

**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Thursday, January 16, 2025, 8:00 a.m.

At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Russ Opp, Susan Wilson
OTHERS PRESENT: Helenanne Cathey

Russ Opp called the meeting to order at 8:01 a.m.

- I. **Vacant Director Position** – Brian Lamphere was appointed at the November meeting, but the oath was not completed as required so the position remains open. Someone needs to be appointed to serve until the next election (Director / Vice President). The oath needs to be completed within 10 days. Board members will continue to ask people if they will serve on the Board.
- II. **Minutes** – Susan Wilson moved to approve the minutes for the November 7, 2024, regular meeting as presented. Russ Opp seconded. Motion carried unanimously.
- III. **Financial Report** – One of the CDs matures this month. Russ Opp will stop at the bank and try to get the highest interest rate possible on the CD renewal. Susan Wilson moved to accept the treasurer’s report and pay the bills as presented. Russ Opp seconded. Motion carried unanimously.

Balance Sheet & Profit & Loss were reviewed.
Bank statements were reviewed and signed.

First Northern Bank CD / Reserves Account Balance From Last Minutes:	\$106,354.44
10/31/24 Interest	\$1,340.36
CD / RESERVES BALANCE END OF MEETING:	\$107,694.80
First Northern Bank CD / Reserves Account (03/24) Balance From Last Minutes:	\$102,536.43
12/31/24 Interest	\$1,278.19
CD / RESERVES BALANCE END OF MEETING:	\$103,814.62
First Northern Bank Money Mkt Checking Account Balance From Last Minutes:	\$127,434.12
10/31/24 Interest	\$109.41
11/10/24 Deposit – Assessments	\$17,480.00
11/30/24 Interest	\$116.25
12/10/24 Deposit – Assessments	\$11,780.00
12/31/24 Interest	\$130.37
01/10/25 Deposit – Assessments	\$15,968.62
CHECKING BALANCE START OF MEETING:	\$173,018.77
BILLS PAID AT MEETING:	
01/16/25 Ck# 1022 – Cathey Consulting	\$735.00
Inv. 7878 – Nov. bookkeeping/admin./compliance	\$367.50
Inv. 7921 – Dec.. bookkeeping/admin./compliance	\$367.50
TOTAL	\$735.00
CHECKING BALANCE AFTER BILLS:	\$172,283.77
Receivables Balance: \$12,540.00 (2024 Assessments)	

- IV. **Unfinished Business**
 - a. **Street Sweeping** – At the November meeting the consensus was to sweep the streets in May. **After discussions on chip sealing, the consensus is to not sweep the streets in May if a chip seal project is going to be done this summer.**
 - a. 2023 grant – County closed out the grant / Unused
 - b. 2025 grant – Grant application drafted. Waiting for bid from DRM.

- b. Street Maintenance / Crack Sealing – County grant approved 10/17/23 – County has extended the grant until May 30, 2025. All invoices for any work must be submitted prior to that date.
 - a. Project estimate \$46,800 with grant of \$11,700
 - i. Pay request 1 – Design Construction invoice \$19,411.00 / grant request of \$4,852.75
 - ii. Russ Opp authorized to contact the contractor to do any work needed this fall. Russ Opp met with Clark Melinkovich, and Clark Melinkovich thought the streets looked okay. He recommended inspecting them after street sweeping. **The consensus is to close this grant. The completion report and affidavit will be completed and submitted to the County.**
- c. Spring or fall review of ditches and culverts for maintenance plan to maintain proper drainage to protect the streets. (Motion at 3/7/24 meeting that if Means First Ext WSD cleans out valves and they see a culvert that is clogged or a ditch needing a repair, Russ Opp is authorized to have the contractor clean out the culvert or ditch while they are there, and Prairieview Champion ISD will pay for that invoice)

11/7/24

After discussion, the Board will have the engineers look at the clean-up of ditches and culverts as well as the chip sealing project. The consensus is that it would be good to have a map of the District and a list of all culverts (size, length, etc.), in order to maintain ditches and culverts annually. The berm of dirt on the sides of the roads needs to be removed. The clean up and maintenance of ditches and culverts will be ongoing.

1/16/25

The maps from the streets project was reviewed. There is a street-by-street breakdown of the project that includes the location of culverts, size, etc. There was discussion on producing one map that shows where the culverts are and details of each culvert (size, length, etc.). The consensus is that a Board member will ask Clark Melinkovich for a map of the District. The Board would like to have a master map that shows all of the culverts, sizes, etc. Board members will also reach out to engineering firms regarding a possible chip seal project in the 25-26 fiscal year. Questions to ask: Should the ditches and culverts be cleaned first or the chip seal first? Should street sweeping be done in May if a chip seal project is done this summer? The chip seal could maybe wait a year. This will be discussed at the March meeting.

- d. Area by L & H needs to be filled in and compacted

11/7/24

Russ Opp reported that he talked to Marley Ziegler at L & H. They haven't fixed the asphalt. Russ Opp reminded them that it needs to be filled in and compacted. They also need to clean out the culvert.

1/16/25

Russ Opp followed up with L & H. Marley Ziegler committed to making the repairs in the spring. At the last meeting, the Board agreed that if L & H doesn't do the work, the District will do it and bill L & H for the work. The Board will continue to monitor the area.

V. New Business

- a. Complaint raised to the District and also to the County – Travis Hardy called and also e-mailed the County the following:

Description of Issue:

Four way stop needed at the intersection of Gold and Garmen. Too many close calls of being t-boned due to the fact of blind spots at this intersection. There was a wreck about two months ago for this exact reason. –

Location in Need of Repair:
Please make the intersection a four-way stop.

Russ Opp reported that he talked to Mr. Hardy, looked at the intersection, talked to a Sheriff's deputy, and talked to Clark Melinkovich at the County. The problem is that people are not slowing down, and they slide through the intersection when it's icy. The issue Mr. Hardy referenced in his report to the County was when it was icy. Gold Road is the through street. Russ Opp reported that the Sheriff's deputy reported that they didn't have enough issues to warrant a four-way stop. Clark Melinkovich said the same thing.

b. The budget for 7/1/25 – 6/30/26 was discussed and will be worked on at the March meeting.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Russ Opp seconded. The meeting was adjourned at 9:10 a.m.

Reminder: The minutes and information about the District are available online at www.catheyconsulting.net – click on Prairieview Champion. Cathey Consulting is the bookkeeper for the District. The District's records are stored at the office of Cathey Consulting located at 400 South Gillette Avenue, Suite 106 (K² Technologies Building – use the entrance on 4th Street). Contact the District at 307-685-8235.

NEXT REGULAR MEETING: Thursday, March 20, 2025, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



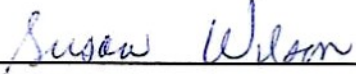
Signature

Russ Opp

Printed Name

20 Mar 25

Date



Signature

Susan Wilson

Printed Name

3-20-25

Date

Russ Opp, President / Vacant, Vice President / Susan Wilson, Secretary/Treasurer