

The Clerk/Treasurer submits quarterly a full report of the financial condition of the City to Council in open session. The Clerk/Treasurer is responsible for the minutes of the City Council, Planning Commission and Board of Zoning Adjustment and the Historic District Commission. The City Clerk/Treasurer keeps all the city records, ordinances, resolutions, and copies of the Municipal Code and Municipal Fire Code. The Clerk/Treasurer signs permits and licenses, in coordination with the office of the Mayor and excluding those issued by the Building Official.

[Ida Meyer](#)

City Clerk/Treasurer

479-253-9703 [Email](#)

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