



## City Clerk's Report

May 14<sup>th</sup>, 2026 – Regular Council Meeting

### 1. Utility Billing

- Water meters were read on 4/30/2026, and utility bills were mailed on 5/3/2026.
  - 8 Disconnect Notices sent on 5/14/2026 ~ accounts were 60 to 90 days past due, have a due date of 6/1/2026
  - Pet Ordinance sent, along with vaccinations are due to residents.

### 2. Pet Ordinance/Vaccination

- Pet ordinance reminder notices were mailed to residents along with utility billing notices.
- City Ordinance §91.02(D) requires all dogs and cats within city limits to be vaccinated for rabies and distemper at least once every three years by a licensed veterinarian.
- Residents must maintain current vaccination records and provide documentation upon request by the City Clerk, Animal Control Officer, or law enforcement.
- Failure to comply may result in penalties pursuant to City Ordinances §§91.99 and 10.99.
- Question is how do we want to enforce this, and if so, what should that look like? See Ordinance specifics in OneDrive Folder (Pet Vaccination Discussion)

### 3. Records Management

- Work continues *cleaning and reorganizing filing cabinets*. Would it be okay to have the deputy clerk 10-15 hours per month to help with this process, until completed.

4. Attend the **Municipal Clerks & Finance Officers Association of Minnesota (MCFOA)** last week.

- Classes were great. Have number of to do items, will start working through them in the next few months.

### 5. Personnel Policy

- Continue to work on *reviewing and update of the City Personnel Policy*.

### 6. Traveling Tree House Program

- Would it be okay if they run this program again this year at the Carlos City Park on Tuesday's from 10:45am-12:00pm from June 8-August 14,2026