

**Small Buttes Improvement & Service District
 Budget Hearing and Regular Meeting
 MINUTES
 Wednesday, June 25, 2025, 5:00 p.m.
 Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, John Melgaard, Jr., Gavin Sneathen
 OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Gavin Sneathen called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Gavin Sneathen adjourned the budget hearing at 5:02 p.m.

REGULAR MEETING

Gavin Sneathen called the meeting to order at 5:02 p.m.

- I. **Budget** – Gavin Sneathen moved to adopt the budget for 7/1/25 – 6/30/26 for \$37,766 and adopt the resolution to assess and submit assessments to the county as approved in the budget. Justin Hillius seconded. Motion carried by unanimous consent.
- II. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on February 10, 2025, as written. Justin Hillius seconded. Motion carried by unanimous consent.
- III. **Treasurer’s Report** – The financial information was reviewed and discussed. Gavin Sneathen moved to accept the Treasurer’s Report and pay bills as presented and also pay for two additional invoices that will be coming from Melgaard Construction for approximately 400 tons of limestone at the price that was bid. Justin Hillius seconded. Motion carried with Justin Hillius and Gavin Sneathen voting aye. John Melgaard, Jr. abstained.

Bank Balance Forward From Last Meeting:			\$20,396.24
04/10/25	Deposit – Assessments	\$300.00	
05/10/25	Deposit – Assessments	\$300.00	
06/10/25	Deposit – Assessments	\$3,006.22	
Bank Balance Prior to Meeting:			\$24,002.46
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1170	Cathey Consulting	Inv. 8015 – Feb. Admin./books/compliance	\$176.00
		Inv. 8058 – Mar. Admin./books/compliance	\$176.00
		Inv. 8105 – Apr. Admin./books/compliance	\$176.00
		Inv. 8152 – May. Admin./books/compliance	\$176.00
1171	Gillette News-Record	Inv. 37278 – Budget hearing legal ad	\$94.90
1172	Local Gov’t Liab. Pool	Inv. 15860 – Annual liability insurance 7/1/25 -6/30/26	\$600.00
1173	Melgaard Construction	Inv. 41266 – Delivered L Base	\$1,359.50
1174	Postmaster	Annual box fee	\$188.00
Total Bills Paid:			\$2,946.40
Bank balance at the end of the meeting:			\$21,056.06
Receivables balance: \$2,200.00 (People’s \$1,600 / Assessments \$600)			

IV. 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 as time allows. The County grant was approved 12/5/23 for \$1,500, and the grant expires 6/30/25.

The Board will sign the pay request and completion report to receive the grant money and close out the grant when the invoice is received from Melgaard Construction. The material was delivered today.

All agreed that it has been useful to have an end dump load of material available that could be used as needed on the roads. Trusty Matheson has volunteered to spread material when it is needed and when he can. He is around most of the time. John Melgaard, Jr. moved to authorize Trusty Matheson to work on the roads. Gavin Sneathen seconded. Motion carried unanimously.

There was discussion on submitting a grant application for 300 tons of W Base Limestone to be stockpiled in the District and placed on the District's roads as needed (wherever it is needed) and for dust control (mag chloride or calcium chloride) – (bids for dust control for ½ mile of road X 20' wide (although up to 1.5 miles may be done). The consensus is to go ahead and submit a grant application to the County as soon as possible.

- 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. This item will be removed from the agenda.
- iii. Two 30 mph speed limit signs, posts and brackets were picked up by Gavin Sneathen and will be installed as soon as possible.

V. New Business

- a. Annual election of officers – Gavin Sneathen moved to keep the same slate of officers for the year: Gavin Sneathen, President / Justion Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer. John Melgaard, Jr. seconded. Motion carried by unanimous consent.
- b. Public Records Notice – The Board reviewed and signed the Public Records Notice to submit to the County that reports that the District's records are stored at the office of Cathey Consulting.
- c. Gavin Sneathen moved to designate First National Bank as the official depository for the District for 7/1/25 – 6/30/26. Justin Hillius seconded. Motion carried by unanimous consent.
- d. The Board reviewed and signed the renewal application for the Local Government Liability Pool insurance (directors & officers / general liability insurance) that was submitted online.
- e. Director election (March 17, 2026 – Melgaard, Hillius – 4 year terms) – The following legal ad will run in the Gillette News-Record on November 25, 2025.

NOTICE OF DIRECTOR ELECTION
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 17, 2026, an election shall be held for the purpose of electing two Directors to serve four (4) year terms on the Small Buttes Improvement and Service District Board of Directors. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 17, 2026, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 4128, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 17, 2025, and January 6, 2026. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

John Melgaard, Jr., Secretary/Treasurer / Filing Officer
Small Buttes Improvement & Service District

John Melgaard, Jr. moved to adjourn. Gavin Sneathen seconded. The meeting was adjourned at 5:28 p.m.

NEXT REGULAR MEETING: Wednesday, September 17, 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 (on Minutes):

- The Board would like anyone interested in working on the roads to come to a Board meeting (or talk to a Board member) about being approved to work on the District's roads. The Board appreciates landowners wanting to assist with road maintenance but would like to talk to people first before any work is done.
- 6/25/25: Trusty Matheson is authorized to work on the roads along with Board members.
- 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

9/17/25

Date



Signature

John Melgaard Jr.

Printed Name

9-25-25

Date

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

