



MAYOR AND COUNCIL COMMUNICATION

DATE: 03/05/2013

CONSENT

ITEM #: 5

MOTION Consent Agenda

AGENDA ITEM: Approve Disbursements in the Amount of \$160,571.48

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 \$160,571.48. 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	\$ 9,916.97	Payroll Taxes to IRS & MN Dept of Revenue 2/21/13
ACH	\$ 5,555.73	Payroll Retirement to PERA 2/21/13
DD4442 – DD4464	\$ 26,682.85	Payroll Dated 2/21/13 (Direct Deposit)
1870-1883	\$ 840.00	Library Card Reimbursements 3/5/13
39595	\$ 7,604.20	Manual Check 2/19
39596-39597	\$ 464.59	Accounts Payable 3/5/13 (2012 expense)
39598-39648	\$ 109,507.14	Accounts Payable 3/5/13 (2013 expense)
TOTAL	\$ 160,571.48	

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 \$160,571.48.

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 5, 2013, Disbursements as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 3/5/13

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