



MAYOR & COUNCIL COMMUNICATION

DATE: 9/07/2010
CONSENT
ITEM #: 2
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements and Payroll in the Amount of \$ 406,817.66

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements and payroll in the amount of \$ 406,817.66. 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	\$ 6,962.28	Payroll Taxes to IRS 08/26/2010
ACH	\$ 1,169.25	Payroll Taxes to MN Dept. of Revenue 08/12/2010
ACH	\$ 3,718.71	Payroll Retirement to PERA 08/26/2010
DD 2944 –DD 2958	\$ 20,947.63	Payroll Dated 08/26/2010 (Direct Deposit)
35988 – 35993	\$ 3,984.82	Payroll Dated 08/26/2010 (Payroll)
35994 - 36070	\$ 370,035.51	Accounts Payable Dated 09/07/2010
TOTAL	\$ 406,817.66	

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 \$ 406,817.66.

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 September 7th, 2010 Disbursement and Payroll, as Presented [*and modified*] herein.”

ATTACHMENTS:

1. Accounts Payable Dated 09/02/2010

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