



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, October 15, 2024, 6 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. **Consent Agenda:** All matters listed on the Consent Agenda are considered routine and will be approved with one motion. Documents are approved substantially as drafted. There will be no separate discussion of these items unless a City Council Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of City Council.
 - Approve Board Meeting September 17, 2024 and Special Board Meeting September 24, 2024.
 - Receive and file monthly budget and account reconciliation reports for September 2024
 - Receive and file clerk report and accounts payable disbursements for September 18, 2024 to October 14, 2024.
 - Approve purchase of 172 water meter radio lids for a total of \$2,365.00 from Front Range Winwater Co. The old meter lids are made of aluminum and will block the radio transmission. We will look into possibly reselling them. The new plastic lids are a necessity to protect the meters from freezing in the winter.
 - Approve purchase of a Still Model R2-560 commercial grade lawn mower for \$8,199.00 from True Value in Penrose using ARP funds.
 - Approve purchase of Westinghouse 4650 peak watt duel fuel generator with RV Outlet and CO sensor for \$399.00 from Walmart using ARP funds.
 - Approve purchase of 4-5 water meter testing sites with the last of the remaining ARP funds. The additional water meter testing sites are \$700 each and are being required by the state. 6 additional water meter testing sites will still be needed.
 - Approve purchase of 2'8"x4'5"x6' vertical outdoor storage container for \$399.00
 - at Home Depot to store combustibles outdoors at the Shop. This item is necessary to come in compliance with CIRSA Risk Control Audit requirements.
 - Approve purchase of seven *CML Municipal Government: An Introduction Booklets* for a total of \$140.00. They will be provided to all Trustees at the Training Session on November 19, 2024.*purchase request per Steve Harrison. Alternative is to access the PDF online for free.

2. Reports:

Posted pursuant to Municipal Code on October 10, 2024.

Ashley Smith, Town Clerk



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a. Matters from the Mayor:

b. Matters from the Board of Trustees:

- Notice of Public Committees for Williamsburg Code Book Edits Meeting, October 17th, 6 pm at Town Hall

c. Maintenance:

- Ditch work on Estes lane performed per September Trustee Board direction.
- Staff have been checking at the park and under the Quincy bridge regularly due to rumors about homelessness. No signs of homelessness have been detected thus far.

d. Parks:

e. Water:

f. Planning and Zoning:

g. Events:

- October 31 Trick or Treat at Town Hall
- November 2 Craft Fair, 9 am - 3 pm, all proceeds pay for town children's events

h. Code Enforcement:

3. DISCUSSION ITEMS:

- Staff is seeking board approval to submit a UAACOG Mini-Grant to purchase a storage shed and lumber for built in shelving for the shop. It will house the new tractor and provide storage for water parts that must be on hand. This will protect the new tractor and provide more space in the shop to facilitate meeting the CIRSA Risk Assessment requirements. The grant would pay 50/50 for a \$7,000-\$11,000 shed from Penrose Shed Yard and is due October 31, 2024. If the grant is approved, the expenditure can be made in 2025 and accounted for in the 2025 Street budget.
- Staff is seeking board approval to submit a UAACOG Mini-Grant to pay half of \$7,500.00 for a new shop heater. The heater is on its last legs and parts are no longer available. If the grant is approved, the expenditure can be made in 2025 and accounted for in the 2025 Street budget.

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- Staff is seeking board approval to submit a UAACOG Mini-Grant to pay 50/50 for 5-6 water meter testing sites. The town's portion would be about \$2,500.00. If the grant is approved, the expenditure can be made in 2025 and accounted for in the 2025 Water budget.
- Staff is seeking board approval to submit a UAACOG Mini-Grant to pay 50/50 for Town Hall improvements to secure the archives in the garage, paint the inside, and replace the work town seals for up to \$5,000 total of General funds. If the grant is approved, the expenditure can be made in 2025 and accounted for in the 2025 General budget.
- Staff is seeking board direction on current and future Town Park improvements in light of the CIRSA Risk Audit Assessment.
- Notification: Two Union Ditch and Water Co. shares are up for bid. Sealed bid closes October 21, 2024.

UNFINISHED BUSINESS:

NEW BUSINESS:

- 4. INTRODUCTION AND ADOPTION OF RESOLUTION NO. 6 SERIES OF 2024: A RESOLUTION FOR ADOPTING THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE**
- 5. INTRODUCTION AND FIRST READING, ORDINANCE NO. 5 SERIES OF 2024: AN ORDINANCE FOR SETTING THE WATER RATE SCHEDULE FOR 2024.**
- 6. INTRODUCTION AND FIRST READING, ORDINANCE NO. 6 SERIES OF 2024: AND ORDINANCE OF OF THE TOWN OF WILLIAMSBURG, COLORADO, DETERMINING THAT ALL FINES, RATES, AND FEES SHALL BE ESTABLISHED BY ORDINANCE AND AMENDING CERTAIN SECTIONS OF THE 2004 CODE BOOK TO REPLACE REFERENCES TO "RESOLUTION" WITH "ORDINANCE."**
- 7. Citizen Written Submissions (5 minutes)**
 - a. Clair Horsman, 1530 Church Hill Ave, Solar panel easements & acquisition of adjoining lot.

Adjourn:

Next Scheduled Meetings:

- October 17, 2024, Code Book Workshop
- October 22, 2024, 2025 Budget Workshop with current and future trustees and mayor
- November 12, 2024, 6 pm at Town Hall, Regularly Scheduled Board Meeting

Posted pursuant to Municipal Code on October 10, 2024.

Ashley Smith, Town Clerk