



## MAYOR & COUNCIL COMMUNICATION

**DATE:** December 1, 2015  
**CONSENT**  
**ITEM #2**  
**MOTION**

**AGENDA ITEM:** Approve Disbursements in the amount of \$122,898.71

**SUBMITTED BY:** Patty Baker, Accountant

**THROUGH:** Cathy Bendel, Finance Director

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

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### **SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to Staff ..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion ..... Mayor Facilitates

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** \$122,898.71

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$122,898.71. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY:** NA

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

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 11,572.49	Payroll Taxes to IRS & MN Dept of Revenue 11/25/15
ACH	\$ 5,801.10	Payroll Retirement to PERA 11/25/15
DD6804-DD6825	\$ 29,379.82	Payroll Dated (Direct Deposits) 11/25/15
43637-43678	\$ 76,025.30	Accounts Payable 12/01/15
2747-2748	\$ 120.00	Library Card Reimbursement 12/01/15
<b>TOTAL</b>	<b>\$ 122,898.71</b>	

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$122,898.71.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: PattyB  
 Printed: 11/24/2015 - 11:37 AM  
 Batch: 008-11-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMAZONIN Amazon Inc	10/10/2015	1,874.34	0.00	12/01/2015	Adult, teen & kids books & dvds		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
11/10/2015		889.67	0.00	12/01/2015	Adult, teens & kids bookds & dvds		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
10/10/2015		205.71	0.00	12/01/2015	Office supplies		-	No		0000
206-450-5300-42000	Office Supplies									
11/10/2015		45.10	0.00	12/01/2015	Office supplies		-	No		0000
206-450-5300-42000	Office Supplies									
10/10/2015		38.33	0.00	12/01/2015	Programming		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
11/10/2015		127.69	0.00	12/01/2015	Programming		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
Total:		3,180.84								
AMAZONIN Total:		3,180.84								
ASPENMI Aspen Mills, Inc.										
172912	11/11/2015	285.80	0.00	12/01/2015	Uniforms - M. Cornell		-	No		0000
101-420-2220-44170	Uniforms									
172913	11/11/2015	285.80	0.00	12/01/2015	Uniforms - Peltier		-	No		0000
101-420-2220-44170	Uniforms									
172912 Total:		262.30								
172913 Total:		262.30								
ASPENMI Total:		548.10								
BIFFS Biffs Inc.										
W581010-5810019	11/11/2015	826.00	0.00	12/01/2015	Portable Restrooms - Parks		-	No		0000
101-450-5200-44120	Rentals - Buildings									
W581010-5810019 Total:		826.00								
BIFFS Total:		826.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BROCHMAN Brochman Blacktopping Co										
3814	11/12/2015	18,400.00	0.00	12/01/2015	Paving - Sanctuary Park		-	No		0000
404-480-8000-43050	Other Park Ded Prof Services									
	3814 Total:	18,400.00								
	BROCHMAN Total:	18,400.00								
C A C Companion Animal Control, LLC										
Oct 15	11/15/2015	500.00	0.00	12/01/2015	Animal control services - October 2015		-	No		0000
101-420-2700-43160	Impounding									
Oct 15	11/15/2015	150.00	0.00	12/01/2015	Impound 7am - 7pm		-	No		0000
101-420-2700-43160	Impounding									
	Oct 15 Total:	650.00								
	C A C Total:	650.00								
CHASERIC Chase Rick										
101-420-2400-42000	11/23/2015	41.93	0.00	12/01/2015	Office supplies		-	No		0000
	Office Supplies									
	Total:	41.93								
	CHASERIC Total:	41.93								
COLDWELL Coldwell Banker Commercial										
40643	09/30/2015	190.00	0.00	12/01/2015	Preventative Maintenance		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	40643 Total:	190.00								
40758	11/11/2015	380.00	0.00	12/01/2015	Water leak and cleaning AC unit		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	40758 Total:	380.00								
	COLDWELL Total:	570.00								
CORNELL Cornell Mike										
101-420-2220-44370	11/20/2015	133.85	0.00	12/01/2015	VCOS conference reimbursement		-	No		0000
	Conferences & Training									
	Total:	133.85								
	CORNELL Total:	133.85								
DELAPP DeLapp Steve										
206-450-5300-42230	11/18/2015	37.17	0.00	12/01/2015	Building Maintenance Supplies		-	No		0000
	Building Repair Supplies									
	Total:	37.17								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	DELAPP Total:	37.17								
DEPREY Deprey Nate	11/18/2015	55.00	0.00	12/01/2015	Conference		-	No		0000
206-450-5300-44370	Conferences & Training									
	Total:	55.00								
DEPREY Total:		55.00								
EBSCO Ebsco	11/05/2015	1,234.00	0.00	12/01/2015	Auto Repair Reference Center		-	No		0000
WSR117156	Library Collection Maintenance									
206-450-5300-42500	WSR117156 Total:	1,234.00								
	EBSCO Total:	1,234.00								
ECMPUBLI ECM Publishers, Inc	10/25/2015	40.80	0.00	12/01/2015	Newspaper ad		-	No		0000
256137	Repairs/Maint Bldg									
206-450-5300-44010	256137 Total:	40.80								
	ECMPUBLI Total:	40.80								
EMERGRES Emergency Response Solutions	11/02/2015	157.49	0.00	12/01/2015	2x Hose Straps		-	No		0000
5131	Small Tools & Equipment									
101-420-2220-42400	5131 Total:	157.49								
	EMERGRES Total:	157.49								
GREATAM Great America Financial	11/16/2015	396.49	0.00	12/01/2015	Copier maintenance		-	No		0000
17866692	Repairs/Maint Contractual Eqpt									
101-410-1940-44040	17866692 Total:	396.49								
	GREATAM Total:	396.49								
H & L H & L Mesabi Corp	11/12/2015	3,295.00	0.00	12/01/2015	Plow blades		-	No		0000
94452	Equipment Parts									
101-430-3125-42210	94452 Total:	3,295.00								
	H & L Total:	3,295.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
HOLIDAYC Holiday Credit Office										
	11/15/2015	196.00	0.00	12/01/2015	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	196.00								
	HOLIDAYC Total:	196.00								
HYDRO Hydromethods										
201511507	11/03/2015	90.00	0.00	12/01/2015	Auto Owners Bldg Stormwater Mgmt		-	No		0000
803-000-0000-22910	Developer Payments									
	201511507 Total:	90.00								
	HYDRO Total:	90.00								
INNOVAT Innovative Office Solutions										
IN0983246	11/17/2015	51.30	0.00	12/01/2015	Office supplies		-	No		0000
101-410-1910-42000	Office Supplies									
IN0983246	11/17/2015	25.81	0.00	12/01/2015	Office supplies		-	No		0000
101-410-1320-42000	Office Supplies									
IN0983246	11/17/2015	7.95	0.00	12/01/2015	Office supplies		-	No		0000
101-430-3100-42000	Office Supplies									
	IN0983246 Total:	85.06								
	INNOVAT Total:	85.06								
INTERSTA Interstate All Battery Ctr										
1902701003483	11/20/2015	123.96	0.00	12/01/2015	Restock batteries		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	1902701003483 Total:	123.96								
	INTERSTA Total:	123.96								
kathfuel Kath Fuel Oil Service Co										
536753	11/13/2015	1,143.37	0.00	12/01/2015	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	536753 Total:	1,143.37								
536754	11/13/2015	424.15	0.00	12/01/2015	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	536754 Total:	424.15								
536794	11/13/2015	1,210.64	0.00	12/01/2015	Fuel		-	No		0000
101-430-3100-42120	Fuel, Oil and Fluids									
	536794 Total:	1,210.64								
	kathfuel Total:	2,778.16								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
KIMTEK Kintek Corp	11/12/2015	11,550.00	0.00	12/01/2015	Replacement skid unit		-	No		0000
LE-111215	Small Tools & Equipment									
101-420-2220-42400	LE-111215 Total:	11,550.00								
KIMTEK Total:		11,550.00								
Lillie Newspapers Inc. Lillie Suburban	10/30/2015	309.57	0.00	12/01/2015	Newspaper Ad		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
Total:		309.57								
Lillie Total:		309.57								
MALMQ Malmquist Greg	11/20/2015	259.77	0.00	12/01/2015	VCOS conference reimbursement		-	No		0000
101-420-2220-44370	Conferences & Training									
Total:		259.77								
MALMQ Total:		259.77								
MENARDSO Menards - Oakdale	11/10/2015	34.07	0.00	12/01/2015	Station Supplies		-	No		0000
91091	Repairs/Maint Bldg									
101-420-2220-44010	Repairs/Maint Bldg									
91091	11/12/2014	16.47	0.00	12/01/2015	Water city hall		-	No		0000
101-410-1940-44300	Miscellaneous									
91091 Total:		50.54								
91241	11/10/2015	120.38	0.00	12/01/2015	Station Supplies		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
91241 Total:		120.38								
91247	11/10/2015	7.98	0.00	12/01/2015	T2 bulbs		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
91247 Total:		7.98								
MENARDSO Total:		178.90								
MMAINTEN Mobile Maintenance Inc	11/16/2015	60.00	0.00	12/01/2015	Refund Overpayment on Permits		-	No		0000
101-000-0000-11500	Accounts Receivable									
Total:		60.00								
MMAINTEN Total:		60.00								
MNDOH MN Department of Health	11/17/2015	1,661.00	0.00	12/01/2015	4th quarter water supply connection fee		-	No		0000
601-494-9400-43820	Water Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
11172015 Total:		1,661.00								
MNDOH Total:		1,661.00								
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RCM RCM Specialties, Inc										
5224	11/09/2015	356.32	0.00	12/01/2015	Emulsion		-	No		0000
101-430-3120-42240 Street Maintenance Materials										
5224 Total:		356.32								
RCM Total:		356.32								
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ROOT Root Spring Scraper Co										
76501	11/13/2015	904.47	0.00	12/01/2015	Snow plow repairs		-	No		0000
101-430-3125-44040 Repairs/Maint Eqpt										
76501 Total:		904.47								
ROOT Total:		904.47								
<hr/>										
SEH Short Elliott Hendrickson, Inc										
305734	11/06/2015	2,050.20	0.00	12/01/2015	Inwood water tower #4		-	No		0000
409-480-8000-43030 Engineering Services										
305734 Total:		2,050.20								
SEH Total:		2,050.20								
<hr/>										
SELECTAC SelectAccount										
1128565	11/13/2015	6.33	0.00	12/01/2015	Participant fees 11/01-11/30/15		-	No		0000
101-410-1520-43150 Contract Services										
1128565 Total:		6.33								
SELECTAC Total:		6.33								
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SPRGFARM Springborn Farm										
906666	11/18/2015	114.00	0.00	12/01/2015	Hay		-	No		0000
101-450-5200-42250 Landscaping Materials										
906666	11/18/2015	200.00	0.00	12/01/2015	Hopper box		-	No		0000
101-450-5200-42400 Small Tools & Minor Equipment										
906666 Total:		314.00								
SPRGFARM Total:		314.00								
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STLIBRAR Stillwater Public Library										
	11/01/2015	240.00	0.00	12/01/2015	Library Card Reimbursement		-	No		0000
206-450-5300-44300 Miscellaneous										
Total:		240.00								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
STLIBRAR Total:										
		240.00								
TDS TDS Metrocom - LLC										
651-779-8882	11/13/2015	89.53	0.00	12/01/2015	Analog Lines - Fire		-	No		0000
101-420-2220-43210	Telephone									
651-779-8882	11/13/2015	210.17	0.00	12/01/2015	Analog Lines - PW		-	No		0000
101-430-3100-43210	Telephone									
651-779-8882	11/13/2015	82.58	0.00	12/01/2015	Analog Lines - Lift Station Alarms		-	No		0000
602-495-9450-43210	Telephone									
651-779-8882	11/13/2015	43.29	0.00	12/01/2015	Alarm - Well House 2		-	No		0000
601-494-9400-43210	Telephone									
651-779-8882 Total:										
425.57										
TDS Total:										
425.57										
TEILANDM TEI Landmark Audio										
11835976	06/30/2015	164.02	0.00	12/01/2015	Audio books - used		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
11835976 Total:										
164.02										
TEILANDM Total:										
164.02										
TKDA TKDA, Inc.										
002015003293	11/04/2015	77.67	0.00	12/01/2015	Easton Village Pipe Install Review		-	No		0000
602-495-9450-43030	Engineering Services									
002015003293 Total:										
77.67										
002015003294	11/04/2015	441.96	0.00	12/01/2015	2015.120 Eagle Point Blvd Street		-	No		0000
409-480-8000-43030	Engineering Services									
002015003294 Total:										
441.96										
002015003295	11/04/2015	16,622.37	0.00	12/01/2015	2015.120 Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
002015003295 Total:										
16,622.37										
TKDA Total:										
17,142.00										
TMOBILE T Mobile										
947226095	11/11/2015	21.34	0.00	12/01/2015	SCADA line		-	No		0000
601-494-9400-43210	Telephone									
947226095 Total:										
21.34										
TMOBILE Total:										
21.34										
VERIZON Verizon Wireless										
9755442610	11/10/2015	35.01	0.00	12/01/2015	Wireless charges		-	No		0000
101-420-2220-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	9755442610 Total:	35.01								
	VERIZON Total:	35.01								
<hr/>										
WASHLIB	Washington County Library	957.00	0.00	12/01/2015	Library Card Reimbursement		-	No		0000
	11/01/2015									
206-450-5300-44300	Miscellaneous	957.00								
	Total:	957.00								
	WASHLIB Total:	957.00								
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Whiteani	White Anita	25.00	0.00	12/01/2015	CC 11/17/2015		-	No		0000
Bonus	11/18/2015									
101-410-1450-43620	Cable Operations	25.00								
	Bonus Total:	25.00								
Cable	11/18/2015	55.00	0.00	12/01/2015	CC 11/17/2015		-	No		0000
101-410-1450-43620	Cable Operations	55.00								
	Cable Total:	55.00								
	Whiteani Total:	80.00								
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	Report Total:	69,555.35								

# Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 11/24/2015 - 12:00 PM

Batch: 009-11-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DELTA Delta Dental Of Minnesota										
6260135	11/15/2015	1,508.95	0.00	12/01/2015	December Premium		-			No 0000
101-000-0000-21706	Medical Insurance									
	6260135 Total:	1,508.95								
	DELTA Total:	1,508.95								
LEASSOC Lake Elmo Associates, LLP										
Dec 15	12/01/2015	2,461.00	0.00	12/01/2015	December Rental payment		-			No 0000
101-410-1940-44120	Rentals - Building									
	Dec 15 Total:	2,461.00								
	LEASSOC Total:	2,461.00								
RABOUIN RABOUIN, INC										
Dec	11/24/2015	2,500.00	0.00	12/01/2015	December monthly installment		-			No 0000
101-410-1320-43100	Assessing Services									
	Dec Total:	2,500.00								
	RABOUIN Total:	2,500.00								
	Report Total:	6,469.95								