

**Means, Carter & North Hannum Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, April 4, 2023, 5:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette, WY**

BOARD MEMBERS PRESENT: Robert Holum, Montie Means, Ethan Strand  
 OTHERS PRESENT: Helenanne Cathey, Kathy Holum

Montie Means called the meeting to order at 5:00 p.m.

- I. **Minutes Approval** – Robert Holum moved to approve the minutes for the regular meeting on January 3, 2023, as written. Montie Means seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. There was discussion on the roads. Robert Holum moved to accept the Treasurer’s Report and pay bills as discussed and listed below. Montie Means seconded. Motion carried with Montie Means and Robert Holum voting aye. Ethan Strand abstained.

<b>Bank balance forward:</b>			<b>\$78,033.73</b>
12/31/22	Interest	\$22.08	
01/09/23	Deposit – Assessments	\$1,602.98	
01/11/23	Main Street Checks – checks	\$20.14	
01/31/23	Interest	\$23.65	
02/28/23	Interest	\$21.39	
03/10/23	Deposit – Assessments	\$800.00	
03/31/23	Interest		

**Bank Balance Prior to Bills:** **\$80,483.69**

Bills Paid at Meeting:

Ck#	Payee – Description		Amount
1212	Cathey Consulting	Inv. 6906 – Jan.. Adm./Bks/Post. \$365.00	\$1,015.00
		Inv. 6948 – Feb. Adm./Bks/Post. \$325.00	
		Inv. 6994 – Mar. Adm./Bks/Post. \$325.00	
1213	Local Gov’t Liability Pool	7/1/23-6/30/24 Insurance (D & O / Liability)	\$500.00
1214	Strand’s Lawn Care.	Inv. 64014 – 12/14-12/15/22 Snowplow	\$617.16
		Pickup \$377.58	
		Inv. 65130 – 1/2/23 Snowplow pickup \$239.58	
1215	Strand’s Lawn Care	Inv. 65961 – 2/22/23 Skidsteer	\$2,025.00
Total Bills:			\$4,157.16

**Bank Balance End of Meeting:** **\$76,326.53**

Receivables balances: \$12,200.00

- III. **Unfinished Business / Roads**
  - a) Engineer to conduct traffic study on Gold Road and other subdivision roads if possible for an amount not to exceed \$5,000 – No update.
  - b) Road work for 2023 – Dustbusters estimate for dust control is \$15,909.30. A grant application was submitted to the County for \$3,977.33 on 3/24/23. Robert Holum moved to hire the contractors to do the road work as in the past (limestone and dust control) and renting a broom attachment for a skidsteer to clean the ditches. Ethan Strand seconded. Motion carried unanimously.
- IV. **New Business**
  - a) Election of Officers – Ethan Strand moved to keep the officers the same for the year (Montie Means, President / Ethan Strand, Vice President / Robert Holum, Secretary/Treasurer). Robert Holum seconded. Motion carried unanimously.

- b) Local Government Liability Pool Renewal Application – The renewal application for the directors and officers and general liability insurance was submitted online. The Board reviewed and signed the application which will be placed on file.
- c) Wyoming Association of Special Districts – This association advocates for special districts and provides training for Board members. There is some training that will be mandatory for board members in the coming year, and this association has a training program. The cost for the District to join would be \$100. This will be discussed at a later date.
- d) A sign was run over by Means Street. Robert Holum will contact someone to come and put it back up.
- e) Budget for 7/1/23 – 6/30/24 – The budget was reviewed. Ethan Strand moved to approve the proposed budget and run the following legal ad at least a week prior to the budget hearing. Robert Holum seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
MEANS, CARTER, NORTH HANNUM IMPROVEMENT & SERVICE DISTRICT**

Means, Carter, & North Hannum Improvement and Service District will hold a public hearing on Wednesday, June 21, 2023, at 5:00 p.m. to review the 7/1/23 – 6/30/24 budget followed by a regular District meeting to adopt the budget and conduct regular business. The hearing will be held at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K2 Technologies Building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing), Gillette, Wyoming. Budget summary:

Expenses: Administrative \$5,100 / Indirect \$626.00 / Operations/Misc. \$95,288  
Revenue and Cash Carryover: \$101,014

The assessments will stay the same (\$400 per lot for 78 lots in the District and \$200 per lot for those lots whose only access is on Hannum Road). The proposed budget is available online with the April 4, 2023, meeting minutes for Means, Carter & North Hannum Improvement & Service District, at [www.catheyconsulting.net](http://www.catheyconsulting.net).

To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. Public Comment** – There was an opportunity for public comment. There were no public comments.

Ethan Strand moved to adjourn the meeting. Robert Holum seconded. The meeting adjourned at 5:42 p.m.

**UPCOMING MEETINGS: Wednesday, June 21, 2023, 5:00 p.m. (Budget Hearing and Regular Meeting)**  
**2023 Meetings: \*Tues., June 27, 2023 5:00 p.m.      Tues., Oct. 3, 2023, 5:00 p.m.**  
**\*July meeting moved to Tuesday, June 27<sup>th</sup> instead of Tuesday, July 4<sup>th</sup>.**

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING, 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE.**

Respectfully submitted,  
 Helenanne Cathey, Assistant to the Board

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Montie Means, President / Date

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Ethan Strand, Vice President / Date

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Robert Holum, Secretary/Treasurer / Date

Budget - Means, Carter & North Hannum ISD - 7/1/2023 - 6/30/2024				
Budget Hearing: Wednesday, June 21, 2023, 5:00 p.m. at Office of Cathey Consulting / Means, Carter & N Hannum ISD, PO Box 4082, Gillette, WY 82717				
	Actual (F32)	Budget	Actual	Budget
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
<b>TOTAL FUNDS ON HAND START OF FY</b>	92,842	92,237	92,243	64,224
<b>Revenue</b>				
Assessments (\$400 X 78 lots)	31,200	31,200	31,200	31,200
Assessments (\$200 X 6 lots)	1,200	1,200	1,200	1,200
Assessments - Interest	224	300	130	300
Interest - Bank	53	90	138	90
Grants - County	3,269	3,250	3,977	4,000
Other Fees				
<b>TOTAL REVENUE</b>	35,946	36,040	36,645	36,790
<b>TOTAL CASH ON HAND + REVENUE</b>	128,788	128,277	128,888	101,014
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$325/mo.)	3,780	3,900	3,780	3,900
Contract Legal		400		400
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./Other	952	800	760	800
Travel				
<b>TOTAL ADMINISTRATIVE</b>	4,732	5,100	4,540	5,100
<b>Indirect</b>				
Insurance - Liab., Bonding	126	626	626	626
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	126	626	626	626
<b>Operations</b>				
Miscellaneous (Rollover)		92,237		64,224
Roads - Rock, Blading, Snow removal, Mowing, Spraying, other	18,750	17,314	16,717	15,064
Roads - Dust Control	14,998	13,000	15,909	16,000
<b>TOTAL OPERATIONS COSTS</b>	33,748	122,551	32,626	95,288
<b>TOTAL EXPENDITURES</b>	38,606	128,277	37,792	101,014
<b>DEDICATED TO RESERVES</b>				
<b>NET REVENUE MINUS EXPENDITURES (No Misc.)</b>	-2,660	0	-1,147	0
<b>BALANCE BUDGETING - S/B 0</b>		0		0
<b>Receivables Start of FY</b>	4,225		4,225	
<b>Payables Balance Start of FY</b>	31,097		31,097	
	6/30/2021	6/30/22 (EST)	6/30/2022	6/30/23 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	92,842	92,237	92,243	64,224
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	92,842	92,237	92,243	64,224
<b>Receivables Balance End of FY</b>	5,069			
<b>Payables Balance End of FY</b>	34,002			
<b>End of Year Bank Balance</b>	92,243		64,224	
		0	Current Yr. Rev-Current Yr. Exp.	0
		0	Total Revenue - Total Expenses	0

**Budget Message: Means, Carter & North Hannum ISD manages the roads. Each year, rock is added and dust control applied as needed. The District utilizes the County grant program when possible. The District does not have any reserves.**

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Montie Means, Pres. and Robert Holum, Sec./Treas. terms end March, 2026 / Ethan Strand, Vice Pres. term ends March, 2024  
 The District holds a regular meeting each quarter at 5:00 p.m. Meeting dates to be determined annually.  
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Roads Estimates: 3024.8 McGee Ave  
 5787.3 Gold Road  
 1015.4 North Plains Dr  
 1353 Mink Ave  
 1414.1 Glenn Ave  
 2125 Means St  
 557.7 Copper St  
 633.4 Silver Ave  
 15910.7 total feet in subdivision  
 5280 feet in a mile  
 3.01 total miles