

City of Carlos

109 1st Street West

P.O. Box 276

Carlos, MN 56319



City Clerks Report for July 2025

- 1) Meters were read on 6/30/2025 and bills were sent out on 7/3/2025.
 - a. 81 Water/Sewer bills were emailed and 155 mailed
 - b. Total billed amount \$20,222.80 (\$13,253.85 (water), \$6780.83 (sewer) and \$188.57 MDH Fees)
- 2) CenterPoint Energy - received the Community Safety Grant for \$2,000.00 which will be applied toward an AED/training for the office.
- 3) Trespassing Invoice
- 4) Went to Little Falls on 24th of June, few highlights:
 - a. Required documentation when hiring and ongoing that is needed
 - i. Personnel Handbook - only found a hard copy, does anyone have one saved.
 - ii. Record Maintenance & Compliance
 - b. PFML (MN Paid Family & Medical Leave) required to pull .88% of total payroll
 - i. Can follow the State Plan or Private Plan (this must be decided by 9/1/2025)
 - ii. This will allow employers to take 12 weeks of Medical and Family Leave (Maximum of 20 weeks total leave in a benefit yr)
 - iii. 50% can be passed on to the employees (.44%)
 - Learned majority of the cities were absorbing the total contribution
 - iv. Key Due Dates - so we need to keep this process moving forward
 - c. City of Osakis - Angela was assigned as my mentor
- 5) Training
 - a. Region 3 Training 7/22/2025 discussing How to work with AI, Chat GPT, ect and Cybersecurity and Response Planning
 - i. The cost is \$30
 - ii. Kingston Community Center, Dassell, MN
 - b. 2025 Clerk Academy - Sept 4-5 in Staples: this course is a blended learning program provides you with online, on-demand courses for you to take at your convenience in our MemberLearn platform, combined with a two-day-in-person program in Staples or Roseville
 - i. Cost is \$250 + lodging