

City of Carlos

109 1st Street West

P.O. Box 276

Carlos, MN 56319



City Clerks Report for June 2025

- 1) Meters were read on 5/30/2025 and bills were sent out on 6/5/2025.
- 2) Discussion on Intuity (Utility Bill Pay Portal) – Additional cost of \$420 on time fee for setup between El Dorado and Intuity and our City of Carlos website.
 - a. Additional charge of \$30/month if payment processing is under \$5000.
 - i. This will likely be under \$5000 because we already have several residents paying by ACH (\$7500/month) and others pay via bill pay through their bank (\$1000/month).
 - ii. Cost to residents when using Credit/Debit cards is 3.5% or a minimum of \$2.95. Electronic Check (ACH) would be flat fee of \$1.95
 - b. Current payment options for our residents are Electronic Check (ACH – which pulls on the 25th of every month, bill pay, mail and drop off payment).
- 3) Training in Little Falls on June 24th – discussing Human Resource, onboarding, PFLA and understanding the PERA retirement system.
- 4) Would it be okay for me to purchase a new 10-key calculator.