



Donna

TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, June 17, 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 May 20, 2025.
- b. Receive and file town report and accounts payable disbursements for May 2025.
- c. Receive and file treasurer report and monthly budget report for May 2025.
- d. Approve Mayor Espinoza to sign the contract with Robert Willett as the Town's Municipal Court Prosecutor.
- e. 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.

2. Reports

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

3. DISCUSSION:

- a. Water service line repairs discussion

UNFINISHED BUSINESS:

4. Williamsburg Park Master Plan efforts and appointment of Trustees to act as liaisons for the master plan work.
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.**

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**

Citizen Written Submissions (5 minutes):

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



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE MINUTES

Tuesday, May 20, 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 Krauthaim *Unexcused. Arrival at 7:05 pm	X	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.

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 April 15, 2025, Emergency Board Meeting on 4/18/2025, Code Book Committee Meeting on 4/18/25, Code Book Meeting on 4/25/25, Code Book Meeting on 5/2/25, Code Book Community Input Workshop on 5/9/25.
- Receive and file town report and accounts payable disbursements for April 2025.
- Receive and file treasurer report and monthly budget report for April 2025.
- Approve purchase of four Windows 11 upgrades for \$396 from Amazon.
- Approve purchase of a new outdoor American flag for Town Hall from Amazon for up to \$40.00.
- Approve paying the invoice for Town Attorney services for \$506.25.

MOTION: On motion by Mayor Pro Tem Brian Dreitz and second by Trustee Donnell Farnum to approve the agenda and consent agenda with an amendment to change item 1d. From \$160 to \$396.

Topics discussed. Motion carried.

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

UPDATES:

- a. **Matters from the Mayor and Board of Trustees:** There was an unsuccessful eviction at 1401 Churchill. The pseudo-heir is back in the area and contact was made. Paperwork to facilitate the private eviction process will be sent to their parole officer. A request will be made to receive an official letter stating that squatters are not authorized to be on their property at 1401 Churchill.
- b. **Administrative Updates:** Court Clerk Kris Rogers has been helping Town Hall put its filing systems in order. Town Clerk Ashley Smith requested the Town employee Kris Rogers the 2nd week of June to make progress in the archives records retention. After Trustee Graham-Webb completes the job descriptions and operations manuals they will be used to create job performance review matrices. Town Hall is receiving applications for the Street/Maintenance position and interviews will be set up.
- c. **Code Enforcement Updates:** During the code book revision process, code enforcement was advised to scale back enforcement. During this time, soft-letters asking for compliance have been mainly sent. At the meeting, Code enforcement received the direction to move forward with a more forceful series of three letters for compliance and then summons to court with a priority on animal control, nuisance and sanitation properties.
- d. **Special Events announcements.** None.

DISCUSSION:

2. **1401 Churchill Property:** See Update a.
3. **Provide direction to Code Enforcement on priorities and desired level of enforcement moving forward:** See Update c.
4. **Provide direction on a locked porta-potty policy at Scutti Park:** Direction was given to unlock the Scutti Park porta potty during Town Hall operating hours. A combination lock is to be installed on the Scutti Park porta potty to provide access for the mail carrier and FedEx delivery drivers. Direction was also given to assess the cost and process for removing the porta potties located at Town Park.
5. **Scope of Legal Review for Revised Town Code Book:** Direction was given not to pursue legal review of the 2025 Municipal Code Book revisions at this time. The Town Clerk advised

that a further review should be conducted to ensure that state laws affecting municipalities since the adoption of the 2004 Code Book are identified and addressed accordingly.

6. **Consideration to hire Municipal Prosecutor:** Direction was given to bring a contract for prosecution services with Robert Willett to approve by vote at the June 17, 2025 Board Meeting.

UNFINISHED BUSINESS:

7. **Animal control: Report from the Mayor.** Direction was given to 1) Ask Fremont County Animal Control if there could be a possibility to contract services, 2) Reopen conversations with the Humane Society, 3) Engage further conversation at the tri-city mayors meeting about sharing an animal control employee and utilizing animal foster care.
8. **SECOND READING AND ADOPTION OF ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025.**

Ordinance Read by Trustee Steve Harrison.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Kristina Graham-Webb to approve the second reading and adoption of **ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025** with an amendment to remove the words "major system repairs and" in the second Whereas.

Topics discussed. Motion carried.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis			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		

NEW BUSINESS:

9. **INTRODUCTION AND ADOPTION OF RESOLUTION NO. 9 OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE TOWN OF WILLIAMSBURG 2025 STRATEGIC PLAN**

Resolution read by Trustee Jodi Davis.

MOTION: On motion by Trustee Jodi Davis and second by Trustee Donna Krautheim to introduce and adopt **RESOLUTION NO. 9 OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE TOWN OF WILLIAMSBURG 2025 STRATEGIC PLAN.**

Topics 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	X		
Trustee Steve Harrison			X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joellna Espinoza			X		

10. PUBLIC HEARING ON ADOPTING THE REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.

The public hearing was opened by Mayor Espinoza.

Ordinance 3 of 2025 was read by Mayor Pro Tem Brian Dreitz.

Trustee Steve Harrison and Code Book Revision Committee Chair gave a report on the history and proceedings of the Committee work.

Public Comment: Members of the public Barb Cameron and Alberta Winslow addressed the Board.

Upon hearing all public comment Mayor Espinoza formally closed the Public Hearing.

INTRODUCTION AND FIRST READING OF ORDINANCE NO. 3 SERIES OF 2025: AN ORDINANCE OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.

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

Topics 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 Joellna Espinoza			X		

Citizen Written Submissions (5 minutes) None.

Meeting Adjourned at 8:05 pm.

Next Scheduled Board Meeting: Tuesday, June 17, 2025, 6:15pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date

Williamsburg Town Report

June 20, 2025

Building Report:

1386	5/12/2025 Remodel	1 N Wilmont Cir	75.00	\$ 7,500.00
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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:

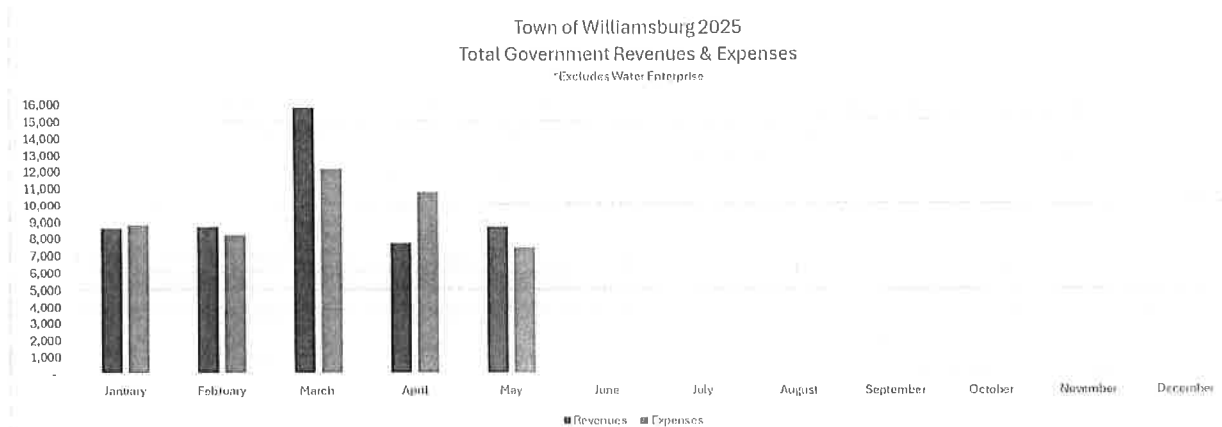
- a. 5/19/25 Kris Rogers, Court Clerk, donated her time today to improve the filing system on properties. This ended up being a crucial project, as there were many files that needed updating, and corrections made. Ashley posted job openings for Streets/maintenance and Janitorial
- b. 5/20/25 Kris Rogers and Ashley continued working on organizing the filing in the middle office.
- c. 5/21/25 Ashley called Street/Maintenance applicants for phone interviews and scheduled in-person interviews. Kris volunteered time to work on the property files.
- d. 5/27/25 Ashley, Will, and Larry conducted four interviews for the street/maintenance position.
- e. 5/31-6/14/25 Ashley Smith and Family put in volunteer hours to paint the Town Hall Chambers & historical documentation displays.
- f. 6/9-6/12/25 Kris Rogers worked on Records Retention for archival record keeping and organizing and made a significant dent into the project. But more work still needs to be done.
- g. 6/10/25 Ashley logged into a SLFRF Zoom call to learn about a correction to the SLFRF report from 2022 that needed to be fixed and resubmitted. The report was fixed and re-submitted accordingly.
- h. 6/11/25 Ashley compiled Board Meeting packets.

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. 5/19/25 The Larry's scraped up build up on roads & potholing.

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)	January	8,614	8,647	(233)
February	5,327	6,263	(936)	3,359	1,711	1,648	-	242	(242)	February	8,686	8,216	470
March	9,436	8,762	673	4,048	2,947	1,101	2,311	436	1,875	March	16,794	12,146	3,649
April	4,407	5,516	(1,109)	3,254	4,509	(1,255)	90	762	(672)	April	7,752	10,787	(3,036)
May	5,015	4,789	226	3,599	2,409	1,191	105	257	(152)	May	8,719	7,455	1,265
June	-	-	-	-	-	-	-	-	-	June	-	-	-
July	-	-	-	-	-	-	-	-	-	July	-	-	-
August	-	-	-	-	-	-	-	-	-	August	-	-	-
September	-	-	-	-	-	-	-	-	-	September	-	-	-
October	-	-	-	-	-	-	-	-	-	October	-	-	-
November	-	-	-	-	-	-	-	-	-	November	-	-	-
December	-	-	-	-	-	-	-	-	-	December	-	-	-



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:

- a. 5/16/25 Will and the Larry's worked on water meter repair at 11 Needham.
- b. 5/19/25 Will did Water meter installation at 15 Capestrano.
- c. 5/20/25 Will did two water locations, helped identify old vehicle/equipment titles, and reprogrammed two water meters per our phase 2 of water reading analysis.
- d. 5/21/25 Will flushed the fire hydrants.
- e. Brenda identified 25 additional water meters that weren't reading correctly. Will checked the meters and reprogrammed them. Letters were sent to the property owners notifying them they will see an increase in water usage reported on their bills moving forward. This makes a total of 46 meters that have been reading water usage considerably lower than actuals, or not at all. This historical inaccuracy of the system had a 14.6% impact on the water meter readings and is expected to result in an increase in water billing revenue going forward.
- f. 5/27/25 Will worked with mine reclamation.
- g. 5/28/25 Will read water meters for billing. Ashley & Brenda printed and prepared bills for mailing.
- h. 5/29/25 Will, Ashley & Brenda held a virtual meeting with Kyra of the CDPHE to get training on performing the annual Water Consumer Confidence Report. The report will need to be distributed to the public before June 30, 2025 and documentation provided to the CDPHE shortly thereafter.
- i. 5/30/25 Will performed 1 water shut off and turned on #8 Wilmont Circle. Will met with Tim and John from Core and Main to determine why we had 50 meters that weren't reading correctly. They want Will to remove the radios and reprogram the meter and re-reprogram it to the radio. This task will take some time to complete.

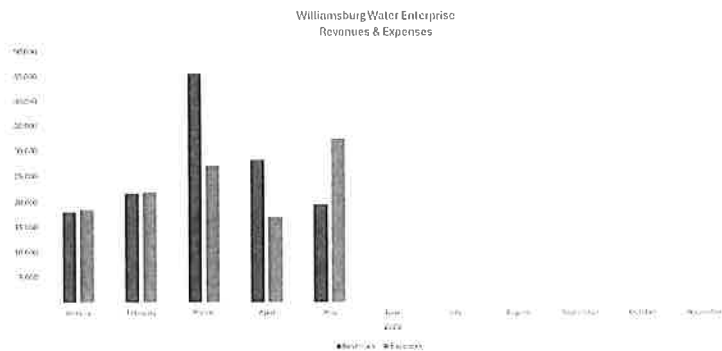
- j. 6/2/25 Will checked on a customer's complaint on their water usage, turned water back on for a customer who needs to do some water line hook up, and checked water meters for the office.
- k. 6/4/25 Will performed CCR work.
- l. 6/9-6/10/25 While on their weekly town patrol Larry and Dan identified a water leak on Ironhorse. It was a worn out T-joint. Will also performed a water locate.
- m. Brenda began training to obtain her water operator certification.

Water Stats	May 2025	April 2025	March 2025	Feb 2025	Jan 2025
Shut off's performed	n/a at time of printing	1	1	3	2
Shut off notices	n/a at time of printing	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
New Water taps SOLD	0	0	3	0	0

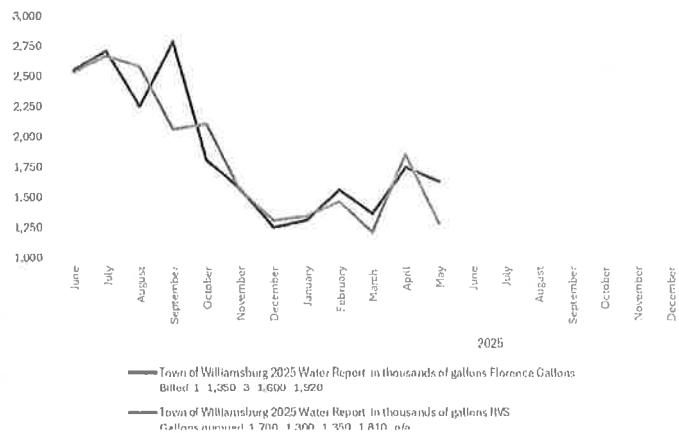
Water Billing Receivables	May 2025	April 2025	March 2025	Feb 2025	Jan 2025	Dec 2024
Past due 1-30 days	\$6088.99	\$5,176.58	\$4829.15	\$5024.22	\$3,805.48	\$4578.25
Past due 31-60 days	\$2115.87	\$1,258.01	\$1482.47	\$1144.93	\$1,258.21	\$2086.47
Past due over 60 days	\$2333.48	\$2,255.48	\$2247.98	\$2143.03	\$3,107.34	\$3280.58
Overpayments/ pre-payments	(\$4145.01)	(4,483.84)	(\$3305.67)	(\$3342.31)	\$(3,733.89)	(\$4260.44)
Current charges	\$23,978.20	\$26,211.70	\$22,488.89	\$20,534.50	\$20,560.22	\$19,409.53
Total receivables	\$30,371.53	\$30,417.93	\$27,742.82	\$25,531.37	\$24,997.36	\$25,094.39

Town of Williamsburg 2025 Water Revenues & Expenditures

		Revenues	Expenses	Profit over (loss)
2025	January	17,920	18,468	(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	19,526	32,454	(12,929) *semi-annual \$15,968.89 debt payment made
	June			
	July			
	August			
	September			
	October			
	November			
	December			



Williamsburg and Florence Water Distribution



Planning & Zoning:

- N/A at time of printing.

Events:

- Town hall was booked for 3 parties by residents.

Town of Williamsburg General Fund

6/11/2025 2:05 PM

Register: 10000 · General Checking - BKofSJ

From 05/01/2025 through 05/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/05/2025			40000 · Taxes:40001 · ...	Deposit		X	3.41	70,019.85
05/05/2025	14077	Black Hill Energy	64000 · UTILITIES:64...	5888-2199-57 ...	76.74	X		69,943.11
05/06/2025	14078	Rocky Mountain Ban...	50200 · Bank Fees	Security Box A...	40.00			69,903.11
05/12/2025			40000 · Taxes:40002 · ...	Deposit		X	4,134.43	74,037.54
05/12/2025	14079	Spectrum Enterprise	64000 · UTILITIES:64...	172631401 inte...	66.48	X		73,971.06
05/12/2025			General Savings - COL...	Funds Transfer ...	50,000.00	X		23,971.06
05/13/2025	14080	Donna Krautheim	63000 · Trustee and M...	May Trustee St...	20.00	X		23,951.06
05/13/2025	14081	Donnell Farnum	63000 · Trustee and M...	May Trustee St...	20.00			23,931.06
05/13/2025	14082	Steve Harrison	63000 · Trustee and M...	May Trustee St...	20.00			23,911.06
05/14/2025			41000 · Building Permits	Deposit		X	75.00	23,986.06
05/15/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	73.00	X		23,913.06
05/15/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	519.08	X		23,393.98
05/15/2025	14083	Family Support Servi...	61000 · STAFF COST...	17551375, Ric...	75.00	X		23,318.98
05/15/2025	14084	Ashley R Smith	-split-		1,199.74	X		22,119.24
05/15/2025	14085	Brenda G Orth	-split-		316.50	X		21,802.74
05/15/2025	14086	Kelsey A Pollard	-split-		273.05			21,529.69
05/15/2025	14087	Richard Jackson	-split-		449.29	X		21,080.40
05/15/2025	14088	William D Lackey	-split-		474.79	X		20,605.61
05/15/2025	14089	Larry Hall	-split-		45.00	X		20,560.61
05/20/2025	ACH	Intuit	50000 · GENERAL O...	QBX Payroll ...	49.00	X		20,511.61
05/20/2025	14090	ATMOS ENERGY	64000 · UTILITIES:64...	3019499589 G...	52.72	X		20,458.89
05/21/2025			-split-	Deposit		X	80.00	20,538.89
05/21/2025	14091	Second - 61	50100 · Accounting & ...	Qrtly Accounting	110.00			20,428.89
05/21/2025	14092	Wyatt Hamilton Find...	50400 · Legal Expense	Legal services	506.25			19,922.64
05/27/2025	ACH	Visible	50000 · GENERAL O...	code enforce...	25.00	X		19,897.64
05/28/2025	14093	Ashley Smith	50000 · GENERAL O...	American Flag,...	89.62	X		19,808.02
05/31/2025			40000 · Taxes:40001 · ...	Deposit		X	5.10	19,813.12
05/31/2025			40000 · Taxes:40002 · ...	Deposit		X	438.05	20,251.17
05/31/2025			60000 · PAYROLL E...	Deposit			1,351.50	21,602.67
05/31/2025			60000 · PAYROLL E...	Deposit			2,588.73	24,191.40
05/31/2025			60000 · PAYROLL E...	Deposit			256.99	24,448.39
05/31/2025	14096	Ashley R Smith	-split-		1,172.89			23,275.50
05/31/2025	14097	Brenda G Orth	-split-		380.87			22,894.63
05/31/2025	14098	Kelsey A Pollard	-split-		273.05			22,621.58
05/31/2025	14099	Kristiana Rogers	-split-		21.12			22,600.46
05/31/2025	14100	Larry Hall	-split-		616.40			21,984.06
05/31/2025	14101	Lawrence A. St. Hila...	-split-		342.53			21,641.53
05/31/2025	14102	William D Lackey	-split-		678.21			20,963.32

Town of Williamsburg Street System

6/11/2025 2:04 PM

Register: 10000 · Street Fund BofSJ

From 05/01/2025 through 05/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/05/2025	3687	Black Hills Energy	64000 · Utilities:64002...	3945219931 sh...	65.71	X		25,009.22
05/05/2025	3688	Black Hills Energy	64000 · Utilities:64002...	6827123313 str...	21.57	X		24,987.65
05/08/2025			80000 · Transfers Gene...	Deposit		X	307.50	25,295.15
05/12/2025			10001 · Street Savings ...	Funds Transfer ...	15,000.00	X		10,295.15
05/15/2025			40000 · Tax Income:40...	Deposit		X	3,511.30	13,806.45
05/15/2025	3689	ATMOS Engery	64000 · Utilities:64001...	3019500398 G...	37.37	X		13,769.08
05/27/2025	3690	Larry Hall	50500 · Repair and Ma...	Reimburse Larr...	37.27			13,731.81
05/27/2025	3691	Larry Hall	50500 · Repair and Ma...	Reimburse Larr...	56.74			13,675.07
05/31/2025			46000 · Interest Income	Interèst		X	0.15	13,675.22
05/31/2025	ACH	Town of Williamsbur...	80000 · Transfers Gene...	Correct transfer...	307.50			13,367.72
05/31/2025	ACH	Town of Williamsbur...	61000 · Staff Expenses...	monthly payrol...	1,351.50			12,016.22
05/31/2025	3692	Florence Ace Hardw...	-split-	asphalt, flat tire...	658.37			11,357.85
05/31/2025	3693	Larry St. Hilaire	50500 · Repair and Ma...	reimburse for :...	180.07			11,177.78

Town of Williamsburg Conservation Trust Redemption Fund

6/11/2025 2:06 PM

Register: 10000 · Town of Williamsburg CTF Redemp

From 05/01/2025 through 05/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/12/2025			10001 · Park Savings - ...	Funds Transfer ...	5,000.00	X		4,464.06
05/31/2025	ACH	town of Williamsbur...	66000 · Payroll Expens...	monthly payrol...	256.99			4,207.07

Town of Williamsburg Water System

6/11/2025 2:08 PM

Register: 10000 · Water Fund BofSJ

From 05/01/2025 through 05/31/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2025			40000 · Water Sales	Deposit		X	122.43	128,251.51
05/01/2025	ACH	Colorado Water Reso...	-split-	DWRF semi-an...	15,968.89	X		112,282.62
05/01/2025			10002 · Systems Devel...	Funds Transfer ...	307.50	X		111,975.12
05/02/2025			40000 · Water Sales	Deposit		X	75.65	112,050.77
05/05/2025			40000 · Water Sales	Deposit		X	200.00	112,250.77
05/05/2025	5306	UNCC	50000 · General Operat...	Positive respon...	1.55	X		112,249.22
05/06/2025			40000 · Water Sales	Deposit		X	198.46	112,447.68
05/06/2025	5307	City of Florence	-split-	Water Bill	13,216.58	X		99,231.10
05/07/2025			40000 · Water Sales	Deposit		X	156.68	99,387.78
05/07/2025	5308	Pueblo City-County ...	50000 · General Operat...	water testing in...	21.00	X		99,366.78
05/08/2025			40000 · Water Sales	Deposit		X	359.99	99,726.77
05/09/2025			42000 · Water Tap Sales	Deposit		X	662.49	100,389.26
05/09/2025			40000 · Water Sales	Deposit		X	159.12	100,548.38
05/09/2025			40000 · Water Sales	Deposit		X	60.92	100,609.30
05/09/2025			40000 · Water Sales	Deposit		X	438.98	101,048.28
05/12/2025			10001 · Water Savings ...	Funds Transfer ...	75,000.00	X		26,048.28
05/14/2025			40000 · Water Sales	Deposit		X	2,918.00	28,966.28
05/14/2025			40000 · Water Sales	Deposit		X	3,834.30	32,800.58
05/14/2025	5309	SGS ACCUTEST	50000 · General Operat...	water testing	350.00	X		32,450.58
05/15/2025			40000 · Water Sales	Deposit		X	542.59	32,993.17
05/16/2025			40000 · Water Sales	Deposit		X	341.38	33,334.55
05/19/2025			40000 · Water Sales	Deposit		X	495.63	33,830.18
05/20/2025			40000 · Water Sales	Deposit		X	166.15	33,996.33
05/21/2025			42000 · Water Tap Sal...	Deposit		X	697.17	34,693.50
05/21/2025			40000 · Water Sales	Deposit		X	1,496.69	36,190.19
05/21/2025			40000 · Water Sales	Deposit		X	395.23	36,585.42
05/22/2025			40000 · Water Sales	Deposit		X	572.96	37,158.38
05/23/2025			40000 · Water Sales	Deposit		X	79.43	37,237.81
05/23/2025			40000 · Water Sales	Deposit		X	408.00	37,645.81
05/28/2025			40000 · Water Sales	Deposit		X	3,603.86	41,249.67
05/28/2025			40000 · Water Sales	Deposit		X	749.67	41,999.34
05/31/2025			Water Interest Earned	Interest		X	0.56	41,999.90
05/31/2025	ACH	Town of Williamsburg	61000 · Staff Expenses...	monthly payrol...	2,588.73			39,411.17



TOWN OF WILLIAMSBURG

Some Bigger, None Better

June 17, 2025

Treasurer's Report

The Town's budget remains balanced and in good standing.

We are initiating the lien process for the outstanding water balance at 16 Wilmont Circle North, which has carried over since the original tap was pulled in February 2022.

Brenda has made substantial progress in addressing overdue water accounts. When she began her work three years ago, there were typically 35 to 50 delinquent accounts per month facing potential water shutoff. Today, that number has been significantly reduced to just 5 to 10 recurring accounts per month.

As we move forward, we recommend that after the new Code Book is adopted, the Board revisit our existing water policies, including shutoff notices, payment plans, and customer correspondence, to ensure they remain current and effective. In addition, we suggest updating the Water Tap Application and the Water Service Application to reflect clearer procedures, improved formatting, and any relevant policy changes.

Also, please note that in the proposed Fees and Fines Ordinance, we are recommending a change to the late fee structure—from a percentage-based model to a flat \$10 late fee—to promote consistency and transparency.

Sincerely,



Kristina Graham-Webb

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

	May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Taxes				
40001 · Cigarette tax	8.51	0.00	8.51	100.0%
40002 · General Property Tax	4,572.48	4,721.00	-148.52	96.9%
40003 · Sales and Use Tax	0.00	0.00	0.00	0.0%
Total 40000 · Taxes	4,580.99	4,721.00	-140.01	97.0%
41000 · Building Permits	75.00	917.00	-842.00	8.2%
42000 · Permit Fees				
42001 · ATV Permits	0.00	0.00	0.00	0.0%
42002 · Dog Tags and Fines	0.00	25.00	-25.00	0.0%
Total 42000 · Permit Fees	0.00	25.00	-25.00	0.0%
43000 · Fines and Forfeitures	0.00	25.00	-25.00	0.0%
44000 · Franchise Fees	0.00	0.00	0.00	0.0%
46000 · Interest / Investment Revenue	209.28	2.00	207.28	10,464.0%
46500 · Staff Development	110.00			
47000 · Miscellaneous Revenue	40.00	0.00	40.00	100.0%
Total Income	5,015.27	5,690.00	-674.73	88.1%
Gross Profit	5,015.27	5,690.00	-674.73	88.1%
Expense				
50000 · GENERAL OPERATING EXPENSE				
50001 · Advertising	0.00	0.00	0.00	0.0%
50002 · Code Enforcement / Animal Cont	25.00	54.00	-29.00	46.3%
50004 · Computer Expenses	0.00	0.00	0.00	0.0%
50005 · Court Costs	0.00	208.00	-208.00	0.0%
50007 · Dues and Subscriptions	49.00	0.00	49.00	100.0%
50008 · Elections	0.00	0.00	0.00	0.0%
50010 · Grant Match	0.00	0.00	0.00	0.0%
50011 · Janitorial	-40.00			
50012 · Miscellaneous Expense	0.00	29.00	-29.00	0.0%
50013 · Office Supplies	89.62	292.00	-202.38	30.7%
50014 · Property Insurance - General	0.00	0.00	0.00	0.0%
Total 50000 · GENERAL OPERATING EXPENSE	123.62	583.00	-459.38	21.2%
50100 · Accounting & Consulting Service	110.00	0.00	110.00	100.0%
50200 · Bank Fees	40.00	0.00	40.00	100.0%
50300 · Building Inspector	0.00	0.00	0.00	0.0%
50400 · Legal Expense	506.25	416.67	89.58	121.5%
60000 · PAYROLL EXPENSE				
60001 · Payroll - General	7,516.09	3,363.30	4,152.79	223.5%
60002 · Payroll - Parks	-256.99			
60003 · Payroll - Street	-1,351.50			
60004 · Payroll - Water	-2,588.73			
60000 · PAYROLL EXPENSE - Other	0.00	41.67	-41.67	0.0%
Total 60000 · PAYROLL EXPENSE	3,318.87	3,404.97	-86.10	97.5%
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%
61005 · Wage Garnishment	75.00			
Total 61000 · STAFF COSTS	325.00	250.00	75.00	130.0%
62000 · Worker's Compensation General	0.00	0.00	0.00	0.0%
63000 · Trustee and Mayor Fees	170.00	166.67	3.33	102.0%
64000 · UTILITIES				
64001 · Electricitiy - General	76.74	116.67	-39.93	65.8%
64002 · Gas - General	52.72	100.00	-47.28	52.7%
64003 · Internet & Telephone - General	66.48	83.33	-16.85	79.8%
Total 64000 · UTILITIES	195.94	300.00	-104.06	65.3%
Total Expense	4,789.68	5,121.31	-331.63	93.5%
Net Ordinary Income	225.59	568.69	-343.10	39.7%
Net Income	225.59	568.69	-343.10	39.7%

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06/04/25

Accrual Basis

Town of Williamsburg Conservation Trust Redemption Fund

Profit & Loss Budget vs. Actual

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
34000 · Conservation Trust Fund Deposit	0.00	0.00	0.00	0.0%
36000 · Lottery Share Deposit	0.00	0.58	-0.58	0.0%
Total Income	0.00	0.58	-0.58	0.0%
Expense				
66000 · Payroll Expenses	256.99	521.89	-264.90	49.2%
67200 · Repairs and Maintenance	0.00	0.00	0.00	0.0%
68000 · Weed Control	0.00	0.00	0.00	0.0%
Total Expense	256.99	521.89	-264.90	49.2%
Net Ordinary Income	-256.99	-521.31	264.32	49.3%
Other Income/Expense				
Other Income				
49000 · Interest Income	104.95			
Total Other Income	104.95			
Net Other Income	104.95	0.00	104.95	100.0%
Net Income	-152.04	-521.31	369.27	29.2%

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06/04/25

Accrual Basis

Town of Williamsburg Street System

Profit & Loss Budget vs. Actual

May 2025

	May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Tax Income				
40001 · Co state mineral tax	0.00	0.00	0.00	0.0%
40002 · Co state severance tax	0.00	0.00	0.00	0.0%
40004 · Highway Users Fund Tax	3,511.30	3,500.00	11.30	100.3%
40005 · Road and Bridge Tax	0.00	0.00	0.00	0.0%
Total 40000 · Tax Income	3,511.30	3,500.00	11.30	100.3%
46000 · Interest Income	87.93	0.33	87.60	26,645.5%
Total Income	3,599.23	3,500.33	98.90	102.8%
Expense				
50000 · General Operating Expense				
50001 · Fuel	0.00	0.00	0.00	0.0%
50002 · Locates (UNCC)	0.00	11.67	-11.67	0.0%
50003 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
Total 50000 · General Operating Expense	0.00	11.67	-11.67	0.0%
50500 · Repair and Maintenance				
50501 · Road Maintenance	64.70	0.00	64.70	100.0%
50502 · Shop Maintenance	94.01	0.00	94.01	100.0%
50503 · Signs	0.00	0.00	0.00	0.0%
50504 · Vehicle Maintenance	180.07	0.00	180.07	100.0%
Total 50500 · Repair and Maintenance	338.78	0.00	338.78	100.0%
61000 · Staff Expenses				
60003 · Payroll Split	1,351.50	2,414.35	-1,062.85	56.0%
Total 61000 · Staff Expenses	1,351.50	2,414.35	-1,062.85	56.0%
64000 · Utilities				
64001 · Gas	37.37	0.00	37.37	100.0%
64002 · Electricity	87.28	132.92	-45.64	65.7%
64003 · Trash	0.00	0.00	0.00	0.0%
Total 64000 · Utilities	124.65	132.92	-8.27	93.8%
75000 · Capital Outlay				
75001 · Equipment Purchase	0.00	0.00	0.00	0.0%
75002 · Grant Match	0.00	0.00	0.00	0.0%
75003 · Road System Enhancement	593.67			
Total 75000 · Capital Outlay	593.67	0.00	593.67	100.0%
Total Expense	2,408.60	2,558.94	-150.34	94.1%
Net Ordinary Income	1,190.63	941.39	249.24	126.5%
Other Income/Expense				
Other Expense				
80000 · Transfers General Fund	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,190.63	941.39	249.24	126.5%

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06/04/25
Cash Basis

**Town of Williamsburg Water System
Profit & Loss Budget vs. Actual
May 2025**

	May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
46000 · Interest	480.92			
41000 · SD Monthly Transfer from Water	307.50	307.50	0.00	100.0%
48000 · System Development Interest	0.00	3.16	-3.16	0.0%
48010 · Water Interest CD	0.35			
Water Interest Earned	0.56	1.25	-0.69	44.8%
40000 · Water Sales	17,376.12	22,527.84	-5,151.72	77.1%
42000 · Water Tap Sales				
42001 · Water Tap split from WF to SD	0.00	0.00	0.00	0.0%
42002 · Tap Installation-Parts	697.17	0.00	697.17	100.0%
42000 · Water Tap Sales - Other	662.49	0.00	662.49	100.0%
Total 42000 · Water Tap Sales	1,359.66	0.00	1,359.66	100.0%
Total Income	19,525.11	22,839.75	-3,314.64	85.5%
Expense				
65000 · Water System, Williamsburg				
65001 · Water Tap Fee to System Dev.	0.00	0.00	0.00	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	307.50	0.00	100.0%
67000 · Debt Retirement				
67001 · DWRF Loan Interest	2,888.15	2,855.45	32.70	101.1%
67000 · Debt Retirement - Other	13,080.74	13,113.44	-32.70	99.8%
Total 67000 · Debt Retirement	15,968.89	15,968.89	0.00	100.0%
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	0.00	0.00	0.00	0.0%
50001 · Dues and Subscriptions	0.00	0.00	0.00	0.0%
50002 · Office Supplies	0.00	0.00	0.00	0.0%
50005 · Repairs and Maintenance	0.00	0.00	0.00	0.0%
50008 · Vehicle Maintenance	0.00	0.00	0.00	0.0%
50007 · Shop Supplies-Water Parts	0.00	416.67	-416.67	0.0%
50010 · Water Testing	371.00	166.67	204.33	222.6%
50011 · Miscellaneous Expense	0.00	41.67	-41.67	0.0%
50009 · Water Locates	1.55	8.33	-6.78	18.6%
Total 50000 · General Operating Expense	372.55	633.34	-260.79	58.8%
61000 · Staff Expenses				
61001 · Payroll Split	2,588.73	3,807.97	-1,219.24	68.0%
Total 61000 · Staff Expenses	2,588.73	3,807.97	-1,219.24	68.0%
66000 · Water System, Florence				
66004 · Water Tap Fee to Florence	0.00	0.00	0.00	0.0%
66001 · Florence Debt Retirement	5,756.80	6,155.33	-398.53	93.5%
66002 · Florence Water Treatment	6,612.00	7,284.17	-672.17	90.8%
66003 · Service Charges & Assessments	847.78	1,188.42	-340.64	71.3%
Total 66000 · Water System, Florence	13,216.58	14,627.92	-1,411.34	90.4%
Total Expense	32,454.25	35,345.62	-2,891.37	91.8%
Net Ordinary Income	-12,929.14	-12,505.87	-423.27	103.4%
Net Income	-12,929.14	-12,505.87	-423.27	103.4%

PROFESSIONAL SERVICES AGREEMENT FOR PROSECUTION SERVICES

This Professional Services Agreement for Prosecution Services ("Agreement") is made by and between the Town of Williamsburg, Colorado ("Town") and Robert S. Willett, Esq. ("Firm"), (each a "Party" and collectively the "Parties"), acting by and through their authorized representatives.

RECITALS:

WHEREAS, the Town of Williamsburg administers and operates a regional municipal court; and

WHEREAS, the Town desires to engage the law firm of Robert S. Willett, Esq. to provide municipal court prosecution services for the Town pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and terms and conditions herein contained, and of the execution hereof, the Parties agree and bind themselves to the obligations and performance of the tasks as follows:

Purpose

PAGE 1 | TOWN OF WILLIAMSBURG/PROFESSIONAL SERVICE
AGREEMENT FOR MUNICIPAL COURT PROSECUTION
SERVICES

The purpose of this Agreement is for the Town to contract for municipal court prosecution services to be performed in accordance with the terms and conditions of this Agreement.

Article II

Term

This Agreement shall be effective as of June 17, 2025 (the "Effective Date"). This Agreement shall continue without term unless and until terminated pursuant to this Agreement.

Article III

Scope of Services

3.1 Prosecution Services. Firm shall, at Town's discretion, provide one or more attorneys to serve as the Town's Municipal Court Prosecutor in accordance with Williamsburg Municipal Code and the laws applicable to prosecutors of courts in the State of Colorado, as the same may be amended ("Services"). The Firm has presently designated Robert S. Willett, Esq, to serve as the lead prosecutor at the request of Town. The Services may include, without limitation, the following:

- (a) Prosecute cases filed in the Municipal Court;
- (b) Attend Pre-trial Docket (virtual or in-person);
- (c) Attend Bench and Jury trials (virtual or in-person);
- (d) Coordinate with law enforcement regarding prosecution of cases as needed;
- (e) Meet with witnesses or victims regarding complaints;
- (f) Negotiate plea agreements with defendants; and

Perform all other duties of a municipal prosecutor as may be provided by applicable State law.

3.2 Professional Competency. Firm agrees that in the performance of these Services, the designated prosecutor(s) shall have the level of competency, and shall use the same degree of skill and the care presently maintained by other practicing professionals performing the same or similar types of work.

Article IV

Compensation

4.1 Compensation for Time. Town shall compensate Firm for all Services performed pursuant to this Agreement through December 31, 2023 at an hourly rate of one hundred and

fifty dollars (\$150.00) per hour. The foregoing hourly rates shall be billed in tenths of one hour (0.1) increments. Any phone call two tenths of an hour (.2) or less shall be billed at the rate of two tenths of an hour (.2), while longer calls shall be billed according to the time elapsed. Town will not be billed more than one hour of travel time for the prosecutor's round trip to and from the Town 's municipal court.

4.2 Invoices for Services. Invoices for Services performed and expenses incurred

PAGE 2	TOWN OF WILLIAMSBURG/PROFESSIONAL SERVICE AGREEMENT FOR MUNICIPAL COURT PROSECUTION SERVICES
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under this Agreement will be submitted to the Town on a monthly basis in the form of a single statement of Services. Invoices will be submitted to Town generally within ten (10) business days following the last day of each month. All invoices for legal Services provided will contain: (1) a detailed description of the Services performed, (2) an accounting of the time charged for each service, and (3) a total amount owed.

4.3 Prompt Payment. Upon Firm's submission of an acceptable invoice required to be submitted under this article, Town shall issue payment timely. It is the policy of Town to make payment on a properly prepared and submitted invoice within thirty (30) days of the latter of any final acceptance of performance or the receipt of a properly submitted invoice.

Article V
Termination

4.1 Termination for Convenience. Either Party may terminate this Agreement, in whole or in part, at any time by providing thirty (30) days written notice to the other Party when it is in the Party's best interest. Firm shall be compensated for all Services performed and expenses incurred in the manner provided in Article IV up to the time of termination. Firm shall promptly submit its final invoice to Town following the time of termination. If Firm has any property or documents in its possession belonging to Town , Firm will account for and dispose of the same in the manner requested by the Town . All legal opinions and other legal documents prepared or obtained under the terms of this Agreement are instruments of service and Town shall retain ownership and a property interest therein. Upon termination, originals and/or copies of all client documents prepared or obtained under the terms of this Agreement shall be delivered to and become the property of Town and without restriction on their use or further compensation to Firm.

4.2 Termination for Default [Breach or Cause]. If Firm fails to perform in the manner called for in this Agreement, or if Firm fails to comply with any other provisions of this Agreement, Town may upon ten (10) days' written notice and reasonable opportunity to cure; terminate this Agreement for default. Termination shall be given by serving a notice of termination on Firm setting forth uncured default and stating the date of termination. Upon termination under this Section 5.2, Firm shall be compensated only for Services performed in accordance with this Agreement through

the date of termination.

- 4.3 Waiver of Remedies for Any Breach. In the event that Town elects to waive its remedies for any breach or default by Firm of any covenant, term or condition of this Agreement, such waiver by Town shall not limit Town's remedies for any succeeding breach or default of this Agreement.

Article VI
Miscellaneous

PAGE 3 | TOWN OF WILLIAMSBURG/PROFESSIONAL SERVICE
AGREEMENT FOR MUNICIPAL COURT PROSECUTION
SERVICES

- 5.1 Independent Contractor. It is understood and agreed by and between the Parties that in satisfying the conditions of this Agreement, Firm is acting independently, and that Town assumes no responsibility or liabilities to any third party in connection with these actions. All Services to be performed by Firm pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of Town. Firm shall supervise the performance of its Services and shall be entitled to control the manner and means by which its Services are to be performed, subject to the terms of this Agreement. As such, City shall not: (1) train the Firm's prosecutors; (2) require the prosecutors to complete regular oral or written reports; or (3) require any prosecutor to provide full-time services to Town.
- 5.2 Firm Personnel. Firm will be solely and entirely responsible for its acts and the acts of its agents, employees, subcontractors, and representatives in the performance of this Agreement.
- (a) Firm agrees and acknowledges that during the existence of this Agreement, Firm shall be entirely responsible for the liability and payment for Firm or Firm's employees or assistants, of all taxes of whatever kind, arising out of the performances in this Agreement. Other than the payments described in this Agreement, Firm agrees and acknowledges that Firm or Firm's employees or assistants shall not be entitled to any state benefit on account of the Services provided hereunder. TOWN SHALL NOT BE LIABLE TO THE FIRM, ITS EMPLOYEES, AGENTS, OR OTHERS FOR THE PAYMENT OF TAXES OR THE PROVISION OF UNEMPLOYMENT INSURANCE AND/OR WORKERS COMPENSATION, OR ANY BENEFIT DUE TO A STATE EMPLOYEE. If Town shall nonetheless become liable for the payment of taxes, unemployment insurance premiums, or workers' compensation benefits owed by Firm or any of its members, shareholders, or employees as a result of performance by Firm of its obligations under this Agreement, Firm shall promptly pay or reimburse Town for such liability.

- (b) Firm agrees that any person employed or engaged by Firm and who assists in performing the Services agreed to herein shall not be considered employees or agents of Town . Firm shall be responsible for any payments and other claims due such persons for work performed under this Agreement. Further, Firm agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. Town shall not be liable to Firm, its employees, agents, or others for the provision of unemployment insurance and/or workers' compensation.

- 5.3 Assignment of Agreement. Firm may not assign this Agreement, or assign or delegate any right or duty under this Agreement, without prior written approval from Town.

PAGE 4 | TOWN OF WILLIAMSBURG/PROFESSIONAL SERVICE
AGREEMENT FOR MUNICIPAL COURT PROSECUTION
SERVICES

- 5.4 Records Retention. Full and accurate records shall be maintained by Firm at its place of business with respect to all matters covered by this Agreement. Unless otherwise directed by Town or otherwise in compliance with the terms set forth in this Paragraph 6.4, Firm shall retain all records relating to the provision of Services herein for a period of four (4) years following the termination of this Agreement. Upon the request of Town, Firm shall allow representatives or designees of Town to review, examine and make excerpts or transcripts from such records, and/or audit said records at all reasonable times. Upon the request of Town, after the expiration of the records retention period, Firm shall return all files and records to Town. Firm may destroy all records in whatever media that are not returned at the expiration of the record retention period. Firm may, at its option, return all files and records to Town at any time after termination.

- 5.5 Survival. The obligations of Firm under Section 6.2 shall survive this Agreement.

- 5.6 Written Notice Delivery. Any notice required or permitted to be given under this Agreement by one Party to the other Party shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the recipient's address set forth in this section, or on the date shown on the certificate of receipt if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the receiving Party at the address hereinafter specified:

For Firm:

Robert S. Willett, #45757
310 Grant Street
Penrose, CO 81240
Rwillett1@hotmail.com

For Town :

Town of Williamsburg
Attn: Town Manager

- 5.7 Conflict of Interest. Firm covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. If any such conflict of interest shall arise during the Agreement Term, Firm shall immediately and fully disclose the nature and extent of the conflict to Town and resolve the conflict to Town 's satisfaction. The Firm shall also be bound to follow the Colorado Rules of Professional Conduct.
- 5.8 Taxes. This Agreement shall not be construed so as to supersede the laws of the United States or the State of Colorado which accord Town , and all departments, agencies, and instrumentalities of the State of Colorado exemptions from the payment(s) of all taxes of whatever kind. More specifically, Town shall not directly or indirectly be liable for taxes of any kind. To the extent allowed by law, Town will provide, upon the request of Firm, all applicable tax exemption certificates.
- 5.9 Signatories. Having agreed to the terms herein, the undersigned signatories hereby represent and warrant that they have authority to enter into this Agreement.
-
- 5.10 Applicable Law and Venue. The laws of the State of Colorado shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Fremont County, Colorado. The Parties agree to submit to the personal and subject matter jurisdiction of said court.
- 5.11 Amendments. This Agreement may be amended only upon written Agreement signed by the Parties.
- 5.12 Severability/Interpretation. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
- 5.13 Compliance with Laws. Firm shall fully comply with all Federal, State, and Local laws, rules, regulations, and ordinances applicable to the services covered hereunder as they may now read or may hereafter be amended, including, the Colorado Rules of Professional Conduct.

EXECUTED on

This 17th Day of June, 2025

Town of Williamsburg, Colorado

By:

PAGE 5	TOWN OF WILLIAMSBURG/PROFESSIONAL SERVICE AGREEMENT FOR MUNICIPAL COURT PROSECUTION SERVICES
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Joelina Espinoza, Town Mayor

Robert S. Willett, Esq. Atty. Reg. # 45757

By: _____



TOWN OF WILLIAMSBURG

Some Bigger, None Better

June 18, 2025

Derek White
16 Wilmont Circle N
Williamsburg, CO 81226

RE: Water Service:
Address: 16 Wilmont Circle N
County Account # R029800
Parcel # 98704207
Municipal Account # 164

Balance Due: \$1742.72

Pursuant to Williamsburg 2004 Municipal Code Section 13.33, non-payment of water service shall constitute a lien against the property served.

In the event that the charges assessed for municipal serviced for the above described property are not paid in full by July 15, 2025, all charges against this property will be certified by the Town Clerk to the Fremont County Treasurer for collection in the same manner as general property taxes.

No lien payments of any kind can be made to the Town after July 15, 2025. Please note the Town's hours of operation are Monday through Thursday 10 am - 3 pm.

Ashley Smith

Town Clerk
Town of Williamsburg

Town of Williamsburg

Customer Detail

White,Derek

Account Number

164

White,Derek
16 Wilmont Circle NWhite, Danny
16 Wilmont Cr. NWilliamsburg CO
81226 371-0849 (719)406-6104
Service Address: 16 Wilmont Circle N.Williamsburg CO
81226 0-0
Months On System 174
Total Usage 991,900
Average Usage 5,701
Sequence Number 1640
Meter Serial Number 60812379
Route Number 1
Last Read Date 11/30/2021
12 Month Average 0
Last Year Average 0
Previous Year Average 9,200
Last "Paid On Time" Date 10/5/2021
Last Late Charge Date 2/28/2023
Number Of Late Months 50
Next Due Date 6/10/2025
Year To Date Charges \$82.99Date Turned On 2/9/2011
Date Turned Off 2/28/2023
Meter Check Date 2/10/2022
Rate Code 2
Pump/Well Number 1
Last Reading 12045
Previous Reading 11948
Usage 9,700

of Units 1

Deposit Information

Deposit Amount	\$0.00	Deposit Date		
Deposit Amount 2	\$0.00	Deposit 2 Date		
0				
Usage	Charges	Read Date	Reading	
January	0 0.00	11/30/2021	12045	
February	0 0.00	11/30/2021	12045	
March	0 0.00	3/30/2021	10877	
April	0 0.00	11/30/2021	12045	
May	0 0.00	11/30/2021	12045	
June	0 0.00	11/30/2021	12045	
July	0 0.00	11/30/2021	12045	
August	0 0.00	11/30/2021	12045	
September	0 0.00	11/30/2021	12045	
October	0 0.00	11/30/2021	12045	
November	0 0.00	11/30/2021	12045	
December	0 0.00	11/30/2021	12045	

Certificate Number 0
Services Current Balance

Previous Charges \$1,742.72

Current Balance 1,742.72

Last Payment 10/5/2021 \$50.00 Check Number Cash
Age 1 \$0.00 Age 2 \$0.00 Age 3 \$1,742.72Derek's # 719-696-2383 / 229 Sunnyside, Florence, CO 81226 TAP PULLED 2/10/22***2/7/23 brd
aprvd-Prop Lien
Liberty is renting

Dear Board Members,

I want to provide you with an update regarding the recent water leak on Ironhorse. I'm happy to report that **water service was successfully restored yesterday afternoon at approximately 3:15 p.m.** While the repair was ultimately successful, the project revealed several important takeaways that I'd like to share:

1. Improper Pipe Material Identified

The main issue stemmed from the discovery that the **underground PVC pipe is actually irrigation-grade pipe**, which should never have been used for a pressurized potable water system. This pipe is slightly smaller than standard PVC, resulting in repeated gluing failures—the joints simply couldn't form a proper seal due to the size discrepancy. The new PVC materials we attempted to fit to the irrigation pipe also didn't marry well together, which further delayed the repair process.

2. Staff Experience and Training Challenges

This situation also highlighted the limitations of our current staff's experience when it comes to addressing unusual or legacy system issues. For perspective, we spoke with the water supervisor from Cañon City, who shared that he spent nine years working under a mentor with over 30 years of field experience—and he is still learning.

In contrast, **our most experienced operator has just three years on the job** and has largely had to self-train. While our team is gaining experience, performs with excellence in day-to-day and more commonly identified problems, and is incredibly dependable; they are not yet at the level of seasoned municipal crews. This gap is something we should acknowledge with grace as we plan for support, and future capacity.

3. Valuable Assistance from a Resident

During the repair, we were fortunate to receive help from a **resident of Ironhorse with industrial plumbing experience**, who recommended and helped acquire parts for **compression fittings**—which ultimately resolved the issue. We are grateful for this help and have retained their contact information as a potential future consultant for situations that exceed our current staff training and capacity.

Given that these lines have been underground since the 1980s, it's not surprising that joints are starting to fail. We expect more issues over time. The good news is that we now have a **quick**,

inexpensive temporary fix. However, the Board may wish to begin planning for **long-term line replacement** using appropriate materials.

We will be **seeking bids for the replacement of the Ironhorse water lines** to understand the scope and cost. Preliminary expectations suggest it will be a **significant investment**, particularly for a town with a budget the size of Williamsburg's.

4. Equipment Maintenance Issue

Unfortunately, after a long and demanding day in the heat, **Larry and Dan discovered a new hydraulic leak on the loader**, which will need repair before it is returned to full use. We will evaluate the cost and downtime required.

5. Strong Performance from New Staff

This was only **Dan's second day on the job**, and he performed admirably under pressure. He showed initiative, brought thoughtful ideas to the table, kept a calm and positive attitude, and took clear satisfaction in seeing the job through. Although I offered him the following day off, **Dan reported to work the next morning ready to continue** working with Larry on upcoming projects—with a smile on his face. He's off to a very promising start.

6. Next Steps and Board Input

An item regarding water line repairs and replacements has been added to **Tuesday's Board agenda**. If you have any **specific questions or topics you'd like addressed**, please let me know in advance so I can **gather information, data, and context** to support a robust and informed discussion.

Thank you all for your continued support as we work through the growing pains of maintaining aging infrastructure and developing our in-house capabilities.

To: Board of Trustees

From: Ashley Smith, Town Clerk

Date: 6/11/25

Subject: Town Park Master Planning Process – Committee Update and GOCO Readiness

Per the Board's direction at the **April 2025 Trustee Meeting**, a call for community interest in participating on a **Citizens Parks Master Plan Committee** was publicly posted. While a few individuals expressed general willingness to assist, **none were able to commit to serving formally on a committee.**

Despite this, the planning effort is still able to move forward. As previously authorized, I have developed a **Town Park Master Plan Civic Engagement Strategy** as part of a graduate course at **Colorado State University – Fort Collins**. That engagement plan is now **complete and ready to implement**. The 30 page report can be provided at request.

To ensure strong and transparent leadership during this process, the Board may wish to appoint **up to two trustees to serve as liaisons**. This allows us to coordinate planning and outreach efficiently while remaining in compliance with **Sunshine Laws**.

GOCO Grant Requirements & Readiness

In parallel with the Town's interest in developing a comprehensive parks master plan, we are also laying the groundwork for a **GOCO (Great Outdoors Colorado) grant application**. A recent conversation with Williamsburg's GOCO representative, **Sammie**, provided critical insight on how we must structure our approach:

To qualify for GOCO funding, we must demonstrate:

- **Extensive community involvement from the start**, including meaningful engagement with historically underserved groups such as seniors, youth, low-income households, individuals with disabilities, and racially diverse communities.
- **A well-thought-out and shovel-ready plan** that includes:
 - Accurate cost estimates
 - Detailed architectural and engineering drawings
 - Clear plans for amenities such as paths, restrooms, lighting, parking, etc.
- **Evidence of additional funding sources**, such as in-kind donations, volunteer labor, or matching funds to strengthen our application's competitiveness.

GOCO emphasized that **standard surveys or one-time public meetings are insufficient**. We must show a consistent, inclusive, and strategic engagement effort that reflects authentic input across the full community.

Civic Engagement Plan & Committee Role

My civic engagement plan meets many of these requirements and will help facilitate robust community feedback.

Next Steps

1. **Trustee Liaisons:** The Board may appoint **up to two trustees** to support staff in this initiative and help oversee planning and community engagement.
2. **Public Engagement:** Begin rolling out the civic engagement strategy to gather input from all segments of the community.
3. **Site Assessments:** Conduct condition assessments of **Scutti Park, Town Park, and Angelina Park**.
4. **Funding Exploration:** Research and reach out to additional grant sources for project development costs.
5. **Board Updates:** Trustees will receive regular updates on the work being done.
6. **Master Plan Adoption:** Once the plan is developed, it will be presented to the Board for **formal approval by vote** at a future meeting.

Please let me know if there's any additional information you'd like included on the agenda or if you'd like to be considered as a liaison to the planning efforts.

Sincerely,

Ashley Smith

Town Clerk

Town of Williamsburg

Williamsburg Park Master Plan Committee Expectations

<i>Williamsburg Park Master Plan Committee Expectations</i>	
1.	Interested parties will submit letters of interest to the Board of Trustees.
2.	The Board will appoint committee members and 1-2 Trustees to the committee.
3.	The committee will meet on a regular basis to perform their goals.
4.	The committee will take stock of conditions at all three town parks.
5.	The committee will explore grants and outside funding options.
6.	The committee will fine tune and distribute a community survey (Appendix A).
7.	Committee members will conduct one-on-one interviews with diverse voices.
8.	The committee will host public forums (Appendix B-F).
9.	The committee will consult with park designing and engineering firms.
10.	The committee will keep the Board informed on their progress during the process.
11.	The committee will compile data from the public engagement, consultant firms, and their own research to formulate a comprehensive Parks Master Plan that is complete with data, photos, charts, and design recommendations with visuals.
12.	The committee will present the Parks Master Plan to the Board of Trustees for formal adoption.
13.	After adoption, the committee will help compile additional criteria necessary to apply for grants and outside funding.
14.	It's anticipated the committee work will take 4-6 months.
<i>The Town of Williamsburg's Commitment to the Committee</i>	
1.	One to two Board members will serve on the committee as representatives and liaisons to the Board.
2.	The staff and appointed Board members will help facilitate the meetings.
3.	The Board will give the proposed Parks Master Plan serious and full consideration as it deliberates on adoption.
4.	The Board and staff will use the adopted Parks Master Plan and committee work to apply for grants and outside funding for implementation of the plan.
5.	It's anticipated the grant application process could take 12-18 months for implementation depending on grant requirements and deadline cycles.

Inclusion and Demographic Diversity

TOWN OF WILLIAMSBURG, COLORADO

ORDINANCE NO. 3 SERIES OF 2025

With attachment of Appendix A: 2025 Town of Williamsburg Municipal Code Book

AN ORDINANCE OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.

WHEREAS, the Board of Trustees of the Town of Williamsburg, Colorado ("Town"), has determined that it is necessary and in the best interests of the health, safety, and welfare of the residents of the Town to update and revise the Town's Municipal Code in order to ensure clarity, consistency, and compliance with applicable state laws; and

WHEREAS, the Town has prepared major revisions to the Town Code, including but not limited to amendments and deletions, specifically encompassing Chapters 1 through 18 and all associated articles and sections; and

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

Section 1. Adoption of Revised Code.

The Board of Trustees hereby adopts the revisions to the Town of Williamsburg Municipal Code Book, including Chapters 1 through 18 and all articles and sections therein, as set forth in the 2025 Town of Williamsburg Municipal Code Book attached hereto and incorporated herein as Appendix A.

Section 2. Availability of Code.

A copy of the revised Municipal Code shall be maintained in the office of the Town Clerk and shall be available for public inspection during normal business hours.

Section 3. Severability.

If any section, paragraph, clause, or provision of this Ordinance shall be adjudged invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect the remaining provisions of this Ordinance.

Section 4. Effective Date.

This Ordinance shall become effective 30 days after final passage and adoption.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this ____ day of ____ 2025.

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town of Williamsburg Clerk

ATTESTATION & CERTIFICATION

5/5/25 -Public Hearing posted on website and public notice boards

5/15/25 - 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

5/20/25 - Public Hearing

5/20/25 - Introduced, read & passed on first reading

6/17/25 - Passed and adopted on second reading

7/17/25- Effective Date

Appendix A
Town of Williamsburg Municipal Town Code

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 OF 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

X/XX/25 - Introduced, read & passed on first reading

XXXX/25 - Passed and adopted on second reading

XXXX/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

XXXX/25- Effective Date

Exhibit A

KEY

Blue: Would like Trustee particular attention

Red: Removed from the table

Green: Change made to existing fine, rate, or fee

Addendum 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 deposit \$25 refundable upon clean check out)
Research fee after first hour	\$15 per additional quarter hour
OHV permit	\$25 per year
Kennel License	\$125
Dog Licenses	\$20 for life of rabies vaccine
All other not specified	\$50

Building Permit Fees

Action	Fees
Residential Dwelling: Building cost is calculated at \$150/sq ft of living space	1% of calculated cost
Accessory Structure:	1% of calculated cost with \$75 minimum

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	
Shipping containers used as accessory building	\$75
Variance Permit Fee	\$25
Final/re-inspection fee per trip	\$50
Fee for missed inspection appointment	\$50

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
Vehicles	Expired and/or Abandoned		Up to \$499	Up to \$499	Up to \$499	Up to \$499
Weeds	Weeds		Up to \$499	Up to \$499	Up to \$499	Up to \$499
Semi-Trailers	Storing of semi-trailer on property		Up to 30 days \$50	Over 30 days \$100	Over 60 days \$200	Over 90 days \$300
Gurfew	Contempt of the Court					
Dog	No License					
Juveniles	General					
Marijuana	Excess of Plants					

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

Water Fines and Rates

Action	Rate
Water Tap Fee	\$8,345 total <ul style="list-style-type: none"> • \$3,427.20 - Paid to Florence tap fee • \$1,200 - Williamsburg System Development Fund • \$25 - Application fee

	<ul style="list-style-type: none"> • \$3,692.80 - 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	2.5% Percentage (average \$2-\$3) \$10 Flat Fee, Coal Creek has a flat \$10 fee.
Rent town backhoe and operator *Applicant may do all the digging up to 2 feet within the main	\$500 per 4 hours
Water Operator on site	\$50 per hour
Water parts	Town cost plus 20%