

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MARCH 12, 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, Jim Slattery, Betty Heineke, Karen Poehlmann,
Bill Heineke, Mary Finch, Jason Finch, Jen Brenner

John E. Ford called the meeting to order at 5:05 p.m. and thanked everyone for attending the meeting.

- I. **Minutes Approval** – Claudia Martinson moved to approve the January 8, 2025, regular meeting minutes as written. Steven Brenner seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – John E. Ford moved to accept the Treasurer’s Report and pay bills as presented. Claudia Martinson seconded. Motion carried unanimously.

Bank Balance From the End of the Last Meeting:			\$20,156.37
01/10/25	Deposit – Assessments	\$1,800.00	
01/31/25	Interest	\$7.76	
02/10/25	Deposit – Assessments	\$308.73	
02/28/25	Interest	\$7.67	
Bank Balance Prior to Meeting:			\$22,280.53
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
200	Cathey Consulting, LLC	Inv. 7943 – Jan. Adm./Books \$210.00	\$420.00
		Inv. 7987 – Feb. Adm./Books \$210.00	
TOTAL BILLS PAID:			\$420.00
Bank Balance After Bills:			\$21,860.53
Total assessments due: \$4,500.00			

III. **Unfinished Business**

a. Road Work / County Grant –

- 1) Jason Finch, who did the road work last fall, came to the meeting to discuss the drainage work that needs to be finished and the next project. He wasn’t able to come out again after the work was done last fall. The south side of an approach has standing water, and Jason Finch reported that the reason it stands there is because it has no place to go. After discussion, the consensus is to cut the ditch so the water will drain underneath the cattleguard and will flow into Brenner’s pond. Jason Finch will call in for the locates.
- 2) Phase 3 will be for the rest of Brunsen Road – Scope of Work / County Grant
The road will need to be raised. Fill will be required, and if it can’t be found in the area, that could drive the cost up substantially. There is scoria in the area that could be used to build up the road. There are several culverts that need to be installed. If the hill is cut down, that dirt can be used for fill to build up the road in places. The center of the road is lower than the shoulders. The road is too wide in spots and can be narrowed. The County will pay 50% for drainage and culverts. If a culvert is required to fix the drainage along the road, even if it’s through a homeowner’s driveway, the District can get 50% from the County grant, and the District will pay for the culvert. The District generally will not pay for driveway culverts, but this situation is different. A culvert is going to be required to protect the road. The project was reviewed and those at the meeting agreed on the work to be done.

John E. Ford will write up a scope of work and get bids. A grant application will be completed and submitted to the County as soon as possible.

IV. New Business

- a. Snow removal maintenance – There was discussion on snow removal. The snow needs to be pushed off of the road in the future so it doesn't melt down the middle of the road. Just make sure if you're moving snow – make sure it is pushed off the road – in the ditch.
- b. John E. Ford moved to authorize Helenanne Cathey to order a box of checks for the District's bank account. Steven Brenner seconded. Motion carried unanimously.
- c. Budget for 7/1/25 – 6/30/26 – The budget will be updated for the May meeting. A proposed budget will be approved at the May meeting, and the final budget will be reviewed and approved at the budget hearing and regular meeting in July.

UPCOMING MEETINGS:

Next Regular Meeting: Wednesday, May 14, 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).

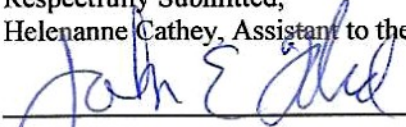
2025 Meetings


Wed., 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 6:12 p.m.


Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

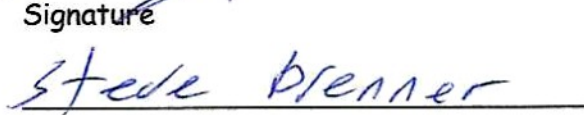


Signature


Printed Name
5-14-25

Date



Signature


Printed Name
5-14-25

Date

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