



## MAYOR & COUNCIL COMMUNICATION

**DATE:** March 7, 2017  
**CONSENT**  
**ITEM #2**  
**MOTION**

**AGENDA ITEM:** Approve Disbursements in the amount of \$177,157.63

**SUBMITTED BY:** Brian Swanson, Finance Director

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Kristina Handt, City Administrator

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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:** \$177,157.63

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$177,157.63. 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.

Claim #	Amount	Description
ACH	\$ 14,123.37	Payroll Taxes to IRS & MN Dept of Revenue 3/2/17
ACH	\$ 7,772.79	Payroll Retirement to PERA 3/2/17
ACH	\$ 1,000.00	Payroll Retirement to MDCP 3/2/17
DD 7782-DD7829	\$ 34,907.68	Payroll (Direct Deposits) 3/2/17
45591-45671	\$ 119,353.79	Accounts Payable 3/7/17
<b>TOTAL</b>	<b>\$ 177,157.63</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 \$177,157.63.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: brian  
 Printed: 02/28/2017 - 3:14 PM  
 Batch: 011-02-2017

*K. Skala*

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
Lake Elmo Associates, LLP											
LEASSOC											
March 2017	03/01/2017	2,666.00	0.00	03/07/2017	March 2017 Rent		-			No	0000
101-410-1940-44120											
	March 2017 Total:	2,666.00									
	LEASSOC Total:	2,666.00									
Lake Elmo Associates, LLP Total:											
		2,666.00									
McCarthy Well Company											
MCCARTHY											
26971	02/15/2017	490.00	0.00	03/07/2017	Pump performance inspection - Wells #1&4		-			No	0000
601-494-9400-43150											
	Contract Services	490.00									
	26971 Total:	490.00									
	MCCARTHY Total:	490.00									
McCarthy Well Company Total:											
		490.00									
T Mobile											
TMOBILE											
947226095	02/11/2017	21.35	0.00	03/07/2017	February 11th Invoice - SCADA Line		-			No	0000
601-494-9400-43210											
	Telephone	21.35									
	947226095 Total:	21.35									
	TMOBILE Total:	21.35									
T Mobile Total:											
		21.35									
	Report Total:	3,177.35									

# Accounts Payable Computer Check Proof List

User: brian  
Printed: 02/28/2017 - 6:06 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:BLDGCNC 201501289	Building Concepts & Desig Rfnd Esc--2015-1289 - 9740 Whistling Vly Check Total:	5,000.00 5,000.00	03/07/2017	Check Sequence: 1 803-000-0000-22900	ACH Enabled: No
Vendor:GLCJPROP 2/6/17	GLCI Properties, LLC Refund Escrow - Halcyon Check Total:	7,715.60 7,715.60	03/07/2017	Check Sequence: 2 803-000-0000-22910	ACH Enabled: No
Vendor:ADVGR 196381 196390	Advanced Graphix, Inc. Truck equipment/parts Graphics Package - Unit CV2 Check Total:	442.50 220.00 662.50	03/07/2017 03/07/2017	Check Sequence: 3 101-430-3100-42210 410-480-8000-45500	ACH Enabled: No
Vendor:AMLEGAL 0114559	American Legal Publishing Corp Internet renewal - 3-3-17 to 3-3-18 Check Total:	495.00 495.00	03/07/2017	Check Sequence: 4 101-410-1320-43510	ACH Enabled: No
Vendor:APOLLO 2017-00107 2017-00107	Apollo Heating & Air Refund surcharge cancelled permit - 2017 Refund cancelled permit - 2017-107 Check Total:	1.00 60.00 61.00	03/07/2017 03/07/2017	Check Sequence: 5 101-000-0000-20801 101-000-0000-32210	ACH Enabled: No
Vendor:BJHAINES 8108 Hill	BJ Haines Tree removal - 8108 Hill Trail North Check Total:	200.00 200.00	03/07/2017	Check Sequence: 6 101-430-3120-43150	ACH Enabled: No
Vendor:NORTHTOO 4042069837 4042069837	Blue Tarp Financial Tools Tools and Equipment	74.90 38.96	03/07/2017 03/07/2017	Check Sequence: 7 101-450-5200-42400 601-494-9400-42400	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	113.86			
Vendor: BOLTONME 01999946	Bolton & Menk, Inc 1-94 Lift Station #1 and Sanitary Sewer Check Total:	7,801.02 7,801.02	03/07/2017	Check Sequence: 8 602-495-9450-43030	ACH Enabled: No
Vendor: CINTAS 754694612 754697344 754699556	Cintas Corporation #754 Uniforms Uniforms Cleaning and maintenance supplies Check Total:	159.59 143.22 104.90 407.71	03/07/2017 03/07/2017 03/07/2017	Check Sequence: 9 101-430-3100-44170 101-430-3100-44170 101-410-1940-44010	ACH Enabled: No
Vendor: CTYOAKDA 201702175567	City of Oakdale Tanker 1 - replace tires Check Total:	178.20 178.20	03/07/2017	Check Sequence: 10 101-420-2220-44040	ACH Enabled: No
Vendor: COMPASS 71607232	Compass Minerals Road Salt Check Total:	9,800.56 9,800.56	03/07/2017	Check Sequence: 11 101-430-3125-42290	ACH Enabled: No
Vendor: DELTA 6810235	Delta Dental Of Minnesota March 2017 Premium Check Total:	1,734.15 1,734.15	03/07/2017	Check Sequence: 12 101-000-0000-21707	ACH Enabled: No
Vendor: EMERGAPP 91175	Emergency Apparatus Maint. Inc Tanker 1 repairs Check Total:	3,784.83 3,784.83	03/07/2017	Check Sequence: 13 101-420-2220-44040	ACH Enabled: No
Vendor: EMERGAUT 25464	Emergency Automotive Tech, Inc Bracket, switches for new truck Check Total:	355.00 355.00	03/07/2017	Check Sequence: 14 101-430-3100-44040	ACH Enabled: No
Vendor: FASTENAL MNOAK17318 MNOAK17395	Fastenal Company Supplies Supplies Check Total:	2.46 6.35 8.81	03/07/2017 03/07/2017	Check Sequence: 15 101-430-3100-42150 101-430-3100-42150	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: FIELDSST 1933	Fields of St. Croix Mailbox Replacement - 4463 Lily Ave. N. Check Total:	200.00 200.00	03/07/2017	Check Sequence: 16 101-430-3125-42250	ACH Enabled: No
Vendor: FRANZ 0000161827	Franz Reprographics Inc Print head repairs - Plotter Check Total:	774.00 774.00	03/07/2017	Check Sequence: 17 101-420-2400-44040	ACH Enabled: No
Vendor: GREATAM 20181725	Great America Financial Copier Maintenance Check Total:	436.95 436.95	03/07/2017	Check Sequence: 18 101-410-1940-44040	ACH Enabled: No
Vendor: HDSUPPLY G765001 G780499	HD Supply Waterworks, Ltd. Water meters Water meters Check Total:	393.11 138.80 531.91	03/07/2017 03/07/2017	Check Sequence: 19 601-494-9400-42300 601-494-9400-42300	ACH Enabled: No
Vendor: INNOVAT IN1509041 IN1516336 IN1516336 IN1516336	Innovative Office Solutions Office Supplies Office Supplies Office Supplies Office Supplies Check Total:	11.38 131.43 92.61 3.49 238.91	03/07/2017 03/07/2017 03/07/2017 03/07/2017	Check Sequence: 20 101-410-1910-42000 101-410-1320-42000 101-410-1910-42000 101-420-2400-42000	ACH Enabled: No
Vendor: INTERSTA 1902701005061	Interstate All Battery Ctr Replacement batteries Check Total:	66.65 66.65	03/07/2017	Check Sequence: 21 101-420-2220-44040	ACH Enabled: No
Vendor: KENGRAVE 135827 135827 135827 135827 135827 135827 135827 135827 135827	Kennedy & Graven, Chartered Library Verizon Lease 3M Litigation Personnel Matters Zulegar v. City of Lake Elmo Danielson Property Condemnation The Royal Golf Inwood - V Legends Civil matters	232.50 77.50 1,886.37 5,295.68 185.00 703.00 2,816.50 347.50 53.75 5,562.78	03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017 03/07/2017	Check Sequence: 22 206-450-5300-43040 101-410-1320-43040 101-410-1320-43040 101-410-1320-43040 101-410-1320-43040 101-410-1320-43040 101-410-1320-43040 803-000-0000-22910 803-000-0000-22910 101-410-1320-43040	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	17,160.58			
Vendor: KERNPHIL 2/26/17	Phillip Kern City Council Goal Setting W/S - 1-31-17 Check Total:	1,200.00 1,200.00	03/07/2017	Check Sequence: 23 101-410-1110-44300	ACH Enabled: No
Vendor: KINGK 02132017	Kassidy King Cabler operations - 02-13-17 - 4 hours Check Total:	55.00 55.00	03/07/2017	Check Sequence: 24 101-410-1450-43620	ACH Enabled: No
Vendor: KREMER 0000048182 0000048182	Kremer Services, LLC Equipment and parts Repairs Check Total:	239.18 402.50 641.68	03/07/2017 03/07/2017	Check Sequence: 25 101-430-3100-42210 101-430-3100-44040	ACH Enabled: No
Vendor: Landscap LEMOTO #28 Task Order #32	Landscape Architecture, Inc Savona Task Order #28 - Payment #3 Royal Golf Task Order #32 Check Total:	200.00 475.00 675.00	03/07/2017 03/07/2017	Check Sequence: 26 803-000-0000-22910 803-000-0000-22910	ACH Enabled: No
Vendor: LMCIT	League of MN Cities Ins. Trust			Check Sequence: 27	ACH Enabled: No
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	1,150.31	03/07/2017	603-496-9500-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	793.65	03/07/2017	101-420-2400-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	14,989.65	03/07/2017	101-430-3100-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	3,955.59	03/07/2017	101-450-5200-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	3,979.62	03/07/2017	601-494-9400-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	2,004.34	03/07/2017	602-495-9450-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	67.37	03/07/2017	101-410-1110-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	692.50	03/07/2017	101-410-1320-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	16,686.53	03/07/2017	101-420-2220-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	657.77	03/07/2017	101-410-1910-41510	
10002726	Workers Comp. Rnwl - 1-16-17 to 1-16-18	314.67	03/07/2017	101-410-1520-41510	
	Check Total:	45,292.00			
Vendor: LTLFALLS 00059947	Little Falls Machine, Inc Streets - Equip. and Parts Check Total:	838.52 838.52	03/07/2017	Check Sequence: 28 101-430-3120-42210	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: MENARDSO	Menards - Oakdale				
24182	Bldg Maintenance/Repair	33.61	03/07/2017	Check Sequence: 29 101-430-3100-44010	ACH Enabled: No
24217	Tools and equipment	119.57	03/07/2017	601-494-9400-42400	
24217	Protective equipment	15.92	03/07/2017	101-430-3100-44375	
24359	Shop Materials	24.02	03/07/2017	101-430-3100-42150	
	Check Total:	193.12			
Vendor: MENARDST	Menards - Stillwater				
02766	Station #2 restocking	56.41	03/07/2017	Check Sequence: 30 101-420-2220-44010	ACH Enabled: No
02766	T2 Bulbs	7.98	03/07/2017	101-420-2220-44040	
	Check Total:	64.39			
Vendor: MDH	Minnesota Department of Health				
2/28/17	Operator School - Rob Weldon	275.00	03/07/2017	Check Sequence: 31 601-494-9400-44370	ACH Enabled: No
2/28/17	Operator School - Rob Weldon	225.00	03/07/2017	601-494-9400-44370	
	Check Total:	500.00			
Vendor: MOVIE	MOVIE LICENSING USA				
2301378	Copyright compliance license	289.00	03/07/2017	Check Sequence: 32 206-450-5300-44330	ACH Enabled: No
	Check Total:	289.00			
Vendor: OAKDRC	Oakdale Rental Center				
116500	Propane	70.99	03/07/2017	Check Sequence: 33 101-430-3100-42120	ACH Enabled: No
	Check Total:	70.99			
Vendor: PLUNKETT	Plunkett's Pest Control Inc				
5618483	Pest Control - Quarterly	128.55	03/07/2017	Check Sequence: 34 101-430-3100-44010	ACH Enabled: No
	Check Total:	128.55			
Vendor: RITCHEY	Tom Ritchie				
02142017	Cable Operations - 02-14-17 - 4 hours	55.00	03/07/2017	Check Sequence: 35 101-410-1450-43620	ACH Enabled: No
	Check Total:	55.00			
Vendor: SAFEFAST	Safe-Fast, Inc.				
INV180176	First Aid Stations	155.36	03/07/2017	Check Sequence: 36 101-430-3100-44375	ACH Enabled: No
	Check Total:	155.36			
Vendor: SCHLONKA	Schlomka Services LLC				
19538	Pump Holding Tanks- 3445 Ideal Ave.	245.00	03/07/2017	Check Sequence: 37 101-430-3100-44010	ACH Enabled: No



Invoice No Description Amount Payment Date Acct Number Reference

Check Total: 245.00

Vendor: SELECTAC  
009811  
SelectAccount  
Participant fee - 1-1-17 to 2-28-17  
Check Total: 25.32  
Check Sequence: 38  
101-410-1520-43150  
ACH Enabled: No

Vendor: SPRINT  
761950227-167  
761950227-167  
761950227-167  
761950227-167  
761950227-167  
761950227-167  
Sprint  
Cell phone service - Administration  
Cell phone service - Fire Dept.  
Cell phone service - Building Dept.  
Cell phone service - Public Works Dept.  
Cell phone service - Planning Dept.  
Cell phone service - Parks Dept.  
Check Total: 720.83  
Check Sequence: 39  
101-410-1320-43210  
101-420-2220-43210  
101-420-2400-43210  
101-430-3100-43210  
101-410-1910-43210  
101-450-5200-43210  
ACH Enabled: No

Vendor: STATE OF  
8207500132016M8  
State of MN Dept of Public  
Hazardous Chemical Inventory Fee  
Check Total: 25.00  
Check Sequence: 40  
101-430-3100-42120  
ACH Enabled: No

Vendor: TENNISRO  
1780839  
Tennis Roll Off, LLC  
Waste Removal - Public Works  
Check Total: 419.78  
Check Sequence: 41  
101-430-3100-43840  
ACH Enabled: No

Vendor: TRKUTI  
0320224  
Truck Utilities Inc.  
Parts  
Check Total: 21.40  
Check Sequence: 42  
101-430-3120-42210  
ACH Enabled: No

Vendor: TWINGAR  
478006  
Twin City Garage Door Corp.  
Repairs/Maintenance  
Check Total: 600.00  
Check Sequence: 43  
101-430-3100-44010  
ACH Enabled: No

Vendor: WAS-PH  
MINS000147074  
Washington County  
Hazardous waste disposal  
Check Total: 149.00  
Check Sequence: 44  
601-494-9400-44300  
ACH Enabled: No

Vendor: WASHITAX  
113254  
Washington County  
2017 Election Equip. Maint. Fees  
Check Sequence: 45  
101-410-1410-45800  
ACH Enabled: No

Invoice No Description Amount Payment Date Acct Number Reference

Check Total: 1,660.00

Vendor: Whiteani Anita White  
 Cable operations - 2-21-17 - 4 hours 55.00 03/07/2017 Check Sequence: 46  
 02212017 Check Total: 55.00 101-410-1450-43620 ACH Enabled: No

Vendor: XCEL Xcel Energy  
 3537 Lake Elmo Ave. - Library 597.77 03/07/2017 Check Sequence: 47  
 3080 Lisbon Ave. - New Lift Station 251.75 03/07/2017 206-450-5300-43810 ACH Enabled: No  
 802 Keats Ave. - Pumphouse 169.73 03/07/2017 602-495-9450-43810  
 10000 Stillwater Ln N. - Sunfish Pk Gate 14.27 03/07/2017 601-494-9400-43810  
 11009 Stillwater Blvd - Traffic Lights 50.37 03/07/2017 101-450-5200-43810  
 11157 Stillwater Blvd - Traffic Lights 38.71 03/07/2017 101-430-3160-43810  
 11210 50th St. - Pumphouse 1,431.81 03/07/2017 101-430-3160-43810  
 998 Inwood - Traffic Lights 41.83 03/07/2017 601-494-9400-43810  
 3585 Laverne - Arts Center 155.79 03/07/2017 101-430-3160-43810  
 11062 34th Street - Lift Station 21.41 03/07/2017 602-495-9450-43810  
 2759 Legion Ave. - Lift Station 18.43 03/07/2017 602-495-9450-43810  
 3510 Laverne - Fire Station 1 564.78 03/07/2017 101-420-2220-43810  
 3511 Laverne - Legion Park 378.52 03/07/2017 101-420-2220-43810  
 11915 Stillwater Blvd. - Traffic Lights 29.43 03/07/2017 101-450-5200-43810  
 3445 Ideal Ave. - Water Tower 2 193.05 03/07/2017 101-430-3160-43810  
 10901 Stillwater Blvd. -Speed Sign Hwy 5 12.97 03/07/2017 601-494-9400-43810  
 3014 Janney - Street Lights 28.39 03/07/2017 101-430-3160-43810  
 4259 Janatica - Fire Station 2 979.30 03/07/2017 101-420-2220-43810  
 3510 Laverne - Tennis Courts 11.74 03/07/2017 101-450-5200-43810  
 11194 Upper 33rd - Parks Bldg. 133.97 03/07/2017 101-450-5200-43810  
 8170 Lake Jane Tr. - Pebble Park 23.45 03/07/2017 101-450-5200-43810  
 Check Total: 5,147.47

Vendor: YALEMECH Yale Mechanical  
 175047 Maintenance 460.75 03/07/2017 Check Sequence: 48  
 177883 Building repairs 1,820.25 03/07/2017 101-420-2220-44010 ACH Enabled: No  
 Check Total: 2,281.00 101-420-2220-44010

Vendor: ZACK Zack's, Inc.  
 31774 Water meter supplies 28.44 03/07/2017 Check Sequence: 49  
 31774 Sewer maintenance supplies 39.48 03/07/2017 601-494-9400-42300 ACH Enabled: No  
 31774 Tools 48.47 03/07/2017 602-495-9450-42270  
 31774 Delivery surcharge 1.75 03/07/2017 101-430-3100-42400  
 101-430-3100-42400

Invoice No

Description

Amount Payment Date Acct Number

Reference

Check Total:

118.14

Total for Check Run:

119,353.79

Total Number of Checks:

49