

**Donkey Creek Improvement and Service District**  
**Regular Meeting**  
**Minutes**  
**Monday, December 16, 2024, 4:00 p.m.**  
**Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette**

Board Members Present: Shaun Carr, Chase Maki, Jack Matheny  
 Others Present: Helenanne Cathey

Shaun Carr called the meeting to order at 4:05 p.m.

- I. Director Election** – November 5, 2024 (Carr, Dryden – four-year terms).  
 Ballots were canvassed on November 7, 2024, by Drue Dryden, Jeaneen Dryden, and Helenanne Cathey.  
 Results:

Shaun Carr – 8 votes  
 Chase W. Maki – 1 vote

Shaun Carr completed the oath. A phone number could not be located for Chase Maki, so a letter was mailed to him on 11/12/24. Chase called Helenanne Cathey on 12/6/24, and said he would accept the director position. Since the response was more than 10 business days after notification, the Board appointed him to serve until the next election. Jack Matheny moved to appoint Chase Maki to the Board of Directors to serve until the next election. Shaun Carr seconded. Motion carried unanimously. Chase Maki completed the oath and took his seat at the table with the Board.

Jack Matheny moved to have the following slate of officers for the year:

Shaun Carr, President  
 Chase Maki, Vice President  
 Jack Matheny, Secretary/Treasurer

Chase Maki seconded. Motion carried unanimously.

- II. Minutes Approval** – Jack Matheny moved to approve the September 23, 2024, regular meeting minutes as written. Shaun Carr seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance / Review Bank Statements / Pay Bills** – The Treasurer’s Report and bills were reviewed. Shaun Carr moved to accept the treasurer’s report and pay the bills as presented. Chase Maki seconded. Motion carried unanimously.

<b>Bank Balance End of Last Meeting:</b>		<b>\$11,868.20</b>
09/30/24 Interest	\$4.52	
10/31/24 Interest	\$4.53	
11/10/24 Deposit – Assessments	\$2,100.00	
11/30/24 Interest	\$4.98	
12/10/24 Deposit – Assessments	\$2,400.00	
<b>Bank Balance Prior to Meeting:</b>		<b>\$16,382.23</b>
<b>Bills Paid At Meeting:</b>		
Ck# 1010 Cathey Consulting, LLC	Inv. 7749 – Sep. adm./books/postage Minutes mailed \$232.00	\$677.75
	Inv. 7793 – Director election mailing	\$125.75
	Inv. 7813 – Oct. adm./books/postage	\$160.00
	Inv. 7860 – Nov. adm./books/postage	\$160.00
Ck# 1011 Gillette News-Record	Inv. 30364 – Director election legal ad	\$106.60
Total Bills:		<b>\$784.35</b>
<b>Bank Balance End of Meeting:</b>		<b>\$15,597.88</b>
Receivables Balance: \$9,000.00		

**IV. Unfinished Business**

- a) Roads – There was discussion on roads. The District will typically evaluate the roads each spring (around June of each year). There was discussion on the possibility of the District renting equipment for blading, and Chase Maki volunteered to operate the equipment. There was discussion on liability issues.
- b) Potholes on the shoulder of the County Road. A board member will call Road and Bridge.
- c) There was discussion on moving the street sign to the top of the stop sign. It is currently on its own post and is set back a ways and is hard to see. Shaun Carr will check with Road and Bridge or the County.
- d) Lighting – There was discussion on the possibility of a street lamp at the entrance. This is something that will be looked at in the future.

**V. New Business**

- a) Shaun Carr moved to add Chase Maki to the signature card on the District’s account with First National Bank and remove Drue Dryden. Jack Matheny seconded. Motion carried unanimously.

**VI. Upcoming meetings: Monday, March 10, 2025, 4:00 p.m. (Regular Meeting)**

Meetings are held at the office of Cathey Consulting, LLC, 400 South 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 meeting date is scheduled at each meeting.

Shaun Carr adjourned the meeting at 4:30 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_

Signature

Shaun Carr  
\_\_\_\_\_

Printed Name

3-10-25  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Signature

Chase Maki  
\_\_\_\_\_

Printed Name

3-10-2025  
\_\_\_\_\_

Date

Shaun Carr, President / 307-660-3170 / Chase Maki, Vice President 307-622-2535  
Jack Matheny, Secretary/Treasurer / 307-682-3059