

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 8, 2025, 5:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Steven Brenner, Claudia Martinson, John E. Ford
Others Present: Helenanne Cathey, Jen Brenner

John E. Ford called the meeting to order at 5:01 p.m.

- I. **Minutes Approval** – John E. Ford moved to approve the November 13, 2024, regular meeting minutes as written. Claudia Martinson seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – Claudia Martinson moved to accept the Treasurer’s Report and pay bills as presented. Steven Brenner seconded. Motion carried unanimously.

Bank Balance From the End of the Last Meeting:			\$9,275.02
11/10/24	Deposit – Assessments	\$2,700.00	
11/30/24	Interest	\$9.31	
11/30/24	Adjustment (ck# 197 was written for \$11,986.16 instead of \$11,986.15)	\$0.01	
12/10/24	Deposit – Assessments	\$2,700.00	
12/31/24	Interest	\$5.30	
01/07/25	Deposit – County Grant	\$5,960.75	
Bank Balance Prior to Meeting:			\$20,650.37
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
198	Cathey Consulting, LLC	Inv. 7855 – Nov. Adm./Books \$210.00	\$420.00
		Inv. 7899 – Dec. Adm./Books \$210.00	
199	US Postal Service	Annual box fee	\$74.00
TOTAL BILLS PAID:			\$494.00
Bank Balance After Bills:			\$20,156.37
Total assessments due: \$6,600.00			

III. Unfinished Business

a. Road Work / County Grant –

- 1) Taller posts with reflectors placed by culverts and move off the road a bit so they don’t get hit by snowplows / Motion done at November, 2024, meeting to authorize John E. Ford to purchase posts and submit for reimbursement. John E. Ford reported that he checked on posts at Runnings in Rapid City and he didn’t recommend using them at all. Steven Brenner and John E. Ford do the snow removal, and they know where the roads are so they aren’t concerned about installing posts. A concern was raised if someone goes off the road if it’s covered by snow and they can’t see where the ends of the road are.. The Board will keep an eye on the roads, but this item will be removed from the agenda.
- 2) No snow fence was put up this winter in order to evaluate the road improvements done in the fall of 2024. This item will be removed from the agenda.
- 3) Phase 3 will be for the rest of Brunsen Road – A scope (section of road to be done – distance, how much rock, what type of rock, who will blade the rock, etc.) will be developed in order to get bids to apply for the County grant. The County has advised that the County grant program can be used for rock on this section of road. This item will be discussed at the next meeting.

IV. New Business

- a. Annual election of officers – Claudia Martinson moved to keep the same slate of officers for the next year (John E. Ford, President / Steven Brenner, Vice President / Claudia Martinson, Secretary/Treasurer). Steven Brenner seconded. Motion carried unanimously.

UPCOMING MEETINGS:

Next Regular Meeting: Wednesday, March 12, 2025, 5:00 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – Office Entrance is on 4th Street across from Arrow Printing). Meetings are generally held the second Wednesday of every other month (odd months).

2025 Meetings

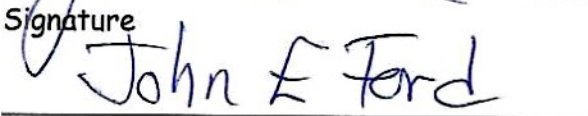
Wed., Mar. 12, 2025, 5:00 p.m. / Wed., May 14, 2025, 5:00 p.m.

Wed., July 9, 2025, 5:00 p.m. / Wed., Sep. 10, 2025, 5:00 p.m. / Wed., Nov. 12, 2025, 5:00 p.m.

Steven Brenner moved to adjourn. John E. Ford seconded. The meeting was adjourned at 5:12 p.m.

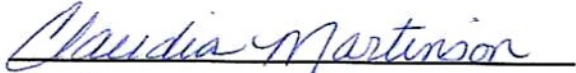
Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

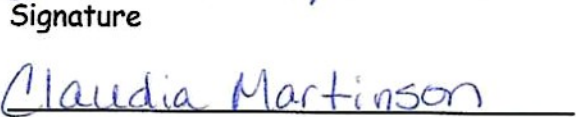


Signature


Printed Name
John E Ford

Date
3-12-25



Signature


Printed Name
Claudia Martinson

Date
Mar. 12, 2025

John E. Ford, President (307-680-0682) / Steven Brenner, Vice President (307-258-9953) /
Claudia Martinson, Secretary/Treasurer (307-660-8469)