

# City of Carlos

109 1<sup>st</sup> Street West

P.O. Box 276

Carlos, MN 56319



## **City Clerks Report for February 2026**

- 1) MPFA loan – after a review of this account
  - Payment of \$8015 is due February 20<sup>th</sup> & \$89,030 is due August 20<sup>th</sup> = \$97,045 for 2026
    - i. Current MPFA balance is \$28,405.85, plus the Feb transferred amount will bring the account to \$36,405.85 + plus interest
    - ii. To get the account out of a negative balance, after the August payment we need to do the following
  - Payment the Feb payment of \$8015 (balance would be around \$28,789.65)
  - Transfer \$10550 for the Mar–Aug payment=\$63,300(will bring balance to around \$92,089)
  - Make the August 20<sup>th</sup> payment -\$89,030 (new balance \$3059.65 + interest)
  - Beginning Sept, we would go back to transferring \$8000 (x12= \$96,000). This will allow us to cover the Feb 2027 \$7650 interest payment and Aug 2027 \$89,300 payment without going negative and continue to have a reserve of \$2109.65 (plus interest).
- 2) Meters were read on 1/30/2026, bills sent out on 2/6/2026. Sent out 6 disconnect notices, confirmed that water and sewer services don't apply to the cold weather rules, unless they use a boiler as a heat source.
- 3) Who's up for re-election in 2026
  - Ronna Berghoff – term ends 12/31/2026
  - James Young – term ends 12/31/2026
  - Jon Trenne – term ends 12/31/2026
- 4) Continue to work on the Personnel Policy
- 5) Environmental Center – Pope/Douglas Solid Waste Management
  - Community Clean Up Day and When? Last year we did May 10<sup>th</sup>
- 6) 2025 Audit is scheduled for 2/20/2026 – I have working with Jordan to get all the necessary paperwork to them timely.
- 7) Mark Luostari from Inspectron will be here at the March 12<sup>th</sup> meeting. Advised him that council would like to meet, have questions on building permits processes, approvals, stop work orders and all the things that go with building inspections, especially since the city staff doesn't have a building background.
- 8) Volunteer Firefighters, first responders, volunteer ambulance driver or attendant must be paid at least every 31 days. Discuss with group how ensure time is submitted.
  - Recommend the following:
    - i. Fire Department Officers that are paid an annual stipend, we be paid in June and December
    - ii. All firefighters will be paid at the end of each month for meetings and training they attend. I am asking that the Fire Chief track attendance and hands in timesheets at the end of every month and I will pay them the following week.
    - iii. I would like all firefighters to complete the ACH forms for direct deposits.

- 9) Completed the following end year reports and processes: Local Government Lobbying Report, PERA Exclusion & Annual Leave Report, Filed W2s, W3, 1099 on 1/26/26, Completed Outstanding Indebtedness report, MN Sales and Use Tax Return, and all Quarterly reports.
- 10) New Cabinets for office. As we continue to make improvements in our office, I found a multi-functional storage cabinet (4-cabinets) for \$479.99 ~ I think we should get two sets. (pictures are in the one drive). This is a prefect time of year for Kalin to help put them together.
- 11) Taking vacation April 12 – April 19<sup>th</sup>, will be back in the office on 20<sup>th</sup>.