



# TOWN OF WILLIAMSBURG

## BOARD OF TRUSTEE AGENDA

Tuesday, December 17, 2024, 6 pm

Board Chambers, 1 John Street, Williamsburg

### Call to Order

### Pledge of Allegiance

### Roll Call

### Swear in Trustee Donna Krautheim for a two-year term

**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 City Council Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of City Council.

- a. Approve the 2025 Budget Public Hearing Minutes November 12, 2024, Board Meeting November 12, 2024, Special Board CIRSA Training Meeting November 19, 2024, and Code Enforcement Committee Meetings November 15, 2024 and November 22, 2024.
- b. Receive and file treasurer report, monthly budget and account reconciliation reports for November 2024.
- c. Receive and file town report and accounts payable disbursements for November 12- December 16, 2024.
- d. Purchase of 103 water meter radios and plastic lids from Dana Kepner from the System Development Fund for the amount of \$22,834.07. This will complete the water system's radio meters.

### 2. Reports

- a. Matters from the Mayor
- b. Matters from the Board of Trustees
- c. Town Report for Clerk, Streets, Water, Code Enforcement, Planning & Zoning and Special Events.

### DISCUSSION:

3. Williamsburg Social Media
4. Williamsburg Survey
5. Williamsburg Water Rates

Posted pursuant to Municipal Code on Thursday, December 12, 2024  
Town Clerk Ashley Smith

6. Schedule Strategic Planning Workshop in January
7. Office printer replacement
8. Staff end of year bonuses

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

7. INTRODUCTION AND ADOPTION of RESOLUTION 8, SERIES OF 2024: A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF WILLIAMSBURG, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025 AND ENDING ON THE LAST DAY OF DECEMBER, 2025.
8. INTRODUCTION AND ADOPTION OF RESOLUTION 9, SERIES OF 2024: A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE TOWN OF WILLIAMSBURG, COLORADO FOR THE 2025 BUDGET YEAR.
9. INTRODUCTION AND ADOPTION OF RESOLUTION 10, SERIES OF 2024: A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2025 TO HELP DEFRAID THE COST OF GOVERNMENT FOR THE TOWN OF WILLIAMSBURG, COLORADO FOR THE 2025 BUDGET YEAR.
10. INTRODUCTION AND ADOPTION OF RESOLUTION 11, SERIES OF 2024: A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, TO ADOPT SICK LEAVE PROVISIONS IN THE EMPLOYEE HANDBOOK PURSUANT TO C.R.S. § 8-13.3-401 ET SEQ., THE HEALTHY FAMILIES AND WORKPLACES ACT.

**Citizen Written Submissions (5 minutes)**

**Matters from the Board of Trustees**

**Adjourn:** Next Scheduled Board Meeting: January 21, 2024 at 6:00 pm

**RESOLUTION 8 SERIES OF 2024 TO ADOPT BUDGET  
(Pursuant to 29-1-108, C.R.S.)**

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF WILLIAMSBURG, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON THE LAST DAY OF DECEMBER, 2025.**

**WHEREAS**, the Board of Trustees of the Town of Williamsburg has appointed the Town Clerk to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, Ashley Smith Town Clerk has submitted a proposed budget to this governing body on November 12, 2025, for its consideration, and;

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 12, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES** of the Town of Williamsburg, Colorado:

**Section 1.** That estimated expenditures for each fund are as follows:

<b>EXPENDITURES:</b>	
GENERAL FUND	\$81,075.32
STREET FUND	\$60,191.21
WATER FUND	\$294,317.17
SYSTEM DEVELOPMENT FUND	\$20,000.00
CONSERVATION TRUST FUND	\$8,337.62
GRANT FUND	\$0.00
<b>TOTAL EXPENDITURES</b>	<b><u>\$463,921.32</u></b>

**Section 2.** That estimated revenues for each fund are as follows:

<b><u>REVENUES:</u></b>	
GENERAL FUND	\$90,682.00
STREET FUND	\$51,404.00
WATER FUND	\$305,729.00
SYSTEM DEVELOPMENT FUND	\$7,328.00
CONSERVATION TRUST FUND	\$9,007.00
GRANT FUND	\$0.00
<b>TOTAL REVENUES</b>	<b><u>\$464,150.00</u></b>

**Section 3.** That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the for the year stated above.

**Section 4.** That the budget hereby approved and adopted shall be signed by the Town Clerk and Mayor and made a part of the public records of theTown of Williamsburg.

**ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 17th Day of December, A.D., 2024.**

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Joelina Espinoza, Mayor

**ATTESTATION:**

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Ashley Smith, Town Clerk  
Town of Williamsburg

12/12//24 - Resolution 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

**RESOLUTION 9 Series of 2024 TO APPROPRIATE SUMS OF MONEY**

(Pursuant to Section 29-1-108, CR.S. )

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW FOR THE TOWN OF WILLIAMSBURG, COLORADO FOR THE 2025 BUDGET YEAR.**

**WHEREAS**, the WILLIAMSBURG BOARD OF TRUSTEES has adopted the annual budget in accordance with the Local Government Budget Law, on November 12, 2024 and:

**WHEREAS** the WILLIAMSBURG BOARD OF TRUSTEES has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget and;

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the TOWN OF WILLIAMSBURG, COLORADO.

**NOW, THEREFORE BE IT RESOLVED/ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO:**

**Section 1.** That the following sums are hereby appropriated from the revenues and available fund balances of each fund for the purposes stated in the Budget:

**GENERAL FUND APPROPRIATIONS:**

Operating Expenses	\$29,272.00	*includes \$1,136.00 grant match to build archive storage closet
Staff Expense	\$48,203.39	
<u>Utilities</u>	<u>\$3,600.00</u>	
TOTAL	\$81,075.32	

Operating funds available: \$73,567.12

Emergency Reserves: \$30,000.00

**STREET FUND APPROPRIATIONS:**

Operating Expenses	\$4,240.00	
Capital Outlay	\$7,984.00	*includes \$7,984.00 grant match for storage shed and heater
Repair & Maint	\$15,900	*includes \$9,300.00 road maintenance
Staff Expense	\$28,972.00	
<u>Utilities</u>	<u>\$3,095.00</u>	
Total	\$60,191.21	

Operating funds available: \$23,245.52

Emergency Reserves: \$20,000.00

**WATER FUND:**

Administration Expense \$5,150.00

Operating Expenses \$9,800.00

Posted pursuant to Municipal Code on Thursday, December 12, 2024

Town Clerk Ashley Smith

Capital Outlay	\$3,600	*\$3,600 grant match to purchase 10 water testing sites
Debt Retirement	\$31,937.78	
Staff Expense	\$45,695.59	
Florence Water System	\$189,243.80	
<u>T.O.W. Water System</u>	<u>\$8,890.00</u>	
Total	\$291,317.17	

Operating funds available: \$130,881.00  
 Emergency reserves: \$56,064.00

**SYSTEM DEVELOPMENT FUND:**

<u>Capital Outlay</u>	<u>\$20,000.00</u>	*anticipated water leak repairs
Total	\$20,000.00	

Operating/Emergency Reserves: \$24,454.63

**PARK/CONSERVATION TRUST FUND:**

<u>Operating Expenses</u>	<u>\$8,337.62</u>
Total	\$8,337.62

Operating funds available: \$9,700.00  
 Emergency reserves \$2,500.00

**ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 17th Day of December, A.D., 2024.**

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Joelina Espinoza, Mayor

**ATTESTATION**

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Ashley Smith, Town Clerk  
 Town of Williamsburg

- 12/12//24 - Resolution 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

**RESOLUTION NO. 11 SERIES OF 2024**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, COLORADO, TO ADOPT SICK LEAVE PROVISIONS IN THE EMPLOYEE HANDBOOK PURSUANT TO C.R.S. § 8-13.3-401 ET SEQ., THE HEALTHY FAMILIES AND WORKPLACES ACT.**

**WHEREAS**

1. The Town of Williamsburg, Colorado, recognizes the importance of ensuring that its employees have access to paid sick leave in accordance with the Colorado Healthy Families and Workplaces Act (C.R.S. § 8-13.3-401 et seq.);
2. The Healthy Families and Workplaces Act mandates that all employers in Colorado provide paid sick leave to employees for specific purposes, including health-related needs and public health emergencies;
3. The Town desires to comply with this state law by formally adopting provisions in its Employee Handbook to reflect these requirements.

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

**Section 1: Sick Leave Policy Adoption**

The Town of Williamsburg shall adopt the following sick leave provisions in the Town Employee Handbook, in compliance with C.R.S. § 8-13.3-401 et seq.:

**A. Accrual of Paid Sick Leave:**

1. All employees shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per year.
2. Accrued sick leave may carry over from year to year, but an employee's use of paid sick leave shall not exceed forty-eight (48) hours in a single calendar year.

**B. Use of Paid Sick Leave:**

Employees may use accrued sick leave for the following purposes:

1. An employee's mental or physical illness, injury, or health condition;
2. Medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
3. Preventive medical care;
4. Caring for a family member with a mental or physical illness, injury, or health condition;
5. Absences related to a public health emergency, including quarantine or isolation orders, school or childcare closures, or exposure to contagious illnesses.

**C. Public Health Emergency Leave:**

1. During a declared public health emergency, employees are entitled to additional paid sick leave as required under C.R.S. § 8-13.3-406, up to a maximum of eighty (80) hours.
2. This leave may be used for public health emergency-related purposes as defined by the Act.

**D. Notice and Documentation:**

1. Employees shall provide as much advance notice as possible of the need for sick leave.
2. Documentation may be requested for absences of four (4) or more consecutive workdays but shall not impose undue hardship on the employee.

**E. Non-Retaliation:**

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

**Section 2: Employee Handbook Update**

The Town Administrator is directed to update the Employee Handbook to include the sick leave provisions outlined above and ensure the policy is communicated to all employees.

**Section 3: Effective Date**

This resolution and the associated sick leave policy shall take effect immediately upon adoption.

**Section 4: Severability**

If any section, clause, or provision of this resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

**ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 17th Day of December, A.D., 2024.**

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Joelina Espinoza, Mayor

**ATTESTATION:**

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Ashley Smith, Town Clerk  
Town of Williamsburg

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