



## City Clerk's Report

June 11<sup>th</sup>, 2026 – Regular Council Meeting

### 1. Utility Billing

- Water meters were read on June 1, and utility bills were mailed on 6/5/2026.
- A resident has requested reimbursement of \$456.11 for water and sewer charges from December 2025 to the present, stating that the water was turned off at the meter during that period.
  - Council direction is requested regarding the reimbursement request.

### 2. Created Code Enforcement Policy

- Prepared a draft Code Enforcement Policy to establish a uniform procedure for the investigation, documentation, notification, and enforcement of violations of the City of Carlos Code of Ordinances.
- Policy sections include:
  - Complaint and Investigation Procedures
  - Required Documentation
  - Inspection Authority
  - Enforcement Procedures:
    - Courtesy Notice/Letter
    - Formal Notice/Letter
    - Reinspection Process
    - Enforcement Actions
    - Penalties

### 3. Training

- Attended Region 3 Training in Osakis on June 10, 2026
- Topics discussed included:
  - Property Assessment Process, Budget Development and Financing, Minnesota Sales and Use Tax Requirements and Applications.

### 4. Personnel Policy

- Continued review and updates of the City Personnel Policy.

### 5. Elections

- Election Judges and the Head Election Judge will be attending required election training.
- Council direction is requested regarding reimbursement for training time and mileage associated with election judge training.
- Election judges will be asked to complete an expense reimbursement form for any eligible expenses.
- Discussion regarding whether the City wishes to continue providing meals for election staff on Election Day.

### 6. General Administration

- Continued routine administrative duties, including resident inquiries, accounts payable processing, utility billing administration, and preparation for the June Council meeting.

### 7. Upcoming Meetings

- Mayor Ronna and I will be attending the LMC Conference in Rochester June 24-26