



TOWN BOARD WORK SESSION

August 24, 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. Annual Roadway Safety Review - S. Pearson, Transportation Engineer
2. Robert's Rules of Order and Board Rules of Procedures Overview - D. Money, Town Attorney
3. 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: August 24, 2026
To: Mayor and Town Board
From: Scott Pearson, Transportation Engineer
Re: Annual Roadway Safety Review - S. Pearson, Transportation Engineer
Item #: 1.

Background / Discussion:

This report is our fourth annual report of monitoring crash trends and potentially hazardous intersections. This report and associated crash data analysis builds upon the Town's Roadway Safety Action Plan (Vision Zero) Program.

Financial Impact:

None at this time

Relationship to Strategic Plan:

Roadway Safety

Recommendation:

CC:

Attachments:

1. Annual Roadway Safety Overview - Presentation 2025



Roadway Safety Update

Town Board Work Session
August 24, 2026



Source: Windsor



Agenda

Vision Zero Context

2025 Crash Data Summary and Key Takeaways

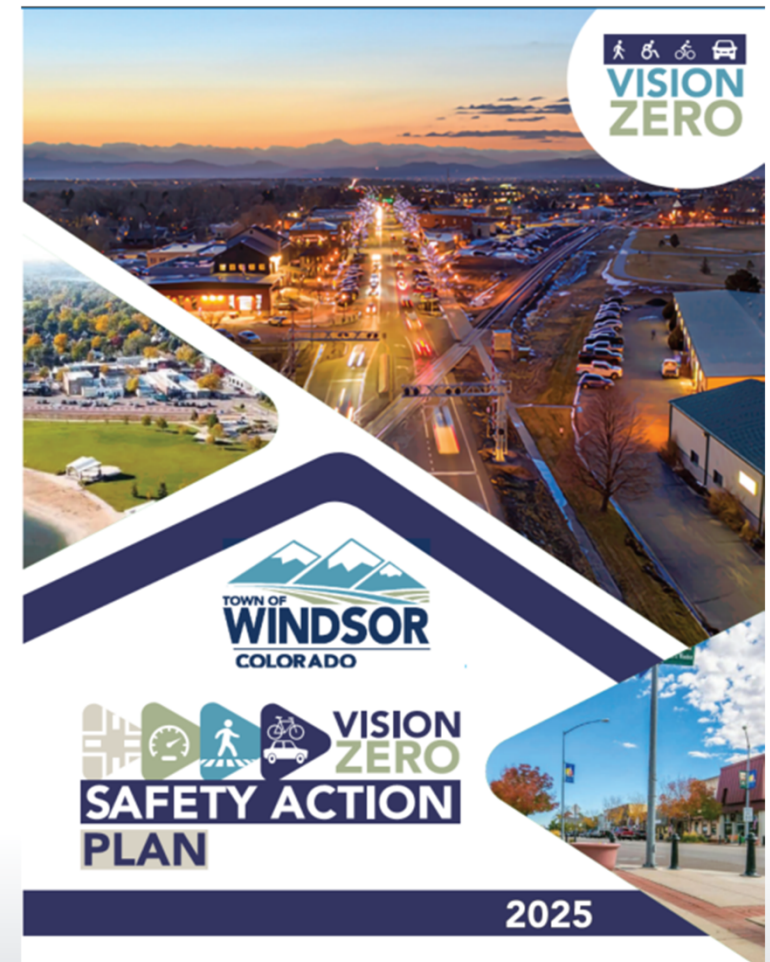
2026 At A Glance

Roadway Safety Activities and Next Steps



Vision Zero Safety Action Plan

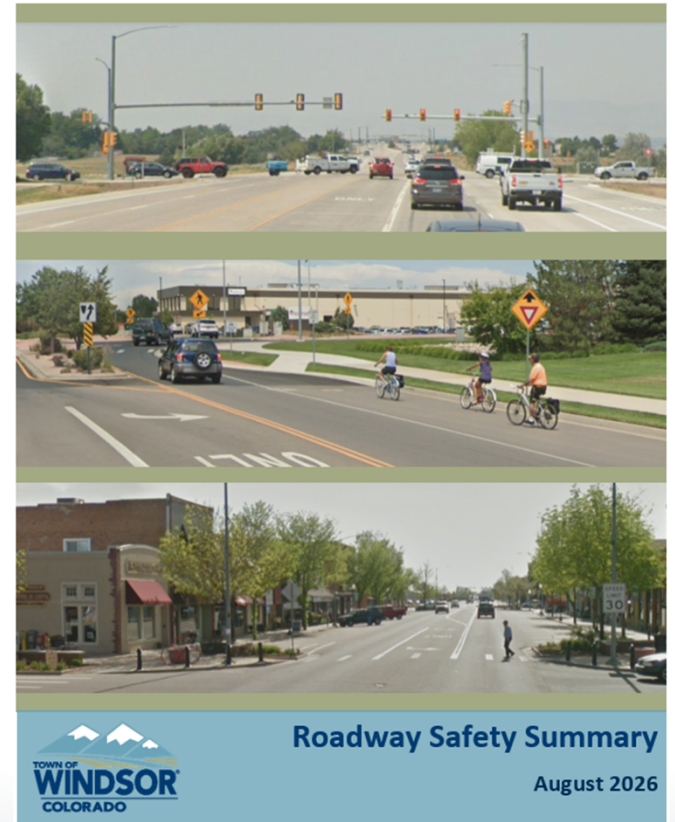
- Adopted spring 2025
- Sets a goal of eliminating serious injury / fatal crashes
- Provides general safety guidance
- Makes Windsor eligible for federal safety funding





Annual Roadway Safety Summary

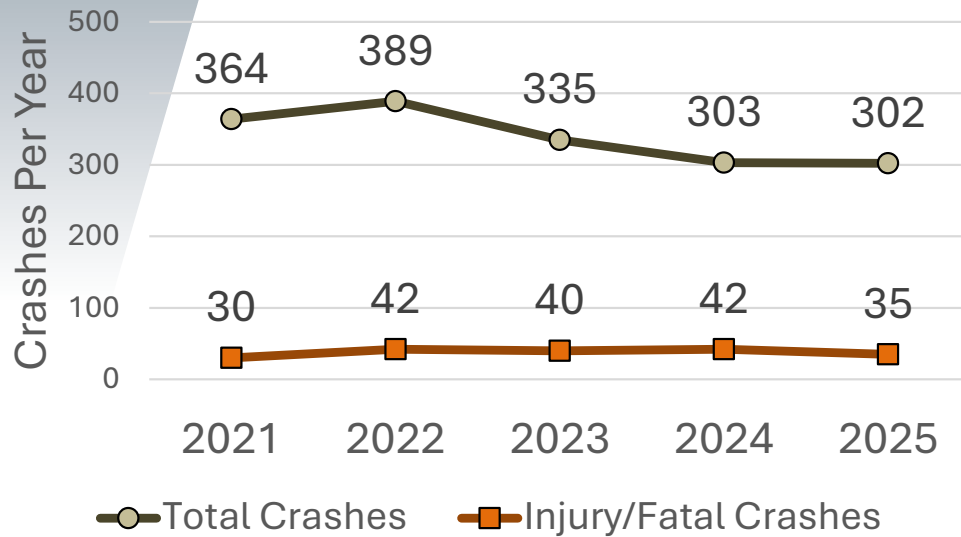
- Detailed annual data compilation, 'scrubbing', analysis and evaluation
- Intersection screening to identify locations with opportunity
- Comparison to other cities





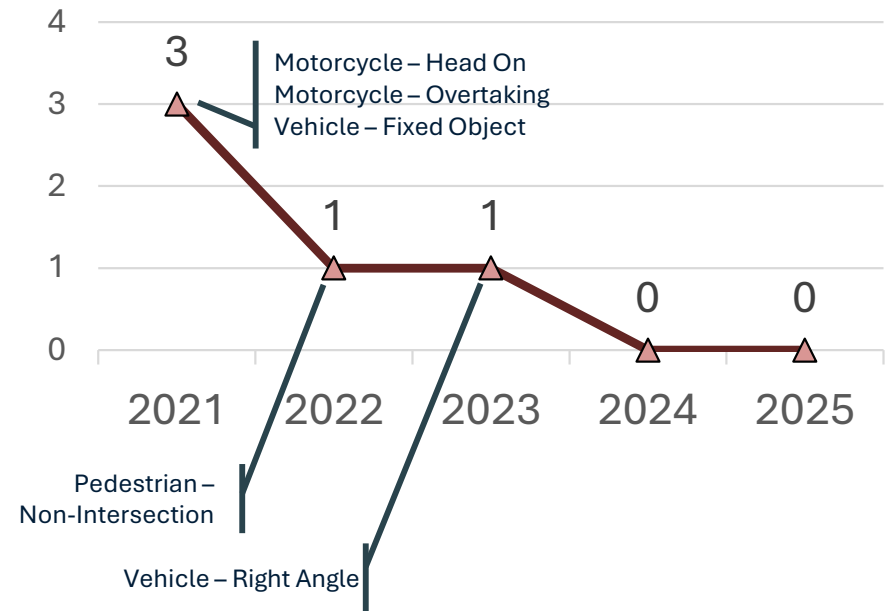
Data Overview and Trends

Total and Injury/Fatal Crashes



Overall crashes down 10% since 2023
Injury/fatal crashes down 12% since 2023

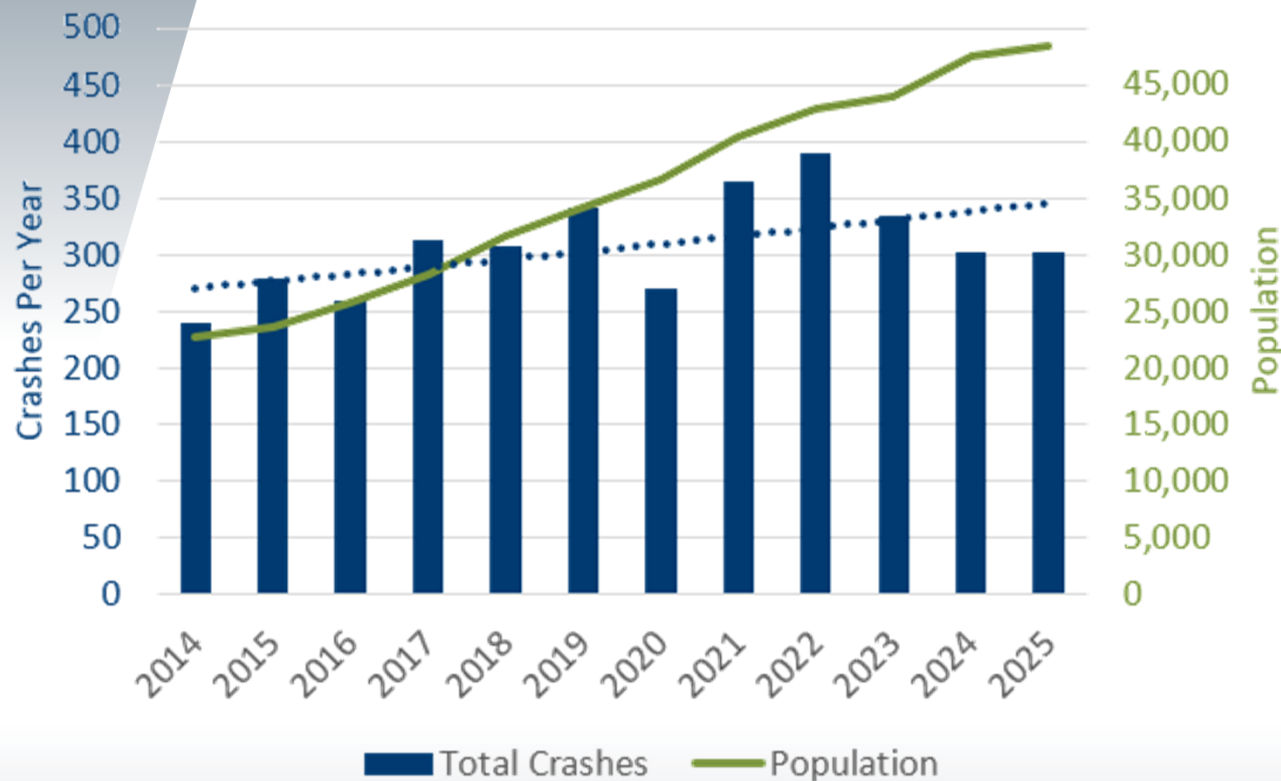
Fatal Crashes



Zero fatal crashes in 2024 and 2025!



Crashes Compared to Population



- Windsor population increasing quickly
- Typically, crashes increase as population increases



Windsor Fatal Crashes Compared to Others

Colorado Cities							
City	Population	Fatal Crashes, 2021 - 2025					Fatal Crash Rate (Crashes / 100,000 Population)
		2021	2022	2023	2024	2025	
Erie	40,904	1	0	0	1	0	1.0
Louisville	20,581	0	0	0	2	0	1.9
Windsor	48,302	3	1	1	0	0	2.1
Montrose	21,583	1	1	1	1	0	3.7
Parker	65,985	1	4	4	1	3	3.9
Evans	22,500	0	0	1	2	2	4.4
Littleton	46,246	3	1	3	2	2	4.8
Pueblo West	35,237	2	3	4	0	0	5.1
Northglenn	38,893	4	0	0	4	2	5.1
Avg. CO Cities	34,569	2.0	1.9	1.9	2.0	1.9	5.9
Lafayette	30,116	2	3	3	0	1	6.0
Englewood	35,305	1	4	2	2	2	6.2
Wheat Ridge	32,081	2	3	3	2	3	8.1
Fountain	29,450	2	4	2	1	3	8.1
Golden	20,390	1	2	1	5	2	10.8
Firestone	20,129	2	1	0	3	5	10.9
Brighton	45,395	7	4	6	6	5	12.3

Windsor's fatal crash rate remains much lower than the average for Colorado cities of similar size.



Societal Costs

2023

\$ 21 million

2024

\$ 12 million

2025

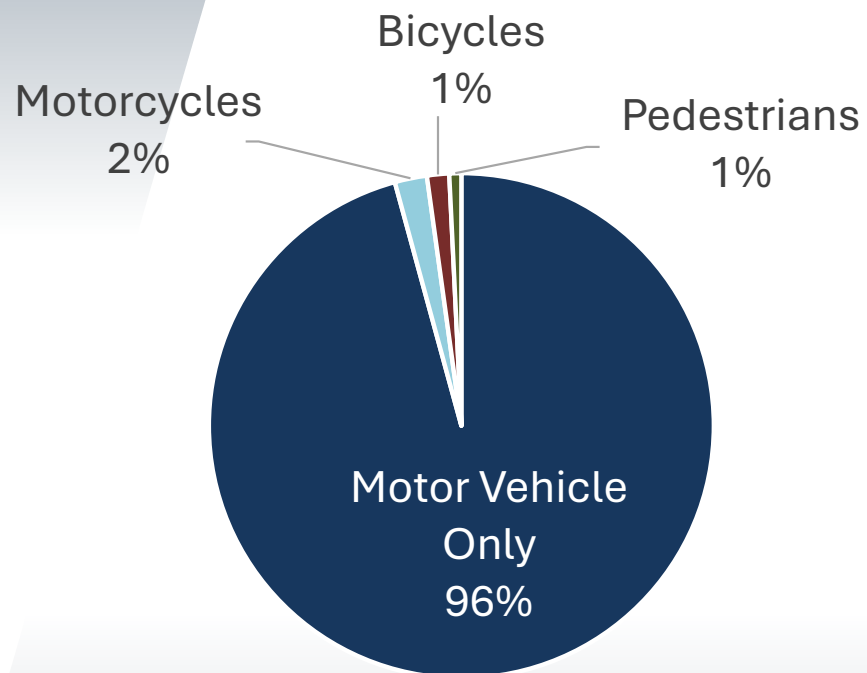
\$ 10.6 million

50% Improvement since 2023

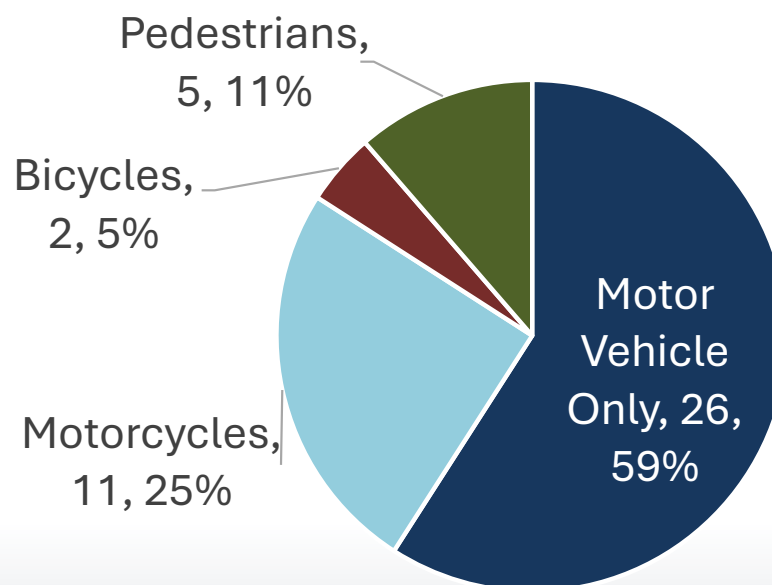
Due to zero fatalities and decreased overall crashes

Vulnerable Road User Crashes

Total Crashes



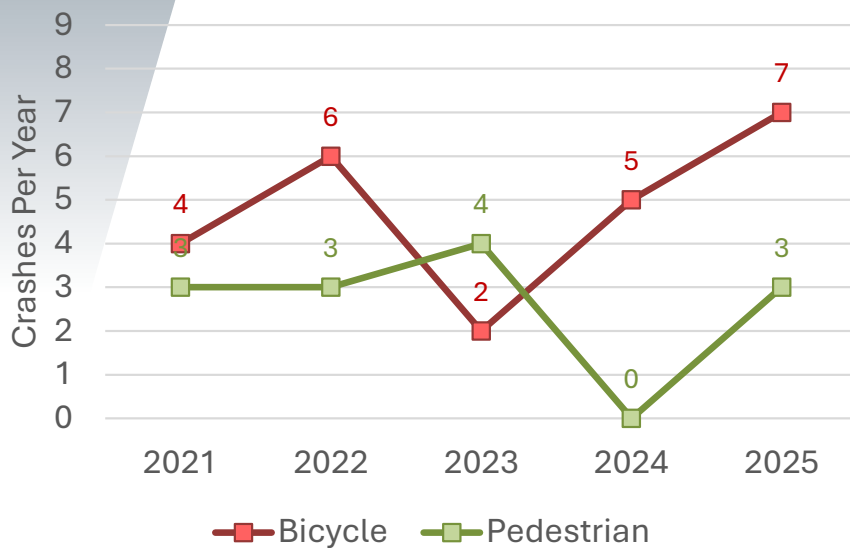
Serious Injury/Fatal Crashes



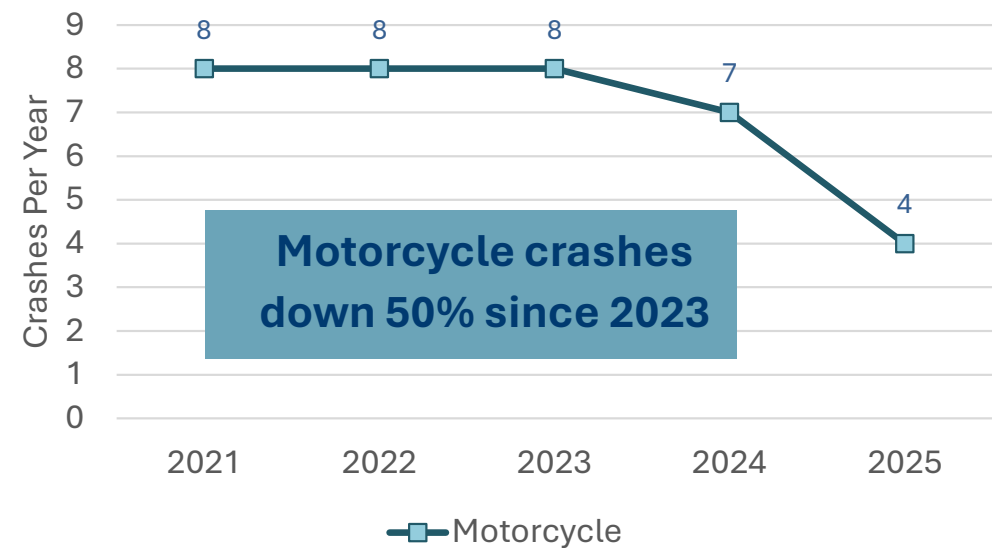


Vulnerable Road User Crashes

Bicycle & Pedestrian Crashes



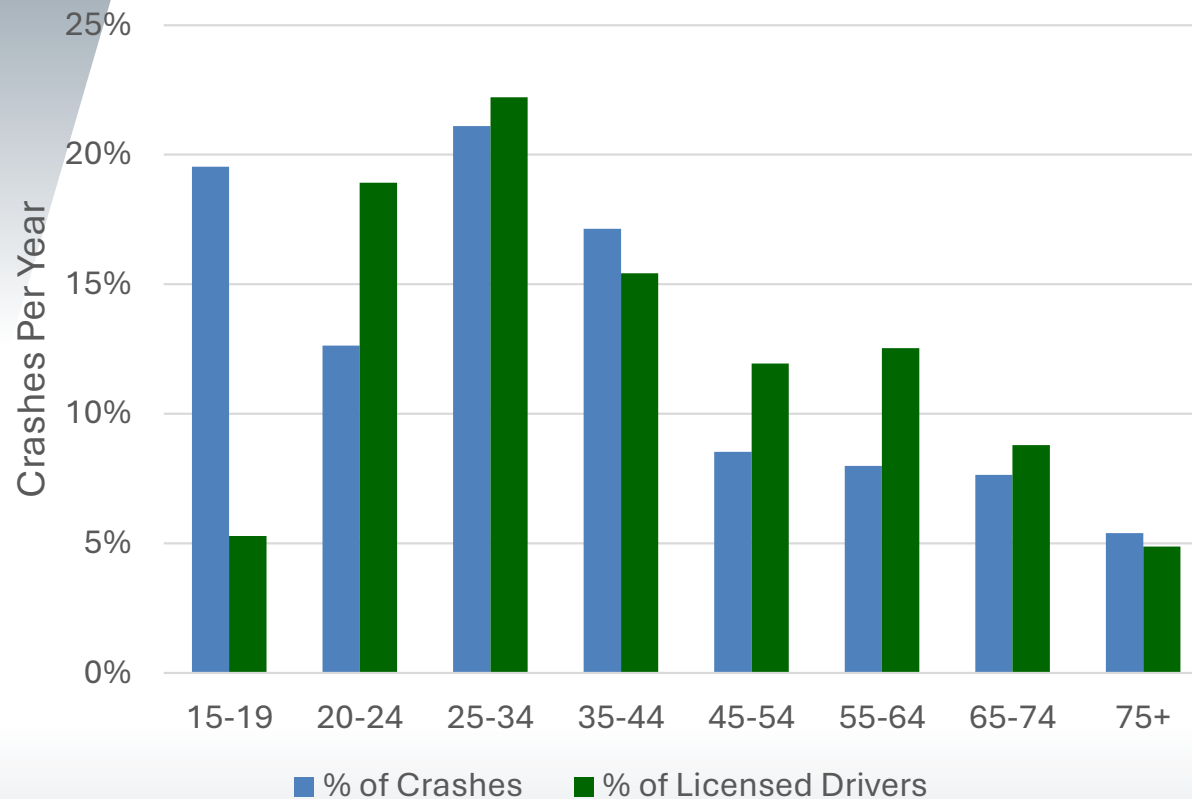
Motorcycle Crashes



Vulnerable Road User Fatalities: 2 motorcyclists in 2021
1 pedestrian in 2022



Young Drivers



Teenagers represent
5% of all drivers
but are responsible for
19% of all crashes

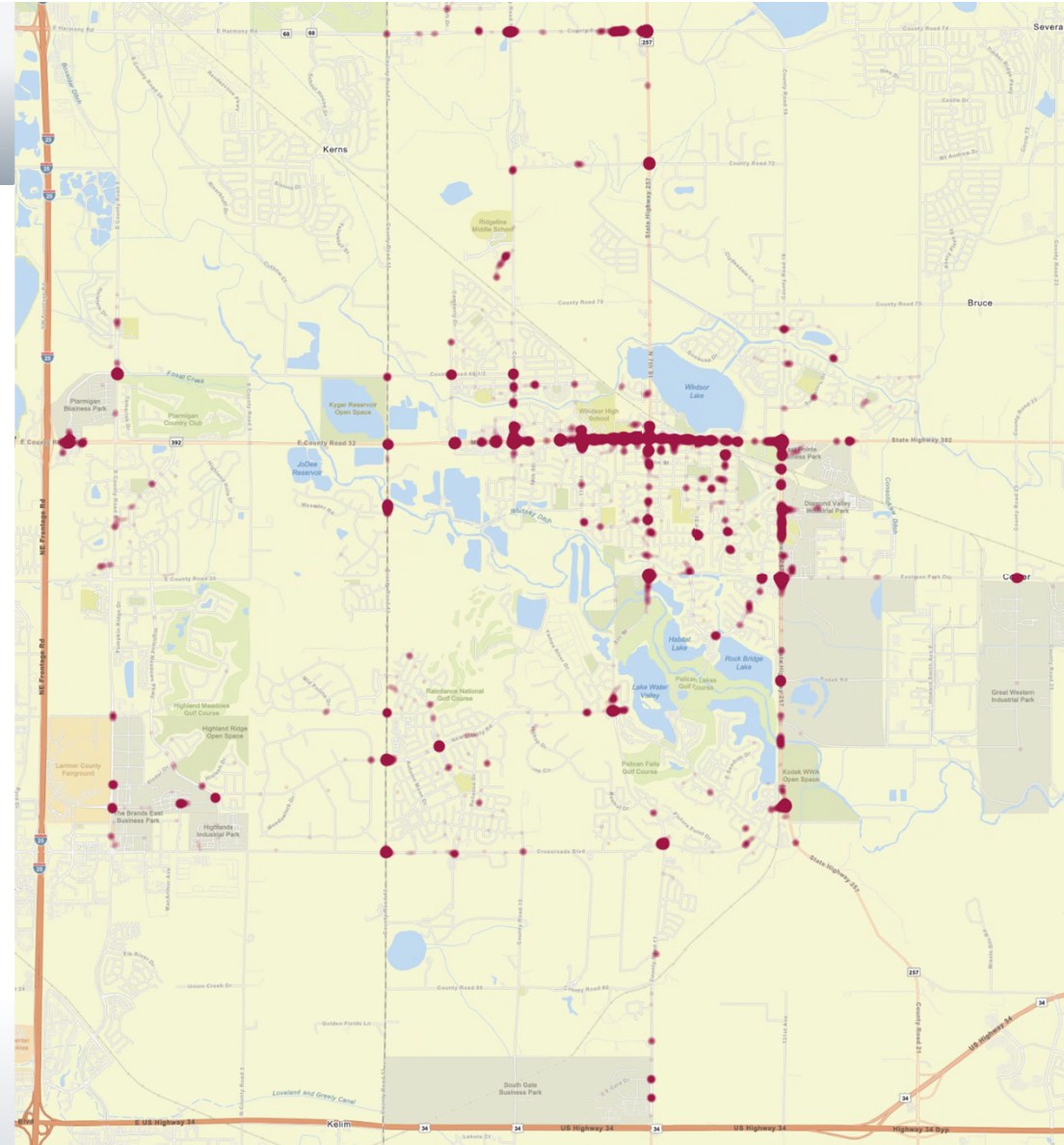
Licensed driver information from Federal Highway Administration's Office of Highway Policy Information and is current as of 2022.



Location

69% of crashes occur at an intersection, driveway or alley access

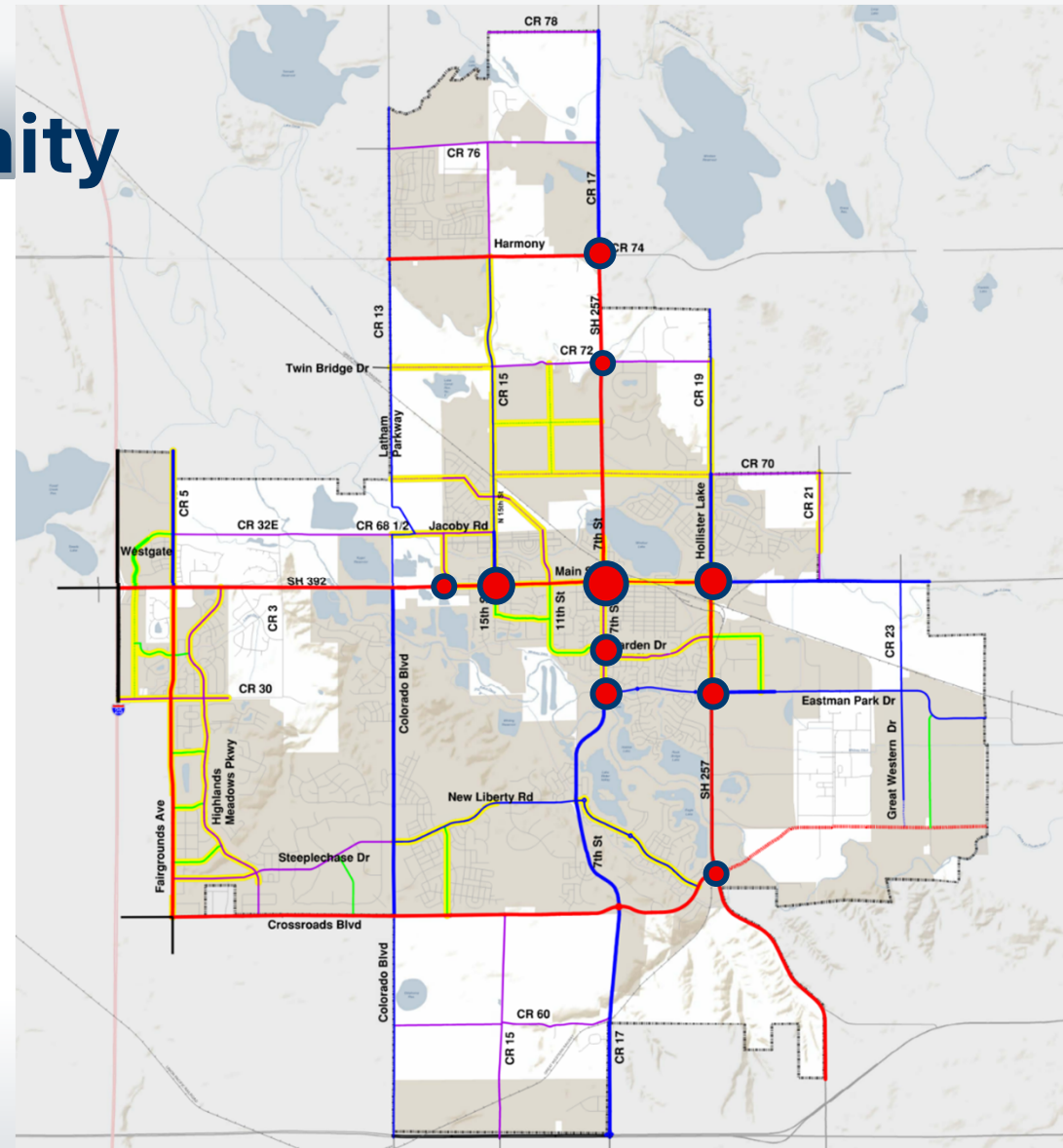
50% of crashes occur on a state highway (SH 392 or SH 257)





Opportunity Locations	# crashes (3 yrs)
1. 1st Ave. at 1st St.	12
2. 1st Ave. at 2nd St.	8
3. 1st Ave. at 3rd St.	15
4. 1st Ave. at 4th St.	10
5. 1st Ave. at 5th St.	9
6. 1st Ave. at 6th St.	11
7. 1st Ave. at 7th St.	13
8. 1st Ave. at 8th St.	14
9. 1st Ave. at 9th St.	16
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113. 1st Ave. at 113rd St.	120
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115. 1st Ave. at 115th St.	122

1.	15 th St / SH 392	39
2.	SH 257 / SH 392 (West)	37
3.	SH 257 / SH 392 (East)	33
4.	SH 257 / Eastman Park	18
5.	SH 257 / Crossroads	18
6.	SH 257 / Harmony Road	15
7.	SH 257 / WCR 72	14
8.	7 th St / Eastman Park	12
9.	17 th St / SH 392	10
10.	7 th St / Stone Mountain	4





Recently Completed Safety Activities

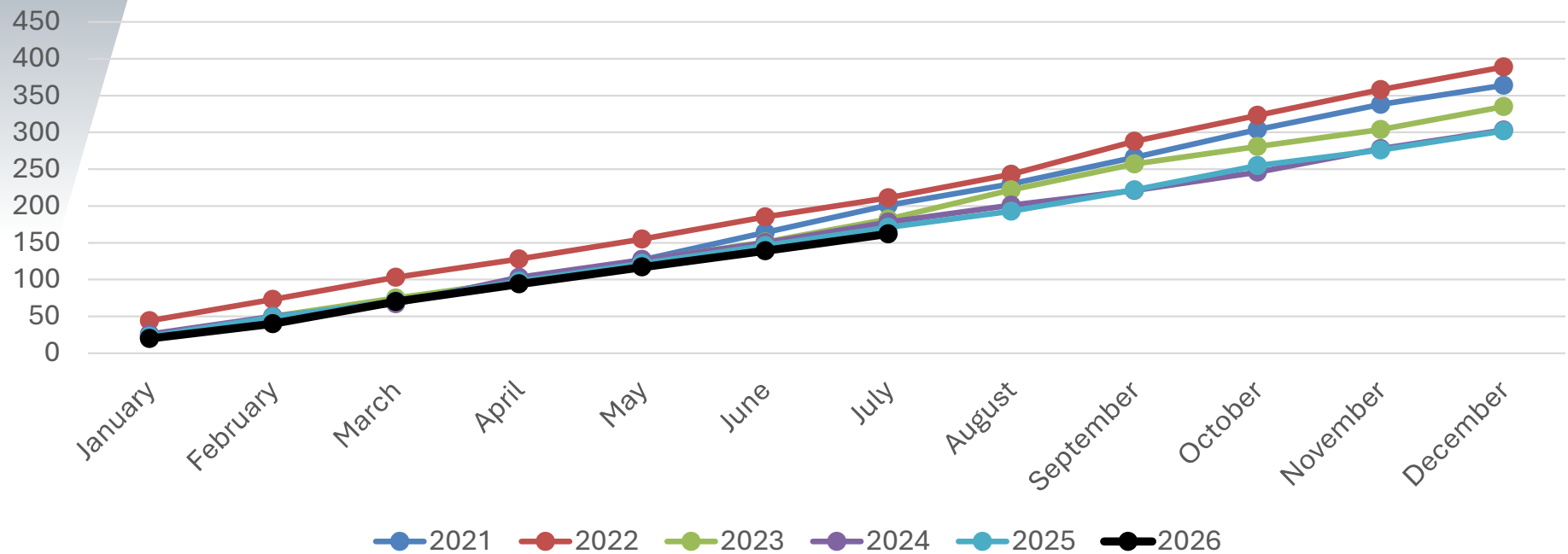
- Construction Projects
 - SH 257 at Eastman Park
 - Low Cost CIP, 15th St Improvements, CR72 & SH257
- Analysis and Operational Items
 - Red light cameras
 - Protected pedestrian crossing time at SH 257/Main (7th St)
 - Reviewing SH392 signal timing to address red light running
 - Crash data process automated, 'scrubbing' ongoing
- Programs / Policies
 - Revised intersection screening to highlight VRU crashes and created active tool for staff

Crashes
down 57%



How is 2026 Trending?

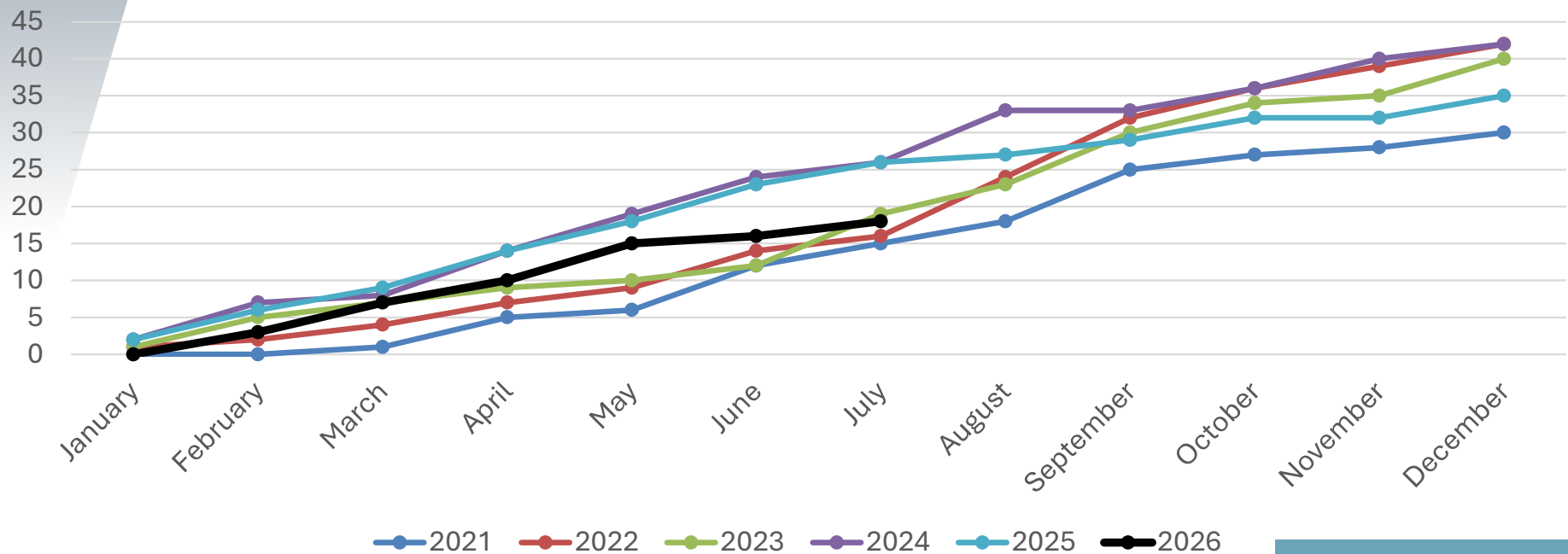
Cumulative Crashes by Month





How is 2026 Trending?

Cumulative Injury/Fatal Crashes by Month

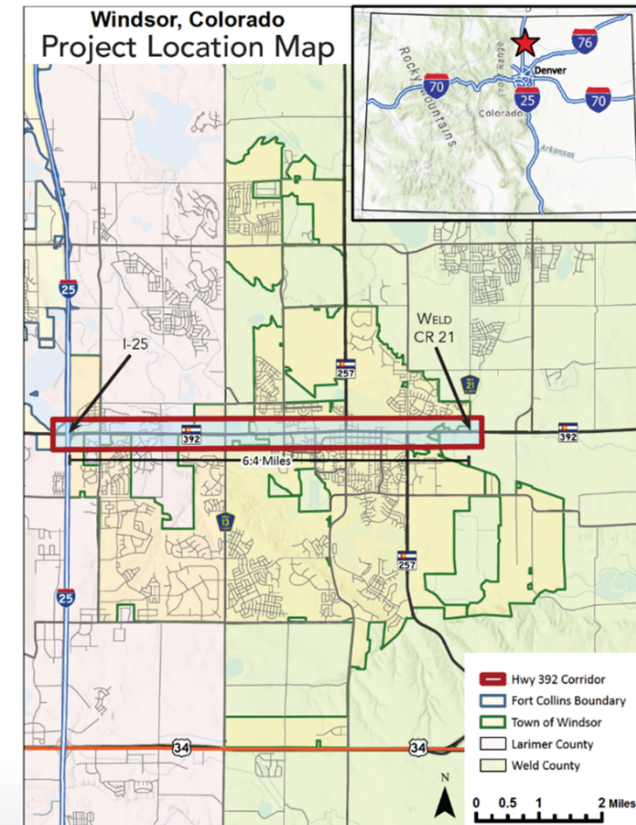


Note: One fatal crash in 2026



Safety Program Next Steps

- SH 392 Corridor Safety Project
 - Used results from VZ-SAP to identify safety focus along corridor
 - Limits: I-25 to WCR 21
 - Deep dive into safety analysis, field study
 - Stakeholder engagement
 - Work sessions with Town Board in Fall





Safety Program Next Steps

- Intersection reviews & RSA's
 - i.e. Middle School construction
 - SH392 Corridor Safety Study
- Operational items
 - Signal Timing reviews, Red Light Camera
 - FlowLabs Data
- Programs / policies
 - SS4A Implementation Grant opportunities
 - Low Cost Safety Improvements
 - Downtown Dismount Zones
 - Neighborhood Speed Management Program



Thank You

Scott Pearson, P.E.
Transportation Engineer
spearson@windsorgov.com
970-674-2497

Joe Olson – Next Phase Engineering
Martina Wilkinson – Next Phase Engineering



MEMORANDUM

Date: August 24, 2026
To: Mayor and Town Board
From: Daniel Money, Town Attorney
Re: Robert's Rules of Order and Board Rules of Procedures Overview - D. Money, Town Attorney
Item #: 2.

Background / Discussion:

Under Windsor Municipal Code Section 2-1-40, meetings of the Town Board are conducted by the Mayor in accordance with *Robert's Rules of Order*.

Tonight's work session is intended to provide the Town Board with an overview and refresher on the parliamentary rules and procedures most relevant to conducting Town Board meetings. The presentation will focus on the practical application of *Robert's Rules of Order*, including motions, debate, voting, points of order, reconsideration, and other procedural issues that commonly arise during Board meetings.

The goal of this work session is to promote consistent, efficient, and orderly meeting procedures while ensuring that Board members have a clear understanding of the rules governing deliberation and decision-making.

Moreover, while *Robert's Rules of Order* address the parliamentary rules for the conduct of Board meetings, the Board may wish to discuss Town Board Rules of Order and Procedure that go beyond parliamentary procedure, which might demonstrate how Board members are to interact with one another as members of the Board.

The current Board of Trustees Rules of Order and Procedure were prepared by the Office of the Windsor Town Clerk in December 2022. During a phase of the records management project, the Town Clerk came across these and after review, determined that they may not be relevant. These rules provide general guidance for legislative activities and compile policies governing actions of the Board.

The Rules state that the Board is authorized under the Windsor Municipal Code to determine its rules of order and procedure. They remain in effect until repealed or amended and may be amended, repealed, revised, or readopted by resolution of the Board.

The current Rules date to December 2002 and include operational provisions concerning regular and special meetings, work sessions, executive session, agenda procedures, public notice, quorum, parliamentary procedure, debate, voting, order of business, minutes, and motions.

Board direction is requested before staff begins any revision process. The Town Board may direct staff to:

- Prepare a comprehensive update for future consideration;
- Return with targeted amendments addressing specified topics; or
- Take no further action at this time.

If an update is desired, staff can return with a proposed scope, review process, and draft resolution for Town Board consideration.

Financial Impact:

No direct financial impact is anticipated.

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Robert's Rules of Order Presentation - FINAL (002)
2. Windsor Board of Trustees Rules of Order and Procedure



Robert's Rules of Order

Procedural Rules for Meeting
Conduct





General Henry Martyn Robert

General Robert decided to create a standard parliamentary procedure after recognizing the lack of order in meetings during his time in the military.

This first edition of the procedure, written in 1876, was named the *Pocket Manual of Rules of Order for Deliberative Assemblies*.

These procedures were renamed *Robert's Rules of Order* with the fourth edition in 1915.

The current twelfth edition has been updated over time to keep up with the changes and growth of parliamentary procedure.

HIERARCHY



Robert's Rules of Order fill the gaps.

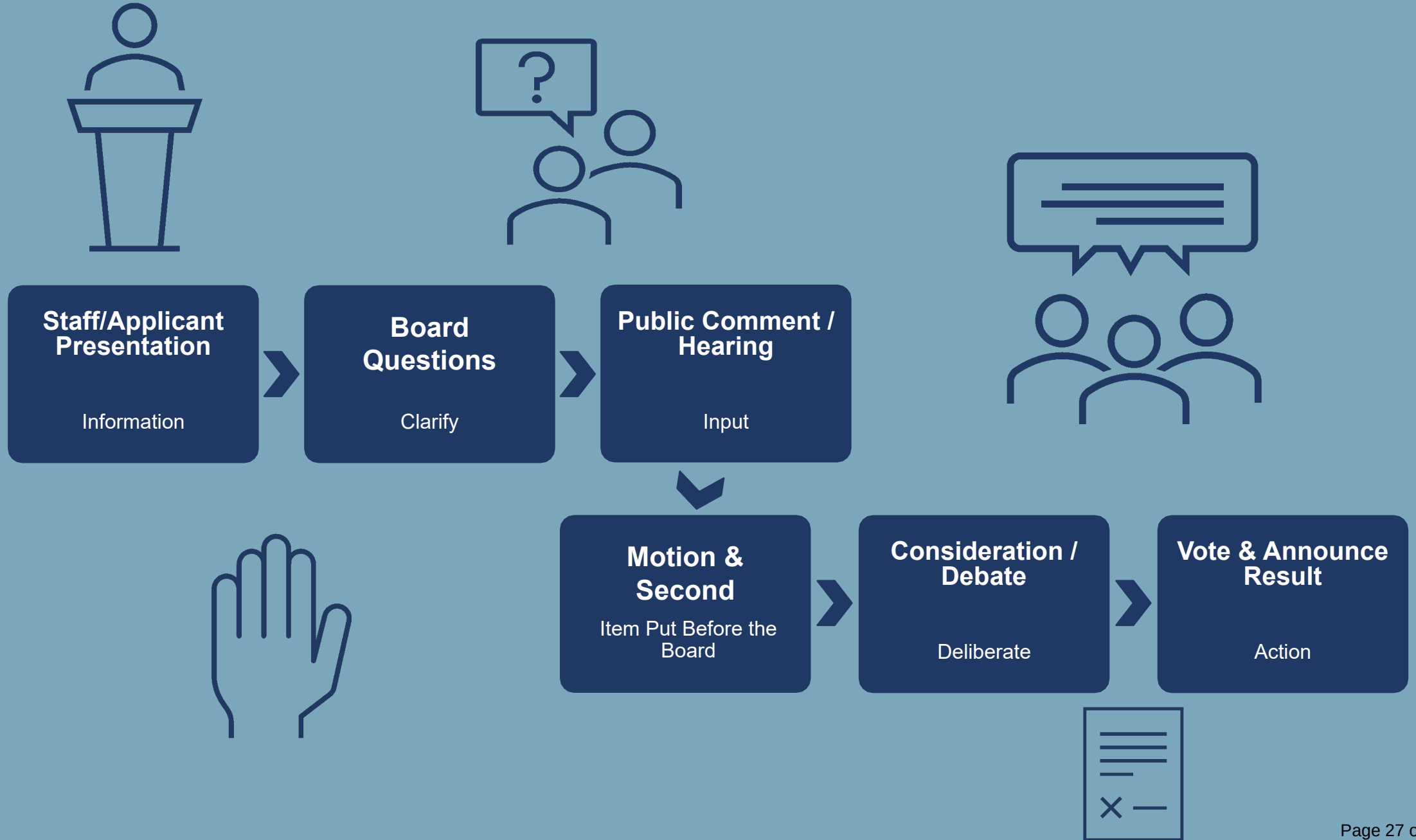
- When rules conflict, follow the higher authority.

Procedures protect the meeting's integrity.

- Allows for controlled debate, accurate minute-taking, and undisputed conclusions.

"The purpose of the rules is not to restrict debate, but to ensure that everyone gets to participate in a manner that leads to a clear and unquestioned decision."

MEETING FLOW





Only one subject may be discussed at a time.

- Each item is presented as a motion and must be thoroughly considered.
- Each item is entitled to a full and free debate.

Everyone has the right to participate.

- Everyone is allowed to speak before anyone has a second opportunity.
- The mover of the motion is the first and last to speak.

Only one person may speak at a time.

- The speaker may only be interrupted for urgent matters.
 - Questions regarding the rules or if there is a breach of the rules.
 - Inability to hear or safety concerns.

All debate should be directed toward the Chair.

- Don't direct comments to other members.
- No personal attacks; debate the motion, not the person.
- The Chair may remind members of decorum.

Main Motions

A proposal for the Board to consider an item

- Once the floor is obtained, any member may make a motion if there are no other motions on the floor
- Motions must be seconded to be considered.
- Always state motions affirmatively.

“I move to...”



“I second that we...”

- If no second is made, the motion is lost, or it dies on the floor.
- The Chair may restate the motion.

“It has been moved and seconded that we...”



- Unanimous Consent – Vote called by the Chair

“If there are no objections...”

- The motion moves to consideration/debate.
 - The member who moves the motion is always allowed to speak first.

Subsidiary

Changes how a main motion is handled.

Voted on before the main motion.

Debatable.

Motion to Amend or Substitute

• Change or alter the motion in some way.

Motion to Continue to a Date

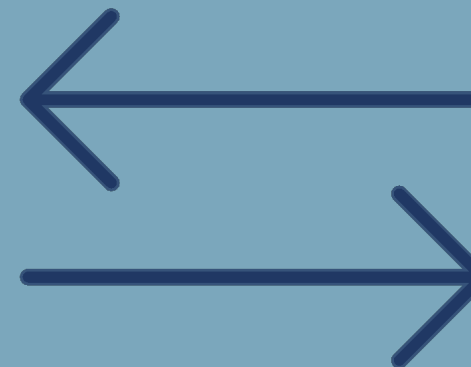
• Specifies a date to discuss again.

Motion to Continue

• Kills the motion.

Motion to refer to a

- Send the motion to get more information before discussing it further or voting.



Motion to Limit or Extend

- Changes the amount of time allowed for the motion or for each member to speak on the motion.

Motion to Lay on the

- Puts a stop to the discussion until it is removed from the table.

Take a Motion From the

- Allows the motion to be discussed again.

Motion to Move the Previous Question or Call the Question

- Ends the debate and starts the vote.

Privileged

Motion Raising urgent or important matters unrelated to the pending motion.

Not Debatable.

No second needed.

Call for Orders of the Day

- Redirects focus back to the agenda/schedule.

Raise a Question of Privilege

- Permits a question regarding procedure or voices comfort or safety concerns.

Motion for Recess

- A short break: ask for a specified amount of time.



Incidental Housekeeping Motions

Take precedence over main & subsidiary motions.

Point of Order

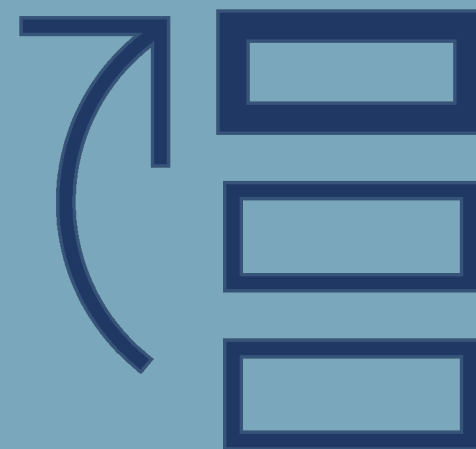
- Points out a breach in the rules or procedure.

Withdraw Motion

- A member may request to remove their own motion from consideration.

Appeal the Decision of the Chair

- Disagreeing with the decision.



Motion for

Reconsideration

- A member of the winning side of the vote may make a motion for reconsideration if they choose to change their vote.
- May only motion during the same meeting or the following meeting.

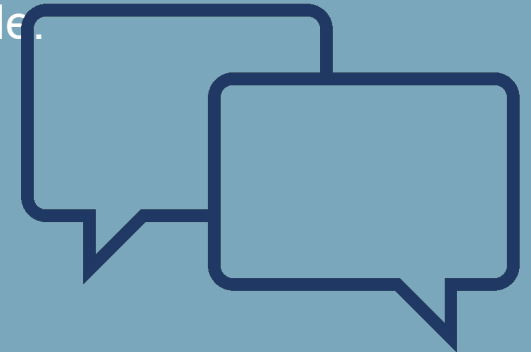
Obtaining Recognition

- The Chair must recognize the speaker.
- Only one speaker at a time. No interruptions.
- The member who raised the motion speaks first and speaks last.
- Everyone must be allowed to speak before anyone speaks for a second time.
- The Chair should recognize speakers in the order in which they seek recognition, or alternate speakers between those in favor and those in opposition to the motion.



Speaking

- Speak only regarding the motion currently on the floor.
- Limit comments to set time limits and only twice per motion per day.
- All comments should be directed to the whole, not to specific people.
- Keep all comments courteous and respectful.
- Limit comments to new ideas and opinions – avoid repeating.



Closing

- By the Chair if no one seeks recognition.
- By a vote of the assembly.

The wording needs to be changed.

- Move to amend the motion and state the change clearly.

The discussion is going on too long.

- Move to limit the debate and specify how you want it limited.
- Make a Point of Order to point out that the rules/time limits are not being followed.

There needs to be more discussion.

- Move to close the debate.
- Move to extend the debate and how you want to extend it.

There needs to be more investigation.

- Move to refer the motion to a committee.

You have a question.

- Move to postpone the discussion/vote to a later time/date.
- Make a point of information and ask the Chair if they will allow a question.

You are confused.

- Make a parliamentary inquiry to clarify the topic/process.

You need a break.

- Move to recess and state how long.

You want to withdraw your motion.

- Ask the Chair for permission to withdraw the motion.



Opening

Item We are now on Item _____. Staff will present; then the Board may ask questions.”

Before

Debate There is a motion and a second. The motion before us is _____.”

Amendment

“The pending question is the amendment to _____. Debate should be limited to that amendment.”

Vote

“The motion is _____. All those in favor? Opposed? The motion passes/fails ___ to ___.”

A good motion states:

What action is being taken

The exact document,
ordinance,
resolution, option, or
condition

Any findings, conditions,
direction, or effective date

The vote threshold if not
ordinary majority

Sample

“I move to approve Resolution 2026-__, adopting the intergovernmental agreement in substantially the form presented, and authorizing the Town Manager to execute it with non-substantive changes approved by the Town Attorney.”

After the vote: “The motion passes/fails ___ to ___.”

- Robert's Rules provide a structured, fair, and efficient framework for conducting meetings.
- Ensures orderly discussion: one subject at a time, clear motions, and full debate.
- Protects participation rights: everyone speaks before anyone speaks twice; decorum and clarity are prioritized.
- Establishes a reliable meeting flow: presentation → questions → public input → motion → debate → vote.

Board of Trustees

Rules of Order and Procedure



December 2002

Prepared by: Office of the Windsor Town Clerk (970) 686-7476

Board of Trustees Rules of Order and Procedure

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Board of Trustees Rules of Order and Procedure

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I. AUTHORITY AND PURPOSE

1.1 Code

Pursuant to the provisions of the Windsor Municipal Code, the Board of Trustees is authorized to determine rules of order and procedure. The following set of Rules of Order and Procedure shall remain in effect until repealed or otherwise amended by the Board of Trustees.

1.2 Purpose

This document is intended as a general guide to various legislative activities and compiles policies relative to the actions of the Board of Trustees.

II. SUSPENSION AND AMENDMENT

2.1 Suspension of Rules

Except as prohibited by law, any of the rules contained herein may be temporarily suspended by an appropriate vote of the Board of Trustees.

2.2 Amendment of Rules

The rules contained herein may be amended, repealed, revised, or readopted by resolution of the Board of Trustees.

I. MEETINGS OF THE BOARD OF TRUSTEES

3.1 Defined

Meeting shall be defined by the provisions of the Colorado Open Meetings Act, as amended.

3.2 Meeting Types

- a. *Regular Board Meetings. The regular meetings of the Board of Trustees shall be held on the second and fourth Monday evenings of each month at the Town Hall at 7:00 p.m. except on legal holidays, when no meeting shall be held. (Sec. 2-6)*

- b. *Special Board Meetings. Any four (4) members of the Board of Trustees may call special meetings by written notice to each member of the Board of Trustees, personally served or left at the member's usual place of residence by the Town Clerk, at least forty-eight (48) hours in advance of the meeting. (Sec. 2-7(a))*

The Board of Trustees at any duly convened meeting may, by majority vote, call a special meeting for a future date. Notice of such meeting shall be given to any member of the Board of Trustees not in attendance. (Sec. 2-7(b))

Should the Board of Trustees convene for a special meeting pursuant to a request of an interested party for the purpose of accommodating time constraints of said interested party, the Board of Trustees may, in its discretion, assess fees for the special meeting against the interested party. The Board of Trustees may from time to time by resolution adopt a schedule of fees, which may be assessed for special meetings. Said fees shall reasonably compensate the staff of the Town and the Town Attorney for time spent in preparation for an attendance at special meetings. (Sec. 2-7(c))

- c. *Work Sessions. The Board of Trustees may meet in work sessions, convened upon appropriate notice, for the purpose of receiving reports and otherwise discussing Town business. No formal and binding action may be taken during work sessions.*
- d. *Executive Sessions. Upon appropriate vote, the Board of Trustees may hold an executive session for the purpose of discussing matters involving personnel who report directly to the Board of Trustees, contract negotiations, real estate negotiations, conferences with the Town Attorney concerning disputes involving the Town that are the subject of pending or imminent court action, and any other topic allowed by law. Executive sessions shall be limited to and held in conjunction with regular or special meetings of the Board of Trustees.*

3.3 Meetings to be Public

All official meetings of the Board of Trustees, except executive sessions, shall be open to the public and the media, freely subject to recording by radio, television, and photographic devices at anytime, provided that such arrangements do not interfere with the orderly conduct of the meetings. Members of the public shall have a reasonable opportunity to be heard under such rules and regulations as the Board of Trustees may prescribe.

IV. MEETING PARTICIPANTS

4.1 Presiding Officer

- a. *Mayor. The Mayor shall preside over meetings of the Town Board (Sec. 2-8(a) c)) and have the same right to speak and vote therein as any other member. The mayor shall in no case have the power of veto.*

Duties of the presiding officer include:

- (1) Open the meeting at the appointed time, and call the meeting to order.
 - (2) Announce the business coming before the Board of Trustees in accordance with the prescribed order of business (Sec. 6-7 Order of Business), or direct the Mayor Pro Tem to introduce items of business.
 - (3) Recognize members who are entitled to the floor.
 - (4) State and put to a vote all questions that legitimately come before the council, and announce the results of each vote. Although not prohibited, the presiding officer generally does not propose a motion.
 - (5) Enforce the Board of Trustees' rules relating to debate, order, and decorum at meetings.
 - (6) Expedite business in every way compatible with the rights of members.
 - (7) Decide all questions of order.
 - (8) Declare the meeting adjourned.
- b. *Mayor Pro Tem. The Mayor Pro Tem shall, in the absence of the Mayor from any meeting of the Board of Trustees or during the absence of the Mayor from the Town or his or her inability to act, perform the duties of the Mayor (Sec. 2-3)*
- c. *Acting Mayor. In the event of the absence or disability of both the Mayor and the Mayor Pro-Tem, the Trustees may designate another of their number to serve as acting Mayor during such absence or disability (Sec. 2-4) The Town Clerk shall call the Board of Trustees to order and call the roll of members. If a quorum is found to be present, the Board of Trustees shall proceed to elect, by a majority vote of those present, an Acting Mayor to serve as presiding officer of the meeting until the arrival of the Mayor or Mayor Pro Tem at which time the Acting Mayor shall relinquish the chair upon conclusion of the business immediately before the Board of Trustees.*

4.2 Members of the Board of Trustees

The Board of Trustees shall constitute the legislative body of the Town and shall have the power and authority, except as otherwise provided by statute, to exercise all power conferred upon or possessed by the Town, and shall have the power and authority to adopt such laws, ordinances and resolutions as it shall deem proper in the exercise thereof. (Sec. 2-1)

Members of the Board of Trustees have the right to participate in full at all meetings and are expected to attend all regular and special Board meetings and work sessions. Members of the Board of Trustees should attempt to notify the Town Clerk or the Town Administrator in advance if they anticipate being absent from any meeting or work session.

4.3 Administrative Staff

- a. Town Administrator. The Town Administrator shall attend all meetings of the Board of Trustees unless excused and may participate in discussions before the Board of Trustees at the discretion of the Board of Trustees.
- b. Town Attorney. The Town Attorney shall attend all meetings of the Board of Trustees unless excused and may participate in discussions before the Board of Trustees at the discretion of the Board of Trustees. The Town Attorney shall act as parliamentarian at meetings of the Board of Trustees.

4.4 Town Clerk

The Town Clerk shall attend all meetings of the Board of Trustees and make a true and accurate record of all the proceedings, rules and ordinances made and passed by the Board of Trustees. (Sec. 2-36)

The Town Clerk shall perform such other lawful duties as may be directed by the Board of Trustees.

4.5 Other Employees

The head of any department, or any officer or employee of the Town, as directed by the Town Administrator, shall attend Board meetings.

V. AGENDA AND NOTICE OF MEETINGS

5.1 Agenda Procedures

Prior to each meeting of the Board of Trustees, the Town Clerk shall distribute to each member of the Board of Trustees:

- a. A copy of the agenda of the meeting, stating therein by title each matter to be discussed or debated by the Board of Trustees.
- b. When appropriate, a copy of each ordinance, resolution, or other document to be presented or considered by the Board of Trustees at the meeting, including background information, analysis and recommendations to the Board of Trustees.
- c. A copy of the minutes of any previous meeting for approval by the Board of Trustees.
- d. Nothing herein shall prohibit or otherwise limit the Board of Trustees from amending the agenda by adding, modifying or deleting agenda items at its discretion.

5.2 Notice of Meetings

- a. **Method of Notification.** The agenda of a meeting, as defined in Section 3-1, shall be posted at least twenty-four (24) hours prior to the meeting. Any other notice allowable by law shall be permissible.

If the time between the calling of the meeting and the scheduled time of the meeting is less than forty-eight (48) hours, the notice and category of purpose shall nevertheless be posted immediately upon the decision to call the meeting. In addition, a reasonable effort will be made to notify the media normally covering the Board meeting when the decision is made to call the meeting

- b. **Posting Location.** Notice of any Board meeting shall be posted in Town Hall. The posting location shall be designated annually by resolution at the first regular Board meeting of each calendar year. Notices also may be posted at other appropriate locations.

VI. MEETING PROCEDURES

6.1 Quorum

A majority shall constitute a quorum to do business at all meetings of the Board of Trustees (Sec. 2-8(b)). If a quorum is not present, the Town Clerk will call roll and the members of the Board of Trustees present shall adjourn to a later time. The only action the Board of Trustees may take in the absence of a quorum is the motion to adjourn.

6.2 Rules of Order

- a. Purpose. The primary purpose for use of parliamentary procedure is to protect the rights and privileges of those deliberating, and to assure that the minority is protected while facilitating the will of the majority.
- b. Reference. *Meetings of the Board of Trustees shall be conducted by the Mayor according to Robert's Rules of Order, Revised. (Sec. 2-8(a)), unless they are in conflict with these rules or the Windsor Municipal Code.*

6.3 Preservation of Order

The presiding officer shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the questions under discussion.

6.4 Debate

- a. Each member of the Board of Trustees has a right to speak on every debatable motion before it is acted on.
- b. When recognized by the presiding officer, a member of the Board of Trustees shall confine remarks to the matter or question then under discussion.

6.5 Voting

Each member of the Board of Trustees, including the Mayor, shall vote upon every question put by the Chair unless allowed by the Board of Trustees to abstain. The Mayor shall have the same voting powers as any member of the Board of Trustees. (Sec. 2-8(b)).

Upon the taking of the vote, the Town Clerk shall record in the minutes the names of those voting and their votes. (Sec. 2-8(b)).

6.6 Order of Business

- a. *At the hour appointed for meeting, the members shall be called to order by the Mayor or, in his or her absence, by the Mayor Pro Tem, and the Town Clerk shall proceed to call the roll, note the absentees and announce whether a quorum is present. If a quorum is present, the Board of Trustees shall proceed with the business before it, in the manner and order as established by the Board of Trustees. (Sec. 2-9).*
- b. Approval of Agenda. The Board of Trustees, Town Attorney, and Town Administrator will review the agenda, calling attention to any additions, deletions or corrections that may be necessary. The order of business may be amended or suspended at any meeting only by a quorum of members present.
- c. Reports from members of the Board of Trustees serving as liaison members to Town Advisory Boards and Commissions.
- d. Presentations. Proclamations, special citations, and awards are presented.
- e. Public Invited to be Heard. Members of the public may address the Board of Trustees on any subject not already listed on the agenda by securing the permission of the presiding officer. A total of five minutes may be spent on input from members of the public and individual speakers may be limited to five minutes or other time based on the meeting's agenda.
- f. Consent Agenda. The Consent Agenda is intended to allow the Board of Trustees to expedite those items that are of a routine nature and not controversial. The Consent Agenda is provided as a convenience and time savings to the citizens attending the Board meeting.

Members of the Board of Trustees may request removal of an item from the Consent Agenda. Upon any such request, the item shall be placed on the Board of Trustees regular agenda.

The Board of Trustees may approve the Consent Agenda in its entirety by favorable vote.

g. Board of Trustees Action Items

- (1) Mayor reads action item
- (2) Town Staff presentation:
 - description and analysis,
 - recommendation
 - subject to Board questions
- (3) Applicant or Petitioner presentation
 - subject to Board questions
- (4) Applicant or Petitioner rebuttal
- (5) Board discussion
- (6) Board decision

h. Public Hearings

- (1) Mayor announces Public Hearing
- (2) Town Staff presentation:
 - description and analysis,
 - subject to questions from the public
- (3) Applicant or Petitioner rebuttal
- (4) At the end of public comment, the Board of Trustees will vote to close the Public Hearing.
- (5) Board decision if required

i. Communications.

Relevant information presented from:

- (1) Town Attorney
- (2) Town Staff in attendance
- (3) Town Administrator
- (4) Town Officials

j. Adjournment. Upon no further business, the Mayor or Mayor Pro Tem will ask for a motion to adjourn the meeting.

k. Nothing herein shall be deemed to limit or prevent the Board of Trustees from altering the order of business set forth herein or from modifying the manner in which it addresses the items of business.

VII. GENERAL RULES

7.1 Board Room

- a. **Supervision.** The Board Room shall be under the supervision and control of the Town Clerk when the Board of Trustees is not in session.
- b. **Sole Purpose.** The Board Room shall be used solely for the transaction of public business unless otherwise authorized by the Town Clerk with the approval of the Mayor.
- c. **Seating Arrangement.** Members shall occupy the respective seats in the Board Room assigned to them by the Town Clerk.

7.2 Minutes

An account of all proceedings of the Board of Trustees shall be kept by the Town Clerk and shall be entered in a book constituting the official minutes of the Board of Trustees.

The minutes should be primarily a record of the action taken at a meeting, not what was said by members of the Board of Trustees. The minutes shall contain a separate paragraph for each subject matter and, at a minimum, reflect each subject or item considered and the language of and disposition of each motion, resolution, ordinance, or matter on which action is taken.

VIII. ORDINANCES, RESOLUTIONS, AND MOTIONS

The Board of Trustees may take all such actions authorized by law, including, but not limited to:

8.1 Ordinances

An ordinance is the most authoritative form of action the Board of Trustees can take. An adopted ordinance becomes an established rule or law of the Town and remains in effect until otherwise rescinded or amended by the Board of Trustees.

Ordinances shall be passed by the Board of Trustees with one reading, upon affirmative vote of the Board of Trustees.

Ordinances shall be published in accordance with Colorado law and shall be maintained as part of the permanent records of the Town.

8.2 Resolutions

Resolutions are generally less formal than ordinances; are of a less permanent nature; and, as distinct from ordinances, do not become part of the Windsor Municipal Code.

Resolutions may address a variety of issues and may be used to implement or carry out the provisions of an ordinance, state or adopt a policy, or express the opinion of the Board of Trustees on a matter of public concern.

Like ordinances, resolutions shall be adopted on one reading by affirmative vote of the Board of Trustees.

Resolutions need not be published but shall be maintained as part of the Town's permanent records.

8.3 Motions

A motion proposes board action. Members of the Board of Trustees generally introduce motions orally.

a. Classes.

- (1) MAIN motions introduce items of business before the Board of Trustees. A main motion can be made only when no other motion is pending.
- (2) SUBSIDIARY motions are secondary or supplemental to the main motion and must be dealt with before the main motion can be voted on. This motion class includes those to:
 - Postpone indefinitely
 - Amend
 - Postpone to a certain time
 - Limit or extend limits of debate
 - Previous question
- (3) PRIVILEGED motions are those of a more administrative function and do not relate directly to the pending question, such as:
 - Raise a question of privilege
 - Recess
 - Adjourn
 - Fix the time to which to adjourn

- (4) INCIDENTAL motions have no connection with the main motion but are important enough for immediate consideration and temporarily set aside action on the main motion until such motion has been dealt with. Examples of incidental motions include but are not limited to:

- Point of order
- Suspend the rules
- Objection to the consideration of the question
- Division of a question
- Consideration by paragraph or section
- Requests and inquiries

- (5) MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE BOARD OF TRUSTEES may be made, like main motions, while no other business is pending. Examples:

- Take from the table
- Rescind or amend something previously adopted

- b. Presentation and Disposition. Unless otherwise required, the following steps shall be taken for the presentation and disposition of motions:

- (1) A member of the Board of Trustees addresses the presiding officer;
- (2) The member is recognized by the presiding officer;
- (3) The member proposes a motion;
- (4) Another member seconds the motion;
- (5) The presiding officer states the motion to the entire membership;
- (6) The Board of Trustees debates or discusses the motion (while debate on a main motion is under way, amendments and subsidiary, privileged, and incidental motions may be introduced if in order, debated if debatable, and disposed of;
- (7) The presiding officer restates the motion and takes the vote on the motion; and
- (8) The presiding officer announces the results of the vote.

IX. CREATION OF BOARDS AND COMMISSIONS

9.1 Advisory Boards and Commissions

- a. **Purpose.** Volunteer citizen advisory groups may be established with a variety of roles and responsibilities, and provide formal and continuous citizen involvement in Town government.
- b. **Administrative Support.** Administrative support will be provided to the various boards and commissions by the appropriate Town department.
- c. **Recruitment and Qualifications.**
 - (1) Volunteers will be limited in serving on one board or commission at a time.
 - (2) Town residency is required to serve on an advisory board or commission.
 - (3) Each board and commission will adopt bylaws for the transaction of business.
- d. **Application and Appointment.**
 - (1) The Board of Trustees shall create and appoint members to such boards and commissions as may now or hereafter exist, including but not limited to:
 - a) Zoning Board of Adjustment
 - b) Parks and Recreation Advisory Board
 - c) Planning Commission
 - d) Tree Board
 - e) Water and Sewer Board

Unless otherwise stated, positions on boards and commissions shall be appointed by the Board of Trustees from applicants who have completed the appropriate application form and interview process.

- (2) Application forms shall be developed and made available to potential board candidates, and members of the Board of Trustees shall conduct interviews of the candidates. A recommendation for appointments will be forwarded to the Board of Trustees for consideration following the interview.

- (3) Appointments may be made by written ballot of the Board of Trustees.

X. REIMBURSEMENT FOR EXPENSES INCURRED IN ATTENDING EDUCATIONAL SEMINARS AND MEETINGS

Members of the Board of Trustees are encouraged to attend educational seminars and meetings for the purposes of gaining expertise on local government issues and learning about current issues affecting local government. Expenses for such educational opportunities, including related travel, shall be paid in accordance with the schedule then in effect for payment of such expenses incurred by Town of Windsor employees.

XI. REIMBURSEMENT FOR EXPENSES INCURRED IN ATTENDING COMMUNITY FUNCTIONS AND EVENTS

It is in the best interests of the community for members of the Board of Trustees to attend community functions and events. Members of the Board of Trustees shall be eligible for reimbursement for costs incurred in attending such functions and events, subject to the following conditions:

- The Town of Windsor is directly involved as a sponsor for or participant in the function or event; or
- The function or event is sponsored by another public agency and requires representation from the Town of Windsor; or
- The function or event is sponsored by a community organization to which the Town belongs or which the Town supports with public funds.



FUTURE TOWN BOARD MEETINGS

August 31, 2026	Canceled – 5 th Monday
September 7, 2026	Canceled – Labor Day Holiday
September 14, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 14, 2026 6:45 p.m.	Kern Board Meeting
September 14, 2026 7:00 p.m.	Town Board Regular Meeting
September 21, 2026 5:30 p.m.	Town Board Work Session Affordable Housing Initiatives Update Presentation Budget: Capital Improvement Projects
September 28, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board Compensation Study Review and Recommendations
September 28, 2026 7:00 p.m.	Town Board Regular Meeting
October 5, 2026	Canceled – 1 st Monday
October 10, 2026 8:00 a.m.	Town Board Work Session Budget: Operating Requests
October 12, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Large Animals Discussion No Solicitation Discussion
October 12, 2026 7:00 p.m.	Town Board Regular Meeting
October 19, 2026 5:30 p.m.	Town Board Work Session Parking Plan Update SH 392 Safety Corridor Study Expanded Alcohol Beverage Permit for Distillery Discussion
October 26, 2026 5:30 p.m.	Town Board Work Session Budget: Utility Rates for 2027

October 26, 2026 7:00 p.m.	Town Board Regular Meeting
November 5, 2026	Canceled – 1 st Monday
November 9, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Wrap-up/Revisions
November 9, 2026 6:45 p.m.	Kern Board Meeting
November 9, 2026 7:00 p.m.	Town Board Regular Meeting
November 16, 2026 5:30 p.m.	Town Board Work Session (Larimer OEM) Emergency Management Discussion
November 23, 2026 5:30 p.m.	Town Board Work Session Xcel Undergrounding (Hans Rodvik)
November 23, 2026 7:00 p.m.	Town Board Regular Meeting
November 30, 2026	Canceled – 5 th Monday

Future Work Session Topics

- Camping Ban
- Future Lodging Tax Discussion (Strategic Plan?)
- October 19th meeting – Light Agenda (ICMA 2026)