

City of Carlos

109 1st Street West
P.O. Box 276
Carlos, MN 56319



City Clerk's Report

March 12th, 2026 – Regular Council Meeting

1. Utility Billing

- Water meters were read on *February 28, 2026*, and utility bills were mailed on *March 6, 2026*.
- *Three (3) disconnect notices* were issued on *3/10/2026*.

2. Environmental Center – Pope/Douglas Solid Waste Management

- *Clean Up Day* has been scheduled for *May 30, 2026*, from *8:30 a.m. to 11:00 a.m.*

3. 2025 City Audit

- The *2025 audit* is progressing well and is currently in the *final review stage*.
- The audit summary presentation is tentatively scheduled for the *April 9 Council Meeting*, to be presented by *Jordan White* with *Lakes Area CPAs*.

4. Records Management

- Work has begun on *cleaning and reorganizing filing cabinets and office furniture* in preparation for the upcoming office remodel.
- *Teresa* has been assisting in reviewing older records and determining retention requirements in accordance with the *General Records Retention Schedule for Minnesota Cities*.
- Documents that have exceeded their retention period are being recorded on the *2026 Record Destruction Report* and disposed of by *shredding or burning*, as appropriate.

5. IT – Precision I.T. Solutions

- Precision I.T. confirmed that moving the *council area/equipment* should not present any issues.
- They will also be available to assist with preparing office equipment and workstations for the *upcoming remodel*.

6. Newsletter

- A draft **City newsletter** has been created. Council's feedback and suggestions are welcome.
- The goal is to include the newsletter with the **April utility bills** when they are mailed.

7. Personnel Policy

- Work continues on the *review and update of the City Personnel Policy*.

8. Upcoming Absence

- Vacation Notice: I will be out of the office *April 12–19* and returning *April 20*.
- I will also be out *April 22–23*, with a tentative return to the office on *April 24*.