



Town Board Regular Meeting

December 8, 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 7:04 p.m. on Monday, December 8, 2025.

1. Roll Call

Present:

Mayor Julie Cline
Mayor Pro Tem Ron Steinbach - absent
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
Dean Moyer, Finance Director
Cheryl Turner, Deputy Director of Finance
Mark Price, Planner II
John Thornhill, Community Development Director
Tara Fotsch, Director of Parks, Recreation and Culture
Kim Mihm, Deputy Town Attorney
Scott Ballstadt, Planning Director
Rece Lampe, Digital Communications Supervisor
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

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

4. Proclamation

a. Cheryl Turner Day

Mayor Cline read a proclamation designating December 12, 2025, as Cheryl Turner Day in recognition of her 27 years of service to the Town of Windsor. The proclamation highlighted Ms. Turner's career progression from Recreation Secretary in 1998 to Deputy Director of Finance in 2001, her contributions to financial reporting and stewardship, and her role in major capital projects including the recreation center, public works facility,

police stations, and numerous parks and highway improvements.

Cheryl Turner thanked the Town Board and expressed her appreciation for her time with the town. She shared that her 27 years went by quickly and that she enjoyed working for the organization, describing it as a wonderful place to work where everyone is like family and working toward the same goals.

b. Human Rights Day

Mayor Cline read a proclamation designating December 10, 2025, as Human Rights Day in the Town of Windsor, encouraging all residents to reaffirm their commitment to equality, compassion, and the protection of human rights.

5. Board Liaison Reports

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

Mayor Cline reported on behalf of Mayor Pro Tem Steinbach. The Windsor Housing Authority had not met since the last report. The Larimer County Behavioral Health Policy Council met that morning and discussed their Impact Fund grant overview program, received departmental updates from the behavioral health director, reviewed a communication snapshot program, and received feedback from grant recipients.

Town Board Member Jones - Chamber of Commerce, Tree Board

Board Member Jones reported that the Tree Board meeting for November was canceled, and the Chamber of Commerce had not met since his last update.

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

Board Member Peltz reported that she had given an update on the Clearview Library Board at the last meeting. The Great Western Trail Authority December meeting was going to be a social dinner, which was moved to the January meeting due to low anticipated attendance.

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

Board Member Symsack reported that the Parks, Recreation, and Culture Advisory Board reviewed management plans for Windsor Lake and Kyger Reservoir. Windsor Lake recommendations focused on potential ranger patrols, cost recovery goals, staffing adjustments, and managing motorized and non-motorized boat capacity. Kyger Reservoir's new vision emphasized quiet nature-based recreation with seasonal access, clarified IGA responsibilities with Larimer County, and expanded fish stocking opportunities with Colorado Parks and Wildlife. He noted that the fish population in Kyger Reservoir is strong with different age levels, which was positive considering it was just filled in June.

Board Member Symsack also mentioned staff updates including the Winter Wonderland event, trail improvements with emergency signage updates, a potential feasibility study for an East Side Rec Center, North Campus construction progress, and a successful fall cleanup day that serviced 973 vehicles. He noted that the Windsor Arts Commission update was provided at the previous meeting.

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

Board Member Klimek reported that the Poudre River Trail Authority canceled their December meeting, and the Water and Sewer Board was scheduled to meet on Wednesday.

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

Board Member Hallett reported that the Historic Preservation Commission would have their meeting on Wednesday. He also mentioned that the RE-4 School District was meeting that night, so he would provide an update in January.

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

Mayor Cline reported that the Windsor Downtown Alliance had a work session the previous Tuesday at their Fourth Street building to discuss the future vision for the property. The board directed getting quotes from commercial real estate agents to potentially list the building for sale, with a vote expected at the next meeting.

Regarding the North Front Range MPO, Mayor Cline mentioned their discussion of the EPA's review of a 179B request from Maricopa County, Arizona, that would help remove naturally occurring air pollutants from consideration in air quality measurements. The MPO submitted a letter of support during the public comment period. She also noted a presentation from the state demographer about aging rates and slower population growth.

The MPO conducted officer elections, with Commissioner Stevens becoming the new chair and Mayor Pro Tem Hyde of Eaton as vice chair. They also received updates on the Front Range Passenger Rail District's efforts to get on next year's ballot.

For the NoCo34 TMO, Mayor Cline reported on board officer elections where she became vice chair, with Commissioner James remaining as chair. They decided to move to an every-other-month meeting schedule with the executive board meeting in off months. She mentioned that a survey for TMO members would remain open longer due to low response rates.

6. Public Invited to be Heard

Daniel Cochran of 577 Barnwood Drive addressed the board regarding a water billing issue. He explained that seven months ago, he began receiving water bills showing no water usage due to a battery failure in his water meter. After the meter was replaced, he received a substantial bill with all usage charged at the higher tier rates. Despite meeting with town staff who assured him the issue would be corrected, he received another large bill of \$887. Mr. Cochran expressed concern that this issue might be affecting other Windsor residents and could potentially impact the town's financial statements if widespread. Mayor Cline acknowledged awareness of similar situations and committed to having staff follow up with him.

B. CONSENT CALENDAR

1. Approval of the November 24, 2025 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

2. Report of Bills November 2025 — D. Moyer, Director of Finance

3. Resolution No. 2025-66 - A Resolution of the Town Board of the Town of Windsor, Colorado, Approving the Accessioning of Items to the Town of Windsor Museum Collection - T. Fotsch, Director of Parks, Recreation, and Culture

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies. PReCAB has reviewed these recommended actions and has recommended accessioning via Resolution 2025-66.

Museum collection items are only accessioned or remain in the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition.
- Condition
- Museum can adequately care for object

All items listed in the accession are items currently in the museums possession, and have been donated to the museum.

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

C. BOARD ACTION

1. Public Hearing - Conditional Use Permit to allow a shipping container storage yard located in the Heavy Industrial (HI) zone district for Great Western Industrial Park Subdivision 7th Filing, Lot 5, (30755 Great Western Drive) - Adam Bird, Applicant, VP of Renewables Luminary Logistics Solutions, LLC; Dean Brown, Owner Representative, Broe Real Estate

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."

Planner II Price presented the conditional use permit application for a shipping container storage yard at 30755 Great Western Drive. He explained that the site encompasses approximately 24 acres and that the applicant has requested an extension of their current permit to continue operation of a foreign trade zone, renewable energy distribution, and solar infrastructure inventory yard. The new permit would be valid for one year with an opportunity

to extend administratively, expiring December 2027.

Planner II Price noted that staff had received communication about plans to submit a major site plan application for permanent buildings on the property, which would eliminate the need for future conditional use permits. He mentioned that the landscaping and buffer along Great Western Drive were well-maintained. The Planning Commission recommended approval with conditions including requirements for site plan completion within one year, building permits by January 15, 2027, and construction completion by December 31, 2027.

Adam Bird, VP of Renewables at Luminary Logistics Solutions, clarified that his company is a logistics operation in renewables, particularly solar, and that the shipping containers are used for storing renewable energy components rather than being a traditional empty container storage yard. He noted that they have established a local presence with eight full-time employees and are working to transition from a short-term project to a longer relationship providing distribution services to the region.

Dean Brown from Broe Real Estate emphasized the quality of the facility, noting that over \$2 million had been invested in what started as a temporary facility. He described it as superior to other outdoor storage in the area in terms of landscaping, fencing, and screening. Mr. Brown explained that the industrial outdoor storage (IOS) model is a trend in logistics and movement of goods, providing 3PL (third-party logistics) services. He mentioned plans to invest an additional \$500,000-\$750,000 to improve the facility and that site plans would be submitted at the start of the new year.

During board questions, Board Member Symsack expressed concern about the repeated renewals of what was intended to be a temporary use. Planning Director Ballstadt clarified that even with the proposed office building, the site might not qualify as a use by right in the industrial zone if the outdoor storage remains the principal use rather than accessory to the building operations.

During public comment, Greg Stephen of 30801 County Road 23, Greeley stated that while he agrees they are good neighbors, he would like to see the height of the containers reduced in his line of sight. Collene Blanks of 30523 County Road 23, Greeley expressed concerns about the changing business model from what was presented as a temporary facility, the lack of building plans beyond an office, and questions about what products might be stored at the facility in the future.

In response to questions about storage restrictions, Mr. Bird explained that as a foreign trade zone operator, they are prohibited from storing firearms, tobacco, or explosives, and are subject to strict tracking requirements and annual customs inspections. He added that they primarily focus on renewable energy components such as solar, wind, transformers, and inverters.

Mayor Cline closed the public hearing.

2. Approval - Conditional Use Permit to allow a shipping container storage yard located in the Heavy Industrial (HI) zone district for Great Western Industrial Park Subdivision 7th Filing, Lot 5, (30755 Great Western Drive) - Adam Bird, Applicant, VP of Renewables Luminary Logistics Solutions, LLC; Dean Brown, Owner Representative, Broe Real Estate

Please refer to the staff memorandum associated with the public hearing item.

Town Board Member Hallett moved to approve the conditional use permit, 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, Jason Hallett; Nays - None; Motion Passed.

3. Ordinance No. 2025-1735 - An Ordinance Repealing, Amending and Readopting Portions of Article III of Chapter 13 of the Windsor Municipal Code With Respect to Stormwater Basin Fees Imposed by the Town's Stormwater Drainage Utility Enterprise

Finance Director Moyer explained that this ordinance, presented for second reading, was related to stormwater service fees and stormwater plant investment fees. He noted that it was the result of months of study and research conducted with Stantec Consulting during the annual rate fee review to ensure proper rates are set for large capital projects.

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

Town Board Member Hallett moved to approve Ordinance No. 2025-1735, 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, Jason Hallett; Nays - None; Motion Passed.

4. Ordinance No. 2025-1736 - An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Section 2-4-90 of the Windsor Municipal Code

The statutes governing qualified municipal courts of record require that the compensation of the Municipal Judge and Office of the Municipal Court Clerk be set by ordinance. This requirement has also been incorporated into the Town's Municipal Code. The compensation for the Municipal Judge and Municipal Court Clerk's office is provided for and fixed in the 2026 Town Annual Budget. An ordinance approving those appropriations is required to comply with the requirements of state law and the Windsor Municipal Code.

The attached Ordinance incorporates the appropriations for these offices for the 2026 Annual Budget, thus satisfying the requirements of law. There have been no changes to the ordinance since the first reading. Town Attorney Money presented the ordinance for second reading, noting that it enables the town to fix the compensation of the municipal court judge as required by statute.

With no questions from the board and no public comment, Mayor Cline closed the public comment period.

Town Board Member Hallett moved to approve Ordinance No. 2025-1736, Town Board member Peltz seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

5. Ordinance No. 2025-1737 - An Ordinance by the Town Board of the Town of Windsor, Colorado, Amending Chapter 14 of the Land Use Code Regarding Disconnection of Property Annexed to the Town

Deputy Town Attorney Mihm explained that the ordinance would outline processes, procedures, and criteria for disconnection petitions, which are not currently in the town's municipal code. She noted that while the town addresses annexation in the code, it does not

address de-annexation or disconnection. She further explained that the statutory annexation provisions from the 1965 Annexation Act do not apply to home rule municipalities, only to statutory municipalities.

Board Member Symsack commended staff for identifying this gap in the code.

With no further board questions and no public comment, Mayor Cline closed the public hearing.

Town Board Member Hallett moved to approve Ordinance No. 2025-1737, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

a. Financial Report October 2025

Town Clerk Frawley announced that the petition period for the upcoming election would begin January 6, 2026.

Finance Director Moyer presented the October financial report, noting that property tax collections were at 98% of projections. He mentioned that expenses looked good except for a significant expenditure in March for an open space purchase, which would require a supplemental budget typically done in February. In response to Board Member Symsack's question about construction use tax being down, Finance Director Moyer explained that it's difficult to predict due to external factors like interest rates, construction costs, and development cycles.

Deputy Town Manager Lucas invited everyone to attend the Cone Tree Lighting Ceremony at Public Services the following day at 4:30 PM and wished everyone a Merry Christmas and Happy New Year.

3. Communications from Town Manager

a. Focus Area Updates

1. **Strategic Growth**

Assess and address long-term capital facilities needs (48% completed)

The Town Board approved the 2026 budget, which will help fund an internal remodel of Town Hall, facilitating the relocation of IT and HR to the building and freeing up office space in the Public Services building.

2. **Sustainable Infrastructure**

Secure funding and ROW for Colorado Boulevard/Crossroads Boulevard intersection (75% completed)

We are waiting for an update from Representative Boebert's office on the 2026 Congressionally Directed Spending (CDS) funding request.

There has been some disruption — the eminent domain process is underway for two properties. Right-of-Way (ROW) acquisition will progress through the fall with the goal of securing all ROW and easements by the end of December so we can advertise the construction project in early 2026.

3. Vibrant and Healthy Economy

Leverage entertainment opportunities in and around Windsor to capture revenue (31.67% completed)

We are beginning coordination with the new Chamber Director around the impacts and support for a new lodging tax in the community.

4. Communications from Town Board

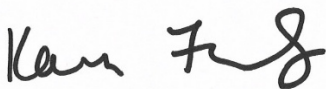
Board Members extended holiday wishes to all. Board Member Symsack thanked Parks and Recreation staff for the successful Windsor Wonderland event and expressed appreciation for the new Poudre River Trail connection to Timnath.

Mayor Cline reported that the Winter Wonderland event was a great success. She announced that there would be no Coffee with the Mayor on December 13, but it would resume on January 9. She mentioned the heartbreaking loss for Windsor High School in the state championship game. She announced upcoming events including a ribbon cutting for the Human Bean on December 11, Wreaths Across America at the cemetery on Saturday at 10 AM, and her upcoming attendance at a Commercial Real Estate Women's event.

E. ADJOURN

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

Upon a motion duly made, the meeting was adjourned at 8:32 p.m.



Karen Frawley, Town Clerk