in our office or you can download the form from this website under "Forms/Publications". The original signed application form must be submitted and a permit number assigned by our office prior to beginning work. Once the permit number is issued, then the resident must contact Boone County Planning and Zoning with the permit number to arrange any and all inspections.

- **Business License** - Business license applications are available through our office. Fees vary depending on the type of business. Please contact our office for additional information.
- **Cemetery** - Our office handles all the records for the city cemetery. If you desire to located a loved one or purchase grave spaces, etc., please contact our office.
- **Depository Box** - To drop off payments after hours, a secured locked drop box is



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[Marilyn Dick](#)

City Clerk / City Collector

(573) 682-2139 [Email](#)