



Town Board Regular Meeting

August 11, 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 regular town board meeting to order on Monday, August 11, 2025, at 7:01 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
Aaron Lopez, Interim Police Chief
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Kim Mihm, Deputy Town Attorney
Mark Price, Planner II
Kim Lambrecht, Long Range Planner
Omar Herrera, Director of Engineering
Scott Pearson, Transportation Engineer
Carlin Malone, Chief Planner
Stephen Garrison, Chief of Police
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

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

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. Women's Equality Day

Mayor Cline read a proclamation for Women's Equality Day, which commemorates the certification of the 19th Amendment on August 26th. The proclamation highlighted the importance of women's suffrage and encouraged residents to celebrate the day. As no one was present to accept the proclamation, Mayor Cline presented it to the Town Clerk, who oversees elections in the town.

5. Presentation

a. Administration of Oath of Office to Police Sergeant Cole Salinas, Police Officer Brooks Oppie, and Community Service Officer/Red Light Camera Tech Serena Case

Police Chief Stephen Garrison introduced the oath of office ceremony for three new police department members. Mayor Cline administered the oath to Sergeant Cole Salinas, Officer Brooks Oppie, and Community Service Officer Serena Case.

Chief Garrison provided background information on each new officer:

- Sergeant Cole Salinas served 10 years in the U.S. Army and has been with the Windsor Police Department for 8 years. He has experience as a motorcycle officer and field training officer.
- Officer Brooks Oppie has 8 years of law enforcement experience with the Landmark County Sheriff's Office, including roles in the gang unit and as a field training officer.
- Community Service Officer Serena Case has been with the department for 3 years and will specialize in the new red light camera program.

After the oaths were administered, the board took a 16-minute recess to meet with the new officers.

6. Board Liaison Reports

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

Mayor Pro Tem Steinbach reported on the Larimer County Behavioral Health Policy Council meeting. He mentioned that the council reviewed impact fund program grants for 2025, with the Board of County Commissioners increasing the allocation to \$3 million. Forty-two awards were recommended for approval, ranging from \$25,000 to \$100,000. The recommendations will be considered by the commissioners on August 19th.

Steinbach also noted that the Longview Behavioral Health Campus will open an adolescent unit, with a grand opening scheduled for September 15th from 3:30 to 5:00 PM.

Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported on the Tree Board meeting held on July 22nd, which included a tour of Coyote Gulch Park in the Highland Meadows neighborhood. He also mentioned the Chamber of Commerce's upcoming events, including an annual golf

tournament on August 26th and a business expo on October 9th at Embassy Suites. Town Board Member Jones noted that the Chamber is currently reviewing resumes for a new executive director, with interviews expected to start the following week.

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

Town Board Member Peltz reported on the Clearview Library Board meeting from July 31st. She highlighted the success of the library's summer adventure program, which had 2,692 registrants, exceeding their goal of 2,000. Town Board Member Peltz also mentioned that two trustee positions and one alternate position will be open in January, with applications expected to be available in September or October.

Regarding the Great Western Trail Authority, Town Board Member Peltz reported that all three towns have been maintaining their sections of the trail as agreed. She also mentioned that a new pedestrian counter has been installed.

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

Town Board Member Symsack reported on the Windsor Arts Commission's activities. He mentioned that Paul Brandt was chosen to repurpose old farm equipment from the Windsor Museum into art for the revamped boardwalk landscape. A mural grant was approved for the Happy Yogi building, and the first traffic cabinet mural, "Leaves in Color" by Gail Whitman, is now complete on Canyon Road 5.

Town Board Member Symsack also noted that the Sculpture on Loan program is kicking off, with concrete pads being poured and sculptures expected to be installed the week of August 25th. A grand opening is scheduled for August 30th from 9 to 11 AM.

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

Town Board Member Klimek reported that the Water and Sewer Board had not met yet, so there was no report. For the Poudre River Trail Authority, he mentioned that Jim Butterfield, the director of the Poudre Learning Center, had resigned. The authority discussed upcoming events, including the rescheduling of Party on the Poudre from September 18th to April 26th, and a volunteer event planned for October.

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

Board Member Hallett had no reports for the Weld RE4 School District or Historical Preservation Commission, as their meetings were scheduled for later in the month. He mentioned that the Planning Commission report was on the agenda for the current meeting.

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

Mayor Cline reported on several committees:

- Windsor Downtown Alliance did not meet in July.
- The NOCO 34 TMO sent out membership invoices and is looking for fall activities to participate in to increase visibility.

- The North Front Range MPO and Air Quality Control met the previous Thursday. She announced a regional air quality meeting workshop scheduled for August 18th in Fort Collins from 9:30 AM to 3:30 P.M.

Mayor Cline also mentioned that the board decided to draft a letter to Colorado air quality officials regarding the economic impact of proposed air quality programs. She noted potential changes to vehicle inspection fees and requirements, as well as concerns about the state's budget deficit impacting transportation funding.

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 July 28, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
Approval of the meeting minutes.

2. Resolution No. 2025-38 - A Town of Windsor, Colorado, Resolution Designating the Mayor, Town Manager, and Chief of Police as Individuals Who Can Declare When and Where Firearms May Be Allowed or Prohibited in Public Facilities - S. Garrison, Police Chief

This matter was discussed at the July 28, 2025 work session. During the discussion, it was determined that the Town should have a policy on how to address the need, on occasion, to post areas within the Town prohibiting guns, if a credible concern was identified.

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

Mayor Cline asked if there were any questions or concerns about the consent calendar items, seeing none, she called for a motion.

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

C. BOARD ACTION

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

Kim Lambrecht, Long Range Planner, presented the second reading of Ordinance 2025-1723, repealing the Downtown Corridor Plan and its subsequent amendments and resolutions. She noted that there had been no changes since the first reading and recommended approval.

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

Town Board Member Hallett moved to approve Ordinance No. 2025-1723, 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.

2. Public Hearing - Final Major Subdivision, Greenspire Subdivision 7th Filing - John Hall, Lot Holding Investments LLC, Owner; Abdul Barzak, Ripley Design, Inc., Applicant

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."

Mark Price, Planner II, presented the final major subdivision for Greenspire Subdivision 7th Filing on behalf of Kelsey Robertson. He explained that the subdivision encompasses 10.246 acres and proposes 52 lots, a reduction from the original 61 lots. The intent is to accommodate larger, more desirable product types.

Price noted that the application is consistent with the comprehensive plan goals and policies, particularly regarding growth, regional collaboration, and parks, recreation, open space, and trails. He also mentioned that the Planning Commission had forwarded a recommendation of approval to the Town Board.

Abdul Barzak, the applicant, gave a brief presentation explaining the reasons for consolidating the lots and emphasized that no changes to public improvements or easements were contemplated.

Board members expressed appreciation for the reduction in the number of lots, viewing it as a positive change.

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

3. Resolution No. 2025-39 - A Resolution Approving a Final Major Subdivision, Greenspire Subdivision 7th Filing, John Hall, Lot Holding Investments LLC, Owner; Abdul Barzak, Ripley Design, Inc., Applicant

Please refer to information included with the public hearing item. Following the public hearing, Mayor Cline called for a motion on Resolution No. 2025-39.

Town Board Member Hallett moved to approve Resolution No. 2025-39, 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. Ordinance No. 2025-1724 - An Ordinance Amending Certain Portions of the Windsor Municipal Code Amending Article IV, Chapter 1, Concerning the Application of Surcharges to a Police Public Safety Fund

Police Commander Aaron Lopez presented Ordinance No. 2025-1724, which proposes changes to the use of surcharges from citations. The main points of his presentation included:

- The focus is on the \$3.50 remediation portion of the \$10 surcharge.
- The current remediation fund has a \$50,000 cap and has never been used.

- The proposal is to retitle the fund as the "Police Public Safety Fund" with a \$25,000 minimum balance for remediation purposes.
- Funds exceeding \$25,000 would support police training and equipment.

Board members discussed the impact on the drug task force funding and court costs. There were questions about whether the surcharges could be applied to red light camera tickets. The board also discussed the overall financial impact and whether the surcharges were covering court-related overtime costs.

Town Board Member Hallett moved to approve Ordinance No. 2025-1724, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

The Town Attorney had no communications to report.

2. Communications from Town Staff

a. Financial Report - May 2025

b. Strategic Plan Key Performance Indicators for June 2026

Attached are the Town's Key Performance Indicators for June 2025. Every month, we highlight a KPI in each of the strategic focus areas in an effort to provide context to the data we are collecting.

1. Strategic Growth: The highlighted KPI for this month is Crash Rate. Our goal is to keep total vehicle crashes at or below the population growth rate. Interestingly, as Windsor's population has continued to grow, our crash rate has actually decreased and is significantly lower than the population growth. This is indicative of a safe traveling public and shows that our continued efforts around road improvements and traffic safety are paying off.

2. Vital Infrastructure: The highlighted KPI for this month is Treated Water by Provider. At the midpoint of our year, our water treatment usage was reflective of a moderately wet and cool first half of the year (lower). We are now into the hotter summer season so the usage savings will come in handy as we finish out our hotter months. Staff will be keeping an eye on this KPI over the next few months.

3. Vibrant and Healthy Economy: The highlighted KPI for this month is Rate of Turnover in Full-Time Employees over the Past 12 Months. This number is higher than our rolling 3-year average by 4.5%. A deeper analysis by our Human Resources team shows that our Quarter 1 (2025) compared to Q1 2024 is up from 3.51% up to 6.69%, and the turnover rate for Q2 (6.69%) is sitting higher than this time last year (Q2 2024-

5.73%). Meaning that over the last 6 months our numbers have risen causing the overall rolling average to move higher than normal. While vacancies occur in all departments, the Parks, Recreation & Culture Department accounts for 37.5% of all turnover in Q2. Beyond traditionally difficult positions to fill and retain such as custodial and facilities, key reasons given by employees leaving are personal/family and advancement opportunities. Dean Moyer, Finance Director, briefly discussed the May financial reports, noting that sales tax revenue had improved slightly while construction use tax had decreased. He mentioned that a more in-depth discussion of revenue streams and funding for next year's budget would take place at the upcoming work session.

Eric Lucas, Deputy Town Attorney, presented the June Key Performance Indicators (KPIs) report and offered to answer any questions, though none were raised.

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Implement growth priorities from Comprehensive Plan (13.40% completed)

Staff worked with the GIS team to develop an internal map that compiles the boundaries of the neighboring municipalities and their respective growth management areas, along with the boundaries outlined in any IGAs that may be in place. This map was presented to the Planning Commission in May and will continue to serve as an internal resource to be used as land use referrals are received from these communities. An additional meeting is scheduled with Planning to review the areas that can be developed and those that have already been platted.

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 impact. Staff is waiting for the consultant of the potable water model to remove the acreage acquired.

2. Sustainable Infrastructure

Secure funding and ROW for Colorado Boulevard/Crossroads Boulevard intersection (40% completed)

Staff met with Steeplechase HOA representatives to review ROW acquisition and will likely proceed with a friendly eminent domain process pending Town Board approval. Offers to all other properties have been made and are in negotiations. PVREA is actively relocating critical electrical power equipment.

3. Vibrant and Healthy Economy

Expand a public art plan (36.67% completed)

Public art continues to thrive and make significant strides throughout Windsor. The legacy signage efforts were discussed with Town Board on July 28th. Artist Gale Whitman completed the traffic cabinet mural by the end of July.

In addition to the mural on Hayden Outdoors, the Arts Commission has also approved a mural grant for the Happy Yogi studio on the Ash Street side. Artists

have been selected for both murals, and the designs will be approved at the August WAC meeting. WAC is contributing \$5,000 to each mural project, the building owners are contributing over \$1,000 each, and the WDA is contributing an additional \$5,000 to each mural.

Town Manager Shane Hale reminded the board about an upcoming joint session with the Town of Severance, Windsor-Severance Library District, and the school district on Wednesday. He also noted that Thursday would be the first day of school and reminded everyone to be cautious while driving.

4. Communications from Town Board

Board members shared various updates and comments:

- Several members expressed excitement about the opening of the 7th Street bridge and the smoothness of the road.
- The new Esh's grocery store on the east side of town was mentioned, with Mayor Cline sharing her positive experience meeting the family-run business.
- Mayor Cline reminded everyone about the upcoming implementation of the red light camera program and the 90-day notice and warning period.
- The Eaton House grand opening was announced for August 15th from 6:00 to 8:30 PM.
- The recreation center's planned shutdown around August 18th was mentioned.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to the Colorado Revised Statutes § 24-6-402(4)(a) and (b) to Discuss the Need to Exercise Eminent Domain for the Purchase or Acquisition of Real Property for Land in the area of Crossroads Boulevard and Colorado Boulevard. Also, to Receive Legal Advice from the Town Attorney on Specific Questions Related to Eminent Domain Proceedings (Omar Herrera, Engineering Director; Scott Pearson, Transportation Engineer)

Town Board Member Hallett moved to enter into executive session pursuant to the Colorado Revised Statutes §24-6-402(4)(a) and (b) to discuss the need to exercise eminent domain for the purchase or acquisition of real property or land in the area of Crossroads Boulevard and Colorado Boulevard. Also, to receive legal advice from the Town Attorney on specific questions related to eminent domain proceedings, 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 8:27 p.m.

Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:47 p.m.

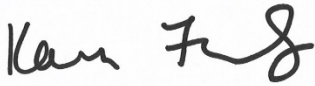
Upon returning to the regular meeting, Mayor Cline advised that if any participants in the executive session believed the session contained any substantial discussion of any matters not included in the motion to convene the executive session, or believed any improper action

occurred during the session in violation of the open meetings law; such concerns should now be stated. Hearing none, the regular meeting resumed at 8:47 p.m.

F. ADJOURN

Town Board Member Hallett moved to adjourn, Mayor Pro Tem 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.

Upon a motion duly made, the meeting was adjourned at 8:48 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