



MEMORANDUM

DATE: April 12, 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 #7	\$99,755.25
Total Payroll	\$99,755.25
Paid Claims--- 03/13/2021 through 04/02/2021 (Check Nos. 49968-49989 and ACH Checks)	\$56,617.09
Total Accounts Payable	\$56,617.09
Total Claims	\$156,372.34

CITY OF ARDEN HILLS

PAYROLL # 7

CHECKS DATED: 04/02/21

Biweekly: 03/13/21 - 03/26/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,532.05		EFT
SIT	2,783.60		EFT
FICA Oasdi	4,167.21	4,167.21	EFT
FICA Medicare	974.62	974.62	EFT
TOTAL TAXES	14,457.48	5,141.83	
Health Premium	1,368.38	17,361.82	A/P Check*
Dental Premium	193.02	489.50	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	1,561.40	17,851.32	
HSA Health Saving	498.33	1,250.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	428.33		EFT
Health Care Savings Plan-4%	486.58		EFT
TOTAL HEALTH SAVINGS	1,413.24	1,250.00	
PERA	4,074.49	4,701.33	EFT
ICMA	2,515.45	484.16	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	7,954.34	5,185.49	
IUOE 49 Dues (Union)	140.00		A/P Check*
LTD/STD Insurance	1,096.56		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	77.24	90.30	A/P Check*
Life/Addl non-tax	26.10		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	1,414.17	90.30	
Total Employee Deductions	26,800.63		
Net Payroll	0.00		
Direct Deposit	43,345.68		EFT
Gross Payroll Tie-Out	70,236.31		
Plus City Paid Benefit	29,518.94		
TOTAL PAYROLL COST	99,755.25		

FICA TIE-OUT	
Gross Payroll	70,236.31
Less Total FSA	1,561.40
Less Total H.SA	1,413.24
Less Voluntary Ins	48.86
Net P/R Subject to FICA	67,212.81
FICA Oasdi @ 6.20%	4,167.21
FICA Medicare @ 1.45%	974.62

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: 4/6/2021 3:23 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0382	ICMA RETIREMENT TRUST - 106944	03/19/2021	
	PR 21-06	PR Batch 00200.03.2021 ICMA Employee Perce	PR Batch 00200.03.2021 ICM	354.90
	PR 21-06	PR Batch 00200.03.2021 ICMA Employer Perce	PR Batch 00200.03.2021 ICM	409.50
Total for this ACH Check for Vendor 0382:				764.40
ACH	0387	ICMA RETIREMENT TRUST #302482	03/19/2021	
	PR 21-06	PR Batch 00200.03.2021 ICMA Employee Perce	PR Batch 00200.03.2021 ICM	241.27
	PR 21-06	PR Batch 00200.03.2021 ICMA Employee Dedu	PR Batch 00200.03.2021 ICM	1,811.54
Total for this ACH Check for Vendor 0387:				2,052.81
ACH	6077	CIVICPLUS	03/19/2021	
	209026	CivicHR Subscription 3/2021-3/2022		911.63
Total for this ACH Check for Vendor 6077:				911.63
ACH	8029	MMKR & CORP PA	03/19/2021	
	49757	2020 Audit Services		1,088.00
	49757	2020 Audit Services		1,088.00
	49757	2020 Audit Services		1,088.00
	49757	2020 Audit Services		1,088.00
	49757	2020 Audit Services		570.00
	49757	2020 Audit Services		1,228.00
Total for this ACH Check for Vendor 8029:				6,150.00
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	03/19/2021	
	162557	March Newsletter		1,824.60
	162589	Business Cards		130.54
Total for this ACH Check for Vendor ALPI:				1,955.14
ACH	GRANTD	DAVID GRANT	03/19/2021	
	3162021	Mileage Reimbursement		22.18
Total for this ACH Check for Vendor GRANTD:				22.18
49968	10244	COMCAST BUSINESS INC	03/19/2021	
	118450615	Service 3/1-3/31		496.66
Total for Check Number 49968:				496.66
49969	10218	HR GREEN INC	03/19/2021	
	141936	SWPPP-February		380.00
Total for Check Number 49969:				380.00
49970	1450	LEAGUE OF MN CITIES INC TRUST (SI	03/19/2021	
	2021-01REST	LMC Claim 11053070 Restitution		1,053.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49970:	1,053.74
49971	0155 W21020585	OFFICE OF MN IT SERVICES February Phones	03/19/2021	736.14
			Total for Check Number 49971:	736.14
49972	1054 B13128465	SHI INTERNATIONAL CORP MS Office Software License	03/19/2021	268.00
			Total for Check Number 49972:	268.00
49973	SRFC 14320.00-1	SRF CONSULTING GROUP INC MVHS Trail Improv.-February	03/19/2021	1,043.38
			Total for Check Number 49973:	1,043.38
49974	9755 OSV000002379391	VERIZON CONNECT February Service	03/19/2021	323.80
			Total for Check Number 49974:	323.80
			Total for 3/19/2021:	16,157.88
ACH	0192 9828938358 9833290548 9838120252	GRAINGER INC Supplies Supplies Supplies	03/26/2021	20.86 16.94 40.27
			Total for this ACH Check for Vendor 0192:	78.07
ACH	0292 3487769	OXYGEN SERVICE COMPANY INC February Rental	03/26/2021	24.64
			Total for this ACH Check for Vendor 0292:	24.64
ACH	0750 9875238675	VERIZON WIRELESS Service 3/11-4/10	03/26/2021	1,003.66
			Total for this ACH Check for Vendor 0750:	1,003.66
ACH	10343 3252021	TIM BEEBE Mileage Reimbursment	03/26/2021	464.80
			Total for this ACH Check for Vendor 10343:	464.80
ACH	10363 M1239	MINUTE MAKER SECRETARIAL March CC Minutes	03/26/2021	187.00
			Total for this ACH Check for Vendor 10363:	187.00
ACH	1115 R-017451-000-2	WSB & ASSOCIATES INC ESRI Cloud-EA Migration-February	03/26/2021	1,356.00
			Total for this ACH Check for Vendor 1115:	1,356.00
ACH	1252 3231G-0221 3231G-0221 3231G-0221	CAMPBELL KNUTSON - ATTORNEYS / February Legal Services February Legal Services February Legal-LOL Abatement	03/26/2021	170.50 1,513.72 155.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3231G-0221	February Legal Services		527.00
	3231G-0221	February Legal Services		46.50
	3231G-0221	February Legal Services		1,245.00
	3231G-0221	February Legal -PC 20-022 #549		269.00
Total for this ACH Check for Vendor 1252:				3,926.72
ACH	1363 11233	WATER CONSERVATION SERVICES INC Leak Locate - 2010 Thom Dr	03/26/2021	313.20
Total for this ACH Check for Vendor 1363:				313.20
ACH	4445 01CC4906	PIONEER RIM AND WHEEL CO Supplies	03/26/2021	76.82
Total for this ACH Check for Vendor 4445:				76.82
ACH	5383 FP180490	CRYSTEEL TRUCK EQUIPMENT INC Parts for Equip #85203	03/26/2021	71.52
Total for this ACH Check for Vendor 5383:				71.52
ACH	5518 20803	KORTERRA INC Annual Service Fee 1/30-21-1/29/22	03/26/2021	1,600.00
Total for this ACH Check for Vendor 5518:				1,600.00
ACH	5548 744993768	FINANCE & COMMERCE INC Karth Lake Runoff Bid	03/26/2021	162.40
Total for this ACH Check for Vendor 5548:				162.40
ACH	5587 INV125062	CES IMAGING INC March Rental	03/26/2021	60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	6060 P37920873	BATTERIES PLUS Batteries-CR E2 Speed Signs	03/26/2021	583.60
Total for this ACH Check for Vendor 6060:				583.60
ACH	8032 1221-4366	PACE ANALYTICAL FIELD SVC INC February Water Survey	03/26/2021	761.25
Total for this ACH Check for Vendor 8032:				761.25
ACH	8870 50502	CHET'S SHOES INC Clothing Allowance- SB Boots	03/26/2021	175.00
Total for this ACH Check for Vendor 8870:				175.00
ACH	FPTC 25928	FLEXIBLE PIPE TOOL COMPANY INC Supplies	03/26/2021	679.45
Total for this ACH Check for Vendor FPTC:				679.45
49975	0131 411931 412173 413834	BEISSWENGERS DO IT BEST Supplies Supplies Supplies	03/26/2021	57.78 17.98 22.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49975:	98.04
49976	1033 44271.0421	COMCAST Service 3/21-4/20	03/26/2021	6.57
			Total for Check Number 49976:	6.57
49977	UB*00464	Dior Consulting LLC Refund Check 012487-000, 1870 Glenpaul Aver	03/26/2021	43.82
			Total for Check Number 49977:	43.82
49978	1193 15630951	FURTHER INC March Participant Fees	03/26/2021	45.00
			Total for Check Number 49978:	45.00
49979	10403 6032020	INDIA PALACE UPTOWN Liquor License Refund COVID19	03/26/2021	211.55
			Total for Check Number 49979:	211.55
49980	5443 158065	METRO PRODUCTS INC Supplies	03/26/2021	85.63
			Total for Check Number 49980:	85.63
49981	0600 315800042021	NCPERS GROUP LIFE INS April Insurance	03/26/2021	64.00
			Total for Check Number 49981:	64.00
49982	1074 82679	PRECISION LANDSCAPE & TREE INC Tree Removal-1175 Edgewater Ave	03/26/2021	3,200.00
			Total for Check Number 49982:	3,200.00
49983	0811 FLEET-000627 FLEET-000627 PUBW-019069	RAMSEY COUNTY Feb Equip Service & Parts Feb Equip Service & Parts Signal Repair-Lex Ave/CTY Rd E	03/26/2021	775.51 3,060.00 381.66
			Total for Check Number 49983:	4,217.17
49984	10387 70209	SKI DEN SPORTS INC Clothing Allowance-TB	03/26/2021	41.05
			Total for Check Number 49984:	41.05
49985	1161 29219	VALLEY-RICH CO INC Water Main Repair-1230 Hwy 96	03/26/2021	7,790.90
			Total for Check Number 49985:	7,790.90
			Total for 3/26/2021:	27,327.86
ACH	0327 3470084339 3471379309 3471379310	STAPLES INC Supplies-Return Supplies Supplies	04/02/2021	-184.41 23.29 26.73

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3471449460	Supplies		0.49
	3471449461	Supplies		80.47
	3471449461	Supplies		16.77
	3472335033	Supplies		245.27
	3472335034	Supplies		9.58
Total for this ACH Check for Vendor 0327:				218.19
ACH	0329 3302021	MICHAEL CHRISTOFORE Mileage Reimbursement	04/02/2021	487.20
Total for this ACH Check for Vendor 0329:				487.20
ACH	0382 PR 21-07 PR 21-07	ICMA RETIREMENT TRUST - 106944 PR Batch 00100.04.2021 ICMA Employee Perce PR Batch 00100.04.2021 ICMA Employer Perce	04/02/2021	419.61 484.16
Total for this ACH Check for Vendor 0382:				903.77
ACH	0387 PR 21-07 PR 21-07	ICMA RETIREMENT TRUST #302482 PR Batch 00100.04.2021 ICMA Employee Perce PR Batch 00100.04.2021 ICMA Employee Dedu	04/02/2021	284.30 1,811.54
Total for this ACH Check for Vendor 0387:				2,095.84
ACH	0922 2021-028	NORTH SUBURBAN ACCESS CORPOR. Production Services-February	04/02/2021	967.35
Total for this ACH Check for Vendor 0922:				967.35
ACH	10433 3302021	STEVEN BAAR Mileage Reimbursement	04/02/2021	544.32
Total for this ACH Check for Vendor 10433:				544.32
ACH	1115 R-017667-000-1	WSB & ASSOCIATES INC Traffic Studies-February	04/02/2021	513.00
Total for this ACH Check for Vendor 1115:				513.00
ACH	5493 3262021	JOLENE TRAUBA Mileage Reimbursement	04/02/2021	63.60
Total for this ACH Check for Vendor 5493:				63.60
ACH	7025 1094795 1099534	ON SITE COMPANIES -OSSTC INC Restrooms 3/20-4/16 Restrooms 3/26/4/16	04/02/2021	344.00 200.11
Total for this ACH Check for Vendor 7025:				544.11
49986	CPF1 184503.0321	CENTRAL PENSION FUND March Pension	04/02/2021	1,228.80
Total for Check Number 49986:				1,228.80
49987	5138 108803	LEAGUE OF MN CITIES INS TRUST CLAIM #: LMC CA 000000108803	04/02/2021	1,509.33
Total for Check Number 49987:				1,509.33
49988	6748 GL154938.0421	RELIANCE STANDARD April Insurance	04/02/2021	1,393.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49988:	1,393.54
49989	AR-SUMM GE 2019-00462	SUMMIT DESIGN-BUILD LLC Escrow Refund GE 2019-00462, 1483 Bussard C	04/02/2021	2,662.30
			Total for Check Number 49989:	2,662.30
			Total for 4/2/2021:	13,131.35
			Report Total (54 checks):	56,617.09