



Town Board Regular Meeting

June 22, 2026 - 7:00 PM

Kyger Room, 200 N. 11th Street, Windsor, CO 80550

To view Town Board meeting, visit [Town Board Regular Meeting](#)

Meeting ID: 255 890 987 041 222

Passcode: CV9Cj9Fr

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 Hallett
Ron Steinbach
Brian Jones
Lainie Peltz
Ken Symsack
Rick Klimek

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Eric Lucas, Deputy Town Manager
Kim Mihm, Deputy Town Attorney
Tara Fotsch, Director of Parks, Recreation and Culture
Brian Rowe, Director of Public Works
Wade Willis, Trails and Open Space Manager
Dean Moyer, Finance Director
Jim Wielebnicki, Water Systems Superintendent
Julie Baltazar, Multimedia Coordinator
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 Symsack moved to approve the agenda as written, 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. Public Invited to be Heard

Mayor Cline opened the floor to public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the June 8, 2026 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

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

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

Windsor Downtown Alliance:

Annie Lloyd - regular member with a term expiring June 2030

Jessica Martinac - regular member with a term expiring June 2030

3. Resolution No. 2026 - 37 - A Resolution to Approve the Agreement to Suspend the Intergovernmental Agreement for the Assessment, Collection, and Remittance of Emergency Services Impact Fees of Windsor-Severance Fire Protection District - D. Money, Town Attorney

In 2021, the Town of Windsor and the Windsor-Severance Fire Protection District entered into an IGA under which the Town would collect and remit certain impact fees to the Fire District. Since the IGA was entered into, state statutes have been revised to allow the Fire District to assess and collect its own fees. The Fire District has asked the Town to suspend the 2021 IGA as it relates to the assessment and collection of fees. The attached IGA will suspend the 2021 IGA accordingly.

4. Resolution No. 2026-38- Approval of 2025 Audit Report - D.Moyer, Director of Finance

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

C. BOARD ACTION

1. Ordinance No. 2026-1748 - An Ordinance Amending Certain Portions of the Windsor Municipal Code Chapter 13, Articles I and II Concerning Waste Grease Disposal and Water Meter Maintenance

Water Systems Superintendent Jim Wielebnicki presented proposed amendments to Windsor Municipal Code Chapter 13, Articles I and II, covering two distinct areas: fats, oils, and grease (FOG) management in the wastewater collection system, and water meter maintenance access.

On the FOG side, Superintendent Wielebnicki explained that while the Town can manage water quality from its tanks to the customer, inputs from residences and businesses can directly impact the wastewater conveyance system's ability to transport waste to the treatment facility. The proposed amendments add new definitions for FOG, grease interceptors, pollutants, and recreational vehicle dump stations. The amendments also strengthen the existing grease trap requirements by specifying penalties for non-compliance and establishing an accelerated biannual inspection schedule for businesses that fail to meet requirements. Biannual inspections are currently conducted by a third-party contractor over two days each spring and fall. A new section explicitly prohibits the direct connection of recreational vehicles, boats, campers, or motorhomes to the wastewater collection system. The amendments also clarify that the Town may disconnect water service as a mechanism to compel compliance and protect infrastructure, since the Town cannot technically shut off sewer service directly.

Board Member Ken Symsack asked whether staff had sufficient capacity to perform the semiannual inspections and whether the cost of accelerated inspections for non-compliant

businesses would be recoverable. Superintendent Wielebnicki clarified that a third-party contractor performs the inspections, and that non-compliant businesses can exit the accelerated schedule by producing a grease manifest from a licensed pumping company. Failure to comply within a set period would trigger a water service disconnection.

Mayor Cline inquired about the fee schedule for violations, noting that a pre-established fine would allow violators to pay without appearing in court. Deputy Town Attorney Kim Mihm explained that the municipal judge sets fine schedules and that the Town's general penalty maximum is \$2,650 per offense, with each day of continued violation constituting a separate offense. Deputy Town Attorney Mihm noted that for new ordinances, the municipal judge typically prefers to see a summons-based process initially before establishing a fine schedule, though the Board could direct otherwise.

On the water meter maintenance side, Superintendent Wielebnicki noted that approximately three-quarters of Windsor's water meters are located inside homes, creating access challenges. The primary change from a prior draft was replacing a specific requirement of three written mail contacts with language requiring "reasonable attempts" to schedule access, reflecting modern communication methods beyond USPS mailings. The amendments also clarify that refusing to allow meter access constitutes interference. Superintendent Wielebnicki noted that the Town's transition to a new cellular network will improve the ability to read meters located inside structures.

Town Board member Peltz moved to approve Ordinance No. 2026-1748, 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.

2. Ordinance No. 2026-1749 - An Ordinance for the Regulation and Licensing of Haulers Engaged in the Collection, Transportation, and/or Disposal of Solid Waste within the Town of Windsor

Deputy Town Manager Eric Lucas presented Ordinance No. 2026-1749, describing it as the culmination of approximately one year of effort toward establishing a hauler licensing program. The work was supported by two State grants from the C3 group, the first of which funded hauler interviews and development of best practices, and the second of which funded ordinance development.

Deputy Town Manager Lucas explained that any entity hauling municipal solid waste—including solid waste, recycling, or composting—from single-family homes, apartments, or businesses within Windsor would be required to obtain a license. A notable exception is companies hauling only their own waste. License applications would require submission of business information, a count of trucks operating in Windsor, a 24/7 contact, proof of insurance, and payment of an annual fee. The fee structure, which the Board had previously indicated support for during a May 11th work session, is tiered by fleet size: \$100 for 1–3 vehicles, \$300 for 4–9 vehicles, and \$600 for 10 or more vehicles.

The ordinance would be administered by Public Works Director Brian and his team, with provisions allowing the Town to deny a license for serious issues such as safety violations, non-DOT-compliant drivers, or a pattern of spills and complaints. Penalties for violations are governed by the Town's general penalty provision, with a maximum of \$2,650 per offense.

Deputy Town Manager Lucas outlined the proposed implementation timeline: assuming second reading approval in July, haulers would receive approximately 90 days' notice; the application portal would open in early October; licenses would be issued in December; and

enforcement would begin January 1 of the following year, with annual renewals in December thereafter.

A key feature of the ordinance highlighted by Deputy Town Manager Lucas is a mandatory annual reporting requirement, under which haulers would submit data on number of trucks, account types, tonnage collected, types of materials, and disposal destinations. He noted that currently the Town has no visibility into hauling activity in Windsor, characterizing the situation as "kind of a wild west." The annual report would be required prior to license renewal.

Mayor Cline raised a concern that the initial reporting cycle—potentially spanning 14 to 15 months before the first report is submitted—was too long a period to go without data, particularly given the length of time already spent on program development. She suggested adding a mid-year reporting check for at least the first year, possibly paired with a modest incentive such as a license fee credit, to ensure that haulers are submitting data in the correct format before the annual report is due. Deputy Town Manager Lucas agreed to consult with haulers before the second reading to assess feasibility, noting that the data requirements are not extensive and that a semi-annual report should be manageable. The Board indicated support for at least a first-year mid-year report, with the possibility of continuing it on an ongoing basis if found useful.

Discussion also touched on enforcement practicalities, including how the Town would attribute litter or spills to a specific hauler. Deputy Town Manager Lucas acknowledged that proving which hauler was responsible for a particular incident would be difficult without photographic evidence or direct observation, and encouraged residents to document and report issues through the Town's service request system.

Town Board Member Jones moved to approve Ordinance No. 2026-1749, 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. Police Statistical Report - May 2026

- b. Strategic Plan Key Performance Indicators for May 2026

Deputy Town Manager Eric Lucas noted that the Strategic Plan KPI report was before the Board for review and offered to answer any questions. No questions were raised.

Town Clerk Karen Frawley reminded the Board and public that the Town is still seeking participants for the Citizens Academy program.

Finance Director Dean Moyer provided a notable update: the closing on the financing for the sewer construction plan is scheduled for the following day. Director Moyer noted that

the transaction would be completed electronically. He expressed some personal surprise at the change from traditional paper-intensive closings but confirmed the Town would have the funds the next day.

Water Systems Superintendent Wielebnicki added that bids for the water meter replacement project were also due the following day, with a contractor selection expected in the near future thereafter.

3. Communications from Town Manager

Town Manager Shane Hale reiterated the significance of the upcoming loan closing, expressing appreciation for the extensive work put in by Finance Director Moyer and his team, the Town's attorneys, and all staff involved. Town Manager Hale noted that the financing represents approximately two years' worth of funding secured at a favorable interest rate for the Town. He also reminded the Board that two executive sessions were scheduled following the regular meeting.

4. Communications from Town Board

Mayor Pro Tem Hallett expressed excitement about the upcoming Colorado Municipal League (CML) conference.

Board Member Ken Symsack shared that time spent traveling in New England had reinforced his appreciation for Windsor's infrastructure, particularly the Town's connected sidewalk and trail networks.

Board Member Brian Jones announced that the Chamber of Commerce Golf Tournament is scheduled for August 25th, with teams and sponsorships currently available. He noted that sponsorship turnout is tracking better than in previous years.

Board Member Lainie Peltz announced that she was accepted into the inaugural Housing Literate Leadership Program offered by the Northern Colorado Foundation, a cohort running from September through May. Mayor Cline congratulated Board Member Peltz and noted that the program was competitive, with many applicants for the first cohort.

Mayor Cline announced that Bike Everywhere Day is Wednesday, with a station at Eastman Park from 5:00 to 7:00 PM. She noted that Coffee with the Mayor would be suspended in July due to travel but would resume in August. Mayor Cline encouraged the community to attend the July 4th activities, which include live music, fireworks, and other events, with details available on the recreation website. She also reminded the Board and public that a strategic plan open house would be held in the Town Board chambers one week from that evening, inviting community members to review storyboards and weigh in on the Board's priorities for the coming years.

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 Open Space Purchase
2. 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 Steinbach moved to enter into an executive session pursuant to Colorado Revised Statutes Section 24-6-402 (4)(e)(I) for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators concerning matters of open space purchase; and to enter an executive session pursuant to Colorado revised statutes §24-6-402 (4)(e)(I) for the purposes 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 Symsock, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

The Town Board entered into an executive session at 7:46 p.m.

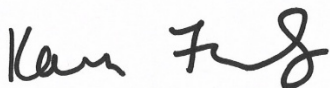
Upon a motion duly made, the executive session was closed and the Town Board returned to the regular meeting at 8:46 p.m.

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 8:48 p.m.,

F. ADJOURN

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

Upon a motion duly made, the meeting was adjourned at 8:49 p.m.



Karen Frawley, Town Clerk