

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
TUESDAY, NOVEMBER 12, 2025, 5:00 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: John E. Ford, Claudia Martinson  
 Board Members Not Present: Steven Brenner  
 Others Present: Helenanne Cathey

John E. Ford called the meeting to order at 5:00 p.m.

**I. Minutes Approval** – Claudia Martinson moved to approve the September 30, 2025, regular meeting minutes as written. John E. Ford seconded. Motion carried unanimously.

**II. Treasurer’s Report Acceptance / Bills** – Claudia Martinson moved to accept the Treasurer’s Report and pay bills as presented. John E. Ford seconded. Motion carried unanimously.

<b>Bank Balance From the End of the Last Meeting:</b>			<b>\$22,182.36</b>
09/30/25	Interest	\$8.53	
10/14/25	Ck# 211 – CBH Co-Op Fuel for Motor Grader		\$121.28
10/14/25	Ck# 212 – JW Equipment LLC – Inv. 4361 – Motor Grader Rental		\$875.00
10/31/25	Interest	\$8.52	
11/10/25	Deposit – Assessments	\$3,600.00	
<b>Bank Balance Prior to Meeting:</b>			<b>\$24,803.13</b>
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
213	Cathey Consulting, LLC	Inv. 8305 – Sept. Adm./Books \$220.00	\$727.66
		Inv. 8342 – Director election mailing \$232.66	
		Inv. 8351 – Process checks between mtgs \$55.00	
		Inv. 8361 – October Adm./Books \$220.00	
214	Gillette News-Record	Inv. 51971 – Director election legal ad	\$118.80
<b>TOTAL BILLS PAID:</b>			<b>\$846.46</b>
<b>Bank Balance After Bills:</b>			<b>\$23,956.67</b>
<b>Total assessments due: \$9,000.00</b>			

**III. Unfinished Business**

**a. Road Work / County Grant – ON HOLD – WILL STAY ON THE AGENDA AND WILL BE DEALT WITH IN THE SPRING**

A County grant application was submitted, but since the work won’t be done until next year, Clark at the County asked that the grant application be put on hold until the District has the money and is ready to do the project. The County Public Works office will hold onto the grant application. There was discussion and agreement on making the road wider than 22 feet (see description below).\*

**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 – Ballots were canvassed prior to the meeting with the following results:

Votes for 1 director to serve a 4-year term:

Steven Brenner – 12 votes

Kendra Wood – 4 votes

Nathan Eich – 3 votes

Steven Brenner will be contacted to complete the oath as required.

**IV. New Business**

- a. There was discussion on having a homeowner move some barrels and a toolbox that are next to the road by the curve and getting some snow fence up. Anything close to the road will cause the snow to drift, and the Board is trying to take steps to prevent drifting on the roads.
- b. There was discussion on the road work. There was some concern that maybe it was too wet when the road work was done after the last meeting. If it had kept raining, the road work would have probably been cancelled.
- c. Residents are encouraged to attend the meetings. The meetings are always open, public meetings, and people are encouraged to attend whenever they can.

John E. Ford adjourned the meeting at 5:10 p.m.

Next Regular Meeting: Wednesday, January 14, 2026, 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 4<sup>th</sup> Street across from Arrow Printing). Meetings are generally held the second Wednesday of every other month (odd months).

2026 Meetings

Wed., Jan. 14, 2026, 5:00 p.m. / Wed., Mar. 11, 2026, 5:00 p.m. / Wed., May 13, 2026, 5:00 p.m.

Wed., July 8, 2026, 5:00 p.m. / Wed., Sept. 9, 2026, 5:00 p.m. / Wed., Nov. 11, 2026, 5:00 p.m.

NOTES:

9/30/25 Meeting:

- Up to \$1,500 authorized for maintenance / blading between meetings if needed.
- Up to \$1,500 authorized for emergency expenditures between meetings if needed.

These approvals do NOT apply to any cattleguard repairs.

Respectfully Submitted,

Helenanne Cathey, Assistant to the Board

*John E Ford*

Signature

John E Ford

Printed Name

1-14-26

Date

*Claudia Martinson*

Signature

CLAUDIA MARTINSON

Printed Name

Jan. 14, 2026

Date

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