



## MAYOR & COUNCIL COMMUNICATION

DATE: 12/07/2010  
CONSENT  
ITEM #: 2  
MOTION *as part of Consent Agenda*

**AGENDA ITEM:** Approve Disbursements and Payroll in the Amount of \$ 340,712.99

**SUBMITTED BY:** Tom Bouthilet, Finance Director

**THROUGH:** Bruce Messelt, City Administrator

**REVIEWED BY:** City Staff

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**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements and payroll in the amount of \$340,712.99. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

**BACKGROUND INFORMATION:** The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operation. Below is a summary of current claims to be disbursed and payroll to be paid in accordance with State law and City policies and procedures.

Claim #	Amount	Description
ACH	\$ 7,502.65	Payroll Taxes to IRS 11/18/2010
ACH	\$ 1,158.88	Payroll Taxes to MN Dept. of Revenue 11/18/2010
ACH	\$ 3,663.57	Payroll Retirement to PERA 11/18/2010
DD 3065 –DD 3098	\$ 24,162.51	Payroll Dated 11/18/2010 (Direct Deposit)
36397 – 36407	\$ 4,017.22	Payroll Dated 11/18/2010 (Payroll)
ACH	\$ 8,232.27	Payroll Taxes to IRS 12/02/2010
ACH	\$ 1,229.11	Payroll Taxes to MN Dept. of Revenue 12/02/2010
ACH	\$ 3,766.18	Payroll Retirement to PERA 12/02/2010
DD 3099 –DD 3114	\$ 21,105.90	Payroll Dated 12/02/2010 (Direct Deposit)
36408 –	\$ 400.00	Mn Pollution Control Agency - Permit
36409 – 36416	\$ 20,953.56	Payroll Dated 12/02/2010 (Payroll)
36417 - 36479	\$ 244,521.14	Accounts Payable Dated 12/07/2010
<b>TOTAL</b>	<b>\$ 340,712.99</b>	

**STAFF REPORT:** City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction

**RECOMMENDATION:** It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$340,712.99.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda or a particular claim from this item and further discuss and deliberate prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to approve the December 7th, 2010 Disbursement and Payroll, as Presented [*and modified*] herein.”**

**ATTACHMENTS:**

1. Accounts Payable Dated 12/07/2010

**SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):**

- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates