



MEMORANDUM

DATE: April 26, 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 #8	\$78,533.90
Total Payroll	\$78,533.90

Paid Claims--- 03/31/2021 through 04/16/2021 (ACH Checks)	\$2,324.59
(Check Nos. 49990-50016 and ACH Checks)	\$331,980.05
Total Accounts Payable	\$334,304.64
Total Claims	\$412,838.54

CITY OF ARDEN HILLS

PAYROLL # 8

CHECKS DATED: 04/16/21

Biweekly: 03/27/21 - 04/09/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,286.73		EFT
SIT	2,811.41		EFT
FICA Oasdi	4,055.88	4,055.88	EFT
FICA Medicare	948.56	948.56	EFT
TOTAL TAXES	14,102.58	5,004.44	
Health Premium	1,368.38	0.00	A/P Check*
Dental Premium	193.02	0.00	A/P Check*
FSA Health Care Reimb.			A/P Check*
FSA Dependent Care Reimb.			A/P Check*
TOTAL FLEXIBLE SPENDING	1,561.40	0.00	
HSA Health Saving	498.33	0.00	
Health Care Savings Plan-Retirement			EFT
Health Care Savings Plan-2%	432.99		EFT
Health Care Savings Plan-4%	440.49		EFT
TOTAL HEALTH SAVINGS	1,371.81	0.00	
PERA	4,080.46	4,708.21	EFT
ICMA	2,404.31	421.74	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	7,849.17	5,129.95	
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	77.24	0.00	A/P Check*
Life/Addl non-tax	26.10		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	317.61	0.00	
Total Employee Deductions	25,202.57		
Net Payroll	0.00		
Direct Deposit	43,196.94		EFT
Gross Payroll Tie-Out	68,399.51		
Plus City Paid Benefit	10,134.39		
TOTAL PAYROLL COST	78,533.90		

FICA TIE-OUT	
Gross Payroll	68,399.51
Less Total FSA	1,561.40
Less Total H.SA	1,371.81
Less Voluntary Ins	48.86
Net P/R Subject to FICA	65,417.44
FICA Oasdi @ 6.20%	4,055.88
FICA Medicare @ 1.45%	948.56

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: 4/20/2021 10:57 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ACH001	US BANK	03/31/2021	
	ARVIM32021	MPCA Certificaiton Training		23.00
	ARVIM32021	MPCA Certificaiton Training		0.57
	BAUMG32021	MNGFOA-2021 Membership-PS		70.00
	BAUMG32021	GFOA-Webinar		35.00
	BAUMG32021	WILLIAMS SCOTSMAN RPO-Hazelnut Renta		582.00
	CHRIM32021	FLEET FARM-Clothing Allowance		54.99
	FRIDJ32021	AMZN MKTP US*6P3FU7TD3-Supplies		83.50
	FRIDJ32021	AMERICAN PUBLIC WORKS-Posters		22.25
	GEBAM32021	SHERWIN WILLIAMS-Painting Supplies, Perry		306.05
	GEBAM32021	SHERWIN WILLIAMS-Paint, Perry		292.53
	MIKAT32021	MENARDS-Lights, Cummings Pavilion		49.14
	MIKAT32021	FLEET FARM-Supplies, #85121		27.84
	MIKAT32021	MENARDS-Supplies, Booster Station		27.34
	MIKAT32021	MENARDS-Supplies, Booster Station		36.85
	MIKAT32021	APPLE.COM/BILL-ICloud, March		0.99
	REBATE32021	US BANK REBATE		-187.67
	WARDR32021	EB 10000 LAKES-2021 Membership		95.00
Total for this ACH Check for Vendor ACH001:				1,519.38
ACH	ACH002	AFLAC	03/31/2021	
	896082	Insurance Premiums- Mar 2021		45.52
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH003	PITNEY BOWES INC	03/31/2021	
	2232021	Jan/Feb Postage-Newsletter		739.70
	2232021	Feb Postage - fee		19.99
Total for this ACH Check for Vendor ACH003:				759.69
Total for 3/31/2021:				2,324.59
Report Total (3 checks):				2,324.59

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0189	GOPHER STATE ONE CALL	04/09/2021	
	1030186	Locates-March		81.00
	1030186	Locates-March		81.00
	1030186	Locates-March		81.00
Total for this ACH Check for Vendor 0189:				243.00
ACH	0285	XCEL ENERGY	04/09/2021	
	724914616	2/16/21-3/17/21		1,464.97
	724914616	2/16/21-3/17/21		757.85
	724914616	2/16/21-3/17/21		47.15
	724914616	2/16/21-3/17/21		1,510.25
	724914616	2/16/21-3/17/21		218.47
	724914616	2/16/21-3/17/21		1,382.58
	724914616	2/16/21-3/17/21		26.13
Total for this ACH Check for Vendor 0285:				5,407.40
ACH	0319	CITY OF ROSEVILLE	04/09/2021	
	229968	DUO License-JK		61.00
	229978	IT Support-April		6,803.72
Total for this ACH Check for Vendor 0319:				6,864.72
ACH	0327	STAPLES INC	04/09/2021	
	3472906607	Supplies		15.98
Total for this ACH Check for Vendor 0327:				15.98
ACH	10268	DAVID SWEARINGEN	04/09/2021	
	040521	Expense Reimbursement-PE License		120.00
Total for this ACH Check for Vendor 10268:				120.00
ACH	10363	MINUTE MAKER SECRETARIAL	04/09/2021	
	M1249	CC Meeting Minutes-March		151.00
Total for this ACH Check for Vendor 10363:				151.00
ACH	1125	BOLTON & MENK INC	04/09/2021	
	266287	2021 PMP		5,850.00
Total for this ACH Check for Vendor 1125:				5,850.00
ACH	1223	ADAM'S PEST CONTROL - MAIN	04/09/2021	
	3286745	Pest Control-April		71.59
Total for this ACH Check for Vendor 1223:				71.59
ACH	1330	MN CLN SERVICES INC	04/09/2021	
	0421NN01	Janitorial Services-March		2,005.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 1330:				2,005.58
ACH	1785	ECOENVELOPES LLC	04/09/2021	
	042021	UB Postage-April		296.67
	042021	UB Postage-April		296.67
	042021	UB Postage-April		296.66
Total for this ACH Check for Vendor 1785:				890.00
ACH	4889	COMMUNITY FOOTWORKS	04/09/2021	
	4072021	Foot Clinic-April		196.00
Total for this ACH Check for Vendor 4889:				196.00
ACH	5173	BADGER METER	04/09/2021	
	80071234	Q2 2021 Gateway Fees		270.00
Total for this ACH Check for Vendor 5173:				270.00
ACH	6077	CIVICPLUS	04/09/2021	
	210670	Virtual Training-GN		150.00
Total for this ACH Check for Vendor 6077:				150.00
ACH	7025	ON SITE COMPANIES -OSSTC INC	04/09/2021	
	11101721	Restroom Relocate-Hazelnut		35.00
Total for this ACH Check for Vendor 7025:				35.00
ACH	7501	KELLY & LEMMONS PA	04/09/2021	
	55507	Prosecution-March		3,901.00
Total for this ACH Check for Vendor 7501:				3,901.00
ACH	ANDL	ANDERBERG LLC	04/09/2021	
	210425-01	2021 Spring/Summer Rec Guide		2,530.00
Total for this ACH Check for Vendor ANDL:				2,530.00
ACH	TOII	TOKLE INSPECTIONS INC	04/09/2021	
	040121	Electrical Inspections-March		2,173.60
Total for this ACH Check for Vendor TOII:				2,173.60
49990	AR-CHRI	BROCK CHRISTIANSON	04/09/2021	
	GE 2018-00877	Escrow Refund GE 2018-00877, 3213 Ridgewoc		500.00
Total for Check Number 49990:				500.00
49991	1033	COMCAST	04/09/2021	
	101030.0421	Service 4/3-5/2		108.35
Total for Check Number 49991:				108.35
49992	8047	ECM PUBLISHERS INC	04/09/2021	
	827791	Twin Cities North Directory		225.00
Total for Check Number 49992:				225.00
49993	0447	I.U.O.E LOCAL 49 BENEFIT FUND-INSI	04/09/2021	
	BP3.0521	May Insurance		10,600.00
	NB4.0521	May Insurance		1,527.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49993:	12,127.00
49994	10448 439792060 439792060	MARCO TECHNOLOGIES LLC Contract 3/25-4/25 Contract 3/25-4/25	04/09/2021	200.35 35.36
			Total for Check Number 49994:	235.71
49995	0330 11503734.0421	PIONEER PRESS INC Weekly Subscription-26 Weeks	04/09/2021	393.00
			Total for Check Number 49995:	393.00
49996	3100 E0471136.0321	PROVIDENT LIFE AND ACCIDENT INS Insurance-March	04/09/2021	39.02
			Total for Check Number 49996:	39.02
49997	0811 21-333023340013	RAMSEY COUNTY Property Tax-3151 LJ Blvd-Ditch 4	04/09/2021	25.00
			Total for Check Number 49997:	25.00
49998	2785 601303	RAMSEY COUNTY ENVIRONMENTAL 2021 Hazardous Waste License	04/09/2021	91.91
			Total for Check Number 49998:	91.91
49999	0282 0899-003700972 0899-003706085 0899-003706085	REPUBLIC SERVICES #899 Recycling-March Street Sweeping PW Waste-March	04/09/2021	8,160.28 7,102.93 162.36
			Total for Check Number 49999:	15,425.57
50000	10364 4022021	WILLIAM F SHORT 2020 Administrative Hearing	04/09/2021	300.00
			Total for Check Number 50000:	300.00
50001	1161 29284	VALLEY-RICH CO INC Water Line Repair-2015 Thom	04/09/2021	6,115.56
			Total for Check Number 50001:	6,115.56
			Total for 4/9/2021:	66,460.99
ACH	0243 1122212	METROPOLITAN COUNCIL-WASTE W/ Water Water-May	04/16/2021	70,596.57
			Total for this ACH Check for Vendor 0243:	70,596.57
ACH	0329 4122021	MICHAEL CHRISTOFORE Mileage Reimb. 3/29-4/3	04/16/2021	464.80
			Total for this ACH Check for Vendor 0329:	464.80
ACH	0382 PR 21-008 PR 21-008	ICMA RETIREMENT TRUST - 106944 PR Batch 00200.04.2021 ICMA Employee Perce PR Batch 00200.04.2021 ICMA Employer Perce	04/16/2021 PR Batch 00200.04.2021 ICM PR Batch 00200.04.2021 ICM	365.51 421.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 0382:				787.25
ACH	0387	ICMA RETIREMENT TRUST #302482	04/16/2021	
	PR 21-008	PR Batch 00200.04.2021 ICMA Employee Perce	PR Batch 00200.04.2021 ICM	227.26
	PR 21-008	PR Batch 00200.04.2021 ICMA Employee Dedu	PR Batch 00200.04.2021 ICM	1,811.54
Total for this ACH Check for Vendor 0387:				2,038.80
ACH	0761	ELECTRIC PUMP INC	04/16/2021	
	0070638-IN	Lift Station #7 & #14		816.75
Total for this ACH Check for Vendor 0761:				816.75
ACH	10342	MITCHELL GEBAUER	04/16/2021	
	4122021	Mileage Reimb 4/5-4/9		364.00
Total for this ACH Check for Vendor 10342:				364.00
ACH	10343	TIM BEEBE	04/16/2021	
	4122021	Mileage Reimb. 4/5-4/9		464.80
Total for this ACH Check for Vendor 10343:				464.80
ACH	1125	BOLTON & MENK INC	04/16/2021	
	265626	Planning Svcs 1/9-2/5 PC 20-002-#554		371.00
	265626	Planning Svcs 1/9-2/5 PC 20-022-#549		1,009.00
	265626	Planning Svcs 1/9-2/5 PC 20-017-#543		106.00
	265626	Planning Svcs 1/9-2/5 PC 20-001-#553		477.00
	265626	Planning Svcs 1/9-2/5 PC 20-004-#556		185.50
	265626	Planning Svcs 1/9-2/5		3,471.00
	266734	Lift Station Rehab		3,982.50
Total for this ACH Check for Vendor 1125:				9,602.00
ACH	1408	SUPPLY SOLUTIONS LLC	04/16/2021	
	32145	Supplies		321.71
Total for this ACH Check for Vendor 1408:				321.71
ACH	5180	THE TESSMAN COMPANY LLC	04/16/2021	
	S331445-IN	Supplies		204.00
Total for this ACH Check for Vendor 5180:				204.00
ACH	5587	CES IMAGING INC	04/16/2021	
	INV126007	April Rental		60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	8029	MMKR & CORP PA	04/16/2021	
	49910	2020 Audit Services		2,419.00
	49910	2020 Audit Services		2,142.00
	49910	2020 Audit Services		2,142.00
	49910	2020 Audit Services		2,142.00
	49910	2020 Audit Services		2,142.00
	49910	2020 Audit Services		1,123.00
Total for this ACH Check for Vendor 8029:				12,110.00
50002	10453	AIR EXPRESS INC	04/16/2021	
	HVAC Pay 4	HVAC Project Pmt 4		10,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	HVAC Pay 4	HVAC Project Pmt 4		-525.00
			Total for Check Number 50002:	9,975.00
50003	AR-ARVI ROW 2019-00402 ROW 2020-00359	ARVIG ENTERPRISES INC. Escrow Refund ROW 2019-00402, 3900 Bethel Escrow Refund ROW 2020-00359, 1900 Lake V.	04/16/2021	2,500.00 1,000.00
			Total for Check Number 50003:	3,500.00
50004	1033 98681.0421	COMCAST Service 4/5-5/4	04/16/2021	109.71
			Total for Check Number 50004:	109.71
50005	1297 IND135695	DIVERSIFIED INSPECTIONS/ITL INC Equip Inspection #85211	04/16/2021	510.00
			Total for Check Number 50005:	510.00
50006	10362 INV8599826 INV8599826	MARCO TECHNOLOGIES LLC Copier Usage 3/25-4/24 Copier Usage 3/25-4/24	04/16/2021	158.82 899.96
			Total for Check Number 50006:	1,058.78
50007	0257 #13064-2021	MINNESOTA DEPT OF HEALTH Water Supply Operator Renewal-T.Mikacevich	04/16/2021	23.00
			Total for Check Number 50007:	23.00
50008	10271 1081773	MN PEIP Health Insurance-May	04/16/2021	7,459.54
			Total for Check Number 50008:	7,459.54
50009	AR-NORT PC 19-011	NORTHRUP REMODELING Escrow Refund PC19-011, 1314 Cannon Ave	04/16/2021	956.00
			Total for Check Number 50009:	956.00
50010	1074 82761	PRECISION LANDSCAPE & TREE INC Tree Removal-1465 Skiles Ln	04/16/2021	1,300.00
			Total for Check Number 50010:	1,300.00
50011	0811 EMCOM-009166 EMCOM-009202 EMCOM-009219 SHRFL-001965	RAMSEY COUNTY Fleet Support-March Dispatch Services-March CAD Services-March Law Enforcement-April	04/16/2021	24.96 3,978.60 544.99 115,686.34
			Total for Check Number 50011:	120,234.89
50012	6225 SDC2000-IN	SAND CREEK EAP LLC Development-Building/Inspections	04/16/2021	442.50
			Total for Check Number 50012:	442.50
50013	SRFC 14320.00-2	SRF CONSULTING GROUP INC MVHS Trail Improv -March	04/16/2021	17,676.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 50013:	17,676.54
50014	10354	ST. PAUL PIONEER PRESS	04/16/2021	
	321572589	Notice-2021 PMP-FD Reclam		77.40
	321572589	Notice-2021 PMP-Street Recon		75.60
	321572589	Notice PC 21-001 #553		41.40
	321572589	Notice PC 21-004 #556		40.50
	321572589	Notice-Delinquent UB		29.25
	321572589	Notice PC 21-002 #554		41.40
	321572589	Ad for Bids-Karth Lake Runoff		99.90
	321572589	Ad for Bids-Hamline Shoreview		54.67
	321572589	Ad for Bids-Hamline Shoreview		54.68
			Total for Check Number 50014:	514.80
50015	3099	TRI STATE BOBCAT INC-LITTLE CANA	04/16/2021	
	A85887	Supplies		427.62
			Total for Check Number 50015:	427.62
50016	AR-UNIT	UNITED WATER AND SEWER	04/16/2021	
	ROW 2020-00947	Escrow Refund ROW 2020-00947, 1310 County		3,500.00
			Total for Check Number 50016:	3,500.00
			Total for 4/16/2021:	265,519.06
			Report Total (56 checks):	331,980.05