



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

AGENDA:

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.**
2. Update on Quincy School Bus Stop
3. HR/Personnel Update

Adjourn

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

Resolution 11 Series of 2025

A Resolution Establishing a Monthly Workshop Meeting for the Board of Trustees of the Town of Williamsburg

WHEREAS, the Board of Trustees of the Town of Williamsburg (the “Board”) desires to conduct informal workshop meetings for the in-depth discussion of municipal business and policy matters, receiving reports, considering information, and discussing Town business; and

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

Section 1. A monthly workshop meeting of the Board of Trustees is hereby established to be held on the **first Friday of each month at 4:00 p.m. at Town Hall, 1 John Street, Williamsburg, Colorado.**

Section 2. The purpose of the workshop meetings shall be for discussion, deliberation, and receiving information on specific projects, upcoming legislation, department updates, and other matters of municipal business.

Section 3. Rules of Procedure:

- A. No formal motions, resolutions, or ordinances shall be adopted, nor shall any binding action be taken during a workshop meeting.
- B. Each workshop meeting shall be publicly noticed at least twenty-four (24) hours in advance in accordance with C.R.S. § 24-6-402(2)(c).
- C. Public comment may be allowed inline with regular board meeting procedures.
- D. A meeting packet, including agenda items and supporting documents, shall be posted in advance where possible.

Section 4. Amendment: This resolution may be amended or repealed by a vote of the Board of Trustees in accordance with its rules of procedure.

ADOPTED this 3rd day of October, 2025, by the Board of Trustees of the Town of Williamsburg, Colorado.

Joelina Espinoza, Mayor

ATTESTATION

Ashley Smith, Town Clerk
Town of Williamsburg

9/25/25 - Resolution posted on website and Public Notice Boards located at: Quincy and Iron Horse Road, Williamsburg, CO, Wilmont Road and Smith Gulch Road, Williamsburg, CO, and 1 John Street, Williamsburg, CO

Town of Williamsburg

Memorandum

To: Mayor and Board of Trustees

From: Ashley Smith, Town Clerk

Date: 9/25/25

Subject: Considerations for Creating an Annual Calendar of Municipal Workshops

As the Town begins to establish a schedule for monthly workshop meetings, the following considerations are provided to guide the creation of an annual workshop calendar:

1. Calendar Planning & Scheduling

- Identify a process for and who is responsible for drafting and maintaining the annual workshop calendar (Clerk, Mayor, or Board).
- Align workshop topics with budget deadlines, election cycles, and major planning initiatives.
- Utilize outside professionals for training or consultation as needed (e.g., CIRSA, DOLA, engineers, planners, attorney).

2. Rules of Engagement

- Confirm that no formal decisions, motions, or votes will occur at workshops.
- Set a target meeting length (e.g., one hour).
- Confirm public engagement may be included inline with regular board meeting rules.

4. Purpose & Outcomes

- Use workshops for Board and staff education, preliminary discussion of policy options, and general staff direction.
- Provide a forum for brainstorming long-term strategies such as infrastructure, land use, and community growth.
- Ensure staff captures outcomes by summarizing discussion and general direction for the record.

5. Logistics & Transparency

- Ensure compliance with the Colorado Open Meetings Law (posting notices at least 24 hours in advance).
- Post agendas and supporting materials at Town Hall and on the Town's website where possible.
- Workshops will be recorded or summarized in minutes to maintain transparency.

SAMPLE

Williamsburg Board Workshops - First Friday - 4 pm		
Date	Topic/s	Initiated/Presented by
Nov 7, 2025	Goals - Priorities for 2026	
Dec 5, 2025		
Jan 2, 2026	Cancel due to proximity to holiday?	
Feb 6, 2026		
March 6, 2026		
April 3, 2026		
May 1, 2026		
June 5, 2026		
July 3, 2026	Cancel due to proximity to holiday?	
August 7, 2026		
Sept 4, 2026	2027 Budget Workshop	