



MEMORANDUM

DATE: January 27, 2020
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

2020 Payroll #2	\$88,213.41
Total Payroll	\$88,213.41
Paid Claims---01/04/2020 through 01/17/2020 (Check Nos. 49028-49069 and ACH Checks)	\$410,744.04
Total Accounts Payable	\$410,744.04
Total Claims	\$498,957.45

CITY OF ARDEN HILLS

PAYROLL # 2

CHECKS DATED: 01/24/20

Biweekly: 01/04/20 - 01/17/20

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,813.69		EFT
SIT	3,034.18		EFT
FICA Oasdi	4,606.18	4,606.18	EFT
FICA Medicare	1,077.26	1,077.26	EFT
TOTAL TAXES	15,531.31	5,683.44	
Health Premium	1,391.43	0.00	A/P Check*
Dental Premium	241.04	0.00	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	208.33		A/P Check*
TOTAL FLEXIBLE SPENDING	1,840.80	0.00	
HSA Health Saving	378.33	0.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	427.68		EFT
Health Care Savings Plan-4%	388.03		EFT
TOTAL HEALTH SAVINGS	1,194.04	0.00	
PERA	4,463.59	5,150.31	EFT
ICMA	2,577.99	389.76	EFT
Central Pension Fund-Union	518.88		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	8,310.46	5,540.07	
IUOE 49 Dues (Union)	122.50		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	77.94	0.00	A/P Check*
Life/Addl non-tax	28.20		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	302.91	0.00	
Total Employee Deductions	27,179.52		
Net Payroll	0.00		
Direct Deposit	49,810.38		EFT
Gross Payroll Tie-Out	76,989.90		
Plus City Paid Benefit	11,223.51		
TOTAL PAYROLL COST	88,213.41		

FICA TIE-OUT	
Gross Payroll	76,989.90
Less Total FSA	1,840.80
Less Total H.SA	1,194.04
Less Voluntary Ins	50.96
Plus ICMA Employer	389.76
Net P/R Subject to FICA	74,293.86
FICA Oasdi @ 6.20%	4,606.18
FICA Medicare @ 1.45%	1,077.26

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: 1/23/2020 10:05 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0008 12312019	Joseph Mooney Uniform Allowance	01/10/2020	135.98
Total for this ACH Check for Vendor 0008:				135.98
ACH	0189 9120185 9120185 9120185	Gopher State One-Call, Inc. December Locates December Locates December Locates	01/10/2020	24.30 24.30 24.30
Total for this ACH Check for Vendor 0189:				72.90
ACH	0192 9387652705 9390247816 9394858832 9399737445	Grainger, Inc Supplies Repair Kits Inflator Gauge and Air Gun Supplies	01/10/2020	10.23 55.21 160.32 12.24
Total for this ACH Check for Vendor 0192:				238.00
ACH	0285 66705133 66705133 66705133 66705133 66705133 66705133 66705133	Xcel Energy 11/12/19-12/15/19 11/12/19-12/15/19 11/12/19-12/15/19 11/12/19-12/15/19 11/12/19-12/15/19 11/12/19-12/15/19 11/12/19-12/15/19	01/10/2020	842.68 2,255.13 1,732.45 1,674.98 49.54 1,380.68 233.17
Total for this ACH Check for Vendor 0285:				8,168.63
ACH	0320 94718860	Health Partners Inc. January Insurance	01/10/2020	1,167.36
Total for this ACH Check for Vendor 0320:				1,167.36
ACH	0327 3434184852 3434377300 3434377301	Staples, Inc. Supplies Supplies Supplies	01/10/2020	363.68 62.09 283.20
Total for this ACH Check for Vendor 0327:				708.97
ACH	0382 PR# 20-2 PR# 20-2 PR# 20-2 PR# 20-2	ICMA Retirement Trust - 106944 PR Batch 00100.01.2020 ICMA Employer Perce PR Batch 00100.01.2020 ICMA Employee Perce PR Batch 00100.01.2020 ICMA Employee Perce PR Batch 00100.01.2020 ICMA Employer Perce	01/10/2020	116.93 101.34 229.57 264.89
Total for this ACH Check for Vendor 0382:				712.73

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0387	ICMA Retirement Trust- #302482	01/10/2020	
	PR# 20-2	PR Batch 00100.01.2020 ICMA Employee Perce		186.11
	PR# 20-2	PR Batch 00100.01.2020 ICMA Employee Dedu		637.54
	PR# 20-2	PR Batch 00100.01.2020 ICMA Employee Perce		74.19
	PR# 20-2	PR Batch 00100.01.2020 ICMA Employee Dedu		1,366.00
Total for this ACH Check for Vendor 0387:				2,263.84
ACH	0478	Truck Utilities Mfg. Company Inc.	01/10/2020	
	5346591	Bucket Truck Repair		409.87
	5346591	Bucket Truck Repair		136.63
Total for this ACH Check for Vendor 0478:				546.50
ACH	0549	Able Hose & Rubber LLC Inc.	01/10/2020	
	217386-001	Supplies		66.78
Total for this ACH Check for Vendor 0549:				66.78
ACH	0922	North Suburban Access Corporation	01/10/2020	
	2019-248	December Service		607.20
Total for this ACH Check for Vendor 0922:				607.20
ACH	1115	WSB & Associates, Inc.	01/10/2020	
	R-013559-000-11	2019 GIS-November		1,343.50
	R-014152-000-7	Tennis Court Improvement-November		253.00
	R-014908-000-2	Lake Valentine Pedestrian/Traffic-November		8,725.75
Total for this ACH Check for Vendor 1115:				10,322.25
ACH	1223	Adam's Pest Control, Inc.	01/10/2020	
	2859096	December Service		71.59
Total for this ACH Check for Vendor 1223:				71.59
ACH	1363	Water Conservation Service, Inc.	01/10/2020	
	10100	December Leak Locate		301.60
Total for this ACH Check for Vendor 1363:				301.60
ACH	1630	Pomp's Tire Service Inc.	01/10/2020	
	150123414	Vehicle 85103 Service		396.00
Total for this ACH Check for Vendor 1630:				396.00
ACH	5173	Badger Meter, Inc.	01/10/2020	
	80044862	Q1 2020 Gateway Fees		216.00
Total for this ACH Check for Vendor 5173:				216.00
ACH	5180	The Tessman Company LLC	01/10/2020	
	S305399-IN	Ice Melt		215.40
Total for this ACH Check for Vendor 5180:				215.40
ACH	7025	On Site Companies -OSSTC Inc.	01/10/2020	
	0000862550	Restrooms- January		285.00
Total for this ACH Check for Vendor 7025:				285.00
ACH	7501	Kelly & Lemmons, P.A.	01/10/2020	
	52261	December Prosecution		3,255.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 7501:	3,255.36
ACH	ALPI 158235	Allegra Print & Imaging Inc. Business Card Redesign	01/10/2020	375.00
			Total for this ACH Check for Vendor ALPI:	375.00
ACH	TOII 01022020	Tokle Inspections, Inc December Inspections	01/10/2020	1,148.80
			Total for this ACH Check for Vendor TOII:	1,148.80
ACH	3698 12242019	Shaila Cunningham Fall Thursday Evening Yoga	01/10/2020	640.80
			Total for this ACH Check for Vendor 3698:	640.80
ACH	6129 204-52695	Fast Signs Inc. Name Tag/Office Sign	01/10/2020	39.94
			Total for this ACH Check for Vendor 6129:	39.94
49028	2597 01072020	AARP January Driver Safety Class	01/10/2020	135.00
			Total for Check Number 49028:	135.00
49029	5593 0132108	American Legal Publishing Corp. Supplement Pages	01/10/2020	18.00
			Total for Check Number 49029:	18.00
49030	APPB 12087 12088	Apple Business Forms, Inc. Envelopes Envelopes	01/10/2020	294.00 211.28
			Total for Check Number 49030:	505.28
49031	0131 258358 258984 259563 262957	Beisswenger's Do It Best Supplies Supplies Supplies Supplies	01/10/2020	11.98 7.79 20.47 14.49
			Total for Check Number 49031:	54.73
49032	CPF1 184503.1219	Central Pension Fund December Contributions	01/10/2020	1,188.96
			Total for Check Number 49032:	1,188.96
49033	0342 0000000399 0000000400	City of Shoreview Fall Clean Up Spring Clean Up	01/10/2020	11,276.53 11,747.16
			Total for Check Number 49033:	23,023.69
49034	DVS1 01012020	DVS Renewal Vehicle Registration Renewal	01/10/2020	442.75
			Total for Check Number 49034:	442.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49035	0176 086745/A	Frattallone's Hardware, Inc. Supplies	01/10/2020	9.95
Total for Check Number 49035:				9.95
49036	0447 0220BP3 0220NB4	I.U.O.E Local 49 Benefit Fund-Insurance February Insurance February Insurance	01/10/2020	7,440.00 1,402.00
Total for Check Number 49036:				8,842.00
49037	0390 012020	INT'L Union Operating Engineers-Union D Janaury Dues	01/10/2020	245.00
Total for Check Number 49037:				245.00
49038	5099 356999	Little Falls Machine, Inc Plow Equipment	01/10/2020	934.32
Total for Check Number 49038:				934.32
49039	5443 148373 148560	Metro Products, Inc. Supplies Supplies	01/10/2020	185.50 187.04
Total for Check Number 49039:				372.54
49040	3100 E0471136.1219	Provident Life and Accident Ins Co December Insurance	01/10/2020	39.02
Total for Check Number 49040:				39.02
49041	0811 PRRRV-001272	Ramsey County Truth in Taxation	01/10/2020	650.44
Total for Check Number 49041:				650.44
49042	0282 0899-003482979	Republic Services Inc. #899 December Recycling	01/10/2020	8,242.96
Total for Check Number 49042:				8,242.96
49043	10277 7405993	Williams Scotsman, Inc. Hazelnut Warming House thru 1/25	01/10/2020	523.95
Total for Check Number 49043:				523.95
49044	CPF1 184503.1219-2	Central Pension Fund December Contribution Add'l	01/10/2020	7.68
Total for Check Number 49044:				7.68
49045	AR-Hart GE 2018-01213	Jon Hartman Escrow Refund GE 2018-01213, 3197 Shorewoc	01/10/2020	697.36
Total for Check Number 49045:				697.36
49046	AR-Lee 1 GE 2017-01414	Lee Homes, LLC Escrow Refund GE 2017-01414, 1998 Thom Dr	01/10/2020	2,691.33
Total for Check Number 49046:				2,691.33
49047	AR-Minn	Minnesota Utilities & Excavating	01/10/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	ROW 2019-00548	EscrowRefund ROW 2019-00548, 1900 Lake Va		1,000.00
			Total for Check Number 49047:	1,000.00
49048	AR-NIH 1 GE 2017-00973	NIH Homes Escrow Refund GE 2017-00973, 3274 Katie Ln	01/10/2020	2,744.14
			Total for Check Number 49048:	2,744.14
			Total for 1/10/2020:	84,325.73
ACH	0292 03454144	Oxygen Service Company, Inc. December rental	01/17/2020	24.80
			Total for this ACH Check for Vendor 0292:	24.80
ACH	0319 0227803	City of Roseville January IT support	01/17/2020	5,862.00
			Total for this ACH Check for Vendor 0319:	5,862.00
ACH	0320 94780520	Health Partners Inc. February dental	01/17/2020	1,167.36
			Total for this ACH Check for Vendor 0320:	1,167.36
ACH	0381 43620	ICMA Retirement Corporation Q1 2020 plan fee	01/17/2020	250.00
			Total for this ACH Check for Vendor 0381:	250.00
ACH	0576 M25331	TimeSaver Off Site Secretarial Inc. Council mtg 12/16	01/17/2020	285.00
			Total for this ACH Check for Vendor 0576:	285.00
ACH	0731 396210 397106 398556	MIDWAY FORD Parts Parts Parts	01/17/2020	13.26 26.52 497.81
			Total for this ACH Check for Vendor 0731:	537.59
ACH	0761 0067228-IN	Electric Pump, Inc Pump #1 repairs	01/17/2020	616.95
			Total for this ACH Check for Vendor 0761:	616.95
ACH	1125 0238511 0241662 0241662 0243179 0243179 0243732	Bolton & Menk, Inc. Planning services 7/1-8/9 Planning services 9/10-10/18 19-014 Planning services 9/10-10/18 Planning services 10/19-11/15 19-002 Planning services 10/19-11/15 Colleen Ave 11/2019	01/17/2020	6,940.00 1,272.50 652.50 772.50 72.50 955.50
			Total for this ACH Check for Vendor 1125:	10,665.50
ACH	1223 3093566	Adam's Pest Control, Inc. 1/10/20 service	01/17/2020	71.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 1223:				71.59
ACH	1252	Campbell Knutson - Attorneys at Law	01/17/2020	
	3231G-1219	December Legal Services		1,488.00
	3231G-1219	December Legal Services		186.00
	3231G-1219	December Legal Services		62.00
	3231G-1219	December Legal Services		1,379.50
	3231G-1219	December Legal Services		46.50
	3231G-1219	December Legal Services		589.00
Total for this ACH Check for Vendor 1252:				3,751.00
ACH	1330	MN CLN SERVICES Inc.	01/17/2020	
	0120NN01	December janitorial		1,554.58
Total for this ACH Check for Vendor 1330:				1,554.58
ACH	4889	Community Footworks	01/17/2020	
	01082020	Foot clinic 1/8/20		195.20
Total for this ACH Check for Vendor 4889:				195.20
ACH	6009	Ziegler, Inc.	01/17/2020	
	PC050216595	Water parts		226.45
Total for this ACH Check for Vendor 6009:				226.45
ACH	6129	Fast Signs Inc.	01/17/2020	
	204-52893	Sign materials		38.58
Total for this ACH Check for Vendor 6129:				38.58
ACH	nwfs	Northeast Youth & Family Services	01/17/2020	
	01302020	2020 contribution		17,389.00
Total for this ACH Check for Vendor nwfs:				17,389.00
49049	10347	Bituminous Roadways, Inc.	01/17/2020	
	Hardcourt.pmt3	Hardcourt project pmt 3		-2,346.60
	Hardcourt.pmt3	Hardcourt project pmt 3		46,932.00
Total for Check Number 49049:				44,585.40
49050	0719	City of St. Paul	01/17/2020	
	IN39124	November boarding		2,135.00
Total for Check Number 49050:				2,135.00
49051	deed	Dept of Employment & Econ Dev	01/17/2020	
	07981814.Q42019	Q4 unemployment		138.00
	07981814.Q42019	Q4 unemployment		120.75
	07981814.Q42019	Q4 unemployment		69.00
	07981814.Q42019	Q4 unemployment		17.25
Total for Check Number 49051:				345.00
49052	4949	GIS Workshop	01/17/2020	
	2019-10242	2020 Maintenance Support		420.00
Total for Check Number 49052:				420.00
49053	10218	HR Green Inc.	01/17/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	132085	Grant Rd 12/2019		1,629.00
	132086	Shorewood Dr 12/2019		5,993.02
	132150	Utility monitoring 12/2019		487.50
	132150	Utility monitoring 12/2019		487.50
Total for Check Number 49053:				8,597.02
49054	inci 19163MA.1219	InControl, Inc Water monitoring & control system	01/17/2020	7,739.55
Total for Check Number 49054:				7,739.55
49055	0495 731	Lake Johanna Fire Department Inc. Hydro test SCBA bottles	01/17/2020	809.48
Total for Check Number 49055:				809.48
49056	assm 443	Metro Cities 2020 dues	01/17/2020	4,091.00
Total for Check Number 49056:				4,091.00
49057	5443 148664	Metro Products, Inc. Small tools	01/17/2020	526.50
Total for Check Number 49057:				526.50
49058	10286 DEC2019	Minnesota Occupational Health Drug testing	01/17/2020	102.00
Total for Check Number 49058:				102.00
49059	10271 924716	MN PEIP February health ins	01/17/2020	9,161.00
Total for Check Number 49059:				9,161.00
49060	0003 2020-0004 2020-0004 2020-0004	PermitWorks 2020 Support Plan 2020 Support Plan 2020 Support Plan	01/17/2020	1,495.00 3,585.00 595.00
Total for Check Number 49060:				5,675.00
49061	1208 610207-12-19 613317-12-19	Premium Waters, Inc December water December water	01/17/2020	35.34 102.23
Total for Check Number 49061:				137.57
49062	0811 FLEET-000532 PRK-001709 PRK-001709 PUBW-018360	Ramsey County Fuel December Q4 inspections Q4 inspections Brine Nov&Dec	01/17/2020	3,186.04 149.61 3,212.13 909.97
Total for Check Number 49062:				7,457.75
49063	0751 379844 379844 379844	Short Elliott Hendrickson, Inc. Interim PW Dir - December Interim PW Dir - December Interim PW Dir - December	01/17/2020	2,184.00 546.00 546.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	379844	Interim PW Dir - December		1,092.00
	379844	Interim PW Dir - December		327.60
	379844	Interim PW Dir - December		2,184.00
	379844	Interim PW Dir - December		2,184.00
	379844	Interim PW Dir - December		1,310.40
	379844	Interim PW Dir - December		546.00
	379846	Old Snelling/CR E 12/2019		1,352.64
Total for Check Number 49063:				12,272.64
49064	10354 1219572589 1219572589	St. Paul Pioneer Press Legal publication TCAAP Legal publications	01/17/2020	198.66 94.60
Total for Check Number 49064:				293.26
49065	stii 293	Strategic Insights, Inc 2020 Plan-It software	01/17/2020	750.00
Total for Check Number 49065:				750.00
49066	10211 03455-14 Pmt9 03455-14 Pmt9	Sunram Construction Inc. 2018 Trail project payment 9 2018 Trail project payment 9	01/17/2020	132,783.18 45,452.10
Total for Check Number 49066:				178,235.28
49067	0925 841463567.1219	T-Mobile December service	01/17/2020	28.70
Total for Check Number 49067:				28.70
49068	1300 0900530673	UniFirst Corporation Mats January	01/17/2020	126.53
Total for Check Number 49068:				126.53
49069	9755 OSV000001991930	Verizon Connect December service	01/17/2020	294.03
Total for Check Number 49069:				294.03
Total for 1/17/2020:				326,418.31
Report Total (80 checks):				410,744.04