

City of Carlos
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CITY CLERK REPORT-FEBRUARY 2022

- 1) The meters were recorded on February 2nd. Because of all the large snow banks blocking residents meters and Jeff spending a lot of time plowing snow as well of fighting off being sick, the majority of meters were estimated. The readings for meters with radios were done within a half hour. Water bills were done on February 7. There was a total of \$543.78 assessed in Late Fees.
- 2) Due to not feeling well, I missed about a week of work. I had a Covid test and fortunately it came back negative. So, it was just normal flu. Thank you all for understanding and being flexible with re-scheduling the meeting for tonight.
- 3) I was able to re-schedule the Audit with CliftonLarsonAllen to February 28- March 1st. This will give me a good, dedicated week to prepare.
- 4) The new Fire Truck was delivered. We were able to put together a check for them. We might want to double check the way it was posted. We had discussed the City paying half and the Fire Department paying half; however there is not have an account in the General Fund that was suitable for this. I made our annual transfer to the Fire Department of \$13,000 and posted the payment from the Fire Department.
- 5) I contacted the bank to have the “catch-up” transfers from checking to the MPFA Savings Nov. and Dec. of 2021. I also did another “catch-up” transfer for Jan. and Feb. of 2022. We will be set up back on a regular automatic transfer schedule as of March 5th.
- 6) They have announced the dates for the Minnesota Clerks and Finance Officers Association to be March 22-March 25th. That was a very good experience for me last year; I learned a lot and got to know some of the other clerks. I plan to attend this year as well. I have to decide which of the classes to sign up for.