



MEMORANDUM

DATE: February 10, 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 #3	\$109,961.93
Total Payroll	\$109,961.93
 Paid Claims---01/18/2020through 01/31/2020 (Check Nos. 49070-49092 and ACH Checks)	 \$311,243.58
Total Accounts Payable	\$311,243.58
Total Claims	\$421,205.51

CITY OF ARDEN HILLS

PAYROLL # 3

CHECKS DATED: 02/07/20

Biweekly: 01/18/20 - 01/31/20

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	7,320.59		EFT
SIT	3,192.76		EFT
FICA Oasdi	4,753.12	4,753.12	EFT
FICA Medicare	1,111.62	1,111.62	EFT
TOTAL TAXES	16,378.09	5,864.74	
Health Premium	1,391.43	16,460.14	A/P Check*
Dental Premium	241.04	685.30	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	17,145.44	
HSA Health Saving	428.33	1,703.13	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	456.30		EFT
Health Care Savings Plan-4%	423.27		EFT
TOTAL HEALTH SAVINGS	1,307.90	1,703.13	
PERA	4,578.27	5,282.62	EFT
ICMA	2,593.85	389.76	EFT
Central Pension Fund-Union	537.60		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	8,459.72	5,672.38	
IUOE 49 Dues (Union)	122.50		A/P Check*
LTD/STD Insurance	1,212.37		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	67.94	103.20	A/P Check*
Life/Addl non-tax	28.20		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	1,505.28	103.20	
Total Employee Deductions	29,491.79		
Net Payroll	0.00		
Direct Deposit	49,971.25		EFT
Gross Payroll Tie-Out	79,473.04		
Plus City Paid Benefit	30,488.89		
TOTAL PAYROLL COST	109,961.93		

FICA TIE-OUT	
Gross Payroll	79,473.04
Less Total FSA	1,840.80
Less Total H.S.A	1,307.90
Less Voluntary Ins	50.96
Plus ICMA Employer	389.76
Net P/R Subject to FICA	76,663.14
FICA Oasdi @ 6.20%	4,753.12
FICA Medicare @ 1.45%	1,111.62

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: 2/5/2020 10:27 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0189	Gopher State One-Call, Inc.	01/23/2020	
	0000185	2020 Annual Facility Operator Fee		16.67
	0000185	2020 Annual Facility Operator Fee		16.66
	0000185	2020 Annual Facility Operator Fee		16.67
Total for this ACH Check for Vendor 0189:				50.00
ACH	0192	Grainger, Inc	01/23/2020	
	9408317759	Brushes		71.32
Total for this ACH Check for Vendor 0192:				71.32
ACH	0243	Metropolitan Council-Waste Water	01/23/2020	
	0001104868	Wastewater February 2020		67,355.40
Total for this ACH Check for Vendor 0243:				67,355.40
ACH	0327	Staples, Inc.	01/23/2020	
	3435876924	Supplies		20.73
	3435876924	Supplies		31.49
Total for this ACH Check for Vendor 0327:				52.22
ACH	0382	ICMA Retirement Trust - 106944	01/23/2020	
	PR 20-02	PR Batch 00200.01.2020 ICMA Employer Perce	PR Batch 00200.01.2020 ICM	389.76
	PR 20-02	PR Batch 00200.01.2020 ICMA Employee Perce	PR Batch 00200.01.2020 ICM	337.79
Total for this ACH Check for Vendor 0382:				727.55
ACH	0387	ICMA Retirement Trust- #302482	01/23/2020	
	PR 20-02	PR Batch 00200.01.2020 ICMA Employee Perce	PR Batch 00200.01.2020 ICM	236.66
	PR 20-02	PR Batch 00200.01.2020 ICMA Employee Dedu	PR Batch 00200.01.2020 ICM	2,003.54
Total for this ACH Check for Vendor 0387:				2,240.20
ACH	0750	Verizon Wireless	01/23/2020	
	9846058890	Service 1/11-2/10		1,179.84
Total for this ACH Check for Vendor 0750:				1,179.84
ACH	10363	Minute Maker Secretarial	01/23/2020	
	M1001	CC 1-13-2020		148.00
	M1001	PC 1-8-2020		148.00
Total for this ACH Check for Vendor 10363:				296.00
ACH	2851	MC Tool & Safety Sales Inc.	01/23/2020	
	006361A	Jacket		95.65
Total for this ACH Check for Vendor 2851:				95.65
ACH	5587	CES Imaging Inc.	01/23/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV109847	January Rental		60.00
			Total for this ACH Check for Vendor 5587:	60.00
ACH	6515 01222020	Ward, Rob Mileage Reimbursement	01/23/2020	31.05
			Total for this ACH Check for Vendor 6515:	31.05
ACH	ALPI 160137	Allegra Print & Imaging Inc. Business Cards	01/23/2020	127.66
			Total for this ACH Check for Vendor ALPI:	127.66
ACH	CANON 20962997 20962997	Canon Financial Services Inc. February Copier February Copier	01/23/2020	214.42 1,215.08
			Total for this ACH Check for Vendor CANON:	1,429.50
ACH	JOHC 1-91818489507 1-91821078470	Johnson Controls Inc. 2020 HVAC Service Agreement 2020 Fire & ROC Service Agreement	01/23/2020	5,010.00 1,934.00
			Total for this ACH Check for Vendor JOHC:	6,944.00
49070	0131 209274 264740	Beisswenger's Do It Best Supplies supplies	01/23/2020	41.90 32.99
			Total for Check Number 49070:	74.89
49071	10367 01082020	Sherri Boyer Refund 20WAHS00-History Seminar	01/23/2020	25.00
			Total for Check Number 49071:	25.00
49072	1033 44271.0220	Comcast Services 1/21-2/20	01/23/2020	6.30
			Total for Check Number 49072:	6.30
49073	DMLP 10367398445 10367398453 10367404929	Dell Marketing, L.P. Tablet - Bldg Inspections Tablet - Eng Tech Tablet - Bldg Inspections	01/23/2020	1,296.42 1,296.42 1,296.42
			Total for Check Number 49073:	3,889.26
49074	0841 82614	Ehlers & Associates, Inc. TCAAP 12/2019	01/23/2020	1,365.00
			Total for Check Number 49074:	1,365.00
49075	0495 735 738	Lake Johanna Fire Department Inc. Computer replacement Tire replacement	01/23/2020	909.28 2,887.60
			Total for Check Number 49075:	3,796.88
49076	0454 2023	League of MN Human Rights Comm. 2020 Member Dues	01/23/2020	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49076:	100.00
49077	0257	Minnesota Dept. of Health	01/23/2020	
	01232020	Water Supply System Operator Exam-T.Beebe		32.00
	01232020	Water Supply System Operator Exam-M. Gebau		32.00
			Total for Check Number 49077:	64.00
49078	0600	NCPERS Group Life Ins	01/23/2020	
	315800022020	February Insurance		64.00
			Total for Check Number 49078:	64.00
49079	NSCC	North Suburban Communications Commiss	01/23/2020	
	2019-529	Q4 city contribution		6,149.51
			Total for Check Number 49079:	6,149.51
49080	0155	Office of MN IT Services	01/23/2020	
	W19120583	December Phones		736.14
			Total for Check Number 49080:	736.14
49081	0811	Ramsey County	01/23/2020	
	EMCOM-008166	Dec Fleet Support		24.96
	EMCOM-008202	Dec Dispatch		3,552.56
	EMCOM-008219	Dec CAD Services		728.15
	FLEET-000535	Dec service & repairs		4,587.00
	FLEET-000535	Dec service & repairs		3,933.57
			Total for Check Number 49081:	12,826.24
49082	10341	SUSA	01/23/2020	
	01232020	2020 Membership-J. Frid		62.50
	01232020	2020 Membership-J. Frid		62.50
			Total for Check Number 49082:	125.00
			Total for 1/23/2020:	109,882.61
ACH	0320	Health Partners Inc.	01/31/2020	
	94718860	Insurance Nov/Dec 2019		281.86
			Total for this ACH Check for Vendor 0320:	281.86
ACH	1115	WSB & Associates, Inc.	01/31/2020	
	R-014908-000-3	Lake Valentine Rd Ped & Traffic-Dec 2019		7,458.50
	R-015394-000-1	2020 GIS Service-Dec 2019		217.50
			Total for this ACH Check for Vendor 1115:	7,676.00
ACH	1125	Bolton & Menk, Inc.	01/31/2020	
	0244708	Planning Services 11/16-12/13		15.62
	0244708	Planning Services 11/16-12/13		15.63
	0244708	Planning Services 11/16-12/13		31.25
	0244708	Planning Services 11/16-12/13 PC19-015		60.00
	0244708	Planning Services 11/16-12/13 PC19-002		362.50
	0244708	Planning Services 11/16-12/13		250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 1125:	735.00
ACH	2490 L754446	Core & Main, LP Water Supplies	01/31/2020	6,855.54
			Total for this ACH Check for Vendor 2490:	6,855.54
ACH	6060 P23086169	Batteries Plus Street Sign Bulbs	01/31/2020	91.95
			Total for this ACH Check for Vendor 6060:	91.95
ACH	6813 01262020	Britt Pease Expense Reimbursement-Office Chair	01/31/2020	179.53
			Total for this ACH Check for Vendor 6813:	179.53
ACH	7084 69360	OmniSite 2020 Monitoring Plan	01/31/2020	7,221.00
			Total for this ACH Check for Vendor 7084:	7,221.00
ACH	7506 2019-02	Presbyterian Homes of Arden Hills, LLC 75% TIF 2nd Half 2019	01/31/2020	106,279.02
			Total for this ACH Check for Vendor 7506:	106,279.02
49083	1199 244418	Anchor Scientific Inc. Supplies-Roto Float	01/31/2020	191.13
			Total for Check Number 49083:	191.13
49084	10368 20WADT03	Zita Calderon Refund: 20WADT03-Orchids & Ice	01/31/2020	79.00
			Total for Check Number 49084:	79.00
49085	CPF1 184503.0120	Central Pension Fund January 2020 Pension	01/31/2020	1,056.48
			Total for Check Number 49085:	1,056.48
49086	0342 0000000411	City of Shoreview Traffic Light	01/31/2020	293.14
			Total for Check Number 49086:	293.14
49087	0240 556	Metropolitan Area Mgmt. Assn. 2020 Membership Dues	01/31/2020	45.00
			Total for Check Number 49087:	45.00
49088	0811 PRRRV-001299 PUBW-018013 PUBW-018375 PUBW-018377 PUBW-018377 PUBW-018377 PUBW-018377	Ramsey County Q1 2020 Election HWY 96 & I35W CTY Rd H & I35W CTY Rd H & I35W CTY Rd H & I35W CTY Rd H & I35W	01/31/2020	4,893.00 1,679.99 13,100.77 16,482.51 -32,959.98 56,236.98
			Total for Check Number 49088:	59,433.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49089	AR-Rege2 GE2018-00050	Regency Homes, Inc. Escrow Refund: GE 2018-00050, 3140 Hamline	01/31/2020	2,663.17
Total for Check Number 49089:				2,663.17
49090	5497 4609358 C077154	SCHWAAB, INC Ink Stamp Ink Stamp	01/31/2020	38.64 146.24
Total for Check Number 49090:				184.88
49091	10366 19824	Total Mechanical Services, Inc Booster Station Furnace	01/31/2020	2,287.00
Total for Check Number 49091:				2,287.00
49092	1161 27927	Valley-Rich Co., Inc. Watermain Break	01/31/2020	5,808.00
Total for Check Number 49092:				5,808.00
Total for 1/31/2020:				201,360.97
Report Total (45 checks):				311,243.58