



MEMORANDUM

DATE: July 10, 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 #14 | \$139,296.15 |
| Total Payroll | \$139,296.15 |
| Paid Claims - 06/17/2023-06/30/2023 (Check Nos. 51886-51921 and ACH Checks) | \$91,567.21 |
| Total Accounts Payable | \$91,567.21 |
| Total Claims | \$230,863.36 |

CITY OF ARDEN HILLS

PAYROLL # 14

CHECKS DATED:

07/07/23

Biweekly:

06/17/23

- 06/30/23

| EMPLOYEE DEDUCTIONS | AMT. | CITY BENEFIT | Payment Method |
|--------------------------------|-------------------|------------------|----------------|
| FIT | 9,015.05 | | EFT |
| FICA Oasdi | 5,871.94 | 5,871.94 | EFT |
| FICA Medicare | 1,373.31 | 1,373.31 | EFT |
| SIT | 3,970.82 | | EFT |
| TOTAL TAXES | 20,231.12 | 7,245.25 | |
| Health Premium | 1,844.38 | 25,338.59 | A/P Check* |
| Dental Premium | 95.88 | 789.90 | A/P Check* |
| FSA Health Care Reimb. | 0.00 | | A/P Check* |
| FSA Dependent Care Reimb. | 0.00 | | A/P Check* |
| TOTAL FLEXIBLE SPENDING | 1,940.26 | 26,128.49 | |
| HSA Health Saving | 917.69 | 1,625.00 | EFT |
| TOTAL HEALTH SAVINGS | 917.69 | 1,625.00 | |
| PERA | 5,329.65 | 6,149.58 | EFT |
| ICMA | 3,124.11 | 447.42 | EFT |
| Central Pension Fund-Union | 1,536.00 | | A/P Check* |
| MN State Retirement System | 500.00 | | EFT |
| TOTAL RETIREMENT | 10,489.76 | 6,597.00 | |
| AFLAC | 22.76 | | EFT |
| Life/Addl/Dep Life | 39.24 | 103.20 | A/P Check* |
| Life/Addl non-tax | 7.60 | | A/P Check* |
| LTD/STD Insurance | 1,365.23 | | 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 | 1,626.34 | 103.20 | |
| Total Employee Deductions | 35,205.17 | | |
| Net Payroll | 900.43 | | |
| Direct Deposit | 61,494.61 | | EFT |
| Gross Payroll Tie-Out | 97,597.21 | | |
| Plus City Paid Benefit | 41,698.94 | | |
| TOTAL PAYROLL COST | 139,296.15 | | |

| FICA TIE-OUT | |
|-------------------------|-----------|
| Gross Payroll | 97,597.21 |
| Less Total FSA | 1,940.26 |
| Less Total H.SA | 917.69 |
| Less Voluntary Ins | 30.36 |
| Net P/R Subject to FICA | 94,708.90 |
| FICA Oasdi @ 6.20% | 5,871.94 |
| FICA Medicare @ 1.45% | 1,373.31 |

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: 7/5/2023 2:36 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|--|--|--|--|
| ACH | 0022 06212023 | THOMAS MIKACEVICH Clothing Reimbursement-Amazon | 06/23/2023 | 53.54 |
| Total for this ACH Check for Vendor 0022: | | | | 53.54 |
| ACH | 0327 3539868428 3539868429 3539868429 3539868430 3539868430 3540059110 | STAPLES INC supplies supplies supplies supplies supplies supplies | 06/23/2023 | 75.99 33.09 19.37 32.47 19.89 42.36 |
| Total for this ACH Check for Vendor 0327: | | | | 223.17 |
| ACH | 0382 PR 23-13 PR 23-13 | MISSIONSQUARE #106944 PR Batch 00200.06.2023 ICMA Employer Perce PR Batch 00200.06.2023 ICMA Employee Perce | 06/23/2023 PR Batch 00200.06.2023 ICM PR Batch 00200.06.2023 ICM | 447.42 387.76 |
| Total for this ACH Check for Vendor 0382: | | | | 835.18 |
| ACH | 0387 PR 23-13 PR 23-13 | MISSIONSQUARE #302482 PR Batch 00200.06.2023 ICMA Employee Perce PR Batch 00200.06.2023 ICMA Employee Dedu | 06/23/2023 PR Batch 00200.06.2023 ICM PR Batch 00200.06.2023 ICM | 220.33 2,503.00 |
| Total for this ACH Check for Vendor 0387: | | | | 2,723.33 |
| ACH | 0453 0045376 | CONTINENTAL RESEARCH CORP Weed Control | 06/23/2023 | 1,640.00 |
| Total for this ACH Check for Vendor 0453: | | | | 1,640.00 |
| ACH | 0706 8268077 | CERTIFIED LABORATORIES Gloves | 06/23/2023 | 465.30 |
| Total for this ACH Check for Vendor 0706: | | | | 465.30 |
| ACH | 0750 9936967952 | VERIZON WIRELESS Service 6/11-7/10 | 06/23/2023 | 1,111.83 |
| Total for this ACH Check for Vendor 0750: | | | | 1,111.83 |
| ACH | 10480 062023 | STEVE THORP Mileage Reimbursement-Training | 06/23/2023 | 187.33 |
| Total for this ACH Check for Vendor 10480: | | | | 187.33 |
| ACH | 1125 0313773 0313773 0313773 | BOLTON & MENK INC Planning Services 4/15-5/12 PC 22-025 #687 Planning Services 4/15-5/12 PC 23-009 #698 Planning Services 4/15-5/12 | 06/23/2023 | 52.50 270.00 540.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---|-------------------------|--|-------------------------|--------------|
| | 0313773 | Planning Services 4/15-5/12 | | 157.50 |
| | 0313773 | Planning Services 4/15-5/12 | | 840.00 |
| Total for this ACH Check for Vendor 1125: | | | | 1,860.00 |
| ACH | 1223 3673765 | ADAM'S PEST CONTROL - MAIN June Pest Control | 06/23/2023 | 85.83 |
| Total for this ACH Check for Vendor 1223: | | | | 85.83 |
| ACH | 5180 S378265-IN | THE TESSMAN COMPANY LLC Herbicide and Cleaner | 06/23/2023 | 240.25 |
| Total for this ACH Check for Vendor 5180: | | | | 240.25 |
| ACH | 5587 INV152309 | CES IMAGING INC June Rental | 06/23/2023 | 60.00 |
| Total for this ACH Check for Vendor 5587: | | | | 60.00 |
| 51886 | 0131 741112 | BEISSWENGERS DO IT BEST Garden Tools | 06/23/2023 | 115.97 |
| Total for Check Number 51886: | | | | 115.97 |
| 51887 | 1033 44271.0723 | COMCAST Service: 6/21-7/20 | 06/23/2023 | 6.51 |
| Total for Check Number 51887: | | | | 6.51 |
| 51888 | 10244 174657500 | COMCAST BUSINESS INC June Service | 06/23/2023 | 495.01 |
| Total for Check Number 51888: | | | | 495.01 |
| 51889 | DMLP 10677470475 | DELL MARKETING LP Computer-Bldg Official | 06/23/2023 | 789.43 |
| Total for Check Number 51889: | | | | 789.43 |
| 51890 | 10537 118680 | DRAIN KING INC parts for basement level toilets | 06/23/2023 | 50.00 |
| Total for Check Number 51890: | | | | 50.00 |
| 51891 | 0841 94223 | EHLERS & ASSOCIATES INC. May Services | 06/23/2023 | 225.00 |
| Total for Check Number 51891: | | | | 225.00 |
| 51892 | 0849 2306006 | FRA-DOR INC Dirt and Mulch | 06/23/2023 | 153.75 |
| Total for Check Number 51892: | | | | 153.75 |
| 51893 | 1193 16525754 | FURTHER INC June Participant Fee | 06/23/2023 | 56.25 |
| Total for Check Number 51893: | | | | 56.25 |
| 51894 | UB*00656 | DEVIN MCDANIEL Refund Check 012015-000, 4403 Arden View C | 06/23/2023 | 173.60 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|---|---|-------------------------------|--|
| | | | Total for Check Number 51894: | 173.60 |
| 51895 | 1058 10050195 | MIDC ENTERPRISES INC irrigation valves | 06/23/2023 | 45.38 |
| | | | Total for Check Number 51895: | 45.38 |
| 51896 | 10236 0000125303 | MINNESOTA PETROLEUM SERVICE Lift Inspection | 06/23/2023 | 156.25 |
| | | | Total for Check Number 51896: | 156.25 |
| 51897 | 0155 W23050564 | OFFICE OF MN IT SERVICES May Phones | 06/23/2023 | 750.32 |
| | | | Total for Check Number 51897: | 750.32 |
| 51898 | 1074 86812 | PRECISION LANDSCAPE & TREE INC 2023 Paving Project | 06/23/2023 | 1,400.00 |
| | | | Total for Check Number 51898: | 1,400.00 |
| 51899 | 1208 610207-05-23 613317-05-23 | PREMIUM WATERS INC May Water May Water | 06/23/2023 | 12.90 110.40 |
| | | | Total for Check Number 51899: | 123.30 |
| 51900 | 7064 2344 | ROTARY CLUB OF ARDEN HILLS-SHO Q2, 2023 Dues | 06/23/2023 | 127.50 |
| | | | Total for Check Number 51900: | 127.50 |
| 51901 | 5576 8106242911 | SCHINDLER ELEVATOR CORP Annual Service 5/2023-4/2024 | 06/23/2023 | 1,308.84 |
| | | | Total for Check Number 51901: | 1,308.84 |
| 51902 | 10354 0523572589 0523572589 0523572589 0523572589 0523572589 0523572589 0523572589 0523572589 | ST. PAUL PIONEER PRESS PC 23-008 #695 5/11-5/17 2023-005 Amended Fee Schedule PC 23-009 #698 5/11-5/17 TCAAP Redev Code/Zoning Code Amend Annual SWPPP Bids: Arden Manor Park & Floral Park Improv PC 23-010 #702 5/25-5/31 Bids: Arden Manor Park & Floral Park Improv | 06/23/2023 | 45.08 45.08 48.51 60.76 27.93 61.01 54.88 61.00 |
| | | | Total for Check Number 51902: | 404.25 |
| | | | Total for 6/23/2023: | 15,867.12 |
| ACH | ACH001 ARVIM62023 BAARS62023 BAARS62023 BAUMG62023 BAUMG62023 BAUMG62023 BEEBT62023 | US BANK FLEET FARM 3100-Clothing THE HOME DEPOT 2828-mailbox post BEISSWENGERS HARDWARE-supplies WILLSCOT MOBILE MINI Warming House Fi QUADIENT LEASING USA Q2 postage lease SUGAR LAKE LODGE-Conference ST THE HOME DEPOT 2828-concrete mix | 06/30/2023 | 199.95 111.32 58.99 311.03 1,297.71 288.28 188.20 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|----------------------------------|---|-------------------------|--------------------|
| | CHRM62023 | ALL SEASONS RENTAL-concrete Perry dog p | | 325.00 |
| | FRIDJ62023 | MENARDS BLAINE-supplies Perry dog park | | 471.84 |
| | FRIDJ62023 | SWINGSETMALL.COM-swingset seats | | 200.85 |
| | FRIDJ62023 | WPY AMERICAN PUBLIC WORKS-fall work: | | 262.36 |
| | HANSJ62023 | JIMMY JOHNS - May CC Worksession | | 199.23 |
| | HANSJ62023 | MCFOA Membership JH | | 50.00 |
| | HANSJ62023 | MCFOA Membership JT | | 50.00 |
| | JOHNM62023 | DOMINO'S 1971-Playground Staff Training | | 55.23 |
| | JOHNM62023 | OFFICE DEPOT 375-baseballs | | 29.85 |
| | JOHNM62023 | MN ZOO POS-Friday Field Trip | | 260.00 |
| | MIKAT62023 | APPLE.COM/BILL-I Cloud | | 0.99 |
| | MIKAT62023 | FLEET FARM 3100-supplies | | 88.39 |
| | MIKAT62023 | THE HOME DEPOT 2828-Supplies Perry dog p | | 162.08 |
| | MIKAT62023 | NORTHERN TOOL EQUIP #85603 | | 434.98 |
| | MOONJ62023 | THE HOME DEPOT 2828-supplies | | 86.18 |
| | PERRD62023 | NRPA OPERATING-supplies | | 98.15 |
| | PERRD62023 | NRPA OPERATING-NRPA Membership | | 180.00 |
| | REBATE62023 | US BANK REBATE | | -271.14 |
| | | Total for this ACH Check for Vendor ACH001: | | 5,139.47 |
| ACH | ACH002 157299 | AFLAC Insurance Premiums- June 2023 | 06/30/2023 | 45.52 |
| | | Total for this ACH Check for Vendor ACH002: | | 45.52 |
| ACH | ACH005 52023 52023 | MINNESOTA REVENUE-SALES & USE May Sales/Use Tax May Sales/Use Tax | 06/30/2023 | 0.26 58.74 |
| | | Total for this ACH Check for Vendor ACH005: | | 59.00 |
| ACH | 0192 9748066439 9749651387 | GRAINGER INC Trash Bags Trash Bags | 06/30/2023 | 449.40 449.40 |
| | | Total for this ACH Check for Vendor 0192: | | 898.80 |
| ACH | 0230 1392577-00 1392577-01 | MTI DISTRIBUTING INC Parts for #85457 Parts for #85457 | 06/30/2023 | 1,438.60 842.19 |
| | | Total for this ACH Check for Vendor 0230: | | 2,280.79 |
| ACH | 0327 3540282258 3540282259 | STAPLES INC Supplies Supplies | 06/30/2023 | 14.39 44.17 |
| | | Total for this ACH Check for Vendor 0327: | | 58.56 |
| ACH | 0761 0076120-IN | ELECTRIC PUMP INC LS #7 JWC Cutter Stack-Pres Homes | 06/30/2023 | 21,355.75 |
| | | Total for this ACH Check for Vendor 0761: | | 21,355.75 |
| ACH | 10331 INV-14072 | PAGEFREEZER SOFTWARE INC Public Records Compliance 7/1/23-6/30/24 | 06/30/2023 | 3,946.80 |
| | | Total for this ACH Check for Vendor 10331: | | 3,946.80 |
| ACH | 10363 M1703 | MINUTE MAKER SECRETARIAL 6/5 JDA Meeting Minutes | 06/30/2023 | 196.75 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------|--|-------------------------|--------------|
| | M1703 | 6/7 PC Meeting Minutes | | 196.75 |
| | M1703 | 6/12 CC Meeting Minutes | | 219.50 |
| Total for this ACH Check for Vendor 10363: | | | | 613.00 |
| ACH | 1252 | CAMPBELL KNUTSON - ATTORNEYS / | 06/30/2023 | |
| | 3231G-0523 | May Legal | | 1,414.18 |
| | 3231G-0523 | May Legal PC 22-023 #616 | | 98.50 |
| | 3231G-0523 | May Legal | | 108.50 |
| | 3231G-0523 | May Legal | | 620.00 |
| Total for this ACH Check for Vendor 1252: | | | | 2,241.18 |
| ACH | 2501 | DAVIS LOCK AND SAFE | 06/30/2023 | |
| | 89985 | Keys | | 130.00 |
| Total for this ACH Check for Vendor 2501: | | | | 130.00 |
| ACH | 5493 | JOLENE TRAUBA | 06/30/2023 | |
| | 063023 | Mileage Reimbursement 6/5-6/22 | | 50.22 |
| Total for this ACH Check for Vendor 5493: | | | | 50.22 |
| ACH | 8032 | PACE ANALYTICAL FIELD SVC INC | 06/30/2023 | |
| | 1223-7260 | April Drinking Water Survey | | 1,170.20 |
| | 1223-7261 | May Drinking Water Survey | | 1,158.50 |
| Total for this ACH Check for Vendor 8032: | | | | 2,328.70 |
| ACH | 8870 | CHET'S SHOES INC | 06/30/2023 | |
| | LLC18303 | Boots-Season Staff TP | | 125.00 |
| Total for this ACH Check for Vendor 8870: | | | | 125.00 |
| ACH | A1HY | A-1 HYDRAULIC SALES & SERVICE IN | 06/30/2023 | |
| | 0130191-IN | 2023 Paving Project | | 184.10 |
| Total for this ACH Check for Vendor A1HY: | | | | 184.10 |
| ACH | HOLDB | BRENDA HOLDEN | 06/30/2023 | |
| | 062723 | Mileage Reimbursement 3/13-5/12 | | 117.90 |
| Total for this ACH Check for Vendor HOLDB: | | | | 117.90 |
| 51903 | AMPU | APWA | 06/30/2023 | |
| | 834296.2023 | 2023 Membership-JF | | 286.25 |
| Total for Check Number 51903: | | | | 286.25 |
| 51904 | UB*00658 | BRIAN or MARSHA BURGESSON | 06/30/2023 | |
| | | Refund Check 003190-000, 3769 New Brighton | | 56.43 |
| Total for Check Number 51904: | | | | 56.43 |
| 51905 | CPF1 | CENTRAL PENSION FUND SOURCE A | 06/30/2023 | |
| | 184503.0623 | June Pension | | 3,072.00 |
| Total for Check Number 51905: | | | | 3,072.00 |
| 51906 | 0125 | CENTRAL WOOD PRODUCTS | 06/30/2023 | |
| | 501602 | Mulch-Playground | | 2,853.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|--------------------------------------|---|-------------------------------|----------------------|
| | | | Total for Check Number 51906: | 2,853.00 |
| 51907 | SHORE GW62823 | CITY OF SHOREVIEW-PARKS & RECR Volleyball Camp | 06/30/2023 | 612.50 |
| | | | Total for Check Number 51907: | 612.50 |
| 51908 | 10537 118739 | DRAIN KING INC Men's bathroom repair | 06/30/2023 | 324.50 |
| | | | Total for Check Number 51908: | 324.50 |
| 51909 | 2513 7588 | GLACIAL RIDGE GROWERS Hazelnut Plantings | 06/30/2023 | 655.61 |
| | | | Total for Check Number 51909: | 655.61 |
| 51910 | IDAI 54853 | IDEAL ADVERTISING INC Embroidery-Council Shirt | 06/30/2023 | 10.00 |
| | | | Total for Check Number 51910: | 10.00 |
| 51911 | UB*00657 | DOUGLAS LANG Refund Check 000176-000, 4129 James Circle | 06/30/2023 | 175.00 |
| | | | Total for Check Number 51911: | 175.00 |
| 51912 | 10362 INV11342197 INV11342197 | MARCO TECHNOLOGIES LLC Service 6/25-7/24 and Q2 Usage Service 6/25-7/24 and Q2 Usage | 06/30/2023 | 639.32 112.82 |
| | | | Total for Check Number 51912: | 752.14 |
| 51913 | 10486 062723 062723 | MINNESOTA METRO NORTH TOURISM Quality Inn May Lodging Tax SpringHill Suites May Lodging Tax | 06/30/2023 | 3,198.29 8,963.87 |
| | | | Total for Check Number 51913: | 12,162.16 |
| 51914 | 0600 315800072023 | NCPERS GROUP LIFE INS July Insurance | 06/30/2023 | 64.00 |
| | | | Total for Check Number 51914: | 64.00 |
| 51915 | 0811 FLEET-000816 PRRRV-002124 | RAMSEY COUNTY May Fuel Election Services Q3 2023 | 06/30/2023 | 3,422.28 6,850.00 |
| | | | Total for Check Number 51915: | 10,272.28 |
| 51916 | 6748 GL154938.0723 | RELIANCE STANDARD July Insurance | 06/30/2023 | 1,562.11 |
| | | | Total for Check Number 51916: | 1,562.11 |
| 51917 | MISC1 062323 | DEB SMITH Reimbursement-Irrigation Head Replacement | 06/30/2023 | 69.00 |
| | | | Total for Check Number 51917: | 69.00 |
| 51918 | 0336 69283 | T.A. SCHIFSKY & SONS INC Asphalt Purchases 6/4-6/10 | 06/30/2023 | 1,229.69 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|---|-------------------------------|--------------|
| | 69322 | Asphalt Purchases 6/11-6/17 | | 617.54 |
| | | | Total for Check Number 51918: | 1,847.23 |
| 51919 | 3099 A22454 | TRI STATE BOBCAT INC-LITTLE CANA 2023 Paving Project | 06/30/2023 | 984.25 |
| | | | Total for Check Number 51919: | 984.25 |
| 51920 | MISC2 062323 | RANDY TUFTS Reimbursement: Mailboxes @1127/1128/1131 A | 06/30/2023 | 240.00 |
| | | | Total for Check Number 51920: | 240.00 |
| 51921 | 1300 090 0767330 | UNIFIRST CORPORATION May Mats | 06/30/2023 | 126.84 |
| | | | Total for Check Number 51921: | 126.84 |
| | | | Total for 6/30/2023: | 75,700.09 |
| | | | Report Total (64 checks): | 91,567.21 |