



Town Board Regular Meeting

October 13, 2025 - 7:00 PM

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

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

MINUTES

A. CALL TO ORDER

Mayor Cline called the regular Town Board meeting to order on Monday, October 13, 2025, at 7:00 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
Stephen Garrison, Police Chief
Richard Ziegler, Police Commander
Jared Paul, Police Sergeant
Kim Lambrecht, Long Range Planner
Dean Moyer, Finance Director
Scott Ballstadt, Planning Director
Doug Roth, Civil Engineer IV
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Symsack 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 Jones moved to continue item C.4 under board action to a date certain of October 27, 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.

Town Board Member Hallett moved to approve the agenda as amended, 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 unanimously.

4. Proclamations

a. National Community Planning Month

Mayor Cline read the proclamation recognizing October 2025 as National Community Planning Month. The proclamation highlighted the importance of planning in managing change, providing better choices for citizens, allowing for meaningful community involvement, and requiring public officials and citizens who understand and support excellence in planning.

Planning Director Scott Ballstadt thanked the Town Board for their support of the planning department. He mentioned that the department would be taking American Planning Association members on a tour of the Windsor Mill on Thursday to showcase the facility's history and the incentive package that the Town Board implemented to complete the project. The Windsor Mill is being used as a good example for National Community Planning Month.

5. 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 would not meet again until December. Regarding the Windsor Housing Authority, he reported that the ribbon cutting ceremony for Jacoby Meadows would take place on Tuesday, October 21, at 10:00 AM.

Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported that the Tree Board took a bus tour to look at different historical trees throughout Windsor, though their time was cut short due to inclement weather. For the Chamber of Commerce, he reported that Norma Perez was introduced as the new executive director, and the majority of the meeting focused on orienting her to the board's expectations.

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

Town Board Member Peltz reported on the Clearview Library trustees meeting on September 25th. Highlights included the library's interaction with over 4,000 people at the Harvest Festival and a 78% increase in public communication at Severance Days. She noted that notary services are now available at the Severance location, with appointments available through the website. The trustees approved a one-year extension to their strategic plan to 2026 to add additional action steps and create a more comprehensive five-year plan. Town Board Member Peltz also mentioned that there are three board openings, with interviews scheduled for October 23rd and 25th. The 2024 audit was finalized and submitted, and library usage statistics continue to increase across all areas.

Regarding the Great Western Trail Authority, which met on October 2nd, Town Board Member Peltz reported trail damage from motorcycles and dirt bikes near County Road 27 to Roulard Lake. The Authority plans to speak with a property owner whose children are believed to be riding on the trail. She added that they were able to fill and compact a washout by the Loeffler farm, and trail counters are functioning well though not fully coordinated. A major topic for 2026-27 will be replacing the trestle over the ditch.

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

Town Board Member Symsack reported that the Windsor Arts Commission held a special meeting last month to review sculpture submissions for the new Community Development building, ultimately selecting Jody Cooper as the artist. The commission also discussed the possibility of a Beat Train-themed mural for the Windsor History Museum train depot and two new murals in town that were being formally accepted that evening through easement agreements.

The Parks and Recreation Advisory Board focused on the 2026 budget presentation, including potential new facilities, operational expenses, grants, and capital improvement recommendations.

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

Town Board Member Klimek reported that the Poudre River Trail Authority meeting was canceled as the director was out of town. The Water and Sewer Board meeting focused primarily on a presentation from Stantec regarding water and sewer rates, which will be presented to the Town Board soon.

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

Town Board Member Hallett reported that there were no Planning Commission meetings this month, though there would be items to discuss at the November 5th meeting. He was unable to attend the RE-4 School District's September meeting but will attend their board meeting on October 20th.

For the Historic Preservation Commission (HPC), Town Board Member Hallett mentioned two items: the Clearview Library Lunch and Learn scheduled for October 29th from 12:00 PM to 1:30 PM, and discussions about Windsor Lake as a potential historic destination. The HPC is working to determine the feasibility and clarify rules to ensure the lake can still be used without restrictions despite the historic designation.

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

Mayor Cline reported on multiple liaison appointments:

North Front Range Metropolitan Planning Organization (MPO) met on October 2nd with a focus on air quality. She noted upcoming rulemaking hearings for ozone regulations, with the Air Quality Control Council holding a hearing in November. Comments for the rulemaking hearing are due by November 4th, and the Regional Air Quality Council has rescheduled their ozone forum from July to October 30th to discuss monitoring findings in non-attainment areas.

Other MPO business included the executive director's report on switching financial software, transferring services to the cloud, submitting their 2024 audit, and continuing work on budgets for 2026 and 2027. The MPO is planning a stakeholder survey for 2026 to gather information about freight in Northern Colorado.

Windsor's alignment project on Weld County Road 13 was on the action items list for a tip delay review. Mayor Cline explained that the delay was due to waiting for FEMA risk management mapping to be completed to receive CDOT clearance, with construction anticipated in 2026 pending board budget approval.

The I-25 Coalition held its quarterly meeting in Firestone, receiving updates about segment 5 on I-25 and interchange work at Mead, including discussions about Mead's plans for an additional interchange and their process with CDOT.

The US34 Coalition, which Mayor Cline chairs, discussed the Railroad Elimination Project, which received a grant of just under \$1 million for project completion work. The coalition is evaluating expensive options like overpasses, underpasses, and rerouting to address the railroad crossing on Highway 34. They also received an update on the entire US34 corridor study, examining land uses and planning for future development.

The NoCo34 TMO board discussed creating a survey for members, outreach programs, and planning for a November meeting on strategic planning and prioritization for the next year.

The Windsor Downtown Alliance (WDA) met in September and voted to increase community liaison positions from two to four non-voting board positions to enhance community outreach. Mayor Cline reported that there were more applicants than positions available. The WDA appointed a budget committee and an executive director annual review committee. They also discussed adding fire suppression to their facade grant program, as many older buildings require this upgrade when making code-related changes or use changes.

Mayor Cline provided updates on downtown projects, including phase 2 of 4 for undergrounding power lines in the back lot area, with trenching and utility work ongoing. She noted that four downtown properties are currently for sale and three are in escrow. Other updates included utility work on the south side of Main Street, Hilltop Broadband installing fiber optic networks, alley work being completed, and architectural drawings by Kansas State University for the Fourth Street building. Upcoming events include Breakfast with Santa and Jingles and Jamies in December.

6. 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 September 22, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Board and Commission Appointment - K. Frawley, Town Clerk

During the week of October 7th, Mayor Cline and Town Board Member Klimek conducted Board and Commission interviews for vacant seats on the Windsor Downtown Alliance. The following individuals are being recommended for appointment:

Windsor Downtown Alliance:

Ryan White - regular member term expiring June 2029

Jennifer Dizmang - regular member term expiring June 2029

3. Resolution No. 2025-46 - A Resolution Vacating a Permanent Easement for Sanitary Sewer and Related Facilities, and Replacing with a Deed Of Dedication from Journey Church of Windsor, Colorado for a Permanent Sanitary Sewer Easement Concerning the North Extension of the Sanitary Sewer East Interceptor within the Town of Windsor, Colorado - D. Roth, Civil Engineer IV

The north extension of the Town of Windsor East Sewer Interceptor currently terminates at the northwest corner of SH 257 and WCR 72. Plans are in place for the sewer to cross SH 257, and follow lower topography to Harmony Road. After reaching Harmony Road, it will run west along Harmony Road, ultimately to the northwest corner of SH 257 and Harmony Road. Nearly all easements have been secured for construction of the line except for one small area on the Journey Church property. An easement was secured from Journey in October 2022. However, due to a sewerline alignment change, an additional easement is needed. Additionally, when WCR 72 ROW was dedicated east of SH 257 as part of the Prairie Song Subdivision work, a portion of the previously acquired easement overlapped with the new ROW.

Journey Church has agreed to vacation of the existing sewer easement and dedication of a new sewer easement that cleans up areas of concern. The Resolution for approval by the Town Board will accomplish two items. First it will secure the needed missing sewer easement. Secondly, it will vacate the portion of easement that now overlaps with WCR 72.

4. Resolution No. 2025-47 - A Resolution Approving A Public Art Easement Agreement Between Hayden Outdoors, LLC, And the Town of Windsor, Colorado, For The Property Located At 501 Main Street - D. Money, Town Attorney

Hayden Outdoors, LLC is a recipient of a Mural Grant from the Windsor Arts Commission. In recognition of the Town's shared interest in this public artwork, Hayden Outdoors has granted a public art easement to the Town to ensure the preservation of the mural at 501 Main Street for five years. The Resolution and Easement Agreement are below.

5. Resolution No. 2025-48 - A - Resolution Approving A Public Art Easement Agreement Between Down Dog, LLC, And the Town of Windsor, Colorado, For The Property Located At 117 N 6th Street - D Money, Town Attorney

Down Dog, LLC, doing business as Happy Yogi, is a recipient of a Mural Grant from the Windsor Arts Commission. In recognition of the Town's shared interest in this public artwork, Happy Yogi has granted a public art easement to the Town to ensure the preservation of the mural at 117 N. Sixth Street for five years. The Resolution and Easement Agreement are below.

6. Resolution No. 2025-49 - A Resolution Approving the First Amendment of the Cobb Lake Regional Water Treatment Authority Creation Agreement - D. Money, Town Attorney

The Cobb Lake Regional Water Treatment Authority membership has identified items needing to be clarified or updated in the CLRWTA Agreement. Those amendments are stated in the First Amendment CLRWTA Creation Agreement below.

7. Report of Bills September 2025 - D. Moyer, Director of Finance

Town Board Member Hallett moved to approve the consent calendar 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 unanimously.

C. BOARD ACTION

1. Ordinance No. 2025-1727 - An Ordinance Amending the Town of Windsor Code by Adding Sections 16-4-40 and 16-5-70 to Address the Zoning of Natural Medicine Healing Centers and Natural Medicine Businesses in the Town of Windsor, Colorado

Planning Director Scott Ballstadt presented the second reading of Ordinance No. 2025-1727 regarding zoning for natural medicine businesses. He noted that this ordinance addresses distances and zoning restrictions for natural medicine businesses as previously discussed during the first reading.

Mayor Cline opened the public hearing, but no members of the public came forward to speak, and there were no questions from the board.

Town Board Member Hallett moved to approve Ordinance No. 2025-1727, 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.

2. Ordinance No. 2025-1728 - An Ordinance Amending Chapter 8 of the Windsor Municipal Code Concerning Electric Scooters, Low-Powered Scooters, Toy Vehicles, Off-Highway Vehicles and Golf Cars

Police Commander Zeigler introduced the first reading of Ordinance No. 2025-1728, with Sergeant Paul presenting the details. The ordinance addresses several categories of vehicles:

- Toy vehicles: The ordinance closes a gap in Colorado Revised Statutes (CRS) by prohibiting toy vehicles on town sidewalks in addition to existing state bans on roadways. Children's electric toy vehicles with a maximum speed of 5 mph are exempted. Prohibited toy vehicles include electric unicycles, mini bikes, pocket bikes, go-pads, and standard scooters.
- Off-highway vehicles: The ordinance prohibits these vehicles on roadways and sidewalks within town. It establishes a clear definition for off-highway vehicles and states that no off-highway vehicle routes are designated within town.
- Parental responsibilities: The ordinance establishes clear parental responsibility provisions to prevent illegal operation of electric vehicles by juveniles. Sergeant Paul noted that juveniles are frequently observed operating these vehicles illegally with parental permission.
- Dismount zones: The ordinance designates pedestrian priority areas where riders must dismount or ride close to the right-hand edge of the roadway. These zones include Highway 392/Main Street between 7th Street and 3rd Street and the Windsor Recreation Center.
- Golf cars and low-speed electric vehicles: The ordinance updates existing regulations to prohibit golf cars from the Poudre Trail while allowing them on designated paths around golf courses. It requires all occupants to sit in designated factory seats, and children requiring car seats must be properly secured.

Town Board Member Klimek asked about penalties for violations. Town Attorney Money confirmed that a suggested fine schedule would be provided to the judge along with other fine schedules.

Town Board Member Peltz sought clarification on whether "golf car" and "golf cart" were interchangeable terms. Sergeant Paul confirmed they refer to the same vehicle and that "golf cart" is the term used in the ordinance.

Mayor Cline emphasized that many of these vehicles cannot be operated on public property in Windsor, only on private property, except for children's small electric vehicles.

Town Board Member Hallett moved to approve Ordinance No. 2025-1728, 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.

3. Ordinance No. 2025-1729 - An Ordinance Amending the Windsor Municipal Code by Creating Article IX of Chapter 8 Concerning the Use of Red-Light Cameras and Automated Vehicle Identification Systems

Sergeant Paul presented the first reading of Ordinance No. 2025-1729 regarding red light cameras and automated vehicle identification systems. The ordinance establishes the legal framework for using red light cameras to enforce traffic violations in Windsor, following Colorado Revised Statute 42-4-110.5 and Senate Bill 23-200.

Key components of the ordinance include:

- Authorization for the police department to use red light cameras to detect and enforce violations.
- Definition of red light cameras as devices placed at signalized intersections to record vehicles violating traffic laws.
- Procedures for issuing citations based on evidence from red light cameras.
- Provisions for vehicle owners to contest violations in Windsor Municipal Court or show they were not the driver.
- Requirements for photograph quality and admissibility in court.

Town Board Member Klimek asked about citations being issued to registered vehicle owners and what happens when a vehicle has multiple registered owners. Sergeant Paul explained that the citation would go to the first registered owner listed. Town Board Member Klimek also asked about the timing of violations, and Sergeant Paul clarified that violations occur when a vehicle passes the marked pedestrian crosswalk after the light has turned red, not at the stop line. He confirmed that citations are still valid even if the driver cannot be identified.

Town Board Member Hallett inquired about data retention policies for the images collected by the cameras. Sergeant Paul stated that the data would follow the court's current retention schedule for evidence and agreed to provide the board with the retention policy for reference.

Town Board Member Hallett moved to approve Ordinance No. 2025-1729, 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 unanimously.

4. Resolution No. 2025-50 - A Resolution to Provide Notice of the Town's Intent to Terminate the Poudre River Trail Corridor Intergovernmental Agreement

In 1994, the Town entered into an IGA with Weld County and Greeley to create the Poudre River Trail Corridor ("Authority"), a non-profit organization that oversees trail development along the Poudre River Trail. This agreement has been amended multiple times throughout the years, up to and including 2021. As a part of this IGA, the Authority has created a board along with an executive position, and the Authority receives money from each of the participating jurisdictions for executive functions and capital projects.

In a recent Town Board Budget Work Session, the Town Board contemplated a request by the Authority for increased funding from each party to hire a new executive director. During this discussion, the Town Board weighed the benefits to the Town of remaining in the agreement. As it stands, the Town maintains the provisions of the trail within Town boundaries and receives little benefit from the current Authority. It was discussed that the money going to the Authority from each jurisdiction may be better used by each jurisdiction on their own development and maintenance of the trail.

Resolution No. 2025-50 was continued to a date certain of October 27, 2025.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

a. August 2025 Financial Report

Deputy Town Manager Lucas reported on the recent Fall Clean-Up Days held the previous Friday and Saturday. The event served 973 vehicles, the second-largest number ever recorded. He also mentioned that the first day of the pilot program for leaf and branch disposal had 12 vehicles participate.

Town Board Member Peltz expressed her appreciation for the layout and organization of Clean-Up Days, noting how residents could circle around and make multiple drop-offs in different areas.

3. Communications from Town Manager

a. Monthly Board Report — Focus Area Updates

1. **Strategic Growth**

Define and measure obligated demand (27% completed)

Water Resources set up a meeting with Planning to review the areas that can be developed and those that have already been platted. Additionally, the Town's potable water model should show the effects of removing acreage from the model. Staff is waiting for the consultant of the potable water model to remove the acquired Mayflower property acreage as obligated demand and see its updated effect.

2. **Sustainable Infrastructure**

Implement roadway safety improvements annually within the allocated budget (75% completed)

An update from the Federal Highway Administration (FHWA) regarding the Safe Streets and Roads for All (SS4A) grant application is still pending, which is necessary to complete the SH392 Corridor Safety Plan study. Pedestrian safety field observations and data collection were completed this summer. Recommended safety improvements have been drafted and are being prioritized for installations to begin.

3. Vibrant and Healthy Economy

Expand a public art plan (45% completed)

Installation of entryway signs at strategic locations throughout Windsor is underway. Two new murals are being developed in the downtown area, and several art-on-loan sculptures have been placed along the Tom Jones Trail. Staff have also held discussions with a representative from Noble Wins, a company specializing in public art park furniture made from recycled wind turbine blades. Future installation of this furniture will depend on securing appropriate funding. The Arts Commission will evaluate the potential installation of Noble Wins pieces in 2026 and will pursue funding opportunities from Vestas.

Town Manager Hale reported on continued work with financial advisors for the wastewater treatment plant project and maintaining the relationship with Butler Snow as bond counsel. He mentioned an upcoming meeting on Thursday with Hansel Phelps and Jacob's Engineering to review their 3% design cost projections for the wastewater project. The team will be scrutinizing these projections closely to control costs for ratepayers.

4. Communications from Town Board

Town Board Member Peltz reminded everyone about the Housing Needs Assessment Open House scheduled for Thursday, October 16th, from 6:00 PM to 8:00 PM at the Recreation Center. She encouraged people to attend, noting that housing is a hot topic in the community.

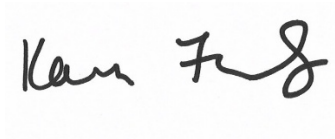
Town Board Member Symsack gave a commendation to the facilities crew for the pristine condition of the grass at Eastman Park, which he noted has been maintained at a high standard throughout the year.

Mayor Cline mentioned the Jacoby Meadows ribbon cutting scheduled for next Tuesday, highlighting this as an important achievement for Windsor in providing obtainable, affordable housing for seniors.

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 - 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 8:04 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style. The first name "Karen" is written in a more upright, slightly slanted cursive, while the last name "Frawley" is more fluid and connected, with a prominent loop at the end of the "y".

Karen Frawley, Town Clerk