



MEMORANDUM

DATE: June 10, 2019
TO: Honorable Mayor and City Councilmembers
 Dave Perrault, City Administrator
FROM: Gayle Bauman, Finance Director
 Pang Silseth, Accounting Analyst
SUBJECT:

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

Council Should Consider

- A. Approve Claims and Payroll
or
- B. Reject Claims and Payroll

Background

Payroll is processed biweekly and accounts payable is processed weekly.

Budget Impact

NA

Attachments

2019 Payroll #11	\$77,508.82
Total Payroll	\$77,508.82
 Paid Claims---05/18/2019 through 05/31/2019 (Check Nos. 48447-48492 and ACH Checks)	 \$135,842.46
Total Accounts Payable	\$135,842.46
Total Claims	\$213,351.28

CITY OF ARDEN HILLS

PAYROLL # 11

CHECKS DATED: 05/31/19

Biweekly: 05/11/19 - 05/24/19

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,259.58		EFT
SIT	3,012.42		EFT
FICA Oasdi	4,143.40	4,143.40	EFT
FICA Medicare	969.06	969.06	EFT
TOTAL TAXES	14,384.46	5,112.46	
Health Premium	144.00	0.00	A/P Check*
Dental Premium	0.00	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	144.00	0.00	
HSA Health Saving	0.00	0.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	356.49		EFT
Health Care Savings Plan-4%	474.88		EFT
TOTAL HEALTH SAVINGS	831.37	0.00	
PERA	3,968.83	4,579.43	EFT
ICMA	2,136.54	378.42	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	0.00		EFT
TOTAL RETIREMENT	6,719.77	4,957.85	
IUOE 49 Dues (Union)	0.00		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	0.00		A/P Check*
Life/Addl/Dep Life	8.00	0.00	A/P Check*
Life/Addl	12.00		
UNUM	19.51		A/P Check*
AFLAC	53.18		EFT
TOTAL VOLUNTARY	92.69	0.00	
Total Employee Deductions	22,172.29		
Net Payroll	167.41		
Direct Deposit	45,171.50		EFT
Gross Payroll Tie-Out	67,438.51		
Plus City Paid Benefit	10,070.31		
TOTAL PAYROLL COST	77,508.82		

FICA TIE-OUT	
Gross Payroll	67,438.51
Less Total FSA	144.00
Less Total HAS	831.37
Less Voluntary Ins	65.18
Plus ICMA Employer	378.42
Net P/R Subject to FICA	66,776.38
FICA Oasdi @ 6.20%	4,143.40
FICA Medicare @ 1.45%	969.06

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: 5/31/2019 5:52 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0192 917626727	Grainger, Inc Safety Equipment	05/24/2019 Safety Equipment	36.12
Total for this ACH Check for Vendor 0192:				36.12
ACH	0230 1212168-00 1212313-00 1212313-01	MTI Distributing Co. Inc. Mower Parts Mower Parts Mower Parts	05/24/2019 Mower Parts Mower Parts Mower Parts	321.87 378.02 617.61
Total for this ACH Check for Vendor 0230:				1,317.50
ACH	0453 477626-CRC-1	Continental Research Corp. Waste Water Treatment Supplies	05/24/2019 Waste Water Treatment Suppl	897.00
Total for this ACH Check for Vendor 0453:				897.00
ACH	0576 M24720	TimeSaver Off Site Secretarial Inc. May Planning Commission	05/24/2019 May Planning Commission	233.63
Total for this ACH Check for Vendor 0576:				233.63
ACH	0750 9829658991 9829904253	Verizon Wireless Service 2/26-3/7 Final Bill Service 5/11-6/10	05/24/2019 Service 2/26-3/7 Final Bill Service 5/11-6/10	-37.50 1,177.85
Total for this ACH Check for Vendor 0750:				1,140.35
ACH	1223 2783596	Adam's Pest Control, Inc. Pest Control May 2019	05/24/2019 Pest Control May 2019	66.29
Total for this ACH Check for Vendor 1223:				66.29
ACH	1252 3231G-0419 3231G-0419 3231G-0419 3231G-0419 3231G-0419 3231G-0419	Campbell Knutson - Attorneys at Law April Legal Services April Legal Services April Legal Services PC 18-014 April Legal Services PC 19-002 April Legal Services April Legal Services	05/24/2019 April Legal Services April Legal Services April Legal Services April Legal Services April Legal Services April Legal Services	248.00 77.50 46.50 398.60 1,192.50 1,288.90
Total for this ACH Check for Vendor 1252:				3,252.00
ACH	2226 128765	Sharrow Lifting Products Coupling Links	05/24/2019 Coupling Links	49.93
Total for this ACH Check for Vendor 2226:				49.93
ACH	3349 62058	Hydro Klean, LLC Sewer Line Cleaning	05/24/2019 Sewer Line Cleaning	2,875.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 3349:				2,875.00
ACH	5180 S293260-IN	The Tessman Company LLC Field Care Supplies	05/24/2019 Field Care Supplies	2,189.60
Total for this ACH Check for Vendor 5180:				2,189.60
ACH	7025 0000755056	On Site Companies -OSSTC Inc. Restrooms Royal Hills Relocate	05/24/2019 Restrooms Royal Hills Reloca	35.00
Total for this ACH Check for Vendor 7025:				35.00
ACH	CANON 20062613 20062613	Canon Financial Services Inc. Copier June 2019 Copier June 2019	05/24/2019 Copier June 2019 Copier June 2019	1,215.08 214.42
Total for this ACH Check for Vendor CANON:				1,429.50
48447	0131 161781 161869 165749 167273	Beisswenger's How-To Store Twine Chain Misc Supplies Keys	05/24/2019 Twine Chain Misc Supplies Keys	29.99 7.95 6.30 26.82
Total for Check Number 48447:				71.06
48448	UB*00339	Burnet Title Refund Check	05/24/2019	96.02
Total for Check Number 48448:				96.02
48449	UB*00337	Ashley Burton Refund Check	05/24/2019	35.02
Total for Check Number 48449:				35.02
48450	UB*00330	John Cionca Refund Check	05/24/2019	176.53
Total for Check Number 48450:				176.53
48451	5597 GE 2017-01037	CoBeck Construction Company, LLC Escrow Refund, GE 2017-01037; 4100 Hamline	05/24/2019 Escrow Refund, GE 2017-010	2,965.39
Total for Check Number 48451:				2,965.39
48452	1033 44271.0519	Comcast Service 5/21-6/20	05/24/2019 Service 5/21-6/20	6.30
Total for Check Number 48452:				6.30
48453	1032 190515	Commercial Asphalt Co. Inc. Hotmix	05/24/2019 Hotmix	904.83
Total for Check Number 48453:				904.83
48454	UB*00335	Janelle Fischler Refund Check	05/24/2019	2.11
Total for Check Number 48454:				2.11
48455	0176	Frattallone's Hardware, Inc.	05/24/2019	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	083506/A	Misc Garage Supplies	Misc Garage Supplies	7.49
	083560/A	Pruning Tools	Pruning Tools	85.98
Total for Check Number 48455:				93.47
48456	1119 44868/6	Gertens Inc. Rain Garden Supplies	05/24/2019 Rain Garden Supplies	1,370.50
Total for Check Number 48456:				1,370.50
48457	UB*00329	Donna Gulbranson Refund Check	05/24/2019	4.13
Total for Check Number 48457:				4.13
48458	10218 126537	HR Green Inc. Service Through April 26, 2019	05/24/2019 Service Through April 26, 2019	739.00
Total for Check Number 48458:				739.00
48459	IDAI 47234	Ideal Advertising, Inc Youth Summer League Hats	05/24/2019 Youth Summer League Hats	594.00
Total for Check Number 48459:				594.00
48460	1055 KPS0357 KPS0357	Kodiak Power Systems Inc. Emergency Generator Annual Service Emergency Generator Annual Service	05/24/2019 Emergency Generator Annual Emergency Generator Annual	990.00 2,970.00
Total for Check Number 48460:				3,960.00
48461	5138 WC 1001322-2	League of MN Cities Ins. Trust 2018 WC Audit Adjustment	05/24/2019 2018 WC Audit Adjustment	1,590.00
Total for Check Number 48461:				1,590.00
48462	UB*00334	Tim & Nancy Maloney Refund Check	05/24/2019	100.43
Total for Check Number 48462:				100.43
48463	UB*00332	Freieda McGraw Refund Check	05/24/2019	35.78
Total for Check Number 48463:				35.78
48464	UB*00336	Maren Melhus Refund Check	05/24/2019	47.82
Total for Check Number 48464:				47.82
48465	10313 05222019	Emily Moore Refund: Track-Valentine Hills	05/24/2019 Refund: Track-Valentine Hills	60.00
Total for Check Number 48465:				60.00
48466	0155 W19040590	Office of MN IT Services April 2019 Phone	05/24/2019 April 2019 Phone	777.24
Total for Check Number 48466:				777.24
48467	UB*00338	Alyssa & Obi Onwuagba Refund Check	05/24/2019	9.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48467:	9.58
48468	UB*00333	Jaime Pautz Refund Check	05/24/2019	4.46
			Total for Check Number 48468:	4.46
48469	UB*00328	David Perrizo Refund Check	05/24/2019	23.27
			Total for Check Number 48469:	23.27
48470	1208 610207-04-19 613317-04-19	Premium Waters, Inc April 2019 Water April 2019 Water	05/24/2019 April 2019 Water April 2019 Water	46.34 115.78
			Total for Check Number 48470:	162.12
48471	0811 FLEET-000476 FLEET-000480 FLEET-000480	Ramsey County April 2019 Fuel Purchase April 2019 Service & Parts April 2019 Service & Parts	05/24/2019 April 2019 Fuel Purchase April 2019 Fuel Purchase April 2019 Fuel Purchase	1,988.67 63.16 1,540.00
			Total for Check Number 48471:	3,591.83
48472	6748 GL154938.0619	Reliance Standard June 2019 Premium	05/24/2019 June 2019 Premium	1,541.59
			Total for Check Number 48472:	1,541.59
48473	10312 05152019	Michael Ruth Umpire Pay 04/30-05/14	05/24/2019 Umpire Pay 04/30-05/14	192.00
			Total for Check Number 48473:	192.00
48474	0327 3413525567 3413525567 3413525568	Staples Business Advantage Office Supplies Office Supplies Office Supplies	05/24/2019 Office Supplies Office Supplies Office Supplies	4.49 386.45 18.81
			Total for Check Number 48474:	409.75
48475	10211 03455-14 P8 03455-14 P8 03455-14 P8 03455-14 P8	Sunram Construction Inc. Old Snelling Trail & Watermain Payment #8 Old Snelling Trail & Watermain Payment #8 Old Snelling Trail & Watermain Payment #8 Old Snelling Trail & Watermain Payment #8	05/24/2019 Old Snelling Trail & Waterma Old Snelling Trail & Waterma Old Snelling Trail & Waterma Old Snelling Trail & Waterma	-885.14 9,558.06 2,253.60 5,891.22
			Total for Check Number 48475:	16,817.74
48476	10212 3608-000P8 3608-000P8	The Osseo Construction Co., Inc Water Tower Rehap Payment #8 Water Tower Rehap Payment #8	05/24/2019 Water Tower Rehap Payment : Water Tower Rehap Payment :	15,492.70 16,446.00
			Total for Check Number 48476:	31,938.70
48477	3099 E25651	Tri-State Bobcat, Inc.-Little Canada Tiller Rental	05/24/2019 Tiller Rental	165.00
			Total for Check Number 48477:	165.00
48478	UB*00331	Douglas Walton	05/24/2019	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		197.28
			Total for Check Number 48478:	197.28
			Total for 5/24/2019:	82,204.87
ACH	0339 0327936	Ferguson Waterworks 2516 Curb Box Supplies	05/31/2019 Curb Box Supplies	429.84
			Total for this ACH Check for Vendor 0339:	429.84
ACH	0382	ICMA Retirement Trust - 106944 PR Batch 00300.05.2019 ICMA Employee Perce PR Batch 00300.05.2019 ICMA Employer Perce	05/31/2019 PR Batch 00300.05.2019 ICM PR Batch 00300.05.2019 ICM	327.96 378.42
			Total for this ACH Check for Vendor 0382:	706.38
ACH	0387	ICMA Retirement Trust- #302482 PR Batch 00300.05.2019 ICMA Employee Dedu PR Batch 00300.05.2019 ICMA Employee Perce	05/31/2019 PR Batch 00300.05.2019 ICM PR Batch 00300.05.2019 ICM	1,561.54 247.04
			Total for this ACH Check for Vendor 0387:	1,808.58
ACH	1115 0-003455-200-26 R-012452-000-9 R-013559-000-4 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013782-000-2 R-013785-000-1	WSB & Associates, Inc. 2040 Comp Plan April 2019 Cummings Park Playground April 2019 2019 GIS April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 General Services April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 TCAAP April 2019	05/31/2019 2040 Comp Plan April 2019 Cummings Park Playground A 2019 GIS April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 Acting DPW-CE April 2019 TCAAP April 2019	1,609.50 1,915.50 663.00 225.00 900.00 750.00 1,500.00 332.00 1,500.00 1,500.00 375.00 375.00 375.00 375.00 375.00 375.00 215.50
			Total for this ACH Check for Vendor 1115:	12,235.50
ACH	1125 0229724 0229724 0229724 0230870 0230870 0231954 0231954 0231954 0231954 0231954 0232188	Bolton & Menk, Inc. Professional Services January 2019 Professional Services January 2019 PC18-014 Professional Services January 2019 PC18-027 Professional Services February 2019 PC 18-014 Professional Services February 2019 Professional Services March 2019 PC19-003 Professional Services March 2019 Professional Services March 2019 PC19-001 Professional Services March 2019 PC18-014 Mounds View HS Improvements PC 18-014	05/31/2019 Professional Services January Professional Services January Professional Services January Mounds View HS Improveme Mounds View HS Improveme Professional Services March 2 Professional Services March 2 Professional Services March 2 Professional Services March 2 Professional Services March 2 Mounds View HS Improveme	4,877.50 874.50 290.00 405.00 4,807.50 1,452.50 4,972.50 1,095.00 1,972.50 874.50
			Total for this ACH Check for Vendor 1125:	21,621.50
ACH	2851 004078	MC Tool & Safety Sales Inc. Uniforms (seasonal & clothing allowance)	05/31/2019 Uniforms (seasonal & clothin	725.00
			Total for this ACH Check for Vendor 2851:	725.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	4375 INV-ACC45869	Accela Inc. Springbrook Upgrade	05/31/2019 Springbrook Upgrade	596.25
Total for this ACH Check for Vendor 4375:				596.25
ACH	5025 05292019 05292019	Sara Knoll Expense Reimbursement Expense Reimbursement	05/31/2019 Expense Reimbursement Expense Reimbursement	156.02 121.80
Total for this ACH Check for Vendor 5025:				277.82
ACH	5587 INV101015	CES Imaging Inc. May 2019 Rental	05/31/2019 May 2019 Rental	60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	5592 843343240	NovaCare Rehabilitation Employment Physical	05/31/2019 Employment Physical	220.00
Total for this ACH Check for Vendor 5592:				220.00
ACH	7025 0000756158	On Site Companies -OSSTC Inc. Restrooms 5/18-6/14	05/31/2019 Restrooms 5/18-6/14	577.00
Total for this ACH Check for Vendor 7025:				577.00
ACH	ALPI 157184	Allegra Print & Imaging Inc. April 2019 Newsletter	05/31/2019 April 2019 Newsletter	1,572.15
Total for this ACH Check for Vendor ALPI:				1,572.15
ACH	JOHC 1-86466507197	Johnson Controls Inc. Fire Alarm Panel Repair	05/31/2019 Fire Alarm Panel Repair	327.50
Total for this ACH Check for Vendor JOHC:				327.50
48479	6896 JP190524	APA Minnesota Assoc Planner Job Posting	05/31/2019 Assoc Planner Job Posting	25.00
Total for Check Number 48479:				25.00
48480	0131 171402 173826	Beisswenger's How-To Store Misc Supplies Conduit	05/31/2019 Misc Supplies Conduit	11.45 36.49
Total for Check Number 48480:				47.94
48481	0296 05292019 05292019	City of Arden Hills Petty Cash-March 2019, Adjust for difference Petty Cash Reimbursement-March 2019	05/31/2019 Petty Cash Reimbursement-M Petty Cash Reimbursement-M	-0.04 6.00
Total for Check Number 48481:				5.96
48482	10270 6171	Collins Electrical Construction Corp Ball Field Lamps Repair	05/31/2019 Ball Field Lamps Repair	3,322.51
Total for Check Number 48482:				3,322.51
48483	10316 05282019	Reza Foroozan Reimbursement-Mailbox Repair	05/31/2019 Reimbursement-Mailbox Rep	86.76
Total for Check Number 48483:				86.76

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48484	10314 60802	Magna-Matic Blade Sharpener & Balancing Equipment	05/31/2019 Blade Sharpener & Balancing	2,394.30
Total for Check Number 48484:				2,394.30
48485	5443 143513	Metro Products, Inc. Misc Supplies	05/31/2019 Misc Supplies	340.27
Total for Check Number 48485:				340.27
48486	0257 05142019	Minnesota Dept. of Health Q2 2019 Water Connection Fee	05/31/2019 Q2 2019 Water Connection Fe	4,202.00
Total for Check Number 48486:				4,202.00
48487	5610 05222019	Minnesota Rural Water Association Membership 7/19-7/20	05/31/2019 Membership 7/19-7/20	250.00
Total for Check Number 48487:				250.00
48488	0600 315800062019	NCPERS Group Life Ins June 2019 Premium	05/31/2019 June 2019 Premium	64.00
Total for Check Number 48488:				64.00
48489	3100 E0471136.0519	Provident Life and Accident Ins Co May 2019 Premium	05/31/2019 May 2019 Premium	39.02
Total for Check Number 48489:				39.02
48490	0811 PUBW-017858	Ramsey County Cumming Park Signs	05/31/2019 Cumming Park Signs	200.88
Total for Check Number 48490:				200.88
48491	0327 3413811242 3414280500	Staples Business Advantage Lectern Office Supplies	05/31/2019 Lectern Office Supplies	255.99 299.44
Total for Check Number 48491:				555.43
48492	10315 2787	Twin City Glass Contractors Inc. Glass Replacement	05/31/2019 Glass Replacement	946.00
Total for Check Number 48492:				946.00
Total for 5/31/2019:				53,637.59
Report Total (71 checks):				135,842.46