

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
WEDNESDAY, JULY 9, 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

BUDGET HEARING

John E. Ford called the budget hearing to order at 5:03 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. John E. Ford adjourned the budget hearing at 5:07 p.m.

REGULAR MEETING

John E. Ford called the meeting to order at 5:07 p.m.

- I. **Budget** – Steven Brenner moved to adopt the budget for 7/1/25 – 6/30/26 for \$50,133 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Claudia Martinson seconded. Motion carried unanimously.
- II. **Minutes Approval** – Steven Brenner moved to approve the May 14, 2025, regular meeting minutes as written. Claudia Martinson seconded. Motion carried unanimously.
- III. **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:			\$20,820.75
05/10/25	Deposit – Assessments	\$922.04	
05/31/25	Interest	\$8.49	
06/10/25	Deposit – Assessments	\$2,700.00	
06/30/25	Interest	\$8.90	
07/01/25	Deposit – Prepaid Assessment	\$600.00	
Bank Balance Prior to Meeting:			\$25,060.18
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
203	Cathey Consulting, LLC	Inv. 8123 – . May Adm./Books \$210.00	\$420.00
		Inv. 8166 – June Adm./Books \$210.00	
204	CBH Co-Op	Inv. 23203 – Fuel for the blade for roadwork	\$119.18
205	Gillette News-Record	Inv. 42885 – Budget hearing legal ad \$94.90	\$205.40
		Inv. 42886 – Director election legal ad \$110.50	
206	JW Equipment, LLC	Inv. 3071 – Equipment rental for blading roads (Cat 140M / 24 hours)	\$750.00
207	Quality Agg & Construction	Inv. 53861 – 44.74 tons J-Base	\$1,470.06
TOTAL BILLS PAID:			\$2,964.64
Bank Balance After Bills:			\$22,095.54
Total assessments due: \$900.00			

IV. Unfinished Business

- a. **Road Work / County Grant** – A County grant application was submitted, but since the work won’t be done until next year, Clark at the County called John E. Ford and explained that they would like to hold off on submitting the grant application to the Commissioners. (The District won’t be doing the work until next year.) Clark committed to ensuring the grant money to the District if the District contacts him 30 days in advance of starting the project next year. The County will hold onto the grant application. .

Project:

**Scope: On Brunsen Road from 114 Brunsen Rd. to 173 Brunsen Rd.
West ditch work is from the hill on 141 Brunsen to 173 Brunsen west side.
Blade existing scoria off of areas that require cut and fill.
Compact fill areas.**

Create a 4 to 1 slope off the shoulder of the road to a minimum of 18" ditch on the west side of the road. (from hill on 141 Brunsen to 173 Brunsen)

Rework the road to 22' width with a minimum 3% crown from the center of the road.

Reset culvert at Handran's driveway (105 Brunsen Rd) on the southern approach (it's a horseshoe driveway)

4 loads of fill at the low spot at 141 Brunsen Rd.

Install culverts at:

173 Brunsen – at the end of the road at 173 Brunsen, install 16" culvert (30')

165 Brunsen – install a 12" culvert across the driveway approach (30')

141 Brunsen low spot install 18" culvert across the road (30')

Transport and install 4" of J-Base material on the finished road subbase.

Reseed west side of the road from hill at 141 to 173 Brunsen Rd.

Project anticipated to be done in the spring and fall of 2026.

Total Bid: \$43,736.20

County Grant Application Request: \$12,191.48 (50% on drainage work and 25% for the rest).

The project will include an item from the 3/12/25 meeting (Jason Finch to cut the ditch so water will drain underneath the cattleguard and flow into Brenner's pond.)

- b. Director election – November 4, 2025 (Brenner) – The first legal ad ran in the Gillette News-Record on July 8, 2025. Applications to be on the ballot are due between August 6 and August 26, 2025.

V. New Business

- a. Public Records Notice – A notice was signed to submit to the County stating that the District's records are stored at the office of Cathey Consulting.
- b. Official Depository – Claudia Martinson moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. Steven Brenner seconded. Motion carried unanimously.

Steven Brenner moved to adjourn. John E. Ford seconded. The meeting was adjourned at 5:10 p.m.

John E. Ford called the meeting back into session at 5:43 p.m.

John E. Ford moved to authorize up to \$600 for mowing and fuel. Steven Brenner seconded. Motion carried unanimously. The mowing should be done Friday.

John E. Ford adjourned the meeting at 5:44 p.m.

Next Regular Meeting: Wednesday, September 10, 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).

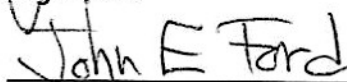
2025 Meetings

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

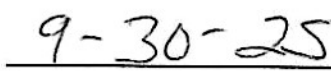
Respectfully Submitted,
Helenanne Cathey, Assistant to the Board



Signature



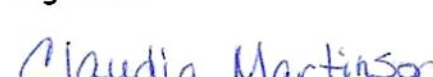
Printed Name



Date



Signature



Printed Name



Date

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

Budget - Brunsen ISD - 7/1/25 - 6/30/26

Budget Hearing: Wednesday, July 9, 2025, 5:00 p.m. at the office of Cathey Consulting / PO Box 34, Rozet, WY 82727

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
CASH CARRYOVER	25,204	33,155	32,506	24,513
Revenue				
Assessments - On Taxes (\$600 X 22)	12,600	13,200	12,000	12,600
Assessments - Paid Directly to District			1,200	600
Assessments - Interest	70	120	150	120
Customer and other billing	600		100	
Grants - County		10,000	6,000	12,200
Interest from bank	126	100	100	100
TOTAL REVENUE	13,396	23,420	19,550	25,620
TOTAL REVENUE PLUS CASH CARRYOVER	38,600	56,575	52,056	50,133
Expenditures				
Capital Expenditures				
Administrative	3,096	3,020	3,100	3,120
Operations	1,790	52,845	24,413	46,303
Indirect	600	710	710	710
TOTAL EXPENDITURES	5,486	56,575	28,223	50,133
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	600		1,200	
Payables Balance Start of FY	529		520	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	25,204	33,155	32,506	24,513
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	25,204	33,155	32,506	24,513
Receivables Balance End of FY	1,200			
Payables Balance End of FY	520			
End of Year Bank Balance	32,505		24,513	
Net per year (Revenue minus Expenses)	33,114	0	23,833	0

Budget Message: The District maintains the roads. As funds allow, the District works to upgrade the roads using the County grant to the maximum extent possible. The assessment for this year will remain at \$600. The District has no reserves at this time.

[Signature]
Board Member Signature

[Signature]
Board Member Signature

Directors: John E. Ford (Pres.) & Claudia Martinson (Sec./Treas) terms end Nov., 2027 & Steven Brenner (Vice Pres.) term ends Nov., 2025.
The District holds regular meetings generally the second Wednesday of every other (odd) month (Jan., Mar., May, etc.).
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

3/9/22: If an individual or entity owns more than one lot-if the second lot or parcel is undeveloped, there is no assessment on the second lot. If the second parcel or lot is developed, it will have a full assessment. This is the first year an individual owns 3 lots, and the Board consensus is that the third lot is developed and will be assessed so this owner will have 2 lots assessed and 1 lot that is not assessed.

Brunsen	Feet	Miles
Brunsen Rd	9040	1.71
Landers Rd	8180	1.55
Total	17220	3.26