



MAYOR AND COUNCIL COMMUNICATION

DATE: 03/19/2013  
**CONSENT**  
 ITEM #: 3  
**MOTION** Consent Agenda

**AGENDA ITEM:** Approve Disbursements in the Amount of \$214,557.04

**SUBMITTED BY:** Cathy Bendel, Finance Director

**REVIEWED BY:** Dean Zuleger, City Administrator

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$214,557.04. 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 paid in accordance with State law and City policies and procedures.

| Claim #        | Amount               | Description                                       |
|----------------|----------------------|---|
| ACH            | \$ 10,941.30         | Payroll Taxes to IRS & MN Dept of Revenue 3/07/13 |
| ACH            | \$ 5,601.97          | Payroll Retirement to PERA 3/07/13                |
| DD4465– DD4509 | \$ 31,870.15         | Payroll Dated 3/07/13 (Direct Deposits)           |
| 1884-1913      | \$ 1,800.00          | Library Card Reimbursements 3/19/13               |
| 39649-39653    | \$ 27,521.65         | Manual Check 3/5-3/8                              |
| 39654-39718    | \$ 136,821.97        | Accounts Payable 3/19/13                          |
|                |                      |   |
|                |                      |   |
|                |                      |   |
| <b>TOTAL</b>   | <b>\$ 214,557.04</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 \$214,557.04.

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 March 19, 2013, Disbursements as  
Presented *[and modified]* herein.”**

**ATTACHMENTS:**

1. Accounts Payable Dated 3/19/13

**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