



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, December 16th, 2025, 6:15 p.m.

Board Chambers, 1 John Street, Williamsburg, Colorado

Call to Order

Pledge of Allegiance

Roll Call

Swearing of Oath by new Town Clerk Sharisea

Citizen Written Submissions (5 minutes) _____

Citizen Comments on Agenda Items Only (3 minutes) If you wish to address the Town Board, please sign up on the sign up on the sheet by the door and submit to the Town Clerk prior to the meeting.

1. **Approval of the Agenda and Consent Agenda:** Board comments as needed;
2. **Consent Agenda:**
 - a. **Approval of Tuesday October 21st, 2025 Minutes as Corrected.**
 - b. **Approval of November 18th 2025 Minutes**
 - c. (as needed)
3. **Reports**
 - a. **Treasurer Report for November 2025.**
 - b. **HR Report**
 - c. **Matters from the Mayor**
 - d. **Matters from the Board**
 - e. **Town Updates:**
 - i. **Code Enforcement**
 - ii. **Streets & Maintenance**
 - iii. **Parks**
 - iv. **Water**
 - v. **Clerks**
 - vi. **Planning and Zoning**
 - vii. **Special Events**
4. **UNFINISHED BUISNESS**
 - a. **Letters of Interest for Planning and Zoning**
 - i. **Board Discussion and Action**
5. **New Business**
 - a. **None**
6. **Adjournment**

Attest: Steve Harrison, Temporary Town Clerk,

Posted Williamsburg Colorado 12 December 2025. @ (1)Quincy and Iron Horse Road (2) Wilmont Road and Smith Gulch Road (3) 1 Johns Street



TOWN OF WILLIAMSBURG

Some Bigger, None Better

December 16th, 2025

Treasurer's Report

Wow, the year is almost over. We will be changing how the financials look, and the way they will be presented to the board.

All financials will be located with the Treasurer's Report. Some of the financials have been located in other documents (Town report) and did not make sense during review and the balancing process.

Also we will be changing to the online version of QuickBooks and ACH payroll which will save us money and time, which time is money. Sharisea is very knowledgeable with the online version and will making the transition.

I have made the decision to remain with SIPA, the government website instead of switching to the gworks software and website that Ashley had previously presented to the Board. When it came down to transferring all of the information and the URL, the URL that gworks was presenting was not a .gov and had the gworks name in it. \$1,200 had been paid to them, and I have asked for a refund.

Please let me know if you have any questions or concerns. Have a Merry Christmas and Happy New Year.

Sincerely,

Kristina Graham-Webb
Board Trustee/Treasurer



TOWN OF WILLIAMSBURG

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December 16th, 2025

Human Resource's Report

We have hired a team of great office staff. Sharisea Ortega Sedarsky as Town Clerk and Amber Ortega as Water Clerk. Both come with refreshing friendly personalities and over qualifying credentials.

As self-starters and independent work ethics, training will be a breeze and/or not really needed. I feel it is always best to organize and set your own work pattern to be productive and self-sufficient, not to pick up any bad habits from previous workers.

In reviewing the Employee handbook and preparing some final checks for previous employees, we have noticed discrepancies and would like to address them with the following changes:

Vacation Time and Sick Pay (PTO) time and Accrual and Use of,
Employment Classifications and hours based on Job Descriptions and
Paychecks change due to ACH pay periods (see attached).

Sharisea will present the changes to the employees and answer any questions they may have.

We will be working with CIRSA to find out what type of training is required for each job description

Reports to the Board will now be presented by the Department heads, written and/or orally and not through the Town Clerk other than filing. Hand written, readable will be accepted.

Your HR Team
Kristina Graham-Webb-Board Trustee/Treasurer
Jodi Davis-Board Trustee/HR Director

Tobacco Use

Tobacco use is prohibited in all Town of Williamsburg facilities, vehicles, and equipment or within twenty-five feet of the main entrance of any Town of Williamsburg buildings. Smoking is not allowed inside the Town of Williamsburg buildings or work areas at any time. This includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Smoking is permitted during regularly scheduled breaks and lunch periods in outdoor areas away from the Town of Williamsburg facility entrances. Employees taking a break for this purpose are expected to dispose of any smoking debris safely and adequately. The duration and number of breaks from work cannot be extended in order to use tobacco products.

Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break for 5 or more hours worked. Any non-exempt employee who is required to work through a meal break will be paid for the 30 minutes. Employees may take one 10-minute rest period per every four hours worked. Rest breaks are not a benefit and do not accumulate if they are not taken and may not be used to reduce or shorten an employee's regular workday.

Modified Assignment Program

A Modified Assignment Program (MAP) is a full-time or part-time work assignment that meets an employee's temporary health restriction during recovery from a work-related or non-work-related injury, illness, or condition. The program's purpose is to allow injured employees to remain productive while recuperating and to return to full work status as quickly as medically feasible. The Town of Williamsburg will make every effort to enable employees to participate in a MAP. Not every position will lend itself to modified duty; thus, decisions for employees to participate will be made on a case-by-case basis. The following conditions will apply if a MAP assignment is offered:

- MAP work is for employees who are temporarily unable to return to their regular duties.
- Generally, the work is less physically or mentally demanding.
- MAP work must be approved by the employee's treating physician, the Town Clerk, and Human Resources before final approval of the assignment.
- The MAP may be administered for a period not to exceed ninety (90) calendar days. MAP assignments are temporary, and the Town of Williamsburg does not have permanent modified duty assignments.
- If, after ninety calendar days, the employee cannot return to their regular job duties, the situation will be evaluated in accordance with a reasonable accommodation that may be necessary to comply with the Americans with Disabilities Act (ADA).
- If an employee refuses to accept a MAP assignment for reasons other than the written advice of their physician, the employee may be terminated. The Town of Williamsburg reserves the right to change the rate of pay for an employee assigned to a MAP depending on the nature of the modified assignment.

Remote Working

Employees may be allowed to work remotely with the authorization of the Town of Williamsburg board. For purposes of this policy, remote working means the performance of officially assigned duties at a location away from the employee's regular worksite. Employees authorized to work remotely must report hours worked in the same manner as if the employee reported for duty at their regular worksite.

PAY PRACTICES AND PERFORMANCE EVALUATIONS

Equal Pay for Equal Work Act

The Town of Williamsburg will not discriminate between employees on the basis of sex, including paying an employee of one gender a wage less than a wage paid to an employee of a different gender for substantially similar work.

Paychecks

The Town of Williamsburg paydays are bi-weekly (every other Friday). Employees will only be paid for their recorded time.

Compensation Changes

A wage increase is given to an employee to recognize increased effectiveness or above-average performance or productivity. A wage increase is at the Town of Williamsburg's discretion and based on measured performance.

Market Analysis

The Town of Williamsburg may conduct a pay plan review and market analysis. The market consists of neighboring and similar-sized communities within a specified distance radius. An adjustment to the Town of Williamsburg's pay schedule and any associated pay increases will be determined by this analysis. Any adjustment is subject to approval by the Board of Trustees in the performance of their annual budgetary duties.

Performance Evaluation

Communication between employees and supervisors is essential. Discussions regarding job performance should be ongoing and informal. Employees should initiate conversations with their supervisors if they need additional feedback. Formal performance reviews are conducted annually on or near an employee's anniversary date of hire. These reviews include a written performance evaluation and a face-to-face conversation between the employee and supervisor about job performance and expectations for the coming year.

Work Week and Hours of Work

The Town of Williamsburg's official work week is Monday through Thursday 10 am - 3 pm. A 10 minute break is required by Colorado State Law for every 4 hours worked. Breaks are taken accordingly. Crews working in streets, maintenance, and/or water may choose to work earlier or later shifts depending on weather conditions.

Time Records

All employees must record accurate hours worked on the Town of Williamsburg's electronic timekeeping system which is located at the Town of Williamsburg's office. Falsification of time entries on electronic timesheets may be cause for disciplinary action up to and including termination.

EMPLOYMENT CLASSIFICATION

The Town of Williamsburg classifies its employees as designated below:

- Town Clerk: 25-30 hours/week
- Water Clerk: 10-15 hours/week
- Equipment Operator: 10-20 hours/week
- Streets/Maintenance: 20-32 hours/week

All positions can work more hours when necessary as approved by a supervisor

Temporary employees

Employees who are hired as interim replacements to supplement the workforce temporarily or to assist in the completion of a specific project and who are temporarily scheduled to work the Town of Williamsburg's full-time schedule for a limited duration. Employees in this classification are not eligible for Town of Williamsburg benefits. Any time worked as a temporary appointment may be counted as time in service at the discretion of the Town of Williamsburg, if there is no break between temporary service and the employee's attainment of regular employment status.

Volunteer

Volunteers perform services for the Town of Williamsburg absent compensation. Volunteers serve at the Town of Williamsburg's discretion and are subject to all applicable rules and policies.

Emergency

To prevent undue delay or serious interference with the provision of necessary public services an emergency appointment not exceeding 90 calendar days may be made without regard to the formal selection provisions of this Handbook. Approval by the Town Clerk and Trustee appointed, over see staff must be obtained before an emergency appointment.

FAIR LABOR STANDARDS ACT

Employees of the Town of Williamsburg are classified as either exempt or non-exempt under federal wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits, paid vacation, and paid holidays. For purposes of determining compensatory time and overtime, the following definitions apply:

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. It is expected that exempt employees may work over forty hours in a week based on the Town of Williamsburg's needs.

Non-Exempt Employees

Non-exempt employees are employees whose jobs are not exempt from the overtime requirements of the FLSA. Non-exempt employees are required to receive overtime pay for hours worked over forty (40) hours in a given workweek.

PAID TIME-OFF

Time Off

PTO is paid time off for all vacation, absences for personal business and employee or dependent illness.

Usage

Employees can use PTO as they see fit. If an employee plans to be absent (rather using PTO or not) they need to get coverage for any necessary daily duties. All time off must be approved by a supervisor.

Accrual

All employees whose title averages 15hrs/week or less will accrue a monthly PTO of 0.25 days (2hrs)

All employees whose title averages more than 15hrs/week will accrue a monthly PTO of 0.50 days (4hrs)

Notice and Documentation

- Employees shall provide as much advance notice as possible for leave.
- Documentation may be requested for absences of four or more consecutive workdays but shall not impose undue hardship on the employee.

Non-Retaliation

Employees shall not face retaliation or discrimination for exercising their rights to leave.

Holidays and Leave

Employees working a minimum of ten (10) hours per week are eligible for thirty (30) hours of holiday pay annually. Holidays currently observed by the Town of Williamsburg are:

Official Holiday	Observed Holiday
New Years Day	First Day of January
Memorial Day	Last Monday of May
Independence Day	Fourth Day of July
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Christmas Day	Twenty-fifth Day of December

Town Council

Hello members of The Town Of Williamsburg,

My name is David Hankins. I live in our town and have always had an interest in being a part of the operations that keep it running. I am 50 years old and have worked and still work for City and County Governments for over 10 years. I am a very honest and trustworthy person. I have no affiliation with any good old boys club. I look at everything from an outside viewpoint. I feel my presence could be beneficial to both of us. I am inquiring about the open position on the town council. Please consider my offer to help our town.

Current Position held Fremont County Assessors office as (Property verifications & Land Splits GIS Tech.)

Previous City of Canon City Parks, (Built new Duck Park & maintenance), Cemetery (burials and maintenance), Gorge campgrounds (Built current campgrounds and maintenance)

Sincerely,

Dave Hankins

719-458-4167

From: Joelina Espinoza

Mayor

Town of Williamsburg

719-369-0099 / jmespinoza@mail.com

Date: December 16, 2025

Dear Mr. Phipps,

The Town Board of Williamsburg has formally approved you and your firm, WHF Legal, to represent the Town in matters related to the regional Oak Creek Reservoir water storage issue, including discussions under the proposed Common Interest Agreement and any associated water court proceedings.

We would also appreciate your assistance in conveying the following positions to the other participants in the Florence Regional Water group (including the City of Florence and its representatives):

1. During the Mayors' Round Table meeting on December 10, 2025, Mayor Steve Wolfe stated that the City of Florence has already approved and filed a water court case on behalf of Williamsburg and other regional participants. Please immediately communicate to all parties that the Town of Williamsburg has not authorized any such filing or action on our behalf, and any representation that we have consented is incorrect. Future actions require explicit prior approval from the Williamsburg Town Board, including designation of an authorized Officer or Trustee as representative.
2. Now and in the future, the Town of Williamsburg requires full recognition from the City of Florence and all regional participants that Williamsburg maintains complete say and control over our water supplies, water rights, and all related matters, including but not limited to filings in water court, execution of agreements, or participation in regional planning.
3. Finally, please review the original documents related to the Farmers Home Administration-funded regional water system (established in the late 1970s/early 1980s involving Florence, Williamsburg, Coal Creek, and Rockvale) and confirm whether those documents required the establishment of an independent regional governing board (similar to the Fremont Sanitation District model) for oversight of shared water facilities and decision-making.

We value your expertise in municipal and water law matters and look forward to your guidance as we navigate this process to protect Williamsburg's interests. Please confirm receipt, keep the Board updated on any responses received from other participants, and let us know if you need any additional information or documentation from the Town.

Thank you for your attention to this important matter.

Sincerely,

Joelina Espinoza

Mayor

Town of Williamsburg, Colorado