

# City of Carlos

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

P.O. Box 276

Carlos, MN 56319



## City Clerks Report for January 2026

- 1) MPFA loan amount due for 2026 is \$89,030
  - a. currently transfer \$8000 from checking to the MPFA account per month.
  - b.  $\$89,030/12 = \$7420/\text{month}$ 
    - i. Would you like me to adjust that monthly payment to be \$7500 verses \$8000?
- 2) Meters were read on 12/31/2025 and bills were mailed out 1/6/2026.
  - a. Late Fees - \$114.41, there are 12 accounts that are 60 past due.
- 3) City of Carlos was granted \$7,833.27 from 2025 Polling Place Accessibility Grant. The city applied for a grant to update our doors to be ADA compliant. (see: Exhibit A Estimate - BARU CONTRACTING)
  - a. Waiting for contracts to be prepared
  - b. Question - can I reach out to Baru Contracting to advise them that we plan to move forward with the proposed bid.
- 4) City of Carlos was also approved for the \$15,000 grant from MN Department of Health Source Water Protection Implementation Grant for Fall 2025 to update the Water Treatment Plant with a generator. (see: Exhibit B - Estimate Vinco Electric)
  - a. Waiting to receive grant agreement
    - i. Grant agreement will expire 2/26/2027
    - ii. Can begin work and start incurring expenses for the project once we receive the fully executed grant.
- 5) Sue Midboe is stepping down from Head Judge, she has contacted Darla Barker and she accepted that position.
- 6) Display Sales
  - a. 2026 Inventory Clearance Sale (see: Exhibit C)
  - b. American 250 years - are we interested in banners or flags
    - i. Vertical flag 2.5'x4' - \$44
    - ii. 3'x5' flags - \$46
    - iii. 4'x6' flags - \$85
- 7) Custom Street Banners - sent an email to the group for discuss and review
- 8) Public Parking/Lease- received an email from Marc at the League of Minnesota Cities (Exhibit D) email for your review.
- 9) Continue to work on the Personnel Policy
- 10) Work on year-end reports such as: PERA Annual Leave Report - due date 1/31/26, PERA Exclusion Reporting - 2/28/26, Water Usage Report, 1099, W2's and other tax forms, MN Sales and Use Tax Return - due 2/5/26, Outstanding Indebtedness - due 1/31/26,
- 11) Audit paperwork and backup are scheduled for 2/20/2026
- 12) Out of Office on 1/15/2026 - Jackie may be here for part of the day

