City of Carlos
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City Clerk's Report

October 8th, 2026 – Regular Council Meeting

1. **Utility Billing:** Water meters were read on October 1, 2026, bills were mailed on October 6, 2026.
   a. Late Fees: $161.08, 120 days past due: 3 ($482.37), 90 days past due: 3 ($239.53), 60 days past due: 6 ($498.70)

2. **Utility Account Closing / Property Transfers:**
   a. **Current Practice:** The city currently provides the title company with the utility balance due at the time of the title company's request.
   b. **Discussion:** When the City is notified of a property sale, the Clerk will provide the title company with the anticipated meter-reading date and information on the typical utility bill. The title company will be asked to contact the city for the final utility bill prior to closing. If an estimated amount is requested for closing, the city will provide an estimate slightly higher than the expected bill. Any resulting overpayment will be refunded to the previous owner after the final bill is calculated.
   c. **Council Discussion:** Establishing this as the City's standard process for property transfers and determining whether any additional requirements should be implemented.

3. Submitted the **Polling Place Accessibility Grant** to collect our allocated amount of $7,833.27on August 19th, 2026.

4. **Website Accessibility Compliance Update**: The City of Carlos website has been updated to meet ADA accessibility requirements in preparation for the January 2027deadline. The website is now ADA complaint and ready for the upcoming federal accessibility requirements.

5. **Health Insurance:** PEIP has announced a 10.5% increase in health insurance premiums for 2027. Single coverage will increase from $637.90 to $704.88 per month, and family coverage will increase from $1,703.16 to $1,882.00 per month. The current City contribution limit for single coverage is $650 per month.

6. **Minnesota Paid Family and Medical Leave (PFML):** At last year's Council meeting, the City of Carlos approved fully funding the PFML premiums at 0.88% of annual gross wages and elected to participate in the State Plan. The Council also approved creating a separate budget line in the 2026 budget to cover the expense.

   2027 Update: The PFML premium rate for 2027 is expected to remain at 0.88% of covered wages, with no change from 2026. Project 2027 premium $

7. **Election Training:** Darla, Jackie, and me will attend the polling place training on October 9, 2026, from 9:00 a.m. to 12:00 p.m. at the Douglas County Administrative Office.

8. **General Election Preparation – November 3, 2026:** Preparations are underway for the November 3, 2026, General Election. I have been coordinating with Darla election preparations, including election judge arrangements, polling place readiness, and required election materials and procedures.

9. **Annual Workers' Compensation Audit:** The City's annual Workers' Compensation insurance audit took place on October 8, 2026, as part of the City's routine insurance and financial reporting requirements.

10. **LMCIT Workers' Compensation Dividend:** The League of Minnesota Cities Insurance Trust (LMCIT) announced a $20 million workers' compensation dividend to eligible members. The City of Carlos will receive its share by check of $4,976, expected to be mailed during the week of September 28, 2026. The dividend amount is based on the City's premiums and losses over the past 20 years. No dividend was approved for the property/casualty program this year. The city may consider using the workers' compensation dividend to support employee safety training, equipment, or other loss-control initiatives.

11. **Liquor License Renewals – Herby's of Carlos, Inc. and Carlos Lions Club:** the renewal applications have been received and reviewed and are being presented to the council for approval.

Current License Fees:

- Off-Sale Liquor License: $110.00
- On-Sale Liquor License: $2,500.00
- Special Sunday Liquor License: $110.00
- Tobacco License: $25.00

Herby's of Carlos, Inc.: The ACH Debit Agreement will need to be updated following discussion and approval of the 2027 Fee Schedule to reflect any applicable fee changes.

12. **Cybersecurity Awareness Training – Development of Annual Training Plan:** The City's insurance agent has advised that beginning in 2027, the Cyberrisk Coverage deductible will increase from **$1,000 to $5,000 for members that do not conduct annual cybersecurity training**.

The League of Minnesota Cities (LMC) has provided cybersecurity awareness training resources and recommendations for cities.

Council Direction Requested:
Would the Council be agreeable to have the City Clerk develop an **Annual Cybersecurity Awareness Training Plan** for City staff and elected officials who have a role within City government, following the cybersecurity training recommendations and resources provided by the League of Minnesota Cities?

The plan will address:

- Individuals required to complete the training;
- Recommended cybersecurity awareness topics and training requirements;
- Available LMC training resources;
- Annual training frequency and completion timeframe; and
- Documentation and recordkeeping of training completion.

The goal is to have the initial annual cybersecurity awareness training completed by **November 30, 2026**.

Once developed, the plan would be presented to the Council for review and approval before implementation.