



Town Board Regular Meeting

May 12, 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
Dean Moyer, Finance Director
Kim Mihm, Deputy Town Attorney
Kim Lambrecht, Long Range Planner
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Mayor Pro Tem Steinbach 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. Windsor High School Boys Basketball

b. Mental Health Month

c. National Public Works Week

d. Historic Preservation Month

e. National Police Week and National Peace Officer's Memorial Day

Mayor Cline read each proclamation aloud.

5. Presentation

a. Administration of Oath to Police Commander Aaron McConnaughey

Mayor Cline administered the Oath of Office to Commander McConnaughey.

Mayor Cline called a recess at 7:33 p.m.

The meeting resumed at 7:46 p.m.

6. Board Liaison Reports

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

Mayor Pro Tem Steinbach reported that neither board has met since the last provided update.

Town Board Member Jones - Historic Preservation Commission, Tree Board

Town Board Member Jones reported that the Historic Preservation Commission was covered in the proclamation tonight.

Town Board Member Jones reported that the Tree Board meeting was canceled last month due to all the Arbor Day celebration events.

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

Town Board Member Peltz reported that the Clearview Library Board is initiating its strategic planning to begin in quarter 2, which will include a community needs assessment, formalize their internal programming assessments and increase access to programs for all ages in the community. The Library will continue engaging its stakeholders to enhance the library district's visibility and collaboration. The doors at the Severance branch are currently working, so after-hours meeting rooms are available to reserve. The library is going to be joining Marmot, which is a local Colorado consortium that will expand physical access to library books and other amenities. The library is moving to fine free for overdue items however, they will still bill for those who do not return items. On May 17th the Library will hold it bookmobile and chili cook off at noon at the Windsor Library. The summer adventure program kickoff is Monday, June 2nd at 3:00 at the Severance location.

Town Board Member Peltz reported that the Great Western Trail Authority report will be provided by Board Member Symsack.

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 had a member of the public join the meeting and discussed securing open space purchased with open space funds. Staff provided a presentation on athletic participation

which is up this year. The largest challenge is facility shortages, which is the cause for having to turn away several baseball and softball teams this year. Kyger reservoir is complete, and the grand opening is set for June. The forestry department counted five-thousand, five-hundred and forty-one trees in Windsor that are town-owned and have placed all in software so they can keep them healthy. Main Park renovations are underway. Aaron Cook field installation began this week. The Historic Halfway Homestead and Dickey Farmhouse received their certificate of occupancy and there will be an open house on May 30th.

Town Board Member Symsack reported that the Windsor Arts Commission highlighted the Gale Whitman project, which will be on the signal light box at County Road 5 across from the Charter Academy. Planning for the 2026 semiquincentennial anniversary ideas. Upcoming events - Kids Day at the park and sculpture unveiling will take place at Eastman Park on May 18th. The Commission advised that the recreation center signage costs might increase due to rising materials costs. The sculpture on loan program applications are live, and the mural grant proposals are under review.

Town Board Member Symsack reported that the Great Western Trail Authority has two new port-a-potties installed on the trail and have ongoing pesticide treatments happening along the trail. Maintenance and sanitation costs are increasing modestly. The trail conditions held up for the Great Western Trail Run which saw two hundred and fifty participants. The Authority reports that the pedestrian counter in Severance is down currently and is looking at replacements. Severance reported that it has handicapped-accessible ramps at the dock at the lake now.

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

Town Board Member Klimek reported that he was unable to attend the Chamber of Commerce meeting due to being out of town and will provide an update at the next meeting.

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

Town Board Member Hallett reported that the RE-4 School District recognized the boys basketball and wrestling teams for winning state championships. The drama club was able to view art in real life by traveling out to New York City. The district also has speakers from the SWAP program who work with students to get them ready for work.

Town Board Member Hallett reported that the Windsor Downtown Alliance has started the underground power lines project in the backlogs section. This week CDOT will be going out and checking on the wayfinding signage that the alliance has placed with the grant they received. There is currently some pro forma being worked on for the 4th Street building, gas station, and the Redzone Gym building to see what they will turn into. Champagne on Main had a holdout event of three-hundred twenty-two tickets and there was a lot of good feedback from the participants. The next event they will host is the blood drive through Vitalant at the gas station on June 19th from 2 p.m. to 6 p.m. just before the concert in the park.

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 CD that was renewed at a lower percentage rate. The Authority has purchased another trishaw from the Boulder Cycling Without Age Program. The ADA sidewalk to the Lockhart Grainery at Signature Bluffs has been completed and under budget. The events committee selected a planning company for the Party on the Poudre. A Place Setting Company will be coordinating the event planning. On June 14th, the Authority will hold its trail-a-thon at the Poudre Learning Center from 9 to noon.

Mayor Cline reported that the I-25 Coalition has not met since the last update provided.

Mayor Cline reported that the North Front Range MPO is working on requesting a voluntary reclassification to severe under the 2015 standards due to the concern that the State will never be able to show attainment due to the ozone levels not decreasing. There will be a new person in region 8 from the EPA that will be starting soon. The executive director has resigned and another search for a new director will take place. CDOT showed the region 4 ten-year plan discussion and provided an overview of what the plan is and why it is in place and the funding which has gone down over the years. The Front Range Passenger Rail is holding an open survey at www.ridgethefronrange.com through June 14th. See attached the Executive Summary from the meeting.

Mayor Cline reported that the US34 Coalition has not met since the last provided update and NoCo34 TMO is hoping for more Instagram followers and has an intern who is giving the TMO eight hours a month.

7. 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 28, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
2. Report of Bills April 2025 - D. Moyer, Director of Finance

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

C. **BOARD ACTION**

1. Public Hearing Cancellation - Applicant Withdrawal of Land Use Application - Comprehensive Plan Land Use Map Amendment (LUMA) for a portion of Village East Subdivision from the land use designation of General Commercial (GC) to Residential Mixed Use (RMU) - Larry Buckendorf, owner representative; and Morgan Kidder, applicant representative, Village East Commercial Holdings, LLC

On behalf of the applicant, Mr. Larry Buckendorf of Village East Commercial Holdings LLC, Mr. Morgan Kidder, also of Village East Commercial Holdings LLC, has requested the withdrawal of the request to amend the Town's 2024 Comprehensive Land Use Plan

Map from General Commercial (GC) land use designation to Residential Mixed Use (RMU) designation. Therefore, staff requests the public hearing be canceled.

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.

The Town has determined that the retail sale of dogs and cats from these mills is an unwholesome business practice that is not in the best interest of the welfare of the Town.

The Town deems it necessary to prohibit pet stores that receive dogs and cats from puppy mills and similar breeders from the retail sale of dogs and cats in the Town.

There have been no changes to the ordinance since the last reading. Mayor Cline opened the meeting up for public comment.

Jill Steele from 530 Springwood Court in Windsor and Cara Thornsen from 2703 Brush Creek Dr. in Fort Collins both addressed the board expressing gratitude for the adoption of the ordinance.

Town Board Member Hallett moved to approve Ordinance No. 2025-1718, Town Board Member Klimek 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. Financial Report - January 2025

b. WDA Monthly Financial Report - January 2025

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Create land use policies that support the Comprehensive Plan to direct growth and density to appropriate areas (3% completed)

Land use policies supporting the Comprehensive Plan have been initiated, with 3% of the work completed. Staff is actively utilizing the goals and objectives of the

Comprehensive Plan to assess ongoing development activities within the Town. Staff will continue to analyze the impact of current development and proceed with creating land use policies that align with the Comprehensive Plan's objectives for growth and density.

2. Sustainable Infrastructure

Build out pedestrian and bicycle connectivity throughout Windsor (12% completed)

Pedestrian and bicycle connectivity throughout Windsor is currently at 12% completion. An agreement has been finalized for the 15th Street right-of-way acquisition, enabling progress on trail design. Spring data collection and installation of low-cost improvements are underway at the following locations: Boxwood & CR19, Dartford & Guardian, 4th St & Main St, 9th St & Walnut St, New Liberty Rd through Raindance at mid-block pedestrian crossing locations, the Pine Dr school zone, Pedestrian circulation review around American Legacy Academy school, RRFB installation at 11th St & Greeley No. 2 trail crossing, RRFB installation at WCR21 & the Cherry Ridge GWT trail crossing, speed feedback signs along Jacoby and review of school zone limits.

These initiatives are designed to enhance safety and connectivity for pedestrians and cyclists across key corridors and school zones.

3. Vibrant and Healthy Economy

Expand a public art plan (22.33% completed)

The public art plan is currently 22.33% complete. The Arts Commission has approved both the budget and the selected artist for the traffic box project on CR 5. A mural grant application from Hayden Outdoors is under review, while a prior application from the Pineapple Market was withdrawn due to the property's sale. The Commission is also encouraging the Happy Yogi studio on Ash St. to submit a mural grant application to further advance the plan.

Per Mr. Hale, bimonthly check-ins with the board will begin tomorrow. Wednesday will be the last Charter Review Ad Hoc Committee meeting, then the recommendations will come before the board in June. Beginning Sunday, the Mayor, Economic Development staff, and myself will be in Vegas attending ICSC.

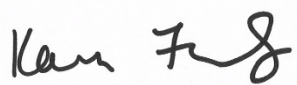
4. Communications from Town Board

Mayor Cline expressed gratitude to all the staff who assisted with the spring clean-up days, for ensuring that Future Legends is adhering to the TCO expiration, and for helping coordinate the ice bucket challenge. Memorial Day at the Cemetery at 9 a.m. will be a tribute and May 30th will be an open house at the Halfway Homestead from 5:00 to 7:00 p.m.

E. 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 8:37 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