



MEMORANDUM

**DATE:** May 8, 2023

**TO:** Honorable Mayor and City Councilmembers  
Dave Perrault, City Administrator

**FROM:** Gayle Bauman, Finance Director  
Pang Silseth, Accounting Analyst

**SUBJECT:** Claims and Payroll Listing

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

**Council Should Consider**

Motion to approve, table or deny the following:

- Claims and Payroll Listing

*All items need a simple majority for action unless otherwise noted.*

**Background**

Payroll is processed biweekly and accounts payable is processed weekly.

**Budget Impact**

N/A

**Attachments**

2023 Payroll #9	\$99,796.33
<b>Total Payroll</b>	<b>\$99,796.33</b>
Paid Claims - 04/15/2023-05/01/2023 (Check Nos. 51739 -51762 and ACH Checks)	\$82,556.10
<b>Total Accounts Payable</b>	<b>\$82,556.10</b>
<b>Total Claims</b>	<b>\$182,352.43</b>

**CITY OF ARDEN HILLS**

**PAYROLL # 9**

**CHECKS DATED: 04/28/23**

**Biweekly: 04/08/23 - 04/21/23**

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	7,813.68		EFT
FICA Oasdi	5,096.20	5,096.20	EFT
FICA Medicare	1,191.87	1,191.87	EFT
SIT	3,376.76		EFT
<b>TOTAL TAXES</b>	<b>17,478.51</b>	<b>6,288.07</b>	
Health Premium	2,144.47	1,111.33	A/P Check*
Dental Premium	124.48	52.66	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
<b>TOTAL FLEXIBLE SPENDING</b>	<b>2,268.95</b>	<b>1,163.99</b>	
HSA Health Saving	1,286.44	125.00	EFT
<b>TOTAL HEALTH SAVINGS</b>	<b>1,286.44</b>	<b>125.00</b>	
PERA	5,188.28	5,986.48	EFT
ICMA	3,133.02	447.42	EFT
Central Pension Fund-Union	1,536.00		A/P Check*
MN State Retirement System	1,305.79		EFT
<b>TOTAL RETIREMENT</b>	<b>11,163.09</b>	<b>6,433.90</b>	
AFLAC	22.76		EFT
Life/Addl/Dep Life	47.59	0.00	A/P Check*
Life/Addl non-tax	10.60		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	32.00		A/P Check*
IUOE 49 Dues (Union)	140.00		A/P Check*
UNUM	19.51		A/P Check*
<b>TOTAL VOLUNTARY</b>	<b>272.46</b>	<b>0.00</b>	
Total Employee Deductions	32,469.45		
Net Payroll	0.00		
Direct Deposit	53,315.92		EFT
Gross Payroll Tie-Out	85,785.37		
Plus City Paid Benefit	14,010.96		
<b>TOTAL PAYROLL COST</b>	<b>99,796.33</b>		

<b>FICA TIE-OUT</b>	
Gross Payroll	85,785.37
Less Total FSA	2,268.95
Less Total H.SA	1,286.44
Less Voluntary Ins	33.36
Net P/R Subject to FICA	82,196.62
FICA Oasdi @ 6.20%	5,096.20
FICA Medicare @ 1.45%	1,191.87

Note: Federal and State Payroll Tax obligations are satisfied by means of utilizing the US Bank Easy Tax Deposit Service. Transfers are typically made up to two days after the payroll date.

\* A/P Checks can be found on the ACCOUNTS PAYABLE Check Approval report. Checks may be paid this week or the following week.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: pang.silseth  
 Printed: 5/4/2023 11:16 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192 9670912840 9671124734	GRAINGER INC Batteries Batteries	04/21/2023	331.32 558.00
Total for this ACH Check for Vendor 0192:				889.32
ACH	0327 3534652056 3534928836 3534928837 3534928837	STAPLES INC Supplies-Credit Supplies Supplies Supplies	04/21/2023	-30.89 30.89 144.61 90.98
Total for this ACH Check for Vendor 0327:				235.59
ACH	0381 109-320940-A	MISSIONSQUARE RETIREMENT Annual Plan Fee 4/1-6/30	04/21/2023	250.00
Total for this ACH Check for Vendor 0381:				250.00
ACH	0750 9932217888	VERIZON WIRELESS Service 4/11-5/10	04/21/2023	1,111.83
Total for this ACH Check for Vendor 0750:				1,111.83
ACH	10497 5154373702	CINTAS CORP First Aid-Truck Kits	04/21/2023	952.47
Total for this ACH Check for Vendor 10497:				952.47
ACH	1125 0309862 0309862 0309862 0309862 0309862 0309862 0309862	BOLTON & MENK INC Delkor Systems PC 23-005 #663 Flaherty's PC 23-007 #692 Lindey's PC 23-006 #694 2/18/23-3/17/23 Planning Services 2/18/23-3/17/23 Planning Services 2/18/23-3/17/23 Planning Services 2/18/23-3/17/23 Planning Services	04/21/2023	225.00 67.50 225.00 36.75 110.25 588.00 2,295.00
Total for this ACH Check for Vendor 1125:				3,547.50
ACH	1363 13161	WATER CONSERVATION SERVICES INC Leak Locate-1164 Ingerson Rd	04/21/2023	433.46
Total for this ACH Check for Vendor 1363:				433.46
ACH	1408 41071	SUPPLY SOLUTIONS LLC CH Supplies	04/21/2023	285.38
Total for this ACH Check for Vendor 1408:				285.38
ACH	1785	ECOTHYNK	04/21/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2071	April UB Statements		624.30
	2071	April UB Statements		624.30
	2071	April UB Statements		624.30
Total for this ACH Check for Vendor 1785:				1,872.90
ACH	2851 015980	MC TOOL & SAFETY SALES INC shovels/Milwaukee pump stick and blower	04/21/2023	711.66
Total for this ACH Check for Vendor 2851:				711.66
ACH	4889 04052023	COMMUNITY FOOTWORKS April Foot Care Clinic	04/21/2023	325.60
Total for this ACH Check for Vendor 4889:				325.60
ACH	5173 80124440 80124441	BADGER METER Gateway Cellular-October 22 Gateway Cellular-August 22	04/21/2023	100.00 100.00
Total for this ACH Check for Vendor 5173:				200.00
ACH	5665 INV1573	METERING & TECHNOLOGY SOLUTIC M25 Meters	04/21/2023	1,164.16
Total for this ACH Check for Vendor 5665:				1,164.16
ACH	7025 0001515078	ON SITE COMPANIES -OSSTC INC Restrooms 4/15-5/12	04/21/2023	203.00
Total for this ACH Check for Vendor 7025:				203.00
51739	2597 032123	AARP AARP Driver Safety 3/21/23	04/21/2023	140.00
Total for Check Number 51739:				140.00
51740	10507 35623	ANIMAL HUMANE SOCIETY Animal Control-Q1 2023	04/21/2023	493.00
Total for Check Number 51740:				493.00
51741	0131 704374 705658	BEISSWENGERS DO IT BEST Supplies Supplies	04/21/2023	12.08 1.95
Total for Check Number 51741:				14.03
51742	1033 44271.0523 98681.0423	COMCAST Service 4/21-5/20 Service 4/5-5/4	04/21/2023	6.51 111.32
Total for Check Number 51742:				117.83
51743	UB*00641	JUDD DUININCK Refund Check 003168-000, 2056 Stowe Avenue	04/21/2023	38.39
Total for Check Number 51743:				38.39
51744	10218 161825 161826	HR GREEN INC P8 Modeling-March Comprehensive Drainage-March	04/21/2023	63.50 107.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51744:	170.75
51745	IDAI 7930	IDEAL ADVERTISING INC Table Runner	04/21/2023	217.00
			Total for Check Number 51745:	217.00
51746	0390 1200.0423	INT'L UNION OPERATING ENGINEERS April Dues	04/21/2023	280.00
			Total for Check Number 51746:	280.00
51747	UB*00642	SIMON KOCH Refund Check 003074-000, 2001 County Road 1	04/21/2023	55.96
			Total for Check Number 51747:	55.96
51748	0257 12839.2023	MINNESOTA DEPT OF HEALTH Water Supply Operator Renewal-2023	04/21/2023	23.00
			Total for Check Number 51748:	23.00
51749	0600 315800052023	NCPERS GROUP LIFE INS May Insurance	04/21/2023	64.00
			Total for Check Number 51749:	64.00
51750	0155 W23030552	OFFICE OF MN IT SERVICES March Phones	04/21/2023	750.32
			Total for Check Number 51750:	750.32
51751	0811 EMCOM-010733	RAMSEY COUNTY Fleet Support Fee-March	04/21/2023	24.96
			Total for Check Number 51751:	24.96
51752	6748 GL154938.0523	RELIANCE STANDARD May Insurance	04/21/2023	1,519.50
			Total for Check Number 51752:	1,519.50
51753	SRFC 14320.00-15	SRF CONSULTING GROUP INC MVHS Trail Improv-March	04/21/2023	6,172.95
			Total for Check Number 51753:	6,172.95
51754	1081 13907 13907 13907	UTILITY LOGIC supplies supplies supplies	04/21/2023	82.84 82.84 82.84
			Total for Check Number 51754:	248.52
			Total for 4/21/2023:	22,513.08
ACH	0243 0001155696	METROPOLITAN COUNCIL-WASTE W/	04/28/2023	425.00
		Industrial Discharge Permit-2023		425.00
			Total for this ACH Check for Vendor 0243:	425.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0327	STAPLES INC	04/28/2023	
	3535356819	Supplies		126.03
	3535356820	Supplies		23.58
	3535356820	Supplies		4.78
Total for this ACH Check for Vendor 0327:				154.39
ACH	0382	MISSIONSQUARE #106944	04/28/2023	
	PR 23-009	PR Batch 00200.04.2023 ICMA Employee Perce	PR Batch 00200.04.2023 ICM	387.76
	PR 23-009	PR Batch 00200.04.2023 ICMA Employer Perce	PR Batch 00200.04.2023 ICM	447.42
Total for this ACH Check for Vendor 0382:				835.18
ACH	0387	MISSIONSQUARE #302482	04/28/2023	
	PR 23-009	PR Batch 00200.04.2023 ICMA Employee Dedu	PR Batch 00200.04.2023 ICM	2,503.00
	PR 23-009	PR Batch 00200.04.2023 ICMA Employee Perce	PR Batch 00200.04.2023 ICM	242.26
Total for this ACH Check for Vendor 0387:				2,745.26
ACH	0453	CONTINENTAL RESEARCH CORP	04/28/2023	
	0043940	Cleaning Products		1,044.00
Total for this ACH Check for Vendor 0453:				1,044.00
ACH	10363	MINUTE MAKER SECRETARIAL	04/28/2023	
	M1668	PC Minutes 4/5/23		282.00
	M1668	JDA Minutes 4/3/23		236.25
	M1668	CC Minutes 4/10/23		532.00
Total for this ACH Check for Vendor 10363:				1,050.25
ACH	10365	JENNIFER SHULL	04/28/2023	
	04252023	Mileage Reimbursement		20.96
Total for this ACH Check for Vendor 10365:				20.96
ACH	10497	CINTAS CORP	04/28/2023	
	5154969394	First Aid-Truck Kits & Eye Wash Cartridges		1,185.61
Total for this ACH Check for Vendor 10497:				1,185.61
ACH	1252	CAMPBELL KNUTSON - ATTORNEYS	04/28/2023	
	3231G-0323	March Legal Escrow PC 22-023 #616		579.50
	3231G-0323	March Legal Escrow PC 23-004 #691		62.00
	3231G-0323	March Legal		1,504.30
	3231G-0323	March Legal		170.50
	3231G-0323	March Legal		217.00
	3231G-0323	March Legal		1,118.10
Total for this ACH Check for Vendor 1252:				3,651.40
ACH	2851	MC TOOL & SAFETY SALES INC	04/28/2023	
	015998	Rainsuits		123.00
Total for this ACH Check for Vendor 2851:				123.00
ACH	5593	AMERICAN LEGAL PUBLISHING CORP	04/28/2023	
	24731	Internet Renewal 5/15/23-5/15/24		495.00
	24902	Ords 2023-002, 2023-003		27.00
Total for this ACH Check for Vendor 5593:				522.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	6129 204-60198	FAST SIGNS INC Nametag	04/28/2023	85.24
Total for this ACH Check for Vendor 6129:				85.24
ACH	8032 1223-7037 1223-7038	PACE ANALYTICAL FIELD SVC INC Drinking Water Survey-February Drinking Water Survey-March	04/28/2023	1,123.50 1,171.00
Total for this ACH Check for Vendor 8032:				2,294.50
ACH	8870 40344	CHET'S SHOES INC Boots-MG	04/28/2023	200.00
Total for this ACH Check for Vendor 8870:				200.00
ACH	ALPI 169030	ALLEGRA PRINT & IMAGING INC Business Cards-LC	04/28/2023	144.12
Total for this ACH Check for Vendor ALPI:				144.12
ACH	ZARN 0193280-IN 0193388-IN	ZARNOTH BRUSH WORKS INC Broom Refill Broom Refill	04/28/2023	558.00 1,062.00
Total for this ACH Check for Vendor ZARN:				1,620.00
51755	2597 AARP C16658	AARP AARP Driver Safety-4/25/2023	04/28/2023	145.00
Total for Check Number 51755:				145.00
51756	0131 707699	BEISSWENGERS DO IT BEST Supplies	04/28/2023	7.19
Total for Check Number 51756:				7.19
51757	AR-BOB GE 2022-00368	BOB MICHELS CONSTRUCTION INC Escrow Refund GE 2022-00368; 1680 Lake Joh	04/28/2023	2,000.00
Total for Check Number 51757:				2,000.00
51758	1193 16456487	FURTHER INC April Participant Fee	04/28/2023	52.50
Total for Check Number 51758:				52.50
51759	10486 042023 042023	MINNESOTA METRO NORTH TOURISM SpringHill Suites March lodging tax Quality Inn March lodging tax	04/28/2023	6,375.24 1,668.20
Total for Check Number 51759:				8,043.44
51760	0811 FLEET-000801 PRK-002202 PRK-002202 PRMG-004996 PRMG-004996 PRMG-004996 PRMG-004996	RAMSEY COUNTY Fuel Purchase-March Q1 2023 RC Inspections Q1 2023 RC Inspections PW Rental Space-May PW Rental Space-May PW Rental Space-May PW Rental Space-May	04/28/2023	3,626.10 332.52 -0.01 2,580.26 5,160.53 1,146.78 2,580.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51760:	15,426.44
51761	1300 090 0761914	UNIFIRST CORPORATION April Mats	04/28/2023	126.77
			Total for Check Number 51761:	126.77
51762	1161 31883	VALLEY-RICH CO INC Watermain Repair-1910 Stowe Ave	04/28/2023	5,071.65
			Total for Check Number 51762:	5,071.65
			Total for 4/28/2023:	46,973.90
ACH	ACH001	US BANK	04/30/2023	
	BAARS42023	CRYSTEEL TRUCK EQUIPMENT-Supplies		12.44
	BAUMG42023	JIMMIES OLD SOUTHERN BBQ-EE Apprecia		730.82
	BAUMG42023	WILLSCOT MOBILE MINI-Warming House 3/		985.00
	CHRIM42023	DT *DULUTH TRADING CO-Clothing		152.95
	FRIDJ42023	TOUGH SEATS-backhoe seat #85204		1,577.45
	GEBAM42023	MENARDS ST. CROIX FALLS-Clothing		225.63
	GEBAM42023	CHETS SHOES - CP CIRCLE P-Cothing		96.18
	GEBAM42023	CRYSTEEL TRUCK EQUIPMENT-springs for		107.50
	HANSJ42023	GREEN MILL - ST CLOUD-Conference		41.82
	HANSJ42023	BEST WESTERN ST CLOUD-Conference		368.28
	HANSJ42023	JIMMY JOHNS - 1532 - CC Worksession		211.99
	HANSJ42023	LEAGUE OF MN CITIES-June Conference		270.00
	HANSJ42023	GREEN MILL - ST CLOUD-Conference		23.90
	HANSJ42023	BEST WESTERN ST CLOUD-Conference		368.28
	HANSJ42023	LEAGUE OF MN CITIES-June Conference		425.00
	HANSJ42023	FMCSA D&A CLEARINGHOUSE-CDL Querie		6.25
	HANSJ42023	GREEN MILL - ST CLOUD-Conference		23.90
	HANSJ42023	LEAGUE OF MN CITIES-June Conference		285.00
	JAGOJ42023	LEAGUE OF MN CITIES-Training		45.00
	JOHNM42023	SAMSCLUB #6309-Egg Hunt Supplies		280.00
	JOHNM42023	SAMS CLUB #6309-Membership		50.00
	JOHNM42023	FUN EXPRESS-Egg Hunt Supplies		132.41
	JOHNM42023	TARGET-Egg Hunt Supplies		56.01
	JOHNM42023	CANVA* -Egg Hunt Advertisement		149.90
	JOHNM42023	FUN EXPRESS-Egg Hunt Supplies		345.96
	JOHNM42023	PARTY CITY 1148-Egg Hunt Supplies		44.67
	JOHNM42023	TARGET-Egg Hunt Supplies		105.80
	MIKAT42023	MENARDS 3385-Cleaners		30.00
	MIKAT42023	APPLE.COM/BILL-Icloud		0.99
	MIKAT42023	MENARDS 3385-Cabinet & Cargo Net		457.40
	MIKAT42023	NORTHERN TOOL EQUIP-tools		100.95
	MOONJ42023	IBUY STORES INC-part #85309		38.59
	SWEAD42023	IN *BACK MUNICIPAL CONSUL-Training		50.00
	SWEAD42023	U OF M CONTLEARNING-Training Credit		-30.00
			Total for this ACH Check for Vendor ACH001:	7,770.07
ACH	ACH002	AFLAC	04/30/2023	
	439151	Insurance Premiums- Apr 2023		45.52
			Total for this ACH Check for Vendor ACH002:	45.52
ACH	ACH005	MINNESOTA REVENUE-SALES & USE	04/30/2023	
	32023	March Sales/Use Tax		-0.06



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	32023	March Sales/Use Tax		0.07
	32023	March Sales/Use Tax		36.06
	32023	March Sales/Use Tax		32.93
Total for this ACH Check for Vendor ACH005:				69.00
ACH	ACH006	MINNESOTA DEPT OF LABOR-BLDG P	04/30/2023	
	32023	Q1 Building Surcharge		3,407.72
	32023	Q1 Building Surcharge		-136.31
Total for this ACH Check for Vendor ACH006:				3,271.41
ACH	ACH007	QUADIENT FINANCE USA INC	04/30/2023	
	6418.0423	Postage 04/19/23		1,000.00
Total for this ACH Check for Vendor ACH007:				1,000.00
Total for 4/30/2023:				12,156.00
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	05/01/2023	
	042823	April/May Newsletter Postage		913.12
Total for this ACH Check for Vendor ALPI:				913.12
Total for 5/1/2023:				913.12
Report Total (60 checks):				82,556.10