

Means, Carter & North Hannum Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Tuesday, July 5, 2022, 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

BUDGET HEARING

Montie Means called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment, and there was no public comment. Montie Means adjourned the budget hearing at 5:03 p.m.

REGULAR MEETING

Montie Means called the regular meeting to order at 5:05 p.m.

- I. Budget Adoption** – Robert Holum moved to adopt the budget for 7/1/22 – 6/30/23 for \$128,277 and adopt the resolution to assess and submit assessments to the county as approved in the budget. Montie Means seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes Approval** – Robert Holum moved to approve the minutes for the April 5, 2022, regular meeting as written. Montie Means seconded. Motion carried unanimously.
- III. Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. 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.

Bank balance forward:		\$80,628.73
03/31/22	Interest	\$4.88
	Adjusted Balance Forward:	\$80,633.61
04/11/22	Deposit – Assessments	\$1,435.31
04/30/22	Interest	\$4.73
05/10/22	Deposit – Assessments	\$4,031.57
05/31/22	Interest	\$5.06
06/10/22	Deposit – Assessments	\$5,501.18
06/30/22	Deposit – Assessments	\$626.33
06/30/22	Interest	No Statement Yet

Bank Balance Prior to Bills: \$92,237.79

Bills Paid at Meeting:

Ck#	Payee – Description		Amount
1200	Cathey Consulting	Inv. 6540 – Apr. Adm./Bks/Post. \$355.00	\$985.00
		Inv. 6579 – May Adm./Bks/Post. \$315.00	
		Inv. 6619 – June Adm./Bks/Post. \$315.00	
1201	Dustbusters, Inc.	Inv. 71591 – Dustgard (14,017 gallons)	\$14,998.19
1202	Gillette News-Record	Ad 00373636 – Budget hearing ad	\$88.00
1203	Local Gov’t Liab. Pool	Inv. 13905 – Liab. Insurance 7/1/22-6/30/23	\$500.00
1204	Postmaster	Annual box fee	\$156.00
1205	Quality Agg & Construction	Inv. 47065 – 1” limestone (416.03 tons) \$14,886.04	\$15,390.20
		Inv. 47270 – W-base limestone (18.48 tons)	
1206	Strand’s Lawn Care	Inv. 45062 – Snow removal 4/23-4/24/22	\$1,785.00
	Total Bills:		\$33,902.39

Bank Balance End of Meeting: \$58,335.40

Receivables balances: \$5,068.84 – 2021 Assessments

IV. 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 – The road work was completed. Quality Agg was called out to bring some rock to several areas after heavy rains washed away rock off a number of roads. The grant reimbursement and completion paperwork were completed and will be submitted to the County for \$3,268.85 reimbursement.

V. New Business

- a) Public Records Notice – A public records notice was signed to be submitted to the County reporting that the District’s records are stored at the office of Cathey Consulting.
- b) Official Depository – Robert Holum moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Montie Means seconded. Motion carried unanimously.
- c) Records Retention Schedule – Ethan Strand moved to approve a Records Retention schedule as discussed (some records are kept indefinitely like meeting minutes and some records can be destroyed after 7 years – like bank statements and bills paid). Montie Means seconded. Motion carried unanimously.

VI. Public Comment – There was an opportunity for public comment.

Montie Means moved to adjourn the meeting. Robert Holum seconded. The meeting adjourned at 5:35 p.m.

UPCOMING MEETINGS: Tuesday, October 4, 2022, 5:00 p.m.

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

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Montie Means, President / Date

Ethan Strand, Vice President / Date

Robert (Bob) Holum, Secretary/Treasurer / Date

Budget - Means, Carter & North Hannum ISD - 7/1/2022 - 6/30/2023

Budget Hearing: Tuesday, July 5, 2022, 5:00 p.m. at Office of Cathey Consulting / Means, Carter & N Hannum ISD, PO Box 4082, Gillette, WY 82717

	Actual (F32) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
TOTAL FUNDS ON HAND START OF FY	81,649	92,841	92,842	92,237
Revenue				
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	210	300	130	300
Interest - Bank	55	90	138	90
Grants - County	3,025	3,250	3,268	3,250
Other Fees				
TOTAL REVENUE	35,690	36,040	35,936	36,040
TOTAL CASH ON HAND + REVENUE	117,339	128,881	128,778	128,277
Expenditures				
Administrative				
Contract Admin./Bks (\$325/mo.)	3,906	3,800	3,780	3,900
Contract Legal		400		400
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./Other	251	800	760	800
Travel				
TOTAL ADMINISTRATIVE	4,157	5,000	4,540	5,100
Indirect				
Insurance - Liab., Bonding	626	626	626	626
Miscellaneous				
TOTAL INDIRECT COSTS	626	626	626	626
Operations				
Miscellaneous (Rollover)		92,841		92,237
Roads - Rock, Blading, Snow removal, Mowing, Spraying, other	17,745	17,414	20,975	17,314
Roads - Dust Control	12,102	13,000	14,000	13,000
TOTAL OPERATIONS COSTS	29,847	123,255	34,975	122,551
TOTAL EXPENDITURES	34,630	128,881	40,141	128,277
DEDICATED TO RESERVES				
NET REVENUE MINUS EXPENDITURES (No Misc.)	1,060	0	-4,205	0
BALANCE BUDGETING - S/B 0		0		0
Receivables Start of FY	5,560		4,225	
Payables Balance Start of FY	22,299		31,097	
	6/30/2020	6/30/21 (EST)	6/30/2021	6/30/22 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	81,649	92,841	92,842	92,237
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	81,649	92,841	92,842	92,237
Receivables Balance End of FY	4,225			
Payables Balance End of FY	31,097			
End of Year Bank Balance	92,842		61,765	
		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, 2022 / 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
	3.0 total miles