

Employee Name: Alan Lundstrom														Payroll Period #		15	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	7/6/2025	9:00	10:00								1.00			1.00	w/p		
Mon	7/7/2025	8:30	4:30					6.00			1.00	1.00		8.00	r,w/p, DL parts, jordans lic, timesheets, mowed		
Tue	7/8/2025	8:30	5:30					2.00			1.00	2.00	4.00	9.00	r,w/p,painted curbs,otp lab bismark, racoon,cleaned sprayed, loaded kris auger,		
Wed	7/9/2025	11:15	8:30					7.25			1.00	1.00		9.25	pto,w/p,mowed, painted hydrants,mowed,report for cc, receipts,city council		
Thur	7/10/2025	8:45	6:00					7.25			1.00	1.00		9.25	r,w/p,painted hydrants, mowed, worked on mower,		
Fri	7/11/2025	8:30	4:45					1.75		2.50	3.00	1.00		8.25	r,w/p,LS,P-lake,pushed up dg,otp w bobcat, battery out for warranty, flipped well pumps		
Sat	7/12/2025	9:00	10:00								1.00			1.00	w/p		
	Weekly Total #1					0.00	0.00	24.25	0.00	2.50	9.00	6.00	4.00	45.75	40 Reg, 5.75 OT (2.50 Grabage, 3.25 Water)		
Sun	7/13/2025	9:00	10:00								1.00			1.00	w/p		
Mon	7/14/2025	8:30	5:00								3.00	1.00	4.50	8.50	r,w/p,meter top shirley, meter at rodes, mcgarvey shop off, cut trees		
Tues	7/15/2025	8:30	5:00					5.50			2.00	1.00		8.50	r,w/p, backflushed,sprayer boom, cleaned ss tracks,		
Wed	7/16/2025	8:45	9:00					2.00			1.00	1.00	4.25	8.25	r,w/p, mowed, gravel on roads, cut trees w nick s, shop, leeds days		
Thur	7/17/2025	8:45	8:00					2.75			2.50	1.00	5.00	11.25	r,w/p,mcgarvey on, ripper off, blew lines out, soil condintionor,		
Fri	7/18/2025	8:45	5:00					2.25		1.5	1.00	1.00	2.50	8.25	r, w/p,soil condintioner,garbage, leeds days		
Sat	7/19/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	12.50	0.00	1.50	11.50	5.00	16.25	46.75	40 Reg, 6.75 OT (2 Water, 1.50 Garbage, 2.50 Streets, .75 Sewer)		
Weekly Total #1						0.00	0.00	24.25	0.00	2.50	9.00	6.00	4.00	45.75			
Total						0.00	0.00	36.75	0.00	4.00	20.50	11.00	20.25	92.50			
PTO/Holiday						0.00	0.00							0.00			
Overtime										4.00	5.25	0.75	2.50	12.50			
Total Regular								36.75	0.00	0.00	15.25	10.25	17.75	80.00			
Employee Signature:														Date:			

pw: leeds

Time Card Report
7/6/2025 - 7/19/2025

Downloaded: 07/21/2025 11:35 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
07/06	SUN										1:00		
07/07	MON	8:34	16:36							8:02	8:00		
07/08	TUE	8:38	17:24							8:46	9:00		
07/09	WED	11:21	20:36							9:15	9:15		
07/10	THU	8:45	17:56							9:11	9:15		
07/11	FRI	8:36	16:43							8:07	8:15		
07/12	SAT	0:00	0:00							0:00	1:00		
07/13	SUN	0:00	0:00							0:00	1:00		
07/14	MON	8:25	17:03							8:38	8:30		
07/15	TUE	8:36								MP	8:30		
07/16	WED	8:44	20:56							12:12	8:15		
07/17	THU	8:41	20:03							11:22	11:15		
07/18	FRI	8:54	17:03							8:09	8:15		
07/19	SAT	0:00	0:00							0:00	1:00		
TOTAL:										83:42	92:30		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature:				Manager Signature:					Date:				

Employee Name: Jordan Thompson														Payroll Period #		15	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	7/6/2025													0.00			
Mon	7/7/2025	8:55	4:00				1.00	5.00			2.00			8.00	Rounds, Tower, Fix kubota mirror/ Scraped hydrants		
Tue	7/8/2025	8:40	5:10					6.00					2.50	8.50	Rounds, Tower, Paint curbs		
Wed	7/9/2025	9:00	4:50					3.00			2.00		2.75	7.75	Rounds, Tower, Painted hydrants		
Thur	7/10/2025	8:45	5:00					5.00			1.00		2.25	8.25	Rounds, Tower, Painted curbs, Hydrants, Brush mowed		
Fri	7/11/2025	8:30	3:10				1.00	3.00		1.00			2.50	7.50	Rounds, Tower, Devils Lake- batttery, equipment @ butler, eversons, Tsc, parts and painting supplies		
Sat	7/12/2025													0.00			
Weekly Total #1						0.00	2.00	22.00	0.00	1.00	5.00	0.00	10.00	40.00			
Sun	7/13/2025													0.00			
Mon	7/14/2025	8:30	5:00					4.00			2.00		2.50	8.50	Rounds, Tower, 2 different meters, Shut McGarvery shop off, Cut rees		
Tues	7/15/2025	8:40	4:35					3.00		1	1.75		2.00	7.75	Rounds, Tower, Put new sprayer together, Garbage, Cleaned up shop and boxes, cleaned skid		
Wed	7/16/2025	8:45	9:00					6.00		1	1.00		4.25	12.25	Rounds, Tower, Brush mow, Gravel on steet, Cleaned shop, Started Leeds Days stuff, cut trees- sattler bucket truck		
Thur	7/17/2025	8:45	5:35					4.00			3.00		1.75	8.75	Rounds, Tower, Mowed, McGarvey Water back on, Rippers water off and blown back, Power off, Leeds days		
Fri	7/18/2025	9:00	4:05					5.00					2.00	7.00	(forgot to punch in)Rounds, Tower, Leeds days		
Sat	7/19/2025													0.00			
Weekly Total #2						0.00	0.00	22.00	0.00	2.00	7.75	0.00	12.50	44.25	40 Reg, 4.25 OT (3.75 Streets, .50 General)		
Weekly Total #1						0.00	2.00	22.00	0.00	1.00	5.00	0.00	10.00	40.00			
Total						0.00	2.00	44.00	0.00	3.00	12.75	0.00	22.50	84.25			
PTO/Holiday						0.00	2.00							2.00			
Overtime								0.50					3.75	4.25			
Total Regular								43.50	0.00	3.00	12.75	0.00	18.75	78.00			
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
07/06	SUN	0:00	0:00							0:00			
07/07	MON	8:55	16:03							7:08	8:00		
07/08	TUE	8:42	17:08							8:26	8:30		
07/09	WED	8:57	16:47							7:50	7:45		
07/10	THU	8:45	17:02							8:17	8:15		
07/11	FRI	8:30	15:12							6:42	7:30		
07/12	SAT	0:00	0:00							0:00			
07/13	SUN	0:00	0:00							0:00			
07/14	MON	8:34	17:03							8:29	8:30		
07/15	TUE	8:40	16:34							7:54	7:45		
07/16	WED	8:42	20:56							12:14	12:15		
07/17	THU	8:42	17:35							8:53	8:45		
07/18	FRI	9:22	16:04							6:42	7:00		
07/19	SAT	0:00	0:00							0:00			
TOTAL:										82:35	84:15		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: Manager Signature: Date:													

Employee Name: Gina Harkness									
Payroll Period #		15	7/6/2025	to	7/19/2025				
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	7/6/2025								
Mon	7/7/2025	8:00	10:00	12:30	1:45		4.25	WFH: Emails, Meeting Prep Bank, BiWeekly Payroll, Timeclock, Walk-Ins, Phone Office:	
Tues	7/8/2025	12:30	4:00				3.5	WFH: Meeting Prep	
Wed	7/9/2025	8:30	12:30	1:15	8:45		9.5	Post Office, Bank Draft, Bank Recon, Meeting Prep. (4:45-6:45 Off for Baseball Game)	
Thurs	7/10/2025								
Fri	7/11/2025	1:00	4:45				3.75	Post Office, NDPers Report, Phone, Verizon Call	
Sat	7/12/2025								
Weekly Total							21		
Sun	7/13/2025								
Mon	7/14/2025	9:00	1:30				4.5	Post Office, Phone, 941 Payment, Quarterly Reports, Emails, AP Checks	
Tues	7/15/2025								
Wed	7/16/2025	10:00	5:00				7	Post Office, Phone, Emails, Walk-Ins, AP Checks, Budget	
Thurs	7/17/2025	8:00	1:00				5	WFH: Emails, Email Raffle Permit, Help fill out Raffle Permit Office: Walk-Ins, Pet License, AP Check for Stripping the Roads	
Fri	7/18/2025	8:15	12:45				4.5	Post Office, Bank, Filing and Organizing, Raffle Permit to AG, Walk-Ins, AP Checks, Special Event Liquor License	
Sat	7/19/2025								
Weekly Total							21		
Grand Total							42		
Employee Signature:								Date:	

Employee Name: Alan Lundstrom														Payroll Period #		16	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	7/20/2025	9:00	10:00	9:15	11:45				2.50		1.00			3.50	w/p, mosq. sprayed on 7/17		
Mon	7/21/2025	8:45	5:15					2.50		2.00	3.00	1.00		8.50	r, w/p, garbage on highway, washed tracks on ss, w/p injector, cleaned kubota		
Tue	7/22/2025	9:15	4:30								3.00	3.00	1.25	7.25	r, w/p, minot- lagoon sample, bact sample, core n main- gate risers		
Wed	7/23/2025	8:30	5:45					2.25			2.25	2.25	2.50	9.25	r,w/p, counted and ordered manholes risers, repaired hydrant by pat hjeldens, cleaned storm drains		
Thur	7/24/2025	8:45	4:30					2.00			1.00	1.00	3.75	7.75	r, w/p, installed speed sign, soil condtioner		
Fri	7/25/2025	9:00	10:00				1.75				1.00			2.75	w/p, pto		
Sat	7/26/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	1.75	6.75	2.50	2.00	12.25	7.25	7.50	40.00			
Sun	7/27/2025	9:00	10:00								1.00			1.00	w/p		
Mon	7/28/2025	10:00	5:00					3.00			1.00		3.00	7.00	w/p, bobcat, dl parts, looked for parts for sand spreader		
Tues	7/29/2025	10:00	5:30					4.50			1.00		2.00	7.50	w/p, fixed mower, brush mowed, strange person, pool, talked to louie about grass, candace berg- pool, alexanders house		
Wed	7/30/2025	8:45	6:30					3.50		1.75	1.00	1.00	2.50	9.75	r,w/p, strange person, cut trees with Nick S. DG		
Thur	7/31/2025	9:00	10:00				8.00				1.00			9.00	w/p, pto		
Fri	8/1/2025	9:00	10:00				3.75				1.00			4.75	w/p, pto		
Sat	8/2/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	11.75	11.00	0.00	1.75	7.00	1.00	7.50	40.00			
Weekly Total #1						0.00	1.75	6.75	2.50	2.00	12.25	7.25	7.50	40.00			
Total						0.00	13.50	17.75	2.50	3.75	19.25	8.25	15.00	80.00			
PTO/Holiday						0.00	13.50							13.50			
Overtime														0.00			
Total Regular								17.75	2.50	3.75	19.25	8.25	15.00	66.50			
Employee Signature:														Date:			

Time Card Report
7/20/2025 - 8/2/2025

Downloaded: 08/04/2025 02:04 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
07/20	SUN										3:30		
07/21	MON	8:46	17:15							8:29	8:30		
07/22	TUE	9:17	16:34							7:17	7:15		
07/23	WED	8:37	17:43							9:06	9:15		
07/24	THU	8:46	16:36							7:50	7:45		
07/25	FRI	0:00	0:00							0:00	2:45		
07/26	SAT	0:00	0:00							0:00	1:00		
07/27	SUN	0:00	0:00							0:00	1:00		
07/28	MON	10:00	16:59							6:59	7:00		
07/29	TUE	9:59	17:27							7:28	7:30		
07/30	WED	8:44	18:29							9:45	9:45		
07/31	THU	0:00	0:00							0:00	9:00		
08/01	FRI	0:00	0:00							0:00	4:45		
08/02	SAT	0:00	0:00							0:00	1:00		
TOTAL:										56:54	80:00		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Jordan Thompson

Payroll Period #

16

	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	7/20/2025													0.00	
Mon	7/21/2025	8:30	5:15					3.00		2.00	1.00		2.75	8.75	Rounds, Tower, Timesheet, Garbage, Cleaned out kubota, Mowed, Washed skid
Tue	7/22/2025	8:45	4:30					4.00					3.75	7.75	Rounds, Tower, Lagoon Sample, Garbage, Drag streets, Mowed, Counted manholes and gate valves
Wed	7/23/2025	8:55	5:00					4.00				2.00	2.00	8.00	Rounds, Tower, Sprayed weeds, Counted mans and gates, Fixed mower
Thur	7/24/2025	8:35	4:35					5.00					3.00	8.00	Rounds, Tower, Mowed, New speed sign
Fri	7/25/2025	8:30	4:30					7.00					1.00	8.00	Rounds, Tower, Mowed, Pleasant Lake
Sat	7/26/2025													0.00	
Weekly Total #1						0.00	0.00	23.00	0.00	2.00	1.00	2.00	12.50	40.50	40 Regular, .50 OT (.50 Streets)
Sun	7/27/2025													0.00	
Mon	7/28/2025	9:30	5:00					5.00					2.50	7.50	Rounds, Tower, Brush mowed
Tues	7/29/2025	9:05	5:05					4.00			2.00		2.00	8.00	Rounds, Tower, Mowed
Wed	7/30/2025	8:15	6:35					6.00			1.00	1.00	2.25	10.25	Rounds, Tower Mowed Cut trees
Thur	7/31/2025	8:50	4:50					4.00			2.00		2.00	8.00	Rounds, Tower, Fix trailer, Mowed
Fri	8/1/2025	8:45	5:20					4.00			2.00		2.50	8.50	Rounds, Tower, G-cans away, Bobcat- mower, Mowed, Dump, Plake
Sat	8/2/2025													0.00	
Weekly Total #2						0.00	0.00	23.00	0.00	0.00	7.00	1.00	11.25	42.25	40 Regular, 2.25 OT (2.25 Sewer)
Weekly Total #1						0.00	0.00	23.00	0.00	2.00	1.00	2.00	12.50	40.50	
Total						0.00	0.00	46.00	0.00	2.00	8.00	3.00	23.75	82.75	
PTO/Holiday						0.00	0.00							0.00	
Overtime												2.25	0.50	2.75	
Total Regular								46.00	0.00	2.00	8.00	0.75	23.25	80.00	

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
07/20	SUN	0:00	0:00							0:00			
07/21	MON	8:29	17:15							8:46	8:45		
07/22	TUE	8:44	16:33							7:49	7:45		
07/23	WED	8:55	17:00							8:05	8:00		
07/24	THU	8:35	16:36							8:01	8:00		
07/25	FRI	8:34	16:30							7:56	8:00		
07/26	SAT	0:00	0:00							0:00			
07/27	SUN	0:00	0:00							0:00			
07/28	MON	9:25	17:01							7:36	7:30		
07/29	TUE	9:04	17:05							8:01	8:00		
07/30	WED	8:11	18:35							10:24	10:15		
07/31	THU	8:50	16:53							8:03	8:00		
08/01	FRI	8:47	17:20							8:33	8:30		
08/02	SAT	0:00	0:00							0:00			
TOTAL:										83:14	82:45		
Work Total (hrs):				Overtime (hrs)				Other (hrs):		Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Gina Harkness									
Payroll Period #	16	7/20/2025	to	8/2/2025					
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	7/20/2025								
Mon	7/21/2025	8:30	2:00				5.50	WFH: Emails, Budget, Meter Transfers Office: BiWeekly Payroll, Post Office, Timeclock, Out of Bounds Meter Report, Walk-Ins	
Tues	7/22/2025								
Wed	7/23/2025	8:15	1:15				5	WFH: Out of Bounds Meter Report, Online Deposits, Emails Office: Phone, Filing, Organzing	
Thurs	7/24/2025	9:00	2:00				5	Post Office, Water Billing, Phone	
Fri	7/25/2025	8:30	3:30				7	Post Office, Phone, Emails, Sams Gov Registration, Walk-Ins, Property Management, 2nd Invite to Meeting Notice, BC Sheriff Harvest Day Check, Budget	
Sat	7/26/2025								
	Weekly Total						22.5		
Sun	7/27/2025								
Mon	7/28/2025	9:00	1:45				4.75	Post Office, Walk-Ins, Emails, Budget, Email Minute to Paper, Q2 WSI Report	
Tues	7/29/2025	8:30	11:45				3.25	WFH: Emails, Submit Q2 WSI Report, Start Bank Recon	
Wed	7/30/2025	10:00	6:00	11:00	12:15		9.25	Post Office, Bank, Phone, Walk-Ins, Emails, Minutes, Budget WFH: Nuisance Spreadsheet	
Thurs	7/31/2025	9:00	11:00				2	Email Wang and Water Tower Demo Company, Budget	
Fri	8/1/2025	11:30	2:00				2.5	WFH: Budget, Minutes	
Sat	8/2/2025								
	Weekly Total						21.75		
	Grand Total						44.25		
Employee Signature:								Date:	

RECEIVED AUG 04 2024

Employee Name: William T. Sullivan								Payroll Period:
Date:	Start	End	Start	End	Landfill Hrs.	Total Hrs	Brief Description of Work Activity	
7/2/25	5pm	8:30			3.5	3.5	DUMP ATTENDANT	
7/5/25	9am	4:00pm			7	7	" "	
7/9/25	5pm	8:30pm			3.5	3.5	" "	
7/12/25	9am	4:00pm			7.0	7.0	" "	
7/16/25	5pm	8:30pm			3.5	3.5	" "	
7/19/25	9am	4:00pm			7.0	7.0	" "	
7/23/25	5pm	8:30pm			3.5	3.5	" "	
7/26/25	9am	4:00pm			7.0	7.0	" "	
7/30/25	5pm	8:30pm			3.5	3.5		
Monthly Total					42.0	45.50		
Employee Signature: William T. Sullivan					Date: 7/30/25			

July 31, 2025

RECEIVED JUL 30 2024

PAID TO THE CITY OF LEEDS

To: City of Leeds

From: Leeds Public Library Payroll

Connie Paulson (12 hrs. @ 11.50 per hr. July)
138.00

Maxine Follman (15 hrs. @10.50 per hr. July)
157.50
