



MEMORANDUM

DATE: February 22, 2021
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

2021 Payroll #4	\$105,349.24
Total Payroll	\$105,349.24
Paid Claims--- 1/30/2021 through 2/12/2021 (Check Nos. 49880-49918 and ACH Checks)	\$347,820.36
Total Accounts Payable	\$347,820.36
Total Claims	\$453,169.60

CITY OF ARDEN HILLS

PAYROLL # 4

CHECKS DATED: 02/19/21

Biweekly: 01/30/21 - 02/12/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,505.32		EFT
SIT	2,942.41		EFT
FICA Oasdi	4,561.54	4,561.54	EFT
FICA Medicare	1,066.81	1,066.81	EFT
TOTAL TAXES	15,076.08	5,628.35	
Health Premium	1,449.54	999.22	A/P Check*
Dental Premium	289.99	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	1,739.53	999.22	
HSA Health Saving	498.33	0.00	
Health Care Savings Plan-Retirement	16,696.01		EFT
Health Care Savings Plan-2%	461.92		EFT
Health Care Savings Plan-4%	512.73		EFT
TOTAL HEALTH SAVINGS	18,168.99	0.00	
PERA	4,490.91	5,181.81	EFT
ICMA	2,541.17	409.50	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	8,396.48	5,591.31	
IUOE 49 Dues (Union)	140.00		A/P Check*
LTD/STD Insurance	0.00		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	132.94	0.00	A/P Check*
Life/Addl non-tax	35.70		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	382.91	0.00	
Total Employee Deductions	43,763.99		
Net Payroll	0.00		
Direct Deposit	49,366.37		EFT
Gross Payroll Tie-Out	93,130.36		
Plus City Paid Benefit	12,218.88		
TOTAL PAYROLL COST	105,349.24		

FICA TIE-OUT	
Gross Payroll	93,130.36
Less Total FSA	1,739.53
Less Total H.SA	18,168.99
Less Voluntary Ins	58.46
Plus ICMA Employer	409.50
Net P/R Subject to FICA	73,572.88
FICA Oasdi @ 6.20%	4,561.54
FICA Medicare @ 1.45%	1,066.81

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: 2/17/2021 1:27 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ACH001	US BANK	01/31/2021	
	ARVIM12021	CHETS SHOES -Clothing Allowance		237.98
	ARVIM12021	NORTHERN TOOL EQUIP-Supplies		4.49
	ARVIM12021	DULUTH TRADING-Clothing Allowance		500.80
	BAUMG12021	GOVERNMENT FINANCE-2021 Membership		170.00
	BAUMG12021	AMAZON.COM-Book		23.98
	CHRIM12021	CHETS SHOES-Clothing Allowance		85.24
	CHRIM12021	MENARDS-Biff Enclosure-Royal Hills		32.53
	CHRIM12021	FLEET FARM-Clothing Allowance		26.38
	CHRIM12021	CHETS SHOES -Clothing Allowance		145.33
	CHRIM12021	DULUTH TRADING-Clothing Allowance		191.65
	CHRIM12021	THE HOME DEPOT-Biff Enclosure-Royal Hills		33.18
	CHRIM12021	FLEET FARM-Reverse Lights #85203/85215		41.46
	CHRIM12021	INDELCO PLASTICS-Parts #85211/85455		54.00
	FRIDJ12021	FLEET FARM-Clothing Allowance		206.97
	FRIDJ12021	AMZN MKTP US-Power Inverter		67.99
	FRIDJ12021	COSTCO-Clothing Allowance		161.88
	FRIDJ12021	AMZN MKTP-Laptop Mount		189.58
	GEBAM12021	MENARDS-Clothing Allowance		134.88
	MIKAT12021	APPLE.COM/BILL-Icloud		0.99
	MIKAT12021	THE HOME DEPOT-Heater		53.53
	MIKAT12021	DEPT OF AGRICULTURE-License		10.22
	MROSM12021	SQ *TECH DUMP-Lights Recycling		52.40
	MROSM12021	SQ *TECH DUMP-Lights Recycling		29.20
	MROSM12021	SQ *TECH DUMP-Lights Recycling		33.20
	MROSM12021	SQ *TECH DUMP-Lights Recycling		12.40
	VAUGJ12021	USPS KIOSK-Stamps		11.00
	VAUGJ12021	CUB FOODS -Rink Cleaning Supplies		10.28
	VAUGJ12021	MN RECREATION AND PARK-2021 Members		300.00
	VAUGJ12021	TARGET-Rink Cleaning Supplies		81.69
Total for this ACH Check for Vendor ACH001:				2,903.23
ACH	ACH002 63119	AFLAC Insurance Premiums- Jan 2021	01/31/2021	45.52
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH003 12232020 12232020	PITNEY BOWES INC Dec Postage - fee Nov Postage-Newsletter	01/31/2021	19.99 786.71
Total for this ACH Check for Vendor ACH003:				806.70
ACH	ACH006 122020 122020	MN DEPT OF LABOR-BUILDING PERM Q4 Building Surcharge Q4 Building Surcharge	01/31/2021	3,914.78 -156.69
Total for this ACH Check for Vendor ACH006:				3,758.09

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 1/31/2021:				7,513.54
ACH	0022 12721 12921	THOMAS MIKACEVICH Reimb: Supplies-Booster Station Clothing Allowance Reimb	02/05/2021	112.26 202.00
Total for this ACH Check for Vendor 0022:				314.26
ACH	0382 PR 21-003 PR 21-003	ICMA RETIREMENT TRUST - 106944 PR Batch 00100.03.2021 ICMA Employee Perce PR Batch 00100.03.2021 ICMA Employer Perce	02/05/2021 PR Batch 00100.03.2021 ICM PR Batch 00100.03.2021 ICM	354.90 409.50
Total for this ACH Check for Vendor 0382:				764.40
ACH	0387 PR 21-003 PR 21-003	ICMA RETIREMENT TRUST #302482 PR Batch 00100.03.2021 ICMA Employee Perce PR Batch 00100.03.2021 ICMA Employee Dedu	02/05/2021 PR Batch 00100.03.2021 ICM PR Batch 00100.03.2021 ICM	282.33 1,936.54
Total for this ACH Check for Vendor 0387:				2,218.87
ACH	0453 22617 22617	CONTINENTAL RESEARCH CORP Cleaning Products Cleaning Products	02/05/2021	868.02 156.98
Total for this ACH Check for Vendor 0453:				1,025.00
ACH	1115 0-003608-000-12	WSB & ASSOCIATES INC Water Tower Rehab-December	02/05/2021	3,800.00
Total for this ACH Check for Vendor 1115:				3,800.00
ACH	1125 263139	BOLTON & MENK INC Lift Station 10 Rehab	02/05/2021	1,150.00
Total for this ACH Check for Vendor 1125:				1,150.00
ACH	1330 0221NN02	MN CLN SERVICES INC Janitorial Services -January	02/05/2021	2,005.58
Total for this ACH Check for Vendor 1330:				2,005.58
ACH	4889 20321	COMMUNITY FOOTWORKS February Foot Clinic	02/05/2021	112.00
Total for this ACH Check for Vendor 4889:				112.00
ACH	5173 80067776	BADGER METER Service Agreement 2/21-7/21	02/05/2021	780.00
Total for this ACH Check for Vendor 5173:				780.00
ACH	6060 P35934551	BATTERIES PLUS Battery	02/05/2021	107.95
Total for this ACH Check for Vendor 6060:				107.95
ACH	7025 1070072	ON SITE COMPANIES -OSSTC INC Restrooms 1/23-2/19	02/05/2021	285.00
Total for this ACH Check for Vendor 7025:				285.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49880	7804 210115	BARTON SAND & GRAVEL CO Assorted Stone	02/05/2021	175.20
Total for Check Number 49880:				175.20
49881	0131 402301	BEISSWENGERS DO IT BEST Hand Cleaner	02/05/2021	15.49
Total for Check Number 49881:				15.49
49882	UB*00459	Dan & Sarah Carlson Refund Check 003713-000, 1618 Chatham Aver	02/05/2021	12.40
Total for Check Number 49882:				12.40
49883	CPF1 184503.0121	CENTRAL PENSION FUND January Pension	02/05/2021	1,221.12
Total for Check Number 49883:				1,221.12
49884	0342 566	CITY OF SHOREVIEW Traffic Light	02/05/2021	279.07
Total for Check Number 49884:				279.07
49885	UB*00460	Leslie Crowell Jr Refund Check 001147-000, 1622 Glenview Cou	02/05/2021	10.27
Total for Check Number 49885:				10.27
49886	0447 BP3.0321 NB4.0321	I.U.O.E LOCAL 49 BENEFIT FUND-INSI March Insurance March Insurance	02/05/2021	10,600.00 1,527.00
Total for Check Number 49886:				12,127.00
49887	IDAI 50660	IDEAL ADVERTISING INC Staff Shirts	02/05/2021	480.00
Total for Check Number 49887:				480.00
49888	1055 KPS0661	KODIAK POWER SYSTEMS INC Booster Station Repair	02/05/2021	209.90
Total for Check Number 49888:				209.90
49889	0495 802 804	LAKE JOHANNA FIRE DEPARTMENT I 2020 Cap Exp-Ice Rescue Raft 2021 Reimb Cap Exp-Mattresses	02/05/2021	1,984.00 1,200.00
Total for Check Number 49889:				3,184.00
49890	10362 INV8373855 INV8373855	MARCO TECHNOLOGIES LLC Copier 1/25-2/24 Copier 1/25-2/24	02/05/2021	13.62 77.18
Total for Check Number 49890:				90.80
49891	0240 20421	METROPOLITAN AREA MGMT ASSN 2021 Membership	02/05/2021	45.00
Total for Check Number 49891:				45.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49892	10457 1712003 1712003	MICHELS CORPORATION Sewer Lining Sewer Lining	02/05/2021	43,886.00 -4,388.60
Total for Check Number 49892:				39,497.40
49893	10236 57347	MINNESOTA PETROLEUM SERVICE Mechanics Hoist Repair	02/05/2021	395.50
Total for Check Number 49893:				395.50
49894	0003 2021-0006 2021-0006 2021-0006	PERMITWORKS Support Plan 2021 Support Plan 2021 Support Plan 2021	02/05/2021	595.00 1,495.00 3,585.00
Total for Check Number 49894:				5,675.00
49895	3100 E0471136.0121	PROVIDENT LIFE AND ACCIDENT INS January Insurance	02/05/2021	39.02
Total for Check Number 49895:				39.02
49896	0811 PUBW-019015	RAMSEY COUNTY 2020 Bridge Inspections	02/05/2021	190.00
Total for Check Number 49896:				190.00
49897	0282 0899-003671496 0899-003673617	REPUBLIC SERVICES #899 January Recycling PW Waste Container-January	02/05/2021	8,181.00 1,204.46
Total for Check Number 49897:				9,385.46
49898	10456 20-024.1	RJ MARCO CONSTRUCTION INC Front Counter Sliding Glass	02/05/2021	6,949.00
Total for Check Number 49898:				6,949.00
49899	9111 2908	SAFE ASSURE CONSULTANTS INC Safety Training Consulting	02/05/2021	2,154.11
Total for Check Number 49899:				2,154.11
49900	UB*00458	Daniel Smith Refund Check 002542-000, 1985 Jerrold Avenue	02/05/2021	16.18
Total for Check Number 49900:				16.18
49901	STII 21Plan-IT-004	STRATEGIC INSIGHTS INC License Renewal 3/1/21-3/1/22	02/05/2021	750.00
Total for Check Number 49901:				750.00
Total for 2/5/2021:				95,464.98
ACH	0189 1010187 1010187 1010187	GOPHER STATE ONE CALL January Locates January Locates January Locates	02/12/2021	18.45 18.45 18.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0189:				55.35
ACH	0192 806470050 9785863557	GRAINGER INC LED lights Light Bulbs	02/12/2021	450.56 93.00
Total for this ACH Check for Vendor 0192:				543.56
ACH	0243 1119373	METROPOLITAN COUNCIL-WASTE W/ MARCH WASTEWATER	02/12/2021	70,596.57
Total for this ACH Check for Vendor 0243:				70,596.57
ACH	0285 717931684 717931684 717931684 717931684 717931684 717931684 717931684	XCEL ENERGY 12/14/20-1/17/21 12/14/20-1/17/21 12/14/20-1/17/21 12/14/20-1/17/21 12/14/20-1/17/21 12/14/20-1/17/21 12/14/20-1/17/21	02/12/2021	1,784.57 2,238.39 975.56 1,603.14 53.71 1,491.91 254.16
Total for this ACH Check for Vendor 0285:				8,401.44
ACH	0292 3485549	OXYGEN SERVICE COMPANY INC January rental	02/12/2021	27.28
Total for this ACH Check for Vendor 0292:				27.28
ACH	0319 0229843	CITY OF ROSEVILLE February IT services	02/12/2021	6,803.72
Total for this ACH Check for Vendor 0319:				6,803.72
ACH	0327 3467414145 3467414145 3467414146 3467500358 3467980436 3468046290 3468239966	STAPLES INC Supplies Supplies Supplies Supplies Supplies Supplies Supplies	02/12/2021	44.47 28.17 27.34 184.41 106.57 337.94 6.99
Total for this ACH Check for Vendor 0327:				735.89
ACH	0731 441434	MIDWAY FORD Equipment parts	02/12/2021	9.06
Total for this ACH Check for Vendor 0731:				9.06
ACH	0761 0070166-IN	ELECTRIC PUMP INC Service on LS #8	02/12/2021	642.15
Total for this ACH Check for Vendor 0761:				642.15
ACH	10268 021021	DAVID SWEARINGEN PE Exam Application	02/12/2021	100.00
Total for this ACH Check for Vendor 10268:				100.00
ACH	10363	MINUTE MAKER SECRETARIAL	02/12/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	M1208	CC Mtg 1/25		373.00
Total for this ACH Check for Vendor 10363:				373.00
ACH	1223 3250713	ADAM'S PEST CONTROL - MAIN FEBRUARY PEST CONTROL	02/12/2021	71.59
Total for this ACH Check for Vendor 1223:				71.59
ACH	4372 4930707A	DLT SOLUTIONS LLC INC Annual Subscription Renewal 4/21-3/22	02/12/2021	1,173.15
Total for this ACH Check for Vendor 4372:				1,173.15
ACH	4889 20322021	COMMUNITY FOOTWORKS February Foot Clinic-Add'l	02/12/2021	14.00
Total for this ACH Check for Vendor 4889:				14.00
ACH	7025 1078503	ON SITE COMPANIES -OSSTC INC FEB RESTROOM PERRY ICE RINK	02/12/2021	37.93
Total for this ACH Check for Vendor 7025:				37.93
ACH	7064 2038	ROTARY CLUB OF ARDEN HILLS-SHO Q1 dues	02/12/2021	127.50
Total for this ACH Check for Vendor 7064:				127.50
ACH	7501 55137	KELLY & LEMMONS PA Jan prosecution	02/12/2021	2,331.00
Total for this ACH Check for Vendor 7501:				2,331.00
ACH	8032 1221-4236	PACE ANALYTICAL FIELD SVC INC January water survey	02/12/2021	750.00
Total for this ACH Check for Vendor 8032:				750.00
ACH	fptc 25832	FLEXIBLE PIPE TOOL COMPANY INC Alum Door Hold Backs	02/12/2021	60.60
Total for this ACH Check for Vendor fptc:				60.60
ACH	TOII 012021	TOKLE INSPECTIONS INC JANUARY INSPECTIONS	02/12/2021	1,087.56
Total for this ACH Check for Vendor TOII:				1,087.56
49902	10453 HVAC Pay 2 HVAC Pay 2	AIR EXPRESS INC HVAC project Pmt 2 HVAC project Pmt 2	02/12/2021	12,500.00 -625.00
Total for Check Number 49902:				11,875.00
49903	5593 6393	AMERICAN LEGAL PUBLISHING COR Ordinance pages	02/12/2021	9.00
Total for Check Number 49903:				9.00
49904	0755 113488	BOYER TRUCKS INC Repair #85120	02/12/2021	1,031.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49904:	1,031.63
49905	1033	COMCAST	02/12/2021	
	101030.0221	Service 2/3/21-3/2/21		108.35
	98681.0221	Service 2/5-3/4		109.71
			Total for Check Number 49905:	218.06
49906	10218	HR GREEN INC	02/12/2021	
	141263	City Hall Park Lot Jan engineering		3,726.00
			Total for Check Number 49906:	3,726.00
49907	0390	INT'L UNION OPERATING ENGINEERS	02/12/2021	
	1200.0221	February dues		280.00
			Total for Check Number 49907:	280.00
49908	10448	MARCO TECHNOLOGIES LLC	02/12/2021	
	434982484	Copier 1/25-2/25		35.36
	434982484	Copier 1/25-2/25		200.35
			Total for Check Number 49908:	235.71
49909	5443	METRO PRODUCTS INC	02/12/2021	
	156976	Supplies		254.12
			Total for Check Number 49909:	254.12
49910	3371	MIDWEST TESTING LLC	02/12/2021	
	5290	Water meter test		81.67
			Total for Check Number 49910:	81.67
49911	10286	MINNESOTA OCCUPATIONAL HEALTH	02/12/2021	
	360329	Drug testing		62.00
			Total for Check Number 49911:	62.00
49912	10271	MN PEIP	02/12/2021	
	1056769	March Health premium		10,100.30
			Total for Check Number 49912:	10,100.30
49913	10454	NESCO LLC	02/12/2021	
	C002841-IN	Truck Part		62.16
	C002987-IN	Truck Part #85320		26.04
			Total for Check Number 49913:	88.20
49914	1074	PRECISION LANDSCAPE & TREE INC	02/12/2021	
	82523	Tree Removal-Floral Drive		1,600.00
			Total for Check Number 49914:	1,600.00
49915	0811	RAMSEY COUNTY	02/12/2021	
	FLEET-000616	January fuel		2,808.77
	PUBW-019021	Jul-Dec 2020 Emergency Pre-emption Systems		2,179.26
	SHRFL-001951	February sheriff		115,686.34
			Total for Check Number 49915:	120,674.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49916	6225 SDC1838-IN	SAND CREEK EAP LLC Organizational development	02/12/2021	100.00
Total for Check Number 49916:				100.00
49917	10354 0121572589 0121572589 0121572589 0121572589 0121572589	ST. PAUL PIONEER PRESS Summary Ord 21-001 PC 20-022 New Perspectives 2021 PMP Summary Budget 2 Pine Tree Dr LJFD	02/12/2021	47.70 50.40 103.50 189.00 34.65
Total for Check Number 49917:				425.25
49918	1300 090-0605623	UNIFIRST CORPORATION FEBRUARY MATS	02/12/2021	139.18
Total for Check Number 49918:				139.18
Total for 2/12/2021:				244,841.84
Report Total (74 checks):				347,820.36