

# City of Carlos

109 1<sup>st</sup> Street West  
P.O. Box 276  
Carlos, MN 56319



## City Clerk's Report

April 9<sup>th</sup>, 2026 – Regular Council Meeting

### 1. Utility Billing

- Water meters were read on 3/31/2026, and utility bills were mailed on, 4/6/2026.
  - 2 Past Due Notices were sent on 3/30/2026 to account 523 & 536
  - Newsletters were mailed out with the water bills

### 2. Alex Irrigation & Landscaping, Inc

- Crabgrass Preventor/Fertilizer, please review document in OneDrive
- Kalin is recommending that we do spring and early summer @ \$612.24 per application

### 3. 2025 City Audit

- The audit summary presentation is tentatively scheduled for the April 9 Council Meeting, to be presented by Jordan White with Lakes Area CPAs.

### 4. CTAS – Fund Account (Federal Programs)

- Need to move funds from the General Fund to Federal Programs Fund to make it zero.
  - Bills that were paid from the Federal Programs fund were higher than money received (COVID money).
  - Need approval to transfer

### 5. Records Management

- Work continues *cleaning and reorganizing filing cabinets and office furniture* in preparation for the upcoming office remodel.

### 6. Municipal Clerks & Finance Officers Association of Minnesota (MCFOA)

- Received a \$100 grant to go to the May 4-8<sup>th</sup> training in Brooklyn Center
  - Cost to attend \$640 - \$100 = \$540
  - Room rate - \$114 x 5 = \$570 (Embassy Suites by Hilton)

### 7. Personnel Policy

- Continue to work on *reviewing and update of the City Personnel Policy.*

### 8. Reminder Out of Office

- Vacation Notice: I will be out of the office April 12–19 and returning April 20.
- I will also be out April 22–23, with a tentative return to the office on April 24.