



MEMORANDUM

**DATE:** March 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 #6 .....	\$86,212.06
<b>Total Payroll</b>	<b>\$86,212.06</b>
Paid Claims--- 2/27/2021 through 03/12/2021 (Check Nos. 49943-49967 and ACH Checks) .....	\$456,975.94
<b>Total Accounts Payable</b>	<b>\$456,975.94</b>
<b>Total Claims</b>	<b>\$543,188.00</b>

**CITY OF ARDEN HILLS**

**PAYROLL # 6**

**CHECKS DATED: 03/19/21**

**Biweekly: 02/27/21 - 03/12/21**

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	5,999.56		EFT
SIT	2,713.58		EFT
FICA Oasdi	4,101.69	4,101.69	EFT
FICA Medicare	959.29	959.29	EFT
<b>TOTAL TAXES</b>	<b>13,774.12</b>	<b>5,060.98</b>	
Health Premium	1,368.38	(512.04)	A/P Check*
Dental Premium	193.02	(48.95)	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
<b>TOTAL FLEXIBLE SPENDING</b>	<b>1,561.40</b>	<b>(560.99)</b>	
HSA Health Saving	498.33	0.00	
Health Care Savings Plan-Retirement	7,532.55		EFT
Health Care Savings Plan-2%	402.65		EFT
Health Care Savings Plan-4%	458.34		EFT
<b>TOTAL HEALTH SAVINGS</b>	<b>8,891.87</b>	<b>0.00</b>	
PERA	4,023.18	4,642.12	EFT
ICMA	2,407.71	409.50	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
<b>TOTAL RETIREMENT</b>	<b>7,795.29</b>	<b>5,051.62</b>	
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	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
<b>TOTAL VOLUNTARY</b>	<b>320.41</b>	<b>0.00</b>	
Total Employee Deductions	32,343.09		
Net Payroll	0.00		
Direct Deposit	44,317.36		EFT
Gross Payroll Tie-Out	76,660.45		
Plus City Paid Benefit	9,551.61		
<b>TOTAL PAYROLL COST</b>	<b>86,212.06</b>		

FICA TIE-OUT	
Gross Payroll	76,660.45
Less Total FSA	1,561.40
Less Total H.SA	8,891.87
Less Voluntary Ins	50.96
Net P/R Subject to FICA	66,156.22
FICA Oasdi @ 6.20%	4,101.69
FICA Medicare @ 1.45%	959.29

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: 3/15/2021 3:22 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ACH001	US BANK	02/28/2021	
	BAUMG22021	WILLIAMS SCOTSMAN RPO-Hazelnut Park-J		582.00
	BAUMG22021	MNGFOA Membership		70.00
	BEEBT22021	MENARDS BLAINE -Perry Park Supplies		71.13
	CHRM22021	CHETS SHOES -Supplies		11.83
	CHRM22021	RED WING SHOES - Clothing Allowance		87.26
	CHRM22021	CHETS SHOES - Clothing Allowance		76.24
	FRIDJ22021	AMZN MKTP US*V39GA0QE3-Supplies		22.98
	FRIDJ22021	AMERICAN PUBLIC WORKS-Training Materi		110.10
	FRIDJ22021	AMZN MKTP US*C29PS3GE3-Camera #85431		69.99
	FRIDJ22021	THE HOME DEPOT 2808-Table Saw		375.26
	FRIDJ22021	CARHARTT-Clothing Allowance		119.97
	FRIDJ22021	SHERWIN WILLIAMS-Perry Park Painting Sup		198.30
	FRIDJ22021	U OF M CONTLEARNING-Training		145.00
	FRIDJ22021	THE HOME DEPOT 2828-Supplies		435.12
	FRIDJ22021	AMZN MKTP US*5G7DJ5D43-Phone Cases		41.38
	FRIDJ22021	THE UPS STORE #2111-Mailing		40.27
	GEBAM22021	THE HOME DEPOT-Perry Park Supplies		71.47
	GEBAM22021	RED WING SHOES - Clothing Allowance		8.24
	HANSJ22021	2021 RCLLG Membership Renewal		550.00
	HANSJ22021	SECRETARY OF STATE-Notary Renewal		120.00
	HANSJ22021	THE STAR TRIBUNE Subscription		55.77
	MIKAT22021	APPLE.COM/BILL-ICloud Storage		0.99
	MIKAT22021	FLEET FARM 3100-Parts		91.00
	MIKAT22021	MENARDS BLAINE-Supplies		21.81
	MIKAT22021	CARHARTT-Safety Jackets		299.98
	MIKAT22021	POLLUTION CONTROL AGENCY-Training		23.00
	MIKAT22021	CARHARTT-Safety Jackets		479.97
	MROSM22021	SQ *TECH DUMP-Christmas Light Recycling		31.60
	MROSM22021	SQ *TECH DUMP-Christmas Light Recycling		101.00
	MROSM22021	SQ *TECH DUMP-Christmas Light Recycling		54.00
	MROSM22021	SENSIBLE LAND USE COALITI-Training		20.00
	MROSM22021	SQ *TECH DUMP-Christmas Light Recycling		-29.80
	MROSM22021	SQ *TECH DUMP-Christmas Light Recycling		16.80
	WARDR22021	INT'L CODE COUNCIL-Training Registration		100.00
	WARDR22021	INT'L CODE COUNCIL-Training Registration		320.00
	WARDR22021	INT'L CODE COUNCIL-Training Registration		200.00
Total for this ACH Check for Vendor ACH001:				4,992.66
ACH	ACH002 497175	AFLAC Insurance Premiums- Feb 2021	02/28/2021	45.52
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH003 1242021 1242021	PITNEY BOWES INC Jan Postage - fee Dec Postage-Newsletter	02/28/2021	19.99 739.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor ACH003:				759.36
ACH	ACH005	MINNESOTA REVENUE-SALES & USE	02/28/2021	
	012021	January Sales/Use Tax		-0.60
	012021	January Sales/Use Tax		11,451.60
Total for this ACH Check for Vendor ACH005:				11,451.00
Total for 2/28/2021:				17,248.54
ACH	0192	GRAINGER INC	03/05/2021	
	9813828457	Supplies		77.04
	9819340192	Supplies		12.79
	9819340200	Charger and Supplies		304.61
	9819340218	Supplies		84.18
Total for this ACH Check for Vendor 0192:				478.62
ACH	0327	STAPLES INC	03/05/2021	
	3469452788	Supplies		38.37
	3469452789	Supplies		15.58
	3469452790	Supplies		9.78
	3469452790	Supplies		51.18
	3469452791	Supplies		5.29
Total for this ACH Check for Vendor 0327:				120.20
ACH	0382	ICMA RETIREMENT TRUST - 106944	03/05/2021	
	PR 21-05	PR Batch 00101.03.2021 ICMA Employee Perce	PR Batch 00101.03.2021 ICM	354.90
	PR 21-05	PR Batch 00101.03.2021 ICMA Employer Perce	PR Batch 00101.03.2021 ICM	409.50
Total for this ACH Check for Vendor 0382:				764.40
ACH	0387	ICMA RETIREMENT TRUST #302482	03/05/2021	
	PR 21-05	PR Batch 00101.03.2021 ICMA Employee Perce	PR Batch 00101.03.2021 ICM	241.90
	PR 21-05	PR Batch 00101.03.2021 ICMA Employee Dedu	PR Batch 00101.03.2021 ICM	1,811.54
Total for this ACH Check for Vendor 0387:				2,053.44
ACH	0761	ELECTRIC PUMP INC	03/05/2021	
	0070344-IN	Repair LS #11		567.15
Total for this ACH Check for Vendor 0761:				567.15
ACH	0940	ZEE MEDICAL SERVICES INC	03/05/2021	
	54053266	First Aid Supplies		369.70
Total for this ACH Check for Vendor 0940:				369.70
ACH	10343	TIM BEEBE	03/05/2021	
	3012021	Mileage Reimbursement 2/16-2/18		92.58
	3012021	Expense Reimbursement		80.18
Total for this ACH Check for Vendor 10343:				172.76
ACH	10365	JENNIFER SHULL	03/05/2021	
	3012021	Mileage Reimbursement 2/4-2/26		7.48
	3012021	Expense Reimbursement		4.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 10365:				11.63
ACH	1115 R-017451-000-1 R-017496-000-1	WSB & ASSOCIATES INC ESRI Cloud-EA Migration-January 2021 DataLink-Janaury	03/05/2021	1,622.00 3,600.00
Total for this ACH Check for Vendor 1115:				5,222.00
ACH	1363 11109	WATER CONSERVATION SERVICES INC Leak Locate-February 8	03/05/2021	304.50
Total for this ACH Check for Vendor 1363:				304.50
ACH	4889 03032021	COMMUNITY FOOTWORKS March Foot Care	03/05/2021	224.00
Total for this ACH Check for Vendor 4889:				224.00
ACH	5180 S328366-IN	THE TESSMAN COMPANY LLC Supplies -Ice Melt	03/05/2021	467.50
Total for this ACH Check for Vendor 5180:				467.50
ACH	5665 18869	METERING & TECHNOLOGY SOLUTIC Meters-Brausen Auto	03/05/2021	1,317.82
Total for this ACH Check for Vendor 5665:				1,317.82
ACH	6077 209002	CIVICPLUS Annual Fee 3/2021-2/2020-Website	03/05/2021	7,122.44
Total for this ACH Check for Vendor 6077:				7,122.44
ACH	6987 51013	CITIES DIGITAL INC Document Scanning	03/05/2021	742.00
Total for this ACH Check for Vendor 6987:				742.00
ACH	7025 1082197	ON SITE COMPANIES -OSSTC INC Restrooms 2/20-3/19	03/05/2021	344.00
Total for this ACH Check for Vendor 7025:				344.00
ACH	TOII 3012021	TOKLE INSPECTIONS INC February Inspections	03/05/2021	2,537.60
Total for this ACH Check for Vendor TOII:				2,537.60
49943	0131 410341	BEISSWENGER DO IT BEST Supplies	03/05/2021	2.19
Total for Check Number 49943:				2.19
49944	1018 GE 2019-00389 GE 2019-00389	BETHEL UNIVERSITY Escrow Refund: GE 2019-00389, 3900 Bethel D Escrow Refund: GE 2019-00389, 3900 Bethel D	03/05/2021	-242.92 2,864.90
Total for Check Number 49944:				2,621.98
49945	CPF1 184503.0221	CENTRAL PENSION FUND February Pension	03/05/2021	1,228.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49945:	1,228.80
49946	0176	FRATTALLONES HARDWARE INC	03/05/2021	
	091511/A	Supplies		14.98
	091600/A	Supplies		6.36
			Total for Check Number 49946:	21.34
49947	0454	LEAGUE OF MN HUMAN RIGHTS COM	03/05/2021	
	2129	2021 Dues		100.00
			Total for Check Number 49947:	100.00
49948	10362	MARCO TECHNOLOGIES LLC	03/05/2021	
	INV8473650	Copier Usage 2/25-3/24		77.18
	INV8473650	Copier Usage 2/25-3/24		13.62
			Total for Check Number 49948:	90.80
49949	0600	NCPERS GROUP LIFE INS	03/05/2021	
	315800032021	March Insurance		64.00
			Total for Check Number 49949:	64.00
49950	0282	REPUBLIC SERVICES #899	03/05/2021	
	0899-003682342	February Recycling		8,109.61
	0899-003686665	PW Waste-February		162.36
			Total for Check Number 49950:	8,271.97
			Total for 3/5/2021:	35,220.84
ACH	0192	GRAINGER INC	03/12/2021	
	9822024064	Supplies		37.96
	9822024072	Air Gun		29.72
	9822024080	Supplies		63.19
	9824427620	Supplies		50.46
			Total for this ACH Check for Vendor 0192:	181.33
ACH	0220	MINNESOTA DEPARTMENT OF LABOF	03/12/2021	
	ALR0119144X	Annual Elevator Inspection		100.00
			Total for this ACH Check for Vendor 0220:	100.00
ACH	0243	METROPOLITAN COUNCIL-WASTE W/	03/12/2021	
	1121113	April Wastewater		70,596.57
			Total for this ACH Check for Vendor 0243:	70,596.57
ACH	0285	XCEL ENERGY	03/12/2021	
	721879122	1/17/21-2/16/21		1,020.91
	721879122	1/17/21-2/16/21		1,488.48
	721879122	1/17/21-2/16/21		228.51
	721879122	1/17/21-2/16/21		56.27
	721879122	1/17/21-2/16/21		-1,418.30
	721879122	1/17/21-2/16/21		1,935.36
	721879122	1/17/21-2/16/21		2,682.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 0285:	5,993.43
ACH	0319 0229913 0229956	CITY OF ROSEVILLE IT Support-March Netmotion License	03/12/2021	6,803.72 37.99
			Total for this ACH Check for Vendor 0319:	6,841.71
ACH	0320 103486359	HEALTH PARTNERS INC April Dental	03/12/2021	826.57
			Total for this ACH Check for Vendor 0320:	826.57
ACH	0327 3469908781 3469908782 3469908783	STAPLES INC Supplies Supplies Supplies	03/12/2021	28.06 43.87 10.99
			Total for this ACH Check for Vendor 0327:	82.92
ACH	0922 2021-001	NORTH SUBURBAN ACCESS CORPOR. Production Services-January	03/12/2021	1,020.25
			Total for this ACH Check for Vendor 0922:	1,020.25
ACH	10343 3082021	TIM BEEBE Clothing Allowance	03/12/2021	173.06
			Total for this ACH Check for Vendor 10343:	173.06
ACH	10363 M1231	MINUTE MAKER SECRETARIAL February Meeting Minutes	03/12/2021	421.00
			Total for this ACH Check for Vendor 10363:	421.00
ACH	1125 0265350	BOLTON & MENK INC Lift Station10 Rehab	03/12/2021	8,505.00
			Total for this ACH Check for Vendor 1125:	8,505.00
ACH	1223 3260928	ADAM'S PEST CONTROL - MAIN March Pest Control	03/12/2021	71.59
			Total for this ACH Check for Vendor 1223:	71.59
ACH	1330 0321NN01	MN CLN SERVICES INC February Janitorial Service	03/12/2021	2,005.58
			Total for this ACH Check for Vendor 1330:	2,005.58
ACH	4445 01CC4454	PIONEER RIM AND WHEEL CO Supplies	03/12/2021	170.54
			Total for this ACH Check for Vendor 4445:	170.54
ACH	5518 20803	KORTERRA INC Annual Service Fee 1/30-21-1/29/22	03/12/2021	1,600.00
			Total for this ACH Check for Vendor 5518:	1,600.00
ACH	5665 18936	METERING & TECHNOLOGY SOLUTIC Meters-Brausen	03/12/2021	1,038.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 5665:				1,038.00
ACH	7501 55316	KELLY & LEMMONS PA February Prosecution	03/12/2021	3,160.22
Total for this ACH Check for Vendor 7501:				3,160.22
ACH	JOHC 1-101473434876 1-101484790197 1-101555452047	JOHNSON CONTROLS INC Service to Air Handling Unit Service-Sensor and Security System Service to Door Alarm	03/12/2021	402.20 602.00 341.00
Total for this ACH Check for Vendor JOHC:				1,345.20
49951	10453 HVAC Pay 3 HVAC Pay 3	AIR EXPRESS INC HVAC Project Pmt 3 HVAC Project Pmt 3	03/12/2021	141,800.00 -7,090.00
Total for Check Number 49951:				134,710.00
49952	7804 210228	BARTON SAND & GRAVEL CO Select Granular Sand	03/12/2021	1,230.57
Total for Check Number 49952:				1,230.57
49953	0131 411495	BEISSWENGERS DO IT BEST Painting Supplies	03/12/2021	47.03
Total for Check Number 49953:				47.03
49954	1033 101030.0321 98681.0321	COMCAST Service 3/3-4/2 Service 3/5-4/4	03/12/2021	108.35 109.71
Total for Check Number 49954:				218.06
49955	10218 141911	HR GREEN INC RRA-February	03/12/2021	2,110.75
Total for Check Number 49955:				2,110.75
49956	0447 BP3.0421 NB4.0421	I.U.O.E LOCAL 49 BENEFIT FUND-INSU April Insurance April Insurance	03/12/2021	10,600.00 1,527.00
Total for Check Number 49956:				12,127.00
49957	0390 1200.0321	INT'L UNION OPERATING ENGINEERS March Dues	03/12/2021	280.00
Total for Check Number 49957:				280.00
49958	10448 437391816 437391816	MARCO TECHNOLOGIES LLC Contract 2/25-3/25 Contract 2/25-3/25	03/12/2021	35.36 200.35
Total for Check Number 49958:				235.71
49959	0257 2022021	MINNESOTA DEPT OF HEALTH Q1 2021 Water Connection	03/12/2021	6,422.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49959:	6,422.00
49960	10286 362107	MINNESOTA OCCUPATIONAL HEALTH Drug Screen	03/12/2021	102.00
			Total for Check Number 49960:	102.00
49961	10271 1066861	MN PEIP April Health Insurance	03/12/2021	8,483.62
			Total for Check Number 49961:	8,483.62
49962	1208 610207-02-21	PREMIUM WATERS INC February Water	03/12/2021	15.99
			Total for Check Number 49962:	15.99
49963	3100 E0471136.0221	PROVIDENT LIFE AND ACCIDENT INS February Insurance	03/12/2021	39.02
			Total for Check Number 49963:	39.02
49964	10373 6418.0221	QUADIANT FINANCE USA INC Postage	03/12/2021	1,000.00
			Total for Check Number 49964:	1,000.00
49965	0811 EMCOM-009100 EMCOM-009137 EMCOM-009153 FLEET-000620 FLEET-000620 FLEET-000621 SHRFL-001957	RAMSEY COUNTY Fleet Support-February CAD-February Dispatch-February Service & Parts-January Service & Parts-January Fuel-February Law Enforcement-March	03/12/2021	24.96 544.99 3,978.60 6,390.00 3,651.46 2,517.31 115,686.34
			Total for Check Number 49965:	132,793.66
49966	10459 UB#12261 Refund	JENNIFER SPALDING Reissue UB Refund	03/12/2021	132.48
			Total for Check Number 49966:	132.48
49967	10354 221572589 221572589 221572589	ST. PAUL PIONEER PRESS Ad for Bid-Hamline/Shorewood Ad for Bid-2021 PMP Ad for Bid-Hamline/Shorewood	03/12/2021	109.35 207.00 109.35
			Total for Check Number 49967:	425.70
			Total for 3/12/2021:	404,506.56
			Report Total (64 checks):	456,975.94