



Town of Manassa  
Town Board Agenda  
Regular Town Board  
May 24, 2023  
7:00 PM  
Agenda

Meeting called to Order:

Roll Call:

Pledge of Allegiance

Motion to approve the agenda-

Motion to approve Minutes -

Public Comments: Craig Aruwis-

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: Ginger Thomas

Mosquito Control  
Streets

Applications for summer help

Town Clean up

Element Engineering

Old Business: water ordinance, Dog Ordinance, Business licenses -

Pay Bills: \$14,745.85

Grant Report:

Maintenance Report:

Police Report:

Town Clerk Report: Disbursement account

A motion to adjourn

NEXT BOARD MEETING JUNE 21, 2023 @ 7:00PM

TOWN OF MANASSA  
TOWN BOARD MEETING MINUTES  
REGULAR TOWN BOARD MEETING  
MAY 24, 2023

Meeting called to order by Dan Bond @ 7:00pm

Roll Call: Dan Bond, Carl Bagwell, Jeramy McDaniel, Jeff Sowards. Greg Rogers arrived late and Jesse Hernandez absent.

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

Guest: Ginger Thomas, Craig Aruwolf

Motion to approve the agenda by Jeramy McDaniel and 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

Motion to approve the minutes for the April 19<sup>th</sup> meeting by Jeramy McDaniel and 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Motion to approve the Special meeting on the 3<sup>rd</sup> of May by Jeff Sowards and 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Public Comments: Craig Aruwolf in attendance for Valley-Wide Suicide prevention for Veterans programs that is grant funded see the attached flyer. Dan Bond added that they have talked about putting a bronze plaque here in the sidewalk next to the Town Hall honoring the Veterans, a motion was made by Carl Bagwell to have Jesse Hernandez work on this plaque 2<sup>nd</sup> by Jeramy McDaniel all in favor none opposed.

New Business: Ginger Thomas here for the Manassa little leagues baseball wanting to know if the town would sponsor again and donate to the insurance for the little league of \$ 275.00 Motion was made by Carl Bagwell and 2<sup>nd</sup> by Jeff Sowards all in favor none opposed. They continued to discuss the grant for the park with Ginger and she stated that she would be will to help with this grant.

Mosquito Control: Jeramy McDaniel made the motion that the town always bill for 3 months, June, July and August for Mosquito control 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Streets: Jeramy McDaniel discussed the paving of 5<sup>th</sup> St South 14' little over a block, 4<sup>th</sup> St. South 12', and 4<sup>th</sup> St. North 12'. Money needs to be tagged by

October Jeremy stated that we might be about \$20,000.00 short, \$63,000.00 was approved from the ARP grant for roads. Dan will get with Denny Fringer and go over the SRTS project to revise plans, so we can get this project moving forward.

Summer help: Board went over the applications and will interview Hunter Berrgern, Jacob Gonzales, Greg Martinez, Kathy Newell, and Tracy Vigil. Tamara is to send out thank you letters to those who did not get selected for the position.

Town Cleanup will be the 17<sup>th</sup> of June - NO paint, NO tires, NO electronics, NO appliances, NO mattresses, and NO oil. Dumpster will be set up next to the Town Hall and Opera house.

Element Engineering: Jeremy McDaniel made a motion to pay the outstanding bills to Element Engineering also authorize to pay them the \$12,500.00 for the NOV/CDO 2<sup>nd</sup> by Greg Rogers all in favor none opposed.

Old Business: Water Ordinance 1<sup>st</sup> reading of the amended water ordinance 1979-8 see attached ordinance, motion to approve the amended water ordinance with some correction that will be made prior to posting by Carl Bagwell and 2<sup>nd</sup> by Jeremy McDaniel all in favor none opposed. Also discussed the dog ordinance this was tabled till next months meeting also the business licenses.

Motion to approve the bills in the amount of \$14,745.85 by Jeremy McDaniel and 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Element Engineering: Carl Bagwell made a motion to approve the Collection System Project Proposed Schedule, 2<sup>nd</sup> by Greg Rogers all in favor none opposed. See attached.

**Grant report:** We have submitted quarterly reports on both CDBG grants, Denny has put in an additional request for a status update on the Safe Routes to School Grant with no response back. I am sending out an email to them today as well.

I attended a GOCO grant meeting at Conejos County today on behalf of Manassa from 1-3:30pm, made some great contacts and the regional rep will be in touch with us as we have a shovel ready project. We should be able to submit the application for the first round in July as long as Jeremy and I have the design kinks worked out.

Element Engineering has submitted a report for your Review as well with regard to the NOV/CDO.

The Website is live with the requested changes, I will be adding in the information that the Chief requested this Friday. The paperwork has been submitted to SIPPA for review for the pay portal.

Please let me know if there are any other questions or concerns. Ariel

**Maintenance Report:** Contacted the Element Engineering to move forward with the cease and desist. So far, we are keeping on top of that. Mike from is also ready for the sewer project to go to bid, we the town need to advertise the project in the local paper. This month our waste water samples did not meet percent removal. The high water is here and we are seeing it at the sewer plant. Started the sprinklers at both parks and have been opening the restrooms. I need to do some work on the sinks. I will be spraying dandelions in the next couple of days. I have mowed both parks twice already and they are looking good. I have been grading roads as well. I was approached by a couple of ex county operators possibly interested in grading just roads not looking to get rich but help the town. Talked to Richard Martin the fire chief and they are wanting to make a deal with the town for their water truck?  
Switched wells due to increase of water usage, the pressure was becoming an issue.

Helped with little league baseball field to get rid of some of the goat head problems. Finally got all the parts to fix the main chlorination system at the main well.

Pulled the mosquito fogger out and got it calibrated. We need to order more product, the cost is \$4081.00, they can have it here next week. Jeramy McDaniel made a motion to approve the purchase of more mosquito product in the amount of \$4081.00 after 1<sup>st</sup> round collected, 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

Police Report: No longer going to help out county with calls since officer Ortegas injuries. He is back to full duty as of the 17<sup>th</sup> of May, he discussed that he was upset with Tamera stating that she was not doing her job in sending information to Pinnacol for the time he was out. Then he apologized for accusing her of that. No call reports this month.

Having issues with the F150 the turbo may be going out possibly around a \$1000.00 to fix and the Explorer has some issues also.

Margie is still out due to injuries

Roman told the board he will be taking vacation starting the 27<sup>th</sup> of May till the 3<sup>rd</sup> of June.

Roman looked into policy & procedures and stated that officer Ortega did not violate anything, discussed the incident with Margarita, Greg has removed himself from this due to relation with the other party involved.

Carl Bagwell made a motion to make up the difference that Roman did not get paid from Pinnacol in the amount of \$118.46 this is amount is after taxes taken out 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

Town clerk report: Jeramy stated that there is not trustee over the office and that Dan should appoint someone over the office, he suggested Carl Bagwell to be over the office. Dan stated that he was over the office until we had another board member, he told the board that he would think about this and make a decision at the next board meeting.

Sent water information to Byron for a water ordinance draft. Received the ordinance.

Are we going to do another Town cleanup in June?

Talked to WSB on streaming from computer to TV. I need a wireless HDMI to plug into the computer and TV, a quote of about 300.00.

Disbursement account has been completed and \$100.00 has been transferred from Gen Fund. I will need to order checks for this account because we will be paying the bills from this account and only transferring the amount of the bills to this account.

Need to know who needs to order new front door?

Dan stated he will check for a new door.

Carl Bagwell made the motion to approve getting the wireless HDMI receiver kit from WSB 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

The Board is not wanted to pay the bills from this disbursement account and Tamera told them that Ariel could explain it better to them.

Carl Bagwell made a motion to adjourn meeting at 10:21pm 2<sup>nd</sup> by Greg Rogers all in favor none opposed.

Dan A. Bond 6-21-2023

Dan Bond, Mayor

Date

Tamera Smith 6-21-2023

Tamera Smith, Town Clerk

Date

**TOWN OF MANASSA**  
**Balance Sheet**  
 As of May 24, 2023

	May 24, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1210000 · Checking- Community Bank	460,048.33
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
<b>Total 1210100 · Petty Cash- General Fund</b>	<b>-10.29</b>
1210200 · Petty Cash- Jack Dempsey Museum	50.00
1218000 · Checking - Opera House	8,809.50
1218500 · Petty Cash - Opera House	58.00
1310030 · CD Gen/Sewer -RGS&L#0222829707	-96,220.06
1310040 · CMB Money Market 2578196301	297,870.37
1310500 · Cash in Drawer - Sewer	50.00
1310800 · Reserve S/W SLVFB #100028719	79,631.25
1410500 · Cash in Drawer- Water	50.00
1410600 · Reserve Water-Comm. #5100126608	9,090.51
1410610 · Reserve Water-SLVFB #100028719	14,052.58
<b>Total Checking/Savings</b>	<b>982,694.39</b>
Accounts Receivable	
1313000 · Accounts Receivable	-50,412.78
<b>Total Accounts Receivable</b>	<b>-50,412.78</b>
Other Current Assets	
1200000 · Undeposited Funds	8,855.46
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
<b>Total Other Current Assets</b>	<b>133,508.47</b>
<b>Total Current Assets</b>	<b>1,065,790.08</b>
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
<b>Total Fixed Assets</b>	<b>1,993,205.25</b>
<b>TOTAL ASSETS</b>	<b>3,058,995.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	313,293.39
<b>Total Accounts Payable</b>	<b>313,293.39</b>

**TOWN OF MANASSA**  
**Balance Sheet**  
 As of May 24, 2023

	May 24, 23
<b>Credit Cards</b>	
1210050 · Cardmember Services- COBNKS	543.04
1210060 · Capital One- Walmart	665.23
<b>Total Credit Cards</b>	1,208.27
<b>Other Current Liabilities</b>	
2110 · Direct Deposit Liabilities	154.00
2200000 · Payroll Liabilities	
2202010 · FICA Payable	-3,976.38
2202020 · Federal W/H Payable	-779.00
2202030 · State W/H Payable	2,274.01
2202050 · State Unemployment	-728.27
2202080 · FPPA W/H Payable	-44,598.17
2200000 · Payroll Liabilities - Other	14,423.34
<b>Total 2200000 · Payroll Liabilities</b>	-33,384.47
2200250 · Due to CTF	-0.12
2202000 · Garnishments Payable	-15,934.00
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 Grant	49,258.00
2402600 · Note Payable CWRPDA D11F273	320,385.00
2418000 · Deferred Revenue - A/R	452.00
<b>Total Other Current Liabilities</b>	1,151,456.49
<b>Total Current Liabilities</b>	1,465,958.15
<b>Total Liabilities</b>	1,465,958.15
<b>Equity</b>	
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	-22,460.28
Net Income	86,206.46
<b>Total Equity</b>	1,593,037.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	3,058,995.33



# TOWN OF MANASSA

## Profit & Loss Budget vs. Actual

### January 1 through May 24, 2023

	Jan 1 - May 24, ...	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4170000 · User Fees	139,837.06	335,807.00	-195,969.94	41.6%
4170500 · Tap Fees	0.00	1,000.00	-1,000.00	0.0%
<b>4200000 · Income - State of Colorado</b>				
4200100 · Cigarette Tax		200.00	-103.81	48.1%
4200200 · Sales Tax	96.19	38,500.00	-24,091.18	37.4%
4200300 · Highway Users Tax	14,408.82	55,820.00	-34,055.16	39.0%
4200400 · CO Fuel Reimbursement	21,764.84	0.00	0.00	0.0%
4200000 · Income - State of Colorado - Other	0.00	0.00	0.00	0.0%
<b>Total 4200000 · Income - State of Colorado</b>	<b>36,269.85</b>	<b>94,520.00</b>	<b>-58,250.15</b>	<b>38.4%</b>
<b>4220000 · Income - County Treasurer</b>				
4220100 · Property Taxes	46,155.36	73,928.00	-27,772.64	62.4%
4220200 · Specific Ownership Taxes	5,056.55	12,000.00	-6,943.45	42.1%
4220300 · Road & Bridge	1,609.30	2,500.00	-890.70	64.4%
4220400 · Rural and Urban Tax	2,577.14	8,000.00	-5,422.86	32.2%
4220500 · Interest Income - County	1.53	180.00	-178.47	0.9%
4220000 · Income - County Treasurer - Other	0.00	0.00	0.00	0.0%
<b>Total 4220000 · Income - County Treasurer</b>	<b>55,399.88</b>	<b>96,608.00</b>	<b>-41,208.12</b>	<b>57.3%</b>
<b>4230000 · PILT</b>				
4235000 · MOSQUITO CONTROL	0.00	3,000.00	-3,000.00	0.0%
4240000 · Franchise Tax	100.00	14,500.00	-14,400.00	0.7%
<b>4250000 · Revenue - Police</b>	<b>17,097.62</b>	<b>20,000.00</b>	<b>-2,902.38</b>	<b>85.5%</b>
4250100 · Police Fines				
4250110 · Police Revenue - Misc.	912.00	10,000.00	-9,088.00	9.1%
4250120 · Police - Dog Licenses	10.00	100.00	-90.00	10.0%
4250000 · Revenue - Police - Other	30.00	150.00	-120.00	20.0%
4250000 · Revenue - Police - Other	0.00	0.00	0.00	0.0%
<b>Total 4250000 · Revenue - Police</b>	<b>952.00</b>	<b>10,250.00</b>	<b>-9,298.00</b>	<b>9.3%</b>
<b>4250200 · Revenue - Museum</b>				
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%
<b>Total 4250200 · Revenue - Museum</b>	<b>0.00</b>	<b>2,300.00</b>	<b>-2,300.00</b>	<b>0.0%</b>
<b>4250300 · Revenue - Opera House</b>				
4250310 · Rentals - Opera House		4,000.00	-1,312.00	67.2%
4250320 · Donations - Opera House	2,688.00	0.00	0.00	0.0%
4250330 · Interest Income - Opera House	0.00	0.00	0.38	100.0%
4250300 · Revenue - Opera House - Other	0.00	0.00	0.00	0.0%
<b>Total 4250300 · Revenue - Opera House</b>	<b>2,688.38</b>	<b>4,000.00</b>	<b>-1,311.62</b>	<b>67.2%</b>
<b>4260100 · Other</b>				
4260250 · Transfer From Retained Earnings	0.00	0.00	0.00	0.0%
4260260 · Transfer from CTF	0.00	0.00	0.00	0.0%
4260400 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
4300000 · Grant Funds				
4300001 · ARP- NEU-CO0233/PV#1	0.00	0.00	0.00	0.0%
4300002 · C-DOT WALK & BIKE PATH 96102	0.00	0.00	0.00	0.0%
4300003 · US Sheriff's Grant	0.00	0.00	0.00	0.0%
4300004 · Safe Route to School	0.00	0.00	0.00	0.0%
4300005 · CDBG- Manassa StreetScapes I...	0.00	0.00	0.00	0.0%
4300000 · Grant Funds - Other	-3,282.20	0.00	-3,282.20	100.0%
<b>Total 4300000 · Grant Funds</b>	<b>-3,282.20</b>	<b>0.00</b>	<b>-3,282.20</b>	<b>100.0%</b>

**TOWN OF MANASSA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 24, 2023

	Jan 1 - May 24, ...	Budget	\$ Over Budget	% of Budget
4300200 · Sewer Project Fund Sources	0.00	0.00	0.00	0.0%
4370300 · Income - Misc	0.00	0.00	0.00	0.0%
4470100 · Interest on Customer Accounts	1,460.00	3,800.00	-2,340.00	38.4%
4470200 · Interest Income - Bank	460.10	2,300.00	-1,839.90	20.0%
4480200 · Business Licenses	0.00	400.00	-400.00	0.0%
4480300 · Revenue - Misc.	5,392.16	100.00	5,292.16	5,392.2%
4480360 · Revenue - Copy Machine	0.00	100.00	-100.00	0.0%
4480370 · Returned Check Charges	30.00	100.00	-70.00	30.0%
49900 · Uncategorized Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>256,404.85</b>	<b>588,785.00</b>	<b>-332,380.15</b>	<b>43.5%</b>
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>256,404.85</b>	<b>588,785.00</b>	<b>-332,380.15</b>	<b>43.5%</b>
Expense				
5110000 · Salaries Expense				
5110100 · Salaries - Clerk	9,832.72	28,191.24	-18,358.52	34.9%
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%
<b>Total 5110105 · Salaries - Clerk Other</b>	<b>0.00</b>	<b>4,236.75</b>	<b>-4,236.75</b>	<b>0.0%</b>
5110110 · Salaries - Museum	0.00	6,533.10	-6,533.10	0.0%
5110200 · Salaries - Police Chief	16,634.34	49,115.85	-32,481.51	33.9%
5110205 · Salaries - Police Other				
5110206 · Contract Labor - Pioneer Days	0.00	3,500.00	-3,500.00	0.0%
5110205 · Salaries - Police Other - Other	12,882.75	42,000.00	-29,117.25	30.7%
<b>Total 5110205 · Salaries - Police Other</b>	<b>12,882.75</b>	<b>45,500.00</b>	<b>-32,617.25</b>	<b>28.3%</b>
5110210 · Salaries - Judge	1,512.00	4,536.00	-3,024.00	33.3%
5110300 · Salaries - Maint Supervisor	17,022.46	46,688.00	-29,665.54	36.5%
5110305 · Salaries - Maint Other	0.00	34,166.04	-34,166.04	0.0%
5110000 · Salaries Expense - Other	6,952.20	0.00	6,952.20	100.0%
<b>Total 5110000 · Salaries Expense</b>	<b>64,836.47</b>	<b>218,966.98</b>	<b>-154,130.51</b>	<b>29.6%</b>
5200000 · Payroll Expense				
5200500 · Payroll Expenses				
5210130 · Insurance - Unemployment	3,463.95	15,897.15	-12,433.20	21.8%
5210135 · Insurance - Work Comp	0.00	0.00	0.00	0.0%
5210480 · Insurance - Medical	2,660.00	8,397.25	-5,737.25	31.7%
5210650 · Insurance - Other	0.00	0.00	0.00	0.0%
5220120 · Social Security - Town Exp	0.00	0.00	0.00	0.0%
5220125 · FPPA - Town Exp	0.00	0.00	0.00	0.0%
5200000 · Payroll Expense - Other	3,073.72	8,656.01	-5,582.29	35.5%
<b>Total 5200000 · Payroll Expense</b>	<b>9,197.67</b>	<b>32,950.41</b>	<b>-23,752.74</b>	<b>27.9%</b>
5200300 · Insurance - Town				
5210107 · Salaries - Cleaning	-358.00	23,725.00	-24,083.00	-1.5%
5210150 · Treasurer's Fees	0.00	0.00	0.00	0.0%
5210225 · Elections Expense	1,114.63	1,700.00	-585.37	65.6%
5210230 · Misc. Expense - Museum	0.00	1,000.00	-1,000.00	0.0%
5210240 · Sale Items - Museum	100.87	300.00	-199.13	33.6%
5210245 · Credit Card Fee - Museum	233.10	1,500.00	-1,266.90	15.5%
5210260 · Bank Charges	0.00	0.00	0.00	0.0%
521026 · Merchant deposit fees	649.59	0.00	649.59	100.0%
5210260 · Bank Charges - Other	-233.19	200.00	-433.19	-116.6%
<b>Total 5210260 · Bank Charges</b>	<b>416.40</b>	<b>200.00</b>	<b>216.40</b>	<b>208.2%</b>

TOWN OF MANASSA  
Profit & Loss Budget vs. Actual  
January 1 through May 24, 2023

	Jan 1 - May 24, ...	Budget	\$ Over Budget	% of Budget
5210315 · Telephone - Museum Cell / WiFi	0.00	0.00	0.00	0.0%
5220210 · Publishing and Advertising	0.00	0.00	0.00	0.0%
5220385 · Dues	0.00	0.00	0.00	0.0%
5220500 · Legal Fees - Police	0.00	0.00	0.00	0.0%
5288250 · Expense - Opera House	301.22	0.00	301.22	100.0%
5288250 · Expense - Opera House-Other	130.00	4,000.00	-3,870.00	3.3%
<b>Total 5288250 · Expense - Opera House</b>	<b>431.22</b>	<b>4,000.00</b>	<b>-3,568.78</b>	<b>10.8%</b>
5300000 · Expense - Operating Supplies	325.37	750.00	-424.63	43.4%
5230210 · Small Tools	3,511.12	10,000.00	-6,488.88	35.1%
5230400 · Parts	0.00	0.00	0.00	0.0%
5230410 · Road Repair	0.00	0.00	0.00	0.0%
5230415 · Street Signs	0.00	0.00	0.00	0.0%
5230420 · Snow Removal	202.00	0.00	202.00	100.0%
5230880 · Weed Control	0.00	0.00	0.00	0.0%
5230885 · Mosquito Control	0.00	350.00	-350.00	0.0%
5310200 · Material - New Services	0.00	4,500.00	-4,500.00	0.0%
5310250 · Misc. Materials & Supplies	0.00	4,500.00	-4,500.00	0.0%
5310325 · Testing	2,440.00	0.00	2,440.00	0.0%
5300000 · Expense - Operating Supplies - ...	0.00	7,500.00	-5,060.00	32.5%
<b>Total 5300000 · Expense - Operating Supplies</b>	<b>6,478.49</b>	<b>27,600.00</b>	<b>-21,121.51</b>	<b>23.5%</b>
5410000 · Expense - Police	682.91	1,500.00	-817.09	45.5%
5220320 · Telephone - Police Cell	4,210.98	1,200.00	3,010.98	350.9%
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%
5310255 · Colorado Police Protective Assc	0.00	0.00	0.00	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%
<b>Total 5310000 · Expense - Police</b>	<b>7,582.09</b>	<b>10,875.00</b>	<b>-3,292.91</b>	<b>69.7%</b>
5400000 · Expense - Vehicle / Equip	0.00	0.00	0.00	0.0%
5410100 · Vehicle/Equip- Maintenance	4,344.71	3,225.00	1,119.71	134.7%
5410210 · Gas and Oil - Mower (CTF)	0.00	0.00	0.00	0.0%
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%
5430900 · Mower / Brushhog	0.00	0.00	0.00	0.0%
5480000 · Mileage Reimburse	26.68	600.00	-573.32	4.4%
5490000 · Expense - Misc. - Veh. / Equip.	65.49	0.00	65.49	100.0%
5400000 · Expense - Vehicle / Equip - Other	0.00	0.00	0.00	0.0%
<b>Total 5400000 · Expense - Vehicle / Equip</b>	<b>7,067.26</b>	<b>14,325.00</b>	<b>-7,257.74</b>	<b>49.3%</b>
5410500 · Maintenance Agreement	0.00	0.00	0.00	0.0%
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%
5460900 · Miscellaneous - Water Project	0.00	0.00	0.00	0.0%

TOWN OF MANASSA  
Profit & Loss Budget vs. Actual  
January 1 through May 24, 2023

	Jan 1 - May 24, ...	Budget	\$ Over Budget	% of Budget
5500000 · Utilities				
5500100 · Electricity- Town Hall	893.86	2,530.00	-1,636.14	35.3%
5500105 · Electricity - Maint Shop	2,086.66	5,250.27	-3,163.61	39.7%
5500110 · Electricity - Parks	97.25	2,530.00	-2,432.75	3.8%
5500115 · Electricity - Street Lighting	0.00	0.00	0.00	0.0%
5500200 · Electricity - Opera House	5,029.64	2,530.00	2,499.64	198.8%
5500310 · Electricity - Sewer Plant	2,744.56	11,500.00	-8,755.44	23.9%
5500355 · Electricity- Dotson St Well	6,512.88	22,000.00	-15,487.12	29.6%
5500357 · Electricity- Jack St Well	1,548.05	8,583.03	-7,034.98	18.0%
5520100 · Telephone	1,679.11	4,200.00	-2,520.89	40.0%
5500000 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 5500000 · Utilities</b>	<b>20,592.01</b>	<b>59,123.30</b>	<b>-38,531.29</b>	<b>34.8%</b>
5510000 · Office Expense				
5230320 · Telephone - Maintenance Cell				
5510100 · Lease - Copier	622.99	1,650.00	-1,027.01	37.8%
5510110 · Lease - Software	567.61	780.00	-212.39	72.8%
5510150 · Computer Maint. / Lease	0.00	0.00	0.00	0.0%
5510220 · Office Supplies	2,292.00	3,500.00	-1,208.00	65.5%
5510380 · Postage	1,951.65	4,000.00	-2,048.35	48.8%
5510000 · Office Expense - Other	1,805.00	2,250.00	-445.00	80.2%
5510000 · Office Expense	0.00	0.00	0.00	0.0%
<b>Total 5510000 · Office Expense</b>	<b>7,239.25</b>	<b>12,180.00</b>	<b>-4,940.75</b>	<b>59.4%</b>
5530240 · Advertisement	67.50	100.00	-32.50	67.5%
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%
<b>Total 5600500 · Legal</b>	<b>0.00</b>	<b>16,000.00</b>	<b>-16,000.00</b>	<b>0.0%</b>
5700100 · Membership & Dues	1,895.00	5,850.00	-3,955.00	32.4%
5750100 · Conferences / Training	766.00	2,400.00	-1,634.00	31.9%
5750200 · Grant Writing Expense	0.00	0.00	0.00	0.0%
5750955 · Depreciation	0.00	0.00	0.00	0.0%
5750960 · Water Augmentation Fee	0.00	0.00	0.00	0.0%
5800800 · Repairs - Buildings				
5800810 · Repairs - Town Hall	52.56	0.00	52.56	100.0%
5800820 · Repairs - Museum	0.00	0.00	0.00	0.0%
5800830 · Repairs Bldg - Opera House	0.00	0.00	0.00	0.0%
5800840 · Repairs - Sewer Plant	142.52	1,000.00	-857.48	14.3%
5800850 · Repairs - Maintenance Shop	0.00	0.00	0.00	0.0%
5800860 · Repairs - Water Wells	19.05	1,000.00	-980.95	1.9%
5800800 · Repairs - Buildings - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 5800800 · Repairs - Buildings</b>	<b>214.13</b>	<b>3,000.00</b>	<b>-2,785.87</b>	<b>7.1%</b>
5805890 · Other Expense - Trash, Etc.	1,923.53	8,750.00	-6,826.47	22.0%
5806000 · Equipment Reserve	0.00	15,600.00	-15,600.00	0.0%
580625 · US Sheriff's Grant	0.00	0.00	0.00	0.0%
5810500 · Sewer Project 2014				
5110306 · Sewer Project Repair - Salaries	0.00	0.00	0.00	0.0%
5810500 · Sewer Project 2014 - Other	0.00	0.00	0.00	0.0%
<b>Total 5810500 · Sewer Project 2014</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5810600 · Safe Routes To School				
5810610 · Engineering- Safe Walk	0.00	0.00	0.00	0.0%
5810600 · Safe Routes To School - Other	0.00	0.00	0.00	0.0%
<b>Total 5810600 · Safe Routes To School</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5810650 · Bike & Walk Path Materials & Ex	0.00	0.00	0.00	0.0%

**TOWN OF MANASSA**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 24, 2023

	Jan 1 - May 24, ...	Budget	\$ Over Budget	% of Budget
5810655 · NEU-CO0233 Materials & Expenses				
NEU-CO0233/General Maintenance	0.00	0.00	0.00	0.0%
NEU-CO0233/Police Department	0.00	0.00	0.00	0.0%
NEU-CO0233/Town Administration	8,401.29	0.00	8,401.29	100.0%
NEU-CO0233/Water & Sewer Depart	0.00	0.00	0.00	0.0%
5810655 · NEU-CO0233 Materials & Expens...	0.00	0.00	0.00	0.0%
<b>Total 5810655 · NEU-CO0233 Materials &amp; Expe...</b>	<b>8,401.29</b>	<b>0.00</b>	<b>8,401.29</b>	<b>100.0%</b>
5810660 · Covid19 Related upgrades	0.00	0.00	0.00	0.0%
5810900 · Capital Outlay	0.00	78,000.00	-78,000.00	0.0%
5810910 · Capital Outlay - Grants				
5810915 · Capial Outlay- Street Scapes	3,630.55	0.00	3,630.55	100.0%
5810910 · Capital Outlay - Grants - Other	0.00	0.00	0.00	0.0%
<b>Total 5810910 · Capital Outlay - Grants</b>	<b>3,630.55</b>	<b>0.00</b>	<b>3,630.55</b>	<b>100.0%</b>
5810930 · CWRPDA Loan	8,215.00	16,500.00	-8,285.00	49.8%
5810960 · FIMHA 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	0.00	18.00	100.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
69600 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
9899997 · Advertising	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>170,198.39</b>	<b>626,825.69</b>	<b>-456,627.30</b>	<b>27.2%</b>
<b>Net Income</b>	<b>86,206.46</b>	<b>-38,040.69</b>	<b>124,247.15</b>	<b>-226.6%</b>

MAY BILLS		AMOUNT
AMAZON	EFT	973.99
AT & T MOBILE	EFT	\$ 3334.12
CIELLO	EFT	\$359.22
COMMUNITY BANKS CREDIT CARD	EFT	\$879.53
ELEMENT ENGINEERING NOV/CDO		\$1,155.00
GOBIN'S INC		
INTUIT QUICKBOOKS	EFT	\$520.00
INDUSTRIAL & FARM SUPPLY		\$29.60
INTERSTATE CHEMICAL		\$2,181.09
HUSMANN PLUMBING		\$11.91
JOHN DEERE FINANCIAL		\$19.05
LA JARA TRADING POST		\$112.23
LEAF		\$115.66
WACK'S MACHINE & REPAIR		\$92.96
PARTS AUTHORITY		\$10.72
PETTY CASH FOR MUSEUM		\$50.00
PINNACOL ASSURANCE	EFT	\$1,044.00
ROCKY MTN HOME HEALTH		\$68.23
SANGRE DE CRISTO LABORATORY, INC		\$890.00
SLV IRRIGATION WELL OWNERS		\$102.00
SP SERVICES	TOWN HALL	\$65.00
SP SERVICES	OPERA HOUSE	\$65.00
STANDARD SERVICE		\$370.93
TIBBITS, EVELYN		\$127.55
TRILLIUM HOLDCO LLC		\$2,414.66
VALLEY COURIER		\$67.50
WATERWORKS IRRIGATION		\$8.40
WAYFINDER PRESS		\$233.10
WSB COMPUTING SERVICES		\$185.00
WEAVER'S LEVEL BEST SEPTIC & EXCAVATION		\$723.21
WEX	EFT	\$678.64
XCEL ENERGY	EFT	\$851.55
<b>TOTAL MONTHLY BILLS</b>		<b>\$ 14,745.85</b>

# SUICIDE PREVENTION

SCREENING, REFERRALS, AND TREATMENT PROGRAMS FOR VETERANS AND QUALIFYING FAMILY MEMBERS

Valley- Wide Health Systems is providing a new expanded Suicide Prevention Program. This program is funded by the Staff Sergeant Parker Gordon Fox Suicide Prevention Grant and serves counties across Colorado with a specific concentration in Southern Colorado to help identify veterans and active-duty members at risk of suicide.



**Veterans  
Crisis Line**

**DIAL 988 then PRESS 1**

or text 838255

## WHO IS ELIGIBLE?

Eligibility status will be determined during the intake process, which is done by a Valley-Wide Health Systems team member.

## PARTICIPANTS MUST:

- Be a verified discharged veteran or active duty member, cannot be dishonorably discharged, or dismissed by reason of court.
- Have a risk factor for suicide including health, environment, or historical circumstances.
- Score at least a low risk on the Columbia Suicide Severity Rating Scale (C-SSRS) Form. This is the gold standard suicide screen used across the U.S.

## NON EMERGENT REFERRALS

Craig Rauwolf

Email: [rauwolfc@valley-widehealth.org](mailto:rauwolfc@valley-widehealth.org)

Phone: (c) 719-937-3925

(o) 719-587-1001

## ABOUT SSG FOX:

SSG Fox SPGP honors Veteran Parker Gordon Fox, who joined the Army in 2014 and was a sniper instructor at the U.S. Army Infantry School at Fort Benning, Georgia. Known for a life of generosity and kindness to others in need, Fox died by suicide on July 21, 2020, at the age of 25.

More information on the SSG Fox SPGP can be found at [www.mentalhealth.va.gov/ssgfox-grants/](http://www.mentalhealth.va.gov/ssgfox-grants/).

**SSG FOX SPGP** 

Staff Sergeant Parker Gordon Fox  
Suicide Prevention Grant Program



**Valley-Wide  
Health Systems, Inc.**

Your Health. Our Priority.



Tamera Smith <townclerk@townofmanassa.org>

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## Grant Report

1 message

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**Ariel Ruvolo** <arielruvolo@gmail.com>

To: Tamera Smith <townclerk@townofmanassa.org>

Wed, May 24, 2023 at 4:58 PM

Tamera and Board,

We have submitted quarterly reports on both CDBG grants, Denny has put in an additional request for a status update on the Safe Routes to School Grant with no response back. I am sending out an email to them today as well.

I attended a GOCO grant meeting at Conejos County today on behalf of Manassa from 1-3:30pm, made some great contacts and the Regional rep will be in touch with us as we have a shovel ready project. We should be able to submit the application for the first round in July as long as Jeremy and I have the design kinks worked out.

Element Engineering has submitted a report for your Review as well with regard to the NOV/CDO.

The Website is live with the requested changes, I will be adding in the information that the Chief requested this Friday. The paperwork has been submitted to SIPPA for review for the pay portal.

Please let me know if there are any other questions or concerns.

Ariel Ruvolo  
719-298-0387



AMENDMENT TO 1979-8

AN AMENDMENT TO THE TOWN OF MANASSA'S WATER ORDINANCE FROM 1979 (1979-8) AN AMENDMENT ESTABLISHING ADDITIONAL RULES FOR HOOK-UPS TO THE TOWN'S WATER SYSTEM FROM OUTSIDE USERS.

WHEREAS, the Town of Manassa, Colorado owns and operates the town's water system and the town's water supply system.

WHEREAS, the Town of Manassa has adopted a water ordinance through the representation of the trustees and duly published and adopted as Amendment 1979-8 (Manassa Water Ordinance).

WHEREAS, the proposed amendment has been discussed in open meeting as well as posted for public display for the statutory time at a place of common aggregation.

WHEREAS, the town has allowed for public opinion and community participation.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF MANASSA, COLORADO that:

I. SPECIFICATIONS

All connections, main service lines, and plumbing connected thereto and served thereby shall comply with all applicable State of Colorado Regulations and applicable construction and design specifications of the Town.

The town hereby amends its water decree as follows:

- II. The town reserves the right to approve or disapprove any application for attachment to the Town of Manassa's Water supply system if it borders First and Ninth St. and North and South Street.
- III. Fees for out-of-town users will be 35% above the in-town rate.
- IV. The town reserves the right to adjust the fees pursuant to increase procedures currently prescribed by the town.
- V. All cost incurred for tapping in to the town system will be the responsibility of the applicant.
- VI. Users may not use ~~more than 1/2 acre~~ <sup>less than 1/2 acre</sup> ~~of water usage per year.~~ ~~of a tract.~~
- VII. Users may not cut across property line of another unless a written easement is granted by the property owner being crossed and the user pays all costs incurred.

*No more 600 ft. from top or will be charge - extra*

INTRODUCED, APPROVED, AND ORDERED ON THIS 24<sup>TH</sup> DAY OF MAY, 2023

TOWN OF MANASSA

\_\_\_\_\_  
MAYOR

*water on more than 1/2 acre of land*

ATTEST:

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TOWN CLERK

# **PUBLIC NOTICE**

## **CHANGE TO WATER ORDINANCE:**

**Water for outside residence will be reviewed on a case-by-case basis if borders 1<sup>st</sup> & 9<sup>th</sup> St. and North & South St.**

**No more than 600ft from the tap or will be charged extra**

**Town reserves the right to adjust fees**

**Can not cross another property line**

**All cost incurred on the project are property owner responsibility**

**No more than 1/2 acre of water use**

**Outside rate will raise 35% above in town rate**

## TOWN CLERK REPORT

- Sent water information to Byron for a water ordinance draft, still waiting for it.
- Are we going to do another Town cleanup in June?
- Talked to WSB on streaming from computer to TV. I need a wireless HDMI to plug into the computer and TV, a quote of about 300.00.
- Disbursement account has been completed and \$100.00 has been transferred from Gen Fund. I will need to order checks for this account because we will be paying the bills from this account and only transferring the amount of the bills to this account.
- Need to know who needs to order new front door?



21 Craft Dr.  
Alamosa, CO 81101  
Computer 719.589.8940  
Services, Inc. www.wsbscs.net

# Estimate

DATE	ESTIMATE #
5/24/2023	24442

Town of Manassa  
401 Main St  
Manassa, CO 81141

Ship To
Town of Manassa General Delivery 401 Main Street Manassa, CO 81141

PROJECT		
DESCRIPTION	QTY	COST
Wireless HDMI Transmitter & Receiver Kit Estimate does not include shipping charges  Delivery and setup available at \$125 per hour for Non Network setup or \$150 per hour for Network/Server Setup, plus a \$60 per hour Travel Fee outside of Alamosa. This estimate does not include any time already spent, and would be in addition to any current charges. Thank you very much. Total sales tax calculated by AvaTax	1.0	122.00
		0.00
		122.00
<b>TOTAL</b>		\$122.00

Prices subject to change at anytime. Thank you for your interest.

SIGNATURE \_\_\_\_\_



TOWN OF MANASSA  
PO BOX 130  
401 MAIN STREET  
MANASSA, CO 81141

## Maintenance Report

Contacted the Element Engineering to move forward with the cease and desist. So for we are keeping on top of that. Mike from is also ready for the sewer project to go to bid, we the town need to advertise the project in the local paper.

This month our waste water samples did not meet percent removal. The high water is here and we are seeing it at the sewer plant.

Started the sprinklers at both parks and have been opening the rest rooms. I need to do some work on the sinks. I will be spraying dandelions in the next couple of days. I have mowed both parks twice already and they are looking good.

I have been grading roads as well. I was approached by a couple of ex county operators possibly interested in grading just roads not looking get rich but help the town talked with Richard Martin the fire chief and they are wanting to make a deal with the town for their water truck?

Switched wells due to the increase of water usage, the pressure was becoming an issue.

Helped with little league baseball field get rid of some of the goat head problems.

Finally got all of the parts to fix the main chlorination system at the main well.

Pulled the mosquito fogger out and got it calibrated. We need to order more product. The cost is \$4081.

They can have it here next week.

**ENGINEER'S PROGRESS REPORT**

**To:** Town of Manassa  
**FROM:** Element Engineering, LLC  
**DATE:** May 15, 2023  
**SUBJECT:** Progress Report on Current Projects

**Collection System Project Proposed Schedule**

The following is a schedule for bidding and construction of the collection system project. This schedule is estimated and will be updated as the project proceeds.

- Weeks of June 5<sup>th</sup> and June 12<sup>th</sup> project advertisement (Element will prepare the advertisement and for the town to publishing in local paper.
- The job will also be posted on Elements website which goes out regionally to various construction publications.
- June 12<sup>th</sup>- Plans and Specifications available for contractors to download through Elements website.
- June 21<sup>st</sup>- Mandatory Project Pre-Bid meeting, this meeting is held to explain details of the project and various contractor requirements to satisfy the funding agency. (To be held at Manassa town hall)
- July 6<sup>th</sup> - Last day for contractors to ask project questions.
- July 7<sup>th</sup> - Last addendum issued, an addendum is a response to contractors' questions as well as any plan or bid documents changes. The addendums become part of the official bid documents.
- July 12<sup>th</sup> - Bids due. The contractor will email bids to Element Engineering.
- July 14<sup>th</sup> - Element will review all bids, check contractor references, and send a recommendation letter to the town.
- July 19<sup>th</sup> - Board meeting, Town will sign the notice of award.
- July 20<sup>th</sup> - July 30<sup>th</sup>- Contractor supplies Element with bonds, insurance, and material submittals.
- July 31<sup>st</sup> – Pre-construction meeting, signing of notice to proceed and contract. Contractor begins work.



- (To be held at Manassa town hall)
- December 15<sup>th</sup>- Project Complete. (135 Calendar Days)

**Wastewater Treatment Plant Notice of Violation and Cease and Desist Order**

Element has completed a response to the NOV/CDO. All necessary items in the NOV/CDO have been completed except for the Wastewater Treatment Plant (WWTP) Facility Evaluation. Element has been approved by the town to complete the evaluation and it must be submitted no later than June 22, 2023. We are on track to achieve this deadline.

Please note that careful review of the evaluation and recommendations by the town staff and board are necessary. CDPHE will expect the town to follow through on the recommended improvements on a reasonable timeline.