



Town Board Regular Meeting

February 23, 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 7:04 p.m.

1. Roll Call

Present:

Mayor Julie Cline
Mayor Pro Tem Ron Steinbach
Brian Jones
Lainie Peltz
Ken Symsack
Rick Klimek - Virtual
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Kim Mihm, Deputy Town Attorney
Dean Moyer, Finance Director
Karl Gannon, Budget Analyst
Brian Rowe, Director of Public Works
Julie Baltazar, Multimedia 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

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

4. Proclamations

a. Proclamation Honoring the Back-to-Back State Champion Windsor High School Girls Cheer Team

b. National Engineers Week

Mayor Cline read the proclamations aloud.

5. Presentation

a. 2026 Polar Plunge - Sgt. R. Cook, WPD

Sergeant Rick Cook from the Windsor Police Department presented information about the 2026 Polar Plunge scheduled for Saturday, April 18th at Boardwalk Park.

6. Public Invited to be Heard

Eric Sanford of 407 Norwood Court addressed the board regarding his water bill and malfunctioning transmitter batteries.

B. CONSENT CALENDAR

1. Approval of the February 9, 2026 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

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

During the week of February 10th, Mayor Cline and Town Board Member Symsack conducted Board and Commission interviews for vacant seats on the Planning Commission, Water and Sewer Board, Windsor Arts Commission - Youth, and Historic Preservation Commission. The following individuals are being recommended for appointment:

Planning Commission:

Maxwell Nader - regular member term expiring March 2030

Nancy Frase - alternate member term expiring March 2030

Water and Sewer Board:

Darrell Zimbelman - regular member term expiring March 2030

Historic Preservation Commission:

Kris Jabs - regular member term expiring March 2030

Melanie Starck - regular member term expiring March 2030

Windsor Arts Commission:

Kenley Hersch - youth member term expiring May 2027

Cindy Rhoads - regular member term expiring September 2026

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, Ron Steinbach, Brian Jones, Lainie Peltz, Ken Symsack, Rick Klimek, Jason Hallett; 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 confirmed nothing had changed since first reading on February 9th. The amendment makes the service plan for Prairie Song Metro Districts 1-9 compliant with code. A representative from WBA for the Metro District was present to answer questions.

This was the second reading with public comment opportunity. No public comments were received.

Town Board Member Hallett moved to approve Ordinance No. 2026-1740, 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 Symsock, Rick Klimek, Jason Hallett; 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 confirmed no changes had been made since first reading.

This was the second reading with public comment opportunity. No public comments were received.

Town Board Member Hallett 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 Symsock, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

3. Resolution No. 2026-10 - A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted For The Town Of Windsor, Colorado For 2025

Finance Director Dean Moyer explained this annual housekeeping item supplements the 2025 budget before the audit begins at the end of next month. The supplemental appropriations included:

- Development agreements requiring both revenue and expenditure reporting when the town takes final acceptance of developer-completed infrastructure
- Open space land purchase requiring money transfers since the open space fund didn't have sufficient funds, including \$840,000 from the water fund for water rights, \$900,000 from the Park Improvement Fund as cash payment, and the remainder as a loan from Park Improvement Fund to be repaid over four years
- Economic development incentive fund requiring \$64,500 to make the fund whole after providing incentives
- Conservation trust fund project for Poudre River Trail requiring additional appropriation to complete the 2025 portion
- Building authority requiring \$60 that was forgotten in the original budget adoption

Mayor Julie Cline confirmed they had the money and were just appropriating it to avoid

violating state budget law.

Town Board Member Hallett moved to approve Resolution No. 2026-10, 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.

4. Ordinance No. 2026-1742- An Ordinance Amending Windsor Municipal Code Sections 7-3-30, 7-4-30, 7-4-40 and 11-7-10 Concerning the Removal and Maintenance of Grass, Weeds, Vegetation, Brush and Snow by the Owners or Occupants of Property Abutting or Adjacent to Public Rights of Way, Streets, Alleys and Sidewalks

Deputy Town Attorney Kim Mihm presented this first reading ordinance to provide clear guidance on duties and responsibilities for properties abutting or adjacent to rights of way. The town has traditionally relied on adjacent property owners for maintenance, but ongoing issues with non-compliance and lack of clear code enforcement prompted this comprehensive update.

Section 7-3-30 expands coverage beyond just weeds and trees to include all encompassing vegetation, trash, and areas separated by fences, walls, or landscaping. The ordinance addresses problems like property owners throwing debris over fences onto public property.

Section 7-4-30 authorizes requiring mowing, cutting, trimming, pruning, or removal of vegetation on public right of way, addresses dumping of junk, trash, and lawn waste, and allows declaring situations as nuisances. Tree trimming requirements are set at 8 feet over sidewalks and 14 feet over streets to protect equipment and prevent encroachment on signs, street lights, and traffic control devices.

The nuisance declaration allows statutory municipal authority to abate nuisances and place liens on properties, with a minimum of \$150 required before placing liens. Wildlife habitat, natural areas, and open space exceptions allow vegetation to exceed 12 inches, but storm water facilities within those areas must be kept trimmed for proper drainage.

Section 11-7-10 amendments require snow removal not only from sidewalks but also from curbs and gutters, including sidewalks separated from property by fences or walls. The ordinance makes it unlawful to push, pile, stockpile, or place snow removed from sidewalks or driveways onto public rights of way.

Mayor Pro Tem Steinbach expressed concern about the \$150 lien minimum, arguing that a crew of two would exceed \$150 in about 20 minutes, making the limit meaningless. He preferred a \$250 or \$500 minimum to make it more meaningful for avoiding liens on minor infractions.

Deputy Town Attorney Kim Mihm explained the process involves issuing tickets first, with opportunities for property owners to address issues in court before any lien placement. Liens are truly a last resort after the full court process.

Mayor Pro Tem Steinbach also objected to the foreclosure language in the ordinance, noting that while the town never forecloses, the statutory language lists foreclosure as the first option. He requested either changing the language or sending the ordinance back for revision.

Town Board Member Hallett moved to approve Ordinance No. 2026-1742, 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 - Ron Steinbach; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

a. Strategic Plan Key Performance Indicators Feb 2026

Attached are the Town's Key Performance Indicators for January 2026. 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 maintenance per acre of open space. The 12-month rolling cost is currently \$419 per acre, slightly higher than the 2025 cost of 393. We expect this number to continue to rise as we acquire more open space and maintenance costs continue to increase. We utilize the open space tax to fund maintenance.

2. Vital Infrastructure: The highlighted KPI for this month is Flow Capacity at the Wastewater Treatment Plant. Through January we are at around 2.3MGD on average. Looking through the chart you can see how the increased flows and overall plant capacity are one of several factors why we have invested in stages (biosolids, headworks and liquids) to replace and expand our current plant.

3. Vibrant & Healthy Economy: The highlighted KPI for this month is Full-Time Employees per 1,000 population. We are currently sitting at 5.3 FTE which is slightly higher than our 3-year average. This measurement allows us to compare ourselves against other similar organizations to ensure we have the right number of employees to meet our operational needs. In doing so we also have to recognize that factors in terms of expected service levels can impact this ratio.

Deputy Town Manager Eric Lucas presented the Strategic Plan Key Performance Indicators for February 2026, answering questions about water loss calculations and wastewater capacity spikes.

3. Communications from Town Manager

Town Manager Shane Hale reminded board members about the Polar Plunge signup opportunity and the upcoming executive session.

4. Communications from Town Board

Town Board Member Lainie Peltz asked about the trash hauler survey, which Town Manager Hale confirmed was still open.

Mayor Julie Cline reminded everyone that red light camera enforcement would begin on Wednesday, February 25th, noting increased awareness at the intersection.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes § 24-6-402(4)(b) and (e)(I) for a Conference with an Attorney for the Town Board to Receive Legal Advice on Specific Legal Questions and for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Litigation with the City of Greeley.

Town Board Member Hallett moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402(4)(b) and (e)(I) for a conference with an attorney for the Town Board to receive legal advice on specific legal questions and for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning litigation with the City of Greeley, 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.

The Town Board entered into an executive session at 8:20 p.m.

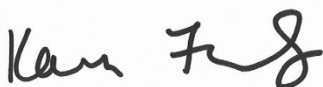
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 9:14 p.m.

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 9:14 p.m.

F. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 9:15 p.m.



Karen Frawley, Town Clerk