

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Monday, February 10, 2025, 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

This meeting was originally scheduled for February 6, 2025, but was rescheduled to today.

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

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on September 23, 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: | | \$15,262.33 | |
| 10/10/24 | Deposit – Assessments | \$600.00 | |
| 11/10/24 | Deposit – Assessments | \$2,100.00 | |
| 12/10/24 | Deposit – Assessments | \$2,700.00 | |
| 01/10/25 | Deposit – Assessments | \$613.91 | |
| Bank Balance Prior to Meeting: | | \$21,276.24 | |
| Bills paid: | | | |
| Ck# | Payee | Purpose | Ck Amount |
| 1169 | Cathey Consulting | Inv. 7782 – Sept. Admin./books/compliance \$176.00 | \$880.00 |
| | | Inv. 7841 – Oct. Admin./books/compliance \$176.00 | |
| | | Inv. 7883 – Nov. Admin./books/compliance \$176.00 | |
| | | Inv. 7926 – Dec. Admin./books/compliance \$176.00 | |
| | | Inv. 7971 – Jan. Admin./books/compliance \$176.00 | |
| Total Bills Paid: | | | \$880.00 |
| Bank balance at the end of the meeting: | | | \$20,396.24 |
| Receivables balance: \$5,800.00 (People’s \$1,600 / Assessments \$4,200) | | | |

BILLS NOT PAID (The following materials, equipment and labor were donated by Melgaard Construction – total of \$22,401.72):

- Melgaard Construction
 - Inv. 40911 – 10/24/24 Delivered & spread 108.57 tons
(\$28/ton) of deadhorse base from Edward’s pit / bladed) \$8,105.96
 - Inv. 40951 – 11/1/24 Blade road and spread rock / deliver
312.42 tons DH Base/Sand (\$28/ton) blended \$14,295.76

Thank you to Melgaard Construction!

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. The County approved an extension on the grant, but it must be completed by June 30, 2025. Gavin Sneathen will talk to Clark Melinkovich about using the material that was delivered to the roads last fall instead of limestone. The Board would still like to complete this project.

- 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.

IV. New Business

- a. Budget for 7/1/25 – 6/30/26 – The consensus is to keep the assessment and general budget the same for the next fiscal year. A budget hearing and regular meeting to adopt the budget will be held on Wednesday, June 25, 2025, 5:00 p.m. The proposed budget was reviewed and approved and is included with these minutes. The following legal ad will run in the Gillette News-Record at least a week prior to the budget hearing:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT**

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, June 25, 2025, at 5:00 p.m. The proposed budget is summarized below and is available online at www.catheyconsulting.net.

Expenses: Administrative \$3,000 / Indirect \$600 / Operations & Misc. \$20,566
Revenue / Rollover: \$24,166

No change in rates is anticipated, and the annual assessment will remain at \$600 per lot.
To contact the District or for special accommodations for the hearing,
call Cathey Consulting at 307-685-8235.

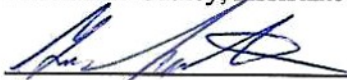
John Melgaard, Jr. moved to adjourn. Gavin Sneathen seconded. The meeting was adjourned at 5:10 p.m.

NEXT REGULAR MEETING AND BUDGET HEARING: WEDNESDAY, JUNE 25, 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 hlcathey@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.

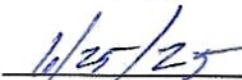
Respectfully submitted,
Helenanne Cathey, Assistant to the Board




Signature




Printed Name



Date



Signature



Printed Name



Date

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

Budget - Small Buttes ISD - 7/1/25 - 6/30/26

Budget Hearing: Wednesday, June 25, 2025, 5:00 p.m. at office of Cathey Consulting / PO Box 4128, Gillette, WY 82717

| | Actual (F32) 7/1/23 - 6/30/24 | Budget 7/1/24 - 6/30/25 | Actual (EST) 7/1/24 - 6/30/25 | Budget 7/1/25 - 6/30/26 |
|---|----------------------------------|----------------------------|----------------------------------|----------------------------|
| CASH CARRYOVER | 17,856 | 12,371 | 13,866 | 10,336 |
| Revenue | | | | |
| Assessments (17 lots X \$600) | 10,200 | 10,200 | 10,200 | 10,200 |
| Assessments - Interest | 39 | 30 | 30 | 30 |
| Customer Billing | 1,600 | 1,600 | 1,600 | 1,600 |
| Grants - County | 0 | 2,000 | 1,500 | 2,000 |
| TOTAL REVENUE | 11,839 | 13,830 | 13,330 | 13,830 |
| TOTAL REVENUE PLUS CASH CARRYOVER | 29,695 | 26,201 | 27,196 | 24,166 |
| Expenditures | | | | |
| Capital Expenditures | | | | |
| Administrative | 2,789 | 3,000 | 3,000 | 3,000 |
| Operations | 1,210 | 22,701 | 15,000 | 20,566 |
| Indirect | 600 | 500 | 600 | 600 |
| TOTAL EXPENDITURES | 4,599 | 26,201 | 18,600 | 24,166 |
| Reserves-Amount to be Added | | | | |
| Reserves-Amount to be spent | | | | |
| Ending Reserves balance | | | | |
| Receivables Start of FY | 3,022 | | 1,900 | |
| Payables Balance Start of FY | 12,512 | | 160 | |
| | 6/30/2023 | 6/30/24 (EST) | 6/30/2024 | 6/30/25 (EST) |
| BEGINNING OF FISCAL YEAR BALANCES | | | | |
| GENERAL FUNDS | 17,856 | 12,371 | 13,866 | 10,336 |
| RESERVES BALANCES | | | | |
| TOTAL FUNDS BEGINNING OF YEAR | 17,856 | 12,371 | 13,866 | 10,336 |
| Receivables Balance End of FY | 1,900 | | | |
| Payables Balance End of FY | 160 | | | |
| End of Year Bank Balance | 13,866 | | 10,336 | |
| Net per year (Revenue minus Expenses) | 25,096 | 0 | 8,596 | 0 |

Budget Message: Small Buttes ISD manages the roads. Fees will stay the same this next fiscal year. No major projects are planned at this time. The District does not have any reserves.

Board Member Signature _____

Board Member Signature _____

Directors: Gavin Sneathen, (Pres.) term ends Mar., 2028 / Justin Hillius (Vice Pres.) and John Melgaard, Jr. (Sec./Treas.) terms end Mar., 2026
 The District holds a regular meeting approximately four times a year at Cathey Consulting. The next meeting date is scheduled at each meeting.
 Records are stored at office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette.

1.5 miles of road maintained - Antelope Valley Street from Southern Drive to 8000 Antelope Valley Street.

| Small Buttes | Feet | Miles of Road |
|---------------------|-------------|---------------|
| Antelope Valley St | 5360 | 1.02 |
| Pronghorn Meadow Ln | 2830 | 0.54 |
| Twin Butte Dr | 690 | 0.13 |
| Total | 8880 | 1.69 |

0.54 PRIVATE???
 0.13 PRIVATE???