Town Board Regular Meeting

June 8, 2026 - 7:00 PM
Kyger Room, 200 N. 11th Street, Windsor, CO 80550

To view the Town Board meeting, visit Town Board Regular Meeting
Meeting ID: 264 546 550 017 021
Passcode: xj3QV3hK

MINUTES

A. CALL TO ORDER

Mayor Cline called the meeting to order at 7:07 p.m.

1. Roll Call

Present:	Mayor Julie Cline Mayor Pro Tem Hallett Ron Steinbach Brian Jones Lainie Peltz Ken Symsack - virtual Rick Klimek
Also Present:	Shane Hale, Town Manager Dan Money, Town Attorney Eric Lucas, Deputy Town Manager Kim Mihm, Deputy Town Attorney Omar Herrera, Director of Engineering Stephen Garrison, Police Chief Julie Baltazar, Multimedia Coordinator Karen Frawley, Town Clerk

2. Pledge of Allegiance

   Mayor Cline asked Town Board Member Peltz 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 Rick Klimek requested that Resolution No. 2026-35, concerning the fair value determination for the Downtown Development Authority property sale at 213 and 215 4th Street, be removed from the Consent Calendar and placed under Board Action as Item 2.

   Town Board member Peltz moved to approve the agenda as amended, 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.

4. Proclamations

   a. Men's Health Month

      Mayor Cline read a proclamation recognizing June as Men's Health Month and June 15–21, 2026, as Men's Health Week in Windsor, Colorado.

   b. Complex Neuro-Connective Tissue Conditions Awareness Month

Mayor Cline read a proclamation declaring June 2026 as Complex Neuro-Connective Tissue Conditions Awareness Month in Windsor, Colorado.

5. Oath of Office

   a. Administer the Oath of Office to New Police Officers Trae Dilley, Brett Hawley, Jon Heaberlin, Dillon Irwin, Jesse Monderen, Caden Oliver, Dana Plotke, and Ben Prather

   Mayor Cline administered the Oath of Office to eight new Windsor Police Department officers. Following the oath, Police Chief Stephen Garrison presided over the badge-pinning ceremony.

   The board recessed at 7:27 pm to attend a reception honoring the newly sworn officers, the meeting reconvened at 8:00 p.m.

6. Board Liaison Reports

   Town Board Member Tem Steinbach - Larimer County Behavioral Health Policy Council, Windsor Housing Authority

   Town Board Member Ron Steinbach reported on behalf of the Clearview Library Board, noting no updates for the Larimer County Behavioral Health Policy Council or the Windsor Housing Authority. Regarding the Clearview Library, he reported that Instagram engagement was up 121 percent and video usage was up 171 percent. An art gallery has been added at the Severance Library. A presentation by the Western Demographics Organization provided projections for future libraries. The library will devote much of the remaining year to outreach for a strategic planning effort and promoted its Summer Adventure Program.

   Town Board Member Jones - Chamber of Commerce, Tree Board

   Town Board Member Brian Jones reported no updates for the Chamber of Commerce or Tree Board, as he was unable to attend either meeting due to a dental emergency.

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

   Town Board Member Lainie Peltz reported on the Great Western Trail Authority, which met on June 4th. The authority is moving forward with an equestrian policy for the unincorporated Weld County portion of the trail, with a resolution expected to be presented for a vote in August. The July meeting will be skipped due to the holiday proximity.

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

   Town Board Member Ken Symsack reported on the Windsor Arts Commission, which approved the purchase of a surfboard artwork by Kevin Shea for $3,000; approved a mule grant application from Shannette White of High Desert Chocolate at 430 Main Street; selected a replacement artwork by Raymond Swanson; and approved final mural designs for two traffic cabinet installations by Chandler Conda and Long Mill. Town Board Member Symsack also noted that the Windsor History Museum's 50th anniversary exhibit had a soft opening that drew approximately 600 visitors, with the grand opening held the prior Saturday. He offered apologies for missing the Windsor Housing Authority meeting he had agreed to cover.

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

Town Board Member Rick Klimek reported on the Water and Sewer Board, noting the next meeting is later in the month, and on the Poudre River Trail Corridor Authority, which met on June 4th. Discussions included social events coordination, a concept for a parking lot near mile marker 13 with outreach to a prospective landowner underway, commencement of work on the Narrows project in the fall, and a revival of the Poudre River initiative.

Mayor Pro Tem Hallett - Planning Commission, RE-4 School District, Historic Preservation Commission

Mayor Pro Tem Jason Hallett reported that the Planning Commission meeting was cancelled. The Historic Preservation Commission's last meeting focused on finalizing details for the 50th anniversary event. Weld RE-4 has changed its meeting dates to the second Tuesday of each month beginning in August.

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

Mayor Julie Cline reported that the I-25 Coalition and US 34 Coalition meet quarterly in July and will be reported on at the next meeting. Regarding the Windsor Downtown Alliance (WDA), Mayor Cline noted two meetings had occurred since the last report. The WDA received an additional $3,000 DOLA mini grant, bringing its total to $21,000 available through 2030. At the May 20th meeting, a grant of up to $40,000 was approved for Chimney Park, and the board reviewed an upcoming IGA proposal for the Town Board related to the 2021 contract expiring in 2026 and a request for a sales tax revenue extension. At the June 5th special meeting, a mini grant of up to $3,500 was approved for a new mercantile business, Dandelions and Rust, to be located adjacent to the Windsor Lake Coffee House. The WDA also approved a letter of intent on two offers for 4th Street property, which is related to the Board Action item on that evening's agenda. The upcoming Blues and Brews Crawl is scheduled for Saturday, June 18th, from 5 to 8 PM. Regarding NoCo34 TMO, Mayor Cline announced that Nathan Vanderbrook has been hired as the new Executive Director, starting June 15th. He brings 12 years of experience in urban planning, regional coordination, and public policy, with a Master of Urban Planning from the University of Kansas. The organization is transitioning its membership invoicing cycle to align with governmental fiscal calendars. Regarding the North Front Range MPO, which met in Berthoud, Mayor Cline noted the region remains out of air quality compliance. A regional air quality conference is planned for October, with grant funding secured and a request for an additional $150,000 to support a three-day event targeting 300–500 attendees. Updates were also provided on changes to the retail delivery fee formula, Colorado transportation legislation, and Front Range Passenger Rail.

7. Public Invited to be Heard

   No members of the public signed up to address the Town Board. This portion of the meeting was closed without comment.

B. CONSENT CALENDAR

1. Approval of the May 11, 2026 Regular Town Board Meeting Minutes - K. Frawley, Town Clerk

   Approval of the meeting minutes.

2. Approval of the May 18, 2026 Town Board Special Meeting Minutes - K. Frawley, Town Clerk

   Approval of the meeting minutes.

3. Resolution No. 2026-30 - A Resolution Approving The First Amendment to Amy Penfold's Professional Services Agreement in Relation to an Increase In Her Hourly Rates - D. Money, Town Attorney

In January 2023, the Town Board appointed Amy Penfold as Town Prosecutor, in which capacity she serves as an independent contractor. During the past three years, Ms. Penfold has kept her hourly rate steady at $175 per hour. Due to increased costs and workload, Ms. Penfold has found it necessary to increase her rates to $210 per hour, effective July 1, 2026. This increase will cost the Town approximately $3,500 for the remainder of this year. This increase still falls within the budgeted amount for this contracted service and is reasonable for the services rendered.

4. Resolution No. 2026-31 - A Resolution Approving and Adopting an Intergovernmental Agreement between the Town of Windsor and Raindance Metropolitan District No. 1 Regarding Roundabout and Street Improvements at the Intersection of Crossroads Boulevard and Colorado Boulevard - S. Pearson, Traffic Engineer

   This Intergovernmental Agreement regarding the Roundabout and Roadway Improvements at the Intersection of Crossroads Boulevard and Colorado Boulevard ("IGA") represents the agreement between Raindance Metropolitan District No. 1 ("Raindance") and the Town of Windsor for joint cooperation and contribution to the planned roundabout. This roundabout was discussed in the Raindance Subdivision 18th Filing Subdivision Agreement, and represents the Phase 3 improvements consisting of the construction of a two-lane roundabout. The cost-share agreement represented by this IGA addresses overlapping improvements and previously agreed-upon cost-sharing and reimbursements between the Town and Raindance.

5. Resolution No. 2026-32 - A Resolution Approving an Amended Contract with the State of Colorado Department of Human Services to Receive Grant Funding for the North Weld County Co-Responder Program for the State Fiscal Year 2027 - A. Lopez, Police Commander

   The attached Contract Amendment is an extension of the Co-Responder Grant approved and accepted last year. This Amendment grants the Town $170,000.00 to fund a full-time co-responder for North Range Behavioral Health and the North Weld County Co-Responder Program. The grant required a law enforcement agency to "contract" for the grant, and since Windsor is the largest user of the co-responder program for North Weld County, Windsor volunteered to apply for and administer the grant proceeds with the help of North Range Behavioral Health. The amendment must be signed and returned to the State before July 2, 2026 to receive the funding.

6. Resolution No. 2026-33 - A Resolution Approving and Adopting the Intergovernmental Agreement between the Weld Re-4 School District and the Town of Windsor for the School Resource Officer Program or the 2026-2027 School Year - R. Zeigler, Police Commander

   Each year the Town and the Weld RE-4 School District enter into an Intergovernmental Agreement where we agree to provide School Resource Officers, and they agree to share their costs equally. This agreement has not changed from last year.

7. Resolution No. 2026-34 - A Resolution Approving the Agreement for the Sale and Purchase of Forty-Five Acre-foot Units of Colorado Big Thompson Project Water - L. Lesoing, Water Resources Manager

   Larimer County has agreed to sell to Windsor forty-five acre-foot units of Colorado Big Thompson (C-BT) project water. The forty-five units will have an average year yield of thirty-two acre-feet. The units will provide enough water for 126 single family equivalents. Each unit will cost $58,000 or $82,900 per acre-foot.

Town Board Member Klimek moved to approve the consent calendar as amended, 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.

C. BOARD ACTION

1. Resolution No. 2026-36 - A Resolution to Approve an Intergovernmental Agreement Regarding Cost Sharing For the 1601 Review Process for the US 34 & WCR 17 Interchange Improvements

   Director of Engineering Omar Herrera presented the intergovernmental agreement (IGA) between Windsor, Weld County, the City of Greeley, and the Town of Johnstown, structured to share costs associated with the CDOT 1601 approval process. He explained that the 1601 process, established by CDOT policy directive, requires Transportation Commission approval for any new or modified interchange affecting the state highway system. The project scope encompasses a new interchange at US 34 and Weld County Road 17, a 131st Avenue bridge overpass over US 34, and a connected mobility hub. Director Herrera noted the project's anticipated benefits include improved corridor safety, reduced congestion, and enhanced regional mobility.

   The total cost of the 1601 process is $2,100,000. Weld County is contributing $1.2 million and will lead the application process. The City of Greeley is contributing approximately $650,000. Windsor and Johnstown each contribute $137,500, of which $122,500 goes to Weld County and $15,000 to Greeley toward Windsor's share of the preliminary interchange design. Director Herrera emphasized that the IGA carries no obligation for Windsor with respect to future construction costs, though Weld County has committed a separate $10,000,000 toward construction in the agreement. Town Manager Shane Hale confirmed that $250,000 had been budgeted in 2026 for this purpose, exceeding the required contribution.

   Town Board Member Rick Klimek asked about the anticipated construction timeline, and Director Herrera indicated that funding and construction details remain under negotiation with CDOT. Town Board Member Klimek also asked about the 3 percent traffic reduction goal referenced by CDOT. Director Herrera clarified that the target is specifically a 3 percent reduction in single-occupancy vehicle traffic, and that the mobility hub component of the project is intended to support alternative transportation modes to achieve that goal. Town Board Member Ken Symsack inquired about the $15,000 payment to Greeley's engineering consultant, and Director Herrera clarified that this represents Windsor's proportionate contribution to the preliminary design cost, characterizing the total contribution as a favorable investment given the project's estimated total construction cost of $50–$80 million.

   Town Board Member Hallett moved to approve Resolution No. 2026-36, 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.

8. Resolution No. 2026-35 - A Resolution Determining that the Proposed Sale of the Property Located at 213 and 215 4th Street by the Downtown Development Authority Constitutes Fair Value Pursuant to the Colorado Revised Statutes - D. Money, Town Attorney

   Town Attorney Dan Money provided an overview of the matter.
   He explained that the Downtown Development Authority (DDA/WDA) owns the property at 213 and 215 4th Street and has statutory authority to sell it. However, under Colorado DDA statute, both the DDA board and the Town Board must make a determination that the sale price constitutes fair value. Town Attorney Money noted that the statutory definition of fair value is flexible and takes into account the DDA's plans for the downtown, any restrictions on

the land, and other relevant factors. The DDA received two offers: one for $800,000 and one for $820,000. The property was assessed at approximately that range roughly three years prior. The DDA board has determined $800,000 to be fair value, and the Town Board's role is solely to affirm that determination; the Board has no discretion over the choice of buyer.

Mayor Cline noted that several community members had submitted correspondence regarding the property sale, and clarified for the public that the Town Board's action is limited to the fair value determination. She also provided historical context, noting the property was previously co-owned by the Town and the DDA before a property swap was executed.

Town Board Member Rick Klimek asked the WDA Executive Director about the intended use of the property and the planned disposition of proceeds. The WDA Executive Director responded that the purchaser intends to develop the 9,000-square-foot building with approximately 3,000 square feet for restaurant or retail use and approximately 6,000 square feet for corporate offices or collaborative coworking space. The $800,000 in proceeds are intended to fund long-overdue Main Street infrastructure improvements, including sidewalk repairs, replacement of cracked bricks and broken concrete, and new street lighting with irrigation for flower baskets. The WDA Executive Director invited Town Board members to a public presentation at 8:30 AM on Thursday to view the vision for Main Street improvements.

Town Board Member Klimek moved to approve Resolution No. 2026-35, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

   a. Report of Bills May 2026 - D. Moyer, Director of Finance

3. Communications from Town Manager

   a. Monthly Board Report - Focus Area Updates

      1. **Strategic Growth**

      Implement growth priorities from Comprehensive Plan (32.60% completed)

      Create land use policies that support the Comprehensive Plan to direct growth and density to appropriate areas:

      The Comprehensive Plan and Land Use Map includes a new ‘Commercial Mixed-Use’ land use category, which is intended to promote larger commercial developments that may be supported by a higher-density residential component. Staff has begun to develop a new zone district to align with the goals outlined in the Commercial Mixed-Use category.

Define and measure obligated demand:

Staff is waiting on updates to the potable water model to show the effects of removing acreage from the water demand. Staff met with the consultant for the water model, and there are still some changes needed in the model to determine the effects of removing acreage.

Create a Town open space acquisitions policy in which obligated demand is reserved for future economic development opportunities:

A new draft outline was circulated on January 14, 2026, to applicable departments for renewed discussion. Internal discussion was planned before the work session in Q2 2026.

2. Sustainable Infrastructure

Provide a safe and reliable water supply for the community (37% completed)

Staff will contact additional treatment providers to see if temporary treatment capacity is available until the Cobb Lake Plant is up and running. Staff is reviewing current water service agreements to ensure proper notice provisions are met when seeking additional capacity. Staff has met with other water providers to work on short-term treatment and is waiting to hear back from those entities, and has a draft lease within the year.

3. Vibrant and Healthy Economy

Promote business diversification to attract balanced commercial development that will sustain the future of Windsor (85.50% completed)

The Economic Development team has worked with GIS to map all available commercial land in Windsor and to start identifying land in our Growth Management Area that should be commercial/industrial by nature.

Staff is also working with prospective developers on their available land for future commercial uses.

Town Manager Shane Hale reminded the board that the Poudre River Trail ribbon-cutting celebration is scheduled for Saturday at 9:00 AM.

4. Communications from Town Board

Mayor Cline noted several upcoming community events: the Poudre River Trail ribbon-cutting event on Saturday, June 13th, from 10:00 AM to 1:00 PM at Timnath Community Park, featuring remarks from the Mayors of Fort Collins, Timnath, Windsor, and Greeley, as well as a Larimer County Commissioner; the Concerts in the Park series, which began the prior Thursday; the Windsor Farmers Market, which resumed for the season on Saturday; and Coffee with the Mayor, scheduled for that Friday at 10:00 AM at Eagles Peak on 7th Street.

E. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning Matters of Water Acquisition

   Town Board member Peltz moved to enter an executive session pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning matters of water acquisition, 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 8:46 p.m.

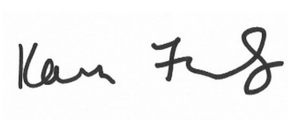
   Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 9:05 p.m.

   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 9:05.

F. ADJOURN

Town Board Member Jones moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 9:07 p.m.



Karen Frawley, Town Clerk