MONUMENT TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, JUNE 2, 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 990 211 13#
Council Packet

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

2. Disclosures of Conflicts of Interest:

a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*

b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - *(Town Attorney)*

3. Approval of the Consent Agenda:

a. Agenda - June 2, 2025

b. Meeting Minutes - May 5, 2025

c. Meeting Minutes - May 19, 2025

d. Resolution No. 36-2025 - A Resolution Approving Intergovernmental Agreement (IGA) Between the Town of Monument and Monument Academy for School Resource Officers for the 2025-26 School Year - *(Chief Regan)*

4. Presentations:

a. Girls of the West, Pikes Peak Range Riders, and Pikes Peak or Bust Rodeo

b. For Discussion - Proposed Annexation and Development of Willow Springs Ranch Filing No. 3 (aka Rickenbacker Property), a 38-lot Single-Family Residential Subdivision on 39.6 Acres North of Forest Lake Road and East of Rickenbacker Road - *(Dan Ungerleider)*

5. Ordinances: *Public Hearing(s) Required*

a. Ordinance No. 10-2025 – An Ordinance Granting Conditional Use Approval for Outdoor Storage at 836 Synthes Ave - *(Dan Ungerleider)*

6. Resolutions:

a. Resolution No. 37-2025 - A Resolution Approving the Awarding of a Construction Contract to Native Sun Construction for the Iron Removal Project at Well 11, 12, and 13 for the Water Department - *(Thomas Tharnish)*

b. Resolution No. 38-2025 - A Resolution to Approve Salary Structure and Classifications for Non-Sworn and Sworn Positions - *(Emily Trujillo)*

7. 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.

8. Future Agenda Item Authorization:

9. Council Comments:

10. Executive Sessions:

a. 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)*

b. 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)*

11. Adjournment:

MONUMENT TOWN COUNCIL MINUTES

Monday, May 5, 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 Mitch LaKind called 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 Councilmembers and Staff were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Laura Kronick Councilmember Sana Abbott Councilmember Marco Fiorito Councilmember Kenneth Kimple - arrived at 6:39pm	Madeline VanDenHoek, Interim Town Manager Patrick Regan, Police Chief Tina Erickson, Town Clerk Rebecca Zisch, Town Attorney Will William, Director of IT Thomas Tharnish, Director of Public Works Jennifer Phillips, Director of Finance Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning
ATTENDED REMOTELY:	
ABSENT WITH PRIOR NOTICE:	
ABSENT WITHOUT PRIOR NOTICE:	

2. Disclosures of Conflicts of Interest:

a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*

b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - *(Town Attorney)*

- None submitted.

3. Approval of the Consent Agenda:

a. Agenda - May 5, 2025

b. Meeting Minutes - April 21, 2025

c. Invoices Over $25K - *(Jennifer Phillips)*

d. Resolution No. 26-2025 - A Resolution Approving the Purchase of a New Bucket Truck for the Parks and Streets Departments - *(Andrew Archuleta)*

Councilmember Marco Fiorito made a motion to approve the consent agenda and

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the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken and the motion passed 5 to 0.

4. Proclamations:

a. Town Clerk Week - *(Madeline VanDenHoek)*

Town Clerk Week was presented by VanDenHoek. The Council proclaimed May 4th-10th, 2025 as Professional Municipal Clerks Week.

b. National Police Week - *(Chief Regan)*

National Police Week was presented by Regan. The Council proclaimed May 11th - May 17th, 2025 as Police Week.

c. Older Americans Month - *(Councilmember Kronick)*

Older Americans Month was presented by Kronick. The council proclaimed May 2025 as Older Americans Month.

d. Mental Health Awareness Month - *(Councilmember Kronick)*

The Council proclaimed May 2025 as Mental Health Awareness Month.

5. Ordinances: *Public Hearing(s) Required*

a. Ordinance No. 09-2025 - An Ordinance Approving a Final Planned Unit Development for Triview Administration Building at Lot 4 Terrazzo-Baja Commercial Development - *(Dan Ungerleider)*

Ungerleider presented Ordinance No. 09-2025 as included in the council packet. Mayor Mitch LaKind opened the public hearing, none were received. Mayor Mitch LaKind closed the public hearing. Councilmember Kenneth Kimple made a motion to approve Ordinance No. 09-2025 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 6 to 0.

6. Resolutions:

a. PUBLIC HEARING on Resolution No. 28-2025 - A Resolution Approving a Final Plat For Terrazzo-Baja Commercial Development - *(Dan Ungerleider)*

Ungerleider presented Resolution No. 28-2025 as included in the council packet. Mayor Mitch LaKind opened the public hearing, none were received. Mayor Mitch LaKind closed the public hearing. Andy Call with Thompson Thrift Development spoke to the council about the commercial lots. Councilmember Marco Fiorito made a motion to approve Resolution No. 28-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 5 to 1.

- Councilmember King opposed the motion.

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At the May 19, 2025 council meeting Mayor Pro Tem King requested a modification of the minutes for the record to reflect as there was video and audio issues. For the record his reason for a negative vote for Resolution No. 28-2025 creating larger lots by combining smaller lots at the Terazzo Baja commercial development, Increasing the lot sizes would invite more warehouse applications, while current sizes would promote smaller uses. The citizens don't want any more warehouse space and wrong provide sufficient sales tax or property tax revenue. Would like potential buyers to combine lots and have to ask permission from the council on a case by case and to ensure town power over lots is not relinquished.

b. PUBLIC HEARING on Resolution No. 29-2025 - A Resolution Adopting an Amended Budget for the Purposes Set Forth Below for the Town of Monument, Colorado, Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025 - *(Jennifer Phillips)*

Phillips presented Resolution No 29-2025 as included in the council packet. Mayor Mitch LaKind opened the public hearing, none were received. Mayor Mitch LaKind closed the public hearing. Mayor Mitch LaKind encouraged Councilmembers Marco Fiorito and Kenneth Kimple to meet with Phillips to discuss the budget and recommendations. The Council provided staff direction on the recommendations included in the council packet.

- Town-owned properties that could be sold, including the old Town hall building on Second Street and property on Gold Canyon Road. Staff was directed to look at Gold Canyon Road first, look at zoning of the property, potential uses and look into a broker. The Old Town Hall building requires more evaluation if selling or leasing at market value is best, or to be used as a police department.
- Evaluate service levels to include education to citizens.
- Revenue increases to 5.6.
- Special Election was removed from the budget for savings.
- Creation of a Community Committee for additional community engagement.

Councilmember Marco Fiorito made a motion to approve Resolution No. 29-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

c. Resolution No. 30-2025 - A Resolution Appropriating Sums of Money to the Various Funds in the Amounts Set Forth Below for the Town of Monument, Colorado, Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025 - *(Jennifer Phillips)*

Phillips presented Resolution No. 30-2025 as included in the council packet. Councilmember Laura Kronick made a motion to approve Resolution No. 30-2025 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 6 to 0.

d. Resolution No. 31-2025 - A Resolution to Approve Financial Policies to Ensure the Town is Capable of Adequately Funding Providing For Those Government Services Desired By the Community - *(Jennifer Phillips)*

Phillips presented Resolution No. 31-2025 as included in the council packet. Councilmember Sana Abbott made a motion to approve Resolution No. 31-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote

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was taken and the motion passed 6 to 0.

7. 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.*

- None were received.

8. Future Agenda Item Authorization:

- VanDenHoek gave appreciation to the Councilmembers that attended the fire truck push in.
- Mayor Mitch LaKind questioned a resolution to declare a vacancy on May 19th 2025, interested candidates to be interviewed at the June 16th 2025 council meeting.

9. Council Comments:

- Mayor Mitch LaKind suggested an emergency contact list be created for the Planning Commission and the Councilmembers and kept with Human Resources department ensuring it is not CORA releasable.
- Councilmember Kenneth Kimple thanked the staff for putting together the volunteer events, and the finance department for putting together a fantastic product.

10. Adjournment:

Councilmember Laura Kronick moved to adjourn the meeting, the motion was passed unanimously, the meeting was adjourned at 8:18 pm.

Respectfully Submitted,

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Tina Erickson,
Town Clerk

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MONUMENT TOWN COUNCIL MINUTES
Monday, May 19, 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 Mitch LaKind called 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 Councilmembers and Staff were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Laura Kronick Councilmember Marco Fiorito Councilmember Kenneth Kimple	Madeline VanDenHoek, Town Manager Mark Owens, Police Lieutenant Tina Erickson, Town Clerk Bob Cole, Town Attorney Rebecca Zisch, Town Attorney Will William, Director of IT Thomas Tharnish, Director of Public Works Laura Hogan, Director of Administration Sylvia Simpson, Deputy Town Clerk
ATTENDED REMOTELY:	
ABSENT WITH PRIOR NOTICE: Councilmember Sana Abbott	
ABSENT WITHOUT PRIOR NOTICE:	

2. Disclosures of Conflicts of Interest:

a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*

b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - *(Town Attorney)*

- None were submitted.

3. Approval of the Consent Agenda:

a. Agenda - May 19, 2025

b. Meeting Minutes - May 5, 2025

c. Meeting Minutes - May 8, 2025

d. Invoices Over $25K

e. Resolution No. 32-2025 - A Resolution to Approve a Contract With Chavez Construction for the 2025 Asphalt Overlay Program Work for the Public Works

Department - *(Andrew Archuleta)*

f. Resolution No. 33-2025 - A Resolution to Approve a Contract With KRM Concrete for the 2025 Concrete Program Work for the Public Works Department - *(Andrew Archuleta)*

Mayor Pro Tem Steve King made a motion to modify the May 5, 2025 minutes due to the previous video and audio issues, and the fact there is no electronic record for the no vote on Resolution No. 28-2025. Mayor Pro Tem read in a statement for the record, the minutes will be amended and brought back to the June 2, 2025 meeting. Councilmember Laura Kronick made a motion to approve the consent agenda as modified motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 5 to 0. Councilmember Marco Fiorito made a motion to approve the agenda as presented and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 5 to 0.

4. Proclamations:

a. National Public Works Week - *(Thomas Tharnish)*

- Tharnish gave appreciation to the water department and public works department and passed out certificates of appreciation to the water department for the most recent water main break. Tharnish presented Seth Songer and Jonathan Rigaud with certificates. Jonathan Rigaud gave appreciation to multiple departments that either assisted or offered assistance or if there was anything the department needed. VanDenHoek gave recognition to Tom Martinez for the pedestrian crossing over the railroad. The Town Council proclaimed May 18th - 24th as National Public Works Week.

5. Action Item(s):

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions, 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, Both Regarding Town Manager Employment Agreement - *(Town Attorney and HR Manager)*

Councilmemeber Marco Fiorito made a motion to enter into executive session and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 5 to 0.

- The Council asked citizens and staff to vacate the council chamber to conduct the executive session at 6:47pm.
- The Council entered executive session at 6:51pm
- The Council concluded executive session at 7:19 pm

- The Council resumed the regular meeting at 7:23pm

b. Approve Employment Agreement - *(Town Council)*

Councilmember Laura Kronick made a motion to approve the employment agreement to include a typo being corrected and the motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 5 to 0.

c. Appointment of Town Manager - *(Town Council)*

Councilmember Laura Kronick made a motion to approve the appointment of Madeline VanDenHoek as Town Manager, the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken and the motion passed 5 to 0.

d. Oath of Office for Town Manager - *(Tina Erickson)*

Erickson led VanDenHoek into her Oath of Office as Town Manager.

6. Resolutions:

a. Resolution No. 34-2025 - A Resolution Adopting 2026-2028 Strategic Priorities - *(Madeline VanDenHoek)*

VanDenHoek presented Resolution No. 34-2025. John Trylch gave a presentation on the next steps for strategic priorities as included in the council packet. Councilmember Laura Kronick made a motion to approve Resolution No. 34-2025 and the motion was seconded by Councilmember Kenneth Kimple. Roll call vote was taken and the motion passed 5 to 0.

b. Resolution No. 35-2025 - A Resolution Declaring a Vacancy on Town Council and Outlining an Appointment Process - *(Laura Hogan)*

Hogan presented Resolution No. 35-2025 as included in the council packet. Councilmember Marco Fiorito made a motion to approve Resolution No. 35-2025 and the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken and the motion passed 5 to 0.

7. Ordinances: *Public Hearing(s) Required*

a. Ordinance No. 08-2025 - An Ordinance Repealing and Readopting Title 2 of the Monument Municipal Code - *(Town Attorney)*

Zisch introduced Ordinance No. 08-2025 as included in the council packet. Mayor LaKind opened the public hearing, none were received. Mayor LaKind closed the public hearing. Councilmember Marco Fiorito made a motion to approve Ordinance No. 08-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion 5 to 0.

8. Discussion Items:

a. Hiring a Staff Attorney - *(Madeline VanDenHoek)*

VanDenHoek introduced the discussion of hiring a staff attorney to potentially

lower attorney fees, the town would still retain current law firm. The in-house attorney would be responsible for the code update/interpretation, reviewing of basic contracts, everyday legal work to save costs with existing law firm. The council was in favor of an in-house attorney along side with current law firm, would be fiscally responsible. The council requested current law firm to create a job description for a staff attorney, develop a process for hiring someone and delineate roles with areas of expertise desired.

9. 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.*

- No public made comment.

10. Future Agenda Item Authorization:

- Joint Town Council & Planning Commission on July 21, 2025 @ 5:00 pm to present the Monument 2040 existing conditions report and update on next steps.
- Process of submitting board reports by Councilmembers to be added to council packets.
- Town Manager appraisal to be added to the calendar.

11. Town Manager Report:

a. April 2025

VanDenHoek spoke on a few highlights in the April 2025 Town Manager reports. Mayor LaKind gave a shout out to VanDenHoek for business person of the year and Officer Fisher for receiving a nomination along with Laurie Young.

12. Council Comments:

- Mayor Pro Tem Steve King suggested having reports limited to annually for council reports.

13. Executive Sessions:

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions Regarding Intergovernmental Agreements with Triview Metropolitan District - *(Town Attorney)*

Councilmember Marco Fiorito made a motion to enter into executive session, regular meeting adjourned prior to entering executive session and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 5 to 0

b. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions, 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, Both Regarding Potential Annexations - *(Town Attorney)*

Councilmember Marco Fiorito made a motion to enter into executive session and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 5 to 0.

- Council took a break prior to executive session.
- The Council entered executive session at 8:19 pm.
- The Council concluded executive session at 9:50 pm.

14. Adjournment:

Mayor LaKind moved to adjourn the regular mention prior to entering executive session,the meeting was adjourned at 8:05 pm.

Respectfully Submitted,

_____

Tina Erickson,
Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 36-2025

A RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE TOWN OF MONUMENT AND MONUMENT ACADEMY FOR SCHOOL RESOURCE OFFICERS FOR THE 2025-26 SCHOOL YEAR

WHEREAS, The Town of Monument agrees that there is a benefit for local Monument Officers to serve as School Resource Officers (SRO). The intended outcomes build trust and relationships with local children and Monument Police Offices. These relationships ultimately forge a better sense of "whole community", solving problems on the school campus and off-site within the community where students spend their time.

WHEREAS, Monument Academy and Monument PD will work to reduce crime and solve long-term issues (criminal and quality of life) through early problem identification in an effort to reduce future crime and mentor students into becoming responsible adults.

WHEREAS, The Monument Police Department continues to grow with new development and additional funding from our sales tax initiative. Understanding that Monument PD (in many instances) is the first responding agency in the north end of El Paso County, more training and operational readiness will be the norm by staffing area schools with Monument Police Officers.

WHEREAS, The Monument Academy has requested Monument PD to provide SRO services to their two campuses. The El Paso County Sheriff's Office has agreed to permit the Town's Police Department to engage in all law enforcement activities on school campuses by extending their sworn powers throughout El Paso County.

WHEREAS, Monument Academy agrees to pay 75 percent of the officers' salaries, a ten percent administrative fee per SRO, and a portion of each SRO's vehicle costs (see Exhibit A) totaling $208,575.00 (an average of $104,287.50 per officer) during school year 2025-26.

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

The Town Council hereby approves the IGA between Monument Academy and the Town of Monument to provide School Resource Officer services to the Monument Academy East and West locations for school year 2025-2026.

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

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Monument Town Clerk

INTERGOVERMENTAL AGREEMENT
Between
TOWN OF MONUMENT AND MONUMENT ACADEMY
Regarding
SCHOOL RESOURCE OFFICER PROGRAM
for the 2025-2026 school year

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as "Agreement" or "IGA") is made by and between **TOWN OF MONUMENT** (hereinafter referred to as the "Town") and **Monument Academy** (hereinafter referred to as "School" or "the School") (together, the Town and the School constitute the "Parties").

WHEREAS, the Town, the School, and the community are significantly impacted by the demands placed upon them to address incidents and situations directly or indirectly related to juveniles and the schools; and

WHEREAS, juvenile delinquency, alcohol and substance abuse, gang involvement, and other youth related problems, which negatively affect the community and the schools, are best resolved through a collaborative approach to proactive prevention and education; and

WHEREAS, the Town's Police Department (MPD) will provide to the School a School Resource Officer (SRO), or School Resource Officers, as agreed upon in this Agreement; and

WHEREAS, the El Paso County Sheriff's Office permits the Town's Police Department to engage in all law enforcement activities and, otherwise, service as sworn deputies outside of the Town's boundaries; and

WHEREAS, the MPD and the School have partnered to develop a School Resource Officer Program, which assists in providing a safe learning environment while improving the relationships between students and public safety through role-model mentorship; and

WHEREAS, such proactive programs are nationally recognized as effective tools in the development of positive relations between public safety and the students, faculty, and parents, and in the prevention of delinquency, alcohol and substance abuse, gang involvement and the overall decay of acceptable social standards.

NOW THEREFORE, FOR AND IN CONSIDERATION OF THE covenants and agreements below appearing, the receipt and sufficiency of which are hereby acknowledged, and expressly incorporating the above recitals into this IGA, THE PARTIES AGREE TO THE FOLLOWING:

I. AUTHORITY:

This Intergovernmental Agreement is made by and between the parties hereto, under the authority of C.R.S. § 29-1-203, *et seq.*

II. PURPOSE AND MISSION:

The primary mission of the SRO will be to conduct law enforcement and to enhance public relations and educational activities for Monument Academy. It is the mission and goal of the SRO to act as a role model for the students and as a liaison between the students, school staff, parents, and the MPD. Further, the SRO will aid the School in providing a safe and secure campus.

III. PARTIES:

The parties to this intergovernmental agreement are:

A. Town.

The contact for notice for the Town shall be:

Town Manager
Town of Monument
645 Beacon Lite Rd
Monument, CO 80132

The contact for notice for Town of Monument Police Department shall be:

Chief of Police
Town of Monument Police Department
645 Beacon Lite Rd
Monument, CO 80132

B. Monument Academy. The contact for notice for Monument Charter Academy shall be:

Designated School Designee
Monument Charter Academy
1150 Village Ridge point
Monument, CO 80132
719-481-1950

IV. LEGAL RELATIONSHIP:

It is mutually established and understood that nothing contained in this Agreement

shall imply that the School, including its officers, staff, volunteers, and employees, are agents of the Town or the MPD. School Resource Officers shall never be represented as employees or agents of the School. School Resource Officers are sworn officers appointed by the Town. Disciplinary actions for the Town's sworn employees are governed be the Town and the Police Department's policies.

V. TIME PERIOD:

A. The duration of this Agreement will be from **07/01/25** to **06/30/26**, after which this Agreement will expire. Nothing in this Agreement shall be construed as imposing an automatic renewal period beyond **06/30/26**. Any desire of the parties to continue the role of the SRO for Monument Academy for the next or any subsequent calendar or academic year must be evidenced in writing by a new, signed agreement, which may be retroactive to the previous expiration date.

B. Performance of the parties' obligations under this IGA is expressly subject to appropriation of funds by the Town of Monument's Town Council and Monument Charter Academy, and the availability of those appropriated funds for expenditure.

C. In accord with the Colorado Constitution, Article X, Section 20, performance of the Town's obligations under this IGA are expressly subject to appropriation of funds by the Town's Council. Further, in the event that funds are not appropriated, in whole or in part, sufficient for performance of the Town's obligations under this IGA, or appropriated funds may not be expended due to Constitutional spending limitations, then the Town may terminate this IGA without compensation to the other party.

D. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligations of the Town not performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the Town hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, or liability beyond the current fiscal year.

VI. TERMINATION:

Either the Town or the School may terminate this Agreement without cause upon 30 days written notice. Upon termination, any funds provided by the School to the Town for the services of a School Resource Officer or Officers under this Agreement that have not been provided as of the termination date, shall be returned to the District. Upon termination, all services of a School Resource Officer provided by the Town under this Agreement prior to the termination date that have not been paid for by the School as of the termination date, shall be paid by the School within thirty days of the effective date of termination of this Agreement. Notice shall be given to the Town, MPD, or the School's Chief Operations Officer as appropriate. Should the Town terminate the agreement, the Town will give a date for the final day that the SRO will be present.

VII. GENERAL SCOPE OF SERVICES

School Resource Officers provide a unique community policing emphasis in the school environment. SROs shall be assigned to work with the administration, faculty, and students on school sites determined through mutual consensus of the School and MPD on an annual basis. An emphasis will be made to select priority level sites (high school campuses) with the intent to continue services at the middle and elementary level schools as time and resources allow.

A. The School Resource Officer, in general, may perform functions including, but not limited to the following:

1. Assist in the prevention and control of crime, delinquency, and disorder on the campus.

2. Enforce laws and conduct or assist in the investigation of offenses on campus and conduct or assist in the investigation of offenses involving students off campus. This will include, but is not limited to:

    a. Authoring reports, handling evidence, issuing summonses, and making arrests.
    b. Interviewing witnesses, suspects, and victims of criminal violations
    c. Appearing in court and other judicial processes as required.
    d. Assisting in the coordination of other law enforcement entities having business on campus.

3. Provide presentations, guidance, and available educational resources in areas to include alcohol and substance abuse, safe driving, law related education, criminal justice system orientation, delinquency prevention, gang involvement and awareness and community responsibility for students, parents, and other groups associated with the school.

4. Provide a highly visible law enforcement presence on campus.

5. Attend school-related functions during normal classroom hours, as well as after hours, including programs such as school dances and sporting events, etc. This will not replace school security or extra-duty assignments already in place. Attendance at these functions will be done within the context of a 40-hour work week.

B. The School will provide, but is not limited to, the following:

1. Provide a school security coordinator, if available.

2. Provide a school facilitator (liaison in the school).

3. Provide time for their school principal or designee, and the assigned SRO, to participate in a review of the school crisis plan at the beginning of each semester.

4. Adhere to the School's Policies and Procedures including, but not limited to crisis prevention, emergency response procedures (practice drills), threat assessments, and a plan for addressing behavior or other information that may indicate impending violence.

5. Report any criminal activities on the school campus.

6. Provide a secure office for the assigned SRO, and/or provide an area for the SRO to conduct confidential business; and a lockable desk or locker where the SRO may secure items of a confidential nature.

7. Provide funding toward the replacement of the police department-owned vehicles utilized by School Resource Officers (See "Exhibit A – MA 2025-2026" for further details).

8. Allow for the principal or his/her designee to assist the SRO in any counseling session or contract resulting from mediation.

9. Coordinate other meetings as deemed necessary by the school, school staff, SRO, or SRO supervisors.

10. Observe and evaluate the SRO and communicate with the SRO supervisor any concerns.

C. The Town of Monument Police Department, will:

1. Provide one or more officers to be assigned to the SRO unit (as provided for in Exhibit A).

2. Provide SRO supervision through MPD chain of command.

3. Provide SRO uniforms, equipment, vehicles (with Monument Academy subsidy), and training.

4. Provide an SRO in the school, whenever possible, each day the school is in session

VIII. SPECIFIC SRO DUTIES:

A. The SRO will:

1. Enhance safety on school grounds to provide a safe learning environment.

2. Provide a high visibility presence on campus.

3. Assist school staff and students with locating community resources.

4. Assist school staff and security in identifying and solving issues affecting the School, and the community, or be involved in any issue of mutual interest and agreement.

5. Maintain confidentiality of information obtained as a SRO pursuant to the MPD's policies and procedures.

6. Assist with and promote restorative justice programs when applicable. This may include mediation sessions with contracts between students.

7. Attend, when possible, school functions, activities and meetings associated with the SRO program.

8. Assist or provide supplemental course instruction relating, but not limited to, constitutional and local law presentations, social media and cyber safety, drug interactions, explicit mobile device communication and constitutional law.

9. Provide a positive liaison between MPD, the students, the school administration, and the School's security, if applicable.

10. Conduct visits to the feeder middle school(s) on a time-available basis and respond to calls for service as requested by the middle school principal or designee or School personnel on a time-available basis.

11. Adhere to the Colorado Revised Statutes and MPD's Policies and Procedures including, but not limited to crisis prevention, emergency response procedures (practice drills), threat assessments, and addressing behavior or other information that may indicate impending violence.

B. <u>The SRO will not:</u>

1. Be used for lunchroom, hallway, or other monitoring duties.

2. Volunteer for any uncompensated activities at the school to which he/she is assigned unless previous approval by their chain of command.

IX. Special Considerations:

1. SROs are working in a collaborative effort with the school staff, but they:
   a. Do not work for and are not agents of the school.
   b. They shall report directly to their MPD chain of command for any administrative matters.

2. SROs are sworn Peace Officers and are required to perform various tasks throughout the year, including but not limited to:
   a. Weapons qualifications.
   b. Annual In-Service training.
   c. Court appearances as subpoenaed; and
   d. Team meetings as directed.

3. It is understood that as sworn peace officers with an obligation to protect the entire community, SROs may be called upon in the event of an emergency or unusual circumstance, to leave their assignment at the school to respond to calls off of the school grounds for the public good.

   a. If an incident occurs on school grounds and the normal SRO is not available, the Police Department will avail either another SRO or a Patrol Officer to handle the call. Schools should never "hold" an incident until their normal SRO returns.

4. During the schools' summer vacation, spring break, holiday breaks, and on other days when the schools are not in session, and there are no other school related activities, the School Resource Officers will participate in training, take accumulated vacation, compensatory, or holiday time off, or engage in community outreach programs, crime prevention, enforcement, and other duties as assigned by their chain of command.

X. COSTS:

A. The respective costs for the Police Department and the School, for the school year are contained in **Exhibit A.**

XI. CONDITIONS AND PROCEDURES:

In order to provide guidance to the continued working relationship between the parties, the following conditions and procedures shall apply:

A. Operational Expenses

1. Each Party shall at all times be responsible for its own costs incurred in the performance of this IGA and, except as set forth in Exhibit A, shall not receive any reimbursement from the other Party to this IGA.

B. Individual Party Responsibility

1. Nothing in this IGA shall be construed to place the personnel of any Party under the control or employment of the other Party. Each Party remains responsible for all pay (to include overtime pay), entitlement, employment decisions, and worker's compensation liabilities for its own personnel. Nothing in this IGA is intended to create or grant to any third party or person any right or claim for damages or the right to bring or maintain any action at law, nor does any Party waive its immunities at law, including immunity granted under the Colorado Governmental Immunity Act.

C. Severability

1. The terms of this Agreement are severable. If one or more terms are found to be invalid or void, they shall be severed from the remainder of this Agreement to the extent that this Agreement is capable of being executed without the severed terms.

D. Assignment

1. Neither Party to this IGA shall assign or otherwise transfer this IGA or any right or obligation hereunder without the prior written consent of the other Party.

E. Jurisdiction

1. This IGA is subject to and shall be interpreted under the law of the State of Colorado and jurisdiction shall exclusively rest in the Colorado District Court for El Paso County, Colorado. The Parties agree that this IGA shall be deemed to have been made in, and the place of performance is deemed to be in El Paso County, State of Colorado. Both Parties shall insure that their employees, agents, and officers are familiar with, and comply with, applicable Federal, State, and Local laws and regulations as now written or hereafter amended.

F. Liability

1. Each Party agrees to be responsible for its own liability incurred as a result of its participation in this IGA. In the event any claim is litigated, each Party will be responsible for its own expenses of litigation or other costs associated with enforcing this IGA. No provision of this IGA shall be deemed or construed to be a relinquishment or waiver of any kind of the applicable limitations of liability provided to each Party by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et. seq*. and Article XI of the Colorado Constitution.

G. No Third-Party Beneficiary

1. It is expressly understood and agreed that enforcement of the terms and conditions of this IGA, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this IGA shall give or allow any such claim or right of action by any other or third person or entity on such IGA. It is the express intention of the Parties hereto that any person or entity, other than the Parties to this IGA, receiving services or benefits under this IGA shall be deemed to be incidental beneficiaries only.

H. No partnership or joint venture

1. The Parties to this IGA are not partners or joint venturers as a result of this IGA.

I. Authority

1. The Parties to this IGA represent or warrant to each other that they have all the necessary authority to enter into this IGA and to perform their obligations hereunder and that this IGA does not conflict with any other intergovernmental agreement or contract that any Party is subject to or to which it may be bound.

2. The signers of this document have the authority to bind the respective organizations to this IGA.

J. Headings

1. The headings of the several articles and sections of this IGA are inserted only as a matter of convenience and for reference and do not define or limit the scope or intent of any provisions of this IGA and shall not be construed to affect in any manner the terms and provisions or the interpretation or construction of the IGA.

K. Entire Understanding

1. This Agreement contains the entire understanding between the parties, and no modification, amendment, novation, or other alteration to this Agreement shall be valid or of any force or effect unless mutually agreed-to by the parties in writing as an addendum to this Agreement. At the time of the execution of this Agreement, there are no other terms, conditions, requirements, or obligations affecting this Agreement that are not specifically set forth herein.

Signatures:

FOR: **Monument Academy**

BY: (print and sign) COLLIN VINCHATTLE

TITLE: EXECUTIVE DIRECTOR

DATED THIS 9TH DAY OF MAY, 2025

APPROVED: **Patrick Regan, Chief of Town of Monument Police Department**

SIGNATURE: _____

DATED THIS 12th DAY OF May, 2025

FOR THE: **Town Council of the Town of Monument**

BY: _____

TITLE: _____

DATED THIS _____ DAY OF _____, 20____

As to Form,

FOR THE **Attorney for the Town of Monument**

BY: _____

TITLE: _____

DATED THIS _____ DAY OF _____, 20____

2025/2026 School Resource Officer Costs

SRO	Salary & Benefits	75%	10% Admin Fee	Vehicle Cost	75%	Annual Vehicle Cost (5-Year Lifespan)	Total Cost	Payments (10)
Max Ellis	$110,000.00	$82,500.00	$8,250.00	$104,000.00	$78,000.00	$15,600.00	$106,350.00	
Dakota Degenhart	$105,000.00	$78,750.00	$7,875.00	$104,000.00	$78,000.00	$15,600.00	$102,225.00	
Average	$107,500.00	$80,625.00	$8,062.50				**$208,575.00**	**$20,857.50**

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

MEMORANDUM

TO: The Honorable Mayor LaKind and Town Council
Madeline VanDenHoek, Town Manager

FROM: Dan Ungerleider, Director of Planning

DATE: June 2, 2025

SUBJECT: FOR DISCUSSION - PROPOSED ANNEXATION AND DEVELOPMENT OF WILLOW SPRINGS RANCH FILING 3 (AKA RICKENBACKER PROPERTY), A 38-LOT SINGLE-FAMILY RESIDENTIAL SUBDIVISION ON 39.6 ACRES NORTH OF FOREST LAKE ROAD AND EAST OF RICKENBACKER ROAD

Project Summary. Tim McConnel P.E. of Drexel, Barrel & Co, is proposing the Town's annexation of the 39.6 acres property formerly know as the Rickenbacker Property north of Willow Springs Ranch Filing 1 and 2, for the development of thirty-eight (38) 15,000 square foot or larger single family residential lots (see Attachment A – Project Statement). Site access would be provided from Forest Lake Drive to the south via a planned public road through Lewis Palmer School District property.

The proposal is a departure from previous smaller lot subdivisions previously proposed for the property in response to concerns expressed by the Town and the adjacent residents.

Requested Direction. Council refer this request for annexation, subdivision and development back to Planning Commission for consideration and development of an annexation agreement for Town Council formal consideration during the required annexation hearing process.

Attachments.

A. Project Statement, prepared by Drexel Barrell, dated April 11, 2025
B. Proposed Willow Springs Ranch Filing No. 3 with Topography, prepared by Drexel Barrell, dated April 9, 2025
C. Proposed Willow Springs Ranch Filing No. 3 with Aerial, prepared by Drexel Barrell, dated April 9, 2025
D. Staff Presentation (PDF)

Drexel, Barrell & Co.

Engineers/Surveyors

Colorado Springs
Lafayette

100 Sahwatch St. #101
Colorado Springs, CO 80903

719 260-0887

April 11, 2025

Town of Monument – Planning Department
Attn: Dan Ungerleider, Director of Planning
645 Beacon Lite Road
Monument, CO 80132
719-651-5405

RE: Project Statement – Proposed Development
Willow Springs Ranch West/Willow Springs Ranch Filing #3
Lots 1 & 2 Ward Subdivision, EPC Tax Schedule #71270-01-014

Mr. Ungerleider,

On behalf of Willow Springs Ranch, LLC, please accept this project narrative for use in discussions with Town staff, Planning Commission and Town Council for a proposed development adjacent to and west of the Willow Springs Ranch development.

We propose to annex the subject property into the Town of Monument and develop the approximate 39.6 acres identified above and on the attached exhibits as a large-lot single-family residential development. A maximum of 38 lots of 15,000 square feet (1/3 acre) or larger in size are proposed.

Site access would be provided from Forest Lakes Drive to the south via a public access road to be constructed in right-of- way that was previously granted to El Paso County with the Lewis Palmer School District Subdivision Exemption Plat recorded at Reception No. 223715138. With the construction of this new access, the existing access of Channel Island Drive into Willow Springs Ranch Filing No. 2 would be converted into a right-in/right-out only access to avoid traffic conflicts on Forest Lakes Drive. Filing two would access the new roadway and Forest Lakes Drive via Short Prairie Court. A second access to the west side of the site will be provided via a public roadway connection to Rickenbacker Avenue in the County. Access permits to connect to the county roadways will be required for both access points.

Wastewater service to the development would be provided by Monument Sanitation District and would gravity flow to the existing wastewater lift station in the existing Willow Springs Ranch development.

We propose that water service to the development be provided by the Town of Monument. A connection (looped if required) can be made through Willow Springs Ranch Filing No. 2.

Stormwater would be collected on site and routed to a proposed water quality and detention pond and released to Monument Creek, similar to conditions in the existing Willow Springs Ranch development. All proposed development would remain out of the delineated floodplain along Monument Creek.

Our plan proposes around 40 percent of the site to remain as open space. We would like to incorporate a recreational trail along Monument Creek and also along the south end of the property in the existing electrical easement if District 38 and CORE Electric Cooperative concur. These trails would connect to existing trails within the Willow Springs Ranch development.

We would be glad to attend any informal meetings with Town staff, Planning Commission or Town Council to discuss this proposal and receive any feedback that can be provided. We look forward to continue working with the Town. Please contact us if you have any questions or require any additional information.

Respectfully,

Drexel, Barrell & Co.

Tim D. McConnell, P.E.
President

ATTACHMENT B

PROPOSED WILLOW SPRINGS RANCH FILING NO. 3

BEING A PORTION OF THE SOUTHEAST 1/4 OF SECTION 27, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF MONUMENT, COUNTY OF EL PASO, STATE OF COLORADO

TOTAL PLATTED AREA = APPROX. 39.58 ACRES ±

150 75 0 150 300

SCALE: 1"=150'

SHEET 1 OF 1

PREPARED BY: DREXEL, BARRELL & CO.
101 SAHWATCH ST., STE 100
COLORADO SPRINGS, CO 80903
(719) 260-0887
JOB NO. 20876-05
COLORADO SPRINGS • LAFAYETTE

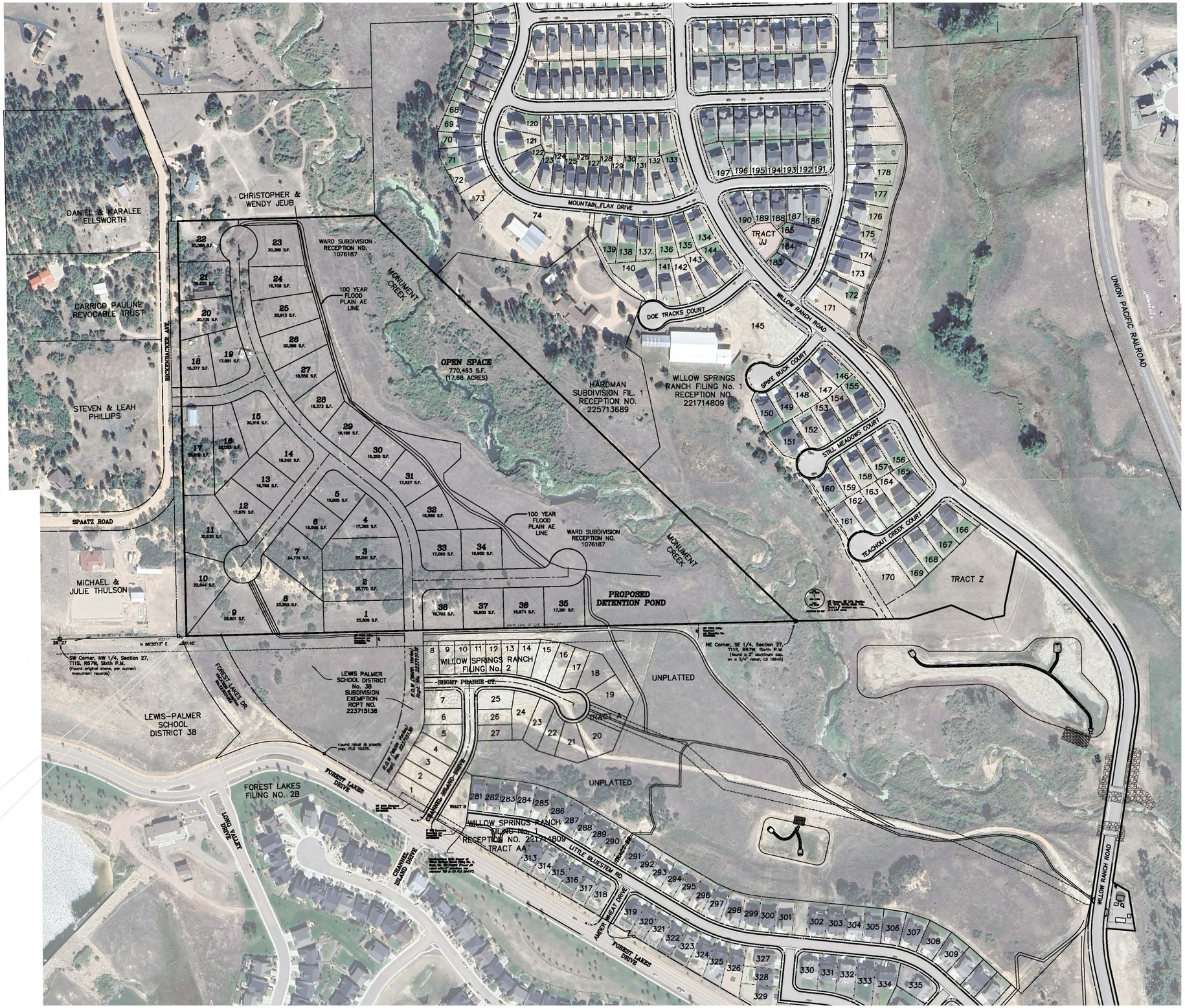
DATE OF PREPARATION: APRIL 9, 2025

ATTACHMENT C

PROPOSED WILLOW SPRINGS RANCH FILING NO. 3

BEING A PORTION OF THE SOUTHEAST 1/4 OF SECTION 27, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF MONUMENT, COUNTY OF EL PASO, STATE OF COLORADO

TOTAL PLATTED AREA = APPROX. 39.58 ACRES ±



150 75 0 150 300

SCALE: 1"=150'

SHEET 1 OF 1

PREPARED BY: DREXEL, BARRELL & CO.
101 SAHWATCH ST., STE 100
COLORADO SPRINGS, CO 80903
(719) 260-0887
JOB NO. 20876-05
COLORADO SPRINGS • LAFAYETTE

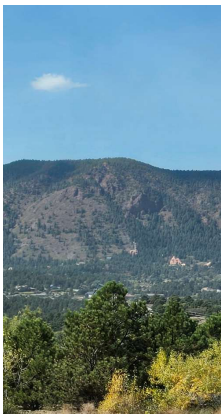
DATE OF PREPARATION: APRIL 9, 2025

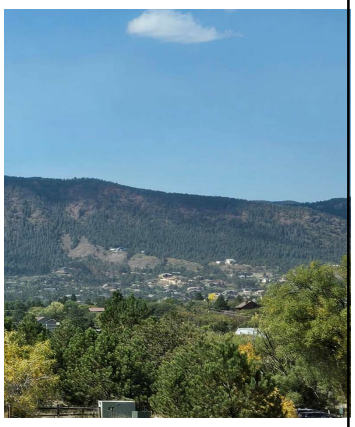
Draft

For Discussion Only

Proposed Annexation and Development of Willow Springs Ranch Filing No. 3

Town Council – 06/02/2025





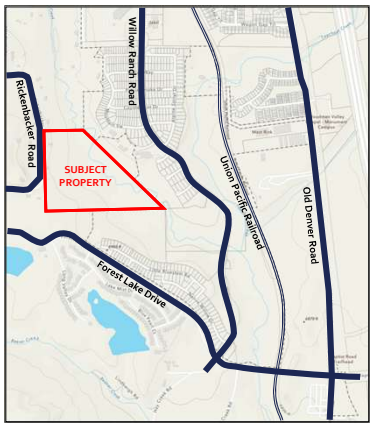
1

Project Statement

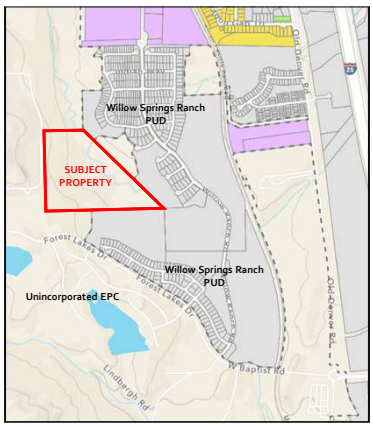
Tim McConnel P.E. of Drexel, Barrel & Co, is proposing the Town's annexation of the 39.6 acres property formerly know as the Rickenbacker Property north of Willow Springs Ranch Filing 1 and 2, for the development of thirty-eight (38) 15,000 square foot or larger single family residential lots (see Attachment A – Project Statement).

2

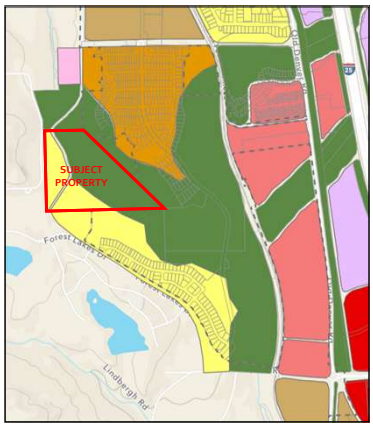
Maps



Location



Zoning

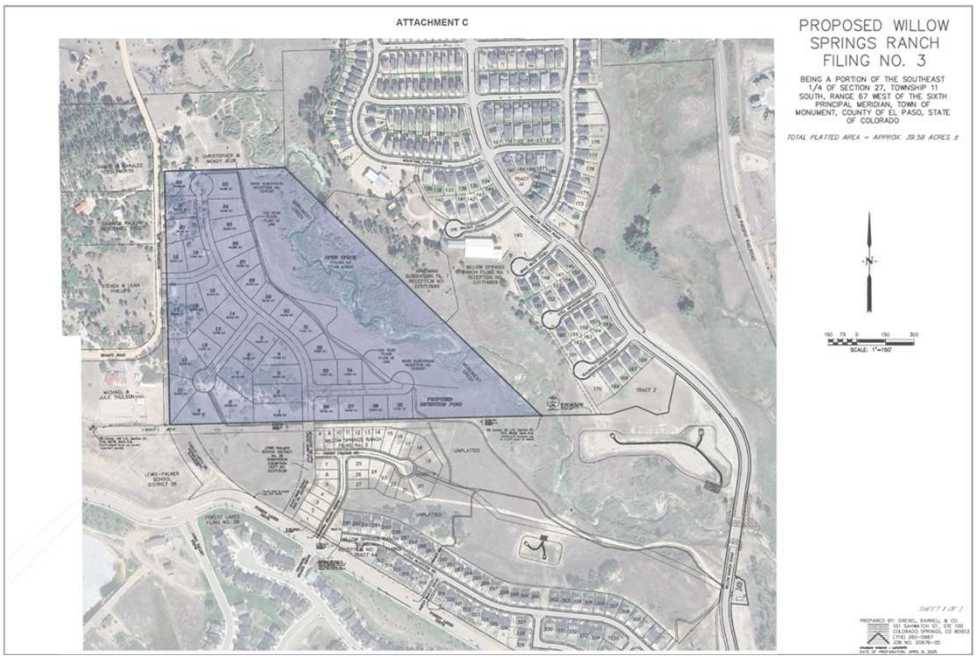


Future Land Use (2017)

3

ATTACHMENT C

PLAT WITH AERIAL



4

ATTACHMENT B

PLAT WITH TOPOGRAPHY

Proposed Process

Town Council

1. Project Introduction
2. Referral to Planning Commission

Proposal Vetting and Development by Staff & Planning Commission

1. Staff Review and Draft Annexation Agreement Development
2. Planning Commission Hearing and Recommendation

Formal Annexation Process by Town Council

1. Notice and Hearings
2. Adoption by Ordinance

Draft Annexation Agreement Outline

1. Introduction
   1. Purpose of the agreement
   2. Parties involved (municipality and property owners)
2. Legal Description of Property
   1. Detailed description of the property to be annexed
   2. Maps and surveys
3. Terms and Conditions
   1. Effective date of annexation
   2. Duration of the agreement
4. Zoning and Land Use
   1. Zoning District Designation
   2. Permitted Uses
   3. Accessory Uses (Accessory Dwelling Units, Short Term Rentals, etc.)
   4. Creation of Lots, Tracks, Easements and ROW
5. Municipal Services
   1. Extension of services (water, sewer, electricity, etc.)
   2. Timeline for service provision
6. Infrastructure Improvements
   1. Roads, sidewalks, Trails, Parks, Stormwater Management facilities and other infrastructure
   2. Responsibilities for construction and maintenance: similar to conditions founding in a typical public improvement agreements (PIA)
7. Financial Considerations
   1. Costs and fees associated with annexation
   2. Impact Fees
   3. Tax Implications

Draft Annexation Agreement Outline

8. Compliance with Laws
   1. Adherence to state and local laws
   2. Environmental regulations
9. Public Involvement
   1. Public hearings and notices
   2. Community feedback
10. Dispute Resolution
    1. Mechanisms for resolving disputes
    2. Mediation or arbitration clauses
11. Signatures
    1. Signatures of all parties involved
    2. Notarization if required

Requested Direction

Council refer this request for annexation, subdivision and development back to Planning Commission for consideration and development of an annexation agreement for Town Council formal consideration during the required annexation hearing process.

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

MEMORANDUM

TO: The Honorable Mayor and Town Council
Madeline VanDenHoek, Town Manager
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: June 2, 2025
SUBJECT: PUBLIC HEARING on Ordinance No. 10-2025 – An Ordinance Approving a Conditional Use for Outdoor Storage as Part of the Development at 836 Synthes Ave.

Overview. The Applicant, Mr. Chad Kuzbeck of WestWorks Engineering on behalf of Chandler Knop, is seeking approval of a Conditional Use for outdoor storage as part of the development and operation of an office/warehouse building at 836 Synthes Ave. While the proposed office/warehouse use proposed for the property is eligible for administrative site plan approval, the proposed outdoor storage component of this development requires that a conditional use, in accordance with Section 18.03.320 D of the Town's Land Development Code, be obtained by the Applicant before a land development and building permit can be issued by the Town.

The Site Plan (Attachment A-3) illustrates the location of the building, parking and the outdoor storage area in question, and designates the trees that will be preserved, replaced, relocated or removed. The Site Plan also indicates that the outdoor storage area will be enclosed withing a six (6) foot chain-link fence with slats.

On May 14, 2025, the Planning Commission conducted a public hearing for the Applicant's request for conditional use approval for outdoor storage as part of the development at 836 Synthes Ave. During the public hearing, Staff presented a Staff Report (Attachment A) summarizing the Applicant's request and confirmed that the Town's Development Review Team and its partners found the proposed conditional use site plan to be consistent with the Town's Comprehensive Plan, and the Town's Development Code.

At the conclusion of the hearing, the Planning Commission, by vote of 5 to 1, approved a motion to recommend **APPROVAL** of a Conditional Use for Outdoor Storage at 836 Synthes Ave as presented and condition upon the outdoor storage not exceeding thirty (30) feet in height, the maximum building height permitted in the LI: Light Industrial zoning district (see Attachment B.)

Requested Action. A motion to APPROVE Ordinance No. 10-2025, an Ordinance granting Conditional Use Approval for Outdoor Storage as part of the development at 836 Synthes Ave, supported by the two documents listed below, and subject to the condition that items in the outdoor storage area shall not exceed thirty (30) feet in height.

1. Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.

2. Drainage Letter for Lot 2 Villani Industrial Park, prepared by Westworks Engineering, dated February 4, 2025.

Attachments

A. Planning Commission Staff Report, dated May 14, 2025
B. Planning Commission Draft Meeting Minutes, dated May 14, 2025
C. TC Presentation - 836 Synthes, dated June 2, 2025
D. Ordinance No. 10-2025, An Ordinance granting Conditional Use Approval for Outdoor Storage at 836 Synthes Ave

Attachments:

A. Planning Commission Staff Report – 836 Synthes Ave
B. Planning Commission draft minutes, dated 5/14/2025
C. TC Presentation, dated 6/2/2025
D. Ordinance 10-2025, A Resolution Approving the Conditional Use for Outdoor Storage at 836 Synthes Ave

ATTACHMENT A

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

STAFF REPORT

TO: **Planning Commission**

FROM: **Rey Medina, Planner**

DATE: **May 14, 2025**

SUBJECT: **Case No. 05-2025 FPD**
A Request for Conditional Use Approval for Outdoor Storage as Part of the Development at 836 Synthes Ave. [Public Hearing]

Applicant's Information.	WestWorks Engineer Chad Kuzbeck 1023 W. Colorado Ave Colorado Springs, CO 80904
Owner's Information:	810 Synthes LLC Chandler Knop 1532 Castle Rock Circle Castle Rock, CO 80104
Property Location.	836 Synthes Ave, Monument CO, 80132 Property Schedule No. 7122005015
Property Size.	1.40 Acres
Comprehensive Plan Designation.	The subject property is designated Light Industrial by the Town's Comprehensive Plan, adopted 2017.
Zoning Designation.	LI: Light Industrial
Surrounding Property Information.	*North* – LI: Light Industrial/ABC Landscaping *West* – P: Public/Vacant (Town of Monument) *East* – Railroad and Single Family Detached Medium Density (Santa Fe Trails Subdivision) *South* – LI: Light Industrial Vacant Properties and Elite Cranes
Requested Action(s).	Conditional Use Approval for Outdoor Storage as part of the development at 836 Synthes Ave.

Introduction. The Applicant, Mr. Chad Kuzbeck of WestWorks Engineering on behalf of Chandler Knop, is seeking approval of a Conditional Use for outdoor storage as part of the development and operation of an office/warehouse building at 836 Synthes Ave. The following project documents are attached:

Attachment 1	Aerial Location Map and Future Land Use Map.
Attachment 2	Public Hearing Notice.
Attachment 3	Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.
Attachment 4	Drainage Letter for Lot 2 Villani Industrial Park," by Westworks Engineering, dated February 4, 2025.
Attachment 5	Draft Findings of Fact.

History/Background. The subject property, lot 2 of Villani Industrial Park, is zoned LI - Light Industrial. The Villani Industrial Park preliminary/final plat was approved via Ordinance 23-2006, on June 5th, 2006. A condition of approval created by the approval of Villani Industrial Park was the completion of a Design Guidelines document for all future developments. A design guidelines document was found in Staff records and utilized in the review of this development proposal.

While a site plan for this property is eligible for administrative approval, the proposed outdoor storage component of this development requires that a conditional use, in accordance with Section 18.03.320 of the Town's Land Development Code, be obtained by the Applicant before a land development and building permit can be issued by the Town.

Project Details. As described and depicted in the proposed Site Plan (Attachment 3), the Applicant is proposing the development of a 4,960-sf office/warehouse with outdoor storage occurring on site. Access to the subject property will be from Synthes Ave, an existing public roadway. This proposal is a new development intended for both existing and new businesses to utilize. Two overhead doors for loading and unloading are proposed for cargo vans and small trucks; the site is not intended for semi-truck use/access. The proposed building is located on the Northwest corner of the lot, beside Synthes Ave. The main entrance to the building is located on the south side of the building, adjacent to the parking lot.

The proposed site design, parking, and on-site circulation complies with the standards set forth in Chapter 18.05 Article 1 – Site Design Standards and Article 2 – Parking Standards.

The site photometric lighting plan complies with the Town's standards as provided for in Chapter 18.05 – Development Standards, Article 3 – Lighting Standards.

Landscaping is provided throughout the site, including a combination of deciduous, ornamental, and coniferous trees and bushes, meeting the Town's minimum landscaping requirements as provided for in Chapter 18 – Land Development Code, Article 4 – Landscape Standards.

Comprehensive Plan. The subject property is designated Light Industrial by the Future Land Use Map within the Town's Comprehensive Plan, adopted 2017 (Attachment 1). This designation provides for a mixture of small offices, contractor trades, warehouse, manufacturing, etc. Light Industrial zoning is stated to encourage areas to develop from existing industrial character to more organized small business contractor trade areas. Development should be clustered and smaller scale to preserve view corridors from I-25 to the mountains, landscape buffers should be used to ensure no visible outdoor storage and circulation should be handled internally while accommodating cargo vans and smaller trucks. The proposed development meets the intent of this designation.

Development Code. Staff have reviewed the subject application and analyzed the applicable criteria from Section 18.05 – Development Standards of the Town of Monument's Land Development Code and the Comprehensive Plan. Based on Staff's analysis and input provided by the Town's Development Review Team (DRT) partners, the proposed project is consistent with all applicable development standards and adequately addresses all criteria.

Stormwater Management. The Applicant provided a Drainage Letter for Lot 2 Villani Industrial Park," by Westworks Engineering, dated February 4, 2025. The report concludes that the stormwater drainage improvements will provide adequate protection to this site without adverse impacts on the adjoining upstream and downstream properties. Based on the current data, analysis included in the Applicant's 2/4/2025 report and review by the Town's contracted engineer, Jacobs Engineering, Town Staff concur with this assessment.

Traffic Analysis Report. The Town of Monument Planning Director waived the applicant's requirement for a Traffic Analysis Report. The development site is not intended for customer visitation and only provides enough vehicle parking for employees of the business. A total of 7 vehicle parking spaces are being proposed.

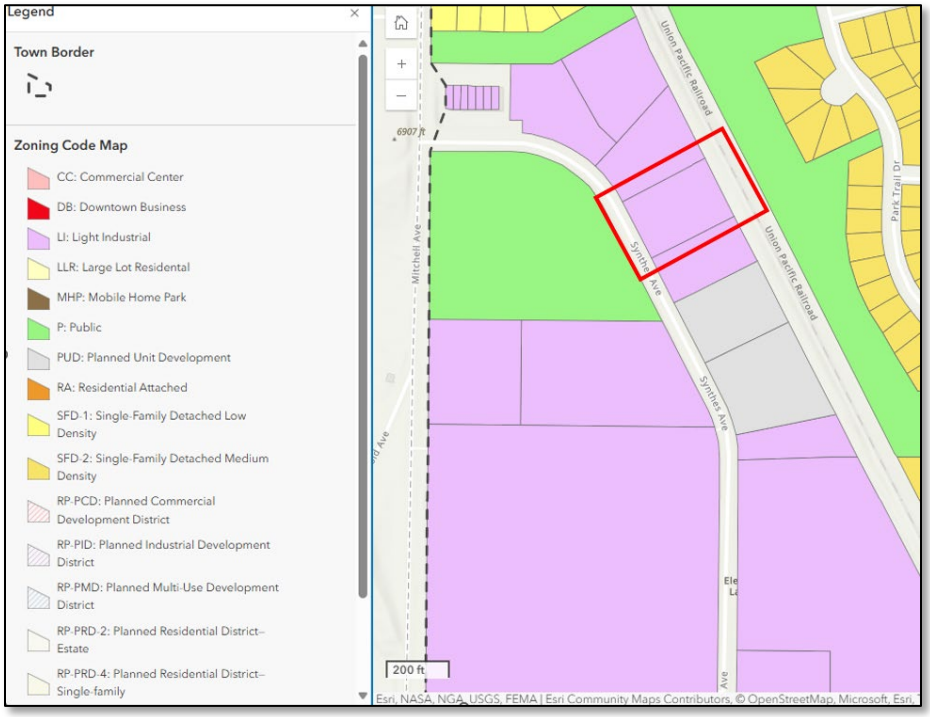
Public Notice. Pursuant to Chapter 18 - Land Development Code, Section 18.01.260.D and Table 1.2, which requires a public notice at least fifteen (15) days prior to any public hearing for a land use change, be mailed to property owners with 500 feet and posted on the property. The Applicant has complied with aforementioned notice requirements (Attachment 2).

Recommended Action. A motion to make a recommendation to **APPROVE** the Request for Conditional Use Approval for Outdoor Storage as part of the development at 836 Synthes Ave, as supported by the attached finding of fact and described by the following documents:

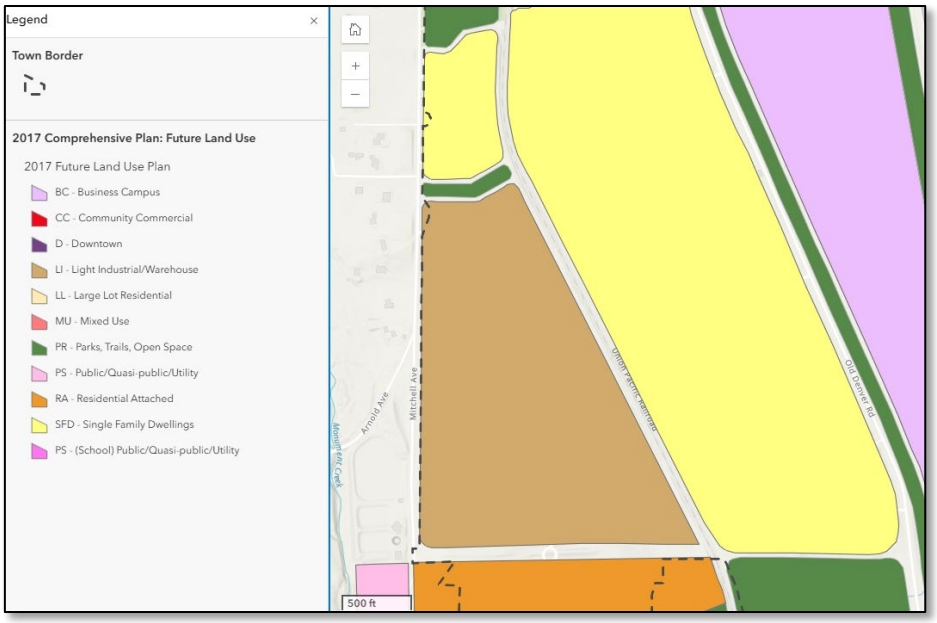
1. Attachment 3 –Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.
2. Attachment 4 – Drainage Letter for Lot 2 Villani Industrial Park," by Westworks Engineering, dated February 4, 2025.

ATTACHMENT 1

Aerial Location Map and Future Land Use Map.



Aerial Location Map



Future Land Use Map

836 Synthes Ave
Conditional Use
File Numbers: 2024-016-SP

AFFIDAVIT – POSTED NOTICE
Conditional Use – Site Plan

I, Warren Knop, *(print name)* as the ☒ owner ☐ authorized agent, *(check one)* for the property located at 836 Synthes Ave. Identified as schedule number 7122005015, in the Town of Monument, El Paso County, Colorado, do hereby attest that I installed, ONE sign along Synthes Ave, facing out to traffic, in compliance with Town Code Section 18.01.260-Public notice requirements., E. Posted Notice. on April 29 *(month/day)* ,2025, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on **May 14**, 2025 for the proposed development application: **836 Synthes Ave Conditional Use Site Plan.**

Signed: Warren Knop
Print Name: Warren Knop
Owner/Authorized Agent *(circle one)*

State of Colorado,
County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Warren W. Knop, this 29th day of April 2025, who is either personally known to me or who has produced CO DL as identification.

My Commission Expires: June 20, 2027

Notary Public for the State of Colorado

Print Name: Ayden Stanley
Ayden Stanley

AYDEN ROBERT STANLEY
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234023287
MY COMMISSION EXPIRES JUNE 20, 2027

836 Synthes Ave
Conditional Use
File Numbers: 2024-016-SP

AFFIDAVIT – MAILING
Conditional Use – Site Plan

I, Warren Knop, *(print name)* as the ☒ owner ☐ authorized agent, *(check one)* for the property located 836 Synthes Ave. Identified as schedule number 7122005015, in the Town of Monument, El Paso County, Colorado, do hereby attest that I reviewed the records of the El Paso County Assessor on the 29 day of April, 2025, and have sent letters via first class U.S. mail to the owners of record for the properties within 500-feet of the perimeter property line of the proposed **836 Synthes Ave Site Plan** giving notice of forthcoming public hearings for Planning Commission on **May 14, 2025** in compliance with Town Code Section 18.01.260-Public notice requirements., F. Mailed notice. on 29, 2025, which is at least 15 days prior to the date of the hearings.

Signed: Warren Knop
Print Name: Warren Knop
Owner/Authorized Agent *(circle one)*

State of Colorado,
County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Warren W. Knop, this 29th day of April 2025, who is either personally known to me or who has produced CO DL as identification.

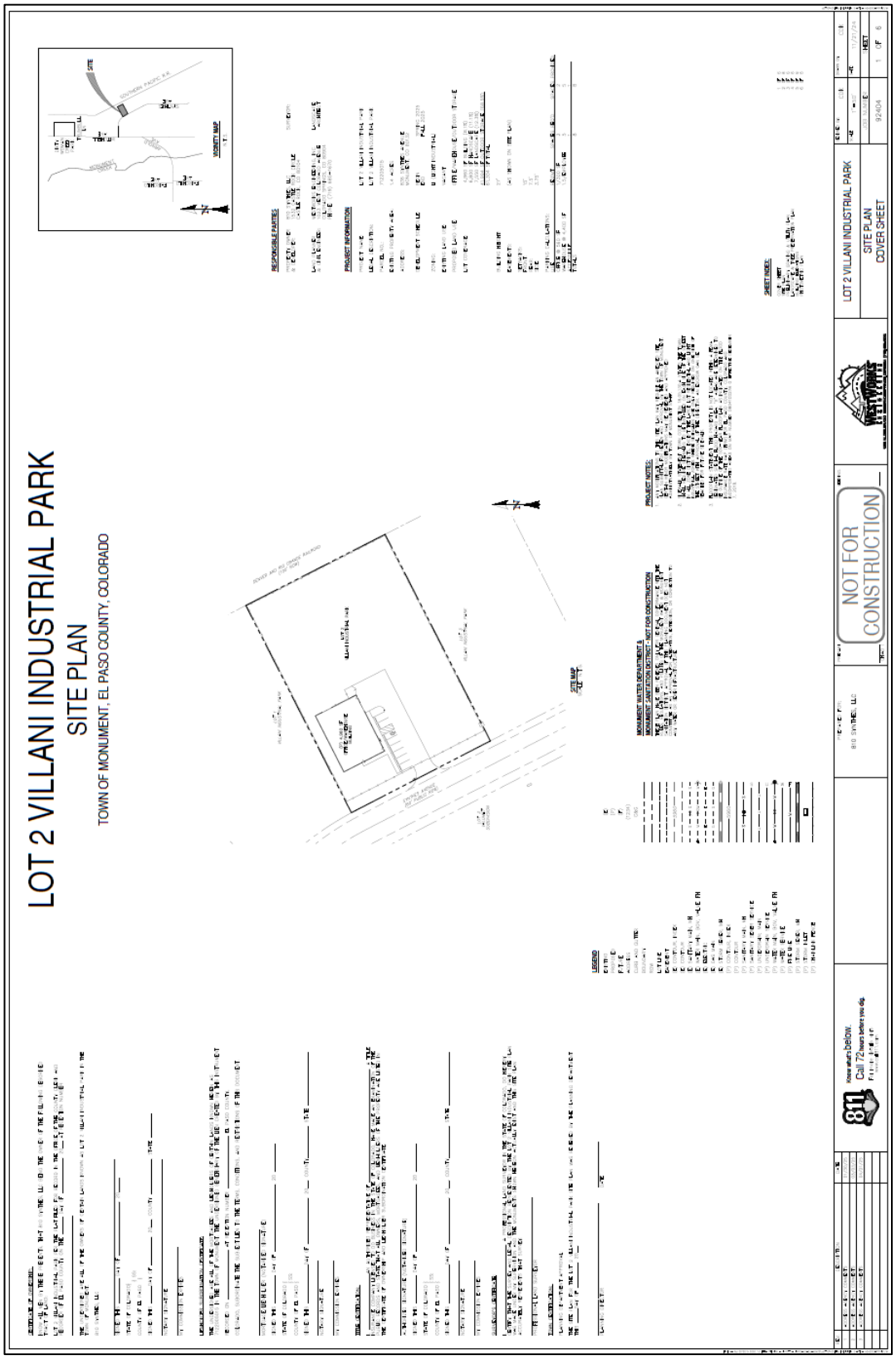
My Commission Expires: June 20, 2027

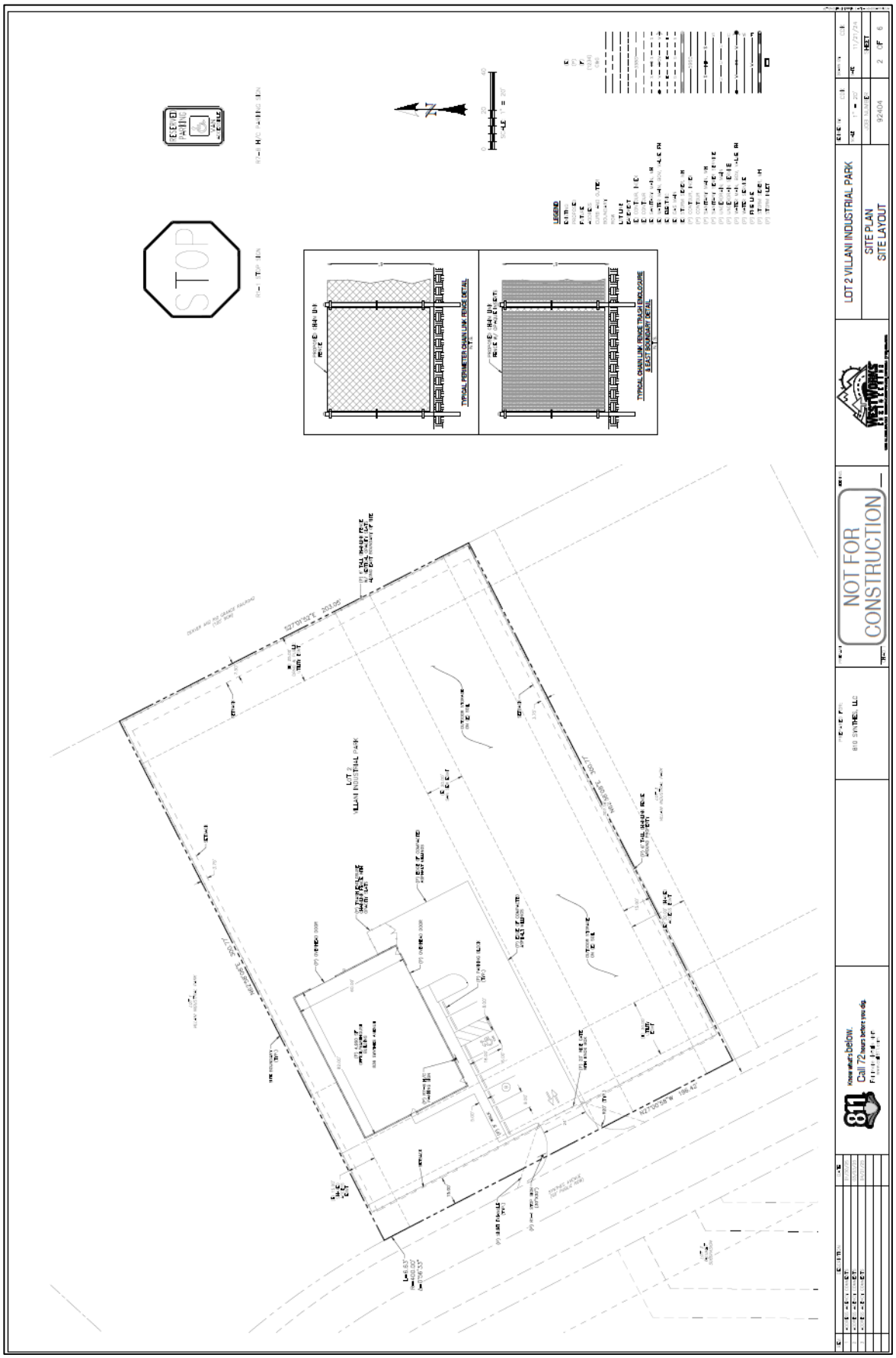
Notary Public for the State of Colorado

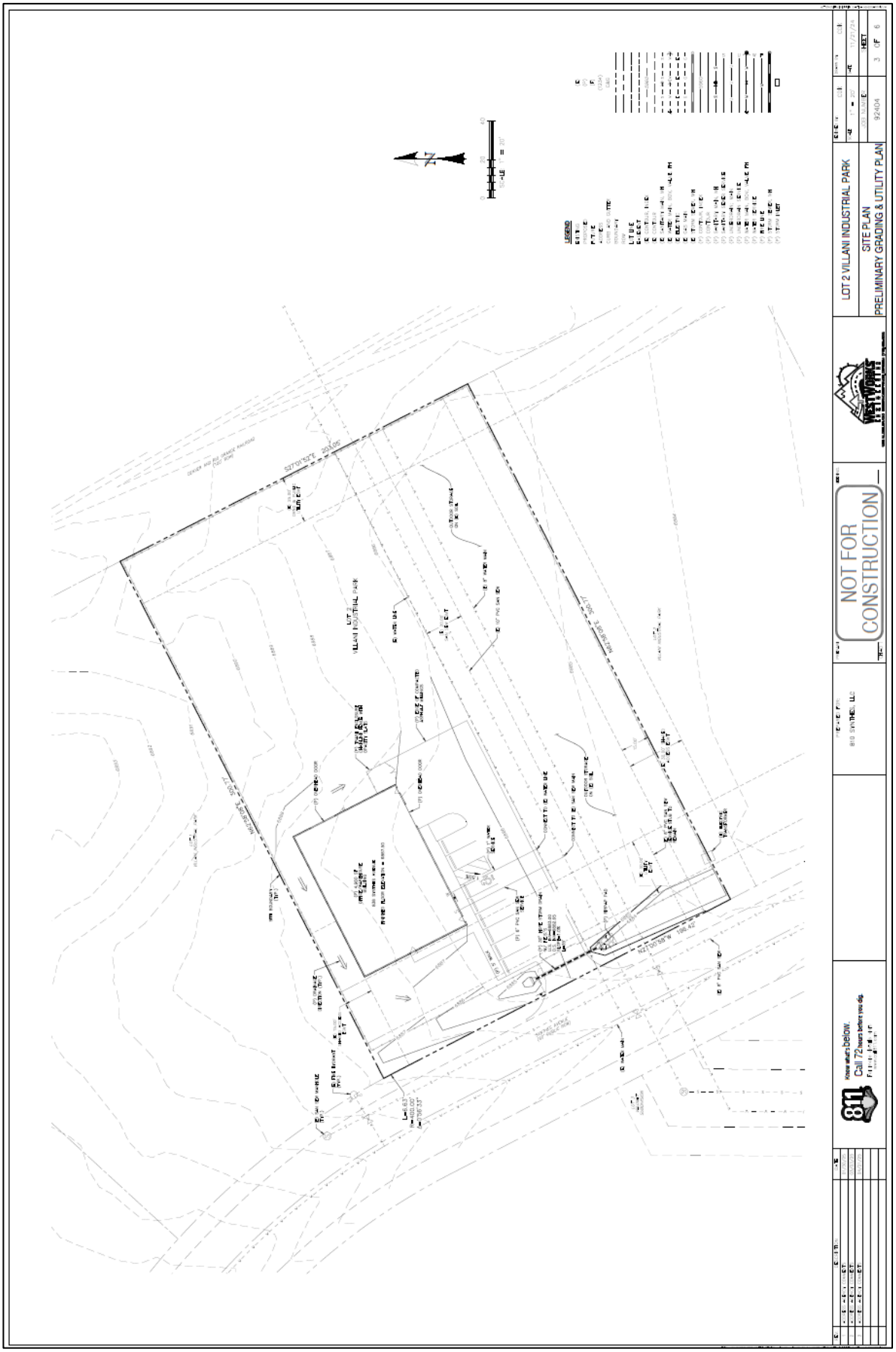
Print Name: Ayden Stanley
Ayden Stanley

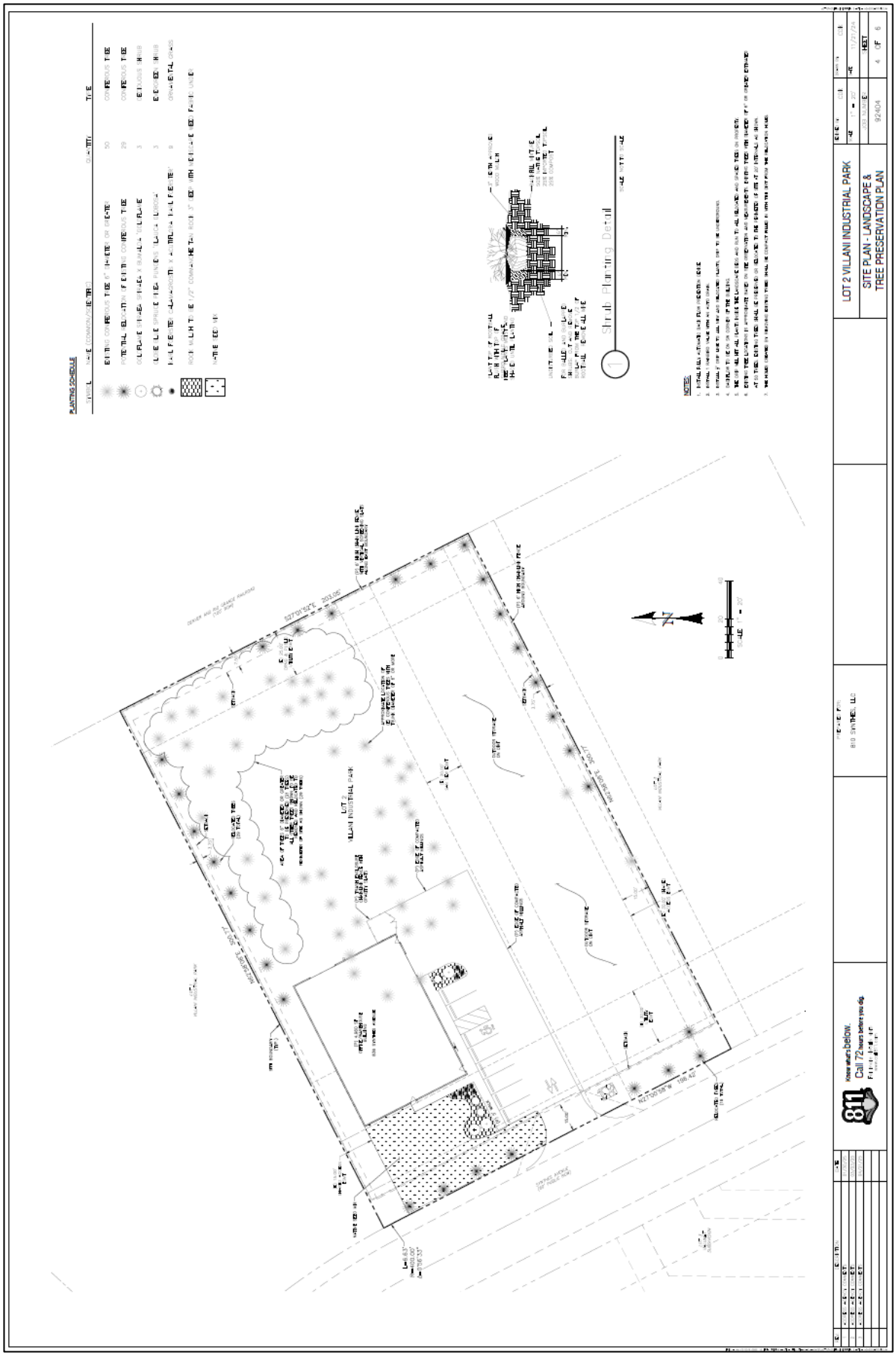
AYDEN ROBERT STANLEY
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234023287
MY COMMISSION EXPIRES JUNE 20, 2027

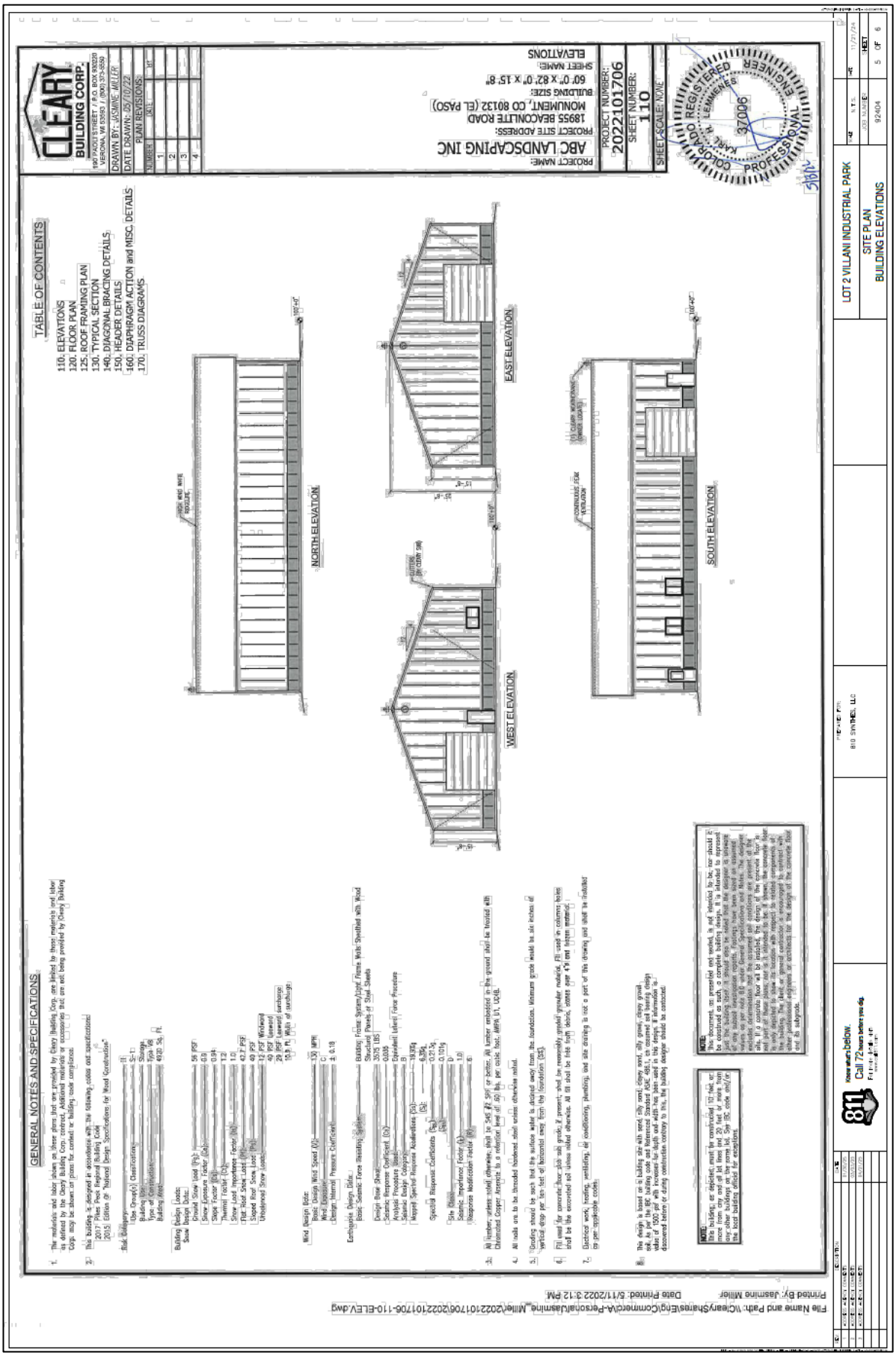
ATTACHMENT 3 - Site Plan
[Link to Original PDF File – Caution/Large File]

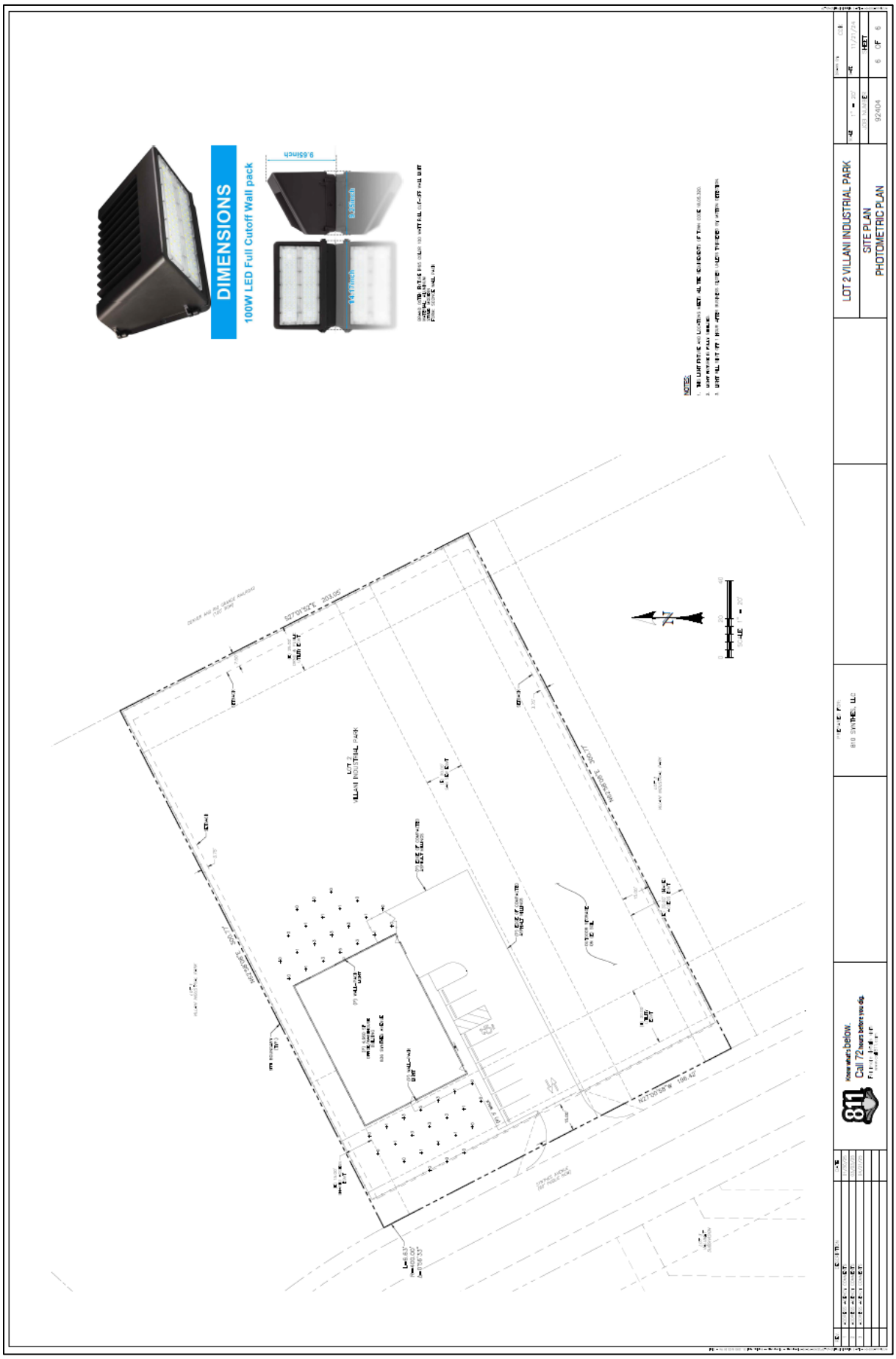



LOT 2 VILLANI INDUSTRIAL PARK
SITE PLAN
SITE LAYOUT
NOT FOR CONSTRUCTION
STOP
TYPICAL PERIMETER CHAIN LINK FENCE DETAIL
TYPICAL CHAIN LINK FENCE TRASH ENCLOSURE & GATE ELEVATION DETAIL


LOT 2 VILLANI INDUSTRIAL PARK
SITE PLAN
PRELIMINARY GRADING & UTILITY PLAN
NOT FOR CONSTRUCTION
811
Know what's below.
Call 72 hours before you dig.


LOT 2 VILLANI INDUSTRIAL PARK
SITE PLAN - LANDSCAPE & TREE PRESERVATION PLAN
92404
4 OF 6
Know what's below.
Call 72 hours before you dig.


CLEARY BUILDING CORP.
TABLE OF CONTENTS
GENERAL NOTES AND SPECIFICATIONS
NORTH ELEVATION
EAST ELEVATION
WEST ELEVATION
SOUTH ELEVATION
ABC LANDSCAPING INC
PROJECT NUMBER: 2022101706
SHEET NUMBER: 110
LOT 2 VILLANI INDUSTRIAL PARK
SITE PLAN
BUILDING ELEVATIONS
836 SYNTHES, LLC
Know what's below. Call 72 hours before you dig.


DIMENSIONS
100W LED Full Cutoff Wall pack
9.65inch
8.86inch
14.17inch
NOTE:
LOT 2 VILLANI INDUSTRIAL PARK
SITE PLAN
PHOTOMETRIC PLAN
811
Know what's below.
Call 72 hours before you dig.

ATTACHMENT 4 – Drainage Compliance Letter
[Link to Original PDF File]

ATTACHMENT 5
Draft Findings of Fact

1. The proposed use meets the intent of Comprehensive Plan designation for the property.
2. Onsite circulation and access are designed for the anticipated type of pedestrian and vehicular traffic generated by the office building.
3. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design is compatible with the Town of Monument approved Design Guidelines for Villani Industrial Park.
4. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used.
5. Adequate off-street parking, both standard and ADA accessible, is provided.
6. The proposed site plan fits within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.

ATTACHMENT B

TOWN OF MONUMENT PLANNING COMMISSION - DRAFT
REGULAR MEETING
Wednesday May 14th, 2025
Hybrid Meeting-In person and remote participation Via Microsoft TEAMS

1. **Call to order, Pledge of Allegiance, Roll Call:**
   a. Vice-Chair Smith called the meeting/hearing of the Planning Commission of the Town of Monument, Colorado, to order at 6:00 pm at Monument Town Hall and led those assembled in the Pledge of Allegiance.

PLANNING COMMISSION	TOWN STAFF
PRESENT: Vice-Chair Chad Smith Commissioner Cathy Green Commissioner Ray Egley Commissioner Danny Ours Commissioner Corey Petersen Commissioner Donna Hatch	Rey Medina, Planner I Dan Ungerleider, Planning Director
ATTENDED REMOTELY:	
ABSENT: Chair Martin Trujillo	

2. **Approval of Minutes/Agenda Modification**
   a. Move to approve the minutes of March 12th, 2025, Planning Commission Meeting.
   Commissioner Green motioned to approve the minutes; Commissioner Ours seconded; passed 5-1

3. **Hearing/Meeting Items**

3a. PUBLIC HEARING: *Case No. 2024-016 A Request for Conditional Use Approval for Outdoor Storage as Part of the Development at 836 Synthes Ave.*

i. Public Hearing was open and closed with members of the public present.
ii. Staff Presentation: Planner, Rey Medina, presented the project to the Planning Commission.
iii. Public Comments:
   a) Gerardo Gonzalez (17004 Park Trail Dr.)
   b) During the public hearing, questions were raised about the landscaping and lighting of the proposed development. Chandler, the applicant, confirmed that a row of trees would be maintained to ensure privacy and that lighting would be designed to face downwards. Additional inquiries about outdoor storage were addressed, with Chandler explaining that the storage would comply with town regulations and would primarily involve service-related items.
iv. Commissioner Comments:
   a) The meeting addressed the conditional use for an outdoor storage facility, with planning commissioners discussing the anticipated service industry uses, including landscaping and utility storage. Concerns were raised about height restrictions, confirming a 30-foot limit for

buildings but not for equipment. The need for conditions on height and lighting to protect nearby residential areas was highlighted, with suggestions for future compliance with any new lighting ordinances.

b) The Planning Commission discussed fencing material for the property and how those materials will screen the outdoor storage uses. The Commission discussed design compatibility considering the Light Industrial Zone District.

c) Commission discussed developing a more detailed site plan from the applicant due to many of the questions from this meeting coming from a lack of detail in the proposed site plan.

d) A discussion was led on the conditions for outdoor storage, highlighting concerns about the visual impact of structures exceeding 30 feet. A motion was made to approve the conditional use for outdoor storage at 836, stipulating that no equipment taller than 30 feet would be stored. The motion received a second and was approved with a vote of five in favor and one opposed.

v. Commissioner Green made a motion:

a) Motion: "*A motion to make a recommendation to **APPROVE** the Conditional Use for Outdoor Storage at 836 Synthes Ave, as supported by the attached finding of fact with the following conditions, the outdoor storage must not exceed 30' in height (the max building height for Light Industrial zoning).*"

b) Commissioner Egley seconded the motion; motion passed (5-1).

3b. PUBLIC HEARING: *Case No. 2025-013 is a request for APPROVAL of A Sketch Plan Review for Legacy at Jackson Landing, a proposed commercial subdivision.*

v. Public Hearing was open and closed with members of the public present.

vi. Staff Presentation: Planning Director, Dan Ungerleider, presented the project to the Planning Commission.

vii. Public Comments: N/A

viii. Commissioner Comments:

a) After the presentation, the public hearing was opened, but no public comments were received. The conversation transitioned to inquiries from the Commissioners, particularly regarding clarification on the project's design guidelines and the lack of residential elements. It was confirmed that the project would consist of a consolidated preliminary and final PUD without residential components.

b) The improvements planned for Blevan's Buckle Trail and the necessity of a signalized intersection at Jackson Creek Parkway were inquired about by Planning Commission. It was acknowledged that while a traffic study would determine the need for a signal, it is likely to be required for safe traffic flow. Concerns were expressed regarding potential congestion and safety hazards without guaranteed traffic signals.

c) The developers discussed the importance of multiple access points for the new development, emphasizing the commitment of a major anchor tenant that will drive additional interest from other businesses. Traffic concerns at the Baptist and Jackson Creek intersection were acknowledged, with plans for further analysis. Additionally, there was a strong interest expressed by the Commission in incorporating a sit-down restaurant into the development to meet community needs.

d) The importance of a comprehensive traffic impact study for a significant development was highlighted, focusing on its potential effects on local infrastructure. The need for public outreach was also discussed, with a recommendation for public engagement meetings to engage the community before final approvals. Additionally, concerns were raised about the town's revenue situation and the implications of an Economic Development Incentive Agreement on local finances.

e) A right-in, right-out traffic condition was advocated for until a full-service traffic signal is required. The necessity of having the traffic light installed at the beginning of the project,

rather than waiting for future phases, was discussed. It was clarified that the traffic light should be installed before the certificate of occupancy is issued. The conversation underscored the significance of traffic control measures for the development's initial phase.

f) The Planning Commission unanimously approved the Legacy at Jackson Landing Sketch Plan, incorporating conditions outlined by the Planning Director in the draft Resolution.

vi. Commissioner Smith made a motion:

a) Motion: "*A motion to **APPROVE** the Sketch Plan for Legacy at Jackson Landing, as supported by the attached finding fact.*"

b) Commissioner Ours seconded the motion; motion passed (6-0).

4. **Other Topics:**
   a. Chair Trujillo announced his resignation, prompting discussions about appointing a new chairperson. The Commission decided to appoint Commissioner Smith as the new chair, with the vice chair position being held by Commissioner Egley.
5. **Adjournment:** Vice-Chair Smith moved to adjourn the meeting/hearing of the Planning Commission at 8:16 pm.

Next Planning Commission Meeting: June 11th, 2025.

The public is welcome to attend either in person or online for the Planning Commission meetings. Town of Monument meetings/hearings Live Stream or video Meetings Online

- **Monument meetings/hearings live stream or video meeting recordings can be found online -** Please follow this (YouTube) link to view all PC meetings/hearings: http://bit.ly/2uZxjfa

- **Streaming meetings**: Instructions can be found on the Town website: https://www.townofmonument.org/263/Planning-Commission-Board-of-Adjustment

- **Meeting Minutes:** Minutes taken by staff are action summaries**.** As per the Planning Commission Bylaws, all public meetings of the Commission shall be recorded by electronic device. Any person desiring to have a meeting recorded by a stenographic reporter, at his or her expense, may do so, provided that it does not otherwise disrupt the proceedings.

IMPORTANT NOTE: Accommodations for the hearing impaired can be made upon request with 24 hours' notice. Please call 719-481-2954.

Reference: All Development project information can be found on the town website at https://www.townofmonument.org/235/Development-Projects.

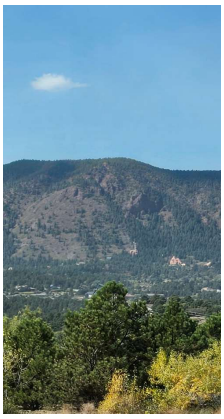
Note that each project that is applied for with the Town of Monument is reviewed fully by the Planning Department Staff prior to allowing submission to the Planning Commission or Town Council. At the meetings/hearings, applicants and Staff will provide details such as possible conditions, density, development capacity and all current and previous approvals. This will include project referrals, which are completed prior to all projects to verify conformance and approval criteria before being brought forth to the Planning Commission.

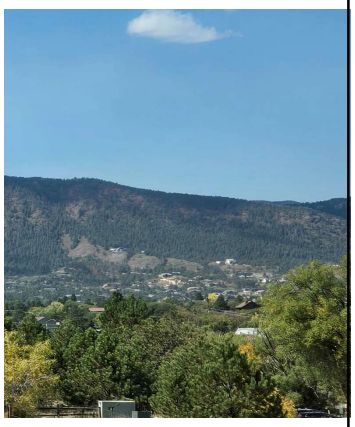
ATTACHMENT C

Conditional Use Approval
836 Synthes Ave

Staff Presentation

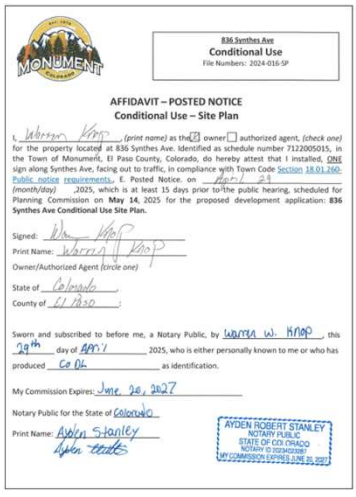
Town Council Meeting – 6/2/2025





1

PUBLIC HEARING NOTICE



836 Synthes Ave
Conditional Use
File Numbers: 2024-016-SP

AFFIDAVIT – POSTED NOTICE
Conditional Use – Site Plan

I, Warren Knop (print name) as the ☒ owner ☐ authorized agent, (check one) for the property located at 836 Synthes Ave. Identified as schedule number 7122005015, in the Town of Monument, El Paso County, Colorado, do hereby attest that I installed, ONE sign along Synthes Ave, facing out to traffic, in compliance with Town Code Section 18.01.260-Public notice requirements., E. Posted Notice. on April 29 (month/day) ,2025, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on **May 14**, 2025 for the proposed development application: **836 Synthes Ave Conditional Use Site Plan.**

Signed: Warren Knop
Print Name: Warren Knop
Owner/Authorized Agent (circle one)
State of Colorado
County of El Paso

Sworn and subscribed to before me, a Notary Public, by Warren W. Knop, this 29th day of April 2025, who is either personally known to me or who has produced CO DL as identification.

My Commission Expires: June 28, 2027
Notary Public for the State of Colorado
Print Name: Ayden Stanley
Ayden Stanley

AYDEN ROBERT STANLEY
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234023087
MY COMMISSION EXPIRES JUNE 28, 2027

836 Synthes Ave
Conditional Use
File Numbers: 2024-016-SP

AFFIDAVIT – MAILING
Conditional Use – Site Plan

I, Warren Knop (print name) as the ☒ owner ☐ authorized agent, (check one) for the property located 836 Synthes Ave. Identified as schedule number 7122005015, in the Town of Monument, El Paso County, Colorado, do hereby attest that I reviewed the records of the El Paso County Assessor on the 29 day of April, 2025, and have sent letters via first class U.S. mail to the owners of record for the properties within 500-feet of the perimeter property line of the proposed **836 Synthes Ave Site Plan** giving notice of forthcoming public hearings for Planning Commission on **May 14, 2025** in compliance with Town Code Section 18.01.260-Public notice requirements., F. Mailed notice. on 29, 2025, which is at least 15 days prior to the date of the hearings.

Signed: Warren Knop
Print Name: Warren Knop
Owner/Authorized Agent (circle one)
State of Colorado
County of El Paso

Sworn and subscribed to before me, a Notary Public, by Warren W. Knop, this 29th day of April 2025, who is either personally known to me or who has produced CO DL as identification.

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Notary Public for the State of Colorado
Print Name: Ayden Stanley
Ayden Stanley

AYDEN ROBERT STANLEY
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20234023087
MY COMMISSION EXPIRES JUNE 28, 2027

2

INTRODUCTION

The Applicant, Mr. Chad Kuzbeck of WestWorks Engineering on behalf of Chandler Knop, is seeking approval of a Conditional Use for Outdoor Storage as part of the development and operation of an office/warehouse building at 836 Synthes Ave.

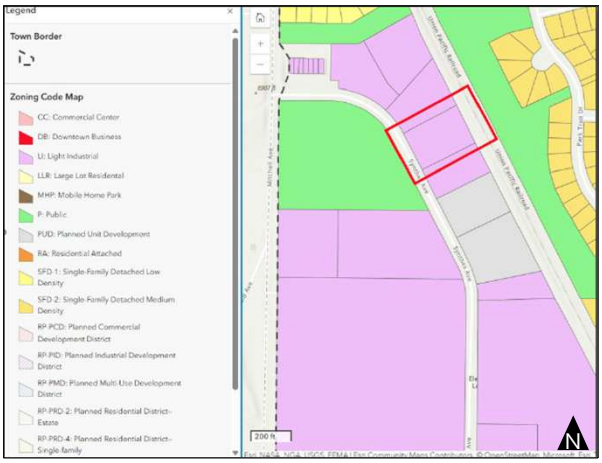
CONDITIONAL USE CRITERIA (18.03.320 D)

APPLICATION/REQUEST

- **Applicant.**
  Chad Kuzbek,
  WestWorks Engineering
- **Property Owner.**
  Chandler Knop,
  810 Synthes, LLC
- **Location.**
  836 Synthes Ave,
  Monument CO 80132
- **Request.**
  Conditional Use Approval for
  Outdoor Storage at 836 Synthes Ave

SURROUNDING ZONING AND LAND USE

- **Subject Property.**
  836 Synthes Ave
- **North.**
  LI: Light Industrial/ABC Landscaping
- **South.**
  LI: Light Industrial/Vacant
  Properties and Elite Cranes
- **East.**
  Union Pacific Railroad and SFD-2 Single Family Detached Medium Density (Santa Fe Trails Subdivision)
- **West.**
  Public/Vacant (Town of Monument)



5 6/2/2025 Town Council Public Hearing – Conditional Use Approval 836 Synthes Ave

5

Project Summary

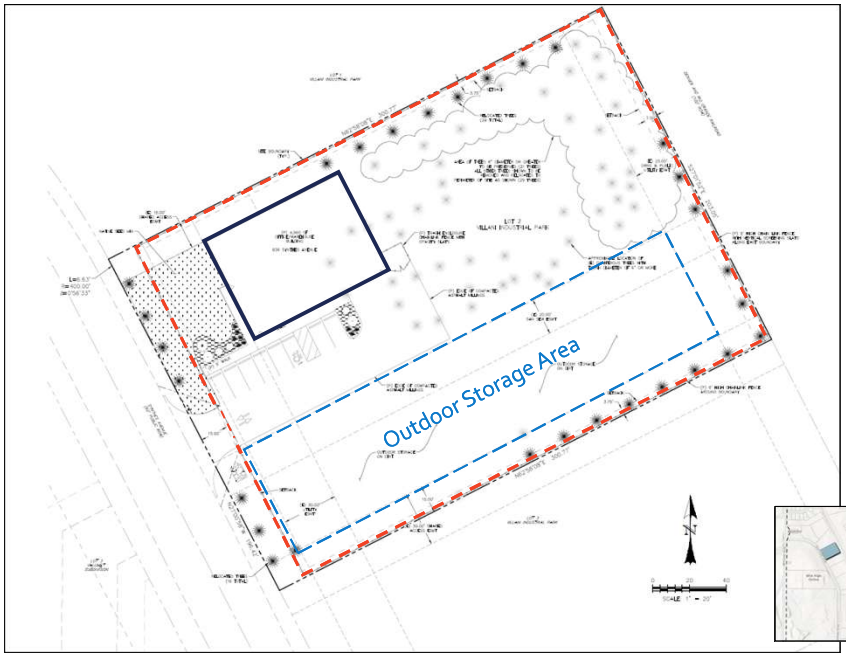
SITE PLAN

Outdoor Storage Area

6-foot chain link fence w/ slats

Preserved Trees – Kept In Place

Preserved Tree - Relocated



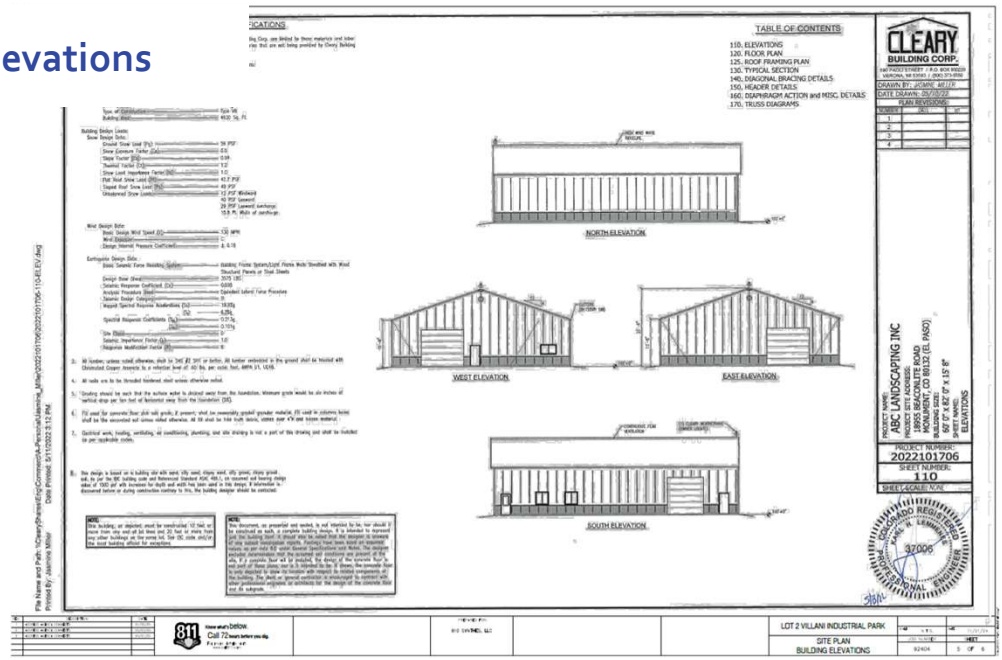
6 6/2/2025 Town Council Public Hearing – Conditional Use Approval 836 Synthes Ave

6

Project Summary

Building Elevations

(for information only)



7

PLANNING COMMISSION'S FINDING OF FACT

1. The proposed use meets the intent of Comprehensive Plan designation for the property.
2. Onsite circulation and access are designed for the anticipated type of pedestrian and vehicular traffic generated by the office building.
3. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design is compatible with the Town of Monument approved Design Guidelines for Villani Industrial Park.
4. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used.
5. Adequate off-street parking, both standard and ADA accessible, is provided.
6. The proposed site plan fits within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.

8

REQUESTED ACTION

A motion to **APPROVE** Ordinance No. 10-2025, an Ordinance granting Conditional Use Approval for Outdoor Storage as part of the development at 836 Synthes Ave, supported by the documents listed below, and subject to the condition that items in the outdoor storage area shall not exceed thirty (30) feet in height.

1. Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.
2. Drainage Letter for Lot 2 Villani Industrial Park, prepared by WestWorks Engineering, dated February 4, 2025.
3. Finding of Fact

Project Summary

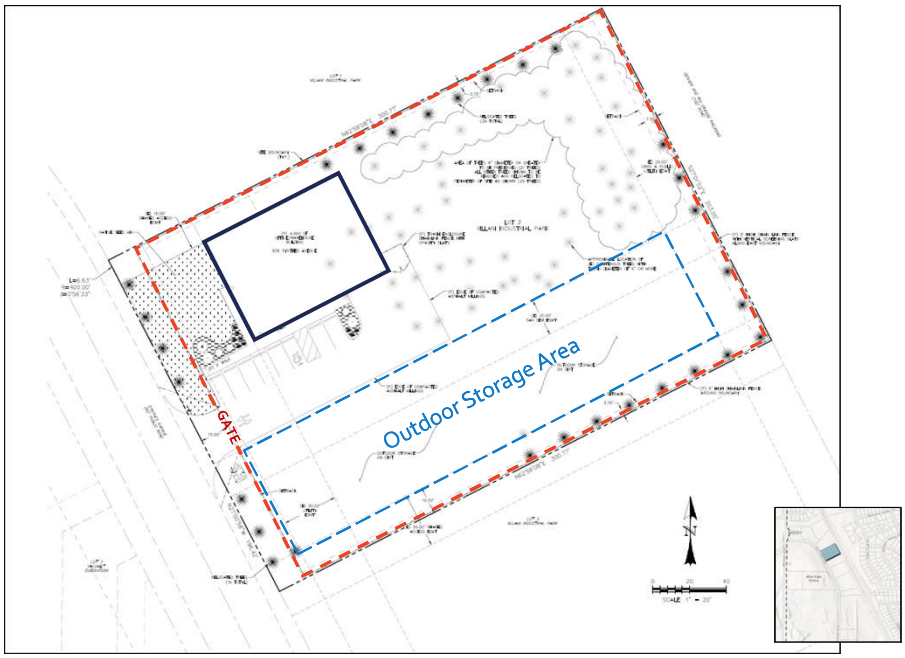
SITE PLAN

Outdoor Storage Area

6-foot chain link fence w/ slats

Preserved Trees – Kept In Place

Preserved Tree - Relocated



TOWN OF MONUMENT
ORDINANCE NO. 10-2025

AN ORDINANCE GRANTING CONDITIONAL USE APPROVAL FOR OUTDOOR STORAGE AT 836 SYNTHES AVE

WHEREAS, the Town of Monument ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town's Home Rule Charter approved by the electors on November 8, 2022 ("Charter"); and

WHEREAS, Andy Crimmins of Van Trust, applied for Conditional Use Approval for Outdoor Storage at 836 Synthes Avenue, located on Lot 2 of the Villani Industrial Park (Schedule No. 7122005015); and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on May 14, 2025, and made a recommendation of APPROVAL, by a vote of 5 to 1, condition upon items stored within the approved outdoor storage area shall not exceed thirty (30) feet in height, and subject to the attached Findings of Fact (Exhibit C); and

WHEREAS, on June 2, 2025, the Monument Town Council received the Planning Commission's recommendation and conducted a public hearing, and hereby determined that the Conditional Use was in general compliance with the Review and Approval Criterial provided for in 18.03.310 of the Town Municipal Code; and

WHEREAS, this Ordinance was introduced by title, considered at public hearing, and voted upon at the regular meeting on the Town Council on June 2, 2025.

THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO, ORDAINS:

Section 1. Incorporation. The recitals set forth above are incorporated and ordained as if set forth in this section in full.

Section 2. Approval. The Town Council approves the conditional use for Outdoor Storage at 836 Synthes Ave, condition upon items stored within the approved outdoor storage area shall not exceed thirty (30) feet in height, and as supported by the following exhibits:

Exhibit A. Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.

Exhibit B. Drainage Letter for Lot 2 Villani Industrial Park, prepared by Westworks Engineering, dated February 4, 2025.

Exhibit C. Findings of Fact

Section 3. Publication. Pursuant to Subsection 6.5, 3. Of the Town of Monument Home Rule Charter and Subsection 2.04.030, G, of the Monument Municipal Code, upon approval this Ordinance shall be published on the Town's official website in full for not less than ten (10) days.

Section 4. Authentication and Filing. Upon passage of this Ordinance, it shall be authenticated by the Mayor and Town Clerk and maintained by the Town Clerk in such form as is sufficient to assure reasonable access by the public. Failure to authenticate any ordinance shall not invalidate it or suspend its operation.

Section 5. Effective Date. This Ordinance shall become effective and be in full force and effect ten (10) days after final publication.

Section 7. Severability. If any portion of this Resolution or the application thereof shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 2nd day of June 2025, by a vote of ___ for and ____against.

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Tina Erickson, Town Clerk

EXHIBIT A

Site Plan "836 Synthes Ave", prepared by WestWorks Engineering, last revised 4/21/2025.
(by reference only – on file in the Town Planning Department)

EXHBIT B

Drainage Letter for Lot 2 Villani Industrial Park, prepared by Westworks Engineering, dated February 4, 2025.
(by reference only – on file in the Town Planning Department)

EXHIBIT C

Finding of Fact

1. The proposed use meets the intent of Comprehensive Plan designation for the property.
2. Onsite circulation and access are designed for the anticipated type of pedestrian and vehicular traffic generated by the office building.
3. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design is compatible with the Town of Monument approved Design Guidelines for Villani Industrial Park.
4. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used.
5. Adequate off-street parking, both standard and ADA accessible, is provided.
6. The proposed site plan fits within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Thomas A. Tharnish, Director of Public Works
DATE: June 2, 2025
RE: Resolution 37-2025 approving the awarding of a construction contract to Native Sun Construction for the Iron Removal Project at Wells #11, 12, and 13.

BACKGROUND: The Town of Monument Water Department has been tracking an increase in the raw water iron levels that was not anticipated when Wells #11, 12, and 13 were constructed. The increase in iron levels is a common occurrence in this region. There were attempts to flush the wells for several hours to see if the levels would decrease, but that did not drop the iron levels enough to the water quality would meet our Town standards for our customers. Staff recognized that we needed to evaluate along with our engineers to come up with a solution to resolve this issue.

DISCUSSION: The Town's Water Department staff has conducted a "pilot" study to determine what type of filtration would be the most effective at removing the iron and provided the information to an engineering firm to corroborate the results and ensure the changes needed were acceptable to the State CDPHE office. There will need to be additional piping installed to ensure the proper contact time will be met to stay in compliance with the drinking water regulations for public water systems.

PROS/CON'S: Pro's - By moving forward with this resolution to approve the installation of new water filtration systems at all 3 wells, it will help expedite the operational time to put these wells into service to supply our system to meet our water demand on the water system. Con's - By not approving this resolution, we would need to re-evaluate our options, and it will delay the time to place these new wells into operation.

FISCAL IMPACT: The cost of this construction contract with Native Sun Construction will be $529,310.00, (a 10% contingency amount of $52,931.00 will be added to this project.) The total amount asking to be authorized will be **$582,241.00**. The funds required are within the 2A Fund budget for the 2025 Budget Year approved by the Council at an earlier Town Council meeting.

STAFF RECOMMENDATION: Recommend passage of Resolution 37-2025, approving the awarding of a construction contract to Native Sun Construction for the Iron Removal Project at Wells #11, 12, and 13 for the Water Department.

FORSGREN Associates Inc.

May 20, 2025

Tom Tharnish, Director of Public Works
Town of Monument
645 Beacon Lite Rd
Monument, CO 80132

RE: Contract Award Recommendation
Wells No. 11, 12 & 13 Iron Removal

Dear Mr. Tharnish,

On May 15, 2025, bids were received and opened publicly for construction of the Town's Wells No. 11, 12 & 13 Iron Removal. Two bids were received as shown in the attached bid tabulation. The low bid was submitted by Native Sun Construction for the total bid amount of $529,310.00.

The bid submitted by Native Sun Construction included the required Bid Form No. 1: Proposed Subcontractors, Bid Form No. 2: Bid Bond, and written acknowledgement of receipt of the issued addendum. Their bid is therefore considered the lowest responsive bid.

Based on project experience and references submitted by Native Sun Construction, this contractor appears to be qualified to complete the work required for the Wells No. 11, 12 & 13 Iron Removal project. The company's office is in Monument, Colorado, and their experience includes completion of various water/wastewater improvements in the Colorado Springs area. Forsgren contacted several of their references and they all spoke highly of Native Sun's work ethic and would hire them again for future projects.

Native Sun Construction's bid price was below the Preliminary Opinion of Probable Construction Costs, dated January 22, 2025, totaling $563,000 for the construction of the Wells No. 11, 12 & 13 iron removal systems.

We recommend that approximately 10% added allowance for construction contingency be authorized at this time. That allowance would be used to cover unforeseen costs that commonly arise during construction projects. We recommend that an additional $53,000 be authorized to be used for this project at the Town Manager's discretion.

Native Sun Construction appears to have the experience and capability to complete the work required for the Wells No. 11, 12 & 13 Iron Removal project. Therefore, we recommend that the Town of Monument award this construction contract to Native Sun Construction for their bid amount of $529,310. We also recommend authorizing a $53,000 construction contingency for a total authorization of $582,310.

If you have any questions regarding this letter, please contact us.

Sincerely,

Claire Van Kampen, P.E.
Senior Engineer

Attachment: Bid Tabulation

Town of Monument

Wells No. 11, 12 & 13 Iron Removal

Bid Tabulation for Bids Submitted on May 15, 2025

				Native Sun Materials, Inc.		Barnard Structures Inc.	
Bid Category A – Well No. 11 Facility							
NO.	**ITEM**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**
A1	MOBILIZATION & DEMOBILIZATION	LS	1	$12,837.00	$12,837.00	$20,102.00	$20,102.00
A2	OXIDATION CONTACT PIPING	LS	1	$148,800.00	$148,800.00	$169,213.00	$169,213.00
A3	PROCESS PIPING MODIFICATION	LS	1	$27,100.00	$27,100.00	$45,174.00	$45,174.00
A4	CARTRIDGE FILTER SYSTEM	LS	1	$53,332.00	$53,332.00	$30,348.00	$30,348.00
TOTAL BID CATEGORY A SUBTOTAL					$242,069.00		$264,837.00
Bid Category B – Well No. 12 Facility							
NO.	**ITEM**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**
B1	MOBILIZATION & DEMOBILIZATION	LS	1	$7,163.00	$7,163.00	$20,102.00	$20,102.00
B2	OXIDATION CONTACT PIPING	LS	1	$77,336.00	$77,336.00	$98,919.00	$98,919.00
B3	PROCESS PIPING MODIFICATION	LS	1	$28,742.00	$28,742.00	$40,047.00	$40,047.00
B4	CARTRIDGE FILTER SYSTEM	LS	1	$21,817.00	$21,817.00	$14,741.00	$14,741.00
TOTAL BID CATEGORY B SUBTOTAL					$135,058.00		$173,809.00
Bid Category C – Well No. 13 Facility							
NO.	**ITEM**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL PRICE**	**UNIT PRICE**	**TOTAL PRICE**
C1	MOBILIZATION & DEMOBILIZATION	LS	1	$8,071.00	$8,071.00	$20,102.00	$20,102.00
C2	OXIDATION CONTACT PIPING	LS	1	$93,607.00	$93,607.00	$101,090.00	$101,090.00
C3	PROCESS PIPING MODIFICATION	LS	1	$28,688.00	$28,688.00	$40,630.00	$40,630.00
C4	CARTRIDGE FILTER SYSTEM	LS	1	$21,817.00	$21,817.00	$14,741.00	$14,741.00
TOTAL BID CATEGORY C SUBTOTAL					$152,183.00		$176,563.00
TOTAL BID PRICE					**$529,310.00**		**$615,209.00**

TOWN OF MONUMENT

RESOLUTION NO. 37 - 2025

A RESOLUTION APPROVING THE AWARDING OF A CONSTRUCTION CONTRACT TO NATIVE SUN CONSTRUCTION FOR THE IRON REMOVAL PROJECT AT WELLS #11, 12, AND 13 FOR THE WATER DEPARTMENT

WHEREAS, the Town's Water Department staff has evaluated the need to construct and install new iron removal systems at 3 of our newer wells, and;

WHEREAS, the Town's staff has performed a pilot study to determine the correct type of filtration system to install, and the process and piping needed has been verified by the engineers for this project, and;

WHEREAS, the Town staff has bid out the project in accordance with the Towns purchasing and contract policy and Native Sun Construction was determined to be the lowest responsive bidder, and;

WHEREAS, Native Sun Construction Company has been vetted and references checked and the company is well experienced in this type of project, and;

WHEREAS, If the Town Council approves this construction contract with Native Sun Construction, it will allow for an expedited project so that we can operate these new wells by late Summer.

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

The Town Council hereby approves the awarding of a construction contract to Native Sun Construction to construct and install 3 new iron removal systems at Wells #11, 12 and 13.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 2nd day of June 2025 by a vote of ___ for and ____ against.

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Tina Erickson, Town Clerk

MEMORANDUM

TO: Mayor and Town Council
FROM: Emily Trujillo, Human Resources Manager and Jennifer Phillips, Finance Director
DATE: June 2, 2025
RE: Compensation Study Results and Adoption of Salary Ranges

Background

In late 2024, staff issued a Request for Proposals for consultant services to complete a compensation/pay equity study. After reviewing all the proposals received, the proposal review committee selected CBIZ and the Interim Town Manager signed the $19,675 contract in December 2024.

January through May, CBIZ consultants conducted labor market and competitiveness surveys, analyzed the data and prepared new salary ranges for all Town of Monument positions. These salary structures create an ongoing, equitable and fair administration of compensation and are comprised of:

- Minimum salaries that establish an attractive entry level pay
- Midpoint salaries approximate the market 50th percentile
- Maximum salaries establish top out pay

Discussion

The results of the compensation study show that 98.2% of the Town's non-sworn employees are above the recommended minimum and below the recommended maximum salary ranges.

- Six (6) employees are below the recommended minimum
  - Cost to bring these employees above the recommended minimum = $18,579
- Four (4) employee is above the recommended maximum
- 13 employees are experiencing compression
  - Cost to remedy the compression issues = $38,286

The results of the compensation study show that 92.4% of sworn employees are above the recommended minimum and below the recommended maximum.

- 20 sworn employees are below the recommended minimum
  - Cost to bring these employees above the recommended minimum = $44,698
- One (1) employee is above the recommended maximum

The adopted amended 2025 budget includes $85,000 to cover potential salary increases as recommended by the compensation study. No retroactive pay will be provided to any employees.

As stated in Fiscal Policy 1 – Fiscal Planning and Budgeting, section 1.07 – A system will be used to facilitate position control. The number of full-time and regular part-time employees shall not exceed the

total number of positions authorized by the Town Council. Therefore, as part of each budget approval process, the pay structures and classifications will be included for Council's review and approval. Policy 1 does authorize the Town Manager to make temporary appointments which includes the creation of new position classifications that shall follow the Grades established in the proposed pay structure.

Recommendations

Based on the recommendations from CBIZ which have been reviewed by the leadership team and presented to the Town staff, it is recommended that the Town Council:

1. Adopt the proposed pay structure and classifications
2. Increase all five (5) employees to above the minimum

Staff recommends postponing the compression adjustments until the Town Council considers the Proposed 2026 budget.

Resolution: Staff have submitted Resolution 38-2025 to request the Town Council approve the Salary Structure and Classifications attached hereto as Attachment A and Attachment B.

TOWN OF MONUMENT
RESOLUTION NO. 38-2025

A RESOLUTION TO APPROVE SALARY STRUCTURE AND CLASSIFICATIONS FOR NON-SWORN AND SWORN POSITIONS

WHEREAS, the Town Council of the Town of Monument, through its Vision Statement, has committed to always ensure cooperative, transparent and inclusive Town governance; and

WHEREAS, the Town Council desires to reinforce a positive work culture as stated in the 2026-2028 Strategic Priorities; and

WHEREAS, the Town seeks to attract and retain top talent that further enhances the high-quality services provided to the Monument community; and

WHEREAS, the Town hired an independent, third-party consultant to conduct a labor market and compensation survey and make recommends based on data for new salary ranges.

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

Adoption of the Compensation Salary Ranges and Structures effective June 30, 2025 as Exhibit A is hereby adopted.

Adoption of the Salary Ranges (Police) and Structures effective January 1, 2025 to December 31, 2025 as Exhibit B is hereby adopted.

PASSED AND RESOLVED this 2nd day of June 2025, by the Town Council of the Town of Monument by a vote of ____for and ____against.

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Tina Erickson, Town Clerk, CMC

Town of Monument, Colorado
Preliminary Compensation Study Results
Exhibit 4A-Jobs by Grade
Data Effective June 30, 2025

Grade	Job Title	Minimum	Midpoint	Maximum
16		$181,717	$236,231	$290,746
	Town Manager			
15		$160,838	$201,048	$241,258
14		$139,860	$174,824	$209,789
13		$124,099	$152,021	$179,943
	Director, Public Works			
	Director, Planning			
	Director, Information Technology			
	Director, Finance			
	Director, Administration			
12		$107,912	$132,192	$156,473
	Assistant Director, Public Works			
11		$95,792	$114,950	$134,108
	Human Resources Manager			
	Finance Manager			
10		$85,528	$102,634	$119,739
	Water Manager			
9		$77,989	$91,637	$105,285
	Senior Planner			
	Parks & Trails Planner & Program Manager			
	Civil Engineering Inspector			
8		$69,633	$81,819	$94,005
	Water Technician IV			
	Streets Supervisor			
	Senior Mechanic			
	Senior Accountant			
	Professional Services & Compliance Manager			
	Planner II			
	Parks Supervisor			
	Facilities Supervisor			
7		$63,524	$73,053	$82,581
	Water Technician III			
	Town Clerk			
	Support Services Manager			
	Records Manager			
	Planner I			
	Fleet Mechanic			
6		$57,749	$66,412	$75,074
	Water Technician II			
	Geographic Information Systems Technician			
	Executive Administrative Assistant, Communications & Events Specialist			
	Executive Assistant to the Chief of Police			
	Accountant			
5		$53,666	$60,374	$67,082
	Water Technician I			
	Property & Evidence Technician			
	Police Service Aid			
	Planning Technician			
	Park Technician III			
	Facilities Technician III			
	Deputy Town Clerk			
4		$48,787	$54,886	$60,984
	Street Technician II			
	Park Technician II			
	Facilities Technician II			
	Court Clerk			
3		$44,352	$49,896	$55,440
	Utility Billing Technician			
	Street Technician I			
	Park Technician I			
	Facilities Technician I			
	Administrative Assistant, Support Services			
	Administrative Assistant, Public Works			
2		$40,320	$45,360	$50,400
1		$37,333	$42,000	$46,667
	Custodian/Building Maintenance			

Town of Monument, Colorado
Attachment B
Salary Ranges (Police)
Structures Effective January 1, 2025 to December 31, 2025

Salary Range - Annual							
Position	Grade/Step	Minimum	Midpoint	Maximum	Max to Min % Increase	Range Spread	Steps
Officer/Corporal	O/C	$68,936	$81,748	$94,559		37.2%	6
Police Sergeant	Sergeant	$96,865	$103,055	$109,244	5.0%	12.8%	
Police Lieutenant	Lieutenant	$114,707	$120,585	$126,464	5.0%	10.3%	
Police Commander	Commander	$132,787	$139,593	$146,398	5.0%	10.3%	
Assistant Police Chief	Assistant Chief	$153,718	$161,596	$169,474	5.0%	10.3%	
Police Chief	Chief	$177,948	$189,016	$200,084	5.0%	12.4%	

Corporal

Salary Range - Annual	Steps						
Position	1	2	3	4	5	6	7
Officer/Corporal	$68,936	$73,073	$77,457	$82,104	$87,031	$92,252	$94,559
	% Increase:	6.0%	6.0%	6.0%	6.0%	6.0%	2.5%

			Current Range				Hourly		
Position	Starting Min	Ending Min	Minimum	Midpoint	Maximum	Range Spread	Minimum	Midpoint	Maximum
Officer/Corporal	$68,936	$68,936	$66,929	$78,273	$89,616	33.9%	$33.14	$39.30	$45.46
Police Sergeant	$96,865	$96,865	$94,030	$100,040	$106,051	12.8%	$46.57	$49.55	$52.52
Police Lieutenant	$114,707	$114,707	$111,353	$114,207	$117,060	5.1%	$55.15	$57.97	$60.80
Police Commander	$132,787	$132,787	$128,905	$132,208	$135,512	5.1%	$63.84	$67.11	$70.38
Assistant Police Chief	$153,718	$153,718					$73.90	$77.69	$81.48
Police Chief	$177,948	$177,948	$156,330	$161,190	$166,050	6.2%	$85.55	$90.87	$96.19

Town of Monument Council Meeting Compensation Study Results

June 2, 2025

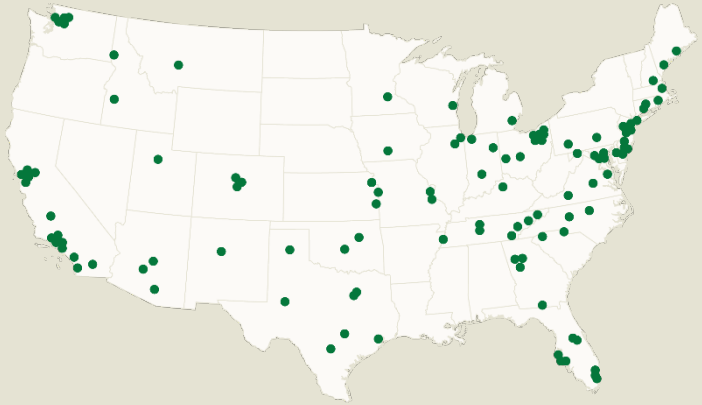
Introduction

TAYLOR SPRAGUE, CCP

- Lead Consultant/Project Manager
- Focus
  - Colorado broad-based
- Certified Compensation Professional
- 7+ years compensation industry experience
- Rocky Mountain Total Rewards Association

About CBIZ

160+ Offices Nationwide



International

Over 100
countries served

Over 18,000
team members worldwide

Revenue Growth

$2.8B

In Revenue

as of November 1, 2024

Top National

Accounting Provider

per Accounting Today 2024*

Services

2,965
CPAs

5,890
Professionals

CBIZ

CBIZ is a consulting, tax, and financial services provider that works closely with CBIZ CPAs P.C., an independent CPA firm that provides audit, review and other attest services.
** Based on 2024 Accounting Today rankings, combining figures from CBIZ and Marcum LLP, following their recent acquisition.*

CBIZ Compensation Consulting

- National CBIZ practice
- Team of professionals focused exclusively on compensation consulting
- Extensive experience working in the public sector

- Recent Public Sector Clients
  - Colorado Public Employees Retirement Association
  - Denver Employees Retirement Plan
  - Health District of Northern Larimer County
  - Colorado Access Management Services
  - St. Charles County, Missouri
  - St. Louis County, Missouri
  - City of Bristol, Tennessee
  - City of Charleston, South Carolina
  - City of Nixa, Missouri
  - City of O'Fallon, Illinois
  - City of Paducah, Kentucky
  - City of University City, Missouri
  - City of Wentzville, Missouri
  - Missouri Department of Conservation
  - Northern Colorado Water
  - Pima County, Arizona

Overview

- Project Overview
- Recommendations
- Answer Your Questions

Project Overview

CBIZ

Labor Markets and Competitiveness

SIZE

- $11.6 M operating budget
- 79 employees

GEOGRAPHY

- Monument, CO

INDUSTRY

- All Industries

PLACEMENT

- Match the market 50th base salary

MARKET ANALYSIS

- Evaluate job information
- Utilize survey market data
- Age survey data
- Summarize results

Designed Pay Structures

General Structure					
Grade	*Minimum*	*Midpoint*	*Maximum*	*Range Spread*	*Midpoint Differential*
1	$37,333	$42,000	$46,667	25%	
2	$40,320	$45,360	$50,400	25%	8.0%
3	$44,352	$49,896	$55,440	25%	10.0%
4	$48,787	$54,886	$60,984	25%	10.0%
5	$53,666	$60,374	$67,082	25%	10.0%
6	$57,749	$66,412	$75,074	30%	10.0%
7	$63,524	$73,053	$82,581	30%	10.0%
8	$69,633	$81,819	$94,005	35%	12.0%
9	$77,989	$91,637	$105,285	35%	12.0%
10	$85,528	$102,634	$119,739	40%	12.0%
11	$95,792	$114,950	$134,108	40%	12.0%
12	$107,912	$132,192	$156,473	45%	15.0%
13	$124,099	$152,021	$179,943	45%	15.0%
14	$139,860	$174,824	$209,789	50%	15.0%
15	$160,838	$201,048	$241,258	50%	15.0%
16	$181,717	$236,231	$290,746	60%	17.5%

- Purpose
  - Structures simplify ongoing compensation administration
  - Integrate market and internal equity
  - Minimum establishes attractive entry level pay
  - Midpoint approximates the market 50th percentile
  - Maximum establishes top out pay
- Highlights
  - Narrower ranges
  - More grades for flexibly

Designed Pay Structures

- Updated Police Officer/Corporal step structure
- Overall increase
- Step determined by years of service as of July 1, 2025

Salary Range - Annual						*Steps*						
Position	*Minimum*	*Midpoint*	*Maximum*	*Max to Min % Increase*	*Range Spread*	*1*	*2*	*3*	*4*	*5*	*6*	*7**
Officer/Corporal	$68,936	$81,748	$94,559		37.2%	$68,936	$73,073	$77,457	$82,104	$87,031	$92,252	$94,559
Police Sergeant	$96,865	$103,055	$109,244	5.0%	12.8%	**% Increase:**	6.0%	6.0%	6.0%	6.0%	6.0%	2.5%
Police Lieutenant	$114,707	$120,585	$126,464	5.0%	10.3%							
Police Commander	$132,787	$139,593	$146,398	5.0%	10.3%							
Assistant Police Chief	$153,718	$161,596	$169,474	5.0%	10.3%							
Police Chief	$177,948	$189,016	$200,084	5.0%	12.4%							

*Corporal

Placed Jobs in General Salary Structure

- The midpoint of each job's assigned salary grade is designed to closely approximate the market 50th percentile
  - Jobs are slotted into salary grades based on this relationship
- If the market 50th percentile falls between two grade midpoints, the job is assigned to the grade with the nearest midpoint to ensure accurate alignment with market data
- Grades will contain jobs of similar market value
- Adjustments made for internal equity

Title: Job XYZ

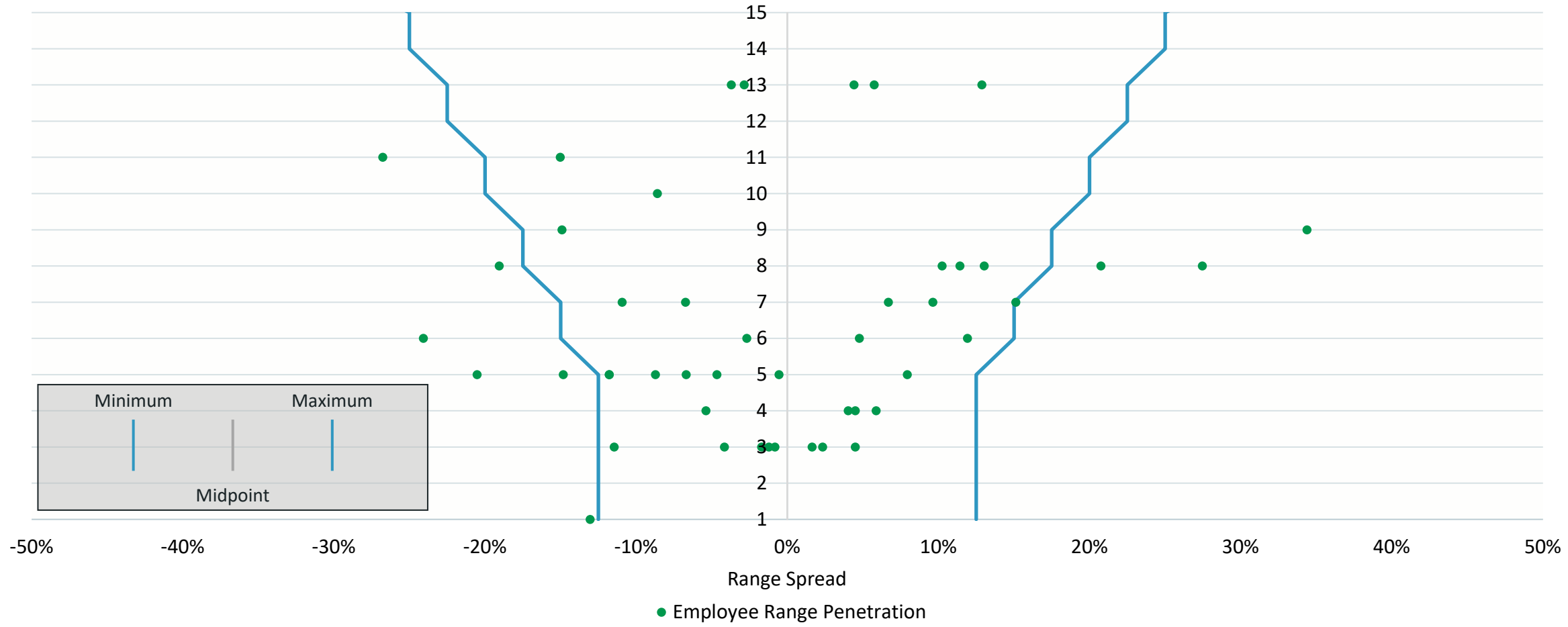
Market Benchmark: $35,455

Grade	Minimum	Midpoint	Maximum
1	$24,778	$30,972	$37,166
2	$27,398	**$35,618**	$43,838
3	$31,508	$40,960	$50,412

Illustrative Structure

CBIZ

Employee Range Penetration: General Structure (Excludes Town Manager)



Financial Impact Analysis: General Structure (Excluding Town Manager)

98.2%

Average Compa-Ratio*

*COMPA-RATIO

Metric of pay competitiveness, calculated by dividing and employee's salary by the market comparison point.

BELOW MINIMUM	ABOVE MAXIMUM	COMPRESSION • RANGE PLACEMENT BY TIME IN JOB • AGGRESSIVE EARLY YEARS	TOTAL IMPLEMENTATION
6 Employees	4 Employee	12 Employees	12 Employees
$18,538 Cost	$22,436 Cost	$38,027 Cost	$56,564 Cost
0.5% of Payroll	0.6% of Payroll	1.0% of Payroll	1.5% of Payroll

Compression: pay issue when new/less experienced employees receive the same or higher compensation than current staff

Financial Impact Analysis: Sworn Officers

92.4%

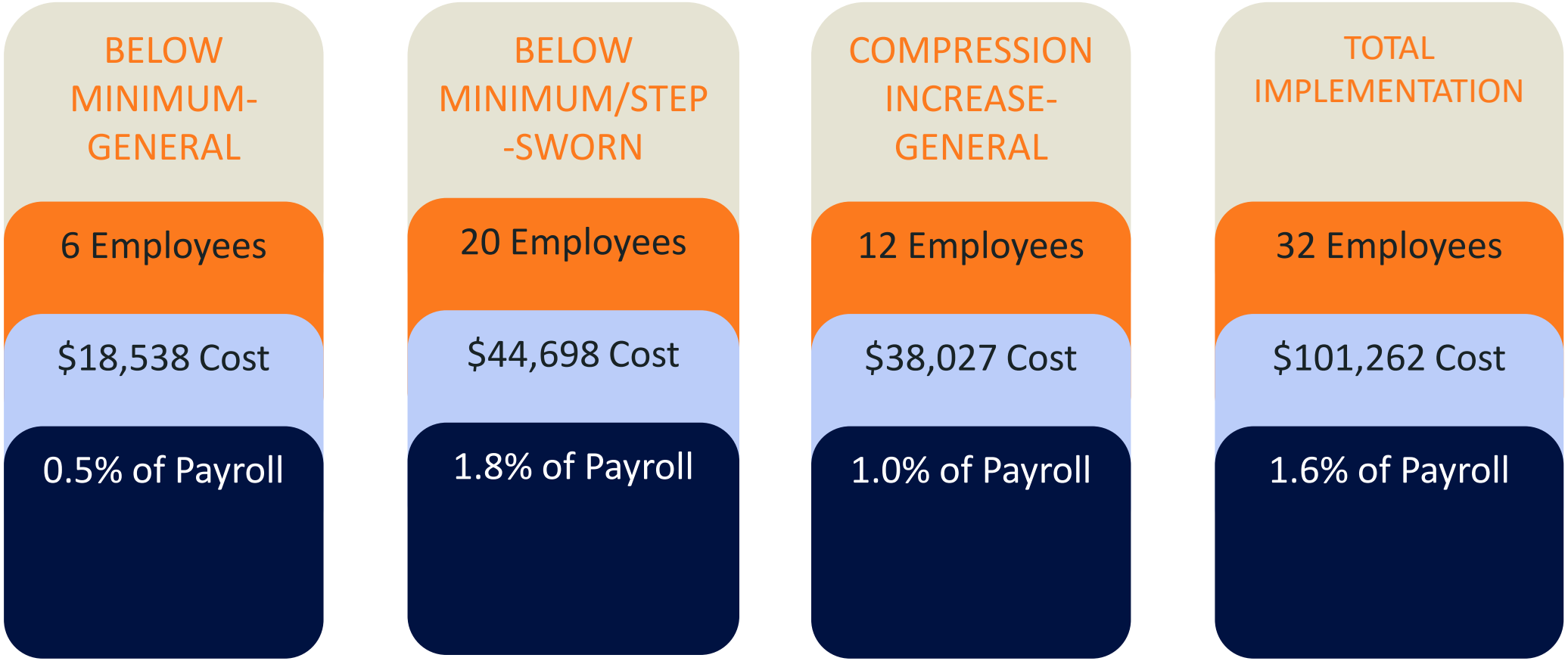
Average Compa-Ratio*

*COMPA-RATIO

Metric of pay competitiveness, calculated by dividing and employee's salary by the market comparison point.

BELOW STEP/MINIMUM	ABOVE MAXIMUM
20 Employees	1 Employee
$44,698 Cost	$11,796 Cost
1.8% of Payroll	0.5% of Payroll

Cost Summary



Post Increase Range Placement: General Structure (Excludes Town Manager)

Recommendations

Salary Actions

ADOPT THE PROPOSED PAY STRUCTURE & CLASSIFICATIONS

- The pay structure is designed to match market dynamics across a range of salary levels.
- The job classifications represent a combination of market and internal equity adjustments where needed.

INCREASE ALL TO RANGE MINIMUM

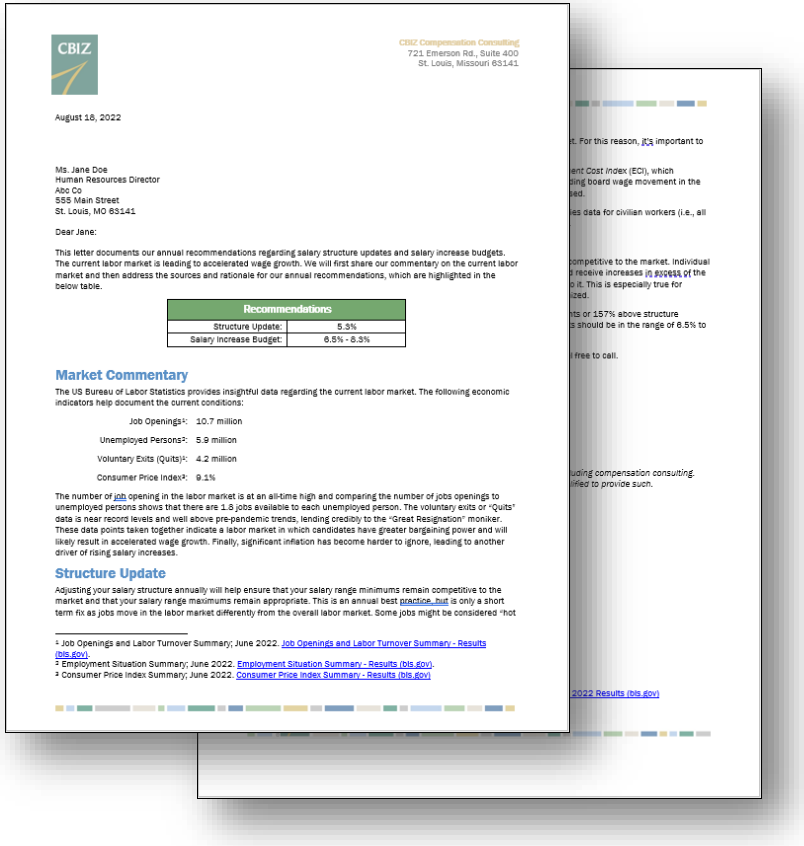
- The range minimum represents the level at which entry-level pay can be considered market-competitive.
- Implementation of the compensation plan should occur uniformly across all positions to avoid pay equity issues.

CONSIDER COMPRESSION ADJUSTMENTS

- Improve the overall competitive position to the market.
- Alleviate internal inequities.

Annual Salary Planning

- Budget for market competitive salary increases
- Adjust structures annually to ensure:
  - The new compensation system remains competitive for years to come
  - Minimums stay competitive to the market
  - Maximums stay appropriate
- CBIZ will provide salary structure update factors for up to five years
- CBIZ tracks data associated with cost of labor, not cost of living, changes



CBIZ Compensation Consulting
721 Emerson Rd., Suite 400
St. Louis, Missouri 63141

August 16, 2022

Ms. Jane Doe
Human Resources Director
Abc Co
555 Main Street
St. Louis, MO 63141

Dear Jane:

This letter documents our annual recommendations regarding salary structure updates and salary increase budgets. The current labor market is leading to accelerated wage growth. We will first share our commentary on the current labor market and then address the sources and rationale for our annual recommendations, which are highlighted in the below table.

Recommendations	
Structure Update:	5.3%
Salary Increase Budget:	6.5% - 8.5%

Market Commentary

The US Bureau of Labor Statistics provides insightful data regarding the current labor market. The following economic indicators help document the current conditions:

Job Openings[1]: 10.7 million
Unemployed Persons[2]: 5.9 million
Voluntary Exits (Quits)[1]: 4.2 million
Consumer Price Index[3]: 9.1%

The number of job opening in the labor market is at an all-time high and comparing the number of jobs openings to unemployed persons shows that there are 1.8 jobs available to each unemployed person. The voluntary exits or "Quits" data is near record levels and well above pre-pandemic trends, lending credibly to the "Great Resignation" moniker. These data points taken together indicate a labor market in which candidates have greater bargaining power and will likely result in accelerated wage growth. Finally, significant inflation has become harder to ignore, leading to another driver of rising salary increases.

Structure Update

Adjusting your salary structure annually will help ensure that your salary range minimums remain competitive to the market and that your salary range maximums remain appropriate. This is an annual best practice, but is only a short term fix as jobs move in the labor market differently from the overall labor market. Some jobs might be considered "hot

[1] Job Openings and Labor Turnover Summary; June 2022. Job Openings and Labor Turnover Summary - Results (bls.gov).
[2] Employment Situation Summary; June 2022. Employment Situation Summary - Results (bls.gov).
[3] Consumer Price Index Summary; June 2022. Consumer Price Index Summary - Results (bls.gov)

Questions

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