

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun 1/4/2026	9:00	10AM								1.00			1.00	w/p		
Mon 1/5/2026	8:30	5:00					2.00		2.00	1.00	1.00	2.50	8.50	r, w/p, garbage can lids, Hermino, Urness, clean streets, dump ground trees		
Tue 1/6/2026	8:45	4:30					2.25			2.00	1.00	2.50	7.75	r, w/p, clean streets, sand, cenex, nick, ambulance call, quarterly chlorine report		
Wed 1/7/2026	8:45	6:00					2.00			3.25	1.00	3.00	9.25	r, w/p, clean streets. A & E Report, computer fixed		
Thur 1/8/2026	8:15	4:45					1.00				1.00	6.50	8.50	sand streets, w/p, cenex b&h, elevator		
Fri 1/9/2026	8:30	4:00					1.00		2.00	2.50	2.00		7.50	r, w/p, p- lake, dumpsters, LS		
Sat 1/10/2026	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1							0.00	0.00	8.25	0.00	4.00	10.75	6.00	14.50	43.50	40 Regular, 3.50 OT (3.50 Water)
Sun 1/11/2026	9:00	10:00								1.00			1.00	w/p		
Mon 1/12/2026	8:15	3:45					4.00			1.00	2.50		7.50	r, w/p, car accident, storm drains		
Tues 1/13/2026	8:30	5:00					2.50			3.00	1.00	2.00	8.50	r, w/p, invoices, clean streets, stop sign, back flushed, nick, nuisance pictures, attempted shut off		
Wed 1/14/2026	9:30	8:30					5.50			2.50	2.00	1.00	11.00	r, w/p, sign, drains, DL trip, sand, salt, tape, water, cables, city council		
Thur 1/15/2026	8:30	5:30					2.00			5.00	2.00		9.00	r, w/p, water complaint, LS, adjusted chlorine, drain		
Fri 1/16/2026	8:30	1:30								1.00	1.00	3.00	5.00	r, w/p, clean streets, allies		
Sat 1/17/2026	9:00	10:00	#####	11:30						2.00			2.00	w/p, drain		
Weekly Total #2							0.00	0.00	14.00	0.00	0.00	15.50	8.50	6.00	44.00	40 Regular, 4 OT (3 Streets, 1 Water)
Weekly Total #1							0.00	0.00	8.25	0.00	4.00	10.75	6.00	14.50	43.50	
Total							0.00	0.00	22.25	0.00	4.00	26.25	14.50	20.50	87.50	
PTO/Holiday							0.00	0.00							0.00	
Overtime											4.50		3.00	7.50		
Total Regular									22.25	0.00	4.00	21.75	14.50	17.50	80.00	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Time Card Report**  
**1/4/2026 - 1/17/2026**

Downloaded: 01/20/2026 12:23 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
01/04	SUN										1:00		
01/05	MON	8:30	17:01							8:31	8:30		
01/06	TUE	8:52	16:32							7:40	7:45		
01/07	WED	8:57	17:59							9:02	9:15		
01/08	THU	8:10	16:48							8:38	8:30		
01/09	FRI	8:38	16:08							7:30	7:30		
01/10	SAT	0:00	0:00							0:00	1:00		
01/11	SUN	0:00	0:00							0:00	1:00		
01/12	MON	8:18	15:51							7:33	7:30		
01/13	TUE	8:28	16:59							8:31	8:30		
01/14	WED	9:38	20:25							10:47	11:00		
01/15	THU	8:26	17:27							9:01	9:00		
01/16	FRI	8:21	13:37							5:16	5:00		
01/17	SAT	0:00	0:00							0:00	2:00		
<b>TOTAL:</b>										82:29	87:30		
<b>Work Total (hrs):</b>				<b>Overtime (hrs)</b>			<b>Other (hrs):</b>			<b>Total (hrs):</b>			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: **Jordan Thompson** Payroll Period # **2**

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity	
Sun 1/4/2026													0.00		
Mon 1/5/2026	8:30	4:30					4.00		2.00			2.00	8.00	Rounds, Tower, Burn Dump, Pushed up trees, Cleared streets, payroll	
Tue 1/6/2026	8:30	4:30					5.00			1.00		2.00	8.00	Rounds, Tower, Snowblowed, Hangers	
Wed 1/7/2026	8:30	4:15					6.00					1.75	7.75	Rounds, Tower, Snowblowed, Cleaned streets	
Thur 1/8/2026	8:15	4:30					6.00		1.00			1.25	8.25	Rounds, Tower, Sanded/ Salted, Fixed G-cans, Light for skid	
Fri 1/9/2026	8:30	4:15					5.00		1.00		0.75	1.00	7.75	Rounds, Tower, LS hours, Plake, Cleaned up dumpsters, Cleaned pleasant lake	
Sat 1/10/2026													0.00		
Weekly Total #1						0.00	0.00	26.00	0.00	4.00	1.00	0.75	8.00	39.75	
Sun 1/11/2026													0.00		
Mon 1/12/2026	8:30	1:30				5.00							5.00	Please use available pto	
Tues 1/13/2026	8:30	5:00					4.00			1.00	2.00	1.50	8.50	Rounds, Tower, Snow invoices, Cleared drains, Drained water, Salted, Stop sign, Cleared streets	
Wed 1/14/2026	8:30	4:40					5.00					3.00	8.00	Rounds, Tower, Sanded, Cleared Drains, Devils Lake- salt-tape-water, Fixed sign	
Thur 1/15/2026	8:30	5:30					5.00			1.00		3.00	9.00	Rounds, Tower, Cleaned some snow piles, Widened streets, Chlorine test, Will's place	
Fri 1/16/2026	8:45	3:30					4.00				1.00	1.75	6.75	Rounds, Tower, Cleaned streets	
Sat 1/17/2026													0.00		
Weekly Total #2						0.00	5.00	18.00	0.00	0.00	2.00	3.00	9.25	37.25	
Weekly Total #1						0.00	0.00	26.00	0.00	4.00	1.00	0.75	8.00	39.75	
Total						0.00	5.00	44.00	0.00	4.00	3.00	3.75	17.25	77.00	
PTO/Holiday						0.00	5.00							5.00	
Overtime														0.00	
Total Regular								44.00	0.00	4.00	3.00	3.75	17.25	72.00	

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		
01/04	SUN	0:00	0:00							0:00					
01/05	MON	8:33	16:28							7:55	8:00				
01/06	TUE	8:33	16:31							7:58	8:00				
01/07	WED	8:39	16:12							7:33	7:45				
01/08	THU	8:16	16:29							8:13	8:15				
01/09	FRI	8:38	16:08							7:30	7:45				
01/10	SAT	0:00	0:00							0:00					
01/11	SUN	0:00	0:00							0:00					
01/12	MON	0:00	0:00							0:00	5:00	PTO			
01/13	TUE	8:23	16:48							8:25	8:30				
01/14	WED	8:30	16:37							8:07	8:00				
01/15	THU	8:31	17:27							8:56	9:00				
01/16	FRI	8:44	15:22							6:38	6:45				
01/17	SAT	0:00	0:00							0:00					
<b>TOTAL:</b>										71:15	77:00				
Work Total (hrs):				Overtime (hrs)				Other (hrs):				Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____															

Employee Name: Gina Harkness										
Payroll Period #	2	1/4/2026	to	1/17/2026	PTO	OT	Hours			
Date:	Start	End	Start	End						
Sun	1/4/2026									
Mon	1/5/2026									
Tues	1/6/2026	8:45	10:00	11:45			3:15	4.75	WFH: Emails, Timesheet Office: Post Office, Bank, Meter Reads, BiWeekly Payroll, Quarterly Payroll, Monthly Payroll, Timeclock, Walk-Ins	
Wed	1/7/2026	8:30	5:30					9	Post Office, Snow Compliant, Walk-Ins, File & Organize, Yearly Folder Labels, WSG Depoist, Misc Deposit, Water Survey with AI & Jordan	
Thurs	1/8/2026									
Fri	1/9/2026	8:30	4:30					8	Post Office, Bank, Waste Management Email, Phone, Meeting Prep, 941 Payment, NDPERs Report, Quarterly Reports	
Sat	1/10/2026									
	Weekly Total							21.75		
Sun	1/11/2026									
Mon	1/12/2026	9:00	1:15					4.25	Post Office, Bank, Walk-Ins, Phone, Filing & Organizing	
Tues	1/13/2026	8:30	3:15					6.75	Post Office, Bank, Walk-Ins, Phone, Meeting Prep, Water Shut Off Door Hanger	
Wed	1/14/2026	8:30	8:30					12	Post Office, Meeting Prep, Meeting	
Thurs	1/15/2026									
Fri	1/16/2026	9:00	3:00					6	Bank, AP Checks, Walk-Ins, Paclab Call, Kyle Email Forwad to Council, Email Stad Property Tax Sheet	
Sat	1/17/2026									
	Weekly Total							29		
	Grand Total							50.75		
Employee Signature:		<i>Gina Harkness</i>						Date:		1/20/26

Employee Name: alan lundstrom Payroll Period # 3

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun 1/18/2026	9:00	10:00	10:00	11:00						2.00			2.00	wp, drain		
Mon 1/19/2026	8:30	2:30								1.00	1.00	4.00	6.00	r, w/p, sanded streets , elevator, bp, cendak		
Tue 1/20/2026	9:15	5:15					1.00			1.00	2.00	4.00	8.00	r, w/p, cleaned streets, sidewalks, garbage lid, heater in lift station		
Wed 1/21/2026	8:30	4:15	10:00	11:00						7.75	1.00		8.75	r, w/p, minot, bact sample , drain		
Thur 1/22/2026	8:45	4:15	10:00	11:00			3.00			4.50	1.00		8.50	r, w/p, fixed plow, backflushed, drain		
Fri 1/23/2026	8:45	3:45	10:00	11:00			3.50			3.50	1.00		8.00	r, w/p, receipts, meetinmg with city council n sam, drain		
Sat 1/24/2026	9:00	10:00	10:00	11:00						2.00			2.00	w/p, backfliushed, drain		
Weekly Total #1							0.00	0.00	7.50	0.00	0.00	21.75	6.00	8.00	43.25	40 Regular, 3.25 OT (2.25 Water, 1 Sewer)
Sun 1/25/2026	9:00	10:00	10:00	11:00						2.00			2.00	w/p, drain		
Mon 1/26/2026	9:30	4:30	10:00	11:00			2.00		1	5.00			8.00	w/p, backflushed, inventory, garbage, drain		
Tues 1/27/2026	8:30	3:30	10:00	11:00			5.00			2.00	1.00		8.00	r, w/p, water break in shop, drain		
Wed 1/28/2026	9:15	5:15	10:00	11:00						3.00	2.00	4.00	9.00	r, w/p, lift stations, cleaned streets, drain		
Thur 1/29/2026	8:45	4:45	10:00	11:00			4.00			4.00	1.00		9.00	r, wp, dl valves, apartments, dl parts n tools, back flushed, drain		
Fri 1/30/2026	10:45	3:30					2.00			1.75	1.00		4.75	r, w/p, LS, ambulance pickup, heater at ls		
Sat 1/31/2026	9:00	10:00								1.00			1.00	w/p, backflushed		
Weekly Total #2							0.00	0.00	13.00	0.00	1.00	18.75	5.00	4.00	41.75	40 Regular, 1.75 OT (1.75 Water)
Weekly Total #1							0.00	0.00	7.50	0.00	0.00	21.75	6.00	8.00	43.25	
Total							0.00	0.00	20.50	0.00	1.00	40.50	11.00	12.00	85.00	
PTO/Holiday							0.00	0.00							0.00	
Overtime											4.00	1.00		5.00		
Total Regular									20.50	0.00	1.00	36.50	10.00	12.00	80.00	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

pw: leeds

**Time Card Report**  
**1/18/2026 - 1/31/2026**

Downloaded: 02/02/2026 01:12 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	
01/18	SUN										2:00			
01/19	MON	8:39	14:27							5:48	6:00			
01/20	TUE	9:21	17:13							7:52	8:00			
01/21	WED	8:35	16:17							7:42	8:45			
01/22	THU	8:56	16:10							7:14	8:30			
01/23	FRI	8:41	15:41							7:00	8:00			
01/24	SAT	0:00	0:00							0:00	2:00			
01/25	SUN	0:00	0:00							0:00	2:00			
01/26	MON	9:29	16:33							7:04	8:00			
01/27	TUE	8:41	15:36							6:55	8:00			
01/28	WED	9:15	17:19							8:04	9:00			
01/29	THU	8:42	16:39							7:57	9:00			
01/30	FRI	10:46	15:35							4:49	4:45			
01/31	SAT	0:00	0:00							0:00	1:00			
<b>TOTAL:</b>										70:25	85:00			
<b>Work Total (hrs):</b>				<b>Overtime (hrs)</b>				<b>Other (hrs):</b>				<b>Total (hrs):</b>		
Employee Signature: _____													Date: _____	
Manager Signature: _____														

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity	
Sun 1/18/2026													0.00		
Mon 1/19/2026	8:30	5:00					3.50			2.00		3.00	8.50	Rounds, Tower, Flush WP, Chemicals, Clean streets, Payroll, Sanded	
Tue 1/20/2026	8:25	2:05					5.75						5.75	Rounds, Tower, Move snow, appointment afternoon	
Wed 1/21/2026	8:00	4:15					4.00			2.00		2.25	8.25	Rounds, Tower, Cleaned streets, Cleaned hydrants, Cleaned mailboxes	
Thur 1/22/2026	8:25	4:00					6.00			1.50			7.50	Rounds, Tower, Chlorine test, Clean shop	
Fri 1/23/2026	8:30	3:45					7.25						7.25	Rounds, Tower, Receipts, Plake	
Sat 1/24/2026													0.00		
Weekly Total #1							0.00	0.00	26.50	0.00	0.00	5.50	0.00	5.25	37.25
Sun 1/25/2026													0.00		
Mon 1/26/2026	8:20	4:35					3.00		2		1.25	2.00	8.25	Rounds, Tower, Snow blow, Inventory, Garbage, G-can, Cleaned alleys	
Tues 1/27/2026	8:30	4:35					5.00		1			2.00	8.00	Rounds, Tower, Cleaned shop, Cleaned snow, Trailer to church, Water break at shop	
Wed 1/28/2026	8:30	4:15					7.75						7.75	Rounds, Tower, Cleaned L.S. , Cleaned church, Intersections	
Thur 1/29/2026	8:30	4:30					5.00				1.00	2.00	8.00	Rounds, Tower, Maps, Cleaned Apartments, Flushed WP, Drake valves	
Fri 1/30/2026	8:45	3:35					6.75						6.75	Rounds, Tower, Plake, L.S. Hours, Drake ambulance	
Sat 1/31/2026													0.00		
Weekly Total #2							0.00	0.00	27.50	0.00	3.00	0.00	2.25	6.00	38.75
Weekly Total #1							0.00	0.00	26.50	0.00	0.00	5.50	0.00	5.25	37.25
Total							0.00	0.00	54.00	0.00	3.00	5.50	2.25	11.25	76.00
PTO/Holiday							0.00	0.00						0.00	
Overtime														0.00	
Total Regular									54.00	0.00	3.00	5.50	2.25	11.25	76.00

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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		
01/18	SUN	0:00	0:00							0:00					
01/19	MON	8:31	16:59							8:28	8:30				
01/20	TUE	8:26	14:05							5:39	5:45				
01/21	WED	8:02	16:17							8:15	8:15				
01/22	THU	8:25	15:56							7:31	7:30				
01/23	FRI	8:24	15:41							7:17	7:15				
01/24	SAT	0:00	0:00							0:00					
01/25	SUN	0:00	0:00							0:00					
01/26	MON	8:22	16:33							8:11	8:15				
01/27	TUE	8:24	16:36							8:12	8:00				
01/28	WED	8:27	16:11							7:44	7:45				
01/29	THU	8:30	16:31							8:01	8:00				
01/30	FRI	8:51	15:35							6:44	6:45				
01/31	SAT	0:00	0:00							0:00					
<b>TOTAL:</b>										76:02	76:00				
Work Total (hrs):				Overtime (hrs)				Other (hrs):				Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____															

Employee Name: Gina Harkness

Payroll Period # 3 1/4/2026 to 1/17/2026

Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	1/18/2026							
Mon	1/19/2026						5.50	PTO
Tues	1/20/2026	8:15	3:15				7	Post Office, Bank, BiWeekly Payroll, Timeclock, Online Payments into Banyon, Late Fees, Social Security Letter, AI Ipad Help
Wed	1/21/2026	12:00	6:15	8:00	9:15		7.5	Post Office, Phone, Meeting With Rural Water, AI & Jordan, Water Billing, Park Board Meeting about Election WFH: Finish Water Billing (Daughter had dentist appt, late start)
Thurs	1/22/2026							
Fri	1/23/2026	8:15	3:15				7	Post Office, Banyon Call on W2, 2026 Folders & Organization, Special Meeting, Print W2's
Sat	1/24/2026							
	Weekly Total						27	
Sun	1/25/2026							
Mon	1/26/2026	9:00	1:00				4	Post Office, 2026 Calendar Labels, Fraud Call and Emails, Walk-Ins
Tues	1/27/2026	8:15	3:15				7	Post Office, Walk-Ins, Phone, Quarterly WSI Report
Wed	1/28/2026	8:15	1:00				4.75	Phone, Emails, 1099's (Left early due to kids dentist appts)
Thurs	1/29/2026							
Fri	1/30/2026	8:15	3:30				7.25	Post Office, Bank, Upload 1099 into Fire System, Mail 1099, Upload W2 into Social Security System and ND System
Sat	1/31/2026							
	Weekly Total						23	
	Grand Total						50	
Employee Signature: <i>Gina Harkness</i>							Date: <i>2/2/24</i>	

*44.50 Reg, 5.50 PTO*

RECEIVED FEB 03 2026

January 31<sup>st</sup> 2026

To: City of Leeds

From: Leeds Public Library Payroll

Connie Paulson (9hrs. @ \$11.50 per hr. Jan.) \$103.50

Maxine Follman (12hrs. @ \$10.50 per hr. Jan.) \$126.00