



MEMORANDUM

DATE: June 14, 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 #11	\$78,730.00
2021 Payroll #12	\$100,326.61
Total Payroll	\$179,056.61

Paid Claims--- 05/15/2021 through 06/04/2021 (Check Nos. 50078-50114 and ACH Checks)	\$154,989.91
Total Accounts Payable	\$154,989.91

Total Claims	\$334,046.52
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CITY OF ARDEN HILLS

PAYROLL # 11

CHECKS DATED: 05/28/21

Biweekly: 05/08/21 - 05/21/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	5,989.86		EFT
SIT	2,694.48		EFT
FICA Oasdi	3,991.37	3,991.37	EFT
FICA Medicare	933.49	933.49	EFT
TOTAL TAXES	13,609.20	4,924.86	
Health Premium	1,689.54	999.22	A/P Check*
Dental Premium	241.97	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	1,931.51	999.22	
HSA Health Saving	473.33	125.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	404.23		EFT
Health Care Savings Plan-4%	452.80		EFT
TOTAL HEALTH SAVINGS	1,330.36	125.00	
PERA	3,961.76	4,571.24	EFT
ICMA	2,441.92	421.74	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	7,768.08	4,992.98	
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	24,956.76		
Net Payroll	0.00		
Direct Deposit	42,731.18		EFT
Gross Payroll Tie-Out	67,687.94		
Plus City Paid Benefit	11,042.06		
TOTAL PAYROLL COST	78,730.00		

FICA TIE-OUT	
Gross Payroll	67,687.94
Less Total FSA	1,931.51
Less Total H.SA	1,330.36
Less Voluntary Ins	48.86
Net P/R Subject to FICA	64,377.21
FICA Oasdi @ 6.20%	3,991.37
FICA Medicare @ 1.45%	933.49

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.

CITY OF ARDEN HILLS

PAYROLL # 12

CHECKS DATED: 06/11/21

Biweekly: 05/22/21 - 06/04/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,528.27		EFT
SIT	2,884.19		EFT
FICA Oasdi	4,173.50	4,173.50	EFT
FICA Medicare	976.08	976.08	EFT
TOTAL TAXES	14,562.04	5,149.58	
Health Premium	1,528.96	17,849.00	A/P Check*
Dental Premium	217.50	440.55	A/P Check*
FSA Health Care Reimb.			A/P Check*
FSA Dependent Care Reimb.			A/P Check*
TOTAL FLEXIBLE SPENDING	1,746.46	18,289.55	
HSA Health Saving	473.33	1,250.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	430.38		EFT
Health Care Savings Plan-4%	405.82		EFT
TOTAL HEALTH SAVINGS	1,309.53	1,250.00	
PERA	4,078.62	4,706.09	EFT
ICMA	2,408.70	421.74	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	7,851.72	5,127.83	
IUOE 49 Dues (Union)	140.00		A/P Check*
LTD/STD Insurance	1,112.26		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	1,429.87	90.30	
Total Employee Deductions	26,899.62		
Net Payroll	0.00		
Direct Deposit	43,519.73		EFT
Gross Payroll Tie-Out	70,419.35		
Plus City Paid Benefit	29,907.26		
TOTAL PAYROLL COST	100,326.61		

FICA TIE-OUT	
Gross Payroll	70,419.35
Less Total FSA	1,746.46
Less Total H.SA	1,309.53
Less Voluntary Ins	48.86
Net P/R Subject to FICA	67,314.50
FICA Oasdi @ 6.20%	4,173.50
FICA Medicare @ 1.45%	976.08

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.

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Accounts Payable

Checks by Date - Detail by Check Date

User: Pang.Silseth
 Printed: 6/10/2021 12:49 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0230 1301995-00 1302010-00	MTI DISTRIBUTING CO INC Supplies Supplies	05/21/2021	308.79 106.50
Total for this ACH Check for Vendor 0230:				415.29
ACH	0292 03492644	OXYGEN SERVICE COMPANY INC March rental	05/21/2021	26.40
Total for this ACH Check for Vendor 0292:				26.40
ACH	0750 9879521659	VERIZON WIRELESS Service 5/11-6/10	05/21/2021	337.58
Total for this ACH Check for Vendor 0750:				337.58
ACH	10363 M1272 M1272	MINUTE MAKER SECRETARIAL 4/26-5/10 meetings 4/26-5/10 meetings	05/21/2021	489.00 366.50
Total for this ACH Check for Vendor 10363:				855.50
ACH	1125 0268014	BOLTON & MENK INC Engineering 2021 PMP Glenpaul	05/21/2021	17,526.50
Total for this ACH Check for Vendor 1125:				17,526.50
ACH	5180 S335006-IN	THE TESSMAN COMPANY LLC Herbicide	05/21/2021	538.53
Total for this ACH Check for Vendor 5180:				538.53
ACH	5587 INV127118	CES IMAGING INC May rental	05/21/2021	60.00
Total for this ACH Check for Vendor 5587:				60.00
ACH	6060 P39489008 P39489008	BATTERIES PLUS Battery for roller Battery for roller	05/21/2021	27.00 107.95
Total for this ACH Check for Vendor 6060:				134.95
ACH	alpi 162967 163036	ALLEGRA PRINT & IMAGING INC May newsletter Business card - JJ	05/21/2021	1,323.79 130.54
Total for this ACH Check for Vendor alpi:				1,454.33
50078	astl 01S2078.04	ASTLEFORD INTERNATIONAL Repairs Intl 7400 #85120	05/21/2021	3,429.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 50078:	3,429.26
50079	0719 IN45344	CITY OF ST PAUL Ashpalt mix 3 tons	05/21/2021	200.79
			Total for Check Number 50079:	200.79
50080	1033 44271.0621	COMCAST Service 5/21-6/20	05/21/2021	6.57
			Total for Check Number 50080:	6.57
50081	1193 6103.0521	FURTHER INC May participant fees	05/21/2021	41.25
			Total for Check Number 50081:	41.25
50082	idai 51509	IDEAL ADVERTISING INC Recreation shirts and hats	05/21/2021	2,221.50
			Total for Check Number 50082:	2,221.50
50083	0600 315800.0621	NCPERS GROUP LIFE INS June insurance	05/21/2021	64.00
			Total for Check Number 50083:	64.00
50084	10250 47485 47485 47485 47485 47485 47485 47485	PEAK STAFFING INC Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14 Office Support 5/10-5/14	05/21/2021	150.00 150.00 37.50 112.50 112.50 825.00 112.50
			Total for Check Number 50084:	1,500.00
50085	1208 610207-04-21 613317-04-21	PREMIUM WATERS INC Water April Water April	05/21/2021	3.00 33.48
			Total for Check Number 50085:	36.48
50086	0811 FLEET-000636 FLEET-000640 FLEET-000640 PUBW-019129	RAMSEY COUNTY April fuel April Equip services and parts April Equip services and parts Road salt Jan-Apr	05/21/2021	2,041.84 4,455.00 2,786.57 17,618.00
			Total for Check Number 50086:	26,901.41
50087	10354 0421572589 0421572589 0421572589 0421572589 0421572589 0421572589 0421572589 0421572589 0421572589	ST. PAUL PIONEER PRESS Legal notice Snelling Ave/CR E Legal notice Summary Ord 2021-002 Legal notice PC21-001 Boston Sci #553 Legal notice PC21-006 4073 Valentine #565 Legal notice PC21-004 3787 Lexington #556 Legal notice PC21-005 I-Flex #566 Legal notice PC21-002 Bethel #554 Legal notice PC21-008 Shoreland Ord	05/21/2021	140.40 35.10 33.75 36.90 33.75 39.60 34.20 42.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0421572589	Legal notice PC21-003 Chic-fil-a #564		44.10
			Total for Check Number 50087:	440.10
50088	0336	T.A. SCHIFSKY & SONS INC	05/21/2021	
	67080	Aggregate purchases 4/25-5/1		997.64
	67111	Aggregate purchases 5/2-5/8		2,068.96
			Total for Check Number 50088:	3,066.60
50089	3099	TRI STATE BOBCAT INC-LITTLE CANA	05/21/2021	
	A87149	Rock bucket attachment		1,500.00
	A87150	Supplies		183.69
	E30673	Tiller rentals for garden plots		1,650.00
			Total for Check Number 50089:	3,333.69
50090	10413	ULTEIG ENGINEERS INC	05/21/2021	
	104767	Sewer easement - Pine Tree Dr		900.00
			Total for Check Number 50090:	900.00
			Total for 5/21/2021:	63,490.73
ACH	0382	ICMA RETIREMENT TRUST - 106944	05/28/2021	
	PR 21-11	PR Batch 00200.05.2021 ICMA Employer Perce	PR Batch 00200.05.2021 ICM	421.74
	PR 21-11	PR Batch 00200.05.2021 ICMA Employee Perce	PR Batch 00200.05.2021 ICM	365.51
			Total for this ACH Check for Vendor 0382:	787.25
ACH	0387	ICMA RETIREMENT TRUST #302482	05/28/2021	
	PR 21-11	PR Batch 00200.05.2021 ICMA Employee Perce	PR Batch 00200.05.2021 ICM	264.87
	PR 21-11	PR Batch 00200.05.2021 ICMA Employee Dedu	PR Batch 00200.05.2021 ICM	1,811.54
			Total for this ACH Check for Vendor 0387:	2,076.41
ACH	1252	CAMPBELL KNUTSON - ATTORNEYS /	05/28/2021	
	3231G-0421	April Legal Services		415.70
	3231G-0421	April Legal PC 19-002 #403		401.50
	3231G-0421	April Legal Services		31.00
	3231G-0421	April Legal PC 20-001 #553		701.40
	3231G-0421	April Legal PC 20-010 #506		124.00
	3231G-0421	April Legal Services		294.50
	3231G-0421	April Legal Services		124.00
	3231G-0421	April Legal PC 21-004 #556		399.40
	3231G-0421	April Legal PC 20-004 #550		1,069.50
	3231G-0421	April Legal Services		2,636.10
			Total for this ACH Check for Vendor 1252:	6,197.10
ACH	5493	JOLENE TRAUBA	05/28/2021	
	5212021	Mileage Reimbursement 4/2-5/20		74.30
	5212021	Expense Reimbursement		32.41
			Total for this ACH Check for Vendor 5493:	106.71
ACH	7025	ON SITE COMPANIES -OSSTC INC	05/28/2021	
	1125332	Restrooms 5/15-6/11		622.00
			Total for this ACH Check for Vendor 7025:	622.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50091	10453	AIR EXPRESS INC	05/28/2021	
	HVAC Pay 5	HVAC Project Pmt 5		36,200.00
	HVAC Pay 5	HVAC Project Pmt 5		-1,810.00
Total for Check Number 50091:				34,390.00
50092	10200	BADGER STATE INSPECTION LLC	05/28/2021	
	1000941	Inspection Escrow #390		5,870.00
	1000942	Inspection Escrow #447		2,430.00
Total for Check Number 50092:				8,300.00
50093	0155	OFFICE OF MN IT SERVICES	05/28/2021	
	W21040584	April Phones		736.14
Total for Check Number 50093:				736.14
50094	10250	PEAK STAFFING INC	05/28/2021	
	47492	Office Support 5/17-5/21		112.50
	47492	Office Support 5/17-5/21		112.50
	47492	Office Support 5/17-5/21		112.50
	47492	Office Support 5/17-5/21		150.00
	47492	Office Support 5/17-5/21		825.00
	47492	Office Support 5/17-5/21		150.00
	47492	Office Support 5/17-5/21		37.50
Total for Check Number 50094:				1,500.00
50095	6748	RELIANCE STANDARD	05/28/2021	
	GL154938.0621	June Insurance		1,393.54
Total for Check Number 50095:				1,393.54
50096	UB*00473	The GW Agency LTD	05/28/2021	
		Refund Check 006926-000, 3182 Cleveland Ave		1,343.71
Total for Check Number 50096:				1,343.71
Total for 5/28/2021:				57,452.86
ACH	0327	STAPLES INC	06/04/2021	
	3476652425	Supplies		12.79
	3476652425	Supplies		60.45
	3476652426	Supplies		6.88
	3476892029	Supplies		166.99
	3477022766	Supplies		3.79
	3477699232	Supplies		31.28
	3477699233	Supplies		31.78
Total for this ACH Check for Vendor 0327:				313.96
ACH	0922	NORTH SUBURBAN ACCESS CORPOR.	06/04/2021	
	2021-079	Production Svcs: April		1,019.25
Total for this ACH Check for Vendor 0922:				1,019.25
ACH	1115	WSB & ASSOCIATES INC	06/04/2021	
	R-017451-000-4	ESRI Cloud-EA Migration-April		1,105.00
	R-017880-000-1	GIS Services-April		1,549.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 1115:				2,654.50
ACH	1330 0621NN01	MN CLN SERVICES INC May Janitorial	06/04/2021	2,005.58
Total for this ACH Check for Vendor 1330:				2,005.58
ACH	5548 745059388	FINANCE & COMMERCE INC Lift Station 10 Bid	06/04/2021	206.95
Total for this ACH Check for Vendor 5548:				206.95
ACH	JOHC 1-104832191252	JOHNSON CONTROLS INC Part: Temp Sensor	06/04/2021	19.55
Total for this ACH Check for Vendor JOHC:				19.55
ACH	MNLI 29039	MINNESOTA NATIVE LANDSCAPES IN Spring Mowing	06/04/2021	450.00
Total for this ACH Check for Vendor MNLI:				450.00
50097	5593 8605	AMERICAN LEGAL PUBLISHING COR Supplement Pages Ord 2021-002	06/04/2021	9.00
Total for Check Number 50097:				9.00
50098	UB*00474	Catherine Callahan Refund Check 002016-000, 2009 County Road 1	06/04/2021	142.34
Total for Check Number 50098:				142.34
50099	CPF1 184503.0521	CENTRAL PENSION FUND May Pension	06/04/2021	1,228.80
Total for Check Number 50099:				1,228.80
50100	UB*00478	William Cross Refund Check 001129-000, 1780 Venus Avenue	06/04/2021	252.07
Total for Check Number 50100:				252.07
50101	0495 808	LAKE JOHANNA FIRE DEPARTMENT I 2021 Reimb Equip: Dashboard	06/04/2021	1,312.50
Total for Check Number 50101:				1,312.50
50102	UB*00479	Bonnie Lambrecht Refund Check 002525-000, 3244 New Brighton	06/04/2021	1.82
Total for Check Number 50102:				1.82
50103	10362 INV8770025 INV8770025	MARCO TECHNOLOGIES LLC Copier Service 5/25-6/24 Copier Service 5/25-6/24	06/04/2021	77.18 13.62
Total for Check Number 50103:				90.80
50104	0257 Q2-2021	MINNESOTA DEPT OF HEALTH Q2-2021 Water Connection	06/04/2021	6,432.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 50104:	6,432.00
50105	10331 INV-9733	PAGEFREEZER SOFTWARE INC Records Compliance Renew: 7/21-6/22	06/04/2021	3,588.00
			Total for Check Number 50105:	3,588.00
50106	10250 47496 47496 47496 47496 47496 47496 47496	PEAK STAFFING INC Office Support 5/24-5/28 Office Support 5/24-5/28 Office Support 5/24-5/28 Office Support 5/24-5/28 Office Support 5/24-5/28 Office Support 5/24-5/28 Office Support 5/24-5/28	06/04/2021	773.44 140.61 140.63 105.47 105.47 105.47 35.16
			Total for Check Number 50106:	1,406.25
50107	UB*00475	Gertrude & Chester Pikus Refund Check 000298-000, 4127 Gale Circle	06/04/2021	64.41
			Total for Check Number 50107:	64.41
50108	3100 E0471136.0521	PROVIDENT LIFE AND ACCIDENT INS May Insurance	06/04/2021	39.02
			Total for Check Number 50108:	39.02
50109	UB*00476	Jaclyn & Michael Quackenbush Refund Check 008252-000, 1695 Valentine Ave	06/04/2021	12.30
			Total for Check Number 50109:	12.30
50110	10279 N8752441 N8891950	QUADIENT LEASING USA IINC Q1 2021 Postage Lease Q2 2021 Postage Lease	06/04/2021	1,297.71 1,297.71
			Total for Check Number 50110:	2,595.42
50111	0282 0899-003725791 0899-003725791	REPUBLIC SERVICES #899 Recycling-May Recycling-May	06/04/2021	8,433.50 -944.05
			Total for Check Number 50111:	7,489.45
50112	UB*00477	Todd Rose Refund Check 001897-000, 1921 Glenpaul Ave	06/04/2021	27.82
			Total for Check Number 50112:	27.82
50113	UB*00472	Kris & Stephanie Rydberg Refund Check 001208-000, 1435 County Road	06/04/2021	284.53
			Total for Check Number 50113:	284.53
50114	6225 SDC2146-IN	SAND CREEK EAP LLC EAP Annual Contract	06/04/2021	2,400.00
			Total for Check Number 50114:	2,400.00
			Total for 6/4/2021:	34,046.32

Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	

Report Total (58 checks):

154,989.91