



Town Board Regular Meeting

July 14, 2025 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Julie Cline called the regular town board meeting of the Town of Windsor to order at 7:01 pm.

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
Tara Fotsch, Director of PRC
Wade Willis, Open Space and Trails Manager
Kimberly Lambrecht, Long Range Planner
Kim Emil, Deputy Town Attorney
Carlin Malone, Chief Planner
Bobby Warner, Recreation Manager
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Klimek 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

Mayor Cline asked if there were any additions or changes to the agenda. Seeing none, she sought a motion to approve the agenda.

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

4. Proclamations

a. Parks and Recreation Month Proclamation

Mayor Cline read a proclamation recognizing July as Parks and Recreation Month in the Town of Windsor.

5. Presentations

a. Team USA Donation Request

Christopher Springer and Victoria Carter will be requesting financial support of a donation of up to \$13,000 from the Town to cover the cost of Team USA expenses for their upcoming competition. Staff presented a donation request from Team USA. The request was for up to \$13,000 to cover expenses for traveling out of the country for competitions.

Director Fotsch provided an overview of the town's current donation budget, noting that \$77,814 had been given out so far, with an additional \$48,000 allocated for other groups for the rest of the year.

The Town Board discussed the request, with members expressing support but also considering budget constraints. After deliberation, the Board agreed to provide \$6,000 in support, consistent with the previous year's donation.

b. Constitution Week Financial Request

The Constitution Week Committee is seeking a financial donation of \$340 for their upcoming event that would reimburse the fees for use of the Community Recreation Center for their program that will be held in September.

Director Fotsch presented a request from the Constitution Week Planning Committee for \$340 to cover room reimbursements at the recreation center for a Veterans Day event scheduled for September 19, 2025. The event is part of the Constitution Week festivities and is open to all people in Windsor, Severance, Greeley, and surrounding Northern Weld and Larimer areas.

The Town Board expressed no issues with the request and agreed to approve it.

6. 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 meets quarterly, with the next meeting scheduled for August. He had no updates to report from this group.

Regarding the Windsor Housing Authority, Mayor Pro Tem Steinbach reported on their June 17th meeting. The meeting recapped a recent work session and provided updates on the Jacobi Farms project. The Authority is developing advertising and recruitment programs for new residents, with a target opening date in late August or September.

Mayor Pro Tem Steinbach also attended the North Front Range MPO meeting on behalf of Mayor Cline. He reported that Elizabeth Relford was selected as the new executive director. The 10-year priority list was discussed, with mixed reactions from attendees.

Emergency funding of \$750,000 for a Johnstown project was approved. Updates were provided on mobility efforts and passenger rail plans, with a goal for the first segment (Denver to Fort Collins) to be in service by 2029.

Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported that his first Chamber of Commerce meeting would not be until July 23rd.

Town Board Member Jones reported that he was unable to attend the last Tree Board meeting due to attending the Colorado Municipal League (CML) conference.

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

Town Board Member Peltz was unable to attend the Clearview Library Board meeting due to the CML conference but provided updates from the meeting. The Board of Trustees is reviewing their bylaws, summer reading registrations have surpassed 2,000, and they have set a new goal of 2,500 registrants. The board agreed to create an addendum to extend their current strategic plan by a year, focusing on research and data collection in 2026. They plan to implement a comprehensive strategic planning process next year for a new 5-year plan. The board is also focusing on financial policy reviews in the coming months.

Regarding the Great Western Trail Authority, Town Board Member Peltz reported that they did not meet in early July. However, they submitted a preliminary budget to Weld County. She also mentioned ongoing discussions about replacing the bridge over ditch number 2, which has been presented to the Open Space and Trails department for potential collaboration.

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

Town Board Member Symsack reported on a tour of capital improvements completed in the first half of the year, including the Halfway Homestead, Eaton House, Chimney Park Pool resurfacing, and baseball field turf. He expressed appreciation for the work done and the opportunity to see these improvements firsthand.

For the Windsor Arts Commission, Town Board Member Symsack reported discussions about the mural at Chimney Park Pool, which is showing signs of weathering. The commission decided to remove the mural in the fall after the summer season. He also mentioned the approval of Gail Whitman's "Leaves in Color" design for a traffic cabinet mural on County Road 5. The commission also approved the sculpture-on-loan acquisitions. Initially planned for three sculptures, they managed to secure seven within the same budget through negotiations and collaboration with various departments.

Town Board Member Klimek - Poudre River Trail Corridor Authority, Water and Sewer Board

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

Regarding the Poudre River Trail Corridor Authority, Town Board Member Klimek was out of town with his grandchildren and plans to meet with the director in the coming week to get up to speed on current activities.

Town Board Member Hallett - Planning Commission, RE-4 School District, Historic Preservation Commission

Town Board Member Hallett reported that the Planning Commission hasn't met since before July 2nd and doesn't have a meeting scheduled for the current week.

Town Board Member Hallett reported that the RE-4 School District has not met due to the summer break, with meetings expected to resume as the school year approaches.

Town Board Member Hallett attended his first Historic Preservation Commission meeting. He reported that the commission reviewed their focus for the remainder of 2025, discussing items from their master plan. Key topics included the potential creation of a historical district and efforts to obtain historical designation for Windsor Lake. The commission is also planning a lunch-and-learn event at the library to increase public awareness of their mission and services.

Mayor Cline - Windsor Downtown Alliance, I-25 Coalition, North Front Range MPO, US34 Coalition & NoCo34 TMO

Mayor Cline reported that the US34 Coalition mentioned two CDOT presentations: one on the US34 Railroad Crossing Elimination Project, which is reviewing 18 different options, and another on reimagining the US34 corridor from Boise Avenue in Loveland to 65th Avenue in Greeley.

Mayor Cline reported that the US34 TMO's involvement in Bike to Work Day events in Loveland and Greeley. The TMO is preparing to invoice members for 2025-2026 and is still seeking commuting ambassadors.

For the I-25 Coalition, Mayor Cline mentioned CDOT presentations on Region 1 and Region 5 projects. The coalition drafted a letter of support for Segment 4 to CDOT and is working on a draft MOU with the North Area Transportation Alliance to push for completion of Segments 2, 3, and 4 in the C-470 10-year plan.

Lastly, Mayor Cline reported on the Windsor Downtown Alliance (WDA). Their June meeting, held on July 9th, included public comments from business owners and volunteers. New officers were elected, with Annie Lloyd becoming the new chair. A mini-grant of \$3,500 was approved for Chimney Park's facade due to a recent fire. The WDA also approved an undergrounding construction contract for \$210,215.13 with a 10% contingency.

7. Public Invited to be Heard

Mayor Cline opened the floor for public comments. No members of the public came forward to speak.

B. CONSENT CALENDAR

1. Approval of the June 23, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the Regular Meeting Minutes.

2. Report of Bills June 2025 - D. Moyer, Director of Finance

3. Resolution No. 2025-36 - A Resolution Adopting The Draft Principles Of The Northern Colorado Water Alliance To Help Provide A Safe And Reliable Water Supply For The Town Of Windsor's Residents - J. Thornhill, Community Development Director

Mayor Cline presented the Consent Calendar, which included the following items:

Approval of the June 23, 2025 Town Board Regular Meeting Minutes, report of bills June 2025, and Resolution No. 2025-36 - A Resolution Adopting the Draft Principles Of The Northern Colorado Water Alliance To Help Provide A Safe And Reliable Water Supply For The Town Of Windsor's Residents.

With no questions or concerns raised by the board members, Mayor Cline sought a motion to approve the Consent Calendar.

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

C. BOARD ACTION

1. Public Hearing - Ordinance No. 2025-1722 Amending the Town of Windsor Land Use Code, Chapters 14, 15 and 16, Concerning Land Use Application Procedures, Development Standards and Land Uses in the Central Business District

Carlin Malone from the Planning Department presented the proposed amendments to the Land Use Code. She explained that this update was the first phase of implementing the goals and intent of the 2024 Downtown Master Plan. The update aims to replace outdated code language and consolidate standards into one location in the municipal code.

Key changes in the proposed update included:

- Introduction of a special use process for higher-intensity uses
- Recognition of different areas for compatible uses and heights through primary and secondary street designations
- Identification of first-floor residential streets in the Central Business district
- Updates to commercial sign requirements
- Revisions to design standards for primary and secondary street frontages
- Updates to building height regulations

Kim Lambrecht, Long Range Planner, provided more detailed information on specific standards, including:

- The special conditional use process
- First floor residential allowances
- Updated signage regulations
- Primary and secondary street designations and their implications
- Revised building height regulations
- Enhanced design standards and ground floor transparency requirements

The Planning Commission forwarded a recommendation of approval for the ordinance.

During the discussion, board members asked questions about drive-through establishments (which would not be permitted under the new code) and the changes to building height regulations. The presenters clarified that existing businesses would not be affected by the

changes, and the new height regulations aimed to create more consistency throughout the Central Business district.

Mayor Cline opened the public hearing, but no members of the public came forward to speak.

Mayor Cline closed the public hearing.

2. Ordinance No. 2025-1722 - An Ordinance Amending the Town of Windsor Land Use Code, Chapters 14, 15 and 16, Concerning Land Use Application Procedures, Development Standards and Land Uses in the Central Business District - Carlin Malone, Chief Planner, and Kimberly Lambrecht, Long Range Planner

Please refer to previous agenda item for background discussion.

Town Board Member Hallett moved to approve Ordinance No. 2025-1722, 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 Unanimously.

3. Ordinance No. 2025-1721 - An Ordinance Amending Windsor Municipal Code Section 4-2-20(1) Related to the Capital Improvement Fund and the Allocation of Revenues Within Such Fund

Town Manager Shane Hale presented Ordinance No. 2025-1721 for its second reading. He explained that the ordinance proposes to amend the allocation of sales tax revenue between operations and the Capital Improvement Plan (CIP). The current practice allocates 60% to operations and 40% to CIP. The proposed change would allow up to 70% for operations and no less than 30% for CIP. It was emphasized that if approved, this change would still require annual appropriation by the Town Board during the budget adoption process.

With no further questions from the board and no public comments, Mayor Cline called for a motion to approve the ordinance.

Town Board Member Hallett moved to approve Ordinance No. 2025-1721, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

Town Attorney Dan Money reported on two sessions he attended at the Colorado Municipal League (CML) conference:

- Boulder's homeless initiative through their municipal courts, which provides services such as transportation, housing vouchers, therapy sessions, and job opportunities for low-level offenders instead of fines and jail time.
- A presentation by the Denver District Attorney's office on creative approaches to addressing criminal activity, such as issuing orders to keep offenders away from specific areas rather than imposing jail time.

2. Communications from Town Staff

Various staff members and board members shared their experiences and key takeaways from the recent Colorado Municipal League (CML) conference. Highlights included:

- The importance of strategic planning in economic development
- Discussions on AI and its impact on municipal operations
- Sessions on housing strategies, including middle housing and regional approaches
- Presentations on recycling initiatives and light pollution mitigation
- Leadership and community engagement strategies
- Updates on state legislation affecting municipalities

Town Clerk Karen Frawley announced that applications for the Citizens Academy are now open, with ten applications already received.

Kim Lambrecht, on behalf of Sandy Mazetti, announced a housing needs assessment survey, encouraging all board members and citizens to participate.

Eric Lucas from Parks, Recreation, and Culture highlighted the department's summer activities and events, including concerts and the night out at the recreation center.

a. Monthly Police Statistical Report - June 2025

3. Communications from Town Manager

Town Manager Shane Hale mentioned that the focus area updates from the strategic plan were included in the board packet and invited questions from the board members. No specific questions were raised during the meeting.

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Implement growth priorities from Comprehensive Plan (12% completed)

Met with Planning to go over which areas can be developed, to determine which have been platted, and to evaluate obligated demand effects. Additionally, the Town's potable water model should show the effects of removing acreage from the model. The Town can now remove the Mayflower property as demand and see the effect. Draft policy language continues to be circulated to the internal staff team to discuss initial ideas for strategy and refinement.

2. Sustainable Infrastructure

Complete 90% plans/design of SH392 west of Colorado Blvd to Highland Meadows Pkwy (30% completed)

Design is 60% complete. Obtaining funding remains the biggest roadblock to this project. Staff continues to move forward with design in hopes of getting the project shovel-ready and competitive for future funding opportunities. Staff submitted for the BUILD/RAISE Grant in January. We are requesting the maximum grant request amount of \$25 million. Right now, the total construction costs are estimated at \$38.5 million.

3. Vibrant and Healthy Economy

Expand a public art plan (26.67% completed)

The team is homing in on locations for legacy entryway signage that will increase the scope and scale of public art across the town.

The traffic cabinet on CR 1 near Ascent Classical Academy will be painted by the end of summer, making it the farthest west artwork. This will create a launching point for talking to the community about why we cannot paint electrical boxes, which is the most common request that the Arts Commission receives. The Arts Commission has approved a mural grant for Hayden Outdoors for a large mural on their wall on 5th Street. The WDA (Windsor Downtown Alliance) will also be contributing to this project, which will be completed at the end of the year.

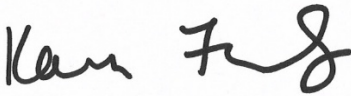
4. Communications from Town Board

Town Board Member Symsack announced an upcoming free electronic waste recycling event organized by Weld County.

E. ADJOURN

Town Board Member Hallett moved to adjourn, 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 Unanimously.

Upon a motion duly made, the meeting was adjourned at 8:34 p.m.



Karen Frawley, Town Clerk