Town Board Regular Meeting

August 25, 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 pm on Monday, August 25, 2025.

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 Jen Butcher Trujillo, Human Resources Director Devin Reeves, Payroll Administrator Kim Lambrecht, Long Range Planner John Thornhill, Community Development Director Leif Lesoing, Water Resources Manager Kim Mihm, Deputy Town Attorney Brock Gutierrez, Application System Administrator Kyra McKinley, Visual Media Coordinator Karen Frawley, Town Clerk

2. Pledge of Allegiance

   Mayor Cline asked Town Board Member Jones 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 requested a review of the agenda and asked if there were any new items to be added. No new items were proposed.

   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. Dennis Markham Day

      Mayor Cline presented a proclamation designating September 5, 2025, as Dennis Markham Day in recognition of Dennis Markham's 41-year career with the Town of

Windsor. The proclamation acknowledged Dennis' service since 1984 as a wastewater team member with Windsor Public Works and his eventual promotion to Wastewater Services Superintendent. Under his leadership, Windsor's wastewater treatment facility has maintained full regulatory compliance for over 40 years while meeting the needs of a rapidly expanding community. The proclamation highlighted Dennis' oversight of numerous major expansions and modernization efforts, including the construction of the current treatment facility in the mid-1990s, the addition of a new biosolids handling facility, and the planning of a significant expansion slated for 2027. Dennis was recognized for his legacy of responsibility, foresight, and mentorship for future generations of operators.

5. 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 August 11, 2025, Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

   Approval of the meeting minutes.

2. Resolution 2025-40 - A Resolution Approving the Memorandum of Understanding for the Eighth Judicial District Human Trafficking Multi-Disciplinary Team Among the Participating Agencies of the Eighth Judicial District Attorney's Office, Larimer County Sheriff's Office, Fort Collins Police Services, Loveland Police Department, Johnstown Police Department, Estes Park Police Department and the Windsor Police Department - K. Clow, Police Commander

   This agreement is a renewal of an existing agreement concerning multi agency efforts to combat human trafficking in the region. The Windsor Police Department is committed to actively combatting human trafficking in our community and within the Northern Colorado region. As part of this regional effort, we are committed to working with regional, local, state, and federal agencies to share information to combat human trafficking. The 8th Judicial District has created and leads a Multi-Disciplinary Team for this purpose and the Team is bound by a Memorandum of Understanding. This MOU covers the confidentiality of information shared between participants. The Team is strictly for information sharing between entities from different disciplines that are involved in aspects of Human Trafficking investigations in Northern Colorado. There are no field operations or fiscal obligations related to the participation of the Windsor Police Department in the Team.

3. Resolution No. 2025-41 - An Intergovernmental Agreement for Mutual Aid between the Town of Windsor and the Town of Johnstown for Law Enforcement Services - R. Ziegler, Police Commander

   Windsor Police Department works with Johnstown Police Department to share services for special events when requested. The attached Intergovernmental Agreement ("IGA") outlines the parameters and payment arrangements for such shared services. The terms and conditions in the IGA are intended to be consistent with other regional agreements for shared services. This agreement will be automatically renewed annually with a review in five years, unless there are changes to the agreement.

4. 2025-42 - A Resolution Declaring the Town of Windsor's Decision to end Administrative Support for Employee Participation in the Colorado Paid Family and Medical Leave Insurance Program - J. Butcher Trujillo, Human Resources Director

   As a background, Town staff addressed the Colorado Family and Medical Leave Insurance (FAMLI) Program during the August 11, 2025 Work Session. Please see the attached memo and other related attachments. The Resolution on the Town of Windsor's decision is to end the administrative support for employee participation in the FAMLI Program.

5. Resolution 2025-43 - A Resolution Making Findings of Fact and Authorizing Eminent Domain Proceedings Regarding the Acquisition of Rights of Way and Easements on the Properties on the Western Half of the Intersection of Crossroads Boulevard and Colorado Boulevard, Concerning the Roundabout Project for said Intersection - S. Pearson, Transportation Engineer

   The Town has determined it to be in the public interest and for a necessary public use to use eminent domain for the acquisition of rights-of-way and easements over two specific properties in the vicinity of Colorado Boulevard and Crossroads Boulevard. One parcel of land is owned by an HOA that would not be able to obtain the required homeowner participation and votes needed to convey land to the Town. The other parcel is in the process of foreclosure. Eminent domain is the most efficient way to acquire these rights-of-way and easements and does not appear to be contested by the property owners.

   No items were pulled from the consent calendar for further discussion.

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

C. BOARD ACTION

1. Public Hearing Cancellation - Owner/Applicant Withdrawal of Designation of a Historic Landmark Application - Request to Designate 512 Main Street as a Local Historic Landmark - Ryan and Lisa White (Owner/Applicant); Laura Browarny (Culture Supervisor) and Chloe Deffenbaugh (Museum Intern), Applicant's Representative.

   On behalf of the Owner/Applicants, Ryan and Lisa White, Ms. Laura Browarny (Culture Supervisor) has withdrawn the application and request for Local Historic Landmark Designation of 512 Main Street. Therefore, Staff requests that the public hearing be canceled.

   Kim Lambrecht, Long Range Planner, explained that the public hearing regarding the request to designate 512 Main Street as a Local Historic Landmark needed to be canceled. The applicants, Ryan and Lisa White, had determined they were not in a position to proceed with the historic designation at this time. Ms. Lambrecht requested that the Board cancel the public hearing, noting that the request came after the public hearing notification had already been made.

   Mayor Cline confirmed with Ms. Lambrecht that no formal motion was required to cancel the public hearing. The Mayor expressed hope that the applicants would have the opportunity to resubmit their application in the future, to which Ms. Lambrecht agreed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

   a. Strategic Plan Key Performance Indicators for July 2025.

      Attached are the Town's Key Performance Indicators for July 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. This month I am highlighting two KPI's from the Vital Infrastructure because the Vibrant and Healthy KPI's have not changed.

      1. Strategic Growth: The highlighted KPI for this month is Cost of Maintaining Open Space per Acre. Currently, the cost per acre is $236, which is higher by nearly $20 per acre when compared to 2024. We expect this number to increase given we recently added a staff member to perform maintenance in our open spaces. Fortunately, this additional cost is offset by revenue generated by the open space tax.

      2. Vital Infrastructure: The first highlighted KPI for this month is the Pavement Quality Index (PQI). We currently sit at 84.7%, which is indicative of a road network that is fairly new and well maintained. As a reminder, the benchmark is 70% and as our roads age we expect the PQI, to come down a bit and reflect that aging infrastructure.

      The second highlighted KPI is BOD Loading Capacity. BOD Loading refers to the maximum amount of oxygen needed by the microorganisms (bugs) to break down the organic matter at the wastewater plant. Earlier this year, we were near the 7200 capacity but that number has significantly dropped, which coincided with the Severance WWTP coming back online.

   b. Monthly Police Statistical Report

      Town Clerk Frawley announced that the Citizens Academy would begin the following Tuesday with 21 people signed up.

      Deputy Town Manager Eric Lucas presented the Key Performance Indicators (KPIs) for July 2025. He noted that a wastewater treatment plant KPI was included to align with the theme of the evening regarding Dennis Markham's retirement. When Mayor Cline asked about the wastewater treatment capacity numbers on the report, Deputy Town Manager Lucas clarified that the figures represented actual capacity and noted that the load had been significantly reduced when an industrial facility brought their own treatment plant back online.

3. Communications from Town Manager

   Mr. Hale reminded the public of Harvest Festival that will take place this weekend with the parade beginning at 9:00 a.m. on Monday.

4. Communications from Town Board

   Mayor Cline announced that for the upcoming Harvest Festival, the car show had been moved to Sunday and would be held at Windsor High School.

Town Board Member Symsack announced that statues for the statue on loan program would be installed during the week along the Dr. Tom Jones trail.

E. EXECUTIVE SESSION

1. Executive Session Pursuant to Colorado Revised Statutes § 24-6-402(4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Matters of the Northern Integrated Supply Project (NISP)

   Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning matters of the Northern Integrated Supply Project (NISP), 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.

   The Town Board entered into an executive session at 7:23 p.m.

   Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:30 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 8:30 p.m.

F. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 8:31 p.m.

Karen Frawley

Karen Frawley, Town Clerk