



MEMORANDUM

DATE: September 11, 2023
TO: Honorable Mayor and City Councilmembers
 Dave Perrault, City Administrator
FROM: 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 #18	\$129,186.28
Total Payroll	\$129,186.28
Paid Claims - 08/19/2023-09/01/2023 (Check Nos. 52054-52076 and ACH Checks)	\$103,613.10
Total Accounts Payable	\$103,613.10
Total Claims	\$232,799.38

CITY OF ARDEN HILLS

PAYROLL # 18

CHECKS DATED:

09/01/23

Biweekly:

08/12/23

- 08/25/23

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	8,550.13		EFT
FICA Oasdi	5,348.99	5,348.99	EFT
FICA Medicare	1,250.99	1,250.99	EFT
SIT	3,739.83		EFT
TOTAL TAXES	18,889.94	6,599.98	
Health Premium	1,749.56	24,518.11	A/P Check*
Dental Premium	95.88	842.56	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	1,845.44	25,360.67	
HSA Health Saving	1,007.69	1,625.00	EFT
TOTAL HEALTH SAVINGS	1,007.69	1,625.00	
PERA	5,105.33	5,890.79	EFT
ICMA	2,315.14	447.42	EFT
Central Pension Fund-Union	1,344.00		A/P Check*
MN State Retirement System	500.00		EFT
TOTAL RETIREMENT	9,264.47	6,338.21	
AFLAC	22.76		EFT
Life/Addl/Dep Life	40.44	103.20	A/P Check*
Life/Addl non-tax	9.40		A/P Check*
LTD/STD Insurance	1,371.30		A/P Check*
PERA Life Insurance	32.00		A/P Check*
IUOE 49 Dues (Union)	122.50		A/P Check*
UNUM	19.51		A/P Check*
TOTAL VOLUNTARY	1,617.91	103.20	
Total Employee Deductions	32,625.45		
Net Payroll	0.00		
Direct Deposit	56,533.77		EFT
Gross Payroll Tie-Out	89,159.22		
Plus City Paid Benefit	40,027.06		
TOTAL PAYROLL COST	129,186.28		

FICA TIE-OUT	
Gross Payroll	89,159.22
Less Total FSA	1,845.44
Less Total H.SA	1,007.69
Less Voluntary Ins	32.16
Net P/R Subject to FICA	86,273.93
FICA Oasdi @ 6.20%	5,348.99
FICA Medicare @ 1.45%	1,250.99

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: 9/5/2023 4:32 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0327	STAPLES INC	08/25/2023	
	3544563798	Supplies		35.68
	3544563798	Supplies		149.36
	3544563799	Supplies		59.16
Total for this ACH Check for Vendor 0327:				244.20
ACH	0750	VERIZON WIRELESS	08/25/2023	
	9941723156	Service 8/11-9/10		1,112.02
Total for this ACH Check for Vendor 0750:				1,112.02
ACH	10363	MINUTE MAKER SECRETARIAL	08/25/2023	
	M1735	CC Meeting Minutes-8/14		196.75
	M1735	PC Meeting Minutes-8/9		234.50
	M1735	JDA Meeting Minutes-8/7		272.25
Total for this ACH Check for Vendor 10363:				703.50
ACH	1252	CAMPBELL KNUTSON - ATTORNEYS	08/25/2023	
	3231G-0723	July Legal		383.50
	3231G-0723	July Legal		872.00
Total for this ACH Check for Vendor 1252:				1,255.50
ACH	1363	WATER CONSERVATION SERVICES INC	08/25/2023	
	13408	Leak Locate-Indian Pl & County Rd E		537.58
Total for this ACH Check for Vendor 1363:				537.58
ACH	6555	TKDA INC	08/25/2023	
	002023004123	Arden Oaks Improvements 6/25-7/29		650.04
Total for this ACH Check for Vendor 6555:				650.04
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	08/25/2023	
	082123	Aug-Sep Newsletter Postage		924.21
Total for this ACH Check for Vendor ALPI:				924.21
52054	1033	COMCAST	08/25/2023	
	44271.0923	service 8/21-9/20		6.51
Total for Check Number 52054:				6.51
52055	0841	EHLERS & ASSOCIATES INC.	08/25/2023	
	94390	2023 Continuing Disclosure Reporting		739.50
	94390	2023 Continuing Disclosure Reporting		110.50
	94893	Financial Modeling-July		5,775.00
	94896	Franchise Fee Overview-July		1,133.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 52055:	7,758.75
52056	1193 16595344	FURTHER INC August Participant Fee	08/25/2023	63.75
			Total for Check Number 52056:	63.75
52057	INCI S-INV00833	IN CONTROL INC Booster Station	08/25/2023	262.50
			Total for Check Number 52057:	262.50
52058	UB*00685	PETER M or ELIZABETH LARAMY Refund Check 004502-000, 1171 Tiller Lane	08/25/2023	48.86
			Total for Check Number 52058:	48.86
52059	1058 10050651	MIDC ENTERPRISES INC Supplies-Perry Park	08/25/2023	248.96
			Total for Check Number 52059:	248.96
52060	10547 28247	MILLER DUNWIDDIE Booster Station Assessment-July	08/25/2023	1,000.00
			Total for Check Number 52060:	1,000.00
52061	10486 082123 082123	MINNESOTA METRO NORTH TOURISM Quality Inn July Lodging Tax SpringHill Suites July Lodging Tax	08/25/2023	3,969.10 12,484.54
			Total for Check Number 52061:	16,453.64
52062	0600 315800092023	NCPERS GROUP LIFE INS September Insurance	08/25/2023	64.00
			Total for Check Number 52062:	64.00
52063	UB*00682	THERESE OMEARA Refund Check 011907-000, 4384 Arden View C	08/25/2023	468.58
			Total for Check Number 52063:	468.58
52064	UB*00683	STEVE POUCHER Refund Check 000935-000, 1548 Briarknoll Dri	08/25/2023	365.20
			Total for Check Number 52064:	365.20
52065	0811 PRMG-005132 PRMG-005132 PRMG-005132 PRMG-005132 PUBW-020506	RAMSEY COUNTY PW Rental Space-September PW Rental Space-September PW Rental Space-September PW Rental Space-September Emergency Pre-Emption Systems Jan-June	08/25/2023	2,580.26 2,580.26 5,160.53 1,146.78 47.99
			Total for Check Number 52065:	11,515.82
52066	UB*00684	KENNETH ROSE Refund Check 001222-000, 1652 Oak Avenue	08/25/2023	38.32
			Total for Check Number 52066:	38.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52067	10531	STREAMLINE DESIGN INC	08/25/2023	
	42311	Safety Vests Printing-PTRC		303.60
	42489	Safety Vests Printing-Community Development		75.56
Total for Check Number 52067:				379.16
52068	10495	TENET	08/25/2023	
	763147	Supplies		68.89
Total for Check Number 52068:				68.89
52069	1161	VALLEY-RICH CO INC	08/25/2023	
	32356	Water Main Repair-1870 Indian Place		6,436.00
Total for Check Number 52069:				6,436.00
Total for 8/25/2023:				50,605.99
ACH	ACH001	US BANK	08/31/2023	
	BAUMG82023	AMZN MKTP-Computer Cable		25.99
	BAUMG82023	JIMMIES OLD SOUTHERN BBQ-Commission		1,207.52
	BEEBT82023	AMAZON.COM*JD2YB0C43-Clothing		147.64
	BEEBT82023	AMZN MKTP US*406601Q73-Clothing		229.28
	HANSJ82023	THE STAR TRIBUNE subscription		62.27
	HANSJ82023	SECRETARY OF STATE-JT Notary Renewal		120.00
	HANSJ82023	IIMC Renewal		185.00
	HANSJ82023	JIMMY JOHNS - CC Worksession		204.35
	HANSJ82023	LEAGUE OF MN CITIES-Conference Refund		-375.00
	HANSJ82023	MN STATE COLLEGES-MCFOA Advanced Ac		175.00
	JOHNM82023	MICHAELS STORES - Playground Prog Suppli		21.46
	JOHNM82023	VSI*CITY OF EAGAN PR - Friday Field Trip C		130.00
	JOHNM82023	MICHAELS STORES - Playground Prog Suppli		29.47
	JOHNM82023	FUN EXPRESS-Supplies		86.71
	JOHNM82023	SQ *SIDEKICK THEATRE - Friday Field Trip		207.00
	JOHNM82023	HAPPY FACES ENTERTAINMENT-Face Paint		100.00
	JOHNM82023	TARGET-Playground Prog Supplies		18.23
	JOHNM82023	GRAND SLAM - Friday Field Trip		310.50
	JOHNM82023	WWW.PEACHJAR.COM-Flyers		50.00
	JOHNM82023	SAMS CLUB - Supplies		39.43
	JOHNM82023	HOLIDAY STATIONS - Playground Prog Suppl		6.29
	JOHNM82023	CUB FOODS - Playground Prog Supplies		26.23
	JOHNM82023	FUN JUMPS ENTERTAINMENT-Dunk Tank		287.38
	JOHNM82023	DICKS SPORTING GOODS-Soccer Supplies		123.47
	MIKAT82023	APPLE.COM/BILL-Icloud		0.99
	MIKAT82023	PARTSTREE.COM-Parts		121.63
	MIKAT82023	HOLIDAY STATIONS-Propane		42.93
	PERRD82023	B&H PHOTO-Active Listening System		99.81
	SEIFM82023	CARHARTT RETAIL LLC-Clothing		109.98
Total for this ACH Check for Vendor ACH001:				3,793.56
ACH	ACH002	AFLAC	08/31/2023	
	847266	Insurance Premiums- August 2023		45.52
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH005	MINNESOTA REVENUE-SALES & USE	08/31/2023	
	72023	July Sales/Use Tax		0.10
	72023	July Sales/Use Tax		17,467.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	72023	July Sales/Use Tax		52.90
	72023	July Sales/Use Tax		-0.23
Total for this ACH Check for Vendor ACH005:				17,520.00
Total for 8/31/2023:				21,359.08
ACH	0022 082823	THOMAS MIKACEVICH Reimbursement Uniform Allowance	09/01/2023	249.90
Total for this ACH Check for Vendor 0022:				249.90
ACH	0327 3545011070 3545011070 3545011072 3545011073 3545011073 3545371457	STAPLES INC Supplies Supplies Supplies Supplies Supplies Supplies	09/01/2023	87.43 165.93 22.77 33.09 13.99 8.71
Total for this ACH Check for Vendor 0327:				331.92
ACH	0382 PR 23-18 PR 23-18	MISSIONSQUARE #106944 PR Batch 00100.09.2023 ICMA Employee Perce PR Batch 00100.09.2023 ICMA Employer Perce	09/01/2023 PR Batch 00100.09.2023 ICM PR Batch 00100.09.2023 ICM	387.76 447.42
Total for this ACH Check for Vendor 0382:				835.18
ACH	0387 PR 23-18 PR 23-18	MISSIONSQUARE #302482 PR Batch 00100.09.2023 ICMA Employee Dedu PR Batch 00100.09.2023 ICMA Employee Perce	09/01/2023 PR Batch 00100.09.2023 ICM PR Batch 00100.09.2023 ICM	1,703.00 224.38
Total for this ACH Check for Vendor 0387:				1,927.38
ACH	5593 27440	AMERICAN LEGAL PUBLISHING COR Ordinance 2023-006	09/01/2023	13.50
Total for this ACH Check for Vendor 5593:				13.50
ACH	8032 1223-7489	PACE ANALYTICAL FIELD SVC INC Drinking Water Survey-July	09/01/2023	1,256.00
Total for this ACH Check for Vendor 8032:				1,256.00
52070	3351 310032370	HIGHLAND PRODUCTS GROUP LLC Floral Park Bench	09/01/2023	1,213.00
Total for Check Number 52070:				1,213.00
52071	10362 INV11544051 INV11544051	MARCO TECHNOLOGIES LLC Service 8/25-9/24 Service 8/25-9/24	09/01/2023	77.18 13.62
Total for Check Number 52071:				90.80
52072	0257 08172023	MINNESOTA DEPT OF HEALTH Q3 2023 Water Connection	09/01/2023	6,429.00
Total for Check Number 52072:				6,429.00
52073	10548	PRAIRIE RESTORATIONS INC	09/01/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV-003755	Hazelnut Restoration-Plants		551.56
			Total for Check Number 52073:	551.56
52074	0811 FLEET-000832 FLEET-000832 FLEET-000833	RAMSEY COUNTY Vehicle Parts-July Vehicle Service/Repair-July July Fuel	09/01/2023	1,503.09 809.20 4,871.54
			Total for Check Number 52074:	7,183.83
52075	0282 0899-004270057 0899-004273301	REPUBLIC SERVICES #899 Recycling Service-August PW Waste-August	09/01/2023	8,847.15 2,591.31
			Total for Check Number 52075:	11,438.46
52076	7064 2377	ROTARY CLUB OF ARDEN HILLS-SHO Q3 2023 Dues	09/01/2023	127.50
			Total for Check Number 52076:	127.50
			Total for 9/1/2023:	31,648.03
			Report Total (39 checks):	103,613.10