



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE MINUTES

Friday, December 16th, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg, CO

The meeting was called to order at 6:15pm.

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 Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joeliina Espinoza	X	

Also Present: Sharisea Sedarsky (Town Clerk), Dan Wagner (Maintenance), Kris Rodgers (Court Clerk), Donna Krauthem, Sue Turnquest, David Hankins, and Alberta Winslow

Proposed Amending Agenda: Add 4b to the agenda to discuss the Oak Creek/ Water concerns

Swearing of oath by new town clerk Sharisea (Ortega) Sedarsky

Citizen Comments on Agenda Items only (3 minutes): If you wish to address the Town Board, please 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.

Alberta Winslow- Asked about how the town clerk position was advertised, how many applicants there were and if Sharisea is qualified to do all the job requirements, with emphasis on the financials.

Kristina Graham-Webb and Jodi Davis responded that there were 55 applicants and Sharisea was the most knowledgeable in financials and administration as she has actively done bookkeeping the last 3 years.

1. Approval of the Amended Agenda

Amending Agenda: Add 4b to the agenda to discuss the Oak Creek/ Water concerns

MOTION: On motion by Trustee Harrison and second by Trustee Farnum to approve the amended agenda.

Motion Passed.

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

2. Approval of Consent Agenda

Consent Agenda: Approval of minutes for Tuesday, October 21st, 2025 minutes as corrected. Approval of November 18th, 2025 Minutes.

MOTION: On motion by Trustee Farnum and second by Trustee Steve Harrison to accept the Minutes for Oct.12,2025 and Nov. 18,2025

Motion Passed.

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

3. Reports

a. Treasurer Report for November 2025

We will be changing how financials look in the new year, making them concise and all located in the same place. We will be changing to quickbooks online for our bookkeeping, and moving to ACH payroll. We will be staying with SIPA, the government website instead of changing to the gworks so we can keep our .gov website.

b. HR Report

We have hired new staff, Sharisea Sedarsky the new Town Clerk and Amber Garcia the new Water Clerk. We are excited to have their skill sets and personalities on the team.

We noticed some discrepancies in the Employee Handbook and would like to make changes to the following: Vacation, sickpay, and PTO; Employment Classifications and Hours based on job description; Paychecks change due to ACH pay periods. Sharisea will present these changes to the employees and answer any questions. We will work with CIRSA to update any job training as necessary. Lastly, reports to the board will be presented by the department heads, not through the town clerk.

Approve changes in HR Handbook as presented

MOTION: On motion by Trustee Harrison and second by Trustee Farnum to approve changes in HR handbook as presented

Topic discussed. Motion Passed.

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

c. Matters from the Mayor

There were 9 new families at the care and share for December, around 48-54 people came! There will not be a care and share in January.

d. Matters from the Board

None

e. Town Updates

i. Streets, Maintenance, & Parks

Dan Wagner- Clarified what needs to be sanded when it snows. Let us know about the maintenance on the truck that has been completed. Discussed the grading of Chandler Rd. and fixing potholes. Let us know the grader has been fixed as well. Then discussed the parks and how we are in discussion with Brady's who may be able to help us with discounted and/or donated plants and landscaping for our parks.

4. Unfinished business

a. Planning and Zoning

We are still waiting on a response to see if any from the current committee are still interested and will post that we are still looking for letters of interest to join the committee.

b. Board of Trustees Letter of Interest

David Hankins wrote a letter of interest for the open board position. He introduced himself and gave background to his expertise working in city and county government here in Fremont County. Dave has lived in Williamsburg for 10 years and shared his hope to be able to help the community through becoming a Board of Trustees member.

Sue Turnquest wrote a letter of interest for the open board position. She re-introduced herself and gave background to her expertise in various university and animal health settings. She has enjoyed the year and some change she's lived here in Williamsburg and shared her hope to be able to help the community through becoming a Board of Trustees member.

Members voted, votes were collected by the Town Clerk. 3 votes for Sue and 3 votes for David. A coin toss decided the new member.

David Hankins was sworn in as a new Board of Trustees member

c. Oak Creek Reservoir/ Water concerns Discussion

Authorize the mayor to send a letter to the acting lawyer on this case (Phipps)

MOTION: On motion by Trustee Harrison and second by Mayor Espinoza to approve the transmission of the letter

Topic Discussed. Motion Passed.

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

Meeting Adjourned at 7:13

Mayor Joelina Espinoza

Attest:

Date

Sharisea Sedarsky, Williamsburg Town Clerk