

**TOWN OF MONUMENT, CITIZENS SERVICE LEVELS ADVISORY COMMITTEE  
REGULAR MEETING MINUTES**

Wednesday, August 20, 2025 – 4:00 PM

Monument Town Hall, PD Training room – 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 Greg Bland	Madeline VanDenHoek, Town Manager (joined at 4:19pm) Jennifer Phillips, Director of Finance Laurie Young, Finance Manager Steve Murray, Senior Accountant John Lupton, Police Commander
ATTENDED REMOTELY: Scott Gilson, Kim Brandon, Heather Paul (joined at 4:09pm)	Andrew Archuleta, Assistance Public Works Director Tom Tharnish, Public Works Director
ABSENT WITH PRIOR NOTICE: Johan Mouv	
ABSENT WITHOUT PRIOR NOTICE:	

**1. Call Regular Meeting to Order at 4:08 PM**

**2. Roll Call**

**3. Approved Minutes from August 7, 2025 meeting**

Motion from Brandy Turner, and 2<sup>nd</sup> by Greg Bland. Approved 8/0.

**4. Preliminary 2026 Budget Overview and updated Long Range Financial Forecast – Jennifer Phillips**

Jennifer presented the Town Council Strategic Priorities, 2026 General Fund budget Revenues of \$14M, 2026 General Fund budget Expenses of \$14.26M, Preliminary 2026 Long Range Financial Forecast, and Town Council Financial Policies. John asked what the GF \$100K of Capital Spending is for, to which Steve Murray answered vehicle and equipment. John asked if the GF 20% reserve includes Tabor, to which Jennifer answered yes. Scott asked if the \$600K investment interest was included in our 2026 budget, to which Steve Murray answered yes. Laura asked if 2F funds were used for the purchase of police vehicles, to which Jennifer answered yes.

**5. Fixed Assets Overview – Steve Murray**

Steve presented Capital Assets for Public Works Vehicles and Police Dept Vehicles, as well as Town Owned Buildings. He also handed out hard copies of the Town Wide Asset List. Steve King asked how the asset lives were determined, to which Murray answered that we follow IRS guidelines. King also asked if we extend vehicles and equipment beyond their useful life, to which Murray answered yes, it's at the discretion of the Town, and can sometimes become more costly to maintain instead of replace. John asked is we use a Software for tracking assets and Steve explained we use Cartograph. When Scott asked about the analysis done for Extending an asset life vs. replace, John Lupton explained the unpredictability because with Police vehicles there are 3 x 2019 vehicles that have become more problematic than their 2011 vehicle which one of their Commanders drives. Murray explained that there are 9 Police vehicles reaching their useful life in 2025, with a replacement value of \$810K, including upfitting. John asked what the Chamber building is currently worth, Madeline answered approximately \$1M - \$1.5M, and went on to say that it is a key building to Downtown.

**6. Police Services – John Lupton**

Commander Lupton presented several slides, detailing the Monument Police Department's staff, structure, schedules and responsibilities. Lupton highlighted how much the Town of Monument

cares about their Officers, that there is currently less turnover, that the department is understaffed, and there are currently no PSAs (Police Service Aides). Brandy asked if our PSA are paid positions, to which Lupton answered yes. John Lewis asked if the Town Council has a written code for the Town, Lupton answered yes, then went on to explain that Officers know and understand the Criminal code very well and are not as familiar with Municipal code. Lupton informed the Committee that the Town's Narcotic task person is to be pulled back to being an Officer in January due to staffing limits. He also explained that due to staffing limitations code enforcement is done in response to citizen complaints and is not proactive. Lupton asked the Committee to think about how the Town should be policed. Scott asked about the Town charging Fees for Services, to which Lupton replied that it is being researched, but taking time to research is a conflicting priority for his staff and would be something the Town Council will need to approve. Jennifer explained that the Town has an ongoing Fee Study that will include Police fees for services. Scott asked when the Fee Study would be completed, and the answer was by December. There was group discussion about Emergency Management by the Town, to which Madeline replied that Emergency Management is something the Town should be responsible for. Lupton expressed that their main objective is to make sure the public is safe. John Lewis asked about the 2 SROs, to which Lupton explained that they are both assigned to Monument Academy, and to a follow up question about the 2 local high schools, he answered that they are protected the El Paso County police force. John Lewis also asked what the Town's biggest crimes are, to which Lupton answered domestic violence, personal theft, and traffic violations/crashes, additionally he spoke about the "underlying issues" of drugs and alcohol that contribute to those crimes. John Lewis also asked about the homeless population in Monument, to which Lupton replied that the Town's police are strict about enforcing code where that is concerned, meaning little to no homeless population. Lupton ended his presentation at 5:17pm with recommendation for 6 additional Officers and additional police vehicles.

#### **7. Public Works Services – Andrew Archuleta**

Andrew presented slides that highlighted the Public Works staff and each department's responsibilities (Fleet, Facilities, Parks and Streets). Andrew informed the Committee that the crack seal machine is broken down. John Lewis asked about the cost to pave roads, to which Andrew replied, for 1 mile of road a low end repave will cost approximately \$150K, and a high end, full replacement will cost approximately \$750K - \$1M. Andrew ended his presentation at 5:35pm. Followed by questions from John Lewis asking what the current big projects are, to which Andrew answered Monument Lake restrooms. John Lewis also asked what PW biggest concerns are, and the answer was HVAC at Town Hall, Veregy project, Town Hall roof and PW building. Steve King asked what the annual cost for Concerts in the Park, to which Madeline answered \$15K, which is also supported by sponsorships. King also asked about the possibility of parking kiosks at the lake as a revenue source.

#### **8. Feedback/Recommendations to Monument Town Council**

Jennifer mentioned that the Town has a very lean budget and confidentially disclosed there may be layoffs.

John Lewis requested to break at 5:40pm. The committee returned from break at 5:46pm.

Jennifer asked the Committee for their proposed changes for the Town Council to consider.

Brandy asked about the stairs at Monument Lake and the possibility of closing the lake during the winter. Andrew explained that the stairs are for convenience but could change due to ADA study.

John Lewis then asked when the ADA study would occur to which Jennifer answered

September/October, and could have significant impact on budget but nothing is factored into 2026 due to it being too much of an unknown. Lupton explained that the cost of patrolling the lake is minimum (mostly issue warnings) and has larger concern with negative backlash if the lake is closed. Madeline mentioned that Monument Lake is an economic opportunity to the town by bringing people into town to eat and shop. Greg likes the idea of charging fees for use of the lake.

John Lewis asked what our Community Sponsorships are, Madeline answered TriLakes Cares, Tri Lakes Chamber (for which they also act as our visitor center) and Silver Key.

Greg suggested that the Town could reduce expenses by reaching out to local school and Eagle scout groups for help with projects, such as repairing stairs, and asking for community donations, for Christmas lights and flowers. Brandy suggested Christmas lights could become a community project/event.

John Lewis asked about the possibility of a 4 day work week for staff, to which Madeline explained that it would not save the Town much due to 24 hour police needs.

John also asked about Benefits reductions. Jennifer explained about furlough by Executive staff, reduction to employer match of retirement (current at 14% - but also a means of employee retention), medical benefits increase of 10-12% therefore possibly asking employees to contribute more. When asked about remote working (which is something requested by employees in survey) there is little to zero cost savings.

John Lewis suggested increase the Mill Levy to our full allowable Mills and not reducing services to Police. Lupton's reply was that he appreciates the support for Police but Police services goes hand in hand with Public Works, by giving an example of having to call for a snowplow to plow a way for police to respond to a call.

Laura expressed a need for the town to educate their citizens.

Brandy suggested doing away with town flowers.

Steve King would like to see more effort towards increasing revenue, to which Madeline stressed Economic Development.

Greg asked about the sale of land parcel on Gold Camp.

Key Recommendations: (1) Take away niceties, (2) increase revenue, (3) prioritize public safety, (4) community events to save costs, for example eagle scout or high school projects, (5) Monument Lake revenue and (6) look at reducing insurance and employee benefits, for example retirement match.

#### **9. Schedule next meeting**

After a few attempts to schedule the next meeting, with members having schedule conflicts, it was agreed by all that Jennifer will send out a Doodle Poll.

#### **10. Public Comment**

None

#### **11. Adjourn**

Meeting adjourned at 6:42pm with a motion from Brandy Turner, and 2<sup>nd</sup> by Greg Bland. Approved 6/0. Kim Brandon left the meeting via Teams at 6:05pm. Scott Gilson left the meeting via Teams at 6:25pm, with the following questions: "So what was our projected budget if we looked back 5 years ago (pre-COVID)? What was our staff size back then? Have we done a comparative study against similar-sized towns to determine if we are right-sized today for Monument's population and landmass that we need to cover and provide services for?"

Respectfully Submitted,

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Laurie Young, Finance Manager