

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES**

**WEDNESDAY, DECEMBER 3, 2025, 4:30 P.M.**

**400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Barbara Pilon, Heather Wichert

BOARD MEMBERS NOT PRESENT: Tyler Miller

OTHERS PRESENT: Helenanne Cathey, Doug Freeland

Heather Wichert called the meeting to order at 4:35 p.m.

**I. Minutes** – Barb Pilon moved to approve the minutes for the September 24, 2025, regular meeting as written. Heather Wichert seconded. Motion carried unanimously.

**II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barb Pilon moved to accept the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

**Bank Balance End of Last Meeting:** **\$40,528.28**

9/1-9/24/25 Deposits – Water \$1,106.71

Adjusted Balance Forward: \$41,634.99

9/25-9/30/25 Deposits – Water \$415.93

09/30/25 Interest \$20.04

10/05/25 Deposit-Xpress bill pay \$1,128.85

10/17/25 Deposit – County Grant \$1,804.22

10/1-10/31/25 Deposit – Water \$907.96

10/31/25 Interest \$16.80

October bills paid:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 8/26-9/24/25 (0 hundred cubic feet)	\$40.00
AUTO	City of Gillette Bill 2146630 9/2-10/1/25 Regional Water – 182,000 gal.	\$757.38
AUTO	Powder River Energy 10349101 Electricity 9/1-10/1/25	\$484.52
5622	Cathey Consulting Inv. 8325 – Sept. Admin./Bookkeeping/Compliance \$500.00	\$819.92
	Inv. 8346 – Director election mailing \$319.92	
5623	C N A Surety Bond / Board 12/5/25 – 12/5/26	\$100.00
5624	Gillette News-Record Inv. 51183 – Director election legal ad	\$114.75
5625	Hawkins, Inc. Inv. 7229178 – Azone 15 mini-bulk	\$361.05
5626	One Call of Wyo. Inv. 77180 – Locate tickets July, Aug., Sept.	\$6.30
5627	Postmaster Annual box fee	\$188.00
5628	Water Guy, LLC Inv. 2025-1119 – Sept. Water Operator/meters billing	\$857.80
<b>TOTAL</b>		<b>\$3,729.72</b>

11/05/25 Deposit-Xpress bill pay \$555.99

11/10/25 Deposit – Assessments \$22,898.32

11/1-11/30/25 Deposit – Water \$757.74

11/30/25 Interest \$22.12

November bills paid:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 9/24-10/24/25 (0 hundred cubic feet)	\$40.00
AUTO	City of Gillette Bill 2164230 10/1-11/3/25 Regional Water – 0 gal.	\$195.00
AUTO	Powder River Energy 10349101 Electricity 10/1-11/1/25	\$417.81
<b>TOTAL</b>		<b>\$652.81</b>

**BANK BALANCE PRIOR TO MEETING:**

**\$65,780.43**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 10/24-11/24/25 – 3 hundred cubic feet	\$41.89
AUTO	City of Gillette Bill 2181788 Regional Water 11/3-12/1/25 0 gal.	\$195.00
AUTO	Powder River Energy 10349101 Electricity 11/1-12/1/25	No bill yet.
5629	Cathey Consulting Inv. 8381 – Oct. Admin./Bookkeeping/Compl. \$500.00	\$1,000.00
	Inv. 8425 – Nov. Admin./Bookkeeping/Compl. \$500.00	

5630	Water Guy	Inv. 2025-1259 – Oct. Water Operator/meter readings/ billing \$857.80	\$1,715.60
		Inv. 2025-1414 – Nov. Water Operator/meter readings/ billing \$857.80	

Total Bills: \$2,952.49  
**BALANCE AFTER BILLS: \$62,827.94**

Receivables Balance: \$29,355.89 (Assessments \$28,658.32 / Water \$697.57 (does not include November billing))

**III. Water / Well Update –**

a. Water System Review – There was discussion on one meter that wasn't reading for several months and then it read in November. Water Guy provided a cost estimate for repairing the meter, but then there was a reading in November. Barb Pilon will follow up with Water Guy on this meter. When the power went out last time, the generator didn't work again so we didn't have water. Barb Pilon texted Duaine Faucett to request an update on the generator. The Board was under the impression that the generator was fixed prior to this latest power outage.

**IV. Unfinished Business**

a. Director Election Results:

Votes for 1 director to serve a 4-year term: Barbara Pilon – 9 votes / The oath was completed as required.

**V. New Business**

- a. PFAS Testing – Water Guy and Wyoming Association of Rural Water Systems sent letters regarding mandatory PFAS testing and grant funding that can be used to pay for testing. Barb Pilon moved to have Water Guy sign the District up for the free testing. Heather Wichert seconded. Motion carried unanimously.
- b. Barb Pilon moved to keep the same slate of officers for the year (Tyler Miller, President / Heather Wichert, Vice President / Barb Pilon, Secretary/Treasurer). Heather Wichert seconded. Motion carried unanimously.
- c. Doug Freeland provided drawings for a pole barn that he is building right behind his house – between the house and the shed. The plans fall within the requirements of the covenants. Barb Pilon moved to approve the plans for the outbuilding submitted by Doug Freeland at 38 Overbrook. Heather Wichert seconded. Motion carried unanimously.
- d. The owner of 183 Overbrook talked to Tyler Miller about building a mother-in-law apartment. It is considered an Accessory Dwelling Unit under County building rules. There was discussion on the County Guideline for ADUs, and the County guideline is attached to these minutes. The County would like Districts or HOAs to provide something in writing if they approve any ADUs in their subdivisions. After discussion, the consensus is to talk to the homeowner and discuss this further at the next meeting.

**Next Regular Meeting: Wednesday, February 11, 2026, 5:00 p.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing. The District holds regular meetings. The next regular meeting date is scheduled at each meeting and is included in the minutes.**

Heather Wichert adjourned the meeting at 5:00 p.m. HW

Respectfully submitted,  
 Helenanne Cathey, Assistant to the Board

Tyler Miller  
 Signature

Tyler Miller  
 Printed Name

2/11/26  
 Date

Barbara Pilon  
 Signature

Barbara Pilon  
 Printed Name

2/11/26  
 Date

Tyler Miller, President 307-680-3605 / Heather Wichert, Vice President 307-351-9354 /  
 Barb Pilon, Secretary/Treasurer 307-670-7062

## 2025 ADU Information

### 45.70 Accessory Dwelling Units

- (1) Purpose.** Accessory Dwelling Units (ADU's) provide for a small-scale secondary residence on a single lot that is accessory to the Primary Dwelling Unit. The intent of this regulation is to ensure that the character of the single-family neighborhood where ADU's are located is preserved and that fees, levies, or taxes for road, water, sewer, or other services and infrastructure provided and paid for by the subdivision through Improvement and Service Districts, Homeowner's Associations, or Covenants have been addressed and those entities and surrounding neighbors have approved the ADU.
- (2) Applicability.** This section shall apply to all land uses as indicated in the Use District Charts Section 15.10 (A-L) and Sections 20.10 (1)-(4) R-L, R-R, R-S, and R-1 and requires a Review Process 1 for approval as shown on Table 10.10-1.
- (3) Prohibited ADU's.** HUD Manufactured homes, Recreational Vehicles, Boats, or similar shall not be considered for an ADU in any Zoning District, except;

  - (a) Where the Primary Dwelling Unit is a Manufactured Home, Park Model homes shall be allowed in A-L, R-L, and R-R Zoning Districts. Park Model Homes used as an ADU shall be subject to Chapter 4 Rules Regulating Construction permitting requirements as for HUD Manufactured Homes.
- (4) Approval.** The Applicable Director shall approve or deny an application for an ADU based upon the following factors:

  - (a) One (1) ADU is permitted per lot in any R-L, R-R, R-S, or R-1 Zoning District, or,

    - (a) one (1) ADU per Primary Dwelling Unit located in an A-L Zoning District. Multiple ADU's are not prohibited in an A-L Zoning District provided that each Primary Dwelling Unit conforms to the 10-acre land area requirement in accordance with Section 15.10(1).
  - (b) Verification that the Homeowner's Association, Improvement and Service District, or Covenants Agreement as applicable approve the proposed ADU. Verification must be in writing from the Homeowner's Association, Improvement and Service District, or a copy of the recorded Covenants Agreement verifying that ADU's are permitted.
  - (c) If no Homeowner's Association, Improvement and Service District, or Covenants Agreement exists for the subdivision, the application shall be processed as a

## 2025 ADU Information

Conditional Use Permit in accordance with Section 10.55.

- (d) The proposed ADU is compliant with the construction requirements of Sub-Section (6) 'Construction Standards'.

### (5) ADU Location

- (a) Detached ADU's shall not be located in the front or side yard areas of the Principal Dwelling in any Zoning District, except existing buildings in accordance with (6)(e) below.

### (6) Construction Standards

- (a) **Size.** The maximum Building Footprint Living Area of any ADU shall not exceed 60% of the Building Footprint Living Area of the Primary Dwelling Unit, or 1,100 sq. ft., whichever is smaller.
- (b) **Height.** The maximum height of any ADU shall not exceed the height of the Primary Dwelling Unit.
- (c) **Attached ADU.** Attached ADU's shall comply with the Two-family Dwelling provisions of the currently adopted edition of the International Residential Code, including the Sound Transmission provisions found in Appendix AK.
- (d) **Detached ADU, New Construction.** Detached ADU's shall comply with the currently adopted edition of the International Residential Code. Attached garages to the ADU shall not exceed the area of the ADU allowable Building Footprint Living Area.
- (e) **Detached ADU, Existing Building Renovations.** Existing detached accessory structures converted to an ADU shall comply with the currently adopted edition of the International Residential Code. There shall be no limitations to the ADU Building Footprint Living Area to shop/garage area ratio, providing that the ADU Building Footprint Living Area cannot exceed the size limitation specified in 6(a) above.
- (f) **Small Wastewater Systems.** Septic and sewer systems shall comply with Chapter 4 Building Regulations. Interconnection of the ADU sewer to the Primary Dwelling Unit small wastewater system shall not be prohibited.