

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Monday, September 23, 2024, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, Gavin Sneathen
BOARD MEMBERS NOT PRESENT: John Melgaard, Jr.
OTHERS PRESENT: Helenanne Cathey, Mac Hillius

Gavin Sneathen called the meeting to order at 5:00 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the budget hearing and regular meeting on June 18, 2024, as written. Justin Hillius seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed and discussed. Gavin Sneathen moved to accept the Treasurer’s Report and pay bills as presented. Justin Hillius seconded. Motion carried unanimously.

| | | |
|--|------------------------|---|
| Bank Balance Forward From Last Meeting: | | \$13,562.05 |
| 06/26/24 | Deposit – Assessments | \$304.59 |
| 07/18/24 | Deposit – People’s ISD | \$1,600.00 |
| 08/10/24 | Deposit – Assessments | \$307.69 |
| Bank Balance Prior to Meeting: | | \$15,774.33 |
| Bills paid: | | |
| Ck# | Payee | Purpose |
| 1168 | Cathey Consulting | Inv. 7661 – June Admin./books/compliance \$160.00 |
| | | \$512.00 |
| | | Inv. 7701 – July Admin./books/compliance \$176.00 |
| | | Inv. 7740 – August Admin./books/compliance \$176.00 |
| Total Bills Paid: | | \$512.00 |
| Bank balance at the end of the meeting: | | \$15,262.33 |
| Receivables balance: \$11,800.00 (People’s \$1,600 / Assessments \$10,200) | | |

III. Unfinished Business

- a. Road Work –
 - i. Road project – 200 tons of W-base limestone to be delivered / Gavin Sneathen to donate blade work. Melgaard Construction \$6,000 for W-Base. Gavin Sneathen to schedule the project with Melgaard Construction as time allows. The County grant was approved 12/5/23 for \$1,500. Gavin Sneathen reported that this project should be done the end of October or beginning of November. When the work is done, the bill will be paid, and the County grant pay request and close out will be submitted as needed. If the work can’t be done before the grant expires, an extension will be requested.
 - ii. Road project ON HOLD (10/18/23) – about 70 feet of road and put a culvert at the bottom of one of the hills in the District. Scope of work to be developed (Board) and bids requested (Helenanne Cathey). County grant application to be submitted when the bids are received. County grant can provide 50% reimbursement for drainage-related items and 25% for rock and other items. ON HOLD
 - iii. Two 30 mph speed limit signs, posts and brackets will be installed.
- b. People’s Improvement and Service District – John Melgaard, Jr. to attend a meeting to see about merging People’s ISD with Small Buttes ISD (10/18/23) No update from John Melgaard, Jr. This item will be removed from the agenda.

IV. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/24. The Public Officer Training Form was not completed at this time.

- b. A reminder to some people who are driving on the District roads, the roads are not built to be a racetrack. There are a few people who are driving recklessly (example – going sideways around corners). This damages the roads and can put ruts in the road, and it pushes the rock off the road and into the ditch. This means that blading will be required more often and more rock will need to be added to the roads which costs more money. This will lead to an increase in the assessment amount.

Thank you to those who already drive slower on the roads, and to those who don't - **PLEASE SLOW DOWN AND STOP TEARING UP THE ROADS.**


Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting was adjourned at 5:20 p.m.


NEXT REGULAR MEETING: Thursday, February 6, 2025, 5:00 p.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K² Technologies building – entrance is on 4th Street across from Arrow Printing).

NOTES:

- **A number of landowners in the District occasionally work on the roads – blading the roads, fixing fence, repairing roads and ditches as needed, installing posts, etc.**
- **Any homeowner who would like to receive minutes and updates by e-mail can call Helenanne Cathey at 685-8235 or e-mail her at hcathey@collinscom.net to be added to the e-mail list. Minutes are also posted online at www.catheyconsulting.net.**
- **10/10/18 Motion: A Board member is authorized to call out a contractor to work on the roads, spending up to \$1,500 for blading/road work if needed, without having to call a special meeting.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature


Printed Name

2/10/25

Date



Signature
Justin Hillius

Printed Name

2/10/25

Date

Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer