



## Town Board Special Meeting

October 21, 2024 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

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[www.windsorgov.com/MeetingsOnDemand](http://www.windsorgov.com/MeetingsOnDemand).

## MINUTES

### A. CALL TO ORDER

Mayor Cline called the meeting to order at 5:31 p.m.

#### 1. Roll Call

Present: Mayor Julie Cline  
Mayor Pro Tem Ron Steinbach  
Brian Jones  
Lainie Peltz  
Ken Symsack  
Rick Klimek  
Jason Hallett

Also Present: Shane Hale, Town Manager  
Dan Money, Town Attorney  
Eric Lucas, Deputy Town Manager  
Kim Mihm, Deputy Town Attorney  
John Thornhill, Community Development Director  
Evan Wendlandt, Economic Development Director  
Terry Schwindler, Business Development Manager  
Scott Ballstadt, Planning Director  
Carlin Malone, Chief Planner  
Sandra Mezzetti, Senior Planner  
Mark Price, Planner II  
Rhonda McCracken, IT Business Operations Supervisor  
Brock Gutierrez, Application Systems Admin  
Rece Lampe, Digital Media Coordinator  
Kaitlyn Cinnamon, Deputy Town Clerk

#### 2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

**Town Board Member Hallett moved to amend the agenda as presented to add the Pledge of Allegiance as item A. 3, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.**

Mayor Cline asked Town Board Member Hallett to lead the Pledge of Allegiance.

### B. BOARD DISCUSSION

#### 1. Via Mobility

In mid-September, I met with representatives of Via Mobility Services of Weld County, a private, non-profit that provides door to door free ride services for older adults (60+) and

people living with disabilities (short or long term). The intent of the meeting was to share information about their service and gauge Windsor' interest in utilizing the service. At that meeting, I was made aware of other participating municipalities and that a North Front Range Multimodel Grant application deadline was approaching in early November. Subsequently, I attended a meeting with our engineers, the Weld County Transportation Planner and 6 local municipalities to discuss the grant and associated costs.

While staff see the benefits of joining the program, the decision ultimately rests with the Town Board. Knowing this, representatives of Via Mobility will be present to provide a brief overview of their services. Staff will also present the cost of joining the program in 2025 as well as the grant match if the Board is inclined to move forward.

#### 2. Private Development Project Map Tutorial

The Private Development Project Map was created to serve as a public resource, offering general information about private development projects within the Town of Windsor. Its primary goal is to promote transparency and keep residents informed about ongoing and upcoming developments throughout the Town.

#### 3. Legislative Update and Land Use Code Updates - Chapters 14-17 of the Town's Municipal Code - C. Malone, Chief Planner

Chapters 14 through 17 of the Town's Municipal Code, which collectively make up the Town's Land Use Code, were updated in February 2021. Recent State house bills require the need to update several sections within the code, described herein. Additionally, there is a need to amend some areas to address corrections or clarifications to resolve ongoing issues with the current code.

#### 4. Strategic Plan Survey Results

Every two years, the Town Board reviews and updates the Town's Strategic Plan. That process began May 16-17, 2024 with a retreat at the Sylvan Dale Ranch where the Board and staff discussed Board priorities for the next two years. In July, staff worked through those priorities and developed goals and action steps designed to accomplish the priorities set forth by the Board.

At a work session on August 12, we shared with the Board the proposed goals and action steps and sought approval to move toward a public commenting period. This request was approved and enabled staff to provide a way for the public to comment on the plan via Project Connect on our website. We launched the survey on Project Connect on September 14, 2024. Since then, we have received 57 responses. The attached report shows all responses to the survey and all comments from respondents.

The purpose of the work session will be to review the results of the public comment period and seek approval to proceed toward strategic plan adoption.

#### 5. Future Meetings Agenda

### C. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402 (4)(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Economic Development Opportunities and Incentives (Evan Wendlandt, Economic Development Director)

**Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Economic Development Opportunities and Incentives (Evan Wendlandt, Economic Development Director), Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.**

The Town Board entered into an executive session at 6:50 p.m.

Upon a motion duly made, the executive session was closed and the Town Board returned to the special meeting at 7:19 p.m.

Upon returning to the special meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the special meeting resumed at 7:19 p.m.

### D. ADJOURN

**Town Board Member Hallett moved to adjourn, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.**

Upon a motion duly made, the meeting was adjourned at 7:20 p.m.



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Kaitlyn Cinnamon, Deputy Town Clerk