

TOWN OF MANASSA  
TOWN BOARD AGENDA  
REGULAR TOWN BOARD MEETING  
MARCH 20, 2024 @ 7:00 PM

Meeting called to order:

Roll call:

Pledge of Allegiance:

Motion to approve agenda

Motion to approve minutes

**Public comments:** Must sign in, to be heard and only 5 requests will be heard. A 5-Minute time limit is imposed and no immediate action and or comment will be provided by the Board.

\*Agenda subject to change if need be.

**New Business:** Randi Caldon- Parade

Ordinance for Business License- conference call with Byron

Personnel

Trustee

~~Conference call with Mike and Wes?~~

**Old Business:** Vendors spaces how many

Pay Bills:

Maintenance Report:

Grant Admin Report:

Police Report:

Town Clerk Report:

Motion to Adjourn

NEXT BOARD MEETING APRIL 17, 2024 @ 7:00 PM

TOWN OF MANASSA  
TOWN BOARD MEETING MINUTES  
REGULAR TOWN BOARD MEETING  
MARCH 20, 2024

Meeting called to order by Dan Bond at 7:01 pm

Roll Call: Jesse Hernandez, Greg Rogers, Dan Bond, Jeremy McDaniel, Carl Bagwell, Jeff Sowards, Caleb Lundberg absent.

Tamera Smith, Ariel Ruvolo, Paul Garel Absent, Jessica Rendon, Margarita Ortega.

Guest: Randi Caldon, Cynthia McDaniel -Parade committee

Pledge of Allegiance lead by Carl Bagwell

Motion to approve the agenda by Greg Rogers 2<sup>nd</sup> by Carl Bagwell & Jesse Hernandez all in favor none opposed.

Motion to approve the minutes from the January board meeting by Carl Bagwell 2<sup>nd</sup> by Greg Rogers all in favor none opposed.

New Business: Randi Caldon and Cynthia McDaniel came to ask permission to have the parade and set up the carnival on 4<sup>th</sup> St North and Berthelson St., and to set the stage on town property. They asked about the parking for the bands that will be performing if they could do it like last year or maybe have something blocked off closer. The committee is wanting to purchase another car port to set up over the grills and would like to leave it up all year long on town property. Also needing the town to apply for Hwy 142 to be closed during the parade the police department will need to submit this to the State. Motion made by Jeremy McDaniel to let the Saddle Club committee use 4<sup>th</sup> & Bertelson St. again this year for the Carnival 2<sup>nd</sup> by Carl Bagwell all in favor none opposed. Motion made by Jeremy McDaniel to approve the parade and pull permit with the State Hwy department 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

The Board and committee discussed further options with the carport and asked the committee to come back next month with a plan on the carport. Also discussed the dumpsters and port-a-pots and hand washing stations.

Business license Ordinance phone call with Town Attorney Byron Miller to give him what the board is wanting exactly on the Ordinance. Byron gave some suggestion and told the board to put this on the agenda he will draft and Ordinance up for next month to post and get public feedback.

Vendor Spaces: The board discussed this and decided to make spaces 1, 2, 7, 8, 30ft and charge \$500.00 all other spaces would stay at the \$250.00 for both days and \$150.00 for one day. The board also added that the vendors need to give a measurement of the trailer from tip of hitch to back bump and if they went of the allotted space and additional fine of \$75.00, would need to be paid. No refer parking on the street. Possibly will add two additional spaces in front of dumpster at the end of the street.

Personnel: Dan Bond talked with Michelle Richardson regarding the Museum if she would still be willing to work this year, she agreed to work one day a week and that would only be on Tuesdays. Evelyn Tibbitts told Michelle that she would work 2 day a week and no Saturdays. We will advertise for this in the local post places in town and in the Valley Courier.

Dan asked about doing a spreadsheet of some sort to see what days are the busiest and hours. Motion by Jeramy McDaniel to approve having Dan Bond get this information 2<sup>nd</sup> by Carl Bagwell.

Dan Bond also stated that Greg Rogers informed him that Margarita Ortega gave him her resignation and her last day would be the 31<sup>st</sup> of March.

Margarita recommended that the board put Jessica Rendon as acting interim Chief. Margarita stated that she was needing to move on. Margarita also stated that Mr. Rogers has been super good to her and has been there for her. She still would be willing to help part-time if needed. Margarita stated that the Garth Crowther will not help the town with coverage. Keith Bodner has been able to take on call for them.

The board discussed some of the issues they are having with dogs, what they would need if they had to transport them, Jessica state a catch pole and a large dog crate this would be around \$250.00 to \$300.00.

Margarita stated that she did visit with Mrs. Hoover on the dog and they are removing them.

Jessica needs more pants and shirts the board advised them that they have budgeted \$500.00 for uniforms she can get what she needs within this amount. Motion made by Carl Bagwell to appoint Jessica as interim Chief as of the 31<sup>st</sup> of March 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

We will post this opening in the Valley Courier, local posting places and on POST closing day will be the 8<sup>th</sup> of April.

Margarita also informed the board that she has already been working on the permit for the closure of Hwy 142 and will help Jessica out with that and the security as well.

Motion made by Greg Rogers to pay Jessica Rendon and extra \$500.00 a month for Chief interim with will be affective on the 1<sup>st</sup> of April, 2<sup>nd</sup> by Jesse Hernandez all in favor none opposed.

Police report: see attachment

Motion made by Carl Bagwell to pay the bills in the amount of \$11,036.12 plus what the Sangre de Cristo labs will be, 2<sup>nd</sup> by Jesse Hernandez all in favor none opposed.

Maintenance Report: no report Paul is out of town attended a conference.

Grant Report: Nicholas Marcotte did not respond to Ariel's email so we could not get a meeting set up with him. Submission for the park grant is in June and she would like to get some community fund raising and get the community involved before this. The SRTS project should be starting soon but do not have a set date.

Clerk report:

Letter from State Auditor's office informing us, we cannot ask for and extension this year due to the audit being submitted late.

Motion made by Carl Bagwell to adjourn meeting at 10:05 2<sup>nd</sup> by Jesse Hernandez.

Dan A. Bond 4-17-2024

Dan Bond, Mayor

Date

Tamera Smith 4-17-2024

Tamera Smith, Town Clerk

Date

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Dan A. Bond 4-17-2024

Dan Bond, Mayor Date

Tamera Smith 4-17-2024

Tamera Smith, Town Clerk Date





## Manassa Police Department

### March Board Meeting Police Report

- Follow up from last month with the dog issue. Dumb Friends League Contract:
  - a. \$100 base fee for 5 days. Subtract re-claim fee of \$60 if dog reclaimed. Total for town would be \$40.
  - b. Bite Quarantine. \$200 for 10-day quarantine.
  - c. Year of 2023: total of 7 animals (cats or dog)
  - d. Contract states charges for any animal dropped off my Law Enforcement or the Public.
  - e. If public picks up outside of the city limits, town does not get charged, but shows on the report picked up by Manassa.

Do we want to go through with the Dumb Friends League Contract?

- Uniform Purchase for Officer Rendon
  1. One pair of pants at \$90 through Galls and two shirts for \$90 from Amazon. Total Uniform +/- would be about \$180. The shirts are specific so there is a spot on the sleeve to place an agency patch.
- Chief Ortega's Resignation
  1. Last day will be March 31<sup>st</sup>. I am going to give Officer Rendon all the information for the PD so it is an easy transition.
  2. Asking to make Officer Rendon interim Chief until the board can hopefully make her the permanent Chief.

A handwritten signature in black ink, appearing to read "Officer Rendon", written on a light-colored background.

**Letter of Resignation**

**Margarita C. Ortega**  
P.O. Box 185  
La Jara, Colorado 81140

March 12, 2024

Manassa Police Department  
Att: Greg Rogers and Manassa Town Board  
400 Block Main Street  
Manassa, Colorado 81148

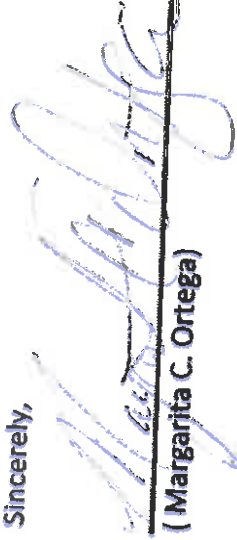
Dear Mr. Greg Rogers and the Manassa Town Board Members,

Please accept this as formal notice of my resignation from the position of Police Chief at Manassa Police Department. Effective two weeks from today, making my last day of employment March 31, 2024.

After careful consideration, I have made the decision to resign working for Manassa Police Department has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization. I will do all in my power to minimize any inconvenience caused to anyone Manassa Police Department by my resignation. I will put forth every effort to facilitate a smooth transition, during my remaining two weeks.

I wish you and the Manassa Police Department continued growth and success in the future.

Sincerely,

  
( Margarita C. Ortega)

## TOWN CLERK REPORT

*I received a letter from the State Auditors office informing us that we are not able to request for an extension this year, because our audit was submitted late.*

*What will be the additional fee for space on vendors, and are we only going to put in 10 spaces instead of 12?*

Tamera

ACCT PAYABLES MAR -2024	AMOUNT
AT & T MOBILE EFT	\$ 412.38 ✓
CIELLO EFT	\$ 356.05 ✓
CCNC	\$ 100.00 ✓
COLORADO POLICE PROTECTIVE EFT	\$ 124.31 ✓
DAVIS ENGINEERING	\$ 363.19 ✓
ELEMENT ENGINEERING	\$ 1,500.00 ✓
GOBIN'S	\$ 37.79 ✓
INTUIT QB EFT	\$ 42.00 ✓
INTUIT QB RENEWAL EFT	\$ 949.00 ✓
HAYNIE'S	\$ 422.89 ✓
LA JARA TRADING POST	\$ 2.50 ✓
LEAF	\$ 115.66 ✓
PARTS AUTHORITY	\$ 422.85 ✓
O & V PRINTING	\$ 772.62 ✓
SANGRE DE CRISTO LABS	
SP SERVICES	\$ 65.00 ✓
SP SERVICES OPERA HOUSE	\$ 65.00 ✓
STANDARD SERVICE	\$ 1,252.75 ✓
TRILLIUM HOLDCO SOLAR GARDENS	\$ 1,233.97 ✓
WEX EFT	\$ 332.25 ✓
WSB COMPUTER	\$ 312.50 ✓
VALLEY LOCK	\$ 92.50 ✓
XCEL ENERGY EFT	\$ 2,060.91 ✓
TOTAL	\$ 11,036.12 ✓

To whomever it may concern,

This is my letter of interest for becoming  
a member of the Manassa Town Board.

April 17, 2024

Calub Lundberg

**Carl Bagwell**  
**PO Box 514**  
**Manassa CO 81141**  
**719-580-9662**

April 17, 2024

To Whom it May Concern:

This letter is to inform you of my official notice of resignation from the Town Board of Manassa. This will be effective April 18<sup>th</sup>, 2024. As you may know, the reason for my resignation is that I am no longer eligible, due to moving out of the town limits.

I appreciate the experience and knowledge I gained during my time here. I have enjoyed the cooperative experience of serving on the board with each of you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carl Bagwell', written in a cursive style.

**Carl Bagwell**