

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, September 17, 2025, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: John Melgaard, Jr. (by phone), Gavin Sneathen
 BOARD MEMBERS NOT PRESENT: Justin Hillius
 OTHERS PRESENT: Helenanne Cathey

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 25, 2025, as written. John Melgaard, Jr. seconded. Motion carried by unanimous consent.
- 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. John Melgaard, Jr. seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$21,056.06
6/30/25 Bill Paid	
Ck# 1175 Melgaard Construction	\$12,000.00
Inv. 41282 - 200 tons of W-base delivered 4/19/25	\$6,000.00
Inv. 41308 – 200 tons of W-base delivered 6/25/25	\$6,000.00
07/10/25 Deposit – Assessments	\$638.32
07/16/25 Deposit – County Grant	\$1,500.00
Bank Balance Prior to Meeting:	\$11,194.38

Bills paid:

Ck#	Payee	Purpose	Ck Amount
1176	Cathey Consulting	Inv. 8198 - June Admin./books/compliance	\$176.00
		Inv. 8205 – June checks paid between meetings	\$50.00
		Inv. 8246 – July Admin./books/compliance	\$185.00
		Inv. 8292 – August. Admin./books/compliance	\$185.00

Total Bills Paid: \$596.00

Bank balance at the end of the meeting: **\$10,598.38**

Receivables balance: \$13,400.00 (People’s \$1,600 for 2024 – received 9/16/25 / \$1,600 for 2025) / Assessments \$10,200)

III. Unfinished Business

- a. Road Work –
 - i. 300 tons W Base limestone and dust control – bids / grant application – The consensus is to try to have bids and submit a grant application after the January meeting.
 - ii. Two 30 mph speed limit signs, posts and brackets to be installed
- b. Director election (March 17, 2026 – Melgaard, Hillius – 4 year terms) – The first legal ad will run in the Gillette News-Record on November 25, 2025. Applications to be on the ballot are due between December 17, 2025 and January 6, 2026.

IV. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25 which will be submitted to the Department of Audit as required.
- b. There was discussion on getting some rock for the hill and maybe an extra one to have on hand. The consensus is to go ahead and get a couple loads of rock for the hill and to have on hand for the winter as needed.

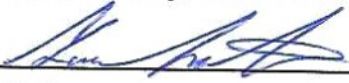
Gavin Sneathen moved to adjourn. John Melgaard, Jr. seconded. The meeting was adjourned at 5:08 p.m.


NEXT REGULAR MEETING: Wednesday, January 28, 2026, 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).

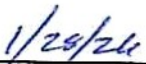
NOTES (on Minutes):

- **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 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


Date



Signature


Printed Name


Date

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