



MONUMENT TOWN COUNCIL REGULAR MEETING AGENDA

MONDAY, MARCH 17, 2025 – 6:30 PM

Monument Town Hall - Council Chambers
645 Beacon Lite Road - Monument, CO 80132

[Participate Via Microsoft Teams](#)

Participate Via Telephone: 719-300-6099 ID: 715 889 905#

[Council Packet](#)

1. Call to Order, Pledge of Allegiance, Roll Call:

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest
- b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters

3. Approval of the Consent Agenda:

- a. Agenda - March 17, 2025
- b. Meeting Minutes - March 3, 2025
- c. Resolution No. 16-2025 - A Resolution Authorizing the Issuance of a Special Event Permit for Conducting the Annual Monument Hill Kiwanis 4th of July Parade - *(Jennifer Holmes)*
- d. Resolution No. 17-2025 - A Resolution Authorizing the Issuance of a Special Event Permit for Conducting the Annual 4th of July Street Fair and Beer Garden - *(Jennifer Holmes)*

4. Reports:

- a. 2024 Annual Report - *(Madeline VanDenHoek)*

5. Resolutions:

- a. Resolution No. 18-2025 - A Resolution Approving an Amendment to an Engineering Contract for Design and Engineering Services For an Iron Removal System for Wells #11, 12, and 13 - *(Thomas Tharnish)*

6. Public Comments For Items Not on the Agenda: *Individuals attending in person may raise their hand to indicate their desire to comment. Individuals attending via Teams may "raise their hand" digitally to comment via connected devices. Please lower your hand when finished with your comments. Comments are limited to 3 minutes.*

7. Future Agenda Item Authorization:

8. Council Comments:

9. Executive Sessions:

- a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney and the Town's Water Attorney to Receive Legal Advice on Specific Legal Questions Regarding Water Supply; and Pursuant to §24-6-402(4)(e), C.R.S., to Determine Positions Relative to Matters That May Be Subject to Negotiation, Developing Strategy for Negotiations, and Instructing Negotiators Regarding Proposed Agreements with the Loop Water Authority and the Northern Delivery System - (*Town Attorney*)
- b. Executive Session Pursuant to 24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney for the Purpose of Receiving Legal Advice on Specific Legal Questions Regarding Pending Legal Projects - (*Town Attorney*)

10. Adjournment:

**MONUMENT TOWN COUNCIL
REGULAR MEETING MINUTES**

Monday March 3, 2025 – 6:30 PM

Monument Town Hall – 645 Beacon Lite Rd., Monument CO 80132

Hybrid Meeting – Remote Participation Via Teams

- 1. Call to Order, Pledge of Allegiance, Roll Call:** Mayor LaKind called to order the regular meeting of the Monument Town Council and led those assembled in the Pledge of Allegiance. Proper notice of the meeting was posted for more than 24 hours in the designated posting locations. The following Council members were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Laura Kronick Councilmember Kenneth Kimple Councilmember Marco Fiorito Councilmember Jim Romanello	Madeline VanDenHoek, Interim Town Manager Tina Erickson, Town Clerk Patrick Regan, Police Chief Rebecca Zisch, Town Attorney Will Williams, Director of IT Thomas Tharnish, Director of Public Works Jennifer Phillips, Director of Finance
ATTENDED REMOTELY: Councilmember Sana Abbott	Laura Hogan, Director of Administration
ABSENT WITH PRIOR NOTICE:	Dan Ungerleider, Director of Planning
ABSENT WITHOUT PRIOR NOTICE:	Sylvia Simpson, Deputy Clerk

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest
- b. Vote on Excluding Council Members with Potential Conflicts of Interest from Consideration, Discussions and Voting on Identified Matters.
 - None were submitted.

3. Approval of the Consent Agenda:

- a. Agenda – March 3, 2025.
- b. Meeting Minutes – February 18, 2025.
- c. Invoices Over \$25K.
King moved to approve the agenda as presented. Romanello seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.

4. Presentation(s):

- a. Andy Cross along with Hannah Bader, Alexis Stein, Scott Freres and Siraj Asfahani with Lakota Group introduced themselves. Cross presented Monument 2040 comprehensive plan update and engagement week kickoff as included in the council packet.

5. Ordinance(s):

- a. Ordinance No. 05-2025 – An Ordinance Approving a Final Planned Unit Development for Jackson Creek North Retail at Monument Market Place North Lot 2.
Ungerleider presented Ordinance No. 05-2025 as included in the council packet. The applicant Zach VanDyke was present. LaKind opened the public hearing, none were received. LaKind closed the public hearing. Fiorito moved to approve

Ordinance No. 05-2025. Romanello seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.

6. Resolution(s):

- a. Resolution No. 15-2025 – A Resolution Approving a Project Participation Agreement with the Pikes Peak Regional Water Authority for a Regional Indirect Potable Reuse Project Study. Tharnish presented Resolution No. 15-2025 as included in the council packet. Romanello moved to approve Resolution No. 15-2025. Kronick seconded the motion. Roll call vote was taken and the motion passed 7 to 0.

7. Public Comment for Items Not on the Agenda:

- a. Haily Chapin- read a letter written about Officer Fisher, which was nominated by Tri-Lakes Cares, she gave appreciation to all the work she does for the community.

8. Future Agenda Item Authorization(s):

- a. Silver Key active adult center discussion on April 7th, 2025.

9. Council Comment(s):

- a. Kronick spoke on the coaster that can be planted and grow flowers that Ungerleider passed out.
- b. Kimple encouraged the public to keep track of events with the comprehensive plan.

10. Executive Session:

- a. Fiorito moved to enter executive session pursuant to 24-6-402 (4)(f) C.R.S. regarding personnel matters involving the performance review of the Interim Town Manager, who has been notified of the executive session and to adjourn the regular meeting upon conclusion of executive session. Kronick seconded the motion. Roll call vote was taken and the motion passed 7 to 0.
 - The Council entered executive session at 7:43 pm.
 - The Council concluded executive session at 8:20 pm.

11. Adjournment:

- a. The Council adjourned the regular meeting prior to entering the executive session at 7:32 pm.

Respectfully Submitted,

Tina Erickson, Town Clerk



MEMORANDUM

TO: The Honorable Mayor and Town Councilmembers
FROM: Jennifer Holmes, Support Services Administrative Assistant
DATE: March 17, 2025
RE: Monument Hill Kiwanis 4th of July Parade

BACKGROUND: The Town has received an application from the Monument Hill Kiwanis to hold the annual 4th of July Parade on Friday, July 4, 2025. The application has been reviewed and approved by the appropriate departments. Monument Municipal Code 5.52.040 requires the Town Council to approve special event permits for events with estimated attendance of over 1,000 people.

DISCUSSION: The Monument Hill Kiwanis historically has sponsored the Annual 4th of July Parade. They have provided the certificate of insurance and all departments have reviewed and provided approval to conduct the proposed Special Event.

This year's event will be held in Downtown Monument on Friday, July 4, 2025 from 6:00 am – 11:30 am. The event is anticipated to have more than 1000 participants and therefore, requires approval by Council.

FISCAL IMPACT: Unqualified benefits to Town businesses and Town revenue

STAFF RECOMMENDATION: I move to approve Resolution No. 16-2025 authorizing the issuance of a special event permit for conducting the 4th of July Parade on Friday, July 4, 2025.

SPECIAL EVENT APPLICATION ROUTING SLIP

Permit No. 2025-06

Please sign off on the attached Special Event Application to signify approval and/or make comments below.

Date Routing Started: 02-12-25

Applicant's Name: Monument Hill Kiwanis 2025

July 4th Parade

TOWN CLERK

Tina Erickson

02/14/2025

Signature

Date Approved

n/a

Comments

PLANNING DEPARTMENT

Dan Ungerleider

02/12/2025

Signature

Date Approved

no comments

no comments

Comments

POLICE DEPARTMENT

T. Johnson

T. Johnson (Feb 12, 2025 15:39 MST)

02/12/2025

Signature

Date Approved

Parade requires 100% PD participation.

N/A

Comments

FIRE DEPARTMENT

J. Bradley

J. Bradley (Feb 12, 2025 15:50 MST)

02/12/2025

Signature

Date Approved

Fire department will dedicate 10 personnel to this event

N/A

Comments

PARKS DEPARTMENT

C. Opper

02/14/2025

Signature

Date Approved

NA

NA

Comments



Town of Monument SPECIAL EVENT APPLICATION PACKET

Dear Event Planner,

We are excited you have chosen Monument for your special event! The success of your event relies upon your event planner providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits and applications, and help mitigate potential problems. A special event permit is required if your event meets any of the criteria below:

1. The event requires a street closure, or significantly interrupts the flow of traffic in public rights-of-way, or access to private and/or commercial properties.
2. The event is estimated to have 100 or more people in attendance and is to take place in a public park.
3. The event is an outdoor event that includes the sale or consumption of alcoholic beverages to or by the public.
(A special event liquor permit is also required for this purpose, applied with and issued by the Town Clerk)
4. Reserving the bandshell located at Limbach Park.

This application contains a series of forms. You will only need to submit the forms applicable to your event. We encourage you to utilize the planning checklist (pages 2-4) to help you determine which forms you need to submit with your application. Prior to planning your event, we ask that you consider the following: emergency responders' access to roads, neighbors and businesses affected by ongoing noise and street closure impacts. The Town may suggest alternatives to decrease any negative impacts. Feel free to email the Communication and Events Specialist at events@tomgov.org to discuss your plans prior to applying.

Email your completed application packet to events@tomgov.org for review. Staff will then conduct a review and will contact you when your application has been processed, if additional information or plan modification is required, and what your fees will amount to.

The Town of Monument requires your completed event application to be submitted to the Town within the time frames outlined below:

1. 30 days prior to the event for events with estimated attendance of under 1,000 people.
 2. 45 days prior to the event for events with an associated request for a Special Event Liquor Permit.
 3. 120 days prior to the event for events with estimated attendance of over 1,000 people.
- Events with estimated attendance of over 1,000 people will require approval from the Town Council.**

Once your application has been approved and your fees have been paid, you will receive a Special Event Permit from the Town. You will need to have the permit with you at the event as proof of authorization.

We look forward to working with you to obtain approval for your event and thank you for choosing the Town of Monument as your preferred location.

Regards,

Portia Hermann
Communications and Events Specialist
Town of Monument
645 Beacon Lite Rd., Monument, CO 80132
719-352-1259 | events@tomgov.org

CHECKLIST AND FEE BREAKDOWN

This checklist, including pages 3 and 4, will assist you in financially planning your special event, and knowing which forms to submit. Not all fees listed may be applicable to your event. The Communications and Events Specialist will be able to assist you in determining which fees will be applicable to your event.

		Total
Application Fee:		
☒ Special Event Permit Fee:	\$100 (Fee waived for Non-Profits)	0.00
Park Usage Rental Fees:		
☐ Maintenance Fee: General maintenance of park/facility prior to event.	\$35	
☐ Deposit (Refundable):	\$100	
☐ Public Works Department Service Fee: Town will provide and set up temporary fencing, if applicable.	\$500	
Reservation Fees:		
☐ Dirty Woman Creek Park Pavilion & Grills (North end)	\$50 (total, first 4 hours) \$15 per each additional hour. Cost is determined from start of set up, to completion of tear down.	
☐ Dirty Woman Creek Park Sports Field (South end)		
☐ Limbach Park Bandshell		
☐ Santa Fe Trail Baseball Fields (North Field)		
☐ Santa Fe Trail Baseball Fields (South Field)		
Other Fees:		
☐ Special Event Liquor Permit: If you are a non-profit organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.	\$100 application fee plus \$25/day Liquor permit or \$10/day 3.2% permit	
☐ Monument Police Department Patrol: Event holders may be required to hire police officers to provide security at special events. Total charges will be determined by the Monument Police Department, to be paid by separate check to the Town of Monument.	\$70 per officer, per hour. Minimum of 2 hours. (Use shaded chart below to determine requirement.)	
Estimated Participants	# of Officers Required Event w/Liquor License	# Officers required Event without Alcohol
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Town Council	
Total Fees Due:		

Special Event Application (FORM 1): All event holders are required to submit the Special Event Application.

Site Plan: Please attach a detailed drawing that shows the layout of the event as close to scale as possible. The site plan should include:

- **Overall Plan:** An outline of the entire event venue including the names of all streets or areas that are part of the event.
- **Event Components:** Identification of all event components including stages, platforms, bleachers, canopies, tents, beer gardens, cooking areas, trash containers and dumpsters, temporary structures, and entrance and exit locations.
- **Electrical:** Include generator locations and/or electricity sources.
- **Restrooms/Portable Toilets:** Event holders must provide bathroom access. You must specify where these restroom facilities will be located on your event site plan and whether they are gender specific and handicap accessible. If you are hosting an event at a Town park that has restrooms, please also mark those on your site plan.
- **Fencing/Barricades:** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of 20-foot emergency access lanes throughout the event venue.
- **First Aid/Medical:** The location of first aid facilities, ambulances and lost child station, if applicable.
- **Vendors:** Detailed location of all vendor booths, including food vendors.
- **Parking:** Attach a parking plan that establishes where attendees will be directed to park their vehicles.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan.

Special Event Rules & Regulations (FORM 2): All event holders are required to read and sign a Rules & Regulations form.

Use of Town or Recreational Facility/Sports Field Release and Indemnification Agreement (FORM 3A): All event holders using a town park or facility must read and sign the agreement. **Participant/Parent of Participant Signature Form (Form 3B)** may also be required.

Certificate of Insurance: All event holders must provide the Town of Monument with a certificate of general liability insurance policy covering claims that may arise during to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must name the Town of Monument as additionally insured. Because this often is a lengthy process, the Town will accept your application and begin the review process pending receipt of proof of insurance no later than 30 days prior to the event. The responsible organization/individual shall indemnify and hold harmless the Town, its officers, officials, employees and insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the special event.

A copy of the policy or appropriate insurance certificate shall be provided to the Town prior to issuance of a special event permit to the applicant. Send certificates of insurance and copies of policy endorsement to certificate holder:

Town of Monument - 645 Beacon Lite Rd. - Monument, CO 80132

Email: events@tomgov.org

Sanitation and Waste Management Plan (FORM 4): The Town of Monument recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are. Trash containers are to be emptied at the conclusion of your event, by either your event staff/ volunteers or by a trash company of your hiring. Failure to empty trash at the conclusion of your event could result in the loss of deposit.

Emergency Services Plan (FORM 5): All applicants must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. The Tri-Lakes Monument Fire Protection District is available for hire for all special events within the Town of Monument. For more information, call 719-484-0911.

Parade or Race (FORM 6): All events that include a parade or race (foot, bike or any other) must submit a Parade or Race form.

Temporary Street Closure (FORM 7A & 7B): For events requiring street closures, street activities, or requiring

public parking to be blocked off, applicants must submit a Temporary Street Closure Request form (FORM 7A) and a completed Special Event Street Closure Petition (FORM 7B).

Buildings, Temporary Structures and Power Sources (FORM 8): Any event involving the placement of any temporary structure (including stages or bleachers) or installing any power-generation source (generator) may require a permit from the Tri-Lakes Monument Fire Protection District.

Entertainment and Vendors (FORM 9A): All events that include vendors, entertainment or amplified sound must submit an Entertainment and Vendors form.

Food Vendors: The event holder is responsible to make sure all food vendors are properly licensed through El Paso County Public Health. For information on obtaining a license, call 719-578-3199 or visit www.elpasohountyhealth.org

Vendor List (FORM 9B): The event holder is required to list all vendors participating in the special event.

Sales Tax License – Retail Vendor Sales: The Town of Monument and the State of Colorado mandate full tax license compliance prior to approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax licenses and provide them with the application to remit all sales tax to the State of Colorado. The Town of Monument is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Monument (3.5%), El Paso County (1.23%), and the State of Colorado (2.9%) must be remitted to the state.

Notify the State of Event: If your event includes food and/or retail sales, you will need to email the state at: dor_specialevents@state.co.us to include the date, time, and location of your event so it can be listed on Revenue Online in order for your vendors to file with the state.

Amplified Sound - Noise Ordinance (Monument Municipal Code 8.20): The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event holders are cautioned to use amplified sound responsibly.

Security (FORM 10): The police department reserves the right to specify the need for and number of security personnel required at an event. The police department will review all special events applications for required security arrangements. The safety of the community and attendees are always of primary concern. Additional fees may apply and will be invoiced by the police department.

Hazardous Conditions (FORM 11): Special events that include firearms or weapons, open burning or other hazardous conditions must include a Hazardous Conditions form with the application

Special Event Liquor Permit: If you are a qualifying organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.

Property Use Permission/Agreement: If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county or business, please attach a copy of your permission letter or agreement for said use.

Americans with Disabilities Act (ADA) Requirements: Applicants are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb-cuts and restrooms; as well as maintaining already designated parking and accessibility to portable restrooms. The following resources are available for more information regarding ADA requirements:

Rocky Mountain ADA Center - ADAInformation.org - 800.949.4232

**Please return all applications and supporting documents to
Portia Hermann, Communications and Events Specialist at:
645 Beacon Lite Rd., Monument, CO 80132 | 719-352-1259 | events@tomgov.org**

SPECIAL EVENT APPLICATION (required)– Form 1

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

Event Date: 4 July 2025 Start time: 7:00 AM End Time: 12:01 PM

Event Description:

The Monument Hill Kiwanis 2025 July 4th Parade

APPLICANT:

Organization or Applicant Name: Monument Hill Service Club

Event Planner/Contact Person: Mark Zeiger/Frank Delalla Co-Directors

Address: [REDACTED] City: Colorado Spgs State: CO Zip: 80921

Phone: [REDACTED] Cell: [REDACTED] Fax: [REDACTED]

Email Address: [REDACTED]

Organization and/or Event Website: <https://monumenthillkiwanis.org>

Contact On-Call During Event: Mark Zeiger Cell: [REDACTED]

The applicant requests to reserve exclusive use of the following Town of Monument park or facility if available, fees apply:

- ☐ Dirty Woman Creek Park Pavilion & Grills (North end)
- ☐ Dirty Woman Creek Park Sports Field (South end)
- ☐ Limback Park Bandshell
- ☒ Santa Fe Trail Baseball Fields (North Field)
- ☒ Santa Fe Trail Baseball Fields (South Field)

With your park rental, the following items are included (any additional items will be at the expense of the event holder):

- Use of existing park trash cans. Cans will be emptied by Town staff on last business day, preceding event. Event holder must supply their own staff to empty trash cans at conclusion of event and/or dumpsters rented by the event holder.
- Use of Town picnic tables
- Use of Town restrooms. Town restrooms will be maintained and cleaned by Town staff on last business day, preceding event. Additional portable restroom units, if required/needed, are the event holder's responsibility and will not be maintained by Town staff.
- Use of electrical outlets, if applicable. Any needed power boxes or cords must be provided by/rented through a rental company and will be the expense of the event holder.

☒ Event holder requests the Town of Monument to turn off the park sprinkler system for this event.

SPECIAL EVENT APPLICATION (required)– Form 1 (cont.)

EVENT DETAILS:

What time will set up begin? 6:00 AM What time will tear down be completed? 8 AM 5 July 2025

Number of attendees expected: 20,000

Parking spaces recommended (approximate attendance divided by 3): 5,000

COMMUNITY/NEIGHBORHOOD NOTICE:

Please outline your plan for notifying the community, neighborhoods and media for your event.

Notifications will be handed out approximately 1 week before parade.

Leaflets to home owners on west side of Old Denver Hwy
will be delivered by PRHS football team. Leaflets with map
will be delivered to home owners in downtown Monument.

Businesses in downtown Monument will be notified by Kiwanis members approx
two weeks before event.

SIGNATURE

By signing this application, I agree that I have read and under the conditions of the Special Events Application from the Town of Monument. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my special event application. Failure to meet any requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Applicant Signature: _____



Date: 11 Feb 2025

SPECIAL EVENT RULES & REGULATIONS (required)– Form 2

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

The responsible organization, as a condition of being granted a special event permit within the Town of Monument, agrees to abide by the following rules, regulations and conditions established by the Town as follows:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the Town.
2. The responsible organization shall indemnify and hold harmless the Town, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Government Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The Town of Monument must be listed as additionally insured on the policy. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 2 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the Town and approved by the Town as a condition of the event being approved.
4. The responsible organization, if holding the special event on Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately.
5. The Town of Monument cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternative locations or dates.
6. The Town of Monument cannot issue permits or approve activities on behalf of other jurisdictions, such as the El Paso County Health Department, Palmer Lake, El Paso County, or Monument Tri-Lakes Fire Protection District. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the Town of Monument.
7. Any tents, pop-ups, "ez ups", or shelter of any type, must NOT be staked into the ground. Weights, sandbags, water weights are acceptable to use. Stakes can cause damage to underground irrigation lines.

Failure to adhere to these

will result in loss of deposit.

Applicant's Signature: _____

_____ Date: 11 Feb 2025

Printed Name: Mark Zeiger

USE OF TOWN OF RECREATIONAL FACILITY / SPORTS FIELD

RELEASE/INDEMNIFICATION – Form 3A

I. RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT: PARTICIPANT MUST READ CAREFULLY BEFORE SIGNING

In consideration for being permitted to utilize the Town of Monument 's recreation facility/sports field, I hereby acknowledge, represent, and agree as follows:

A. I understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. I acknowledge that such risks may arise from a variety of foreseeable and unforeseeable circumstances connected with the use of the recreation facility/sports field.

B. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby expressly assume all such risks of injury, loss, or damage to me or to any third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

C. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I further hereby waive, and exempt, release, and discharge the Town of Monument, its officers, and its employees from, any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

D. I further agree to defend, indemnify and hold harmless the Town of Monument, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, including any third party claim asserted against the Town of Monument, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by my act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby acknowledge and agree that said **AGREEMENT** extends to all acts, omissions, negligence, or other fault of the Town of Monument, its officers, and/or its employees, and that said **AGREEMENT** is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

F. I understand and acknowledge that the Town of Monument, its officers, and its employees are relying on, and do not waive or intend to waive by any provision of this **RELEASE AND INDEMNIFICATION AGREEMENT**, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as amended, or otherwise available to the Town of Monument, its officers, or its employees.

G. I understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Colorado, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of El Paso County, Colorado.

II. PARTICIPANT SIGNATURE AND DATE: Participant's Printed Name: _____

Participant's Signature: _____ Date of Signature: _____

III. IF PARTICIPANT IS UNDER 18 YEARS OLD, PARENT SIGNATURE AND DATE:

By initialing above and signing below, I acknowledge that I am the parent of the above-named Participant as the term "parent" is defined in C.R.S. Section 13-22-107(2)(b), and I hereby waive and release any prospective claim of the Participant against the Town of Monument, its officers, and its employees for negligence, to the extent provided in C.R.S. Section 13-22-107(3), in connection with the above-described activities.

Parent/Guardian's Signature: _____ Date of Signature: _____

H. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns, and transferees.

**USE OF TOWN OF MONUMENT RECREATIONAL FACILITY/SPORTS FIELD
RELEASE/INDEMNIFICATION – TOWN OF MONUMENT REQUIRED
PARTICIPANT/PARENT OF PARTICIPANT SIGNATURES AND DATE – Form 3B**

[illegible]

SANITATION & WASTE MANAGEMENT PLAN (required) – Form 4

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

Event Date: 4 July 2025 Location: Downtown Monument

All special event applications must include a sanitation and waste management plan that identifies contractors utilized for portable restrooms and trash removal as a condition of the approval of the event.

RESTROOMS

The Town of Monument recommends two (2) chemical or portable toilets for every 250 people, based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but but never less than one (1) unit must be accessible. ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

How many portable restrooms will be at the event? 40 When will they be delivered? 3 July 2025

When will they be picked up? 5 July 2025 or 7 July 2025 if they do not pick up on weekends

Name of Vendor: United Site Services

Contact: Lara Ventura

Phone: _____

Address: [REDACTED] City: Dallas State: TX Zip: 75266

TRASH

How do you plan to manage trash for this event? ☒ Event staff and/or volunteers ☐ Contract with a company

Event Staff and/or Volunteers:

How many trash containers will be used? 50 How often do you plan on emptying them? At end of parade

Where will trash be deposited when containers are emptied (during and at the conclusion of the event)

PRHS will assist in trash pickup. Trash will be deposited in 40' dumpster behind CoC

Contract with Company:

Name of Company: _____

Contact name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my sanitation and waste management plan for the event I am organi

Applicant Signature: 

Date: 11 Feb 2025

EMERGENCY SERVICES PLAN (required)– Form 5

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

Event Date: 4 July 2025 Location: Downtown Monument

All special events must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. Emergency access routes must be noted on the site plan.

The Monument Fire Protection District may be available for hire for all special events within the Town of Monument. Additional fees will be determined and invoiced by the District and will be the responsibility of the event holder. For more information, call 719-484-0911.

Have you provided access for emergency responders in your site plan drawing? Yes ☒ No ☐

Have you hired a professional emergency medical services provider to manage your event? Yes ☐ No ☒

If yes, please provide company information.

Name of Company: Community Emergency Response Team (C.E.R.T.)

Address: _____ City: _____ State: _____ Zip: _____

Contact: Robin Adair Phone: [REDACTED]

Will there be any on-site first aid or ambulances? Yes ☒ No ☐

If yes, please note location on your site plan.

Describe your plan for handling an emergency (attached additional pages if needed).

Community Emergency Response Team will be located on 2nd Street

Tri-Lakes Fire Department will be in attendance.

A safety meeting consisting of Monument Police Department,
Tri-Lakes Fire Department, CERT, D-38 Transportation
and other involved organizations (possibly Tri-Lakes Radio Club)
will meet one month before parade to discuss emergency procedures.

Tri-Lakes Woman's Club will man Lost Child Booth

SIGNATURE

I, the undersigned, hereby
the event I am organizing

Applicant Signature: _____



the Town of Monument of my emergency services plan for

_____ Date: 11 Feb 2025

PARADE & RACE – Form 6

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

Event Date: 4 July 2025 Location: Downtown Monument

Parade and/or race route maps must be included with this application, including the start and ending locations. Hand drawn maps are not recommended but must be legible if used.

PARADE

Participants: Number and type of motor vehicles/floats: Based on last year 188/39

Number and type of mounted animals: Horses: 45 Other Misc: 12

Number of total entries: Based on last year: 95

- Vehicles towing trailers are not considered floats.
- No vehicles or floats can exceed a height of 12 feet or length of 45 feet.
- The Town of Monument encourages parade entries to be careful if they wish to throw candy or handouts from vehicles or floats. This creates dangerous situations for children running into the middle of the parade route with motorized vehicles. If entries want to distribute candy or other items to spectators, the Town encourages participants walk candy or handouts to children and spectators, or walkers can throw candy along the street edge.
- No shooting Silly String or water guns from vehicles or floats.
- Alcoholic beverages, drugs and tobacco are forbidden on any float, in any vehicle or by any participant. Participants consuming these prior to or during the parade will be removed from the lineup. All Town, county and Colorado state statutes concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
- Drivers of any and all vehicles in the parade areas must possess a valid driver's license and possess all liability vehicle insurance.
- Exhibitions of speed or reckless driving, (wheelies, peeling out, burnouts, etc.) are not permitted.

RACE

Participants: Number of pedestrian/foot racers: The Palmer Lake Fun Run is a separate group

Number of bicyclists: _____

Number of total participants: _____

Please describe the details of the race: _____

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my parade and race plans for the event I am organizing, and w _____ ioned rules/regulations.

Applicant Signature: _____



Date: 11 Feb 2025

TEMPORARY STREET CLOSURE REQUEST – Form 7A

Applications for a Temporary Street Closure permit shall contain, at a minimum, the following information and shall provide such additional information and materials as may be requested or required.

STREET CLOSURE REQUEST

- Applicant(s) are responsible for contacting residents affected by the proposed Temporary Street Closure request. A petition (FORM 7B) shall be circulated to all residents and 80% of the affected residents, at a minimum, shall favor the Temporary Street Closure. The circulated petition shall be submitted with the Temporary Street Closure request.
- Applicant must include a map of affected area with application outlining the following:
 - Identify the entire venue including the names of all streets or areas to be closed.
 - The map must indicate the route and direction of proposed event.
 - Identify the location and type of all temporary traffic control devices and personnel.
 - Allow 20-foot emergency access lanes throughout the event venue.

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade

Event Date: 4 July 2025 Location: Downtown Monument

Affected Intersection(s) of Street Closure Request (attach map of affected area): See map

Describe Request: _____

Start Time: 10:00 AM Finish Time (no later than 10 p.m.): 12 Noon

Name of Barricade Company: Monument Public Works department will close streets

Barricade Company Contact: _____ Phone of Barricade Company: _____

APPLICANT

Organization or Applicant Name: Monument Hill Kiwanis

Event Planner/Contact Person: Mark Zeiger

Address: [REDACTED] City: Colo Sprgs State: CO Zip: 80921

Phone: [REDACTED] Cell: [REDACTED] Fax: _____

CONDITIONS

1. Applicant(s) are responsible for contacting residents affected by the Temporary Street Closure request. A Petition (FORM 7B) shall be circulated to all affective residents and/or businesses and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated Petition submitted with the Temporary Street Closure request shall be attached to the permit.

2. A barricade with "Road Closed" signs shall be used to close the street. Applicant(s) are responsible for renting barricades. Barricades must be staffed at all times to answer questions and maintain barricades. Barricades must be movable to accommodate emergency access for police, fire and emergency medical services.
3. Advance notice signs shall be placed at the locations of the street closure shown on the site plan one week prior to the event. Signs should be "H" type frame and secured. Tripod frames not allowed. Placement, maintenance and pickup of the sign(s) are the responsibility of the event holder.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the Temporary Street Closure for use of emergency personnel. The Town of Monument requires all related event set-ups (tables, chairs, toys, etc.) be placed on one side of the street only to allow access for emergency vehicles in the event of an emergency.
5. Applicant(s) are responsible for cleanup after the Temporary Street Closure or related event.
6. Town of Monument's Noise Ordinance will be enforced. If during the Temporary Street Closure or related event, the Town of Monument determines there is a public safety hazard, law enforcement officers respond on more than one occasion to noise or any complaint related to this event, or if there is a violation of any permit condition, the Special Event permit will be revoked immediately. Additionally, a ticket may be issued for any nuisance complaints. Upon revocation of this permit, the applicant(s) will be responsible for closing down any related event immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any related event supplies and trash. The Town of Monument is not responsible for any expenses incurred by the permit holder(s).
7. Applicant(s) understands that this is a revocable permit, which can be canceled at any time if complaints are received or Town or State laws are violated.
8. If law enforcement officers respond to a complaint of noise, or any complaint related to this event, the applicant(s) must immediately identify themselves to the responding officers as the responsible parties. The applicant(s) must cooperate in helping resolve complaints.
9. All applicable Town of Monument Ordinances and regulations have been or will be complied with, in accordance with this Revocable Temporary Street Closure permit. The applicant(s) will take responsibility for any violation of Town of Monument laws that occur in relation to the Temporary Street Closure or related event.

SIGNATURE

As an applicant requesting a temporary street closure, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain permission and I agree to comply with each of those conditions and procedures. I agree to indemnify and hold harmless the Town of Monument, and all Town of Monument officers, employees, agents and representatives, from any claims, liability, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation that may arise from the occurrence of the temporary street closure or from any event related to the temporary street closure.

I understand that a Special Event permit does not authorize violation of Town or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a temporary street closure does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a temporary street closure or from related events.

I affirm, under penalty of perjury, that the statements and representations made in connection with this application are true to the best of my knowledge. I have read, understand and agree to the temporary street closure requirements.

Applicant Signature: _____



_____ Date: _____

11 Feb 2025

SPECIAL EVENT STREET CLOSURE PETITION – Form 7B

Event Name: The Monument Hill Kiwanis 2025 July 4th Parade Event Date: 11 Feb 2025

We, the undersigned business and/or residents, have been notified of street closures associated with the event noted above on said date, and hereby agree or disagree to the closure(s). If you have concerns, contact the Town of Monument Events Specialist which permits special events in the Town: events@tomgov.org

[illegible]

BUILDING, STRUCTURES & POWER SOURCES – Form 8

Event Name: _____

Event Date: _____ Location: _____

Additional fees may be applicable based on review by the Monument Fire Protection District and will be invoiced directly by the district.

Building permits and/or inspections also may be required whenever the Monument Fire Protection District deems it necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems in accordance with the Regional building code.

Tents and other equipment may not be staked into the ground to prevent damage to sprinkler lines. Any damage is the responsibility of the permit holder.

Fire extinguishers are required for each tent.

Will your event include any site-built structure/tent/canopies greater than 400 square feet? ☐ Yes ☐ No

What size is the tent(s) you plan to use? _____

Will your event include any site-built structure/tent/canopies open to the public? ☐ Yes ☐ No

Will your event include any stages, platforms and/or bleachers? ☐ Yes ☐ No

Name of Vendor: _____

Contact Name: _____ Phone: _____

Will your event include any electrical work utilizing site-construction equipment or wiring? Yes ☐ No ☐

Will your event include any electrical equipment or work utilizing in excess of 120 volts? Yes ☐ No ☐

Will your event include any amusement equipment, ie. carnival, bounce houses, climbing wall? Yes ☐ No ☐

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of any conditions that may cause need for a Building Inspection by checking off all of the conditions above that apply to the event I am organizing.

Applicant Signature: _____ Date: _____

ENTERTAINMENT & VENDORS – Form 9A

Event Name: _____

Event Date: _____ Location: _____

ENTERTAINMENT

The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application form shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event participants are cautioned to use amplified sound responsibly.

Will amplified sound be used at the event? Yes ☐ No ☐

If yes, start time: _____ Finish time: _____

Are there any musical entertainment features to the event? Yes ☐ No ☐

Number of performers/bands: _____

Describe your plan for maintaining acceptable decibel/sound levels: _____

VENDORS

The Town of Monument and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax license and provide them with the information to remit all sales tax to the State of Colorado. The Town of Monument is a statutory Town with the State of Colorado, meaning that all sales tax for both the Town of Monument of 3.5%, El Paso County of 1.23%, and the State of Colorado of 2.9% must be remitted to the state.

Will there be business/retail vendors at the event? Yes ☐ No ☐

Will there be food or beverage vendors at the event? Yes ☐ No ☐

The event holder is responsible to make sure all food vendors are properly licensed through the El Paso County Health Department. For information on obtaining a license, call 719-578-3199 or visit www.elpasocountyhealth.org.

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my entertainment and vendor plans for the event I am organizing.

Applicant Signature: _____ Date: _____

SPECIAL EVENT VENDOR LIST-Form 9B *(This page may be duplicated if needed)*

Event Name: _____ Event Date: _____

[illegible]

EVENT SECURITY – Form 10

Event Name: _____

Event Date: _____ Location: _____

The Town of Monument Police Department reserves the right to specify need for and number of Monument Police Officers required at an event based on the chart below.

The safety of the community and attendees are always of primary concern. Additional factors such as: time of day, anticipated crowd size, availability of alcohol, traffic impacts, and others, may require additional officers beyond the suggested minimum.

The Monument Police Department requires the use of Monument Police Officers for special events taking place in the Town of Monument.

Estimated Participants	# of Officers Required Event w/Liquor License	# Officers Required Event without Alcohol
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Board of Trustees	

If you intend to sell or provide alcoholic beverages to attendees, you must obtain a Special Event Liquor License through the Town Clerk.

To make a decision about event security, it is important that the Monument Police Department have the following information.

- ☐ A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site plan being submitted for the Special Event Liquor License, but it must be submitted as an additional attachment.
- ☐ Provide a detailed description of how you as the event holder plan to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries.
- ☐ Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

SIGNATURE

I, the undersigned, understand and agree to the conditions as set forth by the police department any other conditions deemed appropriate.

Applicant Signature: _____ Date: _____

HAZARDOUS CONDITIONS APPLICATION – Form 11

Event Name: _____

Event Date: _____ Location: _____

The Monument Fire Protection District is part of the Town of Monument special event review process. All special events applications are reviewed for overall public safety in accordance with the requirements of the 2012 International Fire Code adopted as amended, as the fire code of the Town of Monument. Additional fees may be determined and invoiced by the Tri-Lakes Monument Fire Protection District.

APPLICANT

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Do you plan to use, install, operate or conduct any of the following at your event?

Erect and use a temporary tent greater than 400 square feet Yes ☐ No ☐

Open burning (bonfires, cooking, etc.) Yes ☐ No ☐

Using open flame torches or candles Yes ☐ No ☐

Attach an event site plan with dimensions to this application. The Tri-Lakes Monument Fire Protection District will contact you to go over additional paperwork that may be required.

SIGNATURE

I, the undersigned, have provided the correct information above for the event in which I am planning.

Applicant Signature: _____ Date: _____

Tri-Lakes Monument Fire Protection District provisions:

Monument Hill Kiwanis 2025 July 4th Parade_Application

Final Audit Report

2025-02-14

Created:	2025-02-12
By:	Jennifer Holmes (jholmes@tomgov.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA43mdojbYvroT5yaTGxi-FQfQK0uudF9f

"Monument Hill Kiwanis 2025 July 4th Parade_Application" History

-  Document created by Jennifer Holmes (jholmes@tomgov.org)
2025-02-12 - 8:39:02 PM GMT
-  Document emailed to Dan Ungerleider (dungerleider@tomgov.org) for signature
2025-02-12 - 8:39:16 PM GMT
-  Email viewed by Dan Ungerleider (dungerleider@tomgov.org)
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2025-02-12 - 10:24:28 PM GMT
-  Signer tjohnson@tomgov.org entered name at signing as T. Johnson
2025-02-12 - 10:39:05 PM GMT
-  Document e-signed by T. Johnson (tjohnson@tomgov.org)
Signature Date: 2025-02-12 - 10:39:07 PM GMT - Time Source: server
-  Document emailed to jbradley@monumentfire.org for signature
2025-02-12 - 10:39:09 PM GMT
-  Email viewed by jbradley@monumentfire.org
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 Signer jbradley@monumentfire.org entered name at signing as J. Bradley

2025-02-12 - 10:50:08 PM GMT

 Document e-signed by J. Bradley (jbradley@monumentfire.org)

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 Document e-signed by Tina Erickson (terickson@tomgov.org)

Signature Date: 2025-02-14 - 5:36:01 PM GMT - Time Source: server

 Agreement completed.

2025-02-14 - 5:36:01 PM GMT

TOWN OF MONUMENT

RESOLUTION NO. 16-2025

A RESOLUTION AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT FOR CONDUCTING THE ANNUAL MONUMENT HILL KIWANIS 4TH OF JULY PARADE

WHEREAS, The Town has received an application from the Monument Hill Kiwanis to hold the annual 4th of July Parade on Friday, July 4, 2025. The application has been reviewed and approved by the appropriate departments. Monument Municipal Code 5.52.040 requires the Town Council to approve special event permits for events with estimated attendance of over 1,000 people; and

WHEREAS, the sponsors of the event have provided the certificate of insurance, and all departments have reviewed and provided approval to conduct the proposed Special Event; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:

Section 1. The Town Council hereby authorizes the issuance of a Special Event Permit to the Monument Hill Kiwanis Club for the aforementioned event.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of March 2025 by a vote of for and against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



MEMORANDUM

TO: The Honorable Mayor and Town Councilmembers
FROM: Jennifer Holmes, Support Services Administrative Assis
DATE: March 17, 2025
RE: 4th of July Street Fair and Beer Garden

BACKGROUND: The Town has received an application from the Tri-Lakes Chamber of Commerce to hold the annual 4th of July Street Fair and Beer Garden on Friday, July 4, 2025. The application has been reviewed and approved by the appropriate departments. Monument Municipal Code 5.52.040 requires the Town Council to approve special event permits for events with estimated attendance of over 1,000 people.

DISCUSSION: The Tri-Lakes Chamber of Commerce has historically sponsored the Annual 4th of July Street Fair and Beer Garden. They have provided the certificate of insurance and all departments have reviewed and provided approval to conduct the proposed Special Event.

This year's event will be held in Downtown Monument on Friday, July 4, 2025 from 8:00 am – 5:00 pm. The event is anticipated to have more than 1000 participants and therefore, requires approval by Council.

FISCAL IMPACT: Unqualified benefits to Town businesses and Town revenue

STAFF RECOMMENDATION: I move to approve Resolution No. 17-2025 authorizing the issuance of a special event permit for conducting the 4th of July Street Fair and Beer Garden on Friday, July 4, 2025.

SPECIAL EVENT APPLICATION ROUTING SLIP

Permit No. 2025-04

Please sign off on the attached Special Event Application to signify approval and/or make comments below.

Date Routing Started:02-12-25

Applicant's Name: Tri Lakes Chamber of Commerce
4th of July Street Fair & Beer Garden

TOWN CLERK

Signature

Date Approved

Comments

PLANNING DEPARTMENT

Signature

Date Approved

Comments

POLICE DEPARTMENT

Signature

Date Approved

Comments

FIRE DEPARTMENT

Signature

Date Approved

Comments

PARKS DEPARTMENT

Signature

Date Approved

Comments



Town of Monument SPECIAL EVENT APPLICATION PACKET

Dear Event Planner,

We are excited you have chosen Monument for your special event! The success of your event relies upon your event planner providing us with complete and detailed information. Our role is not to plan your event, but to help you with the process, approve required permits and applications, and help mitigate potential problems. A special event permit is required if your event meets any of the criteria below:

1. The event requires a street closure, or significantly interrupts the flow of traffic in public rights-of-way, or access to private and/or commercial properties.
2. The event is estimated to have 100 or more people in attendance and is to take place in a public park.
3. The event is an outdoor event that includes the sale or consumption of alcoholic beverages to or by the public. (A special event liquor permit is also required for this purpose, applied with and issued by the Town Clerk)
4. Reserving the bandshell located at Limbach Park.

This application contains a series of forms. You will only need to submit the forms applicable to your event. We encourage you to utilize the planning checklist (pages 2-4) to help you determine which forms you need to submit with your application. Prior to planning your event, we ask that you consider the following: emergency responders' access to roads, neighbors and businesses affected by ongoing noise and street closure impacts. The Town may suggest alternatives to decrease any negative impacts. Feel free to email the Communication and Events Specialist at events@tomgov.org to discuss your plans prior to applying.

Email your completed application packet to events@tomgov.org for review. Staff will then conduct a review and will contact you when your application has been processed, if additional information or plan modification is required, and what your fees will amount to.

The Town of Monument requires your completed event application to be submitted to the Town within the time frames outlined below:

1. 30 days prior to the event for events with estimated attendance of under 1,000 people.
 2. 45 days prior to the event for events with an associated request for a Special Event Liquor Permit.
 3. 120 days prior to the event for events with estimated attendance of over 1,000 people.
- Events with estimated attendance of over 1,000 people will require approval from the Town Council.**

Once your application has been approved and your fees have been paid, you will receive a Special Event Permit from the Town. You will need to have the permit with you at the event as proof of authorization.

We look forward to working with you to obtain approval for your event and thank you for choosing the Town of Monument as your preferred location.

Regards,

Portia Hermann
Communications and Events Specialist
Town of Monument
645 Beacon Lite Rd., Monument, CO 80132
719-352-1259 | events@tomgov.org

CHECKLIST AND FEE BREAKDOWN

This checklist, including pages 3 and 4, will assist you in financially planning your special event, and knowing which forms to submit. Not all fees listed may be applicable to your event. The Communications and Events Specialist will be able to assist you in determining which fees will be applicable to your event.

		Total
Application Fee:		
☒ Special Event Permit Fee:	\$100 (Fee waived for Non-Profits)	Non-Profit \$0
Park Usage Rental Fees:		
☒ Maintenance Fee: General maintenance of park/facility prior to event.	\$35	\$35
☒ Deposit (Refundable):	\$100	\$100
☒ Public Works Department Service Fee: Town will provide and set up temporary fencing, if applicable. If opting out, please see #4 on Form 2.	\$500	\$500
Reservation Fees:		
☐ Dirty Woman Creek Park Pavilion & Grills (North end)	\$50 (total, first 4 hours) \$15 per each additional hour. Cost is determined from start of set up, to completion of tear down.	
☐ Dirty Woman Creek Park Sports Field (South end)		
☒ Limbach Park Bandshell		
☐ Santa Fe Trail Baseball Fields (North Field)		
☐ Santa Fe Trail Baseball Fields (South Field)		
Other Fees:		
☒ Special Event Liquor Permit: If you are a non-profit organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.	\$100 application fee plus \$25/day Liquor permit or \$10/day 3.2% permit	
☒ Monument Police Department Patrol: Event holders may be required to hire police officers to provide security at special events. Total charges will be determined by the Monument Police Department, to be paid by separate check to the Town of Monument.	\$70 per officer, per hour. Minimum of 2 hours. (Use shaded chart below to determine requirement.)	\$700
Estimated Participants	# of Officers Required Event w/Liquor License	# Officers required Event without Alcohol
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Town Council	
Total Fees Due: \$1,335		

Special Event Application (FORM 1): All event holders are required to submit the Special Event Application.

Site Plan: Please attach a detailed drawing that shows the layout of the event as close to scale as possible. The site plan should include:

- **Overall Plan:** An outline of the entire event venue including the names of all streets or areas that are part of the event.
- **Event Components:** Identification of all event components including stages, platforms, bleachers, canopies, tents, beer gardens, cooking areas, trash containers and dumpsters, temporary structures, and entrance and exit locations.
- **Electrical:** Include generator locations and/or electricity sources.
- **Restrooms/Portable Toilets:** Event holders must provide bathroom access. You must specify where these restroom facilities will be located on your event site plan and whether they are gender specific and handicap accessible. If you are hosting an event at a Town park that has restrooms, please also mark those on your site plan.
- **Fencing/Barricades:** The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. Remember to provide for a minimum of 20-foot emergency access lanes throughout the event venue.
- **First Aid/Medical:** The location of first aid facilities, ambulances and lost child station, if applicable.
- **Vendors:** Detailed location of all vendor booths, including food vendors.
- **Parking:** Attach a parking plan that establishes where attendees will be directed to park their vehicles.
- **Handicapped Accessibility:** Event holders must establish ADA compliant ways for handicapped persons to park, access the event and ADA accessible restrooms, and note them on the event site plan.

Special Event Rules & Regulations (FORM 2): All event holders are required to read and sign a Rules & Regulations form.

Use of Town or Recreational Facility/Sports Field Release and Indemnification Agreement (FORM 3A): All event holders using a town park or facility must read and sign the agreement. **Participant/Parent of Participant Signature Form (Form 3B)** may also be required.

Certificate of Insurance: All event holders must provide the Town of Monument with a certificate of general liability insurance policy covering claims that may arise during to the event, including participant and spectator liability. The policy must have a minimum limit of \$1,000,000 per occurrence and must name the Town of Monument as additionally insured. Because this often is a lengthy process, the Town will accept your application and begin the review process pending receipt of proof of insurance no later than 30 days prior to the event. The responsible organization/individual shall indemnify and hold harmless the Town, its officers, officials, employees and insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the special event.

A copy of the policy or appropriate insurance certificate shall be provided to the Town prior to issuance of a special event permit to the applicant. Send certificates of insurance and copies of policy endorsement to certificate holder:

Town of Monument - 645 Beacon Lite Rd. - Monument, CO 80132

Email: events@tomgov.org

Sanitation and Waste Management Plan (FORM 4): The Town of Monument recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are. Trash containers are to be emptied at the conclusion of your event, by either your event staff/ volunteers or by a trash company of your hiring. Failure to empty trash at the conclusion of your event could result in the loss of deposit.

Emergency Services Plan (FORM 5): All applicants must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. The Tri-Lakes Monument Fire Protection District is available for hire for all special events within the Town of Monument. For more information, call 719-484-0911.

Parade or Race (FORM 6): All events that include a parade or race (foot, bike or any other) must submit a Parade or Race form.

Temporary Street Closure-(FORM 7A & 7B): For events requiring street closures, street activities, or requiring

public parking to be blocked off, applicants must submit a Temporary Street Closure Request form (FORM 7A) and a completed Special Event Street Closure Petition (FORM 7B).

Buildings, Temporary Structures and Power Sources (FORM 8): Any event involving the placement of any temporary structure (including stages or bleachers) or installing any power-generation source (generator) may require a permit from the Tri-Lakes Monument Fire Protection District.

Entertainment and Vendors (FORM 9A): All events that include vendors, entertainment or amplified sound must submit an Entertainment and Vendors form.

Food Vendors: The event holder is responsible to make sure all food vendors are properly licensed through El Paso County Public Health. For information on obtaining a license, call 719-578-3199 or visit www.elpasohountyhealth.org

Vendor List (FORM 9B): The event holder is required to list all vendors participating in the special event.

Sales Tax License – Retail Vendor Sales: The Town of Monument and the State of Colorado mandate full tax license compliance prior to approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax licenses and provide them with the application to remit all sales tax. The Town of Monument's Sales Tax rate is 3.50%. Sales tax is remitted directly to the Town of Monument, a Home Rule jurisdiction. El Paso County sales tax rate is 1.23%, and the State of Colorado sales tax rate is 2.9%. Both county and state sales tax must be remitted directly to the state.

Notify the State of Event: If your event includes food and/or retail sales, you will need to email the state at: dor_specialevents@state.co.us to include the date, time, and location of your event so it can be listed on Revenue Online in order for your vendors to file with the state.

Amplified Sound - Noise Ordinance (Monument Municipal Code 8.20): The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event holders are cautioned to use amplified sound responsibly.

Security (FORM 10): The police department reserves the right to specify the need for and number of security personnel required at an event. The police department will review all special events applications for required security arrangements. The safety of the community and attendees are always of primary concern. Additional fees may apply and will be invoiced by the police department.

Hazardous Conditions (FORM 11): Special events that include firearms or weapons, open burning or other hazardous conditions must include a Hazardous Conditions form with the application

Special Event Liquor Permit: If you are a qualifying organization and would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor Permit with the Town Clerk.

Property Use Permission/Agreement: If your event includes the use of facilities or property that belongs to another individual, entity, municipality, county or business, please attach a copy of your permission letter or agreement for said use.

Americans with Disabilities Act (ADA) Requirements: Applicants are expected to make every effort to follow ADA guidelines to accommodate and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks, curb-cuts and restrooms; as well as maintaining already designated parking and accessibility to portable restrooms. The following resources are available for more information regarding ADA requirements:

Rocky Mountain ADA Center - ADAInformation.org - 800.949.4232

Please return all applications and supporting documents to
Portia Hermann, Communications and Events Specialist at:
645 Beacon Lite Rd., Monument, CO 80132 | 719-352-1259 | events@tomgov.org

SPECIAL EVENT APPLICATION (required)– Form 1

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025 Start time: 8AM End Time: 5PM

Event Description:

Street Fair on Second and Washington Streets in downtown Monument and

Beer Garden in Limbach Park (see Attached Map)

APPLICANT:

Organization or Applicant Name: Tri-Lakes Chamber of Commerce

Event Planner/Contact Person: Abigail Leger

Address: 166 Second St. City: Monument State: CO Zip: 80132

Phone: 719-481-3282 Cell: [REDACTED] Fax:

Email Address: abigail@trilakeschamber.com

Organization and/or Event Website: <https://www.trilakeschamber.com/4th-of-july-street-fair-and-beer-garden.html>

Contact On-Call During Event: Abigail Leger Cell: [REDACTED]

The applicant requests to reserve exclusive use of the following Town of Monument park or facility if available, fees apply:

- ☐ Dirty Woman Creek Park Pavilion & Grills (North end)
- ☐ Dirty Woman Creek Park Sports Field (South end)
- ☒ Limbach Park Bandshell
- ☐ Santa Fe Trail Baseball Fields (North Field)
- ☐ Santa Fe Trail Baseball Fields (South Field)

With your park rental, the following items are included (any additional items will be at the expense of the event holder):

- Use of existing park trash cans. Cans will be emptied by Town staff on last business day, preceding event. Event holder must supply their own staff to empty trash cans at conclusion of event and/or dumpsters rented by the event holder.
- Use of Town picnic tables
- Use of Town restrooms. Town restrooms will be maintained and cleaned by Town staff on last business day, preceding event. Additional portable restroom units, if required/needed, are the event holder's responsibility and will not be maintained by Town staff.
- Use of electrical outlets, if applicable. Any needed power boxes or cords must be provided by/rented through a rental company and will be the expense of the event holder.

☒ Event holder requests the Town of Monument to turn off the park sprinkler system for this event.

SPECIAL EVENT APPLICATION (required)– Form 1 (cont.)

EVENT DETAILS:

What time will set up begin? 5AM What time will tear down be completed? 7PM

Number of attendees expected: 10,000+

Parking spaces recommended (approximate attendance divided by 3): _____

COMMUNITY/NEIGHBORHOOD NOTICE:

Please outline your plan for notifying the community, neighborhoods and media for your event.

We will post details of this event on Facebook, the Chamber website,

Kiwanis website, Town of Monument website, NextDoor, and on

Instagram. Local shops will be notified in person.

SIGNATURE

By signing this application, I agree that I have read and under the conditions of the Special Events Application from the Town of Monument. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my special event application. Failure to meet any requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Applicant Signature: _____



Date: _____

2/4/2025

SPECIAL EVENT RULES & REGULATIONS (required)– Form 2

Event Name: 4th of July Street Fair and Beer Garden

The responsible organization, as a condition of being granted a special event permit within the Town of Monument, agrees to abide by the following rules, regulations and conditions established by the Town as follows:

1. The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the Town.
2. The responsible organization shall indemnify and hold harmless the Town, its officers, officials, employees and self-insurance pool from and against any and all damage and loss to person or property and shall defend the Town from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the Town in any way resulting from or arising out of the community event. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Government Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The responsible organization shall procure and maintain, at its own costs, liability insurance in the amount of not less than \$1,000,000 against all claims, demands and other obligations incurred by the event planner in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The Town of Monument must be listed as additionally insured on the policy. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 2 of these "Rules" by reason of its failure to procure or maintain insurance in insufficient amounts, durations or types. A copy of the policy shall be provided to the Town and approved by the Town as a condition of the event being approved.
4. The responsible organization, if holding the special event on Town property shall, upon conclusion of the event, return the site to its pre-event condition immediately. This includes fencing. If you opted out of the Public Works Department Service fee, you are required to take the fencing down at the conclusion of your event and return it to the location and in the condition it was delivered.
5. The Town of Monument cannot guarantee availability of public property for special events. If two or more special events plan to use the same Town property on the same date, Town staff will strive to accommodate each event by working with the organizers to find alternative locations or dates.
6. The Town of Monument cannot issue permits or approve activities on behalf of other jurisdictions, such as the El Paso County Health Department, Palmer Lake, El Paso County, or Monument Tri-Lakes Fire Protection District. It is the responsibility of the organization or event planner to secure the necessary approval from other entities and to demonstrate said permission to the Town of Monument.
7. Any tents, pop-ups, "ez ups", or shelter of any type, must NOT be staked into the ground. Weights, sandbags, water weights are acceptable to use. Stakes can cause damage to underground irrigation lines.

Failure to adhere to these rules and regulations will result in loss of deposit.

Applicant's Signature: _____

Date: _____

Printed Name: Terri Hayes

USE OF TOWN OF RECREATIONAL FACILITY / SPORTS FIELD RELEASE/INDEMNIFICATION – Form 3A

I. RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT: PARTICIPANT MUST READ CAREFULLY BEFORE SIGNING

In consideration for being permitted to utilize the Town of Monument 's recreation facility/sports field, I hereby acknowledge, represent, and agree as follows:

A. I understand that the above-described activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. I acknowledge that such risks may arise from a variety of foreseeable and unforeseeable circumstances connected with the use of the recreation facility/sports field.

B. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby expressly assume all such risks of injury, loss, or damage to me or to any third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

C. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I further hereby waive, and exempt, release, and discharge the Town of Monument, its officers, and its employees from, any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

D. I further agree to defend, indemnify and hold harmless the Town of Monument, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, including any third party claim asserted against the Town of Monument, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by my act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the Town of Monument, its officers, its employees, or by any other cause.

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby acknowledge and agree that said **AGREEMENT** extends to all acts, omissions, negligence, or other fault of the Town of Monument, its officers, and/or its employees, and that said **AGREEMENT** is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

F. I understand and acknowledge that the Town of Monument, its officers, and its employees are relying on, and do not waive or intend to waive by any provision of this **RELEASE AND INDEMNIFICATION AGREEMENT**, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as amended, or otherwise available to the Town of Monument, its officers, or its employees.

G. I understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Colorado, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of El Paso County, Colorado.

II. PARTICIPANT SIGNATURE AND DATE: Participant's Printed Name: Terri Hayes

Participant's Signature: _____ Date of Signature: _____

III. IF PARTICIPANT IS UNDER 18 YEARS OLD, PARENT SIGNATURE AND DATE:

By initialing above and signing below, I acknowledge that I am the parent of the above-named Participant as the term "parent" is defined in C.R.S. Section 13-22-107(2)(b), and I hereby waive and release any prospective claim of the Participant against the Town of Monument, its officers, and its employees for negligence, to the extent provided in C.R.S. Section 13-22-107(3), in connection with the above-described activities.

Parent/Guardian's Signature: _____ Date of Signature: _____

H. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns, and transferees.

**USE OF TOWN OF MONUMENT RECREATIONAL FACILITY/SPORTS FIELD
RELEASE/INDEMNIFICATION – TOWN OF MONUMENT REQUIRED
PARTICIPANT/PARENT OF PARTICIPANT SIGNATURES AND DATE – Form 3B**

[illegible]

SANITATION & WASTE MANAGEMENT PLAN (required) – Form 4

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025

Location: 2nd & Washington Strts+Limbach Park

All special event applications must include a sanitation and waste management plan that identifies contractors utilized for portable restrooms and trash removal as a condition of the approval of the event.

RESTROOMS

The Town of Monument recommends two (2) chemical or portable toilets for every 250 people, based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but but never less than one (1) unit must be accessible. ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

How many portable restrooms will be at the event? 8 in the park When will they be delivered? July 3, 2025

When will they be picked up? July 5, 2025

Name of Vendor: Kiwanis will arrange

Contact: Frank DeLalla

Phone: _____

Address: [REDACTED] City: _____ State: _____ Zip: _____

TRASH

How do you plan to manage trash for this event? ☒ Event staff and/or volunteers ☐ Contract with a company

Event Staff and/or Volunteers:

How many trash containers will be used? 20+ How often do you plan on emptying them? As Needed

Where will trash be deposited when containers are emptied (during and at the conclusion of the event)

dumpster behind the Chamber

Contract with Company: APEX

Name of Company: Infinite Disposal

Contact name: Tri-Lakes Chamber

Phone: _____

Address: [REDACTED] City: Colorado Springs State: CO Zip: 80909

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my sanitation and waste management plan for the event I am organizing.

Applicant Signature: [Signature]

Date: 7/4/2025

EMERGENCY SERVICES PLAN (required)– Form 5

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025 Location: 2nd & Washington Strts+ Limbach Park

All special events must provide a plan highlighting emergency access routes and a plan to mitigate fire, weather and medical emergencies. Emergency access routes must be noted on the site plan.

The Monument Fire Protection District may be available for hire for all special events within the Town of Monument. Additional fees will be determined and invoiced by the District and will be the responsibility of the event holder. For more information, call 719-484-0911.

Have you provided access for emergency responders in your site plan drawing? Yes ☒ No ☐

Have you hired a professional emergency medical services provider to manage your event? Yes ☐ No ☒

If yes, please provide company information.

Name of Company: Pikes Peak Office of Emergency Management (Volunteers)

Address: _____ City: _____ State: _____ Zip: _____

Contact: Robin Adair Phone: _____

Will there be any on-site first aid or ambulances? Yes ☐ No ☒
If yes, please note location on your site plan.

Describe your plan for handling an emergency (attached additional pages if needed).

First aid kits and fire extinguishers on site. Access for emergency
vehicles. Call 911 if necessary. Police officers on duty in the park 1-5pm.
Pikes Peak Office of Emergency Management will have vendor space 59
reserved on Second Street to be available throughout the Street Fair
and Beer Garden.

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my emergency services plan for the event I am organizing.

Applicant Signature:  Date: 2/4/2025

PARADE & RACE – Form 6

Event Name: _____

Event Date: _____ Location: _____

Parade and/or race route maps must be included with this application, including the start and ending locations. Hand drawn maps are not recommended but must be legible if used.

PARADE

Participants: Number and type of motor vehicles/floats: _____

Number and type of mounted animals: _____

Number of total entries: _____

- Vehicles towing trailers are not considered floats.
- No vehicles or floats can exceed a height of 12 feet or length of 45 feet.
- The Town of Monument encourages parade entries to be careful if they wish to throw candy or handouts from vehicles or floats. This creates dangerous situations for children running into the middle of the parade route with motorized vehicles. If entries want to distribute candy or other items to spectators, the Town encourages participants walk candy or handouts to children and spectators, or walkers can throw candy along the street edge.
- No shooting Silly String or water guns from vehicles or floats.
- Alcoholic beverages, drugs and tobacco are forbidden on any float, in any vehicle or by any participant. Participants consuming these prior to or during the parade will be removed from the lineup. All Town, county and Colorado state statutes concerning the consumption of alcoholic beverages will be strictly enforced by the police before, during and after the parade.
- Drivers of any and all vehicles in the parade areas must possess a valid driver's license and possess all liability vehicle insurance.
- Exhibitions of speed or reckless driving, (wheelies, peeling out, burnouts, etc.) are not permitted.

RACE

Participants: Number of pedestrian/foot racers: _____

Number of bicyclists: _____

Number of total participants: _____

Please describe the details of the race: _____

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my parade and race plans for the event I am organizing, and will abide by the above mentioned rules/regulations.

Applicant Signature: _____ Date: _____

TEMPORARY STREET CLOSURE REQUEST – Form 7A

Applications for a Temporary Street Closure permit shall contain, at a minimum, the following information and shall provide such additional information and materials as may be requested or required.

STREET CLOSURE REQUEST

- Applicant(s) are responsible for contacting residents affected by the proposed Temporary Street Closure request. A petition (FORM 7B) shall be circulated to all residents and 80% of the affected residents, at a minimum, shall favor the Temporary Street Closure. The circulated petition shall be submitted with the Temporary Street Closure request.
- Applicant must include a map of affected area with application outlining the following:
 - Identify the entire venue including the names of all streets or areas to be closed.
 - The map must indicate the route and direction of proposed event.
 - Identify the location and type of all temporary traffic control devices and personnel.
 - Allow 20-foot emergency access lanes throughout the event venue.

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025 Location: Second Street & Washington

Affected Intersection(s) of Street Closure Request (attach map of affected area): _____

between front street and Jefferson + Washington between 2nd and 3rd Strts

Describe Request: Close streets at 5am until approximately 4pm on July 4, 2025
for the Street Fair (set up through breakdown).

Start Time: 5AM Finish Time (no later than 10 p.m.): 4pm

Name of Barricade Company: Town of Monument and Kiwanis

Barricade Company Contact: _____ Phone of Barricade Company: _____

APPLICANT

Organization or Applicant Name: Tri-Lakes Chamber of Commerce

Event Planner/Contact Person: Abigail Leger

Address: 166 Second St. City: Monument State: CO Zip: 80132

Phone: 719-481-3282 Cell: [REDACTED] Fax: _____

CONDITIONS

1. Applicant(s) are responsible for contacting residents affected by the Temporary Street Closure request. A Petition (FORM 7B) shall be circulated to all affective residents and/or businesses and 80%, at a minimum, shall favor the Temporary Street Closure. The circulated Petition submitted with the Temporary Street Closure request shall be attached to the permit.

2. A barricade with "Road Closed" signs shall be used to close the street. Applicant(s) are responsible for renting barricades. Barricades must be staffed at all times to answer questions and maintain barricades. Barricades must be movable to accommodate emergency access for police, fire and emergency medical services.
3. Advance notice signs shall be placed at the locations of the street closure shown on the site plan one week prior to the event. Signs should be "H" type frame and secured. Tripod frames not allowed. Placement, maintenance and pickup of the sign(s) are the responsibility of the event holder.
4. A drive aisle of 20 feet shall be kept clear and open at all times for the entire length of the Temporary Street Closure for use of emergency personnel. The Town of Monument requires all related event set-ups (tables, chairs, toys, etc.) be placed on one side of the street only to allow access for emergency vehicles in the event of an emergency.
5. Applicant(s) are responsible for cleanup after the Temporary Street Closure or related event.
6. Town of Monument's Noise Ordinance will be enforced. If during the Temporary Street Closure or related event, the Town of Monument determines there is a public safety hazard, law enforcement officers respond on more than one occasion to noise or any complaint related to this event, or if there is a violation of any permit condition, the Special Event permit will be revoked immediately. Additionally, a ticket may be issued for any nuisance complaints. Upon revocation of this permit, the applicant(s) will be responsible for closing down any related event immediately, ensuring participants vacate the premises, removing barricades and thoroughly removing any related event supplies and trash. The Town of Monument is not responsible for any expenses incurred by the permit holder(s).
7. Applicant(s) understands that this is a revocable permit, which can be canceled at any time if complaints are received or Town or State laws are violated.
8. If law enforcement officers respond to a complaint of noise, or any complaint related to this event, the applicant(s) must immediately identify themselves to the responding officers as the responsible parties. The applicant(s) must cooperate in helping resolve complaints.
9. All applicable Town of Monument Ordinances and regulations have been or will be complied with, in accordance with this Revocable Temporary Street Closure permit. The applicant(s) will take responsibility for any violation of Town of Monument laws that occur in relation to the Temporary Street Closure or related event.

SIGNATURE

As an applicant requesting a temporary street closure, I certify that I have read and understand all of the conditions and procedures that are required in order to obtain permission and I agree to comply with each of those conditions and procedures. I agree to indemnify and hold harmless the Town of Monument, and all Town of Monument officers, employees, agents and representatives, from any claims, liability, court awards, or damages, including the costs of defending such claims, and including costs and attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to any person, firm, partnership, or corporation that may arise from the occurrence of the temporary street closure or from any event related to the temporary street closure.

I understand that a Special Event permit does not authorize violation of Town or State laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that a temporary street closure does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, a temporary street closure or from related events.

I affirm, under penalty of perjury, that the statements and representations made in connection with this application are true to the best of my knowledge. I have read, understand and agree to the temporary street closure requirements.

Applicant Signature: _____



Date: _____



SPECIAL EVENT STREET CLOSURE PETITION – Form 7B

Event Name: 4th of July Street Fair and Beer Garden Event Date: July 4, 2025

We, the undersigned business and/or residents, have been notified of street closures associated with the event noted above on said date, and hereby agree or disagree to the closure(s). If you have concerns, contact the Town of Monument Events Specialist which permits special events in the Town: events@tomgov.org

Resident OR Business Owner/Manager & Name	Address	Agree	Disagree
Lolley's Ice Cream	175 2nd Street		
The Roost	135 2nd Street		
Bella Decor & Design	125 2nd Street		
Monument Pharmacy	115C 2nd Street		
Black Forest Foods	140 2nd Street		
Covered Treasures Bookstore	105 2nd Street		
Wine Bar	123 Washington Street		
Paradise Outdoor Design	123 Washington Street		
The Bistro on 2nd	65 2nd Street		
Second Street Hair Studio	106 2nd Street		
Santa Fe Trail Jewelry	106 2nd Street		
Bliss Studio & Gallery	243 Washington Street		
The Blue Sage Merchant	284 Washington Street		
Kinema Research & Software	236 Washington St.		
American Family Insurance	236 Washington St. Unit 4e		
Nurturing Nature Massage	236 Washington St. Suite 8E		
Monument Dental	236 Washington St. #1W		
LLC	236 Washington St.		
Kari Minton			
Peace to the Ink Tatoo Removal	236 N. 236 Washington St. Suite 4W		
Cara Buckman			
Learning Solutions			
Counseling Office			
Jackalope Barber Shop & Salon	212 Washington Street		
Monument Sanitation Dept			
Routtes Outfitter			

BUILDING, STRUCTURES & POWER SOURCES – Form 8

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025 Location: 2nd+Washington Sts+Limbach Park

Additional fees may be applicable based on review by the Monument Fire Protection District and will be invoiced directly by the district.

Building permits and/or inspections also may be required whenever the Monument Fire Protection District deems it necessary, due to unique conditions, shoddy construction, substandard assembly or set-up, unqualified assemblers, lack of maintenance, or dilapidation of equipment, materials or systems in accordance with the Regional building code.

Tents and other equipment may not be staked into the ground to prevent damage to sprinkler lines. Any damage is the responsibility of the permit holder.

Fire extinguishers are required for each tent.

Will your event include any site-built structure/tent/canopies greater than 400 square feet? ☐ Yes ☒ No

What size is the tent(s) you plan to use? approximately nine 10x10s in PARK / 159 1P STREETS

Will your event include any site-built structure/tent/canopies open to the public? ☐ Yes ☒ No

Will your event include any stages, platforms and/or bleachers? ☐ Yes ☒ No

Name of Vendor: _____

Contact Name: _____ Phone: _____

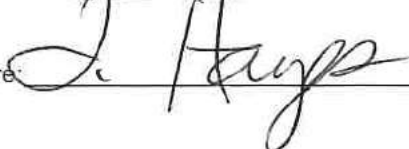
Will your event include any electrical work utilizing site-construction equipment or wiring? Yes ☐ No ☒

Will your event include any electrical equipment or work utilizing in excess of 120 volts? Yes ☐ No ☒

Will your event include any amusement equipment, ie. carnival, bounce houses, climbing wall? Yes ☐ No ☒

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of any conditions that may cause need for a Building Inspection by checking off all of the conditions above that apply to the event I am organizing.

Applicant Signature:  Date: 2/4/2025

ENTERTAINMENT & VENDORS – Form 9A

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025

Location: Washington+Second Sts+Limbach Park

ENTERTAINMENT

The Town of Monument's noise ordinance applies to all events utilizing amplified sound. During the event, Town law enforcement officers must be allowed access for purposes of monitoring sound levels. The Special Event Application form shall reflect whether amplified sound will be used during the event. The approval of a Special Event Application is not an authorization to violate the Town's noise ordinance. Members of the police department are empowered to make a prima facie determination as to whether a noise is unreasonable. If a complaint occurs, authorities will contact the special event organizer. Event participants are cautioned to use amplified sound responsibly.

Will amplified sound be used at the event? Yes ☒ No ☐

If yes, start time: 11:45am Finish time: 5pm

Are there any musical entertainment features to the event? Yes ☒ No ☐

Number of performers/bands: 3 (provided by Town of Monument)

Describe your plan for maintaining acceptable decibel/sound levels: Town of Monument will be responsible for this.

VENDORS

The Town of Monument and the State of Colorado mandate full tax license compliance prior to final approval of this event. If your event includes food or retail sales of any kind, you must collect a copy of all vendors' current sales tax license and provide them with the information to remit all sales tax. The Town of Monument's Sales Tax rate is 3.50%. Sales tax is remitted directly to the Town of Monument, a Home Rule jurisdiction. El Paso County sales tax rate is 1.23%, and the State of Colorado sales tax rate is 2.9%. Both county and state sales tax must be remitted directly to the state.

Will there be business/retail vendors at the event? Yes ☒ No ☐

Will there be food or beverage vendors at the event? Yes ☒ No ☐

The event holder is responsible to make sure all food vendors are properly licensed through the El Paso County Health Department. For information on obtaining a license, call 719-578-3199 or visit www.elpasocountyhealth.org.

SIGNATURE

I, the undersigned, hereby attest that I have notified the Town of Monument of my entertainment and vendor plans for the event I am organizing.

Applicant Signature: 

Date: 2/4/2025

(This page may be duplicated if needed)

Event Name: _____ Event Date: _____

[illegible]

EVENT SECURITY – Form 10

Event Name: 4th of July Street Fair and Beer Garden

Event Date: July 4, 2025 Location: Second+Washington Sts+Limbach Park

The Town of Monument Police Department reserves the right to specify need for and number of Monument Police Officers required at an event based on the chart below.

The safety of the community and attendees are always of primary concern. Additional factors such as: time of day, anticipated crowd size, availability of alcohol, traffic impacts, and others, may require additional officers beyond the suggested minimum.

The Monument Police Department requires the use of Monument Police Officers for special events taking place in the Town of Monument.

Estimated Participants	# of Officers Required Event w/Liquor License	# Officers Required Event without Alcohol
Up to 500	2	0
501 to 999	Determined by Chief of Police	1
1000 or more	Determined by Town Council	

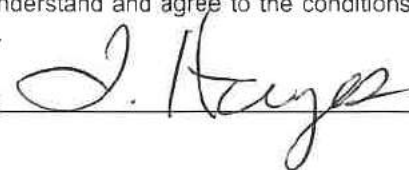
If you intend to sell or provide alcoholic beverages to attendees, you must obtain a Special Event Liquor License through the Town Clerk.

To make a decision about event security, it is important that the Monument Police Department have the following information.

- ☒ A map showing in detail the boundaries of the area you are requesting be part of the permitted area for alcohol possession and service. This can be a copy of the map or site plan being submitted for the Special Event Liquor License, but it must be submitted as an additional attachment.
- ☒ Provide a detailed description of how you as the event holder plan to delineate the boundary of the permitted area so that those in possession of alcohol are aware of the boundaries.
- ☒ Provide a detailed description of how you as the event holder will prevent those in possession of alcohol from leaving the permitted area while in possession of alcohol, as well as how you will otherwise prevent the transfer of alcohol to areas outside the boundary.

SIGNATURE

I, the undersigned, understand and agree to the conditions as set forth by the police department any other conditions deemed appropriate.

Applicant Signature: 

Date: 2/4/2025

HAZARDOUS CONDITIONS APPLICATION – Form 11

Event Name: 4th of July Street Fair & Beer Gardens

Event Date: July 4, 2025 Location: Limbach Park

The Monument Fire Protection District is part of the Town of Monument special event review process. All special events applications are reviewed for overall public safety in accordance with the requirements of the 2012 International Fire Code adopted as amended, as the fire code of the Town of Monument. Additional fees may be determined and invoiced by the Tri-Lakes Monument Fire Protection District.

APPLICANT

Organization or Applicant Name: Tri-Lakes Chamber of Commerce

Event Planner/Contact Person: Abigail Leger

Address: 116 2nd St. City: Monument State: CO Zip: 80132

Phone: 719-481-3282 Email Address: abigail@trilakeschamber.com

Do you plan to use, install, operate or conduct any of the following at your event?

Erect and use a temporary tent greater than 400 square feet Yes ☐ No ☒

Open burning (bonfires, cooking, etc.) Yes ☐ No ☒

Using open flame torches or candles Yes ☐ No ☒

Attach an event site plan with dimensions to this application. The Tri-Lakes Monument Fire Protection District will contact you to go over additional paperwork that may be required.

SIGNATURE

I, the undersigned, have provided the correct information above for the event in which I am planning.

Applicant Signature: *A. Hayes* Date: 2/9/2025

Tri-Lakes Monument Fire Protection District provisions:

Fire Extinguishers

TOWN OF MONUMENT

RESOLUTION NO. 17-2025

A RESOLUTION AUTHORIZING THE ISSUANCE OF A SPECIAL EVENT PERMIT FOR CONDUCTING THE ANNUAL 4TH OF JULY STREET FAIR AND BEER GARDEN

WHEREAS, The Town has received an application from the Tri-Lakes Chamber of Commerce to hold the annual 4th of July Street Fair and Beer Garden on Friday, July 4, 2025. The application has been reviewed and approved by the appropriate departments. Monument Municipal Code 5.52.040 requires the Town Council to approve special event permits for events with estimated attendance of over 1,000 people; and

WHEREAS, the sponsors of the event have provided the certificate of insurance, and all departments have reviewed and provided approval to conduct the proposed Special Event; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:

Section 1. The Town Council hereby authorizes the issuance of a Special Event Permit to the Tri-Lakes Chamber of Commerce for the aforementioned event.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of March, 2025, by a vote of for and against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



2024



ANNUAL REPORT



A MESSAGE FROM



Madeline VanDenHoek, Interim Town Manager **2024: A Year of Transition and Progress for the Town of Monument**

2024 was a transformative year for the Town of Monument. I had the honor and true pleasure of serving as the Interim Town Manager starting in mid-2024 and look forward to continuing to lead the organization in 2025. Throughout the year, we accomplished numerous projects, hired key personnel, and initiated a Strategic Planning process that will guide our decisions through 2028. The Council worked diligently in late 2024 to develop a new Vision Statement, set for adoption in early 2025. We will continue to build on this Strategic Plan in the coming year.

Several key projects initiated in 2024 will shape Monument's future, including updating the Comprehensive Plan, studying impact fees and salaries, and implementing self-collection of sales tax. We are also examining internal processes and expenses and implementing software to ensure the town's information and assets are well-tracked, providing us with the data needed to make informed decisions. Projects in records management, asset management, and facility energy savings are expected to lower costs, reduce staff time, and improve outcomes for the town.

Key personnel changes in 2024 included hiring a new Planning Director, who has brought leadership and stability to the department, fostering proactive relationships between the Town and the development community. Additionally, we welcomed a new Finance Director, who will lead the implementation of self-collection of sales tax, develop a long-term financial forecast, and contribute to the Council and leadership team's development of budgets that reflect the priorities outlined in the Strategic and Comprehensive Plans. For the first time in several years, our Police Department is fully staffed. We are

focused on improving retention and recruitment by implementing employee engagement surveys, updating employee guidelines, and initiating a compensation study. The Leadership Team is committed to enhancing the culture and reputation of the Town and retaining our exceptional workforce. We completed several infrastructure projects, including playground equipment and ADA accessibility improvements at Limbach Park, new well houses over newly drilled wells, sidewalk projects, road repairs, and the design for widening Jackson Creek Parkway. With the assistance of a grant secured by the Parks Department from Colorado Parks and Wildlife, we will install a new restroom at Monument Lake in 2025.

In partnership with the Monument Community Presbyterian Church and the Monument Hill Kiwanis, we completed the design for the Heart of Monument Park. Grants and fundraising efforts have brought us closer to the goal of completing phase one in 2025 or 2026.

Our 2024 events included two town-wide trash cleanups, the installation of new art as part of our public art program, Art Sites, a Memorial Day remembrance ceremony, a 12-week series of Concerts in the Park featuring an amazing lineup of bands, the traditional 4th of July parade and street fair, and our festive Tree Lighting. We appreciate the BBQ hosted by the Town Council and residents for our staff on the 4th of July and the holiday treats brought for Town staff to enjoy during the holidays. Our Engagement Committee planned numerous events to recognize and honor staff milestones and achievements.

Looking ahead to 2025, we are excited to build on the momentum of 2024. Our focus will be on completing the Strategic Plan, completing key studies, infrastructure projects, and continuing to enhance the quality of life for our residents. We are committed to fostering a collaborative and innovative environment that supports our community's growth and prosperity. Together, we will work towards a brighter future for the Town of Monument.



Creek Week



Arbor Day

DEMOGRAPHICS

People and Population

Population: 11,014

Median Household Income: \$114,654

Poverty Rate: 5.5%

Bachelor Degree or Higher: 57.5%

Median Age: 42

Stats provided by information found on the census website at www.census.gov/quickfacts/fact/table/monumenttowncolorado/PST045223?#qf-flag-X

Social Media



Facebook followers grew from 7,382 in 2023 to 7,719 in 2024



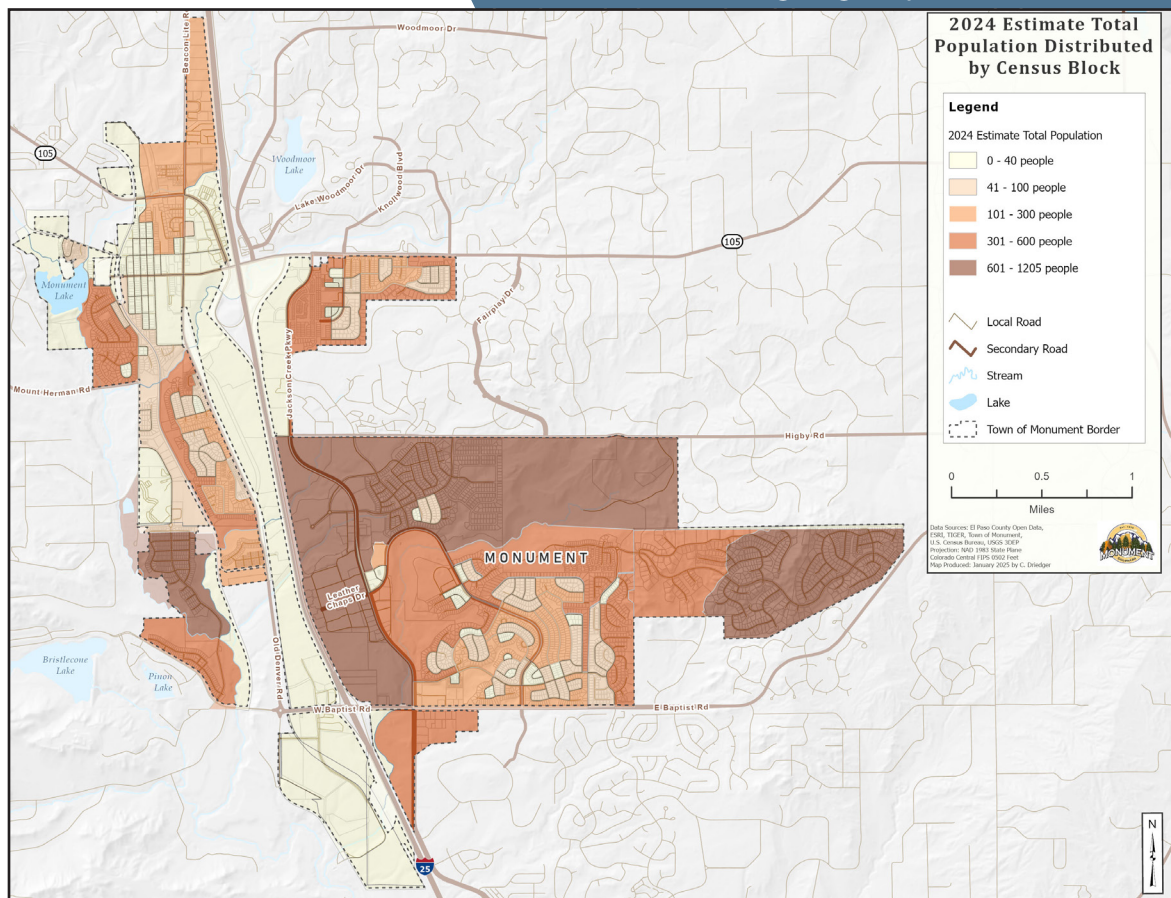
Current number of Instagram followers: 3,105

Website

In 2024, our Town website underwent a comprehensive redesign, refreshing its colors to better reflect the natural beauty of our surroundings while also enhancing accessibility to meet ADA compliance standards. To enhance user experience, the Administration Department updated and redesigned several key webpages, including, Public Records Requests, Elections, Campaign Finance, Election Results, Online Payments, Town Council, Vision Statement, and ADA Compliance.

A dedicated website committee, consisting of representatives from four different departments, has been instrumental in ensuring compliance with ADA standards. We utilize software that performs weekly scans of the website, helping us identify areas needing attention. While most issues were addressed, some non-ADA-compliant images embedded in the design could not be modified. To resolve this, we collaborated with CivicPlus, providing them with Town photographs and branding guidelines to refine the website's design.

As a result of these efforts, our website now boasts an Accessibility Compliance score of 97.11%, significantly surpassing the industry average of 84.45%. This score reflects ongoing improvements, including fixing



ADMINISTRATION

Personnel

The Administration team welcomed three new members in 2024. In early March, Kat Keating joined as the Town's first Records Manager, and Sylvia Simpson stepped into the role of Deputy Clerk. Midway through the year, Administrative Assistant Jennifer Holmes transferred into the department. We are excited to collaborate and support the Town of Monument's vision as we move forward together.

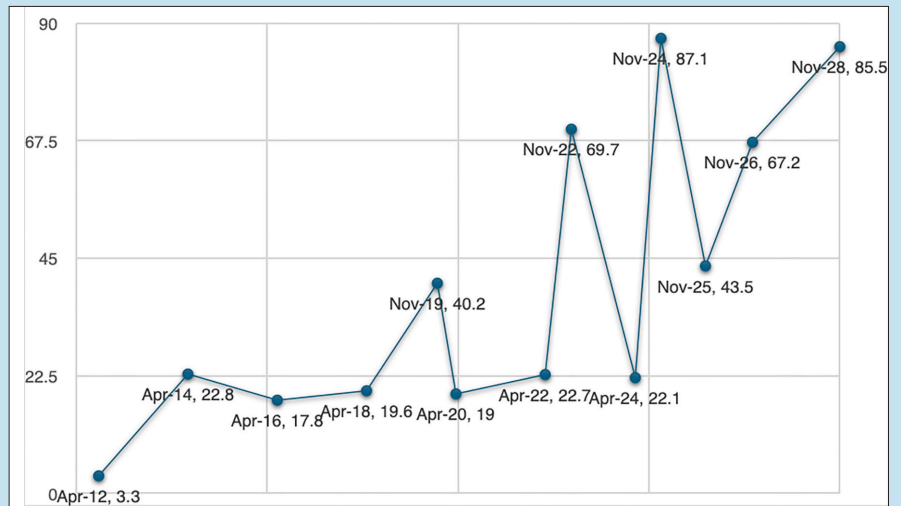
Elections

The Town of Monument held its regular municipal election on November 5, 2024, as a coordinated mail ballot election administered by the El Paso County Clerk and Recorder. Ballots were mailed to 9,139 registered voters, with 7,813 ballots cast, resulting in a voter turnout of 85.5%. This was an increase from 67.2% in the 2022 election, though slightly short of the 87.1% turnout in 2020.

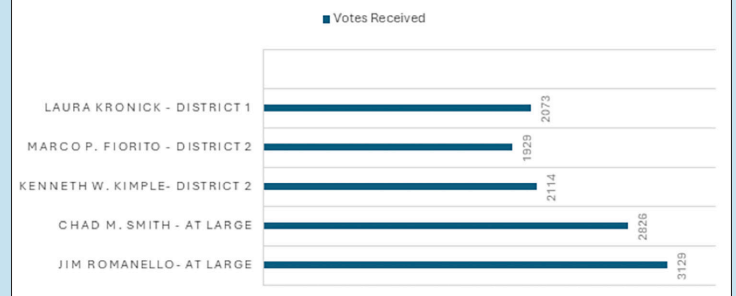
In Residential District 1 (west of Jackson Creek Parkway, north of Higby Road extended, and south of Baptist Road extended), 83.5% of registered electors participated, with 3,258 out of 3,901 casting votes. In Residential District 2 (east of Jackson Creek Parkway, between Higby Road and Baptist Road), 87% of registered electors voted, with 4,555 out of 5,238 ballots cast.

Voters elected four Councilmembers, all of whom are incumbents. Jim Romanello was re-elected to a second 4-year term as the At-Large representative. Laura Kronick was elected to represent District 1 for a 4-year term, and Kenneth Kimple was elected to represent District 2 for a 4-year term. Marco Fiorito was elected to represent District 2 for a 2-year term to maintain staggered positions on the Council.

Voter Turnout (%)

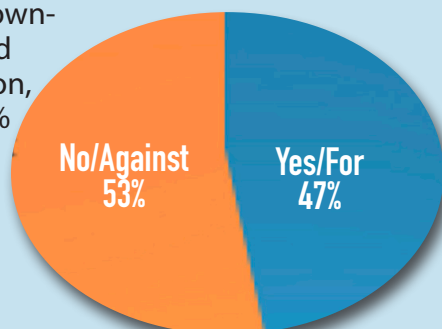


VOTES RECEIVED



Ballot Issue Proposing 5% Tax on Lodging Purchases

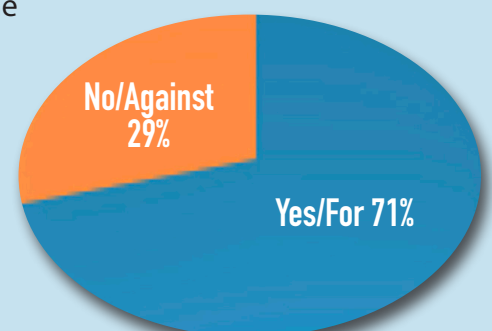
A ballot issue proposing a 5% tax on lodging purchases within the Town, with revenues earmarked for town-owned parks and tax administration, failed with 52.6% of voters opposing the measure.



Ballot Question to Expand Town Manager Residency Requirements

Additionally, a ballot question amending the Town's Home Rule Charter to expand the Town manager's required residence area to include the

80132 zip code passed with 71.1% voter approval.



ADMINISTRATION

Business, Liquor, & Special Event Permitting/Licensing

In 2023, the Clerk's Department introduced a paperless business license application system through Caselle Community and Xpress Bill Pay, streamlining the process and enhancing efficiency. In 2024, a total of 1,416 licenses were processed using the new system, significantly reducing staff workload and resource usage.

Additionally, the Clerk's Office facilitated the liquor license application and public hearing process for the Colorado Pinball Pub. The department also processed special event liquor permits for the Tri-Lakes Chamber of Commerce's 4th of July Beer Garden and Annual Bines and Brews events and issued an alcohol beverage festival permit to Colorado Brewers Group, LLC.

Business License Statistics	Liquor License Statistics
New brick and mortar licenses: 25	New licenses issued: 1
New home occupations: 26	Licenses renewed: 35
Licenses renewed: 1,361	Special event liquor permits: 1
Solicitors' licenses issued: 14	Alcohol beverage festival permits: 1
Records Management Statistics	Cemetery Statistics
Open records requests: 41	Interments: 11
Park Reservation Statistics	Special Event Statistics
Park Reservations: 52	Special event permits issued: 10

The Town of Monument
is proud to welcome the following new
brick and mortar businesses to the community:

My House Café – 582 W Highway 105

Bamboo Switch of Colorado LLC – 251
Front Street

KVRR Hospitality Group – 213 Washington
St

Colorado Pinball Monument, LLC – 303 W.
Highway 105 Ste B

Jackson Creek Assisted Living Facility –
16601 Jackson Creek Parkway (ownership
change)

QQ Colorado LLC – 15424 Smile View

V&I Customs LLC – 240 E Beacon Lite Rd

Second Street Hair Studio – 106 Second
Street (ownership change)

Whataburger #1290 – 17889 Fat Tire Dr

Colorado Dental Professionals – 745 W
Baptist Rd.

Face IQ LLC – 17230 Jackson Creek Parkway

The Sherwin-Williams Company – 701 W.
Baptist Rd

Michael J Oneill MD PLCC – 240 Beacon
Lite Rd

Monument Veterinary Clinic – 1024 W
Baptist Rd

Facial Asethetics PC – 830 Sky Vista Pt Ste
110

Foot Reflexes – 578 W Highway 105

AIM Leasing Company – 15060 Terazzo Dr

Super Clean Life – 16096 Jackson Creek
Parkway

7-Eleven INC – 990 W Baptist Road (change
of ownership)

Bella Casa Décor & Design – 125 Second
Street (changed locations)

EcoATM LLC – 16218 Jackson Creek Parkway

Sonepar Mtn Holdings – 2168 Wolf Ct

Success Evolution - 1435 Cipriani Loop

Dogzlove Snack N Sudsz LTD – 615 Beacon
Lite Rd

ADMINISTRATION - PROFESSIONAL DEVELOPMENT

Town staff participated in several professional development opportunities throughout the year, enhancing their expertise and bringing valuable knowledge back to the organization:

- Laura Hogan attended the Colorado Municipal League's annual conference in Loveland.
- Kat Keating attended the National Association of Government Archives and Records Administrators' annual conference in Atlanta.
- Tina Erickson attended the Colorado Municipal Clerks Association's fall conference in Fort Collins.
- Sylvia Simpson completed a weeklong training program through the Colorado Municipal Clerks Association in Fort Collins. This marked the first step in a three-year journey to becoming a Certified Municipal Clerk.

In addition to external training, staff also conducted in-house educational sessions:

- Kat Keating provided all employees with training on fundamental records management principles.
- Laura Hogan led training for the Clerk's Department on the verification process for nomination petitions, ballot certification and ballot issue notice preparation, as well as the requirements of the Fair Campaign Practices Act.

These professional development efforts ensure that Town staff remain well-informed and equipped to uphold best practices in their respective roles.

NOTABLE ACCOMPLISHMENTS:

- Assisted in the creation of the Council District Advisory Commission, which was tasked with recommending residential district boundaries in alignment with the Town's Home Rule Charter, ensuring balanced population and demographic representation.
- Authored and implemented new policies and fees for records requests in compliance with the Colorado Open Records Act.
- Developed and implemented a new email retention and deletion policy to enhance records management practices.
- Established an approved codebook style for the municipal code, updated the ordinance template, and provided staff with comprehensive guidelines to improve ordinance drafting.
- Created a Citizen's Initiative Guide as a resource for residents interested in petitioning to place questions on upcoming ballots.
- Provided CivicClerk software training to department directors and leadership team members, improving efficiency in preparing council agendas and packets.

- Conducted two mock council meetings using the CivicClerk Live Meetings platform to familiarize Town Council members with the system.
- Organized and participated in a Strategic Planning Study Session, which led to the drafting of the Town's new vision statement.
- These initiatives have strengthened governance, improved operational efficiency, and enhanced public engagement within the Town of Monument.

RECORDS MANAGEMENT

In March 2024, Kat Keating joined the Town of Monument as the first-ever Records Manager, a newly created position aimed at centralizing and improving records management practices. Previously, each department handled record storage, maintenance, and preservation independently. This first year focused on assessment and education to establish a strong foundation for the program.

Kat has met with department heads and their teams to identify concerns and goals, leading to the appointment of records liaisons within each department. These liaisons serve as key points of communication and they have completed a Records Management 101 training course, covering fundamental principles and outlining short-term and long-term program objectives. Additionally, Kat has designed and implemented three training initiatives, along with several educational guides and resources, with more in development.

A major milestone in advancing the Town's records management efforts was the completion of a request for proposals to acquire an electronic records management system. The contract was awarded to Laserfiche, with implementation and staff training set to begin in early 2025. This system will enhance efficiency, safeguard critical records, and ensure compliance with Colorado's open records laws. It will also assist in inventorying active and permanent records while facilitating the removal of obsolete or duplicate files, both physical and digital.

Looking ahead, a key long-term goal for the records management program is the development of an emergency preparedness plan. This plan will ensure that, in the event of an emergency, Town staff can respond in an organized and effective manner to protect essential records and maintain continuity of operations.

EVENTS

Concerts in the Park continues to be a cherished summer tradition in our town. For the summer of 2024, we extended the season to 12 weeks, offering live music every Wednesday night from June through August at Limbach Park. The community gathered to enjoy great performances, delicious food trucks, and a wonderful family-friendly atmosphere. We are excited to continue this tradition into its fourth year!

We also honor our military personnel and fallen heroes with our **Memorial Day Ceremony** and assisting at **Wreaths Across America** at Monument Cemetery. In partnership with local service organizations,

we pay tribute to our veterans by placing flags and laying remembrance wreaths on their graves, ensuring their sacrifices are never forgotten.

The Town of Monument in partnership with the Monument Hill Kiwanis and Tri-Lakes Chamber of Commerce held the annual **4th of July Parade and Street Fair**, bringing patriotic spirit to downtown Monument. With over 10,000 attendees, the celebration was a vibrant display of community pride. Live performances by WireWood Station and Collective Groove in the Limbach Park bandshell added to the festivities.

The holiday season would not be complete without Monument's annual **Tree Lighting Event**.

Spectators enjoyed delightful performances while eagerly awaiting the arrival of Santa and Mrs. Claus. Thanks to Monument Fire, they made a grand entrance aboard a firetruck before lighting up Limbach Park, marking the start of the holiday season with warmth and cheer.



Concerts in the Park



Wreaths Across America



July 4th Parade



Tree Lighting Festivities

HUMAN RESOURCES

In 2024, the Human Resources department for the Town of Monument continued to demonstrate its unwavering commitment to both the Town and its employees. This past year was marked by updates to policies, enhanced training initiatives, expanded employee engagement efforts, and streamlined recruitment and retention processes. By collaborating with all departments, Human Resources has worked to build a solid foundation for continued excellence in the years ahead.

The Human Resources department focused on updating training initiatives, continued increase of the utilization of the existing HRIS system, revising the Employee Handbook, and improving recruitment and retention efforts. These priorities were supported by a strong emphasis on employee engagement, ensuring that the voices of staff were heard and acted upon to make the Town a great place to work.

The department continued leveraging the Town's HRIS, as a central hub for employee training and development. Each department now has a dedicated section in the system where training expectations, links, and resources are easily accessible. This streamlined approach has improved the navigation and completion rates for employees. Additionally, training completions are now tracked within the system, providing valuable data for employee development and department-specific accomplishments.

In 2024, Human Resources successfully presented the updated Employee Handbook to staff. This significant achievement involved revising policies, procedures, and compliance items to reflect the latest federal and state regulations, as well as internal operational needs.

The hiring efforts in 2024 resulted in the successful onboarding of 36 employees, including critical roles such as the Director of Finance, Director of Planning, Deputy Clerk, Records Manager, and Professional Services Compliance Manager. Additions were also made to the Public Works and Police Department teams, including both officers and administrative staff, as well as the Planning and Administrative departments. The continued focus on standardized job descriptions, structured interview processes, and competitive compensation strategies contributed to an average monthly turnover rate of 1.8%.

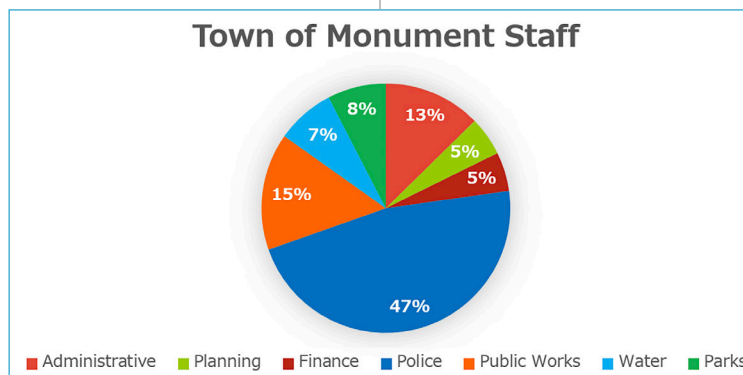
In summary, 2023 was a year of proactive and comprehensive efforts by the Town of Monument's Human Resources department, focused on optimizing processes, ensuring compliance, and fostering a transparent and supportive work environment for all employees.

In a first for the Town, Human Resources conducted an Employee Satisfaction Survey in 2024. This survey provided employees with a platform to share their feedback and insights, reinforcing the department's commitment to making the Town an exceptional place to work. The survey results will guide initiatives starting in 2025, ensuring that employee input translates into sustainable actionable improvements.

Building on the first benefits fair in 2023, the second annual benefits fair in 2024 expanded resources and engagement opportunities for employees. Representatives from health, dental, and voluntary plans were available to answer questions during open enrollment.

The Pay-in-Lieu program remained a cost-saving measure for the Town and a financial incentive for employees who opted out of Town-provided health insurance. Enhanced coordination with the Finance department ensured continued accuracy in benefits tracking and vendor billing.

The Human Resources department for the Town of Monument has made significant strides in 2024, reinforcing its dedication to both the Town and its employees. Through policy updates, enhanced training initiatives, and a focus on employee engagement, the department has built a solid foundation for future success. The continued streamlined recruitment and retention processes, along with the increased use of the current HRIS system, have further strengthened our capabilities. As we move forward, the insights gained from the Employee Satisfaction Survey and the continued emphasis on benefits and incentives will guide our efforts to make the Town of Monument an exceptional place to work. The achievements of 2024 set a promising trajectory for continued excellence and employee satisfaction in the years ahead.



FINANCE DEPARTMENT

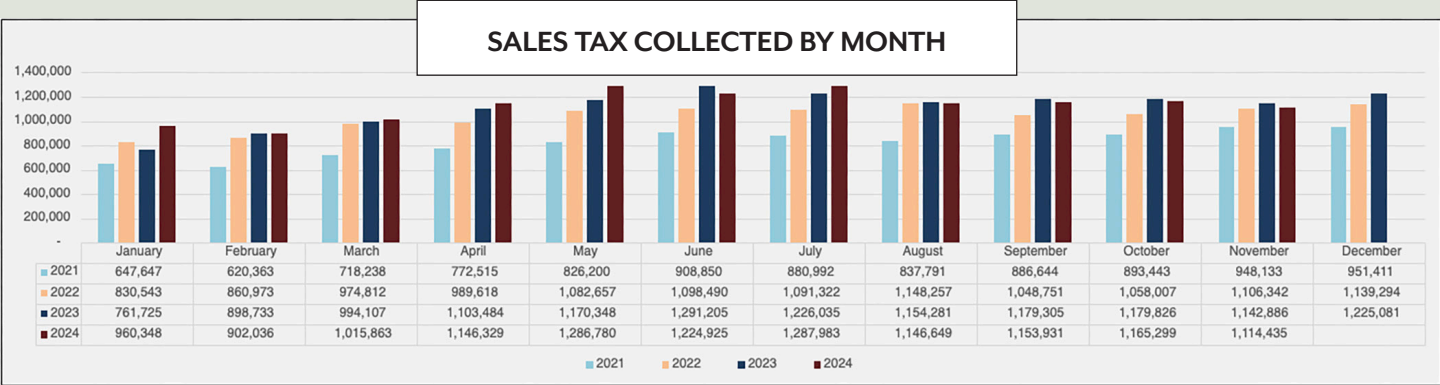
2024 was a year of change, transition and improvements for the Finance Department. Staffing remained constant throughout 2024, except for the hiring of a new Finance Director and elimination of one account clerk position. During these periods of transition, the Finance staff delivered numerous projects and met required deadlines to ensure the Town's finances were in order and accurate.

Council adopted the 2024 Budget in December 2023, and throughout the year expenditures remained below budgeted amounts and revenues exceeded budgeted estimates. The General Fund ended the year with a surplus of over \$1 million as a result. The Town completed the 2023 Annual Audit, which identified no material issues. In December 2024, the Council adopted the 2024 Amended Budget as well as the 2025 Budget.

Throughout the year, finance staff focused on process improvements with the goal of creating efficiencies and improving customer service. Improvements were made to the Town's water billing system that created a clearer and more customer-friendly format which resulted in significantly fewer customer calls for assistance.

In April 2024, Council adopted an ordinance to transition state collected local sales tax to be self-collected by the Town. Staff initiated this transition during 2024 with implementation scheduled for January 2025.

Sales Tax, of which the Town receives 3.5% of the 8.63% collected on all eligible transactions, remains the Town's primary source of revenue to fund general Town operating costs.



Trailhead flowers at 3rd Street



New equipment at Limbach Park

PUBLIC WORKS

Water Department

Key Achievements:

Personnel Improvements

- Hired 4 new operators.
- Licensed 2 new operators.
- Conducted weekly training sessions, including hands-on training at the facility.

System Maintenance

- Addressed 5 breaks and 6 emergency leaks.
- Flushed the entire water system.
- Conducted system testing and compliance sampling for the year.
- Completed almost all commercial meter swap outs, leaving only 2 remaining.

Infrastructure Development:

- Worked to bring 3 new wells online.
- Installed nearly 100 meters in new builds.
- Performed excavation and wet tap for lake bathrooms.
- Made upgrades within the plants and improved daily operations.

Customer and Community Engagement:

- Responded to thousands of locate requests.
- Assisted customers with various needs, from finding leaks to locating lost curbstops.
- Assisted 2 other districts on emergency operations.

Planning and Collaboration:

- Worked with engineers for water quality and planning.
- Collaborated with other departments on various projects.

Demand Management:

- Managed the highest demand Monument has ever experienced.

As we reflect on a year full of accomplishments and improvements, we are excited to carry this momentum into 2025. With ongoing projects, new initiatives, and our commitment to excellence in service, we look forward to continuing to enhance our water system and support our community's needs. Together with our dedicated team and collaborative partners, we are eager to tackle new challenges, implement innovative solutions, and ensure the highest quality of water service for all. Here's to a successful and promising 2025.



Public Works Staff

Facilities

- Secured a grant for \$500,000 for the Energy Savings Project that will include:
 - LED Lighting in all buildings
 - Solar at Town Hall
 - Building Envelope – Exterior Sealing/Door Sweeps at all buildings
 - HVAC units upgrade at Public Works building
 - HVAC – VVT Systems at Town Hall
 - Orchestrate Controls & Energy Tracer at all buildings
- Purchased a new portable lift to assist with hard-to-reach areas for maintenance purposes.
- Changed out ceiling fans at the Public Works building.
- Replaced sidewalk panels at the North end of Town Hall.
- Replaced the chase drain at the Chamber building.
- Reconfigured the interior walls in the Planning Department area at Town Hall.
- Rewired the lighting at the Public Works shop.
- Painting project at several offices inside the Town Hall.
- Repainted hallway and handrail at the back stairway at Town Hall.
- Renovations to support relocating the printer in the Police Department area downstairs.
- Replaced one of air conditioning units at Public Works building.



Water Dept. Staff

PUBLIC WORKS

Fleet

- Designed and built new tools to support specialized projects on difficult projects.
- Completed emissions testing on all diesel vehicles.
- Gathering data to support the installation of the Cartograph system for Asset Management.
- Maintained all snowplow equipment between storms.

Streets

- Spent almost \$400,000 improving several of our streets with both chipseal projects and some overlays.
- Installed several large stretches of new sidewalk and curb and gutter, spent \$456,000 on these projects.
- Jackson Creek Parkway design is nearly complete and will be presented in early 2025.
- Performed stormwater maintenance at several culverts' locations around town.
- Street crews attended several training events designed to increase their skill sets.
- New street signage in Downtown.



**3rd St
Improvements**



**Cap Seal
Resurfacing**



Water Repair

Parks

- In partnership with Monument Community Presbyterian Church and Monument Hill Kiwanis, worked with NES on the design of the Heart of Monument Playpark. This will be an all inclusive playground and we held several community meetings to gain input on the desires of residents for the park. We held numerous fundraisers to help fund this park.
- Installed new playground equipment at Limbach Park including new fall material to meet CIRSA requirements.
- Installed the new parking lot, fence and sidewalk at Limbach Park to increase ADA accessibility.
- Replaced and planted several new trees at the Barnhart Orchard for support of the annual Arbor Day event.
- Installed Merry-go-round at Dirty Woman Creek Park.
- Replaced all the fall material in all parks.
- Relocated sprinkler systems at several locations in the parks.
- Replaced the plumbing at the 3rd Street trailhead bathroom.
- Installed small shade structures at Monument Lake.
- Installed several bear proof trashcans at Monument Lake and parks.
- Began site preparation for the installation of restrooms at Monument Lake.
- Installation of art sculptures as part of the ArtSites program.
- Installed the fencing at the detention pond at the South end of Park Trail Park.
- Installed a new fence at Monument Cemetery.



PLANNING DEPARTMENT

2024 was a challenging yet rewarding year for the Planning Department. Department employee retention, to say the least, had been a serious problem since 2020. In January 2024, the Department had dwindled down to a staff of two: Rey Medina, a rookie urban planner from New York City, and Connie Driedger, an experienced GIS (Geographic Information Systems) Technician from Philadelphia. Even with the assistance of an outside planning consultant, the Department found it difficult to facilitate the growing demands of the development community and Town Council.

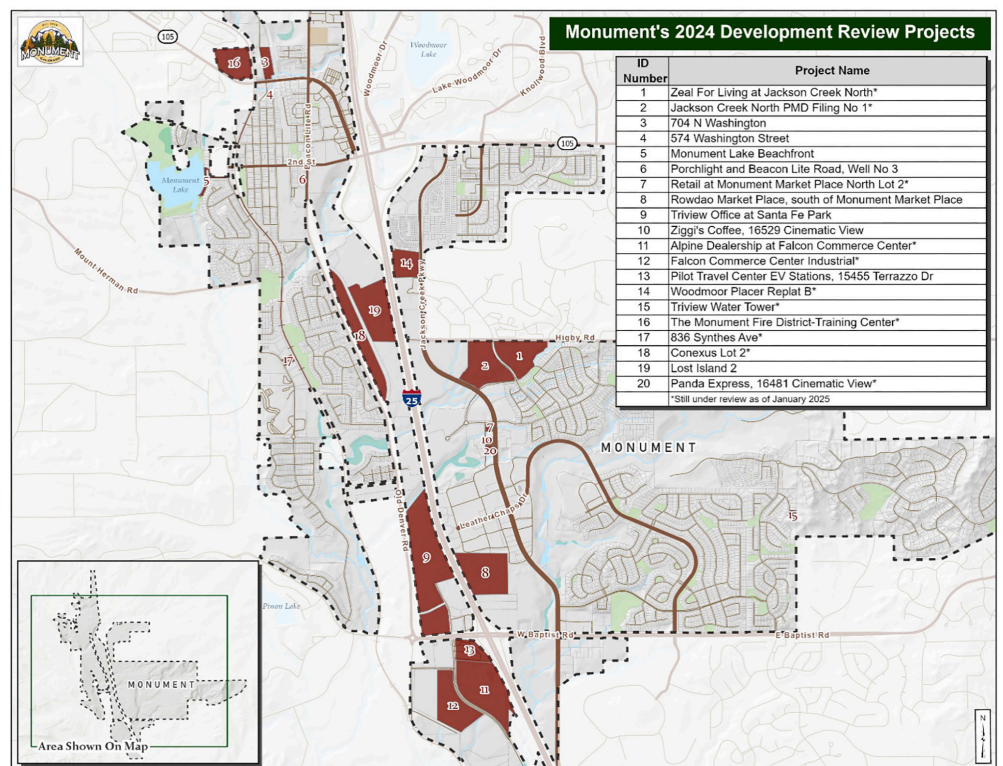
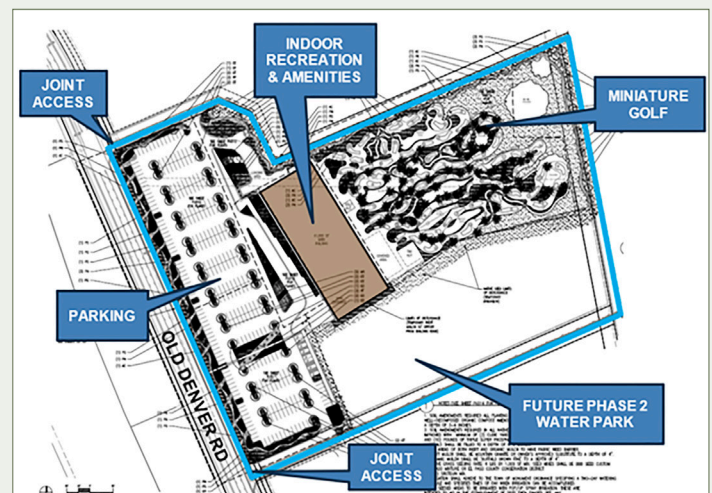
On January 16, 2024, Town Council enacted a temporary suspension of the Town's development review until Planning Department staffing shortfalls and turnover issues could be corrected. In mid-April 2024, Dan Ungerleider joined the Town leadership team as Director of Planning. Dan Ungerleider is a certified urban planner from the suburbs of Chicago, having 35 years of planning, economic development and residential development experience. Under Dan's leadership, the Planning Department team reorganized and reestablished the Department's development review program and streamlined the information provided on the Department's website. On July 15, 2024, Town Council allowed the development suspension ordinance to expire. Since then, the Department has conducted 16 preliminary application conferences and managed over 30 formal development review cases in 2024. A development review status report, listing ongoing development projects, is regularly updated and posted on the Planning Department's development projects webpage.

In addition to Dan, Rey and Connie, the Department welcomed our newest team member, Brooke Holtz as the Department's Planning Technician, responsible for communications, permit processing and department support. The Department has one remaining Planner vacancy which we hope to fill in early 2025.

In 2025, the Department will continue to improve its development approval processes, communications activities, and document archival and transparency practices.

Current Planning/Development Review

The Town is fortunate to have a dedicated group of volunteer individuals serving and meeting monthly on its Planning Commission. The seven-member Planning Commission is a citizen advisory board appointed by Town Council to conduct development related public hearings, and to review and recommend policies related to land use, community development, and overall planning for a city or county, essentially acting as a guiding body for future growth and development by providing advice to the elected officials on planning matters. Thanks to Chair Martin Trujillo, Vice Chair Danny Ours, and members Chad Smith, Cathy Green, Ray Egley, Corey Peterson and Donna Hatch for ongoing service and commitment to their community.



PLANNING DEPARTMENT

Permits

The Planning Department reviews and oversees construction and development using two separate but related processes. The Planning Department oversees the construction permitting process through its issuance of a land development permit, and participation in the Pikes Peak Regional Building Department building permit and inspection program. In 2024 the Department issued 466 permits and collected \$8.14 million in permit fees, compared to 487 permits (\$10.7 million Fees) and 544 permits (\$7.7 million permit fees collected) in 2023.

2024 PERMITS

PERMIT TYPE	PERMIT	
	NUMBER ISSUED	FEES COLLECTED
COMMERCIAL ALTERATION	8	\$ 39,947
COMMERCIAL NEW - TOM	1	\$ 23,550
COMMERCIAL NEW - TRIVIEW	3	\$ 186,367
COMMERCIAL MISC	63	\$ 9,110
LAND DEVELOPMENT	20	\$ 37,550
MISC	40	\$ 5,049
RIGHT OF WAY	37	\$ 11,000
RESIDENTIAL ALTERATION	67	\$ 25,747
RESIDENTIAL NEW - TOM	128	\$ 2,444,287
RESIDENTIAL NEW - TRIVIEW	99	\$ 5,361,663
TOTAL	466	\$ 8,144,270

Geographic Information Systems Mapping

The Planning Department continued to build the Geographic Information Systems (GIS) mapping program and services in 2024. In the beginning of the year the GIS technician Connie Driedger assisted Town Council in developing equalized election districts based on the Town's estimated population growth since 2020. Other notable 2024 GIS projects included:

- Annual Road Report to the State
- Annual Municipal Boundary Report to the U.S. Census Bureau
- Plats of subdivisions supporting Town Public Works' projects
- Planning and implementation of the Town's new asset management program, including database development and mapping.
- Updated the Town's Water Department and Stormwater databases and maps
- Development of online interactive story maps regarding the Town Cemetery, Zoning Map, ongoing planning and development review projects, and many others found at www.townofmonument.org/planning.

Special Projects

Comprehensive Plan and Stormwater Management Plan Update. Since the adoption of the Town of Monument's Comprehensive Plan on February 8, 2017, the town has experienced significant growth in development, population, and citizen interest. With a planning grant from the State Department of Local Affairs (DOLA) received on July 6, 2023, the Town Council instructed the Planning Department to seek proposals from expert consultants to update the plan. On October 8, 2024, the Planning Department issued an RFP for these services, which includes developing a downtown master plan, a parks plan, and a placemaking and design sub-plan.

In late fall the Town's proposal evaluation committee reviewed and considered eight (8) proposals. A service agreement with the chosen consultant team was approved by Council on January 6, 2025. The Planning Department expects to be working with the consultant team and the Monument community through mid to late 2026. More information can be found at www.townofmonument.org/monument2040.

Development Impact Fee Nexus Study. The Town of Monument charges development impact fees to new developments to support public improvements, services, and amenities. On October 8, 2024, the Planning Department issued an RFP for a consultant to conduct a Development Impact Fee Nexus Study. This study will help update the Town's Development Impact Fee Program based on infrastructure needs to support growth projections in the General Plan.

In late fall the Town's proposal evaluation committee reviewed and considered five proposals. A service agreement with the selected consultant team was presented to and approved by the Town Council on January 6, 2025. The Planning Department expects to be working with the selected consultant through mid to late Fall 2025.

Code Enforcement

The Planning Department is fortunate to be able to partner with the Town's Police Department in addressing land use and nuisance complaints. Through this effort, we are able to seek out compliance with code related issues without having to utilize the court system. The Town website home page includes a "REPORT A CONCERN" button that should be used to report code related complaints and concerns to the Planning and Police Departments. Emergencies should always be reported using 9-1-1.

POLICE DEPARTMENT

The Strategic Highlights

The men and women of the Monument Police Department take great pride in giving professional and prompt service to our citizens which is an important element in making sure the Town of Monument continues to be a great place to live, work, and grow a business. It takes all of us in the community working together to make that happen. Our officers, professional staff, and community members all play an integral role in our shared success.

Financial Highlights

The Monument Police Department continues to operate with efficiency and dedicated purpose. In 2024, there were two key projects:

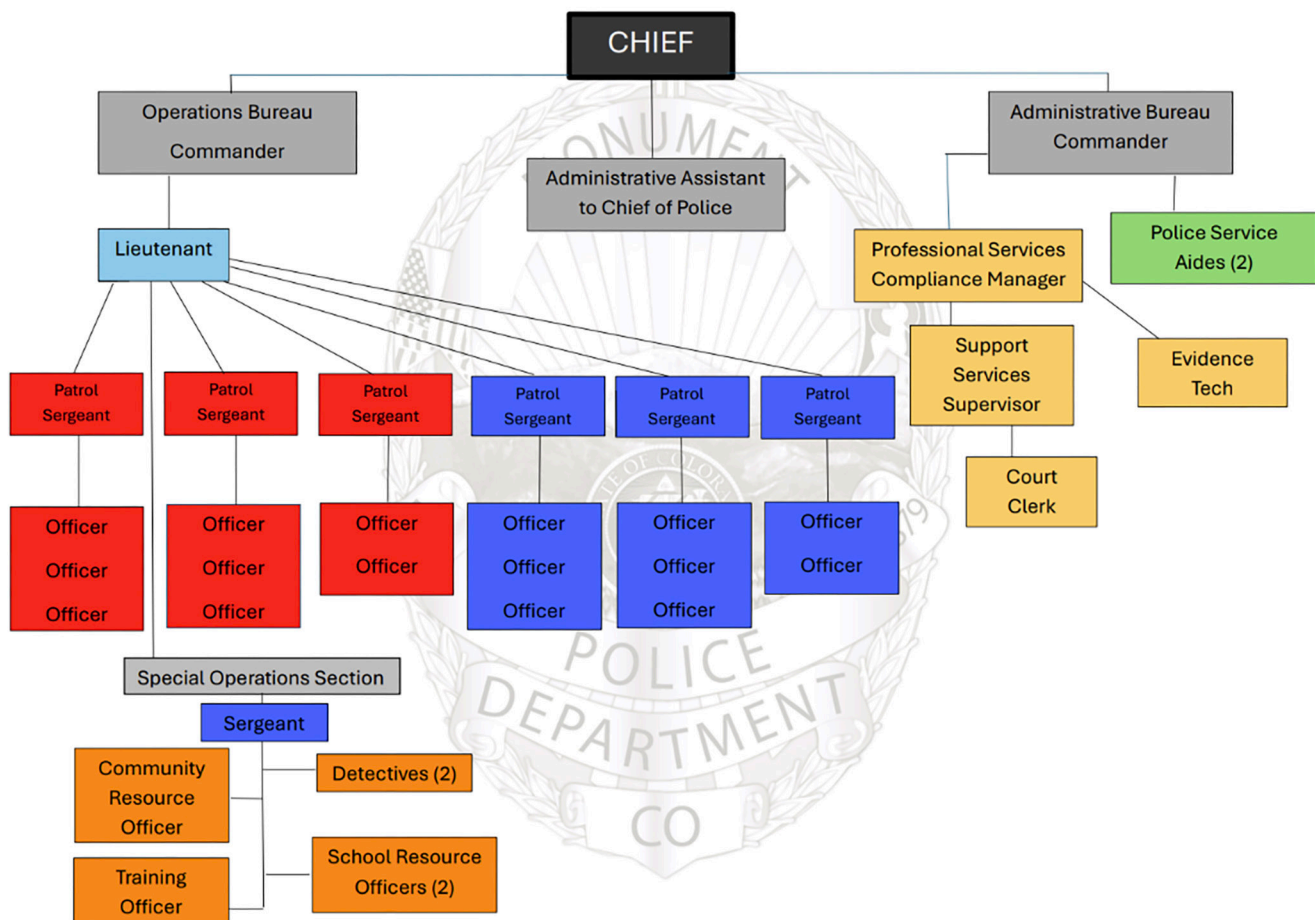
- Officers received a step-in-grade increase in their compensation.
- The 2F Fund was carefully reviewed to ensure transparency and compliance with the intent of the Fund.

Operating Highlights

In 2024, the Monument Police Department achieved a full roster of officers, which is difficult to accomplish considering the current hiring climate in law enforcement nationwide. We continue to look for new and innovative ways to attract and retain talented officers and professional staff from many surrounding areas.

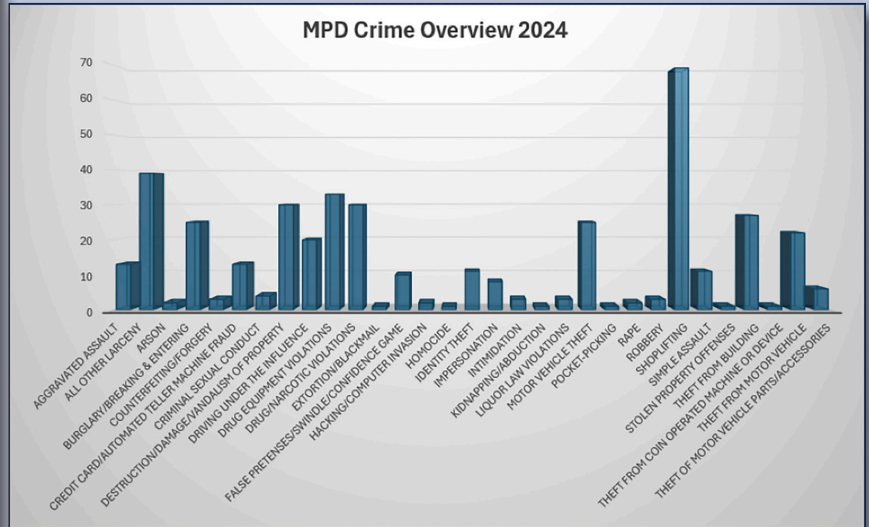
"The Monument Police Department is dedicated to maintaining the high quality of life our community enjoys and ensuring that our Town is a safe place to live, work, and visit."- Chief Regan

The Operations Bureau is directed by the Operations Bureau Commander. This bureau includes Patrol, and the Special Operations Section which includes our Detectives, School Resource Officers, Community Resource Officer and Training Officer. The Administrative Bureau is directed by the Administrative Bureau Commander. This bureau includes the Professional Services Division, Evidence and Court. The Administrative Bureau also includes the Police Service Aides which manage our equipment purchases, fleet maintenance, and Code Enforcement.



POLICE DEPARTMENT

Monument Police Department-2024 Crime Overview	
Aggravated Assault	13
All Other Larceny	39
Arson	2
Burglary/Breaking & Entering	25
Counterfeiting/Forgery	3
Credit Card/Automated Teller Machine Fraud	13
Criminal Sexual Conduct	4
Destruction/Damage/Vandalism of Property	30
Driving Under the Influence	20
Drug Equipment Violations	33
Drug/Narcotic Violations	30
Extortion/Blackmail	1
False Pretenses/Swindle/Confidence Game	10
Hacking/Computer Invasion	2
Homocide	1
Identity Theft	11
Impersonation	8
Intimidation	3
Kidnapping/Abduction	1
Liquor Law Violations	3
Motor Vehicle Theft	25
Pocket-Picking	1
Rape	2
Robbery	3
Shoplifting	69
Simple Assault	11
Stolen Property Offenses	1
Theft from Building	27
Theft from Coin Operated Machine or Device	1
Theft From Motor Vehicle	22
Theft of Motor Vehicle Parts/Accessories	6
Total	420



Our Favorite 2024 Moments

FEBRUARY

Monument Police Department hosted an Active Shooter Response Familiarization class for local business owners and community members

APRIL

PD Officers and Town of Monument staff paused to take in a solar eclipse!



MAY

Monument PD partnered with the Special Olympics of Colorado for the 2024 Polar Plunge. This fun event raises funds to provide year-round opportunities to the over 21,000 athletes in Colorado.



POLICE DEPARTMENT

MORE OF OUR FAVORITE 2024 MOMENTS

MAY

Making a difference on behalf of his people and his community in his first year as Chief in Monument, Colorado, Chief Regan (far right) has developed numerous partnerships and genuine friendships throughout the community. In a world of police vacancies, Chief Regan has Monument Police Department completely staffed. Happy Anniversary Chief!



Monument Police Department was honored for Police Week by the Monument Fire District. We cherish our community and the valuable partnership we have with Monument Fire!



JUNE

Community Resource Officer Kelly Fisher made sure to stop by local favorite Horseshoe Donuts on National Donut Day!



In June, Monument Police Department welcomed Chief Regan's new Administrative Assistant, Beth Bynan. Beth comes from Park City, UT and has over a decade of municipal government experience.



Special Olympics Breakfast of Champions-Community Resource Officer Kelly Fisher attended the Breakfast of Champions to support the incredible athletes!



JULY

Officers Brown-Franklin and Salvetti were sworn in on July 2nd at the Town Council Meeting. We are delighted to have these two fine officers join our team and grateful for the support from our wonderful community!



(From left; Salvetti, Brown-Franklin, Chief Regan)

POLICE DEPARTMENT

JULY

Monument Police Department celebrated the 4th of July by working the Command Post and other assignments during the Town of Monument's 4th of July parade!



Our wonderful community showed up in force again for the annual Kiwanis Club 4th of July parade! Our officers were very busy ensuring safe and smooth ingress/egress into town, and we were treated to spectacular weather! Special shout out to Whataburger and Jersey' Mike's for their generosity in providing donated meals for our hard-working officers! We appreciate the town wide barbeque held by Town Council and community members for staff on the 4th of July.

Officers Barrientos and Thompson were honored at the Town Council meeting with MPD's Life Saving Award. We celebrate their bravery and sense of duty! Officer Josh Marks and Officer Jonathan Levoit were promoted to Sergeant and sworn in at the same Town Council meeting.

AUGUST

The Monument Home Depot treated the officers and professional staff to a delicious BBQ lunch. We are grateful for strong community partnerships such as these- and of course delicious BBQ!



Officers Barrientos and Thompson



Officer Josh Marks



Officer Jonathan Levoit

POLICE DEPARTMENT

SEPTEMBER

Monument Police Department and Monument Fire joined together the morning of September 11th to honor those who were lost, and ensure they are never forgotten.

In September we welcomed Monument Police Department's new Professional Services Compliance Manager, Monica Mundt! Monica joined the police department in September after serving several years at the El Paso County Sheriff's office. She brings a wealth of law enforcement and compliance experience and expertise. We are thrilled to have her!



In remembrance of September 11th

Monica Mundt



OCTOBER

The Shield 616 Team and Academy Christian Church assembled goody bags and delivered them to our officers in October.

Handing out goody bags



Monument Police Department participated in the annual Pink Patch Project to support breast cancer research and education and raise awareness.

Pink Patch Project



The Monument Police Department launched its Community Engagement Group in mid-October. The group is made up of business and community leaders and meets to share concerns and ideas they have for the Town of Monument as well as establish communication channels between the community and our police department.

NOVEMBER

Monument Police Department hosted Coffee with a Cop. Several community members joined the fun and spent time with our officers.



POLICE DEPARTMENT

DECEMBER



Commander John Lupton

On December 12th, 2024, Chief Patrick Regan announced that Commander John Lupton has graduated as a member of the 292nd session of the FBI National Academy. The graduation took place at the National Academy in Quantico, Virginia on December 12, 2024. Commander Lupton is the first officer in department history to complete this prestigious program. Nationally, fewer than one percent of officers have the opportunity to attend the program.

Internationally known for its academic excellence, the National Academy offers ten weeks of advanced communication, leadership, and fitness training. Participants must have proven records as professionals within their agencies to attend. On average, these officers have 21 years of law enforcement experience and usually return to their agencies to serve in executive-level positions.

The 292nd session consisted of two-hundred and fifty-seven enforcement officers who graduated from the FBI National Academy in Quantico, Virginia. The 292nd session of the National Academy consisted of men and women from all states in the union and also included members of law enforcement agencies from many countries, military organizations, and federal civilian organizations.

Commander Lupton joined Monument Police Department in 2021 following a 28-year career with the Colorado State Patrol. He wishes to thank Monument PD, Town leadership, and the community for affording him the opportunity to attend and complete this prestigious training after three decades of service in law enforcement around Colorado.

Our wonderful community came together again this year and provided generous donations of new/unwrapped toys for the annual Santa on Patrol. Monument Police Department partnered with Monument Fire and Toys for Tots and delivered the gifts to kids and families in need.



Officer Chris Sullivan and Officer William Rios were promoted to Sergeant after a rigorous and competitive testing process.



Officer Chris Sullivan



Officer William Rios

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Thomas A. Tharnish, Director of Public Works
DATE: March 17, 2025
RE: Resolution 18-2025 to approve an Amendment to an engineering contract for Design and Engineering Services for an Iron Removal System for Wells #11, 12, and 13.

BACKGROUND: The Town of Monument Water Department has been investigating an increase in raw water iron levels increasing at all of the three new well sites over the last several months. The Water Department staff has initiated an internal pilot study to help determine the iron removal capabilities of different types of filtration media. After several treatment methods, it was determined that a 1-micron cartridge type of filter is the most effective for iron removal.

DISCUSSION: After the pilot study helped in determining the path forward, we initiated a proposal from the current engineer of record for the Wells, 11, 12, and 13 Project for an amendment to their current contract to help with the design and engineering services support needed for the treatment change. In the State of Colorado, CDPHE approves all treatment plant changes prior to implementation. The amendment of the contract with Forsgren will provide the necessary design by a licensed engineering firm to have the State of Colorado approve the changes so that we can move to the bid phase. The preliminary estimated engineering cost of design and engineering services is broken into two options. The first option is to do the design for all three sites at a not-to-exceed cost of **\$74,900**, or a second option to do each site separately at a not-to-exceed cost of **\$37,500** per well site. Our goal is to move quickly in order to have these wells available for additional water supply before the heavy summer demand hits us.

PROS/CON'S: Pro's - By moving forward with this resolution to approve an amendment to the current engineering contract for design and engineering services for an Iron Removal System at Wells #11, 12, and 13, it would allow us to expedite the process for the State to approve the required changes needed. Con's - By not approving this resolution, we will need to solicit proposals from other engineering firms that will extend the time to submit to the State and wait for approvals.

FISCAL IMPACT: The proposed cost of designing all three sites for the treatment change will be **\$74,900**. If the council would like to break up the cost of doing each site as a separate design, the would be **\$37,500** per well site. Staff are recommending the option to approve the design and engineering for all three sites as there is cost savings of 33% versus doing these well sites individually.

STAFF RECOMMENDATION: Recommend passage of Resolution 18-2025, approving an amendment to the current engineering contract with Forsgren Associates to provide design and engineering services for an Iron Removal System at all three well sites.

TOWN OF MONUMENT

RESOLUTION NO. 18 - 2025

A RESOLUTION APPROVING AN AMMENDMENT TO AN ENGINEERING CONTRACT FOR DESIGN AND ENGINEERING SERVICES FOR AN IRON REMOVAL SYSTEM FOR WELLS #11, 12, AND 13.

WHEREAS, the Town's Senior Water Department staff has been tracking increasing iron levels at all 3 well sites and has conducted a pilot study to determine the best course of action to lower raw iron levels at all 3 well sites, and;

WHEREAS, the Town's staff has evaluated the situation and has determined, based upon an internal pilot study, that the wells will need a small filtration system with additional piping for contact time prior to releasing into the distribution system, and;

WHEREAS, the engineer of record, Forsgren Associates, has the technical expertise and experience with the design of all 3 well sites and is close to closing out the project, would be the most appropriate choice to continue with the additional design work needed to add an iron removal system to the affected wells, and;

WHEREAS, If the Town Council approves this amendment to the engineering contract for Wells #11, 12, and 13, it will help expedite the design of the project and shorten the time frame for the State to approve the design changes needed.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:

The Town Council hereby approves the amendment to the engineering contract with Forsgren Associates to provide design and engineering services for the addition of an iron removal system to be built for Wells #11, 12, and 13.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of March 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch Lakind, Mayor

ATTEST:

Tina Erickson, Town Clerk

PROFESSIONAL ENGINEERING SERVICES

WORK AUTHORIZATION

Wells No. 11, 12 & 13 Facilities – Iron Removal

This Work Authorization is subject to the terms and conditions set forth in the Standard Project Agreement for the Well 11, 12 and 13 Facilities Professional Engineering Services dated as of April 11, 2023 (the “Agreement”) by and between the **TOWN OF MONUMENT, COLORADO**, a home rule municipal corporation, and **Forsgren Associates, Inc.**, a corporation, unless otherwise noted.

All capitalized, undefined terms used herein shall have the meanings ascribed to them in the Agreement.

1. Scope of Services: Design, Permit Assistance, Bidding and Construction Administration services associated with iron removal improvements at each well, to include contact piping and one cartridge filter. Design and Permit Assistance services include preparation of construction drawings, design report, CDPHE application, technical specifications and bid documents. It is assumed no electrical or controls design will be required. Bidding services include distribution of bid documents, issuance of addenda, review of bids, and recommendation of award. Construction Administration services include preconstruction meeting, review of contractor submittals, periodic site visits, review of contractor applications for payment, substantial and final completion inspections, and preparation of record drawings. It is assumed building permits will be obtained by construction contractors and not by Forsgren Associates.

2. Performance Deadlines:

(a) Services shall be initiated no later than: March 26, 2025

(b) Services shall be completed no later than: October 14, 2025

3. Compensation: (Select one)

\$74,900 as time and expense (all 3 wells contracted together).

OR

\$37,500 **each** well, if contracted individually, as time and expense.

4. Town Representative: Tom Tharnish, Public Works Director

OWNER:
TOWN OF MONUMENT,
COLORADO, a home rule municipal
corporation

By: _____

Name: _____

Title: _____

Date: _____

CONSULTANT:

Forsgren Associates, Inc.

By: Claire Van Kampen

Name: Claire Van Kampen, PE

Title: Senior Engineer

Date: February 24, 2025