



Town Board Regular Meeting

January 13, 2025 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Cline called the meeting to order at 7:07 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
Dean Moyer, Finance Director
Tara Fotsch, Director of PRC
Wade Willis, Open Space and Trails Manager
Ben Stephens, IT Analyst
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

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

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

Town Board Member Hallett moved to approve the agenda as written, Town Board Member Steinbach 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.

4. Proclamations

a. Acts of Connection Month

Mayor Cline read the proclamation aloud.

5. Board Liaison Reports

Mayor Pro Tem Steinbach reported:

LARIMER COUNTY BEHAVIORAL HEALTH SALES-AND-USE TAX

- More than 61% of voters approved Ballot Issue 1A in November 2018 election
 1. Tax began Jan. 1, 2019, and ends Dec. 31, 2038 (20 years)
 2. Two previous efforts to pass this tax failed.
 1. For every \$100 spent in the county, 25 cents goes toward increasing access to affordable behavioral health care through multiple avenues.
 1. More than \$101 million generated between 2019-2023 (we don't yet have final audited numbers for 2024)

COMMUNITY INVESTMENTS

- Dollars invested in three primary areas:
 1. **Impact Fund grants:** \$14.7 million to 72 organizations meeting needs and filling gaps in behavioral health services
 - Organizations have served people of all ages throughout Larimer County
 - Help correct the misconception that one or two organizations have gotten the majority of grant funding
 - View a list of [past grant award recipients](#) on the Behavioral Health Service website. Note: Some organizations, like Boys and Girls Club, serve multiple Larimer County communities.
 - In 2025, adding a grant-renewal option for grantees doing work with demonstrated, positive impacts.
 - In 2026, launching a multi-year funding model that fosters collaboration. Informed by six grant cycles and community feedback.
 - Community invested about \$43 million to open the doors.
 - County has a contract with SummitStone Health Partners to operate the facility, provide services at Acute Care at Longview
 - The unique facility opened Dec. 2, 2023, and has few peers in U.S.
 - Resources and teams provide life-saving treatment and care to people of all ages. Respect, compassion and no judgement.
 - Services are always available, 24 hours a day, seven days a week.
 - More than 6,000 visits in year one. The majority of clients were walk-ins and live in Larimer County.
 - Have always provided youth services AND adding youth beds for multi-day crisis treatment, starting in summer 2025.
 - SummitStone's organizational challenges earlier In 2024 have NOT impacted the scope of services at Longview.

Larimer County Sheriffs Office Mental Health Co-Responder Unit:

- Teams consist of 1 one crisis-trained SummitStone Mental Health Clinician and one experienced, crisis-trained LCSO Patrol Deputy
- Respond together to calls for service to help de-escalate crisis and critical situations; help those experiencing crisis, and their loved ones; and connect those in need with necessary, life-saving resources

- Funding from BHS of about \$500,000 annually

ACCOUNTABILITY

- *This tax led to creation of the Larimer County Department of Behavioral Health Services, or BHS.*
- Three BHS advisory groups established: elected officials, behavioral health professionals, community members
 1. Community input
 2. Transparency
 3. Financial oversight

Mayor Pro Tem Steinbach reported that he was unable to attend the Windsor Housing Authority due to a family emergency and will provide an update at the next meeting.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones reported that the Historic Preservation Commission heard a presentation from the water resources department regarding all things water. Discussion continues on designating the Kern Reservoir as a historical designation and next steps will be the water resources staff will discuss with Kern legal on what needs to happen in order to obtain the designation.

Town Board Member Jones reported that the Tree Board was canceled in December and therefore there is no update to provide at this time.

Town Board Member Peltz - Clearview Library Board, Great Western Trail Authority

Town Board Member Peltz reported that the Clearview Library Board elected its new trustee officers and the new President is Cole Gerstner, Vice President is Kendra Adams, Treasurer is Lisa Gagliardi, and Secretary is Jeromey Balderrama. The next meeting will be January 30th and will have more to report after that meeting.

Town Board Member Peltz reported that the Great Western Trail Authority discussed the different Town contributions and the trail maintenance agreements. The foundation arm of the trail is looking for some benches to place along the Great Western Trail and the first one will be in honor of Dr. Tom Jones for all his contributions. The authority elected new officers and the Chair is Steve Wrenn, the Vice Chair is Mark Duggan, Monica Pettypool will remain Secretary, Lainie Peltz will be Treasurer.

Town Board Member Symsack – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Symsack reported that the Parks, Recreation and Culture Advisory Board has not met since the last provided update.

Town Board Member Symsack reported that the Windsor Arts Commission discussed with David Moore about the Rec Center signage program and municipal code regarding what the Rec Center will be designated as to adhere to signage standards. The Commission looked at a topo map of the Poudre River and discussed timelines for the project. The Commission reviewed a 2024 end of year review discussing all the projects that was completed. Looking to 2025, there is discussions on a large amount of small projects.

Town Board Member Klimek - Chamber of Commerce, Water and Sewer Board

Town Board Member Klimek reported that the Chamber of Commerce has not met since the last provided update.

Town Board Member Klimek reported that the Water and Sewer Board elected its officers and discussed some of the NISP project.

Town Board Member Hallett - Planning Commission, RE-4 School District, Windsor Downtown Alliance

Town Board Member Hallett reported that the Planning Commission has not met since the last provided update.

Town Board Member Hallett reported that the RE-4 School District is currently meeting during this one and will provide an update at the next meeting.

Town Board Member Hallett reported that the Windsor Downtown Alliance will have the board retreat on Friday and therefore have no updates at this time.

Mayor Cline - Poudre River Trail Corridor Authority, I-25 Coalition, North Front Range MPO, US34 Coalition & NoCo34 TMO

Mayor Cline reported that the Poudre River Trail Corridor Authority had a presentation from Cycling Without Age program who provided a lot of good information out to the public and reviewed and approved the 2025 budget. Colorado Winter Bike to Work Day will take place on February 14th this year. May 16th is the National Bike to Work Day, June 25th is the Colorado Bike to Work Day, and June 14th is schedule for the Poudre River Trail trail-a-thon where more information will follow. Poudre Trail Days is being moved to a date in August that will be publicized at a later date. September 18th will be the Party on the Poudre event and more information for all events will be announced in the future.

Mayor Cline reported that the I-25 Coalition discussed some of the different projects happening on I-25 and provided an update that the tolls are still being waived at this time due to some camera issues. There was also discussion on Big Thompson River bridge project in Loveland.

Mayor Cline reported that the North Front Range MPO was held at the Police Department in Windsor and reviewed the air pollution update and quality programs happening. The Weld County station that collects the pollutants is located on top of the Greeley hospital. Discussion was held on the financials of the go figures and looked at projects and safety performance measures and the possibility of having regional measures. Discussions regarding the Front Range passenger rail that will be coming on board with a ballot measure in 2026 to ask for money to create the Front Range Passenger Rail District.

Mayor Cline reported that the US34 Coalition & NoCo34 TMO spoke about the US 287 Big Thompson bridge which is a huge project that flooded in 2013. They want to expand the bridge making it longer and raised by 183 feet to be a total of 323 feet. They are looking for a project grant of around 30 million dollars and want to get it shovel ready in 2026 with a start in 2027. The Coalition elected its officers and Mayor Cline will be the chair of the coalition and the Vice Chair will be Kristin Stephens. The Coalition looked at the proposed project overview for the US 34 and Weld County Road 17 that the City of Greeley presented. The NoCo34 TMO reviewed its bylaws which will be voted on at the next meeting and showed the My Way To Go which helps people find commuting options.

6. Public Invited to be Heard

Mayor Cline opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the December 9, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Resolution No. 2025-01 - A Resolution Designating a Public Place for the Posting of Notices Concerning Public Meetings - K. Frawley, Town Clerk

The Colorado Open Meetings Act requires Town Board to annually designate a specific place for the posting of public meeting notices. Although the act allows online meeting postings, Windsor has traditionally identified the bulletin board on the main level of Town Hall for this purpose. Current practice is to post public meeting notices both online and on the bulletin board. It is recommended that both options be approved for posting, online and the bulletin board on the main level of Town Hall.

3. Resolution No. 2025-02 A Resolution Accepting a Temporary Construction Easement and the Permanent Poudre River Trail Easement Agreement From GWIP, LLC and GWIP Land Company to the Town of Windsor within the Great Western Industrial Park Subdivision - W. Willis, Open Space and Trails Manager

Staff has successfully negotiated a Permanent and Temporary Easement for continued access across the Great Western Industrial Park and construction of the Poudre Trail which will re-align the trail away from the Poudre River in an area that is currently at risk of river bank failure. This is a part of a Transportation Alternative (TA) federal grant funded project to protect and maintain the Poudre River Regional Trail. The existing Poudre River Trail through this area was and is a part of the original Lease for the Poudre Trail and the lease is nearing its expiration. CDOT, who is administering the TA grant required dedication of a permanent easement in order to utilize the TA grant funding.

4. Resolution 2025-03 - A Resolution Reappointing Amy Penfold as Windsor Town Prosecutor Pursuant to the Town of Windsor Home Rule Charter - K. Mihm, Deputy Town Attorney

Amy Penfold has served the Town as its Town Prosecutor since 2023. Amy's talents as a prosecutor are well-documented, and she has proven to be an effective prosecutor. Town of Windsor Home Rule Charter Section 1.47 provides for the Town Prosecutor who is appointed by the Town Board to (1) appear on behalf of the Town before the Municipal Court of the Town; (2) to enforce violations of the Code of Ethics; and (3) to perform such other duties as prescribed by the Town Board. As such, the Town Prosecutor position is a direct report to the Town Board.

Ms. Penfold has agreed to continue as the Town Prosecutor for 2025. The previously entered into professional services agreement remains in effect, where her rates are \$175.00 per hour.

5. Report of Bills - December 2024 - D. Moyer, Director of Finance

Town Board Member Hallett moved to approve the consent calendar as presented, Town Board Member Klimek 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.

C. BOARD ACTION

1. Ordinance No. 2024-1712 - An Ordinance Amending Section 2-10-20 of the Windsor Municipal Code to Update the Number of Commissioners for the Windsor Housing Authority and the Duration Served for each Commissioner

The Windsor Housing Authority ("WHA") wishes to increase the number of its commissioners from five to seven. It also desires to shorten the term of service from five years to four years. This change would require that the Windsor Municipal Code be amended by Ordinance. Mayor Cline opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2024-1712, Town Board Member Steinbach 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.

2. Ordinance No. 2024-1713 - An Ordinance Imposing A Temporary Moratorium On The Submission, Acceptance, Processing, And Approval Of Applications For The Establishment Of A Business That Cultivates, Processes, Or Dispenses Natural Medicine And The Establishment Of Any Business, Occupation, Or Operation For Healing Centers

Proposition 122 established the Natural Medicine Health Act of 2022. This Act allows natural healing centers to use psilocybin and psilocin as natural medicine in the treatment of mental health. The Act prohibits municipalities from outlawing natural medicine completely, but it does allow municipalities to create reasonable laws and zoning restrictions around these centers and uses. The State begins licensing this use on January 1, 2025. In order to draft responsive zoning laws and regulations surrounding this new use, the Town wishes to impose a temporary moratorium on the business use and cultivation of psilocybin and psilocin. The attached Ordinance establishes that moratorium. Mayor Cline opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2024-1713, Town Board Member Symsack 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.

3. Resolution No. 2025-04 - A Resolution of the Town Board of Windsor, Colorado Authorizing the Town Clerk to Appoint Election Judges for the Special Election to be Held on Tuesday, February 18, 2025

The attached resolution is required to allow the Town Clerk to appoint election judges for the February 18, 2025 mail ballot election. Election judges are statutorily required to be appointed at least 15 days before the election, which will be February 3, 2025.

Town Board Member Hallett moved to approve Resolution No. 2025-04, Town Board Member Steinbach 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.

4. Resolution 2025-05 - A Resolution Approving and Adopting the Kodak Open Space Master Plan for the Town of Windsor

Through a competitive proposal process, staff commissioned Connect One Design, a

landscape design and planning firm to complete the Kodak Master Plan. The Town acquired the Open Space through a donation from the BROE Land Company in 2016. The 150 acre site includes a Poudre Trail Head, Poudre Trail, the Poudre River, an Archery Range, an area historically referred to as the Kodak Watchable Wildlife Area and roughly 70 acres of active agriculture. Elements of this plan included inventorying the existing conditions on the site and identify habitat and habitat areas; document existing uses of the site; and engage the community on their current perspectives of the site and desire for potential increased access. The completed plan was presented to Town Board at the December 9, 2024 work session. Town Board directed staff to present the plan for formal approval through resolution in 2025.

Town Board Member Hallett moved to approve Resolution No. 2025-05, 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 Symsock, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

5. Ordinance No. 2025-1714 - An Ordinance Fixing the Compensation of The Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Section 2-4-90 of the Windsor Municipal Code

Windsor Municipal Code ("Code") requires that the compensation of the Municipal Judge and Office 2025 Annual Budget, where the compensation for the Municipal Judge and Municipal Court Clerk's Office was fixed. An Ordinance approving those appropriations is required to comply with the requirements of state law and the Code. The attached Ordinance Fixing the Compensation of the Municipal Court Judge, Deputy Municipal Judge and Municipal Court Clerk, incorporates the appropriations for these offices from the 2025 Annual Budget, thus satisfying the requirements of law.

Town Board Member Hallett moved to approve Ordinance No. 2025-1714, 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 Symsock, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney
2. Communications from Town Staff
 - a. November 2024 Windsor Police Statistics
 - b. Financial Report - September 2024

Ms. Fotsch reported that the 2024 Rec Center numbers hit 432,000 users in 2024, 37,000 more than last years annual numbers.
3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Assess and address long-term capital facilities needs (50% completed)

The Town Board approved the 2025 budget of which \$5M will be used to remodel the former police station into a new community development center.

2. Sustainable Infrastructure

Provide a safe and reliable water supply for the community (85% completed)

- The Water Efficiency Plan is now available for public comment on Project Connect. Staff will review year-end water usage numbers as the data becomes available. Northern Water has issued a quota of 70% and North Poudre issued an allocation of 2.5 acre-feet per share. This yield means the Town has adequate water supply for 2024. Staff continues to evaluate sources to fill the gap in the Non-Potable Water Master Plan.
- The Fort Collins-Loveland Water District (FCLWD) has provided an initial projection of additional capacity that Windsor could utilize for future demands. Staff is working to review projections provided in conjunction with the other water providers' capacities to optimize the Town's most efficient operation capacities.
- Construction of the Secondary Water Connection with Fort Collins-Loveland Water District is complete. The Gold Hill Water Pressure Zone Improvements design will continue into 2025, with construction scheduled for 2026. Potable Master Plan 5-year CIP plan is 99% Complete.
- Town staff continues to explore options for improving pressure in the Gold Hill pressure zone. A local developer recently purchased the property on which the booster pump was to be built. Town staff will continue to work with the developer to explore options moving into 2025.

3. Vibrant & Healthy Economy

Enhance and expand downtown vitality (85% completed)

Town staff is working with WDA to establish a redevelopment incentive to help encourage development in the downtown region and also working with the redevelopment of sites in our downtown area to get new businesses to prosper in our community. Sip and Flip opened with another restaurant to follow. Brownfield grants for the gas station on 4th Street are also being looked at.

Per Mr. Hale, the packet included the strategic plan update, staff will be participating in a cybersecurity table top exercise on Thursday, and provided a reminder of the executive session tonight.

4. Communications from Town Board

Mayor Cline reported on Coffee with the Mayor last Friday and also stated that it took place during the celebratory assembly for the Windsor High School cheerleaders who won 4-A state.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(b) for a Conference With an Attorney for the Town Board to Receive Legal Advice on Specific Legal Questions and Confer on a Pending Litigation Matter (Dan Money, Town Attorney)

Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(b) for a conference with an attorney for the Town Board to received legal advice on specific legal questions and confer on a pending litigation matter, Town Board member Klimek 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 8:06 p.m.

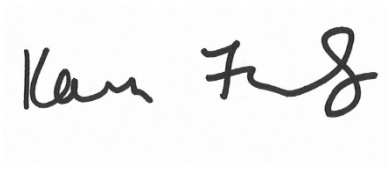
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:56 p.m.

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 regular meeting resumed at 8:57 p.m.

F. 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 8:58 p.m.



Karen Frawley, Town Clerk