



TOWN BOARD CHARTER REVIEW AD HOC COMMITTEE REGULAR MEETING

April 30, 2025 - 4:00 PM

Town Hall Basement Training Room, 301 Walnut Street, Windsor, CO
80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Public Invited to be Heard

Individuals wishing to participate in Public Invited to be Heard are requested to sign up on the form provided. When you are recognized, state your name and address then speak to the committee members.

The committee members will not respond to any questions or comments made by the public during this section of the meeting, though it will take all input under advisement.

3. Review and Approve the April 16, 2025 Meeting Minutes

B. OLD BUSINESS

1. Review New Amendments Document
2. Discussion on Charter Amendment Regarding Open Space

C. NEW BUSINESS

1. Discussion on Ad Hoc Committee Recommendations to Town Board

D. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.

TOPIC		DISCUSSION/FINDINGS	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
ATTENDANCE		PRESENT: Bill Kaufman, Karen Jacobsen, Doug Kilgore, ToniRae Andres, Walter Willis, Nancy Frase, Scott Simmons, Tom Jones, Brian Jones, Jason Hallett (virtual), Geoff Wilson, Dan Money, Shane Hale, Karen Frawley ABSENT: None PUBLIC IN ATTENDANCE: Cindy Schiller		
CALL TO ORDER		Meeting called to order at 4:04 PM		
AGENDA ITEMS:				
#1	Public invited to be heard	Cindy Schiller from 10002 Indian Trail Dr. in Windsor address the committee regarding adding language in the charter regarding development on open space property that the Town own's and requiring voter approval to develop.		
#2	Review and approval of the April 2, 2025 Meeting Minutes	Scott Simmons made a motion to approve the meeting minutes, Bill Kilgore seconded the motion, all approved the minutes from the previous meeting as written.		
#3	Review current redline document.	1. Review the current redline version and all approved.		1. Mr. Wilson will provide an updated document with updates that were discussed and approved. 2. Mr. Wilson will provide new language regarding open space development receiving voter approval for discussion at the next meeting.
ADJOURNMENT		5:49 pm		

Town of Windsor

Charter Amendments: Spring 2025

(Revised following 04/16 meeting of CRC)

1. Amend Article II, Section 2.3 of the Windsor Town Charter as follows:

2.3 - Form of Government

The municipal government provided by this Charter shall be known as a Board-Manager government, [as generally described in C.R.S. 31-4-203-221, as from time to time amended.](#)

2. Amend Article III, Section 3.1 of the Windsor Town Charter, to delete subsections E and F, as follows:

3.1 - Town Board

~~E.—Transition to districts. A Districting Commission shall be formed. The Districting Commission shall consist of five (5) members. Members of the Districting Commission must be registered electors of the Town. No member of the Town Board or employee of the Town shall be a member of the Districting Commission.~~

~~Districts shall be created and in effect for the next municipal election (April, 2008).~~

~~The following entities will each have one representative appointed by the former Mayor W. Wayne Miller, the former Mayor pro tem Kristy Duffy, and the Town Clerk to the Districting Commission for determining the six (6) geographical districts:~~

~~1. Windsor Residents residing in Larimer County.~~

~~2. Windsor Residents residing east of CR 13 and north of HWY 392.~~

~~3. Windsor Residents residing in central Windsor (east of CR 13).~~

~~4. Windsor Residents residing in Water Valley.~~

5. Windsor Planning Commission.

~~F.—To transition to districts, the first municipal election following the creation of districts (April, 2008) shall be held to elect three (3) Town Board members for four (4) year terms and such Town Board Members shall be from three (3) of the six (6) geographic districts defined by the District Commission, the choice of such three (3) districts to be made by the District Commission after giving due regard to those districts that are presently unrepresented on the Town Board. Town Board members for the three (3) remaining districts shall be chosen at the 2010 municipal election, such elections also being for four (4) year terms.~~

~~During the transition period, any appointments to fill vacancies shall be for the geographic or at-large position held by the vacating Town Board member.~~

~~No Town Board member presently serving on the Town Board shall have his term shortened as a result of this Section 3.1. (Amended by voters on November 7, 2007; amended by voters on April 3, 2012; amended by voters on February 18, 2025)~~

3. Amend Article IV, Section 4.5, subsection C of the Windsor Town Charter as follows:

4.5 Meeting to be Public; Executive Sessions

C. Any meeting may be recessed into an executive session ~~in the~~ by a ~~majority~~ two-thirds vote of the members of the Town Board present and may be closed to the public for any of the basis for which an executive session is permitted pursuant to the Colorado Open Meetings Law, C.R.S. 24-6-402, as from time to time amended. ~~the following purposes only:~~

~~1.——To determine a position relative to issues subject to negotiation, to receive reports on negotiation progress and status, to develop strategy, and to instruct negotiators;~~

~~2.——To consider the acquisition or disposal of property if, in the judgment of the Town Board, premature disclosure of information might give any person an unfair competitive or bargaining advantage;~~

~~3.——For matters of attorney-client privilege, to receive legal advice from an attorney representing the Town, and for matters required by law to be kept confidential;~~

~~4. — For matters critical to the personal safety of elected officials and for matters involving the protection and security of Town property;~~

~~5. — For personnel matters;~~

~~6. — To deliberate on evidence presented to the Town Board while acting in a quasi-judicial capacity; or~~

~~7. — To consider additional matters for which an executive session is permitted under the State Statutes concerning the meetings of local public bodies.~~

4. Amend Article IV, Section 4.10, subsection A, paragraph 8, of the Windsor Town Charter, as follows:

8. The ordinance shall be signed by the Mayor and attested by the Town Clerk. , ~~and affidavits of publication shall be retained with the ordinance in the Town's records.~~

5. Amend Article I of the Windsor Town Charter to repeal Section 1.35, and amend Article V, Section 5.3, as follows:

~~**1.35 Recuse.**~~

~~Officials, public body members or employees who have been recused from a matter, shall remove themselves completely from all further participation in the matter in question. Official, public body members or employees who have been recused shall immediately leave the room or shall seat themselves with the other members of the public who are present. The recused person shall not participate in further discussions, unless they clearly state for the record that they are doing so only as a general member of the public. Recused persons shall not deliberate or vote on the matter in question.~~

5.3 Duty to Disclose.

A. Disclosure. ~~A~~ An official, public body member ~~or employee~~ of the Town of Windsor shall disclose ~~not participate in the conduct of business on behalf of the Town or enter into discussion or deliberation of any matter without first,~~ publicly and on the record, ~~stating all possible~~ any conflicts of interest that ~~may~~ exist between themselves and their family members, and the principals or the issue under consideration. Should such a conflict of interest be declared, the person

[making such declaration shall recuse themselves from consideration of the issue under consideration.](#)

[B. Recusal. Public body members who have been recused from a matter, shall remove themselves completely from all further participation in the matter in question. Public body members who have been recused shall not attempt to influence the vote of the remaining members of the body. Recused persons shall not deliberate or vote on the matter in question.](#)

[Committee: do you want to proceed with Amendment 6, below, or not?]

6. Amend Article I of the Windsor Town Charter to create a definition of “covered official” at new Section 1.9.5, and amend Article V, sections 5.1 to 5.10 to substitute “covered official” for terms such as “elected or appointed official, public body member, and employees,” wherever these or similar terms are used, as set forth below and Appendix A to this question:

[1.9.5 Covered Official.](#)

[An elected or appointed official, public body member and employees of the Town of Windsor.](#) **[What, if anything, do we want to add to this definition?]**

[Still to develop: Appendix showing substitution of terms throughout Article V.]

7. Amend Article V, Section 5.1, as follows:

5.1 - Purpose

The purpose of this code is to establish guidelines for the ethical standards of conduct for Town officials, public body members and employees. Public servants and volunteers are expected to act in the best interest of the Town. Town officials, public body members and employees are expected to disclose any personal, financial or other interests in matters affecting the Town that come before them for action. Town officials, public body members and employees are expected to recuse themselves from decision making if they have a conflict of interest ~~or even the appearance of one~~. Town officials, public body members and employees are expected to be independent, impartial, and responsible to their fellow townspeople in their actions. Official decisions and policies will be made following proper channels of town government. Public offices or volunteer positions in our Town will not be used for personal gain. It is important that the public has confidence in the integrity of its government and that town officials, public body members, volunteers and employees have an opportunity to protect their personal reputation. This code establishes a process by which one may obtain guidance regarding potential ethical

issues and it establishes a course of action for resolving disputes in a manner that is fair to all of the parties involved.

8. Amend Article XVI by creating a new subsection 16.3(b), as follows:

16.3 - Sale or Encumbrance of Property

(a) The Town Board may not sell, exchange, or dispose of public utilities or permanent public buildings or any fee interest in real property except by ordinance or a majority vote of the electors at the option of the Town Board Members. The Town Board may not mortgage or encumber public utilities or permanent public buildings or real or personal property except by ordinance or majority vote of the electors at the option of the Town Board Members.

(b) No lands or property purchased through use of the proceeds of the 0.25% sales tax approved by Town voters at the Town election held on _____ shall be sold or conveyed without a majority vote of the registered electors at a special or regular municipal election.