



MEMORANDUM

DATE: July 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 #14	\$106,011.56
Total Payroll	\$106,011.56

Paid Claims—06/19/2021 through 07/02/2021 (Check Nos. 50156-50181 and ACH Checks)	\$443,763.55
Total Accounts Payable	\$443,763.55

Total Claims	\$549,775.11
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CITY OF ARDEN HILLS

PAYROLL # 14

CHECKS DATED: 07/09/21

Biweekly: 06/19/21 - 07/02/21

EMPLOYEE DEDUCTIONS	AMT.	CITY BENEFIT	Payment Method
FIT	6,299.79		EFT
SIT	2,846.27		EFT
FICA Oasdi	4,562.23	4,562.23	EFT
FICA Medicare	1,067.02	1,067.02	EFT
TOTAL TAXES	14,775.31	5,629.25	
Health Premium	1,528.96	17,336.96	A/P Check*
Dental Premium	169.48	391.60	A/P Check*
FSA Health Care Reimb.	0.00		A/P Check*
FSA Dependent Care Reimb.	0.00		A/P Check*
TOTAL FLEXIBLE SPENDING	1,698.44	17,728.56	
HSA Health Saving	390.00	1,125.00	
Health Care Savings Plan-Retirement	0.00		EFT
Health Care Savings Plan-2%	416.82		EFT
Health Care Savings Plan-4%	443.33		EFT
TOTAL HEALTH SAVINGS	1,250.15	1,125.00	
PERA	3,853.66	4,446.54	EFT
ICMA	2,417.16	421.74	EFT
Central Pension Fund-Union	614.40		A/P Check*
MN State Retirement System	750.00		EFT
TOTAL RETIREMENT	7,635.22	4,868.28	
IUOE 49 Dues (Union)	140.00		A/P Check*
LTD/STD Insurance	1,046.85		A/P Check*
PERA Life Insurance	24.00		A/P Check*
Life/Addl/Dep Life	42.54	86.00	A/P Check*
Life/Addl non-tax	18.60		A/P Check*
UNUM	19.51		A/P Check*
AFLAC	22.76		EFT
TOTAL VOLUNTARY	1,314.26	86.00	
Total Employee Deductions	26,673.38		
Net Payroll	0.00		
Direct Deposit	49,901.09		EFT
Gross Payroll Tie-Out	76,574.47		
Plus City Paid Benefit	29,437.09		
TOTAL PAYROLL COST	106,011.56		

FICA TIE-OUT	
Gross Payroll	76,574.47
Less Total FSA	1,698.44
Less Total H.S.A	1,250.15
Less Voluntary Ins	41.36
Net P/R Subject to FICA	73,584.52
FICA Oasdi @ 6.20%	4,562.23
FICA Medicare @ 1.45%	1,067.02

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: 7/7/2021 3:10 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	0008 06152021 06162021	JOSEPH MOONEY Reimb-Rain Gear Reimb-Clothing Allowance	06/25/2021	63.13 69.98
Total for this ACH Check for Vendor 0008:				133.11
ACH	0382 PR 21-13 PR 21-13	ICMA RETIREMENT TRUST - 106944 PR Batch 00200.06.2021 ICMA Employee Perce PR Batch 00200.06.2021 ICMA Employer Perce	06/25/2021 PR Batch 00200.06.2021 ICM PR Batch 00200.06.2021 ICM	365.51 421.74
Total for this ACH Check for Vendor 0382:				787.25
ACH	0387 PR 21-13 PR 21-13	ICMA RETIREMENT TRUST #302482 PR Batch 00200.06.2021 ICMA Employee Dedu PR Batch 00200.06.2021 ICMA Employee Perce	06/25/2021 PR Batch 00200.06.2021 ICM PR Batch 00200.06.2021 ICM	1,811.54 227.26
Total for this ACH Check for Vendor 0387:				2,038.80
ACH	0453 0024627	CONTINENTAL RESEARCH CORP pesticide and ceramic spray	06/25/2021	396.00
Total for this ACH Check for Vendor 0453:				396.00
ACH	0750 9881670284	VERIZON WIRELESS Service 6/11-7/10	06/25/2021	794.29
Total for this ACH Check for Vendor 0750:				794.29
ACH	10365 06182021	JENNIFER SHULL Reimb-Mileage 6/7	06/25/2021	6.83
Total for this ACH Check for Vendor 10365:				6.83
ACH	1252 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521 3231G-0521	CAMPBELL KNUTSON - ATTORNEYS / May Legal Services May Legal PC 20-001 #553 May Legal PC 21-006 #565 May Legal Services May Legal PC 19-002 #403 May Legal PC 20-022 #549 May Legal Services May Legal Services May Legal PC 21-004 #556 May Legal Services	06/25/2021	155.00 395.00 139.50 201.50 27.00 77.50 236.90 373.00 179.90 2,817.60
Total for this ACH Check for Vendor 1252:				4,602.90
ACH	1363 11396	WATER CONSERVATION SERVICES INC Leak Locate-3750 Dunlap	06/25/2021	310.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 1363:				310.30
ACH	5665 19744	METERING & TECHNOLOGY SOLUTIC M25 Meters	06/25/2021	1,518.73
Total for this ACH Check for Vendor 5665:				1,518.73
ACH	7025 0001143810	ON SITE COMPANIES -OSSTC INC Restrooms 6/12-7/9	06/25/2021	622.00
Total for this ACH Check for Vendor 7025:				622.00
ACH	8870 50814	CHET'S SHOES INC Boots-TM	06/25/2021	200.00
Total for this ACH Check for Vendor 8870:				200.00
ACH	A1HY 0125035-IN	A-1 HYDRAULIC SALES & SERVICE IN parts-asphalt tech trailer	06/25/2021	51.27
Total for this ACH Check for Vendor A1HY:				51.27
50156	0125 463231 463231	CENTRAL WOOD PRODUCTS Mulch Mulch	06/25/2021	1,540.00 385.00
Total for Check Number 50156:				1,925.00
50157	1033 44271.0721	COMCAST Service 6/21-7/20	06/25/2021	6.57
Total for Check Number 50157:				6.57
50158	1032 210615	COMMERCIAL ASPHALT CO INC Asphalt Purchase 6/2-6/3	06/25/2021	1,240.33
Total for Check Number 50158:				1,240.33
50159	0841 87235 87235	EHLERS & ASSOCIATES INC. 2018 Bonds 2018 Bonds	06/25/2021	652.50 97.50
Total for Check Number 50159:				750.00
50160	10218 144302 144303 144303	HR GREEN INC RRA-May Engineering Svcs-May Engineering MS4 Permit-May	06/25/2021	500.25 8,108.50 950.00
Total for Check Number 50160:				9,558.75
50161	10460 02-839126	LANO EQUIPMENT INC Mower Filters	06/25/2021	177.07
Total for Check Number 50161:				177.07
50162	10464 696	LAURSEN ASPHALT REPAIR EQUIPME Tac Spray Bar	06/25/2021	1,833.22
Total for Check Number 50162:				1,833.22
50163	UB*00485	Joshua & Michelle Lemmons	06/25/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check 011550-000, 1841 Gramsie Road		5.24
			Total for Check Number 50163:	5.24
50164	6748 GL154938.0721	RELiance STANDARD July Insurance	06/25/2021	1,371.73
			Total for Check Number 50164:	1,371.73
50165	UB*00484	Saint John Vianney Seminary Refund Check 002118-000, 3473 Lake Johanna	06/25/2021	47.00
			Total for Check Number 50165:	47.00
50166	1425 959270	STREET SMART RENTALS Portable Message Board	06/25/2021	17,614.00
			Total for Check Number 50166:	17,614.00
50167	AR-TOUR PC20-004-V PC20-004-V	WILLIAM TOURDOT Escrow Refund, PC 20-004 Variance-1741 Venu: Escrow Refund, PC 20-004 Variance-1741 Venu:	06/25/2021	601.50 120.00
			Total for Check Number 50167:	721.50
50168	10413 108108	ULTEIG ENGINEERS INC Karth Lake Runoff through 6-12	06/25/2021	3,343.50
			Total for Check Number 50168:	3,343.50
			Total for 6/25/2021:	50,055.39
ACH	ACH001	US BANK	06/30/2021	
	BAUMG62021	AMAZON*2R54R8EO0-UPS Battery		160.29
	BAUMG62021	GOVT FINANCE OFFICE-CAFR Award		460.00
	BEEBT62021	OFFICE DEPOT #375-Supplies		31.84
	CHRIM62021	COSTCO WHSE-Clothing Allowance		73.91
	CHRIM62021	MAGNA-MATIC CORP-Grinding Wheel		143.64
	CHRIM62021	RED WING SHOES - Clothing Allowance		135.99
	FRIDJ62021	PSN*MN Rural Water Assoc Membership 7/21-t		300.00
	FRIDJ62021	SP * ULTIMATE OFFICE-File Organizer		102.08
	FRIDJ62021	AMAZON.COM-Irrigation Valve		46.36
	HANSJ62021	MN STATE COLLEGES-MCFOA Conference		275.00
	HANSJ62021	NATL BIZ FURNITURE-Table		167.23
	MIKAT62021	APPLE.COM/BILL-Icloud Storage		0.99
	PERRD62021	TC NORTH CHAMBER-Meeting		20.00
	PERRD62021	TC NORTH CHAMBER-Meeting		20.00
	REBATE62021	US BANK REBATE		-149.69
	VAUGJ62021	DOMINO'S -Playground Prg Expense		84.31
	VAUGJ62021	OFFICE DEPOT-Playground Prg Supplies		228.50
	VAUGJ62021	OFFICE DEPOT-Playground Prg Supplies		56.89
	WARDR62021	HOLIDAY CAR WASH 0368.		10.74
	WARDR62021	SUGAR LAKE LODGE-Conference Cancellatic		-137.34
	WARDR62021	EB 2021 Summer Conference Cancellation		-122.51
			Total for this ACH Check for Vendor ACH001:	1,908.23
ACH	ACH002 101726	AFLAC Insurance Premiums- June 2021	06/30/2021	45.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor ACH002:				45.52
ACH	ACH003	PITNEY BOWES INC	06/30/2021	
	5232021	May Postage-Newsletter		739.20
	5232021	May Postage - fee		19.99
Total for this ACH Check for Vendor ACH003:				759.19
ACH	ACH005	MINNESOTA REVENUE-SALES & USE	06/30/2021	
	52021	May Sales/Use Tax		52.21
	52021	May Sales/Use Tax		37.37
	52021	May Sales/Use Tax		0.63
	52021	May Sales/Use Tax		-0.21
Total for this ACH Check for Vendor ACH005:				90.00
Total for 6/30/2021:				2,802.94
ACH	0327	STAPLES INC	07/02/2021	
	3479798646	Supplies		32.38
Total for this ACH Check for Vendor 0327:				32.38
ACH	0922	NINENORTH	07/02/2021	
	2021-102	May Production		1,019.25
Total for this ACH Check for Vendor 0922:				1,019.25
ACH	10363	MINUTE MAKER SECRETARIAL	07/02/2021	
	M1290	June Planning Minutes		320.00
	M1290	June Council Minutes		302.00
Total for this ACH Check for Vendor 10363:				622.00
ACH	1125	BOLTON & MENK INC	07/02/2021	
	270250	Bethel PC 21-002 #554		1,003.00
	270250	Scannell Prop PC 20-010 #506		106.00
	270250	Grove Church PC 21-005 #561		1,058.00
	270250	Chick-Fil-A PC 21-003 #555		636.00
	270250	4/17/21-5/14/21 Planning Services		11,278.50
	270250	Arden Hills RE LLC PC21-010 #570		53.00
	270250	Scannell Prop PC 20-002 #498		583.00
	270250	4/17/21-5/14/21 Planning Services		180.00
	270250	4/17/21-5/14/21 Planning Services		60.00
	270250	Brausen PC 19-001 #402		106.00
	270250	U&B ARCHITECTURE PC-21-009 #569		1,293.50
	270250	IMKD3 LLC PC 21-004 #556		1,126.50
	270250	Mounds View HS PC 18-014 #396		918.50
	270250	Boston Scientific PC 21-001 #553		759.50
	270250	ISG Inc PC 21-007 #563		685.00
	270250	Kunze PC 21-006 #565		318.00
	270250	Samuelson PC 20-017 #543		53.00
	270250	AHSL Partners PC 19-002 #403		919.00
	270250	Bethel PC 20-005 #502		995.00
	270250	Ilazi PC 20-022 #549		367.00
	270250	4/17/21-5/14/21 Planning Services		960.00
	270250	Chick-Fil-A PC 21-011 #564		3,109.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 1125:				26,568.00
ACH	1785	ECOENVELOPES LLC	07/02/2021	
	UB.0721	July 2021 UB Postage		296.67
	UB.0721	July 2021 UB Postage		296.66
	UB.0721	July 2021 UB Postage		296.67
Total for this ACH Check for Vendor 1785:				890.00
ACH	5493	JOLENE TRAUBA	07/02/2021	
	61821	Expense Reimbursement		11.99
	61821	Mileage Reimbursement		86.12
Total for this ACH Check for Vendor 5493:				98.11
ACH	6129	FAST SIGNS INC	07/02/2021	
	204-56004	PVC Prints		30.16
Total for this ACH Check for Vendor 6129:				30.16
ACH	8800	VALLEY PAVING INC	07/02/2021	
	14398	Paving-Fairview/Pascal		7,450.00
Total for this ACH Check for Vendor 8800:				7,450.00
ACH	ALPI	ALLEGRA PRINT & IMAGING INC	07/02/2021	
	163207	June Newsletter		1,894.91
Total for this ACH Check for Vendor ALPI:				1,894.91
50169	ADVS	ADVANTAGE SIGNS & GRAPHICS INC	07/02/2021	
	47410	No Parking Signs-State Fair		289.75
Total for Check Number 50169:				289.75
50170	1053	ALLIED BLACKTOP COMPANY INC	07/02/2021	
	6616	Road Oil-AHPW Paving		616.05
Total for Check Number 50170:				616.05
50171	AMPU	APWA	07/02/2021	
	834296-2021	Membership 8/21-7/22		268.75
Total for Check Number 50171:				268.75
50172	CPF1	CENTRAL PENSION FUND	07/02/2021	
	184503.0621	June Pension		1,228.80
Total for Check Number 50172:				1,228.80
50173	0495	LAKE JOHANNA FIRE DEPARTMENT I	07/02/2021	
	814	2021 Fire Contract-2nd Half		328,200.38
Total for Check Number 50173:				328,200.38
50174	5138	LEAGUE OF MN CITIES INS TRUST	07/02/2021	
	6629	Tobacco Claim		10,000.00
Total for Check Number 50174:				10,000.00
50175	10362	MARCO TECHNOLOGIES LLC	07/02/2021	
	INV8863585	Copier 6/25-7/24 & Q2 Usage		135.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV8863585	Copier 6/25-7/24 & Q2 Usage		765.29
			Total for Check Number 50175:	900.34
50176	0600 315800072021	NCPERS GROUP LIFE INS July Insurance	07/02/2021	64.00
			Total for Check Number 50176:	64.00
50177	10250 47531 47531 47531 47531 47531 47531 47531	PEAK STAFFING INC Office Support 6/14-6/18 Office Support 6/14-6/18 Office Support 6/14-6/18 Office Support 6/14-6/18 Office Support 6/14-6/18 Office Support 6/14-6/18 Office Support 6/14-6/18	07/02/2021	37.50 112.50 150.00 825.00 112.50 150.00 112.50
			Total for Check Number 50177:	1,500.00
50178	0811 FLEET-000648 FLEET-000648	RAMSEY COUNTY May Service & Parts May Service & Parts	07/02/2021	2,250.00 1,216.97
			Total for Check Number 50178:	3,466.97
50179	10412 200537	SEALMASTER OF MINNESOTA Asphalt Binder	07/02/2021	1,727.64
			Total for Check Number 50179:	1,727.64
50180	6555 2021002103	TKDA INC Arden Oaks Feasibility thru 5/29/21	07/02/2021	3,037.73
			Total for Check Number 50180:	3,037.73
50181	AR-UNIV2 ROW 2018-00525	UNIVERSAL SERVICES INC. Escrow Refund-ROW 2018-00525; 1275 Red F	07/02/2021	1,000.00
			Total for Check Number 50181:	1,000.00
			Total for 7/2/2021:	390,905.22
			Report Total (51 checks):	443,763.55