

**FROMBERG TOWN COUNCIL AGENDA**  
**MEETING TIME IS THURSDAY, MAY 14, 2026, AT 6:30 PM**  
**FROMBERG TOWN HALL, 118 W RIVER STREET**  
(Discussion And Possible Action on All Items.)

**Thursday, MAY 14, 2026**

**PLEDGE OF ALLEGIANCE:**

**CALL TO ORDER:**

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** (3-minute limit per person)

**CORRESPONDENCE:**

**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.

**SHERIFF DEPARTMENT REPORT:**

**SPECIAL EVENTS APPLICATION:** Carbon Stillwater Coed Softball

**ZONING/VARIANCE APPLICATION:** Aaron Muhs  
Elton Kirtly

**ZONING/FLOODPLAIN ORDINANCE COMMITTEE:** Update-- Councilwomen Taylor

**PLANNING BOARD:** None

**HISTORIC PRESERVATION:** None

**OLD BUSINESS:**

- Discussion/Decision regarding possible litigation with Stillwater Conservation District/River Project
  - Dennison any updates

**NEW BUSINESS:**

- Discussion/Decision to change carrier for Worker's Compensation
- Discussion/Decision on suggested policy updates and changes from Derrick Shephard MMIA
- Discussion/Decision Nexus CPA exit interview
  - Decide \$ amount clerk can adjust in Utility Billing without approval from council/attorney
- Discussion/Decision letter of interest from Emelie Eaton to look for grants for the Town
- Discussion/Decision: Judge Jackie gave notice her last day is 5/31/26
  - Jeff Schmaltz, Justice of the Peace for Carbon County
  - Bert Kraft, Bridger Judge
- Discussion/Decision: Tree Planning Board appointed
  - Parks
  - Tree trim & removal
  - Playground
  - Possible other work
- Discussion/Decision: Replacement of surge protector on wells, waiting on quote-On Public Works Report
- Discussion/Decision: Purchase new lawn mower

**OPEN A PUBLIC HEARING:**

- Ordinance # 532-An Ordinance of the Town of Fromberg Regulating the Use and Storage of Propane Tanks. Tabled for changes 4/8/26
- Ordinance # 533-An Ordinance of the Town of Fromberg to Prohibit Inoperative Vehicles Visible from the Public Roadway. 1<sup>st</sup> Reading

**CONSENT AGENDA:**

- Approve Minutes
  - 2026-4-9 Regular Meeting
- Approve Claims
- Approve Payroll Summary
- Approve Journal Vouchers

**TOWN ATTORNEY:** Dennison Butler

**PUBLIC WORKS:** Mike Ventling

**TOWN CLERK:** Michele Auch

**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 at the podium, 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 Town 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.

**TOWN OF FROMBERG  
SPECIAL EVENTS APPLICATION**

**Name/ Purpose of Special Event:** Carben Stillwater CED Softball

**Area Proposed for Special Event:** Softball Fields

**Date and Duration of Special Event:** June 13<sup>th</sup> - Aug. 17<sup>th</sup>

**Number of People Anticipated to Attend:** 20~40 people

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).

**Trash Removal.** *Season runs June 13<sup>th</sup> - Aug 17<sup>th</sup>  
games are Mon + Wednesdays will provide schedule for season*

**Number of Restrooms/Latrines needed** \_\_\_\_\_.

**Alcoholic beverages will be sold during special event. Specify the location and size of the area where alcoholic beverages will be sold/consumed:** \_\_\_\_\_

**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** \_\_\_\_\_ *will be provided prior to opening tourney on June 13<sup>th</sup> by league secretary*

**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.

4/30/2016  
Date

April W. Hergensider  
Signature of Applicant

**FROMBERG TOWN COUNCIL ACTION ON APPLICATION**

**Applicant:**

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**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:**

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- Security approved for \_\_\_\_ officers at \$\_\_\_\_ per hour/per officer.**
- Special Event Application DENIED.**

**Dated:**

\_\_\_\_\_  
**Fromberg Mayor**





Turn in by 11:30

## ZONING PERMIT APPLICATION TOWN OF FROMBERG, MONTANA

A zoning permit is required for all construction, reconstruction, addition, relocation of a structure, change of land use, or erection of fence within the Town of Fromberg.

Name of Zoning Permit Applicant: Aaron Munk

Applicant's address and telephone number: Po Box 412 Fromberg 110 Mine Spur Loop 406-425-2471

Email Address: munksaaron@yahoo.com

Location of Project: 302 N St

### Description of Building Project:

Adding 104 sq ft for bathroom/laundry on garage, turning into house. Selling contract for deed, new owner requesting to stay in rv till complete, no more than 6 months

### Provide with application the following documentation:

- A legal and general description of the property lot upon which the building or accessory building is to be built.
- A map showing the dimensions, acreage and location of the property lot, include setbacks and building dimensions.
- A legal survey may be required if the setbacks are in question.

### (check the box of the applicable building district)

#### Residential "A" District.

- **Uses.** Single family dwellings; manufactured homes that are ten years old and set up on a permanent foundation; schools, parks, recreation buildings, and country clubs; fire departments; churches or temples; and libraries [10-4-01].
- **Building Area.** No building with its accessory building shall be erected or altered, so as to occupy more than 45% of the area of a corner lot or more than 35% of the area of an interior lot [10-4-02].
- **Rear Yards.** (for new builds) Every building shall have a rear yard, depth of which shall not be less than 15' for lots less than 150' in depth and not less than 25' for lots 150' or greater in depth [10-4-03].
- **Side Yards.** (for new builds) Every lot shall have two side yards, each of which is not less than 6' in width. The sum of the widths of the two side yards shall in no case be less than 24% of the width of the lot [10-4-04].
- **Height.** No building shall exceed 35' in height [10-4-05].
- **Set Back Line.** No building shall be erected or altered so as to place its street wall nearer than 15' from the property line. No accessory building shall be erected nearer than 15' from the property line. Detached tool sheds shall be located not less than 6' from their side or rear property lines [Ord. 250]
- **Restriction on Manufactured Homes.** Manufactured homes may not be placed in "A" Residential unless it is newer than a ten-year-old multi-sectional model and is set up and skirted in one of the following ways:  
(1) placed on a permanent foundation; (2) individual pads with cinder blocks are used for supports; (3) coupled with uniform skirting, a dug-out style with cinder blocks for support, designed to lower the unit to ground level [10-4-07].

#### Residential "B" District-Only place travel trailers are permitted

- **Permitted Uses.** Single-family mobile home dwellings manufactured on or prior to 15 years of age when located within mobile home parks or individual lots within a mobile home subdivision [1-05-03].
- **Lot dimensions.** A. For single-wide mobile home dwellings, minimum of 40' wide x 100' deep with a minimum site area of 4000 sq ft.; B. For double-wide mobile home dwellings, minimum of 50' wide x 100' deep with a minimum site area of 5000 sq ft [10-05-05].
- **Lot coverage.** A. The ground area occupied by the mobile home, attached storm shed, patio, storage building and off-street parking spaces shall not exceed 50% of the total area of the site (400 sq ft. added to actual area of the mobile home and the accessory buildings for the two required off-street parking spaces); B. No mobile home, storm shed, or other legal attachments to the mobile home shall be located less than 6' from the side property line. Detached tool sheds shall be located not less than 5' from the side or rear

property lines. The ends of the mobile homes shall be at least 10' apart when opposing rear walls are staggered, otherwise 15' apart. No portion of a mobile home, or attachment thereto, or tool shed, or any other structure shall be located less than 15' away from any site or property line adjacent to a public right-of-way [10-5-06].

**Commercial "C" District.**

- Uses. Any commercial and industrial building may be erected or altered and land used for all lawful purposes **except:** (a) Storage yards for scrap, bulk or raw materials; (b) Railroad yards or roundhouses; (c) Livestock, corrals, or feedlots; and (d) manufacture or treatment activities which create objectionable noise, odor, smoke, fumes, vapor, dust or gas [10-06-01].
- Rear and Side Yards. No rear or side yards required [10-06-02].
- Height. No building shall exceed 70' in height [10-06-03].
- Set back lines. All buildings shall be built in line with existing structures [10-06-04].

**Floodplain-Mayor is the Floodplain Administrator**

- Retain records with floodplain map, ordinances, and minutes in office files

\*\*If your proposed building project does not meet the requirements in the building district set forth above, you must apply for a variance. A separate **variance application** is available at the Fromberg Town Hall.

After completing this application, submit the application and accompanying documentation to the Town Clerk at the Fromberg Town Hall. The clerk will forward the application to the Zoning Committee for their investigation and recommendation to the Town Council. At the next regularly scheduled council meeting (the council meets the second Thursday of each month), the council will make their decision on your zoning application.

The undersigned agrees that the information provided in this application is true and correct. The applicant understands that if any of the information is false, misleading or in error, this may be grounds for denial of the zoning permit.

Signed (applicant) \_\_\_\_\_  
Printed Name \_\_\_\_\_

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**ACTION OF THE FROMBERG TOWN COUNCIL**

Zoning Permit Application:

- Approved \_\_\_\_\_
- Approved with conditions: \_\_\_\_\_
- More information needed: \_\_\_\_\_
- Denied

Date this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signed by \_\_\_\_\_

Fromberg Mayor

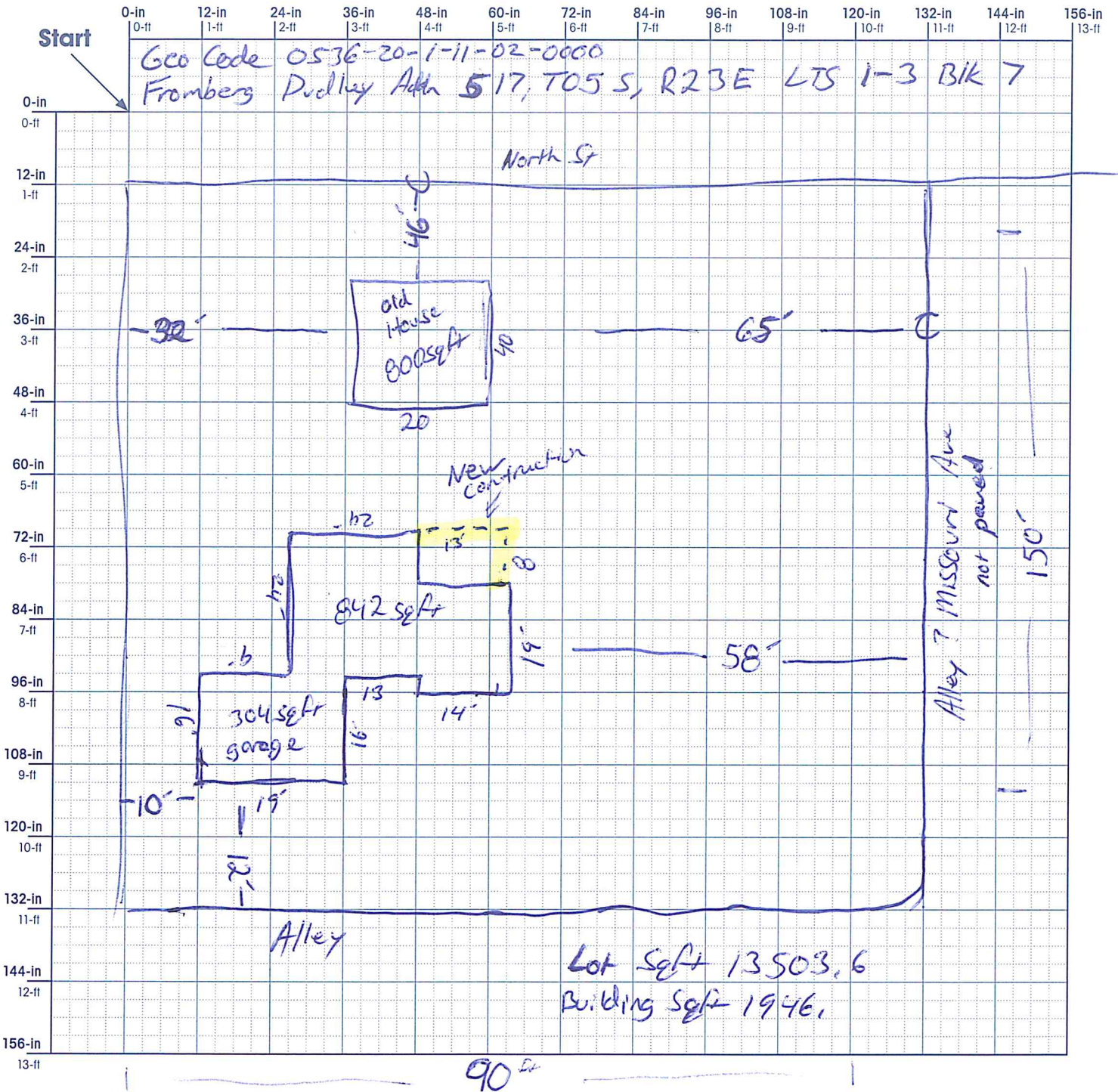
**Approval of this Zoning Application will expire one year after approval date.**

Client Name: \_\_\_\_\_  
 Project Address: 302 N  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Appointment Date & Time: \_\_\_\_\_  
 Measure Date & Time: \_\_\_\_\_  
 PSI Name: \_\_\_\_\_  
 Designer Name: \_\_\_\_\_  
 Store Location: \_\_\_\_\_

### Existing Floor Plan Drawing:

All dimensions to be recorded in inches. Scale: 1/2-in = 1-ft (each small square equals three inches).



**Locate fixtures and utilities:** Mark the center line location of windows, sinks, water lines, drains, gas lines, HVAC vents, electrical outlets and switches.

**ZONING PERMIT APPLICATION  
TOWN OF FROMBERG, MONTANA**

A zoning permit is required for all construction, reconstruction, addition, relocation of a structure, change of land use, or erection of fence within the Town of Fromberg.

Name of Zoning Permit Applicant: Elton C Kirtley

Applicant's address and telephone number: 22 First Avenue 406-925-0977

Email Address: eltonandrachel@hotmail.com

Location of Project: 22 First Avenue

**Description of Building Project:**

9' x 40' shed-roof add-on to west side of garage, allowing 6 feet of set back to alley.

**Provide with application the following documentation:**

- A legal and general description of the property lot upon which the building or accessory building is to be built.
- A map showing the dimensions, acreage and location of the property lot, include setbacks and building dimensions.
- A legal survey may be required if the setbacks are in question.

**(check the box of the applicable building district)**

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(1) placed on a permanent foundation; (2) individual pads with cinder blocks are used for supports; (3) coupled with uniform skirting, a dug-out style with cinder blocks for support, designed to lower the unit to ground level [10-4-07].

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property lines. The ends of the mobile homes shall be at least 10' apart when opposing rear walls are staggered, otherwise 15' apart. No portion of a mobile home, or attachment thereto, or toolshed, or any other structure shall be located less than 15' away from any site or property line adjacent to a public right-of-way [10-5-06].

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- Retain records with floodplain map, ordinances, and minutes in office files

\*\*If your proposed building project does not meet the requirements in the building district set forth above, you must apply for a variance. A separate variance application is available at the Fromberg Town Hall.

After completing this application, submit the application and accompanying documentation to the Town Clerk at the Fromberg Town Hall. The clerk will forward the application to the Zoning Committee for their investigation and recommendation to the Town Council. At the next regularly scheduled council meeting (the council meets the second Thursday of each month), the council will make their decision on your zoning application.

The undersigned agrees that the information provided in this application is true and correct. The applicant understands that if any of the information is false, misleading or in error, this may be grounds for denial of the zoning permit.

Signed (applicant) Elton C Kirtley  
Printed Name Elton C Kirtley

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**ACTION OF THE FROMBERG TOWN COUNCIL**

Zoning Permit Application:

Approved \_\_\_\_\_

Approved with conditions: \_\_\_\_\_

More information needed: \_\_\_\_\_

Denied

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

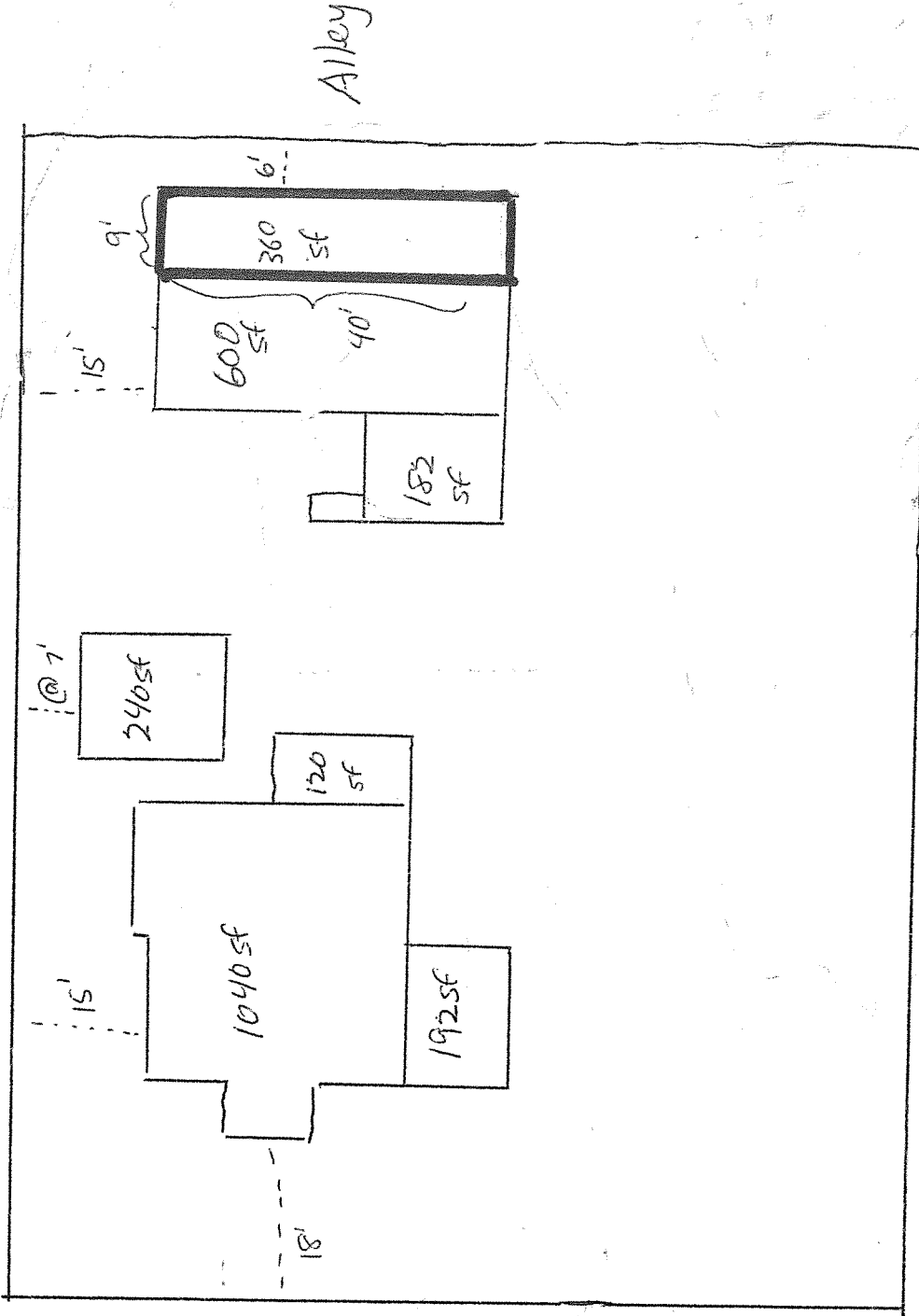
Signed by \_\_\_\_\_

Fromberg Mayor

**Approval of this Zoning Application will expire one year after approval date.**

↑ South

a street



First Avenue

100'

existing building sf = 2374 sf  
proposed addition sf =  $\frac{360 \text{ sf}}{2734 \text{ sf}} = 21\% \text{ of } 13,000 \text{ sf}$



855 Front Street | P.O. Box 4759 | Helena, MT 59604-4759  
Phone 800-332-6102 or 406-495-5000 | Fax 406-495-5020  
Fraud 888-MT-CRIME or 888-682-7463 | TDD/TTY 406-495-5030  
montanastatefund.com | safemt.com

April 28, 2026

CHRIS HINDOIEN  
ROCKY MOUNTAIN INSURANCE SERVICES  
PO BOX 9810  
HELENA MT 59604

RE:	TOWN OF FROMBERG
Policy No:	06-616693-8
Proposed Effective Date:	07/01/2026
Policy Type:	Reporting Plan Policy

I am pleased to enclose the Montana State Fund workers' compensation quote for coverage for the above referenced risk. Please take time to carefully review this quote. It is especially important to assure that the classification code(s) and the payroll estimate(s) for each classification code are accurate. The classification codes and estimated payrolls are the basis for the estimated premium. Payrolls that are incorrectly classified or underestimated may result in a significant additional premium due at the end of the policy term.

This quote is offered as a reporting plan policy. Payroll will be reported on a quarterly basis and premium billed based on each report. Please note, terrorism and catastrophe premium will not be billed until all payroll has been reported for the entire policy term. Terrorism and catastrophe premium should be accrued throughout the term so it is available at the end of the term.

Thank you for the opportunity to offer a quote. If the insured accepts the quote, please contact our office. Please note, Montana State Fund's rates change on July 1st of each year. I look forward to hearing from you.

Sincerely,

Glen Grover  
Select Team  
Operations Department



## QUOTE PROPOSAL

<b>Insured Name:</b> TOWN OF FROMBERG	<b>Date Issued:</b> 04/28/2026
<b>Policy #:</b> 06-616693-8	<b>Proposed Effective Date:</b> 07/01/2026

### Employers Liability Limits:

- \$100,000 Bodily Injury By Accident, Each Accident
- \$100,000 Bodily Injury By Disease, Each Employee
- \$500,000 Bodily Injury By Disease, Policy Limit

### Classification Codes and Estimated Cost:

Standard Premium for Period 07/01/2026 - 07/01/2027

**INSURED:** TOWN OF FROMBERG  
**LOCATION:** 118 WEST RIVER ST - FROMBERG MT 59029

Code	Description	Payroll	Rate	Remit Rate	Premium
8743-00	MUNICIPAL: PROFESSIONAL OR ADMINISTRATIVE	\$44,160.00	\$0.460	\$0.437	\$203.14
9420-00	MUNICIPAL-ALL OTHER EMPLOYEES AND DRIVERS	\$122,880.00	\$5.608	\$5.328	\$6,891.11

Description	Factor	Premium
Manual Premium		\$7,094.25
Subject Premium		\$7,094.25
Modified Premium		\$7,094.25
Scheduled Rating	0.9500	\$-354.71
Standard Premium		\$6,739.54

### Term Premium 07/01/2026 - 07/01/2027

Description	Factor	Premium
Total Standard Premium		\$6,739.54
Expense Constant		\$180.00
Total Premium		\$6,919.54
Terrorism	0.0050	\$8.35
Catastrophe	0.0100	\$16.70

**Final Premium** **\$6,944.59**

Department of Labor & Industry (DLI) Assessments:

Occupational Safety and Health (OSH) Assessment – Assessment Percentage:	TBD*	TBD*
Workers Compensation Administrative (Admin) Assessment – Assessment Percentage:	TBD*	TBD*
Stay at Work/Return to Work (SAW/RTW) Assessment – Assessment Percentage:	TBD*	TBD*
Subsequent Injury Fund (SIF) Assessment – Assessment Percentage:	TBD*	TBD*

*\*To Be Determined: The Department of Labor & Industry has not yet notified us of the assessments effective for this policy term. They are typically between 1%-3% of your premium. We anticipate being notified of the assessments shortly and will send updated information including the specific percentages. Thank you!*



*By law, each policy is subject to regulatory assessments that are established by and paid to the Department of Labor & Industry. The assessments are a percentage of premium, are billed with premium and cancellation may occur for failure to pay assessments. These are the assessments for this policy period.*

<b>TOTAL ESTIMATED COST:</b>	<b>\$6,944.59</b>
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855 Front Street | P.O. Box 4759 | Helena, MT 59604-4759  
Phone 800-332-6102 or 406-495-5000 | Fax 406-495-5020  
Fraud 888-MT-CRIME or 888-682-7463 | TDD/TTY 406-495-5030  
montanastatefund.com | safemt.com

MONTANA STATE FUND  
PO BOX 4759  
HELENA MT 59601-4759

### QUOTE ACCEPTANCE

<b>Insured Name:</b>	TOWN OF FROMBERG	<b>Quote Total Estimated Cost:</b>	\$6,944.59
<b>Policy #:</b>	06-616693-8	<b>Proposed Effective Date:</b>	07/01/2026
<b>Date Issued:</b>	04/28/2026	<b>Quote Expiration Date:</b>	09/29/2026

Montana State Fund thanks you for requesting a quote for your workers' compensation insurance.

To begin coverage, please sign and return this document by the quote expiration date. **Your policy will begin the day after your request is received.** We look forward to serving your needs.

By signing below you verify that you have been given authority by the entity listed in the Insured Name above to secure workers' compensation coverage on their behalf, that you understand that coverage will begin the day after this request for coverage is received by Montana State Fund, and that if payment is not timely received as requested by Montana State Fund, the policy will be cancelled in accordance with applicable Montana law.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



Kayla Forgey <kforgey@mmia.net>

6/26/2025 9:57 AM

# REMINDER - MMIA Workers' Compensation Rate Change for FY 25/26 - Effective July 1st

To Kayla Forgey <kforgey@mmia.net> Copy JT Linder <jlinder@mmia.net> • Jodi Rogers <jodi.rogers@mtleague.org> • Jodie Campbell <jodie.campbell@mtleague.org>

[Good morning. This is a reminder to update your payroll system for the Workers' Compensation rates and factors for the Fiscal Year 25-26, effective 7/1/2025.](#)

FY 2025/2026 Final		
Classification Code	Description	Rates (per \$100 of payroll)
7704	Firefighters	\$6.255
7720	Police Officers	\$2.473
8743	Professional & Administrative Employees	\$0.526
8810	Clerical Office Employees	\$0.199
9410	Municipal Non-Professional Employees	\$1.322
9420	All Other Employees	\$5.615

For each Member-Owner, MMIA calculated a custom Combined Payroll Accrual Factor (CPAF) which consists of your MOD factor, volume discounts, and administrative fees. **The CPAF is the rate for entry into your payroll system in lieu of the mod factor.** For more information, please refer to the Workers' Compensation Final Rate Memo emailed on April 15, 2025.

If you have questions or need a copy of the Final Rate Memo, please contact Kayla Forgey ([kforgey@mmia.net](mailto:kforgey@mmia.net)) at (406)495-7019 or JT Linder ([jlinder@mmia.net](mailto:jlinder@mmia.net)) at (406)495-7023.

Thank you,



**Kayla Forgey** | Staff Accountant

[kforgey@mmia.net](mailto:kforgey@mmia.net) | [www.mmia.net](http://www.mmia.net)

406-495-7019 | 800-635-3089 ext. 140 | Fax: 406-449-7440

PO Box 6669, Helena, MT 59604

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Britani Laughery <blaughery@mmia.net>

4/27/2026 3:42 PM

RE: W/C Withdrawal

To Fromberg - Michelle Auch <clerk@fromberg-mt.com>

[Michele](#),

The Town of Fromberg does not currently have any open workers' compensation claims. Whether the town had open claims or not doesn't impact the town's ability to withdraw. If the town wished to withdraw, send the signed withdrawal form to me no later than close of business on May 1<sup>st</sup>.

As for the quote from the Montana State Fund, did the town select the \$1M limits for the employer's liability coverage or was that selected by an agent? The options for employer's liability coverage typically include \$100k/\$100k/\$500k (standard and included at no additional cost), \$500k/\$500k/\$500k (additional cost) and \$1M/\$1M/\$1M (additional cost). As a reference, MMIA provided the \$100k option to all members with our workers' compensation coverage.

Montana governmental entities are protected in statute for governmental liabilities for damages in tort, with a maximum of \$750,000 per claim and \$1.5 million per occurrence. Choosing the \$1M limit per claim limit exceeds the statutory tort cap which would waive the ability to assert tort caps for the claims. The town should consider whether the \$100k or \$500k limits are more appropriate.

Brit

**Britani P. Laughery, CSP, ASP, CIC, CWCP, AU** | Chief Operating Officer

Montana Municipal Interlocal Authority

406-495-7004 | 800-635-3089 ext. 114 | Fax: 406-449-7440

Mailing address: 3115 McHugh Ln, Helena, MT 59602-7762

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**From:** Town Clerk <[clerk@fromberg-mt.com](mailto:clerk@fromberg-mt.com)>

**Sent:** Monday, April 27, 2026 11:39 AM

**To:** Britani Laughery <[blaughery@mmia.net](mailto:blaughery@mmia.net)>

**Subject:** W/C Withdrawal

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-----  
Hi Britani,

I saw your name as a contact for workers' compensation withdrawal and wanted to follow up with you.

We have completed the withdrawal form and had the Mayor sign it prior to the May 1, 2026 deadline. I wanted to confirm with you the the Town does not have any open worker's compensation claims from prior years that we may not be aware of.

We also received a quote from Montana State Fund and would really appreciate your expertise in reviewing it to see if anything stands out as incorrect or needs further attention.

At this point, I don't see a reason to delay the withdrawal, but I would value your input before we move forward.

Thank you for your time and assistance.

Best Regards,

Michele Auch

Town Clerk / Treasurer

[www.clerk@fromberg-mt.com](mailto:www.clerk@fromberg-mt.com)

406-668-7383

MMIA:ecacbcab-a4bd-42fa-a598-e2e92efe506c:MMIA

[www.clerk@fromberg-mt.com](mailto:www.clerk@fromberg-mt.com)

406-668-7383

On 04/27/2026 2:31 PM MDT Derrek Shepherd <[dshepherd@mmia.net](mailto:dshepherd@mmia.net)> wrote:

[Good afternoon, Michele,](#)

I was looking through the policies and I think some updates need to be made. I have attached the policy with some comments I added in the margin. If you are unable to see them, click on the "Review" tab at the top and in the middle box, there should be a tab that says, "Show Comments."

I did not see an Appendix A and there is a signature page for receipt of the computer, internet, and email policy, but I did not see that policy. Is it separate?

There are a couple of items that may cause coverage issues. In the harassment section, it says the complainant will be told what discipline the harasser received, but that would be confidential information and should not be shared. Additionally, the policy to terminate a spouse could be an issue. Do you think these things could be addressed and changed?

## **Derrek Shepherd | Human Resource Consultant**

Montana Municipal Interlocal Authority

406-495-7017 | 800-635-3089 ext. 127 | Fax: 406-449-7440

Mailing address: 3115 McHugh Ln, Helena, MT 59602-7762

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**From:** Town Clerk <[clerk@fromberg-mt.com](mailto:clerk@fromberg-mt.com)>

**Sent:** Wednesday, April 22, 2026 2:37 PM

**To:** Derrek Shepherd <[dshepherd@mmia.net](mailto:dshepherd@mmia.net)>

**Subject:** Updated Town Policy

This email comes from an external sender.  
**Do not open unexpected links or attachments.**

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Hi Derrek,

I have highlighted small changes made and voted on by the council, 6.300 and 7.720, should the wording on 6.300 be changed?

## 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.

### 1.025 SERVICE ANIMALS.


**Pets inside City facilities are prohibited.** An individual with a disability under the Americans with Disabilities Act (ADA) is permitted to bring a service animal inside City facilities. The below sections describe the Town policy on service animals inside Town facilities. **Appendix A provides additional guidance for Town employees.**

#### A. Service Animals

A service animal is defined by the ADA and means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual (the handler) with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Service Animals must be under the control of the handler at all times through a leash, voice, signal, or other means. The care and supervision of the animal is solely the responsibility of the handler. The handler is expected to clean and dispose of all animal waste appropriately. All service animals must be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current, and the service animal must be in good health.

Reasonable behavior is expected from service animals while inside Town facilities. Disruptive and aggressive service animals must be removed from the premises immediately and permission to bring the animal into Town facilities may be revoked. The Town is not required to allow access to service animals that pose a direct threat to others, are not under the handler's care and control, or that would fundamentally alter the nature of the goods, services, or programs provided by the Town. A "direct threat" is defined by the ADA as a significant risk to the health and safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of reasonable auxiliary aids or services.

 Service Animals in the Workplace

The immediate supervisor will evaluate all requests from employees to bring a service animal into Town work place.

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.~~

**Commented [DS2]:** Disciplinary actions are confidential and should not be relayed to the complainant. The complainant should only be told whether their complaint was substantiated or not and, if substantiated, that corrective measures have been taken. Much of this statement is covered two paragraphs after this one.

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.

**Commented [DS3]:** Retaliation is relevant to all types of harassment complaints, not just sexual harassment.

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.

## 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.

**Commented [DS4]:** Should this say, "...for every hour over 40 worked as overtime."? Also, I just want to confirm that department heads for the Town are non-exempt employees. Is that correct? Oftentimes, department heads are exempt employees and, if they are, then this sentence would contradict the highlight section below.

non-exempt

**Commented [DS5]:** As stated above, I am just confirming that department heads are non-exempt employees. If they are exempt employees, then this will contradict the section above.

# Under Hiring

## Record Retention Policy

1. Retention of New Hire Records:
  - The Clerk will collect all interview notes, applications, and related documents for the selected candidate and place them in an individual's personnel file.
2. Retention of Non-Selected Applicants' Records:
  - The Clerk will collect all interview notes and applications for applicants not selected and retain them according to the Record Retention Schedule No 8, as outlined by the Secretary of State.
  - These records must be stored securely in a locked cabinet for the required retention period.
3. Destruction of Records
  - After the required retention period, the Clerk may submit a request for the destruction of non-selected applicants' records in accordance with applicable procedures.

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.

? council/attorney

**Commented [DS6]:** This paragraph addresses employees and their process. It does not seem to apply to applicants. I recommend removing this paragraph or just keeping the first sentence and changing "employee" to "applicant" and having them complaint to the mayor.

**Commented [tf6R2]:** Removed or integrate with 7.777 Council and Attorney to review 5/14/26

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.

- (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.

**Commented [DS7]:** I think this requires legal review. I am not sure the Town would be permitted to terminate an employee based on their marital status due to non-discrimination laws and the Wrongful Discharge from Employment law. The Town may be required to restructure the reporting process for one or both of the employees.

**Commented [tf7R2]:** Yes, that sounds outdated! Council and attorney to review.

## 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.

**Commented [DS8]:** This will need to be updated. You could just change it to "the Town's workers' compensation carrier."

**Commented [tf8R2]:** Okay, good catch!

**Commented [DS9]:** Same as above

**Commented [tf9R2]:** OK

Employees are eligible to participate in the Town's insurance programs starting the 1<sup>st</sup> of the month following date of hire as of July 1, 2026, before this date, then as date of hire. 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.

- (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/VAPING

For health and safety considerations, the Town prohibits smoking or vaping 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.

## 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

**Commented [DS10]:** These two paragraphs seem to repeat the same message.

**Commented [tf10R2]:** Yes, it should be one paragraph. 5/14 council mtg.

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 05/2025   
MMIA Endorsed: 3/19/2025  
Town Attorney Revised: September 24, 2024  
Approved by Fromberg Town Council: September 24, 2024, May 12, 2025

Derrek Shepherd <dshepherd@mmia.net>

4/27/2026 3:36 PM

## RE: Updated Town Policy

To Fromberg - Michelle Auch <clerk@fromberg-mt.com>

Here is the verbiage we have in our sample policies:

add  
7.780

### 1. COMPUTER USE

Use of the [CITY/TOWN]'s electronic communications equipment, systems and/or tools is a privilege. Electronic communications equipment should be used for activities that fall within the course and scope of the employee's job duties. Personal computer use that is deemed excessive or inappropriate by the [CITY/TOWN] or computer use that is illegal is prohibited and may result disciplinary action up to and including termination. New employees will be given a period of instruction on the [CITY/TOWN]'s computer equipment as part of their new employee orientation. Upon completion of the period of instruction, a statement signed by the employee and their supervisor will be entered in the employee's personnel file. If the employee refuses to sign the statement, a written statement documenting their refusal will be added to their personnel file.

#### **Email**

Employees are responsible for the content and dissemination of their messages. This responsibility includes ensuring that their messages are accurate, courteous and that they do not violate another's right to privacy or confidentiality. If an employee has a question pertaining to the content of an email, they should consult with their supervisor.

#### **Security**

The [CITY/TOWN] owns the contents of all files stored on its systems, all messages transmitted over its systems, and reserves the right to access them. E-mails may be accessed and monitored in the normal course of business by system administrators, supervisors, and support staff. The [CITY/TOWN] expressly reserves the right to monitor use of the Internet by

## **Derrek Shepherd** | Human Resource Consultant

Montana Municipal Interlocal Authority

406-495-7017 | 800-635-3089 ext. 127 | Fax: 406-449-7440

Mailing address: 3115 McHugh Ln, Helena, MT 59602-7762

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**From:** Town Clerk <[clerk@fromberg-mt.com](mailto:clerk@fromberg-mt.com)>

**Sent:** Monday, April 27, 2026 3:29 PM

**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

Computers, Internet, and Email Policy Acknowledgement

By my signature below, I acknowledge that I have received a copy of the Computers, Internet, and Email Policy. I understand that it is my obligation to read, understand, and comply with the stipulations, procedures, and provisions contained within this policy.

Commented [DS11]: I do not see this policy in the handbook. Is it separate?

Further, I understand that this policy governs my use of all Town technology and, under certain circumstances, my own technology that I might bring into the Town (See Personal Telephone Calls and Personal Communication Devices).

Additionally, I understand that if I violate the policy, I am subject to discipline from the Town, including suspension, termination, and/or such other action as the town deems appropriate. I also understand that some violations of the policy could result in actions against me both civilly and criminally and in both federal and state courts. I also understand that I have no expectation for privacy in any of the technology referenced in the policy, due to the access and interception rights reserved by and granted to the Town of Fromberg.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my personnel file.

Employee Name (please print): \_\_\_\_\_

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

Equipment Acknowledgement

I acknowledge that while I am working for the Town, I will take proper care of all town equipment with which I am entrusted. I shall abide by all the guidelines set forth in this Handbook including, but not limited to; using equipment lawfully, safely, and cost-effectively; for its designed purpose; for Town business only; and according to the manufacturer's specifications.

I understand that, while Town equipment is in my possession, any abuse, violations of safety practices, or disregard for the proper care and maintenance of such equipment may result in disciplinary action, up to and including termination.

I further understand that, upon termination, I shall return all property of the Town and that the property will be returned in proper working order. This agreement includes, but is not limited to; the following: laptops, cell phones, pagers, IT equipment, tools, personal protective gear, and any other equipment the town has provided for use with my job.

I understand that failure to return equipment shall be considered theft and will lead to criminal prosecution by the Town.

Employee Name (please print) \_\_\_\_\_

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



April 23, 2026

Town Council  
Michele Auch, Clerk/Treasurer

Town of Fromberg  
P.O. Box 236  
Fromberg, MT 59029

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Town of Fromberg for the year ended June 30, 2024 and June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 7, 2026. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Fromberg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. As described in Note 1 to the financial statements, Town of Fromberg changed accounting policies related to the reporting accounting changes and error corrections by adopting statement of Governmental Accounting Standards (GASB Statement) No. 100, Accounting Changes and Error Corrections, in 2024 and reporting of the fiduciary funds by adopting statement of Governmental Accounting Standards (GASB Statement) No. 101, Compensated Absences, in fiscal year 2025. We noted no transactions entered into by Town of Fromberg during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarized uncorrected misstatement of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards requires us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule summarizes the material misstatements that were identified as a result of our audit procedures and were brought to the attention of, and were corrected by, management.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated April 27, 2026.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Town of Fromberg's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Town of Fromberg's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide an assurance on the RSI.

#### Restrictions on Use

This information is intended solely for the information and use of Council and management of Town of Fromberg and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Jonathan Mahrt, CPA

Nexus CPA Group, PLLC



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

Town Council  
Town of Fromberg  
Carbon County  
Fromberg, Montana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Town of Fromberg, Carbon County, Montana, as of and for the years ended June 30, 2024 and June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town of Fromberg's basic financial statements and have issued our report thereon dated April 27, 2026.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Town of Fromberg, Carbon County, Montana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Fromberg, Carbon County, Montana's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Fromberg's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described below, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described below to be material weaknesses as identified as item(s) 2025-001 through 2025-004.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described below to be significant deficiencies as identified as item(s) 2025-005.

**2025-001**      **Segregation of Duties**

**Condition:**

Segregation of duties is not adequately maintained over cash receipting, utility billing adjustments, and journal voucher processing.

**Context:**

The Town has a single individual responsible for performing key functions related to utility billing, including cash receipting, processing adjustments, and posting journal vouchers. There is no formal oversight or independent review of these activities.

**Criteria:**

Internal control standards require segregation of duties to provide reasonable assurance that transactions are properly authorized, recorded, and reviewed, reducing the risk of error or fraud.

**Effect:**

The lack of segregation of duties increases the risk of errors, unauthorized transactions, or misappropriation of assets that may not be detected in a timely manner.

**Cause:**

The Town has limited staffing resources, making full segregation of duties impractical.

**Recommendation:**

We recommend the Town implement compensating controls to mitigate the lack of segregation of duties. These may include increased oversight by the Council and/or Mayor, periodic independent review of utility billing adjustments and journal vouchers, and regular monitoring of cash receipting activity.

**2025-002**      **Payroll Benefit Liabilities**

**Condition:**

The Town does not have a reconciliation process in place to ensure payroll clearing fund liabilities agree to actual outstanding payroll-related payables.

**Context:**

During substantive testing of warrants payable, we identified that the Town's warrants payable balance did not agree to the outstanding warrants listing. The difference was primarily due to negative payable balances related to health, dental, life, vision insurance, and workers' compensation.

Upon further review, these balances appeared to be residual amounts originating from fiscal year 2022–2023. The Town identified these discrepancies in fall 2024 and recorded a correcting journal voucher in fiscal year 2024–2025, which offset current year expenditures rather than properly adjusting beginning balances.

**Criteria:**

Internal control practices should require that payroll clearing accounts and related liabilities be reconciled regularly to supporting detail, such as outstanding warrants and third-party payable listings, to ensure accuracy and completeness of financial records. In addition, accounting principles require prior period errors to be corrected through beginning balance adjustments rather than current period activity.

**Effect:**

The financial statements were misstated as follows:

- Fiscal Year 2024:
  - General Fund: understatement of cash and warrants payable of \$13,864
  - Water and Sewer Funds: understatement of cash and liabilities of \$6,932 each
- Fiscal Year 2025:
  - Beginning equity and payroll expenditures were overstated in the Water and Sewer Funds by \$6,932

These misstatements were corrected and are reflected in the financial statements.

**Cause:**

The Town did not perform regular reconciliations of payroll clearing liabilities to supporting documentation. In addition, prior period discrepancies were not identified timely and were subsequently corrected through current year entries rather than appropriate prior period adjustments.

**Recommendation:**

We recommend the Town implement a formal reconciliation process for payroll clearing accounts and related liabilities on a regular basis (e.g., monthly). Reconciliations should include agreement to supporting detail such as outstanding warrants and third-party payable reports, with timely investigation and resolution of discrepancies.

Additionally, the Town should ensure that prior period errors are evaluated and recorded as beginning balance adjustments, rather than through current period activity, to ensure accurate financial reporting.

**2025-003 Claim Control Weaknesses**

**Condition:**

We noted control weaknesses in the Town’s claim processing procedures. Specifically, supporting documentation for certain payments was not adequately maintained to support the claims.

**Context:**

The auditor performed a control walkthrough of the claims process using inquiry, observation, and inspection of documentation. During testing of a random sample of 25 claims, we identified 5 instances where supporting documentation was not available, other than a copy of the check verifying the amount and vendor.

**Criteria:**

Internal control procedures should require that adequate supporting documentation be maintained and organized in a manner that allows for timely retrieval and verification of claims.

**Effect:**

Weaknesses in claim documentation increase the risk of errors, unauthorized payments, or misappropriation of assets not being detected in a timely manner.

**Cause:**

The Town's process for documenting and maintaining supporting documentation for claims is not adequately designed or consistently followed.

**Recommendation:**

We recommend the Town implement and enforce policies and procedures requiring all claims to be supported by appropriate documentation (e.g., invoices, receipts, approvals) and that such documentation be maintained in an organized and accessible manner to support proper review and accountability.

**2025-004 Utility Billing Controls**

**Condition:**

During the audit, we identified the following control weaknesses related to utility billing and accounts receivable:

1. There is no oversight or compensating control to address the lack of segregation of duties within the utility billing process. As a result, the February 2024 billing was not generated and the error was not identified timely enough to allow for correction and billing within a timeframe acceptable to the Town.
2. The Town does not have a formal process to monitor and follow up on aged accounts receivable, including determining when delinquent balances should be submitted as a tax lien.

**Context:**

1. Through inquiry, the auditor was informed that utility billing for February 2024 was not completed. This was further analyzed and confirmed through review of the billing history and tested as part of substantive procedures to evaluate the impact on the financial statements.
2. Review of the accounts receivable aging report identified a significant number of balances outstanding greater than 90 days. Further analysis indicated these balances have accumulated over an extended period due to limited follow-up and collection procedures. The Town submitted aged receivables to the County to be added as a tax lien in September 2025 and has begun to receive collections.

**Criteria:**

1. Internal control systems should include procedures to ensure timely and complete billing of services provided, including compensating controls to monitor key processes where segregation of duties is limited.
2. Internal control systems should include procedures for ongoing monitoring and collection of receivables, including timely follow-up on delinquent accounts and consideration of enforcement actions such as liens. Additionally, accounts receivable should be regularly reviewed for collectability, with appropriate actions taken to ensure amounts are collected or written off as necessary.

**Effect:**

1. The lack of oversight over the billing process increases the risk that revenues are not recorded completely or timely and that errors in billing processes go undetected. This resulted in a loss of revenue for February 2024.
2. The lack of monitoring over aged receivables increases the risk that receivables become uncollectible due to delayed follow-up. This has resulted in a significant buildup of aged receivables with increased risk of non-collection. As of June 30, 2024, accounts receivable balances greater than 90 days totaled \$114,593, representing approximately 69% of the total receivable balance. As of June 30, 2025, balances greater than 90 days increased to \$144,455, representing approximately 68% of the total receivable balance.

**Cause:**

1. The Town has limited staffing resources and does not have compensating controls in place to provide oversight of the utility billing process.
2. The Town has not established formal policies or procedures for monitoring, following up on, and enforcing collection of aged accounts receivable.

**Recommendation:**

1. We recommend the Town implement compensating controls over the utility billing process, such as periodic review of billing activity (e.g., monthly reconciliation of billing reports to system activity) by the Mayor and/or Council to ensure all billing cycles are completed.
2. We recommend the Town implement formal procedures for monitoring and collecting accounts receivable, including periodic review of aging reports, defined timelines for follow-up on delinquent accounts, and policies for timely submission of unpaid balances to the County as a tax lien. Oversight by the Mayor and/or Council should be incorporated as a compensating control given limited staffing.

**2025-005 Required Supplementary Information**

**Condition:**

Management has omitted the management discussion and analysis that the generally accepted account principles require to be presented as a supplement to the basic financial statements.

**Context:**

We did not receive the management discussion and analysis to include with the audit report.

**Criteria:**

Generally accepted accounting principles require that management prepare a management discussion and analysis to introduce the basic financial statements and provide an analytical overview of the government's financial activities per GASB Statement 34, Basic Financial Statements and Management's Discussion and Analysis.

**Effect:**

The Town is not following the generally accepted accounting principles set by the GASB.

**Cause:**

The Town did not prepare the management discussion and analysis as apart of the required supplementary information for the financial statements.

**Recommendation:**

The Town should implement policies and procedures to ensure a management discussion and analysis is prepared on an annual basis once financial statements have been prepared.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Fromberg's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards* and which are described below as item(s) 2025-006.

**2025-006 Water Revenue Bond Requirements**

**Condition:**

The Water Fund did not meet the revenue bond covenant requirements related to minimum net revenues for the fiscal years ended June 30, 2024 and 2025.

**Context:**

We compared net operating revenues of the Water Fund to the required debt service coverage based on the maximum annual principal and interest requirements for the water revenue bonds.

**Criteria:**

Revenue bond covenants require the Town to maintain net revenues equal to at least 110% of the maximum annual principal and interest payment on the water revenue bonds.

**Effect:**

The Town is not in compliance with the water revenue bond requirements as follows:

awf →

Fiscal year	Fund	Net Revenue Requirement	Actual Net Revenues	Shortage
June 2024	Water	\$ 47,507	\$ (46,226)	\$ (93,733)
June 2025	Water	\$ 58,863	\$ 46,396	\$ (12,467)

Should be (5,535)

**Cause:**

Operating revenues were insufficient to generate the required level of net revenues to meet bond covenant requirements.

**Recommendation:**

We recommend the Town evaluate and adjust its rate structure and/or operating costs to ensure sufficient net operating revenues are generated to meet bond covenant requirements in future periods.

**Town of Fromberg's Response to Findings**

Town of Fromberg's response to the findings identified in our audit is described in the Auditee's Corrective Action Plan. Town of Fromberg's response was not subject to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Nexus CPA Group

April 27, 2026

Town of Fromberg  
PO Box 236  
Fromberg, MT 59029  
406-668-7383

Contact Person:

Michele Auch, Clerk/Treasurer  
clerk@fromberg-mt.com

Expected Completion Date of Corrective Action Plan:

09/2027-MD&A

12/2026-Rate Study

Current through 8/26-other items

**CORRECTIVE ACTION PLAN**

**FINDING 2025-001: Segregation of duties**

Response: Routine corrections may be handled by clerk/treasurer, any utility billing adjustment exceeding (? to be determined by council agenda item May 14 or June 11<sup>th</sup> 2026 or Town attorney) or involving a leak adjustment must be presented to the Town council for formal approval before being finalized in the system, clerk to make notes in UB system for the adjustments.

All journal vouchers created in BMS for the preceding month are included in the monthly council packets, this ensures that any manual movement of funds between accounts is transparent and questioned, if necessary, council approval is included in the consent agenda. Any adjustments presented by AFR or Auditors are entered into BMS by clerk and JV's presented to council for final approval. The printed packet serves as the permanent record of what was disclosed to the public and the governing body.

Once a week the mayor will perform a detailed review of all weekly cash receipting activity. Comparison of the bank-validated deposit slips matching the corresponding JV entered in BMS system. A weekly cash receipting & deposit reconciliation form will be signed and initialed by the mayor and clerk verifying accurate records.

**FINDING 2025-002: Payroll Benefit Liabilities**

*Set-up by Kirstin Sweet*

Response: Payroll Procedures

End of month only: Payroll Program

a. Reports

Report Package, Run Report Packages

End of the Month Report Match, OK, OK, mm/01/yy to mm/31/yy, OK, PDF file

- b. The totals of all 3 reports must match!!!!  
Payroll Summary  
Payroll Expenditure Detail  
Cash Report

Town will ensure that prior period errors are evaluated and recorded as beginning balance adjustments, rather than through current period activity, to ensure accurate financial reporting.

FINDING 2025-003: Claim Control Weaknesses

already implemented

Response: Currently approved claims include invoice/s, warrant (check stub), BMS claim form printed from accounting attached together, and filed under the month paid and in locked filing cabinet. Claims for each month are presented in council packets for approval under the consent agenda, and when approved the mayor and clerk sign checks and checks are sent out.

FINDING 2025-004: Utility Billing Controls

implemented

Response: Clerk includes the monthly billing and accounts receivable report in the council packets and/or clerk report, billing postcards include a past due stamp or possible shut off notice stamp, bills are due at the end of the month, door hangers are put out by public works with 3-day notice of shut off, if not paid water is shut off until full payment is received. Tax lien letters are postmarked by July 7<sup>th</sup> of each year with balance due for water/sewer charges through June 30 of each year with 30 days to pay, unpaid balances are emailed to the Carbon County Treasurer. Clerk to coordinate with Carbon County Treasurer for final report due date. Clerk to include final tax lien report in Council packets. Recent Ordinance #527 passed in May 2025 addresses utility charges, timing, and fees.

FINDING 2025-005: Required Supplementary Information

New

Response: Clerk/treasurer to draft the MD&A, requires a meeting between the mayor and public works director to identify non-financial successes for the year. Explanation of *why* significant variations occurred between the original and final budgets, structure the report with the most important themes and highlights at the beginning, followed by detailed technical data. Require a section on “Currently know facts, decisions, or conditions” expected to impact future financial health, have council oversight of report. Seek assistance as needed from peers to complete.

FINDING 2025-006: Water Revenue Bond Requirements

work in progress

Response: The Town will work with Montana Rural Water and use the service they have offered to do a rate study for the water fund. Public Works Department has also just completed an audit of Town services per address within Town Limits. This requirement will be taken into consideration during budget preparation for FY 26-27 to ensure sufficient net operation revenues are generated to meet bond covenant requirements in future periods.

Jonathan Mahrt <jmahrt@nexuscpa.net>

4/28/2026 12:28 PM

RE: 110% net revenues water fund

To Town Clerk <clerk@fromberg-mt.com>

Hi Michelle,

Lets plan to have a quick call.

I am available at 1 if that works for you.

Jonathan Mahrt, CPA, CFE  
Partner | Nexus CPA Group, PLLC  
PO Box 1957. 1740 US Hwy 93 S,  
Kalispell, MT 59903  
(406) 756-6879 ext. 119



**From:** Town Clerk <clerk@fromberg-mt.com>  
**Sent:** Tuesday, April 28, 2026 12:27 PM  
**To:** Jonathan Mahrt <jmahrt@nexuscpa.net>  
**Subject:** 110% net revenues water fund

Hi Jonathan,

Quick question on the spreadsheet you shared regarding the requirement to maintain net revenues in the water fund of not less than 110% of the maximum principal & interest for the fiscal year.

Looking at page 20 of draft audit: Revenues \$ 205,809

: Expenses ~~\$(152,481)~~ -did not include depreciation of \$70,899  
: Total \$ 53,328

Your Spreadsheet showed : \$205,809  
: ~~(\$159,413)~~ is there something else you are factoring in?  
: \$ 46,396

Loans paid

Debt Service \$53,512 June 2025

110%

\$ 58,863	\$58,863
<del>(\$46,396)</del>	<del>(\$53,328)</del>
(\$12,467)	(\$5,535) short-need rate study completed with MRW

Per: Jonathan  
this is the correct  
amt.

Councilwomen Taylor wanted this included on the May agenda and I wanted to be certain of how the figures were calculated.

Thank you,

Michele Auch

Town Clerk / Treasurer

[www.clerk@fromberg-mt.com](mailto:www.clerk@fromberg-mt.com)

406-668-7383

- image002.png (7 KB)

**Town of Fromberg, Carbon County, Montana**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**  
**For the Fiscal Year Ended June 30, 2025**

**Business-Type Activities - Enterprise Funds**

	<u>Water</u>	<u>Sewer</u>	<u>Solid Waste</u>	<u>Totals</u>
<b>OPERATING REVENUES</b>				
Charges for services	\$ 205,322	\$ 190,081	\$ 69,253	\$ 464,656
Miscellaneous revenues	487	324	-	811
Total operating revenues	<u>\$ 205,809</u>	<u>\$ 190,405</u>	<u>\$ 69,253</u>	<u>\$ 465,467</u>
<b>OPERATING EXPENSES</b>				
Personal services	\$ 77,999	\$ 78,164	\$ -	\$ 156,163
Supplies	36,888	14,106	810	51,804
Purchased services	32,024	34,034	65,542	131,600
Fixed charges	5,570	5,571	-	11,141
Depreciation	70,899	96,676	-	167,575
Total operating expenses	<u>\$ 223,380</u>	<u>\$ 228,551</u>	<u>\$ 66,352</u>	<u>\$ 518,283</u>
Operating income (loss)	<u>\$ (17,571)</u>	<u>\$ (38,146)</u>	<u>\$ 2,901</u>	<u>\$ (52,816)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Intergovernmental revenue	\$ 583,324	\$ 60,301	\$ -	\$ 643,625
Debt service interest expense	(14,244)	(18,580)	-	(32,824)
Total non-operating revenues (expenses)	<u>\$ 569,080</u>	<u>\$ 41,721</u>	<u>\$ -</u>	<u>\$ 610,801</u>
Change in net position	<u>\$ 551,509</u>	<u>\$ 3,575</u>	<u>\$ 2,901</u>	<u>\$ 557,985</u>
Net Position - Beginning of the year	\$ 681,621	\$ 2,852,157	\$ (5,433)	\$ 3,528,345
Restatements	(1,648)	14,998	-	13,350
Net Position - Beginning of the year - Restated	<u>\$ 679,973</u>	<u>\$ 2,867,155</u>	<u>\$ (5,433)</u>	<u>\$ 3,541,695</u>
Net Position - End of the year	<u>\$ 1,231,482</u>	<u>\$ 2,870,730</u>	<u>\$ (2,532)</u>	<u>\$ 4,099,680</u>

See accompanying Notes to the Financial Statements

April 28, 2026

Mayor Feller and Fromberg Town Council:

In an effort to be as transparent as possible with all concerned, including community members, I wanted to introduce myself. My name is Emelie Eaton. I am an independent grant writer.

On Monday, April 20, 2026 at 11:26, my husband, Dennis Eaton sent me the following in a text:

Name: Mike Ventling, City of Fromberg

Mobile: 406-425-2400

“They are very interested in trying to get grant money.”

At 11:50 a.m. that day I called Mike Ventling and the following comes from that conversation.

Mike explained to me the town’s need for new water meters and kits, approximately 250 meters, the cost involved and the fact that Fromberg is losing revenue on water. He stated this is the public work’s department’s primary project. He stated the Town of Fromberg would be happy to receive smaller grants as “working capital”.

I wanted to make sure staff was on board with me writing grants. Mike stated Michelle is the clerk/treasurer and she would be in agreement. One week later I contacted Michelle, your Clerk, with questions of a financial nature. She stated the town had applied for two small grants, both \$2,000 and she would be more than happy to have someone working on the town’s behalf trying to find funds.

I told her, as I had Mr. Ventling, that my terms are:

I write grants through all manner of sources; most of my experience is with private foundations. I ask for no reimbursement of costs or hours. When a grant is successful, I ask 10% of that grant amount. That is the only payment I expect.

I wanted all concerned to know I am working on your behalf. I will keep the Clerk informed of what grants have been applied for and when a decision might be made on that application.

**Bert Kraft**  
City Judge  
PO Box 128  
Bridger, MT 59014

**Bridger City Court**  
**Carbon County**  
State of Montana

**Telephone**  
406-662-1042  
bkraft2@mt.gov

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Town of Fromberg  
PO Box 236  
Fromberg, MT 59029

April 7, 2026

RE: City Judge Position

To The Mayor and Town Council:

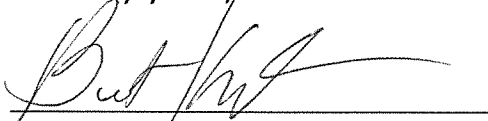
I am interested in serving as city judge for the Town of Fromberg. I am presently the city judge in Bridger, where I live, and am in my 12<sup>th</sup> year as city judge.

I am very familiar with the average caseload in the Fromberg City Court over the last 15 years, and I believe that I would be able to attend to its matters with the full attention they deserve. I can be my own court clerk, as I served as the court clerk in Bridger during the 3 years and 10 months before I became the judge. And as judge, I still do some clerical things out of habit.

Small town courts in Montana are important in providing access to justice for nearby residents and law enforcement. I think I would be a very good judge for the Town of Fromberg.

Thank you for your consideration.

Sincerely yours,

  
\_\_\_\_\_  
Bert Kraft  
City Judge

Jeff Schmalz <[jeff.schmalz@mt.gov](mailto:jeff.schmalz@mt.gov)>

4/7/2026 10:38 AM

RE: [EXTERNAL] Judge for Fromberg

To Town Clerk <[clerk@fromberg-mt.com](mailto:clerk@fromberg-mt.com)>

Michelle,

I am the Justice of the Peace for Carbon County. I spoke to Jackie about the position and am aware of the current pay and caseload. I see no reason to change that. Let me know if you have any other questions.

Thank you

Jeff Schmalz

Carbon County Justice of the Peace

PO Box 2

Red Lodge, MT 59068

(406)446-1440 – Justice Court

[Jeff.Schmalz@mt.gov](mailto:Jeff.Schmalz@mt.gov)

[CarbonJCClerks@mt.gov](mailto:CarbonJCClerks@mt.gov)

While the Justice Court is pleased to assist you in any way possible, please understand that we are unable to provide legal advice. If you need legal advice or have questions, please contact an attorney. Additionally, all emails are subject to Montana's Right to Know law (Article II Sec 9, Montana Constitution) and can be considered Public Record (2-6-202, MCA) available for public disclosure, except when demand of individual privacy clearly exceeds the merits of public disclosure (Article II Sec 10, Montana Constitution).

CONFIDENTIALITY NOTICE: This email contains confidential information and is intended only for the individual named. If you are not the intended recipient, you should not read, disseminate, distribute or copy this email. Please notify the sender immediately if you received this email by mistake and delete this email from your system.

**From:** Town Clerk <[clerk@fromberg-mt.com](mailto:clerk@fromberg-mt.com)>

**Sent:** Tuesday, April 7, 2026 9:24 AM

**To:** Schmalz, Jeff <[Jeff.Schmalz@mt.gov](mailto:Jeff.Schmalz@mt.gov)>

**Subject:** [EXTERNAL] Judge for Fromberg

Good Morning,

Jackie Schara informed us that she will be leaving her position with the Town of Fromberg effective May 31, 2026, and she provided us with your contact information as someone willing to take over her role.

As we prepare for our upcoming Town Council meeting on April 9, we would like to ensure the Council has the necessary information to make an informed decision. At your convenience, could you please provide your current

job title and your proposed monthly rate for taking on this position?

For reference, Jackie Schara was compensated at a rate of \$200.00 per month.

We appreciate your time and consideration and look forward to your response.

Sincerely,

Michele Auch

Town Clerk / Treasurer

[www.clerk@fromberg-mt.com](mailto:www.clerk@fromberg-mt.com) [fromberg-mt.com]

406-668-7383

**ORDINANCE NO. 532**

**AN ORDINANCE OF THE TOWN OF FROMBERG REGULATING THE USE AND STORAGE OF PROPANE TANKS.**

WHEREAS, the Town of Fromberg is a self-governing entity; and

WHEREAS, the Town of Fromberg, in connection with the Carbon County Fire Warden has determined that it is in the best interest of its Citizens to establish rules and regulations for the use and storage of Propane Tanks within the Town of Fromberg for the protection of the health, safety, and welfare of its Citizens.

**THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FROMBERG AS FOLLOWS:**

All Propane Tanks and use must meet the National Fire Protection Association standards titled 58 Liquefied Petroleum Gas Code, and all proposed installations shall be reviewed by the Fire Department for safety.

Furthermore, only portable propane tanks that are 20 pounds or less are permitted in the Fromberg Town Limits. Factory-installed and mounted tanks on RV's, campers, and travel trailers are excepted.

This Ordinance shall be in full force and effect thirty days after passage on second reading.

**FIRST PASSED AND APPROVED** by the Town Council of the Town of Fromberg, Montana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**PASSED AND APPROVED** on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Terry Feller, Mayor

Attested to by:

\_\_\_\_\_  
Michele Auch, Clerk/Treasurer

Tom Kohler?  
Mike V said  
Fire Dept not  
able / qualified to  
review for safety.

**ORDINANCE NO. 533**

**AN ORDINANCE OF THE TOWN OF FROMBERG TO PROHIBIT INOPERATIVE VEHICLES VISIBLE FROM THE PUBLIC ROADWAY.**

WHEREAS, the Town of Fromberg is a self-governing entity; and

WHEREAS, the Town of Fromberg has determined that it is in the best interest of its Citizens to establish rules and regulations for the storage of inoperative vehicles within the Town of Fromberg for the protection of the health, safety, and welfare of its Citizens.

**THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FROMBERG AS FOLLOWS:**

Inoperative vehicles, visible from the public roadway, may not be stored on land or buildings except as follows:

- One project car is permitted, provided it is given a one-year time limit and remains parked on the owner's property rather than city-owned property.

Penalties for non-compliance:

First Offense: \$50.00

Second Offense: \$250.00 plus towing expenses

Third Offense: \$250.00 plus towing expenses

Subsequent Offense: \$500.00 plus towing expenses

This amended ordinance shall be in full force and effect thirty days after passage on second reading.

**FIRST PASSED AND APPROVED** by the Town Council of the Town of Fromberg, Montana, on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**PASSED AND APPROVED** on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Terry Feller, Mayor

Attested to by:

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Michele Auch, Clerk/Treasurer

**FROMBERG TOWN COUNCIL MINUTES FOR A REGULAR MEETING  
HELD ON APRIL 8, 2026**

On April 8, 2026, meeting of the Fromberg Town Council was held at 118 W River Street in Fromberg, MT. The Pledge of Allegiance was recited, and the meeting was called to order at 6:30 pm by Mayor, Terry Feller. Other council members present were Don Wilson, Mark Seyler, Nate Caton and Tammy Taylor. Others present were Jerry Hall, Sandy Bauwens, Dena Wilson, Mike Ventling, Public Works Director and Michele Auch, Clerk.

**Public comment on items not on the agenda.** No comments

**Correspondence was next on the agenda.** Mayor shared that the Town had received a letter from Forest Mandeville, Carbon County Planning office regarding new purchasers that will be starting a dog kennel at 700 W River St, which lead to discovering that they are on city water and have not been getting a bill. Next the Mayor went over a letter from Rick and Julie Avants at 13 Billies Alley, next time when work needs to be done, they want us to get permission to enter their property to service towns sewer line that cuts through their property. Is there an easement in place already? Mayor shared that he had received a letter from Honor Coin Attorney who is representing Larry Richardson on his house in the floodplain, and he just wants to be left alone. We have communicated with Shylea, and it has gone up her chain of command on how to proceed.

**Mayor/Council was next on the agenda.** Mayor shared he had a call from Troy Downng, State Representative. We are in the running for cell meter money as we made the final cut and we will know in the fall when the appropriations committee will send out the money, \$78,000 with \$20,000 match from the Town. Councilwomen Taylor brought up elections and have Dennison help Michele with steps to fix. She also mentioned fixing the streets and working with the County again like last summer, as it went really well. Councilman Wilson asked about the manhole on Mine Spur, and Conex at Buckmiller's.

**Sheriff department report was next on the agenda.** Sherriff Josh McQuillen stated 70 hrs., 9 min. Fromberg patrol time, 27 hrs., 55 min. calls for service in Fromberg. Car checks, couple traffic stops, mental health calls. Helping Mike with labor detail and the Town is benefitting from the program. He talked about the history of the office in Town Hall, why the keypad was put in the office, there is really no equipment in the office, mainly a desk and a place to meet with people. At some point he will meet with Dennison to go through records there, some flood stuff in the office, phone was disconnected, call 911 emergency, 446-1234 for non-emergency.

**Zoning/Variance application was next on the agenda.** None.

**Zoning/Floodplain Ordinance Committee was next on the agenda.** None

**Planning Board:** None

**Historic Preservation:** Councilwomen wanted to thank Kelle Ventling in pursuing a \$6,000 grant from Carbon County, it was recommended at their last board meeting of the Historic Preservation meeting that the museum had over 400 volunteer hours, and recommended that Fromberg get the whole amount.

**Old business was next on the agenda.** Discussion/Decision regarding possible litigation with Stillwater Conservation District/River Project was next on the agenda. A call was put into Amy Bailey, Carbon County Conservation District. Amy had come into the office and dropped off a pile of paperwork. Discussion was had about quantities of trees, price per tree, what was charged, hydro seed bags, topsoil, removal of soil, changing bid amounts, the actual final number for the project is unknown. Tim Nottingham signed a new contract in October,

project done in September. Amy shared that we don't have all the documents, Sharon tried to erase all the documents, Amy was able to retrieve them, and the numbers didn't even come close to jiving. Councilwomen Taylor asked if an outside attorney would talk to us and see what we are looking at. Also, we were billed for \$40,000 for much, mulch was not installed. More discussion was had about this being a generational issue, protecting the bridge, protecting the Town wells, willows, burlap to hold soil, and Federal money was used for the project. Dennison shared the process to move forward, he will talk with a couple attorneys, they look into it, and then they'll come down and talk with the Town. Litigation is one of those reasons that the city council can go into a closed session, they'll come down and talk to you and have attorney client privilege. They'll talk about all the options and the risks and potential options going forward. Hire an attorney first then talk with the County. When attorney is hired, they will coordinate with Carbon County Conservation and Stillwater Conservation District so that they don't overlap, then make a pitch to the County about trying to get them involved as well. The county has an obligation, a legal obligation to make sure that the bridges are safe. Amy Bailey recommended Jackie Papez as she is already familiar with the situation. Councilwoman Taylor made a motion to move forward with an attorney on the Riverbank project. Councilman Wilson seconded. . The motion carried with the votes as follows: Councilman Caton—aye, Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye. After saying thank you and goodbye to Amy, more conversation about differences in paperwork was had and someone needs to be held accountable.

**\*\*Councilman Caton excused himself from the meeting, due to pinched nerve discomfort.**

Discussion/Decision of approval of new Zoning map was next on the agenda. Councilwomen Taylor stated that no changes had been made since last meeting and since she is the one that made it out, the rest of the council will have to approve. Councilman Wilson made a motion to approve the zoning map, seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye.

**New business was next on the agenda.**

Open bid/s for old town dump property. Mayor opened the one bid the Town received from Erik Erickson and read out loud. He is willing to pay \$500 annually, due to the fact that the fence is in disrepair from neglect, and he has ditch rights for the Bartlett Canal. He would like the contract for three years, as the cost for materials is extremely high, the re-negotiate the terms then. He would put in a portable corral that will remain his property until completion of the terms of the lease. Councilman Wilson motioned to accept the bid, seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye.

Discussion/Decision on back billing policy was next on the agenda. Public Works conducted an audit of Town services and found more services that weren't billed for. Councilwomen Taylor asked if this could be turned over to collections, nothing currently in ordinance, Dennison will look into, in past practice Public works would pull garbage cans for unpaid bills, Michele having trouble getting response from Republic about audit of garbage services and she believes a credit is due, Dennison shared that Red Lodge has the same problem, possible breach of contract, possible bid from MacKenzie, Councilman Wilson stated that we are correcting it now and moving forward.

Discussion/Decision for Bat Boxes in Town. Deputy Bry has a bat box that he would like to donate, but we need a place to put it, maybe by the well. Would need a permit! It was suggested at the sewer lagoon to help with mosquitoes. Or city park, baseball field, put them everywhere. Councilwomen Taylor motion to accept the

bat box, seconded by Councilman Wilson. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye.

Discussion/Decision for Judge Jackie replacement as of 5/31/26. \$200 per month. Jeff Schmalz, Justice of the Peace for Carbon County recommended by Jackie and Bert Kraft, Bridger Judge were interested. Per Dennison it was decided that the Job should be advertised for two weeks. Put on next agenda.

Discussion/Decision to reimburse gas for Councilwomen Taylor to attend Plan Smart, Build Strong Montana Land Use Series May 19<sup>th</sup> in Miles City for classes. Councilman Wilson motioned to approve Tammy for her trip to Miles City, seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye.

. Councilwomen Taylor suggested that the rest of council get registered with Montan League of Cities and Towns for a newsletter the comes out with grants available and stuff like notices about ADA. The door at Town hall will need to be replaced for wheelchair access, ramp outside back door, remove one of the door at front entrance, move cabinet in bathroom, maybe change out toilet, bathrooms at the ball field would need to be addressed, try and get Dick Taylor to look at, check with HRBC or go see them over in Joliet to see if they have any grants available.

Discussion/Decision for Michele to attend Clerk School May 3<sup>rd</sup>-May 7<sup>th</sup> \$450.00 for 4 days. Conference is in Billings. Councilwomen Taylor moved to send Michele to Clerk School, seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye.

Discussion/Decision for Post Office to have separate water meters for each apartment. Currently billed for three services. Currently three apartments and one business, ¾” line feeding everyone., possible 2” service line needed, owner is legally responsible. No way to shut off, come off main with correct size, meter vault, with separate meter and shut offs. Letter sent to owner about the water situation. Councilwomen Taylor moved to separate water meters, seconded by Councilman Wilson. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye. Clerk to bill for 4 services. Main and the meter pay \$1000 connection fee.

**OPEN A PUBLIC HEARING:**

Amended Ordinance #531-An Ordinance of the Town of Fromberg Governing the Use of Animals within the Town of Fromberg 2<sup>nd</sup> reading was next on the agenda. Addressed the mules, meat chickens, and bees. Councilman Seyler motioned to accept the amended changing of the ordinance, seconded by Councilman Wilson. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor – aye.

Ordinance #532-An Ordinance of the Town of Fromberg Regulating the Use and Storage of Propane Tanks, 1<sup>st</sup> reading. Mayor read out loud. Mike Ventling has portable 100lb tanks, lagoons have 330- or 500-gallon tank, Councilwomen Taylor stated the Town provides natural gas, and some residents consider it a safety issue to use propane if you have a residential house, if natural gas available in city limits you probably should be hooked up to it. If something blows up MDU would pay, what happens when a propane tank blows up? Inspection needs to be conducted by State Fire Marshall, not local Fire Department unless they are qualified and certified.

More discussion was had about size of containers. Councilman Wilson motioned to table the propane ordinance, seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor—aye. Motion Carries.

The Consent Agenda was next on the agenda. A motion to approve the consent agenda was made by Councilwomen Taylor, seconded by Councilman Wilson. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler—aye and Councilwoman Taylor—aye. Motion Carries.

Town Attorney was next on the agenda. Any questions? Investigation started by sheriff on health benefits, we have zero of Tim’s emails regarding Riverbank, or Larry Richardson. All records need to be kept for a significant period of time. Emails to the mayor are definitely in public information. Can the sheriff confiscate his computer? This is a very big problem when people start using their personal email address, especially for governmental work, and you obviously shouldn’t. They should be kept separate and distinct. Tim Nottingham told us they were deleted, and he told Amy he would give them to her. If somebody destroyed public records, without authorization, that’s a problem. This could lead to civil and criminal liability. If a FOIA request comes in, the city has 180 days to comply.

Public Works was next on the agenda. Mike gave his report, busy month, bulk water, plan for trailer park, major water leak Friday at trailer park, shut off water, truck broke down, testing up to date, \$1,400 in tires now the trucks rides smooth, mapping entire town, meter pits, shutoffs, 2 hooks-ups found have to pay non-active fees, east side of town done, 79 hook ups, MRW will GPS on diamond maps, curb stops, meters, found several home with 2 garbage cans, cell meters, fix diffuser in lagoons, I & I mid-May, Mayor arranged for boat delivery, pot holes filled on North Street, asphalt mix coming today, working on grants to get meters out of houses, talk of new truck, future equipment needs, Councilman Wilson asked about putting gravel in at his place on city property.

Town Clerk was next on the agenda. Michele reported that account receivable was \$25,848.00, working with auditors, USDA reports, many meetings for grants, updated property schedule, quarterly reports for payroll.

A motion to adjourn was made by Councilwomen Taylor and seconded by Councilman Seyler. The motion carried with the votes as follows: Councilman Wilson—aye, Councilman Seyler--aye and Councilwoman Taylor – aye.

Adjourn at 9:10 pm

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Terry Feller, Mayor

ATTEST:

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Michele Auch, Town Clerk

\* ... Over spent expenditure

Claim Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5298	23929S	336 Avery Electric Motor Clean the stator and parts, pull and install bearings and grease, phase to phase and ground testing.		697.00			5310 430610	300	101000
1	3470	04/15/26 Sewer Plant		697.00			5310 430610	300	101000
5299	23955S	26 Energy Labs		589.00			5210 430510	200	101000
1	04/30/26	Bacteria, Public Water Supply		63.00			5310 430610	200	101000
2	04/30/26	Influent, Effluent, Sewer		401.00			5210 430510	200	101000
3	04/30/26	CCR report		125.00			5410 430810	392	101000
5300	23950S	40 Republic Services #892		5,545.77			5210 430510	340	101000
1	04/30/26	Garbage 3-0892-9892007		5,545.77			5310 430610	340	101000
5301	23953S	42 Verizon		169.01			1000 410400	340	101000
1	04/30/26	PWD Cell Phone		84.50			5210 430510	340	101000
2	04/30/26	PWD Cell Phone		84.51			5310 430610	340	101000
5302	23946S	34 Montana Dakota Utilities		187.00			1000 410400	340	101000
1	04/30/26	Town Hall-361 501 1000 9		53.00			5210 430510	340	101000
2	04/30/26	Town Shop-161 501 1000 1		67.00			5310 430610	340	101000
3	04/30/26	Town Shop-161 501 1000 1		67.00			5310 430610	340	101000
5304	23949S	31 NorthWestern Energy		2,687.14			5310 430610	340	101000
1	04/30/26	113 E River St		1,170.25			1000 460400	340	101000
2	04/30/26	Ball Park, 304 Park Dr		0.00*			1000 460400	340	101000
3	04/30/26	Ball Park Bldg, 302 Park Dr		24.86*			1000 410400	340	101000
4	04/30/26	TH elec svc, 118 W River St		107.17			1000 430263	340	101000
5	04/30/26	9 Mine spur Loop N Lot		12.52			1000 430263	340	101000
6	04/30/26	Street Lights		816.47			5210 430510	340	101000
7	04/30/26	PH Elec Svc, 534 E River St		487.43			1000 430263	340	101000
8	04/30/26	118 W River St Lt		22.05			5210 430510	340	101000
9	04/30/26	Shop, 16 S Billings Ave		23.19			5310 430610	340	101000
10	04/30/26	Shop, 16 S Billings Ave		23.20			1000 410300	111	101000
5305	23943S	14 Jackie Schara		200.00			5310 490300	610	101000
1	04/30/26	Judge Fees		200.00			5310 490300	610	101000
5306	-99840E	243 USDA RD DCFO PAYMENT		2,591.00			5310 490300	610	101000
1	04/29/26	Loan Pymt		2,591.00					

\* ... Over spent expenditure

Claim Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5307	23940S	289	Dennison A Butler	1,200.00			1000		411100	350		101000
1		04/30/26	Attorney Fees	1,200.00								
5308	23939S	184	Core & Main LP	3,432.26			2821		430200	200		101000
1		04/14/26	Ez street cold asphalt	980.00			2821		430200	200		101000
2		04/24/26	Ez street cold asphalt	991.80			5210		430510	200		101000
3		04/23/26	5 Cell Meters	1,749.50			5210		430510	200		101000
4		04/30/26	3/4 BRS Coupling	295.68			5210		430510	200		101000
5		04/14/26	3/4 SS insert trailer court	58.08			5210		430510	200		101000
6		04/16/26	Meter Body credit	-642.80			5210		430510	200		101000
			refund									
5309	23951S	251	Taylor Electric, Inc.	1,621.85								
			Troubleshoot Well #2 and Waste WTP									
1		04/22/26	Materials	46.85			5210		430510	200		101000
2		04/22/26	Labor Feb 25	525.00			5210		430510	300		101000
3		04/22/26	Labor 11/14, & 1/13	1,050.00			5310		430610	300		101000
5310	23952S	334	TCT	387.75								
1		04/30/26	Town Shop	37.00			5210		430510	340		101000
2		04/30/26	Town Shop	37.00			5310		430610	340		101000
3		04/30/26	Wastewater Plant	64.00			5310		430610	340		101000
4		04/30/26	Service Fee for Paper	1.50			5210		430510	340		101000
5		04/30/26	Service Fee for Paper	1.50			5310		430610	340		101000
6		04/30/26	Town Hall Internet	24.66			1000		410400	340		101000
7		04/30/26	Town Hall Internet	24.67			5210		430510	340		101000
8		04/30/26	Town Hall Internet	24.67			5310		430610	340		101000
10		04/30/26	Water Pump House	64.00			5210		430510	340		101000
11		04/30/26	Town Phone	14.91			1000		410400	340		101000
12		04/30/26	Town Phone	14.92			5210		430510	340		101000
13		04/30/26	Town Phone	14.92			5310		430610	340		101000
14		04/30/26	Water Tower	64.00			5210		430510	340		101000
5311	23954S	286	Yellowstone News Group	131.88								
			Public Notice Town of Fromberg									
1		04/26/2032	04/20/26 Judge Posting	131.88			1000		410400	300		101000
5312	23941S	312	Dex Imaging	175.00								
1		01/30/26	Copier Service Device off	43.75			5210		430510	300		101000
2		01/30/26	Copier Service Device off	43.75			5310		430610	300		101000
3		01/30/26	Copier Service Device off	43.75*			5410		430810	300		101000
4		01/30/26	Copier Service Device off	43.75			1000		410400	300		101000

\* ... Over spent expenditure

Claim Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5315	23937S	18	Beartooth Electric Cooperative 04/07/26 Power at Water Storage Tank	26.67			5210		430510	340		101000
5316	23948S	84	Northwest Pipe Fittings Shane trailer court-E River 04/08/26 Parts	191.37			5210		430510	200		101000
5317	23942S	235	Great West Engineering Task Order #1-Resident Project Representative Services	609.75			5210		430510	300		101000
5318	23944S	45	Master Meter, Inc. 03/17/26 Water Meter Annual Support	1,547.00			5210		430510	300		101000
5320	23947S	72	Montana DEQ 04/30/26 Wastewater Renewal Fee	70.00			5310		430610	300		101000
5321	23947S	72	Montana DEQ 04/30/26 Drinking Water Renewal Fee	30.00			5210		430510	300		101000
5322	23938S	159	Bridger Auto Parts Inc. Shop:invoices 503080, 502570,502209 Mower: invoices 501212, 503080	825.04			5310		430610	300		101000
502286	04/30/26	Work Truck		152.23*			5310		430610	225		101000
502286	04/30/26	Work Truck		152.24*			5210		430510	225		101000
503080	04/30/26	Water House		38.42			5210		430510	200		101000
04/30/26	Shop			112.81			5210		430510	200		101000
04/30/26	Shop			112.81			5310		430610	200		101000
04/30/26	Mower			85.51*			5210		460400	200		101000
04/30/26	Mower			85.51*			5310		460400	200		101000
04/30/26	Mower			85.51			1000		460400	200		101000
23945S	319	Michele Auch		241.64			5210		430510	300		101000
Mileage	04/30/26	Mileage-bank		9.80			5310		430610	300		101000
Mileage	04/30/26	Mileage-bank		9.80			1000		410400	300		101000
Mileage	04/30/26	Mileage-clerk school		70.75			5210		430510	370		101000
Mileage	04/30/26	Mileage-clerk school		70.75			5310		430610	370		101000
Mileage	04/30/26	Mileage-clerk school		70.74*			1000		410400	370		101000

\* ... Over spent expenditure

Claim Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5324	-99839E	256	Debit Card Transactions	2,773.78					
			Putting Fraud charges in 1000, 510300 Misc, 200 supplies -Brandi Bank of Bridgder						
			put stop to MV cc 5/11/26. Will wait for credit back from bank. Paypay &						
			Palmetto State						
3		04/30/26	USPS	52.30			5310 430610	310	101000
4		04/30/26	USPS	52.29			5210 430510	310	101000
5		04/30/26	USPS	52.29			5410 430810	310	101000
17		04/30/26	Gas	264.40			5210 430510	200	101000
18		04/30/26	Gas	264.40			5310 430610	200	101000
19		04/30/26	walkies	57.88			5210 430510	200	101000
20		04/30/26	walkies	57.88			5310 430610	200	101000
23		04/30/26	Granger	127.22			5210 430510	200	101000
24		04/30/26	Microsoft	49.99			5210 430510	200	101000
25		04/30/26	Microsoft	50.00			5310 430610	300	101000
33		04/30/26	Sewer	140.08			5310 430610	300	101000
34		04/30/26	meals-meeting wells	103.50			5210 430510	200	101000
35		04/30/26	Battery Tough Book	144.08			5210 430510	200	101000
36		04/30/26	Fraud charges-Brandi B Bri	1,170.49*			1000 510300	200	101000
Stat									
37		04/22/26	Parks-sprayer, herbicide	186.98			1000 460400	200	101000
5325	-99838E	256	Debit Card Transactions	5.00					
			Missed \$5.00 charge						
1		04/01/26	parking	2.50			5210 430510	300	101000
2		04/01/26	parking	2.50			5310 430610	300	101000
5326	23956S	213	Flowpoint Environmental Systems	3,554.00					
			Bulk water credit card reader kit-installed 5/12/26 Jay Hildreth						
			720-749-9421-cell						
1		04/30/26	Credit Card Reader	3,554.00		1	5210 430510	200	101000
			<b># of Claims</b>	<b>25</b>	<b>Total:</b>				
			<b>Total Electronic Claims</b>	<b>5,369.78</b>	<b>Total Non-Electronic Claims</b>				<b>24159.13</b>

TOWN OF FROMBERG  
Fund Summary for Claims  
For the Accounting Period: 4/26

<b>Fund/Account</b>	<b>Amount</b>
1000 General	
101000 Cash	
2821 Gas Tax - BaRSAA	4,174.79
101000 Cash	1,971.80
5210 Water	
101000 Cash	10,392.45
5310 Sewer	
101000 Cash	7,348.06
5410 Garbage	
101000 Cash	5,641.81
<b>Total:</b>	<b>29,528.91</b>

TOWN OF FROMBERG  
Claims by Vendor Report  
For the Accounting Period: 4/26

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
336 Avery Electric Motor	CL 5298	1	04/20/26	23929	697.00
18 Beartooth Electric Cooperative	CL 5315	1	05/08/26	23937	26.67
159 Bridger Auto Parts Inc.	CL 5322	8	05/11/26	23938	825.04
184 Core & Main LP	CL 5308	6	05/11/26	23939	3,432.26
256 Debit Card Transactions	CL 5324	15	05/11/26	-99839	2,773.78
	CL 5325	2	05/11/26	-99838	5.00
289 Dennison A Butler	CL 5307	1	05/08/26	23940	1,200.00
312 Dex Imaging	CL 5312	4	05/08/26	23941	175.00
26 Energy Labs	CL 5299	3	05/12/26	23955	589.00
213 Flowpoint Environmental Systems	CL 5326	1	05/12/26	23956	3,554.00
235 Great West Engineering	CL 5317	1	05/08/26	23942	609.75
14 Jackie Schara	CL 5305	1	05/08/26	23943	200.00
45 Master Meter, Inc.	CL 5318	1	05/08/26	23944	1,547.00
319 Michele Auch	CL 5323	6	05/11/26	23945	241.64
34 Montana Dakota Utilities	CL 5302	3	05/08/26	23946	187.00
72 Montana DEQ	CL 5320	2	05/11/26	23947	70.00
	CL 5321	2	05/11/26	23947	70.00
84 Northwest Pipe Fittings	CL 5316	1	05/08/26	23948	191.37
31 NorthWestern Energy	CL 5304	10	05/08/26	23949	2,687.14
40 Republic Services #892	CL 5300	1	05/08/26	23950	5,545.77
251 Taylor Electric, Inc.	CL 5309	3	05/08/26	23951	1,621.85
334 TCT	CL 5310	13	05/08/26	23952	387.75
243 USDA RD DCFO PAYMENT	CL 5306	1	05/08/26	-99840	2,591.00
42 Verizon	CL 5301	2	05/08/26	23953	169.01
286 Yellowstone News Group	CL 5311	1	05/08/26	23954	131.88

**Total: 29,528.91**

TOWN OF FROMBERG  
Claims by Vendor Report  
For the Accounting Period: 4/26

Vendor	Claim #	# of Lines	Date Accepted	Check	Amount
336 Avery Electric Motor	CL 5298	1	04/20/26	23929	697.00
18 Beartooth Electric Cooperative	CL 5315	1	05/08/26	23937	26.67
159 Bridger Auto Parts Inc.	CL 5322	8	05/11/26	23938	825.04
184 Core & Main LP	CL 5308	6	05/11/26	23939	3,432.26
256 Debit Card Transactions	CL 5324	15	05/11/26	-99839	2,773.78
	CL 5325	2	05/11/26	-99838	5.00
289 Dennison A Butler	CL 5307	1	05/08/26	23940	1,200.00
312 Dex Imaging	CL 5312	4	05/08/26	23941	175.00
26 Energy Labs	CL 5299	3	05/12/26	23955	589.00
213 Flowpoint Environmental Systems	CL 5326	1	05/12/26	23956	3,554.00
235 Great West Engineering	CL 5317	1	05/08/26	23942	609.75
14 Jackie Schara	CL 5305	1	05/08/26	23943	200.00
45 Master Meter, Inc.	CL 5318	1	05/08/26	23944	1,547.00
319 Michele Auch	CL 5323	6	05/11/26	23945	241.64
34 Montana Dakota Utilities	CL 5302	3	05/08/26	23946	187.00
72 Montana DEQ	CL 5320	2	05/11/26	23947	70.00
	CL 5321	2	05/11/26	23947	70.00
84 Northwest Pipe Fittings	CL 5316	1	05/08/26	23948	191.37
31 NorthWestern Energy	CL 5304	10	05/08/26	23949	2,687.14
40 Republic Services #892	CL 5300	1	05/08/26	23950	5,545.77
251 Taylor Electric, Inc.	CL 5309	3	05/08/26	23951	1,621.85
334 TCT	CL 5310	13	05/08/26	23952	387.75
243 USDA RD DCFD PAYMENT	CL 5306	1	05/08/26	-99840	2,591.00
42 Verizon	CL 5301	2	05/08/26	23953	169.01
286 Yellowstone News Group	CL 5311	1	05/08/26	23954	131.88

Total: 29,528.91

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General						
101000 Cash	37,044.01	4,534.55	0.00	0.00	6,239.17	35,339.39
101100 Investment Interest	833.35	0.00	0.00	0.00	0.00	833.35
103000 Petty Cash	100.00	0.00	0.00	0.00	0.00	100.00
<b>Total Fund</b>	<b>37,977.36</b>	<b>4,534.55</b>			<b>6,239.17</b>	<b>36,272.74</b>
2260 Emergency						
101000 Cash	27,083.37	0.00	0.00	0.00	0.00	27,083.37
2820 Gas Tax						
101000 Cash	95,538.62	1,680.37	0.00	0.00	0.00	97,218.99
2821 Gas Tax - BARSAA						
101000 Cash	11,890.11	0.00	0.00	0.00	1,971.80	9,918.31
2940 Program Income						
101000 Cash	4.00	0.00	0.00	0.00	0.00	4.00
2942 HUD Revolving Loan						
101000 Cash	19,362.60	0.00	0.00	0.00	0.00	19,362.60
2992 America Rescue Plan Act (ARPA)						
101000 Cash	38,791.24	0.00	0.00	0.00	0.00	38,791.24
4010 Capital Improvement						
101000 Cash	50,000.00	0.00	0.00	0.00	0.00	50,000.00
5210 Water						
101000 Cash	-4,072.41	42,895.65	642.80	0.00	23,089.08	16,376.96
102220 Future Debt / Bond Reserve	21,463.00	0.00	0.00	0.00	0.00	21,463.00
102240 Replacement & Depreciation	33,030.61	0.00	0.00	0.00	0.00	33,030.61
<b>Total Fund</b>	<b>50,421.20</b>	<b>42,895.65</b>	<b>642.80</b>		<b>23,089.08</b>	<b>70,870.57</b>
5250 Water - ARPA						
101000 Cash	22,772.87	0.00	0.00	22,772.87	0.00	0.00
5310 Sewer						
101000 Cash	164,971.98	48,355.16	1,298.04	0.00	17,881.31	196,743.87
102220 Future Debt / Bond Reserve	52,188.00	0.00	0.00	0.00	0.00	52,188.00
102240 Replacement & Depreciation	83,958.00	0.00	0.00	0.00	0.00	83,958.00
<b>Total Fund</b>	<b>301,117.98</b>	<b>48,355.16</b>	<b>1,298.04</b>		<b>17,881.31</b>	<b>332,889.87</b>
5350 Sewer - ARPA						
101000 Cash	31,768.80	0.00	0.00	31,768.80	0.00	0.00
5410 Garbage						
101000 Cash	-14,323.23	6,971.35	821.18	0.00	5,641.81	-12,172.51
7200 Rural Fire - Voted Mill						
101000 Cash	1,249.83	122.43	0.00	0.00	0.00	1,372.26
7699 VICTIM SURCHARGE						
101000 Cash	-1.00	0.00	0.00	0.00	0.00	-1.00
7910 PAYROLL CLEARING FUND						
101000 Cash	12,787.99	0.00	21,933.24	3,745.38	0.00	30,975.85
7930 CLAIMS CLEARING FUND						
101000 Cash	39,393.35	0.00	30,127.91	5,369.78	0.00	64,151.48
<b>Totals</b>	<b>725,835.09</b>	<b>104,559.51</b>	<b>54,823.17</b>	<b>63,656.83</b>	<b>54,823.17</b>	<b>766,737.77</b>

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:  
 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 General							
410000 GENERAL GOVERNMENT							
410100 Town Council							
	110 Salaries and Wages	0.00	275.40	491.00	491.00	215.60	56%
	140 Social Security	0.00	17.08	31.00	31.00	13.92	55%
	142 Medicare	0.00	3.99	7.00	7.00	3.01	57%
	143 Work Comp	0.00	1.07	3.00	3.00	1.93	36%
	200 Supplies	0.00	0.00	100.00	100.00	100.00	0%
	300 Purchased Services	0.00	0.00	100.00	100.00	100.00	0%
	Account Total:	0.00	297.54	732.00	732.00	434.46	41%
410300 City Court							
	111 Contract Labor	200.00	2,000.00	2,400.00	2,400.00	400.00	83%
	200 Supplies	0.00	0.00	500.00	500.00	500.00	0%
	300 Purchased Services	0.00	0.00	160.00	160.00	160.00	0%
	310 Postage	0.00	0.00	80.00	80.00	80.00	0%
	380 Training	0.00	471.90	1,000.00	1,000.00	528.10	47%
	Account Total:	200.00	2,471.90	4,140.00	4,140.00	1,668.10	60%
410400 Financial Administration							
	110 Salaries and Wages	1,251.42	12,192.34	18,379.00	18,379.00	6,186.66	66%
	111 Contract Labor	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	130 MMIA - Health Benefits	669.22	6,691.70	4,015.00	4,015.00	-2,676.70	167%
	140 Social Security	77.59	829.80	1,139.00	1,139.00	309.20	73%
	141 Unemployment Insurance	9.40	100.36	138.00	138.00	37.64	73%
	142 Medicare	18.16	194.17	267.00	267.00	72.83	73%
	143 Work Comp	6.86	81.87	104.00	104.00	22.13	79%
	146 MMIA - DENTAL	22.45	224.41	135.00	135.00	-89.41	166%
	147 MMIA - LIFE INSURANCE	4.58	45.92	27.00	27.00	-18.92	170%
	148 MMIA - VISION	4.70	46.87	28.00	28.00	-18.87	167%
	200 Supplies	0.00	1,131.56	2,000.00	2,000.00	868.44	57%
	300 Purchased Services	185.43	874.67	1,000.00	1,000.00	125.33	87%
	330 Publicity, Subscriptions and Dues	0.00	2,050.00	1,000.00	1,000.00	-1,050.00	205%
	340 Utilities/Phone	199.74	2,327.48	3,000.00	3,000.00	672.52	78%
	362 Computer and Equipment	0.00	2,697.96	2,500.00	2,500.00	-197.96	108%
	370 Travel	70.74	70.74	0.00	0.00	-70.74	0%
	380 Training	0.00	150.00	250.00	250.00	100.00	60%
	Account Total:	2,520.29	29,709.85	35,482.00	35,482.00	5,772.15	84%
410530 Auditing							
	352 Audit	0.00	8,638.23	5,000.00	5,000.00	-3,638.23	173%
	Account Total:	0.00	8,638.23	5,000.00	5,000.00	-3,638.23	173%
410600 Elections							
	300 Purchased Services	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	Account Total:	0.00	0.00	1,000.00	1,000.00	1,000.00	0%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 General							
411100	Legal Services						
350	Legal Services	1,200.00	12,000.00	14,400.00	14,400.00	2,400.00	83%
	Account Total:	1,200.00	12,000.00	14,400.00	14,400.00	2,400.00	83%
411200	Facilities						
200	Supplies	0.00	447.63	0.00	0.00	-447.63	0%
	Account Total:	0.00	447.63	0.00	0.00	-447.63	0%
	Account Group Total:	3,920.29	53,565.15	60,754.00	60,754.00	7,188.85	88%
420000 PUBLIC SAFETY							
420100	Police						
351	Police Contract	0.00	41,004.12	54,673.00	54,673.00	13,668.88	75%
	Account Total:	0.00	41,004.12	54,673.00	54,673.00	13,668.88	75%
420750	Central Emergency Dispatch - 911						
391	Dispatch	0.00	5,603.69	5,604.00	5,604.00	0.31	100%
	Account Total:	0.00	5,603.69	5,604.00	5,604.00	0.31	100%
	Account Group Total:	0.00	46,607.81	60,277.00	60,277.00	13,669.19	77%
430000 PUBLIC WORKS							
430200	Road & Street						
200	Supplies	0.00	3,338.08	7,000.00	7,000.00	3,661.92	48%
225	Maint & Repair-Vehicles	0.00	745.17	2,000.00	2,000.00	1,254.83	37%
300	Purchased Services	0.00	865.20	2,000.00	2,000.00	1,134.80	43%
900	Capital Outlay	0.00	0.00	3,333.00	3,333.00	3,333.00	0%
	Account Total:	0.00	4,948.45	14,333.00	14,333.00	9,384.55	35%
430263	Street Lighting						
340	Utilities/Phone	851.04	7,784.98	9,040.00	9,040.00	1,255.02	86%
	Account Total:	851.04	7,784.98	9,040.00	9,040.00	1,255.02	86%
	Account Group Total:	851.04	12,733.43	23,373.00	23,373.00	10,639.57	54%
460000 CULTURE AND RECREATION							
460400	Parks						
111	Contract Labor	0.00	0.00	300.00	300.00	300.00	0%
200	Supplies	272.49	518.49	2,800.00	2,800.00	2,281.51	19%
300	Purchased Services	0.00	357.14	750.00	750.00	392.86	48%
340	Utilities/Phone	24.86	295.16	270.00	270.00	-25.16	109%
	Account Total:	297.35	1,170.79	4,120.00	4,120.00	2,949.21	28%
	Account Group Total:	297.35	1,170.79	4,120.00	4,120.00	2,949.21	28%
510000 MISCELLANEOUS							
510300	Misc						
200	Supplies	1,170.49	1,170.49	0.00	0.00	-1,170.49	0%
	Account Total:	1,170.49	1,170.49	0.00	0.00	-1,170.49	0%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
1000 General							
510330 Insurance							
510	Liability Insurance	0.00	2,389.33	2,345.00	2,345.00	-44.33	102%
511	Property Insurance	0.00	3,668.83	3,669.00	3,669.00	0.17	100%
	Account Total:	0.00	6,058.16	6,014.00	6,014.00	-44.16	101%
	Account Group Total:	1,170.49	7,228.65	6,014.00	6,014.00	-1,214.65	120%
520000 OTHER FINANCING USES							
520000 OTHER FINANCING USES							
820	Transfer out	0.00	50,000.00	0.00	0.00	-50,000.00	0%
	Account Total:	0.00	50,000.00	0.00	0.00	-50,000.00	0%
521000 Transfer							
820	Transfer out	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
	Account Total:	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
	Account Group Total:	0.00	50,000.00	50,000.00	50,000.00	0.00	100%
	Fund Total:	6,239.17	171,305.83	204,538.00	204,538.00	33,232.17	84%
2260 Emergency							
510000 MISCELLANEOUS							
510000 MISCELLANEOUS							
200	Supplies	0.00	0.00	27,084.00	27,084.00	27,084.00	0%
	Account Total:	0.00	0.00	27,084.00	27,084.00	27,084.00	0%
	Account Group Total:	0.00	0.00	27,084.00	27,084.00	27,084.00	0%
	Fund Total:	0.00	0.00	27,084.00	27,084.00	27,084.00	0%
2820 Gas Tax							
430000 PUBLIC WORKS							
430200 Road & Street							
200	Supplies	0.00	27,989.04	128,930.00	128,930.00	100,940.96	22%
	Account Total:	0.00	27,989.04	128,930.00	128,930.00	100,940.96	22%
	Account Group Total:	0.00	27,989.04	128,930.00	128,930.00	100,940.96	22%
	Fund Total:	0.00	27,989.04	128,930.00	128,930.00	100,940.96	22%
2821 Gas Tax - BaRSAA							
430000 PUBLIC WORKS							
430200 Road & Street							
200	Supplies	1,971.80	26,385.30	36,304.00	36,304.00	9,918.70	73%
	Account Total:	1,971.80	26,385.30	36,304.00	36,304.00	9,918.70	73%
	Account Group Total:	1,971.80	26,385.30	36,304.00	36,304.00	9,918.70	73%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	%
		Committed					
Fund Total:		1,971.80	26,385.30	36,304.00	36,304.00	9,918.70	73%
4010 Capital Improvement							
410000 GENERAL GOVERNMENT							
411800 Facilities							
	900 Capital Outlay	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	Account Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	Account Group Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
460000 CULTURE AND RECREATION							
460400 Parks							
	900 Capital Outlay	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	Account Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	Account Group Total:	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
	Fund Total:	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
5210 Water							
410000 GENERAL GOVERNMENT							
410530 Auditing							
	352 Audit	0.00	8,638.23	17,500.00	17,500.00	8,861.77	49%
	Account Total:	0.00	8,638.23	17,500.00	17,500.00	8,861.77	49%
	Account Group Total:	0.00	8,638.23	17,500.00	17,500.00	8,861.77	49%
430000 PUBLIC WORKS							
430510 Water Adm							
	110 Salaries and Wages	6,014.41	47,803.71	62,209.00	62,209.00	14,405.29	77%
	111 Contract Labor	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	130 MMIA - Health Benefits	2,986.45	16,458.23	8,817.00	8,817.00	-7,641.23	187%
	140 Social Security	372.89	3,188.71	3,857.00	3,857.00	668.29	83%
	141 Unemployment Insurance	45.10	383.71	463.00	463.00	79.29	83%
	142 Medicare	87.20	745.68	902.00	902.00	156.32	83%
	143 Work Comp	287.29	2,394.38	2,749.00	2,749.00	354.62	87%
	146 MMIA - DENTAL	100.78	553.84	296.00	296.00	-257.84	187%
	147 MMIA - LIFE INSURANCE	17.94	101.85	94.00	94.00	-7.85	108%
	148 MMIA - VISION	22.55	116.78	70.00	70.00	-46.78	167%
	200 Supplies	6,185.49	37,972.02	80,000.00	80,000.00	42,027.98	47%
	225 Maint & Repair-Vehicles	152.24	1,630.82	1,000.00	1,000.00	-630.82	163%
	300 Purchased Services	2,951.29	28,911.02	38,000.00	38,000.00	9,088.98	76%
	310 Postage	52.29	594.72	667.00	667.00	72.28	89%
	330 Publicity, Subscriptions and Dues	0.00	418.00	100.00	100.00	-318.00	418%
	340 Utilities/Phone	894.88	8,698.83	11,000.00	11,000.00	2,301.17	79%
	360 Maintenance & Repair	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	362 Computer and Equipment	0.00	2,801.95	2,500.00	2,500.00	-301.95	112%
	370 Travel	70.75	137.06	400.00	400.00	262.94	34%
	380 Training	0.00	953.03	600.00	600.00	-353.03	159%
	510 Liability Insurance	0.00	2,289.33	2,345.00	2,345.00	55.67	98%
	511 Property Insurance	0.00	3,668.83	3,669.00	3,669.00	0.17	100%
	900 Capital Outlay	0.00	0.00	3,333.00	3,333.00	3,333.00	0%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5210 Water							
	Account Total:	20,241.55	159,822.50	226,571.00	226,571.00	66,748.50	71%
430610 Sewer Adm							
	200 Supplies	0.00	11.97	0.00	0.00	-11.97	0%
	Account Total:	0.00	11.97	0.00	0.00	-11.97	0%
	Account Group Total:	20,241.55	159,834.47	226,571.00	226,571.00	66,736.53	71%
460000 CULTURE AND RECREATION							
460400 Parks							
	200 Supplies	85.51	89.80	0.00	0.00	-89.80	0%
	Account Total:	85.51	89.80	0.00	0.00	-89.80	0%
	Account Group Total:	85.51	89.80	0.00	0.00	-89.80	0%
490000 DEBT SERVICE							
490300 Debt Service							
	610 Bond Pmt Princ & Interest	0.00	25,793.80	56,650.00	56,650.00	30,856.20	46%
	Account Total:	0.00	25,793.80	56,650.00	56,650.00	30,856.20	46%
	Account Group Total:	0.00	25,793.80	56,650.00	56,650.00	30,856.20	46%
	Fund Total:	20,327.06	194,356.30	300,721.00	300,721.00	106,364.70	65%
5250 Water - ARPA							
430000 PUBLIC WORKS							
430510 Water Adm							
	300 Purchased Services	0.00	481.70	0.00	0.00	-481.70	0%
	Account Total:	0.00	481.70	0.00	0.00	-481.70	0%
	Account Group Total:	0.00	481.70	0.00	0.00	-481.70	0%
	Fund Total:	0.00	481.70	0.00	0.00	-481.70	0%
5310 Sewer							
410000 GENERAL GOVERNMENT							
410530 Auditing							
	352 Audit	0.00	8,638.24	17,500.00	17,500.00	8,861.76	49%
	Account Total:	0.00	8,638.24	17,500.00	17,500.00	8,861.76	49%
	Account Group Total:	0.00	8,638.24	17,500.00	17,500.00	8,861.76	49%
430000 PUBLIC WORKS							
430610 Sewer Adm							
	110 Salaries and Wages	6,014.17	47,799.73	62,209.00	62,209.00	14,409.27	77%
	111 Contract Labor	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	130 MMIA - Health Benefits	2,986.33	16,456.07	8,817.00	8,817.00	-7,639.07	187%
	140 Social Security	372.88	3,188.42	3,857.00	3,857.00	668.58	83%
	141 Unemployment Insurance	45.10	383.76	463.00	463.00	79.24	83%
	142 Medicare	87.20	745.68	902.00	902.00	156.32	83%
	143 Work Comp	287.27	2,394.06	2,749.00	2,749.00	354.94	87%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5310 Sewer							
146	MMIA - DENTAL	100.77	553.75	296.00	296.00	-257.75	187%
147	MMIA - LIFE INSURANCE	17.98	101.98	94.00	94.00	-7.98	108%
148	MMIA - VISION	22.55	116.85	70.00	70.00	-46.85	167%
200	Supplies	976.17	19,506.92	50,000.00	50,000.00	30,493.08	39%
225	Maint & Repair-Vehicles	152.23	1,630.82	0.00	0.00	-1,630.82	0%
300	Purchased Services	1,933.05	11,668.53	15,000.00	15,000.00	3,331.47	78%
310	Postage	52.30	594.76	667.00	667.00	72.24	89%
340	Utilities/Phone	1,487.05	14,902.08	18,700.00	18,700.00	3,797.92	80%
360	Maintenance & Repair	0.00	0.00	3,500.00	3,500.00	3,500.00	0%
362	Computer and Equipment	0.00	2,801.96	2,500.00	2,500.00	-301.96	112%
370	Travel	70.75	137.06	1,200.00	1,200.00	1,062.94	11%
380	Training	0.00	953.03	650.00	650.00	-303.03	147%
510	Liability Insurance	0.00	2,289.34	2,345.00	2,345.00	55.66	98%
511	Property Insurance	0.00	3,668.84	3,669.00	3,669.00	0.16	100%
900	Capital Outlay	0.00	0.00	3,334.00	3,334.00	3,334.00	0%
	Account Total:	14,605.80	129,893.64	182,522.00	182,522.00	52,628.36	71%
	Account Group Total:	14,605.80	129,893.64	182,522.00	182,522.00	52,628.36	71%
460000 CULTURE AND RECREATION							
460400 Parks							
200	Supplies	85.51	85.51	0.00	0.00	-85.51	0%
	Account Total:	85.51	85.51	0.00	0.00	-85.51	0%
	Account Group Total:	85.51	85.51	0.00	0.00	-85.51	0%
490000 DEBT SERVICE							
490300 Debt Service							
610	Bond Pmt Princ & Interest	2,591.00	33,013.26	45,517.00	45,517.00	12,503.74	73%
	Account Total:	2,591.00	33,013.26	45,517.00	45,517.00	12,503.74	73%
	Account Group Total:	2,591.00	33,013.26	45,517.00	45,517.00	12,503.74	73%
	Fund Total:	17,282.31	171,630.65	245,539.00	245,539.00	73,908.35	70%
5350 Sewer - ARPA							
430000 PUBLIC WORKS							
430610 Sewer Adm							
300	Purchased Services	0.00	481.70	0.00	0.00	-481.70	0%
	Account Total:	0.00	481.70	0.00	0.00	-481.70	0%
	Account Group Total:	0.00	481.70	0.00	0.00	-481.70	0%
	Fund Total:	0.00	481.70	0.00	0.00	-481.70	0%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
5410	Garbage						
430000	PUBLIC WORKS						
430810	Garbage Adm						
200	Supplies	0.00	483.63	2,000.00	2,000.00	1,516.37	24%
225	Maint & Repair-Vehicles	0.00	0.00	50.00	50.00	50.00	0%
300	Purchased Services	43.75	167.88	0.00	0.00	-167.88	0%
310	Postage	52.29	594.73	667.00	667.00	72.27	89%
360	Maintenance & Repair	0.00	2,487.97	0.00	0.00	-2,487.97	0%
362	Computer and Equipment	0.00	210.00	0.00	0.00	-210.00	0%
392	Disposal Contract Pmt	5,545.77	55,118.23	63,603.00	63,603.00	8,484.77	87%
	Account Total:	5,641.81	59,062.44	66,320.00	66,320.00	7,257.56	89%
	Account Group Total:	5,641.81	59,062.44	66,320.00	66,320.00	7,257.56	89%
	Fund Total:	5,641.81	59,062.44	66,320.00	66,320.00	7,257.56	89%
7120	Fire Relief Disability						
420000	PUBLIC SAFETY						
420000	PUBLIC SAFETY						
700	Grants, Contributions &	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	Account Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	Account Group Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	Fund Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
7200	Rural Fire - Voted Mill						
420000	PUBLIC SAFETY						
420460	Rural Fire						
540	Rural Fire Protection	0.00	5,526.53	10,000.00	10,000.00	4,473.47	55%
	Account Total:	0.00	5,526.53	10,000.00	10,000.00	4,473.47	55%
	Account Group Total:	0.00	5,526.53	10,000.00	10,000.00	4,473.47	55%
	Fund Total:	0.00	5,526.53	10,000.00	10,000.00	4,473.47	55%
	Grand Total:	51,462.15	657,219.49	1,071,436.00	1,071,436.00	414,216.51	61%

TOWN OF FROMBERG  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	%
1000 General	6,239.17	171,305.83	204,538.00	204,538.00	33,232.17	84%
2260 Emergency	0.00	0.00	27,084.00	27,084.00	27,084.00	0%
2820 Gas Tax	0.00	27,989.04	128,930.00	128,930.00	100,940.96	22%
2821 Gas Tax - BaRSAA	1,971.80	26,385.30	36,304.00	36,304.00	9,918.70	73%
4010 Capital Improvement	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
5210 Water	20,327.06	194,356.30	300,721.00	300,721.00	106,364.70	65%
5250 Water - ARPA	0.00	481.70	0.00	0.00	-481.70	0%
5310 Sewer	17,282.31	171,630.65	245,539.00	245,539.00	73,908.35	70%
5350 Sewer - ARPA	0.00	481.70	0.00	0.00	-481.70	0%
5410 Garbage	5,641.81	59,062.44	66,320.00	66,320.00	7,257.56	89%
7120 Fire Relief Disability	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
7200 Rural Fire - Voted Mill	0.00	5,526.53	10,000.00	10,000.00	4,473.47	55%
Grand Total:	51,462.15	657,219.49	1,071,436.00	1,071,436.00	414,216.51	61%

TOWN OF FROMBERG  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

Fund	Account	Received		Estimated Revenue	Revenue %	
		Current Month	Received YTD		To Be Received	Received
1000 General						
310000 TAXES						
	311010 Real Tax	870.20	41,162.29	63,315.00	22,152.71	65 %
	311020 Personal Tax	0.00	82.12	158.00	75.88	52 %
	311021 Mobile Homes	0.00	1,582.73	1,874.00	291.27	84 %
	312000 Penalty & Interest	53.75	468.42	300.00	-168.42	156 %
	314140 County Option Taxes	1,976.49	21,150.18	22,000.00	849.82	96 %
	314150 Marijuana excise Tax	842.93	8,156.73	7,500.00	-656.73	109 %
	Account Group Total:	3,743.37	72,602.47	95,147.00	22,544.53	76 %
320000 LICENSES AND PERMITS						
	322020 Business License	0.00	140.00	400.00	260.00	35 %
	323030 Animal License	665.00	1,040.00	800.00	-240.00	130 %
	Account Group Total:	665.00	1,180.00	1,200.00	20.00	98 %
330000 INTERGOVERNMENTAL REVENUE						
	331113 FEMA	0.00	0.00	6,542.00	6,542.00	0 %
	334200 HB355 Street Paviing	0.00	34,411.86	34,412.00	0.14	100 %
	335065 Oil & Gas Prod Tax	0.00	748.24	500.00	-248.24	150 %
	335120 Gambling Machine Permits	0.00	375.00	1,300.00	925.00	29 %
	335230 State Entitlement Share	0.00	35,466.93	47,289.00	11,822.07	75 %
	Account Group Total:	0.00	71,002.03	90,043.00	19,040.97	79 %
340000 CHARGES FOR SERVICES						
	343042 Garbage Tags	0.00	50.00	0.00	-50.00	%
	Account Group Total:	0.00	50.00	0.00	-50.00	%
350000 FINES						
	351030 Town Law Violations	0.00	410.00	1,582.00	1,172.00	26 %
	351033 Misdemeanor Surcharge	0.00	165.00	0.00	-165.00	%
	Account Group Total:	0.00	575.00	1,582.00	1,007.00	36 %
360000 MISCELLANEOUS REVENUE						
	362000 Other misc revenue	0.58	504.58	2,000.00	1,495.42	25 %
	Account Group Total:	0.58	504.58	2,000.00	1,495.42	25 %
370000 INVESTMENT EARNINGS						
	371000 Interest	125.60	1,367.54	1,500.00	132.46	91 %
	Account Group Total:	125.60	1,367.54	1,500.00	132.46	91 %
	Fund Total:	4,534.55	147,281.62	191,472.00	44,190.38	77 %
2820 Gas Tax						
330000 INTERGOVERNMENTAL REVENUE						
	335040 Gas Tax Apportionment	1,680.37	20,285.54	24,008.00	3,722.46	84 %
	Account Group Total:	1,680.37	20,285.54	24,008.00	3,722.46	84 %
	Fund Total:	1,680.37	20,285.54	24,008.00	3,722.46	84 %

TOWN OF FROMBERG  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4010 Capital Improvement						
380000 OTHER FINANCING SOURCES						
	383000 Transfer in	0.00	50,000.00	50,000.00	0.00	100 %
	Account Group Total:	0.00	50,000.00	50,000.00	0.00	100 %
	Fund Total:	0.00	50,000.00	50,000.00	0.00	100 %
5210 Water						
340000 CHARGES FOR SERVICES						
	343021 Metered Water Charges	16,406.57	144,258.42	186,000.00	41,741.58	78 %
	343022 Metered Water/hookups	0.00	-48,949.99	1,500.00	50,449.99	*** %
	343023 Bulk Water Sales	0.00	0.00	5,000.00	5,000.00	0 %
	343025 MT State DEQ Fees	0.00	394.37	500.00	105.63	79 %
	343090 Operating Penalties/Interest	61.36	-38,497.50	10,000.00	48,497.50	*** %
	Account Group Total:	16,467.93	57,205.30	203,000.00	145,794.70	28 %
360000 MISCELLANEOUS REVENUE						
	360000 MISCELLANEOUS REVENUE	178.37	490.88	0.00	-490.88	%
	Account Group Total:	178.37	490.88	0.00	-490.88	%
	Fund Total:	16,646.30	57,696.18	203,000.00	145,303.82	28 %
5310 Sewer						
340000 CHARGES FOR SERVICES						
	343031 Sewer Service Charges	17,892.00	112,767.65	195,000.00	82,232.35	58 %
	343032 Sewer Tapping Fees	0.00	750.00	1,500.00	750.00	50 %
	Account Group Total:	17,892.00	113,517.65	196,500.00	82,982.35	58 %
360000 MISCELLANEOUS REVENUE						
	360000 MISCELLANEOUS REVENUE	78.37	390.89	0.00	-390.89	%
	Account Group Total:	78.37	390.89	0.00	-390.89	%
	Fund Total:	17,970.37	113,908.54	196,500.00	82,591.46	58 %
5410 Garbage						
340000 CHARGES FOR SERVICES						
	343041 Garbage Operating	6,510.37	63,007.67	71,000.00	7,992.33	89 %
	343042 Garbage Tags	28.00	389.00	360.00	-29.00	108 %
	Account Group Total:	6,538.37	63,396.67	71,360.00	7,963.33	89 %
	Fund Total:	6,538.37	63,396.67	71,360.00	7,963.33	89 %

05/12/26  
12:23:37

TOWN OF FROMBERG  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

Page: 3 of 3  
Report ID: B110C

Fund	Account	Received		Estimated Revenue	Revenue %	
		Current Month	Received YTD		To Be Received	Received
7120 Fire Relief Disability						
330000 INTERGOVERNMENTAL REVENUE						
	335050 Police/Fire from State	0.00	0.00	2,000.00	2,000.00	0 %
	Account Group Total:	0.00	0.00	2,000.00	2,000.00	0 %
	Fund Total:	0.00	0.00	2,000.00	2,000.00	0 %
7200 Rural Fire - Voted Mill						
310000 TAXES						
	311010 Real Tax	122.43	5,798.31	9,250.00	3,451.69	63 %
	311020 Personal Tax	0.00	11.56	250.00	238.44	5 %
	311021 Mobile Homes	0.00	223.78	500.00	276.22	45 %
	Account Group Total:	122.43	6,033.65	10,000.00	3,966.35	60 %
	Fund Total:	122.43	6,033.65	10,000.00	3,966.35	60 %
	Grand Total:	47,492.39	458,602.20	748,340.00	289,737.80	61 %

05/12/26  
12:23:50

TOWN OF FROMBERG  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 26

Page: 1 of 1  
Report ID: B110F

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Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
1000 General	4,534.55	147,281.62	191,472.00	44,190.38	77 %
2820 Gas Tax	1,680.37	20,285.54	24,008.00	3,722.46	84 %
4010 Capital Improvement	0.00	50,000.00	50,000.00	0.00	100 %
5210 Water	16,646.30	57,696.18	203,000.00	145,303.82	28 %
5310 Sewer	17,970.37	113,908.54	196,500.00	82,591.46	58 %
5410 Garbage	6,538.37	63,396.67	71,360.00	7,963.33	89 %
7120 Fire Relief Disability	0.00	0.00	2,000.00	2,000.00	0 %
7200 Rural Fire - Voted Mill	122.43	6,033.65	10,000.00	3,966.35	60 %
Grand Total:	47,492.39	458,602.20	748,340.00	289,737.80	61 %

TOWN OF FROMBERG  
Journal Voucher Details  
For the Accounting Period: 6/24

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	User ID/ Proj
JV	922	6/24					04/27/26			meau
					Nexus CPS Adj#1 to clean up the other payroll liabilities that were residual balances from unfunded payments that cleared the clearing fund in prior fiscal year.					
	1	7910	101000		Cash and investments			13,864.05		
					Nexus					
	2	7910	212507		Health Insurance				11,498.24	
					Nexus					
	3	7910	212508		Workers Comp				1,363.00	
					Nexus					
	4	7910	212511		Dental				743.00	
					Nexus					
	5	7910	212512		Life				101.25	
					Nexus					
	6	7910	212513		Vision				158.56	
					Nexus					
	7	5210	101000		Cash and investments				6,932.02	
					Nexus					
	8	5210	272500		Restatement			6,932.02		
					Nexus					
	9	5310	101000		Cash and investments				6,932.03	
					Nexus					
	10	5310	272500		Restatement			6,932.03		
					Nexus					
					Grand Total			27,728.10	27,728.10	

TOWN OF FROMBERG  
Journal Voucher Details  
For the Accounting Period: 7/24

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	User ID/ Proj
JV	923	7/24					04/27/26			meau
					Adj #1 Nexus CPA To reverse the activity correcting the clean up of the payroll clearing fund as JV 870 was posted in Sept 24. Need to offset this adjustment since it payables required clean up in FY 23-24.					
	1	7910	101000		Cash and investments				13,864.05	
					Nexus					
	2	7910	212507		Health Insurance			11,498.24		
					Nexus					
	3	7910	212508		Workers Comp			1,363.00		
					Nexus					
	4	7910	212511		Dental			743.00		
					Nexus					
	5	7910	212512		Life			101.25		
					Nexus					
	6	7910	212513		Vision			158.56		
					Nexus					
	7	5210	101000		Cash and investments			6,932.02		
					Nexus					
	8	5210	272500		Restatement				6,932.02	
					Nexus					
	9	5310	101000		Cash and investments			6,932.03		
					Nexus					
	10	5310	272500		Restatement				6,932.03	
					Nexus					
							Grand Total	27,728.10	27,728.10	

05/01/26  
09:45:01

TOWN OF FROMBERG  
Journal Voucher Details  
For the Accounting Period: 6/25

Page: 1 of 1  
Report ID: L100

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	User ID/ Proj
JV	924	6/25					04/27/26			meau
					Adj # 1 Nexus CPA-To reverse the year end adjustment the removed the DRNC A Bonds as they were expected to be forgiven, but the bonds are being held open per DRNC to help cover cost of audit. Should still be reported in debt at 6/30/25.					
	1	5210	235404		WRF 25575				598,996.00	
					Nexus					
	2	5210	331000		Grant Revenues			598,996.00		
					Nexus					
	3	5310	235406		SFR 25558				266,058.00	
					Nexus					
	4	5310	331000		Grant Revenues			266,058.00		
					Nexus					
								<b>Grand Total</b>	865,054.00	865,054.00

05/01/26  
08:59:34

TOWN OF FROMBERG  
Journal Voucher Details  
For the Accounting Period: 4/26

Page: 1 of 1  
Report ID: L100

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	User ID/ Proj
JV	925	4/26					05/01/26			meau
					Per conversation with Jonathan Mahrt on April 28, 2026 1 pm, remaining ARPA fund balance in 5250 were to move in water fund 5210.-MA					
	1	5250	131000		Due to other funds			22,772.87		
					Nexus					
	2	5250	101000		cash				22,772.87	
					Nexus					
	3	5210	101000		cash			22,772.87		
					Nexus					
	4	5210	211000		Due from other funds				22,772.87	
					Nexus					
						Grand Total		45,545.74	45,545.74	

05/01/26  
09:05:49

TOWN OF FROMBERG  
Journal Voucher Details  
For the Accounting Period: 4/26

Page: 1 of 1  
Report ID: L100

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	User ID/ Proj
JV	926	4/26					05/01/26			meau
Per conversion with Jonathan Mahrt on April 28, 2026 lpm, remaining ARPA fund balance in 5350 were to move into sewer fun 5310-MA										
	1	5350	131000		Due to other funds			31,768.80		
	2	5350	101000		Cash				31,768.80	
	3	5310	101000		Due from other funds			31,768.80		
	4	5310	211000		Cash				31,768.80	
							Grand Total	63,537.60	63,537.60	

## Clerk Report

April 2026

April Receipts:     \$ 40,316.07

April Billing:       \$ 38,656.54

April Past Due:    \$ 33,724.37

- Finished up Audit
- Group Election Forms
- Meeting for Town Wells
- ARPA reporting
- BMS Pay meetings
- Dog Licenses—51 Registered
- Workers Comp
- Audit of Town Services
- In process of comparing BMS with PW audit
- Payroll & reporting
- Shut off notices

# **PUBLIC WORKS COUNCIL REPORT**

**Pot holes being done**

**Gravel on streets working on more**

**Working on grants, Have a grant writer**

**Motors done for blowers, need to get some fittings to put blower # 2 back together, we are running on one blower for entire system, which so far has saved us \$300 on electricity**

**Still waiting on bulk water parts**

**Working slowly on installing cell meters**

**Auction items, car and skidsteer both are running**

**Work truck, we are starting to put to much money in it**

**New lawn mower, options**

**We have some major digging to do, need asphalt**

**Trailer park has been postponed**

**Need clarification what city property we are going to maintain**

**We need to post addressing**

**Well 1 down, may need new surge protector, have not got quote yet, but roughly around \$5500**

**Still working with MRW on protecting wells**

**Tap into main for watering ball fields, ditch rights???**



DATE	LIFT STATION PUMP 1	LIFT STATION PUMP 2	PUMP 1	PUMP 2	TOTAL
4/1/2026	81,852,112	73,677,632	22,992	23,072	46,064
4/2/2026	81,872,960	73,698,536	20,848	20,904	41,752
4/3/2026	81,896,712	73,722,368	23,752	23,832	47,584
4/4/2026	81,919,632	73,745,352	22,920	22,984	45,904
4/5/2026	81,942,872	73,768,664	23,240	23,312	46,552
4/6/2026	81,968,240	73,794,104	25,368	25,440	50,808
4/7/2026	82,008,408	73,834,400	40,168	40,296	80,464
4/8/2026	82,021,696	73,847,720	13,288	13,320	26,608
4/9/2026	82,044,960	73,871,064	23,264	23,344	46,608
4/10/2026	82,070,832	73,897,008	25,872	25,944	51,816
4/11/2026	82,094,328	73,920,584	23,496	23,576	47,072
4/12/2026	82,115,926	73,942,256	21,598	21,672	43,270
4/13/2026	82,137,376	73,963,784	21,450	21,528	42,978
4/14/2026	82,162,224	73,988,704	24,848	24,920	49,768
4/15/2026	82,184,376	74,010,928	22,152	22,224	44,376
4/16/2026	82,206,968	74,033,592	22,592	22,664	45,256
4/17/2026	82,235,872	74,062,592	28,904	29,000	57,904
4/18/2026	82,251,624	74,078,400	15,752	15,808	31,560
4/19/2026	82,276,528	74,103,400	24,904	25,000	49,904
4/20/2026	82,300,432	74,127,384	23,904	23,984	47,888
4/21/2026	82,323,704	74,150,752	23,272	23,368	46,640
4/22/2026	82,348,464	74,175,608	24,760	24,856	49,616
4/23/2026	82,373,560	74,200,800	25,096	25,192	50,288
4/24/2026	82,403,624	74,230,968	30,064	30,168	60,232
4/25/2026	82,424,624	74,252,040	21,000	21,072	42,072
4/26/2026	82,445,920	74,273,408	21,296	21,368	42,664
4/27/2026	82,471,792	74,299,368	25,872	25,960	51,832
4/28/2026	82,494,720	74,322,368	22,928	23,000	45,928
4/29/2026	82,518,880	74,346,608	24,160	24,240	48,400
4/30/2026	82,541,048	74,368,848	22,168	22,240	44,408
<b>TOTAL</b>	<b>164,346,832</b>	<b>148,000,000</b>			<b>1,426,216</b>