



Town of Manassa  
Town Board Agenda  
Regular Town Board meeting  
November 15, 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:

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: Phone Call @ 7:15 Spectrum broadband- John

Resolution 2023-07 to certify mill levy

Resolution 2023-08 to certify delinquent accounts

Modifications to proposed 2024 budget

EIAF- grant

SRTS

Christmas Bonus or party

Old Business: Budget, Facebook poll on Mosquito control charge for 2024

Pay Bills:

Grant Report:

Maintenance Report:

Police Report:

Town Clerk Report:

A motion to adjourn

NEXT BOARD MEETING DECEMBER 20TH 2023 @ 7:00PM

TOWN OF MANASSA  
TOWN BOARD MEETING MINUTES  
REGULAR TOWN BOARD MEETING  
NOVEMBER 15, 2023

Dan Bond called meeting to order at 7:10 pm

Roll Call: Dan Bond, Jesse Hernandez, Jeff Sowards, Jeremy McDaniel, Carl Bagwell, Caleb Lundberg, Absent Greg Rogers  
Tamera Smith, Ariel Ruvolo, Jessica Rendon, Paul arrived late  
Pledge of Allegiance lead by Caleb Lundberg

*New Business: Phone call with John Lee with Spectrum Broadband, discussed with the board what he asking from the Town is a letter of support wanting to put fiber optic in the Town of Manassa. This is from his email that he sent.*

Charter Communications (locally known as Spectrum) has filed a broadband grant application with the Colorado Broadband Office that would potentially serve 987 locations in Conejos County including the Town of Manassa.

These would be Fiber to the Home builds offering symmetric gigabit service. As part of the CBO's process, we are requesting the Town provide a Community Letter of Support for the project. The County has issued its letter of support, see attached. We'd simply like to add the Town's support. For your ease I've attached a template letter in word format.

Also, for your interest I've attached the letter of support we received from State Senator Simpson in support of this effort.

*The board told him that they would give the letter of support with the restrictions of no digging in town it would have to be wireless or by air, also a franchise fee on this as well. We will make the amendment to the provided letter and forward on to John. Motion made by Jeremy McDaniel to approve the letter of support for Spectrum amending that there will be no digging in town and it will have to be wireless or by air (power poles), a franchise fee with this as well. 2<sup>nd</sup> by Carl Bagwell*

*Resolution No. 2023-07 -A resolution by the Town Board of Manassa to certify the mill levy for the 2024 Budget, in the amount of \$74,884.00*

17.369 mills. By Jeremy McDaniel and 2<sup>nd</sup> by Caleb Lundberg all in favor none opposed.

Resolution No. 2023-08: A resolution by the Town Board of Manassa to certify delinquent sewer and water accounts with the County Treasurer's office to be levied with property taxes. By Caleb Lundberg and 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Modification to proposed 2024 budget due to spending less on the paving project with the ARP funds, this was used for paving the streets and came in \$5000.00 less. Less ARP funding going into 2024. Dan asked if we were able to do anything with the salaries, Ariel stated that we left them with the 5% increase. Ariel is still playing with some figures on this and will have a final for next month.

Tamera stated on a comment that Dan had asked last month that he doesn't remember anyone getting a wage increase other than the cost of living, and we did get a \$2.00 increase when Megan Martinez and Mike Tibbits were still on the board which was probably 2.5 years ago.

EIAF Grant- Ariel is asking the board to approve her to apply for this grant it is a Mineral and Energy impact to help fund and finish up the sewer project and remaining the SRTS project, a motion was made by Caleb Lundberg to approve Ariel to apply for this grant 2<sup>nd</sup> by Carl Bagwell all in favor none opposed. Dan stated that with some of the finding is this sewer plant we are going to be way over what has been budgeted for.

So, for from April to June 30<sup>th</sup> Element has already billed us \$20,315.00, and we are being bill approximately \$8,000.00 a month for construction management. They keep saying it built into the contingency fund. Ariel and the board discussed the work and money being spent by Element engineering. Ariel needs for Dan to sign reimbursement papers, so she can submit it to get our reimbursement that has been paid. Caleb Lundberg made the motion to approve Dan to sign the reimbursement for 2nd Qtr. from CDBG 21-508 in the amount of \$20,315.00 for the town of Manassa 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

Motion made by Jeramy McDaniel to approve pay request for RMS on pay application and engineering for 3<sup>rd</sup> Qtr., reimbursement in the amount \$105,948.75 to be paid to RMS Utilities and \$11,635.92 to Element Engineering, 2<sup>nd</sup> by Caleb Lundberg all in favor none opposed. Board continued to discuss problem Paul is finding with the cameraing that Element Engineering had previously done if there is anything in writing that we could go back on to get this issue taken care of, they state that all estimates are approximately. Some of the manholes may not be able to get fixed because we are over budget.

Dan had mentioned at the last board meeting about back in his home town in NM they have 2 pallets of 20-30 16" by 40ft long would the board like for him to look into purchasing this pipe. Carl Bagwell made a motion to have Dan check on the pipe, 2<sup>nd</sup> by Jeff Sowards all in favor none opposed.

SRTS- Contract- Robins Construction was the only one at the bidders meeting. Board discussed this to see if we could do some of the work to bring down the cost for this such as removing all the sidewalks that need to be removed and see if the county could help to. Denny Fringer stated that the school is giving \$40,000.00 to help with this project. These funds for the SRTS grant need to be encumbered before the of the year.

Dan and Ariel are going to meet with Denny on Tuesday the 21<sup>st</sup>. to discuss this further.

Christmas Bonus and/or party- Motion made by Jeramy McDaniel to give \$300.00 each employee and a party 2<sup>nd</sup> by Jesse Hernandez all in favor 3 nays motion failed. Another motion made by Carl Bagwell to give \$500.00 to each employee full time and a party 2<sup>nd</sup> by Jeff Sowards this went to a roll call vote- Carl Bagwell- yea, Caleb Lundberg- yea, Jeramy McDaniel -No, Jesse Hernandez- No and Jeff Sowards- yea.

Party on the 12<sup>th</sup> of December with Spouses all employees full time and part-time @ 6:30 this will be at Casita De Rivera or Vallecitos in La Jara which ever one is available.

Caleb Lundberg ran a poll on Facebook to see what everyone would like to see with the billing of the mosquito spraying \$10.00 for the 3 months the other option was to bill \$2.50 every month. The poll showed 35% for \$2.50 every month and 30% for the \$10.00 for the 3 months. The Board discussed option for the town to be

able to pave more streets in town and that is to charge and extra \$12.50 along with the sewer and water fee, this would go to help fund paving of new streets & block off Main St., to help maintain sidewalks, roads, and mosquito control. The board discussed possibly doing a bond or paving district. Board will continue to find out what all residents would prefer this will be advertised on the monthly statements and posted in the Post Office and Standard Service.

**Court cost fee:** Jeramy McDaniel made a Resolution 2023-09 that the Town of Manassa instill a court docket fee of \$30.00 2<sup>nd</sup> by Caleb Lundberg all in favor none opposed.

Jeff Sowards made a motion to pay the bills in the amount of \$ 85,752.26 2<sup>nd</sup> by Carl Bagwell all in favor none opposed.

**Maintenance Report:** Paul has blown out the parks and winterized the bathrooms for the year.

He has had two plugged sewers this month, had the residents in the apartment complain the sewer is plugged but nobody knows who is responsible for the six-inch main line that connects to the manhole. Finished the concrete for the flag pole, now he needs someone to make the plaque, Bob Booth does not do them. Hunter cleaned the shop and getting things ready for the winter/snow removal. Sewer samples were good this last month. Still waiting for bids on the blower replacement.

Sewer project is going well. Sub water is a little high this year. We have really one issue and it is an abandon line on 5<sup>th</sup> and Morgan St. we replaced a dead-end line and in doing so we found a clay line that was full of roots. So reached out to the engineer to see about replacing it with PVC pipe. Started to dig up the downstream manhole and found it was plugged off. He thinks the camera footage should have shown the plugged line and we should have put the manhole at eh dead-end.

Chlorine skid on the north well is holding up well, he will be changing to the south well next month.

Paul asked if it is possible to continue to work Hunter one or two days a week for about a month.

Board discussed the propane tanks Paul is to look around and get some bids on how much.

Police Report: Jessica Rendon was here in place of Chief Ortega; she has been out with Covid did not have a report.  
Mostly dog complaints

Town Clerk Report: Tamera stated that a gentleman with a bronze sculpture had call and wanted to know if the town was interested in purchasing it, she told him that the town does not buy this kind of stuff if he wanted to donate it that would be great.

Received a check from a residence here town and it bounced stating it unable to locate, I sent him a letter notifying him of this, told him that he would have to pay with a certified check, cash, or money order. Jeff Sowards said he would check with the family and see what they can do.

SLV Fed bank contacted me and would like our business back she sent over a rate for a money market account at 2% APY she thought was a very good rate.  
Tamera just wanting to clarify on the sewer reserve account money as to when to transfer the money now before the end of the year or wait till 2024. The board said to transfer the money now.

Carl Bagwell made a motion to adjourn at 10:53pm 2<sup>nd</sup> by Jesse Hernandez all in favor none opposed

Dan A. Bond 12-27-2023  
Dan Bond, Mayor Date

Tamera Smith 12-27-2023  
Tamera Smith, Town Clerk Date



## Maintenance Report

We have blown out the parks and winterized the bathrooms for the year.

I have had two plugged sewers this month, I have had the residents in the apartment complain the sewer is plugged but nobody knows who is responsible for the six inch main line that connects to the manhole ?

Finished the concrete for the flag pole, now I need some to make the plaque, Bob Booth doesn't do them.

Had hunter cleaning shop and getting thing ready for winter/ snow removal.

Sewer samples were really good this last month. Still waiting for bids on the blower replacement

Sewer project is going really good. Sub water is a little high this year. We have really one issue and it is an abandon line on 5<sup>th</sup> and morgan street. We replaced a dead end line and in doing so we found a clay line that full of roots. So reached out to the engineer to see about replacing it with pvc pipe. We started to dig up the down stream manhole and found it was pugged off. I think that the camera footage should have shown the plugged line and we should have put the manhole at the deadend.

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I was wondering if it is possible to work hunter one maybe two days a week for about a month.

## TOWN CLERK REPORT

- Robert Berkeley called has a 12-14" bronze sculpture of Jack Dempsey that was given to him after fight on 14<sup>th</sup> of September 1923 a hundred years ago the sculptor is Alexandra Finta would like to know we the Town would be interested in buying it from him. Does not have an amount.
- Bank signature sheet
- Received a check from a Chad Rush for past due sewer and water and it bounced, stating that is unable to locate, which Mark from Community Banks said it means the account is either closed or fake. I sent a letter to him stating that he needs to come to the office and we will not be able to accept checks from him, it would need to be a certified check or money order or cash. Do you think we should pursue this as fraud.
- SLV Fed Bank has contacted me and would like our business back she sent over a rate for a money market account at a 2% APY, she thought that this was a very good rate.
- Sewer reserve account money transfer before end of year or wait till 2024.



Nov-23		AMOUNT
ASPHALT CONSTRUCTORS		\$55,811.30
AT & T MOBILE	EFT	\$409.94
CAPITAL ONE- WALMART	EFT	\$140.19
CIELLO	EFT	\$358.70
CWL		\$521.00
COMMUNITY BANKS CARDMEMBER SERVICES	EFT	\$53.21
ELEMENT ENGINEERING		\$10,411.02
FASTENAL		\$59.99
FRONT RANGE WINWATER		\$309.40
GOBIN'S INC		\$34.99
INTERSTATE CHEMICAL		\$1,070.47
INTUIT QUICKBOOKS	EFT	\$42.00
JOHN CUTLER & ASSOCIATES		\$8,500.00
J & J RENTAL		\$125.00
LA JARA TRADING POST		\$153.93
LEAF		\$115.66
MACK'S MACHINE SHOP		\$500.04
PARTS AUTHORITY		\$22.67
SANGRE DE CRISTO LABS		\$835.00
SAN LUIS VALLEY COUNCIL OF GOVERNMENT		\$1,351.00
SP SERVICES	TOWN HALL	\$65.00
SP SERVICES	OPERA HOUSE	\$65.00
STANDARD SERVICE		\$507.39
STANDARD SERVICE	CTF	\$23.55
TRILLIUM HOLDCO LLC		\$2,224.14
VALLEY LOCK		\$5.00
WEX	EFT	\$407.38
XCEL ENERGY	EFT	\$1,629.29
<b>TOTAL MONTHLY BILLS</b>		<b>\$85,752.26</b>



# Maintenance Report

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# QUOTATION

## Innovation Propane Solutions

19275 US Highway 285  
La Jara, CO. 81140  
Phone: (804) 4GASGUY

## Quotation for:

Town Of Manassa  
Manassa, CO.

Salesperson	P.O. Number	Ship Date
Mike Loman		

Quantity	Description
3	250 gallon used lp tanks
3	tank swap
-3	discount

If you have any questions concerning this quotation contact Mike Loman:  
(719)298-7831 or [MikeLoman.ips@gmail.com](mailto:MikeLoman.ips@gmail.com)

Quote is good for 14 days. Quote is subject to change with additional parts or labor.

Thank you!

Date 11/15/2023

Quotation # 109

Customer ID Manassa

Ship Via	F.O.B. Point	Terms

Unit Price	Taxable?	Amount
\$ 1,200.00		\$ 3,600.00
\$ 99.99		\$ 299.97
\$ 49.00		\$ (147.00)
	Subtotal	\$ 3,752.97
	Tax Rate	5.90%
	Sales Tax	\$ -
	Labor	
	<b>Total</b>	<b>\$ 3,752.97</b>



Tamera Smith <townclerk@townofmanassa.org>

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## Follow Up - Deposit Rates for Town of Manassa

1 message

**Delzia Worley** <Delzia.Worley@slvfed.bank>

To: "townclerk@townofmanassa.org" <townclerk@townofmanassa.org>

Thu, Nov 2, 2023 at 9:07 AM

Good Morning Tamara (Dan & Board),

I wanted to reach out to you and let you know that for a money market style account, we would be willing to offer you 2% APY on the account. I think you will find this is a very good rate, however, if you come across something different or better – please let me know and I would be willing to match this for you. We want to keep your business and help you maximize the funds you are earning. We also have some options we could offer on CD's if you are interested.

We value your relationship and would like to continue to serve you into the future. Please let me know how I can help or if you have any questions.

When you are ready to move forward on this, please let me know.

**Delzia Worley**

**NMLS# 609201**

**Chief Operating Officer**

**401 Edison Avenue/P.O. Box 780**

**Alamosa, CO 81101**

**delzia.worley@slvfed.bank**

**Direct Phone: (719) 589-1738**

**Cell Phone: (719) 588-0290**

**Fax: (719) 589-2982**



**San Luis Valley  
Federal Bank**

CONSERVATION TRUST FUND BUDGET						
TOWN OF MANASSA, COLORADO						
2024 Proposed Budget						
	ACTUAL PRIOR YEAR 2022	Actual CURRENT YEAR 01/01/2023-09/27/2023	Budget CURRENT YEAR 2023	Proposed Budget YEAR 2024		
<b>ESTIMATED BEGINNING CONSERVATION TRUST FUND BALANCE</b>	\$ 41,696.21	\$ 36,043.46	\$ 24,665.40	\$ 37,788.64		
<b>ESTIMATE REVENUE:</b>						
STATE LOTTERY	\$ 12,073.40	\$ 9,568.09	\$ 11,500.00	\$ 12,000.00		
<b>TOTAL REVENUE</b>	\$ 12,073.40	\$ 9,568.09	\$ 11,500.00	\$ 12,000.00		
<b>ESTIMATED EXPENDITURES:</b>						
PARK WAGES	\$ 4,565.50	\$ -	\$ 6,500.00	\$ 6,500.00		
PARK IMPROVEMENTS	\$ 677.44	\$ -	\$ 500.00	\$ 500.00		
PARK MAINTENANCE	\$ 4,044.62	\$ 439.64	\$ 3,500.00	\$ 3,500.00		
PAYROLL EXPENSES	\$ 358.40	\$ -	\$ -	\$ 500.00		
WORKERS COMPENSATION INSURANCE	\$ 688.00	\$ 506.00	\$ 850.00	\$ 247.00		
IRRIGATION WATER	\$ -	\$ -	\$ -	\$ 850.00		
RECREATION EQUIPMENT	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL EXPENDITURES</b>	\$ 10,333.96	\$ 945.64	\$ 11,350.00	\$ 12,097.00		
<b>CAPITAL OUTLAY</b>				\$ 9,000.00		
<b>EST END CTF FUND BALANCE</b>	\$ 43,435.65	\$ 44,665.91	\$ 24,815.40	\$ 28,691.64		



GENERAL FUND	ACTUAL	BUDGET TO ACTUAL	BUDGETED	PROPOSED					
TOWN OF MANASSA, COLORADO	PRIOR	CURRENT	CURRENT	BUDGET					
JANUARY 1, 2021 THRU DECEMBER 31, 2023 THRU DECEMBER 31, 2023	YEAR	YEAR	YEAR	YEAR					
	2022	2023	2023	2024					
<b>ESTIMATED BEGINNING GENERAL FUND BALANCE</b>	\$ 139,187.00	\$ 208,342.82	\$ 208,342.82	\$ 260,510.82					
<b>ESTIMATED REVENUES:</b>									
<b>TAXES:</b>									
CIGARETTE TAX	\$ 259.55	\$ 238.68	\$ 200.00	\$ 200.00					
FRANCHISE TAX	\$ 26,564.01	\$ 28,544.83	\$ 20,000.00	\$ 20,000.00					
INTEREST FROM COUNTY	\$ 264.28	\$ 271.21	\$ 180.00	\$ 180.00					
PILT	\$ 6,169.80	\$ 2,993.49	\$ 3,000.00	\$ 3,000.00					
PROPERTY TAX	\$ 63,570.82	\$ 73,422.55	\$ 73,928.00	\$ 74,884.00					
ROAD & BRIDGE TAX	\$ 2,493.67	\$ 2,567.43	\$ 2,500.00	\$ 2,500.00					
RURAL & URBAN TAX	\$ 6,945.18	\$ 6,091.29	\$ 8,000.00	\$ 8,000.00					
SALES TAX	\$ 48,216.60	\$ 38,342.50	\$ 38,500.00	\$ 38,500.00					
SPECIFIC OWNERSHIP TAX	\$ 11,110.04	\$ 12,700.06	\$ 12,000.00	\$ 12,000.00					
<b>TOTAL TAX</b>	\$ 165,593.95	\$ 165,172.04	\$ 158,308.00	\$ 159,264.00					
<b>LICENSES:</b>									
BUSINESS	\$ 70.00	\$ -	\$ 400.00	\$ 400.00					
DOG TAGS	\$ 60.00	\$ 30.00	\$ 150.00	\$ 150.00					
<b>TOTAL LICENSES</b>	\$ 130.00	\$ 30.00	\$ 550.00	\$ 550.00					
<b>INTERGOVERNMENTAL REVENUE:</b>									
HIGHWAY USERS TAX	\$ 57,407.43	\$ 47,130.83	\$ 55,820.00	\$ 57,511.50					
<b>TOTAL INTERGOVERNMENTAL</b>	\$ 57,407.43	\$ 47,130.83	\$ 55,820.00	\$ 57,511.50					
<b>POLICE FINES:</b>									
TRAFFIC & COURT	\$ 6,940.20	\$ 5,109.00	\$ 10,000.00	\$ 10,000.00					
POLICE MISCELLANEOUS	\$ 96.17	\$ 20.00	\$ 100.00	\$ 100.00					
<b>TOTAL POLICE FINES</b>	\$ 7,036.37	\$ 5,129.00	\$ 10,100.00	\$ 10,100.00					
<b>MISCELLANEOUS REVENUE:</b>									
MOSQUITO CONTROL	\$ 10,730.00	\$ 15,510.00	\$ 14,500.00	\$ 14,500.00					
COPY MACHINE	\$ -	\$ -	\$ 100.00	\$ 100.00					
INTEREST BANK	884.41	\$ 3,941.58	\$ 2,100.00	\$ 8,053.00					
MISCELLANEOUS REVENUE	\$ 3,390.02	\$ 6,915.88	\$ -	\$ -					
MUSEUM DONATIONS	\$ 1,157.67	\$ 762.49	\$ 300.00	\$ 300.00					
MUSEUM SALES	\$ 2,855.75	\$ 2,116.50	\$ 2,000.00	\$ 2,000.00					
OPERA HOUSE RENTAL	\$ 2,239.13	\$ 4,342.00	\$ 4,000.00	\$ 4,000.00					
TRANSFER FROM FUND BALANCE	\$ -	\$ -	\$ -	\$ -					
SALE OF FIXED ASSETS	\$ -	\$ -	\$ -	\$ -					
<b>TOTAL MISC. REVENUE</b>	\$ 21,256.98	\$ 33,588.45	\$ 23,000.00	\$ 28,953.00					
<b>GRANT REVENUE</b>									
AMERICAN RESCUE PLAN	\$ 76,543.00	\$ 134,201.00	\$ 175,059.00	\$ 36,169.42	0				
Other Grant	\$ 79,353.00	\$ -	\$ -	\$ -					
<b>TOTAL AVAILABLE REVENUE:</b>	\$ 327,967.73	\$ 385,251.32	\$ 422,837.00	\$ 292,547.92					



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GENERAL FUND		ACTUAL	BUDGET TO ACTUA	CURRENT		PROPOSED				
TOWN OF MANASSA, COLORADO		PRIOR	CURRENT	YEAR		BUDGET				
JANUARY 1, 2023 THRU DECEMBER 31, 2023		YEAR	YEAR	BUDGET		YEAR				
		2022	2023	2023		2024				
<b>ESTIMATED EXPENDITURES:</b>										
<b>PERSONNEL:</b>										
CLERK	\$	7,417.26	\$ 7,192.00	\$ 8,452.80	\$	7,051.20				
CLERK-OTHER	\$	-	\$ -	\$ 787.50	\$	-				
COURT CLERK	\$	1,560.00	\$ 1,300.00	\$ 1,638.00	\$	1,560.00				
JUDGE	\$	4,320.00	\$ 3,402.00	\$ 4,536.00	\$	4,762.80				
MAINTENANCE	\$	11,015.13	\$ 8,457.94	\$ 10,374.00	\$	10,895.04	20% Wages			
MAINTENANCE HELPER	\$	8,105.66	\$ 963.37	\$ 10,464.30	\$	8,112.00	20% wages			
MUSEUM PERSONNEL	\$	7,825.05	\$ 7,992.62	\$ 6,533.10	\$	8,000.00	547 hr @14.62/hr			
POLICE CHIEF	\$	47,076.36	\$ 40,401.14	\$ 49,115.85	\$	49,115.85	6 month probationary period per Personnel Policies			
POLICE OTHER	\$	37,109.20	\$ 23,802.46	\$ 42,000.00	\$	40,000.00	6 month probationary period per Personnel Policies			
CONTRACT LABOR-PIONEER DAYS	\$	136.92	\$ 2,703.21	\$ 3,500.00	\$	3,500.00				
PAYROLL TAXES-TOWN EXPENSE	\$	10,563.60	\$ 8,626.35	\$ 9,840.00	\$	4,389.41				
FPPA MATCH	\$	8,253.14	\$ 5,797.69	\$ 8,656.01	\$	8,911.59				
WORKMENS COMPENSATION	\$	7,281.10	\$ 7,596.30	\$ 6,600.00	\$	5,587.89				
<b>TOTAL PERSONNEL</b>	\$	150,663.42	\$ 118,235.08	\$ 162,497.56	\$	151,885.77				
<b>MATERIALS AND SUPPLIES:</b>										
AMMUNITION	\$	472.84	\$ 334.77	\$ 600.00	\$	600.00				
COMPUTER MAINTENANCE	\$	867.74	\$ 1,428.18	\$ 3,500.00	\$	3,500.00				
DOG LICENSES	\$	62.50	\$ 81.95	\$ 75.00	\$	75.00				
FUEL AND OIL	\$	10,314.15	\$ 7,652.02	\$ 3,225.00	\$	7,500.00				
MISC. MATERIAL / SUPPLIES	\$	587.00	\$ 2,689.16	\$ 10,000.00	\$	10,000.00				
MUSEUM MISC. EXPENSE	\$	-	\$ 100.87	\$ 300.00	\$	300.00				
MUSEUM SALE ITEMS	\$	2,052.77	\$ 929.53	\$ 1,500.00	\$	1,500.00				
OFFICE SUPPLIES	\$	557.12	\$ 1,641.99	\$ 4,000.00	\$	4,000.00				
POSTAGE	\$	-	\$ 303.00	\$ 2,250.00	\$	2,250.00				
TIRES	\$	784.44	\$ 42.62	\$ 2,800.00	\$	2,800.00				
TOOLS	\$	56.92	\$ 531.06	\$ 750.00	\$	750.00				
POLICE UNIFORMS	\$	957.02	\$ 2,981.19	\$ 500.00	\$	500.00				
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	\$	16,712.50	\$ 18,716.34	\$ 29,500.00	\$	33,775.00				

<b>CONTRACTUAL SERVICES:</b>										
AUDIT SERVICES	\$	5,250.00	\$	2,833.33	\$	19,500.00	\$	6,500.00		
POLICE DISPATCH	\$	7,000.00	\$	709.00	\$	7,000.00	\$	7,000.00		
ELECT-STREET LIGHTS	\$	-	\$	-	\$	8,300.00	\$	-		
ELECT-TOWN HALL	\$	2,276.15	\$	1,645.19	\$	2,530.00	\$	2,500.00	chck the electrical	
ELECT-OPERA HOUSE	\$	1,070.66	\$	5,041.08	\$	2,530.00	\$	6,000.00		
ELECT-PARKS	\$	354.73	\$	332.26	\$	2,530.00	\$	1,000.00		
ELECT-SHOP	\$	1,422.96	\$	971.11	\$	5,250.27	\$	1,500.00		
TOWN INSURANCE	\$	15,241.50	\$	16,052.60	\$	23,725.00	\$	25,000.00		
MEMBERSHIP & DUES	\$	1,461.66	\$	3,218.87	\$	5,850.00	\$	5,850.00	May reduce	
COPIER SERVICE	\$	615.35	\$	513.94	\$	780.00	\$	780.00		
RADAR CALIBRATION	\$	-	\$	-	\$	250.00	\$	250.00		
TELEPHONE / INTERNET	\$	2,332.20	\$	2,096.13	\$	4,200.00	\$	4,200.00		
POLICE CELL PHONE	\$	2,574.61	\$	2,279.66	\$	1,500.00	\$	2,500.00	Add a line item for Tamera's cell	
MAINTENANCE CELL PHONE	\$	485.56	\$	616.98	\$	1,650.00	\$	1,000.00		
<b>TOTAL CONTRACTUAL SERVICE</b>	\$	<b>43,750.00</b>	\$	<b>36,310.15</b>	\$	<b>85,595.27</b>	\$	<b>64,080.00</b>		
<b>MISCELLANEOUS EXPENSES:</b>										
ADVERTISING	\$	130.50	\$	132.75	\$	100.00	\$	100.00		
BUILDING REPAIRS	\$	-	\$	52.56	\$	-	\$	1,000.00		
EQUIPMENT REPAIRS	\$	900.92	\$	1,479.02	\$	4,200.00	\$	4,200.00		
LEGAL FEES	\$	25.00	\$	-	\$	5,000.00	\$	5,000.00		
MILEAGE REIMBURSEMENT	\$	197.20	\$	146.54	\$	600.00	\$	600.00		
MOSQUITO CONTROL	\$	7,968.83	\$	4,122.08	\$	4,500.00	\$	4,500.00		
OPERA EXPENSE	\$	4,954.66	\$	1,952.20	\$	4,000.00	\$	4,000.00		
OTHER EXPENSE - GENERAL	\$	3,981.36	\$	2,386.15	\$	8,750.00	\$	8,750.00	\$3000.00 MOVED	
OTHER EXPENSE - POLICE	\$	6,898.17	\$	7,954.53	\$	1,200.00	\$	1,200.00		
ROAD REPAIRS	\$	796.87	\$	199.84	\$	1,500.00	\$	1,500.00		
TRAINING	\$	213.00	\$	138.00	\$	2,400.00	\$	2,400.00		
TREASURER'S FEES	\$	1,532.32	\$	1,786.78	\$	1,700.00	\$	1,700.00		
VEHICLE REPAIRS	\$	5,113.14	\$	4,215.41	\$	3,500.00	\$	3,500.00		
WEED CONTROL	\$	-	\$	322.49	\$	350.00	\$	350.00		
ELECTION EXPENSE	\$	-	\$	-	\$	1,000.00	\$	1,000.00		
EQUIPMENT RESERVE (300.00 MONTHLY)	\$	-	\$	-	\$	15,600.00	\$	5,000.00	Increase capital equipment reserve	
<b>TOTAL MISC. EXPENSE</b>	\$	<b>32,711.97</b>	\$	<b>24,888.35</b>	\$	<b>54,400.00</b>	\$	<b>44,800.00</b>		
<b>CAPITAL OUTLAY:</b>										
CAPITAL OUTLAY-Grant	\$	67,168.19	\$	19,031.23	\$	78,000.00	\$	-		
<b>TOTAL CAPITAL OUTLAY</b>	\$	<b>67,168.19</b>	\$	<b>19,031.23</b>	\$	<b>78,000.00</b>	\$	<b>-</b>		
<b>TOTAL ESTIMATED EXPENSES</b>	\$	<b>311,006.08</b>	\$	<b>217,181.15</b>	\$	<b>409,992.83</b>	\$	<b>294,540.77</b>	30000 OVER BUDGET	
<b>ESTIMATED ENDING GENERAL FUND BALANCE</b>	\$	<b>156,148.65</b>	\$	<b>376,412.99</b>	\$	<b>221,186.99</b>	\$	<b>258,517.97</b>		

<b>SEWER FUND BUDGET</b>		ACTUAL	Actual	Adopted	PROPOSED
TOWN OF MANASSA, COLORADO		PRIOR	CURRENT	BUDGET	BUDGET
JANUARY 1, 2022 THRU DECEMBER 31, 2022		YEAR	YEAR		
		2022	01/01/23-11/14/23	2023	2024
<b>ESTIMATED BEGINNING RETAINED EARNINGS:</b>		<b>\$ 108,549.00</b>	<b>\$ 130,845.00</b>	<b>\$ 130,845.00</b>	<b>\$ 160,275.00</b>
<b>ESTIMATED REVENUE:</b>					
<b>OPERATING REVENUE:</b>					
TAP FEES		\$ 2,500.00	\$ 1,050.00	\$ 500.00	\$ 500.00
USER FEES		\$ 184,761.54	\$ 169,689.41	\$ 185,028.00	\$ 185,028.00
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 149,000.00</b>	<b>\$ 170,739.41</b>	<b>\$ 185,528.00</b>	<b>\$ 185,528.00</b>
<b>MISCELLANEOUS REVENUE:</b>					
CUSTOMER INTEREST		\$ 24.74	\$ 1,087.97	\$ 1,900.00	\$ 1,900.00
INTEREST - BANK		\$ 563.47	\$ 2,794.73	\$ 1,500.00	\$ 10,102.00
MISCELLANEOUS		\$ -	\$ -	\$ 100.00	\$ 100.00
TRANSFER FROM RETAINED EARNINGS		\$ -	\$ -	\$ -	\$ -
SALE OF FIXED ASSETS		\$ -	\$ -	\$ -	\$ -
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>\$ 588.21</b>	<b>\$ 3,882.70</b>	<b>\$ 3,500.00</b>	<b>\$ 12,102.00</b>
<b>TOTAL ESTIMATED REVENUE:</b>		<b>\$ 149,588.21</b>	<b>\$ 174,622.11</b>	<b>\$ 189,028.00</b>	<b>\$ 197,630.00</b>
<b>ESTIMATED EXPENDITURES:</b>					
<b>PERSONNEL:</b>					
CLERK		\$ 9,582.51	\$ 8,390.67	\$ 9,966.60	\$ 10,046.00
CLERK - OTHER		\$ -	\$ -	\$ 918.75	\$ -
MAINTENANCE		\$ 18,880.51	\$ 19,030.37	\$ 20,751.00	\$ 20,750.08
MAINTENANCE HELPER		\$ 9,456.61	\$ 1,123.93	\$ 12,209.40	\$ 16,224.00
PAYROLL TAXES-TOWN EXPENSES		\$ 2,973.68	\$ 2,214.57	\$ 3,441.89	\$ 3,606.44
WORKERS COMPENSATION INSURANCE		\$ 534.78	\$ 538.68	\$ 1,097.25	\$ 1,415.44
<b>TOTAL PERSONNEL</b>		<b>\$ 41,428.09</b>	<b>\$ 31,298.22</b>	<b>\$ 48,384.89</b>	<b>\$ 52,041.96</b>
<b>MATERIALS AND SUPPLIES:</b>					
COMPUTER MAINTENANCE		\$ 126.18	\$ 360.40	\$ 1,000.00	\$ 1,000.00
FUEL, DIESEL AND OIL		\$ 1,697.14	\$ 853.77	\$ 1,500.00	\$ 1,500.00
MISC MATERIAL/SUPPLIES/LINE MAINT		\$ 6,054.52	\$ 4,747.30	\$ 4,000.00	\$ 4,000.00
NEW TAPS & SEWER MATERIALS		\$ 1,157.76	\$ 3,723.66	\$ 2,000.00	\$ 2,000.00
OFFICE SUPPLIES		\$ 740.57	\$ 278.75	\$ 1,200.00	\$ 1,200.00
PROPANE		\$ 42.00	\$ 102.09	\$ 100.00	\$ 100.00
POSTAGE		\$ 1,329.00	\$ 751.00	\$ 800.00	\$ 800.00
TIRES		\$ -	\$ -	\$ 400.00	\$ 400.00
SMALL TOOLS		\$ 227.88	\$ -	\$ 250.00	\$ 250.00
SEWER PROJECT- ENGINEERING		0	\$ 2,172.50	0	
SEWER PROJECT MATERIALS		0	0	0	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>		<b>\$ 11,370.00</b>	<b>\$ 12,989.47</b>	<b>\$ 11,250.00</b>	<b>\$ 11,250.00</b>

		Page -2-				
<b>SEWER FUND BUDGET</b>		ACTUAL	Actual	<b>PROPOSED</b>	<b>PROPOSED</b>	
TOWN OF MANASSA, COLORADO		PRIOR	CURRENT	<b>BUDGET</b>	<b>BUDGET</b>	
JANUARY 1, 2022 THRU DECEMBER 31, 2022		YEAR	YEAR		YEAR	
		2022	2023	<b>2023</b>		
<b>CONTRACTUAL SERVICES:</b>						
AUDIT SERVICES		\$ 5,250.00	\$ 2,833.33	\$ 6,500.00	\$ 6,500.00	
ELECTRICITY - SEWER PLANT		\$ 9,241.59	\$ 7,489.83	\$ 11,500.00	\$ 11,500.00	
ELECTRICITY - SHOP		\$ 1,422.95	\$ 971.04	\$ 1,378.11	\$ 1,378.11	
TOWN INSURANCE		\$ 6,331.90	\$ 7,068.36	\$ 5,275.00	\$ 10,000.00	
SEWER PERMIT & MEMBERSHIP		\$ 2,861.67	\$ 2,902.07	\$ 3,000.00	\$ 3,000.00	
TELEPHONE / INTERNET		\$ 929.88	\$ 932.92	\$ 900.00	\$ 900.00	
TESTING - SEWER		\$ 5,165.68	\$ 4,310.00	\$ 4,500.00	\$ 4,500.00	
MAINTENANCE CELL PHONE		\$ 380.15	\$ 346.95	\$ 550.00	\$ 550.00	
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 31,583.82</b>	<b>\$ 26,854.50</b>	<b>\$ 33,603.11</b>	<b>\$ 38,328.11</b>	
<b>MISCELLANEOUS EXPENSES:</b>						
BANK CHARGES		\$ 4.50	\$ 236.35	\$ 100.00	\$ 100.00	
BUILDING/SEWER PLANT REPAIRS		\$ 3,576.81	\$ 142.52	\$ 1,000.00	\$ 1,000.00	
COPIER		\$ 601.68	\$ 513.77	\$ 120.00	\$ 120.00	
ADVERTISING		\$ -	\$ 147.00	\$ -	\$ -	
EQUIPMENT REPAIRS -		\$ 61.05	\$ -	\$ 1,000.00	\$ 1,000.00	
LEGAL FEES		\$ 25.00	\$ -	\$ 1,000.00	\$ 1,000.00	
MILEAGE REIMBURSTMENT		\$ 197.20	\$ 119.87	\$ 200.00	\$ 200.00	
OTHER/ MISC. EXPENSE		\$ 1,198.54	\$ 2,830.42	\$ 1,500.00	\$ 1,500.00	CDO/NOV
TRAINING		\$ 605.00	\$ 383.00	\$ 1,100.00	\$ 1,100.00	
VEHICLE REPAIRS		\$ 722.33	\$ 67.70	\$ 1,000.00	\$ 1,000.00	
WEED CONTROL		\$ -	\$ -	\$ 100.00	\$ 100.00	
EQUIPMENT RESERVE (800.00 MONTHLY)		\$ -	\$ -	\$ 9,600.00	\$ 9,600.00	
<b>TOTAL MISCELLANEOUS EXPENSE</b>		<b>\$ 9,200.00</b>	<b>\$ 4,440.63</b>	<b>\$ 16,720.00</b>	<b>\$ 16,720.00</b>	
<b>CAPITAL OUTLAY:</b>						
CAPITAL OUTLAY (Sewer Study)		15833.33	\$ 10,020.00	\$ 15,000.00	\$ 15,000.00	Propane Tank
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 25,000.00</b>	<b>\$ 10,020.00</b>	<b>\$ 25,000.00</b>	<b>\$ 15,000.00</b>	
<b>PAYMENTS:</b>						
USDA - SEWER NOTE #9		\$ 38,292.00	\$ 38,303.25	\$ 39,000.00	\$ 39,000.00	
USDA - SEWER NOTE #2022			\$ 1,217.25	\$ 1,218.00	\$ 14,770.54	
<b>TOTAL PAYMENTS</b>		<b>\$ 38,292.00</b>	<b>\$ 38,303.25</b>	<b>\$ 39,000.00</b>	<b>\$ 53,770.54</b>	
<b>TOTAL ESTIMATED EXPENSES:</b>		<b>\$ 156,873.91</b>	<b>\$ 123,906.07</b>	<b>\$ 173,958.00</b>	<b>\$ 187,110.61</b>	
<b>ESTIMATED ENDING RETAINED EARNINGS:</b>		<b>\$ 101,263.30</b>	<b>\$ 181,561.04</b>	<b>\$ 145,915.00</b>	<b>\$ 170,794.39</b>	

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11/15/23

Accrual Basis

Town of Manassa

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Income	0.00	11,500.00	-11,500.00	0.0%
State Lottery	9,568.09			
<b>Total Income</b>	9,568.09	11,500.00	-1,931.91	83.2%
<b>Expense</b>				
Park-Maint. Wages	0.00	6,500.00	-6,500.00	0.0%
Park Improvements	0.00	500.00	-500.00	0.0%
Park Maintenance	439.64	3,500.00	-3,060.36	12.6%
Water Expense	506.00	850.00	-344.00	59.5%
<b>Total Expense</b>	945.64	11,350.00	-10,404.36	8.3%
<b>Net Income</b>	<b>8,622.45</b>	<b>150.00</b>	<b>8,472.45</b>	<b>5,748.3%</b>