TOWN OF MONUMENT, CITIZENS SERVICE LEVELS ADVISORY COMMITTEE
REGULAR MEETING MINUTES
Thursday, August 7, 2025 – 4:00 PM
Monument Town Hall – 645 Beacon Lite Rd., Monument CO 80132
Hybrid Meeting – Remote Participation Via Teams

COMMITTEE MEMBERS	TOWN STAFF
PRESENT: Steven King, Mayor Pro Tem Laura Kronick, Town Councilmember John Lewis Brandy Turner Scott Gibson Johan Moum Heather Paul Jennifer Phillips, Director of Finance	Madeline VanDenHoek, Town Manager Laurie Young, Finance Manager Steve Murray, Senior Accountant
ATTENDED REMOTELY: Greg Bland, Kim Brandon (joined at 4:30pm)	
ABSENT WITH PRIOR NOTICE: Laura Kronick, Town Councilmember	
ABSENT WITHOUT PRIOR NOTICE:	

1. Call Regular Meeting to Order at 4:03 PM
2. Roll Call
Each Committee member introduced themselves, provided their background and a little about themselves.
3. Welcome
5. Overview of Colorado Open Records and Meetings Acts
Jennifer explained CO Open Records and Meetings Acts – the need to be careful with emails within the committee and meeting, the potential impact of small committee meetings, 3 or more committee members together talking about Service Level would be considered a meeting, and explanation of a serial meeting. No one had any questions.
6. Review Materials a. Town Funds
b. 2024 Audit Report
c. 2025 Adopted Budget

Jennifer explained the 10 different Funds, that all town revenues are budgeted at $36M, and all town expenses are budgeted at $37.5M, and that the General Fund Reserve is desired to be 20% per Town Council recommendation.

Mayor Pro Tem King provided some history of Monument and Development and Impact Fees, using a comparison of Town of Monument fees being significantly lower than Castle Rock and Parker.

d. 2025-2030 Long Range Financial Forecast

Jennifer explained that the General Fund Reserve should remain at 20% and that the Long-Range Financial Forecast shows expenditures exceeding revenues.

e. Metro District Maps

Mayor Pro Tem King provided details about his understanding of the TriView Metro District IGA. Scott asked if TriView IGA could be renegotiated, and if the Town could charge TriView an Admin fee.

f. Existing Conditions Report

g. Finance Projects Underway

Jennifer reviewed the various finance projects that are currently underway including an impact fee study, cost allocation plan, fee study, water rate study, ADA transition plan, and storm water study. Scott questioned if grants are available to help with anticipated ADA improvements, and Kim asked if there is a timeline for ADA improvements. Jennifer answered with an explanation of grants being tightened down and need to wait for plan to decide on timeline – the Town will make efforts. Greg commented on understanding of Town needing to go back to fix what wasn't done previously.

g. Financial Projects Underway

Jackson Creek Parkway $9M
Public Works Facility $20M
New Police Building $20M

7. Staff levels and overview of services provided

Jennifer briefly reviewed the various departments and staffing levels and inquired with the Committee what they would like to learn more about. The committee requested information on the preliminary 2026 budget, capital assets, police department services and public works services.

Bandy asked for the Town to provide the Committee with a list of Services provided by Public Works and Police. Scott asked for details about the 2026 budget, and possible changes being made to the 2025 budget. Greg asked for a list of the Towns Assets, including land.
Regarding increase Town revenue: Brandy mentioned adding a lodging tax, John asked about how much more development to occur in Town, Scott asked if the Town has any estimate of JCP new business development in 2026 budget and what impact the warehouse buildings might have on revenue; Jennifer answered that we had not estimated new JCP revenue yet, and Madeline answered that warehouse buildings would general use & property tax, jobs and that those employees would ideal eat and shop in Town. Scott commented that Bucees could potentially increase sales to Town via increased exposure. John asked about our Mill Levy, to which Jennifer replied that we are at 5.00 mills, and have the possibly of going full mill. Steve Murray explained that full mill levy would be 5.87 for approx. $100K additional revenue. Greg questioned the Towns process for attracting new business and suggested the Town talking to other municipalities for ideas. Jennifer replied with the example of Strategic Planning meetings in Parker. Greg spoke about his personal experience of opening a new business in Monument, that Town is very code driven and that it was a lengthy process, and the need to meet with 3 different groups – making the process more complex – he understood the Town's desire to do things right but questioned if the process has to take so long.

4. Select Chair and Vice Chair

John Lewis was nominated for Chair by Brandy Turner, and 2nd by Scott Gibson. At 5:44pm John Lewis was voted as Chair with a vote of 6/0.
Brandy Turner was nominated for Vice Chair by John Lewis, and 2nd by Scott Gibson. At 5:47pm Brandy Turner was voted as Vice Chair with a vote of 6/0.

8. Schedule next meetings

The next meeting will be held 8/20/2025 at 4:00pm in PD training room.

9. Public Comment

None

10. Adjourn
Meeting adjourned at 5:52pm, with a motion by John and a 2nd by Brandy.

Respectfully Submitted,

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Laurie Young, Finance Manager