

ELECTION COMMISSION OF THE PROPOSED MUNICIPALITY OF NIWOT
BOULDER COUNTY, COLORADO

Regular Meeting Minutes

June 26, 2026

Attending: Lois Adamson, Vicky Dorvee, Suze Fischer, Paula Hemenway, Bob Olsen, Mandy Walker

The meeting was open for public observation, but not participation. Six people attended.

1. The meeting was called to order at noon.
2. All six commissioners were in attendance and therefore there was a quorum.
3. There were no changes to the draft minutes of the June 8, 2026, meeting. Suze motioned to approve the minutes. The motion was seconded by Paula. The minutes were unanimously approved.
4. The Charter Commissioner petition was discussed. Mandy motioned to make the petition available beginning July 6 and for completed petitions to be turned in on or before August 21 which meets the requirements for there to be 30 days to collect petition signatures. The motion was seconded by Vicky. The motion was unanimously approved.
5. The Commission agreed that blank petitions would be available at the Niwot Inn and would also be posted to the dedicated Election Commission page at Niwot.town. Completed petitions are to be dropped off at the lockbox to be located at the Niwot Inn or in person at a meeting of the Election Commission.
6. The Instruction Sheet that would accompany the petition was reviewed. It was agreed to add instructions that if a person was printing the petition rather than using a pre-printed form that it needed to be printed in color and that all pages had to be stapled at the top using three staples. It was also agreed to add a reminder that both the date and time of signing was required. The instruction sheet will also be updated for the petition drop off location of the Niwot Inn at 342 Second Avenue, Niwot. Paula motioned that the instruction sheet be accepted with the noted changes. The motion was seconded by Vicky and unanimously approved.

7. Lois will contact Nick Little for posting the petition to Niwot.town. Paula will create an informational flyer regarding the petitions which Commission members will ask local businesses to post. Mandy will submit the information for publication in the Left Hand Valley Courier.
8. The Election Commission had passed in Resolution 2026-02 that the Boulder Daily Camera would be designated the legal publication for notices of the Election Commission. Following research by Vicky, it was agreed to change this to the Longmont Times-Call. Lois presented Resolution 2026-03 for discussion. There were no further changes. Mandy motioned to accept Resolution 2026-03. Bob seconded the motion. Resolution 2026-03 was unanimously approved.
9. The formal notice of the election needs to be published by July 22. The deadline for submission to the Longmont Times-Call is July 20 by 4 p.m. Lois agreed to draft the notice which will be circulated for review and also to legal counsel. Since the next meeting date is after the deadline for submission, it was agreed to manage the approval of the publication notice via email.
10. It was agreed that Lois and Suze will review the first few petitions turned in to establish a review process. Then, depending on the number of petitions received and timing, other Commission members will assist.
11. Lois confirmed that the Boulder County Clerk and Recorder has been notified that we wish to participate in the coordinated election. We are now waiting for the IGA from Boulder County. The IGA needs to be signed by August 25, and the ballot content certified by September 4.
12. The deadline for the submission of TABOR statements to Boulder County is September 21. Lois will contact Boulder County on the process for TABOR statements. It is expected that we will request statements by August 5. It was agreed that the request for these could be published on Niwot.town, the Left Hand Valley Courier and we would also ask the Niwot Community Association to publicize.
13. There was no other business.
14. Next meeting is set for Friday July 24 at noon at the Niwot Hall.
15. The meeting was adjourned at 12.55 p.m.

These minutes were approved unanimously at the 07/24/2026 Election Commission meeting.