



MEMORANDUM

DATE: June 12, 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 Impact1

N/A

Attachments

2023 Payroll #11	_____	\$97,045.95
2023 Payroll #12	_____	\$125,833.18
	Total Payroll	\$222,879.13
Paid Claims - 05/13/2023-06/02/2023 (Check Nos. 51804-51846 and ACH Checks)	_____	\$113,563.77
	Total Accounts Payable	\$113,563.77
	Total Claims	\$336,442.90

CITY OF ARDEN HILLS

PAYROLL # 11

CHECKS DATED: 05/26/23

Biweekly: 05/06/23 - 05/19/23

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	7,796.92		EFT
FICA Oasdi	5,071.28	5,071.28	EFT
FICA Medicare	1,186.02	1,186.02	EFT
SIT	3,401.55		EFT
TOTAL TAXES	17,455.77	6,257.30	

Health Premium	1,694.47	0.00	A/P Check*
Dental Premium	67.32	0.00	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	1,761.79	0.00	

HSA Health Saving	867.69	0.00	EFT
TOTAL HEALTH SAVINGS	867.69	0.00	

PERA	5,101.78	5,886.68	EFT
ICMA	3,151.97	447.42	EFT
Central Pension Fund-Union	1,536.00		A/P Check*
MN State Retirement System	1,250.00		EFT
TOTAL RETIREMENT	11,039.75	6,334.10	

AFLAC	22.76		EFT
Life/Addl/Dep Life	39.24	0.00	A/P Check*
Life/Addl non-tax	7.60		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*
TOTAL VOLUNTARY	261.11	0.00	

Total Employee Deductions	31,386.11		
Net Payroll	0.00		
Direct Deposit	53,068.44		EFT
Gross Payroll Tie-Out	84,454.55		
Plus City Paid Benefit	12,591.40		
TOTAL PAYROLL COST	97,045.95		

FICA TIE-OUT	
Gross Payroll	84,454.55
Less Total FSA	1,761.79
Less Total H.SA	867.69
Less Voluntary Ins	30.36
Net P/R Subject to FICA	81,794.71
FICA Oasdi @ 6.20%	5,071.28
FICA Medicare @ 1.45%	1,186.02

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.

CITY OF ARDEN HILLS

PAYROLL # 12

CHECKS DATED: 06/09/23

Biweekly: 05/20/23 - 06/02/23

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	8,065.75		EFT
FICA Oasdi	5,154.53	5,154.53	EFT
FICA Medicare	1,205.52	1,205.52	EFT
SIT	3,490.00		EFT
TOTAL TAXES	17,915.80	6,360.05	
Health Premium	1,844.47	24,875.24	A/P Check*
Dental Premium	95.90	737.24	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	1,940.37	25,612.48	
HSA Health Saving	917.69	1,500.00	EFT
TOTAL HEALTH SAVINGS	917.69	1,500.00	
PERA	5,016.57	5,788.37	EFT
ICMA	3,117.13	447.42	EFT
Central Pension Fund-Union	1,536.00		A/P Check*
MN State Retirement System	1,250.00		EFT
TOTAL RETIREMENT	10,919.70	6,235.79	
AFLAC	22.76		EFT
Life/Addl/Dep Life	39.24	98.90	A/P Check*
Life/Addl non-tax	7.60		A/P Check*
LTD/STD Insurance	1,308.77		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*
TOTAL VOLUNTARY	1,569.88	98.90	
Total Employee Deductions	33,263.44		
Net Payroll	0.00		
Direct Deposit	52,762.52		EFT
Gross Payroll Tie-Out	86,025.96		
Plus City Paid Benefit	39,807.22		
TOTAL PAYROLL COST	125,833.18		
FICA TIE-OUT			
Gross Payroll	86,025.96		
Less Total FSA	1,940.37		
Less Total H.SA	917.69		
Less Voluntary Ins	30.36		
Net P/R Subject to FICA	83,137.54		
FICA Oasdi @ 6.20%	5,154.53		
FICA Medicare @ 1.45%	1,205.52		

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: 6/6/2023 3:05 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0453 0044605	CONTINENTAL RESEARCH CORP Cleaning Supplies	05/19/2023	620.00
Total for this ACH Check for Vendor 0453:				620.00
ACH	0761 0075855-IN	ELECTRIC PUMP INC South Water Tower Transducer Replacement	05/19/2023	1,387.75
Total for this ACH Check for Vendor 0761:				1,387.75
ACH	10497 5158459572 5158459572	CINTAS CORP First Aid First Aid	05/19/2023	69.97 276.62
Total for this ACH Check for Vendor 10497:				346.59
ACH	10522 051023	MATTHEW JOHNSON Mileage Reimbursement through 4/27/23	05/19/2023	54.60
Total for this ACH Check for Vendor 10522:				54.60
ACH	1252 3231G-0423 3231G-0423 3231G-0423 3231G-0423	CAMPBELL KNUTSON - ATTORNEYS / April Legal April Legal April Legal April Legal	05/19/2023	201.50 2,536.12 46.50 838.55
Total for this ACH Check for Vendor 1252:				3,622.67
ACH	5180 S375039-IN	THE TESSMAN COMPANY LLC Grass Seeds	05/19/2023	597.00
Total for this ACH Check for Vendor 5180:				597.00
ACH	8029 54309 54309 54309 54309 54309 54309	MMKR & CORP PA 2022 Audit Services 2022 Audit Services 2022 Audit Services 2022 Audit Services 2022 Audit Services 2022 Audit Services	05/19/2023	1,939.00 1,939.00 1,939.00 1,016.00 1,939.00 2,188.00
Total for this ACH Check for Vendor 8029:				10,960.00
51804	0131 718241	BEISSWENGERS DO IT BEST Supplies	05/19/2023	18.48
Total for Check Number 51804:				18.48
51805	0125 500596	CENTRAL WOOD PRODUCTS Mulch	05/19/2023	1,915.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51805:	1,915.00
51806	10244 172344324	COMCAST BUSINESS INC May Service	05/19/2023	495.01
			Total for Check Number 51806:	495.01
51807	10511 2023002122870	CUSTOM TRUCK ONE SOURCE Toolbox Bracket #85603	05/19/2023	41.00
			Total for Check Number 51807:	41.00
51808	0841 93996	EHLERS & ASSOCIATES INC. April Services	05/19/2023	825.00
			Total for Check Number 51808:	825.00
51809	IDAI 54576	IDEAL ADVERTISING INC Staff & Youth Sports Shirts	05/19/2023	2,452.50
			Total for Check Number 51809:	2,452.50
51810	1297 IND163213 IND163213	I/A LIFTING SERVICES INC Equip Inspection #85211 Equip Inspection Tripod	05/19/2023	357.88 357.89
			Total for Check Number 51810:	715.77
51811	1055 KPS1266 KPS1266	KODIAK POWER SYSTEMS INC Fuel Testing: Lift #11 & Lift #8 Fuel Testing: Booster	05/19/2023	1,150.00 575.00
			Total for Check Number 51811:	1,725.00
51812	0422 2023-3223	MINNESOTA POLLUTION CONTROL A Wastewater Operator Certificate ID: 3223	05/19/2023	45.00
			Total for Check Number 51812:	45.00
51813	0155 W23040570	OFFICE OF MN IT SERVICES April Phones	05/19/2023	750.32
			Total for Check Number 51813:	750.32
51814	UB*00649	OPENDOOR PROPERTY J LLC Refund Check 013131-000, 4485 Arden View C	05/19/2023	142.42
			Total for Check Number 51814:	142.42
51815	1208 610207-04-23 613317-04-23	PREMIUM WATERS INC April Water April Water	05/19/2023	29.76 83.33
			Total for Check Number 51815:	113.09
51816	0811 FLEET-000808	RAMSEY COUNTY Fuel Purchase-April	05/19/2023	2,911.91
			Total for Check Number 51816:	2,911.91
51817	10354 0423572589	ST. PAUL PIONEER PRESS PC 22-025 #687 4/20-4/26	05/19/2023	80.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0423572589	PC 23-007 #692	4/13-4/19 and 4/26-4/30	60.76
	0423572589	PC 23-009 #698	4/20-4/26	54.88
	0423572589	PC 23-004 #691	4/12-4/18	47.53
	0423572589	Delinquent UB		31.36
	0423572589	Flahertys Zoning Amendment & Ordinance Ch 1		60.76
	0423572589	PC 23-005 #663	4/13-4/19	55.86
	0423572589	PC 23-008 #695	4/20-4/26	51.94
	0423572589	PC 23-006 #694	4/13-4/19	56.84
			Total for Check Number 51817:	500.29
51818	AR-UNIV3 ROW 2023-00254	UNIVERSAL SERVICES INC Escrow Refund ROW 2023-00254; 1300 Red Fo	05/19/2023	1,000.00
			Total for Check Number 51818:	1,000.00
			Total for 5/19/2023:	31,239.40
ACH	0327 3537242584 3537242585 3537583923	STAPLES INC Supplies Supplies Supplies-Desk Converter	05/26/2023	27.36 3.59 198.99
			Total for this ACH Check for Vendor 0327:	229.94
ACH	0382 PR 23-11 PR 23-11	MISSIONSQUARE #106944 PR Batch 00200.05.2023 ICMA Employer Perce PR Batch 00200.05.2023 ICMA Employee Perce	05/26/2023 PR Batch 00200.05.2023 ICM PR Batch 00200.05.2023 ICM	447.42 387.76
			Total for this ACH Check for Vendor 0382:	835.18
ACH	0387 PR 23-11 PR 23-11	MISSIONSQUARE #302482 PR Batch 00200.05.2023 ICMA Employee Dedu PR Batch 00200.05.2023 ICMA Employee Perce	05/26/2023 PR Batch 00200.05.2023 ICM PR Batch 00200.05.2023 ICM	2,503.00 261.21
			Total for this ACH Check for Vendor 0387:	2,764.21
ACH	0750 9934603489	VERIZON WIRELESS Service 5/11-6/10	05/26/2023	1,110.96
			Total for this ACH Check for Vendor 0750:	1,110.96
ACH	0772 DD2167	ESS BROTHERS & SONS INC V Grate	05/26/2023	1,247.40
			Total for this ACH Check for Vendor 0772:	1,247.40
ACH	10363 M1686 M1686 M1686	MINUTE MAKER SECRETARIAL 5/3 PC Minutes 5/1 JDA Minutes 5/8 CC Minutes	05/26/2023	272.25 234.50 337.63
			Total for this ACH Check for Vendor 10363:	844.38
ACH	5180 S375265-IN S375779-IN	THE TESSMAN COMPANY LLC Lawn Care Products Tree Bags	05/26/2023	633.47 1,485.00
			Total for this ACH Check for Vendor 5180:	2,118.47
ACH	5493	JOLENE TRAUBA	05/26/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	052223	Expense Reimbursement		36.38
	052223	Mileage Reimbursement		22.98
Total for this ACH Check for Vendor 5493:				59.36
ACH	5587 INV151365	CES IMAGING INC May Rental	05/26/2023	60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	5665 INV2489	METERING & TECHNOLOGY SOLUTIC M25 Meters	05/26/2023	431.20
Total for this ACH Check for Vendor 5665:				431.20
ACH	7025 0001529635	ON SITE COMPANIES -OSSTC INC Restrooms 5/13-6/9	05/26/2023	682.00
Total for this ACH Check for Vendor 7025:				682.00
ACH	ALPI 169284 169284	ALLEGRA PRINT & IMAGING INC April/May Newsletter Postage April/May Newsletter	05/26/2023	-2.50 2,333.76
Total for this ACH Check for Vendor ALPI:				2,331.26
51819	0125 500609	CENTRAL WOOD PRODUCTS Mulch	05/26/2023	1,067.50
Total for Check Number 51819:				1,067.50
51820	1033 44271.0623	COMCAST Service 5/21-6/20	05/26/2023	6.51
Total for Check Number 51820:				6.51
51821	UB*00650	CARMEN DIESTLER Refund Check 000561-000, 4500 Pleasant Drive	05/26/2023	181.86
Total for Check Number 51821:				181.86
51822	0849 2305009	FRA-DOR INC Purchases 5/11-5/12	05/26/2023	138.26
Total for Check Number 51822:				138.26
51823	1193 16491105	FURTHER INC May Participant Fee	05/26/2023	52.50
Total for Check Number 51823:				52.50
51824	1380 128323-1	GARY CARLSON EQUIPMENT CO Ball Plug & Inflation Hose	05/26/2023	525.47
Total for Check Number 51824:				525.47
51825	UB*00651	LYNN HASSLER Refund Check 000303-000, 4109 James Circle	05/26/2023	256.88
Total for Check Number 51825:				256.88
51826	0556 05192023	MINNESOTA CITY COUNTY MGMT AS MCMA Membership 5/1/23-4/30/24	05/26/2023	186.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51826:	186.00
51827	0257 05122023	MINNESOTA DEPT OF HEALTH Q2 2023 Water Connection	05/26/2023	6,429.00
			Total for Check Number 51827:	6,429.00
51828	10486 05242023 05242023	MINNESOTA METRO NORTH TOURISM Quality Inn April Lodging Tax SpringHill Suites April Lodging Tax	05/26/2023	2,263.59 8,132.36
			Total for Check Number 51828:	10,395.95
51829	2732 2023173 2023173	MINNESOTA WISCONSIN PLAYGROUN Engineering Drawings-Arden Manor Engineering Drawings-Floral Park	05/26/2023	800.00 800.00
			Total for Check Number 51829:	1,600.00
51830	0600 315800062023	NCPERS GROUP LIFE INS June Insurance	05/26/2023	64.00
			Total for Check Number 51830:	64.00
51831	0811 FLEET-000812 FLEET-000812	RAMSEY COUNTY Vehicle Parts-April Vehicle Service/Repair-April	05/26/2023	8,011.93 9,906.70
			Total for Check Number 51831:	17,918.63
51832	6748 GL154938.0623	RELIANCE STANDARD June Insurance	05/26/2023	1,565.07
			Total for Check Number 51832:	1,565.07
51833	10217 7115	SONIC SERVICES Window and Building Washing-Final	05/26/2023	2,049.50
			Total for Check Number 51833:	2,049.50
51834	MISC1 ROW 2023-00254	JOHN SIMON ROW 2023-00254 Permit Cancelled by contract	05/26/2023	175.00
			Total for Check Number 51834:	175.00
			Total for 5/26/2023:	55,326.49
ACH	ACH001	US BANK	05/31/2023	
	ARVIM52023	FLEET FARM 3100-Clothing		239.95
	BAARS52023	FLEET FARM 2700-clothing		184.95
	BAUMG52023	AMZN MKTP US*HV8S99EZ0-Flags		35.98
	BAUMG52023	AMAZON.COM*NV2Q92JE3 AMZN-tennis su		294.93
	BAUMG52023	AMZN MKTP US*NP46X7Y13-Webcam		34.98
	BAUMG52023	DEPART OF LABOR AND INDUSTRY-license		60.00
	BAUMG52023	WILLSCOT MOBILE MINI-Warming House 4/		633.21
	BAUMG52023	EB 10000 LAKES SUMMER-Conference		140.00
	BAUMG52023	DEPART OF LABOR AND INDUSTRY-license		65.00
	CHRIM52023	THE HOME DEPOT #2828-RETURN		-56.50
	CHRIM52023	THE HOME DEPOT #2828-Lumber, Dog Park		78.35
	CHRIM52023	THE HOME DEPOT #2828-Lumber		56.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
FRIDJ52023		AMAZON.COM AMZN.COM- RETURN- Rain		-99.99
FRIDJ52023		AMZN MKTP US*HF47E3461-Mitch Clothing		45.86
FRIDJ52023		AMZN MKTP US*HV6579TG0-Car Tie Down		169.98
FRIDJ52023		AMAZON.COM AMZN.COM- RETURN- Rain		-99.99
FRIDJ52023		AMAZON.COM*HF01X0YR2-Rain Pants		99.99
FRIDJ52023		CARHARTT-CREDIT-Safety Jackets		-339.98
FRIDJ52023		AMAZON.COM*8V2OI6GI3-Push Broom		301.43
FRIDJ52023		AMAZON.COM*HV5L35GG0-Safety Vests		153.10
FRIDJ52023		AMAZON.COM AMZN.COM- RETURN- Rain		-99.99
FRIDJ52023		AMAZON.COM*HF5UT7E10-Rain Pants & Ja		959.91
FRIDJ52023		THE SAFETY SOURCE LLC-Public Volunteer		427.59
FRIDJ52023		AMZN MKTP US*HM7RR4VS0-Mitch Clothin		39.86
FRIDJ52023		SP SAFETYVESTNDMORE-PTRC Member Se		244.90
FRIDJ52023		AMAZON.COM*HF7R50OR1-Rain Jackets		989.93
FRIDJ52023		AMAZON.COM*HM8XU7V30-Rain Pants		199.98
FRIDJ52023		AMZN MKTP US-RETURN Mitch Clothing		-45.86
HANSJ52023		HIGHTAIL PRO PLAN-2023 plan		96.00
HANSJ52023		MN ASSOC OF GOVMT COMM-2023 Membe		85.00
HANSJ52023		THE STAR TRIBUNE-Subscription		62.27
HANSJ52023		DAVANNIS #10 ARDEN HILL		133.09
JOHNM52023		WWW.PEACHJAR.COM-Flyers-Touch A Trucl		50.00
JOHNM52023		SAMSLUB #6309-Return-Egg Hunt		-71.51
MIKAT52023		MENARDS BLAINE MN-Lumber		276.38
MIKAT52023		APPLE.COM/BILL-Icloud		0.99
MOONJ52023		CARHARTT-Clothing		279.95
Total for this ACH Check for Vendor ACH001:				5,626.24
ACH	ACH002 776036	AFLAC Insurance Premiums- May 2023	05/31/2023	45.52
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH005 42023 42023 42023 42023	MINNESOTA REVENUE-SALES & USE April Sales/Use Tax April Sales/Use Tax April Sales/Use Tax April Sales/Use Tax	05/31/2023	0.05 0.60 58.40 9,936.95
Total for this ACH Check for Vendor ACH005:				9,996.00
ACH	ACH007 16995282	QUADIENT FINANCE USA INC Postage Supplies	05/31/2023	468.30
Total for this ACH Check for Vendor ACH007:				468.30
Total for 5/31/2023:				16,136.06
ACH	0192 9712675025 9716958039	GRAINGER INC supplies supplies	06/02/2023	90.65 204.90
Total for this ACH Check for Vendor 0192:				295.55
ACH	0327 3538154010 3538154010 3538154011	STAPLES INC Supplies Supplies Supplies	06/02/2023	53.55 233.98 22.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0327:				309.62
ACH	10497 5159649960	CINTAS CORP First Aid-AED Pads	06/02/2023	233.64
Total for this ACH Check for Vendor 10497:				233.64
ACH	5180 S375858-IN S376357-IN	THE TESSMAN COMPANY LLC Weed Control Weed Control and Bio Kote	06/02/2023	1,353.02 1,723.04
Total for this ACH Check for Vendor 5180:				3,076.06
ACH	5593 25581	AMERICAN LEGAL PUBLISHING CORP Supplement Pages Ord. 2023-004	06/02/2023	18.00
Total for this ACH Check for Vendor 5593:				18.00
ACH	MNLI 38740	MINNESOTA NATIVE LANDSCAPES INC Spring Mowing	06/02/2023	500.00
Total for this ACH Check for Vendor MNLI:				500.00
51835	10538 1-88770 1-88770	ALL SEASONS RENTAL Mixing Trailer Ready Mix Concrete and Fuel	06/02/2023	164.50 1,034.55
Total for Check Number 51835:				1,199.05
51836	UB*00653	ALAN BOSSART Refund Check 001558-000, 1673 Brueberry Lar	06/02/2023	73.02
Total for Check Number 51836:				73.02
51837	CPF1 184503.0523	CENTRAL PENSION FUND SOURCE A May Pension	06/02/2023	3,072.00
Total for Check Number 51837:				3,072.00
51838	10537 118467	DRAIN KING INC basement level toilets-repair	06/02/2023	187.00
Total for Check Number 51838:				187.00
51839	10539 00011636	FANFARE PROMOTIONS, INC Cup sleeves and pens	06/02/2023	482.00
Total for Check Number 51839:				482.00
51840	MISC1 05312023	JOHN SIMON Garden Plot Refund	06/02/2023	55.00
Total for Check Number 51840:				55.00
51841	UB*00652	JOSEPH JOHNSON Refund Check 012616-000, 4468 Arden View C	06/02/2023	412.45
Total for Check Number 51841:				412.45
51842	10362 INV11238912 INV11238912	MARCO TECHNOLOGIES LLC Copier 5/25-6/24 Copier 5/25-6/24	06/02/2023	77.18 13.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51842:	90.80
51843	5443 173914 173974	METRO PRODUCTS INC Supplies supplies	06/02/2023	345.77 12.20
			Total for Check Number 51843:	357.97
51844	3100 E0471136.0523	PROVIDENT LIFE AND ACCIDENT INS May Insurance	06/02/2023	39.02
			Total for Check Number 51844:	39.02
51845	10531 42306	STREAMLINE DESIGN INC Embroidery: Rain Jackets	06/02/2023	161.64
			Total for Check Number 51845:	161.64
51846	3099 A20797	TRI STATE BOBCAT INC-LITTLE CANA Curb Buddy	06/02/2023	299.00
			Total for Check Number 51846:	299.00
			Total for 6/2/2023:	10,861.82
			Report Total (72 checks):	113,563.77