

Employee Name: alan lundstrom														Payroll Period #		21	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	9/28/2025	9:00	10:00								1.00			1.00	w/p		
Mon	9/29/2025	9:00	4:45					1.75			5.00	1.00		7.75	r,w/p,prop pins for kory, training for exam-DL, watered trees		
Tue	9/30/2025	8:30	4:45					2.25			5.00	1.00		8.25	r,w/p,testing in DL, kent nepple, watered trees		
Wed	10/1/2025	9:15	6:30					2.50		2.50	3.25	1.00		9.25	r,w/p,h20 risers, kent, otp james, 811,moved gravel/dirt, pushed up DG		
Thur	10/2/2025	8:15	5:30					3.00			5.25	1.00		9.25	r,w/p, nusense report update, rittermans at dereks, flushed 1200' water line, pressure test, 811, h20 risers, watered trees		
Fri	10/3/2025	10:45	6:00					0.75			3.50	1.00	2.00	7.25	wifey duty,w/p,testing results, hangers, sewer at dereks, cleaned streets, p-lake		
Sat	10/4/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	10.25	0.00	2.50	24.00	5.00	2.00	43.75	40 Regular, 3.75 OT (2.75 Water, 1 Sewer)		
Sun	10/5/2025	9:00	10:00	11:00	12:00						1.00	1.00		2.00	w/p, storm drains		
Mon	10/6/2025	8:30	5:00								3.00	3.50	2.00	8.50	r,w/p,1/4 report, receipts,flushed stuarts drain, fixed gravel roads		
Tues	10/7/2025	8:30	5:15					3.00		1	2.00	2.00	0.75	8.75	r,w/p, hauled gravel,garbage to rick d,trees to dg, gate valve, james, golf course culvert, otp w nick,pool bathroom		
Wed	10/8/2025	8:45	7:45					3.00			2.00	2.00	4.00	11.00	r, w/p, soil conditioner roads, rugby trailer parts,fixed street by bank, city council		
Thur	10/9/2025	8:45	4:45								2.50	1.00	4.50	8.00	r,w/p,street patching, back filled cement pad and bank, otp w/deq		
Fri	10/10/2025	8:30	4:45					1.50			5.75	1.00		8.25	r,w/p,LS, p-lake, blew rocks off roof, receipts,iron & mag test.		
Sat	10/11/2025	9:00	0:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	7.50	0.00	1.00	17.25	10.50	11.25	47.50	40 Regular, 7.50 OT (6.75 Water, .75 Sewer)		
Weekly Total #1						0.00	0.00	10.25	0.00	2.50	24.00	5.00	2.00	43.75			
Total						0.00	0.00	17.75	0.00	3.50	41.25	15.50	13.25	91.25			
PTO/Holiday						0.00	0.00							0.00			
Overtime											9.50	1.75		11.25			
Total Regular								17.75	0.00	3.50	31.75	13.75	13.25	80.00			
Employee Signature:														Date:			

pw: leeds

**Time Card Report**  
**9/28/2025 - 10/11/2025**

Downloaded: 10/13/2025 12:12 PM

No: 3		Name: Alan Lundstrom				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
09/28	SUN										1:00		
09/29	MON	8:57	16:46							7:49	7:45		
09/30	TUE	8:36	16:43							8:07	8:15		
10/01	WED	9:14	18:28							9:14	9:15		
10/02	THU	8:18	17:34							9:16	9:15		
10/03	FRI	10:47	18:02							7:15	7:15		
10/04	SAT	0:00	0:00							0:00	1:00		
10/05	SUN	0:00	0:00							0:00	2:00		
10/06	MON	8:23	17:01							8:38	8:30		
10/07	TUE	8:22	17:19							8:57	8:45		
10/08	WED	8:45	20:17							11:32	11:00		
10/09	THU	8:50	16:51							8:01	8:00		
10/10	FRI	8:25	16:40							8:15	8:15		
10/11	SAT	0:00	0:00							0:00	1:00		
<b>TOTAL:</b>										87:04	91:15		
Work Total (hrs):		Overtime (hrs)				Other (hrs):				Total (hrs):			
<div style="display: flex; justify-content: space-between;"> <div>Employee Signature:</div> <div>Manager Signature:</div> <div>Date:</div> </div>													



Employee Name: Jordan Thompson														Payroll Period #		21	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	9/28/2025													0.00			
Mon	9/29/2025	8:30	4:45	6:30	9:45			8.25	3.25					11.50	Training Devils lake, mosquitos		
Tue	9/30/2025	8:45	3:50					7.00						7.00	Testing Devils lake, watered trees		
Wed	10/1/2025	9:00	5:00					6.00		1.00			1.00	8.00	Rounds, Tower, Kent Nepl- sidewalks, Mowed, Moved dirt, Dump		
Thur	10/2/2025	8:30	17:30	6:45	9:15			5.00	2.50		2.00		2.00	11.50	Rounds Tower, Rittermans, Derreks, Mowed, hydrants, started mosquitos at 6:30 (missed morning punch cement guys in the way)		
Fri	10/3/2025	8:30	10:30				2.00							2.00	Pto- Please use available pto		
Sat	10/4/2025													0.00			
Weekly Total #1						0.00	2.00	26.25	5.75	1.00	2.00	0.00	3.00	40.00			
Sun	10/5/2025													0.00			
Mon	10/6/2025	8:30	11:30				3.00							3.00	gone for dentist appointments		
Tues	10/7/2025	8:30	5:00					3.50			1.00	2.00	2.00	8.50	Rounds, Tower, Streets/ Gravel, Lagoon trees, Rittermans		
Wed	10/8/2025	8:15	4:45					6.00					2.25	8.25	Rounds, Tower, Chlorine test,Mowed RR- Cassidy- Pam S, Fixed by the bank, omega mix		
Thur	10/9/2025	9:00	4:50					6.00					1.75	7.75	Rounds, Mowed, Tower, Fixed streets/ bank, Moved equipment, Cleared drains, gravel at shop		
Fri	10/10/2025	8:30	4:40					4.00			1.00	1.00	2.00	8.00	Rounds, Tower, Clear drains, Plake, York oil change, Dirt at Thompson's, Garbage		
Sat	10/11/2025													0.00			
Weekly Total #2						0.00	3.00	19.50	0.00	0.00	2.00	3.00	8.00	35.50			
Weekly Total #1						0.00	2.00	26.25	5.75	1.00	2.00	0.00	3.00	40.00			
Total						0.00	5.00	45.75	5.75	1.00	4.00	3.00	11.00	75.50			
PTO/Holiday						0.00	5.00							5.00			
Overtime														0.00			
Total Regular								45.75	5.75	1.00	4.00	3.00	11.00	70.50			
Employee Signature:														Date:			

pw: leeds

No: 5		Name: Jordan Thompson				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
09/28	SUN	0:00	0:00							0:00			
09/29	MON	8:38	16:46	18:32	21:47					11:23	11:30		
09/30	TUE	8:51	15:50							6:59	7:00		
10/01	WED	9:04	17:06							8:02	8:00		
10/02	THU	17:33	18:43	21:15						MP	11:30		
10/03	FRI	0:00	0:00	0:00						MP	2:00	PTO	
10/04	SAT	0:00	0:00	0:00						MP			
10/05	SUN	0:00	0:00	0:00						MP			
10/06	MON	0:00	0:00	0:00						MP	3:00	PTO	
10/07	TUE	8:37	17:05							8:28	8:30		
10/08	WED	8:19	16:42							8:23	8:15		
10/09	THU	8:52	16:50							7:58	7:45		
10/10	FRI	8:29	16:40							8:11	8:00		
10/11	SAT	0:00	0:00							0:00			
TOTAL:										59:24	75:30		
Work Total (hrs):				Overtime (hrs)				Other (hrs):		Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													



Employee Name: Gina Harkness										
Payroll Period #		21	9/28/2025	to	10/11/2025					
Date:	Start	End	Start	End	PTO	OT	Hours			
Sun	9/28/2025									
Mon	9/29/2025	9:00	10:45	12:00	12:30			4.25	Post Office, Bank, BiWeekly Payroll, Timeclock, Order Check, WFH: Updated CCR on Website, Website problems	
Tues	9/30/2025	8:15	12:15					4	Post Office, WSG Deposit, Misc. DepositDeDrop Off Sp off Special Event Liquor License Paperwork	
Wed	10/1/2025	8:30	4:45					8.25	Post Office, Bank, Meter Reads, Monthly Payroll, Quarterly Payroll, Email Minutes to the Paper, Minutes, Raffle Permits	
Thurs	10/2/2025									
Fri	10/3/2025	9:15	3:15					6	Post Office, Walk-Ins, Door Hangers, Banyon Call	
Sat	10/4/2025									
	Weekly Total							22.5		
Sun	10/5/2025									
Mon	10/6/2025	9:00	1:00					4	Post Office, Bank, Walk-Ins, Filing & Organizing, Phone	
Tues	10/7/2025	8:45	3:00					6.25	Post Office, Phone Walk-Ins, Meeting Prep, Graber Probrerty Tax Call, 941 Payment, NDPers Report, Quarterly Reports	
Wed	10/8/2025	8:15	8:00					11.75	Post Office, Bank, WSG Deposit, Bank Recon, Meeting Prep	
Thurs	10/9/2025									
Fri	10/10/2025	8:30	3:15					6.75	Post Office, Graber Property Tax Check, Emails, Phone, AP	
Sat	10/11/2025									
	Weekly Total							28.75		
	Grand Total							51.25		
Employee Signature:		Gina Harkness							Date: 10/13/25	



Employee Name:     alan lundstrom														Payroll Period #		22	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	10/12/2025	9:00	10:00								1.00			1.00	w/p		
Mon	10/13/2025	8:30	4:30					6.00			1.00	1.00		8.00	r, w/p, cleaned dirt at culverts, rittermans		
Tue	10/14/2025	8:30	4:30					2.00			2.50	1.00	2.50	8.00	r, w/p, backflushed, otp w george, piled gravel, cleaned culvert		
Wed	10/15/2025	8:30	5:00							3.50	1.50	1.00	2.50	8.50	r,w/p, piled gravel, pushed up DG		
Thur	10/16/2025	8:30	5:00					1.00			4.50	1.00	2.00	8.50	r, w/p, exercized gate valeves, regenerated green sand, pot holes in gravel		
Fri	10/17/2025	10:00	4:45								5.00	1.75		6.75	r, w/p, LS, back flushed plant x5,		
Sat	10/18/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	9.00	0.00	3.50	16.50	5.75	7.00	41.75	40 Regular, 1.75 OT (1.75 Water)		
Sun	10/19/2025	9:00	10:00								1.00			1.00	w/p		
Mon	10/20/2025	8:15	5:00					2.75			3.00	3.00		8.75	r, w/p, cleaned shop, otp w DEQ, marked sewer lines at ricks, 811		
Tues	10/21/2025	8:30	7:45					3.25			4.00	1.00	3.00	11.25	r, w/p, pea rock for waterloop, cleaned drain trench, DL concrete		
Wed	10/22/2025	8:30	6:00	6:15	7:15			5.50			2.00	3.00		10.50	r, amb call, w/p, install poles for sign at cendak, james walk thru at trench, ndp&s inspected pump by PP at 6:15		
Thur	10/23/2025	8:30	5:00								7.50	1.00		8.50	r, w/p, rittermans water loop, w/p trouble with hawkings, replaced location of chlorine injector, test & retest		
Fri	10/24/2025	9:00	10:00								1.00			1.00	pto, w/p		
Sat	10/25/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	11.50	0.00	0.00	19.50	8.00	3.00	42.00	40 Regular, 2 OT (2 Water)		
Weekly Total #1						0.00	0.00	9.00	0.00	3.50	16.50	5.75	7.00	41.75			
Total						0.00	0.00	20.50	0.00	3.50	36.00	13.75	10.00	83.75			
PTO/Holiday						0.00	0.00							0.00			
Overtime											3.75			3.75			
Total Regular								20.50	0.00	3.50	32.25	13.75	10.00	80.00			
Employee Signature:														Date:			

pw: leeds

**Time Card Report**  
**10/12/2025 - 10/25/2025**

Downloaded: 10/27/2025 11:34 AM

No: 3		Name: Alan Lundstrom				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
10/12	SUN										1:00		
10/13	MON	8:37	17:37							9:00	8:00		
10/14	TUE	8:37	16:26							7:49	8:00		
10/15	WED	8:23	16:27							8:04	8:30		
10/16	THU	8:38	16:54							8:16	8:30		
10/17	FRI	10:05	16:48							6:43	6:45		
10/18	SAT	0:00	0:00							0:00	1:00		
10/19	SUN	0:00	0:00							0:00	1:00		
10/20	MON	8:20	17:03							8:43	8:45		
10/21	TUE	8:38	19:41							11:03	11:15		
10/22	WED	8:55	17:56							9:01	10:30		
10/23	THU	8:24	17:05							8:41	8:30		
10/24	FRI	0:00	0:00							0:00	1:00		
10/25	SAT	0:00	0:00							0:00	1:00		
TOTAL:										77:20	83:45		
Work Total (hrs):				Overtime (hrs)				Other (hrs):		Total (hrs):			
<div style="display: flex; justify-content: space-between;"> <div>Employee Signature:</div> <div>Manager Signature:</div> <div>Date:</div> </div>													



Employee Name: Jordan Thompson														Payroll Period #		22	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	10/12/2025													0.00			
Mon	10/13/2025	9:00	5:20					7.25			1.00			8.25	Rounds, Tower, Rittermans		
Tue	10/14/2025	8:10	1:25				2.00	3.25				1.00	1.00	7.25	Rounds, Tower, Picked up trees, appointment @2		
Wed	10/15/2025	9:10	5:25					4.25		2.00			2.00	8.25	Rounds, Tower, Gravel, Cleaned up shop, Garbage, Trees to dump (missed out punch)		
Thur	10/16/2025	8:35	5:00					5.25		2.00			1.00	8.25	Rounds, Tower, Exercise gate valves, Cleaned gate valves, Fixed curb cap, Rugby-Flashlights, Anti seize		
Fri	10/17/2025	8:00	4:30					4.00			2.00		2.00	8.00	Rounds, Tower, L.S, Update L.S and well site, Plake, Flushed wp, Chlorine test, Moved equipment		
Sat	10/18/2025													0.00			
Weekly Total #1						0.00	2.00	24.00	0.00	4.00	3.00	1.00	6.00	40.00			
Sun	10/19/2025													0.00			
Mon	10/20/2025	8:30	5:00					5.00		1	1.00		1.50	8.50	Rounds, Tower, Chlorine test, Clean shop, Garbage, Skid sweeper bristles		
Tues	10/21/2025	8:30	9:30				1.00							1.00	Grand Forks Surgery (please use available pto)		
Wed	10/22/2025	11:00	4:15					2.25			3.00			5.25	Rounds, Tower, Minot Water Sample		
Thur	10/23/2025	11:15	4:45					2.50			1.00	1.00	1.00	5.50	Rounds, Tower, Rittermans-gravel, pearock, Water testing, Cleaned shop, Washed floors, Washed pickup		
Fri	10/24/2025	8:30	4:30					5.00			1.00	1.00	1.00	8.00	Rounds, Tower, Rittermans, Flushed hydrants, Chlorine test, Flushed new line, Plake		
Sat	10/25/2025													0.00			
Weekly Total #2						0.00	1.00	14.75	0.00	1.00	6.00	2.00	3.50	28.25			
Weekly Total #1						0.00	2.00	24.00	0.00	4.00	3.00	1.00	6.00	40.00			
Total						0.00	3.00	38.75	0.00	5.00	9.00	3.00	9.50	68.25			
PTO/Holiday						0.00	3.00							3.00			
Overtime														0.00			
Total Regular								38.75	0.00	5.00	9.00	3.00	9.50	65.25			
Employee Signature:														Date:			

pw: leeds



No: 5		Name: Jordan Thompson				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
10/12	SUN	0:00	0:00							0:00			
10/13	MON	8:57	17:18							8:21	8:15		
10/14	TUE	8:10	13:25							5:15	7:15		
10/15	WED	9:10								MP	8:15		
10/16	THU	8:34	16:54							8:20	8:15		
10/17	FRI	8:03	16:31							8:28	8:00		
10/18	SAT	0:00	0:00							0:00			
10/19	SUN	0:00	0:00							0:00			
10/20	MON	8:29	17:02							8:33	8:30		
10/21	TUE	0:00	0:00							0:00	1:00	PTO	
10/22	WED	11:01	16:11							5:10	5:15		
10/23	THU	11:13	16:42							5:29	5:30		
10/24	FRI	8:30	16:33							8:03	8:00		
10/25	SAT	0:00	0:00							0:00			
TOTAL:										57:39	68:15		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Gina Harkness									
Payroll Period #		22	10/12/2025	to	10/25/2025				
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	10/12/2025								
Mon	10/13/2025	10:00	12:15				2.25	BIWeekly Payroll, Timeclock, Walk-Ins, Phone	
Tues	10/14/2025	8:45	3:00				6.25	Post Office, Mowing Invoices, Walk-Ins, Late Fees, Property Management	
Wed	10/15/2025						8	PTO--Sick Kid	
Thurs	10/16/2025	6:30	11:30					WFH: Emails, Property Management, AP Checks	
Fri	10/17/2025						5	Office: Print Checks, Meeting with Ritterman Excavating and Al & Jordan	
Sat	10/18/2025								
Weekly Total							21.5		
Sun	10/19/2025								
Mon	10/20/2025	8:30	1:30				5	Post Office, Filing & Organizing, Copper & Lead Letters to Water Tested Residents, Walk-Ins	
Tues	10/21/2025	8:30	4:30				8	Post Office, Bank, WSG Deposit, Misc. Deposit, Online Payments into Banyon, Water Billing, Phone WFH: Finishing Water Billing	
Wed	10/22/2025	8:45	5:00				8.25	Post Office, Walk-Ins, Phone Calls/Text Messages about Water Shut Off, Property Management, Drive Around Spreadsheet	
Thurs	10/23/2025								
Fri	10/24/2025	8:45	2:00				5.25	Post Office, Property Management, Phone, Walk-Ins	
Sat	10/25/2025								
Weekly Total							26.5		
Grand Total							48		
Employee Signature: <i>Gina Harkness</i>							Date: <i>10/21/25</i>		



RECEIVED NOV 04 2025

To: City of Leeds

From: Leeds Public Library For Payroll

October 31, 2025

Connie Paulson (12 hrs. @ 11.50 per hr. Oct.)  
\$138.00

Maxine Follman (15 hrs. @ 10.50 per hr. Oct.)  
\$157.50

Employee Name:								Payroll Period:	
Date:	Start	End	Start	End	Landfill Hrs.	Total Hrs	Brief Description of Work Activity		
10/1/25	5pm	8pm			3hrs	3hrs	Dump ATTENDANT		
10/4/25	9am	4pm			7hrs	7hrs			
10/8/25	5pm	7:30pm			2.5 hrs	2.5 hrs			
10/11/25	9am	4pm			7hrs	7hrs			
10/15/25	5pm	7:30pm			2.5 hrs	2.5 hrs			
10/19/25	9am	4pm			7hrs	7hrs			
10/22/25	5pm	7:30pm			2.5 hrs	2.5 hrs			
10/25/25	9am	4pm			7 hrs	7 hrs			
10/29/25	5pm	7:30pm			2.5 hrs	2.5 hrs			
11/1/25					48.0	48.0			
Monthly Total						48	48		
Employee Signature: <i>William J. Sullivan</i>								Date: 10/29/25	

RECEIVED OCT 31 2025