FROMBERG TOWN COUNCIL PUBLIC HEARING AGENDA
PUBLIC HEARING TIME IS 6:30 PM AT
FROMBERG TOWN HALL, 118 W RIVER STREET

Tuesday June 10, 2024

PLEDGE OF ALLEGIANCE:

PUBLIC HEARING ON PROPOSED RATE INCREASES FOR WATER, SEWER AND GARBAGE:

- The council will hear all persons presenting recommendations or objections relative to the proposed rate increases/changes.

ADJOURN:

Conduct at Public Meetings

The public is invited to speak on any item under discussion by the Council, after recognition by the presiding officer.

The speaker should stand, and for the record, give his/her name and address, and, if applicable, the person, firm or organization he/she represents. Comments should be limited to three (3) minutes unless approval by the presiding officer, and citizens requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.

Prepared statements are welcomed and should be given to the Clerk of the Council. Prepared statements that are also read, however, shall be deemed unduly repetitious. All prepared statements shall become part of the hearing record.

While the City Council is in session, those in attendance must preserve order and decorum. A member shall not delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking or refuse to obey the orders of the Council or its presiding officer.

Any person making personal, impertinent or slanderous remarks or who shall become boisterous or disruptive during the Council meeting shall be forthwith barred from further presentation to the Council by the presiding officer, unless permission to continue be granted by the presiding officer or a majority vote of the Council.

The Fromberg Town Council reserves the right to amend these rules of procedure as deemed necessary.

FROMBERG TOWN COUNCIL AGENDA
MEETING TIME IS MONDAY JUNE 10, 2024 AT 7:00 PM
FROMBERG TOWN HALL, 118 W RIVER STREET

(Discussion And Possible Action on All Items.)

Monday June 10, 2024

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

APPROVAL OF MINUTES:

- May 13, 2024
- May 22, 2024

CORRESPONDENCE:

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

MAYOR / COUNCIL:

- This is a time when the Mayor or the Council members can bring a concern before the council that is not otherwise listed on the agenda. No action can be taken at this time. If action is necessary, the item may be put on the next meeting agenda.

FISH WILDLIFE & PARKS REPORT:

SHERIFF DEPARTMENT REPORT:

SPECIAL EVENTS APPLICATION:

- Fromberg Days

OLD BUSINESS:

- Burn Pile Location & Rules
- Review and Approve Engineering Quote for Riverbank Project
- Discus changes to Personnel Policy

NEW BUSINESS:

- Resolution #529 Increase Water Rates
- Resolution #530 Increase Sewer Rates
- Resolution #531 Increase Garbage Rates
- Resolution # 532 Employee Pay Scale
- Resolution #533 Approve a Spending Policy

TOWN ATTORNEY: Dennison Butler

PUBLIC WORKS DIRECTOR: Marcus Schutterle

TOWN CLERK: Kirstin Sweet

APPROVE CLAIMS:

APPROVE PAYROLL SUMMARY:

ADJOURN:

Conduct at Public Meetings

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FROMBERG TOWN COUNCIL MINUTES FOR A REGULAR MEETING
HELD ON MAY 13, 2024

The May 13, 2024 meeting of the Fromberg Town Council was held at 118 W River Street in Fromberg. The Pledge of Allegiance was recited, and the meeting was called to order at 7:00 pm by Mayor Tim Nottingham. Other council members present were Nate Caton, Robert Haseman, Michael Ventling and Tammy Taylor. Others present were Chad Hanson, Nathan Bilyeu, Ryan Coffman, Brandon Sandback, Irwin Sankey, Elton Kirtley, Jerry Hall, Gloria Weiss, Carol Jones, Keith McElhaney, Nick _____, Dan _____, Marge Taylor, Cyrill Hergenrider, Lorrie Simpson, Carbon County Sherriff Officer Jon Croft, Town Attorney Dennison Butler and Clerk Pro Tem Kirstin Sweet.

The first item on the agenda was approval of the minutes from the April 8, 2024 meeting. A motion to approve the minutes was made by Councilwoman Taylor, seconded by Councilman Ventling. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye.

Next on the agenda was correspondence. There was no correspondence.

Next on the agenda was public comment. Carol Jones thanked the council and the town for having a burn pit open.

The Mayor and Town Council were next on the agenda. Councilwoman Taylor informed the council that the Fromberg Improvement Committee received a grant for fencing around the baseball field. She would like to have an agreement with the Town that their improvements will be maintained once they are established. Councilman Ventling also asked about the gravel that had been delivered for the Town.

Next on the agenda was the Sheriff Department's report. Office Jon Croft presented the council with stats from the month of April.

Special Events Application was next on the agenda. The only application was from Carbon & Stillwater Coed Softball. Tammy Lynn and Cyrill Hergenrider asked the council to approve the application pending insurance being provided before the first event on June 8, 2024. A motion to approve the application was made by Councilwoman Taylor, seconded by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye.

Old business was next on the agenda. The first item of old business was the burn pile location and rules. Discussion was had regarding the proposed rules and location of a burn pile as well as how to manage the burn pit. A motion to approve the rules as amended during the discussion was made by Councilman Ventling. The motion was seconded by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. The second item was the riverbank project. Councilman Ventling has discussed the project with the Stillwater Conservation and DNRC. Mayor Nottingham gave an update as well as he spoke with Stillwater Conservation and Commissioner Scott Blain. Discussion was had regarding updates regarding the project. Discussion was had about the money that was given by several people for the project, however some people want their money back.

New Business was next on the agenda. The first item of new business was to award a garbage contract. Discussion was had comparing the proposals from MacKenzie and Republic Services. Clerk Sweet reviewed the proposals for the council. A motion to award the contract to Republic Services was made by Councilwoman Taylor, seconded by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. The next item was to

approve the notice of award and task order amendments for the ARPA projects. Chad Hanson from Great West Engineering explained the items to the council. A motion was made by Councilman Caton and seconded by Councilman Ventling to move the approval of the notice of award and task orders to after Resolution #258 on the agenda. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Nathan Bilyeu with Jackson, Murdo & Grant explained the issuance of the water bond. A motion to approve Resolution #524 issuance of water bond was made by Councilman Caton, second by Councilman Ventling. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Nathan Bilyeu explained the issuance of the sewer bond. A motion to approve Resolution #525 issuance of sewer bond was made by Councilman Ventling, second by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Nathan Bilyeu explained the water rate resolution. A motion to approve Resolution #526 intent to increase the water rates was made by Councilman Caton, second by Councilman Haseman. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Nathan Bilyeu explained the sewer rate resolution. A motion to approve Resolution #527 intent to increase the sewer rates was made by Councilman Ventling, second by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Clerk Sweet explained the garbage rate resolution. A motion to approve Resolution #528 intent to increase the garbage rates was made by Councilman Ventling, second by Councilman Caton. Public comment was given by Elton Kirtley regarding the delinquent charges. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Next was approval of the notice of award and task order amendments. A motion to approve them was made by Councilman Caton, seconded by Councilwoman Taylor. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. The nest item of new business was credit cards for the Town employees. Clerk Sweet explained the need for credit cards rather than debit cards. She also explained the advantages of Cenex fleet cards. Discussion was had regarding limits for the cards. A motion to approve credit cards and fleet cards with a limit of $1000 on the credit cards was made by Councilman Caton, seconded by Councilman Ventling. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Approve the Midco diving quote was next on the agenda. Discussion was regarding the quote and the water tank cleaning and inspection. A Motion to approve the quote was made by Councilman Ventling, seconded by Councilwoman Taylor. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. Next was a discussion regarding a spending policy. Discussion was had regarding thresholds for each level of spending and who should decide at each threshold. Clerk Sweet will have a resolution for a spending policy at the next meeting. The last item of new business was the personnel policy. Discussion was had regarding changes that need to be made to the policy. However, due to the late hour a motion was made by Councilman Haseman to table the item. The motion was seconded by Councilman Caton. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye.

Attorney Butler had nothing additional to report.

Public Works Director Schutterle was not present.

Clerk Sweet updated the council on items she has been working on.

The next item of business was the approval of claims. Department heads answered questions regarding the claims. Councilman Ventling made a motion to approve the claims including check #23080 to #23104 and electronic checks #-99892 to #-99891. The motion was seconded by Councilman Caton. The motion carried with

the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye.

Next on the agenda was the Payroll Summary. Councilman Caton motioned to approve the payroll summary including check #23069 to #23074 and electronic checks #-89061 to #-89054. Councilman Ventling seconded the motion. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye.

There being no further business, Councilman Caton motioned to adjourn. The motion was seconded by Councilman Haseman. The motion carried with the votes as follows: Councilman Caton – aye, Councilman Haseman – aye, Councilman Ventling – aye and Councilwoman Taylor – aye. The meeting was adjourned at 9:31 pm.

_____

ATTEST: Tim Nottingham, Mayor

_____

Kirstin Sweet, Town Clerk Pro Tem

TOWN OF FROMBERG
SPECIAL EVENTS APPLICATION

Name/ Purpose of Special Event: Fromberg Days/Diane Dalin Fun Run

Area Proposed for Special Event: Town Fromberg main Street park + Tomahawk paths

Date and Duration of Special Event: Aug 17th 2024

Number of People Anticipated to Attend: 2-250-2

Please check the requirements applicable to your special event:

☒ **Street/Alley Closure Requested.** (If a street closure is requested, the applicant must provide evidence that the applicant has notified each property owner or its authorized representative abutting the proposed use area of the special event)

☒ **Security Needed.** (In the event that alcohol is being served, the event holders must arrange and pay for security. Contact the Fromberg Police Chief for details). Sherrif approved + if they are doing it they are donating time. If myself + Chris Dubois are doing it our time is donated as well.

☐ **Trash Removal.**

☐ **Number of Restrooms/Latrines needed** none.

☒ **Alcoholic beverages will be sold during special event. Specify the location and size of the area where alcoholic beverages will be sold/consumed:** Park main street + outside events for tomahawk whichever Nate needs covered.

☒ **Waiver of Open Alcohol Prohibition Requested.**

☒ **Proof of Insurance Provided.** (In the event that alcohol, fireworks or rodeo are involved in the special event, the event holders must provide proof of liability insurance as required in Fromberg's special events policy).

☐ **Clean-up Deposit Paid in the Amount of** _____.

Deadline for Filing. The application must be filed at least 45 days prior to the event and the application must be approved by the Fromberg Town Council at a regular meeting prior to the event.

6/10/24
Date

Rachel Boyd
Signature of Applicant

FROMBERG TOWN COUNCIL ACTION ON APPLICATION

Applicant:

_____
_____
_____

At a meeting of the Fromberg Town Council held _____ the Council voted for the following action on your Special Events Application:

□ Special Event Application APPROVED without restrictions.

□ Special Event Application APPROVED with the following restrictions:

_____
_____
_____

□ Security approved for ____ officers at $____ per hour/per officer.

□ Special Event Application DENIED.

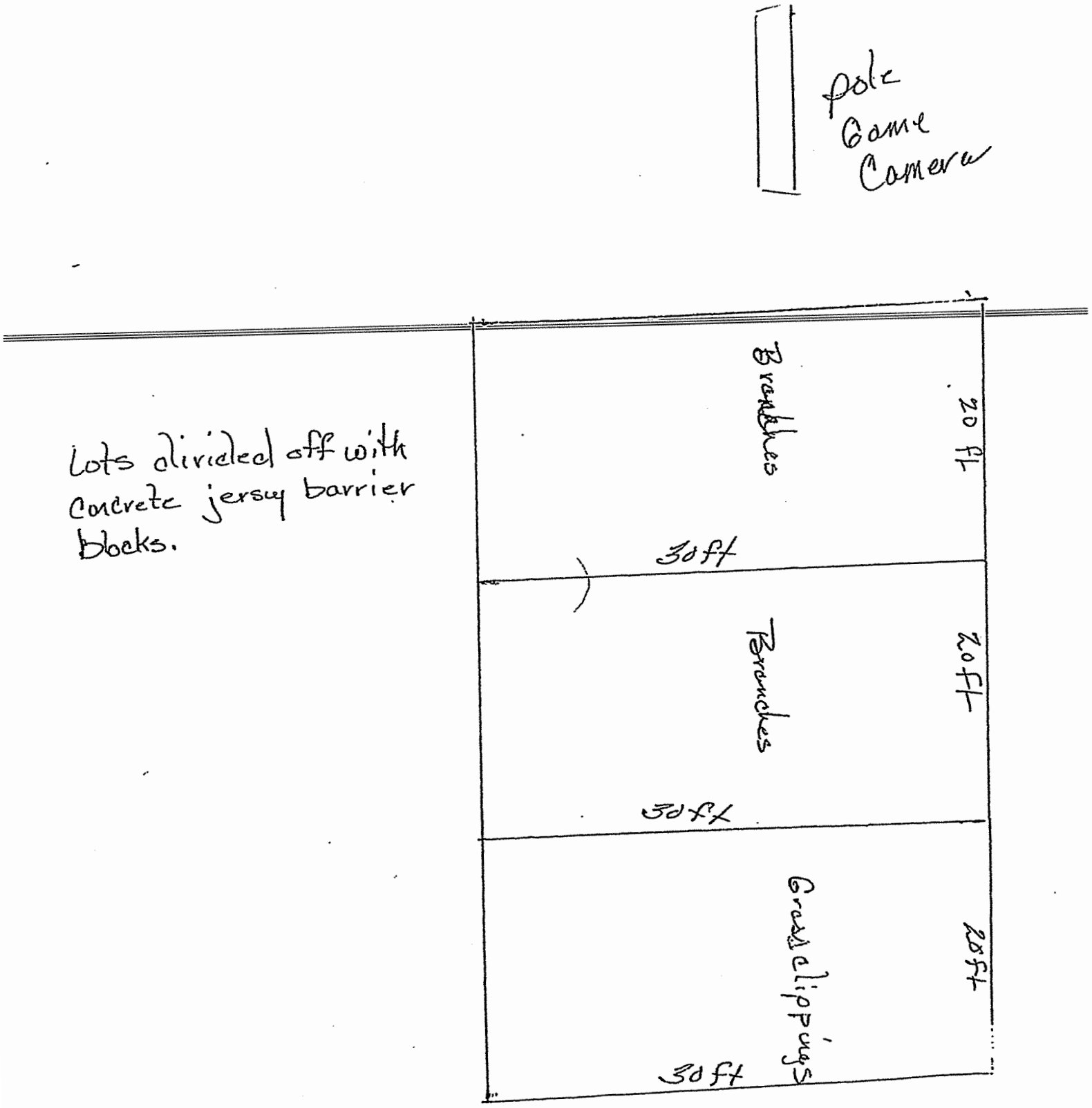
Dated:

_____
Fromberg Mayor

Burn Pit Rules

1. Any person wishing to utilize the burn pit must present a water bill to access the burn pit.
2. Yard debris only! No other dumping of garbage is allowed.
3. All branches need to be cut into 8-foot lengths and the diameter must be 4 inches or less.
4. Amy leaf, mulch or grass clippings will be dumped in designated area only.
5. The burn pit will be staffed volunteers. A calendar will be available in the Clerk's office for volunteers to signup and so the public know when the site will be open.
6. Entry to the burn pit area is only allowed when volunteers are available to staff the site.
7. The burn pit will only be accessible from May 1 to November 1 of each year.
8. Any person harassing volunteers or disregarding the rules will be banned from using the burn permit.
9. Any person who is caught dumping debris that is not allowed or accessing the burn pit area when it is closed will be charged. The penalty for that charge will be $250/occurrence.

Example of what the area might look like.



May 21st, 2024

Town of Fromberg
118 West River Street
PO Box 236
Fromberg, MT 59019

Re: 230708.1 FROMBERG EWP PROJECT COMPLETION / Scope of Services

Mayor Nottingham:

WGM Group, Inc. (WGM) is pleased to provide this proposal for completion of the required engineering and permitting services to stabilize the riverbank and restore conveyance capacity on the Clark's Fork River immediately upstream of the East River Street bridge located in Fromberg, Montana. The Project is enrolled in the Emergency Watershed Protection (EWP) program and the affected properties are owned by Jeanna Ruot, Magdalena Wittmer, Joseph & Gloria Weiss, Dennis & Karen Teichroew, and Mike & Kelle Ventling (DSR# 30-02-22-5044-056). The below scope reflects WGM's current project understanding based on discussions with NRCS staff and Floodplain permitting requirements.

SCOPE OF SERVICES

The following tasks outline general work scope, sequence, and associated budget estimates. WGM Group will coordinate findings with the Town of Fromberg's designated representative as work progresses to avoid unnecessary scope effort. Phases in grey have been previously completed but are included for reference only. Phases in black text are those to be completed. WGM Group has or will provide the following services:

Phase 01: Geomorphic Assessment & Recommendations **Previously Completed**

From a desktop review of the situation, it is apparent that not only does the bank need to be stabilized but there is a conveyance problem with this reach of river; evidenced by mid-channel gravel bars that can be seen on aerial photography. WGM will perform a geomorphic assessment to identify opportunities to restore channel conveyance and sediment transport capabilities through this reach. A 2D HECRAS model will be developed, without bathymetry, to visualize potential problems upstream that exacerbated the recent flooding in Fromberg. The reach adjacent to the impacted bank will be evaluated against a reference reach to identify the proper width to depth ratio that the channel should be, and the East River Street bridge will be analyzed to identify if the current span is sufficient to accommodate the appropriate conveyance and sediment transport of the river.

Deliverables: Technical Memorandum of findings and budgetary cost estimate to address the issues found during the assessment process. WGM will attend a meeting with the Client and NRCS to present the findings and finalize the elements that will be implemented for this Project.

Exclusions: The following phases are scoped currently for only the work identified in the Damage Survey Report. Additional scope identified through this phase will be added at the Client's request though a contract amendment.

Phase 02: Drone Survey & Channel Data Collection **Previously Completed**

Site topographic data will be collected via aerial drone photogrammetry encompassing the immediate Project area and relevant upstream and downstream channel topographic data. Channel bottom (below water surface) will be approximated based on hydraulic calculations and field observations. CAD drawings will be created to serve as base drawings for design and permitting. Ground control targets will be set for subsequent ground survey (if required for floodplain permit). A Pix4D model will be developed as an online planning resource. Scaled existing conditions planning maps will be developed with aerial image and topographic contours.

Deliverables: Existing condition topographic site map and CAD file. Imagery and topography will be georeferenced on the Montana State Plane Coordinate System.

Exclusions: Ground and bathymetric survey are not included. Additional survey may be required to support hydraulic modeling and “No Rise” analysis for floodplain permitting (pending results of Phase 04). These additional services can be added through a contract amendment.

Phase 03: Design Development **Previously Completed**

WGM will coordinate design objectives with the Client and evaluate two design alternatives, material quantities, and budgetary construction cost estimate (50%+/- accuracy). A summary of anticipated permit requirements and budgetary costs will be prepared.

Deliverables: Two design alternatives, permit summary, and budgetary cost estimate.

Exclusions: Ground and bathymetric survey are not included. Additional survey may be required to support hydraulic modeling and “No Rise” analysis for floodplain permitting (pending results of Phase 04). These additional services can be added through a contract amendment.

Phase 04: Permit Drawings, Budget Estimate, & Joint Application **Previously Completed**

A Permit Drawing Set will be prepared to support obtaining necessary environmental permits (310 Permit, 404 Permit, Floodplain Permit, etc.). Design drawings are anticipated to be completed in an iterative fashion (i.e. conceptual, preliminary, final design) to support Client coordination. A budgetary Engineer’s opinion of probable cost (OPC) will be prepared to evaluate alternatives and project economic feasibility. WGM will also prepare and submit a complete Joint Application to initiate the environmental permitting process.

Deliverables: Permit Drawing Set, Engineer’s OPC, Completed Joint Application

Exclusions: A wetland delineation may be required depending on agency coordination. Additional survey may be required to support hydraulic modeling and “No Rise” analysis for floodplain permitting. These additional services can be added through a contract amendment.

Phase 05: NRCS Design Report Revisions **$15,354**

A Design Report was previously prepared in accordance with NRCS guidelines to document bank stability (shear and scour calculations) and preliminary hydraulic analysis to support floodplain permitting and coordination with the Carbon County Floodplain Administrator to determine if a formal "No-Rise" analysis would be required.

Comments were received by NRCS on 02/13/24 and the Floodplain Administrator on 05/07/24 requiring that all NRCS comments be addressed and that a Final Design Report be submitted. WGM will address these comments to NRCS's satisfaction and produce Released for Construction (RFC) Plans & Specifications for the Town and selected Contractors use.

Deliverables: Final NRCS Design Report, RFC Plans & Specifications.

Exclusions: If additional revisions to the RFC Plans & Specifications are requested by the Town, an amendment to this phase will be presented to the Town for review and approval.

Phase 06: Final Permitting and "No-Rise" Analysis & Report **$11,321**

To WGM's knowledge all required environmental permits have been obtained but have not all been provided to WGM Group. Please provide a copy of all permits so that RFC Plans & Specifications reflect any additional requirements that require permit compliance. Also, an extension may need to be applied for, for the SPA 124 Permit; WGM will confirm if the Conservation District accomplished this Task and complete it, if needed. Construction related permits (to be obtained by your selected Contractor) have not been addressed and are solely the responsibility of the Contractor.

A quantitative "no-rise" analysis will be performed and utilize the previously obtained additional survey to develop two accurate cross sections in the proposed area of disturbance; the unsurveyed part of the cross sections will be idealized from the end of the obtained bathymetry to the LiDAR topography on the right bank (looking downstream) of the Clarks Fork of the Yellowstone. This analysis will be provided in accordance with *Post-2022 Montana Flood Event Policy and "No-Rise" Guidance* issued 08/03/22 by FEMA Region VIII.

Deliverables: SPA 124 Permit Extension (if needed) and Quantitative "No-Rise" Report & HEC-RAS Models.

Exclusions: If a "no-rise" cannot be achieved with the current design configuration the proposed floodplain bench width will be reduced to achieve a "no-rise". Efforts to do this are unknown at this time and if required (depends on complexity) will also require an amendment to this phase. Any amendments to this phase will be presented to the Town for review and approval.

Phase 07: Construction Oversight & Coordination **TBD**

The level of construction coordination is dependent on Client and/or Contractor comfortability in building the final design, and the construction timeline. WGM recommends at a minimum a construction coordination meeting at the Project start and a single site visit during active construction to coordinate installation variables and completed Project expectations. Construction staking is highly recommended to control quantities and to ensure that the Construction conforms to the permitted design; as at the end of construction WGM will have to certify that the improvements were installed as permitted. If they are not, then WGM cannot certify the construction.

Phase 08: 106 Consultation Efforts **Previously Completed**

In order to receive USACE permits and be in compliance with the NRCS EWP Program; a 106 Consultation is necessary to comply with the Historic Preservation Act.

Deliverables: Field archaeological survey and inventory. 106 Consultation Report.

Phase 09: Site & Bathymetric Survey **Previously Completed**

Due to the proposed encroachment of bank stabilization measures into the Clarks Fork of the Yellowstone site and bathymetric survey is necessary to calculate accurate quantities of needed materials and also to support a qualitative "no-rise" analysis for permitting purposes.

Deliverables: Revised 90% Plans with obtained survey, specifications, revised engineers estimate, and revised bid tab for obtaining a revised bid from the selected Contractor.

Exclusions: The quantitative "no-rise" analysis will utilize the additional survey to develop two accurate cross sections in the proposed area of disturbance; the remaining part of the cross sections will be idealized from the end of the obtained bathymetry to the LiDAR topography on the right bank (looking downstream) of the Clarks Fork of the Yellowstone. If the Floodplain Administrators determine that additional bathymetry is required, an amendment to this phase will be presented to the Town for review and approval.

ADDITIONAL SERVICES

Services not specifically described in the tasks above are not included in this scope of work.

FEE ESTIMATE

All remaining Phases will be billed on a Time and Materials (T&M) basis, with an estimated cost for Phase 05 and 06 of **$26,675**. Phase 07 will be billed on a T&M basis and an estimated cost will be provided once the Town has decided how much and what specific support they would prefer WGM provide, we are happy to discuss the specific of this with you at your convenience. Fees are valid through August 2024 and may need to be adjusted if the Project extends beyond this date. A cost estimate summary is provided below, and a detailed hourly estimate is attached.

COST ESTIMATE SUMMARY	
01 – Geomorphic Assessment & Recommendations	Completed
02 – Drone Survey & Channel Data Collection	Completed
03 – Design Development	Completed
04 – Permit Drawings, Budget Estimate & Joint Application	Completed
05 – NRCS Design Report Revisions	$15,354
06 – Final Permitting and "No-Rise" Analysis & Report	$11,321
07 – Construction Oversight & Coordination	TBD
08 – 106 Consultation Efforts	Completed
09 – Site & Bathymetric Survey	Completed
ESTIMATE TOTAL	**$26,675 + TBD**

CONTRACT

WGM Group will provide the services described above in accordance with generally accepted standards of professional care.

Invoices will be prepared monthly based on WGM's actual time worked by personnel assigned to the project plus direct expenses using our standard rates, which are attached and subject to change annually. The Town of Fromberg (Client) agrees to pay invoices in full within 30 days of the invoice date or contact us if our services are not satisfactory. Interest at the rate of 0.833% per month (10% per annum) will be added to unpaid invoices after 30 days and WGM Group may, without liability, terminate service. Payments will be credited first to interest and then to principal.

WGM Group and Client agree that the project scope of services may change due to unforeseen circumstances or at the Client's direction. WGM Group will keep Client apprised of anticipated project cost changes and prepare updated estimates for Client approval as requested. WGM Group reserves the right to terminate this contract after a seven-day notice if Client insists upon a course of action with which WGM Group has a fundamental disagreement or if performance of services is rendered unreasonably difficult due to actions of the Client. Client may terminate or suspend services after a five-day notice and WGM Group will be paid for all work satisfactorily performed through the date of termination or suspension.

Thank you for the opportunity to provide these services. If this scope of services proposal is agreeable to you, please sign this document at the bottom and return a copy to our office. Please contact us at 406.728.4611 if you have any questions or would like to further discuss this proposal.

Sincerely,
WGM Group, Inc.

Mace Mangold, PE
Senior Project Engineer

Client: Town of Fromberg

(sign)	(date)
Tim Nottingham	Mayor
(printed name)	(title)

Staff Type			Rate
210	Senior Principal Engineer	Hr	$ 250.00
215	Senior Consultant	Hr	$ 212.00
220	Principal Engineer	Hr	$ 224.00
230	Senior Project Engineer	Hr	$ 200.00
240	Project Engineer 2	Hr	$ 174.00
245	Project Engineer 1	Hr	$ 163.00
250	Senior Traffic Engineer	Hr	$ 205.00
263	Senior Transportation Consultant	Hr	$ 253.00
265	Senior Transportation Engineer 2	Hr	$ 218.00
279	Staff Engineer/EI 4	Hr	$ 153.00
280	Staff Engineer/EI 3	Hr	$ 146.00
281	Staff Engineer/EI 2	Hr	$ 121.00
282	Staff Engineer/EI 1	Hr	$ 113.00
283	Engineer Technician 3	Hr	$ 146.00
284	Engineer Technician 2	Hr	$ 124.00
285	Engineer Technician 1	Hr	$ 114.00
290	Seasonal Intern	Hr	$ 80.00
508	Senior Construction Project Manager	Hr	$ 200.00
507	QA/QC Representative	Hr	$ 187.00
512	Construction Project Manager	Hr	$ 179.00
514	Construction Representative	Hr	$ 157.00
310	Principal Planner	Hr	$ 250.00
312	Senior Land Planner	Hr	$ 178.00
314	Land Planner 2	Hr	$ 159.00
316	Planning Technician	Hr	$ 113.00
320	Senior Landscape Architect/Planner	Hr	$ 190.00
330	Senior Landscape Architect	Hr	$ 218.00
340	Landscape Architect 2	Hr	$ 166.00
350	Landscape Architect 1	Hr	$ 135.00
355	Landscape Designer	Hr	$ 110.00
354	Landscape Intern	Hr	$ 80.00
353	Graphic Designer	Hr	$ 138.00
450	Senior Hydrologist	Hr	$ 229.00
445	Hydrologist 2	Hr	$ 147.00
451	Hydrologist 1	Hr	$ 132.00
454	Senior Scientist	Hr	$ 200.00
448	Scientist 2	Hr	$ 147.00
447	Senior Environmental Engineer	Hr	$ 200.00
452	Environmental Engineer	Hr	$ 174.00
446	Environmental Field Technician	Hr	$ 113.00
453	Senior Geologist	Hr	$ 204.00
456	Geologist	Hr	$ 157.00
460	Water Resource Specialist 3	Hr	$ 187.00
465	Water Resource Specialist 2	Hr	$ 179.00
466	Water Resource Specialist 1	Hr	$ 157.00
469	Water Right Technician 3	Hr	$ 153.00
470	Water Right Technician 2	Hr	$ 147.00
471	Water Right Technician 1	Hr	$ 121.00
475	GIS Specialist	Hr	$ 126.00
520	Senior Land Surveyor	Hr	$ 207.00
525	Land Surveyor 3	Hr	$ 187.00
527	Land Surveyor 2	Hr	$ 178.00
530	Land Surveyor 1	Hr	$ 173.00
540	Staff Surveyor/ L.S.I	Hr	$ 157.00
560	Survey Crew Chief	Hr	$ 153.00
550	Survey Technician	Hr	$ 140.00
580	Two-Person Crew	Hr	$ 220.00
590	Three-Person Crew	Hr	$ 250.00

Staff Type			Rate
610	Senior CADD Drafter	Hr	$ 147.00
605	CADD Designer	Hr	$ 124.00
600	CADD Technician	Hr	$ 108.00
700	Project Coordinator 2	Hr	$ 132.00
705	Project Coordinator 1	Hr	$ 126.00
710	Project Assistant 2	Hr	$ 126.00
715	Project Assistant 1	Hr	$ 114.00
730	Admin. Assistant	Hr	$ 98.00
790	Accountant	Hr	$ 171.00
791	IT Specialist	Hr	$ 171.00
792	Operations Manager	Hr	$ 171.00

WGMGROUP

Expert Witness Rates

Staff Type			Rate
950	Expert Witness Senior Consultant	Hr	$ 475.00
955	Expert Witness Consultant	Hr	$ 360.00
960	Expert Witness	Hr	$ 260.00

Project Expenses

Consultants, Contractors	Cost +10%
Direct Expenses (Submittal fees, etc.)	Cost
Postage/Shipping	Cost

Copies & Prints

Sheet (no color)	Each	$	0.25
Sheet (color, letter or legal)	Each	$	1.15
Sheet (color, 11x17)	Each	$	1.75
Paper Roll Stock (black/white)	Sq. Ft.	$	0.40
Paper Roll Stock (color)	Sq.Ft.	$	0.75
Mylar Roll Stock	Sq.Ft.	$	4.00

Software

-	Software Tech Fee	Hr	$	4.75
950C	Adobe Creative Cloud			
950G	ArcGIS			
950A	AutoCAD			
950L	Lumion 3D Rendering			
950M	MicroStation			
950S	SIDRA			
950U	SketchUp			
950V	Groundwater Vistas			
-	Software Tech Fee	Hr	$	5.25
950T	AutoTURN			
950F	Land F/X			
950H	GeoHECRAS			
950I	InfoSWMM	Hr	$	8.00
955	VG4D Smart LiDAR	Hr	$	35.00
950P	Pix4D	Pjct	$	275.00

Travel & Per Diem

Mileage - All Vehicles	Mile	Federal Rate
Meals Full Day	Day	Federal Rate
Meals First & Last Day of Travel	Day	Federal Rate
Lodging		Cost

Survey

GNSS Rover	Day	$	150.00
GNSS Base & Rover	Day	$	275.00
Robotic Total Station	Day	$	235.00
Depth Sounder Only	Day	$	160.00
Depth Sounder with Boat	Day	$	375.00
HyDrone	Day	$	750.00

Other

USB Drive	Each	$	10.00
Garmin Handheld GPS	Day	$	10.00
Construction Camera	Day	$	100.00
Aerial Drone	Day	$	500.00
Trimble GPS R1	Day	$	75.00
Trimble GPS R1	Week	$	200.00
Traffic Counting Device	Day	$	30.00
Wildlife Camera	Month	$	100.00
Tubing	Ln Ft	$	0.60
Drum Filters	Each	$	17.00
Decontamination Kit	Kit	$	40.00
Water Level Meter	Day	$	35.00
Multi-Parameter Water Meter	Day	$	50.00
Micro-manometer	Day	$	50.00
Interface Probe	Day	$	70.00
Flow Meter	Day	$	75.00
Combo Meter	Day	$	80.00
Ultrasonic Flow Meter	Day	$	300.00
Shallow Groundwater Sampling Pump	Day	$	60.00
Deep Groundwater Sampling Pump	Day	$	100.00
Disposable Bailers	Unit	$	15.00
Water Level Data Logger/Cables/Accessories	Day	$	120.00
	Week	$	500.00
	Month	$	1,500.00

Professional Services Hours

Project Name: **Fromberg EWP Project Completion**
Project #: **230708.1**
Client: **Town of Fromberg**
Date: **05/21/24**

			Sr Project Engineer	Staff Engineer/EI 1	Technology Fee	LABOR	EXPENSES	TOTAL
Phase	**05**	**NRCS Design Report Revisions**						
	5.01	Review NRCS Comments & Past Efforts To Date	1.0	2.0	$ 1.90	$ 426.00	$ 1.90	$ 427.90
	5.02	Develop Plan & Meeting to Review	6.0	2.0	$ 1.90	$ 1,426.00	$ 1.90	$ 1,427.90
	5.03	Revise Report & HEC Design Models / Calcs	16.0	48.0	$ 45.60	$ 8,624.00	$ 45.60	$ 8,669.60
	5.04	RFC Plans & Specs	16.0		$ -	$ 3,200.00	$ -	$ 3,200.00
	5.05	QA/QC	4.0		$ -	$ 800.00	$ -	$ 800.00
	5.06	Followup Meeting W/ NRCS	3.0	2.0	$ 1.90	$ 826.00	$ 1.90	$ 827.90
					$ -	$ -	$ -	$ -
		SUBTOTAL	**46.0**	**54.0**	**$ 51.30**	**$ 15,302.00**	**$ 51.30**	**$ 15,353.30**
Phase	**06**	**Final Permitting and "No-Rise" Analysis & Report**						
	6.01	SPA 124 Permit Extension	2.0		$ -	$ 400.00	$ -	$ 400.00
	6.02	HEC Regulatory Models	4.0	40.0	$ 38.00	$ 5,320.00	$ 38.00	$ 5,358.00
	6.03	QA/QC	10.0	24.0	$ 22.80	$ 4,712.00	$ 22.80	$ 4,734.80
	6.04	Followup Meeting W/ FPA	3.0	2.0	$ 1.90	$ 826.00	$ 1.90	$ 827.90
					$ -	$ -	$ -	$ -
		SUBTOTAL	**19.0**	**66.0**	**$ 62.70**	**$ 11,258.00**	**$ 62.70**	**$ 11,320.70**
Phase	**07**	**Construction Oversight & Coordination**						
	7.01	TBD			$ -	$ -	$ -	$ -
					$ -	$ -	$ -	$ -
		SUBTOTAL			**$ -**	**$ -**	**$ -**	**$ -**
PROJECT TOTALS			**65.0**	**120.0**	**$ 114.00**	**$ 26,560.00**	**$ 114.00**	**$ 26,674.00**

TOWN OF FROMBERG
PERSONNEL POLICY MANUAL
Revised 09/2021

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SECTION 1: GENERAL

1.010 GENERAL PURPOSE/SCOPE.

This manual is a general informational guide to the Town's current employment policies and shall not be construed as a contract, implied or otherwise. The Town reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the Town deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The Town also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost-efficient services to its citizens.

These personnel policies shall apply to all Town employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or in cases where the application of these policies would conflict with applicable Civil Service rules and regulations, the provisions of the labor contract and/or the Civil Service rules shall govern. In all other cases, these policies shall govern.

1.020 EQUAL EMPLOYMENT OPPORTUNITY.

The Town is an equal employment opportunity employer. The Town employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, political beliefs, veteran/military status, genetic information or disability.

The Town will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential duties and responsibilities of the job.

Employees with life threatening illnesses, such as cancer, heart disease, AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The Town will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a health or safety risk to fellow Town employees or the public exists.

1.030 HARASSMENT.

It is the policy of the Town that harassment will not be tolerated. Each individual has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, employees are expected to act in a professional, cooperative and respectful manner to all contacts.

The Town shall ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, creed, sex, marital status, veteran/military status, genetic history, sexual orientation, political belief, age or disability both in or outside the workplace, on or off shift, in person or via electronic communication such as email, social media, etc.

Any employee who perceives a conversation or event as harassment, whether the employee is involved or merely observing, should explain to the offender in a calm, but firm manner that the action is perceived as inappropriate and the employee wishes the behavior to stop. Should the behavior continue, the employee should report the activity to their supervisor, the HR/EP Specialist or the Mayor.

The harassment allegation will be promptly investigated with due regard for confidentiality by the MAYOR and/or their designee, the Clerk, a designated Council Member, or an independent third party. The results of the investigation and the nature of the disciplinary action will be communicated to the complainant and the offender. Either the offended employee or the offender may appeal the decision through the normal grievance procedures if either submits a written statement concluding the findings were incorrect or the disciplinary action inappropriate.

The Town will not tolerate retaliation against an employee who makes a good faith report of alleged sexual harassment or participates in a sexual harassment investigation. A follow-up review will be completed within 6 months after harassment allegations have been confirmed to ensure the sexual harassment has discontinued and all parties involved are not subjected to retaliatory behaviors.

The Town encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Town to promptly and thoroughly investigate such reports with due regard to confidentiality. The results of the investigation will be communicated to the complainant and the offender. Discipline will follow guidance found in the Discipline Policy.

Sexual Harassment.
According to the EEOC, sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature. Examples include:

- Occasions when such conduct, either explicitly or implicitly, is a term or condition of employment.
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individuals.

1.040 DEFINITIONS
Department Head: An employee who has responsibility for directing one or more departments.

Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law.

Regular Full-Time Employee: An employee who normally works 40 hours a week. Regular full-time employees are eligible for all employee benefits.

Regular Part-time Employee: An employee who works less than 40 hours a week. Regular part-time employees are eligible for limited benefits on a prorated basis.

Seasonal Employee: An employee designated as seasonal at time of hire, who performs duties interrupted by the seasons, and who may be recalled without the loss or rights of benefits accrued during the preceding season. A seasonal employee may be eligible for prorated benefits.

Short-term Worker: A short-term worker is hired to work for an hourly wage established by the Town for a period not to exceed 90 days within a 12-month period. Short-term workers are not eligible for permanent status and may not be hired without a competitive selection process. The short-term worker is not eligible for any employee benefits including leave, holiday benefits or any insurance benefits.

Temporary Employee: An employee who is hired on a temporary basis for a definite period of time not to exceed 12 months and will be terminated at the end of the employment period. This employee may perform temporary duties or regular duties on a temporary basis; however, the employee is not eligible to become a regular employee without completing a competitive selection process. Temporary employees may be eligible for limited or prorated benefits if they work the qualifying period.

1.050 EMPLOYEE PERSONNEL RECORDS.
A personnel file for each employee is kept in the Town Administrator's office, and access is limited to the employee's immediate supervisor, the department head, and the Mayor. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

An employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the Town denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information.

1.060 REFERENCES.
The Town does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee. Only the Mayor or designee will provide employment references on current or former regular Town employees.

SECTION 2: HOURS AND ATTENDANCE

2.110 WORKING HOURS.
The Town's work week is Friday at 12:00 am through Thursday at 11:59 pm. Each employee's department head will advise the employee regarding their specific working hours**.**

2.120 HOURS OF WORK AND OVERTIME.
All Town positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

For all Town employees, the established work period is forty (40) hours within a seven (7) day work week.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period.

Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.

When computing overtime, holidays, sick leave and vacation time are not counted as hours worked.

Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

2.130 COMPENSATORY TIME.

Nonexempt employees working over 40 hours per week will be paid overtime at 1 ½ times their hourly wage rate. For nonexempt employees the compensatory time always maintains a cash/payroll value for the employee. Maximum accruals of compensatory time shall be limited to forty (40) hours for regular employees, and eighty (80) hours for uniformed police personnel. Nonexempt employees must receive authorization to work overtime or comp time hours in writing from their supervisor, prior to working the additional hours. Hours for department heads is accrued at 1 ½ times for every hour over worked as overtime. Any accrued comp time hours will be paid to non-exempt employees upon termination of the employment relationship.

If the supervisor, the Mayor and/or their designee and the employee agree, the nonexempt employee can elect to accumulate compensatory time (comp. time) for use as time-off at a future date at a rate of 1 1/2 times the number of hours worked over the 40-hour work week.
Exempt employees do not receive compensatory time for hours worked over 40 hours per week.
Employees may use compensatory time within a reasonable time period after making a request to their department head, unless doing so would unduly disrupt Town operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and the department head. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

2.140 ATTENDANCE.

Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of their employees.

Employees unable to work or unable to report to work on time should notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. If the supervisor is unavailable, the employee may leave a message with the Mayor or designated representative, stating the reason for being late or unable to report for work.

Employees are expected to be at work even during inclement weather. Department heads may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time.

An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

2.150 BREAKS AND MEAL PERIODS.
Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with Town business or service to the public. Meal periods shall be scheduled by the employee's department head. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and usually one-half hour in length.

2.160 CALL BACK.
All employees are subject to call back in emergencies or as needed by the Town to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable.)

2.170 PAYROLL RECORDS.
The official payroll records are kept by the Financial Department. Each department head shall turn in on a regular basis a signed work record for each employee within their department, noting hours worked, leave taken and overtime worked during the previous pay period.

SECTION 3: RECRUITING AND HIRING

3.210 RECRUITING.
Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, veteran/military status, genetic history or disability.

Each applicant shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the Town's official application form. Applicants chosen for consideration as finalists on the basis of their resume or other information, shall complete a standard application form prior to being considered as a finalist for any position.

Any applicant supplying false or misleading information is subject to immediate termination if hired.

3.220 HIRING
The Town is an equal opportunity employer. The Town shall comply with all relevant federal and state laws, to include rules and regulations put forth by the Equal Employment Opportunity Commission, (EEOC). The Town shall adhere to all relevant provisions of the Americans with Disabilities Act, (ADA). The Town ensures equal employment opportunity regardless of race, religion, color, creed, national origin, sex, marital status, political belief, age, veteran/military status, genetic history or mental/physical disability, (as defined by the ADA), unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the Town.

If an employee believes that they have been subjected to discrimination, including harassment, based upon any of these factors, they should immediately contact their supervisor and pursue

corrective action. If the employee feels they need to resolve the problem by filing a grievance, they should pursue action through the Grievance Procedure stated within the Town of Fromberg's policy manual.

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the department head shall review the position, its job description and the need for such a position. The department head will prepare and submit a written request to fill the position to the Mayor. The position will be posted and/or advertised only after the Mayor has approved the request.

Residency within the Town shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of their duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Town, may be disqualified for employment with the Town in positions requiring driving.

3.222 NEW EMPLOYEE ORIENTATION.

The Town of Fromberg will provide new employees with education specific to the equipment and tasks required of their position. New employees with be shown where the Town posts appropriate legal notices in regard to wage and hour, unemployment insurance, workers compensation and EEOC.

3.240 EMPLOYEE IN-PROCESSING/ORIENTATION:

All new regular full-time and regular part-time employees of the Town will be scheduled to meet with the Personnel Office on their first day of work for general orientation. The Personnel Officer will distribute and explain the various enrollment forms, etc. that must be filled out. Each new employee will be provided with information on employee benefits, Town policies and operations.

The hiring department provides additional information to the new employee, including:

1. Work standards and regulations
2. Hours of work, time cards or reports, leave requests
3. Duties of the position
4. Tour of the work area, location of supplies, equipment, etc.
5. Introduction to co-workers
6. Schedule for lunch and breaks
7. When and whom to report absence from work
8. Whom is responsible for performance planning and review.

3.250 SPECIAL EMPLOYMENT PROGRAMS /TEMPORARY EMPLOYEES

The Personnel Office is responsible for the coordination of all special employment programs funded by external agencies (i.e. Youth Training, AARP, Senior Placement Program, University Internships, Work Training Programs, etc.)

Department Heads will forward all requests for participation in special employment programs to the Personnel Office for coordination with the appropriate agency.

The Personnel Office will, in cooperation with the requesting department, develop a scope of work and qualifications statement to be used in the recruitment and selection of employees and in the definition of tasks to be performed during the period of employment.

The provider agency will review scope of work, qualifications, training, level of supervision, and safety for appropriateness.

The Personnel Office will maintain records on program participants including the contractual agreement between the Town and provider agency, scope of work and qualifications statement, and personal emergency data.

Dept. Heads/Supervisors shall provide the Personnel Office with regular performance evaluations on program participants and feedback on program strengths and weaknesses for overall evaluation by the Town.

3.260 TEMPORARY EMPLOYEES

With approval of the department head, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired initially without competitive recruitment or examination but will not be eligible for permanent status without a competitive selection process.

3.270 PROBATIONARY PERIOD.

All newly hired employees or former employees who have been rehired enter a probationary period which is considered an integral part of the selection and evaluation process. During the probationary period an employee is required to demonstrate suitability for the position through actual work performance.

The normal probationary period is six (6) months from the employee's date of hire or rehire; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

An employee's probationary period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.

Employees will not be eligible to take vacation days accrued until 6 months of employment are complete. Sick Leave days may not be used until 90 days of employment are met.

During the probationary period, the employee may be terminated at any time, with or without cause.

When a department head determines an employee has satisfactorily completed the probationary period, the department head shall prepare a written performance evaluation, which will be reviewed by the Town Mayor. If the probationary period is satisfactorily completed, the employee may be certified to regular employment status.

3.280 EMPLOYMENT OF RELATIVES (NEPOTISM).
Employees' relatives will not be employed by the Town under any of the following circumstances:

(a) Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;

(b) Where one party would be responsible for auditing the work of the other;

(c) Where both parties would report to the same immediate supervisor;

(d) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Town; or

(e) Where one of the parties is a policy level official of the Town.

"Relatives" include an employee's parent, child, spouse, brother or sister, in-laws and step relationships.

If two employees marry or become related or, and in the Town's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Town, unless reasonable accommodations, as determined by the Town Mayor, can be made to eliminate the potential problem. The decision as to which relative will remain with the Town must be made by the two employees within thirty (30) calendar days of the date they marry, or become related. If no decision has been made during this time, the Town reserves the right to terminate either employee.

3.290 PROMOTIONS AND TRANSFERS.
The Town encourages current Town employees to apply for vacant Town positions for which they are qualified. Promotions and transfers are based on the department head's recommendation, work force requirements, performance evaluations, job descriptions and related Town requirements.

Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must possess the qualifications for the vacant position, unless such qualifications are waived by the Mayor in the best interests of the Town.

SECTION 4: COMPENSATION

4.310 SALARY CLASSIFICATION AND GRADES.
Each job title within the Town is classified into one of the Town's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the Town's salary and wage schedule, which is approved periodically by the Town Council.

4.320 EMPLOYEE PAY RATES.
Employees shall be paid within the limits of the wage range to which their positions are assigned.

Usually, new employees will start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the Mayor or designee may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The Mayor may propose and the Town Council may grant an across the board pay adjustment (cost-of living increase) from time to time, raising the wages of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

4.330 PAYDAYS
All employees are paid on a bi-weekly pay schedule. All bi-weekly pay days will be the Thursday following the close of the pay period.

4.340 DEDUCTIONS.
Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

4.350 TRAVEL AWAY FROM THE TOWN.
All travel away from the Town must be approved in advance by the Mayor. If private automobiles are used, employees will be reimbursed at rates established and modified from time to time by the standard allowable on the federal mileage reimbursement.

4.360 TRAVEL EXPENSE REIMBURSEMENT.
Town employees will be reimbursed per diem meal allowance (i.e. a daily flat rate payment in lieu of actual expenses). These allowances are established as follows:

GUIDELINES FOR MEALS

Breakfast	$ 6.00
Lunch	8.50
Dinner	13.00
Total	$ 27.50

Lodging costs shall be reimbursed at the actual cost of the hotel/motel room (Including tax), exclusive of service charges, room service, meals, and other items of extra cost. Receipts for the accommodation must be attached to the request for the reimbursement of travel expenses. (Employees should ask for availability of State rates).

Per diem eligibility unless otherwise authorized by a supervisor:

Breakfast	-leave 2 hours before shift start (usually 6 a.m.)
Lunch	-out of office before 10 a.m. and returning after 2 p.m.
Dinner	-return 2 hours after shift end (usually 7 p.m.)

Complimentary meals provided by hotels, motels, or common carriers *will not* reduce an employee's per diem meal allowance. If meals are included in tuition, registration fees, or provided to the employee by another party, the per diem or expense allowance *will be* reduced accordingly. Workshop or seminar registration fees will be reimbursed by the Town.

4.365 TRAVEL TIME

For employees not exempted from overtime and/or minimum wage or employees whose travel time is not covered by a collective bargaining agreement:

- Time spent in a travel status is considered as work time for wage payment purposes and for purposes of minimum wage and overtime calculation.
- Time spent in travel to special events, such as training or conferences, whether for a day, or for periods of overnight duration, is also work time.

When more than one employee shares personal transportation, only one mileage reimbursement may be claimed.

4.370 COMPENSATION UPON TERMINATION.

With the exception of a short-term worker as defined in 1.040, all employees at time of termination from employment are entitled to the following compensation:

(a) Regular wages for all hours worked up to the time of termination which have not already been paid.

(b) Any overtime or holiday pay due.

(c) If the six-month qualifying period is met, a lump sum payment of any accrued but unused vacation.

(d) If the employee has been employed for 90 days or more, a lump sum payment of one fourth accrued but unused sick leave.

(e) The amount received on termination must be paid within 15 calendar days of the termination date or the next payday, whichever is earlier.

SECTION 5: PERFORMANCE EVALUATIONS AND TRAINING

5.100 PERFORMANCE EVALUATIONS.

To achieve the Town's goal to train, promote and retain the best qualified employee for every job, the Town may conduct periodic performance evaluations for all positions. The Mayor is responsible for developing and maintaining the Town's performance evaluation program.

Employees are to be evaluated by their department heads prior to completion of their probationary period and at least once every 12 months thereafter.

The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

The purpose of the employee performance evaluation is to: (1) provide introductory employment employees with timely reports of their progress and allow for correction of deficiencies; (2) supply all employees with positive recognition of strengths and special abilities and an opportunity to improve deficiencies; (3) provide an ongoing performance record which may become part of documentation used in making personnel actions; (4) provide an opportunity to discuss ways and means for improvement; and (5) cause current job descriptions to be formulated and or maintained.

Probationary Period Employees. Employees on introductory employment status shall be evaluated at the midpoint of such status and two weeks prior to the end of the introductory employment period, at which time the employees shall be advised of his/her status (regular of terminated).

All Personnel shall be evaluated at least once a year. For employees not on shift schedules, they shall be evaluated during the month of their anniversary date. Department heads may choose to evaluate employees more often.

Employee Anniversary Date List. It shall be the responsibility of each department head to maintain a list of employee anniversary dates and to evaluate his/her employees within the time frame given.

5.200 PERFORMANCE EVALUATION PROCESS

The employee and the department head shall complete an Employee Performance Evaluation Form. During this preparation, the employee and the immediate supervisor may discuss various aspects of completion of the form.

When the employee and supervisor have completed their form, they shall arrange for a conference. Each employee reads the completed form and signs it. The signed report is placed in the personnel file and will remain a part of the file as required by law or policy. An Employee Evaluation Form will be inserted for reference.

5.300 RATING DEFINITIONS:

Outstanding: Employee performs consistently far above the expected level with outstanding performance. Performance is definitely superior and well above the performance standards set for the position.

Above Standard: Employee performs consistently above the expected level of performance. This is the performance which is expected of a fully trained, qualified, and motivated employee and goes beyond adequate performance standards. It requires additional effort.

Standard: Employee performs consistently at the average level of efficiency, effectiveness and achieves set performance standards. This performance is adequate without any additional effort.

Below Standard: Employee performance is inconsistent and fluctuates. A significant part of the performance is below the performance standards set for the position. This review indicates that serious effort is needed to improve performance.

5.400 TRAINING POLICY.

The Town seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to Town employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not

limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

SECTION 6: BENEFITS

6.100 RETIREMENT BENEFITS.

The Town makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

All regular full-time and eligible part-time employees are covered under the State Public Employees Retirement System. Benefit levels and contribution rates are set by the State.

Employees intending to retire should notify their department head of their intent to retire at least three months prior to the date of retirement.

6.200 WORKER'S COMPENSATION.

All employees, The Town's Worker's Compensation Benefits are provided by the MMIA. This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, MMIA will pay the employee for work days lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.

When an employee is injured due to an on-the-job accident, the employee is required to file a claim for Worker's Compensation. Employees are allowed, by law, to use their sick leave during the waiting period prior to receiving worker's compensation, but cannot use their leave along with worker's compensation.

When the employee receives Worker's Compensation benefits, the employee is required to repay to the Town the amount covered by Worker's Compensation and previously advanced by the Town. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The Town may require an examination at its expense, performed by a physician of his or her choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

6.300 INSURANCE BENEFITS.

Employees are eligible to participate in the Town's insurance programs upon hire date, so as not to interrupt insurance provided by previous employer. Criteria for eligibility will be explained at the time the employee becomes eligible to join. The Town reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

An employee out on approved leave without pay absence for an entire calendar month where no paid time is received, will lose the Town's Health Insurance contribution at the beginning of the following month. At that time, if the employee does not return to work at the beginning of the second month, the employee's insurance will be cancelled. The employee will have the option to

continue coverage via COBRA and will have benefits reinstated upon returning to a paid status in a benefit eligible position. All out of pocket insurance expenses beyond the Town's contribution must be paid via check directly to Town Hall during the leave without pay period in which benefits are still active.

While an employee is receiving Worker's Compensation benefits, the Town may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use their COBRA rights and self-pay insurance premiums.

Upon an employee's termination from Town employment, at the employee's option and expense, the employee may elect to continue Town health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."

An administrative handling fee over and above the cost of the insurance premium may be charged the employee or their dependents who elect to exercise their COBRA continuation rights.

6.400 UNEMPLOYMENT COMPENSATION.
Town employees may qualify for State Unemployment Compensation after termination from Town employment depending on the reason for termination and if certain qualifications are met.

6.500 LEAVES OF ABSENCE AND TIME OFF

6.510 LEAVES.
The Town has seven (7) different types of leave:

1. Vacation Leave.
2. Sick Leave.
3. Leave without pay.
4. Jury and Witness Leave.
5. Maternity Leave.
6. Military Leave.
7. Administrative Leave.

6.520 VACATION.
Each regular full-time, regular part-time employee and seasonal employee shall earn annual leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period.

Years of Service	Hours accrued per pay period for regular full-time employees	Amount accrued for regular part-time employees
0 – 10 years	4.62 hours	0.058 x number of hours paid
11 – 15 years	5.54 hours	0.069 x number of hours paid
16 – 20 years	6.46 hours	0.081 x number of hours paid
21 & over	7.38 hours	0.092 x number of hours paid

Regular part-time employees earn annual leave from the first day of employment, but will not be eligible to take the accrued leave until the employee successfully completes a six-month qualifying period. Vacation benefits are based upon the hours worked during the pay period.

Temporary and seasonal employees earn annual leave; however, they must be employed for six qualifying months before they may use the annual leave. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

The maximum annual leave amount accumulated is twice the number of days earned annually at the end of any calendar year. Vacation leave exceeding the maximum amount must be used with 90 calendar days of the next calendar year in which the excess was accrued or it will be forfeited.

Requests for annual leave must be submitted in advance and pre-approved by the employee's supervisor or the Mayor and/or their designee. The annual leave will be approved after considering the best interest of the Town, the employee's unit, and employee's request. Employees who need to use annual leave due to extenuating circumstances before they finish the qualifying period may ask their supervisor, the Mayor and/or designee to grant paid annual leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. Should two employees request the same period of vacation, their supervisor or the Mayor has the discretion regarding the approval of leave requests.

An employee, who has passed the six-month qualifying period and has separated from the service of the Town for any reason, shall be entitled upon termination to cash compensation pay-out for unused vacation leave. The pay-out will be based upon the employee's salary at the time of termination.

6.530 SICK LEAVE.

All regular full-time regular employees earn sick leave from the first day of employment; however, they are not entitled to use paid sick leave until they have been employed continuously for the qualifying period of 90 days. Employees who are sick before they finish the qualifying period may ask their supervisor to grant paid sick leave with the understanding that their leave balance will be affected if their employment is terminated before completing the qualifying period. For calculating sick leave, 2080 hours (52 weeks X 40 hours) equals one year. Sick leave must be credited at the end of each pay period. Sick leave is earned at a rate of twelve working days for each year of service without restriction as to the number of working days that may be accumulated. Employees may not accrue sick leave while in a leave-without-pay status.

Regular part-time employees earn a prorated amount of sick leave if they have worked the qualifying period. Full-time temporary and seasonal employees are entitled to sick leave benefits provided they work the qualifying period.

Employees may use sick leave for personal illness or physical incapacity, sickness of immediate family member, or death in the immediate family of employee (refer to bereavement leave), or medical appointments for the employee and the employee's immediate family members. An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law. Sick leave benefits shall apply to bona fide cases

of sickness, accidents, doctor or dental appointments, maternity/paternity leave, and requests for the employees' presence due to immediate relatives' illness or emergency. Employees using sick leave that exceeds three consecutive workdays may be asked to furnish a medical certification from a qualifying medical professional.

An employee, who has been employed for 90 days or more, and separates from the Town, shall be entitled, upon termination, to cash compensation pay-out for unused leave equal to one-fourth of the accumulated sick leave. The pay-out will be based upon the employee's salary at time of termination.

Employees will be permitted to transfer sick leave from one employee to another. The receiving employee must have exhausted all accrued sick leave and vacation leave. The contributing employee must make the transfer request in writing and must maintain at least 40 hours of sick leave. The transferred sick leave will not change the receiving employee's employment status. The transferred sick leave is considered forfeited by the contributing employee and additional sick leave must be re-accrued. Employees shall not be coerced, intimidated or adversely persuaded to transfer their accrued sick leave to the receiving employee. Doing so may result in disciplinary action.

At the Town's request and expense, an employee may be subject to an examination by a physician following a sick leave or other absence occasioned by illness or injury to ensure the employee can complete the necessary functions of the position. Abuse of sick leave may result in disciplinary action.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's prior approval, take leave without pay. If the sick leave balance is exhausted, an employee may choose to use his/her accrued annual leave or Leave Without Pay (with approval from the supervisor-see LWOP policy). The Town may not require an employee to use Annual Leave for purposes of illness unless the employee agrees per MCA 2-18-615.

Employees accrue and may use sick leave after 90 days have been worked. Employees do not accrue sick leave benefits during a leave without pay.

6.540 LEAVE WITHOUT PAY.

The Mayor or designee may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education (in excess of fifteen (15) days per year).

Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:

(a) Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Mayor or designee. Further extensions are at the discretion of the Mayor or designee.

(b) Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
(c) Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.

(d) An employee out on approved leave without pay absence for an entire calendar month where no paid time is received, will lose the Town's Health Insurance contribution at the beginning of the following month. In certain circumstances, self-payment of benefits may apply. See Section 6.3 on Insurance Benefits.

(e) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the Town's option, return to the same position or similar position at a comparable rate of pay.

(f) If the leave without pay is due to an illness, the Town may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

6.550 JURY AND WITNESS LEAVE.
Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the Town may ask the employee to request a waiver from duty.

An employee granted such leave shall reimburse the Town for any pay received while serving as a juror or witness.

6.560 MATERNITY LEAVE
It is the policy of the Town of Fromberg to conform to the Pregnancy Discrimination Act (Civic Rights Act of 1964 as amended, Title VII, Section 701 et seq,) as well as all relevant pregnancy leave provisions in federal, state, and local statues. A female employee will not be terminated because of her pregnancy. Employees who are disabled as a result of pregnancy will not be denied any compensation that they are entitled to as a result of the accumulation of leave benefits accrued; however, the Town reserves the right to require medical verification that the employee is not able to perform employment duties. The Town will grant the employee a reasonable leave of absence for pregnancy bill will not require an employee take a mandatory maternity leave for an unreasonable length of time.

Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.

Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other benefits.

Employees should notify their supervisor or the Mayor and/or their designee of a desire to take Maternity Leave upon confirmation of pregnancy. As soon as reasonable, the employee should

report the expected due date, the estimated leave of absence, and anticipated complications that may affect current leave requests.
Upon signifying intent to return to work at the end of the leave of absence, the employee will be reinstated to the original job and/or equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other benefits.

6.570 ADMINISTRATIVE LEAVE.
On a case-by-case basis, the Town may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Mayor to be in the best interests of the Town during the pending of an investigation or other administrative proceeding.

6.580 MILITARY LEAVE.
The Town shall comply with all provisions outlined in the Uniformed Services Employment and Reemployment Rights Act, (USERRA, 38 USC Sec. 2021, [4321] et seq.) as well as all relevant state laws (to include MCA, 10-2-228 et seq.) covering members of the Montana Army and Air National Guard. An employee who is a member of the Montana National Guard or any United States military force or Reserve Corps and who has been an employee for a period of six months shall be given leave of absence with pay for a period of time not to exceed 120 hours in a calendar year. Unused leave can roll to the next calendar year, not to exceed a total of 240 hours for the year. It can be for attending regular encampments, training cruises, and similar training programs of the military forces of the United States. This leave will not be charges against the employee's annual vacation time. Employees employed less than six months are entitled to unpaid leave for the purposes listed above.

6.590 HOLIDAYS.
The following holidays are recognized by the Town:

New Year's Day	January 1
Martin Luther King Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December
State General Election Day (Congressional, Gubernator. Pres. Election)	

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

Regular part-time and seasonal employees receive pay for the holiday on a prorated basis according to rules adopted by the department of administration or appropriate administrative officer under MCA 2-18-604**.**

A full-time employee who is scheduled for a day off on a day that is observed as a legal holiday, except Sundays, is entitled to receive a day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period or as scheduled by the employee and the employee's supervisor, whichever allows a day off in addition to the employee's regularly scheduled days off, provided the employee is in a pay status on the employee's last regularly scheduled working day immediately before the holiday or on the employee's first regularly scheduled working day immediately after the holiday. (MCA 2-18-603)

A short-term worker may not receive holiday pay.

Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

6.595 RELIGIOUS HOLIDAYS.
If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the department head's approval, take the day off using vacation, compensatory time, or leave without pay.

SECTION 7: EMPLOYEE RESPONSIBILITIES AND CONDUCT

7.705 GENERAL POLICY.
The safety and welfare of the Town's citizens shall at all times be held as a central mission of government. All Town employees are expected to represent the Town to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and department head.

Since the proper working relationship between employees and the Town depends on each employee's on-going job performance, professional conduct and behavior, the Town has established certain minimum standards of personal conduct. Among the Town's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to Town policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Town's equipment, grounds, facilities and resources; and providing orderly and cost-efficient services to its citizens.

7.710 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.
Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the Town's opinion, with the best interests of the Town or interfere with the employee's ability to perform the assigned Town job. Examples include, but are not limited to, outside employment which:

(a) prevent the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
(b) are conducted during the employee's work hours;
(c) utilize Town telephones, computers, supplies, or any other resources, facilities or equipment;
(d) are employment with a firm which has contracts with or does business with the Town;

(e) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior approval from the employee's immediate supervisor.

7.715 POLITICAL ACTIVITIES.
Town employees may participate in political or partisan activities of their choosing provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing the regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, a contribution for a partisan political cause.

Except as noted in this policy, Town employees are otherwise free to fully exercise their constitutional First Amendments Rights.

7.720 NO SMOKING POLICY.
For health and safety considerations, the Town prohibits smoking by employees in all Town facilities, including Town-owned buildings, vehicles, and offices or other facilities rented or leased by the Town, including individual employee offices.

7.725 USE OF TOWN EQUIPMENT.
Use of Town phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other Town equipment, including vehicles, should be used by employees for Town business only. An employees' misuse of Town services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

7.730 BULLETIN BOARDS.
Information of special interest to all employees is posted regularly on the Town bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Town Mayor.

7.735 CONTACT WITH NEWS MEDIA.
The Mayor or designated department heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Mayor or department head may designate specific employees to give out procedural, factual or historical information on particular subjects.

7.740 SEAT BELT POLICY.
Anyone operating or riding in Town vehicles must wear seat belts at all times.

7.745 DRIVER'S LICENSE REQUIREMENTS.
As part of the requirements for certain specific Town positions, an employee may be required to hold a valid State Driver's license.

If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.

Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

7.750 SAFETY.
Every employee is responsible for maintaining a safe work environment and following the Town's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the department head. The Town will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their department head and the Mayor.

7.755 SUBSTANCE ABUSE.
The Town may discipline or terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours. The Town may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the Town's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the Town or others. The Town is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Town may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.

Employees using any prescription or over the counter drugs which might impair their work performance should notify their department head. At the option of the department head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

7.760 DRUG FREE WORKPLACE
In compliance with the Drug-Free Workplace Act of 1988, (Title 41-10-701 through 707, U.S.C. as amended), the Town is committed to providing an alcohol-free workplace. The Town prohibits the unlawful manufacture, distribution, sale, possession or use of a controlled substance or alcohol in the workplace or while conducting business. All employees must comply with this policy and notify the Mayor in writing of any drug statute conviction for a violation occurring in the

workplace no later than five (5) days after such conviction. The Mayor and/or their designee is responsible for notifying the appropriate federal granting agency of the conviction when the employee involved is working on a federal grant or contract, with ten (10) days of learning of the conviction. Employees who violate this policy may be subject to disciplinary action.

7.765 BREASTFEEDING IN THE WORKPLACE POLICY

Women returning from maternity leave who wish to continue breastfeeding or separate expression of milk for their child(ren) will be provided a private space (other than a toilet stall) with suitable lighting and electricity if necessary, for pumping apparatus. The selection of the space will be made on a case-by-case basis in consultation with the employee. Standard break times will be primarily utilized with additional unpaid break time provided as mutually agreed upon. Additionally, the Town will make every effort to provide suitable facilities for milk storage during the employee's daily work period. All requirements listed in MCA 39-2-215, 39-2-216, 39-2-217, whether or not specifically listed here, will be complied with.

7.770 GRIEVANCE PROCEDURE.

Employees are allowed to use the grievance procedure without penalty, harassment or retaliation for doing so. Each grievance will be fully processed until the employee receives a satisfactory decision/explanation or until the employee's right of appeal is exhausted.

Employees should attempt to resolve all disputes prior to involving the Mayor or his/her designee. Employees are encouraged to discuss disputes with their supervisors informally and in a timely fashion. The Clerk may attend meetings between the supervisor and employee if necessary. In the event a dispute cannot be resolved informally, the employee should file a grievance, in writing, to the supervisor within ten (10) business days of the occurrence of the disputed issue. The written grievance should outline the disputed issue, relevant facts, and appropriate remedy. Upon receipt of the written grievance, the supervisor will investigate the dispute and respond to the grievance within ten (10) business days of receipt of the grievance.

If the response is not acceptable to the employee, the employee may proceed to the next step. The employee may forward the written grievance to the Mayor or his/her designee within fourteen (14) business days from the date of the supervisor's response. The Mayor or his/her designee will investigate the grievance. The Mayor or his/her designee shall conclude his/her investigation and write a report within thirty (30) business days from receipt of the grievance appeal. This step concludes the final appeal process for the employee.

Information concerning employee grievances is confidential information and is to be discussed only with individuals involved in the investigation or on a need-to-know basis. Management decisions on grievances will not set precedent and are at the discretion of the Mayor or his/her designee so long as it does not violate any laws, regulations or policies set forth in this manual. Management decisions are not binding on future grievances unless they are officially stated as a policy.

SECTION 8: DISCIPLINE AND TERMINATION

8.810 DISCIPLINE.

Upon suspected violation of federal, state or local laws, Town rules and/or regulations, employee conduct/behavior/performance standards, or Town policies, the employee may be subject to disciplinary action. The supervisor of the employee in question shall notify the Mayor or his/her designee. The Mayor or his/her designee will task the supervisor and/or the Clerk to fully

investigate and document situations that may require disciplinary action. Employees may be placed on Administrative Leave (with or without pay) pending investigation. The employee will be interviewed during the investigation process. Prior to the investigation interview, the Mayor or his/her designee will inform the employee of the suspected violation and in general terms what the interview will be regarding.

The supervisor, Mayor or his/her designee, as well as the employee may request a support person to accompany them in the interview, if desired. The support, however, will be permitted for observation only and will not be permitted to participate in the interview.

The supervisor, the employee being investigated, the Clerk (if it is determined that he/she should attend) and the Mayor or his/her designee will meet and conduct the interview. The employee being interviewed may request a support person of his/her choosing be present at the interview; however, the support person will be permitted for observation only and will not be permitted to participate in the interview.

Upon conclusion of the investigation, it will be decided whether or not discipline is necessary. The Mayor or his/her designee shall inform the employee of the results of the investigation. If deemed necessary, the Clerk shall be present to document the hearing. During the hearing, the employee will be able to respond to the findings of the investigation. Upon completion of the hearing, the Mayor or his/her designee will write a letter to the employee documenting the investigation and hearing process has been completed, stating the findings and declaring the appropriate form of discipline as determined by the Town.

If the employee doesn't agree that the discipline was warranted or if he/she considers the disciplinary action inappropriate, the employee may follow the grievance procedure. Appropriate discipline, as determined by the Town, will be rendered in one of the following forms:

A. Oral Reprimand

The Mayor or his/her designee will meet with the employee and explain the problem as well as the necessary action required to correct the problem. The Mayor or his/her designee will also outline the time period in which the employee must correct the problem and the consequences should the employee not conform or comply with the necessary action. The Mayor or his/her designee will summarize the conversation with the employee in writing to document the disciplinary procedure as an oral reprimand. The employee and the Mayor or his/her designee will sign the summary which attests that the meeting took place, that the employee understood the problem and the corrective action required. The summary will be placed in the employee's personnel file.

B. Written Reprimand

The Mayor or his/her designee will document the problem in a letter to the employee. The Mayor or his/her designee will meet with the employee, present the letter, and explain the problem. During the meeting the Mayor or his/her designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not satisfactorily complete the necessary action. The letter to the employee will clarify that the employee is receiving a written reprimand as the disciplinary procedure. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and received the written reprimand.

C. Suspension (with or without pay)
The Mayor or his/her designee will document the problem in a letter to the employee and indicate whether the employee is being suspended with or without pay. The Mayor or his/her designee will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting, the Mayor his/her designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action, and the consequences should the employee not complete the necessary action. The letter to the employee will clarify the effective dates of the suspension (with or without pay), the date and work schedule, and the date that the employee is to return to work. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required, and that the form of discipline was suspension (with or without pay).

D. Demotion - Loss of Duty
The Mayor or his/her designee will document the problem in a letter to the employee and indicate the specific conditions of the demotion to include modified job duties and compensation, as warranted. The Mayor or his/her designee will meet with the employee, present the letter, explain the problem and inform the employee of the severity of the discipline received. During the meeting, the Mayor or his/her designee will clarify the necessary corrective action, the time period to conform or comply with the corrective action and the consequences should the employee not do the necessary action. The Mayor or his/her designee will determine if the demotion is a temporary disciplinary measure or a permanent job modification. In the event the demotion is a permanent job modification, the employee's job description will be updated to reflect such. A copy of the letter must be signed by the employee that attests the employee participated in the meeting, understood the problem and the corrective action required and that the form of discipline was a temporary or permanent demotion and loss of job duties/responsibilities. If the employee's job description was updated, the employee must sign the updated job description to reflect that the employee has had the modified duties communicated to the employee.

8.820 TERMINATION
If the appropriate disciplinary action is termination, a letter to the employee will document the problem and summarize the results of the investigation and hearing. The letter will detail the effective cause and date of discharge. The letter shall also include a copy of the Grievance Procedure Policies advising the employee of their right to use the procedures and to have the termination reviewed by appropriate Town authority**.**

8.840 LAYOFF/REDUCTION IN FORCE
The Mayor may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.

In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

The Mayor and their designee have authority to determine if Town workload, funding or other business decisions are such that terminations (via layoff or reduction-in-force [RIF] are required. Whenever possible, employees will be provided at least two (2) weeks advance notification before the layoff or RIF. Regular employees will not be terminated if temporary or short-term workers are employed in the same work classification. The insurance company will work in conjunction with the Clerk to ensure relevant benefits information is forwarded to the employee at the last known address. Employees must keep the Town informed of the address and telephone number where they can be contacted in the event of a recall. If the Town is unable to contact an employee within seven days of the recall, the employee will be eliminated from the recall list and the Town

will have no further obligation to recall that employee. The Town will have no obligation to recall the employee if they have been on a continual layoff for a period of one (1) year. Employees will be directed by the Town Clerk/Treasurer as to their rights under the provisions of COBRA.

8.850 RESIGNATION.
An employee should provide two (2) weeks' notice of resignation. This time limit may be waived by the employee's department head or the Mayor.

8.860 DEATH.
Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee in accordance with Section 2-18-617 and 2-18-618 MCA.

Revised 09/2020
MMIA Endorsed: August 2020
Town Attorney Revised: August 2020
Approved by Fromberg Town Council: September 1, 2020

RECEIPT PAGE:

It is expressly understood that the policy manual for the Town does not constitute a guarantee of employment or promise of any kind. The Town, in its sole discretion, may direct, hire, promote, transfer, assign and retain employees; supervise, discipline, and relieve employees from their duties; determine and change hours of work, shifts, and methods of operation; establish change or abolish its policies, practices, rules and regulations.

It is understood that the policy manual is issued to inform employees regarding the operating policies of the Town. The policy manual may be changed from time to time at the sole discretion of the Town, and is to be used as a guide to Town employees in the performance of their duties. Violations of the policies set forth in this manual may result in disciplinary action.

By signing this statement, the employee acknowledges the Town policy manual has been received and read and that the employee understands the policies contained herein.

_____. _____.
Signature Date

_____. _____.
Print Name/Position Date of Employment

_____. _____.
Supervisor Date

RESOLUTION NO. 529

RESOLUTION OF THE TOWN OF FROMBERG TO INCREASE RATES AND CHARGES FOR THE USERS OF THE TOWN'S WATER SYSTEM

RECITALS

WHEREAS, the Town of Fromberg, in Carbon County, Montana (the "Town") owns a water system (the "System"); and

WHEREAS, the Town hired Great West Engineering (the "Engineer") to conduct an engineering analysis of the System; and

WHEREAS, the Town and the Engineer have developed a plan for the replacement of a section of drinking water transmission main line, with an estimated cost of approximately $1,515,499 (the "Project"); and

WHEREAS, the Town has received commitments for loans in the amount of $830,000 from the Montana Department of Natural Resources and Conservations (with $617,000 of the loans to be forgiven under certain circumstances and $213,000 payable over 30 years at 2.50% interest) and has procured American Recovery and Reinvestment Act grant funds in the amount of $677,999; and

WHEREAS, the Town has determined it is necessary to change the rates and charges for the services provided by the System in order to collect sufficient revenues to pay bonds issued for System improvements and meet bond covenants on coverage, establish reserves and pay costs associated with the operation and maintenance of the System; and

WHEREAS, the Town is required to provide notice and a public hearing prior to the passage or enactment of a resolution imposing, establishing, changing or increasing rates, fees, or charges for water services or facilities.

NOW, THEREFORE, BE IT RESOLVED by the Town Council (the "Council") of the Town as follows:

Section 1. Reasons the Increase in Water User Charges. The Town will implement a rate increase for users of the System as set forth herein. The reason for the increase in rates is that the Town will need to borrow approximately $213,000 (payable over 30 years at an interest rate of 2.5% per annum) as part of the Town's portion of the construction costs of the Project, and the costs of operating the Town's water system. The debt service coverage requirements for such loan repayment and reserves, as well as debt service coverage on existing water debt, will be approximately $53,212 per year and the expenses for that water system, including operation and maintenance are estimated at $150,265 per year. These obligations, along with the increasing costs of operation and the need to maintain reasonable

reserves, require a monthly base rate increase of $12.00 per month per equivalent dwelling unit (EDU).

Section 2. Changes and Increases in Water Rates and Charges.

The Town's current monthly base rate is as follows:

User Categories	Current Base Rate
Residential Active	$45.00
Commercial Active	$45.00
Non-Residential Active	$50.00
Non-Active	$29.00

Bulk Water Users - $3.00 per token for approximately 200 gallons.

The new monthly base rate will increase of $12.00 to the current base rate as follows:

User Categories	Current Base Rate
Residential Active	$57.00
Commercial Active	$57.00
Non-Residential Active	$62.00
Non-Active	$41.00

Bulk Water Users - $3.00 per token for approximately 200 gallons.

Section 3. Effective Date of New Rates. The new rates will go into effect for July 1, 2024 billing. Subsequent adjustments to the rates will be made by resolution of the Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 4. Further Rate Study and Changes. The Town will conduct further rate studies to determine if rates need to be further adjusted to provide adequate funds to operate and maintain the System and to satisfy debt service and covenant obligations and maintain appropriate reserves.

Section 5. Public Hearing. A public hearing on the proposed rate increase was held on June 10, 2024, commencing at 6:30 PM at the Fromberg Town Hall, located at 118 W River St, Fromberg, Montana.

Section 6. Notice. The Clerk did publish or cause to be published a notice of the passage of this resolution in the Carbon County News, a newspaper of general circulation in the Town, on the dates of May 23 and May 30 and June 6, in the form and manner prescribed by Section 69-7-111(3) MCA, and to mail or cause to be mailed a copy

of said notice to all customers of the System at least 7 days and not more than 30 days prior to the public hearing. The Clerk did also mail a copy of the Notice to the Montana Consumer Counsel.

Passed and approved this 10th day of June 2024.

Attest: _____
Tim Nottingham, Mayor

_____
Kirstin Sweet, Town Clerk Pro Tem

RESOLUTION NO. 530

RESOLUTION OF THE TOWN OF FROMBERG TO INCREASE RATES AND CHARGES FOR THE USERS OF THE TOWN'S SEWER SYSTEM

RECITALS

WHEREAS, the Town of Fromberg, in Carbon County, Montana (the "Town") owns a sewer system (the "System"); and

WHEREAS, the Town hired Great West Engineering (the "Engineer") to conduct an engineering analysis of the System; and

WHEREAS, the Town and the Engineer have developed a plan for the replacement of a section of wastewater transmission main, with an estimated cost of approximately $736,674 (the "Project"); and

WHEREAS, the Town has received commitments for loans in the amount of $603,173 from the Montana Department of Natural Resources and Conservations (with $295,173 of the loans to be forgiven under certain circumstances and $308,000 payable over 30 years at 2.50% interest) and has received $126,001 of American Recovery and Reinvestment Act grant funds; and

WHEREAS, the Town has determined it is necessary to change the rates and charges for the services provided by the System in order to collect sufficient revenues to pay bonds issued for System improvements and meet bond covenants on coverage, establish reserves and pay costs associated with the operation and maintenance of the System; and

WHEREAS, the Town is required to provide notice and a public hearing prior to the passage or enactment of a resolution imposing, establishing, changing or increasing rates, fees, or charges for sewer services or facilities.

NOW, THEREFORE, BE IT RESOLVED by the Town Council (the "Council") of the Town as follows:

Section 1. Reasons for the Increase in Sewer User Charges. The Town twill implement a rate increase for users of the System as set forth herein. The reason for the increase in rates is that the Town will need to borrow approximately $308,000 (payable over 30 years at an interest rate of 2.5% per annum) as part of the Town's portion of the construction costs of the Project, and the costs of operating the Town's sewer system. The debt service coverage requirements for such loan repayment and reserves, as well debt service coverage on existing sewer debt, will be approximately $51,334 per year and the expenses for that sewer system, including operation and maintenance are estimated at $136,605 per year. These obligations, along with the increasing costs of operation and the need to maintain reasonable reserves, require a monthly base rate increase of $8.00 per month.

Section 2. Proposed Changes and Increases in Sewer Rates and Charges.

The Town's current monthly base rate is as follows:

User Categories	Current Rate
Active	$67.00
Non-Active	$36.00

The new monthly rate will increase of $8.00 to the current rate as follows:

User Categories	Current Rate
Active	$75.00
Non-Active	$44.00

Section 3. Effective Date of New Rates. The new rates will go into effect for July 1, 2024 billing. Subsequent adjustments to the rates will be made by resolution of the Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 4. Further Rate Study and Changes. The Town will conduct further rate studies to determine if rates need to be further adjusted to provide adequate funds to operate and maintain the System and to satisfy debt service and covenant obligations and maintain appropriate reserves.

Section 5. Public Hearing. A public hearing on the proposed rate increase was held on June 10, 2024, commencing at 6:30 PM at the Fromberg Town Hall, located at 118 W River St, Fromberg, Montana.

Section 6. Notice. The Clerk did publish or cause to be published a notice of the passage of this resolution in the Carbon County News, a newspaper of general circulation in the Town, on the dates of May 23 and May 30 and June 6, in the form and manner prescribed by Section 69-7-111(3) MCA, and to mail or cause to be mailed a copy of said notice to all customers of the System at least 7 days and not more than 30 days prior to the public hearing. The Clerk will also mail a copy of the Notice to the Montana Consumer Counsel.

Passed and approved this 10th day of June 2024.

_____
Tim Nottingham, Mayor

Attest:

_____
Kirstin Sweet, Town Clerk Pro Tem

RESOLUTION NO. 531

RESOLUTION OF THE TOWN OF FROMBERG TO INCREASE RATES FOR THE USERS OF THE TOWN'S GARBAGE SERVICES AND IMPLEMENT A FOUR (4) YEAR PLAN OF INCREASES.

WHEREAS, under section 69-7-101, Montana Code Annotated, the City has the power and authority to regulate, establish, and change, as it considers proper rates, charges, and classifications imposed for utility services to its inhabitants and other persons served by the municipal systems. Rates, charges, and classifications must be reasonable and just; and

WHEREAS, it will be necessary for the City to collect sufficient revenues to repay outstanding bonds payable from the revenues of its *garbage system* (the "system"), pay costs associated with the operation and maintenance of the system and establish appropriate reserves; and

WHEREAS, pursuant to Section 69-7-111, Montana Code Annotated, the Council shall order a public hearing prior to the passage or enactment of an ordinance or resolution imposing, establishing, changing or increasing rates, fees, or charges for services or facilities.

NOW BE IT RESOLVED, the first increase to services will go into effect on July 1, 2024 billing of utility services. The subsequent increases implemented with the four (4) year plan will each occur on the July services of each year.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fromberg sets Garbage rates as follows:

Section 1. Increase Garbage User Charges. The Town will implement rate increases for users of the system, as set forth herein.

1.01 Current Rates.

Residential and Business Collection Charges are as follows:

- CONX 1: $17.00
- CONX 2: $34.00
- CONX 3: $51.00
- CONX 4: $68.00
- CONX 5: $85.00
- CONX 6: $102.00
- CONX 7: $119.00
- CONX 8: $136.00
- CONX 9: $153.00
- CONX 10: $170.00
- CONX 11: $187.00
- CONX 12: $204.00

1.02 New Rate.

Residential and Business Collection Charges are as follows:

- 96-gallon cart: $28.00
- 2-yard dumpster: $83.00
- 3-yard dumpster: $122.00
- 4-yard dumpster: $162.00
- 6-yard dumpster: $241.00
- 8-yard dumpster: $320.00

Section 2. Four (4) Year Plan for Yearly Rate Increases for fiscal years 2026-2029

Taking effect for July services each year, the rate increases will be as follows:

2.01 2025-2026 Garbage Rate Increase of 4.5%.

2.02 2026-2027 Garbage Rate Increase of 4.5%.

2.03 2027-2028 Garbage Rate Increase of 4.5%.

2.04 2028-2029 Garbage Rate Increase of 4.5%.

Section 3. Determination of Annual Budget for System. Each year the Council of the Town shall determine the amount of money needed to pay the costs of the system including but not limited to: (a) the payment of the reasonable expense of operation and maintenance of the system; (b) administration of the system; (c) the payment of principal and interest on any bonded or other indebtedness of the system; and (d) the establishment or maintenance of any required reserves, including reserves needed for expenditures for depreciation and replacement of facilities, as may be determined necessary from time to time by the Council or as covenanted in the ordinance or resolution authorizing any outstanding bonds of the system. Based on the annual needs of the system, the Council will establish garbage charges for the use and availability of the system.

Section 4. Further Rate Increases. Subsequent adjustments to the base rate charge or Usage Charge will be made by resolution of the Town Council duly adopted after a public hearing with notice thereof given as provided by law.

Section 5. Public Hearing. A public hearing on the rate increase was held on Monday June 10, 2024, commencing at 6:30 p.m. at the Chambers of the Town Council, Town Hall, 118 W River St., Fromberg, Montana.

Section 6. Notice. The Town Clerk/Treasurer did authorize and directed to be publish or cause to be published a copy of a notice of the passage of this resolution in the *Carbon County News*, a newspaper of general circulation in the Town, on May 23, May 30 and June 6, 2024, in the form and manner prescribed by law, and to mail or cause to be mailed a copy of said notice to all persons served by the utility at least seven days and not more than 30 days prior to the public hearing. The mailed notice must contain an estimate of the amount the customer's average bill will increase under the proposed ordinance or resolution. The Town Clerk-Treasurer is

also authorized and directed to mail by first class, postage prepaid, notice of all hearings to the Montana consumer counsel.

DULY passed and adopted at the Regular Meeting of the Fromberg Town council this 10th day of June 2024. This Resolution shall become effective immediately upon passage.

_____
Tim Nottingham, Mayor

ATTEST:

_____
Kirstin Sweet, Town Clerk Pro Tem

RESOLUTION #532

A RESOLUTION TO RE-ESTABLISH THE BASE WAGE PAY SCALE AND ANNUAL RAISE SCHEDULE FOR THE EMPLOYEES OF THE TOWN OF FROMBERG.

WHEREAS, from and after the date listed below the pay be given to the Town of Fromberg Employees will be as follows:

Department Heads

- Base Starting Wage: **$21.00**
- Yearly anniversary wage increases are as follows:
  - *1st year*: 5% (current wage plus 5%)
  - *2nd year*: 5% (current wage plus 5%)
  - *3rd year*: 3% (current wage plus 3%
- Any further wage increases after the 3rd anniversary year shall be at the discretion of the Town Council.

General Labor

- Base Starting Wage: **$**_____
- Yearly anniversary wage increases are as follows:
  - *1st year*: 5% (current wage plus 5%)
  - *2nd year*: 5% (current wage plus 5%)
  - *3rd year*: 3% (current wage plus 3%)
- Any further wage increases after the 3rd anniversary year shall be at the discretion of the Town Council.

Summer Help

- Base Starting Wage: **$**_____
- Yearly anniversary wage increases are as follows:
  - *1st year*: 5% (current wage plus 5%)
  - *2nd year*: 5% (current wage plus 5%)
  - *3rd year*: 3% (current wage plus 3%)
- Any further wage increases after the 3rd anniversary year shall be at the discretion of the Town Council.

NOW THEREFORE, BE IT RESOLVED that this Town Council has fixed and adopted the Base Wage Pay Scale and Annual Raise Schedule for Fromberg Town Employees.

DULY passed and adopted at the Regular Meeting of the Fromberg Town council this 10th day of June 2023. This Resolution shall become effective immediately upon passage.

_____.
Tim Nottingham, Mayor

ATTEST:

_____.
Kirstin Sweet, Town Clerk / Treasurer

RESOLUTION NO. 533

A RESOLUTION TO SET A SPENDING POLICY FOR THE TOWN OF FROMBERG

WHEREAS, the Town Council of the Town of Fromberg, Montana wishes to describe the policy and process that shall be followed by the Town of Fromberg relative to all purchases.

WHEREAS, upon the Town Council's acceptance of budgets, all Department Directors are authorized to make purchases required for their departments in accordance with this policy.

WHEREAS, purchasing authority shall be consistent with the following guidelines**:**

1. Purchases up to $500: The Department Heads may authorize purchases up to $500.
2. Purchases between $501 and $1,500: Purchases between $501 up to $1,500 must be approved by the Town Mayor or designee. When possible, quotes, bids, or estimates should be obtained by Department Heads prior to purchasing goods or services.
3. Purchases between $1,501 and $79,999: Purchase between $1,501 up to $79,999 must be approved by the Town Council. When possible, quotes, bids, or estimates should be obtained by Department Heads prior to purchasing goods or services.
4. Purchases $80,000 and over: All purchases in this range must follow the formal bid advertisement process outlined in state law (MCA 7-5-4302).

NOW THEREFORE BE IT RESOLVED, by the Town Council of the Town of Fromberg, Montana the above guidelines for employee spending shall be used by all employees when making purchases.

DULY passed and adopted at the Regular Meeting of the Fromberg Town Council this 10th day of June 2024. This Resolution shall become effective immediately upon passage.

_____
Tim Nottingham, Mayor

ATTEST:

_____
Kirstin Sweet, Town Clerk / Treasurer