

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
Wednesday, January 14, 2026, 5:00 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Steven Brenner, John E. Ford, Claudia Martinson  
Others Present: Helenanne Cathey, Jen Brenner

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

- I. **Minutes Approval** – Claudia Martinson moved to approve the November 12, 2025, regular meeting minutes as written. Steven Brenner seconded. Motion carried unanimously.
- II. **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.

<b>Bank Balance From the End of the Last Meeting:</b>			<b>\$23,956.67</b>
11/30/25	Interest	\$8.66	
12/10/25	Deposit – Assessments	\$1,501.63	
12/31/25	Interest	\$9.61	
01/12/26	Deposit – Assessments	\$1,200.00	
<b>Bank Balance Prior to Meeting:</b>			<b>\$26,676.57</b>
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
215	Cathey Consulting, LLC	Inv. 8405 – Nov. Adm./Books \$220.00	\$440.00
		Inv. 8450 – Dec. Adm./Books \$220.00	
216	US Postal Service	Annual Box Fee	\$78.00
<b>TOTAL BILLS PAID:</b>			<b>\$518.00</b>
<b>Bank Balance After Bills:</b>			<b>\$26,158.57</b>
<b>Total assessments due: \$6,300.00</b>			

**III. Unfinished Business**

- a. **Road Work / County Grant – ON HOLD** – The project estimate is \$43,736.20 and a County grant request of \$12,191.48 will be submitted. This would leave the District’s cost at \$31,544.72. The District doesn’t have the money for the project yet.

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.)

IV. New Business

- a. Claudia Martinson reported that a new neighbor has offered to run the blade if needed.
- b. John E. Ford requested 2 loads of scoria for the hill near their place. He reported that it is down to clay when it's wet. 15-yard end dumps are about \$500 to \$550 so a total of \$1,000 to \$1,100. They will dump it from the end dumps and John E. Ford and Steven Brenner can blade the rock. John E. Ford moved to get two loads of rock from Quality Agg to dump on the hill near John E. Ford's property. Steven Brenner seconded. Motion carried unanimously.
- c. Claudia Martinson asked if the assessment should be increased. Prices have gone up significantly in the last 4 or 5 years. There was discussion on whether there is any way to do the next project ourselves instead of hiring a contractor and if the drainage needs to be as extreme (ditch work). John E. Ford will contact Clark Melinkovich from the County and ask him to meet out there again to discuss the area.
- d. Claudia Martinson moved to keep the same slate of officers for the next year (John E. Ford, President / Steven Brenner, Vice President / Claudia Martinson, Secretary/Treasurer). Steven Brenner seconded. Motion carried unanimously.
- e. The consensus is to allow a Board member to authorize material as well as blading and maintenance to be done on the roads if necessary between meetings. The notes for authorizations between meetings were revised (see below).

John E. Ford adjourned the meeting at 5:33 p.m.

Next Regular Meeting: Wednesday, March 11, 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., Mar. 11, 2026, 5:00 p.m. / Wed., May 13, 2026, 5:00 p.m.

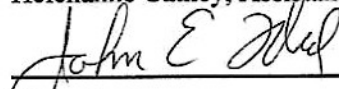
Wed., July 8, 2026, 5:00 p.m. / Wed., Sept. 9, 2026, 5:00 p.m. / Wed., Nov. 11, 2026, 5:00 p.m.

NOTES:

Authorizations for Work Between meetings:

- Up to \$1,500 authorized for material, maintenance, and/or 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

  
\_\_\_\_\_  
Signature

John E Ford  
\_\_\_\_\_  
Printed Name

3-11-26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

Claudia Martinson  
\_\_\_\_\_  
Printed Name

3-11-2026  
\_\_\_\_\_  
Date

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