



Town Board Regular Meeting

October 27, 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 7:00 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:

Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Dean Moyer, Finance Director
Jared Paul, Police Sergeant
Stephen Garrison, Police Chief
Rece Lampe, Digital Services Administrator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Mayor Pro Tem Steinbach 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 Hallett moved to approve the agenda as written, 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.

4. Proclamations

a. Colorado Law Enforcement Records Personnel Week 2025

Mayor Cline read a proclamation designating November 3-8, 2025, as Colorado Law Enforcement Records Personnel Week in Windsor. The proclamation recognized the vital services that law enforcement records personnel provide to the citizens of Windsor, including their crucial role in assisting law enforcement agencies to identify, pursue, capture, and process suspects, as well as their expertise in maintaining criminal justice statistics and improving apprehension strategies. The proclamation acknowledged the professionalism, efficiency, and compassion shown by Windsor's law enforcement records personnel during the performance of their essential duties in the past year.

5. Public Invited to be Heard

Mayor Cline noted that one person had signed up to speak, but their topic was related to an agenda item. Mayor Cline indicated that public comment would be opened during that agenda item.

B. CONSENT CALENDAR

1. Approval of the October 13, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Resolution No. 2025-51 - A Resolution Approving the Underwriter Engagement Agreement dated October 15, 2025, between the Town of Windsor, Colorado, and Northland Securities, Inc. Regarding the Financing of the Wastewater Treatment Plant - D. Moyer, Finance Director

Town Board Member Hallett moved to approve the consent calendar as presented, 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. Resolution No. 2025-50 - A Resolution to Provide Notice of the Town's Intent to Terminate the Poudre River Trail Corridor Intergovernmental Agreement

Town Attorney Money presented information about the Poudre River Trail Corridor Intergovernmental Agreement (IGA). He explained that the agreement involves Windsor, Weld County, Greeley, and the Poudre River Trail Corridor Incorporated (a 501(c)(3) nonprofit). The original agreement started in 1994, was revised in 1996, 2006, and most recently in 2021. Town Attorney Money stated that the intent of the agreement was to help jurisdictions create a trail along the Cache la Poudre River. The current agreement specifies that each jurisdiction maintains and develops trails within their own jurisdiction. The three entities (Windsor, Weld County, and Greeley) agreed to split the costs of extras such as administration, an executive director, and any additional capital projects agreed upon by the municipalities.

Town Attorney Money noted that Windsor has been donating \$32,000 annually in recent years, equal to the other entities' contributions. The Poudre River Trail Corridor had requested an increase to \$57,000. During the October 4 budget work session, the Town Board questioned whether Windsor would be better off using that money on its own portion of the trails. He explained that the agreement includes a 90-day termination clause.

Town Attorney Money clarified that terminating the agreement would not affect the trail itself, its purpose, condition, or maintenance. Windsor would continue to maintain its own trails. The nonprofit would continue to exist and could still fundraise, but would no longer have the three oversight members from the different jurisdictions.

Mayor Cline invited Mr. Kevin Atchley, who had signed up for public comment, to address the board.

Mr. Atchley, from 210 East Chestnu Street Unit 4, expressed concern about the termination and how it would affect the trail. He and his wife frequently ride their electric bikes on the trail, and he was worried about significant changes. Mr. Atchley noted that the Poudre Trail benefits the whole area, including Windsor and Greeley. He was relieved to hear that the trail would not be eliminated.

Mayor Cline mentioned that regardless of what was decided, the Poudre River Trails Corridor Board would still need another Windsor representative.

Board Member Klimek, who serves as Windsor's representative on the Poudre River Trail Board, shared that when the board was first formed, the original intent was that it would eventually be taken over completely by the Trail Authority Board rather than having the Town of Windsor continue to fund operational portions. He noted that Windsor is responsible for maintenance of its section, which should continue, but questioned putting money into projects that do not impact Windsor residents. He suggested that if Windsor continues with the agreement, there should be a sunset date so the director could make it self-funding for operational costs.

Board Member Hallett mentioned that the board is doing interesting projects primarily in the Greeley area, with Greeley and Weld County spending significant money this past year. He noted that the original purpose of acquiring easements and building the trail itself is complete, except for potential extensions to Kersey and connecting to trails in Larimer County.

Board Member Symsack commented that the Poudre River Trail is one of the best parts of the town, noting that he rides his bike and runs on the trails regularly. However, he pointed out that the trail within Windsor is already built, and Windsor is already paying for maintenance. He questioned why Windsor should send money out when it could use those funds to improve what's in Windsor. He mentioned his interest in seeing the Blue River Trail connect from Timnath to Fort Collins, which is already in progress.

Board Member Peltz stated that she was surprised to learn that the Poudre River Trail Corridor Authority only covered the trail from Windsor eastward, not including the Larimer County portion. She said she would be more supportive if the authority covered the entire corridor. She agreed with terminating the agreement for now, saying that if they get a new executive director with a plan for promotion, such as marathons or trail races, she might reconsider. However, she didn't see how building the trail to Kersey benefits Windsor.

Board Member Jones agreed with the other board members, stating that if Windsor can keep the money and improve the trails themselves, that would be preferable to paying someone's salary in hopes that something gets done.

Mayor Cline asked if Windsor could enter into a new IGA in the future, and Town Attorney Money confirmed they could.

Board Member Klimek suggested delaying approval of the resolution and having a discussion with the other entities to determine if there is a path forward that would benefit all entities involved, possibly including bringing in the neighboring jurisdictions to the west. He reiterated that he would like to see the trail authority succeed, but any financial agreement should have a sunset date to avoid perpetually funding projects outside Windsor's jurisdiction.

Mayor Cline noted that the Town Board's budget is scheduled for approval on November 24, 2025. Staff clarified that the \$32,000 could be included in the budget, and the Board could direct staff not to distribute the funds until a decision is made about the IGA.

Town Board Member Symsack moved to table resolution No. 2025-50, Town Board Member Jones seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek; Nays - Ron Steinbach, Jason Hallett; Motion Passed.

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 Sergeant Paul presented the second reading of the ordinance. He stated that there have been no changes to the ordinance since the first reading on October 13th. Sergeant Paul addressed questions about whether the ordinance would change where golf cars are currently allowed. He clarified that the ordinance would not restrict where golf cars can be driven. The only changes related to golf cars concern the number of people who can ride in them, requirements for child safety seat belts and seats, and restrictions on people sitting on laps or holding onto the sides of golf cars.

Sergeant Paul explained that the main change involves low-speed electric vehicles, which can have six seats if they follow all guidelines and restrictions, including having a 17-digit VIN number, required equipment (seat belts, headlights, turn signals, brake lights), registration in Colorado, insurance, and a licensed driver. The ordinance would allow these electric vehicles to act as golf carts once they reach golf courses, giving more accessibility for residents. The dual-purpose vehicles could legally drive on streets meeting all requirements, then drive onto sidewalks and into golf courses using designated golf cart trails.

Sergeant Paul also mentioned that they are working with the engineering department to consider lowering the speed limit on Liberty Road from 40 to 35 mph to accommodate low-speed electric vehicles. A speed study has been conducted using traffic speed survey boxes, and the data is currently being evaluated by the engineering department.

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

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

Police Sergeant Paul presented the second reading of the ordinance. He stated that no changes have been made to the ordinance since the first reading on October 13th. Mayor Cline noted that questions had been raised about red light cameras and confirmed with Sergeant Paul that footage or pictures would be reviewed before tickets are issued. Sergeant Paul explained that when a violation occurs at an intersection, cameras record and take a picture. The violation is first reviewed by employees of Verra Mobility (the company contracted for four cameras), then sent to the police department's queue where a red light technician reviews and confirms the violation, confirms the registered owner's information, and gives final approval before a citation is sent out.

Mayor Cline asked about records retention for pictures taken that do not result in citations. Sergeant Paul explained that for non-violation event data and warning event data, Verra Mobility holds the images for 181 days (approximately six months plus one day). For violation data, it is retained for 1,095 days (approximately three years). After these retention periods, all data is completely eradicated.

Police Chief Garrison clarified that contractually, the Town of Windsor owns the data, and Verra Mobility is not allowed to share, sell, or distribute it to anyone else without Windsor's express permission. The pictures only show the violation itself with no further tracking. There are various encryption settings for data transmission and retention, and layers of administration for access control.

Board Member Klimek expressed concern about a third party being involved but was reassured that Windsor controls the data. He also mentioned complaints backed by data that accidents may increase with red light cameras but wanted to ensure that the town would track whether the cameras are reducing T-bone collisions as intended.

Sergeant Paul confirmed that the police department is partnering with the town traffic engineering division and external companies called Crash Magic and Next Space to track traffic accidents throughout town. This will allow them to monitor accident types at each intersection more efficiently and determine causes.

Board Member Symsack noted that concerns about increased rear-end accidents following the installation of red light cameras are mostly anecdotal, as drivers become accustomed to them. Sergeant Paul and Police Chief Garrison acknowledged that studies show about a 20-25% increase in rear-end collisions but a significant reduction (25-30%) in angle crashes that produce more serious injuries and fatalities. Police Chief Garrison mentioned that studies of 14 municipalities that removed red light cameras showed an increase in serious bodily injury crashes by approximately 30%.

Police Chief Garrison stated that they are working to mitigate panic braking at intersections through broader communication efforts, including announcements in town publications, clear signage approaching intersections, and information on the town website about camera locations. He clarified that this is not related to speeding cameras being debated in the region.

Sergeant Paul confirmed that CDOT has approved cameras for the intersection of 7th and Main, and they have applied for approval for the intersection of 9th and Main. They are still evaluating 11th and Main, 15th and Main, and East Main and Hollister Lake Road, with the latter being paused due to anticipated changes from commercial development in the next 3-5 years.

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

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

4. Resolution No. 2025-52 - A Resolution of the Town Board of the Town of Windsor Expressing the Intent of the Town to be Reimbursed for Certain Expenses Relating to the Construction of Certain Wastewater Improvements

Finance Director Moyer explained that this resolution relates to the wastewater treatment plant project planned for next year. He described it as a "reimbursement resolution" prepared by counsel Kim Crawford at Butler Snow in Denver. Finance Director Moyer stated that the total cost of the project is significant, and people are still working on the design details. By the time bonds are issued in the spring, the town will have spent a good deal of money on the project. This resolution would allow the town to include money spent between now and then

in the cost of the project and be reimbursed from the eventual bond funding. He noted this is a common practice that the town has used with every bond issue.

Town Board Member Hallett moved to approve Resolution No. 2025-52, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

No communications were reported.

2. Communications from Town Staff

a. Strategic Plan Key Performance Indicators for September 2025.

Attached are the Town's Key Performance Indicators for September 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 Cost of Maintaining Open Space. The number is \$414, up from the same time in 2024. This increase is a reflection of the added acreage from our acquisition earlier this year as well as the additional staff hired mid-year to aid in maintenance activities within our open spaces.

2. Vital Infrastructure: The highlighted KPI for this month is Treated Water by Provider. As we head toward the last quarter of the year, the usage data shows we are in a good place with sufficient treatment capacity remaining in 2025.

3. Vibrant & Healthy Economy: The highlighted KPI for this month is Full-Time Employees per 1,000 population. That number is currently at 5.04, with our current 3-year average being 5.0. This indicates that we have maintained consistent staffing levels over time based upon service levels and strategic investments in specific departments or service areas as Windsor grows.

b. Financial Report - September 2025

Finance Director Moyer presented the September financial report, marking three quarters of the fiscal year. He reported that the town is doing better than expected on sales tax, though use tax related to building permits is down. Property taxes are as expected. For operating expenditures, the town uses a benchmark of 75% of the budget through three quarters of the year, and they are on target. He noted that capital expenditures do not flow evenly through the year, with a large capital expense earlier in the year for the purchase of open space property.

Mayor Pro Tem Steinbach asked why the town was still counting all of the open space purchase as a land purchase and not showing some of it as a water purchase. Deputy Town Manager Lucas acknowledged this was an error that would be corrected.

Deputy Town Manager Lucas reported that the leaf and branch drop-off had 77 cars so far

that day, which was slower than staff expected, but noted that leaves were still on the trees around town.

3. Communications from Town Manager

4. Communications from Town Board

Mayor Cline encouraged everyone to have a safe and happy Halloween on Friday.

E. EXECUTIVE SESSION

1. Executive Session Pursuant to Colorado Revised Statutes Sec. 24-6-402(4)(a)(b) and (e)(I) for the Purposes of Receiving Legal Advice and Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategies for Negotiation; and Instructing Negotiators with Respect to Eminent Domain for Right-of-Way Acquisition for the Expansion of Windsor Lake Road/WCR 70, and for the Creation of a Roundabout at the Location of Colorado Boulevard and Crossroads Boulevard

Town Board Member Steinbach moved to Motion to enter into Executive Session pursuant to Colorado Revised Statutes §24-6-402(4)(a)(b) and (e)(I) for the purposes of receiving legal advice and determining positions relative to matters that may be subject to negotiations; developing strategies for negotiation; and instructing negotiators with respect to eminent domain for right-of-way acquisition for the expansion of Windsor Lake Road/WCR 70, and for the creation of a roundabout at the location of Colorado Boulevard and Crossroads Boulevard, Town Board Member Hallett 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.

The Town Board entered into an executive session at 8:05 p.m.

Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:21 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 8:21 p.m.

F. ADJOURN

Town Board Member Peltz moved to adjourn, Town Board Member Hallett 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 8:22 p.m.

