



Town of Manassa
Town Board Agenda
Regular Town Board
April 19, 2023
7:00 PM
Agenda

Meeting called to Order:

Roll Call:

Pledge of Allegiance

Motion to approve the agenda - Jeremy 2nd Jeff all in favor
Motion to approve Minutes - Jeff 2nd Jeremy all in favor

Public Comments:

Must sign in, in order to be heard, and only five requests will be heard. A five-minute time limit is imposed and no immediate action and or comment will be provided by the Board.

*Agenda subject change if need be.

New Business: Randi Caldon- Pioneer days committee
Carlos Large- Car Show - Pioneer Days
Summer help
Sewer Violations

Old Business: Water ordinance,

Pay Bills:

Grant Report:

Maintenance Report:

Police Report:

Town Clerk Report: Board Meetings

A motion to adjourn

NEXT BOARD MEETING MAY 24, 2023 @ 7:00PM

TOWN OF MANASSA
TOWN BOARD MEETING MINUTES
REGULAR TOWN BOARD MEETING
APRIL 19, 2023

Meeting called to order by Dan Bond @ 7:07 pm

Roll Call: Dan Bond, Jesse Hernandez, Carl Bagwell, Jeramy McDaniel, Jeff Sowards, Greg Rogers Absent

Paul Garel, Roman Marrufo-Delgado, Tamera Smith, Ariel Ruvolo

Guest: Casey Martinez, Randi Caldon, Tami Valentine, Larry Hoover, Carlos Large, Carlos Large

Pledge of Allegiance lead by Paul Garel

Motion to approve the agenda by Jeramy McDaniel and 2nd by Jeff Sowards all in favor none opposed

Motion to approve the minutes from March meeting by Jeff Sowards and 2nd by Jeramy McDaniel all in favor none opposed

Public Comments: Casey Martinez is wanting to put a sewer and water tap on 1st and Smith St., board advised him to get with Paul and Jeramy and discuss his options.

New Business: Randi Caldon, here for the Celebration committee, wondering if Chief would be will to assist in the application process of getting the Main St (Hwy 142) closed for the Pioneer days and if they could get permission to close 4th and Berthelson St., for the carnival and possible put the stage closer to Main St. for the entertainment. Also, if they could use the Jack Dempsey Park Thursday evening of the Celebration for a movie night.

Carlos Large is also in attendance is wanting permission to use Aspen Park again one day of Celebration for the Car show, with possible having a few vendors at the Aspen Park.

Motion made by Jeramy McDaniel to block off 4th & Berthelson St. for the carnival and use the Jack Dempsey Park for Thursday evening movie night, and the Car

show at Aspen Park with up to 3 vendors there. The entertainment will be allowed to park here in front of Town Hall to unload equipment maximum of 20 minutes and use the Maintenance Shop area to park only one vehicle during their time of entertainment this was 2nd by Jesse Hernandez all in favor none opposed

Tami Valentine reported on moving this event out to the fairgrounds but it will be at least 5 years. She mentioned for the town to be thinking if they could possibly hook up to town sewer, the board advised her that the committee would have to attain an easement because they cannot cross another person's property. Tami also mentioned that with the property purchased to the East of fairground came with 10 shares of water. Tami also asked if anybody would be willing to serve on this committee to bring ideas that everyone can utilize this facility. Also, if they can get a letter of support from the town. The board would give them a letter of support. Chief Marrufo stated that he would be willing to serve on that committee.

Summer Help: Motion made by Jeramy McDaniel to advertise for summer help 3-days a week 20-24 hrs. 2nd by Carl Bagwell all in favor none opposed.
Motion made by Carl Bagwell to approve Evelyn Tibbits to work in the Jack Dempsey Museum 2nd by Jesse Hernandez all in favor none opposed.

Sewer Violations: The Town has a cease & desist order that is requiring the town to hire and engineer to resolve this problem, the town has had violations for years not just the 1 n l's. The board discussed this in length on things that need to be taken care of, Dan mentioned that he had ask for some of this to be addressed when the town received the forgivable loan a few years back, and he state that they would not do it. Paul and Ariel have both reached out to Element Engineering to see if they could assist in this situation. Ariel asks Element Engineer for a cost for their services in this matter and they emailed back with an amount of \$12,500.00 to sent letter and quarterly report until this resolved. A motion by Jeramy McDaniel to hire Element Engineering to help address this cease-and-desist order 2nd by Carl Bagwell all in favor none opposed.

Maintenance Report: Patched and painted town hall put white board and tv up. Changed oil and front brakes pads on GMC pickup. Still need to do rear brake pads

Started taking apart the blower at the sewer plant to make one complete skid. To add double the air to lagoons. Paul has reached out to Mike Canty for a quote on a new blower and VFD panels for blower building.

Had to inspect water and sewer tap on Morgan St.

Worked on chlorination skid at main pump house.

Went to the water and waste water class for the week in Loveland.

Sewer plant is now under Cease & Desist order. I have reached out to our engineer for assistance as part of order. I have also asked Ariel for additional help. Paul has contacted the health dept and they helped me fix some of the errors that he had in submitting DMRS.

Police report: see attached monthly incident report.

Police dept ordered some equipment to replace items that had burned. Also Chief ordered a couple of cabinets from Amazon that are lockable one for evidence storage in the back room and one for front room files

Working with Ariel on grants.

Started to enforce more dog ordinances that they have in place.

They have been stuck more in the office due to working some larger more complex cases.

Would like to see an ATV registration like DOW has in place just for Manassa. This has been done with Antonito.

Board asked Chief how his Dr. appointment went, he told the board that he didn't go back to his second appointment, the board told him that he needs to follow up with this and get it taken care of if he is needing money for meals and travel, he could take the F150 and he can get per diem for meals if workman's comp is paying for his motel room.

Old Business: Water ordinance, Bryon got back to Tamera on this and he said that all we would need to do is post the changes or additions for 30 days and if no one comes forward on it then we can make an amendment to the water ordinances that is in place. Paul stated that the town does have enough water to support outside water.

Jeremy McDaniel made a motion to table the water and dog ordinance until next month 2nd by Carl Bagwell all in favor none opposed. Jeremy asked Tamera to email everyone a copy of the Town of Antonito dog ordinance.

Carl Bagwell made a motion to approve the bills in the amount of \$15,829.99 2nd by Jeff Sowards all in favor none opposed.

Grant Report: Quarterly reports are due and will have them done. Ariel will also reach out to Denny and see where we stand with the SRTS project how come this has not gone out to bid.

Website still waiting on SIPA to move forward with this.

Town Clerk report: Gave them the information she received from Byron on the water ordinance. Board meeting can it be changed to the 4th Wednesday of the month instead of jumping around to 3rd & 4th week. Are we going to do a town clean up in June?

QB has been upgraded \$799.00 and then another \$500.00 the 1st of May Started sending information to auditor.

1st Southwest needs everybody's SS#.

Opera house brought money at the of March and nothing since then.

Kyle Sims with Pinnacol update on Anthony that he has had is surgery and will have follow up this next week he will keep the town update on everything with that.

Tamera let the board know that she will be gone the 16 & 17th of May, will need someone to approve the timecards on Monday the 15th so she can submit payroll before she leaves. Motion made by Carl Bagwell to replace the front door to the Town hall with a new door 2nd by Jeff Sowards all in favor. The rug was approved at last board meeting.

Cont.

Motion to adjourn meeting by Jeremy McDaniel @ 9:45 pm 2nd by Jeff Sowards
all in favor none opposed.

Dan A. Bond May 24, 2023
Dan Bond, Mayor Date

Tamera Smith May 24, 23
Tamera Smith, Town Clerk Date

TOWN OF MANASSA
Balance Sheet
 As of April 19, 2023

Apr 19, 23

ASSETS		
Current Assets		
Checking/Savings		
1210000 · Checking- Community Bank		484,193.37
1210030 · CD General - FSWB #950004536		67,455.20
1210040 · CD Gen/Water FSWB #8876 / #8881		141,759.00
1210100 · Petty Cash- General Fund		
1210110 · Fax & Copy- Petty Cash		23.30
1210100 · Petty Cash- General Fund - Other		-33.59
Total 1210100 · Petty Cash- General Fund		-10.29
1218000 · Checking - Opera House		8,489.50
1218500 · Petty Cash - Opera House		58.00
1310010 · CD Sewer SLVFB #4000113413		96,343.91
1310030 · CD Gen/Sewer -RGS&L#0222829707		105,356.50
1310500 · Cash in Drawer - Sewer		50.00
1310600 · Reserve SW SLVFB #100028719		79,620.12
1410500 · Cash in Drawer- Water		50.00
1410600 · Reserve Water-Comm. #5100126608		9,090.51
1410610 · Reserve Water-SLVFB #100028719		14,050.62
Total Checking/Savings		1,006,506.44
Accounts Receivable		
1313000 · Accounts Receivable		-46,040.17
Total Accounts Receivable		-46,040.17
Other Current Assets		
1200000 · Undeposited Funds		5,631.29
1210001 · Inventory Asset		-23,402.99
1214000 · Receivables - Property Tax		62,527.00
1215000 · Due From County		929.00
1215200 · Due from State		80,449.00
1215300 · Due From Franchises		4,151.00
Total Other Current Assets		130,284.30
Total Current Assets		1,090,750.57
Fixed Assets		
1217200 · Land		49,950.00
1217400 · Vehicles & Equipment		0.21
1221000 · Accumulated Depreciation		-2,977,323.00
1318100 · Utility Plant		3,190,478.00
1318200 · Storage Facility		6,497.00
1318300 · Sewer Plant		421.59
1318400 · Construction in Process		320,042.00
1319000 · Equipment		124,824.45
1418000 · Buildings		1,278,315.00
Total Fixed Assets		1,993,205.25
TOTAL ASSETS		3,083,955.82

TOWN OF MANASSA
Balance Sheet
As of April 19, 2023

	Apr 19, 23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	312,603.39
20000 · Accounts Payable	312,603.39
Total Accounts Payable	312,603.39
Credit Cards	
1210050 · Cardmember Services- COBNKS	2,076.54
1210060 · Capital One- Walmart	388.07
Total Credit Cards	2,464.61
Other Current Liabilities	154.00
2110 · Direct Deposit Liabilities	
2200000 · Payroll Liabilities	
2202010 · FICA Payable	-4,483.12
2202020 · Federal W/H Payable	-898.00
2202030 · State W/H Payable	3,059.01
2202050 · State Unemployment	-761.07
2202060 · FPPA W/H Payable	-44,598.17
2200000 · Payroll Liabilities - Other	14,255.34
Total 2200000 · Payroll Liabilities	-33,426.01
2200250 · Due to CTF	-0.12
2202000 · Garnishments Payable	-16,174.44
2210100 · Speeding Surcharge-Due to State	330.00
2218000 · Deferred Revenue- Property Tax	62,527.00
2308000 · Bond Payable-Sewer Proj. FmHA	422,400.00
2309000 · CWRPDA Sewer Loan W22F273	351,834.00
2318000 · Deferred Revenue - ACCTS RCV	849.00
2318100 · Deferred Revenue -CDH GRANT	194.00
2318150 · Deferred Revenue-CDBG Streets	-7,607.92
2318200 · Deferred Revenue- NEU/ARP Gr...	49,258.00
2402600 · Note Payable CWRPDA D11F273	320,385.00
2418000 · Deferred Revenue - A/R	452.00
Total Other Current Liabilities	1,151,174.51
Total Current Liabilities	1,466,242.51
Total Liabilities	1,466,242.51
Equity	
3000000 · Opening Balance Equity	-351,834.00
3210500 · Contributed Capital	2,298,583.00
3211105 · Fund Balance - Undesignated	285,131.00
3212100 · Fund Balance - TABOR	10,000.00
3212180 · Fund Balance - Opera House	4,475.00
3212185 · Fund Balance - Opera Designated	3,392.00
3310100 · Grants - in aid of construction	7,180.00
3310600 · Amortization of Contributed C	-727,636.00
3311000 · Retained Earnings	-21,396.41
Net Income	109,818.72
Total Equity	1,617,713.31
TOTAL LIABILITIES & EQUITY	3,083,955.82

**TOWN OF MANASSA
Profit & Loss by Class
April 1 - 19, 2023**

	Admin (General)	Mainte... (General)	Police (General)	Total Ge... (Sewer)	Total Se... (Water)	Total W... (Admin)	Unclas...	TOTAL
417000 - User Fees	0.00	0.00	0.00	15,499.00	12,383.50	12,383.50	0.00	27,882.50
420000 - Income - State of Colorado	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
420200 - Sales Tax	0.97	0.00	0.00	0.97	0.00	0.00	0.00	0.97
420300 - Highway Users Tax	4,299.46	0.00	0.00	4,299.46	0.00	0.00	0.00	4,299.46
Total 420000 - Income - State of Colora...	4,300.43	0.00	0.00	4,300.43	0.00	0.00	0.00	4,300.43
422000 - Income - County Treasurer	7,337.84	0.00	0.00	7,337.84	0.00	0.00	0.00	7,337.84
422010 - Property Taxes	7,337.84	0.00	0.00	7,337.84	0.00	0.00	0.00	7,337.84
422020 - Specific Ownership Taxes	1,239.41	0.00	0.00	1,239.41	0.00	0.00	0.00	1,239.41
422030 - Road & Bridge	256.40	0.00	0.00	256.40	0.00	0.00	0.00	256.40
422040 - Rural and Urban Tax	640.77	0.00	0.00	640.77	0.00	0.00	0.00	640.77
Total 422000 - Income - County Treasur...	9,474.42	0.00	0.00	9,474.42	0.00	0.00	0.00	9,474.42
424000 - Franchise Tax	3,941.78	0.00	0.00	3,941.78	0.00	0.00	0.00	3,941.78
447010 - Interest on Customer Accounts	0.00	0.00	0.00	0.00	145.00	150.00	0.00	295.00
448030 - Revenue - Misc.	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00
Total Income	17,966.63	0.00	0.00	17,966.63	15,644.00	12,533.50	0.00	46,144.13
Gross Profit	17,966.63	0.00	0.00	17,966.63	15,644.00	12,533.50	0.00	46,144.13
511000 - Salaries Expense	1,376.85	0.00	0.00	1,376.85	0.00	0.00	0.00	1,376.85
511010 - Salaries - Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511020 - Salaries - Police Chief	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511025 - Salaries - Police Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511030 - Salaries - Maint Supervisor	1,767.25	0.00	0.00	1,767.25	0.00	0.00	0.00	1,767.25
511000 - Salaries Expense - Other	0.00	227.95	0.00	227.95	0.00	0.00	0.00	227.95
Total 511000 - Salaries Expense	1,376.85	1,995.20	3,504.42	6,876.47	0.00	0.00	0.00	6,876.47
520000 - Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520050 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220125 - FPA - Town Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 520000 - Payroll Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521050 - Treasurer's Fees	210.55	0.00	0.00	210.55	0.00	0.00	0.00	210.55
521026 - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
521026 - Merchant deposit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5210260 - Bank Charges - Other	-5.25	0.00	0.00	-5.25	-31.63	-31.63	0.00	-68.54
Total 5210260 - Bank Charges	-5.25	0.00	0.00	-5.25	-31.63	-31.63	0.00	-70.22
Total	1,376.85	1,995.20	3,504.42	6,876.47	0.00	0.00	0.00	11,752.94

**TOWN OF MANASSA
Profit & Loss by Class
April 1 - 19, 2023**

	Admin (General)	Mainte... (General)	Police (General)	Admin (Sewer)	Total Se... (Water)	Total W...	Unclas...	TOTAL
5300000 - Expense - Operating Supplies	0.00	22.47	0.00	0.00	0.00	0.00	0.00	22.47
5230250 - Materials /Supplies/Line M...	0.16	0.00	0.00	0.00	0.00	0.00	0.00	0.16
Total 5300000 - Expense - Operating Su...	0.16	22.47	0.00	0.00	0.00	0.00	0.00	22.63
5310000 - Expense - Police	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220890 - Other Expense - Police	0.00	-43,427.79	-43,427.79	0.00	0.00	0.00	0.00	-43,427.79
Total 5310000 - Expense - Police	0.00	-43,427.79	-43,427.79	0.00	0.00	0.00	0.00	-43,427.79
5400000 - Expense - Vehicle / Equip	0.00	0.00	0.00	49.73	49.72	49.72	0.00	99.45
5410200 - Gas and Oil	0.00	0.00	0.00	49.73	49.72	49.72	0.00	99.45
Total 5400000 - Expense - Vehicle / Equip	0.00	0.00	0.00	49.73	49.72	49.72	0.00	99.45
5500000 - Utilities	9.37	0.00	9.36	0.00	0.00	0.00	0.00	18.73
5500100 - Electricity- Town Hall	0.00	0.00	18.73	0.00	0.00	0.00	0.00	18.73
5500105 - Electricity - Maint Shop	6.25	0.00	6.25	6.24	6.24	6.24	0.00	18.73
5500200 - Electricity - Opera House	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5500310 - Electricity- Sewer Plant	65.56	0.00	65.56	0.00	0.00	0.00	0.00	131.12
5500310 - Electricity- Sewer Plant	0.00	0.00	0.00	431.07	0.00	0.00	0.00	431.07
5500355 - Electricity- Dotson St Well	0.00	0.00	0.00	0.00	1,347.09	1,347.09	0.00	1,347.09
5500357 - Electricity- Jack St Well	0.00	0.00	0.00	0.00	35.92	35.92	0.00	35.92
Total 5500000 - Utilities	74.93	6.25	90.54	437.31	1,389.25	1,389.25	0.00	1,917.10
5510000 - Office Expense	38.56	0.00	38.56	38.55	38.55	38.55	0.00	115.66
5510100 - Lease - Copier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5510220 - Office Supplies	187.86	0.00	187.86	38.55	38.55	38.55	0.00	376.42
Total 5510000 - Office Expense	226.42	0.00	226.42	38.55	38.55	38.55	0.00	303.52
5700100 - Membership & Dues	49.40	49.40	148.20	49.40	49.40	49.40	0.00	247.00
5750100 - Conferences / Training	0.00	0.00	0.00	258.00	258.00	258.00	0.00	516.00
5805890 - Other Expense / Trash, Etc.	11.49	5.00	21.49	5.00	5.00	5.00	0.00	31.49
5810655 - NEU-CO0233 Materials & Expe...	18.09	0.00	18.09	0.00	0.00	0.00	0.00	36.18
NEU-CO0233/Town Administration	18.09	0.00	18.09	0.00	0.00	0.00	0.00	36.18
Total 5810655 - NEU-CO0233 Materials &...	36.18	0.00	36.18	0.00	0.00	0.00	0.00	72.36
60600 - Bank Service Charges	0.00	0.00	0.00	4.50	4.50	4.50	0.00	9.00
Total Expense	1,962.64	2,078.32	-39,859.61	810.83	810.83	1,762.79	724.84	-32,520.19
Net Income	16,003.99	-2,078.32	39,859.61	14,833.17	14,833.17	10,770.71	-724.84	78,664.32

TOWN OF MANASSA

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Bu...	% of Budget
Income				
4170000 · User Fees	111,760.10	335,807.00	-224,046.90	33.3%
4170500 · Tap Fees	0.00	1,000.00	-1,000.00	0.0%
4200000 · Income - State of Colorado				
4200100 · Cigarette Tax	84.96	200.00	-115.04	42.5%
4200200 · Sales Tax	14,408.82	38,500.00	-24,091.18	37.4%
4200300 · Highway Users Tax	16,289.72	55,820.00	-39,530.28	29.2%
Total 4200000 · Income - State of Colorado	30,783.50	94,520.00	-63,736.50	32.6%
4220000 · Income - County Treasurer				
4220100 · Property Taxes	30,498.94	73,928.00	-43,429.06	41.3%
4220200 · Specific Ownership Taxes	4,272.59	12,000.00	-7,727.41	35.6%
4220300 · Road & Bridge	1,065.69	2,500.00	-1,434.31	42.6%
4220400 · Rural and Urban Tax	2,014.91	8,000.00	-5,985.09	25.2%
4220500 · Interest Income - County	0.00	180.00	-180.00	0.0%
Total 4220000 · Income - County Treasurer	37,852.13	96,608.00	-58,755.87	39.2%
4230000 · PILT	0.00	3,000.00	-3,000.00	0.0%
4235000 · MOSQUITO CONTROL	0.00	14,500.00	-14,500.00	0.0%
4240000 · Franchise Tax	14,606.90	20,000.00	-5,393.10	73.0%
4250000 · Revenue - Police				
4250100 · Police Fines	912.00	10,000.00	-9,088.00	9.1%
4250110 · Police Revenue - Misc.	10.00	100.00	-90.00	10.0%
4250120 · Police - Dog Licenses	0.00	150.00	-150.00	0.0%
Total 4250000 · Revenue - Police	922.00	10,250.00	-9,328.00	9.0%
4250200 · Revenue - Museum				
4250210 · Donations - Museum	0.00	300.00	-300.00	0.0%
4250200 · Revenue - Museum - Other	0.00	2,000.00	-2,000.00	0.0%
Total 4250200 · Revenue - Museum	0.00	2,300.00	-2,300.00	0.0%
4250300 · Revenue - Opera House				
4250310 · Rentals - Opera House	0.00	4,000.00	-4,000.00	0.0%
4250330 · Interest Income - Opera House	0.38			
Total 4250300 · Revenue - Opera House	0.38	4,000.00	-3,999.62	0.0%
4300000 · Grant Funds	-3,282.20			
4470100 · Interest on Customer Accounts	1,160.00	3,800.00	-2,640.00	30.5%
4470200 · Interest Income - Bank	210.23	2,300.00	-2,089.77	9.1%
4480200 · Business Licenses	0.00	400.00	-400.00	0.0%
4480300 · Revenue - Misc.	7,395.16	100.00	7,295.16	7,395.2%
4480360 · Revenue - Copy Machine	0.00	100.00	-100.00	0.0%
4480370 · Returned Check Charges	30.00	100.00	-70.00	30.0%
Total Income	201,438.20	588,785.00	-387,346.80	34.2%
Gross Profit	201,438.20	588,785.00	-387,346.80	34.2%
Expense				
5110000 · Salaries Expense				
5110100 · Salaries - Clerk	7,571.32	28,191.24	-20,619.92	26.9%
5110105 · Salaries - Clerk Other				
5110106 · Salaries - Deputy Court Clerk	0.00	1,638.00	-1,638.00	0.0%
5110105 · Salaries - Clerk Other - Other	0.00	2,598.75	-2,598.75	0.0%
Total 5110105 · Salaries - Clerk Other	0.00	4,236.75	-4,236.75	0.0%

TOWN OF MANASSA
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Bu...	% of Budget
5110110 · Salaries - Museum	0.00	6,533.10	-6,533.10	0.0%
5110200 · Salaries - Police Chief	14,415.16	48,115.85	-34,700.69	29.3%
5110205 · Salaries - Police Other				
5110206 · Contract Labor - Pioneer Days	0.00	3,500.00	-3,500.00	0.0%
5110205 · Salaries - Police Other - Other	11,873.07	42,000.00	-30,126.93	28.3%
Total 5110205 · Salaries - Police Other	11,873.07	45,500.00	-33,626.93	26.1%
5110210 · Salaries - Judge	1,134.00	4,536.00	-3,402.00	25.0%
5110300 · Salaries - Maint Supervisor	13,483.97	46,688.00	-33,204.03	28.9%
5110305 · Salaries - Maint Other	0.00	34,166.04	-34,166.04	0.0%
5110000 · Salaries Expense - Other	5,711.36			
Total 5110000 · Salaries Expense	54,188.88	218,966.98	-164,778.10	24.7%
5200000 · Payroll Expense				
5200500 · Payroll Expenses				
5210135 · Insurance - Work Comp	2,881.50	15,897.15	-13,015.65	18.1%
5220125 · FPPA - Town Exp	1,925.00	8,397.25	-6,472.25	22.9%
	2,687.01	8,656.01	-5,969.00	31.0%
Total 5200000 · Payroll Expense	7,493.51	32,950.41	-25,456.90	22.7%
5200300 · Insurance - Town	0.00	23,725.00	-23,725.00	0.0%
5210150 · Treasurer's Fees	755.40	1,700.00	-944.60	44.4%
5210225 · Elections Expense	0.00	1,000.00	-1,000.00	0.0%
5210230 · Misc. Expense - Museum	0.00	300.00	-300.00	0.0%
5210240 · Sale Items - Museum	0.00	1,500.00	-1,500.00	0.0%
5210260 · Bank Charges				
521026 · Merchant deposit fees	465.84			
5210260 · Bank Charges - Other	-352.98	200.00	-552.98	-176.5%
Total 5210260 · Bank Charges	112.86	200.00	-87.14	56.4%
5288250 · Expense - Opera House				
5288500 · Expense - Opera House	342.44			
5288250 · Expense - Opera House - Other	130.00	4,000.00	-3,870.00	3.3%
Total 5288250 · Expense - Opera House	472.44	4,000.00	-3,527.56	11.8%
5300000 · Expense - Operating Supplies				
5230210 · Small Tools	325.37	750.00	-424.63	43.4%
5230250 · Materials /Supplies/Line Maint.	1,223.68	10,000.00	-8,776.32	12.2%
5230420 · Snow Removal	202.00			
5230880 · Weed Control	0.00	350.00	-350.00	0.0%
5230885 · Mosquito Control	0.00	4,500.00	-4,500.00	0.0%
5310200 · Material - New Services	0.00	4,500.00	-4,500.00	0.0%
5310325 · Testing	1,550.00	7,500.00	-5,950.00	20.7%
Total 5300000 · Expense - Operating Supplies	3,301.05	27,600.00	-24,298.95	12.0%
5310000 · Expense - Police				
5220320 · Telephone - Police Cell	449.09	1,500.00	-1,050.91	29.9%
5220890 · Other Expense - Police	-32,010.27	1,200.00	-33,210.27	-2,667.5%
5310215 · Police Uniform	2,606.25	500.00	2,106.25	521.3%
5310235 · Dog Licenses Expense	81.95	75.00	6.95	109.3%
5310245 · Ammunition	0.00	600.00	-600.00	0.0%
5310395 · Police Dispatch	0.00	7,000.00	-7,000.00	0.0%
5310000 · Expense - Police - Other	0.00	0.00	0.00	0.0%
Total 5310000 · Expense - Police	-28,872.98	10,875.00	-39,747.98	-265.5%

TOWN OF MANASSA
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Bu...	% of Budget
5400000 · Expense - Vehicle / Equip				
5410200 · Gas and Oil	3,295.14	3,225.00	70.14	102.2%
5420100 · Repairs - Vehicle	2,583.74	3,500.00	-916.26	73.8%
5420230 · Tires	0.00	2,800.00	-2,800.00	0.0%
5430100 · Repairs - Equipment	46.64	4,200.00	-4,153.36	1.1%
5480000 · Mileage Reimburse	0.00	600.00	-600.00	0.0%
5490000 · Expense - Misc. - Veh. / Equip.	65.49			
Total 5400000 · Expense - Vehicle / Equip	5,991.01	14,325.00	-8,333.99	41.8%
5440320 · Propane - Sewer Plant	102.09	100.00	2.09	102.1%
5440330 · Propane - Water Plant	868.59	1,362.00	-493.41	63.8%
5500000 · Utilities				
5500100 · Electricity- Town Hall	732.73	2,530.00	-1,797.27	29.0%
5500105 · Electricity - Maint Shop	1,767.33	5,250.27	-3,482.94	33.7%
5500110 · Electricity - Parks	73.45	2,530.00	-2,456.55	2.9%
5500200 · Electricity - Opera House	4,725.32	2,530.00	2,195.32	186.8%
5500310 · Electricity- Sewer Plant	2,242.13	11,500.00	-9,257.87	19.5%
5500355 · Electricity- Dotson St Well	5,335.16	22,000.00	-16,664.84	24.3%
5500357 · Electricity- Jack St Well	764.57	8,583.03	-7,818.46	8.9%
5520100 · Telephone	1,420.06	4,200.00	-2,779.94	33.8%
Total 5500000 · Utilities	17,060.75	59,123.30	-42,062.55	28.9%
5510000 · Office Expense				
5230320 · Telephone - Maintenance Cell	522.69	1,650.00	-1,127.31	31.7%
5510100 · Lease - Copier	451.95	780.00	-328.05	57.9%
5510150 · Computer Maint. / Lease	1,587.00	3,500.00	-1,913.00	45.3%
5510220 · Office Supplies	2,346.23	4,000.00	-1,653.77	58.7%
5510380 · Postage	1,805.00	2,250.00	-445.00	80.2%
Total 5510000 · Office Expense	6,712.87	12,180.00	-5,467.13	55.1%
5530240 · Advertisement	0.00	100.00	-100.00	0.0%
5600100 · Audit and Accounting	0.00	19,500.00	-19,500.00	0.0%
5600500 · Legal				
5600510 · Legal - Water Augmentation	0.00	11,000.00	-11,000.00	0.0%
5600500 · Legal - Other	0.00	5,000.00	-5,000.00	0.0%
Total 5600500 · Legal	0.00	16,000.00	-16,000.00	0.0%
5700100 · Membership & Dues				
5750100 · Conferences / Training	1,793.00	5,850.00	-4,057.00	30.6%
5750960 · Water Augmentation Fee	766.00	2,400.00	-1,634.00	31.9%
5800800 · Repairs - Buildings	0.00	11,000.00	-11,000.00	0.0%
5800810 · Repairs - Town Hall	52.56	1,000.00	-1,000.00	0.0%
5800840 · Repairs - Sewer Plant	0.00	1,000.00	-1,000.00	0.0%
5800860 · Repairs - Water Wells	0.00	1,000.00	-1,000.00	0.0%
5800800 · Repairs - Buildings - Other	0.00	1,000.00	-1,000.00	0.0%
Total 5800800 · Repairs - Buildings	52.56	3,000.00	-2,947.44	1.8%
5805890 · Other Expense - Trash, Etc.	531.08	8,750.00	-8,218.92	6.1%
5806000 · Equipment Reserve	0.00	15,600.00	-15,600.00	0.0%
5810655 · NEU-CO0233 Materials & Expenses				
NEU-CO0233/Town Administration	8,306.35			
Total 5810655 · NEU-CO0233 Materials & Expe...	8,306.35			

TOWN OF MANASSA
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Bu...	% of Budget
5810900 · Capital Outlay	0.00	78,000.00	-78,000.00	0.0%
5810930 · CWRPDA Loan	0.00	16,500.00	-16,500.00	0.0%
5810960 · FMHA Bond #9 Sewer Project	19,165.25	39,000.00	-19,834.75	49.1%
5862000 · Engineering-Sewer Study	0.00	1,218.00	-1,218.00	0.0%
60600 · Bank Service Charges	18.00			
Total Expense	98,818.71	626,825.69	-528,006.98	15.8%
Net Income	102,619.49	-38,040.69	140,660.18	-269.8%

APRIL BILLS		AMOUNT
AT & T MOBILE	EFT	\$327.96
ARROWHEAD SCIENTIFIC/FORENSICS		\$525.04
CIELLO	EFT	\$359.62
CPPA		\$600.00
COMMUNITY BANKS CREDIT CARD	EFT	\$879.53
DIGITCOM ELECTRONICS		\$95.00
GALLS		\$256.51
GOBIN'S INC		\$34.99
HIGHLAND CABINETS		\$3,379.77
INTUIT QUICKBOOKS	EFT	\$1,324.00
LA JARA TRADING POST		\$177.21
LEAF		\$115.66
PARTS AUTHORITY		\$218.34
PINNACOL ASSURANCE	EFT	\$1,045.00
REED TIRE		\$20.00
ROCKY MOUNTAIN MEORABILIA		\$56.35
SANGRE DE CRISTO LABORATORY, INC		\$460.00
SHERWIN- WILLIAMS		\$111.83
SP SERVICES	TOWN HALL	\$65.00
SP SERVICES	OPERA HOUSE	\$65.00
STOPSTICK		\$515.00
STANDARD SERVICE		\$112.87
TOWN OF MANASSA / OPERA HOUSE		\$106.22
TRILLIUM HOLDCO LLC		\$1,917.10
WARRIOR KIT		\$1,010.00
WEX	EFT	\$1,003.13
XCEL ENERGY	EFT	\$1,048.86
TOTAL MONTHLY BILLS		\$15,829.99



Maintenance Report

Patched and painted town hall put up white board and tv.

Changed oil and front brake pads on GMC pickup. Still need to do rear brake pads.

Started taking apart blow at sewer plant to make one complete skid. To add double the air to lagoons. I had reached out to Mike Canty for a quote on new blowers and VFD panels for blower building.

Had to inspect water and sewer tap on morgan street.

Worked on chlorination skid at main pump house.

Went to water and waste water class for the week in Loveland.

Sewer plant is now under Cease and Desist order. I have reached out to our engineer for assistance as part of order. I Have also asked Areil for additional help. I have contacted the health department and they have helped me fix some of the errors that I had in submitting DMRS.

Manassa Police Department

Monthly Report

04/19/2023

Agency Id	Agency Name	Incident Type Code	Type Description	Incident Count
MP	MANASSA POLICE DEPT	911	911 CALL	4
		ABAN	ABANDONED VEHICLE	1
		ALARM	ALARM	2
		ANCMP	ANIMAL COMPLAINT	1
		ASSAULT	ASSAULT	1
		ASSIST	AGENCY ASSIST	39
		ATL	ATTEMPT TO LOCATE	2
		BURGL	BURGLARY	1
		CCIC	COMPUTER CHECK	19
		CIVIL	CIVIL PROBLEM	1
		CODE	CODE ENFORCEMENT	1
		COMP	COMPLAINT	4
		COMPOL	COMMUNITY POLICING	5
		DISORD	DISORDERLY CONDUCT	1
		DISTURB	DISTURBANCE	5
		DOME	DOMESTIC VIOLENCE	1
		DRUNK	DRUNK PEDESTRIAN	1
		FIREL	FIRE CALL	1
		FRAUD	FRAUD	2
		FUINV	FOLLOW UP INVESTIGATION	7
		HARAS	HARASSMENT	2
		INFO	INFORMATION ITEM	4
		MENTHLT	MENTAL HEALTH INCIDENT	1
		MTRAS	MOTORIST ASSIST	4
		PEDCT	PEDESTRIAN CONTACT	3
		PERMIS	MISSING PERSON/RUNAWAY	1

MP	MANASSA POLICE DEPT	PHONE	PHONE MESSAGE	14
		PURSU	PURSUIT - VEHICLE/FOOT	1
		SECCHK	SECURITY CHECK	3
		SHOTS	SHOTS FIRED	1
		SPCEV	SPECIAL EVENT/TEAM OPERATION	1
		SUSP	SUSPICIOUS PERSON/VEHICLE/ARTI CLE	4
		THEFT	THEFT	4
		THREAT	THREAT	1
		TRES	TRESPASS	1
		TRFPB	TRAFFIC PROBLEM	1
		TS	TRAFFIC STOP	49
		UNPRB	UNKNOWN PROBLEM	3
		VANDAL	VANDALISM	1
		VEHREC	VEHICLE RECOVERY	1
		WELFA	WELFARE CHECK	2
		Total		201
				201

We Ordered some equipment to replace items that had burned. also we have ordered a couple cabinets from Amazon that are lockable one for evidence storage in the back room and one for front room files.

working with Ariel to get the grants.

and started to enforce more the Dog ordinances that we have in place.

We have been stuck more on in the office due to working some larger more complex cases.

Would like to see a ATV registration like DOW had in Place just for Manassa. This has been done with Antonito.

Questions ?

Comments?

Concerns

TOWN CLERK REPORT

- Sent water information to Byron advised to just to a Public Notice of changes.....
- Board meeting can it be changed to the 4th Wednesday of every month.
- Are we going to do another Town cleanup in June?
- QB has been upgraded \$799.00 and another \$500.00 the 1st of May for the payroll.
- Started sending information to the auditor
- 1st Southwest bank is needing everyone's SS# on the form under Tax ID.
- Opera house brought in money at the end of March and nothing since then.
- Update on Anthony, letter from Pinnacol/ Kyle Sims
- Will be gone in May 16th & 17th. I will need to have timecards approved on the 15th so that I can do payroll before I leave.
- New front door/casing & a new rug at the door - need approved

could motion New door replace
2nd Jeff

approved last
March