



MEMORANDUM

DATE: July 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 #15 | \$84,034.78 |
| Total Payroll | \$84,034.78 |

| | |
|--------------------------------------------------------------------------------------------|---------------------|
| Paid Claims—07/03/2021 through 07/16/2021 (Check Nos. 50182-50210 and ACH Checks) | \$483,113.92 |
| Total Accounts Payable | \$483,113.92 |

| | |
|---------------------|---------------------|
| Total Claims | \$567,148.70 |
|---------------------|---------------------|

CITY OF ARDEN HILLS

PAYROLL # 15

CHECKS DATED: 07/23/21

Biweekly: 07/03/21 - 07/16/21

| EMPLOYEE DEDUCTIONS | AMT. | CITY BENEFIT | Payment Method |
|-------------------------------------|------------------|-----------------|----------------|
| FIT | 6,093.38 | | EFT |
| SIT | 2,710.86 | | EFT |
| FICA Oasdi | 4,223.82 | 4,223.82 | EFT |
| FICA Medicare | 987.84 | 987.84 | EFT |
| TOTAL TAXES | 14,015.90 | 5,211.66 | |
| Health Premium | 1,528.96 | 0.00 | A/P Check* |
| Dental Premium | 169.48 | 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 | 1,698.44 | 0.00 | |
| HSA Health Saving | 390.00 | 0.00 | |
| Health Care Savings Plan-Retirement | 2,769.82 | | EFT |
| Health Care Savings Plan-2% | 419.41 | | EFT |
| Health Care Savings Plan-4% | 500.83 | | EFT |
| TOTAL HEALTH SAVINGS | 4,080.06 | 0.00 | |
| PERA | 3,861.79 | 4,455.91 | EFT |
| ICMA | 2,420.60 | 421.74 | EFT |
| Central Pension Fund-Union | 614.40 | | A/P Check* |
| MN State Retirement System | 750.00 | | EFT |
| TOTAL RETIREMENT | 7,646.79 | 4,877.65 | |
| IUOE 49 Dues (Union) | 140.00 | | A/P Check* |
| LTD/STD Insurance | 0.00 | | A/P Check* |
| PERA Life Insurance | 24.00 | | A/P Check* |
| Life/Addl/Dep Life | 42.54 | 0.00 | A/P Check* |
| Life/Addl non-tax | 18.60 | | A/P Check* |
| UNUM | 19.51 | | A/P Check* |
| AFLAC | 22.76 | | EFT |
| TOTAL VOLUNTARY | 267.41 | 0.00 | |
| Total Employee Deductions | 27,708.60 | | |
| Net Payroll | 0.00 | | |
| Direct Deposit | 46,236.87 | | EFT |
| Gross Payroll Tie-Out | 73,945.47 | | |
| Plus City Paid Benefit | 10,089.31 | | |
| TOTAL PAYROLL COST | 84,034.78 | | |

| FICA TIE-OUT | |
|-------------------------|-----------|
| Gross Payroll | 73,945.47 |
| Less Total FSA | 1,698.44 |
| Less Total H.S.A | 4,080.06 |
| Less Voluntary Ins | 41.36 |
| Net P/R Subject to FICA | 68,125.61 |
| FICA Oasdi @ 6.20% | 4,223.82 |
| FICA Medicare @ 1.45% | 987.84 |

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: 7/21/2021 5:23 PM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------|
| ACH | 0382 PR 21-14 PR 21-14 | ICMA RETIREMENT TRUST - 106944 PR Batch 00100.07.2021 ICMA Employer Perce PR Batch 00100.07.2021 ICMA Employee Perce | 07/08/2021 PR Batch 00100.07.2021 ICM PR Batch 00100.07.2021 ICM | 421.74 365.51 |
| Total for this ACH Check for Vendor 0382: | | | | 787.25 |
| ACH | 0387 PR 21-14 PR 21-14 | ICMA RETIREMENT TRUST #302482 PR Batch 00100.07.2021 ICMA Employee Dedu PR Batch 00100.07.2021 ICMA Employee Perce | 07/08/2021 PR Batch 00100.07.2021 ICM PR Batch 00100.07.2021 ICM | 1,811.54 240.11 |
| Total for this ACH Check for Vendor 0387: | | | | 2,051.65 |
| ACH | 2279 56845 | NORMS TIRE SALES INC Trailer Tires | 07/08/2021 | 412.44 |
| Total for this ACH Check for Vendor 2279: | | | | 412.44 |
| ACH | 4445 01CE4203 | PIONEER RIM AND WHEEL CO Trailer Wheel Repair | 07/08/2021 | 85.07 |
| Total for this ACH Check for Vendor 4445: | | | | 85.07 |
| ACH | 4889 07072021 | COMMUNITY FOOTWORKS July Foot Clinic | 07/08/2021 | 224.00 |
| Total for this ACH Check for Vendor 4889: | | | | 224.00 |
| 50182 | 0176 092927/A | FRATTALLONES HARDWARE INC Cleaning Supplies | 07/08/2021 | 35.73 |
| Total for Check Number 50182: | | | | 35.73 |
| 50183 | 0447 BP3.0821 NB4.0821 | I.U.O.E LOCAL 49 BENEFIT FUND-INSU August Insurance August Insurance | 07/08/2021 | 10,600.00 1,527.00 |
| Total for Check Number 50183: | | | | 12,127.00 |
| Total for 7/8/2021: | | | | 15,723.14 |
| ACH | 0189 1060185 1060185 1060185 | GOPHER STATE ONE CALL Locates-June Locates-June Locates-June | 07/15/2021 | 155.25 155.25 155.25 |
| Total for this ACH Check for Vendor 0189: | | | | 465.75 |
| ACH | 0192 9947291655 | GRAINGER INC Eye Wash | 07/15/2021 | 184.42 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------|
| Total for this ACH Check for Vendor 0192: | | | | 184.42 |
| ACH | 0230 1309084-00 | MTI DISTRIBUTING INC Mower Park #85458 | 07/15/2021 | 279.96 |
| Total for this ACH Check for Vendor 0230: | | | | 279.96 |
| ACH | 0242 06-21 SAC 06-21 SAC | MET COUNCIL ENVIRON SERVICES-S, June 2021 SAC June 2021 SAC | 07/15/2021 | 2,485.00 -24.85 |
| Total for this ACH Check for Vendor 0242: | | | | 2,460.15 |
| ACH | 0285 737652676 737652676 737652676 737652676 737652676 737652676 737652676 | XCEL ENERGY 5/16/21-6/15/21 5/16/21-6/15/21 5/16/21-6/15/21 5/16/21-6/15/21 5/16/21-6/15/21 5/16/21-6/15/21 5/16/21-6/15/21 | 07/15/2021 | 52.00 2,499.27 1,749.98 243.46 1,488.62 344.94 1,179.80 |
| Total for this ACH Check for Vendor 0285: | | | | 7,558.07 |
| ACH | 0292 0003498613 | OXYGEN SERVICE COMPANY INC May Rental | 07/15/2021 | 26.40 |
| Total for this ACH Check for Vendor 0292: | | | | 26.40 |
| ACH | 0319 0230176 | CITY OF ROSEVILLE IT Support-July | 07/15/2021 | 6,803.72 |
| Total for this ACH Check for Vendor 0319: | | | | 6,803.72 |
| ACH | 0320 106035534 | HEALTH PARTNERS INC Dental Insurance-August | 07/15/2021 | 634.49 |
| Total for this ACH Check for Vendor 0320: | | | | 634.49 |
| ACH | 0327 3480187663 3480187664 3480291164 3480291167 3480544670 3481022847 3481022847 | STAPLES INC Supplies Supplies Supplies Supplies Supplies Supplies Supplies | 07/15/2021 | 101.18 29.09 34.24 24.58 45.10 174.95 60.04 |
| Total for this ACH Check for Vendor 0327: | | | | 469.18 |
| ACH | 0339 0476342 0476342 | FERGUSON WATERWORKS #2518 Marking Flags Marking Flags | 07/15/2021 | 183.57 183.57 |
| Total for this ACH Check for Vendor 0339: | | | | 367.14 |
| ACH | 0706 7427330 | CERTIFIED LABORATORIES Safety Supplies | 07/15/2021 | 831.25 |
| Total for this ACH Check for Vendor 0706: | | | | 831.25 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------|------------------------------|
| ACH | 10363 M1297 | MINUTE MAKER SECRETARIAL June CC Minutes | 07/15/2021 | 201.00 |
| Total for this ACH Check for Vendor 10363: | | | | 201.00 |
| ACH | 1115 R-010111-000-23 R-017451-000-5 R-017880-000-2 | WSB & ASSOCIATES INC 2018 PMP-May ESRI Cloud-EA Migration-May 2021 GIS-May | 07/15/2021 | 272.50 774.00 1,536.00 |
| Total for this ACH Check for Vendor 1115: | | | | 2,582.50 |
| ACH | 1223 3324336 | ADAM'S PEST CONTROL - MAIN Pest Control-July | 07/15/2021 | 71.59 |
| Total for this ACH Check for Vendor 1223: | | | | 71.59 |
| ACH | 1330 0721NN01 | MN CLN SERVICES INC Janitorial Services-June | 07/15/2021 | 2,305.58 |
| Total for this ACH Check for Vendor 1330: | | | | 2,305.58 |
| ACH | 1408 33167 | SUPPLY SOLUTIONS LLC CH Supplies | 07/15/2021 | 281.72 |
| Total for this ACH Check for Vendor 1408: | | | | 281.72 |
| ACH | 2851 011155 | MC TOOL & SAFETY SALES INC PW Shirts-Clothing Allowance | 07/15/2021 | 417.60 |
| Total for this ACH Check for Vendor 2851: | | | | 417.60 |
| ACH | 4447 B257226 | BRAUN INTERTEC CORPORATION 2021 PMP through 6/25 | 07/15/2021 | 2,786.00 |
| Total for this ACH Check for Vendor 4447: | | | | 2,786.00 |
| ACH | 5173 80077077 | BADGER METER Q3 2021 Gateway Fees | 07/15/2021 | 270.00 |
| Total for this ACH Check for Vendor 5173: | | | | 270.00 |
| ACH | 5180 S339849-IN | THE TESSMAN COMPANY LLC Fertilizer | 07/15/2021 | 2,422.00 |
| Total for this ACH Check for Vendor 5180: | | | | 2,422.00 |
| ACH | 7501 56113 | KELLY & LEMMONS PA June Prosecution | 07/15/2021 | 3,087.00 |
| Total for this ACH Check for Vendor 7501: | | | | 3,087.00 |
| ACH | 8870 50870 50919 | CHET'S SHOES INC Seasonal Emp-Boots Seasonal Emp-Boots | 07/15/2021 | 124.99 250.00 |
| Total for this ACH Check for Vendor 8870: | | | | 374.99 |
| ACH | BOND 64510 64510 | BOND TRUST SERVICES CORP Utility Revenue Bonds 2018A Utility Revenue Bonds 2018A | 07/15/2021 | 32,275.00 5,025.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------|-------------------------|--------------------------|
| Total for this ACH Check for Vendor BOND: | | | | 37,300.00 |
| ACH | FPTC 26323 26369 | FLEXIBLE PIPE TOOL COMPANY INC Manhole Cover Extractor Lift Straps | 07/15/2021 | 935.00 147.75 |
| Total for this ACH Check for Vendor FPTC: | | | | 1,082.75 |
| ACH | GRANTD 7082021 | DAVID GRANT Mileage Reimbursement | 07/15/2021 | 18.50 |
| Total for this ACH Check for Vendor GRANTD: | | | | 18.50 |
| ACH | TOII 7132021 | TOKLE INSPECTIONS INC Electrical Inspections-June | 07/15/2021 | 1,115.20 |
| Total for this ACH Check for Vendor TOII: | | | | 1,115.20 |
| 50184 | 10453 HVAC Pay 6 HVAC Pay 6 | AIR EXPRESS INC HVAC Project Pmt 6 HVAC Project Pmt 6 | 07/15/2021 | -200.00 4,000.00 |
| Total for Check Number 50184: | | | | 3,800.00 |
| 50185 | 7804 210630 | BARTON SAND & GRAVEL CO Asphalt Purchase 6/24 | 07/15/2021 | 350.00 |
| Total for Check Number 50185: | | | | 350.00 |
| 50186 | 0131 467686 470882 | BEISSWENGERS DO IT BEST Supplies-Spring Supplies-Valves | 07/15/2021 | 7.29 58.99 |
| Total for Check Number 50186: | | | | 66.28 |
| 50187 | 10466 PW-21-0100 Pay PW-21-0100 Pay | C&L EXCAVATING INC 2021 PMP Pmt 1 2021 PMP Pmt 1 | 07/15/2021 | -16,558.95 331,179.00 |
| Total for Check Number 50187: | | | | 314,620.05 |
| 50188 | 5901 3580 | CENTURY PLUMBING INC Toilet Repair | 07/15/2021 | 300.00 |
| Total for Check Number 50188: | | | | 300.00 |
| 50189 | 1033 101030.0721 98681.0721 | COMCAST Service 7/3-8/2 Service 7/5-8/4 | 07/15/2021 | 108.35 109.71 |
| Total for Check Number 50189: | | | | 218.06 |
| 50190 | 10244 126001914 | COMCAST BUSINESS INC July Service | 07/15/2021 | 497.93 |
| Total for Check Number 50190: | | | | 497.93 |
| 50191 | 1032 210630 | COMMERCIAL ASPHALT CO INC Asphalt Purchases 6/16-6/30 | 07/15/2021 | 38,562.24 |
| Total for Check Number 50191: | | | | 38,562.24 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------|
| 50192 | UB*00486 | Ahmed Eid Refund Check 011083-000, 1138 Hunters Court | 07/15/2021 | 34.11 |
| Total for Check Number 50192: | | | | 34.11 |
| 50193 | AR-FRAT 2021-00581 | FRATTALONE COMPANIES Hydrant Rental Refund | 07/15/2021 | 1,379.51 |
| Total for Check Number 50193: | | | | 1,379.51 |
| 50194 | UB*00487 | Ryan & Katherine Hyllested Refund Check 010901-000, 3155 Lexington Ave | 07/15/2021 | 4.42 |
| Total for Check Number 50194: | | | | 4.42 |
| 50195 | 0390 1200.0721 | INT'L UNION OPERATING ENGINEERS July Dues | 07/15/2021 | 280.00 |
| Total for Check Number 50195: | | | | 280.00 |
| 50196 | UB*00488 | Robert & Marjorie Johnston Refund Check 001540-000, 3672 Snelling Aven | 07/15/2021 | 3.64 |
| Total for Check Number 50196: | | | | 3.64 |
| 50197 | 5138 6652 | LEAGUE OF MN CITIES INS TRUST Excel Energy Claim | 07/15/2021 | 1,446.23 |
| Total for Check Number 50197: | | | | 1,446.23 |
| 50198 | 10448 447084120 447084120 | MARCO TECHNOLOGIES LLC Copier 6/25-7/25 Copier 6/25-7/25 | 07/15/2021 | 200.35 35.36 |
| Total for Check Number 50198: | | | | 235.71 |
| 50199 | 10286 371214 | MINNESOTA OCCUPATIONAL HEALTH Drug Screen | 07/15/2021 | 186.00 |
| Total for Check Number 50199: | | | | 186.00 |
| 50200 | 10271 1103955 | MN PEIP Health Insurance-August | 07/15/2021 | 8,267.88 |
| Total for Check Number 50200: | | | | 8,267.88 |
| 50201 | 10202 5206 5454 5460 | MURLOWSKI PROPERTIES INC Black Dirt Black Dirt Black Dirt | 07/15/2021 | 38.66 64.43 60.13 |
| Total for Check Number 50201: | | | | 163.22 |
| 50202 | 10250 47540 47540 47540 47540 47540 47540 47540 47540 47545 | PEAK STAFFING INC Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/21-6/25 Office Support 6/29-7/2 | 07/15/2021 | 112.50 825.00 112.50 37.50 150.00 112.50 150.00 90.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------|
| | 47545 | Office Support 6/29-7/2 | | 120.00 |
| | 47545 | Office Support 6/29-7/2 | | 90.00 |
| | 47545 | Office Support 6/29-7/2 | | 90.00 |
| | 47545 | Office Support 6/29-7/2 | | 660.00 |
| | 47545 | Office Support 6/29-7/2 | | 30.00 |
| | 47545 | Office Support 6/29-7/2 | | 120.00 |
| Total for Check Number 50202: | | | | 2,700.00 |
| 50203 | 1208 610207-06-21 613317-06-21 | PREMIUM WATERS INC June Water June Water | 07/15/2021 | |
| | | | | 10.98 |
| | | | | 64.98 |
| Total for Check Number 50203: | | | | 75.96 |
| 50204 | 3100 E0471136.0621 | PROVIDENT LIFE AND ACCIDENT INS June Insurance | 07/15/2021 | |
| | | | | 39.02 |
| Total for Check Number 50204: | | | | 39.02 |
| 50205 | 10373 6418.0621 | QUADIEN FINANCE USA INC Postage | 07/15/2021 | |
| | | | | 1,000.00 |
| Total for Check Number 50205: | | | | 1,000.00 |
| 50206 | 0811 PRRRV-001605 | RAMSEY COUNTY Q2 Election Services | 07/15/2021 | |
| | | | | 6,850.00 |
| Total for Check Number 50206: | | | | 6,850.00 |
| 50207 | 0282 0899-003742031 0899-003742031 0899-003746509 | REPUBLIC SERVICES #899 Recycling Rebate-June Recycling-June PW Waste-June | 07/15/2021 | |
| | | | | -1,214.25 |
| | | | | 8,282.00 |
| | | | | 211.06 |
| Total for Check Number 50207: | | | | 7,278.81 |
| 50208 | 10256 RA00807 | RUFFRIDGE JOHNSON EQUIPMENT CO Rental: Paver & Roller 6/22-6/24 | 07/15/2021 | |
| | | | | 3,325.00 |
| Total for Check Number 50208: | | | | 3,325.00 |
| 50209 | 10354 621572589 621572589 621572589 621572589 621572589 621572589 | ST. PAUL PIONEER PRESS Notice: PC 21-014 #569 Pub: Sum Financials & Delinq UB Notice: PC 21-015 #582 Notice: SWPP Meeting Notice: PC 21-012 #577 Notice: PC 21-010 #570 | 07/15/2021 | |
| | | | | 48.60 |
| | | | | 785.25 |
| | | | | 34.20 |
| | | | | 25.20 |
| | | | | 46.80 |
| | | | | 45.90 |
| Total for Check Number 50209: | | | | 985.95 |
| 50210 | 9755 OSV000002486157 | VERIZON CONNECT NWF INC Service- June | 07/15/2021 | |
| | | | | 323.80 |
| Total for Check Number 50210: | | | | 323.80 |
| Total for 7/15/2021: | | | | 467,390.78 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|----------|-------------------------|----------------------------|---------------------------|--------------|
| | | | Report Total (60 checks): | 483,113.92 |