

Employee Name: Alan Lundstrom														Payroll Period #		19	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	8/31/2025	9:00	10:00								1.00			1.00	w/p		
Mon	9/1/2025	8:30	4:30	4:30	5:30	8.00					1.00			9.00	holiday, w/p		
Tue	9/2/2025	8:30	5:30					1.00			4.00	4.00		9.00	r, w/p, thompsons sewer, gordan hawkings meter, pasta plant leak, pool guy, otp w/ lunde		
Wed	9/3/2025	8:30	10:30	1:30	5:30			3.00			2.00	1.00		6.00	r, w/p, leveled thompsons dirt, meeting with jack grabber, hangers, dogs to vet,		
Thur	9/4/2025	9:00	10:00				7.00				1.00			8.00	pto, w/p		
Fri	9/5/2025	10:00	4:00								3.00	1.00	2.00	6.00	w/p, soil conditioned roads, brought alex meter for trailer house, 811		
Sat	9/6/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						8.00	7.00	4.00	0.00	0.00	13.00	6.00	2.00	40.00			
Sun	9/7/2025	9:00	10:00								1.00			1.00	w/p		
Mon	9/8/2025	8:15	4:45					1.50			5.00	1.00	1.00	8.50	r, w/p, soil condioned roads, winterized bathrooms at parks, pasta plant leak confirmation, adjusted chlorine pumps, retested, adjuste speed signs		
Tues	9/9/2025	8:30	4:30	8:30	11:00			3.00	2.50		4.00	1.00		10.50	r, w/p drain pool, pump removal, embridge, DL parts sprayed mos.		
Wed	9/10/2025	8:45	7:45					6.00			4.00	1.00		11.00	r, w/p, adjusted chemical pumps, retested, pumped and bkew out pool, changed blades on brush mower, city council		
Thur	9/11/2025	8:30	4:30					4.00			2.00	2.00		8.00	r, w/p, dumptruck brakes , cleaned drains , lift station went down		
Fri	9/12/2025	2:00	8:30	9:00	10:00						1.00	6.50		7.50	w/p		
Sat	9/13/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	14.50	2.50	0.00	18.00	11.50	1.00	47.50	40 regular, 7.5 OT (6.5 Sewer, 1 Water)		
Weekly Total #1						8.00	7.00	4.00	0.00	0.00	13.00	6.00	2.00	40.00			
Total						8.00	7.00	18.50	2.50	0.00	31.00	17.50	3.00	87.50			
PTO/Holiday						8.00	7.00							15.00			
Overtime											1.00	6.50		7.50			
Total Regular								18.50	2.50	0.00	30.00	11.00	3.00	65.00			
Employee Signature:														Date:			

pw: leeds

8/31/2025 - 9/13/2025

Downloaded: 09/15/2025 11:56 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
08/31	SUN										1:00		
09/01	MON										9:00	Holiday	
09/02	TUE	8:28	17:28							9:00	9:00		
09/03	WED	8:24	10:24	13:36	17:27					5:51	6:00		
09/04	THU	0:00	0:00	0:00	0:00					0:00	8:00	PTO	
09/05	FRI	10:09	16:01							5:52	6:00		
09/06	SAT	0:00	0:00							0:00	1:00		
09/07	SUN	0:00	0:00							0:00	1:00		
09/08	MON	8:13	16:43							8:30	8:30		
09/09	TUE	8:27	16:22							7:55	10:30		
09/10	WED	8:40	19:46							11:06	11:00		
09/11	THU	8:39	16:33							7:54	8:00		
09/12	FRI	8:23								MP	7:30		
09/13	SAT	0:00								MP	1:00		
TOTAL:										56:08	87:30		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Jordan Thompson															Payroll Period #		19	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity			
Sun	8/31/2025													0.00				
Mon	9/1/2025	8:30	4:30			8.00								8.00	holiday			
Tue	9/2/2025	8:10	4:50					6.00				1.00	1.50	8.50	Rounds, Tower, Timesheets, Gordons meter, Fergesons, Hangers, Pool, Pasta plant, moved equipment			
Wed	9/3/2025	9:00	5:00					6.00			2.00			8.00	Rounds, Tower, Mowed			
Thur	9/4/2025	8:45	4:45					4.00		2.00		1.00	1.00	8.00	Rounds, Tower, Cleaned storms, Cleaned streets, Garbage, Shop floors			
Fri	9/5/2025	8:40	4:00					5.75			1.00		1.00	7.75	Rounds, Tower, Clean shop, Garbage, Plake			
Sat	9/6/2025													0.00				
Weekly Total #1						8.00	0.00	21.75	0.00	2.00	3.00	2.00	3.50	40.25	No OT beaucse of Holiday Pay			
Sun	9/7/2025													0.00				
Mon	9/8/2025	8:00	4:00					3.00			2.00	1.00	2.00	8.00	Rounds, Tower, Mowed (Pstangs & Cassidy) , Winterize bathrooms, -Dlake Cat- Bobcat- Napa -Parts and things for shop			
Tues	9/9/2025	8:00	4:00					8.00						8.00	Rounds, Tower, Mowed, Pumped pool down			
Wed	9/10/2025	9:00	3:00					5.00					1.00	6.00	Rounds, Tower ,Dump, Pulled pump at pool, New blades on brush mower			
Thur	9/11/2025	8:30	4:00	2:00	9:00			4.50			1.00	7.00	2.00	14.50	pickup -- Late night clean drains and pumped liftstation, Otttertail- blown fuse (2am-9 am missed punch)			
Fri	9/12/2025	8:30	11:30				3.00							3.00	(worked previous night) Pto			
Sat	9/13/2025													0.00				
Weekly Total #2						0.00	3.00	20.50	0.00	0.00	3.00	8.00	5.00	39.50				
Weekly Total #1						8.00	0.00	21.75	0.00	2.00	3.00	2.00	3.50	40.25				
Total						8.00	3.00	42.25	0.00	2.00	6.00	10.00	8.50	79.75				
PTO/Holiday						8.00	3.00							11.00				
Overtime														0.00				
Total Regular								42.25	0.00	2.00	6.00	10.00	8.50	68.75				
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
08/31	SUN	0:00								MP			
09/01	MON	0:00								MP	8:00	Holiday	
09/02	TUE	8:11	16:50							8:39	8:30		
09/03	WED	9:07	17:06							7:59	8:00		
09/04	THU	8:44	16:41							7:57	8:00		
09/05	FRI	8:38	16:01							7:23	7:45		
09/06	SAT	0:00	0:00							0:00			
09/07	SUN	0:00	0:00							0:00			
09/08	MON	8:06	16:07							8:01	8:00		
09/09	TUE	8:02	16:04							8:02	8:00		
09/10	WED	8:59	15:04							6:05	6:00		
09/11	THU	8:33	16:05							7:32	14:30		
09/12	FRI	2:42	8:23							5:41	3:00	PTO	
09/13	SAT	0:00	0:00							0:00			
TOTAL:										67:19	79:45		
Work Total (hrs):				Overtime (hrs)				Other (hrs):		Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Gina Harkness									
Payroll Period #	19	8/31/2025	to	9/13/2025					
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	8/31/2025								
Mon	9/1/2025							Holiday---Labor Day	
Tues	9/2/2025	8:30	3:00				6.5	Post Office, BiWeekly Payroll, Monthly Payroll, Timeclock, Meter Reads, Door Hangers, Walk-Ins	
Wed	9/3/2025	8:45	5:00				8.25	Post Office, Walk-Ins, Phone, Sams.gov, AP, Graber Elevator Walk Around, Pet Liences	
Thurs	9/4/2025								
Fri	9/5/2025	9:00	3:15				6.25	Post Office, Phone, AP, Walk-Ins, Meeting Prep	
Sat	9/6/2025								
	Weekly Total						21		
Sun	9/7/2025								
Mon	9/8/2025	8:45	1:00				4.25	Bak, Post Office, Phone, Filing and Organizing, AP	
Tues	9/9/2025	8:45	3:00				6.25	Bank, Post Office, Bank Draft, Minutes, Bank Recon, Water Loop Connection Information to the State	
Wed	9/10/2025	8:30	7:45				11.25	Meeting Prep, Meeting	
Thurs	9/11/2025								
Fri	9/12/2025						6.5	WFH: Paving Post, PTO	
Sat	9/13/2025								
	Weekly Total						28.25		
	Grand Total						49.25		
Employee Signature:		Gina Harkness						Date: 9/15/25	

Employee Name: alan lundstrom														Payroll Period #		20	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	9/14/2025	9:00	10:00								1.00			1.00	w/p		
Mon	9/15/2025	8:45	6:30								3.00	2.75	4.00	9.75	r,w/p, risers on manholes, pasta plant		
Tue	9/16/2025	8:45	5:45								2.00	3.00	4.00	9.00	r, w/p, risers, pasta plant, culverts, bectold,		
Wed	9/17/2025	8:45	6:00					2.25			1.00	3.00	3.00	9.25	r, w/p, jetteed pasta plant, bectold, amb call, otp/deq, gravel to lowells		
Thur	9/18/2025	8:30	4:30					2.00			1.00	2.00	3.00	8.00	r,w/p,culvert, minewaken for culvert, mike from bectold, hauled gravel, storm sewers		
Fri	9/19/2025	8:30	3:00					2.50			1.00	3.00		6.50	r, w/p, storm drains , organized shop, put equipment away		
Sat	9/20/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	6.75	0.00	0.00	10.00	13.75	14.00	44.50	40 regular, 4.50 OT (3 Sewer, 1.50 Water)		
Sun	9/21/2025	9:00	10:00								1.00			1.00	w/p		
Mon	9/22/2025	8:00	5:00					2.50			1.00	1.00	4.50	9.00	r, w/p amb call, sprayed weeds, sprayed cendak, minnewaken to bring trailer back,		
Tues	9/23/2025	8:30	4:30					3.00			4.00	1.00		8.00	r, w/p, backflushed, flushed hydrants, receipts, otp james, emptied cardboard trailer		
Wed	9/24/2025	8:00	4:30					7.50			1.00			8.50	training w/ RW, w/p		
Thur	9/25/2025	8:15	5:30					3.25			1.00	1.00	4.00	9.25	r, w/p, cut trees, measured w kyle for trees, cleaned culvert drain,nusense animal, sign at school, multch to town		
Fri	9/26/2025	8:45	8:30					8.25			2.50	1.00		11.75	r, w/p, dumpsters, receipts, o/c on ss, p-lake, trees with kyle		
Sat	9/27/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	24.50	0.00	0.00	11.50	4.00	8.50	48.50	40 Regular, 8.50 OT (3.50 Water, 1.50 Sewer, 3.50 General)		
Weekly Total #1						0.00	0.00	6.75	0.00	0.00	10.00	13.75	14.00	44.50			
Total						0.00	0.00	31.25	0.00	0.00	21.50	17.75	22.50	93.00			
PTO/Holiday						0.00	0.00							0.00			
Overtime								3.50			5.00	4.50		13.00			
Total Regular								27.75	0.00	0.00	16.50	13.25	22.50	80.00			
Employee Signature:														Date:			

pw: leeds

Time Card Report
9/14/2025 - 9/27/2025

Downloaded: 09/29/2025 09:58 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
09/14	SUN										1:00		
09/15	MON	8:46	18:34							9:48	9:45		
09/16	TUE	8:41	17:42							9:01	9:00		
09/17	WED	8:45	17:54							9:09	9:15		
09/18	THU	8:38								MP	8:00		
09/19	FRI	8:39	15:05							6:26	6:30		
09/20	SAT	0:00	0:00							0:00	1:00		
09/21	SUN	0:00	0:00							0:00	1:00		
09/22	MON	8:07	17:02							8:55	9:00		
09/23	TUE	8:36	16:36							8:00	8:00		
09/24	WED	15:37								MP	8:30		
09/25	THU	8:18	17:35							9:17	9:15		
09/26	FRI	8:53	20:32							11:39	11:45		
09/27	SAT	0:00	0:00							0:00	1:00		
TOTAL:										72:15	93:00		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Jordan Thompson														Payroll Period #		20	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	9/14/2025													0.00			
Mon	9/15/2025	8:30	4:45					4.00				1.00	3.25	8.25	Rounds, Tower, Streets/risers, Rittermans, Flushed hydrants, Timesheet		
Tue	9/16/2025	8:45	4:25					3.50			2.00		2.00	7.50	Rounds, Tower, Rittermans, Bechtolts streets, Cleaned culverts, Garbage		
Wed	9/17/2025	8:20	5:10					5.00		1.00			2.75	8.75	Rounds, Tower, Rittermans, Log at Linda's, Minot water sample, Chemical check, Chlorine test (missed morning punch)		
Thur	9/18/2025	8:30	4:30					5.00			1.00	1.00	1.00	8.00	Rounds, Tower, Mowed RR, Rittermans- gravel		
Fri	9/19/2025	8:30	2:45				1.25	3.00			2.00		1.25	7.50	Rounds, Tower, Study for tests, Cleaned up shop/ equipment, pto		
Sat	9/20/2025													0.00			
	Weekly Total #1					0.00	1.25	20.50	0.00	1.00	5.00	2.00	10.25	40.00			
Sun	9/21/2025													0.00			
Mon	9/22/2025	8:15	4:50					4.50			2.00		2.00	8.50	Rounds, Tower, Study for test, Mowed		
Tues	9/23/2025	8:35	4:35					2.00			3.00	1.00	2.00	8.00	Rounds, Tower, Flushed hydrants, Burned cardboard, Trailer- dump, Trevor - meter		
Wed	9/24/2025	7:30	3:30					8.00						8.00	Training- devils lake		
Thur	9/25/2025	8:05	4:35					5.00			1.50		2.00	8.50	Rounds, Tower, Cut trees, Chips to lot, Property pins		
Fri	9/26/2025	8:15	4:30					2.25			5.00	1.00		8.25	Rounds, Tower, Flushed hydrants, timesheet		
Sat	9/27/2025													0.00			
Weekly Total #2						0.00	0.00	21.75	0.00	0.00	11.50	2.00	6.00	41.25	40 Regular, 1.25 OT (1.25 Water)		
Weekly Total #1						0.00	1.25	20.50	0.00	1.00	5.00	2.00	10.25	40.00			
Total						0.00	1.25	42.25	0.00	1.00	16.50	4.00	16.25	81.25			
PTO/Holiday						0.00	1.25							1.25			
Overtime											1.25			1.25			
Total Regular								42.25	0.00	1.00	15.25	4.00	16.25	78.75			
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
09/14	SUN	0:00	0:00							0:00			
09/15	MON	8:26	16:47							8:21	8:15		
09/16	TUE	8:45	16:23							7:38	7:30		
09/17	WED	17:09								MP	8:45		
09/18	THU	8:31	16:25							7:54	8:00		
09/19	FRI	8:31	14:43							6:12	7:30		
09/20	SAT	0:00	0:00							0:00			
09/21	SUN	0:00	0:00							0:00			
09/22	MON	8:14	16:47							8:33	8:30		
09/23	TUE	8:38	16:35							7:57	8:00		
09/24	WED	7:34	15:37							8:03	8:00		
09/25	THU	8:05	16:33							8:28	8:30		
09/26	FRI	8:13	16:38							8:25	8:15		
09/27	SAT	0:00	0:00							0:00			
TOTAL:										71:31	81:15		
Work Total (hrs):						Overtime (hrs)		Other (hrs):		Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Gina Harkness									
Payroll Period #		20	9/14/2025	to	9/27/2025				
Date:	Start	End	Start	End	PTO	OT	Hours		
Sun	9/14/2025								
Mon	9/15/2025	9:30	2:15				4.75	Post Office, Bank, 941 Payment, BiWeekly Payroll, Timeclock, NDTC Email Hack Call, Verizon Fraud Call	
Tues	9/16/2025	9:00	3:00				6	Post Office, ND Pers Report, Sams Registration, AP Checks	
Wed	9/17/2025	8:45	4:15				7.50	Post Office, Walk-Ins, Phone, Insurance Checks, Filing & Organzing, AP Check, Online Payments in Banyon	
Thurs	9/18/2025								
Fri	9/19/2025	8:30	3:45				7.25	Post Office, Bank, Misc. Depoist, WSG Deposit, Late Fees, Water Billing	
Sat	9/20/2025								
	Weekly Total						25.50		
Sun	9/21/2025								
Mon	9/22/2025	8:45	11:45				3	Post Office, Bank, Email Aaron with the State Plans for Waterlooop	
Tues	9/23/2025	10:15	3:00				4.75	Post Office, Phone, Filing & Organizing, Meter Log Report for Park Vue Apartment B, Water Bill Credit	
Wed	9/24/2025	8:30	4:30				8	Post Office, Walk-Ins, Phone, Filing & Organizing	
Thurs	9/25/2025								
Fri	9/26/2025	9:15	3:15				6	Post Office, Walk-Ins, Clean-Up Email Inbox for Storage, Water & Wastewater Survey Finding Report w/ AI, Start Bank Recon	
Sat	9/27/2025								
	Weekly Total						21.75		
	Grand Total						47.25		
Employee Signature:		Gina Harkness						Date: 9/29/25	

September 30, 2025

RECEIVED SEP 30 2025

To: City of Leeds

From: Leeds Public Library for Payroll

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

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

Employee Name: <i>William T. Sullivan</i>								Payroll Period:	
Date:	Start	End	Start	End	Landfill Hrs.	Total Hrs	Brief Description of Work Activity		
8/24/25	9am	4pm			7hrs	7hrs			
9/3/25	5pm	8:30pm			3.5hrs	3.5hrs			
9/6/25	0	0			0	0	Bout of food poisoning - dump closed		
9/10/25	5pm	8:30pm			3.5hrs	3.5hrs			
9/13/25	9am	4pm			7hrs	7hrs			
9/17/25	5pm	8:30pm			3.5hrs	3.5hrs			
9/20/25	9am	4pm			7hrs	7hrs			
9/24/25	5pm	8:00			3hrs	3hrs			
9/24/25	9am				7hrs	7hrs			
Monthly Total					41.5	41.5			
Employee Signature: <i>William T. Sullivan</i>						Date: <i>9/27/25</i>			

RECEIVED SEP 29 2025