



City Clerk's Report

August 13th, 2026 – Regular Council Meeting

1. Utility Billing

- a. Water meters were read on July 31, and utility bills were mailed on 8/6/2026.
- b. 5 – Past Due Notices were sent, with due date of 7/21/2026
- c. 1 – Disconnect Notice was sent, due date of 7/21/2026
- d. 1 – Demand for Payment was sent, - \$153.08 (\$74.81 billed amt)
 - i. Resident sold the property October of 2025, have sent 10 statements, late fees are \$78.27

2. Code Enforcement Policy to Code Enforcement Administrative Procedure

- a. City staff will follow code enforcement guidelines per the City of Carlos Ordinance.

3. Data Practice Policy for the Public & Policy – Per MN Statute, Chapter 13, Section 13.025 and 13.03. (see OneDrive/Monthly Council Meeting). Resolution No 2026.13 Appointing a Responsible Authority and Designee Duties per See MN Statute 13.025 & 13.03 (copies are provided in OneDrive)

4. City Utility Billing Adjustment Policy – updated policy, was originally approved June 13th, 2019.

5. Will be submitting the paperwork for the **Polling Place Accessibility Grant** to collect our allocated amount of \$7,833.27. We have received invoices totaling \$16,375.00, need to include signed receipts for reimbursement and, Sworn Statement of Approved Expense. The City of Carlos is responsible for \$8,541.73 of this project.

6. Concrete Sidewalk Repair – City Hall/Building – Baru Construction recommended completing the remaining concrete sidewalk repair due to water drainage concerns. Currently, when it rains, water flows underneath the building, which may create a risk of foundation damage if not corrected. Completing the sidewalk repair would also improve snow removal operations by providing a more consistent surface and reducing the risk of damaging the newly installed concrete during plowing activities. Diversified Foundation provided a proposal for **\$1,998** to complete the remaining sidewalk repairs.

- a. If approved, we will need an “approval of the proposal from Diversified Foundation in the amount of \$1,998 to complete the concrete sidewalk repair.”

7. Public Accuracy Testing was completed was completed July 17th at 9-12, Douglas County Administration Building (Darla Barker and me). The PAT was performed to test the voting equipment used for the Primary Election.