



MEMORANDUM

**DATE:** May 24, 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 #10 .....	\$100,406.22
<b>Total Payroll</b>	<b>\$100,406.22</b>

Paid Claims--- 04/30/2021 through 05/14/2021	
(ACH Checks ) .....	\$4,803.27
(Check Nos. 50047-50077 and ACH Checks) .....	\$374,900.73
<b>Total Accounts Payable</b>	<b>\$379,704.00</b>
<b>Total Claims</b>	<b>\$480,110.22</b>

**CITY OF ARDEN HILLS**

**PAYROLL # 10**

**CHECKS DATED: 05/14/21**

**Biweekly: 04/24/21 - 05/07/21**

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,750.42		EFT
SIT	3,004.78		EFT
FICA Oasdi	4,276.08	4,276.08	EFT
FICA Medicare	1,000.06	1,000.06	EFT
<b>TOTAL TAXES</b>	<b>15,031.34</b>	<b>5,276.14</b>	
Health Premium	1,368.38	16,489.78	A/P Check*
Dental Premium	193.02	440.55	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>16,930.33</b>	
HSA Health Saving	473.33	1,125.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	422.84		EFT
Health Care Savings Plan-4%	400.20		EFT
<b>TOTAL HEALTH SAVINGS</b>	<b>1,296.37</b>	<b>1,125.00</b>	
PERA	3,832.11	4,421.66	EFT
ICMA	2,408.70	421.74	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
<b>TOTAL RETIREMENT</b>	<b>7,605.21</b>	<b>4,843.40</b>	
IUOE 49 Dues (Union)	140.00		A/P Check*
LTD/STD Insurance	1,050.41		A/P Check*
PERA Life Insurance	32.00		A/P Check*
Life/Addl/Dep Life	77.24	86.00	A/P Check*
Life/Addl non-tax	26.10		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
<b>TOTAL VOLUNTARY</b>	<b>1,368.02</b>	<b>86.00</b>	
Total Employee Deductions	26,862.34		
Net Payroll	0.00		
Direct Deposit	45,283.01		EFT
Gross Payroll Tie-Out	72,145.35		
Plus City Paid Benefit	28,260.87		
<b>TOTAL PAYROLL COST</b>	<b>100,406.22</b>		

FICA TIE-OUT	
Gross Payroll	72,145.35
Less Total FSA	1,561.40
Less Total H.SA	1,296.37
Less Voluntary Ins	48.86
Less Non Taxable Reimbursement	270.00
Net P/R Subject to FICA	68,968.72
FICA Oasdi @ 6.20%	4,276.08
FICA Medicare @ 1.45%	1,000.06

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

## Check Detail

User: pang.silseth  
Printed: 05/13/2021 - 3:14PM



Check Number	Check Date		Amount
<b>ACH002 - AFLAC</b>			
0	04/30/2021		
Inv	299131		
<u>Line Item Date</u>	<u>Line Item Description</u>		
04/16/2021	Insurance Premiums- Apr 2021		45.52
Inv 299131 Total			45.52
0 Total:			45.52
<b>ACH002 - AFLAC Total:</b>			
			45.52
<b>ACH005 - MINNESOTA REVENUE-SALES &amp; USE TAX</b>			
0	04/30/2021		
Inv	32021		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2021	March Sales/Use Tax		0.32
03/31/2021	March Sales/Use Tax		56.68
03/31/2021	March Sales/Use Tax		-0.04
03/31/2021	March Sales/Use Tax		12.04
Inv 32021 Total			69.00
0 Total:			69.00
<b>ACH005 - MINNESOTA REVENUE-SALES &amp; USE TAX Total:</b>			
			69.00
<b>ACH006 - MN DEPT OF LABOR-BUILDING PERMIT SURCHARGE</b>			
0	04/30/2021		
Inv	32021		
<u>Line Item Date</u>	<u>Line Item Description</u>		
03/31/2021	Q1 Building Surcharge		-87.41
03/31/2021	Q1 Building Surcharge		2,183.45
Inv 32021 Total			2,096.04
0 Total:			2,096.04
<b>ACH006 - MN DEPT OF LABOR-BUILDING PERMIT SURCHARGE Total:</b>			
			2,096.04

**ACH003 - PITNEY BOWES INC**

0 04/30/2021

Inv 3232021

<u>Line Item Date</u>	<u>Line Item Description</u>	
03/23/2021	Mar Postage - fee	19.99
03/23/2021	March Postage-Newsletter	792.54

Inv 3232021 Total 812.53

0 Total: 812.53

**ACH003 - PITNEY BOWES INC Total:**

812.53

**ACH001 - US BANK**

0 04/30/2021

Inv BAUMG42021

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2021	WILLIAMS SCOTSMAN-March Warming House	582.00

Inv BAUMG42021 Total 582.00

Inv CHRIM42021

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2021	THE HOME DEPOT-Supplies	93.26
04/12/2021	COSTCO WHSE-Clothing Allowance	56.70
04/12/2021	FLEET FARM-Clothing Allowance	66.55
04/12/2021	COSTCO WHSE-Clothing Allowance	19.99

Inv CHRIM42021 Total 236.50

Inv FRIDJ42021

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2021	CARHARTT RETAIL-Clothing Allowance	93.99
04/12/2021	AMAZON.COM-Supplies	66.46
04/12/2021	LOCAL 49-Training	75.00
04/12/2021	USPS-Postage	33.20
04/12/2021	FLEET FARM-Clothing Allowance	279.91

Inv FRIDJ42021 Total 548.56

Inv MIKAT42021

<u>Line Item Date</u>	<u>Line Item Description</u>	
04/12/2021	BATTERIES PLUS-Easement Machine	39.95
04/12/2021	APPLE.COM-Icloud	0.99
04/12/2021	THE HOME DEPOT-Supplies	364.69
04/12/2021	FLEET FARM-Supplies	7.49

Inv MIKAT42021 Total 413.12

0 Total: 1,780.18

**Check Number**    **Check Date** **Amount**

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ACH001 - US BANK Total: 1,780.18

Total: 4,803.27

# Accounts Payable

## Checks by Date - Detail by Check Date

User: pang.silseth  
 Printed: 5/13/2021 3:18 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0008 5042021	JOSEPH MOONEY Clothing Allowance	05/07/2021	293.94
Total for this ACH Check for Vendor 0008:				293.94
ACH	0230 1296227-000	MTI DISTRIBUTING CO INC Parts for 85457/85458	05/07/2021	635.38
Total for this ACH Check for Vendor 0230:				635.38
ACH	0285 729879114 729879114 729879114 729879114 729879114 729879114 729879114	XCEL ENERGY 3/17/21-4/17/21 3/17/21-4/17/21 3/17/21-4/17/21 3/17/21-4/17/21 3/17/21-4/17/21 3/17/21-4/17/21 3/17/21-4/17/21	05/07/2021	217.81 1,260.72 1,041.10 47.22 2,860.85 1,471.43 1,439.91
Total for this ACH Check for Vendor 0285:				8,339.04
ACH	0922 2021-053	NORTH SUBURBAN ACCESS CORPOR. Production Svcs-March	05/07/2021	967.35
Total for this ACH Check for Vendor 0922:				967.35
ACH	1125 267832	BOLTON & MENK INC Lift Station 10	05/07/2021	6,263.00
Total for this ACH Check for Vendor 1125:				6,263.00
ACH	1223 3298066	ADAM'S PEST CONTROL - MAIN Pest Control-May	05/07/2021	71.59
Total for this ACH Check for Vendor 1223:				71.59
ACH	1330 0421NN09	MN CLN SERVICES INC Janitorial Svcs-April	05/07/2021	2,005.58
Total for this ACH Check for Vendor 1330:				2,005.58
ACH	3096 2104391050531 4302021	AUTO PLUS Supplies Credit	05/07/2021	41.70 -38.83
Total for this ACH Check for Vendor 3096:				2.87
ACH	491177SM 059153	STEPP MANUFACTURING CO INC Supplies	05/07/2021	108.50
Total for this ACH Check for Vendor 491177SM:				108.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	5596 581815 581962	JAMAR COMPANY Supplies Supplies-Mortar Mix	05/07/2021	64.09 350.00
Total for this ACH Check for Vendor 5596:				414.09
ACH	7025 1108596	ON SITE COMPANIES -OSSTC INC Restrooms 4/17-5/14	05/07/2021	622.00
Total for this ACH Check for Vendor 7025:				622.00
ACH	7064 2073	ROTARY CLUB OF ARDEN HILLS-SHO Q2 2021 Dues	05/07/2021	127.50
Total for this ACH Check for Vendor 7064:				127.50
ACH	FPTC 26080	FLEXIBLE PIPE TOOL COMPANY INC Supplies-Coupling	05/07/2021	347.20
Total for this ACH Check for Vendor FPTC:				347.20
ACH	GRANTD 4292021	DAVID GRANT Mileage Reimbursement	05/07/2021	22.18
Total for this ACH Check for Vendor GRANTD:				22.18
ACH	JOHC 1-102765762205	JOHNSON CONTROLS INC Leaky Valve Repair	05/07/2021	1,933.55
Total for this ACH Check for Vendor JOHC:				1,933.55
ACH	TOII 5032021	TOKLE INSPECTIONS INC Electrical Inspections-April	05/07/2021	1,273.60
Total for this ACH Check for Vendor TOII:				1,273.60
50047	0081 101467	ANCOM COMMUNICATIONS INC Water Meter Interference	05/07/2021	1,600.00
Total for Check Number 50047:				1,600.00
50048	0131 428533	BEISSWENGERS DO IT BEST Supplies	05/07/2021	6.99
Total for Check Number 50048:				6.99
50049	1033 101030.0521	COMCAST Service 5/3-6/2	05/07/2021	108.35
Total for Check Number 50049:				108.35
50050	7400 ST00024629	FORTERRA PIPE & PRECAST Supplies-connector/joint seal	05/07/2021	948.00
Total for Check Number 50050:				948.00
50051	3351 Q21.42400 Q21.42400	HIGHLAND PRODUCTS GROUP LLC Benches Benches	05/07/2021	444.00 3,079.00
Total for Check Number 50051:				3,523.00
50052	10218	HR GREEN INC	05/07/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	142664	MS4 Permit Compliance-March		10,099.50
	142664	Engineering Svcs-March		370.00
	142714	SWPPP Self Audit-March		3,330.00
Total for Check Number 50052:				13,799.50
50053	0447	I.U.O.E LOCAL 49 BENEFIT FUND-INSU	05/07/2021	
	BP3.0621	Insurance-June		10,600.00
	NB4.0621	Insurance-June		1,527.00
Total for Check Number 50053:				12,127.00
50054	10460	LANO EQUIPMENT INC	05/07/2021	
	02-827324	Altos Mower		19,237.65
Total for Check Number 50054:				19,237.65
50055	NSSC	NORTH SUBURBAN COMMUNICATIO	05/07/2021	
	2021-503	Q1 2021 Contribution		6,144.89
Total for Check Number 50055:				6,144.89
50056	AR-O'ME2	O'MEARA CUSTOM BUILDING INC.	05/07/2021	
	GE 2019-01089	Escrow Refund GE 2019-01089, 3277 Katie Ln		961.08
Total for Check Number 50056:				961.08
50057	10250	PEAK STAFFING INC	05/07/2021	
	47451	Office Support 4/19-4/23		90.00
	47451	Office Support 4/19-4/23		30.00
	47451	Office Support 4/19-4/23		90.00
	47451	Office Support 4/19-4/23		660.00
	47451	Office Support 4/19-4/23		90.00
	47451	Office Support 4/19-4/23		120.00
	47451	Office Support 4/19-4/23		120.00
	47464	Office Support 4/26-4/30		83.25
	47464	Office Support 4/26-4/30		27.75
	47464	Office Support 4/26-4/30		111.00
	47464	Office Support 4/26-4/30		111.00
	47464	Office Support 4/26-4/30		610.50
	47464	Office Support 4/26-4/30		83.25
	47464	Office Support 4/26-4/30		83.25
Total for Check Number 50057:				2,310.00
50058	3100	PROVIDENT LIFE AND ACCIDENT INS	05/07/2021	
	E0471136-0421	Insurance-April		39.02
Total for Check Number 50058:				39.02
50059	0282	REPUBLIC SERVICES #899	05/07/2021	
	0899-003714654	Recycling-April		8,181.00
	0899-003714654	Recycling-April		-584.30
	0899-003718459	PW Waste-April		162.36
Total for Check Number 50059:				7,759.06
50060	5576	SCHINDLER ELEVATOR CORP	05/07/2021	
	8105619614	Annual Service 5/2021-4/2022		1,154.16
Total for Check Number 50060:				1,154.16



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50061	0336 67019	T.A. SCHIFSKY & SONS INC Asphalt Purchase 4/11-4/17	05/07/2021	605.01
Total for Check Number 50061:				605.01
50062	3099 A86027	TRI STATE BOBCAT INC-LITTLE CANA Supplies #85461	05/07/2021	10.85
Total for Check Number 50062:				10.85
Total for 5/7/2021:				93,761.93
ACH	0189 1040185 1040185 1040185	GOPHER STATE ONE CALL April Locates April Locates April Locates	05/14/2021	128.25 128.25 128.25
Total for this ACH Check for Vendor 0189:				384.75
ACH	0230 1298765-00	MTI DISTRIBUTING CO INC Wheel Assembly # 457/458	05/14/2021	1,106.13
Total for this ACH Check for Vendor 0230:				1,106.13
ACH	0243 0001124263	METROPOLITAN COUNCIL-WASTE W June Wastewater	05/14/2021	70,596.57
Total for this ACH Check for Vendor 0243:				70,596.57
ACH	0319 0230046	CITY OF ROSEVILLE IT Support-May	05/14/2021	6,803.72
Total for this ACH Check for Vendor 0319:				6,803.72
ACH	0320 104790202	HEALTH PARTNERS INC June Insurance	05/14/2021	875.52
Total for this ACH Check for Vendor 0320:				875.52
ACH	0327 3474686580 3474686583 3474771297 3475227819 3475804284 3475804287	STAPLES INC Supplies Supplies Supplies Supplies Supplies Supplies	05/14/2021	31.30 27.67 29.67 46.03 34.48 9.04
Total for this ACH Check for Vendor 0327:				178.19
ACH	0382 PR 21-10 PR 21-10	ICMA RETIREMENT TRUST - 106944 PR Batch 00100.05.2021 ICMA Employer Perce PR Batch 00100.05.2021 ICMA Employee Perce	05/14/2021 PR Batch 00100.05.2021 ICM PR Batch 00100.05.2021 ICM	421.74 365.51
Total for this ACH Check for Vendor 0382:				787.25
ACH	0387 PR 21-10 PR 21-10	ICMA RETIREMENT TRUST #302482 PR Batch 00100.05.2021 ICMA Employee Perce PR Batch 00100.05.2021 ICMA Employee Dedu	05/14/2021 PR Batch 00100.05.2021 ICM PR Batch 00100.05.2021 ICM	231.65 1,811.54
Total for this ACH Check for Vendor 0387:				2,043.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0761 0070785-IN 0070786-IN	ELECTRIC PUMP INC Repair LS #7 Repair LS #7	05/14/2021	3,703.50 680.40
Total for this ACH Check for Vendor 0761:				4,383.90
ACH	10343 05112021	TIM BEEBE Expense Reimb-Clothing	05/14/2021	224.24
Total for this ACH Check for Vendor 10343:				224.24
ACH	10363 M1264	MINUTE MAKER SECRETARIAL April CC Minutes	05/14/2021	889.00
Total for this ACH Check for Vendor 10363:				889.00
ACH	10433 05042021	STEVEN BAAR Expense Reimb-Clothing	05/14/2021	136.97
Total for this ACH Check for Vendor 10433:				136.97
ACH	4889 05052021	COMMUNITY FOOTWORKS Foot Clinic-May	05/14/2021	252.00
Total for this ACH Check for Vendor 4889:				252.00
ACH	6129 204-55762	FAST SIGNS INC Nameplate-JJ	05/14/2021	80.40
Total for this ACH Check for Vendor 6129:				80.40
ACH	7501 55696	KELLY & LEMMONS PA April Prosecution	05/14/2021	3,105.00
Total for this ACH Check for Vendor 7501:				3,105.00
ACH	8029 50326 50326 50326 50326 50326 50326	MMKR & CORP PA 2020 Audit Services 2020 Audit Services 2020 Audit Services 2020 Audit Services 2020 Audit Services 2020 Audit Services	05/14/2021	2,404.00 2,714.00 2,404.00 1,260.00 2,404.00 2,404.00
Total for this ACH Check for Vendor 8029:				13,590.00
ACH	JOHC 1-102808639394 1-102817096942	JOHNSON CONTROLS INC Transmitter Replacement Repair Leaky Valve	05/14/2021	1,216.00 694.40
Total for this ACH Check for Vendor JOHC:				1,910.40
50063	1033 98681.0521	COMCAST Service: 5/5-6/4	05/14/2021	109.71
Total for Check Number 50063:				109.71
50064	10244 122194937	COMCAST BUSINESS INC Service: 5/1-5/31	05/14/2021	497.93
Total for Check Number 50064:				497.93
50065	10218	HR GREEN INC	05/14/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	143391	Hamline Crosswalk-April		3,575.45
	143421	Engineering-April		10,513.00
	143422	Lex StationTraffic Signs-April		1,225.00
	143423	Engineering-April-PC 19-010 #466		120.00
Total for Check Number 50065:				15,433.45
50066	0390 1200-0521	INT'L UNION OPERATING ENGINEERS May Dues	05/14/2021	280.00
Total for Check Number 50066:				280.00
50067	1055 KPS0718 KPS0718	KODIAK POWER SYSTEMS INC Generator Testing Generator Testing	05/14/2021	3,386.10 1,128.70
Total for Check Number 50067:				4,514.80
50068	10448 442290953 442290953	MARCO TECHNOLOGIES LLC Contract 4/25-5/25 Contract 4/25-5/25	05/14/2021	200.35 35.36
Total for Check Number 50068:				235.71
50069	10286 367985	MINNESOTA OCCUPATIONAL HEALTH Drug Testing	05/14/2021	62.00
Total for Check Number 50069:				62.00
50070	10271 1087944	MN PEIP June Insurance	05/14/2021	7,971.58
Total for Check Number 50070:				7,971.58
50071	AR-NORT1 PC 20-011	NORTH HEIGHTS LUTHERAN CHURCH Escrow Refund: PC 20-011, 1700 West Highway	05/14/2021	1,152.88
Total for Check Number 50071:				1,152.88
50072	10250 47469 47469 47469 47469 47469 47469 47469	PEAK STAFFING INC Office Support 5/3-5/7 Office Support 5/3-5/7 Office Support 5/3-5/7 Office Support 5/3-5/7 Office Support 5/3-5/7 Office Support 5/3-5/7 Office Support 5/3-5/7	05/14/2021	90.00 90.00 120.00 90.00 30.00 120.00 660.00
Total for Check Number 50072:				1,200.00
50073	10373 6418.0421	QUADIENT FINANCE USA INC Postage	05/14/2021	1,000.00
Total for Check Number 50073:				1,000.00
50074	0811 EMCOM-009231 EMCOM-009267 EMCOM-009284 PUBW-019122 SHRFL-001979	RAMSEY COUNTY Fleet Support-April 911 Dispatch-April CAD Svcs-April Brine Purchases 1/13-2/17 Law Enforcement Svcs-May	05/14/2021	24.96 3,978.60 544.99 792.93 115,686.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 50074:	121,027.82
50075	SRFC 14320.00-3	SRF CONSULTING GROUP INC MVHS Trail-April	05/14/2021	18,035.54
			Total for Check Number 50075:	18,035.54
50076	0336 67053	T.A. SCHIFSKY & SONS INC Asphalt Purchases 4/18-4/24	05/14/2021	1,946.35
			Total for Check Number 50076:	1,946.35
50077	9755 OSV000002431541	VERIZON CONNECT Service 4/1-4/30	05/14/2021	323.80
			Total for Check Number 50077:	323.80
			Total for 5/14/2021:	281,138.80
			Report Total (64 checks):	374,900.73