



TOWN BOARD WORK SESSION

June 9, 2025 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Board/Manager/Attorney Monthly Meeting
2. Windsor Housing Authority Update - Frankie Cole, Windsor Housing Authority Chair
3. Charter Review Ad Hoc Committee Recommendations - D. Money, Town Attorney
4. Future Meetings Agenda

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.



MEMORANDUM

Date: June 9, 2025
To: Mayor and Town Board
From: Daniel Money, Town Attorney
Re: Charter Review Ad Hoc Committee Recommendations - D. Money, Town Attorney
Item #: 3.

Background / Discussion:

Staff will present the recommendations for potential Charter amendments. Staff is looking for direction on what provisions the board would like to see on the ballot of the April 7th regular election.

Staff and Legal suggest that amendments to the following Charter sections are referred to the voters in the April 7, 2026 Regular Election (Please located these Sections in your red-lined attachment):

2.3
3.1 (E)(F)
4.5 (C)
4.10 (8)
1.35 (repeal) and amend 5.3 (A)(B)
16.3 (B)

The following items were approved in November 2024 for inclusion on the April 7, 2026 Regular Election ballot:

3.2 (C)
3.4 (C)

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. WINDSOR Charter Amendments. 2025 FINAL

Town of Windsor

Charter Amendments: Spring 2025

FINAL: 05/19/2025

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.

6. 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) (i) No change in ownership or use of any open space 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 in November 2022, or any subsequent sales taxes approved by Town voters specifically intended for the purchase of open space, shall be permitted, except as provided in a Town ordinance setting forth a process for Council consideration of proposed changes in the ownership or usage of said land. That process shall ensure that the change will align with the comprehensive plan, ensure review by the planning department and the planning commission, and shall provide multiple opportunities for public input.

(ii) Any change in use or ownership shall be approved by ordinance, and no such change approved by the Town Board shall occur until 90 days following the date of Town Board approval of such change. Within said 90-day period, a petition meeting the requirements of Article VII of this Charter, except that 90 days shall be allowed for the submission of the petition, may be submitted to the city clerk requesting that the proposed change in use be reconsidered by Town Board. If such petition is submitted, the proposed change in use shall be suspended and the Board shall reconsider the proposed change in use. Unless the Town Board, upon reconsideration, disapproves said change of use in its entirety, no change in use shall become effective unless approved by a majority of the registered electors voting thereon at an election to be held in accordance with the provisions of Article VII.



FUTURE TOWN BOARD MEETINGS

June 16, 2025 5:30 p.m.	Town Board Work Session Sex Offender Ordinance Discussion Barking Dogs Ordinance Discussion Traffic Offenses Fees Ordinance Discussion
June 23, 2025 5:30 p.m.	Town Board Work Session Windsor High School Student Presentation Audit Presentation
June 23, 2025 7:00 p.m.	Town Board Regular Meeting
June 30, 2025	Canceled – 5 th Monday
July 7, 2025	Canceled – 1 st Monday
July 14, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Metro District Discussion for Service Plans and Finance
July 14, 2025 6:45 p.m.	Kern Board Meeting
July 14, 2025 7:00 p.m.	Town Board Regular Meeting
July 21, 2025 5:30 p.m.	Town Board Work Session Guns in Public Spaces Discussion CLOMR Mapping Issue Natural Medicine Psilocybin Mushroom Ordinance Discussion
July 28, 2025 5:30 p.m.	Town Board Work Session Legacy Signage Discussion
July 28, 2025 7:00 p.m.	Town Board Regular Meeting
August 4, 2025	Canceled – 1 st Monday
August 11, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
August 11, 2025 7:00 p.m.	Town Board Regular Meeting

August 18, 2025 5:30 p.m.	Town Board Work Session WDA Downtown/5 th Street/Backlots Vision Discussion (M. Vance) Revenue Estimates
August 25, 2025 5:30 p.m.	Town Board Work Session
August 25, 2025 7:00 p.m.	Town Board Regular Meeting
September 1, 2025	Canceled – Labor Day Holiday
September 8, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 8, 2025 6:45 p.m.	Kern Board Meeting
September 8, 2025 7:00 p.m.	Town Board Regular Meeting
September 15, 2025 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects
September 22, 2025 5:30 p.m.	Town Board Work Session
September 22, 2025 7:00 p.m.	Town Board Regular Meeting
September 29, 2025	Canceled – 5 th Monday

Future Work Session Topics

- Wildland Resiliency Code presentation - sometime in July
- Building and Energy Codes Discussion
- October 4th (Saturday) – Budget: Operating Requests
- October 20th – Budget: Utility Rates for 2026
- November 10th – Budget – Wrap-Up/Revisions