Town Board Regular Meeting

April 28, 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 7:00 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 John Thornhill, Community Development Director Scott Ballstadt, Planning Director Dean Moyer, Finance Director Sandra Mezzetti, Senior Planner Kim Lambrecht, Long Range Planner Evan Wendlandt, Economic Development Director Kim Mihm, Deputy Town Attorney Ben Stephens, IT Analyst II Kyra McKinley, Visual Media Coordinator Karen Frawley, Town Clerk

2. Pledge of Allegiance

   Mayor Cline asked Town Board Member Peltz 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 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. Honoring the State Champion Windsor High School Wrestling Team

   b. Frontline Worker Appreciation Month 2025

   Mayor Cline read the proclamations aloud.

5. Presentation

   a. Constitution Week Presentation

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 April 14, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

2. Resolution 2025-18 - A Resolution Accepting a Deed of Dedication for the Crossroads Boulevard Right of Way Between GWIP, LLC and the Town of Windsor within the Great Western Industrial Park Subdivision, 7th Annexation - D. Roth, Civil Engineer

   Extension of Crossroads Boulevard from SH 257 east to Windsor's GMA boundary has been included in Town transportation masterplans and Great Western Industrial Park masterplans for many years. The Great Western Industrial Park 7th Annexation agreement states that the developer must dedicate right-of-way (ROW) for Crossroads Boulevard within 60 days of a request by the Town. Great Western Development has provided dedication of the requested ROW. The portion of ROW requested to be accepted extends east/west across the Great Western Industrial Park 7th Annexation.

3. Resolution 2025-19 - A Resolution Committing the Town of Windsor to the Pursuit of Zero Traffic-Related Fatalities and Serious Injuries on Town of Windsor Roadways by December 2035 - S. Pearson, Transportation Engineer

   Engineering is finalizing the Town's Vision Zero Roadway Safety Action Plan document. The Town Board, in June of 2023, committed to the Vision Zero plan in Resolution No. 2023-29. The original resolution did not include a date deadline, so staff presented at the Town Board work session in January 2025 to request a date. Now, to formalize the date, a resolution is necessary to adopt the update and December 31, 2035 goal.

4. Resolution No. 2025-20 - A Resolution Authorizing the Use of Bow and Arrow and/or Shotgun in Specific Areas Within the Town of Windsor for Educational and Hunting Purposes - E. Lucas, Deputy Town Manager

   At the April 21, 2025, Town Board Work Session, Town staff, along with staff from Colorado Youth Outdoors (CYO) and Colorado Parks & Wildlife (CPW) presented a partnership that, if approved, would allow youth ages 12-18 who complete the CORE Program offered through CYO the opportunity to partake in a mentored youth turkey hunt on designated areas within the Kodak Open Space near the Windsor Sewer Treatment Plant.

   As explained in the work session, these hunts would continue the long tradition of hunting in Windsor in a safe and controlled manner that area youth might not otherwise be exposed to. Additionally, these three entities would work together to follow the North American Model of Conservation to do our part in to help maintain a healthy population of turkey in Windsor.

5. Resolution No. 2025-21 - A Resolution Authorizing the Discharge of Bow and Arrow on the American Legacy Academy Campus within the Town of Windsor for Educational and Target Shooting Purposes - E. Lucas, Deputy Town Manager

At the April 21, 2025, Town Board Work Session, staff from Colorado Youth Outdoors (CYO) presented a request to hold National Archery in the Schools (NASP) on the American Legacy Academy property. CYO staff explained the purpose for requesting Town Board approval along with how the NASP program works, and the benefits participants typically derive from participating in the program.

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

C. BOARD ACTION

1. Resolution No. 2025-22 - A Resolution Authorizing an Advance from the Windsor Downtown Alliance 2026 Sales Tax Appropriation to Cover a Budget Shortfall in the Downtown Backlot Undergrounding Project

At the Town Board Work session on April 21 2025, we heard a presentation from Michelle Vance of the Windsor Downtown Alliance describing a large capital project scheduled for 2025. The project involves the undergrounding of utility lines located in the back lots area of the downtown. While the WDA has $230,000 budgeted in the 2025 Budget for this project, it appears that the project will cost significantly more than that figure. To allow completion of the project in one construction season, the WDA has asked the Town for an additional maximum funding commitment of $197,000, bringing the total project budget to $427,000 for 2025. This additional funding will be treated as a cash advance to be applied against any anticipated funding to the WDA in the 2026 Budget Cycle.
The "mechanics" of the cash flow process regarding this project are agreed that the WDA will run the project and turn invoices to the Town of Windsor Finance Department for payment. The Windsor Finance Department will pay the approved invoices while tracking a running total of project expenditures covered under the 2026 advance, not to exceed $197,000. The final sum will be the agreed-upon "advance" amount to be deducted from any financial support from the Town of Windsor to the WDA in the 2026 Budget.

Town Board Member Hallett moved to approve Resolution No. 2025-22, 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.

2. Ordinance No. 2025-1718 - An Ordinance Prohibiting the Sale of Dogs and Cats From Retail Stores In The Town

The Town has determined that puppy and kitten mills are inhumane commercial breeding facilities that disregard animals' health in order to maximize profits.

Town Board Member Hallett moved to approve Ordinance No. 2025-1718, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Lainie Peltz, Ken Symsack, Rick Klimek; Nays - Ron Steinbach, Brian Jones, Jason Hallett; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

a. Major Site Plan - Diamond Valley Subdivision 13th Filing, Lot 1 (1000 Diamond Valley Drive) - Flex Space - S. Mezzetti, Senior Planner

Site Plan reviews are administrative reviews. Staff has been directed to prepare a summary of Site Plan Applications that are under review for the Planning Commission and Town Board's information, under the communication section of their regularly scheduled public meetings.

b. Major Site Plan - South Gate Business Park Subdivision 12th Filing, Lot 1 (710 Triumph Drive) - Flex Space - S. Mezzetti, Senior Planner

d. Major Site Plan - Water Valley South Subdivision 24th Filing, Lot 1 (340 E. Crossroads Blvd) - New Liberty Self Storage - K. Lambrecht, Long Range Planner

The owner/applicant, Mr. John McShane of New Liberty Self Storage LLC, and the applicant's representative, Mr. Timothy Nelson (4171 Design) have submitted a Major Site Plan application for a self-storage facility to be located on Lot 1, Water Valley 24th Filing (340 E. Crossroads Blvd.). The Major Site Plan is currently under review. The subject property is located east of the intersection of Crossroads Blvd and Rancho Drive, behind the Timberline Church location and west of the Vaults at Water Valley.

e. Major Site Plan - Water Valley Subdivision 13th Filing, Lot 3 (1353 Water Valley Parkway) - Water Valley Dental - K. Lambrecht, Long Range Planner

The owner/applicants, Mr. Daniel Banks, Ms. Amy Banks and Mr. Jacob Dunham of B & D Holdings (Water Valley Dental), and the applicant's representative, Ms. Marlene Brandemuehl (Soaring Eight Architecture) have submitted a Major Site Plan application to relocate their existing dental office to the existing car wash building next door on Lot 3, Water Valley Subdivision 13th Filing (1353 Water Valley Parkway). The car wash building will be extensively renovated. The Major Site Plan is currently under review. The subject property is located south and east of the intersection of Eastman Park Drive and Water Valley Parkway – immediately south of the existing Water Valley Dental Office.

f. Major Site Plan - Windsor School Annexation (1020 Main Street) - Weld County School District RE-4 Administration Building Addition - K. Lambrecht, Long Range Planner

The project will continue to utilize the existing shared drive access from Main Street to both the Administration Building parking lot and the high school visitor parking lot.

g. Major Site Plan - Shutt's Subdivision 3rd Filing, Tract H (8452 Cromwell Drive) - New Townhome Building - K. Lambrecht, Long Range Planner

The owner, Windsor Highlands Metropolitan District No. 7, represented by Mr. Christopher Sherrill (Development Coordinator with Landmark Homes) and Mr. Jim Doyle (authorized representative of the TB Group) have submitted a Major Site Plan application to develop Tract H of Shutt's Subdivision 3rd Filing, with a 4-unit townhome building. The Tract is currently undeveloped, and was originally planned to include a subdivision amenity.

h. Major Site Plan - Raindance Subdivision 21st Filing, Tract A (Grand House) Phase I - C. Malone, Chief Planner

The owner/applicant, Raindance Aquatic Investments LLC, and the applicant's representative, Matt Taranto, TST Inc. Consulting Engineers, have submitted a Major Site Plan application and improvement plans for the first phase of the Grand House development. The Major Site Plan is currently under review. The subject property is located north of New Liberty Road, approximately one-half mile east of Colorado Boulevard, adjacent to Raindance National Golf Course, within the Raindance Subdivision. The Grand House area is in the southeastern portion of the 356-acre property.

i. Major Site Plan - Diamond Valley 14th Filing, Lot 1 - Waste Connections - M. Price, Planner II

j. Major Site Plan - Great Western Industrial Park 3rd, Lot 1 Block 1 - Vestas Blades America, Inc. - CPX Building - M. Price, Planner II

The Project consists of the design and construction of a new, 138' x 600' pre-engineered metal building (PEMB) to be located at the south-central portion of the existing property. The building would replicate the existing finish building in terms of occupancy type, utilities, tooling and operations. No increase in overall employee count is expected as part of the building's construction; the increase in footprint is to accommodate the larger size of manufactured products.

k. March 2025 Windsor Police Statistics

l. Strategic Plan Key Performance Indicators for March 2025

Attached are the Town's Key Performance Indicators for March 2025. You will notice that I included the same report in two formats because we have moved the reporting platform to Envisio, the same platform we utilize to report each month on the Town Strategic Plan. As you know, every month, I highlight a KPI in each of the strategic focus areas in an effort to provide context to the data we are collecting.

3. Communications from Town Manager

4. Communications from Town Board

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 Litigation Matters with Future Legends (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 Intergovernmental Agreement with Greeley (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 receive legal advice on specific legal questions and confer on litigation matters with Future Legends; and to enter 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 intergovernmental agreement 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 7:55 p.m.

Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 9:10 p.m.

Upon returning to the regular 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 9:10 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 9:11 p.m.

Karen Frawley, Town Clerk