



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE AGENDA

Tuesday, May 20, 2025, 6:15 pm

Board Chambers, 1 John Street, Williamsburg

Roll Call

Citizen Comments on Agenda Items only (3 minutes): If you wish to address the Town Board, please sign up on the sign up on the sheet available by the meeting room door and submit it to the Town Clerk prior to the meeting being called to order.

1. Approval of the Agenda and Consent Agenda:

Consent Agenda: All matters listed on the Consent Agenda are considered routine and will be approved with one motion. Documents are approved substantially as drafted. There will be no separate discussion of these items unless a Board of Trustee Member or citizen so requests, in which case the items may be removed from the Consent Agenda and considered separately, at the discretion of the Board of Trustees.

- a. Approve the Board of Trustee Meeting minutes for April 15, 2025, Emergency Board Meeting on 4/18/2025, Code Book Committee Meeting on 4/18/25, Code Book Meeting on 4/25/25, Code Book Meeting on 5/2/25, Code Book Community Input Workshop on 5/9/25.
- b. Receive and file town report and accounts payable disbursements for April 2025.
- c. Receive and file treasurer report and monthly budget report for April 2025.
- d. Approve purchase of four Windows 11 upgrades for \$160 from Amazon.
- e. Approve purchase of a new outdoor American flag for Town Hall from Amazon for up to \$40.00.
- f. Approve paying the invoice for Town Attorney services for \$506.25.

UPDATES:

- a. Matters from the Mayor and Board of Trustees
- b. Administrative Updates.
- c. Code Enforcement Updates.
- d. Special Events announcements.

DISCUSSION:

2. 1401 Churchill Property
3. Provide direction to Code Enforcement on priorities and desired level of enforcement moving forward.
4. Provide direction on a locked porta-potty policy at Scutti Park.
5. Scope of Legal Review for Revised Town Code Book.
6. Consideration to hire Municipal Prosecutor.

UNFINISHED BUSINESS:

7. Animal control: Report from the Mayor.

8. **SECOND READING AND ADOPTION OF ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025.**

NEW BUSINESS:

9. **INTRODUCTION AND ADOPTION OF RESOLUTION NO. 8 OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO, ADOPTING THE TOWN OF WILLIAMSBURG 2025 STRATEGIC PLAN**
10. **PUBLIC HEARING ON ADOPTING THE REVISIONS TO THE TOWN CODE, INCLUDING ALL CHAPTERS 1 THROUGH 18 AND SECTIONS THEREIN.**

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

Citizen Written Submissions (5 minutes)

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



TOWN OF WILLIAMSBURG

BOARD OF TRUSTEE MINUTES

Tuesday, April 15, 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 Kris Graham-Webb	X	
Trustee Donna Krautheim		X
Trustee Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joelina Espinoza	X	

Also in attendance: Town Clerk Ashley Smith and Code Enforcement Officer Kelsey Pollard.

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.

Jason Barringer of 1 Robbins Street addressed the board concerning escalating code violations at 1401 Churchill.

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 March 18, 2025, Code Book Committee Meeting for March 14, 2025, March 21, 2025, March 28, 2025 and Special Meeting April 4, 2025.
- Receive and file Town Report for Clerk, Streets, Water, Code Enforcement, Planning & Zoning and Special Events.
- Receive and file treasurer report, monthly budget to profit and loss reports, and accounts payable disbursements for March 2025.
- Approve the purchase with a UAACOG mini-grant award for a new shop heater from River Valley Plumbing for a maximum of \$4,768.50. After installation, UAACOG will reimburse the town 50% of total costs up to \$2,384.25 to go towards the purchase.

Approval to apply for this grant was voted on approved at the October 15, 2024 Board of Trustees meeting.

- e. Approve the purchase with a UAACOG mini-grant award for a 14'x24' storage shed from the Shed Yard for a maximum of \$11,852.00. The shed will store the new mower and water parts. After installation, UAACOG will reimburse the town 50% of total costs up to \$5,000 to go towards the purchase. Approval to apply for this grant was voted on and approved at the October 15, 2024 Board of Trustees meeting.
- f. Approve the purchase with a UAACOG mini-grant award for the town hall archive closet, interior paint for town hall, partial labor, and 3 town seals, and for a maximum of \$2,272. Upon completion of the project UAACOG will reimburse the town 50% of total costs up to \$1,136.00 towards the investment. Approval to apply for this grant was voted on and approved at the October 15, 2024 Board of Trustees meeting.
- g. Approve the purchase with a UAACOG mini-grant award for 10 water testing sites and installation labor for a maximum of \$7,200.00. Upon installation UAACOG will reimburse the town 50% of total costs up to \$3,600. Approval to apply for this grant was voted on and approved at the October 15, 2024 Board of Trustees meeting.
- h. Retroactive approval for an additional \$772.96 of repairs on the backhoe by Rusler paid by the Street Fund.
- i. Approval to purchase 2 blades for the grader from 4 Rivers Equipment for \$570.84. The last set was purchased 9/24.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to approve the agenda and consent agenda.

Topics discussed. Motion carried.

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

2. Matters from the Mayor and Board of Trustees

MOTION: On motion by Trustee Kristina Graham-Webb and second by Trustee Steve Harrison to move agenda item 5 prior to agenda item number 3.

Topics discussed. Motion carried.

	M	S	Aye	Nay	Abstain
Trustee Jodi Davis					absent

Trustee Donnell Farnum					absent
Trustee Kris Graham-Webb	X		X		
Trustee Donna Krauthelm					absent
Trustee Steve Harrison		X	X		
Mayor Pro Tem Brian Dreitz			X		
Mayor Joelina Espinoza			X		

5. Approval of the Mayor's signature on contract with the law firm of Wyatt, Hamilton, & Findlay to serve as Town Attorney for the Town of Williamsburg.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to approve the Mayor's signature on the law firm of Wyatt, Hamilton, & Findlay contract to serve as Town Attorney for the Town of Williamsburg.

Topics discussed. Motion carried.

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

3. DISCUSSION:

- Looking ahead to Animal Control: Mayor Espinoza will discuss potential partnerships with neighboring Coal Towns.
- Support for Windows 10 ends October 2025, an upgrade to Windows 11 will be needed for RVS Water Billing System to be supported. An upgrade will cost about \$99 per computer. A minimum of two computers and maximum of four computers would require the upgrade: Direction given to add four Windows 11 upgrades to the May consent agenda.
- Consideration to purchase a trench box for \$3,000: Mayor Espinoza will discuss with Coal Creek Mayor potential for an agreement to rent their trench box on an as needed basis.

UNFINISHED BUSINESS:

4. **INTRODUCTION AND ADOPTION OF RESOLUTION NO. 7 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES.**

Resolution Read by Trustee Steve Harrison.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to adopt **RESOLUTION NO. 7 SERIES OF 2025: A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES.**

Topics discussed. Motion carried.

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

NEW BUSINESS:

6. Approval of the Mayor and Town Clerk signatures for the Florence Water Cost Compilations for 2025.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to approve the Mayor and Town Clerk signatures for the Florence Water Cost Compilations for 2025.

Topics discussed. Motion carried.

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

7. Approve the creation of a committee to research and formulate a master plan for the parks in the Town of Williamsburg and seek letters of interest from citizens.

MOTION: On motion by Trustee Steve Harrison and second by Trustee Kristina Graham-Webb to create a Williamsburg Town Parks Master Plan Committee and seek letters of interest and make appointments of citizens and 1-2 board members at the May 20, 2025 Board meeting.

Topics discussed.Motion carried.

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

8. INTRODUCTION AND FIRST READING, ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025.

Ordinance Read by Trustee Steve Harrison.

MOTION: On motion by Mayor Pro Tem Brian Dreitz and second by Trustee Steve Harrison to approve the introduction and first reading of **ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025.**

Topics discussed. Motion carried.

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

Citizen Written Submissions (5 minutes) None.

Adjourn: Next Scheduled Board Meeting: Tuesday, May 20, 2025, 6:15pm

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

EMERGENCY Board Meeting Minutes

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

April 18, 2025, 4 pm, at Town Hall, 1 John Street.

The meeting was called to order at 4:05 pm.

Roll Call

	Present	Absent
Trustee Jodi Davis		X
Trustee Donnell Farnum		X
Trustee Kris Graham-Webb	X	
Trustee Donna Krautheim *arrived at 4:25 pm	X	
Trustee Steve Harrison	X	
Mayor Pro Tem Brian Dreitz	X	
Mayor Joeliina Espinoza	X	

Also in attendance: Code Enforcement Officer Kelsey Pollard, Deputy Town Clerk Brenda Orth, Street Maintenance Rich Jackson, and citizen Bob Espinoza.

AGENDA:

1. **INTRODUCTION AND ADOPTION OF RESOLUTION NO.8; A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO DECLARING THE PROPERTY AT 1401 CHURCHILL A PUBLIC NUISANCE AND AUTHORIZING EMERGENCY ACTION TO ABATE HEALTH AND SAFETY HAZARDS**

Resolution read by Trustee Steve Harrison.

MOTION: On motion by Trustee Steve Harrison and second by Mayor Pro Tem Brian Dreitz to adopt **RESOLUTION NO.8; A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO DECLARING THE PROPERTY AT 1401 CHURCHILL A PUBLIC NUISANCE AND AUTHORIZING EMERGENCY ACTION TO ABATE HEALTH AND SAFETY HAZARDS**

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

Trustee Kris Graham-Webb			X		
Trustee Donna Krauthelm			X		
Trustee Steve Harrison	X		X		
Mayor Pro Tem Brian Dreitz		X	X		
Mayor Joelina Espinoza			X		

2. Pursuant to C.R.S. §24-6-402(4), an executive session for an enumerated purpose or for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Board approval.

The Board did not go into executive session.

The meeting was adjourned at 4:39.

Next meeting, ~~Code Book Revision Committee, April 18, 2025, 5 pm at Town Hall, 1 John Street.~~ Canceled

Next Board of Trustee Meeting, May 20, 2025, 6:15 pm at Town Hall, 1 John Street.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Code Book Revision Committee Meeting Minutes

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

April 11, 2025

The meeting was called to order at 5:05 pm.

In attendance:

Trustee Steve Harrison
Mayor Pro Tem Brian Dreitz
Trustee Kris Graham-Webb
Beth Roman
Mayor Joelina Espinoza

The committee went over the first draft of code revisions starting at Section 4-11 to completion. The next meeting will be to review the clean copy of the code book.

The meeting adjourned at 7:30 pm.

The next Scheduled Code Book Committee Meeting is April 18, 2025 at 5 pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Code Book Revision Committee Meeting Minutes

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

April 25, 2025

The meeting was called to order at 5:15 pm.

In attendance:

Trustee Steve Harrison

Mayor Pro Tem Brian Dreitz

Trustee Kris Graham-Webb

Mayor Joelina Espinoza

The committee reviewed the clean copy of the revised code book and considered dates for future code book meetings, community outreach, and public hearing.

The meeting adjourned at 5:45 pm.

The next Scheduled Code Book Committee Meeting is May 2, 2025 at 5 pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Code Book Revision Committee Meeting Minutes

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

May 2, 2025

The meeting was called to order at 5:05 pm.

In attendance:

Trustee Steve Harrison
Mayor Pro Tem Brian Dreitz
Trustee Kris Graham-Webb
Mayor Joelina Espinoza

The committee reviewed the clean copy of the revised code book and considered dates for future code book meetings, community outreach, and public hearing.

The meeting adjourned at 6:30 pm.

The next Scheduled Code Book Committee Meeting is a public input workshop on May 9, 2025 at 5 pm.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Code Book Community Input Workshop

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

Friday, May 9, 2025 at Town Hall, 1 John Street

Meeting started at 5:05 pm

ROLL CALL:

Trustee Steve Harrison

Trustee Kristina Graham-Webb

Trustee Jodi Davis

Mayor Joelina Espinoza

Also Present: Alberta and Jack Winslow

AGENDA:

Presentation and Q&A Session

Final edit review per input from the public and Planning and Zoning Committee.

Adjourned at 7 pm.

Next Board of Trustee Meeting and Public Hearing on Code Book Adoption, May 20, 2025, 5 pm at Town Hall, 1 John Street.

Mayor Joelina Espinoza

Attest:

Ashley Smith, Williamsburg Town Clerk

Date

Williamsburg Town Report

May 20, 2025

Building Report:

a.

1385	4/9/2025	2 story modular home	4 Decklen Dr.	\$ 245,700.00
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Clerk Report: The Town Clerk performs daily responsibilities such as answering phones and emails, processing building permits, accepting water payments, providing customer service, managing on-site issues, writing checks, processing payroll and related liabilities, compiling financial reports, preparing board agendas and memos, researching topics at the request of the Board or in response to community needs, updating the website, drafting and posting public notices, writing meeting minutes, compiling required reports, filing in accordance with state regulations, and managing other day-to-day operations, the Town Clerk also oversees the smooth and coordinated functioning of all Town operations and maintains regular communication with the Mayor and Board of Trustees to ensure alignment on priorities and emerging issues. In addition:

- a. 4/9/25 Ashley met virtually with GOCO to learn the grant process and expectations for Williamsburg's three parks.
- b. 4/10/25 Ashley submitted the final Drinking Water Quality Control Division Lead and Copper Report.
- c. 4/14/25 Ashley submitted the SIPA quarterly report for ADA PDF's created through Common Look.
- d. 4/14/25 Mayor Pro Tem Dreitz and Ashley Smith met with Florence Administrator, Water Clerk and Finance Director to review the history of water loans and cost compilations.
- e. 4/15/25 Confirmation received from Office of the State Auditor that 2024's Audit Exemption was received.
- f. 4/15/25 Annual SLFRF (ARP Covid Funds) report submitted by Ashley.
- g. 4/17/25 Ashley prepared documents for the Emergency Board Meeting.
- h. 4/22/25 Ashley submitted a 2024 Land Use Report on types of Building Permits issued and turned in a grant application for a SIPA Micro-Grant to purchase electronic equipment to upgrade the town's ability to record, broadcast, and archive public meetings in a modern, inclusive, and accessible way.
- i. 4/23/25 Ashley met with Trustee Graham-Webb to review history of water tap payments per City of Florence's request.
- j. 4/28-5/1/25 Ashley worked on the processes, public notices, setting dates, scheduling with P&Z and researching and writing Ordinance pertaining to the code book revision adoption.

- k. 4/28-4/29/25 Ashley researched and created documents to support the 1401 Churchill clean-up.
- l. 4/30/25 Ashley processed payroll and payroll liabilities and submitted the Annual Highway Finance Report for 2024 (HUFT).
- m. 5/1/25 Ashley submitted the two annual CIRSA audit reports for Property and Worker's Compensation.
- n. 5/5/25 Ashley submitted a 2nd SIPA grant for a roadside message board and 65" digital outdoor sign. Grant awards will be announced in August 2025.
- o. 5/7/25 Ashley worked on monthly financials with Treasurer Graham-Webb.
- p. 5/13/25 Ashley processed two water usage data logs and Brenda contacted the homeowners.
- q. There were a lot of complaints this month on the higher water rates reflected on the bills. The second month seemed to hit the residents harder. Those who complained felt better knowing the rates were going to go down with Florence's reductions.
- r. 5/14/25 Ashley prepared the chambers and refreshments for hosting the Mayor's Roundtable.

Street Report:

- a. 4/7/25 Rich Graded Wilmont, but blades needed replacement
- b. 4/8/25 Rich fixed motor grader battery
- c. 4/10/25 Rich, Potholin, 4 bags
- d. 4/21/25 Rich, Potholing and picking up blades for grader.
- e. 4/22/25 Rich and Larry, installed new blades, and set up the old mower with a weed spraying operation.
- f. 4/24/25 Rich graded Wilmont Hill, Bear Gulch & Rockrimmon Hill.
- g. 4/29/25 Rich graded Scutti, Capestrano, N Wilmont, and Quincy. These frequently traveled roads could use more road base.
- h. 5/1/25 Rich and Ashley had a conversation about the treatment of the grader with the Chandler Heights HOA President. Rich agreed to have a conversation with the operator.
- i. 5/3/25 Over the weekend the Chandler Heights operator used the grader and used it with better care.
- j. 5/7/25 Larry Hall graded roads damaged by the rains.
- k. 5/8/25 Rich graded roads damaged by the rains.
- l. 5/8/25 Trustee Graham-Webb notified Town Hall about a sink hole on Capestrano, private property. Will investigated the incident, and Ashley reported it to Colorado Mine Reclamation.
- m. 5/14/25 Rich filled potholes.

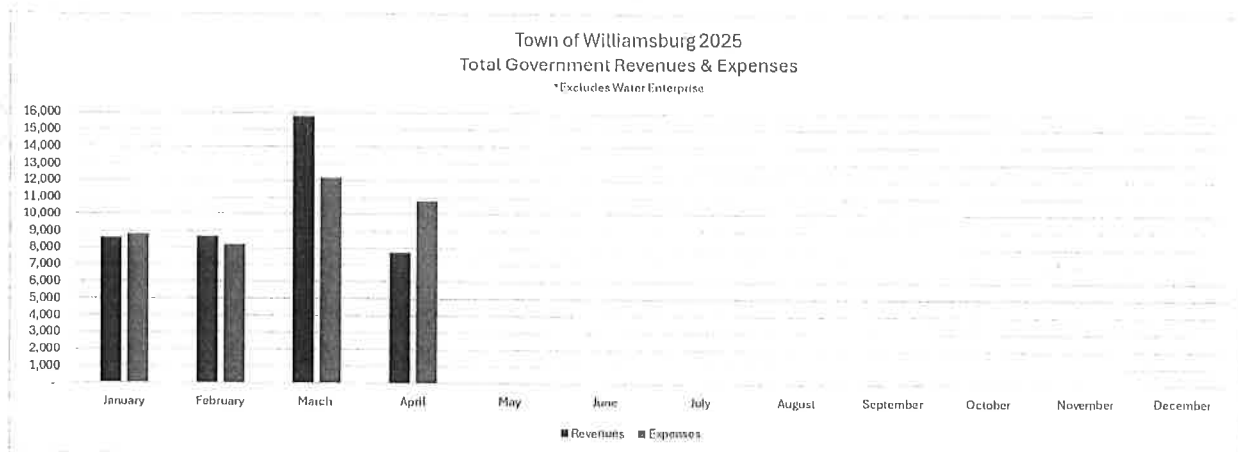
Park Report:

- a. 4/10/25 All park benches are installed by Rich
- b. 4/14/25 Scutti park mowed by Rich
- c. 4/15/25 Town Park weeds burned by Rich
- d. 4/16/25 Rich replaced the wheels on the small donated trailer and installed the weed sprayer in it and hooked it up to the old mower It will be used to spray weeds at the town parks, roadsides, and around fire hydrants.
- e. 4/28/25 Rich repaired the weed sprayer and sprayed weed at Town Hall and Scutti Park

- f. 5/1/25 Ashley discovered drug paraphernalia in the Scutti Town Park Porta Potty. Will disposed of the materials. Board members requested a lock be placed on the door.
- g. 5/5/25 Rich installed a lock onto the Scutti Park porta potty.

General Operating Revenues & Expenditures Table:

	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)	8,614	8,647	(233)
February	5,327	6,263	(936)	3,359	1,711	1,648	-	242	(242)	8,686	8,216	470
March	9,435	8,762	673	4,048	2,947	1,101	2,311	436	1,875	15,794	12,146	3,649
April	4,407	5,516	(1,109)	3,254	4,509	(1,255)	90	762	(672)	7,752	10,787	(3,036)
May	-	-	-	-	-	-	-	-	-	-	-	-
June	-	-	-	-	-	-	-	-	-	-	-	-
July	-	-	-	-	-	-	-	-	-	-	-	-
August	-	-	-	-	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-	-	-	-	-



Water Report

- a. 4/16-30/25 Will checked 18 more meters that were reporting unusually low water usage. 16 of them needed to be reprogrammed. As we started our study, 3 meters were replaced that had malfunctioned, making a total of 21 meters that will be watched over the next few months and should now be reading water usage at the correct rate. 4/22/25 Ashley met with Tim from Core and Main to discuss why the meters were off. Some meters were completely broken, but most of them likely came to the town from the manufacturer during the COVID years, reading in the 1000s of gallons, not the 100s and/or they were not set up correctly. Upon the re-programmed water meters being read for April's water usage, it was determined these accounts did need to have initial adjustments to re-align their water usage and water bill. For example, the bills were reading into the multi-millions of gallons, and their bills were \$39,000. They were adjusted to their actual usage. We anticipate next month's water reading should be normalized. Letters

were sent to all residents notifying them of the correction and that they will be seeing higher usage and water bills. We will be conducting phase two of our research into the water system to detect other meters that aren't reading correctly. It has been a

- b. 4/17/25 Rich did a study day for his Water Operator's license.
- c. 4/22/25 Will met with Steve Sloane from WinSupply for a quarterly meeting.
- d. 4/23/25 Will and Rich met with Brandon for Florence to perform the main water line annual Backflow test.
- e. 4/30/25 Will & Rich did water meter readings. While on tour, they found a drug kit on N Wilmont Circle. They reported it to the police for them to collect.
- f. 5/5/25 Will conducted water testing.
- g. 5/12/25 Will replaced water meter at 19 Rockrommon.
- h. 5/13/25 Will performed and analyzed two data logs for citizens complaining of high water usage. Both were from undetected water leaks.
- i. 5/13/25 Will performed one water shut off due to non-payment. He also was alerted to a water leak at 4 Bluff Road. The property owner has been in violation of living in his trailer on the property and had a water hose hooked up that broke.
- j. 5/14/25 Will checking list of meters for accuracy on meter readings.

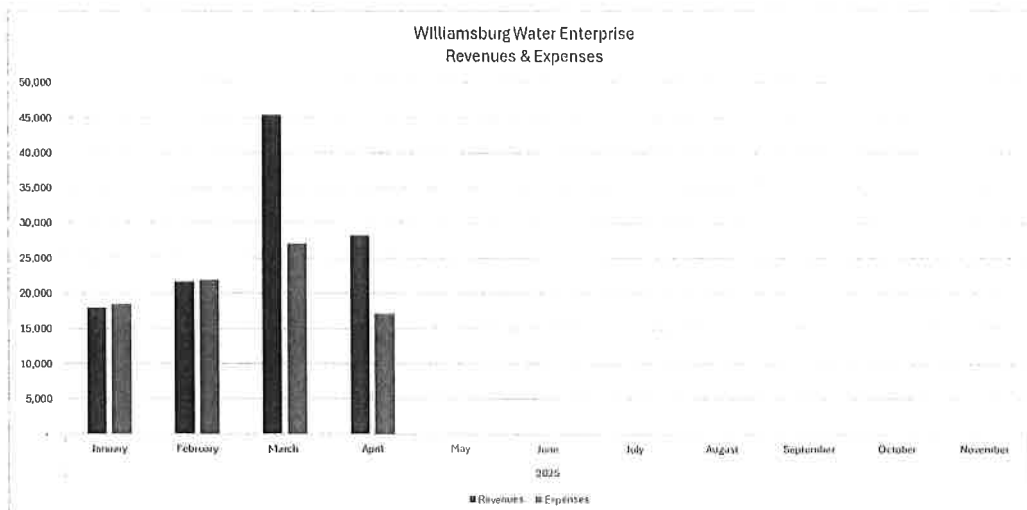
Water Stats	April 2025	March 2025	Feb 2025	Jan 2025
Shut off's performed	1	1	3	2
Shut off notices	10 @ \$1,783.92	7 @ \$1,894.35	5 @ \$1061.02	5 @ \$1,118.96
Existing Water tap pulled in 2023 that needs to have a lien placed.	1 @ \$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72	1 @ \$1,742.72
New Water taps SOLD	0	3	0	0

Water Billing Receivables	April 2025	# Accts	March 2025	# Acc ts	Feb 2025	# Acc ts	Jan 2025	# Accts	Dec 2024	# Acct
Past due 1-30 days	\$5,176.58	81	\$4829.15	70	\$5024.22	78	\$3,805.48	68	\$4578.25	66
Past due 31-60 days	\$1,258.01	22	\$1482.47	28	\$1144.93	22	\$1,258.21	20	\$2086.47	33
Past due over 60 days	\$2,255.48	9	\$2247.98	8	\$2143.03	7	\$3,107.34	93	\$3280.58	15
Overpayments/pre-payments	(4,483.84)	86	(\$3305.67)	98	(\$3342.31)	78	\$(3,733.89)	93	(\$4260.44)	96
Current charges	\$26,211.70	313	\$22,488.89	313	\$20,534.50		\$20,560.22		\$19,409.53	

Total receivables	\$30,417.93	314	\$27,742.82	314	\$25,531.37	313	\$24,997.36	311	\$25,094.39	311
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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			-	
June			-	
July			-	
August			-	
September			-	
October			-	
November			-	
December			-	



Planning & Zoning:

- a. 5/8/25 the Committee met with Trustee Liaison Kristina Graham-Webb and reviewed the Code Book Revisions section by section to compile a list of recommendations to the Board.

Events:

- a. 5/13/25 Community Coffee and Donuts hosted by Brenda Orth.
- b. June Care and Share still TBD.

Kelsey Pollard Code Enforcement April/May notes for board meeting **May 20th, 2025**
Information up to May 14th

Friday April 18th 4pm an emergency meeting for the 1401 churchill property.

At this meeting the board votes to move forward with the eviction process. We print out, sign copies and come up with the plan to deliver the notice with witnesses of bob, rich me and the Mayor. About 5:20 we hand deliver to the two trailers that have someone living in them and the residents sign that they received the notice and accept their copie of the paperwork. The encounter went smoothly and everyone was calm, polite and professional. I posted across the street on the trailer door the vacate notice as well. Then Rich posted the town bulletin board as well with the information.

I left to drive home in the snow about 5:45 pm.

April 21st Mayor and Ashley let me know they needed the deed that was sent with me as soon as possible to move forward with the 1401 church hill property. I drove out to meet ashley at 9am on

April 23rd to give her the deed to make copies and to get the copies of the letters to be sent out from our emergency meeting to inform local officials

Friday April 25th at 4:30 spoke to the mayor on the phone to clarify the address of one of the letters being sent out to officials for the Florence fire district. All the listed officials were sent a copy this day by 5 pm as well as a second letter to the owner of the property. The letter again says it is still in transit. We have learned that the owner is now on parole and does not have an address to contact him at. This is the reasoning that the letters are not going through. He is no longer incarcerated and I do not have a way to contact him.

Spoke to the **mayor May 1st on the phone** at 7:32 pm about the date of May 9th being when a sherif will be helping remove the people at 1401 Churchill. . That the property 1425 church hill with multiple firing of gun complaints is still an issue. Would like to do a summons for June court the mayor says as safety is a large concern here. The 4 bluff streets address a front concern with the activity and complaints and suspicion activity. There are violations of staying out of campers on the property and letting their dog roam and harass the neighbors.

May 2nd 2:55 on talked to Brittany Walker, neighbor of 4 Bluff as she had already spoken to the mayor about concerns of activities and written a complaint. She said dog continue to be a problem and lots of in and out activities and some suspicious behavior from the resident. She also spoke to a deputy about it, she says.

May 2nd at the town hall for care and share drive 12-2pm, helped count people and spoke to some residents of williamsburg.

Starting a log of people that have livestock during my town tours per Ashleys request
5 smith gulch has goats (started but this will take about 3 town tours to complete).
Spreadsheet started and will have for June board meeting on livestock.

Meeting Monday morning

Kelsey Pollard Code Enforcement April/May notes for board meeting **May 20th, 2025**
Information up to May 14th

May 5th 10 am with Ashley on the phone. Up dates on the **1401 churchill** property of the towing of trailers needs to be by an official towing company, confirm with Mayor and work on scheduling and pricing this out. Discussed that dog complaints are still a large and escalating problem we had been putting on hold to come up with a dog catcher to help enforce but this has not been fruitful. Discuss at the board meeting a process to hold residence accountable for dog nuisances. 2 letters and then a summons for repeat complaints (3 to go to court) to enforce the issue.

***** Things I need to do. Towing company iron out, find out a court date for June, write summons to **1425 churchill** for discharging firearms unsafely and outside of town code. Have report to Ashley by May 12th. Including the properties that I can move forward with town board support with trash clean up.

Towing the trailers poses a risk with not knowing if they are empty this has been put on hold.

Friday May 9th 9am Met at the Mayor's home to prepare to go to the **1401 churchill address**. We discussed the new information that we are trying to encourage adherence to the eviction with a civil standby. Collected paperwork to include dates. Rich, bob, mayor, and trustee (name) and myself and two officers were present. We went up to the property at 10am with the understanding that I am to knock and ask them to come out and speak to us. When we got there, I knocked and addressed them as well as the two officers repeatedly knocking announcing their presence and asking them to speak to us. No noise or response was heard. We remained on the property till 10:45 to post trespassing signs. Officers left by 10:15 am and told us we were good to post the signs and do what was needed. After posting trespassing signs. We left the property. I made some notes and left town about 11:15am. Next we need to monitor the property and document the trespassing and further violations. This needs to move to court to move forward. Robin had said she is moving her trailer and I am not sure about Stanley. I will check the next town tour.

May 13th Tuesday texts and pictures from Ashley about **4 Bluff**. Hose broke on the property being run into a trailer water tank with water running everywhere for about 24 hrs. He was contacted by phone to fix it and the spigot was turned off.

May 14th Cherri dog complaints called and left a message to see how things are going and what needs addressed. As I have found speaking with this resident helpful to understand more of what is goin on from previous experience. Phone call returned and notes. While driving Cherri witnessed Dogs on **5 Needham** Chased John Pervis and then saw the grader struggle with the same dog. Concern for the small dog and fence was put up to help contain them. After talking to her she thinks this may be resolved. I will send a letter to remind them to keep the dog contained but sounds like further action isn't needed unless further incidents are reported. **Called robin from 1401 churchill** and left a message in response to her call to town hall saying she is moving the trailer.

Trustees

4 bluff is of major concern with multiple reports of problems with a dog, living out of the trailer for long periods of time, burning of things leaving chemical odors, water being left on and not attended to.

1425 churchill with gun fire being an issue. I do not have as many formal complaints but this is still an issue. Would we like to move forward with the summons to court to address the safety concern.

Resident who would like to remain anonymous has texted the code enforcement phone with complaints from dogs at **11 rockrimmon** that are running loose often and bit a cat over Easter weekend. **16 boulder** a dog that has recently given birth has been running loose and barking aggressively at residents.

*****Dogs are of a great concern.** Since there is no local pickup for dogs what process would we like to take to enforce this? My suggestion is to encourage those who are writing complaints to continue to make formal written complaints so there is a paper trail. First two complaints are met with a letter of the issue and asked to fix it. The third formal written complaint gets a summons to court? How does this sound? Also do the complaints need to have a witness that is willing to testify? What about those that would like to remain anonymous? Does that mean we address anonymous complaints by continued letters and let the resident know it can not go to court if they would like to remain anonymous to enforce it?

128 Quincy

16 Boulder

11 Rockrimmon

4 Bluff

Properties still needing clean up that we have previously sent letters to

9 Benson

16 Willmont Circle North

4 Willmont Circle North



TOWN OF WILLIAMSBURG

Some Bigger, None Better

Town of Williamsburg Treasurer's Report

May 20, 2025

Dear Trustees,

The Town has made notable progress in strengthening the professionalism, accuracy, and reliability of our financial operations. Our records are cleaner, our budgeting is more forward-thinking, and we're maximizing the value of public funds by investing in higher-interest government pools.

We've adopted realistic, community-based revenue forecasts and are better prepared for emergencies. Payroll is current and consistent, and overall financial management continues to improve.

Looking ahead, I've stepped in to assist Trustee Donnell Farnum with short-term HR tasks. One immediate goal is to finalize job descriptions so we can create measurable performance matrices. This will allow us to begin legally compliant, HR-approved job reviews and establish a fair process for evaluating performance and considering raises.

Thank you all for your support and continued dedication.

Respectfully,

Trustee Kristina Graham-Webb
Town of Williamsburg

Town of Williamsburg Treasurer Report 2025													
Account		January	February	March	April	May	June	July	August	September	October	November	December
General B of SJ	Opening Balance	79,796.26	95,917.09	95,373.77	73,347.04								
	Deposits	29,947.12	9,627.76	11,327.08	11,138.29								
	Interest	0.88	0.73	0.67	0.60								
	Withdrawals	13,827.17	10,171.81	33,354.48	13,286.77								
	Ending Balance	95,917.09	95,373.77	73,347.04	71,199.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General COLO TRUST	Opening Balance	0.00	0.00	23,992.74	23,992.74								
	Deposits	0.00	0.00	23,938.00	0.00								
	Interest	0.00	0.00	54.74	86.79								
	Withdrawals	0.00	0.00	0.00	0.00								
	Ending Balance	0.00	0.00	23,992.74	24,079.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street B of SJ	Opening Balance	46,211.25	39,299.67	40,518.60	27,053.29								
	Deposits	3,513.07	3,358.98	3,388.23	3,881.47								
	Interest	0.35	0.30	0.25	0.22								
	Withdrawals	10,425.00	2,140.35	16,853.79	3,865.89								
	Ending Balance	39,299.67	40,518.60	27,053.29	27,069.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street COLO TRUST	Opening Balance	0.00	0.00	0.00	13,894.70								
	Deposits	0.00	0	13,863.00	0.00								
	Interest	0.00	0	31.70	50.29								
	Withdrawals	0.00	0	0.00	0.00								
	Ending Balance	0.00	0.00	13,894.70	13,944.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water B of SJ	Opening Balance	175,707.01	159,112.68	162,582.55	110,345.25								
	Deposits	19,882.79	21,374.09	25,667.88	43,622.17								
	Interest	1.49	1.25	1.04	1.01								
	Withdrawals	36,478.61	17,905.47	77,906.22	27,720.40								
	Ending Balance	159,112.68	162,582.55	110,345.25	126,248.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Water COLO TRUST	Opening Balance	0.00	0.00	0.00	52,832.53								
	Deposits	0.00		52,712.00	0.00								
	Interest	0.00		120.53	191.16								
	Withdrawals	0.00		0.00									
	Ending Balance	0.00	0.00	52,832.53	53,023.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
System Devl. B of SJ	Opening Balance	59,159.48	36,632.70	36,941.05	16,998.07								
	Deposits	311.00	307.50	21,507.50	2,707.50								
	Interest	1.29	0.85	0.52	0.48								
	Withdrawals	22,839.07	0.00	41,451.00	0.00								
	Ending Balance	36,632.70	36,941.05	16,998.07	19,706.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
System Devl. COLO TRUST	Opening Balance	0.00	0.00	0.00	21,469.59								

[illegible]

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

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Taxes				
40001 · Cigarette tax	0.00	0.00	0.00	0.0%
40002 · General Property Tax	1,639.09	0.00	1,639.09	100.0%
40003 · Sales and Use Tax	0.00	0.00	0.00	0.0%
Total 40000 · Taxes	1,639.09	0.00	1,639.09	100.0%
41000 · Building Permits	2,457.00	917.00	1,540.00	267.9%
42000 · Permit Fees				
42001 · ATV Permits	0.00	0.00	0.00	0.0%
42002 · Dog Tags and Fines	0.00	25.00	-25.00	0.0%
Total 42000 · Permit Fees	0.00	25.00	-25.00	0.0%
43000 · Fines and Forfeitures	0.00	25.00	-25.00	0.0%
44000 · Franchise Fees	0.00	0.00	0.00	0.0%
46000 · Interest / Investment Revenue	88.79	2.00	86.79	4,439.5%
46500 · Staff Development	180.00			
47000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	4,364.88	969.00	3,395.88	450.5%
Gross Profit	4,364.88	969.00	3,395.88	450.5%
Expense				
50000 · GENERAL OPERATING EXPENSE				
50001 · Advertising	0.00	0.00	0.00	0.0%
50002 · Code Enforcement / Animal Cont	25.00	54.00	-29.00	46.3%
50004 · Computer Expenses	0.00	0.00	0.00	0.0%
50005 · Court Costs	0.00	209.00	-209.00	0.0%
50007 · Dues and Subscriptions	56.00	0.00	56.00	100.0%
50008 · Elections	0.00	0.00	0.00	0.0%
50009 · Grant Match	0.00	0.00	0.00	0.0%
50010 · Miscellaneous Expense	73.52	29.00	44.52	253.5%
50011 · Office Supplies	24.99	292.00	-267.01	8.6%
50012 · Property Insurance - General	0.00	0.00	0.00	0.0%
Total 50000 · GENERAL OPERATING EXPEN...	179.51	584.00	-404.49	30.7%
50100 · Accounting & Consulting Service	0.00	110.00	-110.00	0.0%
50200 · Bank Fees	0.00	0.00	0.00	0.0%
50300 · Building Inspector	0.00	0.00	0.00	0.0%
50400 · Legal Expense	0.00	416.67	-416.67	0.0%
60000 · PAYROLL EXPENSE				
60001 · Payroll - General	7,995.62	3,363.30	4,632.32	237.7%
60002 · Payroll - Parks	-278.68			
60003 · Payroll - Street	-1,664.73			
60004 · Payroll - Water	-2,266.62			
60000 · PAYROLL EXPENSE - Other	0.00	41.67	-41.67	0.0%
Total 60000 · PAYROLL EXPENSE	3,785.59	3,404.97	380.62	111.2%
61000 · STAFF COSTS				
61002 · Health Insurance/Shared cost	250.00	250.00	0.00	100.0%
61003 · Meetings and Travel	0.00	0.00	0.00	0.0%
61005 · Wage Garnishment	150.00			
Total 61000 · STAFF COSTS	400.00	250.00	150.00	160.0%
62000 · Worker's Compensation General	587.30	0.00	587.30	100.0%
63000 · Trustee and Mayor Fees	340.00	166.67	173.33	204.0%
64000 · UTILITIES				
64001 · Electricity - General	83.76	116.67	-32.91	71.8%
64002 · Gas - General	73.05	100.00	-26.95	73.1%
64003 · Internet & Telephone - General	66.48	83.33	-16.85	79.8%
Total 64000 · UTILITIES	223.29	300.00	-76.71	74.4%
Total Expense	5,515.69	5,232.31	283.38	105.4%
Net Ordinary Income	-1,150.81	-4,263.31	3,112.50	27.0%
Other Income/Expense				
Other Expense				
80000 · INTERFUND TRANSFERS				
80002 · CTF - purchases & transfers	0.00			
80003 · Streets - purchase & transfers	-42.15			
Total 80000 · INTERFUND TRANSFERS	-42.15			
Total Other Expense	-42.15			
Net Other Income	42.15	0.00	42.15	100.0%
Net Income	-1,108.66	-4,263.31	3,154.65	26.0%

Town of Williamsburg General Fund

5/8/2025 1:18 PM

Register: 10000 · General Checking - BKofSJ

m 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025	14047	Florence Ace Hardw...	-split-		24.99	X		73,586.80
04/01/2025	14048	Steve Harrison	50000 · GENERAL O...	code book revi...	179.40	X		73,407.40
04/07/2025	14049	Black Hill Energy	64000 · UTILITIES:64...	5888219957 to...	83.76	X		73,323.64
04/07/2025	14050	Steve Harrison	63000 · Trustee and M...	March and Apr...	40.00	X		73,283.64
04/07/2025	14051	Donna Krauthheim	63000 · Trustee and M...	March and Apr...	40.00			73,243.64
04/07/2025	14052	Brian Drietz	63000 · Trustee and M...	March and Apr...	40.00	X		73,203.64
04/07/2025	14053	Donnell Farnum	63000 · Trustee and M...	March and Apr...	40.00			73,163.64
04/07/2025	14054	Joelina Espinoza	63000 · Trustee and M...	VOID: March ...		X		73,163.64
04/07/2025	14055	Brenda G Orth	50000 · GENERAL O...	Petty Cash Rep...	25.00	X		73,138.64
04/07/2025	JE-AC	Joelina Espinoza	63000 · Trustee and M...	For CHK 1405...	100.00			73,038.64
04/08/2025	EFT	Colorado State Treas...	-split-	26-57348	42.60	X		72,996.04
04/08/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	106.00	X		72,890.04
04/08/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	303.00	X		72,587.04
04/08/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	804.36	X		71,782.68
04/08/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	1,107.22	X		70,675.46
04/08/2025	E-pay	United States Treasury	24000 · Payroll Liabilit...	84-1529507 Q...	123.31	X		70,552.15
08/2025	14056	Spectrum Enterprise	64000 · UTILITIES:64...	172631401 inte...	66.48	X		70,485.67
04/09/2025			50000 · GENERAL O...	Deposit		X	179.40	70,665.07
04/10/2025			41000 · Building Permits	Deposit		X	2,457.00	73,122.07
04/10/2025			40000 · Taxes:40002 · ...	Deposit		X	1,496.49	74,618.56
04/10/2025			40000 · Taxes:40002 · ...	Deposit		X	142.60	74,761.16
04/10/2025	14064	Larry D Hall	50000 · GENERAL O...	phone cord ext...	48.52	X		74,712.64
04/14/2025	ACH	Florence Ace Hardw...	-split-	Town vehicle ...	78.15			74,634.49
04/14/2025	ACH	Harbor Freight	-split-	brush and deter...	94.53	X		74,539.96
04/15/2025	14057	Ashley R Smith	-split-		1,359.88	X		73,180.08
04/15/2025	14058	Brenda G Orth	-split-		466.03	X		72,714.05
04/15/2025	14059	Kelsey A Pollard	-split-		273.05	X		72,441.00
04/15/2025	14060	Kristiana Rogers	-split-	VOID:		X		72,441.00
04/15/2025	14061	Larry Hall	-split-		59.80	X		72,381.20
04/15/2025	14062	Richard Jackson	-split-	VOID:		X		72,381.20
04/15/2025	14063	William D Lackey	-split-		238.05	X		72,143.15
04/15/2025	14066	Richard Jackson	-split-		925.12	X		71,218.03
04/16/2025	14065	Family Support Servi...	61000 · STAFF COST...	17551375, Ric...	75.00	X		71,143.03
04/21/2025	ACH	Intuit	50000 · GENERAL O...	QBX payroll m...	56.00	X		71,087.03
04/21/2025	14067	ATMOS ENERGY	64000 · UTILITIES:64...	3019499589	73.05	X		71,013.98
04/23/2025			80000 · INTERFUND ...	Deposit		X	89.31	71,103.29
23/2025			80000 · INTERFUND ...	Deposit		X	61.97	71,165.26
04/30/2025			46000 · Interest / Inves...	Interest		X	0.73	71,165.99
04/30/2025			46000 · Interest / Inves...	Interest		X	0.67	71,166.66
04/30/2025			46000 · Interest / Inves...	Interest		X	0.60	71,167.26

Town of Williamsburg General Fund

5/8/2025 1:18 PM

Register: 10000 · General Checking - BKofSJ

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/30/2025			60000 · PAYROLL E...	Deposit			342.23	71,509.49
04/30/2025			60000 · PAYROLL E...	Deposit			2,266.62	73,776.11
04/30/2025			60000 · PAYROLL E...	Deposit			1,664.73	75,440.84
04/30/2025	ACH	Visible	50000 · GENERAL O...	code enforceme...	25.00	X		75,415.84
04/30/2025	E-pay	Colorado Department...	24000 · Payroll Liabilit...	26-57348 QB ...	289.00			75,126.84
04/30/2025	E-pay	United States Treasury	-split-	84-1529507 Q...	1,343.76			73,783.08
04/30/2025	14075	Family Support Servi...	61000 · STAFF COST...	17551375, Ric...	75.00			73,708.08
04/30/2025	14076	CIRSA WC	62000 · Worker's Com...	WINV1000437	587.30			73,120.78
04/30/2025	14068	Ashley R Smith	-split-		1,141.57			71,979.21
04/30/2025	14069	Brenda G Orth	-split-		407.34	X		71,571.87
04/30/2025	14070	Kelsey A Pollard	-split-		273.05			71,298.82
04/30/2025	14071	Kristiana Rogers	-split-		15.43			71,283.39
04/30/2025	14072	Richard Jackson	-split-		910.61			70,372.78
04/30/2025	14073	William D Lackey	-split-		346.34			70,026.44
04/30/2025	JE-ACR	Joelina Espinoza	63000 · Trustee and M...	Reverse of GJE...			100.00	70,126.44

1:11 PM

05/08/25

Annual Basis

Town of Williamsburg Street System

Profit & Loss Budget vs. Actual

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Tax Income				
40001 · Co state mineral tax	0.00	0.00	0.00	0.0%
40002 · Co state severance tax	0.00	0.00	0.00	0.0%
40004 · Highway Users Fund Tax	3,203.90	3,500.00	-296.10	91.5%
40005 · Road and Bridge Tax	0.00	0.00	0.00	0.0%
Total 40000 · Tax Income	3,203.90	3,500.00	-296.10	91.5%
46000 · Interest Income	50.51	0.33	50.18	15,306.1%
Total Income	3,254.41	3,500.33	-245.92	93.0%
Expense				
50000 · General Operating Expense				
50001 · Fuel	0.00	0.00	0.00	0.0%
50002 · Locates (UNCC)	0.00	11.67	-11.67	0.0%
50003 · Miscellaneous Expense	0.00	0.00	0.00	0.0%
Total 50000 · General Operating Expense	0.00	11.67	-11.67	0.0%
50500 · Repair and Maintenance				
50501 · Road Maintenance	570.84	0.00	570.84	100.0%
50502 · Shop Maintenance	14.99	0.00	14.99	100.0%
50503 · Signs	0.00	0.00	0.00	0.0%
50504 · Vehicle Maintenance	2,126.12	0.00	2,126.12	100.0%
50500 · Repair and Maintenance - Other	-49.98			
Total 50500 · Repair and Maintenance	2,661.97	0.00	2,661.97	100.0%
61000 · Staff Expenses				
60003 · Payroll Split	1,664.73	2,414.35	-749.62	69.0%
61000 · Staff Expenses - Other	42.15			
Total 61000 · Staff Expenses	1,706.88	2,414.35	-707.47	70.7%
64000 · Utilities				
64001 · Gas	36.82	0.00	36.82	100.0%
64002 · Electricity	103.25	132.91	-29.66	77.7%
64003 · Trash	0.00	0.00	0.00	0.0%
Total 64000 · Utilities	140.07	132.91	7.16	105.4%
75000 · Capital Outlay				
75001 · Equipment Purchase	0.00	0.00	0.00	0.0%
75002 · Grant Match	0.00	0.00	0.00	0.0%
Total 75000 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Expense	4,508.92	2,558.93	1,949.99	176.2%
Net Ordinary Income	-1,254.51	941.40	-2,195.91	-133.3%
Other Income/Expense				
Other Expense				
80001 · Transfer to Park Fund	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-1,254.51	941.40	-2,195.91	-133.3%

Town of Williamsburg Street System

5/8/2025 1:19 PM

Register: 10000 · Street Fund BofS.I

From 04/01/2025 through 04/30/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/07/2025	3682	Black Hills Energy	64000 · Utilities:64002...	3945-2199-31 ...	48.70	X		26,321.03
04/07/2025	3683	Black Hills Energy	-split-	6827123313	54.55	X		26,266.48
04/07/2025	3684	Rusler Implement Co.	50500 · Repair and Ma...	Backhoe repair,...	2,078.96	X		24,187.52
04/08/2025	ACH	Tractor Supply	50500 · Repair and Ma...	weed sprayer n...	14.99	X		24,172.53
04/08/2025	IE-AC G...		50500 · Repair and Ma...	return trailer tires		X	49.98	24,222.51
04/16/2025			40000 · Tax Income:40...	Deposit		X	3,203.90	27,426.41
04/21/2025	3685	ATMOS Engery	64000 · Utilities:64001...	3019500398 S...	36.82	X		27,389.59
04/23/2025	ACH	Town of Williamsbur...	-split-	transfer for deb...	89.31	X		27,300.28
04/23/2025	ACH	Tractor Supply	80001 · Transfer to Par...	spray wands, ra...	130.34	X		27,169.94
04/23/2025	3686	4 Rivers Equipment	50500 · Repair and Ma...	2 grader blades...	570.84			26,599.10
04/28/2025	ACH	Tractor Supply	80001 · Transfer to Par...	96 in wiring ha...	101.07	X		26,498.03
04/30/2025			46000 · Interest Income	Interest		X	0.22	26,498.25
04/30/2025			80001 · Transfer to Par...	Deposit			231.41	26,729.66
04/30/2025	ACH	Town of Williamsbur...	61000 · Staff Expenses...	April payroll sp...	1,664.73			25,064.93

12:38 PM
05/08/25
Cash Basis

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

	Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · SD Monthly Transfer from Water	0.00	307.50	-307.50	0.0%
48000 · System Development Interest	0.00	3.17	-3.17	0.0%
48010 · Water Interest CD	0.48			
Water Interest Earned	1.01	1.25	-0.24	80.8%
40000 · Water Sales	26,858.22	22,527.82	4,330.40	119.2%
42000 · Water Tap Sales				
42001 · Water Tap split from WF to SD	0.00	0.00	0.00	0.0%
42002 · Tap Installation-Parts	1,430.08	0.00	1,430.08	100.0%
42000 · Water Tap Sales - Other	0.00	0.00	0.00	0.0%
Total 42000 · Water Tap Sales	1,430.08	0.00	1,430.08	100.0%
Total Income	28,289.79	22,839.74	5,450.05	123.9%
Expense				
46000 · Interest	-268.84			
65000 · Water System, Williamsburg				
65001 · Water Tap Fee to System Dev.	0.00	0.00	0.00	0.0%
65002 · Water Shares (Union Ditch)	0.00	0.00	0.00	0.0%
65003 · Monthly System Dev Transfer	0.00	307.50	-307.50	0.0%
Total 65000 · Water System, Williamsburg	0.00	307.50	-307.50	0.0%
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	0.00	0.00	0.00	0.0%
Total 75000 · Capital Outlay	0.00	0.00	0.00	0.0%
50000 · General Operating Expense				
50004 · Publish Public Notice	0.00	0.00	0.00	0.0%
50003 · Postage Billing & Testing	0.00	0.00	0.00	0.0%
50001 · Dues and Subscriptions	0.00	0.00	0.00	0.0%
50002 · Office Supplies	0.00	0.00	0.00	0.0%
50005 · Repairs and Maintenance	11.27	0.00	11.27	100.0%
50008 · Vehicle Maintenance	2,000.00	0.00	2,000.00	100.0%
50007 · Shop Supplies-Water Parts	0.00	416.67	-416.67	0.0%
50010 · Water Testing	101.00	166.67	-65.67	60.6%
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	2,112.27	633.34	1,478.93	333.5%
61000 · Staff Expenses				
61002 · Training & Education	179.99			
61001 · Payroll Split	2,266.62	3,807.97	-1,541.35	59.5%
Total 61000 · Staff Expenses	2,446.61	3,807.97	-1,361.36	64.2%
66000 · Water System, Florence				
66004 · Water Tap Fee to Florence	0.00	0.00	0.00	0.0%
66001 · Florence Debt Retirement	6,118.52	6,155.33	-36.81	99.4%
66002 · Florence Water Treatment	5,054.00	7,284.17	-2,230.17	69.4%
66003 · Service Charges & Assessments	1,639.95	1,188.42	451.53	138.0%
Total 66000 · Water System, Florence	12,812.47	14,627.92	-1,815.45	87.6%
Total Expense	17,102.51	19,376.73	-2,274.22	88.3%
Net Ordinary Income	11,187.28	3,463.01	7,724.27	323.1%
Net Income	11,187.28	3,463.01	7,724.27	323.1%

Town of Williamsburg Water System

5/8/2025 1:25 PM

Register: 10000 · Water Fund BofSI
 From 04/01/2025 through 04/30/2025
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/01/2025			40000 · Water Sales	Deposit		X	103.49	117,314.61
04/01/2025	5299	Florence Acc Hardw...	-split-		11.27	X		117,303.34
04/02/2025			40000 · Water Sales	Deposit		X	70.00	117,373.34
04/02/2025	ACH	American Water Coll...	61000 · Staff Expenses...	Rich Jackson ...	179.99	X		117,193.35
04/04/2025			40000 · Water Sales	Deposit		X	268.60	117,461.95
04/04/2025			40000 · Water Sales	Deposit		X	444.81	117,906.76
04/04/2025			40000 · Water Sales	Deposit		X	1,193.52	119,100.28
04/07/2025	5301	Rusler Implement Co.	50000 · General Operat...	Backhoe repair,...	2,000.00	X		117,100.28
04/08/2025	5302	Pueblo City-County ...	50000 · General Operat...	water testing	21.00	X		117,079.28
04/08/2025	5303	City of Florence	-split-		12,812.47	X		104,266.81
04/09/2025			40000 · Water Sales	Deposit		X	480.78	104,747.59
04/09/2025			40000 · Water Sales	Deposit		X	481.26	105,228.85
04/09/2025			40000 · Water Sales	Deposit		X	733.28	105,962.13
04/09/2025			40000 · Water Sales	Deposit		X	1,830.59	107,792.72
04/09/2025			40000 · Water Sales	Deposit		X	2,075.90	109,868.62
04/09/2025			40000 · Water Sales	Deposit		X	1,872.19	111,740.81
04/09/2025			40000 · Water Sales	Deposit		X	648.66	112,389.47
04/10/2025			40000 · Water Sales	Deposit		X	140.00	112,529.47
04/14/2025			40000 · Water Sales	Deposit		X	295.26	112,824.73
04/15/2025			40000 · Water Sales	Deposit		X	480.37	113,305.10
04/15/2025			40000 · Water Sales	Deposit		X	4,781.92	118,087.02
04/16/2025			40000 · Water Sales	Deposit		X	1,719.28	119,806.30
04/16/2025			40000 · Water Sales	Deposit		X	81.06	119,887.36
04/17/2025			40000 · Water Sales	Deposit		X	738.90	120,626.26
04/18/2025			40000 · Water Sales	Deposit		X	628.22	121,254.48
04/21/2025			40000 · Water Sales	Deposit		X	350.00	121,604.48
04/23/2025			40000 · Water Sales	Deposit				121,583.48
04/23/2025	JE-AC G...		-split-	returned custo...	21.00			121,519.22
04/23/2025	JE-AC G...		10000 · Water Fund B...	returned custo...	64.26	X		121,611.22
04/24/2025			40000 · Water Sales	Deposit		X	92.00	121,661.22
04/25/2025			40000 · Water Sales	Deposit		X	50.00	122,231.04
04/30/2025			40000 · Water Sales	Deposit		X	569.82	122,231.04
04/30/2025			40000 · Water Sales	Deposit		X	2,476.14	124,707.18
04/30/2025			42000 · Water Tap Sal...	Deposit		X	1,430.08	126,137.26
04/30/2025			40000 · Water Sales	Deposit		X	88.76	126,226.02
04/30/2025			Water Interest Earned	Interest		X	1.01	126,227.03
04/30/2025					2,266.62			123,960.41
04/30/2025	ACH	Town of Williamsburg	61000 · Staff Expenses...	monthly payrol...				123,889.79
04/30/2025	5305	City of Florence	-split-	annual backflo...	80.00			

1:06 PM

05/08/25

Accrual Basis

Town of Williamsburg Conservation Trust Redemption Fund

Profit & Loss Budget vs. Actual

April 2025

	Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
34000 · Conservation Trust Fund Deposit	0.00	0.00	0.00	0.0%
36000 · Lottery Share Deposit	0.00	0.59	-0.59	0.0%
Total Income	0.00	0.59	-0.59	0.0%
Expense				
66000 · Payroll Expenses	342.23	521.89	-179.66	65.6%
67200 · Repairs and Maintenance	0.00	0.00	0.00	0.0%
68000 · Weed Control	420.21	500.00	-79.79	84.0%
Total Expense	762.44	1,021.89	-259.45	74.6%
Net Ordinary Income	-762.44	-1,021.30	258.86	74.7%
Other Income/Expense				
Other Income				
49000 · Interest Income	90.07			
Total Other Income	90.07			
Net Other Income	90.07	0.00	90.07	100.0%
Net Income	-672.37	-1,021.30	348.93	65.8%

Town of Williamsburg Conservation Trust Redemption Fund

5/8/2025 1:22 PM

Register: 10000 · Town of Williamsburg CTF Redemp

From 04/01/2025 through 04/30/2025

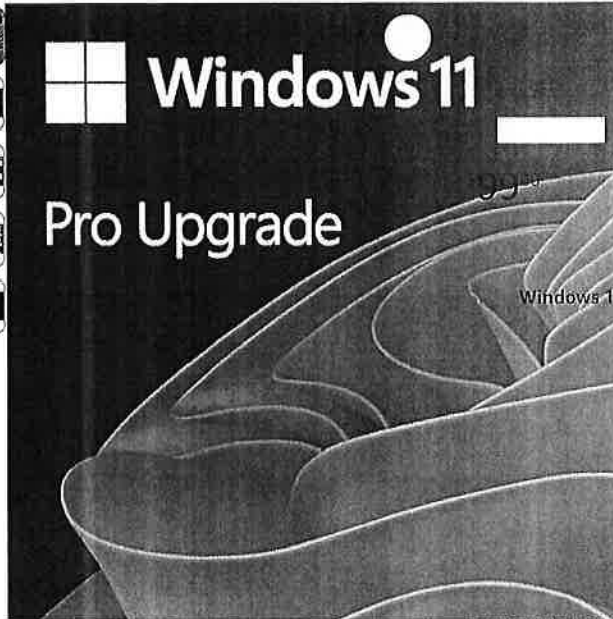
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/23/2025	ACH	town of Williamsbur...	68000 · Weed Control	transfer for deb...	61.97	X		10,164.36
04/30/2025	ACH	town of Williamsbur...	66000 · Payroll Expens...	monthly payrol...	342.23			9,822.13
04/30/2025	ACH	town of Williamsbur...	68000 · Weed Control	reimburse Stree...	231.41			9,590.72
04/30/2025	1054	Florence Ace Hardw...	-split-	weed spray part...	126.83			9,463.89

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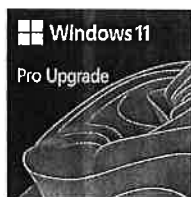
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\$24⁹⁹

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Wyatt Hamilton Findlay, PLLC

Invoice To:
Town of Williamsburg
1 John St.
Williamsburg, CO 81226

INVOICE

Invoice # 87
Date: 04/30/2025
Due Upon Receipt

Invoice Number

87

	Total
	\$506.25
Subtotal	\$506.25
Tax	\$0.00
Amount Due	\$506.25

**INVOICE**

Invoice # 87
 Date: 04/30/2025
 Due Upon Receipt

Wyatt Hamilton Findlay, PLLC

Town of Williamsburg
 1 John St.
 Williamsburg, CO 81226

00090-Williamsburg**General Legal**

Attorney	Date	Notes	Quantity	Rate	Total
Sarah Ross	04/16/2025	Review/analyze: Review communications and documentation from town staff re: 1401 Churchill; communicate with D. Findlay re: same; conduct research re: same.	0.75	\$225.00	\$168.75
Sarah Ross	04/21/2025	Communicate (other external): Telephone call with clerk and DA's office re: 1401 Churchill nuisance/FED action.	0.25	\$225.00	\$56.25
Sarah Ross	04/24/2025	Communicate (other outside counsel): Telephone call with County Attorney re: 1401 Churchill; telephone call with CML General Counsel re: same; review packet from town clerk re: same; review Williamsburg Code re: same; communicate with D. Findlay re: next steps for abatement.	0.75	\$225.00	\$168.75
Dan Findlay	04/29/2025	Review/analyze: Receive and review evidentiary packet for 1401 Churchill St.; communicate re: same and correspond with Sheriff Cooper and Sheriff's Office staff; contact civil service division and coordinate with Lt. Speight regarding timing of civil standby and paperwork for abandoned vehicles/towing; communicate all of the above to J. Espinoza.	0.50	\$225.00	\$112.50

Subtotal **\$506.25**

Total **\$506.25**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On`	Amount Due	Payments Received	Balance Due
87	04/30/2025	\$506.25	\$0.00	\$506.25
			Outstanding Balance	\$506.25
			Total Amount Outstanding	\$506.25

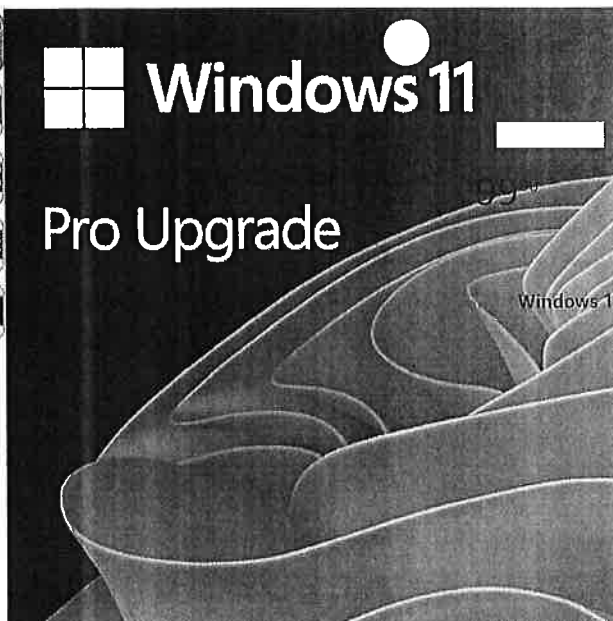
For easy payment, please use this link: <https://secure.lawpay.com/pages/whflegal/operating>

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Software ▸ Operating Systems



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intelligent noise cancelling and background blur.

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tion with expanded deployment policies.

- Powerful security. Safeguard data and access anywhere with hardware-based isolation, encryption, and malware protection built in.

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Buy it with



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Total price: \$151.98

Add all 3 to Cart

This item: Windows 11 Pro Upgrade, from Windows 11 Home (Digital Download)
\$99⁰⁰

Logitech MK270 Wireless Keyboard And Mouse Combo For Windows, 2.4 GHz Wireless,...
\$27⁹⁹

Logitech H390 Wired Headset for PC/Laptop, Stereo Headphones with Noise Cancelling...
\$24⁹⁹

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Wyatt Hamilton Findlay, PLLC

Invoice To:
Town of Williamsburg
1 John St.
Williamsburg, CO 81226

INVOICE

Invoice # 87
Date: 04/30/2025
Due Upon Receipt

Invoice Number

87

	Total
	\$506.25
Subtotal	\$506.25
Tax	\$0.00
Amount Due	\$506.25

**INVOICE**

Invoice # 87
 Date: 04/30/2025
 Due Upon Receipt

Wyatt Hamilton Findlay, PLLC

Town of Williamsburg
 1 John St.
 Williamsburg, CO 81226

00090-Williamsburg**General Legal**

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Subtotal **\$506.25**

Total **\$506.25**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
87	04/30/2025	\$506.25	\$0.00	\$506.25
Outstanding Balance				\$506.25
Total Amount Outstanding				\$506.25

For easy payment, please use this link: <https://secure.lawpay.com/pages/whflegal/operating>

Memorandum

TO: Board of Trustees
FROM: Ashley Smith, Town Clerk
DATE: May 6, 2025
SUBJECT: Porta Potty Access Policy Options for Scutti Park

Due to an increase in the discovery of drug paraphernalia within the porta potty at Scutti Park, as well as similar items being found in other public spaces around town, the Town of [Your Town] is implementing a policy to better control access to this facility to ensure public safety and cleanliness.

Purpose:

To reduce the risk of illegal activity while maintaining reasonable public access to restroom facilities at Scutti Park.

Policy Options To Consider:

Option 1: Porta Potty Remains Locked; Key Available at Town Hall

- **How It Works:** The porta potty remains locked at all times. Members of the public must visit Town Hall during business hours (Monday–Thursday, 10:00 AM to 3:00 PM) to sign out a key.
- **Pros:**
 - Ensures controlled access.
 - Deters misuse and illicit activity.
 - Easier to monitor who is using the facility.
- **Cons:**
 - Town Hall hours are limited and do not cover evenings, weekends, or holidays.
 - Inconvenient for park users, delivery drivers, and others outside of those hours.
 - May lead to public frustration due to restricted access.

Option 2: Volunteer Lock/Unlock System

- **How It Works:** A designated community volunteer (or rotating group of volunteers) locks and unlocks the porta potty daily from sunrise to sunset.
- **Pros:**
 - Bathroom accessible during reasonable daytime hours.
 - Avoids administrative burden on Town Hall staff.

- Encourages community involvement.
- **Cons:**
 - Relies on volunteers being consistent and available 7 days a week.
 - Risk of inconsistent lock/unlock times if volunteer is unavailable or forgets.
 - Requires coordination and oversight.

Option 3: Timed Lock System

- **How It Works:** Install an automatic lock with a timer to unlock during set hours (e.g., 7 AM–7 PM) and lock after hours.
- **Pros:**
 - Reliable and consistent access hours.
 - No need for staff or volunteers.
 - Improves safety by limiting nighttime use.
- **Cons:**
 - Requires upfront investment in lock system and potential maintenance costs.
 - Still accessible to public during day when misuse could occur.
 - Could be bypassed if someone tampers with the lock.
 - May not be able to be installed on this porta potty model.

Option 4: Install Security Camera Near the Porta Potty

- **How It Works:** Surveillance signage and an actual (or dummy) camera installed near the porta potty.
- **Pros:**
 - Deters illegal activity through monitoring or perceived monitoring.
 - Porta potty can remain open during the day.
 - Reduces need for complicated lock procedures.
- **Cons:**
 - Privacy concerns; must comply with public surveillance laws.
 - May not fully deter determined offenders.
 - Upfront and maintenance costs.

Option 5: Porta Potty Removal (No Public Bathroom)

- **How It Works:** Remove the porta potty entirely from the park.

- **Pros:**

- Eliminates misuse entirely.
- No maintenance, cleaning, or security concerns.
- Colorado Conservation Trust Fund (CTF) does not mandate that municipalities provide public restrooms in parks or recreational spaces as a condition for receiving funding.
<https://law.justia.com/codes/colorado/title-29/land-use-control-and-conservation/article-21/section-29-21-101/>,
[/https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=1010](https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=1010)

- **Cons:**

- Inconvenient and potentially unsanitary for park visitors, delivery drivers, and town staff.
 - Reduces quality of experience at Scutti Park.
 - May result in public backlash.
-

Recommended Next Steps:

1. **Public Input:** Hold a short comment period or survey to gather resident feedback on preferred option(s).
2. **Pilot Program:** Consider testing the volunteer or timed-lock option for 30–60 days.
3. **Monitoring & Adjustment:** Review incident reports, usage feedback, and volunteer reliability; adjust policy accordingly.
4. **Documentation:** If you are considering modifications to restroom access in Scutti Park, such as locking facilities due to safety concerns, it would be prudent to document these measures and their justifications. This documentation can be valuable when applying for future funding or grants, demonstrating a commitment to maintaining safe and accessible recreational spaces.

Memorandum

To: Town of Williamsburg Board of Trustees

From: Ashley Smith, Town Clerk

Date: May 13, 2025

Subject: Legal Review Options for Revised Town Code Book

Dear Mayor Espinoza and Trustees,

As we move forward with finalizing the revisions to the Town Code Book, I am requesting Board direction on the scope and cost of legal review to ensure the document is enforceable, defensible, and aligned with statutory requirements.

The Town Attorney has indicated two levels of review that are available:

1. Light Review – Estimated Cost up to \$1,300

This would include a basic legal review focused on general compliance, spot-checking updates, and identifying any glaring issues or conflicts.

2. Thorough Review – Estimated Cost up to \$3,000

This would be a more comprehensive legal analysis, including in-depth review of language, enforceability of specific provisions, and a cross-check with relevant state statutes and case law.

While the cost of review is significant, it is worth considering that the Code Book functions as the "bible" for Town staff, elected officials, and enforcement officers. It must be a reliable and durable document that can withstand legal scrutiny in court and support fair and consistent enforcement in the field. An upfront investment in review could save the Town considerable time, confusion, and legal costs in the future.

Board Direction Requested: How would the board like to proceed?

Please be prepared to discuss and provide guidance at the upcoming Board meeting.

Respectfully,
Ashley Smith
Town Clerk
Town of Williamsburg

Robert S. Willett

310 Grant Street
Penrose, CO 81240

(cell) 303-859-3365
rwillett1@hotmail.com

Education and Training

Appalachian School of Law, Grundy, VA, Juris Doctorate May 2012,
Metropolitan State College, Denver, CO, Bachelor of Arts in History, Minor in Political Science 1996
Colorado District Attorneys' Council (CDAC) attended the entire CDAC prosecutor's curriculum to include Basic Trial Techniques (Baby DA), Felony Skills, Major Case Course, Vehicular Homicide, and Child Death Investigation. I have also attended numerous law enforcement courses to include Death Investigation, Major Incident Course, Field Training Officer Certification, Emergency Vehicle Operator Instructor Course, Crisis Intervention Certification Course, Active Shooter Response, Level 1 Traffic Crash Investigator Certification (Rocky Mountain Institute of Traffic Safety RMITs), Basic and Advanced DUI to include SFST and Intoxilyzer Certification. Former Adjunct Instructor at Trinidad State Junior College Law Enforcement Academy (Alamosa campus) in Criminal Law and Procedure, Former Academy Instructor at the Jefferson County Regional Law Enforcement Academy in Emergency Vehicle Operations.

Legal Experience

Colorado licensed attorney, bar #45757 in good standing

District Attorney/Senior Deputy District Attorney/Deputy District Attorney, 12th Judicial District, Alamosa, CO (2013-2021)

- Elected District Attorney appointed by Governor Jared Polis; responsible for all state criminal prosecution in the six-county judicial district in Southern Colorado.
- Responsible for all functions of the office including oversight of the budget of approximately \$1,200,000.
- Managed office staff of six attorneys, ten support staff and two office sites
- Prepared presentations for elected officials, law enforcement agencies, the public, and the media. Conducted liaison with other elected DA's, the Colorado Attorney General, the United States Attorney, and other enforcement agencies to prosecute crime in the 12th Judicial District.
- Conducted trials, hearings, plea negotiations, post-conviction litigation, and case management with other attorneys and LE agencies including all sexual assault, homicide, and other serious or high-profile criminal cases in the 12th Judicial District.
- Mentored/trained attorneys, support staff, and law enforcement officers. Made hiring and other personnel decisions. Provided legal guidance to constituent LE agencies on a 24/7/365 basis. Had eleven open and active homicide prosecutions pending on my exit from office, nine of which were handled by me personally.

- Provided training to area LE agencies, DHS, and other stakeholders through CDAC (Colorado District Attorneys' Council) to include DV and SVU case preparation and prosecution. Attended area wide boards and groups such as the community corrections board, the Sexual Assault Response Team, the area Child Advocacy Center (Tu Casa), the Chief Judge's Roundtable, the SLV law enforcement agency working group, CDAC elected DA's group, and the SLV County Commissioners Group.
- Obtained grant funding for and participated in the statewide juvenile diversion pilot project, participated in LEAD (Law Enforcement Assisted Diversion), and obtained VAWA (Violence Against Women's Act) grant funding to fund an additional DV/SVU investigator position.
- Formulated and implemented policy and procedures for the Office, to include district wide IGA's and MOU re the 12th JD Critical Incident team and OIS policy, formed a nascent "cold case" and "major case squad" model for homicide and other major incident response and prosecutions.
- Facilitated an outside review of the Office by the Prosecutor's Center for Excellence and was in the process of adopting some of the recommendations in the report.
- Managed the Office and its response to the COVID-19 pandemic to include working with the Colorado State Public Defender's Office, the Chief Judge of the 12th JD, state parole, and area sheriff's and LE agencies to reduce incarceration and the risk to inmates, LE officers, court personnel, and the public.

Office of the District Attorney, 4th Judicial District (2017-2018/2021-present)

- Prosecuted felony and misdemeanor offenses in the 4th JD.
- Managed County and District court dockets to include trial, plea negotiation, litigation of motions, sentencing, and post-conviction actions in El Paso and Teller Counties.
- Former member of the Vehicular Crimes Response Unit. Current member of homicide team.

Other Professional Experience

Arvada Police Department/Denver Police Department/Arvada, CO/Denver, CO (1990-2009)

Police Officer/Detective/Field Training Officer

I conducted detailed criminal investigations of felony, misdemeanor, and traffic offenses; compiled reports and case files for prosecution and litigation through the Jefferson, Adams, and Denver District Attorneys' Offices; responded to initial and follow-up calls for service and criminal investigation; conducted crime scene and evidence processing including photography, lab requests, documentation, and interviews of victims, witnesses, and suspects; prepared arrest warrant applications and affidavits, testified in court and administrative hearings, conducted liaison with other agencies and defense counsel regarding on-going investigations. I was a Field Training Officer responsible for training/supervising/evaluating recruit police officers. I was a Detective in the property crimes unit responsible for investigations of burglary, theft, motor vehicle theft, fraud, and forgery.

City of Westminster Colorado (2010-2011)

Legal intern responsible for learning municipal court trial and appellate procedure and substantive law, drafting motions and responses, conducting victim and witness interviews, preparing the weekly docket and other functions as directed by the City Attorney and Chief Prosecutor.

United States Army, (1979-1986) United States/Germany, Honorable Discharge, as Sergeant E5
Military Police/Assistant Section Chief-Military Police Investigations Berlin

Awarded the Army Commendation Medal, the Army Achievement Medal, Good Conduct Medal (2nd Award), the National Service Ribbon, and the Army of Occupation Medal.

MEMORANDUM

Date: 4/7/25

Subject: Board Discussion – Animal Control Strategy

During the recent Strategic Planning Workshop, the Board expressed a desire to revisit and address the Town's approach to animal control. In response to that direction, this memo outlines the current concerns, background, and possible avenues for consideration moving forward.

Background and Current Issues

There has been a noticeable increase in complaints related to loose and/or aggressive dogs in town. These include:

- Dogs running at large and acting aggressively toward residents.
- Neighbors expressing safety concerns, including one incident where a resident fired a weapon toward a nuisance dog.
- Multiple recent complaints, including two additional ones received just this morning.

One notable concern came from Rockvale animal control Jim, reporting an ongoing issue with a Williamsburg dog repeatedly entering Rockvale. Jim has been in contact with our office and provided an update on how Rockvale currently handles animal control, which includes:

1. Reuniting dogs with owners (aided by registration).
2. Issuing written warnings.
3. Delivering unclaimed dogs to the Pueblo shelter (despite no formal contract).
4. A "two-strike" euthanasia policy for aggressive dogs.

Jim is open to contracting with Williamsburg. His current role in Rockvale includes 24/7 on-call availability and daily patrols. He quoted \$700/month to provide a similar service for Williamsburg. Alternatively, the Town may wish to consider negotiating an on-call-only arrangement to reduce cost.

Humane Society and Past Contract

The Town's previous contract with the Humane Society of Fremont County ended in 2022 when the annual fee increased from \$926 to \$956, based on a \$1.50 per capita rate. The contract

allowed residents and Williamsburg animal control to take animals directly to the shelter but did **not** include field collection services.

Since the contract ended, there have been complications. For example, in September 2023, a resident took an injured stray cat to the shelter after being told by the Town to do so. Despite the lack of a contract, the Humane Society provided veterinary care at a cost of \$169—an expense that would have been covered under a contract. Doug Rae, Director of the Humane Society, reported this to Mayor Ott at the time, but no formal action was taken.

Pueblo Animal Control was also contacted recently. Jamie, who operates the shelter serving Pueblo, indicated there is no existing contract with Rockvale or Williamsburg and suggested a group contract between towns could be more cost-effective, but is reluctant to step on our local animal shelter's toes.

Current Enforcement Limitations

- Kelsey, the Town's Code Enforcement Officer, has been issuing letters to residents in violation.
- However, until the updated municipal code is adopted and she is authorized to pursue court action, her enforcement capabilities remain limited.

Discussion Points for the Board

- **Should the Town pursue a modified contract with Jim Rockvale's Animal Control Officer**
- **Does the Board wish to reopen negotiations with the Humane Society of Fremont County for shelter services?**
- **Should the Town consider a cooperative contract with neighboring communities (e.g., Rockvale, Coal Creek, etc.) to lower animal control costs?**
- **Should the Town consider changing the code enforcement job requirements?**
- **How can the Town ensure that enforcement has the proper authority and tools in place while the code book is under revision?**

ORDINANCE NO. 2 SERIES OF 2025

INTRODUCTION AND FIRST READING, ORDINANCE NO. 2 SERIES OF 2025: AN ORDINANCE FOR SETTING THE REVISED WATER RATE SCHEDULE FOR 2025.

WHEREAS, residents are interested in paying only for water they use; and

WHEREAS, the residents of the Town of Williamsburg, through their water bills, must pay for Williamsburg water system debt retirement, their portion of Florence's water treatment plant debt retirement, Florence cost compensation, the costs of administering the Town of Williamsburg water system, and saving funds towards Systems Development for major system repairs and upgrades; and

WHEREAS, the Florence Cost Computation for 2025 reduced their charges for the Florence water treatment plant debt relief, and Florence cost compensation as of 5/1/2025 and the Board wishes to pass these savings to Williamsburg customers.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WILLIAMSBURG, TO SET WATER RATES AND FEES AS FOLLOWS:

1. Water at \$.60 per 100 gallons
2. Florence water treatment plant debt relief at \$17.99
3. Williamsburg capital improvements debt relief at \$9.62
4. Administrative services at \$19.00
5. System Development Fund at \$1.00
6. Florence cost compensation at \$2.65

This ordinance shall take effect upon the date of adoption.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 20th day of May 2025

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town of Williamsburg Clerk

ATTESTATION & CERTIFICATION

- 4/10/25 - Posted on website and public notice boards with 1/21/25 Board Agenda
4/15/25 - Introduced, read & passed on first reading
4/16/25 - Posted on website and Public Notice Boards located at:
- Quincy and Iron Horse Road, Williamsburg, CO
 - Wilmont Road and Smith Gulch Road, Williamsburg, CO
 - 1 John Street, Williamsburg, CO
- 5/20/25 - Passed and adopted on second reading
5/21/25 - Posted on website and Public Notice Boards located at:
- Quincy and Iron Horse Road, Williamsburg, CO
 - Wilmont Road and Smith Gulch Road, Williamsburg, CO
 - 1 John Street, Williamsburg, CO
- 05/20/25- Effective Date

**TOWN OF WILLIAMSBURG
RESOLUTION NO. 8 OF 2025**

**A RESOLUTION OF THE TOWN OF WILLIAMSBURG, COLORADO,
ADOPTING THE TOWN OF WILLIAMSBURG 2025 STRATEGIC PLAN**

WHEREAS, on February 28, 2025, the Board of Trustees of the Town of Williamsburg and Town Staff engaged in a strategic planning session to define goals and priorities to guide the Town's future; and

WHEREAS, the outcome of that session was the development of a draft Strategic Plan ("Plan") based on real community needs and feedback collected through a recent town-wide survey; and

WHEREAS, the Plan identifies key operational and community priorities to guide the Town's work over the next three years, including:

- Operations and Governance
- Budget and Finance
- Streets
- Parks
- Water System
- Safety
- Animal Control Regulations
- Community Relations
- Code Book Revisions; and

WHEREAS, the Strategic Plan reflects the Town's mission to preserve Williamsburg's rural character through transparent governance, financial responsibility, and policies that support independence, community voice, and practical management; and

WHEREAS, the Strategic Plan is not a binding policy or regulatory document, but rather a guiding tool for the Town Board, staff, and partners to make informed decisions and align efforts with community values and long-term goals.

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

1. **Adoption.** The Town of Williamsburg 2025 Strategic Plan as presented in Attachment A is hereby adopted as the guiding document for governance, decision-making, prioritizing projects and resource allocation through the year 2028.
2. **Accountability.** The Town Clerk is directed to make the Strategic Plan publicly available and ensure it is reviewed periodically for progress and relevance. The Board also retains flexibility to adapt the Plan as new challenges and opportunities arise.

3. **Direction to Staff.** The Board of Trustees directs Town staff to use the Strategic Plan as a reference point in administration, management, and recommendations to the Board.

ADOPTED by the Board of Trustees of Williamsburg, Colorado, on this 20th day of May 2025.

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town of Williamsburg Clerk

ATTESTATION & CERTIFICATION

5/15/25 - Posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

TOWN OF WILLIAMSBURG, COLORADO

ORDINANCE NO. 3 SERIES OF 2025

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

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

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

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

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

Section 1. Adoption of Revised Code.

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

Section 2. Availability of Code.

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

Section 3. Severability.

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

Section 4. Effective Date.

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

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

Joelina Espinoza, Mayor

Attest: Ashley Smith, Town of Williamsburg Clerk

ATTESTATION & CERTIFICATION

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

5/15/25 - Posted on website and Public Notice Boards located at:

- Quincy and Iron Horse Road, Williamsburg, CO
- Wilmont Road and Smith Gulch Road, Williamsburg, CO
- 1 John Street, Williamsburg, CO

5/20/25 - Public Hearing

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

X/X//25 - Passed and adopted on second reading

X/X//25- Effective Date

Appendix A
Town of Williamsburg Municipal Town Code

Town of Williamsburg *Strategic Plan*

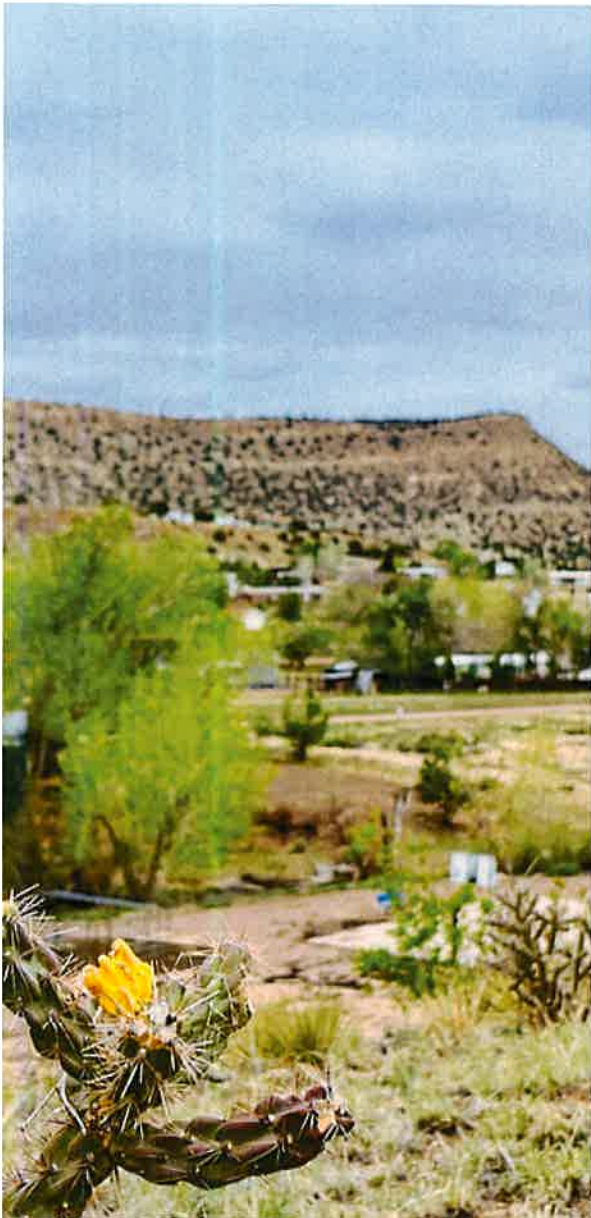
Some Bigger None Better

May 2025



1 John Street
Williamsburg, CO 81226
719-784-4511
www.townofwilliamsburg.colorado.gov

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Executive Summary



CHARTING OUR COURSE

On February 28, 2025, the Board of Trustees came together to develop a Strategic Plan for the Town of Williamsburg. Built on feedback from a recent town survey and real community needs, this plan sets the direction for how we improve and grow—both now and in the years to come.

It's designed to help us stay focused, make smart decisions, and use our resources wisely. By working together—elected officials, town staff, community partners, and residents—we will continue to shape a town that is safe, vibrant, and equipped to meet the challenges and opportunities of tomorrow.

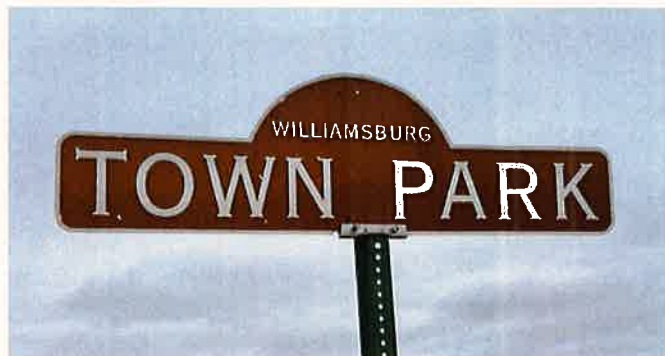
This Strategic Plan is not just a document—it is a commitment to progress and shared success.



MISSION

Our mission is to safeguard Williamsburg's country way of life through responsible governance, financial prudence, and policies that support a straightforward and independent way of living. We prioritize open communication with citizens, limited regulations, and a commitment to transparency in all we do, ensuring that our policies reflect the voice of the people while protecting the rural character we cherish.

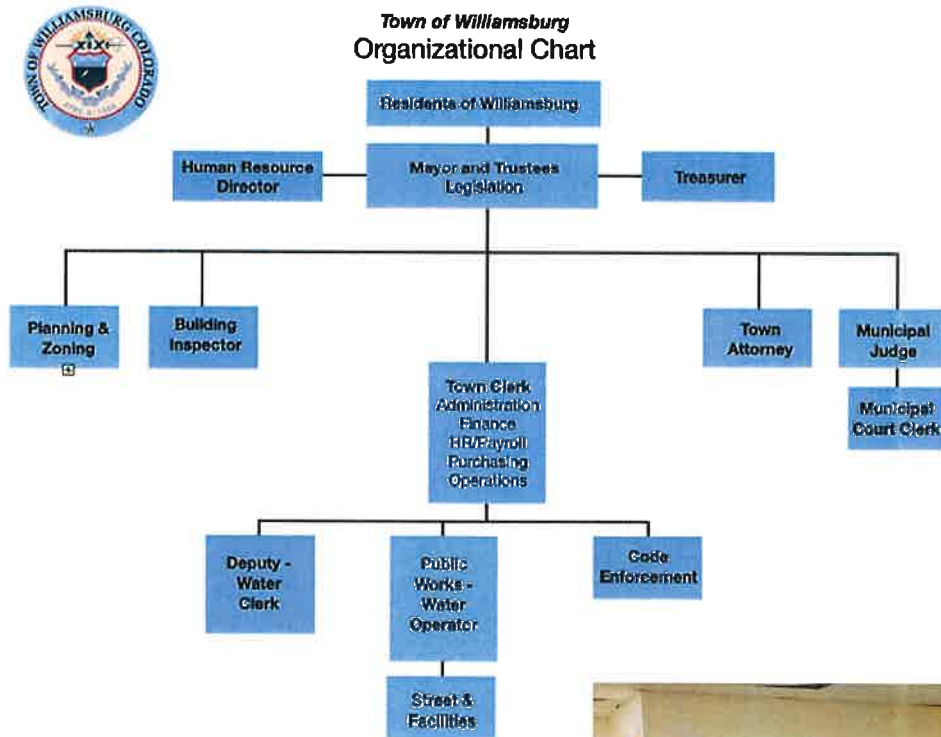
- Operations and Governance
- Budget and Finance
- Streets
- Parks
- Water System
- Safety
- Animal Control
- Community Relations
- Code Book Revisions



The Organization

Williamsburg is a small statutory town of 731 residents, nestled in the southern Front Range of the Rocky Mountains. Once a center of coal, oil, and gas production, the town honors its rich industrial heritage while embracing the quiet, rural character that defines it today. With sweeping views of Pikes Peak and a strong sense of community, Williamsburg is proud of its deep roots and small-town values.

Despite its history and spirit, Williamsburg operates with one of the smallest municipal budgets in Colorado. In 2024, general government operations totaled just \$208,800, supported by six part-time staff and per capita revenues far below national norms. These constraints significantly limit the town's ability to deliver basic services.



MAYOR
Joelina Espinoza

MAYOR PRO TEM
Brian Dreitz

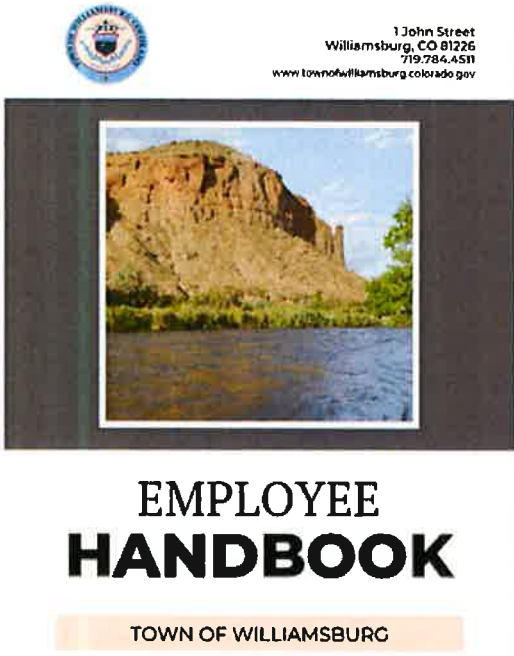
BOARD OF TRUSTEES
Jodi Davis
Donnell Farnum
Kristina Graham-Webb
Steve Harrison
Donna Krautheim



Operations & Governance

The Town of Williamsburg is committed to strengthening its internal operations, governance, and professional relationships to ensure efficiency, accountability, and long-term success. This strategic plan outlines key housekeeping initiatives aimed at modernizing policies, improving communication, fostering professionalism, and streamlining essential operational processes.

By addressing these priorities, Williamsburg will enhance organizational effectiveness, support positive board-staff interactions, and maintain compliance with risk management best practices.



1. Employee Handbook, Job Descriptions, & Performance Reviews

Objective: Ensure clear expectations, legal compliance, and consistency in employment policies while implementing regular job performance reviews to support staff development and accountability.

Actions:

- Adopt an updated Employee Handbook that reflects current policies and best practices.
- Review and approve updated Employee Job Descriptions to align roles with operational needs.
- Implement job performance interviews to provide feedback, set goals, and support employee growth.
- Monitor training to all staff to ensure compliance with CIRSA training requirements.

2. Board & Staff Interaction Protocols

Objective: Establish professional and constructive communication at Board Meetings and between the Board of Trustees and staff.

Actions:

- Develop and implement regular reviews of protocols to strengthen professional relationships.
- Create structured avenues for communication that foster constructive discussions and problem-solving.
- Encourage the Board of Trustees' conduct at meetings to remain professional. Members should support each other and the mayor in maintaining proper protocols and respectful dialogue through formal adoption.

3. Formal Agreements & Operational Procedures

Objective: Enhance operational efficiency and accountability through clear agreements and protocols with contractors.

Actions:

- Establish formal agreements with construction companies to ensure accountability and transparency.
- Implement best practices for contract management to protect the town's interests.

4. Records Management & Archive Organization

Objective: Properly organize and secure town records in compliance with retention policies.

Actions:

- Execute the archival organization process to ensure accurate record-keeping and accessibility.
- Maintain the records retention schedule with clear reporting procedures.
- Construct a secure archive closet to store important municipal records.
- Keep up-to-date binders of agendas, minutes, codes, and ordinances that are properly signed and sealed and categorized by years.
- Create and maintain an Ordinance and Resolution Disposition Table.

5. Execution of UAACOG Mini-Grants

Objective: Successfully implement awarded projects to improve town facilities.

Actions:

- Utilize UAACOG mini-grants to:
 - Install a shop storage shed.
 - Replace the shop heater for improved working conditions.
 - Establish 10 additional water testing sites for required monitoring of water quality.
 - Paint the interior of Town Hall to maintain a welcoming and professional space.
- Monitor and report progress to ensure grants are executed efficiently, in compliance with funding requirements, and receive the 50% match to be reimbursed by UAACOG.

6. CIRSA Risk Control Compliance

Objective: Address CIRSA risk control shortfalls to improve the town's assessment score.

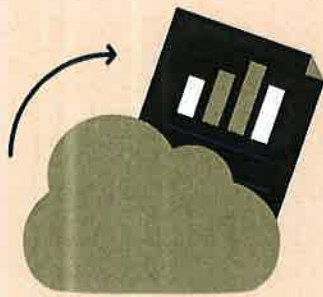
Actions:

- Conduct a self-audit of current CIRSA compliance levels.
- Implement corrective actions to meet risk control standards.
- Provide training and documentation to support improved safety and compliance practices.
- Regularly review risk management procedures to maintain high assessment scores.



Budget & *Finance*

To steward public funds with integrity, transparency, and long-term vision—ensuring the financial health of Williamsburg today and for generations to come.



1. Financial Documentation & Reporting

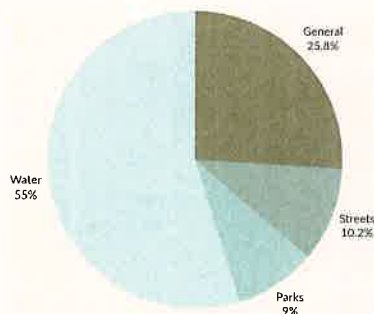
Objectives:

- Strengthen the professionalism, accuracy, and reliability of the Town's financial records.
- Ensure compliance with best practices and standards.

Key Actions:

- Conduct an annual review and update of the Town's financial policies and procedures to ensure they reflect current laws, standards, and best practices.
- Implement quarterly internal reviews of financial reports to verify accuracy, completeness, and compliance.
- Engage an independent accountant on a quarterly basis to review the Town's financial books, identify discrepancies, and provide actionable recommendations.
- Contract an independent auditing firm annually to complete the State Audit Exemption process accurately and on schedule.

2. Maximize Value of Fund Balances



Objectives:

- Ensure town reserve funds are safe, accessible, and earning interest.
- Diversify and optimize fund management.

Key Actions:

- Move eligible fund balances into interest-accruing savings accounts or local government investment pools.
- Establish a formal Reserve Fund Policy to define how, when, and why reserves can be used.

3. Find Grants & External Funding

Objectives:

- Reduce the town's reliance on local revenues by leveraging outside resources.

Key Actions:

- Identify federal, state, and private grant opportunities to apply for.
- Build a Grants Calendar to track deadlines and opportunities aligned with town priorities.
- Collaborate with regional agencies for joint applications and shared projects.

4. Develop a Sustainable, Forward-Thinking Budget

Objectives:

- Adopt a budget that is balanced, realistic, and resilient.
- Plan proactively for future needs and emergencies.

Key Actions:

- Base annual budget projections on historical actual spending, community priorities, and realistic revenue forecasts.
- Include a Contingency Fund or Emergency Reserve in every annual budget.
- Create a 5-Year Financial Forecast to identify trends, upcoming needs, and funding gaps.





Streets & Maintenance

The town currently has one part-time street/repair/maintenance employee who also assists with park and water department needs. Additionally, we have two on-call employees who provide support as needed. Given our limited staff, the town aims to focus on essential priorities, including patching streets, mowing, regular grading, aesthetics, and providing excellent customer service. This strategic plan outlines our approach to maximizing efficiency, maintaining infrastructure, and exploring funding opportunities to sustain and improve our roadways.

Potholes	Professional Development	Road Easements	Property Tax Ballot Measure
<ul style="list-style-type: none">• Conduct a citywide pothole assessment each Spring.• Allocate necessary resources and personnel to complete repairs efficiently.• Coordinate with the coal towns to utilize the shared pot-holing machine.	<ul style="list-style-type: none">• Enroll crew in road grading, asphalt repair, and street maintenance training.• Partner with industry groups or nearby towns for affordable programs.• Allocate an annual budget for ongoing staff development.	<ul style="list-style-type: none">• Develop a mowing and weed spraying schedule that includes main thoroughfares and local streets.• Mitigate erosion and improve road conditions on the side road of Central and Quincy Avenues and other areas as needed.	<ul style="list-style-type: none">• Analyze funding needs.• Gauge community support for a tax increase.• Prepare ballot language and meet legal requirements.• Inform the public on community benefits.

Parks *Improvements*



The Town of Williamsburg is dedicated to maintaining and enhancing our public parks to provide safe, accessible, and enjoyable spaces for all residents. Through strategic improvements and community engagement, we aim to create sustainable parks that reflect the needs and desires of our citizens.

Citizen Driven Park Master Plan

Objective: Engage the community in creating a comprehensive master plan for Williamsburg's parks.

Actions:

- Establish a citizen committee dedicated to creating a Park Master Plan for upgrades, sustainability, and long-term goals at the Town Park, Angelina Park, and Scutti Park.
- Gather public feedback through surveys, forums, and community events.
- Create a master plan document for the Board to adopt formally.
- Utilize the master plan as a foundation for applying for grant funding to execute improvements.

Grant Applications	<p>Objective: Secure funding for park improvements through GOCO grants and other outside funding, and plan for required budget matches.</p>	<p>Actions:</p> <ul style="list-style-type: none"> • Submit a concept paper by January 2026 to introduce the project and seek initial feedback. • Await invitation to apply in February 2026 and prepare a comprehensive grant application. • Submit the full application by March 2026 for consideration. • If awarded in June 2026, allocate the necessary budget match in the 2027 fiscal year to fulfill grant requirements. • Implement funded projects based on the approved master plan and grant stipulations.
Park Bench Completion	<p>Objective: Ensure all park benches are fully installed and painted for durability and aesthetics.</p>	<p>Actions: Complete the painting and installation of all park benches by Spring 2025.</p>
Effective Weed Control	<p>Objective: Implement a reliable weed control program to maintain park cleanliness and aesthetics.</p>	<p>Actions:</p> <ul style="list-style-type: none"> • Identify and apply an effective weed control product that aligns with environmental safety regulations. • Establish a regular maintenance schedule for weed control throughout all parks. • Monitor effectiveness and adjust methods as needed for long-term success.
Security Enhancements	<p>Objective: Improve park and town hall safety through the installation of security cameras.</p>	<p>Actions:</p> <ul style="list-style-type: none"> • Research and acquire security cameras suitable for park monitoring. • Install cameras in key areas to deter vandalism and enhance public safety. • Develop policies for camera monitoring and maintenance in compliance with privacy laws.

Water Operations

The Town of Williamsburg is committed to ensuring a reliable, efficient, and well-maintained water system that meets the needs of our residents while maintaining fiscal responsibility. As a self-sustaining independent water enterprise, we prioritize responsible management, infrastructure maintenance, and long-term planning to enhance system efficiency and service quality. This strategic plan outlines key initiatives to improve water system operations, optimize resources, and plan for future sustainability.



1. Water Rates & Budget Assessment

Objective: Ensure the financial self-sufficiency of the independent water enterprise fund through careful spending and responsible management.

Actions:

- Conduct an annual review of water rates to ensure sustainability and affordability.
- Monitor revenue and expenses to maintain a balanced budget.
- Adjust financial strategies as necessary to maintain long-term fiscal stability.

2. Water Valve Testing & Leak Detection

Objective: Collaborate with the Colorado Rural Water Association to test water valves.

Actions:

- Update water maps with water valve geo-mapping coordinates.
- Schedule and conduct comprehensive water valve testing with the professional assistance of the Colorado Rural Water Association.
- Identify leaks and weak points within the system for repair.

3. Water Operator Certification

Objective: Ensure staff expertise by having an additional team members obtain a Class One Water Operator License.

Actions:

- Identify staff members who will enroll in the certification program.
- Provide necessary training and resources to support certification.
- Maintain compliance with state regulations and best practices.

4. Water Quality Testing & Regulatory Compliance

Objective:

Ensure the Town of Williamsburg meets all EPA Copper & Lead Testing Program requirements. Conduct regular water testing and reporting to safeguard public health and ensure regulatory compliance.

Actions:

- Collect and submit copper and lead water line surveys and reports according to CDPHE and EPA guidelines and deadlines.
- Conduct regular water quality testing to ensure safe drinking water.
- Maintain accurate records and submit compliance reports on time to regulatory agencies.
- Provide public updates on water quality and testing results to promote transparency and community trust.

5. Water System Master Plan

Objective: Develop a long-term master plan to guide software, maintenance, and infrastructure upgrades.

Actions:

- Assess current system conditions and identify future maintenance needs.
- Prioritize infrastructure upgrades based on need and available funding.
- Develop a phased approach to ensure cost-effective and timely improvements.
- Research grant funding opportunities to support software and infrastructure upgrades, and minimize the financial burden on the town.

Public Safety

A safe, engaged, and resilient Williamsburg where community members and law enforcement work together in mutual respect to ensure a high quality of life for all.

Strengthen the Partnership with the Sheriff's Department

Objectives:

- Establish a regular communication schedule between Town leadership and the Sheriff's Department.

Key Actions:

- Initiate a "Sit Down Series": An informal discussion between the Town Board and the Sheriff's Department representatives to foster relationship-building.
- Develop a memorandum of understanding (MOU) outlining mutual responsibilities and collaboration areas.

Enhance Public Trust Through Transparency & Communication

Objectives:

- Increase community understanding of law enforcement roles and limitations.
- Provide clear and consistent public safety messaging.

Key Actions:

- Launch Public Safety Messages on the website, Facebook, and the back of water bills.

Animal Control

The Board of Trustees prioritizes strengthening animal control measures to ensure the safety and well-being of both residents and animals in Williamsburg.

Actions:

- Enforce animal cruelty regulations.
- Address loose and aggressive dogs to improve public safety.
- Explore contracts with the Humane Society or similar partners for enforcement support.
- Consider fundraising to cover related costs.

Community Relations



Coffee and Donuts hosted by Brenda Orth



To build a stronger, more informed, and connected community by enhancing communication, fostering engagement, and empowering residents to be active participants in local governance and community life.

Strengthen Community Engagement and Trust

Objectives:

- Create informal and welcoming spaces for dialogue.
- Build relationships between town staff, leadership, and residents.

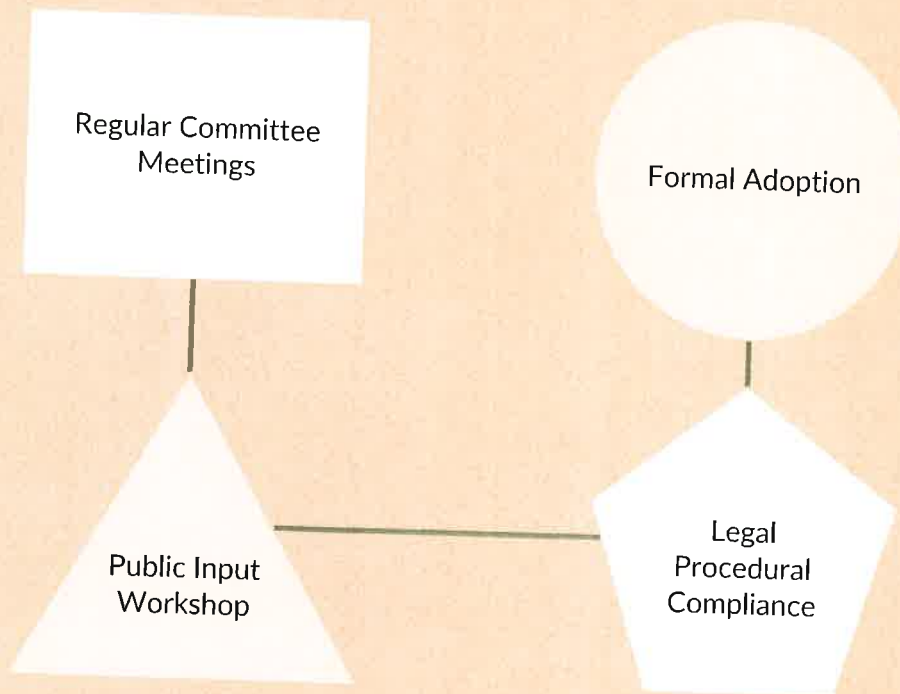
Key Actions:

- Continue Community Coffee & Donut Gatherings for casual conversation and Q&A with town officials.
- Host an Annual Town Picnic with games, food, and information booths, emphasizing community pride and accessibility.
- Participate in Care & Share events and similar outreach opportunities to engage residents where they already gather.

<p>Improve Access to Information</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Utilize multiple, accessible platforms for consistent public outreach. • Ensure residents know where and how to find information. 	<p>Key Actions:</p> <ul style="list-style-type: none"> • Invest in roadside notice board at Town Hall's high-traffic area to display key dates, alerts, and town updates. • Use the back of water bills for updates and reminders (e.g., meeting dates, service changes, FAQs). • Regularly post on Facebook and keep the Town Website up-to-date with notices, minutes, and FAQs. • Publish an Annual Community Newsletter to summarize projects, finances, and future plans.
<p>Promote Inclusive Two-Way Communica- tion</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Invite public feedback and involvement in decision-making. • Respond clearly to community questions and concerns. 	<p>Key Actions:</p> <ul style="list-style-type: none"> • Create a Frequently Asked Questions (FAQ) section on the website, informed by themes from the Town Survey and public inquiries. • Offer a "You Asked, We Answered" column in the newsletter and online to address common issues and myths. • Include public outreach, online surveys and interactive polls on major topics or projects under consideration.
<p>Encouraging Volunteerism & Public Participation</p>	<p>Objectives:</p> <ul style="list-style-type: none"> • Recognize and use the skills and energy of Williamsburg residents. • Provide structured ways to get involved. 	<p>Key Actions:</p> <ul style="list-style-type: none"> • Highlight community volunteers in town communications and on social media. • Utilize citizen advisory groups to work with the Town Council on planning, parks, communications, and other key areas.

Code Book *Revisions*

The Board of Trustees has outlined a clear objective for the Code Book Revision Committee to ensure a thorough, transparent, and community-driven review process. The committee's primary goal is to complete the Code Book Revisions and engage the public in meaningful discussions before final adoption.



The Process:

- All meetings are open to the public.
- The committee meets regularly to consider Code Book Revisions that ensure clarity, legal compliance, and alignment with community needs.
- A community input workshop will review revisions to promote transparency and constructive dialogue.
- A copy of the revisions will be available to the public at Town Hall.
- Procedural and legal compliance will be ensured by including:
 - Attorney review for legal soundness.
 - Planning and Zoning Committee review.
 - A public hearing is posted and conducted according to the law.
 - Formal adoption by introduction and first reading, and then a following 2nd reading and adoption by Ordinance.
- The final Code Book will be available at Town Hall and online.

In Conclusion



This strategic plan for the Town of Williamsburg sets a clear path for progress over the next three years. It reflects our community's shared aspirations, prioritizing transparent governance, responsible financial stewardship, infrastructure improvement, public safety, and community connection.

As we move forward, we commit to regularly assessing our progress, adjusting our strategies as needed, and ensuring that the voices of our residents remain at the center of our decisions.

By 2028, we aim to have implemented these initiatives, building a stronger, more resilient Williamsburg that remains true to its cherished rural character.

Together, we will lay the foundation for a vibrant, sustainable, and well-managed community that future generations will be proud to call home.

Sincerely,

Williamsburg Board of Trustees

