



Town Board Regular Meeting

April 13, 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. on Monday, April 13, 2026.

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
Leif Lesoing, Water Resources Manager
Scott Ballstadt, Planning Director
John Thornhill, Community Development Director
Brian Rowe, Public Works Director
Dean Moyer, Finance Director
Sandra Mezzetti, Senior Planner
Kim Lambrecht, Long Range Planner
Kim Mihm, Deputy Town Attorney
Rece Lampe, Digital Communications Supervisor
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 Hallett moved to amend the agenda by removing items C.1 and C.2 and moving them to a date certain of April 27, 2026, 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.

4. Proclamations

a. Honoring State Champion Windsor High School Diver Reagan Annable

b. Arbor Day

c. National Crime Victims' Rights Week

d. International Dark Sky Week

Mayor Cline read each proclamation aloud.

5. 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 are facing funding challenges due to overextension on Jacoby Meadows related expenditures. They need approximately \$2 million for essential repairs including a new boiler, roof, and safety issues are the highest priority. The Authority currently has few vacancies. In early March, wind destroyed the door at Jacoby Meadows, requiring redesign to prevent future occurrences.

Regarding the Larimer County Behavioral Health Policy Council, Mayor Pro Tem Steinbach reported the Longview facility opened their adolescent unit with 5 beds in October and will be open with 8 beds by the end of April. Since opening in December 2023, they have had 16,000 visits, with 80% from Larimer County residents. Windsor residents accounted for over 500 visits during this period. The facility is expanding funding opportunities with long-term, medium-term (annual grant process), and a new synergy fund worth \$100,000 designed for smaller agencies to partner together. The allocation process for 2026 starts May 12th with \$2.8 million available, with recommendations coming to the August 10th meeting for approval. By the end of the month, they will have a dashboard showing data on impact to hospitals and police departments. Fort Collins is proposing changes to meeting schedules, suggesting either staff representation or evening meetings instead of current morning meetings, though this discussion was shelved until August.

Town Board Member Jones - Chamber of Commerce, Tree Board

Town Board Member Jones reported that he does not have anything further to report since the tree board members provided a report during the proclamation. He also expressed his appreciation to the Tree Board for their hard work during the week.

For the Chamber of Commerce, he reported that they hosted a spring business expo at Main Event the previous Friday, which had good attendance. New membership year-to-date is up 36 members. He directed people to check the Chamber website for numerous ongoing monthly events.

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

Town Board Member Peltz was unable to attend either meeting due to being out of town. However, she received an email from Director Rose with Clearview Library highlighting three key items: the board received a presentation about the MOU with Parks, Recreation and Culture Department and expressed resounding support for the agreement, particularly the outpost shelving and collection project at the rec center; the displays and exhibits policy was read and approved at first reading; and they outlined the RFP for consultant and timeline for creating a 5-year strategic plan with implementation in 2027.

Town Board Member Symsack attended the Great Western Trail Authority meeting in her place.

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

Town Board Member Symsack reported on the Great Western Trail Authority, noting several administrative updates including transitioning payroll from ADP to QuickBooks, updating account signatories, and granting the treasurer full book access for better financial oversight. Ongoing discussions continue about equestrian policy and horse trailer parking. New business included trail map app edits to include Windsor Trails and a community concern about Roundup overspray in Eaton potentially linked to dog deaths. The board requested veterinary documentation, and Dr. Tom Jones reached out to CSU Veterinary Clinic, which had not encountered similar cases.

For the Windsor Arts Commission, new officers were elected: Laurie Best as chair, Todd Best as vice chair, and Emily Pearson as secretary. David King was selected for the entryway sculpture project near Kodak Open Space with September installation planned. Nine artists were chosen for 2026 mural projects covering traffic cabinets, entryway signs, and wind turbine benches, including one Windsor-based artist. The first community rec center sign was installed and looks fantastic. The community development sculpture is in the patina stage, with plans for a combined ribbon cutting of both the community rec center signage and the sculpture. The Barnyard Sentinel is complete and includes a seat from old tractors used in its creation made from Eden house equipment pieces not designated as historic. The sculpture is an 8-foot rooster with a detachable seat that won't be permanently attached due to safety concerns but can be used for special events like Harvest Festival. The commission received 30 applications for the Sculpture On Loan program and will vote for next year's sculptures this month. They're planning a presence at the depot for the fiftieth anniversary on June 6th.

The Parks and Recreation and Culture Board meeting was canceled due to lack of quorum.

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

Town Board Member Klimek reported that the Water and Sewer Board meeting was moved from Wednesday to Friday to accommodate the water report discussion. They reviewed the new mission statement approved by the board and examined talking points that members have been working on to help educate the public on water and sewer issues when asked.

For the Poudre River Trail Corridor Authority, the meeting was moved from their normal location to one of the attorney's offices due to lack of space. The bulk of the meeting discussed their mission statement and what they want Scott to work on during his tenure. He will be working with Wade and other community members as well as Larimer and Weld Counties to develop a project list. They will be appointing a new member from Weld County after the previous appointee went to the wrong location due to address change. Scott will come before the board in June to discuss what the Trail Corridor is doing.

Mayor Cline asked if they're still looking for a Windsor resident for the board, and Town Board Member Klimek confirmed they need someone from Windsor to have a full board again.

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

Town Board Member Hallett reported that Planning Commission items were continued until the next meeting, so he'll have more information on April 27th.

For RE-4 School District, their next meeting is April 20th. Looking back at a special meeting last month, they had an executive session focused on Title IX and their authority around donations, sponsorship, and similar matters.

For the Historical Preservation Commission, he thanked Eric for attending their meeting and noted good communication about different swag items for events. Two upcoming events were highlighted: May 2nd from 9 AM to 10:30 AM at Peculier Ales featuring a reading and a 10-15 minute presentation, followed by open forum Q&A; and June 6th the 50/150/250 event with a booth at the farmers market from 10 AM to 1 PM featuring swag and possibly a scavenger hunt for historical items with prizes for completion.

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

Mayor Cline reported on multiple regional board meetings. The US 34 Coalition met April 1st for CDOT reports and corridor study updates. The I-25 Coalition also met April 1st with a presentation from the Colorado Transportation Investment Office on their 10-year plan projects strategy update, potentially approved by the Transportation Board in May. The new Express Lane tolls and work zone revenues put them in good position to fund other I-25 projects and potentially bond for quicker project completion.

The Go NoCo 34 TMO met April 2nd to review member survey results and conduct a deep dive on winter bike to workday, which was one of the warmest on record. They noted one of the longest commuters rode from Boulder (2.5 hours one way) and attempts this every couple of weeks. A few days after the meeting, the Executive Director resigned due to family issues with her last day being April 20th. A job posting went out immediately seeking quick replacement, and she left everything in excellent order.

The North Front Range MPO also met April 2nd, working on an air quality conference at Embassy Suites in Loveland or possibly Blue Arena, inviting the northwestern region including Utah, Nevada, and Arizona for a multi-day event focusing on similar climate and air quality issues. They received significant interest from other mountain states and are seeking sponsorship. Transportation plans will come for board approval next month, and they received updates on front range passenger rail. Importantly for Windsor, they will not have to pay the tax for front range passenger rail since the service won't stop in Windsor.

The Windsor Downtown Alliance met on March 18th and approved a mini-façade grant for Windsor Lake marketplace for new signage.

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 March 23, 2026 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
Approval of the meeting minutes.

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

Following outreach from Mayor Cline and Mayor Pro Tem Steinbach to both the staff liaison and the board chair, the following individual is recommended for reappointment:

Water and Sewer Board:

Gale McGaha Miller - regular member with a term expiring March 2030

Milt Tokunaga - regular member with a term expiring March 2030

3. Report of Bills for March 2026- D. Moyer, Director of Finance

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

C. BOARD ACTION

1. Public Hearing Continuance - Request for a Conditional Use Permit to allow for the temporary keeping of animals on a lot smaller than the required 2.5 acres within the Estate Residential (ER) zone district for Westwood Village Subdivision 7th Filing, Lot 16 (636 Southwood Lane) - Adam Luckeroth, Applicant/Property Owner

At the Planning Commission regular meeting on April 1, 2026, staff requested a continuance of the public hearing for a Conditional Use Permit (CUP) to allow the temporary keeping of animals on a lot smaller than 2.5 acres within the Estate Residential (ER) zoning district for Westwood Village Subdivision, 7th Filing, Lot 16 (636 Southwood Lane).

The continuance was requested to provide an opportunity to receive public testimony related to the CUP.

The Planning Commission voted unanimously (7-0) to continue the public hearing until the next regular Planning Commission meeting of April 15, 2026.

Therefore, staff is recommending that this public hearing be continued a date certain of the next regular Town Board meeting on April 27, 2026, to ensure compliance with the procedural and public notice requirements of the code. This recommendation is included in the recommendation section of this memorandum.

2. Continuance - Consideration of a Request for a Conditional Use Permit to allow for the temporary keeping of animals on a lot smaller than the required 2.5 acres within the Estate Residential (ER) zone district for Westwood Village Subdivision 7th Filing, Lot 16 (636 Southwood Lane) - Adam Luckeroth, Applicant/Property Owner

Please refer to public hearing item information and recommendation.

This item was moved to a date certain of April 27, 2026.

3. Ordinance No. 2026-1743 - An Ordinance Approving the First Amendment to the Consolidated Service Plan for Overland Metropolitan District Nos. 1-6 and the First Amendment to the Intergovernmental Agreement Between the Town of Windsor, Colorado and Overland Metropolitan District Nos. 1-6

Town Attorney Dan Money presented the second reading of an ordinance approving the first amendment to the consolidated service plan for Overland Metropolitan Districts 1-6 and the intergovernmental agreement amendment. This follows last year's ordinance 2025-1734 that amended Windsor Municipal Code to allow metropolitan districts to extend their mill levy position debt from 30 to 40 years, aligning with state statute and neighboring jurisdictions. Overland Metropolitan Districts 1-6 currently have a 30-year plan and are requesting to update to 40-year terms for consistency.

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

Town Board Member Hallett moved to approve Ordinance No. 2026-1743, 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. Ordinance No. 2026-1745 An Ordinance of the Town of Windsor, Colorado, Authorizing the Issuance and Sale of the Town of Windsor Wastewater Enterprise Revenue Bonds, Series 2026; Providing for the Source of Payment of Such Bonds, and Providing Other Details Concerning the Bonds.

Finance Director Dean Moyer presented the first reading of an ordinance authorizing issuance and sale of wastewater enterprise revenue bonds, series 2026, for financing the sewer plant expansion project. The financing team was assembled last fall and decided on PNC as the lender with a specific financing strategy. Originally planned as three chunks of money, PNC offered to lend money for both phases 1 and 2 at a fixed rate with all money provided upfront that can be invested in a government asset pool and accessed as needed. This approach locks in interest rates for 2 years and saves money by avoiding another financing search. The \$93 million covers phases 1 and 2, with a third financing planned for 2028 to complete the project. PNC, a large national bank, recently bought First Bank which has local presence and has done business with Windsor for many years.

Jay Bremer from Northland Securities answered questions about the financing structure, confirming that refinancing would require mutual agreement as is common with bank financings, and that they're moving from three transactions to two. He confirmed that the historic earnings test accounts for projected growth including 300 homes per year and that Windsor covers the requirements comfortably both historically and in future projections. Town Board Member Steinbach asked about reserve fund requirements, and Bremer confirmed that due to Windsor's excellent financial standing, they are not required to fund a reserve fund.

Town Board Member Hallett moved to approve Ordinance No. 2026-1745, 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.

5. Ordinance No. 2026 - 1746 - An Ordinance of the Town of Windsor, Colorado, to Utilize Available Funds to Redeem, Pay and Discharge all of the Outstanding Loan with Colorado Water Resources and Power Development Authority ("CWRPDA"), Dated November 1, 2011; Prescribing Other Details in Connection Therewith; and Declaring an Emergency.

Finance Director Dean Moyer presented the first reading of an ordinance to utilize available funds to redeem the outstanding loan with Colorado Water Resources and Power Development Authority dated November 1, 2011. This ordinance works in conjunction with the previous bond authorization. Due to parity bonds test requirements, since both the existing 2011 obligation and new bonds would be paid with sewer rates, they decided to pay off the remaining balance on the 2011 bond to clear the parity bonds test. The loan was due to be paid off in 2027, so very little remains. Importantly, existing funds will be used to pay this obligation, not funds from the new financing.

Kim Crawford from Butler Snow law firm explained via phone that the 2011 loan prevents issuance of subordinate bonds unless there's 100% coverage ratio for old loans plus new loans. By paying off the 2011 loan, they can issue subordinate bonds without coverage tests since the 2022 bond gets paid before the new loan. Water and Power is providing consent for this early payoff.

Town Board Member Symsack asked whether the \$500,000 paid with existing funds could be reimbursed from new funds, and Finance Director Moyer confirmed they cannot - existing funds must retire existing bonds before proceeding to new financing. Town Board Member Jones confirmed this \$500,000 was not in the 2026 budget and will require a supplemental budget amendment.

Town Board Member Hallett moved to approve Ordinance No. 2026-1746, 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.

6. Ordinance No. 2026-1747 - An Ordinance Amending Certain Portions of Chapter 11 of the Windsor Municipal Code, Concerning the Use of the Public Right of Way, Permitting, and Requirements Thereto within the Town of Windsor, Colorado

Deputy Town Attorney Kim Mihm, along with Director of Public Works Brian Rowe and Director of Engineering Omar Herrera, presented the first reading of an ordinance amending Chapter 11 of Windsor Municipal Code concerning public right of way permitting and requirements. This amendment consolidates and updates existing regulations that were scattered throughout the code.

Mayor Pro Tem Steinbach asked several questions about permit requirements for homeowners placing rocks in streets, with staff confirming this would require an occupation permit and that either property owners or their contractors can apply, though the property owner remains ultimately responsible.

Town Board Member Hallett asked about master lists of required permits for property owners to verify contractor compliance, and staff confirmed the online portal provides this information with contact numbers for questions.

Town Board Member Symsack asked about the annual meetings requirement given the staff burden, and Deputy Town Attorney Mihm explained these are intended to coordinate maintenance programs with permittee plans for joint location opportunities when possible.

Mayor Pro Tem Steinbach expressed disappointment that they couldn't find ways to minimize impact on homeowners, feeling the requirements are unnecessarily burdensome for individual property owners trying to improve landscaping, though he understood the importance for it and would vote in favor.

Town Board Member Hallett moved to approve Ordinance No. 2026-1747, 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.

7. Water Supply Index (WSI) for 2026

Water Resources Manager Leif Lesoing presented the 2026 Water Supply Index, noting the drought conditions with South Platte Basin snow water equivalent at historic lows of 34% of average, with rivers likely having already peaked in March. The seasonal precipitation outlook shows hotter and drier conditions, with drought persisting throughout most of Colorado.

The water supply index uses supply over demand calculations, with main supply being CBT units from Northern Water and North Poudre shares. Taking full carryover into account and using highest historical demand with adjustments for increased demand and contractual obligations, Windsor's water supply index calculates to 110%, indicating Level 0 with adequate water supply requiring no drought restrictions at this time.

Lesoing emphasized that while no restrictions are needed, residents should still be efficient with water usage. The town will continue monitoring demands and return if changes require different restrictions. He noted hope for El Niño patterns but acknowledged Windsor might be too far north to benefit significantly, though historical precedent shows dramatic turnarounds possible.

as happened between drought year 1982 and record runoff year 1983.

D. COMMUNICATIONS

1. Communications from Town Attorney

Town Attorney Dan Money congratulated the board for being complete and expressed appreciation for seeing everyone back together.

2. Communications from Town Staff

a. Major Site Plan - Wizards Subdivision, Lot 2 (Windsor Middle School - 900 Main Street) - K. Lambrecht, Long Range Planner

b. Minor Site Plan - Wizards Subdivision, Lot 4 (Windsor High School Greenhouse - 1100 Main Street) - K. Lambrecht, Long Range Planner

c. Major Site Plan - Grasslands Subdivision 5th Filing - Condominiums - S. Mezzetti, Senior Planner

d. December 2025 Financial Report - D. Moyer, Director of Finance

Town Clerk Karen Frawley reported a 16% return rate for the recent election with just over 31,000 ballots sent and over 5,000 returned. Town Board Member Peltz asked if this was normal for April elections, with staff confirming it was typical.

Finance Director Dean Moyer presented the December 2025 financial report, explaining the delay until auditors completed their preliminary review. Sales tax performed well, ahead of 2024 by nearly 10%, while construction use tax lagged behind in both permits and revenue. Property tax collection was nearly complete. Operating expenditures totaled about \$70 million compared to \$78 million budgeted. He highlighted that internet sales from vendors not located in Windsor represent 53% of sales tax revenue compared to 15% from actual brick-and-mortar Windsor businesses, emphasizing how internet sales have boosted collections. Construction use tax directly correlates with building permits, with 2024 seeing 183 single-family home permits compared to higher numbers in previous years.

Senior Planner Sandra Mezzetti announced a community open house on May 2nd from 6-7:30 PM via teams as part of the engagement portion of the housing action plan. She encouraged attendance and noted the session will be recorded for those unable to attend.

Deputy Town Manager Eric Lucas announced the AI chatbot will go live May 4th. The communications team asked every third-grader in RE-4 School District to choose between three names and provide designs. The winning name was Sugar Beet Sam, beating Tony the Trout in a close contest, while Bruno the Bison received only one vote.

3. Communications from Town Manager

a. Monthly Board Report — Focus Area Updates

Town Manager Shane Hale thanked Town Clerk Karen Frawley and her team for their work on the election and expressed appreciation for the smooth process.

4. Communications from Town Board

Town Board Member Peltz shared information about free electronic recycling events in Weld County on May 16th in Greeley and June 6th in Frederick.

Town Board Member Symsack thanked Town Clerk Frawley for her thankless but important election work.

Town Board Member Hallett also thanked Town Clerk Frawley for election administration and financial reports, expressing relief that election season has passed.

Mayor Cline thanked the Clerk's Office and noted they already have election judges lined up for next year. She promoted the Friends of the Library author event on Friday (VIP session) and Saturday, and encouraged participation in the polar plunge at Windsor Lake on Saturday, whether participating or donating while watching others jump in the lake.

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 Water
2. 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 Greeley Annexation

Town Board Member Hallett moved to enter into 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 positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning water and the Greeley annexation, 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.

The Town Board entered into an executive session at 9:09 p.m.

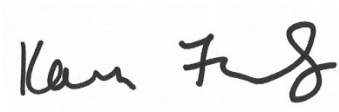
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 11:11 p.m.

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 11:11 p.m.

F. 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, 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 11:12 p.m.

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

Karen Frawley, Town Clerk