



Town Board Regular Meeting

February 10, 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 7:05 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 Emil, Deputy Town Attorney
Carlin Malone, Chief Planner
Sandra Mezzetti, Senior Planner
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Hallett 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 presented, 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.

4. Proclamations

a. Kindness Week

b. Government Communications Day

Mayor Cline read the proclamations aloud.

5. Presentation

a. Polar Plunge Update - Sergeant Rick Cook

6. Administration of Oath to Police Officers Jeffrey Amidon, Joseph Marone, and Bart Trenholm
Mayor Cline administered the oath of offices.

Mayor Cline called a recess at 7:37 p.m.

Mayor Cline reconvened the regular meeting at 7:54 p.m.

7. Board Liaison Reports

Mayor Pro Tem Steinbach - Larimer County Behavioral Health Policy Council, Windsor Housing Authority

Mayor Pro Tem Steinbach reported that the Larimer County Behavioral Health Policy Council has not met since the last provided update.

Mayor Pro Tem Steinbach reported that the Windsor Housing Authority things are moving along well with Jacoby Meadows. The Authority reported that there will be two vacancies on the board and they are currently reviewing goals for 2025.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones reported that the Historic Preservation Commission has not met since the last provided update.

Town Board Member Jones reported that he missed the Tree Board meeting due to being ill but will provide an update at a future meeting.

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

Town Board Member Peltz reported that the Clearview Library Board disseminated their 2024 membership numbers which are up over fifty percent from 2023. The Board reported offering at both library locations 1655 programs which were attended by 41935 patrons which is a seventy-five percent increase from 2023. The average monthly computer usage inside the buildings is 507, so people are using the library. The board appointed a new Trustee as an alternate position. The library would like to remind all that the meeting rooms are available to rent during business hours at both locations for free. The Library director also noted that in 2025 the district will begin the process of going through the Colorado Public Library standards to make sure the Clearview Library District standards are in line with the Colorado Public Library standards and the donated materials policy is still under review due to limited storage space.

Town Board Member Peltz reported that the Great Western Trail Authority has placed a new dog waste station at the County Road 23 trail in Severance. There is also a plan to put in two additional porta potties which will make four along the eleven mile trail. This year the authority is going to focus on putting in wayfinding signs along the trail. The Great Western Trail foundation is going to be purchasing some benches to place along the trail. The authority is requesting access to the trail with the new King Soopers development parking lot and would like to continue discussions.

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 reviewed the aquatics feasibility study which included an overview of potential maintenance and future needs and updates for all aquatics. Staff provided an update on the potential open space acquisition and reviewed Main Park East playground design proposals for playground updates.

Town Board Member Symsack reported that the Windsor Arts Commission held its elections and selected Todd Vess remained the chair and Laurie Bess remained Vice Chair and Shelley Kawamura will remain as secretary. The commission held a discussion on the sculpture on loan project and potential locations around Windsor Lake that sculptures could be located. The group agreed to place the first five sculpture along the trail near the Greeley Ditch and the Eaton house, which will be finalized this month with the installation being aimed around Harvest Fest 2025. There was also an update provided on the Kyger benches which will be installed later this month or early next month. The 2025 project timeline was also discussed with highlights on the mural grant project, all the events for Windsor.

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

Town Board Member Klimek reported that the Chamber of Commerce welcomed two new board members and discussed the budget for the programs for the year and reviewed a presentation from Weld RE-4 in reference to some potential programs they would like to propose.

Town Board Member Klimek reported that the Water and Sewer Board has not met since the last provided update.

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

Town Board Member Hallett reported that the Planning Commission reviewed the items that will be on the agenda later tonight.

Town Board Member Hallett reported that the RE-4 School District held an executive session to evaluate the Superintendent and reviewed the revised budget for 2024 - 2025. The Windsor High School cheer team was recognized for winning the 4A all girls cheer competition.

Town Board Member Hallett reported that the Windsor Downtown Alliance has the Valentine Wine and Chocolate walk on February 22nd which the main tickets are already sold out, but there are some of the after-party tickets available. The WDA held its retreat during this meeting where they discussed the strategic plan and goals and projects for the upcoming year.

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 appointed two new people to the board and elected officers for the next year, which stayed the same as last year. The authority reviewed a presentation from a graduate student at CSU on the history of the Poudre River Trail which will be sent out to the board. The authority also reviewed a presentation regarding shared mobility of the spin cycles and scooters. The events committee is working on the trail-a-thon which will take place on June 14th at the Poudre Learning Center.

Mayor Cline reported that the I-25 Coalition discussed progress on the new sections and

will have a discussion in person in April to review the purpose and direction of the I-25 Coalition moving forward.

Mayor Cline reported that the North Front Range MPO had an item removed from the consent calendar and moved to discussion which was a funding request for the Front Range passenger rail. The request to the MPO was to do a study to figure out where the station would be for Fort Collins and Loveland. The MPO decided since the initiative has not even gone before the voters, the discussion on the study should be tabled at this time and two other projects were funded in its place. The funding was reduced from fifty percent to twenty-five percent on the matching for the Weld County On Demand program.

Mayor Cline reported that the US 34 Coalition and NoCo34 TMO reviewed a presentation from Loveland regarding 287 and US 34 that a raise grant proposal is being drafted and is adding some more multimodal areas in that location. Bylaws were approved for the NoCo34 TMO which makes the group official. The Coalition also received a spotlight on the Town of Estes Park who received a \$1.2 million grant for air quality which Estes Park will create a park and ride with the funding. The winter bike to work day will be held on Friday, February 14th.

8. 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 January 27, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Resolution 2025-09- A Resolution Approving The Memorandum of Understanding between the Larimer County Sheriff and the Windsor Police Department Concerning Law Enforcement Duties Performed at Larimer County Special Events and at the Larimer County Fairgrounds and Event Complex Known as "The Ranch" - S. Garrison, Police Chief

Windsor Police Department and Larimer County Sheriff's Office have a long standing inter agency agreement concerning shared law enforcement services at "The Ranch" event complex. Previously these agreements were reviewed and renewed annually. This the updated agreement. Minor changes include updated pay rates for officer and supervisor positions at "The Ranch", and effective dates and terms of the agreement.

3. Report of Bills January 2025 - D. Moyer, Director of Finance

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

C. BOARD ACTION

1. Public Hearing - Ordinance 2025-1715 Approving a Rezone Removing the Planned Unit Development (PUD) Overlay from the Residential Mixed Use Two (RMU-2) Zoning within the Overland 368 Annexation Property - Chad Ellington, applicant, Peak Development Group; and Shelley LaMastra, applicant's representative, RVi Planning + Landscaping

Executive Summary

The applicant's representative, Ms. Shelley LaMastra of RVi Planning + Landscaping, has submitted an application on behalf of Peak Development Group, represented by Mr. Chad Ellington, to rezone approximately 173 acres known as Overland 368 annexation. The subject property is located west of State Highway 257, east of 15th Street, and north of the Great Western Railway in the Town of Windsor. In addition, the applicant's representative has submitted an application for a Second Master Plan Amendment, which will be processed concurrently with the rezoning application.

Town Board Member Hallett stated "Mayor Cline, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceeding has in no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing."

Mayor Cline opened the public hearing.

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

Mayor Cline closed the public hearing.

2. Ordinance No. 2025-1715 - An Ordinance Approving a Rezone Removing the Planned Unit Development (PUD) Overlay from the Residential Mixed Use Two (RMU-2) Zoning within the Overland 368 Annexation Property - Chad Ellington, applicant, Peak Development Group; Shelley LaMastra, applicant's representative, RVi Planning + Landscaping

Please refer to the information submitted with the public hearing item.

Town Board Member Hallett moved to approve Ordinance No. 2025-1715, 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.

3. Public Hearing - Resolution No. 2025-10 Amending the Master Plan for the Overland 368 Annexation Property - Chad Ellington, applicant, Peak Development Group; Shelley LaMastra, applicant's representative, RVi Planning + Landscaping

Executive Summary

The applicant's representative, Ms. Shelley LaMastra of RVi Planning + Landscaping, has submitted an application on behalf of Peak Development Group, represented by Mr. Chad Ellington, to amend the master plan for approximately 173 acres known as Overland 368 annexation. The subject property is located west of State Highway 257, east of 15th Street, and north of the Great Western Railway in the Town of Windsor. In addition, the applicant's representative has submitted a rezoning application, which will be processed concurrently with the master plan amendment application.

Mayor Cline opened the public hearing.

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

Mayor Cline closed the public hearing.

4. Resolution No. 2025-10 - A Resolution Approving the Second Master Plan Amendment for the Overland 368 Annexation Property - Chad Ellington, applicant, Peak Development Group; Shelley LaMastra, applicant's representative, RVi Planning + Landscape

Please refer to the information in the public hearing item.

Town Board Member Hallett moved to approve Resolution No. 2024-10, 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.

5. Public Hearing - Ordinance No. 2025-1716 Approving a Rezone from Single Family Residential (SF-1) to Estate Residential (ER) within the Raindance Subdivision 21st Filing, Tract A - Garrett Scallon, The Water Valley Company, property owner representative; Martin Lind, Raindance Aquatic Investments LLC, owner

Executive Summary

The applicant's representative, Mr. Garrett Scallon, of The Water Valley Company, has submitted an application on behalf of Martin Lind, Raindance Aquatic Investments LLC, property owner, to rezone 1.06 acres from SF-1 (Single Family Residential) to ER (Estate Residential) within a 5.71-acre parcel of land known as Raindance Subdivision 21st Filing, Tract A. The subject property is located at 31013 County Road 64, approximately a ½ mile north of New Liberty Road and approximately a ½ mile west of 7th Street, near the northeast corner of Raindance National Golf Course. The parcel is currently split-zoned SF-1 and ER, and the proposed rezone will rectify the condition with ER zone district for the entire parcel. The existing use is a golf course maintenance building, and golf course is a permitted use in the ER zone district.

Mayor Cline opened the public hearing.

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

Mayor Cline closed the public hearing.

6. Ordinance No. 2025-1716 - An Ordinance Approving a Rezone from Single Family Residential (SF-1) to Estate Residential (ER) within the Raindance Subdivision 21st Filing, Tract A - Garrett Scallon, The Water Valley Company, property owner representative; Martin Lind, Raindance Aquatic Investments LLC, owner

Please refer to public hearing item materials.

Town Board Member Hallett moved to approve Ordinance No. 2025-1716, 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.

7. 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. There have been no changes to the ordinance since the first reading.

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

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

Per Ms. Frawley, election day is Tuesday, February 18th and ballots are due by 7 p.m. Town Hall will be open from 7 a.m. to 7 p.m, for all voter needs.

Per Ms. Mezzetti, the library has received their energy kit for monitoring how much energy an appliance uses and ready to checkout.

a. Financial Report - November 2024

b. Financial Report - October 2024

c. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Acquire 1,290 acres of open space to ensure Windsor maintains its identity and quality of life (24.60% completed)

We are actively engaged with a property owner on a contract. We hope to close on a property in late Q1 or early Q2 2025.

2. Sustainable Infrastructure

Design and implement a well-connected, efficient, safe multimodal public transportation network. (11.30% completed)

- Staff continues to move forward with design plans for the SH392 Widening Project (west of Colorado Blvd/WCR13 to Highland Meadows Parkway), to get the project shovel-ready to be competitive for future funding opportunities. Design is 60% complete, and the design team is currently working to modify the preliminary construction plans based on plan reviews from CDOT, Larimer County, and Town staff. Staff submitted the RAISE Grant application at the end of January.
- Efforts to improve traffic flow at the intersection of SH392/SH257 have been put on hold. Staff will finish the plan set by the end of the year, and then shelve the plans until further notice.

- Harmony Road widening/improvements (CR15 to HWY257) are on hold until 2025.

3. Vibrant and Healthy Economy

Promote business diversification to attract balanced commercial development that will sustain the future of Windsor (50% completed)

We had a total of 94 prospects in 2024.

3. Communications from Town Board

Per Mr. Hale, the packet includes two financial reports for October and November and are on track to at least match the amount of sales tax received in 2023 though will probably wind up under the projected amount.

E. 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 Matters of the Northern Integrated Supply Project (NISP) Litigation (Dan Money, Town Attorney)
2. 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 Related to a 2008 IGA with Greeley (Dan Money, Town Attorney)

Town Board Member Hallett moved to enter into 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 matters of the Northern Integrated Supply Project (NISP); and 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 related to a 2008 IGA with Greeley, 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.

The Town Board entered into an executive session at 9:14 p.m.

Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 10:45 p.m.

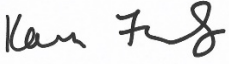
Upon returning to the special meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the regular meeting resumed at 10:45 p.m.

F. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 10:46 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style.

Karen Frawley, Town Clerk