



TOWN BOARD WORK SESSION

January 26, 2026 - 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. New-Hire Meet the Board
2. Standardized Reserved Powers Ordinance Discussion - Geoff Wilson
3. Proposed IGA/MOU with the Clearview Library District - T. Fotsch, Director of Parks, Recreation and Culture
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: January 26, 2026
To: Mayor and Town Board
From:
Re: New-Hire Meet the Board
Item #: 1.

Background / Discussion:

Employee Name	Position Title	Date of Hire	Department Head
Hunter Daniel	Property & Evidence Tech	11/17/2025	Stephen Garrison
Julia Shelley	Recreation Supervisor - Aquatics/Fitness	12/1/2025	Tara Fotsch
Mason Bell	Facilities Specialist I	12/8/2025	Tara Fotsch
Lily Kuch	Head Lifeguard	12/8/2025	Tara Fotsch
Christina Marquez	Revenue Generalist	12/8/8/2025	Dean Moyer
Marian (Julie) Baltazar	Multimedia Coordinator	12/8/2025	Eric Lucas / McKenzie Paine
Casie Ward	Multimedia Coordinator	12/8/2025	Eric Lucas / McKenzie Paine

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: January 26, 2026
To: Mayor and Town Board
From: Karen Frawley, Town Clerk
Re: Standardized Reserved Powers Ordinance Discussion - Geoff Wilson
Item #: 2.

Background / Discussion:

Geoff Wilson will be here to present on the draft ordinance.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2026 1 21 PRE FINAL reserved powers ord WORK SESSION Version 2

TOWN OF WINDSOR

ORDINANCE NO. 26-

AN ORDINANCE OF THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, CREATING A NEW ARTICLE X IN CHAPTER 1, REGARDING PETITIONING POWERS RESERVED TO TOWN VOTERS

WHEREAS, the Town of Windsor, Colorado (“Town”), is a Colorado home rule municipality with all powers and authority vested under Colorado law; and

WHEREAS, the Town completed a review and analysis of the Town’s election laws in the Town Charter (“Charter”) and Windsor Municipal Code (“Code”) and desires to make amendments to the Code to improve transparency and ease of use; and

WHEREAS, the Code amendments are intended to streamline, clarify and simplify election code provisions, for the benefit of Windsor citizens and Town staff alike; and

WHEREAS, the processes for exercise of the initiative, referendum, recall and initiation of charter amendments are presently located throughout State statutes, the Charter and Code; and

WHEREAS, the Code amendments would simplify these processes for the benefit of the public and Town staff alike if they were consistent, and located, to the extent possible, in one place in the Code; and

WHEREAS, one aspect of providing a simplified process in the Code is importing into the Code various provisions located in the Charter, and cross-referencing state law where appropriate; and

WHEREAS, another major way that simplification of these processes may be accomplished is by providing a uniform petitioning process as to each of these reserved powers; and

WHEREAS, the proposed ordinance is intended to clarify and simplify the exercise of these reserved powers by Windsor citizens without materially diminishing or impairing the extent of such reserved powers; and

WHEREAS, the Town Board has reviewed the proposed amendments and additions and has determined that such amendments and additions to the Code are in the best interest of the public health, safety, and welfare and desires to adopt the same.

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

Section 1. The recitals contained above are incorporated herein by reference and are hereby adopted.

Section 2. The Windsor Municipal Code is hereby amended by creating a new Article X to Chapter 1-General Provisions, and shall read as follows:

**ARTICLE X - RECALL, CHARTER AMENDMENT, INITIATIVE AND REFERENDUM;
UNIFORM PETITIONING PROCESS**

Sec. 1-10-10. – Recall from office.

- (a) Authority. Pursuant to Charter Section 7.3, any elected official may be recalled at any time after six (6) months in office, pursuant to the C.R.S. 31-4-501, et seq., the State Statutes that establish procedures for the recall of municipal elected officers, except as otherwise provided in the Charter or the Town Code.
- (b) Petition representatives. Not less than three nor more than five registered electors of the Town who may vote in the subsequent recall election, if such election is held, shall constitute a petitioner's committee, who shall represent the signers of the recall petition in all matters affecting the petition.[Incorporates language from State Stat. Sec. 502(1)(a)(I)]
[Check for conformity with std petition process petit rep section]
- (c) Petition process. The recall petition process shall be conducted as generally described in Section 1-10-40 of this Code.
- (d) Time for filing. A petition for the recall of a public office holder shall be filed with the Town Clerk not later than 60 days from the date the petition has been approved as to form. The Town Clerk shall not accept any petition for filing that is not timely filed under this section.
- (e) Signatures required. A petition to recall a Town Board Member or Mayor must be signed by at least twenty-five (25) percent of the entire vote cast for all the candidates for that particular office, at the last preceding election in which the person sought to be recalled was elected to office.
- (f) Commencement of the recall process. The recall of a Town Board member or the Mayor shall be commenced by the recall proponents submitting a draft form of a recall petition to the Town Clerk, as provided in C.R.S. 31-4-502(1)(a)(I), as from time to time amended.

Sec. 1-10-20. - Charter amendment initiatives.

- (a) Authority. The provisions of this chapter are intended to supplement and not conflict with State statutory provisions for charter amendments set forth in the Municipal Home Rule Act of 1971, located at C.R.S. 31-2-210, and as amended from time to time.
- (b) Measure in ordinance form. All proposed charter amendment measures shall be presented in ordinance form.

(c) Charter amendments limited to a single subject.

(1) No measure proposing an amendment to the Town Charter shall be submitted to the registered electors of the Town if the measure contains more than one subject.

(2) The Town Clerk shall approve for petition circulation measures proposing Charter amendments only when such measures contain a single subject.

(3) As used in this Section, the single subject requirement means that the matters in the measure submitted for voter approval are necessarily or properly connected and are not disconnected or incongruous.

(d) Petition process. The charter amendment petition process shall be conducted as generally described in Section 1-10-40.

(e) Time for filing. A petition for a Charter amendment initiative ordinance shall be filed with the Town Clerk not later than 90 days from the date the petition has been approved as to form, pursuant to Section 1-10-40 of this Code. The Town Clerk shall not accept any petition for filing that is not timely filed under this section. A petition for a Charter amendment initiative ordinance shall be placed upon the ballot at either a regular or special municipal election, subject to all constitutional, statutory, and municipal ordinance deadlines having been met.

(f) Signatures required.

(1) A petition to submit an amendment at the next regular election must be signed by at least five percent of the registered electors of the Town of Windsor registered on the date of filing the statement of intent and must be filed with the Town Clerk at least ninety days prior to the date of said regular election.

(2) A petition to submit an amendment at a special election must be signed by at least ten percent of the registered electors of the Town of Windsor registered on the date of filing the statement of intent and must be filed with the Town Clerk at least ninety days prior to the approximate date of the special election stated in the petition.

(g) Commencement of the charter amendment initiative process. The petition process shall be commenced by filing with the Town Clerk a written statement of intent to circulate a petition, signed by at least five registered electors of the Town, as provided in C.R.S. 31-2-210(1)(a)(I) and as amended from time to time.

Sec. 1-10-30. - Initiative and referendum petitions.

(a) Measure in ordinance form. All proposed initiative or referred measures shall be presented in ordinance form.

- (b) Authority and scope of initiative power. The initiative power is reserved by Article V, Section 1(9) of the Colorado Constitution to the registered electors of the Town as to any Town legislation that is subject to the initiative power reserved in the Constitution. Any initiated measure shall be in the form of an ordinance. The measure shall be initiated pursuant to the procedures for a municipal initiative set forth in State Statutes, except as otherwise provided in the Charter or the Town Code.
- (c) Authority and scope of referendum power. The referendum power is reserved by Article V, Section 1(9) of the Colorado Constitution to the registered electors of the Town as to those ordinances that are subject to the referendum power reserved in the Constitution. An ordinance may be subject to referendum pursuant to the State Statutes that establish procedures for a municipal referendum, except as otherwise provided in the Charter or the Town Code. The referendum power shall not apply to an emergency ordinance.
- (d) Petitioning process. The initiative or referendum petition process shall be conducted as generally described in Section 1-10-40.
- (e) Commencement of proceedings; petitioner's committee.
- (1) Any elector of the Town may commence initiative or referendum proceedings by filing a written notice with the Town Clerk stating such intent.
 - (2) The elector will designate two Town electors, who will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating the electors' names and addresses, including e-mail addresses, specifying the address to which all notices to the committee are to be sent.
 - (3) The written notice shall include the full text of the proposed initiative ordinance or citation of the ordinance sought to be reconsidered.
- (f) Deadline for filing petition.
- (1) Initiative. The Town Clerk shall not count as valid any signature on an initiative petition if the date of the signature is prior to the date the form of the petition was approved by the Town Clerk. The Town Clerk shall not count as valid any signature on an initiative petition if more than ninety (90) days have elapsed between the date the form of the petition was approved by the Town Clerk pursuant to Section 1-10-40 and the date of the signature.
 - (2) Referendum. The Town Clerk shall not count as valid any signature on a referendum petition if the date of the signature is prior to the date the form of the petition was approved by the Town Clerk. All signatures must be affixed to the petition within the thirty days following final publication of the ordinance that is the subject of the petition.

(g) Number of signatures.

- (1) Initiative. The initiative petition shall be signed by registered electors of the Town equal in number to at least five (5) percent of the total number of electors of the Town registered to vote at the last regular municipal election.
- (2) Referendum. A referendum petition shall be signed by registered electors of the Town equal in number to at least five (5) percent of the total number of electors of the Town registered to vote at the last regular municipal election.
- (3) Suspension of ordinance subject to referendum. If a referendum petition is timely filed, the ordinance or part thereof protested against shall be suspended. Such suspension shall terminate when:
 - (i) There is a final determination of insufficiency of the petition, as provided in Section 1-10-40 of this Code, or
 - (ii) The petitioner's committee withdraws the petition, or
 - (iii) The Town Board repeals the ordinance, or
 - (iv) Thirty days have elapsed after a favorable vote of by Town electors on the ordinance.

(h) Board Action; Election

- (1) Board consideration and referral. Within 30 days after the Town Clerk's final determination of sufficiency, as provided in Section 1-10-40 of this Code, the Town Board shall consider adoption of the proposed initiative ordinance without any change in substance or reconsider the referred ordinance by voting on its repeal. If the Town Board fails to adopt the proposed initiative ordinance or fails to repeal the referred ordinance, it shall submit the proposed or referred ordinance to the voters of the Town.
- (2) Timing of election. The election on a proposed or referred ordinance shall be held not less than sixty (60) days and not more than one hundred and fifty (150) days from the date of the Town Board action described in paragraph (a) of this section. If no regular Town election is to be held within the period prescribed in this subsection, the Town Board shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election, except that the Town Board may in its discretion, provide for a special election at an earlier date within the prescribed period.
- (3) Form of question on ballot:

- (i) Initiative. The ballot upon which such ordinance is submitted shall contain the ballot title, set pursuant to Section 1-10-40 of this Code, presented in the form of a question, as a submission clause and shall contain the words "yes" and "no" in order to indicate whether the voter supports the proposed ordinance or not.
 - (ii) Referendum. The ballot question upon which the referendum is submitted shall be "Shall Ordinance X be approved," with a "yes" vote meaning the ordinance, as adopted by the Town Board, is in effect, and a "no" vote meaning the ordinance, as adopted by the Town Board, is rejected.
- (i) Election results.
 - (1) Initiative. If a majority of the registered electors voting approve the initiated ordinance, it shall be adopted and take effect upon certification of the election results.
 - (2) Referendum. If a majority of the registered electors voting vote "yes," the ordinance shall be effective upon certification of the election results. If a majority of the registered electors voting vote "no" the ordinance shall be repealed in its entirety upon certification of the election results.
- (j) Publication.

If a majority of the registered electors voting vote in favor of the ordinance, such ordinance shall become effective upon certification of the election results, without further publication.
- (k) Referral by Town Board.
 - (1) The Town Board shall have the power to submit any question to a vote of the registered Town electors without the receipt of a petition. Submission by Town Board shall be by resolution, except as otherwise required by the Charter.
 - (2) The Town Board shall have the right to revive, repeal, amend, or pass any ordinance submitted by the Town Board upon its own initiative.
 - (3) Initiative and referendum amendments shall be referred to the registered Town electors by resolution.
- (l) Conflicting provisions.

Alternative ordinances may be submitted at the same election, and if two or more conflicting ordinances are approved by the voters, the one which receives the greatest number of affirmative votes shall be adopted in all particulars as to which there is a conflict.

Sec. 1-10-40. – Uniform Petition requirements.

- (a) Applicability of the article. This article applies to all citizen petitions for recall, charter amendment, initiative, and referendums.
- (b) Computation of time. Calendar days shall be used in all computations of time made under Article X of this Code. In computing time for any act to be done before any municipal election, the first day shall be included, and the last, or election, day shall be excluded. Saturdays, Sundays, and legal holidays shall be included, but, if the time for any act to be done or the last day of any period is a Saturday, Sunday, or a legal holiday, the period is extended to include the next day that is not a Saturday, Sunday, or legal holiday.
- (c) Definitions. As used in this Chapter, unless the context otherwise requires:
- (1) “Ballot title” means the language that is printed on the ballot that is comprised of the submission clause and the title.
 - (2) “Final determination of petition sufficiency” means the occurrence of one of the events described in Section 1-10-40 of this Code.
 - (3) “Petition section” means the stapled or otherwise bound package of documents described in Section 1-10-40 of this Code.
 - (4) “Submission clause” means the language that is attached to the title to form a question that can be answered by “yes” or “no”.
 - (5) “Title” means a brief statement that fairly and accurately represents the true intent and meaning of the proposed initiative, referendum, or referred measure.
- (d) Form of Petition.
- (1) Form of petition prepared by Town. The Town Clerk shall prepare a form of the petition for recall, charter amendment, initiative or referendum and have it available at the Town Clerk’s office and on the Town website.
 - (2) All pages of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. The form shall include the following to be printed in plain block letters no smaller than the impression of ten-point type:
 - (i) The form shall include the following to be printed in red, and in plain block letters no smaller than the impression of ten-point type:

WARNING:
IT IS AGAINST THE LAW:

For anyone to sign this petition with any name other than his or her own or to knowingly sign his or her name more than once for the same measure or to knowingly sign a petition when not a registered elector who is eligible to vote on the measure.

DO NOT SIGN THIS PETITION UNLESS YOU ARE A
REGISTERED ELECTOR
AND ELIGIBLE TO VOTE ON THIS MEASURE.
TO BE A REGISTERED ELECTOR,
YOU MUST BE A CITIZEN OF COLORADO
AND REGISTERED TO VOTE.

Do not sign this petition unless you have read or have had read to you the proposed measure or the summary in its entirety and understand its meaning.

- (ii) space to insert the summary of an initiated or referred measure; charter amendment; or for a recall petition, the statement in support of the recall by proponents of the recall;
- (iii) space to insert the name, street address and email address of the petition representatives;
- (iv) space to insert the full text of an initiated or referred measure, as provided in subparagraph (d)(2)(viii)(3) of this section ;
- (v) signature lines numbered consecutively; and
- (vi) affidavit of petition circulator;

(I) Following the signature pages of each petition section, there shall be attached a signed, notarized, and dated affidavit executed by the person who circulated the petition section, which shall include the following:

- (A) The affiant's printed name, the address at which the affiant resides, including the street name and number, the municipality, the county, and the date the affiant signed the affidavit;
- (B) That the affiant has read and understands the laws governing the circulation of petition;
- (C) That the affiant was eighteen years of age or older at the time the section of the petition was circulated and signed by the listed electors;
- (D) That the affiant circulated the section of the petition;

(E) That each signature thereon was affixed in the affiant's presence;

(F) That each signature thereon is the signature of the person whose name it purports to be;

(G) That, to the best of the affiant's knowledge and belief, each of the persons signing the petition section was, at the time of signing, a registered elector; and

(H) That the affiant has not paid or will not in the future pay and that the affiant believes that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix the signer's signature to the petition.

(II) The Town Clerk shall not accept for filing any section of a petition that does not have attached thereto the notarized affidavit required by subparagraph (I) of this paragraph (6). Any disassembly of a section of the petition that has the effect of separating the affidavit from the signature page or pages shall render that section of the petition invalid and of no force and effect.

(vii) (e) Petition representatives. Each petition shall designate by name, street address, and email address the persons to represent the petition and its signers from the time of submittal of the notice of intent to final disposition of the petition, as otherwise provided in this Article X.

(viii) (f) Town Clerk's initial review of form of petition; summary. Within five business days of receipt of the petition committee affidavit for initiatives and referendums, Charter amendment initiatives, or recall petitions, the Town Clerk shall do the following:

(1) Approve as to Form.

(i) After consultation with the Town attorney and such other Town officials the Town Clerk deems necessary, the Town Clerk shall issue a written determination whether the proposed petition meets the requirements of this chapter.

(ii) Upon approval of a recall petition as to form, the Town Clerk shall mail or transmit electronically notice of such action to the person sought to be recalled.

(iii) The Town Clerk may reject an initiative or referendum petition on the grounds that the petition or portion of a petition does not propose municipal legislation pursuant to section 1(9) of article V of the Colorado Constitution.

(2) Summary. For petitions for initiated or referred measures or charter amendments, if the Town Clerk approves the form of the petition, the Town Clerk shall prepare a summary of the proposed measure to be placed on the petition. The summary shall be true and impartial and shall not be an argument, or likely to create prejudice, either for or against the measure. The Town Clerk may consider all or a portion of a summary submitted by the petition representatives.

(3) Full text. The full text of a proposed initiated measure or ordinance that is the subject of a referendum petition shall be printed following the summary on the first page or pages of the petition section that precede the signature page, except that, if the full text exceeds five (5) pages, front and back, the petition may instead indicate following the summary that a full copy of the text of the proposed ordinance or ordinance that is the subject of a referendum petition is available for review on the City's web. Notwithstanding the requirement of subsection (d)(2)(iv) ~~(b)(1)~~ of this section, if the text of the proposed initiated measure or ordinance requires more than one page of a petition section, the warning and summary need not appear at the top of other than the initial text page.

(4) (g) Petition form. The Town Clerk shall provide the petition representatives with the final form of the petition. In the instance of recall petitions, the Town Clerk shall provide the petition representatives with the final form of the petition within three business days of the receipt of the public officeholder's response, if any.

(i) (h) Petition sections. Any petition shall be circulated in sections. Each section must meet all of the requirements of this chapter. All petition sections shall be prenumbered serially. Circulation of any petition described by this chapter by any medium other than personally by a circulator is prohibited. If the text of the proposed initiated, referred measure, charter amendment, or recall statement requires more than one page of a petition section, the warning and summary need not appear at the top of pages other than the initial text page.

(ii) (i) Any petition that fails to conform to the requirements of this chapter or that is circulated in a manner other than that permitted in this section shall be invalid.

(e) (j) Signature requirements; withdrawal of signatures.

- (1) Petitions may be signed only by registered Town electors. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout circulation the full text of the ordinance proposed or sought to be reconsidered. Each registered elector shall sign their own signature, after which they shall print their name, place of residence, including house or apartment number, street address, and Town; and the date of signing the petition. Signatures that do not contain all of the information required by this chapter shall be considered invalid. Signatures affixed prior to the Town Clerk's approval of the form of the petition or after submittal of the petition shall be considered invalid.
- (2) Withdrawal of signatures. Any registered elector may withdraw their signature from the petition by filing a written request with the Town Clerk. The withdrawal request must be filed before the initial determination of sufficiency is issued.
 - (i) If the withdrawal request is received after the petition is filed but before the initial determination of sufficiency is issued; the Town Clerk shall not count that signature towards the determination of sufficiency.
 - (ii) If the withdrawal request is received after the petition is approved for circulation but before the petition is filed, the Town Clerk shall strike that signature upon the filing of the petition.

(k) Initial determination of sufficiency of petitions.

- (1) Not later than 10 business days from the date of filing of a petition, the Town Clerk shall issue a written initial determination as to its sufficiency. If it is insufficient, the Town Clerk shall specify the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by e-mail or registered mail.
- (2) The Town Clerk shall disqualify the signatures of the individuals in the following categories:
 - (i) The address of the signer is not located within the Town limits
 - (ii) An address is illegible, making it impractical to verify location as being within the Town.
 - (iii) A signature appears on the petition more than once. In such event all signatures of the individual shall be disqualified except the signature signed on the earliest date.

- (iv) More than one individual signs on the same signature line. In such event, only the first signature on the line shall be deemed valid.
 - (v) An incomplete address has been given by the signer (e.g., omitted designation of street, avenue, drive, court, place, way, or unit number), resulting in an address that cannot practically be verified as the residence of the signer.
 - (vi) An address that can be applied to more than one resident with the same name at that address.
 - (vii) Failure to be a registered elector at the address listed on the petition.
 - (viii) The date is omitted or incomplete, or inappropriate. The omission of a year in the date shall not constitute an incomplete date.
 - (ix) The use of ditto marks as a substitute for any required information.
- (3) Disqualification of petition sections. The Town Clerk shall disqualify all signatures on any section of a petition that:
- (i) Do not have attached thereto the notarized affidavit required by this chapter.
 - (ii) Have been disassembled in a manner that has the effect of separating the affidavit from the signature page or pages.
 - (iii) Have a signature added to the section before submission of the final form to the Town Clerk or after the affidavit has been executed.
- (4) Signatures to be excluded from determination of sufficiency. The Town Clerk shall not include in a determination of sufficiency any signature on the petition:
- (i) That does not contain all of the elements required.
 - (ii) For which the signer has submitted a valid withdrawal request.
 - (iii) That does not comply with this chapter or other applicable law.
- (5) If a recall petition is determined not sufficient in the Town Clerk's written initial determination or the hearing officer's written determination, the petition may be withdrawn by a majority of the committee and, within five days after a determination that the petition is not sufficient, may be amended by the addition of any required information relating to the signers of the petition or the attachment of proper circulator affidavits and refiled as an original petition; except that any petition amended and refiled may not again be withdrawn and refiled. The Town Clerk shall

issue a written initial determination within two business days after the petition is filed, stating whether the refiled petition is sufficient or not. The Town Clerk's written initial determination as to a refiled petition will become final if no protest is filed. Any protest concerning a refiled petition shall be filed within five business days of the date on which the petition was refiled, and any hearing shall be conducted as provided in Section 1-10-40 of this Code.

(l) Protest of initial determination of sufficiency. Within twenty days after the Town Clerk's initial determination of petition sufficiency, a protest in writing under oath may be filed in the office of the Town Clerk by any registered elector who resides in the Town, setting forth specifically the grounds for such protest. The grounds for protest may include, but shall not be limited to, the failure of any portion of a petition or circulator affidavit to meet the requirements of this article. No signature may be challenged that is not identified in the protest by section and line number.

(1) The County Clerk shall furnish a requesting protester with a list of the registered electors in the municipality and shall charge a fee to cover the cost of furnishing the list.

(2) The Town Clerk shall not accept any protest filed prior to an initial determination of sufficiency of the petition has been issued. The Town Clerk shall reject any protests that do not meet the requirements of this chapter.

(3) Upon the filing of any protest with the Town Clerk, all proceedings upon the petition shall be suspended until final disposition of such protest. If an election is thereafter required to be held, the period of time required for protest procedures shall not be included in the computation of time periods under this chapter and any such periods shall be extended by the time required for such procedures.

(f) Hearing on Protest ~~hearing~~ of initial determination of sufficiency

(1) Every hearing shall be held before the Town Clerk with whom such protest is filed. The Town Clerk shall serve as hearing officer unless some other person is designated by the Town Board as the hearing officer, and the testimony in every such hearing shall be under oath. The hearing officer shall have the power to issue subpoenas and compel the attendance of witnesses. The burden of proof at the protest hearing shall be on the protestants to prove invalid signatures were included in the initial determination of sufficiency.

(2) The hearing shall be summary and not subject to delay and shall be concluded within forty days after the Town Clerk's initial determination of sufficiency.

(3) No later than five days after the conclusion of the hearing, the hearing officer shall issue a written determination of whether the petition is sufficient or not sufficient. If

the hearing officer determines that a petition is not sufficient, the officer shall identify those portions of the petition that are not sufficient and the reasons therefor.

- (4) The result of the hearing shall be forthwith certified to the protester and to the persons designated as representing the petition proponents pursuant to this Section.
- (5) The determination as to petition sufficiency may be reviewed by that County's district court.

(g) Ballot title and submission clause.

- (1) Ballot title. After the initial determination of sufficiency, the Town Clerk, with the assistance of such other Town officials the Town Clerk deems necessary, shall designate and fix a ballot title and submission clause which shall fairly and accurately express the intent and meaning of the proposed ordinance. Ballot titles shall be brief and shall not conflict with titles selected for any petitions previously filed for the same election. Proceedings for fixing the ballot title and submission clause shall be concluded not later than five business days after the Town Clerk has issued the initial determination of sufficiency.
- (2) Protest to Ballot title. If any registered Town elector claims the ballot title and submission clause do not fairly express the meaning and intent of the proposed measure, they must file a protest within three business days after the ballot title and submission clause are fixed by the Town Clerk. A hearing on any such protest shall be held before the hearing officer not less than 10 nor more than 20 days after the protest has been filed. The person filing the protest may appeal an adverse ruling from the hearing officer with a court of competent jurisdiction no later than 10 days after such ruling.

(h) Town Clerk's final determination of sufficiency.

- (1) If a petition or amended petition:
 - (i) is certified sufficient, or
 - (ii) the time for filing a protest pursuant to Section 1-10-40 of this Code has passed without a protest being filed, or
 - (iii) a protest pursuant to Section 1-10-40 of this Code has concluded that the petition is sufficient, then the Town Clerk shall promptly present the final determination of sufficiency to the Town Board.
- (2) Court review: new petition. A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if

sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

- (i) Presentation of petition to Town Board. As soon as practicable following the final determination of sufficiency, the Town Clerk shall present the petition to the Town Board at a regular or special meeting.

Section 3. The codifier of the Town's Municipal Code, Municode, is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this ordinance within the Town of Windsor Municipal Code.

Section 4. This ordinance shall become effective thirty (30) days after publication following passage in accordance with Section 5.9 of the Charter for the Town of Windsor, Colorado.

Section 5. Severability. The provisions of this Ordinance are hereby declared to be severable. If any section, paragraph, clause, or provision of this Ordinance shall, for any reason, be held to be invalid or unenforceable by a court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 6. Repealer. All orders, resolutions, or ordinances in conflict with this Ordinance are hereby repealed, only to the extent of such conflict. This repealer shall not be construed as reviving any resolution, ordinance, or part thereof, heretofore repealed.

Introduced, passed on first reading, and ordered published this ____ day of ____ 2026.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

Introduced, passed on second reading, and ordered published this ____ day of ____ 2026.

TOWN OF WINDSOR, COLORADO

Julie Cline, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]



MEMORANDUM

Date: January 26, 2026
To: Mayor and Town Board
From: Tara Fotsch, Director of PRC
Re: Proposed IGA/MOU with the Clearview Library District - T. Fotsch, Director of Parks, Recreation and Culture
Item #: 3.

Background / Discussion:

Parks, Recreation & Culture and Clearview Library District staff have been actively working together to create and deliver community-focused programs, events, and collaborative opportunities. These partnerships have demonstrated strong alignment in serving residents through educational, recreational, cultural, and family-centered experiences.

As collaboration continues to grow, both teams believe a formal agreement would help strengthen coordination, improve planning, clarify roles and expectations, and support long-term sustainability of joint initiatives.

Parks, Recreation & Culture and Clearview Library District propose exploring an IGA/MOU that would:

- Establish a consistent process for developing and supporting joint programming and events
- Clarify roles, responsibilities, and communication expectations between both organizations
- Identify shared goals and outcomes that support community needs and priorities
- Provide a framework for resource sharing (staff support, facilities, marketing, equipment, etc.)
- Support future planning, innovation, and expanded community impact

If supported by leadership and both the Town Board and Library board, staff recommend bringing the IGA/MOU to the Town Board and Clearview Library Board for final approval and execution.

Financial Impact:

No financial impact at this time.

Relationship to Strategic Plan:

Recommendation:

Parks, Recreation & Culture and Clearview Library District respectfully request support to move forward with developing and approving an IGA/MOU and to share partnership opportunities along with a proposed framework.

CC:

Attachments:

1. Parks_Rec_Culture + CLD DRAFT IGA MOU

MEMORANDUM OF UNDERSTANDING BETWEEN CLEARVIEW LIBRARY DISTRICT AND THE TOWN OF WINDSOR PARKS, RECREATION, AND CULTURE DIVISION

This Memorandum of Understanding ("MOU") is entered into by and between the Clearview Library District ("Library District") and the Town of Windsor Parks, Recreation, and Culture ("Parks, Recreation, and Culture"). The Library District and Parks, Recreation, and Culture may be referred to collectively herein as the "Parties" or individually as a "Party."

WHEREAS, the Library District and Parks, Recreation, and Culture share common goals of enhancing community impact through shared resources, coordinated communication, and collaborative programming; and

WHEREAS, the Parties desire to establish a cooperative relationship that aligns with each organization's strategic goals of increasing access, engagement, and enrichment opportunities for all residents;

NOW, THEREFORE, the Parties agree as follows:

1. Communication

The Parties agree to strengthen community awareness of programs and services through coordinated outreach. Areas of mutual interest may include, but are not limited to:

- Sharing events and initiatives through social media, newsletters, posters, and websites;
 - Establishing guidelines for the use of logos and branding in cross-promotion;
 - Identifying a designated contact point in each organization for communication; and
 - Agreeing upon reasonable timelines for promotion and information-sharing.
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2. Shared Spaces and Facilities

The Parties agree to maximize community use of public facilities by leveraging spaces in flexible and equitable ways. Areas of mutual interest may include, but are not limited to:

- Providing fee waivers or reduced costs for partner programs;
 - Establishing conditions under which each Party may reserve and use the other's space.
 - Considering flexibility from normal public policies when appropriate, such as exceptions to meeting room policies.
 - Defining responsibilities around setup, cleaning, staffing, and liability.
 - Ensuring accessibility and inclusion considerations are addressed.
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3. Collaborative Programming

The Parties agree to expand opportunities for residents by offering innovative, co-hosted programs. Areas of mutual interest may include, but are not limited to:

- Establishing criteria for identifying joint programs.
 - Clarifying shared responsibilities for program leadership, support, and provision of materials.
 - Developing methods for sharing evaluation and attendance data to support program assessment and reporting.
 - Coordinating scheduling practices to avoid duplication and maximize community reach.
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4. Resource and Staff Collaboration

The Parties agree to strengthen community impact through shared expertise, staff support, and community connections. Areas of mutual interest may include, but are not limited to:

- Creating opportunities for staff training, professional development, or shadowing across departments.
 - Sharing subject-matter expertise, such as librarians providing literacy or storytime programming within recreation spaces or recreation staff leading fitness or history / arts activities within library facilities.
 - Exploring joint applications for funding or grants that further the missions of both organizations.
 - Sharing data or research to support planning and decision-making, consistent with privacy policies and applicable law.
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Implementation and Review

Each Party shall designate a primary liaison to support communication, implementation, and ongoing coordination. This MOU shall be reviewed annually, or as otherwise mutually agreed, to assess progress, identify new opportunities, and make revisions as appropriate.

This MOU is not legally binding and does not create legal or financial obligations but reflects the Parties' mutual understanding and spirit of partnership and cooperation.

Signatures

FOR CLEARVIEW LIBRARY DISTRICT

Name: _____

Title: _____

Date: _____

FOR THE TOWN OF WINDSOR PARKS, RECREATION, AND CULTURE DIVISION

Name: _____

Title: _____

Date: _____



FUTURE TOWN BOARD MEETINGS

February 2, 2026	Canceled – 1 st Monday
February 9, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Right of Way Ordinance and Maintenance Park Buildout
February 9, 2026 7:00 p.m.	Town Board Regular Meeting
February 16, 2026	Canceled – Presidents Day Holiday
February 23, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board Wastewater Treatment Plant Expansion Financing Discussion Wildfire Resiliency Code presentation – 2026
February 23, 2026 7:00 p.m.	Town Board Regular Meeting
March 2, 2026	Canceled – 1 st Monday
March 9, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting DOLA Demographic Presentation Town Website Domain Discussion
March 9, 2026 6:45 p.m.	Kern Board Meeting
March 9, 2026 7:00 p.m.	Town Board Regular Meeting
March 16, 2026 5:30 p.m.	Town Board Work Session Monumental Entryway Sculpture Proposals Colorado's/USA – 150/250 Celebration Discussion
March 23, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board
March 23, 2026 7:00 p.m.	Town Board Regular Meeting
March 30, 2026	Canceled – 5 th Monday
April 6, 2026	Canceled – 1 st Monday

April 13, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
April 13, 2026 7:00 p.m.	Town Board Regular Meeting
April 20, 2026 5:30 p.m.	Town Board Work Session
April 27, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board
April 27, 2026 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Wildfire Resiliency Code presentation – 2026
- Camping Ban
- WDA Review and Evaluation – 2nd Quarter (April or May)
- Backyard Chicken Ordinance Discussion
- Kyger Fishery Designation
- Compensation Study Review and Recommendations – September 21st
- October 19th meeting – Light Agenda (ICMA 2026)