



# 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 Krautheim	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:



7-15-25

Ashley Smith, Williamsburg Town Clerk

Date



