

STAFF REPORT

DATE: May 1, 2018
CONSENT

TO: Mayor and City Council
FROM: Amy La Belle, Accountant
AGENDA ITEM: Payments & Disbursements
REVIEWED BY: Kristina Handt, City Administrator

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.

FISCAL IMPACT:

Claim #	Amount	Description
ACH	\$ 69,461.29	Payroll 04/26/18
47299 -	\$ 211,300.38	Accounts Payable 05/01/18
TOTAL	\$ 280,761.67	

RECOMMENDATION:

If removed from the consent agenda, the recommended motion is as follows:

“Motion to approve the aforementioned disbursements in the amount of \$ 280,761.67.”

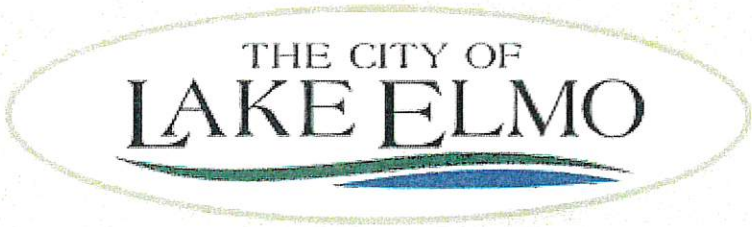
ATTACHMENTS:

1. Accounts Payable – check register

Accounts Payable

Computer Check Register

User: AmyLabelle
Printed: 04/19/2018 - 11:13AM
Batch: 00018.04.2018 - Payroll AP 041218
Bank Account: APPR

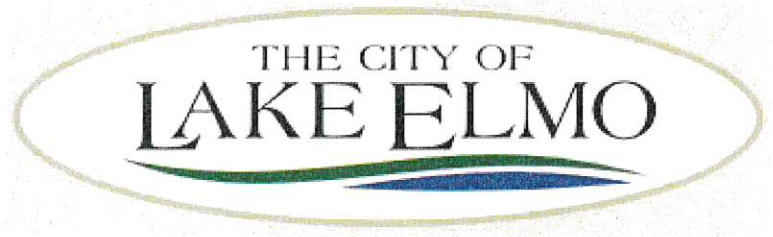


Check	Vendor No	Vendor Name	Date	Invoice No	amount
47299	CENTRALP	Central Pension Fund	4/17/2018	20180412	420.00
Check 47299 Total:					420.00
Report Total:					420.00

Accounts Payable

Computer Check Register

User: AmyLabelle
Printed: 04/25/2018 - 12:16PM
Batch: 00019.04.2018 - Payroll AP 042618
Bank Account: APPR



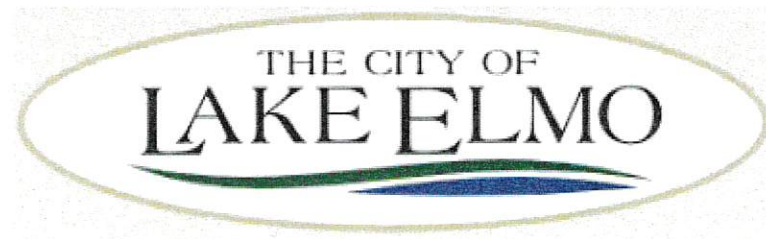
Check	Vendor No	Vendor Name	Date	Invoice No	amount
47300	CENTRALP	Central Pension Fund	5/1/2018	20180426	479.63
Check 47300 Total:					479.63
Report Total:					479.63

K. Hunt

Accounts Payable

Computer Check Proof List by Vendor

User: AmyLabelle
 Printed: 04/26/2018 - 3:02PM
 Batch: 00020.04.2018 - AP 050118



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: AMFLAG	American Flagpole & Flag Corp			Check Sequence: 1	ACH Enabled: False
138632	US & POW Flags	380.55	05/01/2018	101-450-5200-42150	
138632	US & POW Flags	380.55	05/01/2018	101-410-1940-42230	
138878	Replacement Flags	99.80	05/01/2018	101-420-2220-44010	
	Check Total:	860.90			
Vendor: BECKERE	Emily Becker			Check Sequence: 2	ACH Enabled: False
20180412	Reimbursement - Coffee for Comp Plan Open H	54.47	05/01/2018	101-410-1910-43020	
20180412	Reimbursement - Water for Comp Plan Open Ho	21.49	05/01/2018	101-410-1910-43020	
20180412	Reimbursement - 2018 Urban Land Institute Mei	170.00	05/01/2018	101-410-1910-44330	
	Check Total:	245.96			
Vendor: BOLTONM	Bolton & Menk, Inc			Check Sequence: 3	ACH Enabled: False
0216005	2018 Street Project 2017.156	17,671.00	05/01/2018	409-480-8000-43150	
0216006	I-94 Lift Station Project 2016.134	1,659.00	05/01/2018	602-495-9450-43150	
0216007	Royal Golf I	2,142.00	05/01/2018	803-000-0000-22910	
	Check Total:	21,472.00			
Vendor: BOYER	Boyer Trucks			Check Sequence: 4	ACH Enabled: False
1223141	Accelerator pedal repair 86-1	42.44	05/01/2018	101-430-3100-44040	
	Check Total:	42.44			
Vendor: CENCOLL	Century College			Check Sequence: 5	ACH Enabled: False
670062	FF CEU Program	688.75	05/01/2018	101-420-2220-44370	
	Check Total:	688.75			
Vendor: AMDAHL	Chris Amdahl Locksmith, Inc			Check Sequence: 6	ACH Enabled: False
14663	Stations 1 & 2 - rekey & combo change	439.00	05/01/2018	101-420-2220-44010	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	439.00			
Vendor: CINTAS	Cintas Corporation #754			Check Sequence: 7	ACH Enabled: False
4005082193	Uniforms	146.01	04/16/2018	101-430-3100-44170	
4005082193	Rugs/Soap/Rags	26.90	04/16/2018	101-430-3100-42150	
	Check Total:	172.91			
Vendor: CTYOAKI	City of Oakdale			Check Sequence: 8	ACH Enabled: False
26067	Ladder side rail	75.00	05/01/2018	101-420-2220-44040	
26068	Ignition wiring - Ranger	121.43	05/01/2018	101-420-2220-44040	
	Check Total:	196.43			
Vendor: CTYROSE	City of Roseville			Check Sequence: 9	ACH Enabled: False
224450	Monthly IT Service - April 2018	5,748.00	05/01/2018	101-410-1450-43180	
224480	Monthly Telephone Svs - April 2018	96.72	05/01/2018	101-410-1320-43210	
224480	Monthly Telephone Svs - April 2018	48.36	05/01/2018	101-410-1520-43210	
224480	Monthly Telephone Svs - April 2018	48.36	05/01/2018	101-410-1910-43210	
224480	Monthly Telephone Svs - April 2018	24.18	05/01/2018	101-410-1940-43210	
224480	Monthly Telephone Svs - April 2018	48.36	05/01/2018	101-420-2100-43210	
224480	Monthly Telephone Svs - April 2018	72.53	05/01/2018	101-420-2400-43210	
224480	Monthly Telephone Svs - April 2018	145.08	05/01/2018	101-430-3100-43210	
	Check Total:	6,231.59			
Vendor: CTYSTPAI	City of St. Paul			Check Sequence: 10	ACH Enabled: False
28024	Asphalt	719.51	05/01/2018	101-430-3100-42240	
	Check Total:	719.51			
Vendor: COMPASS	Compass Minerals			Check Sequence: 11	ACH Enabled: False
248589	Road Salt - regular	13,373.95	05/01/2018	101-430-3100-42290	
	Check Total:	13,373.95			
Vendor: DELTA	Delta Dental Of Minnesota			Check Sequence: 12	ACH Enabled: False
7258801	April 2018 Premium	1,075.05	05/01/2018	101-000-0000-21706	
	Check Total:	1,075.05			
Vendor: EARLANE	Earl F. Andersen, Inc.			Check Sequence: 13	ACH Enabled: False
117940	Misc repair parts	275.45	05/01/2018	101-430-3100-42210	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	275.45			
Vendor: FILLA	Neal & Lisa Filla			Check Sequence: 14	ACH Enabled: False
20180420	2018 Stormwater Assesement Refund	393.47	05/01/2018	603-000-0000-37100	
	Check Total:	393.47			
Vendor: FROFSUN	Friends of LE Sunfish Lake Prk			Check Sequence: 15	ACH Enabled: False
20180423	Siding, soffit, fascia - JG Hause	9,000.00	05/01/2018	803-000-0000-22920	
20180423	Heating & AC - Trane Co.	4,812.00	05/01/2018	803-000-0000-22920	
	Check Total:	13,812.00			
Vendor: GFOA	Gov. Finance Officers Assn			Check Sequence: 16	ACH Enabled: False
20180425	2018 Membership Dues - SI	170.00	05/01/2018	101-410-1520-44330	
	Check Total:	170.00			
Vendor: GRAINGE	Grainger			Check Sequence: 17	ACH Enabled: False
9747745983	Replacement eye wash bottles	11.38	05/01/2018	101-420-2220-44010	
	Check Total:	11.38			
Vendor: GRAPHIC	Graphic Resources Inc			Check Sequence: 18	ACH Enabled: False
61641	Comprehensive Plan Open House Mailer	808.00	05/01/2018	101-410-1910-43020	
	Check Total:	808.00			
Vendor: GREATAM	Great America Financial			Check Sequence: 19	ACH Enabled: False
22497670	Sharp MX-5141N Maint Mar 2018	812.28	05/01/2018	101-410-1940-44040	
22497671	Sharp MX-5070N Maint Mar 2018	365.58	05/01/2018	101-410-1940-44040	
	Check Total:	1,177.86			
Vendor: HAWKINS	Hawkins, Inc.			Check Sequence: 20	ACH Enabled: False
4253816	Chlorine	25.00	05/01/2018	601-494-9400-42160	
	Check Total:	25.00			
Vendor: HLTHPAR	HeathPartners			Check Sequence: 21	ACH Enabled: False
900004127	Annual Physical	264.00	05/01/2018	101-420-2220-43050	
900005430	Health Screening	223.00	05/01/2018	101-450-5200-44300	
900005430	Health Screening	31.00	05/01/2018	101-410-1520-44300	
900005430	Random Draw	80.00	05/01/2018	101-450-5200-44300	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	598.00			
Vendor: HOLIDAY	Holiday Credit Office			Check Sequence: 22	ACH Enabled: False
20170415	Fuel	74.22	05/01/2018	101-420-2220-42120	
	Check Total:	74.22			
Vendor: INNOVAT	Innovative Office Solutions			Check Sequence: 23	ACH Enabled: False
IN1998997	Office Supplies	134.05	05/01/2018	101-410-1320-42000	
IN1998997	Office Supplies	35.68	05/01/2018	101-420-2400-42000	
IN2009848	Office Supplies	45.18	05/01/2018	101-410-1910-42000	
IN2012286	Office Supplies	120.30	05/01/2018	101-410-1320-42000	
	Check Total:	335.21			
Vendor: IUOEDUE	IUOE Local 49			Check Sequence: 24	ACH Enabled: False
20180410	Union Dues - March 2018	241.50	05/01/2018	101-000-0000-21712	
	Check Total:	241.50			
Vendor: JEFFER	Jefferson Fire & Safety Inc			Check Sequence: 25	ACH Enabled: False
247189	6 Ballistic Vests	3,117.00	05/01/2018	101-420-2220-42400	
	Check Total:	3,117.00			
Vendor: JOHNSON	Johnson & Turner Attorneys			Check Sequence: 26	ACH Enabled: False
70686	Prosecution Svs March 2018	3,500.00	05/01/2018	101-420-2150-43045	
	Check Total:	3,500.00			
Vendor: kathfuel	Kath Fuel Oil Service Co			Check Sequence: 27	ACH Enabled: False
621394	def	438.00	05/01/2018	101-430-3100-42120	
621541	Diesel Fuel	2,121.60	05/01/2018	101-430-3100-42120	
621542	Unleaded Fuel	733.91	05/01/2018	101-430-3100-42120	
	Check Total:	3,293.51			
Vendor: KENGRAV	Kennedy & Graven, Chartered			Check Sequence: 28	ACH Enabled: False
142429	General matters	2,515.12	05/01/2018	101-410-1320-43040	
142429	3M litigation	6,803.50	05/01/2018	601-494-9400-43040	
142429	Haz Bldg - 9240 31st Street	157.25	05/01/2018	101-410-1320-43040	
142429	Personnel matters	38.75	05/01/2018	101-410-1320-43040	
142429	Wildflower 2nd	441.50	05/01/2018	803-000-0000-22910	
142429	Hidden Meadows 2nd	870.75	05/01/2018	803-000-0000-22910	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
142429	Lake Elmo Inn Assessment Appeal	3,931.00	05/01/2018	101-410-1320-43040	
142429	Purchase of 3880 Laverne Ave N	415.00	05/01/2018	101-000-0000-11805	
142429	Hammes 3rd	53.75	05/01/2018	803-000-0000-22910	
142429	Wildflower 3rd	161.72	05/01/2018	803-000-0000-22910	
	Check Total:	15,388.34			
Vendor: KODIAK	Kodiak Power Systems			Check Sequence: 29	ACH Enabled: False
KPS0194	Portable Generator Repairs	805.74	05/01/2018	601-494-9400-44040	
	Check Total:	805.74			
Vendor: KWIK	Kwik Trip Inc			Check Sequence: 30	ACH Enabled: False
20180420	Fuel	187.16	05/01/2018	101-420-2220-42120	
	Check Total:	187.16			
Vendor: LEAGMN	League of MN Cities			Check Sequence: 31	ACH Enabled: False
271057	Safety & Loss Control Wkshp - JC	20.00	05/01/2018	101-450-5200-44370	
271599	2018 Annual LMC Conf	400.00	05/01/2018	101-410-1320-44370	
	Check Total:	420.00			
Vendor: LEOADAL	Leo A Daly			Check Sequence: 32	ACH Enabled: False
023-10262-0003	City Hall Site Study	237.50	05/01/2018	101-000-0000-11805	
	Check Total:	237.50			
Vendor: MALMQN	Noah Malmquist			Check Sequence: 33	ACH Enabled: False
20180322	Reimbursement - Duluth Officer School Hotel	438.44	05/01/2018	101-420-2220-44370	
20180322	Reimbursement - Duluth Officer School Mileage	171.13	05/01/2018	101-420-2220-44370	
	Check Total:	609.57			
Vendor: MARONE	Maroney's Sanitation, Inc			Check Sequence: 34	ACH Enabled: False
723702	Trash Service - City Hall 0301-0331	127.48	05/01/2018	101-410-1940-43840	
723702	Trash Service - Fire Station 0301-0331	53.30	05/01/2018	101-420-2220-43840	
723702	Trash Service - Parks Bldg/Storage 0301-0331	232.22	05/01/2018	101-450-5200-43840	
723702	Trash Service - Public Works 0301-0331	242.60	05/01/2018	101-430-3100-43840	
	Check Total:	655.60			
Vendor: MCCUNEI	Rochelle McCune			Check Sequence: 35	ACH Enabled: False
20180411	2018 Stormwater Assessment Refund	80.00	05/01/2018	603-000-0000-37100	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	80.00			
Vendor: MENARD	Menards - Oakdale			Check Sequence: 36	ACH Enabled: False
52381	Shop operating supplies	61.90	05/01/2018	101-430-3100-42150	
52381	Park maint supplies	43.91	05/01/2018	101-450-5200-42210	
52522	Paint & Supplies - Station 1	26.96	05/01/2018	101-420-2220-44010	
53097	Repair shoreland plug - Station 2	5.99	05/01/2018	101-420-2220-44010	
53097	Rehab supplies	14.91	05/01/2018	101-420-2220-44010	
	Check Total:	153.67			
Vendor: MILLERE	Miller Excavating, Inc.			Check Sequence: 37	ACH Enabled: False
24513	Watermain break 123017 30th Street	4,827.90	05/01/2018	409-480-8000-45300	
24592	Watermain break 012218 - 11415 30th Street	6,061.62	05/01/2018	409-480-8000-45300	
	Check Total:	10,889.52			
Vendor: MNGFOA	Minnesota GFOA			Check Sequence: 38	ACH Enabled: False
20180425	2018 MNGFOA Dues - SI	50.00	05/01/2018	101-410-1520-44330	
	Check Total:	50.00			
Vendor: MOENINC	Brooks Moening			Check Sequence: 39	ACH Enabled: False
20180412	Refund Escrow-VAR 8728 Demontreville Trl	500.00	05/01/2018	803-000-0000-22910	
	Check Total:	500.00			
Vendor: MES	Municipal Emergency Svs. Inc.			Check Sequence: 40	ACH Enabled: False
1192631	Wildland turnout gear suspenders	358.87	05/01/2018	101-420-2220-42400	
1214907	Wildland turnout gear	6,653.92	05/01/2018	101-420-2220-42400	
1219381	Calibration gases for gas monitors	821.54	05/01/2018	101-420-2220-44040	
	Check Total:	7,834.33			
Vendor: NEWMAN	Newman Signs, Inc.			Check Sequence: 41	ACH Enabled: False
TRFINV000803	Weight Restriction Signs	415.49	05/01/2018	101-430-3100-42260	
	Check Total:	415.49			
Vendor: NORTHL	Northland Trust Services			Check Sequence: 42	ACH Enabled: False
LKEL09A	2009A GO Bond - Interest 06/01	3,563.75	05/01/2018	601-494-9400-46110	
LKEL09A	2009A GO Bond - Fiscal Agent Fee 06/01	495.00	05/01/2018	601-494-9400-46200	
LKEL12A	2012A GO Bond - Interest 06/01	39,171.88	05/01/2018	601-494-9400-46110	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	43,230.63			
Vendor: OAKDRC 125147	Oakdale Rental Center LP for asphalt trailer	66.30	04/16/2018	Check Sequence: 43 101-430-3100-42120	ACH Enabled: False
	Check Total:	66.30			
Vendor: POMPS 980046977	Pomp's Tire Service, Inc. Tire repair 86-1	170.00	05/01/2018	Check Sequence: 44 101-430-3100-44040	ACH Enabled: False
	Check Total:	170.00			
Vendor: RDO W44498	RDO Equipment Co. Hyd Repair Loader Wing	636.23	05/01/2018	Check Sequence: 45 101-430-3100-44040	ACH Enabled: False
	Check Total:	636.23			
Vendor: RITCHIET 20180423 20180423	Ricci Media Group LLC. Cable Oper - Planning 040918 Cable Oper - Parks Comm 041618	55.00 55.00	05/01/2018 05/01/2018	Check Sequence: 46 101-410-1450-43620 101-410-1450-43620	ACH Enabled: False
	Check Total:	110.00			
Vendor: RIVRCOO 20180331	River Country Cooperative Fuel	545.97	05/01/2018	Check Sequence: 47 101-420-2220-42120	ACH Enabled: False
	Check Total:	545.97			
Vendor: SABRE 20180326	Sabre Plumbing, Heating & A/C Refund - Replacement water mtr fee	360.50	05/01/2018	Check Sequence: 48 601-000-0000-37170	ACH Enabled: False
	Check Total:	360.50			
Vendor: SEH 348152 348288	Short Elliott Hendrickson, Inc Inwood Water Tower Project 2015.130 OV Phase 4 Project 2017.157	172.00 26,375.60	05/01/2018 04/16/2018	Check Sequence: 49 601-494-9400-43030 409-480-8000-43150	ACH Enabled: False
	Check Total:	26,547.60			
Vendor: STPAULTI 20180410	St. Paul Trailer Sales Asphalt Roller Trailer	3,760.00	05/01/2018	Check Sequence: 50 101-430-3100-45500	ACH Enabled: False
	Check Total:	3,760.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: STILLSCH 1718-2974	Stillwater Area Public Schools 2040 Comprehensive Plan Project	164.50	05/01/2018	Check Sequence: 51 101-410-1910-43020	ACH Enabled: False
	Check Total:	164.50			
Vendor: SHC 609	Swanson Haskamp Consulting 2040 Comprehensive Plan Project	6,907.50	05/01/2018	Check Sequence: 52 101-410-1910-43020	ACH Enabled: False
	Check Total:	6,907.50			
Vendor: TASCH 62643	T.A. Schifsky & Sons Inc Cold Mix	383.64	05/01/2018	Check Sequence: 53 601-494-9400-42210	ACH Enabled: False
	Check Total:	383.64			
Vendor: TDS 20180413 20180413 20180413 20180413	TDS Metrocom - LLC Analog Lines - Fire 0413-0512 Analog Lines - Public Works 0413-0512 Analog Lines - Lift Station Alarms 0413-0512 Analog Lines - Well House #2 0413-0512	127.68 207.40 103.14 51.57	05/01/2018 05/01/2018 05/01/2018 05/01/2018	Check Sequence: 54 101-420-2220-43210 101-430-3100-43210 602-495-9450-43210 601-494-9400-43210	ACH Enabled: False
	Check Total:	489.79			
Vendor: TELEMET 107238	Telemetry & Process Controls Remote Log-in Access 11/2017-02/2019	66.00	05/01/2018	Check Sequence: 55 601-494-9400-43150	ACH Enabled: False
	Check Total:	66.00			
Vendor: VERIZON 9805197490	Verizon Wireless Air Card for tablet 0311-0410	35.01	05/01/2018	Check Sequence: 56 101-420-2220-43210	ACH Enabled: False
	Check Total:	35.01			
Vendor: VOELLER 51604	Jim Voeller Mailbox repair	8.11	05/01/2018	Check Sequence: 57 101-430-3100-42240	ACH Enabled: False
	Check Total:	8.11			
Vendor: WASHPRT 20180316 20180316 20180316 20180316	Washington County Property Taxes and Special Assessments Special Assessments Property Taxes Special Assessments Property Taxes	2,854.30 6,868.20 367.05 46.00	05/01/2018 05/01/2018 05/01/2018 05/01/2018	Check Sequence: 58 404-480-8000-44300 409-480-8000-44300 601-494-9400-44300 603-496-9500-44300	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Check Total:		10,135.55			
Vendor: WATERCC	Water Conservation Svs Inc.			Check Sequence: 59	ACH Enabled: False
8151	Watermain break 123017 - 11377 30th Street	361.58	05/01/2018	409-480-8000-45300	
8246	Watermain break 1011718 30th Street	288.73	05/01/2018	409-480-8000-45300	
8508	Watermain break 2988 Legion Ave N	424.08	05/01/2018	601-494-9400-44030	
Check Total:		1,074.39			
Vendor: Whiteani	Anita White			Check Sequence: 60	ACH Enabled: False
20180423	Cable Oper - CC Wkshp 041018	55.00	05/01/2018	101-410-1450-43620	
20180423	Cable Oper - HR Comm 041118	55.00	05/01/2018	101-410-1450-43620	
20180423	Cable Oper - City Council 041718	55.00	05/01/2018	101-410-1450-43620	
Check Total:		165.00			
Vendor: WHITEJA:	Jason White			Check Sequence: 61	ACH Enabled: False
20180423	Cable Oper - CC Wkshp Training 041018	55.00	05/01/2018	101-410-1450-43620	
20180423	Cable Oper - Training 041618	55.00	05/01/2018	101-410-1450-43620	
20180423	Cable Oper - Training 041718	55.00	05/01/2018	101-410-1450-43620	
Check Total:		165.00			
Vendor: WITTER	Nicholas Witter			Check Sequence: 62	ACH Enabled: False
20180424	Reimbursement - Smoke & CO detectors Safe H	283.80	05/01/2018	101-420-2220-42090	
Check Total:		283.80			
Vendor: XCEL	Xcel Energy			Check Sequence: 63	ACH Enabled: False
588899326	Lift Station	415.64	05/01/2018	602-495-9450-43810	
588965898	Parks Building	276.78	05/01/2018	101-450-5200-43810	
588969151	Lift Station	16.30	05/01/2018	602-495-9450-43810	
588973490	Lift Station	17.34	05/01/2018	602-495-9450-43810	
588991451	Water Tower 2	168.29	05/01/2018	601-494-9400-43810	
589009043	Pumphouse	1,469.01	05/01/2018	601-494-9400-43810	
589009147	Pumphouse	141.13	05/01/2018	601-494-9400-43810	
589022168	Traffic Lights	35.72	05/01/2018	101-430-3100-43810	
589033383	Traffic Lights	44.15	05/01/2018	101-430-3100-43810	
589039151	Traffic Lights	53.91	05/01/2018	101-430-3100-43810	
589049468	Water Tower 3	396.11	05/01/2018	601-494-9400-43810	
589052181	Fire Station # 1	482.84	05/01/2018	101-420-2220-43810	
Check Total:		3,517.22			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	210,400.75			
	Total of Number of Checks:	63			