



Town Board Regular Meeting

July 28, 2025 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Pro Tem Steinbach called the July 28, 2025 town board regular meeting to order at 7:06 pm.

1. Roll Call

Present:

Mayor Julie Cline - Absent
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
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Kim Mihm, Deputy Town Attorney
Kimberly Lambrecht, Long Ranger Planner
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Pro Tem Steinbach 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

Mayor Pro Tem Steinbach asked if there were any additions or amendments to the agenda. Seeing none, he called for a motion to approve the agenda.

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

4. Public Invited to be Heard

Mayor Pro Tem Steinbach opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the July 14, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

2. Resolution 2025-37 - A Resolution Ratifying and Approving Application and Acceptance of the "Beat Auto Theft Through Law Enforcement" Grant Award for the 2026 State Fiscal Year - S. Garrison, Police Chief

The Town has participated in the Beat Auto Theft Through Law Enforcement ("BATTLE") task force since 2017. This is a multi-jurisdictional collaboration to share information, assist with data collection and analysis, investigations and partnering with prosecutors to achieve successful prosecutions. The officers assigned to this task force, when it is utilized, generally incur overtime wages.

The Town applied for and received a fifteen thousand dollar (\$15,000.00) grant for reimbursement of overtime expenses for the 2026 State fiscal year.

Mayor Pro Tem Steinbach asked if there were any changes to the consent calendar. Seeing none, he sought a motion.

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 - Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

C. BOARD ACTION

1. 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

Kimberly Lambrecht, Long Range Planner, presented the item. She reminded the Board that on July 14, 2025, the Town Board approved on first reading Ordinance 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. She noted there had been no modifications between first and second reading.

Ms. Lambrecht stated that staff recommended approval of the second reading of Ordinance 2025-1722.

Mayor Pro Tem Steinbach noted this was the second reading of the ordinance and opened the meeting for public comment.

Town Board Member Hallett moved to approve Ordinance Number 2025-1722, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

2. Ordinance 2025-1723 - An Ordinance By The Windsor Town Board Repealing The Town Of Windsor's Downtown Corridor Plan

Mayor Pro Tem Steinbach introduced the first reading of Ordinance 2025-1723 and invited Kimberly Lambrecht to present.

Ms. Lambrecht explained that this ordinance comes because of the additions and updates to the central business zone district. She noted that the original Downtown Corridor Plan was intended to provide enhanced design standards and other pertinent information for the downtown corridor. The revised central business zone district has since incorporated that

level of design and regulation into the actual zone district, thereby affording the opportunity to retire the Downtown Corridor Plan.

Ms. Lambrecht recommended approval of Ordinance 2025-1723 repealing the Town of Windsor Downtown Corridor Plan and all subsequent amendments on first reading.

Mayor Pro Tem Steinbach asked if there were any questions from the Board. Seeing none, he sought a motion.

Town Board Member Hallett moved to approve Ordinance Number 2025-1723, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

No communications were provided.

2. Communications from Town Staff

a. Financial Report - April 2025

Director Moyer presented the April 2025 financial report. He noted that the Town's financial position was the opposite of where it was the previous year. In April 2024, the Town was ahead in use tax from building permits but behind in sales tax collections compared to the year before. This year, the Town was behind in use tax but ahead in sales tax collections.

Director Moyer reported that the first quarter of the year is typically the leanest period for sales tax collection, but the Town has been catching up. April numbers included quarterly filers for March, which provided a boost, and several sales tax audit payments also helped increase the total. Sales tax collections were approximately \$500,000 ahead of last year, which he noted was significant but relatively modest in the context of an expected \$27 million in annual collections.

Regarding property tax collections, the Town was ahead of the projected rate of 33 percent. Director Moyer explained that most property tax is typically collected by the end of July, and any uncollected amounts would eventually be recovered through the lien and sale process.

He also pointed out that the semi-newly created open space fund was showing expenditures well ahead of projections due to a large land purchase made in March.

Board Member Jones asked about projections for assessed values for the upcoming year from Larimer and Weld counties. Director Moyer and Town Manager Hale confirmed they had attended a session with the Weld County Assessor two weeks prior. The preliminary assessed value for Weld County was up compared to the previous year, bolstered by residential construction, though oil and gas valuations had decreased. The Town was projecting approximately \$600,000 in additional revenue between Larimer and Weld counties. They had not yet received information from Larimer County but speculated that residential values would likely have increased there as well, with minimal impact from oil

and gas activity.

3. Communications from Town Manager

Town Manager Hale informed the Board that the annual Leadership Day would be held that Friday at the CSU extension, where the leadership team would participate in a ropes course as a team-building exercise. Most of the leadership team would be out of the office that day.

Town Manager Hale also reviewed upcoming meeting agendas:

- August 11th meeting (noting August 4th would be canceled): family opt-out discussion with HR, EV usage/golf cart/speed ordinance discussion due to increasing complaints about e-bikes, e-scooters, and golf carts, and the monthly Board-Manager-Attorney check-in
- August 18th: WDA presentation on downtown plans and revenue estimates
- August 25th: new hire introduction, annual roadway safety review, building energy code, and sex offender ordinance

4. Communications from Town Board

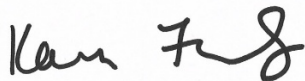
Board Member Peltz reported that she participated in the Weld County Electronic Waste event on July 26th at Severance High School. She noted the organization was very efficient and informed residents that another event would be held on August 9th at Island Grove. She recommended signing up in advance and mentioned that the service allows people to recycle electronic waste without waiting for the town's fall cleanup days, which she confirmed would be held in late September or October.

Board Member Jones shared that he had received a letter from a young hunter who was able to harvest his first turkey through the partnership approved by the Board in April with Colorado Youth Outdoors, which allowed turkey hunting at the town's open space near the sewer treatment plant. He passed the letter around for Board members to read and expressed appreciation for the opportunity provided to youth participants.

E. ADJOURN

Town Board Member Hallett moved to adjourn, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - 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 7:27 p.m.



Karen Frawley, Town Clerk