



## Town Board Regular Meeting

February 9, 2026 - 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 7:03 p.m.

#### 1. Roll Call

Present: Mayor Julie Cline  
Mayor Pro Tem Ron Steinbach  
Brian Jones  
Lainie Peltz  
Ken Symsack - virtual  
Rick Klimek  
Jason Hallett – absent

Also Present: Shane Hale, Town Manager  
Dan Money, Town Attorney  
Eric Lucas, Deputy Town Manager  
Kim Mihm, Deputy Town Attorney  
Rece Lampe, Digital Communications Supervisor  
Karen Frawley, Town Clerk

#### 2. Pledge of Allegiance

Mayor Cline asked Town Board Member Klimek 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 Klimek moved to approve the agenda 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; Nays - None; Motion Passed.**

#### 4. Board Liaison Reports

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

Mayor Pro Tem Steinbach reported on the Windsor Housing Authority, noting they needed to secure seven more residents for the Jacoby Meadows property by the end of January, though he did not know the final outcome. He mentioned their next meeting would be the following week and that they had conducted elections for new officers.

Mayor Pro Tem Steinbach reported that the Larimer County Behavioral Health Policy Council would not meet again until April.

##### Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported that the Tree Board elected new officers for 2026: Allison O'Connor as Chair, Lucy Tames as Vice Chair, and Jim LaShell as Secretary. The

committee focused on planning for upcoming Arbor Day events. He mentioned the tree sale is currently live online, with trees available for \$80 each and pickup scheduled for April 18th.

For the Chamber of Commerce, Town Board Member Jones reported they also elected new officers for 2026: Austin Andrews continuing as Chair, Michael Gaphart as Vice Chair, Chris Gentle as Treasurer, and Sarah Dick as Secretary. The Chamber has gained 37 new members since November. He noted an upcoming Valentine's Sip and Stroll event on February 28th from 5-8 p.m. in downtown Windsor, in partnership with the WDA.

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

Town Board Member Peltz reported the Clearview Library Board met on January 29th. New adventure passes are available for checkout, including passes to the Climbing Collective, Denver Botanic Gardens, and Museum of Art in Fort Collins, in addition to existing national and state park passes. The Friends and Foundation is hosting an author talk on April 18th with local Colorado author Morris, who wrote "All Our Yesterdays."

The library has extended their strategic plan by one year to help reimagine their five-year strategic plan. The conversion to the new Marmot network is happening currently and will go live on March 1st, increasing resident access to physical and digital items from various libraries around Northern Colorado. This change will require users to set up new passwords for digital services like Libby. The next meeting is February 26th at the Severance Library location.

Regarding the Great Western Trail Authority, Town Board Member Peltz reported they met on February 5th. Two new counters on the trail will be installed by the end of the month. New historic signs along the Eaton portion will be installed shortly. The Great Western Trail Foundation plans to place two additional benches along the trail and welcomes location suggestions from the public through their website, gwtrail.com.

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

Town Board Member Symsack highlighted two significant items from the Parks, Recreation and Culture Advisory Board meeting. First, Director Fotsch presented a facility feasibility study for a potential new recreation facility, which confirmed capacity problems at the current Recreation Center, which had 450,000 users last year. The study examined a 20-minute drive radius and analyzed tournament economic activity potential, with staff exploring options for funding mechanisms and community support.

Second, he reported that the concept paper for a \$1,600,000 grant from Great Outdoors Colorado was selected for final application submission. This would fund a destination playground with custom-built features, a bicycle skills course, and master planning work.

For the Windsor Arts Commission, Town Board Member Symsack reported that the entryway sculpture process is moving forward with three initial concept submissions under review. Additionally, the Community Recreation Center entryway signage has been fabricated and is being painted, with installation pending concrete work completion.

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

Town Board Member Klimek reported on the Water and Sewer Board meeting, where they reviewed December minutes and reelected board members to their current positions. The board discussed ways to be more helpful to the community, particularly in communicating

about water and sewer rates, and considered being more active at community events such as the Labor Day Festival.

For the Poudre Trail Authority Board, which met the previous Thursday, Town Board Member Klimek reported they met with new director Scott Romme, who is working to establish relationships with donors. Romay will reach out to Windsor staff regarding trail needs. The board discussed focusing on the Red Barn, trail progression eastward, and potential amenities for the Windsor area. New board appointments included Dale Hall remaining as Chair, Town Board Member Klimek as Treasurer/Secretary, and Lee Morehead taking over the planning committee role. The board will approve their budget at the next meeting and hold a strategic planning session in March. He noted they need a new representative to replace Myles Baker, and mentioned potential collaboration with Larimer County when they complete their trail section.

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

Town Board Member Hallett was absent and will provide his report at a future meeting.

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

Mayor Cline reported that the NoCo34 TMO decided to meet every other month, with the next meetings scheduled for April, June, August, October, and December. They selected an accounting service called "Go Figure" at \$85 per hour for two hours of work each month, and discussed their annual Winter Bike to Work Day. They also received a presentation from Mercy Willard from Loveland's Economic Department.

For the North Front Range MPO, Mayor Cline reported extensive discussion about bus service, noting that while Bustang does not pay for itself, the Northern Colorado route recovers 31% of its costs, better than other routes. She highlighted concerns about the state legislature potentially using toll revenues from I-25 and I-70 to supplement bus funding, which raised questions about proper use of enterprise funds. The MPO could not agree on sending a joint letter regarding these concerns, so individual communities were encouraged to send their own feedback to CDOT and the legislature.

Mayor Cline also reported on discussions about environmental impact and air quality, noting potential changes to CAFE standards. The 2020 standard was 40.4 miles per gallon, while the 2022 target was 49.1 miles per gallon. The new proposal is to move back to 30.4 miles per gallon, potentially prolonging the use of gas vehicles but raising concerns about air pollution impacts and disrupting existing models.

For the Windsor Downtown Alliance, Mayor Cline reported they approved a façade grant of up to \$40,000 for the old Red Zone building, which will become the Windsor Lake Cafe and Marketplace. The establishment plans to modify doors to create window seating and will include both food service and small marketplace shops. The Downtown Alliance also approved their final work plan for 2026 and revised bylaws to allow remote attendance at board meetings to accommodate business owners' schedules. Board orientations with the town attorney are being planned.

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 January 26, 2026 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 February 2nd, Mayor Cline and Town Board Member Symsack conducted Board and Commission interviews for vacant seats on the Planning Commission, Water and Sewer Board, Tree Board, Windsor Arts Commission, and Windsor Housing Authority. The following individuals are being recommended for appointment:

Planning Commission:

Victor Tallon - alternate member term expiring March 2027

Water and Sewer Board:

Jose Valdes - alternate member term expiring March 2029

Tree Board:

Jim LaShell - regular member term expiring September 2029

Michelle Softich - regular member term expiring September 2029

Windsor Arts Commission:

Todd Vess - regular member term expiring September 2028

Emily Pearson - regular member term expiring September 2028

Justin Discoe - regular member term expiring September 2028

Marisha Pelnar - regular member term expiring September 2027

Windsor Housing Authority:

Anna Marie Edwards - regular member term expiring March 2030

3. Resolution No. 2026-08 - A Resolution of the Town Board of the Town of Windsor, Colorado, Approving an Easement and Right-of-Way Agreement for Water Line Facility Between GWIP, LLC, as Grantor and the Town of Windsor, Colorado, as Grantee - D. Blair, Civil Engineer III

A water line easement is needed along the east side of County Road 23 to accommodate a 20-inch water line required to serve the Lineage Cold Storage Facility, also known as Ceti Alpha. The attached resolution includes the legal description and exhibit showing the location of the proposed easement for Board review and consideration.

4. Resolution 2026-09 - A Resolution Supporting an Agreement Between the Town of Windsor, Colorado and the State Board of the Great Outdoors Colorado Trust Fund for a Grant Application for the North Campus Park and New Open Space Master Plan - W. Willis, Trails and Open Space Manager

The Town of Windsor has been selected as 1 of 13 candidates to move forward with a formal grant application for \$1.6 Million Dollars for the construction of Phase 1 of the

North Campus and associated Master Plan Development of the new 300 acre Open Space, below is the response from GOCO.

Thank you for your recent concept paper submission! GOCO received 26 concept papers this cycle, with funding requests totaling approximately \$23.7 million. The quality of proposals and the breadth of need continue to impress our team. In evaluating submissions, staff considered each project's merit, alignment with program goals, relative cost, urgency, and overall impact. With only about \$5.3 million remaining for the fiscal year, we had to make highly selective recommendations.

Congratulations on being among the 13 projects we're inviting to submit a full application! The application phase will be competitive, and we'd welcome the opportunity to share feedback from concept review to help strengthen your proposal.

As a part of the application submittal, a resolution from the Town Board is required confirming budget allocation and support of moving forward with a grant application.

5. Report of Bills January 2026 - D. Moyer, Director of Finance

**Town Board Member Jones 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 Symmack, Rick Klimek; Nays - None; Motion Passed.**

C. BOARD ACTION

1. Ordinance No. 2026-1740 - An Ordinance Approving the First Amendment To Consolidated Service Plan for Prairie Song Metropolitan District Nos. 1-9 and the First Amendment to the Intergovernmental Agreement Between the Town of Windsor, Colorado, and The Prairie Song Metropolitan District Nos. 1-9

Town Attorney Dan Money introduced the ordinance, explaining that the Prairie Song Metropolitan Districts were requesting an amendment to align their service plan with the town's updated debt mill levy position term, extending it from 30 to 40 years. They also requested approval for non-potable water service to neighboring agricultural properties at the district's discretion.

The applicant's representative presented slides explaining that extending the mill levy imposition term would bring the service plan into conformance with recently adopted code changes and clarify the scope of district operations for the non-potable water system to include agricultural land. The presenter noted that the districts have issued bonds with a service plan limit of \$150,000,000, with \$96,000,000 in remaining authorization and substantial public improvements still to be constructed.

The extension from 30 to 40 years would provide district boards more flexibility to refinance debt with better terms as the districts become more creditworthy issuers. The presenter shared case studies demonstrating how extended mill levy terms helped other districts lower interest rates and reduce debt service mill levies.

Regarding non-potable water service, the presenter explained that an agricultural user adjacent to the district boundary had requested to connect to the district's system. The district would charge the same rates to external users as to those within the district boundaries, following constitutional standards requiring reasonable nexus between service costs and fees.

Town Board Member Symmack inquired about infrastructure costs for connecting agricultural

users. The presenter clarified that necessary infrastructure would be built as part of the district's development along Highway 72, and the agricultural user would be responsible for the costs of connecting to that system.

Town Board Member Klimek asked if providing water to agricultural users would endanger water supply for residents. The district board president confirmed there would be no endangerment as they currently have excess supply, and service would be provided on a case-by-case basis, primarily for drip irrigation of trees.

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

**Town Board Member Jones moved to approve Ordinance No. 2026-1740, 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; Nays - None; Motion Passed.**

2. Ordinance No. 2026-1741 - An Ordinance of the Town Board of the Town of Windsor, Colorado Creating a New Article X and Repealing Article VII in Chapter 1, Regarding Petitioning Powers Reserved to Town Voters

Town Clerk Karen Frawley presented the ordinance, explaining it would standardize the processes for Windsor's four constitutionally reserved powers: initiative, referendum, recall, and initiated home rule charter amendments. This topic had been discussed in work sessions on September 22 and January 26, and the draft reflected feedback provided during those sessions.

Town Clerk Frawley explained that these reserve powers allow voters to propose ordinances, challenge ordinances passed by the governing body, remove elected officials, and amend the home rule charter. While the powers differ, they all rely on similar petition-driven processes. Currently, the rules are scattered across the constitution, state statutes, local charter provisions, and local ordinances, making it difficult for residents to navigate the process.

The ordinance would consolidate all relevant rules into one place, standardize the petition process across all four powers, reduce administrative burden, and generally adopt more liberal, citizen-friendly options where state and local law differ. Key elements include creating separate code sections for each reserved power, establishing one uniform process that applies to all powers, incorporating charter language directly into the corresponding code sections, clearly identifying which laws apply during each phase, and directing the town clerk to provide standardized petition templates.

Mayor Cline clarified that while the town would provide templates for the petition process, it would not clean up or edit the petition language itself.

**Town Board Member Jones moved to approve Ordinance No. 2026-1741, 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; Nays - None; Motion Passed.**

#### D. COMMUNICATIONS

1. Communications from Town Attorney
2. Communications from Town Staff

### 3. Communications from Town Manager

#### a. Focus Area Updates

##### **1. Strategic Growth**

***Adopt Municipal Code updates to address inconsistencies regarding Accessory Dwelling Units, occupancy limits, and parking created by recently adopted 2024 legislation. (10% completed)***

- The land use code update, to address minor changes from recent legislation clarification, was considered by the Town Board on January 12, 2026. The second reading was scheduled for January 26, 2026.
- It is unknown if additional legislation will arise that could require additional changes. Staff will report any changes if they arise.

##### **2. Sustainable Infrastructure**

***Coordinate with Loveland on design and construction costs for Crossroads west from Colorado Blvd (90% completed)***

Staff has coordinated with the City of Loveland on the timing of Crossroads Blvd improvements. They informed us that this project was removed from their 5-year capital plan due to budget cuts.

##### **3. Vibrant and Healthy Economy**

***Implement Downtown Parking Management Plan (95% completed)***

Town staff met with consultant, Dixon Resources, on January 20, 2026, to discuss downtown parking materials. Dixon provided a draft data report that will be presented at a future Town Board work session, along with draft code language for future parking code updates. Targeting a work session discussion in Q1/Q2 2026.

Town Manager Shane Hale reported on follow-up from public comments at the previous meeting. Regarding a request for a playground at Jacoby Farm Park, staff informed the resident that the park was intentionally designed as a historical and cultural landmark, not as a playground. He noted that three nearby playgrounds exist at Boardwalk, Covenant, and Bauer Farms, and mentioned the town is pursuing a grant for a major playground at North Campus Park.

Regarding reported graffiti on a silo at CR-5, staff determined it was on private property rather than Larimer County Open Space as initially thought, and were attempting to contact the property owner through the realtor.

### 4. Communications from Town Board

Mayor Cline announced Coffee with the Mayor and staff would be held that Friday at 10:00 a.m. at the Recreation Center. She noted that town offices would be closed on Presidents Day. She congratulated the Windsor High School boys basketball coach for becoming the winningest coach in school history and mentioned that state wrestling championships would take place that weekend.

E. ADJOURN

**Town Board Member Peltz 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; Nays - None; Motion Passed.**

Upon a motion duly made, the meeting was adjourned at 7:53 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style.

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Karen Frawley, Town Clerk