

**TOWN OF WILLIAMSBURG  
BOARD OF TRUSTEES MEETING  
August 1, 2023**

**Pledge of Allegiance:** Recited

**Roll Call** by Sheri Moore, Town Clerk

Present – Trustee Cameron, Trustee Esch, Trustee K. Ott, Trustee Winslow, Trustee Stinchcomb, Mayor Ott.  
Trustee Krautheim arrived at 6:40 p.m.

**Approval of Minutes:** Monthly Board Meeting minutes from July 5, 2023 (motioned by Trustee Winslow, seconded by Trustee Stinchcomb and approved by all 6-0).

**Committee Reports:**

**Mayors Report** – Karl Pierce has donated about \$3,000 - \$4,000 worth of tools for the shop. Researched Code Book, Chapter 2 section 58 regarding citizens comments during the meeting. There will not be any change to the five minute and 3 minutes, but will not allow any comments during the meeting and will be moving the citizens comments back to the beginning of the meeting so citizens can speak regarding agenda items. Requests on budget vs. P&L, I'm working on it but finding some discrepancies. It will not be available on the website regarding ADA compliance. We are protecting the town, but it will be available free during the meetings & available by request in the office at \$.025 a copy. We have been going by Roberts Rule of Order, new suggested by CML called Bobs Rule of Order. Going to try it for a few meetings & see how it goes, then I'll research the Code Book. Two big things Bobs allows discussing items on the agenda before a motion, we are doing that anyway and make meetings run more efficiently and faster made for mostly Municipalities. The mayor can make procedural decisions can be made without a vote, but at any time a Trustee can call for Point of Appeal at that time the mayor can change his decision or we have a vote. Donora Hansen, court clerk has resigned & I have asked Ruthie Hall to do it as an interim. We are not going to vote on it tonight. In September we will vote & determine compensation for 4-5 hours a month. Backhoe has a major leak in the distribution valves we have ordered a seal kit. So it will be down for awhile. Citizens comments will be moved back up to the front of the meeting.

**Citizen Submissions (3 minutes):**

Kris Webb, 11 Needham Place – Spoke of prior year ordinances not on the website. Access will be granted by the mayor to go to the attic. Why don't work with Coal Creek & Rockvale on Code Book? Where did the R1 zone come from? This code prohibits mobile homes & large animals. Invited everyone to Town picnic will be in Scutti park on 9/24/23. Challenge that we have the budget on the website.

**Maintenance** – Jim provided a report showing what he has been doing (grading, weeding, mowing, maintenance) each day. Address park report and his priority order list is OK. Mayor will speak to him about a \$300 budget to do what he can do now & get prices on higher items.

**Parks** – Trustee Krautheim spoke with Zak Holder with DOW about adding stock tank. Mayor suggested a meeting with them as well as Will. Mayor has concerns about sitting water as well as stealing the water.

**Water** – Trustee K. Ott spoke about the Regional Water meeting, the reservoir future as well as Canon City & Pueblo West are in need of a reservoir. Did order the Rake Tech & are building it now will be installed November/December sometime.

**Planning and Zoning (P&Z)** – No meeting in July.

**Events** – Trustee Winslow spoke about Holiday bizarre to raise money to assist with Halloween & Christmas.

**Code Enforcement** – Trustee Stinchcomb read the report on how town tours are conducted. Everything is documented, moving towards email communication. With no tour done in July by the request of N2N today's tour did see a lot of regression. We are at 86% corrected based on letters sent and corrections made. Suggest we continue the town tours.

**Treasurer's Report** – Read by Trustee Stinchcomb. Motion to approve unpaid bills & treasurers report by Trustee Stinchcomb, seconded by Trustee Krautheim, passed with 7-0 vote.

**Town Clerk Report** – Sheri Moore presented that the town sent out 7 shut off notices for a total of \$854.86 due with a shut off date of August 2, 2023. Discussed the possibility to move the Board meetings to the 3<sup>rd</sup> Tuesday of the month beginning at 6 p.m. The first week of the month is busy with billing, payroll and board meetings. This will allow to get bank statements in and reconcile accounts as well as receive bills that are generated monthly one the first. Brenda Orth is now an official notary.

### **Old & Unfinished Business:**

*Tools for Maintenance* – Mayor asked the board to start thinking about his tool donation and what we could do as a Thank You. Mayor will write up a resolution.

*Additional signer for checks* – Rich Esch has stepped forward wanting to do this. Mayor Ott motioned to add Rich Esch to be a signer on the bank accounts, seconded by Trustee Krautheim. Vote passed 6-0 approved with Trustee Esch abstaining. Trustee Krautheim suggested to watch payroll hours when signing checks, Will Lackey should be working 20-25 hours a week and Jim Robinson and Larry St. Hilaire with a combined amount of 32 hours a week.

*Road Repairs* – Trustees Stinchcomb & Ott walked with PAVCO to mark all the potholes to be repaired. Money will come out of ARP Fund. Motioned by Trustee Ott to approve the options 1-8 included in the bid totaling \$6720.00, seconded by Trustee Cameron. Vote passed 7-0.

*42 Rockrimmon Variance* – Received two letters from neighbors in support of issuing the variance. Motioned by Trustee Krautheim, seconded by Trustee Winslow. Voted passed 6-1 with Trustee Cameron voting No.

### **New or Other Business:**

*MOU's with other coal towns regarding Road Grants* – Four towns are looking at a large grant to replace roads or resurface, not to fit pot holes. This grant is about 20-25 million with \$125K for the planner with no matching funds required. This MOU is not obligating the town and mayor is asking board to sign the MOU and work with the coal towns. Motioned by Mayor Ott, seconded by Trustee Esch, passed by all 7-0 vote.

*Shop garage door* – Four quotes received for 16' x 12' (3) and 20' x 12' (1). It was discussed if the smaller door was chosen, modifications would be needed & that would be additional expense. The current door is 20' x 12' and only have 1 bid for that. Applied for UAACOG grant still has \$2500 left, maybe we can get \$2000. It has been approved by 2 levels, will go to the board on 8/23/23. This money would need to come out of General Fund to give money to Street Fund. Motioned by Trustee Stinchcomb, seconded by Trustee Esch to accept the 1<sup>st</sup> bid of \$9495.85 to replace the existing door with a 20' x 12' . Passed by all 7-0.

*Board Meeting date and Time* – Approve Ordinance 8 of 2023 to replace Section 2-51 of the Municipal Code moving the Board Meetings to the third Tuesday of the month starting at 6 p.m. effective September 19, 2023. Motioned by Trustee Krautheim, seconded by Trustee Esch. Passed with a 7-0 vote.

*Burial Plots* – Mayor Ott could not find any Ordinances with other towns to reference. Trustee Krautheim stated Fremont County has their own restrictions and we suggested we should follow those regulations. Trustee Winslow suggested adding something in the Code Book to not allow burials on property in the future. Mayor Ott stated that is what Westcliffe has, and will write up something to mirror theirs. Mayor Ott will write up an ordinance for the next board meeting.

*Mayors Water License* – Mayor Ott went out and got his water license on his own and is asking for reimbursement if he is called out to help with water items on an emergency basis not looking to take over for the ORC. Mayor Pro-tem Stinchcomb was asked to take over the meeting as the mayor recused himself from

discussion. Mayor pro-tem Stinchcomb asked to go into Executive Session regarding C.R.S. 24-6-402 (f) Personnel; legal matters and asked for a motion. Motioned by Trustee Krautheim, seconded by Trustee Winslow. Voted by all 6-0, with Mayor Ott not voting as he had recused himself. Trustee Ott recused herself when they went into Executive Session.

**Executive Session: C.R.S. 24-6-402 (f) Personnel; Legal Matters** – Entered into Executive Session at 8:01 p.m. and reconvened meeting at 8:24 p.m. Mayor pro-tem Stinchcomb stated they discussed personnel compensation and asked for a motion. Trustee Krautheim motioned that we table till next month so they could talk to the lawyer. Seconded by Trustee Esch. Voted and passed 5-0, with Trustee Ott and Mayor Ott recused.

**Board of Trustee Comments:** Trustee Krautheim asked about community service. Trustee Winslow stated there must be a supervisor overseeing their work in order to sign off on their work and hours.

Next Board Meeting on Tuesday, September 19, 2023 at 6:00pm.