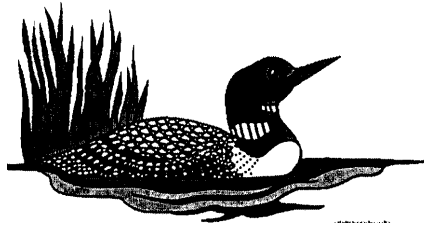


City of Carlos

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CITY CLERK REPORT-MAY 2022

- 1) The meters were read on May 2nd and 3rd. We had a little trouble getting the Auto-Gun Reader to communicate with the Hand-Held device; so I had to manually input the touch readings. I was certainly glad that 105 of them were already downloaded through the Radio Read meters!! Water bills were done on May 6. There were 10 shut off letters sent. All had paid except two had to be shut off. As of now there is only one customer still shut off. Also included on the water bills was the Annual Dog License Fee and a Message to remind people to bring me their updated Rabies Vaccination records.
- 2.) We worked on getting a Preliminary Plat Application prepared. I received assistance from Ronna, Jared, Ben and Lynn (who actually came in to the office). I was very appreciative of the assistance. We finally arrived at a template. It was a learning experience because I had not done that before.
- 3.) I received a request from our neighbor, Mary Fuchs: She would like to purchase one of our extra desk chairs.
- 4.) In addition to the water shut-off letters, I wrote 2 letters to residents: one concerning garbage and one concerning a semi parked on a city street. The person with the semi immediately took care of his situation by renting a parking space from Doug Muyres. The garbage situation has not yet been rectified.
- 5.) I posted information on our webpage, bank, firehall, Herby's, city office bulletin board and left some flyers at post office regarding this Saturday's Carlos Clean up.
- 6.) I had reports to file for ARPA to federal government. There were some new updates involved, so the process ended up taking the most of a day.