TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, October 21, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

Call to Order

Pledge of Allegiance

Roll Call

Citizen Written Submissions (5 minutes) Robert Siedentopf

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 September 16, 2025 and Special Board Meeting Minutes for October 3, 2025.
b. Receive and file town report and accounts payable disbursements for September 2025.
c. Authorize purchase of 500 Harland Checks for the General Fund for $265.00.
d. Authorize purchase of 500 Harland Checks for the Street Fund for $265.00.
e. Authorize purchase of 16 rolls of postage stamps for water billing from USPS for $976 from the Water Fund.
f. Authorize purchase of 7 bags of asphalt for patching potholes for $126 from Florence Ace Hardware from the Street Fund.
g. Authorize purchase of 5 bags of cement to modify ditch crossing on Needham for $35 from Home Depot.
h. Authorize purchase of materials for oil change and transmission fluid change for the Chevy for $140 from O'Reilly.
i. Authorize purchase of a Town of Williamsburg Code Enforcement Shirt with logo for $25 plus shipping from logosportswear.com
j. Authorise purchase for custom Town of Williamsburg Code Enforcement Safety vest for $30 plus shipping from logosportswear.com.
k. Authorize payment to CIRSA quarterly worker's compensation coverage for $536.77 from the General Fund.
l. Authorize payment to CIRSA quarterly property insurance for $1,274.76 from the General Fund.
m. Retroactively authorize purchase of unleaded and diesel fuel to fill tanks at shop from Acorn Petroleum for $746.14.
n. Authorize Mayor's signature for Colorado Division of Reclamation, Mining and Safety consent for right of entry for reclamation activities.

2. **Reports**

   a. Treasurer Report: Receive and file Treasurer Report and Monthly Budget report for September 2025.
   b. HR Report.
   c. Matters from the Mayor and Board of Trustees.
   d. Town updates from Code Enforcement, Streets, Park, Water, Clerk, Planning & Zoning and Special Events.

3. **PUBLIC HEARING: 2026 BUDGET**

4. **UNFINISHED BUSINESS:**
   a. Internal Board Interactions: Response from Trustee Donna Krautheim.
   b. School Bus Stops

5. **NEW BUSINESS:**

   Approve letters to be sent for payment on chronically late waterbills before liens placed for nonpayment on properties for Sean Krautheim at 36 Rockrimmon for $1108.92 and Star Hobson 19 Wilmont Circle North for $338.78.

Adjourn: Next Scheduled Meetings:

Workshop Friday, November 7, 4:00 pm
Regular Board Meeting:Tuesday, November 18, 2025, 6:15 pm

Posted pursuant to Municipal Code on Thursday, October 16, 2025
Town Clerk Ashley Smith

Request Public Participation in Board Meeting

Date request was submitted to Town Hall:	OCT 7 2025
Date of Meeting:	
Printed name of requester/speaker:	Robert Siedentopf
Requester/speaker's phone number:	719-251-9925
Provide topic of discussion:	COMPLANT + QUESTION

Provide a brief description of topic (attach any supporting documentation to this section):

I CANT EVER REMEMBER EVER MISSING A WATER PAYMENT AND NOW I'M CHARGE $10 WHEN I KNOW IN 20 YEARS I NEVER MISSED A PAYMENT

ALSO

WHAT DID ATTORNEY SAY ABOUT DITCH OWNERSHIP

1. Board meetings and/or study/work sessions are open to the public. The public, interested individuals, or spokespersons may comment and present their views directly to the Board of Trustees.
2. The speaker will sign below and provide a brief description of what will be commented upon no less than 10 days prior to the Board Meeting.
3. The allotted time to speak is no more than 5 minutes (includes time for Q & A). Any additional time may be granted by the mayor.
4. Code Section 2-57.4 States: All individuals shall observe proper decorum and not use abusive or profane language in the meeting room and when addressing the Board of Trustees. In the event that abusive or profane language is used or an individual otherwise disrupts the meeting, such individual may be removed from the meeting room by a Town designee.

Signature of Speaker: Robert Siedentopf	**Date:** OCT 7 2025
Signature of Mayor:	**Date:**

TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, September 16, 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 ***Unexcused Absence**		X
Trustee Kristina Graham-Webb	X	
Trustee Donna Krautheim	X	
Trustee Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joeliina Espinoza	X	

Also Present: Ashley Smith Town Clerk and Dan Wagner Streets and Maintenance

Consideration on Variance for 14 Ironhorse occupying a camper, Donna Duncan: Jack and Donna Duncan addressed the board concerning their request to allow their grandson to sleep in their camper for bedroom only on a long-term basis.

MOTION: On motion by Trustee Donna Krautheim and Second by Trustee Steve Harrison to approve camper variance for 14 Ironhorse.

Trustee Donna Krautheim withdrew their motion.

MOTION: On motion by Trustee Kris Graham-Webb and second by Trustee Donna Krautheim to approve a variance for the Duncan property at 14 Ironhorse permitting the use of a camper as a bedroom only, with connection to electricity as the sole allowed utility. This variance shall be immediately void if the camper is found to be used for any other purpose, including but not limited to cooking, installation or use of additional utilities (such as water or sewer), or any use inconsistent with bedroom occupancy.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis			X		

Trustee Donnell Farnum					
Trustee Kristina Graham-Webb	X		X		
Trustee Donna Krautheim		X	X		
Trustee Steve Harrison			X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

Citizen Written Submissions (5 minutes)

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.

Polly Dupont addressed the Board about a code enforcement letter concerning residential living in a camper at 11 Cedar Ridge Rd. The matter has been resolved.

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 August 19, 2025 and Special Board Meeting August 29, 2025.
b. Receive and file town report and accounts payable disbursements for August 2025.
c. Authorize purchase of four loads of road base from Daniel Giem for stockpiles for $875 from the Street Fund.
d. Authorize purchase of one load of sand from Daniel Giem for icy roads and bedding water pipes for $475.00 to be split 1/2 Water Fund and 1/2 Street Fund.
~~e. Authorize payment to Town Attorney Wyatt Hamilton Findlay for $1,350.~~
f. Authorize payment to Road Sign Supply for receipt of 7 stop signs and 2 replacement town seals (town seals will be 50% reimbursed by UAACOG grant) for $677.81.
g. Authorize purchase of materials to build shelving in the Water Dept shed for $480 from Home Depot out of the Water Fund.
h. Authorize waiving the town hall rental fee for the Williamsburg Women's Club to host traditional community events: Community Dinner October 28, 2025, Children's Trick-or-Treat October 31, 2025, and Children's Christmas Party December 20, 2025.
i. Authorize payment to Rocky Mountain Fire Extinguisher for their annual fire extinguisher inspections and two extinguisher recharges performed on 9/11/25 for $254.50.
j. Authorize reimbursement payment to Larry Hall for tractor repair part Push Pull Loader Joystick cable for $163.96 ordered from eBay.

MOTION: On motion by Jodi Davis and second by Trustee Harrison to approve the agenda and consent agenda with an amendment to move item 1e. to the Treasurer's report.

Topic discussed. Motion Passed.

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

2. **Reports**

   a. Treasurer Report: Receive and file Treasurer Report and Monthly Budget report for July 2025 and August 2025.

   1e. Authorize payment to Town Attorney Wyatt Hamilton Findlay for $1,350.

MOTION: On motion by Kris Graham-Webb and second by Trustee Harrison to require the Town Clerk to obtain authorization from Human Resources prior to communicating with the Town Attorney; to ensure that all communications with the Town Attorney are provided to the Board at Town Hall; and to approve payment of the invoice from Wyatt, Hamilton, and Findlay in the amount of $1,350.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis			X		
Trustee Donnell Farnum					
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		

MOTION: On motion by Jodi Davis and second by Trustee Harrison to accept the Treasurer's report.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis	X		X		
Trustee Donnell Farnum					
Trustee Kristina Graham-Webb			X		

Trustee Donna Krautheim			X		
Trustee Steve Harrison		X	X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

b. HR Report: Discussion and Evaluation of Dan Wagner's Performance, with consideration of a base pay.

MOTION: On motion by Jodi Davis and second by Trustee Harrison to accept the HR report.

Topic discussed. Motion Passed.

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

c. **Matters from the Mayor and Board of Trustees:** The next Care and Share will be October 10, 2025, time TBD.

d. **Town Updates:**

- **Code Enforcement:** Kelsey Pollard's employment was terminated immediately before the board meeting. HR will begin searching for a replacement.
- **Streets**
- **Park:** Dan Wagner presented a report on the conditions of Town Park upon its annual inspection and in anticipation of the upcoming CIRSA Safety Audit. Staff is directed to research the costs to upgrade the equipment that will be kept to meet safety standards.

MOTION: On motion by Jodi Davis and second by Trustee Harrison to To remove the yellow and red playground feature, the swings, and the porta-potties, and begin obtaining quotes to bring remaining playground features into compliance with applicable safety standards.

Topic discussed. Motion Passed.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis	X		X		
Trustee Donnell Farnum					
Trustee Kristina Graham-Webb			X		

Trustee Donna Krautheim				X	
Trustee Steve Harrison		X	X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

- **Water**
- **Clerk:** The UAACOG Mini-Grants are near completion and will soon be submitted for reimbursement. The town is awaiting a quote to remove 4 55 gallon drums of oil and emptying the diesel catch basin, and permission was granted to sign another opioid settlement on behalf of the State of Colorado.
- **Planning & Zoning:** The Variance Application will be updated to align with the new code book and differentiate between building and zoning variances and code variances.
- **Special Events:** Mayor Espinoza and Trustee Harrison will volunteer at the Williamsburg Days at the Florence Museum on October 4th and will bring refreshments with assistance from Mayor Pro Tem Brian Dreitz.

DISCUSSION:

3. **Consideration on creating a monthly Workshop Meeting:** A Special Board Meeting will be posted on October 3, 2025 to present a resolution to institute Monthly Board Workshop Meetings on the first Friday of each month at 4 pm.
4. **Discussion on intersection at Cory Lane and Oak Creek desire for a yield or stop sign:** The Board directed staff to install a yield sign on Oak Creek at the Cory Lane intersection; to investigate the potential need for school bus signage on Quincy; and to evaluate safety improvements—such as t-posts with reflectors or guardrails—at the Wilmont Road culvert dip off of Churchill; and the Mayor will contact Rock and Rail about alleyway dropoff along RR and Ironhorse.
5. **Consideration to approve renting a dumpster from Red Rock Disposal for $400 for a community clean-up day on a Friday in October, before issuing fines for rubbish/junk/mattress citations.** No action taken.

UNFINISHED BUSINESS:

6. **Second Reading and adoption of ORDINANCE NO. 6 of 2025: AN ORDINANCE AMENDING THE TOWN OF WILLIAMSBURG MUNICIPAL CODE TO UPDATE THE FINE TABLE, ESTABLISH A GENERAL PENALTY PROVISION, AND PLACE LIENS IN COMPLIANCE WITH COLORADO STATE LAW.**

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. 6 SERIES OF 2025: AN ORDINANCE AMENDING THE TOWN OF WILLIAMSBURG MUNICIPAL CODE TO UPDATE THE FINE TABLE, ESTABLISH A GENERAL PENALTY PROVISION, AND PLACE LIENS IN COMPLIANCE WITH COLORADO STATE LAW.**

Topic discussed. Motion carried.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis		X	X		
Trustee Donnell Farnum					
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:

7. **ADMINISTRATIVE MOTION:** On motion by Trustee Steve Harrison and second by Trustee Donna Krautheim to amend the title of Section 7.25 in Chapter 7 of the 2025 Code Book by striking the phrase ", trailers and mobile homes" in order to correct a typographical error and accurately reflect the content of Section 7.25.

Topic discussed. Motion carried.

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

Adjourned at 8:07 pm

Next Scheduled Meetings: Special Board Meeting, October 3, 4 pm. Regular Board Meeting, Tuesday, October 21, 2025, 6:15pm

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk Date

TOWN OF WILLIAMSBURG

Some Bigger, None Better

Special Board Meeting

Pursuant Section 24-6-402(2)(b), C.R.S.

October 3, 2025, 4 pm, location at Town Hall, 1 John Street

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 ***Arrived at 4:04 pm***	X	
Trustee Kristina Graham-Webb	X	
Trustee Donna Krautheim	X	
Trustee Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joeliina Espinoza	X	

Also Present: Ashley Smith Town Clerk and New Code Enforcement Officer Alex Aguirre.

Alex Aguirre was sworn in as the Town of Williamsburg Code Enforcement Officer by Mayor Joelina Espinoza.

1. Reading and Adoption of **Resolution 11 Series of 2025: A Resolution Establishing a Monthly Workshop Meeting for the Board of Trustees of the Town of Williamsburg.**

Resolution read by Trustee Jodi Davis.

MOTION: On motion by Trustee Jodi Davis and second by Trustee Steve Harrison to adopt Resolution 11 Series of 2025: A Resolution Establishing a Monthly Workshop Meeting for the Board of Trustees of the Town of Williamsburg.

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		

2. **Update on Quincy School Bus Stop:** Town Clerk Ashley Smith reported that the Re-2 School District does not provide school bus stop signs but they would support the town in that effort. Concern was brought up about liabilities in placing school bus stop signs in town. An alternative may be placing signs on obeying school bus traffic laws at all town entrances. Staff was directed to conduct more research.

3. **HR/Personnel Update:** Alex Aguirre was hired as the new code enforcement officer and met with the prosecuting attorney. Performance reviews will need to be completed next for Brenda Orth and Ashley Smith. Ashley's Master's program internship is planned to begin June of 2025. The Town Clerk will work on scheduling a date for a board/staff appreciation pizza dinner for their efforts in passing the CIRSA Audit.

4. **Internal Board Interaction:** The mayor read an ***Official Memorandum Re: Board of Trustee concern with possible misconduct and/or malfeasance in Office concerning Trustee Donna Krautheim.*** The board offered Trustee Donna Krautheim the following three choices: 1) Change her behavior, 2) Choose to resign, 3) Conduct a hearing for possible removal and can request a public hearing. The board directed Trustee Krautheim to submit her decision by the next Board Meeting on October 21, 2025.

Adjourned at 4:50 pm

Next meeting, Regular Board Meeting is scheduled for October 21, 2025

_____

Mayor Joelina Espinoza

Attest:

_____

Ashley Smith, Williamsburg Town Clerk Date

Williamsburg Town Report

October 21, 2025

Building Report:

Permit #	Issue Date	Work	Address	Permit Fee	Construction Cost
1396	9/10/25	Solar panels	7 Cedar Ridge	$ 560.00	$ 56,125.83
1397	9/18/25	Re-roof	38 W Rockrimmon Rd.	$179	$12,120
1398	9/23/25	Addition	6200 County Rd 37	$1,297	$ 12,970.00
1399	9/29/25	Storage unit	14 Quincy St.	$ 75.00	$ 7,600.00
1400	10/6/25	Carport	16 John St.	$ 75.00	$ 6,023.00
1401	10/13/25	Solar Panels	7 Bluffs Rd	$ 75.00	$ 11,334.40
			Totals	**$ 2,261.00**	**$ 106,173.23**

Clerk Report:

a. 9/11/25 Fire extinguishers received their annual inspection and one was replaced from1989.
b. 9/15/25 Ashley worked on the 2026 Budget, CIRSA online training, and preparation for CIRSA Audit.
c. 9/17/25 Ashley prepared bills to be paid per approval from the board meeting, board documentation, recording and filing, and minutes.
d. 9/18/25 Ashley prepared an agenda and resolution for the October 3, 2025 Special meeting.
e. 9/22/25 Ashley prepared documentation to submit UAACOG mini-grants for reimbursement and prepared bills to be paid.
f. 9/23/25 Ashley submitted UAACOG mini-grants for reimbursement and made verbal contact with the UAACOG Director Dave Paul, Ashley and Brenda worked on CIRSA safety for the audit and Ashley did CIRSA online training.
g. 9/24-25/25 Ashley and Brenda worked on documentation for CIRSA. Ashley did CIRSA online training and worked on building the new town website.
h. 9/29/25 Ashley performed SAM.gov annual registration, filed a CIRSA workman's comp claim, and processed water meter readings.
i. 10/1/25 The new Code Enforcement Officer came to the office to be onboarded with Trustee Webb-Graham and Prosecutor Willett. Ashley processed payroll. Ashley, Dan & Brenda met with Nic to conduct the CIRSA Audit. The town passed with a preliminary outstanding score of 90 and 92 and no infractions at town hall or the shop, but further liabilities at the park to address.
j. 10/7/25 The Accountant came and did payroll monthly and quarterly reports. Ashley worked on building the new town website.
k. 10/8/25 Ashley worked with Treasurer Graham-Webb on the budget and the town website.
l. 10/14/25 Ashley worked on financial reports and 2026 budget with Treasurer.

Street Report:

a. 9/11/25 Larry and Dan worked on a tractor push pull cable replacement.
b. 9/14/25 Dan received his 90-day performance review.
c. 9/15/25 Dan oversaw the installation of the new shop heater - a UAACOG mini-grant project.
d. 9/18/25 Larry Hall graded Smith Gulch and Bear Gulch Hill, cut ditch on the westside of Needham between mailboxes and first house to North to divert rainwater around driveway. Put dirt around the water pit on Pikes Peak. Dan posted documentation on public notice boards and trimmed a bush on Central obscuring traffic views.
e. 9/20/25 A Special thanks to Mayor Pro Tem Brian Dreitz for draining the water out of the diesel catch basin and for purchasing and delivering a job box for the shop at a significant savings to the town.
f. 9/22/25 The Larry's mounted the outdoor Town Seals at Town Hall and worked on CIRSA safety standards. Dan worked on building shelves in the new shed, posted on notice boards, cleaned multiple places off Central of washout onto the road. Stops signs are replaced.
g. 9/23/25 Dan removed a dead deer in the road at 102 Quincy and finished building shelves in the shop. Larry Hall worked on CIRSA safety.
h. 9/24-25/25 Moved water parts to the shed and cleaned up the shop.
i. 9/30/25 Finished getting work done for the CIRSA audit. Dan did CIRSA online safety training.
j. 10/2/25 Dan inventoried all signs and made a sheet to check off after installing/fixing potholes and dirt roads. Fixed around water meter pits that needed to be filled around. Filled the Case Backhoe and truck with fuel and fixed lawn mower and dolly tires.
k. 10/6/25 Dan did the town tour, studied school bus stops and cross walks. Got locks for the water dept. And called River Valley to repair the vent stack that blew over on the new heater.
l. 107/25 Dan got keys made for locks and shed. Graded Wilmont Rd, Rockrimmon and Angelina Park, due to someone spinning tires and digging big holes.
m. 10/8/25 Dan built a cover for the water line at the shop. Collected trash at office, Worked on solution to keep silt from clogging up culvert under road at 9 Cedar Creek Dr. picked up cones.
n. 10/13/25 Dan & Larry found and repaired a fuel leak on the grader when they put on the new blades.
o. 10/14/25 Dan did a town tour and worked on budgeting with Ashley on Strategic Plan quotes for erosion control on sides of roads at Quincy and Central, changed light bulbs in the shop and town hall.

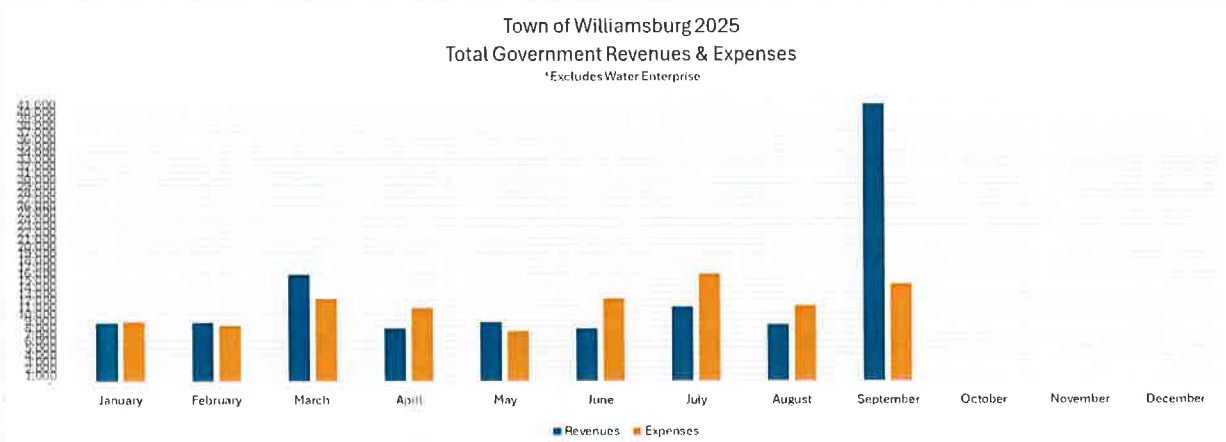
Park Report:

a. 9/29/25 The Larry's and Dan worked on taking down the old Park equipment. Larry St. Hilaire sustained a back injury in the process and a report was filed with CIRSA.
b. 9/30/25 Larry H and Dan continued to remove liabilities at the Town Park.
c. 10/7/25 All Purpose Landscaping sprayed weeds at Town and Scutti Park.
d. 10/8/25 Dan removed the remaining poles from the park playground and smoothed the ground. He discovered a possible mine caving in the area.

General Operating Revenues & Expenditures Table:

Town of Williamsburg 2025 Revenues & Expenditures

		General Fund			Street Fund			Park Fund				Total		
		Revenues	Expenses	Profit over (loss)	Revenues	Expenses	Profit over (loss)	Revenues	Expenses	Profit over (loss)		Revenues	Expenses	Profit over (loss)
2025	January	5,101	6,400	(1,299)	3,513	2,205	1,308	-	242	(242)	January	8,614	8,847	(233)
	February	5,327	6,263	(936)	3,359	1,711	1,648	-	242	(242)	February	8,686	8,216	470
	March	9,435	8,762	673	4,048	2,947	1,101	2,311	436	1,875	March	15,794	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	1,652	8,949	(7,297)	3,834	2,878	957	2,284	374	1,910	June	7,771	12,201	(4,430)
	July	7,236	6,129	1,107	3,594	9,439	(5,845)	108	246	(137)	July	10,938	15,813	(4,875)
	August	2,648	5,206	(2,559)	5,637	5,266	372	113	653	(540)	August	8,398	11,125	(2,727)
	Septembe	42,084	6,480	35,604	7,028	7,681	(653)	2,051	108	1,942	September	51,163	14,270	36,893
	October			-			-			-	October	-	-	-
	November			-			-			-	November	-	-	-
	December										December			



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

Water Report

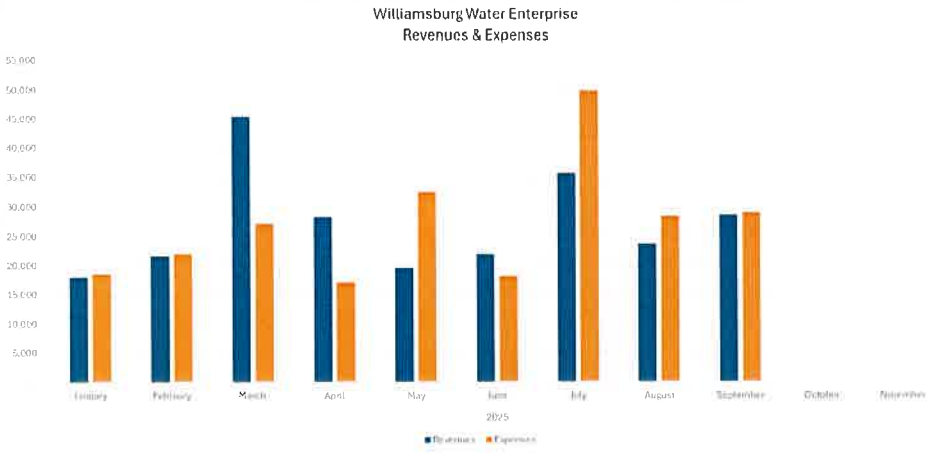
a. 9/16/25 Brenda sent out shut off notice letters.
b. 9/17/25 Dan purchased material for the Water Shop Shed new shelving per the board's approval at the Sept Board Meeting.
c. 9/18/25 Dan built shelves in the new Water Shop Shed and fixed a riser on a water meter at 5 PIkeview.
d. 9/18/25 Brenda submitted a final meter read.
e. 9/23/25 Brenda took deposits to the bank.
f. 9/29/25 Will did the water meter readings and checked with SGS on the status of a water test result that is due to be reported.
g. 9/30/25 Brenda and Ashley worked on preparing the water bills and getting them in the mail.
h. 10/1/25 Will checked on meter readings that were off, performed 1 locate, put a lock on 36 Rockrimmon meter that had been tampered with,, and he and Brenda submitted the CDPHE Lead and Copper Report.
i. 10/3/25 WIll checked on 36 Rockrimmon on if could do an hourly report, gathered tools that were used to tamper with the meter and turned in a report to the mayor. Performed 2 locates.
j. 10/7/25 Will performed 4 water shut-offs due to non-payment and BacT's tests.

k. 10/8/25 Will confirmed that the meter at 23 Rockrimmon had been tampered with. They were issued a $300 fine and personally issued a letter of warning of court and possible arrest if any further tampering is done.The meter is locked. This is the second meter this month that has been tampered with. The other is 36 Rockrimmon which was also issued a $300 fine. Will got monitoring plan updated and filed with the state. Will performed two 5-gallon bucket tests on meters that were fine - but the computer readings are still off.

l. 10/15/25 Will is replacing faulty meters.

Water Stats	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025
Shut off's performed	4	5	4	3	0	1	1	3	2
Shut off notices	9 @$2217.72	13 @ $3,499.37	11	16	3	10 @ $1,783.92	7 @ $1,894.35	5 @ $1061.02	5 @ $1,118.96
New Water taps SOLD	0	0	1	0	0	0	3	0	0

Water Billing Receivables	Sept 2025	Aug 2025	July 2025	June 2025	May 2025	April 2025	March 2025	Feb 2025	Jan 2025
Past due 1-30 days	5071.36	6,031.76	$4435.67	$5,757.60	$6088.99	$5,176.58	$4829.15	$5024.22	$3,805.48
Past due 31-60 days	1869.64	2,132.79	$1551.82	$2,541.69	$2115.87	$1,258.01	$1482.47	$1144.93	$1,258.21
Past due over 60 days	2861.76	3,463.49	$3012.53	$2,821.39	$2333.48	$2,255.48	$2247.98	$2143.03	$3,107.34
Overpayments/ pre-payments	(5636.40)	(3,758.10)	($4060.42)	($3999.43)	($4145.01)	(4,483.84)	($3305.67)	($3342.31)	$(3,733.89)
Current charges	26,771.98	25,960.02	$37095.83	$24,993.54	$23,978.20	$26,211.70	$22,488.89	$20,534.50	$20,560.22
Total receivables	**30,938.34**	**33,819.96**	**$42,036.35**	**$32,113.79**	**$30,371.53**	**$30,417.93**	**$27,742.82**	**$25,531.37**	**$24,997.36**



Town of Williamsburg 2025
Water Revenues & Expenditures

		Revenues	Expenses	Profit over (loss)	
2025	January	17,920	18,488	(568)	
	February	21,683	21,960	(277)	
	March	45,474	27,146	18,328	*3 water taps sold
	April	28,290	17,103	11,187	
	May	19,525	32,454	(12,929)	*semi-annual $15,968.89
	June	21,981	18,168	3,813	debt payment made
	July	35,804	49,774	(13,970)	
	August	23,740	28,381	(4,641)	
	Septembe	28,662	29,049	(387)	
	October			-	
	November			-	
	December				

Planning & Zoning: None.

Events:

a. 10/28/25 Town of Williamsburg Community Dinner to be hosted by Women's Club to raise money for Children's Town Hall Trick or Treating on Halloween and the Children's Christmas party.
b. 10/31/25 Children's Halloween Trick-or-Treat at Town Hall hosted by the Women's Club
c. 11/20/25 Thanksgiving Food Basket Drawing for those in need sponsored by the Women's Club.
d. 11/27/25 Free Thanksgiving Meals at VFW Post, 215 Cottonwood Ave, Canon City.
e. 12/20/25 Williamsburg Children's Christmas Party hosted by the Women's Club.

MEMORANDUM
To: Mayor and Board of Trustees
From: [Your Name], Town Clerk
Date: October 14, 2025
Subject: CIRSA Risk Audit Results for 2024

The Colorado Intergovernmental Risk Sharing Agency (CIRSA) conducted the Town of Williamsburg's **2024 Risk Audit** on **October 1, 2025**.

Last year's audit (for year 2023) received the following scores:

- **Workers' Compensation (WC):** 13
- **Property/Casualty (PC):** 19

The 2024 audit reflects significant improvement:

- **Workers' Compensation (WC):** 87 Final 94
- **Property/Casualty (PC):** 94 Final 93

CIRSA noted that with the submission of some additional supporting documentation, the Town's scores could potentially be increased further.

In preparation for the **2025 Risk Audit**, scheduled for **October 2026**, several additional documentation items and staff training will need to be completed by **December 31, 2025**.

During this year's property inspections, **no deficiencies were noted at Town Hall or the Town Shop**. However, **the Town Park** still presents a few **liabilities that must be addressed** before the next audit.

Attached is a **summary chart** outlining **CIRSA's recommendations and follow-up actions** for both the 2024 and 2025 audits.

CIRSA TASKS for 2025		
Task	**Notes**	**Complete**
2024		
Accident Implementation Form	Delete footer, add implementation date 12/2024 & review date 12/2029	✓
Safety Inspection Building	Add action of what doing to fix it, verify what is getting done.	
	Formalize in writing the process: 1. Do inspection 2. Identify what wrong 3. Identify how to fix a. If under $ amount fit or over, ask trustees to authorize purchase. b. Execute. c. Report to town clerk that complete	✓
Motor Vehicle Driver Checks	Govt Agencies can do it for free now online. Also create a criteria policy of what is acceptable for a driving record -CIRSA providing example.	✓
Obtain a sharps container		✓
Customize the Sample Trenching Program to be Williamsburg Specific		
Customize the Chemical Safety Program to be Williamsburg Specific		
2025		
CIRSA Training	Do a customized training & Document for: • Chemical Safety • Lock & Tag Out • Confined Space • Trenching Make sure 2 year renewals are done for 2026. Doesn't have to be CIRSA videos (If CIRSA videos, print master admin report for audit. "Admin", "Reports", "Members Reports", "pull reports from all the staff, dates for 2 year period, "Export into Excel" Sort into course names.) -Recommend CIRSA in person classes. Can get reimbursed for travel over 50 miles. -Canon City classes are a good option.	

Attend a CIRSA Meeting	Easy way to get bonus points for Audit.	
Confined Spaces	Document in writing that staff don't go in confined spaces except in the water system, and then only Florence staff accesses it.	
Vehicle Inspection	Write a SOP in front of vehicle inspection log on how often to do inspections ie, check daily, change fluids at least yearly, any add ons to big equipment need to be done by a licensed tech.	
Property Inspection		
Town Hall	No Recommendations	
Shop	No Recommendations. A friendly tip when/if a light is installed in the new shed to use conduit and 3 strands or a solar powered light.	
Town Park: Merry Go Round	-Very likely older than the 2017 grant. -Tilting -Needs a brake for RPM limit *see attached -Needs impact continuation landing -Peeling paint -Recommends removal	
Town Park: Bars	-Very likely older than the 2017 grant. -The 5 ft bar does not have enough pea gravel depth for impact continuation -Overhead tree branches (which were recently trimmed) still have branches that are an overhead obstacle. -Reccomends removal.	
Town Park: Climbing Gym	-Very likely older than the 2017 grant -Could more easily meet the 9" pea gravel with impact continuation if more work is done and maintained and kept clear of sticks and debris. -Also look into pour-in-place or engineered wood chips for ADA accessibility.	
Town Park: Volleyball Court	-Recommends removing the rails and stakes as they are rotted and a tripping hazard.	
Town Park: Goat Heads	-They are more of a nuisance than a hazard. Not a liability.	

October 10, 2025

Ashley Smith
Town of Williamsburg
Williamsburg, Colorado 81226

Dear Ashley:

This letter confirms the property survey and findings for the Town of Williamsburg conducted on October 01, 2025. I would like to thank you for the time and the courtesy extended to me during the survey.

Loss Analysis

There were no claims reported in 2024.
Year to date 2025 there has been one Worker's Compensation claim reported, with no incurred cost at this time.

As a result of the survey, the following recommendations were developed for your consideration and action. If you have any questions, or if I can be of further assistance, please give me a call.

Sincerely,

Nicholas Paoli

Nicholas Paoli, Risk Control Consultant

Please send your written response to the recommendations. It is not necessary that corrective action be completed on all recommendations before responding, but please outline your future abatement plans. Your response earns credit on the Loss Control Standards Audit.

This report is limited to those conditions actually observed and information provided by your personnel at the time of the on-site visit to the above location. The report and recommendations are advisory and designed to assist in CIRSA underwriting and reduce CIRSA losses. We are not undertaking to replace your own loss prevention or inspection efforts nor do we assume any duties you may have to provide safe facilities, equipment, machinery or operational procedures for your employees or the public.

CIRSA does not assume responsibility for implementing the recommendations in this report, nor does it represent that all hazardous or unsafe conditions at the location have been identified, nor that compliance with these recommendations will result in full compliance with applicable federal, state, or local regulations or avoid any injury or financial loss.

CIRSA Loss Control Property Survey Recommendations

Entity:	Loss Control Rep:	Survey Date:
Williamsburg, Town of	Nicholas Paoli	October 01, 2025

2025-10-01- Parks & Playground - Playground Safety Standards

Town Park: Play equipment and surfacing material in the park should comply with the Consumer Product Safety Commission Public Playground Handbook. These guidelines help ensure the safety of park users.
https://www.cpsc.gov/s3fs-public/325.pdf
Examples of issues at the park include:
Surfacing material beneath and around play equipment must provide adequate impact attenuation in the use zone. Surfacing must be capable of protecting users from the highest play surface. See Table 2
The merry-go-round must have a speed regulator installed, capable of limiting the rotational speed to 13 feet per second.

Continue to address the issues with the play equipment.

3:17 PM
10/14/25
Accrual Basis

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

	Sep 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Taxes				
40001 · Cigarette tax	0.00	20.00	-20.00	0.0%
40002 · General Property Tax	1,302.49	0.00	1,302.49	100.0%
40003 · Sales and Use Tax	40,500.00	0.00	40,500.00	100.0%
Total 40000 · Taxes	41,802.49	20.00	41,782.49	209,012.5%
41000 · Building Permits	0.00	917.00	-917.00	0.0%
42000 · Permit Fees				
42001 · ATV Permits	0.00	25.00	-25.00	0.0%
42002 · Dog Tags and Fines	0.00	25.00	-25.00	0.0%
Total 42000 · Permit Fees	0.00	50.00	-50.00	0.0%
43000 · Fines and Forfeitures	0.00	25.00	-25.00	0.0%
44000 · Franchise Fees	0.00	0.00	0.00	0.0%
46000 · Interest / Investment Revenue	267.27	2.00	265.27	13,363.5%
47000 · Miscellaneous Revenue	15.00	0.00	15.00	100.0%
Total Income	42,084.76	1,014.00	41,070.76	4,150.4%
Gross Profit	42,084.76	1,014.00	41,070.76	4,150.4%
Expense				
50000 · GENERAL OPERATING EXPENSE				
50001 · Advertising	0.00	150.00	-150.00	0.0%
50002 · Code Enforcement / Animal Contl	46.86	54.00	-7.14	86.8%
50004 · Computer Expenses	0.00	450.00	-450.00	0.0%
50005 · Court Costs	0.00	208.00	-208.00	0.0%
50007 · Dues and Subscriptions	56.00	0.00	56.00	100.0%
50008 · Elections	0.00	0.00	0.00	0.0%
50010 · Grant Match	199.36	0.00	199.36	100.0%
50011 · Janitorial	160.00			
50012 · Miscellaneous Expense	254.50	29.00	225.50	877.6%
50013 · Office Supplies	114.01	291.00	-176.99	39.2%
50014 · Property Insurance - General	0.00	1,285.98	-1,285.98	0.0%
Total 50000 · GENERAL OPERATING EXPE...	830.73	2,467.98	-1,637.25	33.7%
50100 · Accounting & Consulting Service	0.00	0.00	0.00	0.0%
50200 · Bank Fees	0.00	0.00	0.00	0.0%
50300 · Building Inspector	0.00	1,100.00	-1,100.00	0.0%
50400 · Legal Expense	1,350.00	416.67	933.33	324.0%
60000 · PAYROLL EXPENSE				
60001 · Payroll - General	10,991.17	3,363.30	7,627.87	326.8%
60002 · Payroll - Parks	-696.05			
60003 · Payroll - Street	-3,043.73			
60004 · Payroll - Water	-3,535.44			
60000 · PAYROLL EXPENSE - Other	0.00	41.67	-41.67	0.0%
Total 60000 · PAYROLL EXPENSE	3,715.95	3,404.97	310.98	109.1%
61000 · STAFF COSTS				
46500 · Staff Development	-72.70			
61002 · Health Insurance/Shared cost	250.00	250.00	0.00	100.0%
61003 · Meetings and Travel	0.00	0.00	0.00	0.0%
Total 61000 · STAFF COSTS	177.30	250.00	-72.70	70.9%
62000 · Worker's Compensation General	0.00	536.77	-536.77	0.0%
63000 · Trustee and Mayor Fees	170.00	166.67	3.33	102.0%
64000 · UTILITIES				
64001 · Electrictiy - General	137.84	116.67	21.17	118.1%
64002 · Gas - General	32.10	100.00	-67.90	32.1%
64003 · Internet & Telephone - General	66.48	83.33	-16.85	79.8%
Total 64000 · UTILITIES	236.42	300.00	-63.58	78.8%
Total Expense	6,480.40	8,643.06	-2,162.66	75.0%
Net Ordinary Income	35,604.36	-7,629.06	43,233.42	-466.7%
Net Income	**35,604.36**	**-7,629.06**	**43,233.42**	**-466.7%**

Town of Williamsburg Conservation Trust Redemption Fund
Profit & Loss Budget vs. Actual
September 2025

	Sep 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
34000 · Conservation Trust Fund Deposit	2,050.63	2,250.00	-199.37	91.1%
36000 · Lottery Share Deposit	0.00	0.58	-0.58	0.0%
Total Income	2,050.63	2,250.58	-199.95	91.1%
Expense				
66000 · Payroll Expenses	696.05	521.89	174.16	133.4%
67200 · Repairs and Maintenance	0.00	250.00	-250.00	0.0%
68000 · Weed Control	865.00	500.00	365.00	173.0%
Total Expense	1,561.05	1,271.89	289.16	122.7%
Net Ordinary Income	489.58	978.69	-489.11	50.0%
Other Income/Expense				
Other Income				
49000 · Interest Income	108.20			
Total Other Income	108.20			
Net Other Income	108.20	0.00	108.20	100.0%
Net Income	**597.78**	**978.69**	**-380.91**	**61.1%**

11:32 AM

10/15/25

Accrual Basis

Town of Williamsburg Street System
Profit & Loss Budget vs. Actual
September 2025

	Sep 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Tax Income				
40001 · Co state mineral tax	2,238.29	850.00	1,388.29	263.3%
40002 · Co state severance tax	363.93	1,450.00	-1,086.07	25.1%
40004 · Highway Users Fund Tax	4,321.22	3,500.00	821.22	123.5%
40005 · Road and Bridge Tax	0.00	50.00	-50.00	0.0%
Total 40000 · Tax Income	6,923.44	5,850.00	1,073.44	118.3%
46000 · Interest Income	104.46	0.34	104.12	30,723.5%
Total Income	7,027.90	5,850.34	1,177.56	120.1%
Expense				
50000 · General Operating Expense				
50001 · Fuel	0.00	1,000.00	-1,000.00	0.0%
50002 · Locates (UNCC)	0.00	11.66	-11.66	0.0%
50003 · Miscellaneous Expense	0.00	25.00	-25.00	0.0%
Total 50000 · General Operating Expense	0.00	1,036.66	-1,036.66	0.0%
50500 · Repair and Maintenance				
50501 · Road Maintenance	1,101.16	2,325.00	-1,223.84	47.4%
50502 · Shop Maintenance	395.91	500.00	-104.09	79.2%
50503 · Signs	527.19	400.00	127.19	131.8%
50504 · Vehicle Maintenance	0.00	750.00	-750.00	0.0%
Total 50500 · Repair and Maintenance	2,024.26	3,975.00	-1,950.74	50.9%
61000 · Staff Expenses				
60003 · Payroll Split	3,043.73	2,414.35	629.38	126.1%
Total 61000 · Staff Expenses	3,043.73	2,414.35	629.38	126.1%
64000 · Utilities				
64001 · Gas	37.59	0.00	37.59	100.0%
64002 · Electricity	90.10	132.92	-42.82	67.8%
64003 · Trash	88.53	275.00	-186.47	32.2%
Total 64000 · Utilities	216.22	407.92	-191.70	53.0%
75000 · Capital Outlay				
75001 · Equipment Purchase	0.00	150.00	-150.00	0.0%
75002 · Grant Match	2,397.00	0.00	2,397.00	100.0%
Total 75000 · Capital Outlay	2,397.00	150.00	2,247.00	1,598.0%
Total Expense	7,681.21	7,983.93	-302.72	96.2%
Net Ordinary Income	-653.31	-2,133.59	1,480.28	30.6%
Net Income	**-653.31**	**-2,133.59**	**1,480.28**	**30.6%**

2:39 PM
10/14/25
Cash Basis

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

	Sep 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
46000 · Interest	461.72			
41000 · SD Monthly Transfer from Water	307.50	307.50	0.00	100.0%
48000 · System Development Interest	0.00	3.17	-3.17	0.0%
Water Interest Earned	0.00	1.25	-1.25	0.0%
40000 · Water Sales	27,892.48	22,527.84	5,364.64	123.8%
42000 · Water Tap Sales				
42001 · Water Tap split from WF to SD	0.00	900.00	-900.00	0.0%
42002 · Tap Installation-Parts	0.00	500.00	-500.00	0.0%
42000 · Water Tap Sales - Other	0.00	8,345.00	-8,345.00	0.0%
Total 42000 · Water Tap Sales	0.00	9,745.00	-9,745.00	0.0%
Total Income	28,661.70	32,584.76	-3,923.06	88.0%
Expense				
65000 · Water System, Williamsburg				
65001 · Water Tap Fee to System Dev.	0.00	1,200.00	-1,200.00	0.0%
65002 · Water Shares (Union Ditch)	0.00	0.00	0.00	0.0%
65003 · Monthly System Dev Transfer	307.50	307.50	0.00	100.0%
Total 65000 · Water System, Williamsburg	307.50	1,507.50	-1,200.00	20.4%
67000 · Debt Retirement				
67001 · DWRF Loan Interest	0.00	0.00	0.00	0.0%
67000 · Debt Retirement - Other	0.00	0.00	0.00	0.0%
Total 67000 · Debt Retirement	0.00	0.00	0.00	0.0%
75000 · Capital Outlay				
75001 · Grant match	8,889.00	0.00	8,889.00	100.0%
Total 75000 · Capital Outlay	8,889.00	0.00	8,889.00	100.0%
50000 · General Operating Expense				
50004 · Publish Public Notice	0.00	0.00	0.00	0.0%
50003 · Postage & Shipping	88.70	0.00	88.70	100.0%
50001 · Dues and Subscriptions	0.00	0.00	0.00	0.0%
50002 · Office Supplies	0.00	225.00	-225.00	0.0%
50005 · Repairs and Maintenance	405.37	500.00	-94.63	81.1%
50008 · Vehicle Maintenance	0.00	0.00	0.00	0.0%
50007 · Shop Supplies-Water Parts	260.22	416.67	-156.45	62.5%
50010 · Water Testing	218.00	166.67	51.33	130.8%
50011 · Miscellaneous Expense	0.00	41.67	-41.67	0.0%
50009 · Water Locates	0.00	8.33	-8.33	0.0%
Total 50000 · General Operating Expense	972.29	1,358.34	-386.05	71.6%
61000 · Staff Expenses				
61001 · Payroll Split	3,535.44	3,807.97	-272.53	92.8%
Total 61000 · Staff Expenses	3,535.44	3,807.97	-272.53	92.8%
66000 · Water System, Florence				
66004 · Water Tap Fee to Florence	0.00	3,427.20	-3,427.20	0.0%
66001 · Florence Debt Retirement	5,756.80	6,155.33	-398.53	93.5%
66002 · Florence Water Treatment	8,740.00	7,284.17	1,455.83	120.0%
66003 · Service Charges & Assessments	847.78	1,188.42	-340.64	71.3%
Total 66000 · Water System, Florence	15,344.58	18,055.12	-2,710.54	85.0%
Total Expense	29,048.81	24,728.93	4,319.88	117.5%
Net Ordinary Income	-387.11	7,855.83	-8,242.94	-4.9%
Net Income	**-387.11**	**7,855.83**	**-8,242.94**	**-4.9%**

Town of Williamsburg General Fund

Register: 10000 · General Checking - BKofSJ

From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

10/14/2025 3:04 PM

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/02/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	219.00	X		12,243.14
09/02/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	1,692.60	X		10,550.54
09/03/2025	14190	Black Hill Energy	64000 · UTILITIES:64...	5888219957 to...	137.84	X		10,412.70
09/04/2025			40000 · Taxes:40002 · ...	Deposit		X	32.10	10,444.80
09/10/2025			40000 · Taxes:40002 · ...	Deposit		X	13.95	10,458.75
09/10/2025			40000 · Taxes:40002 · ...	Deposit		X	579.97	11,038.72
09/10/2025			40000 · Taxes:40002 · ...	Deposit		X		11,038.72
09/10/2025	14191	Ashley R Smith	50000 · GENERAL O...	reimburse for ...	48.73	X		10,989.99
09/10/2025	14192	Gobin's, Inc.	50000 · GENERAL O...	monthly copier ...	41.70	X		10,948.29
09/10/2025	14193	Ashley R Smith	50000 · GENERAL O...	reimburse pape...	9.46	X		10,938.83
09/10/2025	14194	Spectrum Enterprise	64000 · UTILITIES:64...	internet & phone	66.48	X		10,872.35
09/11/2025	14195	Brenda G Orth	-split-	Petty Cash Rei...	52.28	X		10,820.07
09/15/2025	14196	Ashley R Smith	-split-		1,207.04	X		9,613.03
09/15/2025	14197	Brenda G Orth	-split-		962.38	X		8,650.65
09/15/2025	14198	Daniel M Wagner	-split-		983.50	X		7,667.15
09/15/2025	14199	Kelsey A Pollard	-split-		273.05	X		7,394.10
09/15/2025	14200	Kristiana Rogers	-split-		19.70			7,374.40
09/15/2025	14201	Larry Hall	-split-		293.66	X		7,080.74
09/15/2025	14202	William D Lackey	-split-		509.49	X		6,571.25
09/16/2025			47000 · Miscellaneous ...	Deposit		X	15.00	6,586.25
09/16/2025	14203	Family Support Servi...	24000 · Payroll Liabilit...	18872697, Dan...	359.50	X		6,226.75
09/16/2025	14204	Steve Harrison	63000 · Trustee and M...	Sept Trustee St...	20.00			6,206.75
09/16/2025	14205	Donna Krautheim	63000 · Trustee and M...	Sept Trustee St...	20.00	X		6,186.75
09/16/2025	14206	Donnell Farnum	63000 · Trustee and M...	Sept Trustee St...	20.00			6,166.75
09/16/2025	14207	Daniel M Wagner	-split-		97.95	X		6,068.80
09/17/2025			40000 · Taxes:40003 · ...	Deposit		X	40,500.00	46,568.80
09/17/2025	14208	Rocky Mountain Fire...	50000 · GENERAL O...	1-250924 Ann...	254.50			46,314.30
09/17/2025	14209	Wyatt Hamilton Find...	50400 · Legal Expense	legal fees	1,350.00	X		44,964.30
09/17/2025	14210	Road Side Supplies ...	50000 · GENERAL O...	town seals UA...	150.63	X		44,813.67
09/22/2025	ACH	Vistaprint	50000 · GENERAL O...	code enforceme...	21.86	X		44,791.81
09/22/2025	ACH	Quick Books Support	50000 · GENERAL O...	QB payroll mo...	56.00	X		44,735.81
09/22/2025	14211	ATMOS ENERGY	64000 · UTILITIES:64...	3019499589 gas	32.10	X		44,703.71
09/26/2025			40000 · Taxes:40002 · ...	Deposit		X	179.00	44,882.71
09/30/2025			46000 · Interest / Inves...	Interest		X	0.12	44,882.83
09/30/2025			40000 · Taxes:40002 · ...	Deposit			497.47	45,380.30
09/30/2025								45,380.30
09/30/2025	ACH	Visible	50000 · GENERAL O...	code enforceme...	25.00	X		45,355.30
09/30/2025	14224	Cristina Nunez	50000 · GENERAL O...	Sept Janitorial	160.00			45,195.30
09/30/2025	14226	Gobin's, Inc.	50000 · GENERAL O...	monthly copies	47.87			45,147.43
09/30/2025	14213	Ashley R Smith	-split-		1,274.71			43,872.72
09/30/2025	14214	Brenda G Orth	-split-		450.25			43,422.47
09/30/2025	14215	Daniel M Wagner	-split-		756.55			42,665.92

Register: 10000 · General Checking - BKofSJ
From 09/01/2025 through 09/30/2025
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
								42,652.07
09/30/2025	14216	Kristiana Rogers	-split-		13.85			42,044.16
09/30/2025	14217	Larry Hall	-split-		607.91			41,794.03
09/30/2025	14218	Lawrence A. St. Hila...	-split-		250.13			41,428.37
09/30/2025	14219	William D Lackey	-split-		365.66			41,292.70
09/30/2025	14221	Daniel M Wagner	-split-		135.67			41,988.75
09/30/2025	JE-AC		-split-	monthly payrol...			696.05	45,524.19
09/30/2025	JE-AC		10000 · General Check...	monthly payrol...			3,535.44	48,567.92
09/30/2025	JE-AC		10000 · General Check...	monthly payrol...			3,043.73	

Town of Williamsburg Street System

10/14/2025 2:47 PM

Register: 10000 · Street Fund BofSJ

From 09/01/2025 through 09/30/2025

Sorted by: Date. Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/03/2025	3721	Black Hills Energy	64000 · Utilities:64002...	6827123313 str...	32.41	X		3,377.74
09/03/2025	3722	Black Hills Energy	64000 · Utilities:64002...	3945219931 sh...	57.69	X		3,320.05
09/03/2025	To Print	Amazon	50500 · Repair and Ma...	Flammable Cab...	184.73	X		3,135.32
09/04/2025			40000 · Tax Income:40...	Deposit		X	2,238.29	5,373.61
09/04/2025			40000 · Tax Income:40...	Deposit		X	363.93	5,737.54
09/10/2025	3723	The Shed Yard	75000 · Capital Outlay...	VOID: final pa...		X		5,737.54
09/10/2025	JE-AC G...	The Shed Yard	75000 · Capital Outlay...	For CHK 3723 ...	8,889.00	X		-3,151.46
09/10/2025	JE-AC G...	The Shed Yard	75000 · Capital Outlay...	Reverse of GJE...		X	8,889.00	5,737.54
09/17/2025			40000 · Tax Income:40...	Deposit		X	4,321.22	10,058.76
09/17/2025	3724	Daniel Giem	50500 · Repair and Ma...	4 loads road base	885.88	X		9,172.88
09/17/2025	3725	Road Side Supplies, ...	50500 · Repair and Ma...	7 stop signs	527.19	X		8,645.69
09/17/2025	3726	Larry Hall	50500 · Repair and Ma...	Reimburse eBa...	177.19	X		8,468.50
09/17/2025	3727	River Valley Plumbi...	75000 · Capital Outlay...	Last Payment S...	2,397.00	X		6,071.50
09/17/2025	3728	Twin Enviro	64000 · Utilities:64003...	dumpster	88.53			5,982.97
09/22/2025	3729	Daniel Giem	50500 · Repair and Ma...	Sand Delivery f...	215.28	X		5,767.69
09/22/2025	3730	ATMOS Engery	64000 · Utilities:64001...	3019500398 gas	37.59	X		5,730.10
09/24/2025	3731	Brian Dreitz	15000 · Equipment	Reimburse for ...	160.00			5,570.10
09/24/2025	3732	Larry Hall	50500 · Repair and Ma...	storage contain...	33.99			5,536.11
09/30/2025			46000 · Interest Income	Interest		X	0.05	5,536.16
09/30/2025	ACH	Town of Williamsbur...	61000 · Staff Expenses...	monthly payrol...	3,043.73			2,492.43

Town of Williamsburg Conservation Trust Redemption Fund

10/15/2025 11:36 AM

Register: 10000 · Town of Williamsburg CTF Redemp

From 09/01/2025 through 09/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/10/2025	1056	All-Purpose Landsca...	-split-		865.00	X		3,946.60
09/11/2025			34000 · Conservation ...	Deposit		X	2,050.63	5,997.23
09/30/2025	ACH	Town of Williamsbur...	66000 · Payroll Expens...	monthly payrol...	696.05			5,301.18

Town of Williamsburg Water System

Register: 10000 · Water Fund BofSJ

From 09/01/2025 through 09/30/2026

Sorted by: Date, Type, Number/Ref

10/14/2025 2:33 PM

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/03/2025			40000 · Water Sales	Deposit		X	1,015.35	48,830.40
09/03/2025			40000 · Water Sales	Deposit		X	1,852.76	50,683.16
09/03/2025			10002 · Systems Devel...	Funds Transfer	307.50	X		50,375.66
09/03/2025			10002 · Systems Devel...	Monthly Funds...	307.50	X		50,068.16
09/04/2025			40000 · Water Sales	Deposit		X	210.26	50,278.42
09/05/2025			40000 · Water Sales	Deposit		X	572.39	50,850.81
09/08/2025			40000 · Water Sales	Deposit		X	733.09	51,583.90
09/09/2025			40000 · Water Sales	Deposit		X	464.16	52,048.06
09/10/2025			40000 · Water Sales	Deposit		X	5,808.97	57,857.03
09/10/2025			40000 · Water Sales	Deposit		X	2,094.38	59,951.41
09/10/2025			40000 · Water Sales	Deposit		X	1,232.90	61,184.31
09/10/2025			40000 · Water Sales	Deposit		X	443.44	61,627.75
09/10/2025	5331	City of Florence	-split-		15,344.58	X		46,283.17
09/10/2025	5332	Pueblo City-County ...	50000 · General Operat...	2408	25.00	X		46,258.17
09/10/2025	5333	The Shed Yard	75000 · Capital Outlay...	final payment ...	8,889.00	X		37,369.17
09/12/2025			40000 · Water Sales	Deposit		X	128.12	37,497.29
09/15/2025			40000 · Water Sales	Deposit		X	79.86	37,577.15
09/16/2025			40000 · Water Sales	Deposit		X	688.76	38,265.91
09/17/2025			40000 · Water Sales	Deposit		X	4,898.73	43,164.64
09/17/2025			40000 · Water Sales	Deposit		X	2,463.19	45,627.83
09/17/2025			40000 · Water Sales	Deposit		X	303.18	45,931.01
09/17/2025			40000 · Water Sales	Deposit		X	532.30	46,463.31
09/17/2025	ACH	Home Depot	50000 · General Operat...	new water shop...	405.37	X		46,057.94
09/19/2025			40000 · Water Sales	Deposit		X	646.16	46,704.10
09/22/2025			40000 · Water Sales	Deposit		X	292.37	46,996.47
09/22/2025	5334	SGS ACCUTEST	50000 · General Operat...	Water Testing	193.00			46,803.47
09/22/2025	5335	Daniel Giem	50000 · General Operat...	Sand Delivery f...	215.28	X		46,588.19
09/23/2025			40000 · Water Sales	Deposit		X	615.93	47,204.12
09/23/2025			40000 · Water Sales	Deposit		X	1,773.00	48,977.12
09/23/2025			40000 · Water Sales	Deposit		X	177.86	49,154.98
09/24/2025			40000 · Water Sales	Deposit		X	301.00	49,455.98
09/24/2025			40000 · Water Sales	Deposit		X	244.32	49,700.30
09/26/2025			40000 · Water Sales	Deposit		X	70.00	49,770.30
09/26/2025			40000 · Water Sales	Deposit		X	250.00	50,020.30
09/30/2025	ACH	Town of Williamsbur...	61000 · Staff Expenses...	monthly payrol...	3,535.44			46,484.86
09/30/2025	5336	Daniel Giem	50000 · General Operat...	difference in pr...	19.32			46,465.54
09/30/2025	5337	UniFirst	50000 · General Operat...	shipping for in...	25.62			46,439.92
09/30/2025	5338	Master Printers	50000 · General Operat...	water testing sh...	88.70			46,351.22
10/02/2025	5339	SGS ACCUTEST	50000 · General Operat...	Water testing	186.00			46,165.22
10/08/2025			40000 · Water Sales	Deposit			417.22	46,582.44

Town of Williamsburg Water System

Register: 10000 · Water Fund BofSJ

From 09/01/2025 through 09/30/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/08/2025			40000 · Water Sales	Deposit			1,571.04	48,153.48
10/08/2025			40000 · Water Sales	Deposit			4,027.49	52,180.97
10/08/2025	ACH	Home Depot	50000 · General Operat...	8 Tamper Resis...	93.48			52,087.49
10/08/2025	5340	City of Florence	-split-	Florence Water...	14,356.58			37,730.91
10/08/2025	5341	Pueblo City-County ...	50000 · General Operat...	2408 water test...	25.00			37,705.91
10/13/2025			10002 · Systems Devel...	Monthly Funds...	307.50			37,398.41
10/31/2025			Water Interest Earned	Interest		X	0.42	37,398.83

COLORADO
Division of Reclamation, Mining and Safety
Department of Natural Resources

October 9, 2025

Town of Williamsburg
1 John Street
Williamsburg, CO 81226

Re: Outcast Project

Dear Sir or Madam:

Enclosed you will find information pertaining to an inactive mine reclamation project that will be taking place in Fremont County. We have received positive responses from other landowners in the area in relation to the proposed project work. Please note that the proposed project work will be completed at no cost to you.

Please be advised that you have an existing obligation to safeguard the mine openings on your property as outlined in C.R.S. 34-24-110(1). A fine can be levied for noncompliance. We will need to know whether or not you are interested in participating in the program, so that we can plan our work accordingly. Please return the enclosed consent form if you wish to participate in the program. We would also appreciate hearing from you if you do not want to consent to the project work.

If you have any questions, please call the project manager, Dina Falk, at (720) 445-0143.

Sincerely,

Erin Mortensen
Realty Specialist

Outcast Project

CONSENT FOR RIGHT OF ENTRY FOR RECLAMATION ACTIVITIES

Town of Williamsburg hereby represents to the State of Colorado, Department of Natural Resources, Division of Reclamation, Mining and Safety, that the undersigned is the owner, one of the owners, or represents the owner of the real property described in the table below, located in the County of Fremont and the State of Colorado.

As such, the undersigned hereby grants to the agents, employees, and contractors of the Division of Reclamation, Mining and Safety, Department of Natural Resources, State of Colorado, permission to enter upon such lands to restore, reclaim, abate, control, or prevent the adverse effects of past mining practices, and to do all things necessary or expedient to protect the public health, safety, or general welfare. Such activities are in the public interest.

Consent is given to enter upon the above-described property for the length of time necessary to safeguard the following feature(s) in the manner described below.

Feature ID	Type of Feature	Closure Method	Legal Description
DM3	Adit	Backfill	NE SW Section 19 Township 19S Range 69W

Inactive mine openings are inherently dangerous, unstable, and subject to rapidly changing conditions. During the construction phase such changing conditions may make it necessary to safeguard the opening(s) using an appropriate alternative abatement method.

The landowner has an existing responsibility to ensure that any abandoned or inactive mine openings located on his/her/their properties are adequately safeguarded and all present and subsequent landowners are required to maintain the mine closure after the work has been completed as outlined in C.R.S. 34-24-110(1). This responsibility is unchanged by this consent to have these reclamation activities performed.

_____ _____

(Landowner's signature) (date)

TOWN OF WILLIAMSBURG

Some Bigger, None Better

October 21st, 2025

Human Resource's Report

I think the Human Resource Team will have our work cut out for us this year with a trainee and reduced hours for our Town Clerk position as our current Town Clerk will be leaving us midyear to pursue her new career adventure. I would like to put out the search by January 2026.

Also we would like to see us put all payroll on an ACH basis. This will cut down the number of checks written and we will have better dual controls in place. Employees must sign an Account information and Authorization Form for their file.

Online pay for expenses when available is also a good way to cut check printing. Quickbooks prep and checks are expensive and if we can reduce them we should see the savings.

Thank you all for any input and support this New Year, it will take a community effort.

Sincerely,

Your Human Resource Team

Kristina Graham-Webb-Trustee/Treasurer
Jodi Nelson-Trustee/HR

TOWN OF WILLIAMSBURG

Some Bigger, None Better

October 21st, 2025

Treasurer's Report

September ends and final Quarter begins, along with budgets for the New Year.

Thank you all for your input and/or review of the budget items. Still in review and a work in progress, it will take all of us due to new challenges along the way.

One big change is the State Severance Tax and Water Fund has been greatly reduced as to the funding for municipalities. This causes us to be creative. Some grants should be out there and we will research for them.

When reviewing budgets, make sure the new requests are greatly needed and will add productivity and value. Let's not deplete our investments.

See the HR report for ideas on hours and still getting jobs done and some savings ideas

Sincerely,

Kristina Graham-Webb

SUMMARY-ALL FUNDS
BUDGET YEAR 2026
TOWN OF WILLIAMSBURG

	2023 BUDGET	2024 BUDGET	2025 Budget	2026 PROPOSED BUDGET
NEW REVENUES:				
GENERAL FUND	$ 68,400	$ 83,585	$ 90,682	94,533
STREET FUND	$ 36,960	$ 38,183	$ 51,404	42,578
WATER & SYSTEM DEVELOPMENT FUND	$ 348,444	$ 416,000	$ 305,729	324,847
SYSTEM DEVELOPMENT FUND			$ 20,000	-
CONSERVATION TRUST FUND	$ 9,405	$ 15,006	$ 9,007	10,378
GRANT FUND	$ 179,213	$ 200	$ -	-
TOTAL REVENUES	**$ 642,422**	**$ 552,974**	**$ 476,822**	**472,336**
ALLOCATIONS FROM RESERVES FOR EXPENSES:				
GENERAL FUND OPERATING				9,000
GENERAL COLOTRUST FUND				
STREET OPERATING				
STREET COLOTRUST INVESTEMENT FUND				10,000
WATER FUND OPERATING				
WATER COLOTRUST INVESTEMENT FUND				
SYSTEM DEVELOPMENT OPERATING				10,000
SYSTEM DEVELOPMENT COLOTRUST INVESTMENT FUND				25,000
CONSERVATION TRUST OPERATING				
CONSERVATION TRUST COLOTRUST INVESTMENT FUND				
TOTAL ALLOCATIONS FROM RESERVES	**$ -**	**$ -**	**$ -**	**54,000**
REVENUES				**526,336**
EXPENDITURES:				
GENERAL FUND	$ 134,962	$ 90,346	$ 81,075	84,875
STREET FUND	$ 34,889	$ 68,020	$ 60,191	67,839
WATER FUND	$ 332,672	$ 386,666	$ 294,317	326,129
SYSTEM DEVELOPMENT FUND			$ 20,000	-
CONSERVATION TRUST FUND	$ 11,225	$ 13,275	$ 8,338	9,923
GRANT FUND	$ 96,150	$ 60,234	$ -	-
TOTAL EXPENDITURES	**$ 609,898**	**$ 618,541**	**$ 463,921**	**488,766**
NET REVENUE OVER EXPENSES	**$ 32,524**	**$ (65,567)**	**$ 12,901**	**37,570**

2026 General Fund
Town of Williamsburg

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 PROPOSED BUDGET	2026 Budget Notes	Trustee Notes
Total Operating Funds Beginning Balance			$ 98,021	$ 98,021	$ 27,225		
ATV Registration	$ 25	$ 175	$ 100	$ 50	$ -		
Building Permits	$ 22,527	$ 11,492	$ 11,000	$ 8,611	$ 11,000		
Colorado Cigarette Tax	$ 105	$ 76	$ 80	$ 56	$ 75		
Dog Tags and Fines	$ 1,350	$ 362	$ 300	$ 120	$ -		
Donations		-	$ -	$ 1,080	$ 1,000		
Fines and Forfeitures	$ 300	$ 225	$ 300	$ -	$ 3,000		
Franchise Fees	$ 16,646	$ 12,732	$ 12,731	$ 10,104	$ 12,000		
Grant	$ 337	-	$ -	$ 940	$ -		
GF Interest & COLOTRUST Interest	$ 400	$ 14	$ 25	$ 7	$ 2,258		
Miscellaneous Revenue		$ 4,470	$ 6	$ 553	$ 200		
Property Tax	$ 19,885	$ 30,279	$ 28,326	$ 28,803	$ 25,000		
Sales and Use Tax	$ 19,776	$ 18,908	$ 37,814	$ 37,814	$ 40,000		
Specific Property Tax	$ 1,484	-		$ -	-		
Road and Bridge *Remove line item	$ 191	$ 191	$ -	$ -	-		
Total Revenue	**$ 83,026**	**$ 78,924**	**$ 90,682**	**$ 88,137**	**$ 94,533**		
GENERAL OPERATING EXPENSE							
Accounting & Consulting Service	$ 575	$ 2,920	$ 1,640	$ 1,790	$ 1,700	$1460 Audit exemption, $440 Qtrly Accounting	
Advertising	$ 844	$ 510	$ 600	$ -	$ 100		
Bank Fees	$ 456	$ -	$ 50	$ 40	$ 40		
Building Inspector *now on payroll 2025	$ 7,737	$ 3,255	$ 4,400	$ 3,250	$ -	*now on payroll	
Code Enforcement	$ 533	$ 538	$ 650	$ 350	$ 300		
Community Events	$ -	$ -	$ -	$ -	$ 100	2026 Consider Sandwich board for advertising	
Computer Exp	$ 160	$ 103	$ 1,800	$ 3,179	$ 3,200	2026 $1000 3 mini desktop computers to upgrade to Windows	
Court Costs, judge	$ 100	$ -	$ 2,500	$ 300	$ 300	*clerk on payroll	
Dues and Subscriptions	$ 699	$ 4,269	$ 2,500	$ 2,701	$ 3,000	QBX subscription, monthly payroll fee, CML, CMCA, online	
Elections	$ -	$ -	$ -	$ -	$ 1,500		
Grant Match		$ -	$ 1,136	$ 940	$ -		
Humane Society *transition out	$ -	$ -	$ -	$ -	$ -		
Janitorial		$ -		$ 1,080	$ -		
Legal Expense	$ 7,730	$ 4,586	$ 5,000	$ 4,244	$ 7,500	2026 Prosecutor monthly plus Town Attorney	
Miscellaneous Expense	$ 12,560	$ 429	$ 350	$ 134	$ 200		
Office Expense	$ 3,490	$ 4,339	$ 3,500	$ 1,918	$ 2,000	6 boxes paper/year, $45/mo Gobin's, checks, paper towels, tp e	
Property Insurance - General	$ 4,760	$ 2,976	$ 5,939	$ 5,090	$ 5,100		
Road Maintenance *transition out	$ -	$ -	$ -	$ -			
Subtotal		**$ 23,924**	**$ 30,065**	**$ 25,025**	**$ 25,040**		
STAFF EXPENSE							
Health Insurance/Shared cost	$ 649	$ 1,750	$ 3,000	$ 3,000	$ 3,000		
Meetings and Travel	$ 264	$ 50	$ 200	$ -	$ 200		
Payroll & Liabilities - General	$ 46,818	$ 46,669	$ 40,356	$ 41,146	$ 48,785		
Payroll Expenses - Other	$ 217	$ -	$ 500	$ -	$ 300		
Staff Development		$ 80		$ -	$ -		
Trustee and Mayor Fees	$ 2,199	$ 1,803	$ 2,000	$ 2,000	$ 2,000		
Worker's Compensation General	$ 2,974	$ 3,304	$ 2,147	$ 2,248	$ 2,250		
Subtotal		**$ 53,657**	**$ 48,203**	**$ 48,394**	**$ 56,535**		
UTILITIES							
Electrictiy - General	$ 1,167	$ 1,081	$ 1,400	$ 1,003	$ 1,500		
Gas - General	$ 1,621	$ 885	$ 1,200	$ 865	$ 1,000		
Telephone & Internet- General	$ 816	$ 798	$ 1,000	$ 709	$ 800		
Williamsburg Water Billing	$ -	$ -	$ -	$ -	$ -		
Subtotal		**$ 2,764**	**$ 3,600**	**$ 2,577**	**$ 3,300**		
Total Expenses	**$ 96,369**	**$ 80,345**	**$ 81,869**	**$ 75,996**	**$ 84,875**		
Revenue over Expenses	**$ (13,343)**	**$ (1,421)**	**$ 8,813**	**$ 12,141**	**$ 9,658**		
Allocaton of revenues to Street Fund		$ -	$ 9,000	$ (9,000)	$ (9,000)		
Transfer to General COLOTRUST Fund				$ (73,938)			
Estimated Operating funds available	**$ 110,312**	**$ 98,021**	**$ 105,143**	**$ 27,225**	**$ 27,883**		
Investment Reserves COLOTRUST Fund							
Beginning Balance				$ -	$ 76,191		
Contributions				$ 73,938			

Interest		$ 2,253	$ 3,087	
Withdrawl		$ -	$ 2,253	
Investment Reserve Ending Balance		$ 76,191	$ 77,025	
Total General Fund Ending Balances	$ 105,143	$ 103,416	$ 104,908	

2026 STREETS & MAINTENANCE
Town of Williamsburg

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 PROPOSED BUDGET	2026 Budget Notes	Trustee Comments
Operating Beginning Balance			$ 36,207	$ 36,207	$ 13,606		
Revenue							
Co State Mineral Tax	$ 3,463	$ 1,663	$ 3,400	$ 2,238.29	$ 2,455		
Co State Severance tax	$ 5,861	$ 2,916	$ 5,800	$ 364	$ 500		
Grant Income	$ 4,101	$ -	$ -	$ 7,397	$ -		
Highway Users Tax	$ 37,575	$ 39,335	$ 42,000	$ 36,786	$ 37,898		
SF Interest & COLOTRUST Interest	$ 4	$ 5	$ 4	$ 2	$ 925		
Other income	$ 6,359	$ 3,000	$ -	$ -	$ -		
Road & Bridge Tax	$ -	$ -	$ 200	$ 837	$ 800		
Total Est. Revenues	**$ 57,363**	**$ 46,918**	**$ 51,404**	**$ 47,624**	**$ 42,578**		
Allocation from Street COLOTRUST Investment		$ 10,093	$ -		$ 10,000		
Allocation from General Budget			$ 9,000	$ 9,000	$ 9,000		
Total			**$ 60,404**	**$ 56,624**	**$ 61,578**		
Expenses							
CAPITAL OUTLAY							
Equipment	$ -	$ 100	$ 600	$ 607	$ 400	2025 Welding torch head, gas can & aerosol cabinets	
Grant Match	$ -	$ -	$ 7,384	$ 5,361	$ -	2025 Grant match for 2025 shop heater & shed	
Road System Enhancement		$ 7,473	$ -	$ -		2026 Road Easement Repairs Quincy & Central	
Shop Enhancement		$ -	$ -	$ -	$ -		
Vehicle Purchase	$ -	$ -	$ -	$ -	$ 10,000	2026 Dump Truck Purchase 10,000 SF/5,000 WF	
Subtotal		**$ 7,573**	**$ 7,984**	**$ 5,968**	**$ 10,400**		
GENERAL ADMINISTRATION							
Bank Charges/checks	$ 211		$ -	$ 265	$ -	Checks will need to be ordered before 2026	
Subtotal	**$ 211**	**$ -**	**$ -**	**$ 265**	**$ -**		
GENERAL OPERATING EXPENSE							
Fuel	$ 2,285	$ 3,896	$ 4,000	$ 4,739	$ 3,944	Unleaded & diesel tanks get filled 3x year	
Locates, UNCC	$ -	$ 116	$ 140	$ 189	$ 190	2025&2026 locate price increased	
Misc Expense	$ 242		$ 100	$ 56	$ 60		
Subtotal	**$ 2,527**	**$ 4,012**	**$ 4,240**	**$ 4,985**	**$ 5,194**		
REPAIR AND MAINTENANCE							
Rental Equipment	$ 47	$ -	$ -	$ -	$ -		
Road Maintenance	$ 3,592	$ 14,494	$ 9,300	$ 7,895	$ 9,300	2026 Washout Projects: Central $1000, Quincy $700	
Shop Maintenance	$ 2,392	$ 2,686	$ 2,000	$ 1,991	$ 2,000	Replacement parts for maintenance	
Signs	$ 3,410	$ 1,664	$ 1,600	$ 958	$ 600		
Vehicle Maintenance	$ 8,089	$ 7,589	$ 3,000	$ 3,000	$ 3,200	Machines are always in need of repairs	
Subtotal	**$ 17,530**	**$ 26,433**	**$ 15,900**	**$ 13,844**	**$ 15,500**		
STAFF EXPENSE							
Payroll and Payroll Liabilities	$ 19,797	$ 16,992	$ 28,972	$ 22,821	$ 33,665		
Workmans Comp	$ -	$ 756	$ -	$ -	$ -		
Subtotal	**$ 19,797**	**$ 17,748**	**$ 28,972**	**$ 22,821**	**$ 33,665**		
UTILITIES							
Gas	$ 1,579	$ 363	$ 400	$ 774	$ 800		
Electricity	$ 1,429	$ 1,436	$ 1,595	$ 1,104	$ 1,200		
Trash	$ -	$ 333	$ 1,100	$ 602	$ 1,080	2026 Twin Enviro $88 mo	
Subtotal	**$ 3,008**	**$ 2,132**	**$ 3,095**	**$ 2,480**	**$ 3,080**		
Total Expenditures	**$ 43,074**	**$ 57,898**	**$ 60,191**	**$ 50,362**	**$ 67,839**		
NET REVENUE OVER EXPENSE	**$ 14,290**	**$ (10,980)**	**$ 213**	**$ 6,262**	**$ (6,261)**		
Transfer to Street COLOTrust Fund				$ (28,863)			
Operating Funds Balance	**$ 34,107**	**$ 36,207**	**$ 43,246**	**$ 13,606**	**$ 7,346**		
Investment Reserves COLOTRUST Fund							
Beginning Balance				$ -	$ 29,786		
Deposit				$ 28,863			
Interest				$ 923	$ 750		
Withdrawl				$ -	$ 10,923	2026 $10,000 dump truck split	
Investment Reserves Ending Balance				**$ 29,786**	**$ 19,613**		
Total Street Funds Ending Balances		**$ 36,207**	**$ 43,246**	**$ 43,392**	**$ 26,959**		

2026 Park-Conservation Trust Fund

Town of Williamsburg

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 PROPOSED BUDGET	Budget Notes	Trustee Comments
Operating Fund Beginning Balances			$ 33,674	$ 33,674	$ 6,258		
Income							
Conservation Trust Fund Deposit	$ 10,546	$ 9,264	$ 9,000	$ 8,975	$ 9,595		
CTF Interest	$ 9	$ 11	$ 7	$ 3	$ 3		
CTF & COLOTRUST Interest	$ -	0	0	0	$ 780		
Total Est. Revenues	**$ 10,554**	**$ 9,274**	**$ 9,007**	**$ 8,978**	**$ 10,378**		
Total				**$ 8,978**	**$ 10,378**		
Expenses							
Grant Match	$ -	$ -	$ -	$ -	$ -		
Miscellaneous		$ 56	$ 75	$ -	$ -		
Park Enhancement	$ -	$ 1,379	$ -	$ -		2026 Security Cameras, landscaping, park equipment or grant match	
Payroll and Payroll Liabilities	$ 2,475	$ 3,570	$ 6,263	$ 4,879	$ 7,718		
Repairs and Maintenance	$ 731	$ 147	$ 1,000	$ 185	$ 1,000	Super Septic PortaPotty's $190/service of 3	
Water	$ -	$ -	$ -	$ -	$ -		
Weed Control	$ -	$ 180	$ 1,000	$ 1,489	$ 1,205	2026 Contract Services	
Workmans' Comp-split		$ 362	$ -	$ -	$ -		
Total Expenses	**$ 3,206**	**$ 5,694**	**$ 8,338**	**$ 6,553**	**$ 9,923**		
Net Revenue over Expenses	**$ 7,348**	**$ 3,581**	**$ 669**	**$ 2,424**	**$ 455**		
Transfer Parks COLOTRUST Fund				$ (29,840)	$ -		
Operating Fund Balance	**$ 30,093**	**$ 33,674**	**$ 34,343**	**$ 6,258**	**$ 6,713**		
Investment Reserves COLOTRUST Fund							
Beginning Balance				$ -	$ 30,620		
Deposit				$ 29,840	$ -		
Interest				$ 780	$ 1,200		
Withdrawl				$ -	$ 780		
Investment Reserves Ending Balance				**$ 30,620**	**$ 31,040**		
Total Park Fund Ending Balances			**$ 34,343**	**$ 36,878**	**$ 37,753**		

2026 Water and System Development Fund
Town of Williamsburg

	2023 Acutal	2024 Actual	2025 Budget	2025 Projected	2026 PROPOSED BUDGET	2026 Budget Notes	Trustee Notes
WF & SDF Operating Beginning Bal			$ 193,344	$ 193,344	$ 105,857		
REVENUES							
Water Sales *total collected	$ 236,532	$ 207,059	$ 270,334	$ 284,923	$ 285,000		
Water Tap Fee	$ 46,050	$ 51,304	$ 33,380	$ 33,380	$ 30,000		
Water Tap Installation Parts		$ 4,054	$ 2,000	$ 2,747	$ 2,500	paid by customer installing tap	
Miscellaneous Income	$ -	$ 4,674		$ -	$ -		
SD Water Tap split from WF		$ 7,200		$ 4,800	$ 3,600	$1200/water tap sold	
SD Monthly Transfer from WF		$ 615		$ 6,030	$ 3,732	2026 $311/month	
Interest WF & SDF	-$2,293	$ 58	$ 15	$ 15	$ 15		
Grant	$ -	$ -	$ -	$ -	$ -		
Total Est. Revenues	**$ 280,289**	**$ 274,963**	**$ 305,729**	**$ 331,894**	**$ 324,847**		
Allocation from operating SDF for Water System Upgrade			$ 20,000		$ 10,000		
Allocation from SD COLOTRUST Investment Reserves for Water System Upgrade					$ 25,000		
Total			**$ 325,729**		**$ 359,847**		
EXPENSES							
CAPITAL OUTLAY							
Equipment		$ 14,951	$ -	$ 219	$ -		
Grant match		$ -	$ 3,600	$ 7,264	$ -	2025 10 water testing sites & portion of shed grant match	
SD Capital Outlay		$ 57,709	$ 20,000	$ -	$ -	2026 water system upgrades	
Water System Upgrade		$ -	$ -	$ -	$ 35,000	2026 System upgrades	
Vehicle Purchase	$ 18,066	$ -	$ -	$ -	$ 5,000	2026 Dump truck 10,000 SF, 5,000 WF	
Subtotal	**$ 18,066**	**$ 72,660**	**$ 23,600**	**$ 7,483**	**$ 40,000**		
DEBT RETIREMENT							
DWRF Debt Interest	$ 3,147	$ 5,972	$ 5,711	$ 5,776	$ 5,448		
Subtotal	**$ 3,147**	**$ 5,972**	**$ 5,711**	**$ 5,776**	**$ 5,448**		
GENERAL ADMINISTRATION							
Dues & Software Subscriptions	$ 1,117	$ 1,272	$ 1,200	$ 4,158	$ 4,300	$3482 Sensus, $676 RVS annual subsription	
Office Supplies	$ 83	$ 745	$ 900	$ 400	$ 600	2026 $375 checks + paper, envelopes	
Postage & Shipping	$ 2,595	$ 1,848	$ 2,750	$ 2,686	$ 2,750	postage for water bills & shipping for water testing	
Proffesional Contract Services	$ -	$ -	$ -	$ -	$ -		
Publish Public Notice	$ -	$ 257	$ 300	$ -	$ -		
Service Charge	$ 60	$ 32	$ -	$ 40	$ -		
Subtotal	**$ 3,854**	**$ 4,154**	**$ 5,150**	**$ 7,284**	**$ 7,650**		
GENERAL OPERATING EXPENSE							
Misc Expense	$ 11,272	$ 618	$ 500	$ -	$ 500		
Repairs & Maintenance	$ 4,839	$ 16,580	$ 2,000	$ 1,849	$ 2,000		
Shop Supplies, water parts	$ 3,850	$ 4,551	$ 5,000	$ 3,951	$ 5,000	water line breaks, replacement meters, parts	
Vehicle Maintenance	$ -	$ 171	$ 200	$ 2,000	$ 2,000	2025 Rusler Backhoe repair	
Water Locates	$ 134	$ 40	$ 100	$ 40	$ 100		
Water Testing	$ 1,631	$ 1,961	$ 2,000	$ 2,367	$ 2,500	Testing fees increased	
Subtotal	**$ 21,726**	**$ 23,920**	**$ 9,800**	**$ 10,206**	**$ 12,100**		
STAFF EXPENSE							
Payroll & Payroll Liabilities	$ 20,909	$ 22,606	$ 45,696	$ 35,152	$ 52,693		
Training & Education	$ 450	$ -	$ -	$ 180	$ 430	2026 water conference & Dan's Cert	
Worker's Comp Insurance	$ -	$ 709		$ -	$ -		
Subtotal	**$ 21,359**	**$ 23,315**	**$ 45,696**	**$ 35,332**	**$ 53,123**		
WATER SYSTEM, FLORENCE							
Florence Debt Retirement	$ 72,963	$ 74,327	$ 73,864	$ 69,082	$ 72,124		
Florence Water Treatment	$ 78,663	$ 84,931	$ 87,410	$ 71,085	$ 78,226		
Water Tap Fee to Florence	$ 10,282	$ 20,563	$ 13,709	$ 18,278	$ 10,282		
Water System Florence, other	$ 9,614	$ -	$ -	$ -	$ -		
Florence Svc Charges & Assess	9752	$ 15,759	$ 14,261	$ 13,351	$ 12,954		
Subtotal	**$ 171,522**	**$ 195,579**	**$ 189,244**	**$ 171,796**	**$ 173,586**		
WATER SYSTEM, WILLIAMSBURG							
Monthly System Dev. Transfer	$ -	$ 2,159	$ 3,690	$ 3,383	$ 3,732	2026 311 accounts = $311/month	
Water Shares Union Ditch	$ 361	$ 361	$ 400	$ 361	$ 400		
Water Tap Fee to System Dev. Transfer	$ 1,200	$ 7,200	$ 4,800	$ 4,800	$ 3,600	$1200/water tap	
Subtotal	**$ 1,561**	**$ 9,720**	**$ 8,890**	**$ 8,543**	**$ 7,732**		
Estimated Operating Expenses	**$ 241,234**	**$ 335,320**	**$ 288,090**	**$ 246,420**	**$ 299,639**		
Long Term Debt DWRF Principal	$ 12,822	$ 25,966	$ 26,227	$ 26,161	$ 26,490		
Total Estimated Expenses	$ 254,056	$ 361,286	$ 314,317	$ 272,581	$ 326,129		

Revenue over Expenses	$	26,233	$	(86,323)	$	11,412	$	59,313	$	33,718
Transfer to Water COLOTRUST Fund							$	(127,712)		
Transfer to SD COLOTRUST Fund							$	(71,411)		
Water Operating Funds Available	$	168,658	$	157,023	$	74,665	$	94,027	$	155,725
Syst DevFunds Operting Available	$	83,106	$	36,320	$	12,000	$	11,830	$	1,830
WF & SDF Operating Available	$	**251,764**	$	**193,344**	$	**86,665**	$	**105,857**	$	**157,554**
Water Fund Investment Reserves COLOTRUST Fund										
Beginning Balance							$	-	$	129,822
Deposit							$	127,712	$	-
Interest							$	2,110	$	2,638
Withdrawl							$	-		
Water Investment Reserve Ending Balance							$	**129,822**	$	**132,460**
SD Investment Reserves COLOTRUST Fund										
Beginning Balance							$	-	$	32,002
Deposit							$	51,411		
Interest							$	591	$	280
Withdrawl							$	(20,000)	$	(25,000)
SD Investement Reserve Ending Balance							$	**32,002**	$	**7,282**
Total Water Fund Ending Balances			$	193,344	$	86,665	$	267,680	$	297,296

2026 Payroll
Town of Williamsburg

Payroll Splits

	General	Water	Street	Park
Town Clerk	0.75	0.15	0.1	0
Asst Clerk	0.15	0.75	0.1	0
Code Enforcement	1	0	0	0
Court Clerk	1	0	0	0
Building Inspector	1	0	0	0
Maintenance & Grader	0.05	0.25	0.55	0.15
Asst Maintenance	0.05	0.25	0.55	0.15
Grader Asst	0	0	1	0
Water Operator	0	1	0	0

2026	Total	General	Water	Street	Park	Wage		Hours
Town Clerk	$30,625	$22,969	$4,594	$3,063	$0	$25.00	per hour/25 hr week *49 weeks	1225
Trainee Clerk	$4,000	$3,000	$600	$400	$0	$20.00	per hour/ 15 hr week	200
Asst Clerk	$14,820	$2,223	$11,115	$1,482	$0	$19.00	per hour 15 hr wk	780
Code Enforcement	$7,200	$7,200	$0	$0	$0	$600.00	per month	-
Court Clerk	$1,200	$1,200	$0	$0	$0	$100.00	per court date or $15/hour 5 hours/mon	-
Building Inspector	$6,000	$6,000	$0	$0	$0	40%	building permit fees commission	-
Maintenance & Grader	$38,272	$1,914	$9,568	$21,050	$5,741	$23.00	per hour 32 hr wk	1664
Maintenance & Grader Asst	$9,152	$458	$2,288	$5,034	$1,373	$22.00	per hour 8 hr/week	416
Water Operator	$20,400	$0	$20,400	$0	$0	$20.00	per hour 15 hr wk + $400/mo	780
Total	$131,669	$44,963	$48,565	$31,028	$7,114			
Payroll + Taxes (.085)	**$142,861**	**$48,785**	**$52,693**	**$33,665**	**$7,718**			

2025	Total	General	Water	Street	Park			2025 Updated Rat
Town Clerk	$30,625.00	$22,968.75	$4,593.75	$3,062.50	$0.00	$25.00	per hour/25 hr week *49 weeks	
Asst Clerk	$14,040.00	$2,106.00	$10,530.00	$1,404.00	$0.00	$18.00	per hour 15 hr wk *52 weeks	
Maintenance	$30,784.00	$3,078.40	$6,156.80	$16,931.20	$4,617.60	$18.50	per hour 32 hr wk *52 weeks	*$19/hour 7/25, $
Maintenance Asst	$7,696.00	$769.60	$1,539.20	$4,232.80	$1,154.40	$18.50	per hour 8 hr wk *52 weeks	*$22/hour grader
Water Operator	$21,440.00	$1,072.00	$19,296.00	$1,072.00	$0.00	$20.00	per hour 16 hr wk + $400/mo	
Code Enforce	$7,200.00	$7,200.00	$0.00	$0.00	$0.00	$600.00	per month	
Total	$111,785.00	37,194.75	42,115.75	26,702.50	5,772.00			
Payroll + Taxes (.085)	$121,286.73	40,356.30	45,695.59	28,972.21	6,262.62			

2024	Total	General	Water	Road	Park		
Town Clerk	$26,000.00	$19,500.00	$3,900.00	$2,600.00	$0.00	$20.00	per hour/25 hr week
Asst Clerk	$12,480.00	$1,872.00	$9,360.00	$1,248.00	$0.00	$16.00	per hour 15 hr wk
Accountant	$10,400.00	$7,800.00	$1,560.00	$1,040.00	$0.00	$20.00	pher hour/10 hr wk
Maintenance	$30,784.00	$1,539.20	$7,696.00	$16,931.20	$4,617.60	$18.50	per hour 32 hr wk
Maintenance Asst	$9,620.00	$481.00	$2,405.00	$5,291.00	$1,443.00	$18.50	per hour 10 hr wk
Water Operator	$24,040.00	$0.00	$24,040.00	$0.00	$0.00	$18.50	per hour 20 hr wk + $400/mo
Code Enforce	$6,000.00	$6,000.00	$0.00	$0.00	$0.00	$500.00	per month
Total	$119,324.00	37,192.20	48,961.00	27,110.20	6,060.60		
Split		0.33	0.43	0.24			
Payroll + Taxes (.085)	$129,466.54	40,353.54	53,122.69	29,414.57	6,575.75		
Workmans Comp		705.04	928.13	513.92		$2,147.09	
Total	**$129,466.54**	**41,058.57**	**54,050.82**	**29,928.48**	**6,575.75**		

2023	Total	General	Water	Road	Park		
Town Clerk	$28,173.60	$21,130.20	$4,226.04	$2,817.36	$0.00	$24.08	per hour/22.5 hr week
Asst Clerk	$7,540.00	$5,655.00	$1,131.00	$754.00	$0.00	$14.50	per hour 10 hr wk
Town Manager	$14,430.00	$7,215.00	$2,164.50	$3,607.50	$0.00	$18.50	15 hr week
Maintenance	$15,392.00	$1,539.20	$3,078.40	$8,465.60	$2,308.80	$18.50	per hour 16 hr wk
Water Operator	$17,430.00	$0.00	$17,430.00	$0.00	$0.00	$18.50	per hour 20 hr wk + $250/mo
Code Enforce	$6,000.00	6000	0	0	0	$500.00	per month
Total	$88,965.60	41539.4	28029.94	15644.46	2308.8		
Split		0.479355342	0.323459209	0.180533553			
Payroll + Taxes (.085)	96,527.68	45070.249	30412.4849	16974.2391	2505.048		
Workmans Comp		974.0500549	657.2691131	366.8441798		$2,032.00	
Total	96,527.68	46044.29905	31069.75401	17341.08328	2505.048		