



Town of Manassa
Town Board Agenda
Regular Town Board meeting
Sept 27, 2023
7:00 PM
Agenda

Meeting called to Order: 7:05

Roll Call: Michelle Richardson
Pledge of Allegiance Greg

Motion to approve the agenda - Jeremy
Motion to approve minutes -

Paul Curran in late
2nd round 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 no comment will be provided by the Board.

*Agenda subject change if need be.

New Business: Michelle Richardson
Rick Rodriguez Carne in and Canceled
SRTS-going to bid.

Old Business: Dog Ordinance

Pay Bills:

Grant Report:

Maintenance Report:

Police Report:

Town Clerk Report:

A motion to adjourn

NEXT BOARD MEETING OCTOBER 18, 2023 @ 7:00PM

TOWN OF MANASSA
TOWN BOARD MEETING MINUTES
REGULAR TOWN BOARD MEETING
SEPTEMBER 27, 2023

Meeting called to order by Dan Bond at 7:05pm

*Roll Call: Dan Bond, Jesse Hernandez, Greg Rogers, Jeramy McDaniel, Carl Bagwell, Jeff Sowards. Caleb Lundberg absent
Paul Garel arrived late
Chief Margarita Ortega, Ariel Ruvolo, and Tamera Smith
Guest: Michelle Richardson.*

Pledge of Allegiance: lead by Greg Rogers

Motion to Approve the agenda by Jeramy McDaniel and 2nd by Carl Bagwell all in favor none opposed

Motion to approve minutes from special meeting 8/14/23 by Jeramy McDaniel and 2nd by Greg Rogers all in favor none opposed.

Motion to approve minutes from special meeting on 9/6/23 by Greg Rogers and 2nd by Carl Bagwell all in favor none opposed.

Motion to approve minutes for the August 16, 2023 meeting by Carl Bagwell and 2nd by Jeff Sowards all in favor none opposed.

No public comments

Dan Bond wants to make some new assignments to the board: Jeff Sowards will be over the Opera House and Caleb Lundberg over media, webpage, and Facebook page.

New Business: Michelle Richardson – About the museum had a very slow year brought in a little over \$2800.00 which is down from last year. The building is need of a lot of repairs; roof is in bad shape need to be attended to. Michelle has stated that she is turning in her resignation and the board told her to think about it and come March of 2024 if she still feels that she wants to resign she will need

to submit a written resignation. The board thanked her and appreciated the years that she has given to the Jack Dempsey Museum.

Rick Rodriguez, cancelled not coming to meeting, he met with Jeramy McDaniel about his issues with the dogs and was advised to get a hold of the police department and make a complaint and then they could issue a ticket and the judge could deal with the issues.

SRTS: Pre bid on the 17th of October, award a contract on the 2nd of November.
Old Business: Dog Ordinance -- amendment to the 2008-06 ordinance.
Motion by Greg Rogers to accept the amendment as written 2nd by Carl Bagwell all in favor none opposed.

Pay bills: Carl Bagwell made a motion to pay bills in the amount of \$18,757.86 2nd by Jeff Sowards all in favor none opposed.

Grant Report: Ariel- Clifton Lee has sent the bid documentation into the Valley Courier for advertisement for the Safe Route to School grant.
it's time for the budget again we need to have a budget meeting and wants to know when we could plan this it needs to be presented to the board before the 15th of October. The board set the date for the meeting on the 11th of October 2023. Also include a 4% COLA.

The sewer project has begun and we will start the grant administration process on this grant, this will involve turning in reports and pay request to both the CDPHE loan program and CDBG grant for reimbursement.

We have the design for the park for CAD engineering in process. We should be having a walk through for the grant within the month.

Ariel will be submitting the Federal DOT grant by the 28th of November 2023. Ariel will also reach out to Nic Marcotte on the delayed permit and get more information on it.

Maintenance Report: Paul did samples early this month due to the sewer project starting, the samples all passed the E. coli was a little high as well as the nitrogen. Paul met with 2 electricians to get bids on the blower building no bids yet, Jeremy asks who they were, Ethan Bentley and Mike Canty. Jeremy asked Paul if he showed them exactly what to bid on and if they were for the same thing so we do not get two different thing they are bidding on.

Acquired the town a flag pole, met with Jesse to discuss what needs to be done. The ground pole will be here next week. Also talked with Bryan Knight about possibly doing the memorial plaque. I have also started to get the base ready for concrete. Dan stated to Paul to check with Steve Atencio on who he had do plaques for him, they do not think that Bryan will be able to that kind of plaque and check with Bob Booth who did the Jack Dempsey statue.

We have meet with the engineers and the contactor to sign the sewer project contract, he did and walk through of the town and showed the contractor where to stage and where to dump extra dirt.

He finished up the sewer and water tap for Brad Jarvies.

Tried to grade a couple of roads and had the water pump go out. He has the new one and has started putting it back together and will pick up new belts in the morning.

He has had issues with the lawnmower getting that taken care of.

Paul has been spending a lot of time with sewer project just making sure things are going as specified in the plans. So far things are looking good. We are finding a few issues with measuring done during the camera part of this. We have found some service lines that we were unable to find in the past. I will be constructing a new map of the sewer project when this is done with accurate measurements, and Pipe size. Finding out that when it was cameraed that a lot of manholes were off, board told him to make good documentation of this with pictures so they do not come back and want to do a change order, make sure to email Mike Hager on this and Wes said he would be here for the most part of the first week of project and has not been here.

The Town of La Jara reached out to Paul to see if he would haul them a small load of asphalt, he did so with the agreement that they help him when he is ready for patching.

I have had a few people ask about the sale of some of the vehicles behind the shop. The board discussed this a little bit and they may do a sealed bid on them.

Paul has noticed that the Opera house has a few broken windows he reached out to Paige and the Historical society is going to come do a walk through in October to see if they can do some improvements.

Police Report: Chief Ortega submitted the call service log which is attached. The police department is now in compliance with Police Academy, Police one, P.O.S.T, Bench Mark, Dept of SS, Childrens Advocacy Center, Tu Casa, Victims Advocates, Life Spot, C.O.R.A, Dist. Attorney Office, E-Force, E-Portal Axon and CBI Forensic Portal.

Chief has been attending monthly meeting for the different departments. Tool over some child abuse and child sex assault cases that were never filed, cleaning up office and doing filing that has never been done. Clean out garage and closet for storage.

Chief asked the board if she could do a haunted house and block of the 4th street North to have a community trick or treat for the kids' other agencies will be assisting her in this. She is also doing a Fun for 911 on the 14th of October. Chief is asking if she could purchase so candy and small toys for these events in October. Motion made by Carl Bagwell to give Chief up to \$250.00 for these events 2nd by Jeff Sowards all in favor none opposed.

Chief stated that the new office, Jessica Rendon will be starting the 1st of October. In November is with be going to Florida 9th - 13th and will have Keith and Jessica covering for her.

Town Clerk: SLV Fed Bank is asking for Greg Rogers SSN for the account and is needing to know who to put on the account they still have Gayland Smith and Megan Martinez on the account. Dan brought up that we might want to close this

account and move to Community Banks at a higher interest rate. Dan asked if Tamera and Ariel would look into this with Mark Sowards at Community banks either close or move. Element Engineering monthly report on the NOV/CDO was given to Dan. We have sent everything that the auditor has requested, we are just waiting on them we have not heard back from them. Received the \$4200.00 from the Saddle club on the security for the Pioneer days. Brought up to Greg Rogers that he needs to call and cancel the credit card that is in Roman's name and issue a card to Margarita. I have been getting a few people still complaining on the mosquito control fee for August, some are refusing to pay this fee. Board discussed this and are trying to come up with some options, Jeremy McDaniel made a motion to change the mosquito control charge from \$10.00 for 3 months to \$2.50 every month and starting Jan 1st, 2024, depending on a poll on the website and Facebook, 2nd by Carl Bagwell all in favor none opposed. Caleb Lundberg will set up a Facebook page

Motion made by Jeremy McDaniel to adjourn meeting at 9:35 pm 2nd by Carl Bagwell all in favor none opposed.

Dan A. Bond 10-18-23

Dan Bond, Mayor

Date

Tamera Smith 10-18-23

Tamera Smith, Town Clerk

Date

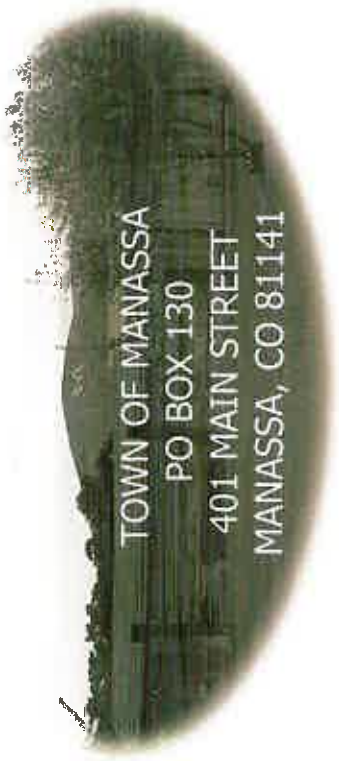
SEPTEMBER 2023		AMOUNT
ALL WATER SUPPLY		\$43.87
AT & T MOBILE	EFT	\$715.16
CAPITAL ONE- WALMART	EFT	\$793.42
CIELLO	EFT	\$364.35
COMMUNITY BANKS CARDMEMBER SERVICES	EFT	\$161.22
ELEMENT ENGINEERING		\$2,940.00
FRONT RANGE WINWATER		\$4,696.71
GALLS		\$190.00
GOBIN'S INC		\$34.99
INTUIT QUICKBOOKS	EFT	\$45.00
JOHN DEERE FINANCIAL		\$104.60
LA JARA TRADING POST		\$100.70
LEAF		\$115.66
MARK'S OUTDOOR SPORTS		\$87.45
PARTS AUTHORITY		\$43.20
PINNACOL ASSURANCE	EFT	\$1,398.00
SP SERVICES	TOWN HALL	\$65.00
SP SERVICES	OPERA HOUSE	\$65.00
STANDARD SERVICE		\$398.64
STANDARD SERVICE	CTF	\$35.76
TOWN OF MANASSA / OPERA HOUSE		\$406.17
TOWN OF MANASSA	CTF	\$162.00
TRILLIUM HOLDCO LLC		\$2,881.82
VALLEY LOCK		\$140.05
WEX	EFT	\$581.69
XCEL ENERGY	EFT	\$2,231.27
TOTAL MONTHLY BILLS		\$10,757.86

Grant Admin Report

- Clifton Lee has sent the bid documentation into the Valley Courier for advertisement for the Safe Routes to School grant.
- It is time again to start the budget so each department needs to start preparing for this. A budget meeting will need to be held by Oct 13, 2023. Oct 11, 2023 4% COLA
- The Sewer Project has begun and we will start the grant administration process on this grant, this will involve turning in reports and pay requests to both the CDPHE loan program and CDBG grant for reimbursement.
- We have the design for the park for CAD engineering in process. We should be having a walk through for the grant within the month.
- I will be submitting the Federal DOT grant by November 28, 2023



Grant Admin ☺
9/27/2023



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

Maintenance Report

Did samples early this month due to sewer project getting started, the samples all passed the ecoll was a little high as well as the nitrogen.

I have meet with 2 electricians to get bids on the blower building no bids yet.

Acquired the town a flag pole, met with jessie to discuss what needs to be done. The ground pole will be here next week. Also talked to Bryan Night about possibly doing the memorial plaque. I have also started to get the base ready for concrete. *Spec Attached*

We have also meet with engineers and the contractor to sign the sewer project contract, I did a walk thru of the town and show the contractor were to stage and where to dump extra dirt.

I have also finished a water and sewer tap for Brad Jarvis.

Tried to grade a couple of roads and had the water pump go out. I have the new and have started to put back together picked up the new belts this morning.

Had some issues with the lawn mower. Nothing major just had some junk in the gas tank.

I have been spending a lot of time with sewer project just making sure things are going as specified in the plans. So far things are looking really good. Were finding a few issues with measuring done during the camera part of this. We have found some service lines that we were unable to find in the past. I will be constructing a new map of sewer project when this is done with accurate measurements, and pipe

make to document those wrong measurements on the system.

Comments has been bid - finding equipment - was 1000 what was stated.

DES

The Town of Lajera reached out to me this morning to see if i would haul them a small load of asphalt. I did so with the agreement that they help me when I am ready for patching.

i have had a few people ask if we are going to sale some of the vehicles and stuff behind the shop →

I have also noticed there is few broken windows on the opera house.

Historical Society walk thru - Oct



TOWN OF MANASSA POLICE DEPARTMENT

401 Main Street
P.O. Box 130
Manassa CO, 81141

Dispatch: (719) 589-5607
Office: (719) 843-0133
Fax: (719) 843-0133

Calls For Service

- Domestic Violence 3
- Harassments 6
- Sex Assaults 7
- Harassments 7
- Disturbances 1
- 911 2
- Alarm 1
- Animal Complaints 16
- Injured Animals 2
- Assaults 3
- Burglary 1
- CCIC 8
- Civil Problem 2
- Code Enforcement 1-1-
- Complaints 7-
- Debris 2-
- Drunk 5
- Fire 1
- Follow UP 20
- Information Calls 6
- Motor Assists 3
- Missing or run away 1
- Phone Messages through Dispatch 15
- Road closers 2
- Security Checks 4
- Shots fired 1
- Suicide / Attempts 2
- Suspicious cars or person 3
- Summons 7
- Threats 2
- Trespass 2
- Welfare checks 3
- Calls to the office 38
- Walk Ins 15



TOWN OF MANASSA POLICE DEPARTMENT

401 Main Street
P.O. Box 130
Manassa CO, 81141

Dispatch: (719) 589-5907
Office: (719) 843-0133
Fax: (719) 843-0133

Manassa Police Department Is Now In Compliance With

- Police Academy
- Police One
- P.O.S.I
- Bench Mark
- Department Of Social Services
- Childrens Advocacy Center
- Tu Casa
- Victim Advocates
- Life Spot
- C.O.R.A
- District Attorney Office
- E- Force
- E- Portal
- Axon
- CBI Forensic Portal

- I have attended the monthly meetings for the different departments and will continue.
- Since I have taken over, I have received child abuse cases and child sex assault cases that were not tended to in the past or even opened; Please note that these cases take precedence over a lot of the calls, and take a lot of time.
- Please note the filing system is almost completed and has been sorted out and, in a place where is secure and stored.
- The garage has been cleaned for future evidence or if a car is seized or confiscated or if our patrol car needs placed in the garage.
- The storage for evidence and paper work has been cleaned and organized.
- Please understand that I have tried to be out on patrol as much as I can but with these cases coming in I have to be in the office a lot of the information is critical and takes a lot of time with interviews and different agency interaction.

- I have gotten together with multiple agencies and for the community I am going to be doing a Trunk or Treat! For the children' it is safer for a street to be closed for a couple of hours compared to kids being on the street. yes, I am aware there will still be trick or treaters on the streets but this will be helpful. I will be inviting people of the community to join us in the trunk or treat. Fire, EMS, Other Law Enforcement will be present. We may have a small not scary haunted house for free for the children and families to enjoy.

I am asking the board to support our department in getting Halloween candy and some decorations for our trunk or treat!!

We are also participating in the fun for 911 on October the 14th all First responders participate in this event it for all communities hosted by our Conejos County Ambulance!! It gives us an opportunity for the community to see us in a different light. I am also asking the board to support our department with some fun goodies for this event.

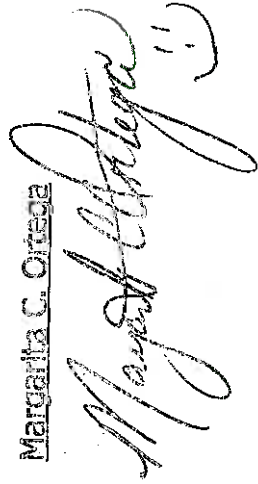
Least but not last Jessica Rendon will start with the Manassa Police Department on Oct. 1,2023 On November 9-13 2023, I will be going to Florida. I will be having Keith and Jessica on the schedule to cover my absence.

Please if you have questions, please never worry about contacting me!! 719-298-7332

Have a wonderful Night

Respectfully,

Margarita C. Ortega



TOWN CLERK REPORT

- SLV FED bank needs Greg's SSN and update minutes as to who is on the account and who to remove, they still have Megan and Gayland on the acct.
- It is time again to start the budget so each department needs to start preparing for this. A budget meeting will need to be held by Oct ~~13~~, 2023.
- Element Engineering monthly report on the NOV/CDO ^{17th 7'}
- We have sent information to auditor that was requested and have not heard back from them as of today.
- Received payment from Saddle club/ Celebration for the police security. \$4200.00.

Mosquito Control Completed

Credit Card

TOWN OF MANASSA
Profit & Loss by Class
 September 2023

	Admin (General)	Maintenance (General)	Police (General)	Total General	Admin (Special)	Total Special	Admin (Water)	Water - Other (Water)	Total Water	Unclassified	TOTAL
Ordinary Income/Expense											
Income											
4170000 - User Fees	0.00	0.00	0.00	0.00	15,400.00	15,400.00	12,571.50	0.00	12,571.50	0.00	27,971.50
4200000 - Income - State of Colorado											
4200200 - Sales Tax	8.70	0.00	0.00	8.70	0.00	0.00	0.00	0.00	0.00	0.00	8.70
4200300 - Highway Users Tax	5,159.56	0.00	0.00	5,159.56	0.00	0.00	0.00	0.00	0.00	0.00	5,159.56
4200000 - Income - State of Colorado - Other	-0.01	0.00	0.00	-0.01	0.00	0.00	0.00	0.00	0.00	0.00	-0.01
Total 4200000 - Income - State of Colorado	5,168.25	0.00	0.00	5,168.25	0.00	0.00	0.00	0.00	0.00	0.00	5,168.25
4220000 - Income - County Treasurer											
4220100 - Property Taxes	978.41	0.00	0.00	978.41	0.00	0.00	0.00	0.00	0.00	0.00	978.41
4220200 - Specific Ownership Taxes	1,338.72	0.00	0.00	1,338.72	0.00	0.00	0.00	0.00	0.00	0.00	1,338.72
4220300 - Road & Bridge	34.19	0.00	0.00	34.19	0.00	0.00	0.00	0.00	0.00	0.00	34.19
4220400 - Rural and Urban Tax	698.89	0.00	0.00	698.89	0.00	0.00	0.00	0.00	0.00	0.00	698.89
4220500 - Interest Income - County	38.84	0.00	0.00	38.84	0.00	0.00	0.00	0.00	0.00	0.00	38.84
Total 4220000 - Income - County Treasurer	3,089.05	0.00	0.00	3,089.05	0.00	0.00	0.00	0.00	0.00	0.00	3,089.05
4240000 - Franchise Tax	1,725.60	0.00	0.00	1,725.60	0.00	0.00	0.00	0.00	0.00	0.00	1,725.60
4250000 - Revenue - Police											
4250100 - Police Fines	0.00	0.00	307.00	307.00	0.00	0.00	0.00	0.00	0.00	0.00	307.00
4250110 - Police Revenue - Misc.	0.00	0.00	4,200.00	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00
Total 4250000 - Revenue - Police	0.00	0.00	4,507.00	4,507.00	0.00	0.00	0.00	0.00	0.00	0.00	4,507.00
4250200 - Revenue - Museum											
4250210 - Donations - Museum	102.19	0.00	0.00	102.19	0.00	0.00	0.00	0.00	0.00	0.00	102.19
4250200 - Revenue - Museum - Other	69.50	0.00	0.00	69.50	0.00	0.00	0.00	0.00	0.00	0.00	69.50
Total 4250200 - Revenue - Museum	171.69	0.00	0.00	171.69	0.00	0.00	0.00	0.00	0.00	0.00	171.69
4250300 - Revenue - Opera House											
4250310 - Rentals - Opera House	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total 4250300 - Revenue - Opera House	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
4470100 - Interest on Customer Accounts	0.00	0.00	0.00	0.00	150.00	150.00	143.00	0.00	143.00	5.00	300.00
4470200 - Interest Income - Bank	501.83	0.00	0.00	501.83	0.00	0.00	216.38	0.00	216.38	0.00	720.21
Total Income	11,156.42	0.00	4,507.00	15,663.42	15,550.00	15,550.00	12,934.88	0.00	12,934.88	5.00	44,153.30
Gross Profit	11,156.42	0.00	4,507.00	15,663.42	15,550.00	15,550.00	12,934.88	0.00	12,934.88	5.00	44,153.30
Expenses											
5110000 - Salaries Expense											
5110100 - Salaries - Clerk	1,828.43	0.00	0.00	1,828.43	0.00	0.00	0.00	0.00	0.00	0.00	1,828.43
5110110 - Salaries - Museum	1,159.43	0.00	0.00	1,159.43	0.00	0.00	0.00	0.00	0.00	0.00	1,159.43
5110200 - Salaries - Police Chief	0.00	0.00	3,361.50	3,361.50	0.00	0.00	0.00	0.00	0.00	0.00	3,361.50
5110205 - Salaries - Police Other	0.00	0.00	1,399.96	1,399.96	0.00	0.00	0.00	0.00	0.00	0.00	1,399.96
5110210 - Salaries - Judge	0.00	0.00	378.00	378.00	0.00	0.00	0.00	0.00	0.00	0.00	378.00
5110300 - Salaries - Maint Supervisor	0.00	3,512.31	0.00	3,512.31	0.00	0.00	0.00	0.00	0.00	0.00	3,512.31
5110000 - Salaries Expense - Other	469.54	455.16	176.96	1,101.66	0.00	0.00	0.00	0.00	0.00	0.00	1,101.66
Total 5110000 - Salaries Expense	3,457.40	3,967.47	5,316.42	12,741.29	0.00	0.00	0.00	0.00	0.00	0.00	12,741.29
5200000 - Payroll Expense											
5200500 - Payroll Expenses	0.00	196.98	0.00	196.98	0.00	0.00	0.00	0.00	0.00	796.25	993.23
5220125 - PPPA - Town Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	335.16	335.16
Total 5200000 - Payroll Expense	0.00	196.98	0.00	196.98	0.00	0.00	0.00	0.00	0.00	1,132.41	1,529.39
5230100 - Treasurer's Fees	9.32	0.00	0.00	9.32	0.00	0.00	0.00	0.00	0.00	0.00	9.32

TOWN OF MANASSA
Profit & Loss by Class
September 2023

	Admin (General)	Maintenance (General)	Police (General)	Total General	Admin (Sewer)	Total Sewer	Admin (Water)	Water - Other (Water)	Total Water	Unclassified	TOTAL
5210260 - Bank Charges											
521026 - Merchant deposit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.21	64.21
5210260 - Bank Charges - Other	-5.25	0.00	0.00	-5.25	-29.48	-29.48	-22.83	-0.59	-23.42	-8.19	-66.34
Total 5210260 - Bank Charges	-5.25	0.00	0.00	-5.25	-29.48	-29.48	-22.83	-0.59	-23.42	56.02	-2.13
5250250 - Expense - Opera House											
5255500 - Expense - Opera House-Other	65.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
Total 5250250 - Expense - Opera House	65.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
5300000 - Expenses - Operating Supplies											
5300250 - Materials /Supplies/Line Maint.	0.00	0.00	0.00	0.00	0.00	0.00	43.87	0.00	43.87	0.00	43.87
5310200 - Material - New Services	0.00	0.00	0.00	0.00	3,285.00	3,285.00	0.00	0.00	0.00	0.00	3,285.00
Total 5300000 - Expense - Operating Supplies	0.00	0.00	0.00	0.00	3,285.00	3,285.00	43.87	0.00	43.87	0.00	3,328.87
5310000 - Expense - Police											
5320590 - Other Expenses - Police	0.00	0.00	28.99	28.99	0.00	0.00	0.00	0.00	0.00	0.00	28.99
Total 5310000 - Expense - Police	0.00	0.00	28.99	28.99	0.00	0.00	0.00	0.00	0.00	0.00	28.99
5300000 - Utilities											
5600000 - Utilities											
5600180 - Electricity- Town Hall	0.00	0.00	14.08	14.08	14.08	14.08	0.00	0.00	0.00	0.00	28.16
5600185 - Electricity - Main Shop	0.00	9.33	0.00	9.33	9.39	9.39	0.00	0.00	9.39	0.00	28.16
5600206 - Electricity - Opera House	504.73	0.00	0.00	504.73	0.00	0.00	0.00	0.00	0.00	0.00	504.73
5600310 - Electricity- Sewer Plant	0.00	0.00	0.00	0.00	647.99	647.99	0.00	0.00	0.00	0.00	647.99
5600365 - Electricity- Dobson St Well	0.00	0.00	0.00	0.00	0.00	0.00	2,024.88	0.00	2,024.88	0.00	2,024.88
5600367 - Electricity- Jack St Well	0.00	0.00	0.00	0.00	0.00	0.00	53.93	0.00	53.93	0.00	53.93
5620180 - Telephone	45.35	37.42	116.06	198.83	82.76	82.76	82.76	0.00	82.76	0.00	364.55
Total 5600000 - Utilities	550.08	46.80	130.14	727.02	754.22	754.22	2,171.10	0.00	2,171.10	0.00	3,652.34
5510000 - Office Expense											
5510100 - Lease - Copier	38.55	0.00	0.00	38.55	38.55	38.55	38.56	0.00	38.56	0.00	115.66
5510200 - Office Supplies	0.00	16.56	0.00	16.56	0.00	0.00	0.00	0.00	0.00	0.00	16.56
Total 5510000 - Office Expense	38.55	16.56	0.00	55.11	38.55	38.55	38.56	0.00	38.56	0.00	132.22
5600800 - Repairs - Buildings											
5600860 - Repairs - Water Wells	0.00	0.00	0.00	0.00	0.00	0.00	16.17	0.00	16.17	0.00	16.17
Total 5600800 - Repairs - Buildings	0.00	0.00	0.00	0.00	0.00	0.00	16.17	0.00	16.17	0.00	16.17
5600690 - Other Expenses - Trash, Etc.	22.00	75.86	22.00	119.86	22.00	22.00	22.00	0.00	22.00	0.00	163.86
5610636 - CDBG Waste/Water Treatment Plant	0.00	0.00	0.00	0.00	1,200.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00
5510000 - MEU-CO0233 Materials & Expenses											
MEU-CO0233/Water & Sewer Depart	0.00	0.00	0.00	0.00	1,740.00	1,740.00	0.00	0.00	0.00	0.00	1,740.00
Total 5510000 - MEU-CO0233 Materials & Expenses	0.00	0.00	0.00	0.00	1,740.00	1,740.00	0.00	0.00	0.00	0.00	1,740.00
Total Expense	4,137.10	4,303.67	5,497.55	13,938.32	7,010.29	7,010.29	2,288.57	-0.59	2,288.28	1,188.43	24,405.32
Net Ordinary Income	7,019.32	-4,303.67	-990.55	1,725.10	3,533.71	3,533.71	10,666.01	0.59	10,666.60	-1,183.43	19,747.98
Net Income	7,019.32	-4,303.67	-990.55	1,725.10	3,533.71	3,533.71	10,666.01	0.59	10,666.60	-1,183.43	19,747.98

TOWN OF MANASSA

Ballou Street

As of September 27, 2023

	Sep 27, 23
ASSETS	
Current Assets	
Checking/Savings	
1210010 · Checking- Community Bank	419,093.89
1210020 · Disbursement Account- CB 8086	2,242.18
1210030 · CD General- PSWB 83732	68,558.37
1210035 · CD General-PSWB 3783	78,419.77
1210046 · CD Water- PSWB 3754	64,393.62
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	8,245.12
1218000 · Petty Cash - Opera House	58.00
1310040 · CHE Money Market 2376193691	215,011.33
1310090 · Cash in Drawer - Sewer	50.00
1310090 · Reserve SWW SLVFB #100028719	79,676.88
1410000 · Cash in Drawer- Water	50.00
1410000 · Reserve Water-Comm. #5100128606	9,095.79
1410010 · Reserve Water-SLVFB #100028719	14,060.63
Total Checking/Savings	959,948.29
Accounts Receivable	
1313000 · Accounts Receivable	-55,516.06
Total Accounts Receivable	-55,516.06
Other Current Assets	
1200000 · Undeposited Funds	8,548.28
1210001 · Inventory Asset	-23,402.99
1214000 · Recavables - 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	133,201.29
Total Current Assets	1,037,633.52
Fixed Assets	
1217200 · Land	49,950.00
1217400 · Vehicles & Equipment	0.21
1221000 · Accumulated Depreciation	-2,977,323.00
1310100 · Utility Plant	3,190,476.00
1318200 · Storage Facility	6,497.00
1318300 · Sewer Plant	421.59
1318400 · Construction in Process	320,042.00
1319000 · Equipment	124,824.46
1418000 · Buildings	1,278,315.00
Total Fixed Assets	1,993,205.25
TOTAL ASSETS	3,030,838.77

TOWN OF MANASSA
Balance Sheet
As of September 27, 2023

	Sep 27, 23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	313,484.39
Total Accounts Payable	313,484.39
Credit Cards	
1210060 · Gardmember Services-COENKS	298.17
1210060 · Capital One-Walmart	130.94
Total Credit Cards	428.11
Other Current Liabilities	
2119 · Direct Deposit Liabilities	154.00
2200000 · Payroll Liabilities	
2202010 · FICA Payable	-3,617.76
2202020 · Federal WH Payable	-689.00
2202030 · State WH Payable	2,940.01
2202040 · State Unemployment	-667.49
2202060 · FPPA WH Payable	-44,431.53
2202070 · Child Support Contributions	15,348.00
2200000 · Payroll Liabilisc - Other	-1,424.56
Total 2200000 · Payroll Liabilities	-32,062.43
2200250 · Due to CTF	-0.12
2202000 · Garnishments Payable	-15,934.00
2203000 · Sales Tax - Museum	
2203010 · Sales Tax- Museum	4.11
Total 2203000 · Sales Tax - Museum	4.11
Total 2210100 · Speeding Surcharges-Due to State	460.00
2218000 · Deferred Revenue-Property Tax	62,527.00
2308000 · Bond Payable-Sewer Proj. FmHA	422,400.00
2309000 · CWRPDA Sewer Loan W22F273	350,616.75
2318000 · Deferred Revenue - ACCTS RCY	849.00
2318100 · Deferred Revenue -CDM GRANT	194.00
2318150 · Deferred Revenue-CDSB Streets	-7,607.92
2318200 · Deferred Revenue-NEUJRP Grant	49,258.00
2402000 · Note Payable CWRPDA D11P272	320,385.00
2406000 · Accrued Interest Payable	-5,802.25
2419000 · Deferred Revenue - AIR	452.00
Total Other Current Liabilities	1,145,893.14
Total Current Liabilities	1,459,806.64
Total Liabilities	1,459,806.64

TOWN OF MANASSA

Balance Sheet

As of September 27, 2023

Sep 27, 23

Equity

3000000 · Opening Balance Equity	-351,834.00
3210500 · Contributed Capital	2,296,563.00
3211105 · Fund Balance - Undesignated	285,131.00
3212100 · Fund Balance - TAOR	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	-36,646.10
Net Income	78,387.23

Total Equity

1,571,032.13

TOTAL LIABILITIES & EQUITY

3,030,839.77

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

	Jan - Dec...	Budget	\$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
4170000 · User Fees	279,491.88	335,807.00	-56,315.12	83.2%
4170500 · Tap Fees	1,000.00	1,000.00	0.00	100.0%
4200000 · Income - State of Colorado				
4200100 · Cigarette Tax	183.66	200.00	-16.35	91.8%
4200200 · Sales Tax	34,572.31	38,500.00	-3,927.69	89.8%
4200300 · Highway Users Tax	41,547.00	55,820.00	-14,273.00	74.4%
4200000 · Income - State of Colorado - Other	-0.01			
Total 4200000 · Income - State of Colorado	76,302.95	94,520.00	-18,217.05	80.7%
4220000 · Income - County Treasurer				
4220100 · Property Taxes	70,218.30	73,928.00	-3,709.70	95.0%
4220200 · Specific Ownership Taxes	10,375.01	12,000.00	-1,624.99	86.5%
4220300 · Road & Bridge	2,450.11	2,500.00	-49.89	96.0%
4220400 · Rural and Urban Tax	4,982.80	8,000.00	-3,017.20	62.3%
4220500 · Interest Income - County	117.76	180.00	-62.24	65.4%
Total 4220000 · Income - County Treasurer	88,143.98	96,608.00	-8,464.02	91.2%
4230000 · P/LT	2,993.49	3,000.00	-6.51	99.8%
4235000 · MOSQUITO CONTROL	15,540.00	14,500.00	1,040.00	107.2%
4240000 · Franchise Tax	24,932.19	20,000.00	4,932.19	124.7%
4250000 · Revenue - Police				
4250100 · Police Fines	3,663.00	10,000.00	-6,337.00	36.6%
4250120 · Police - Misc.	4,220.00	100.00	4,120.00	4,220.0%
4250120 · Police - Dog Licenses	30.00	150.00	-120.00	20.0%
Total 4250000 · Revenue - Police	7,913.00	10,250.00	-2,337.00	77.2%
4250200 · Revenue - Museum				
4250210 · Donations - Museum	762.49	300.00	462.49	254.2%
4250200 · Revenue - Museum - Other	2,116.50	2,000.00	116.50	105.8%
Total 4250200 · Revenue - Museum	2,878.99	2,300.00	578.99	125.2%
4250300 · Revenue - Opera House				
4250310 · Rentals - Opera House	3,792.00	4,000.00	-208.00	94.8%
4250330 · Interest Income - Opera House	2.93			
Total 4250300 · Revenue - Opera House	3,794.93	4,000.00	-205.07	94.9%
4300000 · Grant Funds	-3,282.20			
4470100 · Interest on Customer Accounts	2,571.50	3,800.00	-1,228.50	67.7%
4470200 · Interest Income - Bank	7,073.35	2,300.00	4,773.35	307.5%
4480200 · Business Licenses	0.00	400.00	-400.00	0.0%
4480300 · Revenue - Misc.	8,481.68	100.00	8,381.68	8,481.7%
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	-1.00			
Total Income	517,864.74	588,785.00	-70,920.26	88.0%
Gross Profit	517,864.74	588,785.00	-70,920.26	88.0%
Expense				
5110000 · Salaries Expense				
5110100 · Salaries - Clerk	18,667.40	28,191.24	-9,523.84	66.2%

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

	Jan - Dec...	Budget	\$ Over B...	% of Bud...
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%
5110110 - Salaries - Museum	7,992.62	6,553.10	1,459.52	122.3%
5110200 - Salaries - Police Chief	32,486.24	49,115.85	-16,629.61	66.1%
5110205 - Salaries - Police Other				
5110203 - Contract Labor - Pioneer Days	4,896.00	3,500.00	1,396.00	139.9%
5110205 - Salaries - Police Other - Other	18,462.37	42,000.00	-23,537.63	44.0%
Total 5110205 - Salaries - Police Other	23,358.37	45,500.00	-22,141.63	51.3%
5110210 - Salaries - Judge	3,402.00	4,536.00	-1,134.00	75.0%
5110300 - Salaries - Maint Supervisor	31,914.15	46,688.00	-14,773.85	68.4%
5110305 - Salaries - Maint Other	2,665.96	34,166.04	-31,280.18	8.4%
5110310 - Salary-Mosquito Control	1,692.59			
5110000 - Salaries Expense - Other	12,402.24			
Total 5110000 - Salaries Expense	134,801.47	218,986.98	-84,165.51	61.6%
5200000 - Payroll Expense				
5200500 - Payroll Expenses	10,463.63	15,897.15	-5,413.52	65.9%
5210125 - Insurance - Work Comp	7,545.00	8,397.25	-852.25	89.9%
5220125 - FPPA - Town Exp	5,311.69	8,656.01	-3,344.32	61.4%
Total 5200000 - Payroll Expense	23,340.32	32,950.41	-9,610.09	70.8%
5200300 - Insurance - Town	29,882.00	23,725.00	6,157.00	126.0%
5210150 - Treasurer's Fees	1,642.39	1,700.00	-57.61	96.6%
5210225 - Elections Expense	0.00	1,000.00	-1,000.00	0.0%
5210250 - Misc. Expense - Museum	100.67	300.00	-199.13	33.6%
5210360 - Sale Items - Museum	929.53	1,500.00	-570.47	62.0%
5210260 - Bank Charges				
521026 - Merchant deposit fees	1,139.50			
5210260 - Bank Charges - Other	-788.28	200.00	-988.28	-394.1%
Total 5210260 - Bank Charges	351.22	200.00	151.22	175.6%
5260250 - Expense - Opera House				
5260500 - Expense - Opera House-Other	1,892.20			
5260250 - Expense - Opera House - Other	130.00	4,000.00	-3,870.00	3.3%
Total 5260250 - Expense - Opera House	1,822.20	4,000.00	-2,177.80	45.6%
5300000 - Expense - Operating Supplies				
5230210 - Small Tools	437.70	750.00	-312.30	58.4%
5230250 - Materials /Supplies/Line Maint.	6,635.11	10,000.00	-3,364.89	66.4%
5230420 - Snow Removal	202.00			
5230660 - Weed Control	322.49	350.00	-27.51	92.1%
5230965 - Mosquito Control	4,122.08	4,500.00	-377.92	91.6%
5310200 - Material - New Services	4,696.71	4,500.00	196.71	104.4%
5310325 - Teading	3,365.00	7,500.00	-4,135.00	44.9%
Total 5300000 - Expense - Operating Supplies	19,781.09	27,600.00	-7,818.91	71.7%

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

	Jan - Dec...	Budget	\$ Over B...	% of Bud...
5310000 · Expense - Police				
5220320 · Telephone - Police Call	1,654.43	1,500.00	354.43	123.6%
5220380 · Other Expense - Police	6,923.92	1,200.00	5,723.92	577.0%
5310215 · Police Uniform	2,981.19	500.00	2,481.19	596.2%
5310235 · Dog Licenses Expense	81.95	75.00	6.95	109.3%
5310245 · Ammunition	334.77	600.00	-265.23	55.6%
5310385 · Police Dispatch	709.00	7,000.00	-6,291.00	10.1%
5310000 · Expense - Police - Other	793.42	0.00	793.42	100.0%
Total 5310000 · Expense - Police	13,678.68	10,875.00	2,803.68	125.8%
5400000 · Expense - Vehicle / Equip				
5410100 · Vehicle/Equip- Maintenance	403.97			
5410200 · Gas and Oil	7,973.80	3,225.00	4,748.80	247.2%
5420100 · Repairs - Vehicle	4,308.55	3,500.00	808.55	123.1%
5420200 · Tires	42.62	2,800.00	-2,757.38	1.5%
5430100 · Repairs - Equipment	505.25	4,200.00	-3,694.75	12.0%
5430000 · Mileage Reimburse	386.28	600.00	-213.72	64.4%
5420000 · Expense - Misc. - Veh. / Equip.	65.49			
Total 5400000 · Expense - Vehicle / Equip	13,685.96	14,325.00	-639.04	95.5%
5440320 · Propane - Sewer Plant	102.09	100.00	2.09	102.1%
5440330 · Propane - Water Plant	1,336.09	1,362.00	-25.91	98.1%
5500000 · Utilities				
5500100 · Electricity- Town Hall	1,433.00	2,530.00	-1,097.00	56.6%
5500105 · Electricity - Maint Shop	2,688.13	5,290.27	-2,562.14	51.2%
5500110 · Electricity - Parks	252.61	2,530.00	-2,277.39	10.0%
5500200 · Electricity - Opera House	5,983.33	2,530.00	3,453.33	236.5%
5500310 · Electricity- Sewer Plant	6,149.78	11,500.00	-5,350.22	53.5%
5500355 · Electricity- Dotson St Well	15,176.34	22,000.00	-6,823.66	69.0%
5500387 · Electricity- Jack St Well	4,889.87	8,583.03	-3,693.16	57.0%
5520100 · Telephone	3,000.74	4,200.00	-1,199.26	71.4%
5500000 · Utilities - Other	112.54			
Total 5500000 · Utilities	39,686.34	59,123.30	-19,436.96	67.1%
5510000 · Office Expense				
5230320 · Telephone - Maintenance Call	1,180.11	1,650.00	-469.89	71.5%
5310100 · Lease - Copier	1,240.19	780.00	460.19	159.0%
5510150 · Computer Maint. / Lease	2,148.98	3,500.00	-1,351.02	61.4%
5510220 · Office Supplies	2,141.47	4,000.00	-1,858.53	53.5%
5510330 · Postage	1,805.00	2,250.00	-445.00	80.2%
Total 5510000 · Office Expense	8,515.75	12,180.00	-3,664.25	69.9%
5530240 · Advertisement	132.75	100.00	32.75	132.8%
5500100 · 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	4,796.00	5,850.00	-1,055.00	82.0%
5730100 · Conferences / Training	904.00	2,400.00	-1,496.00	37.7%
5750000 · Water Augmentation Fee	11,157.04	11,000.00	157.04	101.4%

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

	Jan - Dec...	Budget	\$ Over B...	% of Bud...
5600600 · Repairs - Buildings				
5600610 · Repairs - Town Hall	52.56			
5600650 · Repairs - Sewer Plant	292.52	1,000.00	-707.48	29.3%
5600660 · Repairs - Water Wells	2,795.80	1,000.00	1,795.80	279.6%
5600690 · Repairs - Buildings - Other	1.60	1,000.00	-998.20	0.2%
Total 5600600 · Repaire - Buildings	3,142.68	3,000.00	142.68	104.6%
5605600 · Other Expense - Trash, Etc.	5,191.73	8,750.00	-3,558.27	59.3%
5606000 · Equipment Reserve	0.00	15,600.00	-15,600.00	0.0%
5610525 · CDBG Wastewater Treatment Plant Engineering/Plant Management	21,887.00			
5610525 · CDBG Wastewater Treatment Pl...	2,426.40			
Total 5610525 · CDBG Wastewater Treatment...	24,313.40			
5610625 · CDBG - Manassa Streetscapes Impro	1,226.40			
5610655 · NEU-CO0233 Materials & Expenses NEU-CO0233/Town Administration	9,011.23			
NEU-CO0233/Water & Sewer Depart	11,760.00			
Total 5610655 · NEU-CO0233 Materials & Exp...	20,771.23			
5610900 · Capital Outlay	0.00	78,000.00	-78,000.00	0.0%
5610910 · Capital Outlay - Grants				
5610915 · Capital Outlay- Street Scapes	3,630.55			
Total 5610910 · Capital Outlay - Grants	3,630.55			
5610920 · CWRPDA Loan	8,215.00	16,500.00	-8,285.00	49.8%
5610950 · FHHA Bond #9 Sewer Project	38,303.25	39,000.00	-696.75	98.2%
562000 · Engineering-Sewer Study	585.00	1,218.00	-633.00	48.0%
60000 · Bank Service Charges	18.00			
Total Expense	412,042.03	626,825.69	-214,783.66	65.7%
Net Ordinary Income	105,822.71	-38,040.69	143,863.40	-278.2%
Net Income	105,822.71	-38,040.69	143,863.40	-278.2%