

	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	8/3/2025	9:00	10:00								1.00			1.00	w/p
Mon	8/4/2025	8:30	5:15					1.75			3.00	1.00	3.00	8.75	r, w/p, sprayed weeds, gravel to school parking lot, hangers, potholes, picnic tables to school, 811, receipts, invoices
Tue	8/5/2025	8:45	5:15					3.00		3.00	1.50	1.00		8.50	r,w/p, backflushed, animal control, wasp nest at w/p, pushed up DG
Wed	8/6/2025	8:45	8:00					6.25			1.00	4.00		11.25	r, w/p, wasp nest, 811, mowed lagoon, city council
Thur	8/7/2025	8:30	5:00					3.50			1.00	4.00		8.50	r, w/p, mowed p-lake, fixed trailer, LS, cleaned LS floats, string trimmed
Fri	8/8/2025	9:00	11:00								1.00		1.00	2.00	w/p, unloaded manhole risers, pto
Sat	8/9/2025	9:00	10:00								1.00			1.00	w/p
Weekly Total #1						0.00	0.00	14.50	0.00	3.00	9.50	10.00	4.00	41.00	40 Regular, 1 OT ( 1 Water)
Sun	8/10/2025	9:00	10:00								1.00			1.00	w/p
Mon	8/11/2025	8:30	5:00	9:00	11:30				2.50		4.00	4.50		11.00	r, w/p, low chlorine, adjust and retest, plugged sewer, flushed manholes,
Tues	8/12/2025	8:15	5:15							1	2.00	5.75		8.75	r,w/p, stas water curb hook up, school-DG, 811, RW sewer scoped, jetted sewers
Wed	8/13/2025	9:00	10:30								1.00	0.50		1.50	r,w/p, med emergency, pto
Thur	8/14/2025	9:00	10:00				7.00				1.00			8.00	w/p, pto
Fri	8/15/2025	9:00	10:00				7.75				1.00			8.75	w/p,pto
Sat	8/16/2025	9:00	10:00								1.00			1.00	w/p
Weekly Total #2						0.00	14.75	0.00	2.50	1.00	11.00	10.75	0.00	40.00	
Weekly Total #1						0.00	0.00	14.50	0.00	3.00	9.50	10.00	4.00	41.00	
Total						0.00	14.75	14.50	2.50	4.00	20.50	20.75	4.00	81.00	
PTO/Holiday						0.00	14.75							14.75	
Overtime											1.00			1.00	
Total Regular								14.50	2.50	4.00	19.50	20.75	4.00	65.25	

**Time Card Report**  
**8/3/2025 - 8/16/2025**

Downloaded: 08/18/2025 01:28 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
08/03	SUN										1:00		
08/04	MON	8:32	17:13							8:41	8:45		
08/05	TUE	8:51	17:20							8:29	8:30		
08/06	WED	8:40	19:58							11:18	11:15		
08/07	THU	8:35	16:53							8:18	8:30		
08/08	FRI	0:00	0:00							0:00	2:00		
08/09	SAT	0:00	0:00							0:00	1:00		
08/10	SUN	0:00	0:00							0:00	1:00		
08/11	MON	8:39	16:26							7:47	11:00		
08/12	TUE	8:13	17:22							9:09	8:45		
08/13	WED	9:09								MP	1:30		
08/14	THU	0:00								MP	8:00	PTO	
08/15	FRI	0:00								MP	8:45	PTO	
08/16	SAT	0:00								MP	1:00		
TOTAL:										53:42	81:00		
Work Total (hrs):		Overtime (hrs)				Other (hrs):		Total (hrs):					
Employee Signature: _____ Manager Signature: _____ Date: _____													



	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	8/3/2025													0.00	
Mon	8/4/2025	8:30	4:50					6.00					2.25	8.25	Rounds, Tower, Invoices-receipts, Mowed, Gravel @school
Tue	8/5/2025	12:50	4:30				3.00	3.50						6.50	(Appointment Drake 9 and 10:30 please use available pto) Rounds, Tower, Mowed
Wed	8/6/2025	8:34	3:04	8:45	10:33			5.00	2.00				0.75	7.75	Rounds, Tower, Cleaned gutters, Mowed, Sprayed mosquitos
Thur	8/7/2025	10:00	4:50					4.00					2.75	6.75	Rounds, Tower, Fixed trailer, Mowed Plake, Cleaned Floats, L.S, Moved equipment
Fri	8/8/2025	8:30	4:30				8.00							8.00	PTO -family reunion
Sat	8/9/2025													0.00	
Weekly Total #1						0.00	11.00	18.50	2.00	0.00	0.00	0.00	5.75	37.25	
Sun	8/10/2025													0.00	
Mon	8/11/2025	8:40	4:25					2.00			1.00	2.00	2.75	7.75	Rounds, Tower, Cleaned sidewalks, Mike Thompson sewer, Flushed manholes
Tues	8/12/2025	8:35	5:20					3.00			1.00	2.00	2.75	8.75	Rounds, Tower, Rural Water, Jet sewers, Changed jetter oil
Wed	8/13/2025	8:50	4:50					5.00				1.00	2.00	8.00	Rounds, Tower, Mowed (RR & Pam Stangs, Fixed railing, Reciepts
Thur	8/14/2025	9:00	4:20					6.00					1.25	7.25	Rounds, Tower, Mowed (RR & Pam Stangs, Fixed railing, Reciepts
Fri	8/15/2025	8:45	5:45					7.00					2.00	9.00	Rounds, Tower, Mowed, Pleasant Lake (missed punch @5:45 pm)
Sat	8/16/2025													0.00	
Weekly Total #2						0.00	0.00	23.00	0.00	0.00	2.00	5.00	10.75	40.75	40 regular, .75 OT (.75 Streets)
Weekly Total #1						0.00	11.00	18.50	2.00	0.00	0.00	0.00	5.75	37.25	
Total						0.00	11.00	41.50	2.00	0.00	2.00	5.00	16.50	78.00	
PTO/Holiday						0.00	11.00							11.00	
Overtime													0.75	0.75	
Total Regular								41.50	2.00	0.00	2.00	5.00	15.75	66.25	

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
08/03	SUN	0:00								MP			
08/04	MON	8:29	16:50							8:21	8:15		
08/05	TUE	12:52	16:31							3:39	6:30		
08/06	WED	8:34	15:04	20:43	22:33					8:20	7:45		
08/07	THU	10:01	16:53							6:52	6:45		
08/08	FRI	0:00	0:00							0:00	8:00	PTO	
08/09	SAT	0:00	0:00							0:00			
08/10	SUN	0:00	0:00							0:00			
08/11	MON	8:39	16:25							7:46	7:45		
08/12	TUE	8:37	17:19							8:42	8:45		
08/13	WED	8:49	16:47							7:58	8:00		
08/14	THU	8:58	16:23							7:25	7:15		
08/15	FRI	8:42								MP	9:00		
08/16	SAT	0:00								MP			
TOTAL:										59:03	78:00		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													



Employee Name: Gina Harkness									
Payroll Period #		17	8/3/2025	to	8/16/2025				
Date:		Start	End	Start	End	PTO	OT	Hours	
Sun	8/3/2025								
Mon	8/4/2025	10:15	3:45					5.50	Post Office, Walk-Ins, Time Clock, Door Hangers, Meter Reads, BiWeekly Payroll, Monthly Payroll
Tues	8/5/2025	4:00	7:00					3	Agenda, Budget, AP
Wed	8/6/2025	11:30	8:15					8.75	Budget, AP, Bank Recon, Walk-Ins, Meeting Prep, Meeting, Email Water Tower Demo Company After Meeting
Thurs	8/7/2025								
Fri	8/8/2025	11:45	10:15					10.5	Post Office, 811 Call, Walk-Ins, Budget, Submit Budget, Phone
Sat	8/9/2025								
	Weekly Total							27.75	
Sun	8/10/2025								
Mon	8/11/2025	8:30	2:45					6.25	Post Office, Bank, Phone, WSG Deposit, 941 Payment, ND Pers Report, Walk- Ins, Filing & Organizing
Tues	8/12/2025								
Wed	8/13/2025	8:30	2:30					6	Post Office, AP, Phone, Walk-ins, Vacant Street Information
Thurs	8/14/2025								
Fri	8/15/2025	8:30	4:45					8.25	Post Office, Walk-Ins, AP Checks, Budget Worksheet Training with Kari, Raffle Permit
Sat	8/16/2025								
	Weekly Total							20.5	
	Grand Total							48.25	
Employee Signature:									Date:

Employee Name: Kari Follman									
Payroll Period # 17		to							
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun									
Mon									
Tues									
Wed									
Thurs	5/1/2025						3	Graber Court Case	
Fri									
Sat									
	Weekly Total						3		
Sun									
Mon									
Tues									
Wed									
Thurs									
Fri	8/15/2025						2	Budget Worksheet Training	
Sat									
	Weekly Total						2		
	Grand Total						5		
Employee Signature:								Date:	



Employee Name: Alan Lundstrom														Payroll Period #		18	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	8/17/2025	9:00	10:00								1.00			1.00	w/p		
Mon	8/18/2025	8:30	1:00						3.00		6.00	7.50		16.50	r, w/p, mike thompson sewer, zach jacobson curb replacement, sprayed mosquotes		
Tue	8/19/2025	9:30	6:00					1.50			1.00	4.00		6.50	r, w/p, mike thompsons sewer, wollets big tree branch, soil condinioed roads,		
Wed	8/20/2025	12:30	7:00					0.50			3.00	3.00		6.50	dr apt, h20, sample to minot, core and main supplies, dereks meter, olsens mowing notice,		
Thur	8/21/2025	8:30	6:00					3.00			3.00	1.00	2.50	9.50	r, w/p, dereks meter parts, mowed interscections, mowed lifs, took brakes apart on F650, found kellers curb prior to kyles aprpon		
Fri	8/22/2025	8:45	5:00					1.50		2.50	2.25	2.00		8.25	r, w/p, p-lake, LS, lagoon inspect, pipe inspection co., receipts, pushed up DG, trailer to DG, greased everything		
Sat	8/23/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	6.50	3.00	2.50	17.25	17.50	2.50	49.25	40 Regular, 9.25 OT (3.50 Sewer, 2.50 Garbage, 3.25 Water)		
Sun	8/24/2025	9:00	10:00								1.00			1.00	w/p		
Mon	8/25/2025	8:30	5:00					3.25			1.00	1.00	3.25	8.50	r,w/p, 811, measured for alexs lot, brushed mowed cattails, trees by football field,		
Tues	8/26/2025	8:30	4:30					3.00			1.00	1.00	3.00	8.00	r, w/p, trees by school, cars at derby ring, brush mowed, jeri jorgensons,		
Wed	8/27/2025	8:45	4:45					2.50			2.00	1.00	2.50	8.00	r, w/p, 811, brush mowed ditches		
Thur	8/28/2025	6:45	5:00					9.25			1.00			10.25	RW training in park river,w/p		
Fri	8/29/2025	9:00	4:45					2.00			4.75	1.00		7.75	r, w/p, dl parts, backflushed, w/p/a		
Sat	8/30/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	20.00	0.00	0.00	11.75	4.00	8.75	44.50	40 Regular, 4.50 OT (4.50 Water)		
Weekly Total #1						0.00	0.00	6.50	3.00	2.50	17.25	17.50	2.50	49.25			
Total						0.00	0.00	26.50	3.00	2.50	29.00	21.50	11.25	93.75			
PTO/Holiday						0.00	0.00							0.00			
Overtime										2.50	7.75	3.50		13.75			
Total Regular								26.50	3.00	0.00	21.25	18.00	11.25	80.00			
Employee Signature:														Date:			

pw: leeds

**Time Card Report**  
**8/17/2025 - 8/30/2025**

Downloaded: 09/02/2025 11:59 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
08/17	SUN										1:00		
08/18	MON	8:37								MP	16:30		
08/19	TUE	0:56	9:24	18:04						MP	6:30		
08/20	WED	12:38	18:54							6:16	6:30		
08/21	THU	8:35	17:51							9:16	9:30		
08/22	FRI	8:48	16:51							8:03	8:15		
08/23	SAT	0:00	0:00							0:00	1:00		
08/24	SUN	0:00	0:00							0:00	1:00		
08/25	MON	8:38	17:02							8:24	8:30		
08/26	TUE	8:32	16:34							8:02	8:00		
08/27	WED	16:49								MP	8:00		
08/28	THU	6:45	16:58							10:13	10:15		
08/29	FRI	9:01	16:46							7:45	7:45		
08/30	SAT	0:00	0:00							0:00	1:00		
TOTAL:										57:59	93:45		
Work Total (hrs):		Overtime (hrs)		Other (hrs):		Total (hrs):							
Employee Signature:				Manager Signature:				Date:					



Employee Name: Jordan Thompson														Payroll Period #		18	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	8/17/2025													0.00			
Mon	8/18/2025	8:20	10:33					2.75						2.75	Rounds, Tower, Rittermans		
Tue	8/19/2025	8:30	5:00					6.50				1.00	1.00	8.50	Rounds, Tower, Mowed, Cut down tree (missed out punch at 5pm)		
Wed	8/20/2025	8:30	9:55				3.00	1.50						4.50	Rounds, Tower, Mowed (clocked out to help my dad with sewer) (please use pto if any available thank you!)		
Thur	8/21/2025	8:40	4:45					8.00						8.00			
Fri	8/22/2025	8:30	4:40					6.00					2.00	8.00	Rounds, Tower, Mowed Pam stang and Cassidy L		
Sat	8/23/2025													0.00			
	Weekly Total #1					0.00	3.00	24.75	0.00	0.00	0.00	1.00	3.00	31.75			
Sun	8/24/2025													0.00			
Mon	8/25/2025	8:15	5:00					5.00				1.00	2.75	8.75	Rounds Tower, Mowed RR, Marked Dereks water/ sewer		
Tues	8/26/2025	8:30	4:30					7.00		1				8.00	Rounds, Tower, Cut trees, Dump, Mowed, Cars- Dump		
Wed	8/27/2025	8:30	4:30					8.00						8.00	Rounds, Tower, Mowed, G-can -Staz		
Thur	8/28/2025	6:45	5:00					10.25						10.25	Training Park River		
Fri	8/29/2025	8:26	4:46	8:45	11:15			5.00	2.50	1.25		1.00	1.00	10.75	Rounds, Tower, Clean shop, Washed skid, washed mower, Tools away, Plake, floor drains, garbage, sprayed mosquitos		
Sat	8/30/2025													0.00			
Weekly Total #2						0.00	0.00	35.25	2.50	2.25	0.00	2.00	3.75	45.75	40 Regular, 5.75 OT (2 Mosquito, 1 Garbage, 2.75 Streets )		
Weekly Total #1						0.00	3.00	24.75	0.00	0.00	0.00	1.00	3.00	31.75			
Total						0.00	3.00	60.00	2.50	2.25	0.00	3.00	6.75	77.50			
PTO/Holiday						0.00	3.00							3.00			
Overtime									2.00	1.00	0.00		2.75	5.75			
Total Regular								60.00	0.50	1.25	0.00	3.00	4.00	68.75			
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
08/17	SUN	0:00	0:00							0:00			
08/18	MON	8:19	10:33							2:14	2:45		
08/19	TUE	8:28								MP	8:30		
08/20	WED	8:27	9:55							1:28	4:30		
08/21	THU	8:40	16:46							8:06	8:00		
08/22	FRI	8:29	16:38							8:09	8:00		
08/23	SAT	0:00	0:00							0:00			
08/24	SUN	0:00	0:00							0:00			
08/25	MON	8:16	16:59							8:43	8:45		
08/26	TUE	8:31	16:31							8:00	8:00		
08/27	WED	8:32	16:32							8:00	8:00		
08/28	THU	6:42	16:56							10:14	10:15		
08/29	FRI	8:26	16:46	20:39	23:12					10:53	10:45		
08/30	SAT	0:00	0:00	0:00	0:00					0:00			
TOTAL:										65:47	77:30		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													



Employee Name: Gina Harkness									
Payroll Period #		18	8/17/2025	to	8/30/2025				
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	8/17/2025								
Mon	8/18/2025	9:45	1:00	1:15	1:45		3.75	Timeclock, Biweekly Payroll WFH: Bulk Water Spreadsheets, Timesheets, Emails	
Tues	8/19/2025								
Wed	8/20/2025	8:45	4:30				7.75	Post Office, Bank, Walk-Ins, Late Fees, WSG Deposit, Misc Deposit, Phone	
Thurs	8/21/2025								
Fri	8/22/2025	8:30	5:00				8.5	Bank, Post Office, Walk-Ins, Waterbilling, ND Dept. of Equality Call & Cehck, Mowing Notice	
Sat	8/23/2025								
	Weekly Total						20		
Sun	8/24/2025								
Mon	8/25/2025	9:15	1:15				4	Post Office, Phone, Email, Filing & Organizing, Trailer House Lot Problems	
Tues	8/26/2025								
Wed	8/27/2025	8:45	4:30				7.5	Post Office, Walk-Ins, Budget, Bulk Water Invoices, Pet Licenes WFH: Bulk Water Invoices	
Thurs	8/28/2025								
Fri	8/29/2025	9:00	3:15				6.25	Post Office, Bank, Mowing Invoices, Misc Invoices, Phone, Walk-Ins, WSG Deposit, Filing & Organizing	
Sat	8/30/2025								
	Weekly Total						17.75		
	Grand Total						37.75		
Employee Signature:		Gina Harkness						Date: 9/2/25	

Employee Name: William Sullivan								Payroll Period:
Date:	Start	End	Start	End	Landfill Hrs.	Total Hrs	Brief Description of Work Activity	
8/3/25	9am	4pm			7	7	Dump ATTENDANT	
8/6/25	5pm	8:30pm			3.5	3.5		
8/9/25	9am	3pm			6	6	Rainshower	
8/13/25	5pm	8:30pm			3.5	3.5		
8/16/25	9am	4pm			7	7		
8/20/25	5pm	8:30pm			3.5	3.5		
8/23/25	9am	4pm			7	7		
8/27/25	5pm	8:30pm			3.5	3.5		
Monthly Total					41.0	41.0		
Employee Signature: William A. Sullivan					Date: 8/27/25			

RECEIVED AUG 29 2025



August 31, 2025

RECEIVED AUG 27 2025

To: City of Leeds

From: Leeds Public Library for Payroll

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

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