

City of Carlos

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CITY CLERK REPORT

- 1.) **Posted Meter Readings January 6. Bills were mailed out later that day, actually went out in January 7 mail.**
- 2.) **Coordinated with Rose City Canopy for their work at Ball Field. They do not have the invoice ready yet. They said they will have it by our February meeting.**
- 3.) **Zach from XS Consulting met with Michael, Chris and myself to attempt to improve our understanding of the Zoom equipment. He was here about 3 hours, but spent 2 hours interfacing with his office to work out a glitch for us.**
- 4.) **Prepared Liquor & Tobacco License for Herby's. They have paid all past due from 2020 and also the 1st Qtr of 2021.**
- 5.) **Prepared required Pay Equity Report for the Minnesota Management & Budget Office.**
- 6.) **Prepared Summary Financial Budget for Submission to State Auditor.**
- 7.) **Updated and re-printed Financial Statements for CFD.**
- 8.) **Working on Report of Outstanding Indebtedness due Feb.1st**
- 9.) **Preparing for CLA Auditors coming Jan. 19-20th.**
- 10.) **Meeting with Jeff and Union Representative and correspondence with City Attorney.**
- 11.) **Set up Registration for Chris Miller Class with LMC.**
- 12.) **Received a question on 217 Main property: Can that be either personal residence or business? For a business, would any permit be required?**

13.)