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### **CARLOS CLERK REPORT NOVEMBER 2023**

- 1) Meters read 11/1/23. Water bills were done and sent November 7<sup>th</sup>. Late Fees this month were \$576.90. I prepared and sent out 8 letters to residents with 90-day and over past due balances informing them that if their account is not caught up by November 30<sup>th</sup>, their past due balance will be Certified to their Property Tax. The Resolution is prepared; any customers that pay their balances before November 30<sup>th</sup> will be removed from Exhibit 1, which is attached to the Resolution.
- 2) I received one Proposal for Professional Audit Services from the CPA Firm of Clasen & Schiessl located in Pequot Lakes Minnesota. I called them to introduce myself and asked a few questions. I asked if they use a portal to collect information and documents (which is how are previous Audit Firm operates) and they said “Yes, since Covid, that is the way they handle all of their Audits”. I prefer using this system; seems to make the entire project a more organized and generally goes smoother. As you can see their fee for the 2023 Audit would be \$10,500, with an in-person Presentation fee of an additional \$500. I asked if they would consider doing the Presentation via Zoom for a reduced price. They told me they would be glad to do the Presentation over Zoom, and for that there would not be an additional charge (because it would alleviate their travel expenses and extra time). We did not get any other proposals, except for CliftonLarsonAllen Audit Firm who has stated they will do it for \$19,084.
- 3) Otter Tail Power contacted me to inform me that it is time to renew our 20-year contract with them. Jasen Anderson could not be at the meeting tonight, but did stop by and visit with me this afternoon, just in case I could foresee any questions. He said basically everything is the same as it always has been. The only new thing is now the State has allowed for a Franchise Fee to be charged. It is a fee charged to Otter Tail Power from City of Carlos. However, this in turn is simply just charged back to the customers by Otter Tail. Basically it just raises all of our electric bills.
- 4) Thornton Law Office has submitted a new Contract for 2024. Their rate is increasing from \$125 per hour to \$160 per hour. They said the increase is necessary to keep up with current costs. For Private Clients they charge \$300 per hour.

- 5) Gardonville Wisper Wireless has submitted their Contract to be signed (as discussed last month) for 5-year Lease Agreement for Water Tower Antenna Site. In this Contract they have the stated price of \$85 per antenna per month. Everything else appears to be as discussed.