



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, July 15, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

Call to Order

Pledge of Allegiance

Roll Call

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 available by the meeting room door and submit it to the Town Clerk prior to the meeting being called to order.

1. Approval of the Agenda and Consent Agenda:

Consent Agenda: All matters listed on the Consent Agenda are considered routine and will be approved with one motion. Documents are approved substantially as drafted. There will be no separate discussion of these items unless a Board of Trustee Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.

- a. Approve the Board of Trustee Meeting minutes for June 17, 2025.
- b. Receive and file town report and accounts payable disbursements for June 2025.
- c. Receive and file treasurer report and monthly budget report for June 2025.
- d. Approve purchase for roadbase for an estimated \$2,000 for six truckloads from Holcim and up to \$500 for Daniel Giem for Ironhorse, Bluff, and stockpiles for gravel road maintenance.
- e. Approve purchase of a set of grader blades and 30 bolts from Wear Parts and Equipment for \$486.02.
- f. Approve covering 50% of the costs for Williamsburg and Coal Creek Water Operator, Will Lackey to attend CETI Training November 6-7, 2025 for an estimated \$275.00. Coal Creek will pay the other 50%.

2. Reports

- a. Matters from the Mayor and Board of Trustees
 - i. UAACOG Safe Streets Grant - Mayor Espinoza
 - ii. Requiring Dog Licensing - Donna Krautheim
 - iii. Other
- b. Town updates from Clerk, Streets, Water, Code Enforcement, Planning & Zoning and Special Events.

DISCUSSION:

3. Seeking Board of Trustee direction on Code of Conduct and Robert's Rules of Order at meetings.
4. Seeking Board of Trustee direction on enforcement of dangerous buildings.

UNFINISHED BUSINESS:

5. **Second Reading and Adoption of ORDINANCE NO. 4 SERIES OF 2025: AN ORDINANCE ADOPTING UPDATED FEES AND FINES SCHEDULES TO COORDINATE WITH THE ADOPTION OF THE REVISED 2025 CODE BOOK**

NEW BUSINESS:

6. GMS Water Map bid

Citizen Written Submissions (5 minutes)

Adjourn: Next Scheduled Board Meeting: Tuesday, August 19, 2025, 6:15pm



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, June 17, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

The meeting was called to order at 6:15 pm

The pledge of allegiance was led by Mayor Joelina Espinoza.

Roll Call

	Present	Absent
Trustee Jodi Davis	X	
Trustee Donnell Farnum	X	
Trustee Kristina Graham-Webb	X	
Trustee Donna Krauthelm	X	
Trustee Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joelina Espinoza	X	

Also Present: Kelsey Pollard Code Enforcement and Ashley Smith Town Clerk, and Dan Wagner Streets and Maintenance

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 available by the meeting room door and submit it to the Town Clerk prior to the meeting being called to order.

None.

1. Approval of the Agenda and Consent Agenda:

Consent Agenda: All matters listed on the Consent Agenda are considered routine and will be approved with one motion. Documents are approved substantially as drafted. There will be no separate discussion of these items unless a Board of Trustee Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.

- Approve the Board of Trustee Meeting minutes for May 20, 2025.
- Receive and file town report and accounts payable disbursements for May 2025.
- Receive and file treasurer report and monthly budget report for May 2025.
- Approve Mayor Espinoza to sign the contract with Robert Willett as the Town's Municipal Court Prosecutor.
- Approve Town Clerk Ashley Smith to sign a notarized lien notification letter, to be delivered by certified mail, to Derek White, 16 Willmont Circle N. for \$1,742.72.

Town Clerk Ashley Smith

MOTION: On motion by Trustee Donna Krautheim and second by Trustee Donnell Farnum to approve the agenda and consent agenda with an amendment to remove item 1e to the regular agenda.

Topic discussed. Motion failed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis				X	
Trustee Donnell Farnum		X	X		
Trustee Kristina Graham-Webb				X	
Trustee Donna Krautheim	X		X		
Trustee Steve Harrison				X	
Mayor Pro Tem Brian Dreitz				X	
Mayor Joelina Espinoza				X	

MOTION: On motion by Trustee Steve Harrison and second by Trustee Jodi Davis to approve the agenda and consent agenda.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis		X	X		
Trustee Donnell Farnum			X		
Trustee Kristina Graham-Webb			X		
Trustee Donna Krautheim				X	
Trustee Steve Harrison	X		X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

Bob Willet, introduced himself to the board as the new Town Prosecutor and answered questions.

2. Reports

- a. **Matters from the Mayor and Board of Trustees:** Mayor reported there is a free program to organize code violations and court cases. Bob Espinoza will help set it up. The mayor discussed the topic of law enforcement with the other Coal Towns. The topic is on hold.
- b. **Town updates from Clerk, Streets, Water, Code Enforcement, Planning & Zoning and Special Events:** Code Enforcement officer provided a written report and discussed animal shelters where 11 Rockrimmon can surrender their dogs. Town Clerk provided an update on Kris Rogers's progress on records retention, Smith family volunteer painting on town hall, and a need to update at least 2-3 computers in order to upgrade to Windows 11. The board gave a heads up to purchase the pallet and 1-2

gallons of paint, and to look for refurbished computers. Dan Wagner, the new Streets and Maintenance employee was introduced to the board. The intention to purchase asphalt by the pallet for a discounted price was provided. The new code book adoption triggers the town's building inspector independent contractor requirement for liability insurance. If made a town employee, the building inspector would be covered under CIRSA.

MOTION: On motion by Trustee Kristina Graham-Webb and second by Trustee Steve Harrison to put Building Inspector Randy Babb on the Town's payroll.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis		X	X		
Trustee Donnell Farnum			X		
Trustee Kristina Graham-Webb	X		X		
Trustee Donna Krautheim			X		
Trustee Steve Harrison		X	X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

3. DISCUSSION:

- a. Water service line repairs discussion: Praise was given to the staff who resolved the water leak at Ironhorse. Direction was given to standardize the procedure to always replace joints with mechanical/compression fittings whenever possible for repairs, and some joints may need both glue and fittings. Trustee Steve Harrison would like to look into the future for short contracts to do strategic replacement upgrades. It was recommended to look into grants.

UNFINISHED BUSINESS:

4. **Williamsburg Park Master Plan efforts and appointment of Trustees to act as liaisons for the master plan work:** Trustees Donna Krautheim and Kristina Graham-Webb volunteered to assist Town Clerk Ashley Smith on the Park Master Plan.
5. **Second Reading and Adoption of Code Book Revision Adoption: ORDINANCE NO. 3 SERIES OF 2025: AN ORDINANCE OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE MAJOR REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.**

Ordinance Read by Trustee Jodi Davis.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Jodi Davis to approve the second reading and adoption of **ORDINANCE NO. 3 SERIES OF 2025: AN ORDINANCE OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE MAJOR REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.**

Planning and Zoning Committee President Kevin Borre addressed the Board with concerns.

Topic discussed. Motion carried.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis		X	X		
Trustee Donnell Farnum			X		
Trustee Kristina Graham-Webb			X		
Trustee Donna Krautheim			X		
Trustee Steve Harrison	X		X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

NEW BUSINESS:

6. Introduction and First Reading for ORDINANCE NO. 4 SERIES OF 2025: AN ORDINANCE ADOPTING UPDATED FEES AND FINES SCHEDULES TO COORDINATE WITH THE ADOPTION OF THE REVISED 2025 CODE BOOK

Ordinance Read by Mayor Pro Tem Brian Dreitz.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Jodi Davis to approve the **Introduction and First Reading for ORDINANCE NO. 4 SERIES OF 2025: AN ORDINANCE ADOPTING UPDATED FEES AND FINES SCHEDULES TO COORDINATE WITH THE ADOPTION OF THE REVISED 2025 CODE BOOK** with amendments to remove fees and fines categories for kennel license, dog license, all other not specified, vehicles, semi-trailer, curfew, dog, juveniles, marijuana, and rent town backhoe and operator, building final/re-inspection fee per trip and fee for missed inspection appointment; and to add Administration record and file fee for \$25/trip plus expenses; and to raise the water tap fee to \$10,000.

Topic discussed. Motion carried.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis		X	X		
Trustee Donnell Farnum			X		
Trustee Kristina Graham-Webb			X		
Trustee Donna Krautheim				X	
Trustee Steve Harrison	X		X		

Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

Citizen Written Submissions (5 minutes): None.

Trustee Donna Krautheim pointed out that the goat head weeds at Town Park need to be removed.

Adjourned at 8:58 pm

Next Scheduled Board Meeting: Tuesday, July 15, 2025, 6:15pm

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date

Williamsburg Town Report

June 20, 2025

Building Report:

Permit	Date	Work	Address	Permit Fee	Value
1387	6/3/2025	Garage	121 Quincy	\$ 288.00	\$ 12,000.00
1388	6/4/25	Garage installation	1 Bear Gulch	\$ 75.00	\$ 5,000.00
1389	6/5/25	Solar panels	10 Rockrimmon	\$ 251.00	\$ 18,450.00
1390	6/11/25	Shed	30 W Rockrimmon	\$ 75.00	\$ 5,350.33
1391	6/20/25	Garage	8 Wilmont Cir N	\$ 75.00	\$ 2,800.00
Total				\$ 764.00	\$ 43,600.33

Clerk Report: The Town Clerk performs daily responsibilities such as answering phones and emails, processing building permits, accepting water payments, providing customer service, managing on-site issues, writing checks, processing payroll and related liabilities, compiling financial reports, preparing board agendas and memos, researching topics at the request of the Board or in response to community needs, updating the website, drafting and posting public notices, writing meeting minutes, compiling required reports, filing in accordance with state regulations, and managing other day-to-day operations, the Town Clerk also oversees the smooth and coordinated functioning of all Town operations and maintains regular communication with the Mayor and Board of Trustees to ensure alignment on priorities and emerging issues. In addition:

- a. 6/17/15 Ashley volunteer painted town hall
- b. 6/18/25 Ashley recorded and filed reports, ordinance, minutes, contract, etc. from the board meeting.
- c. 6/23-25/25 Ashley organized several years worth of the filing systems for water reports, and did payroll.
- d. 6/26/25-7/6/25 Ashley was out of town. Brenda held down the office and Kris worked one day, adding newly found (when doing records retention) resolutions and ordinances from 2005 into permanent record. Kris did records retention for another box.
- e. 7/6-9/25 Ashley caught the office up, cut checks for bills payable and payroll liabilities, and prepared the agenda and board packets for July's board meeting, and worked on financial reports with Treasurer Kristina Graham-Webb.

Street Report:

Regular daily duties include conducting a weekly town tour to identify deficiencies in town to correct. Mowing side roads, weed spraying, equipment maintenance and simple repairs, numerous varieties of odd jobs, trash clean up, road grading, ditch digging, turning water

accounts on and off due to non-payment or water leaks, sign repairs and replacement, keeping records, and reporting to the town clerk.

- a. 6/12/25 Larry and Dan diagnosed fuel tank crack on Case tractor.
- b. 6/16/25 Dan Road base added and spread at top of Copper Creek. Filled potholes on Quincy. Replaced broken tailgate hinge on pickup truck.
- c. 6/17/25 Dan mowed Scutti Park and Quincy Ave., Larry and Dan filled potholes and got supplies to change the Chevy oil and top fluids. Cut tree on sagebrush. Cut grass along the road on Quincy, park at town hall, and the fixed weed eater. Ashley ordered the pallet of asphalt for potholes.
- d. 6/18/25 Graded Rockrimmon Rd, replaced flag, rope and new solar light on flag pole at town hall. Sprayed town hall for pest control, posted minutes in public boxes.
- e. 6/23/25 Dan & Larry picked up the pallet of asphalt, fixed and refueled the Case backhoe, and graded John St.
- f. 6/24/25 Dan & Larry used 45 bags of asphalt to fill potholes, filled in the bottom of Willmont with 7 buckets full of road base and smoothed it. Identified abandoned camper/trailer on Chandler Road, and put a notice on an illegal tent camping at the RR and Ironhorse.
- g. 6/25/25 Larry cut a ditch at 19 Main. Dan and Brenda identified a homeless individual and relocated them at their request. Dan and Larry recut the drainage ditch on the East side of Bluff Rd and put fill along the side of the roads on Central and Churchill to prevent water buildup and roads from breaking off.
- h. 6/26/25 Dan cleaned up trash where the camper/trailer was on Chandler. Dan notified another homeless camper they couldn't camp in Williamsburg. Dan and Larry put a notice on a new trailer brought in to 1425 Churchill Rd. Ashley sent a notification to Scott Huey, the property owner. Removed trash at parks and town hall. Fixed potholes on Boulder. Fixed Iron Horse Rd entrance off of Quincy. Put roadbase on Ironhorse where main work was done. Reworked the roadbase pile to make room for a new load.
- i. 6/30/25 Dan and Larry used the entire pallet of asphalt. The potholes in town are completely caught up! Dan cleaned around the shop gate and stoned the front of the shop to keep mud out.
- j. 7/1/25 Dan added roadbase to the ends of Capestrano and Corey Lane, Cobble, Bluff.
- k. 7/2/25 Dan Cut tree to open visibility coming down Quincy. Graded end of Ironhorse, and weedeated around fire hydrants.
- l. 7/3/25 Dan organized inside and behind the shop and weedeated around the shop yard. Dan removed the hill outside the shop door and put $\frac{3}{4}$ stone down for better maintenance especially during rain and snow.

Park Report:

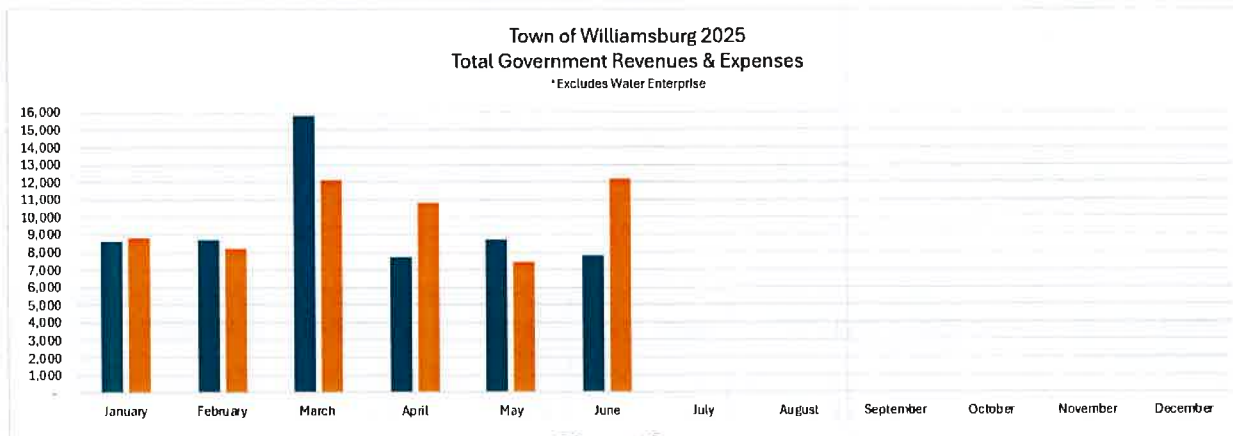
- a. 6/17/25 Dan mowed Scutti Park and conducted monthly park inspections.
- b. 7/1/25 Dan mowed the park and side entrance of the park, and did surveillance for homelessness.
- c. 7/2/25 Dan emptied trash barrels from the park, weedeated, and painted another park bench.

General Operating Revenues & Expenditures Table:

Town of Williamsburg 2025 Revenues & Expenditures

General Fund				Street Fund			Park Fund			Total		
	Revenues	Expenses	Profit over (loss)	Revenues	Expenses	Profit over (loss)	Revenues	Expenses	Profit over (loss)	Revenues	Expenses	Profit over (loss)
2025 January	5,101	6,400	(1,299)	3,513	2,205	1,308	-	242	(242)	8,614	8,847	(233)
February	5,327	6,263	(936)	3,359	1,711	1,648	-	242	(242)	8,686	8,216	470
March	9,435	8,762	673	4,048	2,947	1,101	2,311	436	1,875	15,794	12,146	3,649
April	4,407	5,516	(1,109)	3,254	4,509	(1,255)	90	762	(672)	7,752	10,787	(3,036)
May	5,015	4,789	226	3,599	2,409	1,191	105	257	(152)	8,719	7,455	1,265
June	1,652	8,949	(7,297)	3,834	2,878	957	2,284	374	1,910	7,771	12,201	(4,430)
July			-			-			-			-
August			-			-			-			-
September			-			-			-			-
October			-			-			-			-
November			-			-			-			-
December			-			-			-			-

*Note: The General Fund will often generate more expenses than revenues per month until Fremont County makes an annual lump sum payment for sales and use tax in late October or early November.



Water Report

Regular office activities for Brenda include accepting and entering water payments, preparing bank deposits, going to the bank, helping customers understand their water bills, sending out notices of non-payment and potential shut-offs, and problem solving. Will attends to the water operations as needed and is always available for water turn ons/shut offs, problem solving with concerned customers, regular water testing, sending in reports, monitoring the water system for possible leaks, etc. In addition they have performed the following tasks:

- 6/12/25 Will performed water locations.
- 6/23/25 Will conducted a water locate.

- c. 6/25/25 Will read water meters, Ashley printed the bills with the Clean Water Report Notice, and Brenda sent out the bills. All three worked together to execute the requirements and submit the report for the Drinking Water Quality Consumer Confidence Report.
- d. 6/27/25 Will conducted a CCR
- e. 6/30/25 Will conducted a water locate.
- f. 7/1-2/25 Will conducted the lead and copper testing.
- g. 7/7/25 Will checked and tested two water meters per customer requests and conducted the BaCTs water testing.
- h. 7/8/25 Will replaced a meter.

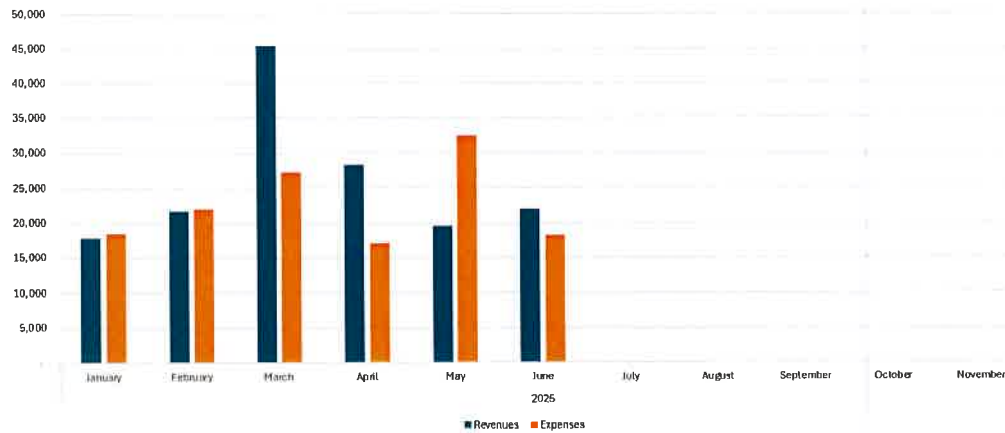
Water Stats	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025
Shut off's performed	n/a at time of printing	0	1	1	3	2
Shut off notices	n/a at time of printing	0	10 @ \$1,783.92	7 @ \$1,894.35	5 @ \$1061.02	5 @ \$1,118.96
Existing Water tap pulled in 2023 that needs to have a lien placed.	1@\$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72
New Water taps SOLD	0	0	0	3	0	0

Water Billing Receivables	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025
Past due 1-30 days	\$5,757.60	\$6088.99	\$5,176.58	\$4829.15	\$5024.22	\$3,805.48
Past due 31-60 days	\$2,541.69	\$2115.87	\$1,258.01	\$1482.47	\$1144.93	\$1,258.21
Past due over 60 days	\$2,821.39	\$2333.48	\$2,255.48	\$2247.98	\$2143.03	\$3,107.34
Overpayments/ pre-payments	(\$3999.43)	(\$4145.01)	(4,483.84)	(\$3305.67)	(\$3342.31)	\$(3,733.89)
Current charges	\$24,993.54	\$23,978.20	\$26,211.70	\$22,488.89	\$20,534.50	\$20,560.22
Total receivables	\$32,113.79	\$30,371.53	\$30,417.93	\$27,742.82	\$25,531.37	\$24,997.36

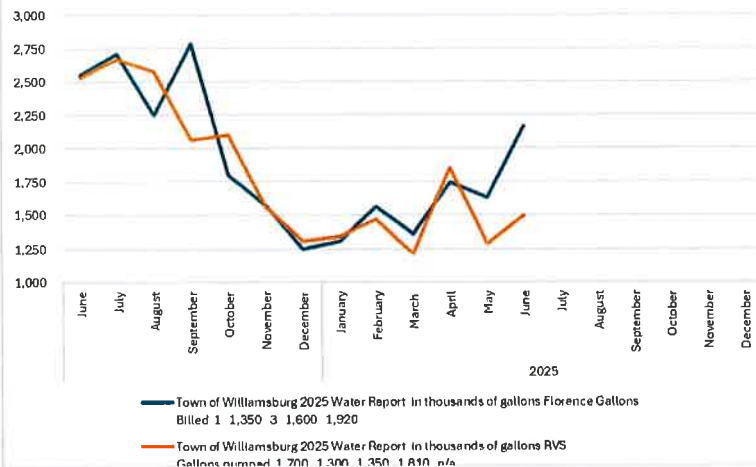
Town of Williamsburg 2025 Water Revenues & Expenditures

		Revenues	Expenses	Profit over (loss)	
2025	January	17,920	18,488	(568)	
	February	21,683	21,960	(277)	
	March	45,474	27,146	18,328	*3 water taps sold
	April	28,290	17,103	11,187	
	May	19,525	32,454	(12,929)	*semi-annual \$15,968.89
	June	21,981	18,168	3,813	debt payment made
	July			-	
	August			-	
	September			-	
	October			-	
	November			-	
	December			-	

Williamsburg Water Enterprise Revenues & Expenses



Williamsburg and Florence Water Distribution



Planning & Zoning:

- a. None.

Events:

- a. None.

Town of Williamsburg General Fund

7/8/2025 12:37 PM

Register: 10000 · General Checking - BKofSJ

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/02/2025	14094	Cristina Nunez	50000 · GENERAL O...	Janitorial Servi..	80.00			20,883.66
06/02/2025	14103	Daniel Wagner	80000 · INTERFUND ...	Working Interv...	76.00			20,807.66
06/02/2025	14104	Wyatt Hamilton Find...	50400 · Legal Expense	attorney fees - ...	225.00			20,582.66
06/03/2025			50000 · GENERAL O...	Deposit			200.00	20,782.66
06/03/2025			13000 · Building	Deposit			25.00	20,807.66
06/04/2025			80000 · INTERFUND ...	Deposit			76.00	20,883.66
06/04/2025	14105	Black Hill Energy	64000 · UTILITIES:64...	Electricity	95.56			20,788.10
06/05/2025			40000 · Taxes:40001 · ...	Deposit			3.91	20,792.01
06/09/2025			40000 · Taxes:40002 · ...	Deposit			763.89	21,555.90
06/09/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	145.00			21,410.90
06/09/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	672.74			20,738.16
06/10/2025			40000 · Taxes:40002 · ...	Deposit			36.46	20,774.62
06/10/2025	14106	Spectrum Enterprise	64000 · UTILITIES:64...	internet and ph...	66.48			20,708.14
06/10/2025	14107	Ashley R Smith	46500 · Staff Develop...	Reimburse for ...	56.84			20,651.30
06/11/2025			41000 · Building Permits	Deposit			263.00	20,914.30
06/13/2025			41000 · Building Permits	Deposit			251.00	21,165.30
06/15/2025	14108	Ashley R Smith	-split-		1,081.44			20,083.86
06/15/2025	14109	Brenda G Orth	-split-		319.19			19,764.67
06/15/2025	14110	Daniel M Wagner	-split-		710.58			19,054.09
06/15/2025	14111	Kelsey A Pollard	-split-		273.05			18,781.04
06/15/2025	14112	Kristiana Rogers	-split-		176.28			18,604.76
06/15/2025	14113	Larry Hall	-split-		193.01			18,411.75
06/15/2025	14114	Lawrence A. St. Hila...	-split-		732.70			17,679.05
06/15/2025	14115	William D Lackey	-split-		748.93			16,930.12
06/16/2025			41000 · Building Permits	Deposit			75.00	17,005.12
06/16/2025	14116	Randy Babb	50300 · Building Inspe...	Permit #'s 1350...	405.00			16,600.12
06/16/2025	14117	Gobin's, Inc.	50000 · GENERAL O...	Printer and Inst...	1,843.00			14,757.12
06/16/2025	14118	Ashley R Smith	50000 · GENERAL O...	Reimburse: Ho...	304.69			14,452.43
06/16/2025	14119	Donnell Farnum	63000 · Trustee and M...	June Trustee St...	20.00			14,432.43
06/16/2025	14120	Steve Harrison	63000 · Trustee and M...	June Trustee St...	20.00			14,412.43
06/16/2025	14121	Donna Krautheim	63000 · Trustee and M...	June Trustee St...	20.00			14,392.43
06/16/2025	14122	Brenda G Orth	46500 · Staff Develop...	Petty Cash Rec...	61.56			14,330.87
06/17/2025	14123	Gobin's, Inc.	50000 · GENERAL O...	monthly printin...	38.95			14,291.92
06/17/2025	14124	U.S. Postmaster	50000 · GENERAL O...	one roll postag...	73.00			14,218.92
06/19/2025	ACH	Home Depot	50000 · GENERAL O...	2 gallons paint...	132.03			14,086.89
06/24/2025	ACH	Quick Books Support	50000 · GENERAL O...	monthly payrol...	42.00			14,044.89
06/24/2025	14128	CIRSA	62000 · Worker's Com...	Workers' Comp...	536.77			13,508.12
06/24/2025	14129	CIRSA	50000 · GENERAL O...	INV10020292 ...	1,274.76			12,233.36
06/25/2025	ACH	Visible	50000 · GENERAL O...	code enforceme...	25.00			12,208.36
06/25/2025	14130	ATMOS ENERGY	64000 · UTILITIES:64...	3019499589	33.52			12,174.84

Town of Williamsburg General Fund

7/8/2025 12:37 PM

Register: 10000 · General Checking - BKofSJ

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/30/2025	14131	Ashley R Smith	-split-		1,137.94		11,036.90
06/30/2025	14132	Brenda G Orth	-split-		367.12		10,669.78
06/30/2025	14133	Daniel M Wagner	-split-		806.73		9,863.05
06/30/2025	14134	Kelsey A Pollard	-split-		273.05		9,590.00
06/30/2025	14135	Larry Hall	-split-		527.84		9,062.16
06/30/2025	14136	William D Lackey	-split-		226.74		8,835.42
06/30/2025	JE-AC		-split-	street monthly ...		1,523.96	10,359.38
06/30/2025	JE-AC		10000 · General Check...	water monthly ...		3,788.70	14,148.08
06/30/2025	JE-AC		10000 · General Check...	park monthly p...		373.83	14,521.91

Town of Williamsburg Street System

7/8/2025 12:22 PM

Register: 10000 - Street Fund BofSJ

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2025	ACH	Town of Williamsbur...	61000 - Staff Expenses...	refund General ...	76.00			11,101.78
06/04/2025	3694	Black Hills Energy	64000 - Utilities:64002...	3945219931 sh ..	57.12			11,044.66
06/04/2025	3695	Black Hills Energy	64000 - Utilities:64002...	6827123313 str...	29.55			11,015.11
06/11/2025	ACH	Harbor Freight	50500 - Repair and Ma...	Case Tractor F..	76.59			10,938.52
06/11/2025	3696	Dan Wagner	50500 - Repair and Ma...	Knecht Home ...	32.55			10,905.97
06/16/2025			40000 - Tax Income:40...	Deposit			3,730.03	14,636.00
06/16/2025	3697	Daniel Wagner	50500 - Repair and Ma...	Reimburse: Ha..	15.21			14,620.79
06/17/2025	3698	Twin Enviro	64000 - Utilities:64003...	four months du..	250.00			14,370.79
06/19/2025	ACH	Harbor Freight	50500 - Repair and Ma...	Flag light & flag	38.02			14,332.77
06/25/2025	3699	Acorn Petroleum, Inc.	50000 - General Operat...	Fuel tank filled..	743.14			13,589.63
06/25/2025	3700	ATMOS Engery	64000 - Utilities:64001...	3019500398 ga..	35.71			13,553.92
06/30/2025	JE-AC G...		61000 - Staff Expenses...	monthly payrol..	1,523.96			12,029.96

Town of Williamsburg Water System

7/8/2025 11:27 AM

Register: 10000 · Water Fund BofSJ

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/03/2025			40000 · Water Sales	Deposit			358.66	39,739.83
06/03/2025			40000 · Water Sales	Deposit			350.00	40,089.83
06/03/2025			40000 · Water Sales	Deposit				40,089.83
06/03/2025			10002 · Systems Devel...	Funds Transfer ...	307.50			39,782.33
06/04/2025			40000 · Water Sales	Deposit			100.00	39,882.33
06/05/2025			40000 · Water Sales	Deposit			655.09	40,537.42
06/09/2025			40000 · Water Sales	Deposit			509.77	41,047.19
06/09/2025			40000 · Water Sales	Deposit				41,047.19
06/09/2025			40000 · Water Sales	Deposit			460.43	41,507.62
06/09/2025	ACH	Tractor Supply	50000 · General Operat...	water boots an..	211.93			41,295.69
06/09/2025	5310	Master Printers	50000 · General Operat...	shipping water ..	23.79			41,271.90
06/09/2025	5311	City of Florence	-split-	florence water . .	12,798.58			28,473.32
06/10/2025			40000 · Water Sales	Deposit			234.12	28,707.44
06/10/2025			40000 · Water Sales	Deposit			174.86	28,882.30
06/10/2025	5312	Will Lackey	50000 · General Operat...	parts for 30 iro. .	155.34			28,726.96
06/11/2025			40000 · Water Sales	Deposit			1,605.12	30,332.08
06/11/2025			40000 · Water Sales	Deposit			2,840.96	33,173.04
06/11/2025	5313	Brandon Blackwood	50000 · General Operat...	Reimburse for I..	79.56			33,093.48
06/12/2025			40000 · Water Sales	Deposit			416.10	33,509.58
06/13/2025			40000 · Water Sales	Deposit			406.52	33,916.10
06/16/2025			40000 · Water Sales	Deposit			400.00	34,316.10
06/17/2025			40000 · Water Sales	Deposit			1,222.94	35,539.04
06/17/2025			40000 · Water Sales	Deposit			3,817.30	39,356.34
06/17/2025			40000 · Water Sales	Deposit			3,985.76	43,342.10
06/17/2025			40000 · Water Sales	Deposit			598.35	43,940.45
06/17/2025	5314	U.S. Postmaster	50000 · General Operat...	12 rolls postcar. .	745.00			43,195.45
06/18/2025			40000 · Water Sales	Deposit			62.86	43,258.31
06/20/2025			40000 · Water Sales	Deposit			686.48	43,944.79
06/23/2025			40000 · Water Sales	Deposit			62.98	44,007.77
06/23/2025			40000 · Water Sales	Deposit			299.14	44,306.91
06/24/2025			40000 · Water Sales	Deposit			909.77	45,216.68
06/24/2025			40000 · Water Sales	Deposit			180.12	45,396.80
06/25/2025			40000 · Water Sales	Deposit			206.00	45,602.80
06/25/2025	5315	Winsupply of Canon ...	-split-	2" CI/PL-CL/P..	57.86			45,544.94
06/26/2025			40000 · Water Sales	Deposit			302.04	45,846.98
06/27/2025			40000 · Water Sales	Deposit			53.00	45,899.98
06/30/2025			40000 · Water Sales	Deposit			200.00	46,099.98
06/30/2025	JE-AC G...		61000 · Staff Expenses...	monthly payrol..	3,788.70			42,311.28

Town of Williamsburg Conservation Trust Redemption Fund

7/8/2025 11:35 AM

Register: 10000 · Town of Williamsburg CTF Redemp

From 06/01/2025 through 06/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/11/2025			34000 · Conservation ...	Deposit		2,176.15	6,383.22
06/30/2025	JE-AC		66000 · Payroll Expens...	monthly payrol...	373.83		6,009.39

Town of Williamsburg General Fund
Profit & Loss Budget vs. Actual
June 2025

	Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Taxes				
40001 · Cigarette tax	3.91	20.00	-16.09	19.6%
40002 · General Property Tax	800.35	0.00	800.35	100.0%
40003 · Sales and Use Tax	0.00	0.00	0.00	0.0%
Total 40000 · Taxes	804.26	20.00	784.26	4,021.3%
41000 · Building Permits	589.00	917.00	-328.00	64.2%
42000 · Permit Fees				
42001 · ATV Permits	0.00	25.00	-25.00	0.0%
42002 · Dog Tags and Fines	0.00	25.00	-25.00	0.0%
Total 42000 · Permit Fees	0.00	50.00	-50.00	0.0%
43000 · Fines and Forfeitures	0.00	25.00	-25.00	0.0%
44000 · Franchise Fees	0.00	12,731.00	-12,731.00	0.0%
46000 · Interest / Investment Revenue	266.99	0.00	266.99	13,349.5%
46500 · Staff Development	-8.40			
47000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	1,651.85	13,745.00	-12,093.15	12.0%
Gross Profit	1,651.85	13,745.00	-12,093.15	12.0%
Expense				
50000 · GENERAL OPERATING EXPENSE				
50001 · Advertising	0.00	150.00	-150.00	0.0%
50002 · Code Enforcement / Animal Contr	25.00	54.00	-29.00	46.3%
50004 · Computer Expenses	0.00	450.00	-450.00	0.0%
50005 · Court Costs	0.00	208.00	-208.00	0.0%
50007 · Dues and Subscriptions	42.00	0.00	42.00	100.0%
50008 · Elections	0.00	0.00	0.00	0.0%
50010 · Grant Match	436.72	568.00	-131.28	76.9%
50011 · Janitorial	-120.00			
50012 · Miscellaneous Expense	1,843.00	29.00	1,814.00	6,355.2%
50013 · Office Supplies	111.95	292.00	-180.05	38.3%
50014 · Property Insurance - General	1,274.76	1,285.98	-11.22	99.1%
Total 50000 · GENERAL OPERATING EXPENSE	3,613.43	3,036.98	576.45	119.0%
50100 · Accounting & Consulting Service	0.00	0.00	0.00	0.0%
50200 · Bank Fees	0.00	0.00	0.00	0.0%
50300 · Building Inspector	405.00	1,100.00	-695.00	36.8%
50400 · Legal Expense	225.00	416.37	-191.67	54.0%
60000 · PAYROLL EXPENSE				
60001 · Payroll - General	9,239.55	3,363.30	5,876.25	274.7%
60002 · Payroll - Parks	-373.83			
60003 · Payroll - Street	-1,523.96			
60004 · Payroll - Water	-3,788.70			
60000 · PAYROLL EXPENSE - Other	0.00	41.67	-41.67	0.0%
Total 60000 · PAYROLL EXPENSE	3,553.06	3,404.97	148.09	104.3%
61000 · STAFF COSTS				
61002 · Health Insurance/Shared cost	250.00	250.00	0.00	100.0%
61003 · Meetings and Travel	0.00	0.00	0.00	0.0%
Total 61000 · STAFF COSTS	250.00	250.00	0.00	100.0%
62000 · Worker's Compensation General	536.77	536.77	0.00	100.0%
63000 · Trustee and Mayor Fees	170.00	166.57	3.33	102.0%
64000 · UTILITIES				
64001 · Electricity - General	95.56	116.67	-21.11	81.9%
64002 · Gas - General	33.52	100.00	-66.48	33.5%
64003 · Internet & Telephone - General	66.48	83.33	-16.85	79.8%
Total 64000 · UTILITIES	195.56	300.00	-104.44	65.2%
Total Expense	8,948.82	9,212.06	-263.24	97.1%
Net Ordinary Income	-7,296.97	4,532.54	-11,829.91	-161.0%
Other Income/Expense				
Other Expense				
80000 · INTERFUND TRANSFERS				
80003 · Streets - purchase & transfers	0.00			
Total 80000 · INTERFUND TRANSFERS	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-7,296.97	4,532.54	-11,829.91	-161.0%

12:41 PM

07/08/25

Town of Williamsburg General Fund
Reconciliation Summary
General Savings - COLOTRUST, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	74,288.81
Cleared Transactions	
Deposits and Credits - 1 item	266.99
Total Cleared Transactions	266.99
Cleared Balance	74,555.80
Register Balance as of 06/30/2025	74,555.80
Ending Balance	74,555.80

Town of Williamsburg General Fund
Reconciliation Detail
General Savings - COLOTRUST, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						74,288.81
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	266.99	266.99
Total Deposits and Credits					266.99	266.99
Total Cleared Transactions					266.99	266.99
Cleared Balance					266.99	74,555.80
Register Balance as of 06/30/2025					266.99	74,555.80
Ending Balance					266.99	74,555.80

Town of Williamsburg Street System

Profit & Loss Budget vs. Actual

June 2025

	Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Tax Income				
40001 · Co state mineral tax	0.00	850.00	-850.00	0.0%
40002 · Co state severance tax	0.00	1,450.00	-1,450.00	0.0%
40004 · Highway Users Fund Tax	3,730.03	3,500.00	230.03	106.6%
40005 · Road and Bridge Tax	0.00	50.00	-50.00	0.0%
Total 40000 · Tax Income	3,730.03	5,350.00	-2,119.97	63.8%
46000 · Interest Income	104.35	0.33	104.02	31,621.2%
Total Income	3,834.38	5,350.33	-2,015.95	65.5%
Expense				
50000 · General Operating Expense				
50001 · Fuel	743.14	1,000.00	-256.86	74.3%
50002 · Locates (UNCC)	0.00	11.67	-11.67	0.0%
50003 · Miscellaneous Expense	0.00	25.00	-25.00	0.0%
Total 50000 · General Operating Expense	743.14	1,036.67	-293.53	71.7%
50500 · Repair and Maintenance				
50501 · Road Maintenance	0.00	2,325.00	-2,325.00	0.0%
50502 · Shop Maintenance	53.23	500.00	-446.77	10.6%
50503 · Signs	0.00	400.00	-400.00	0.0%
50504 · Vehicle Maintenance	109.14	750.00	-640.86	14.6%
Total 50500 · Repair and Maintenance	162.37	3,075.00	-3,812.63	4.1%
61000 · Staff Expenses				
60003 · Payroll Split	1,599.96	2,414.35	-814.39	66.3%
Total 61000 · Staff Expenses	1,599.96	2,414.35	-814.39	66.3%
64000 · Utilities				
64001 · Gas	35.71	0.00	35.71	100.0%
64002 · Electricity	86.67	132.95	-46.25	65.2%
64003 · Trash	250.00	275.00	-25.00	90.9%
Total 64000 · Utilities	372.38	407.92	-35.54	91.3%
75000 · Capital Outlay				
75001 · Equipment Purchase	0.00	150.00	-150.00	0.0%
75002 · Grant Match	0.00	3,692.00	-3,692.00	0.0%
Total 75000 · Capital Outlay	0.00	3,842.00	-3,842.00	0.0%
Total Expense	2,877.85	11,675.94	-8,798.09	24.6%
Net Ordinary Income	956.53	-5,825.61	6,782.14	-16.4%
Net Income	956.53	-5,825.61	6,782.14	-16.4%

11:47 AM

07/08/25

Town of Williamsburg Street System
Reconciliation Summary
10001 · Street Savings - COLOTRUST, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	29,032.77
Cleared Transactions	
Deposits and Credits - 1 item	104.35
Total Cleared Transactions	104.35
Cleared Balance	29,137.12
Register Balance as of 06/30/2025	29,137.12
Ending Balance	29,137.12

11:47 AM

07/08/25

Town of Williamsburg Street System

Reconciliation Detail

10001 - Street Savings - COLOTRUST, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						29,032.77
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	104.35	104.35
Total Deposits and Credits					104.35	104.35
Total Cleared Transactions					104.35	104.35
Cleared Balance					104.35	29,137.12
Register Balance as of 06/30/2025					104.35	29,137.12
Ending Balance					104.35	29,137.12

12:33 PM
07/08/25
Cash Basis

Town of Williamsburg Water System

Profit & Loss Budget vs. Actual

June 2025

	Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
46000 · Interest	575.23			
41000 · SD Monthly Transfer from Water	307.50	307.50	0.00	100.0%
48000 · System Development Interest	0.00	3.17	-3.17	0.0%
Water Interest Earned	0.00	1.25	-1.25	0.0%
40000 · Water Sales	21,098.37	22,527.84	-1,429.47	93.7%
42000 · Water Tap Sales				
42001 · Water Tap split from WF to SD	0.00	900.00	-900.00	0.0%
42002 · Tap Installation-Parts	0.00	500.00	-500.00	0.0%
42000 · Water Tap Sales - Other	0.00	8,345.00	-8,345.00	0.0%
Total 42000 · Water Tap Sales	0.00	9,745.00	-9,745.00	0.0%
Total Income	21,981.10	32,584.76	-10,603.66	67.5%
Expense				
65000 · Water System, Williamsburg				
65001 · Water Tap Fee to System Dev.	0.00	1,200.00	-1,200.00	0.0%
65002 · Water Shares (Union Ditch)	0.00	0.00	0.00	0.0%
65003 · Monthly System Dev Transfer	307.50	307.50	0.00	100.0%
Total 65000 · Water System, Williamsburg	307.50	1,507.50	-1,200.00	20.4%
67000 · Debt Retirement				
67001 · DWRF Loan Interest	0.00	0.00	0.00	0.0%
67000 · Debt Retirement - Other	0.00	0.00	0.00	0.0%
Total 67000 · Debt Retirement	0.00	0.00	0.00	0.0%
75000 · Capital Outlay				
75001 · Grant match	0.00	0.00	0.00	0.0%
Total 75000 · Capital Outlay	0.00	0.00	0.00	0.0%
50000 · General Operating Expense				
50004 · Publish Public Notice	0.00	0.00	0.00	0.0%
50003 · Postage Billing & Testing	768.79	1,375.00	-606.21	55.9%
50001 · Dues and Subscriptions	0.00	0.00	0.00	0.0%
50002 · Office Supplies	0.00	225.00	-225.00	0.0%
50005 · Repairs and Maintenance	0.00	500.00	-500.00	0.0%
50008 · Vehicle Maintenance	0.00	0.00	0.00	0.0%
50007 · Shop Supplies-Water Parts	504.69	416.67	88.02	121.1%
50010 · Water Testing	0.00	166.67	-166.67	0.0%
50011 · Miscellaneous Expense	0.00	41.67	-41.67	0.0%
50009 · Water Locates	0.00	8.33	-8.33	0.0%
Total 50000 · General Operating Expense	1,273.48	2,753.34	-1,459.86	46.6%
61000 · Staff Expenses				
61001 · Payroll Split	3,788.70	3,807.97	-19.27	99.5%
Total 61000 · Staff Expenses	3,788.70	3,807.97	-19.27	99.5%
66000 · Water System, Florence				
66004 · Water Tap Fee to Florence	0.00	3,427.20	-3,427.20	0.0%
66001 · Florence Debt Retirement	5,756.80	6,155.33	-398.53	93.5%
66002 · Florence Water Treatment	6,194.00	7,284.17	-1,090.17	85.0%
66003 · Service Charges & Assessments	847.78	1,188.42	-340.64	71.3%
Total 66000 · Water System, Florence	12,798.58	18,055.12	-5,256.54	70.9%
Total Expense	18,168.26	26,103.93	-7,935.67	69.6%
Net Ordinary Income	3,812.84	6,480.83	-2,667.99	58.8%
Net Income	3,812.84	6,480.83	-2,667.99	58.8%

12:31 PM

07/08/25

Town of Williamsburg Water System

Reconciliation Summary

10003 - System Devl Savings - COLOTRUST, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	31,651.37
Cleared Transactions	
Deposits and Credits - 1 item	113.77
Total Cleared Transactions	113.77
Cleared Balance	31,765.14
Register Balance as of 06/30/2025	31,765.14
Ending Balance	31,765.14

12:31 PM

07/08/25

Town of Williamsburg Water System

Reconciliation Detail

10003 · System Devl Savings - COLOTRUST, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,651.37
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	113.77	113.77
Total Deposits and Credits					113.77	113.77
Total Cleared Transactions					113.77	113.77
Cleared Balance					113.77	31,765.14
Register Balance as of 06/30/2025					113.77	31,765.14
Ending Balance					113.77	31,765.14

12:31 PM

07/08/25

Town of Williamsburg Water System

Reconciliation Summary

10001 · Water Savings - COLOTRUST, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	128,400.51
Cleared Transactions	
Deposits and Credits - 1 item	461.46
Total Cleared Transactions	461.46
Cleared Balance	128,861.97
Register Balance as of 06/30/2025	128,861.97
Ending Balance	128,861.97

12:31 PM

07/08/25

Town of Williamsburg Water System

Reconciliation Detail

10001 · Water Savings - COLOTRUST, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						128,400.51
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	461.46	461.46
Total Deposits and Credits					461.46	461.46
Total Cleared Transactions					461.46	461.46
Cleared Balance					461.46	128,861.97
Register Balance as of 06/30/2025					461.46	128,861.97
Ending Balance					461.46	128,861.97

12:28 PM

Town of Williamsburg Conservation Trust Redemption Fund

07/08/25

Profit & Loss Budget vs. Actual

Accrual Basis

June 2025

	Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
34000 · Conservation Trust Fund Deposit	2,176.15	2,250.00	-73.85	96.7%
36000 · Lottery Share Deposit	0.00	0.58	-0.58	0.0%
Total Income	2,176.15	2,250.58	-74.43	96.7%
Expense				
66000 · Payroll Expenses	373.83	521.89	-148.06	71.6%
67200 · Repairs and Maintenance	0.00	250.00	-250.00	0.0%
68000 · Weed Control	0.00	0.00	0.00	0.0%
Total Expense	373.83	771.89	-398.06	48.4%
Net Ordinary Income	1,802.32	1,478.69	323.63	121.9%
Other Income/Expense				
Other Income				
49000 · Interest Income	108.15			
Total Other Income	108.15			
Net Other Income	108.15	0.00	108.15	100.0%
Net Income	1,910.47	1,478.69	431.78	129.2%

12:28 PM

07/08/25

Town of Williamsburg Conservation Trust Redemption Fund

Reconciliation Summary

10001 · Park Savings - COLOTRUST, Period Ending 06/30/2025

	Jun 30, 25
Beginning Balance	30,091.81
Cleared Transactions	
Deposits and Credits - 1 item	108.15
Total Cleared Transactions	108.15
Cleared Balance	30,199.96
Register Balance as of 06/30/2025	30,199.96
Ending Balance	30,199.96

Town of Williamsburg Conservation Trust Redemption Fund
Reconciliation Detail

10001 · Park Savings - COLOTRUST, Period Ending 06/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						30,091.81
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	06/30/2025			X	108.15	108.15
Total Deposits and Credits					108.15	108.15
Total Cleared Transactions					108.15	108.15
Cleared Balance					108.15	30,199.96
Register Balance as of 06/30/2025					108.15	30,199.96
Ending Balance					108.15	30,199.96



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Treasurer's Report – July 15, 2025

Submitted by Trustee Kristina Graham-Webb

Dear Mayor and Members of the Board,

I am pleased to report that the Town of Williamsburg's bank accounts have been fully balanced and reconciled for the current reporting period. Interest income continues to provide a solid return on our investments, and it remains a reliable source of supplemental revenue for the town.

Additionally, I would like to inform the Board that a Town of Williamsburg Map has been officially commissioned, thanks to the generosity of an anonymous donor. The draft plan is now available for your review, and I kindly ask that all trustees take a moment to look it over for accuracy and provide any feedback or corrections you may have.

As a member of the Parks Committee, I want to share that we will be meeting on Wednesday, July 30, to walk through the park, take photos, and begin the Master Plan development process. Your ideas and input for park improvements are most welcome—please don't hesitate to share your thoughts ahead of time or join us for the review.

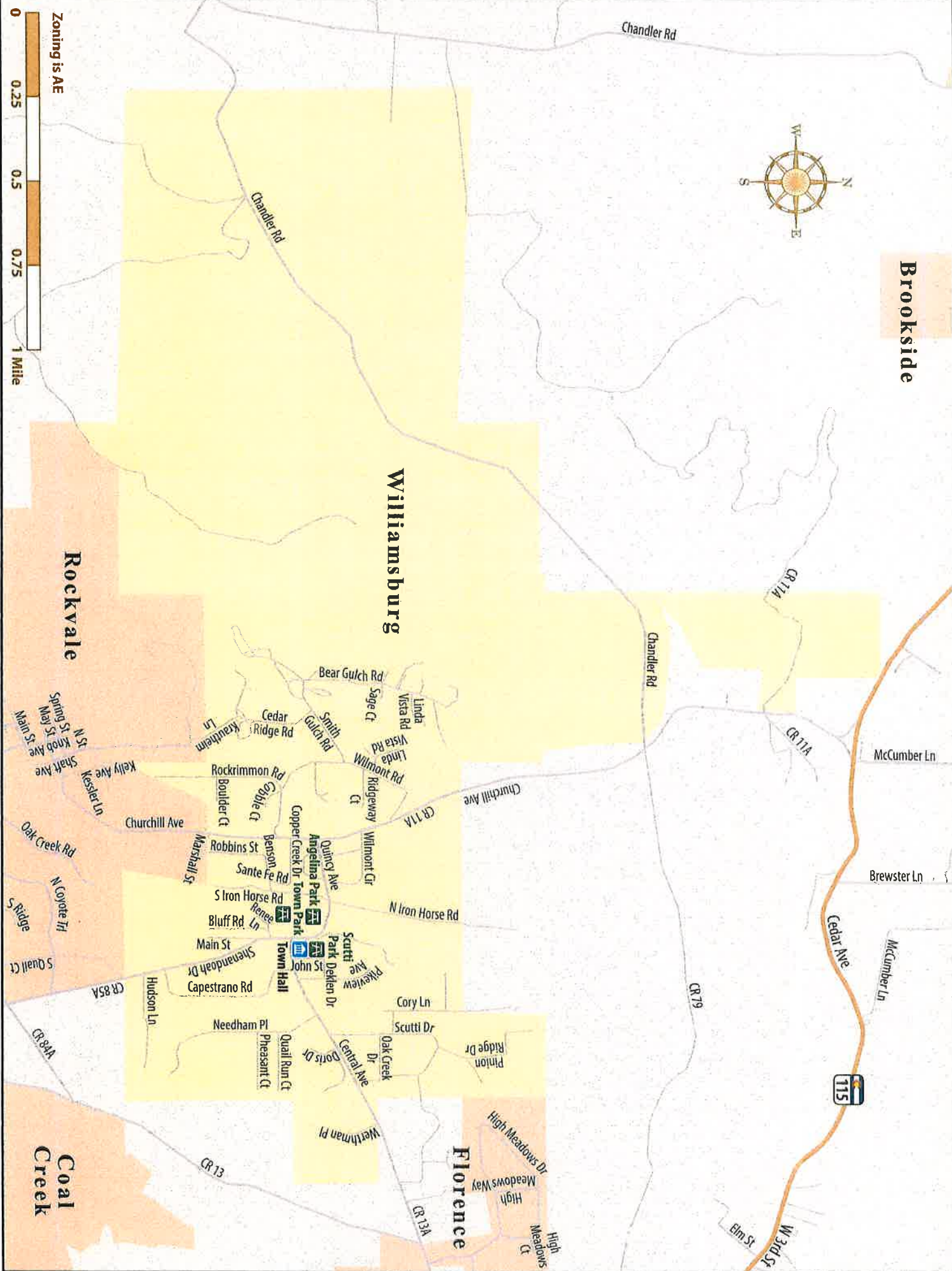
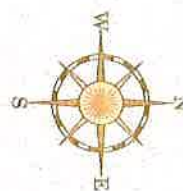
Finally, I strongly recommend that the Board does establish meeting ground rules as in the Discussion item on the Board Agenda to help keep discussions focused and productive. Setting clear expectations will allow us to complete our agenda items in a timely and organized manner.

Respectfully submitted,

Kristina Graham-Webb

Trustee & Treasurer
Town of Williamsburg

Brooks



Town of Williamsburg Treasurer Report 2025

Account		January	February	March	April	May	June	July	August	September	October	November	December
General													
B of SJ													
	Opening Balance	79,796.26	95,917.09	95,373.77	73,347.04	71,199.16	21,454.39						
	Deposits	29,947.12	9,627.76	11,327.08	11,138.29	8,996.16	5891.48						
	Interest	0.88	0.73	0.67	0.60	0.34	0.16						
	Withdrawals	13,827.17	10,171.81	33,354.48	13,286.77	58,741.27	12575.11						
	Ending Balance	95,917.09	95,373.77	73,347.04	71,199.16	21,454.39	14,770.92	0.00	0.00	0.00	0.00	0.00	0.00
General													
COLO TRUST													
	Opening Balance	0.00	0.00	23,992.74	23,992.74	24,079.53	74,288.81						
	Deposits	0.00	0.00	23,938.00	0.00	50,000.00	0						
	Interest	0.00	0.00	54.74	86.79	209.28	266.99						
	Withdrawals	0.00	0.00	0.00	0.00	0.00	0						
	Ending Balance	0.00	0.00	23,992.74	24,079.53	74,288.81	74,555.80	0.00	0.00	0.00	0.00	0.00	0.00
Street													
B of SJ													
	Opening Balance	46,211.25	39,299.67	40,518.60	27,053.29	27,069.09	13,769.23						
	Deposits	3,513.07	3,358.98	3,388.23	3,881.47	4,050.21	3730.03						
	Interest	0.35	0.30	0.25	0.22	0.15	0.11						
	Withdrawals	10,425.00	2,140.35	16,853.79	3,865.89	17,350.22	2916.49						
	Ending Balance	39,299.67	40,518.60	27,053.29	27,069.09	13,769.23	14,582.88	0.00	0.00	0.00	0.00	0.00	0.00
Street													
COLO TRUST													
	Opening Balance	0.00	0.00	0.00	13,894.70	13,944.99	29,032.77						
	Deposits	0.00	0	13,863.00	0.00	15,000.00	0.00						
	Interest	0.00	0	31.70	50.29	87.78	104.35						
	Withdrawals	0.00	0	0.00	0.00	0.00	0.00						
	Ending Balance	0.00	0.00	13,894.70	13,944.99	29,032.77	29,137.12	0.00	0.00	0.00	0.00	0.00	0.00
Water													
B of SJ													
	Opening Balance	175,707.01	159,112.68	162,582.55	110,345.25	126,248.03	42,020.90						
	Deposits	19,882.79	21,374.09	25,667.88	43,622.17	22,984.45	21,098.37						
	Interest	1.49	1.25	1.04	1.01	0.56	0.34						
	Withdrawals	36,478.61	17,905.47	77,906.22	27,720.40	107,212.14	16,961.43						
	Ending Balance	159,112.68	162,582.55	110,345.25	126,248.03	42,020.90	46,158.18	0.00	0.00	0.00	0.00	0.00	0.00
Water													
COLO TRUST													
	Opening Balance	0.00	0.00	0.00	52,832.53	53,023.69	128,400.51						
	Deposits	0.00	0	52,712.00	0.00	75000	0						
	Interest	0.00	0	120.53	191.16	376.82	461.46						
	Withdrawals	0.00	0	0.00	0.00	0.00	0						
	Ending Balance	0.00	0.00	52,832.53	53,023.69	128,400.51	128,861.97	0.00	0.00	0.00	0.00	0.00	0.00
System Devl.													
B of SJ													
	Opening Balance	59,159.48	36,632.70	36,941.05	16,998.07	19,706.05	9,706.40						
	Deposits	311.00	307.50	21,507.50	2,707.50	0.00	615.00						
	Interest	1.29	0.85	0.52	0.48	0.35	0.24						
	Withdrawals	22,839.07	0.00	41,451.00	0.00	10,000.00	0						
	Ending Balance	36,632.70	36,941.05	16,998.07	19,706.05	9,706.40	10,321.64	0.00	0.00	0.00	0.00	0.00	0.00
System Devl.													
COLO TRUST													
	Opening Balance	0.00	0.00	0.00	21,469.59	21,547.27	31,652.22						
	Deposits			41,411.00	0	10000	0						
	Interest			58.59	77.68	104.95	113.77						
	Withdrawals			20000.00	0	0	0						
	Ending Balance	0.00	0.00	21,469.59	21,547.27	31,652.22	31,765.99	0.00	0.00	0.00	0.00	0.00	0.00
Parks-CTF													
B of SJ													
	Opening Balance	35,486.63	33,673.78	33,432.50	10,662.29	10,164.36	4,464.06						
	Deposits	20	0	2,311.38	0	0	2176.15						
	Interest	0.92	0.77	0.44	0.25	0.17	0.14						
	Withdrawals	1833.77	242.05	25082.03	498.18	5700.47	256.99						
	Ending Balance	33,673.78	33,432.50	10,662.29	10,164.36	4,464.06	6,383.36	813.65	0.00	0.00	0.00	0.00	0.00
Parks-CTF													
COLO TRUST													
	Opening Balance	0.00	0.00	0.00	24,896.79	24,986.86	30,091.81						
	Deposits	0		24,840.00	0	5000	0						
	Interest	0		56.79	90.07	104.95	108.15						
	Withdrawals	0		0	0.00	0	0						
	Ending Balance	0.00	0.00	24,896.79	24,986.86	30,091.81	30,199.96	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		364,635.92	368,848.47	375,492.29	391,969.03	384,881.10	386,737.82	813.65	0.00	0.00	0.00	0.00	0.00

WEAR PARTS & EQUIP CO., INC.

P.O. BOX 472617
AURORA, CO 80047-2617

Quote

Customer No.: WILLIAMSBURG

Quote No.: 64774

Quote To: **TOWN OF WILLIAMSBURG**

P O BOX 227
FLORENCE, CO 81226

Ship To: **TOWN OF WILLIAMSBURG**

1 JOHN STREET
WILLIAMSBURG, CO 81226

Date	Ship Via		F.O.B.		Terms	
07/08/2025	DELIVER		Origin		Net 30	
Purchase Order Number			Sales Person			Required
			GEORGE INGLE			07/08/2025
Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				

John Deere 772CH grader

2.000	BC3/4X8X7CDB	GRADER BLADES*350 HEAT TREATED 5/8 Holes 5D9559 F1A 129 lbs	189.76	379.52
30.000	HD5/8X21/4PB	PLOW BOLTGRADE 8 5/8X21/4PB REPLACES 3F5108 BB1 150 PER BOX	1.99	59.70
30.000	HD5/8PLOWNU	GR8 NUT PLN 5/8-11 BB3 5/8PLOWNUT REPLACES 4K0367 600 PER BOX	1.56	46.80

Ashley / gci

Quote subtot 486.02

Quote total 486.02

Thank You



JOHN DEERE

Please send payment to:

4 Rivers Equipment Accounts Receivable PO BOX 209223 Dallas, TX 75320-9223

4RIVERS
EQUIPMENT

685 E Enterprise Dr
Pueblo West, CO 81007
(719) 547-3505
www.4RiversEquipment.com

"Your Working Partner"

PARTS QUOTATION

Invoice To Account No: 7442



Deliver To:

TOWN OF WILLIAMSBURG
1 JOHN STREET
WILLIAMSBURG CO 81226
US

TOWN OF WILLIAMSBURG
1 JOHN STREET
WILLIAMSBURG CO 81226

Home Ph: Mob Ph:
Work Ph: (719)784-4511

Quotation No: 1482115
Date: 7/7/2025
Page: 1 of 1

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price
30.00	0	PB625250	BOLT	U/S03	3.49	3.49	\$104.70
2.00	0	T66704ITR	GRADER BLADE	YARD	233.07	233.07	\$466.14

*Rusler Does not sell blades for Deere

Customer PO No: GRADER EDGE QUC

Tax Exempt No: ON FILE

Salesperson: JORGE MIER

Delivery Note:

EMAIL QUOTE TO
CLERK@WILLIAMSBURGCOLORADO.CO.M*****
ASHLEY 719-784-4511

Sub Total: \$570.84

Sales Tax: \$0.00

Total: \$570.84

Deposit Received: \$0.00

Balance Due: \$570.84

Not an Invoice - Do Not Pay

EXCLUDES TAX

TO: Williamsburg Board of Trustees

FROM: Ashley Smith, Town Clerk

DATE: July 9, 2025

SUBJECT: Request to Send Water Operator Will Lackey to CECTI Water Distribution Training

I would like to request the Board's support to send Water Operator Will Lackey to the **2025 CECTI Distribution and Collection Short School**, held **November 6–7, 2025**, at the Delta Marriott Hotel in Northglenn, Colorado.

This annual training is a valuable opportunity for our operator to stay current on regulatory requirements and best practices in water system operations. CECTI (Colorado Environmental Certification & Training Institute) brings together professionals from across the state to provide **relevant and regulatory-approved training**, including up to **1.6 Training Units (TUs)** for certification maintenance.

Topics covered include:

- Valve operation and maintenance
- Pipe rehabilitation techniques
- Pump systems
- Inspection protocols
- System design and Maximum Residence Time (MRT) management

Cost breakdown (to be split 50/50 with the Town of Coal Creek):

- Registration: \$375 (includes lunch and snacks)
- Hotel (1 night): \$119
- Travel and meals: to be determined (minimal)
- **Williamsburg's estimated cost: approximately \$275**

This training supports professional development, compliance with **Colorado Regulation 100**, and continued delivery of safe and reliable water services to our residents.

Please let me know if you have any questions or would like more details.

Respectfully,

Ashley Smith

MEMORANDUM

To: Board of Trustees

From: Ashley Smith, Town Clerk

Date: May 12, 2025

Subject: Discussion: Establishing Meeting Ground Rules and Considering Adoption of *Robert's Rules of Order*

Dear Trustees,

To promote a culture of productive, respectful, and equitable dialogue, the mayor has proposed the consideration of adopting a set of ground rules for our board meetings, along with a discussion about formally adopting *Robert's Rules of Order* as a standard framework for how we conduct business.

This memo is intended to invite your feedback and discussion. Based on our collective input, a formal resolution can be developed and brought to the board for approval at our next scheduled meeting.

Why This Matters

Board meetings are more effective when members feel heard, respected, and confident that the process is fair. Ground rules help set the tone and create a shared understanding of expectations, while *Robert's Rules of Order* offers a flexible but consistent way to manage proceedings, ensure every voice is heard, and move toward decisions transparently.

Although our board has informally used principles of *Robert's Rules* for some time, this moment presents an opportunity to formalize those practices and consider the thoughtful application of additional procedures and codes of conduct. Doing so would not only strengthen the consistency and order of our meetings, but also support the Mayor in their essential role as chair and conductor of the meeting.

Proposed Ground Rules for Discussion

Sergeant at Arms

Appoint a Sergeant at Arms to support the Mayor in enforcing code of conduct protocols at meetings.

Speak One at a Time

Wait to be recognized before speaking. Do not interrupt.

Share the Floor

After you've spoken, wait until all others have had the chance to speak before you take another turn.

Avoid Side Conversations

Stay fully engaged in the board discussion; do not hold private or whispered conversations.

No Talking Under One's Breath

Comments should be made aloud and respectfully. Whispered remarks can create mistrust or distraction.

Practice Active Listening

Listen to understand, not just to respond. Validate others' contributions before challenging them.

Respectful Disagreement

It's okay to disagree, but hostility, sarcasm, or personal attacks are not acceptable.

Be Brief and Focused

Be concise so all have a chance to speak. Keep comments relevant to the topic under discussion.

Support the Role of the Chair/Facilitator

Accept time limits and facilitation cues that help keep the meeting productive and on track.

These ground rules are intended as a starting point—not a fixed set of mandates. They are based on widely accepted practices in collaborative governance and deliberative dialogue. The board may amend, add to, or reframe them in a way that aligns with our shared values.

Consideration of *Robert's Rules of Order*

In addition to adopting discussion ground rules, I propose we explore using *Robert's Rules of Order* as our standard for meeting procedure. This approach is widely used by nonprofit boards and governing bodies because it:

- Ensures clarity and fairness in motions, votes, and amendments
- Helps manage conflict constructively
- Guarantees minority opinions have a voice while allowing the group to move forward

By formalizing what we already use in practice, we can better equip all members to participate with clarity and confidence, while also empowering the Mayor to guide meetings with a clearer mandate and shared understanding of the rules.

An introductory summary of *Robert's Rules* is included as an attachment for review. If there is interest, we can prepare a board resolution to adopt these formally at the next meeting.

Next Steps

- Please review the proposed ground rules and attached materials.
- Come prepared to share your feedback and any additions or alternatives.
- Following discussion, we can finalize the language of a resolution for potential board action at the next meeting.
- If desired, at the next meeting formally appoint a Sergeant at Arms.

Attachments:

Attachment A: Introductory Guide: Summary of *Robert's Rules of Order*

Attachment B: Sample Display of Proposed Meeting Ground Rules for Posting

References

Center for Public Deliberation. (2013). *Student Associate Training Workbook*. Colorado State University.

Kaner, S., Lind, L., Toldi, C., Fisk, S., & Berger, D. (2007). *Facilitator's Guide to Participatory Decision-Making*.

Robert, H. M. (2020). *Robert's Rules of Order Newly Revised* (12th ed.). Da Capo Press.

Attachment A: Introductory Guide – Summary of *Robert's Rules of Order*

Purpose of Robert's Rules of Order

Robert's Rules of Order is a time-tested, widely used manual of parliamentary procedure that provides a consistent framework for how meetings are conducted. It ensures fairness, promotes respectful deliberation, and helps groups move toward decisions in a structured and inclusive manner.

Core Principles

- **Equality:** Each member has equal rights, privileges, and obligations.
 - **Order:** Business proceeds in a clear, step-by-step manner that promotes understanding and minimizes confusion.
 - **Majority Rule:** The will of the majority is carried out, but the rights of the minority and individuals are protected.
 - **One Thing at a Time:** Only one motion or item of business is considered at a time.
 - **Respectful Dialogue:** Debate is civil, and personal attacks are not tolerated.
-

Common Procedures

Action	You Say...	Purpose
Make a motion	"I move that..."	Propose an action
Second a motion	"Second."	Show that another member agrees to discuss it
Debate a motion	"I'd like to speak in favor/against..."	Discuss pros/cons before voting
Amend a motion	"I move to amend the motion by..."	Modify the original proposal
Call the question	"I move the previous question."	End debate and move to vote
Table a motion	"I move to table the motion."	Delay consideration to a future time

Point of order “Point of order.”

Correct a breach in procedure

Roles & Responsibilities

- **Chair (Mayor):** Guides the meeting, recognizes speakers, maintains decorum, and ensures proper procedures.
- **Members:** Participate respectfully, follow the rules, and contribute to a fair decision-making process.

Benefits of Adoption

- Promotes clearer discussion and fewer interruptions
- Reduces confusion about how decisions are made
- Ensures a level playing field for all voices
- Helps resolve disagreements constructively

A full version of *Robert's Rules of Order Newly Revised* (12th Edition) is available online and in print for those who wish to explore further.

Attachment B: Sample Display – Proposed Meeting Ground Rules

Town of Williamsburg – Board of Trustees Meeting Ground Rules

To support respectful, efficient, and inclusive meetings, we propose the following shared expectations:

☒ **Speak One at a Time**

Wait to be recognized before speaking. Don't interrupt.

☒ **Share the Floor**

Allow everyone a chance to speak before speaking again.

☒ **Avoid Side Conversations**

Stay engaged in the main discussion.

☒ **No Whispering or Talking Under Your Breath**

Speak openly and respectfully so all can hear.

☒ **Practice Active Listening**

Listen to understand, not just to respond.

☒ **Respectful Disagreement**

Disagree with ideas, not people. No sarcasm, hostility, or personal attacks.

☒ **Be Brief and Focused**

Keep comments clear and on-topic.

☒ **Support the Chair**

Follow time limits and cues that keep the meeting on track.

☒ **Sergeant at Arms**

Sergeant at Arms supports the Mayor in enforcing code of conduct protocols at meetings.

These ground rules reflect our commitment to civil dialogue and effective governance. They may be reviewed and updated by the board as needed.

MEMORANDUM

To: Board of Trustees
From: Ashley Smith, Town Clerk
Kelsey Pollard, Building Inspector
Date: July 7, 2025
Subject: Dangerous Building Concern – 1425 Churchill

Following the recent adoption of the updated Town Code, including **Section 18 – Dangerous Buildings**, we would like to bring to the Board's attention a structure of particular concern located at **1425 Churchill**. The building has long raised safety concerns, and the condition of the exterior walls are worsening. The structural integrity appears to be deteriorating, and there is an increasing risk of partial or full collapse.

At this stage, this property may pose a **public safety hazard**, particularly if someone is in or around the structure should it give way. Under the new provisions in Section 18, the Town has a formal mechanism to pursue enforcement; however, doing so would require initiating a legal process, including **incurring legal fees** and staff time to support the necessary proceedings.

As an alternative, the Town could issue a formal notice or letter to the property owner raising our safety concerns. While this would not carry the force of enforcement, it could serve as a good faith effort to prompt voluntary action. However, without formal enforcement, there is **no mechanism to require compliance**, leaving the Town limited in what can be done.

We also note a broader concern about **liability**. If the structure were to collapse and someone were injured or harmed—and the Town had prior knowledge of the danger but did not act—it could potentially raise legal and financial exposure.

We seek the Board's general direction on how to proceed with this matter—whether to initiate a formal enforcement process under the new code, send a courtesy notice to the property owner, take other action, or no action.

Please let us know how you would like staff to move forward.

Respectfully,
Ashley Smith, Town Clerk
Randy Babb, Building Inspector
Town of Williamsburg

1425 Churchill



ARTICLE II Dangerous Buildings

Sec. 18-11. Purpose and scope

It is the purpose of this chapter to provide a just, equitable, and practicable method whereby buildings or structures which from any cause endanger the life, limb, health, morals, property, safety, or welfare of the general public or such building's occupants or neighbors, shall be required to be repaired, vacated, or demolished. The provisions of this Article shall apply to all dangerous buildings, as herein defined, which are now in existence or which may hereafter become dangerous buildings or structures within the Town.

Sec. 18-12. Definitions

Dangerous Building refers to any building or structure deemed to be dangerous under any of the following provisions:

1. Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.
2. Whenever the walking surface of any aisle passageway, stairway or other means of exit is so warped, worn, loose, torn or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic.
3. Whenever the stress in any materials, member, or portion thereof, due to all dead and live loads, is more than one and one-half (1 ½) times the working stress or stresses allowed by the International Residential Code (as adopted in Section 18-1 of this Chapter, and hereinafter referred to as "IRC") for new buildings of similar structure, purpose, or location.
4. Whenever any portion thereof has been damaged by fire, earthquake, wind, flood, or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the uniform building code for new buildings of similar structure, purpose, or location.
5. Whenever any portion or member or appurtenance thereof is likely to fail or to become detached or dislodged, or to collapse and thereby injure persons or damage property.
6. Whenever any portion of a building, or any member, appurtenance, or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one-half (½) of that specified in the uniform building code of new buildings of similar structure, purpose, or location without exceeding the working stresses permitted in the uniform building code for such buildings.
7. Whenever any portion thereof has wracked, warped, buckled, or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.
8. Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, decay, faulty construction, removal, movement or instability of any portion

of the ground necessary for the purpose of supporting such building; the deterioration, decay or inadequacy of its foundation, or any other cause, is likely to partially or completely collapse.

9. Whenever, for any reason, the building or structure, or ~~any~~ portion thereof, is manifestly unsafe for the purpose for which it is being used.
10. Whenever the exterior walls or other vertical structural members list, lean, or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third ($\frac{1}{3}$) of the base.
11. Whenever the building or structure, exclusive of the foundation, shows thirty three percent (33%) or more damage or deterioration of its supporting member or members, of fifty percent (50%) damage or deterioration of its nonsupporting members, enclosing or outside walls, or coverings.
12. Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children/ a harbor for vagrants, criminals, or immoral persons; or as to enable persons to resort thereof for the purpose of committing unlawful or immoral acts.
13. Whenever a building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air, or sanitation facilities, or otherwise, is determined by agents of the Town of Williamsburg, the County of Fremont, or the State of Colorado health officer or caseworker to be unsanitary, unfit for human habitation, or in such a condition that it is likely to cause sickness disease, or injury to occupants or others.
14. Whenever any building or structure, because of obsolescence, dilapidated condition, deterioration, damage, inadequate exits, lack of sufficient fire resistive construction, faulty electric wiring, gas connections or heating apparatus, or other cause, as determined by the Florence Fire Chief, to be a fire hazard.
15. Whenever any building or structure is in such a condition as to constitute a public nuisance known to the common law or by state statute or by town ordinance or code found in Chapter 7 of this Code Book.
16. Whenever any portion of a building or structure remains on a site after the demolition or destruction of the building or structure or whenever any building or structure is abandoned for a period in excess of six (6) months so as to constitute such building or portion thereof an attractive nuisance or safety hazard to the public. Is this commonly known language?

Sec. 18-13. Enforcement

1. The Board of Trustees shall appoint the Code Enforcement Officer, Planning & Zoning Designee, or other appropriate officer, hereinafter referred to as the "building official" to enforce the provisions of this Article. The person so appointed by the Town shall have the minimum training or education necessary to interpret and enforce the provisions of this chapter and codes referred to therein.
2. The building official and the Florence Fire Chief are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Article.

3. When it is necessary to make an inspection to enforce the provisions of this Article, or when the building official or the building official's authorized representative, has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to or in violation of this Article which makes the building or premises unsafe, dangerous, or hazardous, the building official may enter the building, premises, or structure, at reasonable times to inspect or to perform the duties imposed by this Article provided that if such building, structure, or premises are occupied that credentials be presented to the occupant and entry requested. If such building or premises is unoccupied, the building official shall first make a reasonable effort to locate the owner or other persons having charge or control of the building, structure, or premises and request entry. If entry is refused, the building official shall have all recourse to the remedies provided by law to secure entry including the obtainment of an order through the Williamsburg Municipal Court.
4. All buildings or portions thereof which are determined after inspection by the building official to be dangerous as defined in this Article are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedures set forth in this Article.
5. It shall be unlawful for any person, persons, corporations or other legal entities, to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of the terms of this Article. Those persons or entities in violation of the provisions of this Article may be subject to a fine, the amount of which is to be set by ordinance of the Board of Trustees, for each violation of this Article, for each day that the property is not in compliance with the provisions of this Article.

Sec. 18-14. Notices and orders of the building official

1. When the building official has inspected or caused to be inspected any building or structure and has found and determined that such building or structure is a "dangerous building" as defined herein, the building official shall commence proceedings to cause the repair, vacation, or demolition of the building.
2. Upon such finding, the building official shall issue a notice and order directed to the record owner of the building and/or the occupants of the building. The notice and order shall contain the following information:
 - a. The street address and a legal description sufficient for identification of the premises upon which the building is located.
 - b. A statement that the building official has found the building to be dangerous with a brief and concise description of the conditions found to render the building dangerous under the provisions of this Article.
 - c. A statement of the action required to be taken as determined by the building official.
 - i. If the building official has determined that the building or structure must be repaired the order shall require that the owner obtain all necessary permits, if any, and that all repairs commence within such time (not to exceed 60 days from the date of the order) and completed within such

- time as the building official shall determine is reasonable under all of the circumstances.
- ii. If the building official has determined that the building or structure must be vacated, the order shall require that the building or structure shall be vacated within a time certain from the date of the order as determined by the building official to be reasonable under the circumstances.
 - iii. If the building official has determined that the building or structure must be demolished, the order shall require that the building be vacated within such time as the building official shall determine is reasonable (not to exceed 60 days from the date of the order); that all required permits be secured therefor within sixty (60) days from the date of the order; and that the demolition be completed within such time as the building official shall determine is reasonable under the circumstances.
- d. Statements advising the owner that if any required repair or demolition work is not commenced within the time specified, the building official will order the building vacated and posted to prevent further occupancy until the work is completed and may proceed to cause the work to be done and charge the costs thereof against the property or its owner.
 - e. Statements advising that any person having any record title or legal interest in the building may appeal from the notice and order of any action of the building official to the Board of Trustees, provided that the appeal is made in writing and filed with the Town Clerk within fifteen (15) days from the date of service of such notice and order; and that failure to appeal in a timely manner will constitute a waiver of all right to an appeal hearing. Any appeal shall state with specificity the reasons for the appeal
 - f. Statements advising that the order may be enforced by the Williamsburg Municipal Court.
 - g. Service of the notice and order may be made upon the owner of the property by either mailing a copy of the notice and order to the owner by certified mail, delivering a copy of the notice and order to the owner at his address or wherever he or she may be found and/or by posting such notice and order to the front door or other visible portion of the subject property.

Sec. 18-15. Abatement

1. Refusal to Comply: Should the owner, or person or persons in control of the dangerous building fail or refuse to comply with the notice and order issued by the building official and further fail to appeal to the Board of Trustees within the time required by this Article, the building official shall cause a summons and complaint to be served upon the person or persons, in accordance with the Colorado municipal court rules of procedure, requiring the person or persons to appear in Williamsburg Municipal Court on a date certain to answer the charges against him or her. Nothing in this chapter shall be construed to prevent the building official from taking immediate action to abate the dangerous building if in the building official's discretion immediate action is required due

to an imminent and immediate hazard, danger, and safety factor existing to the public at large if immediate action is not taken.

2. Abatement: The town, through the building inspector, upon the determination that an owner, person, or persons, in control of a dangerous building, has failed and refused to bring the dangerous building into compliance, and/or upon a finding of the Williamsburg Municipal Court Judge that the subject property is in violation of this Article, may take such action as is necessary to abate the dangerous building and to bring the subject property into compliance. The whole cost, thereof, including the Town's reasonable costs (including legal, engineering, and other technical expenses) incurred in enforcing this Article, together with five percent (5%) for inspection and other incidental costs in connection therewith, shall be assessed upon the lots and tracts of land which have been adjudicated to be a dangerous building. The assessment shall be a lien against each lot or tract of land until paid. (CRS §31-20-105)
3. Certification To County Treasurer: In the event the assessment for the abatement of the dangerous building is not paid within thirty (30) days of the final billing o the town, or of such deadline as is established by the Williamsburg Municipal Court, whichever the case may be, the Town may certify the sum owed to the Fremont County Treasurer who shall collect the assessment, together with a ten percent (10%) penalty for cost of collection, in the same manner as other taxes are collected. (CRS §31-20-106)

Sec. 18-16. Penalties

Those persons or entities in violation of the provisions of this chapter may be subject to a fine as set by ordinance of the Board of Trustees for each violation of this chapter, for each day that the property is not in compliance with the provisions of this chapter.

Secs. 18-17--18-30. Reserved

ORDINANCE NO. 4 of 2025

AN ORDINANCE ADOPTING UPDATED FEES AND FINES SCHEDULES TO COORDINATE WITH THE ADOPTION OF THE REVISED 2025 CODE BOOK

WHEREAS, the Town of Williamsburg has completed a comprehensive revision of its municipal code, hereafter referred to as the "Town of Williamsburg Code Book," to reflect changes in law, policy, and community needs; and

WHEREAS, it is necessary to adopt updated fees and fines schedules that correspond to the revised code sections, programs, permits, enforcement protocols, and administrative procedures as outlined in the 2025 Code Book; and

WHEREAS, the Board of Trustees finds that these updates are in the best interest of public health, safety, fiscal responsibility, and administrative clarity;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, AS FOLLOWS:

SECTION 1. ADOPTION OF UPDATED FEES AND FINES SCHEDULES

The Town of Williamsburg hereby adopts the updated **Fees and Fines Schedules** as attached hereto as **Exhibit A**, which shall be incorporated by reference and made a part of this Ordinance and included as an Addendum to the Code Book.

These schedules correspond directly to the programs, services, violations, and enforcement mechanisms described in the 2025 Code Book.

SECTION 2. AUTHORITY AND IMPLEMENTATION

(a) The Administrative Staff and/or Code Enforcement Officer shall be authorized to implement and enforce the fees and fines as specified in Exhibit A, and to make administrative adjustments for clarity, formatting, or indexing purposes consistent with the intent of this Ordinance.

(b) All departments shall revise application forms, permits, notices, and related documents to reflect the updated fees and fines.

SECTION 3. CONFLICTS AND REPEALER All ordinances, resolutions, or provisions thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, the remaining portions shall not be affected and shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE This Ordinance shall take effect upon 30 days from its passage and posting as required by law.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this ____th day of July 2025

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town Clerk
Town of Williamsburg

ATTESTATION & CERTIFICATION

6/12/25 -Posted on website and public notice boards with 6/17/25 Board Agenda located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

6/17/25 - Introduced, read & passed on first reading

7/15/25 - Passed and adopted on second reading

7/16/25 - Posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

8/15/25- Effective Date

Exhibit A

Administrative Fees

Action	Fee
Municipal Code Book Copies	\$75
Dog license tag replacement	\$4
Copies per page	\$.25
Transcript of meeting minutes/court proceedings	\$5 for email or \$20 for memory USB, plus \$.50/mile of travel required
Meeting Room Rental with or without kitchen	\$100 deposit non resident/resident (resident may receive a \$25 refundable upon a clean check out)
Research fee after first hour	\$15 per additional quarter hour
Record and file fee	\$25/trip plus expenses
OHV permit	\$25 per year

Building Permit Fees

Action	Fees
Residential Dwelling: Building cost is calculated at \$150/sq ft of living space	1% of calculated cost
Accessory Structure: Building cost calculated at \$50/sq ft Includes: Any sheds, decks, patio cover, awnings, patio enclosures, screen porches >120 sq ft Garages (attached or detached) Any home improvements costing >\$1,500	1% of calculated cost with \$75 minimum
Shipping containers used as accessory building	\$75
Variance Permit Fee	\$25

Code Enforcement Fines Table

Category	Violation	Code Reference	1st Offense	2nd Offense	3rd Offense	Succeeding Offenses (4 or More Violations)
Campers	Living in Camper more than 30 days	Sec.	\$300	\$300	\$300	\$300
Contempt	Contempt of the Court	Sec.	\$300	\$300	\$300	\$300
Dog	Noisy	Sec.	\$150	\$150	\$150	\$150
Dog	At Large	Sec.	Up to \$499	Up to \$499	Up to \$499	Up to \$499
Dog	Vicious	Sec.	\$300	\$300	\$300	\$300
Firearms	Discharge of Firearm in Town	Sec.	\$300	\$300	\$300	\$300
Junk	Junk/Rubbish	Sec.	Up to \$499	Up to \$499	Up to \$499	Up to \$499
Livestock	At Large	Sec.	\$50 per animal	\$100 per animal	\$150 per animal	\$300 per animal
Manure	Not Removed		\$100	\$100	\$100	\$100
OHV	No Permit		\$300	\$300	\$300	\$300
Septic	Failure to Comply		\$300	\$100 per day	\$100 per day	\$100 per day
Trespass	Damage to Property		\$300	\$300	\$300	\$300
Weeds	Weeds		Up to \$499	Up to \$499	Up to \$499	Up to \$499

Court Fines

Action	Fine
Appearance in Court upon a finding of guilty	\$100 per appearance
Legal fees for the Town	\$200 minimum or actual costs

Failure to comply with an agreement with the Town or a Court Order resulting in the Town cleaning up or removing the violation	All costs will be added to the owner's property tax
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Water Fines and Rates

Action	Rate	
Water Tap Fee	\$10,000 total <ul style="list-style-type: none"> • \$3,427.20 - Paid to Florence tap fee • \$1,200 - Williamsburg System Development Fund • \$25 - Application fee • \$5,348.00 - Water Fund investment 	
Water Rates	<ul style="list-style-type: none"> • \$.60/100 gallons • \$17.99 - Florence debt retirement • \$9.62 - Williamsburg debt retirement • \$19.00 - Administration Services • \$1.00 - Williamsburg System Development • \$2.65 - Florence Cost Comp 	
Turn water on after turned off for non-payment, during regular working hours	\$50 - First time \$75 - Second time \$75 - Third + time	
Turn water on <i>after</i> regular work hours	\$100	
Final Meter Read	\$50	
Additional trip(s) to the property	\$25 each trip	
Utility Late Fee	\$10 Flat Fee	
Water Operator on site	\$50 per hour	
Water parts	Town cost plus 20%	

MEMORANDUM

To: Board of Trustees

From: Ashley Smith, Town Clerk

Date: July 7, 2025

Subject: GMS Bid for Updated Water System Mapping

The Town recently completed a major step in maintaining and managing our water infrastructure—**Water Operator Will Lackey** successfully geo-mapped all of the water valve locations throughout Williamsburg. The next phase of this project is to have those valve coordinates added to our existing water system map.

Our current water system map dates back to the **2014 Water System Improvements Project**. Since that time, several new streets and water lines have been constructed and are not reflected on the map. I have contacted **GMS, Inc.**, the firm that prepared the original system map, to provide a quote to update the mapping with:

- All recently mapped water valve GPS coordinates
- All new water lines and street additions since 2014

GMS has submitted a proposal with a **scope of fees totaling \$8 000** for this work.

This updated map is an **essential tool** for ongoing water system maintenance, including efforts by the **Colorado Rural Water Association (CRWA)** to assist the Town in locating and exercising our distribution system valves.

Budget Considerations

At this time, no funds were specifically earmarked in the **2025 water budget** for this mapping expense. However, the budget can be amended to accommodate the cost. As of **July 8, 2025**, the **Water Fund is in a net positive position by \$5,498**, though that is approximately **\$4,000 below the anticipated net income** at this point in the year.

Alternatively, the Board may consider whether this project qualifies as a **System Development investment**, in which case funds from the budgeted **\$20,000 capital outlay allocation** under System Development could be used.

I am seeking the Board's direction on how you would like to proceed with this proposed mapping update.

Respectfully,
Ashley Smith
Town Clerk
Town of Williamsburg

GMS, INC.
CONSULTING ENGINEERS
611 NORTH WEBER, SUITE 300
COLORADO SPRINGS, COLORADO 80903-1074

TELEPHONE (719) 475-2935
TELEFAX (719) 475-2938

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DAVID R. FRISCH, P.L.B.

THOMAS A. McCLERNAN, P.E.
MARK A. MORTON, P.E.
KEN L. WHITE, P.L.B.

June 19, 2025

Ms. Ashley Smith, Town Clerk
Town of Williamsburg
1 John Street
Williamsburg, CO 81226

*Via Electronic Mail: clerk@williamsburgcolorado.com
No Hard Copy to Follow*

RE: Town of Williamsburg
Water System Mapping
Proposal for Consulting Services

Dear Ms. Smith:

It was a pleasure speaking with you a few weeks ago regarding the above referenced project. Based on our discussions, we have developed a scope of work, scope of services, and a fee for the requested services.

A. Scope of Work:

As we understand, the Town would like a digital map of the Town's water system to incorporate Town measured coordinates of distribution system valves. This mapping would be prepared as a tool for the Colorado Rural Water Association to locate and exercise your distribution system valves. Current mapping for the Town consists of the schematic drawing of the system prepared for the 2013 Water System Preliminary Engineering Report and as-constructed drawings of the 2014 Water System Improvements project. The system schematic map was prepared in AutoCAD with approximate rights-of-way from County assessors printed maps and Town provided system drawings. The design and as-constructed drawings of the 2014 project are accurate based on survey control established for the project. We propose to bring this data together into a digital graphical information system (GIS) map. The mapping will include layers of accuracy for the distribution system components with high accuracy of as-constructed piping, valves and hydrants installed in the 2014 project; moderate accuracy layers for Town located valves via handheld GPS coordinates; and low accuracy layers for system components imported (and adjusted) from the 2013 report schematic drawings. Newer system components installed since the 2014 project will also be added to the GIS mapping based on Town records.

The base of the water system mapping would be from the Fremont County GIS parcel map. Typically, the County would charge us for this base mapping; however, we would expect that it would be provided to the Town at no cost. Therefore, GMS, Inc. would ask that Williamsburg request the GIS parcel base map from the County.

B. Scope of Service:

GMS, Inc. will provide the following services as they relate to water system mapping.

1. Prepare an ERSI Arc GIS Pro based water system map of the Town including pipelines, pipe sizes, pipe materials, valves, hydrants, and other miscellaneous appurtenances like blow-offs and air relief valves. The mapping will incorporate the as-constructed records of the 2014 project; Town measured valve locations; graphical system pipelines, valves, and hydrants as well as regional system piping from the 2013 water report; and updated system infrastructure built since the 2014 project. Mapping will not include the location of meter pits.
2. Once the mapping is complete, printed and/or digital copies will be provided to the Town for review. GMS, Inc. will make revisions based on the Town's review.

C. Scope of Fees:

GMS, Inc. will perform the above scope of work for a not-to-exceed fee of \$8,000. This is based on the Town obtaining the Williamsburg digital parcel map from the County. No field surveying is included in this proposed fee.

The proposed use of Arc GIS mapping is a major step in improving the Town's mapping abilities. Additional water system assets and improvements can easily be added in the future such as service lines, meter pits, pipe replacements, and repairs. The GIS system can also be used to add data on individual system components such as installation dates, repairs, materials, and operations and maintenance activities. Distribution system components that have been entered as a low accuracy component can be surveyed and positioned in the mapping more accurately. As with most digital mapping systems, this is not a static map and must be hosted by a provider or other entity. GMS, Inc. can host the Town's water system mapping for a small annual fee. Freemont County also may be able to host the Town's water system mapping.

We appreciate the opportunity to submit this proposal to provide consulting engineering services for the Town of Williamsburg. If acceptable, please let us know and we will prepare our standard Professional Services Agreement for execution. If you have any questions or would like to discuss this matter further, please feel free to contact me at your convenience.

Sincerely,



Thomas A. McClernan, P.E.

TAM/jjs

Ms. Ashley Smith, Town Clerk
June 19, 2025
Page 2

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June 19, 2025

Ms. Ashley Smith, Town Clerk
Town of Williamsburg
1 John Street
Williamsburg, CO 81226

Via Electronic Mail: clerk@williamsburgcolorado.com
No Hard Copy to Follow

RE: Town of Williamsburg
Water System Mapping
Proposal for Consulting Services

Dear Ms. Smith:

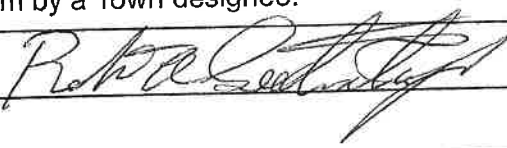

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Request Public Participation in Board Meeting

Date request was submitted to Town Hall:	JULY 9, 2025
Date of meeting:	JULY 15, 2025
Printed name of requester/speaker:	ROBERT A SIEDENTOPF
Requester/speaker's phone number:	719 251-9925
Provide topic of discussion:	CONCERN OF TOWN HISTORY
Provide a brief description of topic (attach any supporting documentation to this request): THERE IS AN ISSUE I HAVE HAD SINCE I BEEN HERE AFTER BUYING 28 & IRONHORE, THAT OF DRAINAGE AND ESSENTS THAT ARE NOT USED. I WAS INVITED BY THE CURRENT MAYOR TO TALK TO THIS TO THE CORRENT TOWN BOARD, AND PRESENT WHAT I HAVE.	
1. Board meetings and/or study/work sessions are open to the public. The public, interested individuals, or spokespersons may comment and present their views directly to the Board of Trustees.	
2. The speaker will sign below and provide a brief description of what will be commented upon no less than 10-days prior to the Board Meeting.	
3. The allotted time to speak is no more than 5-minutes (includes time for Q&A). Any additional time may be granted by the mayor.	
4. Code Section 2-57(11) States: All individuals shall observe proper decorum and not use of abusive or profane language in the meeting room and when addressing the Board of Trustees. In the event that abusive or profane language is used or an individual otherwise disrupts the meeting, such individual may be removed from the meeting room by a Town designee.	
Signature of Speaker:	
Signature of Mayor:	
Date:	7/9/2025
Date:	

