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CARLOS CLERK REPORT MAY 2023

- 1) Meters read 5/1/23. Water bills were done and sent May 9th. It took a little longer to get them ready because of the dog license fee that is billed in May. I had to go through all my folders on I have on everyone and distinguish which ones need updates on their Rabies Vaccination records. Then, the ones that were mailed out, I could attach a little sticker saying I needed Rabies Vaccination updates. The ones that receive their bills via email, I emailed each one that needed the update. There was a total of \$925 billed out in annual dog license fees. Those funds are available for implementing and enforcing our dog ordinances to make Carlos a little bit safer. People have been pretty good about responding to the mass messaging, sticky notes and emails regarding dog licenses. All the residents who were sent shut-off letters have taken care of their past due balances, except one – they already had their water shut off last year, but do not make payments. That account was the only one to receive a late fee, \$42.16.
- 2) I went to a Region III MCFOA meeting on April 19 in Garfield. Apex Engineers gave a presentation on Capital Improvement Projects. I thought it would be good to go because the Council has requested some budget planning for Capital Improvements. I sent all Council members the PDFs of the presentation. It was very interesting and informative. One of the highlights I learned was that if a city has too much reserve funds on hand they probably will have a more difficult time securing grants. They discussed having long range and short range plans. This is quite a process and would require a committee; this is much more than I can just come up with on my own.
- 3) There is an issue with this school fundraiser event. Abigail Johnson called me and asked if they needed a permit to hold it. She had said “a school fundraiser” and I envisioned bouncy houses and face painting. Then I saw their flyer. They plan to have bands, food, alcohol; it is a pretty big deal! Abigail told me the alcohol is on a self-contained trailer and they have a license. I contacted the state AGE to find out exactly what is required. They wanted to know who the alcohol vendor is, so I asked Abigail for the name and license information. It took her several days to get back to me; finally today she sent the information to me. I forwarded that info to the AGE. Turns out their catering-alcohol license expires 5/16/23 – the event is 5/20/23. Their insurance is for 2022. Then, I was talking to the person from AGE, and when he found out this entire event is planned to occur on school property. That is technically against the law for anyone to be in possession of alcohol on school property. He was going to investigate it further; find out if they have attempted to renew their license and insurance. He said there might be some loophole for the school, as a not-for-profit, to pull some type of permit.

- 4) West Central Initiative contacted me regarding the apple trees were ready to pick up and get planted. At the time, Jeff was trying to keep up with all the locates created by Crown Underground. So Jeff had Wayne take care of the trees. Also we will Wayne to help Jeff when he installs the alarm system in the lift station. It is required by OSHA that minimum of 2 people be available when someone goes down into confined spaces like that. Also we will be scheduling a day when Chad and Dean can come from Fargo and help Jeff and Wayne with the last handful of meters that persist in having problems.

- 5) I received another bill from CLA for the balance of their invoice. I remembered that you wanted me to check out other firms to see what kind of options we have. I had sent a request for information to Abdo, LLP almost a month ago and have not heard anything back yet. I posted a request on the LMC memberlink for who other MN Cities use for audit firms and if there were any that they would highly recommend. I have received several responses. One in fact also had a similar experience with CLA.