



**MONUMENT TOWN COUNCIL  
REGULAR MEETING AGENDA  
MONDAY, MAY 18, 2026 – 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: 279 260 683#

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

**2. Disclosures of Conflicts of Interest:**

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

**3. Approval of the Consent Agenda:**

- a. Agenda - May 18, 2026
- b. Meeting Minutes - May 4, 2026

**4. 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.*

**5. Presentations:**

- a. Monumental Birthday Bash - (*Justin Styll, President of Tallboy Marketing*)

**6. Ordinances:** *Public hearing(s) required.*

- a. Ordinance No. 13-2026 - An Ordinance Adding Section 12.28.125 to the Monument Municipal Code Requiring Parking Permits at Monument Lake - (*Town Attorney*)

**7. Resolutions:**

- a. Resolution No. 33-2026 - A Resolution Requiring Parking Permits at Monument Lake, Establishing the Parking Permit Area, Fees, and Fines - (*Town Attorney*)
- b. Resolution No. 34-2026 - A Resolution to Approve the Town of Monument Use Policy for Artificial Intelligence - (*Will Williams*)
- c. Resolution No. 35-2026 - A Resolution Adopting the 2026 Stormwater Master Plan, an Approved Component of the Town's Comprehensive Plan - (*Dan Ungerleider*)

**8. Discussion Items:**

- a. Updating Water Standards & Specifications - (*Thomas Tharnish*)

**9. Future Agenda Item Authorization:**

**10. Reports:**

- a. Town Manager's Monthly Report - (*Madeline VanDenHoek*)

**11. Council Comments:**

**12. Executive Sessions:**

- a. Executive Session Pursuant to C.R.S. § 24-6-402(4)(b) to Receive Legal Advice From the Town's Legal Counsel Regarding Compensation Options and Analysis for Town Council and Planning Commission Members

**13. Reconvene In Open Session:** *Council may act in open session on item(s) discussed in executive session.*

**14. Adjournment:**

**MONUMENT TOWN COUNCIL  
MEETING MINUTES**

Monday, May 4, 2026 - 5:30 PM

Monument Town Hall - 645 Beacon Lite Rd., Monument CO 80132  
Hybrid Meeting - Remote Participation Via Teams

**1. Study Session Starting at 5:30 PM:**

- a. Review Draft AI Policy

**2. Call Regular Meeting to Order at 6:30 PM, 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
<b>PRESENT:</b> Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Marco Fiorito Councilmember Kenneth Kimple Councilmember Laura Kronick Councilmember Chad Smith	Madeline VanDenHoek, Town Manager Tina Erickson, Town Clerk Ashley Hernandez-Schlagel, Town Attorney Will Williams, Director of IT Thomas Tharnish, Director of Public Works Andrew Archuleta, Asst. Director of Public Works Mitch Mihalko, Police Lieutenant Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning Steve Murray, Town Accountant Laurie Young, Senior Accountant
<b>ATTENDED REMOTELY:</b>	
<b>ABSENT WITH PRIOR NOTICE:</b> Councilmember Sana Abbott	
<b>ABSENT WITHOUT PRIOR NOTICE:</b>	

**3. Disclosures of Conflicts of Interest:**

- a. Disclosures of Potential Conflicts of Interest
  - b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters
- No disclosures with potential conflicts of interest were recieved.

**4. Approval of the Consent Agenda:**

- a. Agenda - May 4, 2026

b. Meeting Minutes - April 20, 2026

**Public Comments For Items Not on the Agenda:**

- Karen Lusby spoke about the residential/commercial design standards for all developments and non negotiable depending on development.

**Proclamations:**

a. National Police Week

Mihalko presented National Police Week proclamation, Councilmember Marco Fiorito read the proclamation and the council proclaimed May10th - May 16th, 2026 as Police Week in the Town of Monument.

**7. Presentations:**

a. Introduction of the Draft Roadway and Pavement Design Standards Manual Archuleta and Ungerleider gave a brief introduction for the draft roadway and pavement design standards. Taylor and Shelly with IMEG gave a presentation on the updated roadway and pavement design criteria, a brief overview of what the new RDS includes in the 9 chapters; key changes; new permits required. Ungerleider addressed the next steps involved. Ungerleider encourages anyone to reach out with questions or comments.

**8. Ordinances:**

a. Ordinance No. 09-2026 - An Ordinance Granting Approval of the Final Planned Unit Development Plan for Alpine Dealership at Falcon Commerce Center Located East of the Intersection of Squadron Drive and Terrazzo Drive  
Ungerleider resumed ordinance no. 09-2026 from the April 6,2026 meeting. Brooks Swinson with NES provided a presentation as included in the council packet, he gave an overview from the Planning Commission meeting as well as considerations from April 6, 2026 Town Council meeting. Swinson discussed the metal panels; revised sign designs which would include 2 smaller signs on the property; truck loading and snow storage within the dealership property and discussed potential sales tax during phase 1 and phase 2 along with the jobs and community engagement Alpine could bring to the Town of Monument. Councilmember Chad Smith encourages rules within the PUD to be followed. Councilmember Kenneth Kimple spoke on the sign design. Councilmember Marco Fiorito is in favor of the building, design and the dealership in general. Mayor Mitch LaKind opened the public hearing, Charlie Enzara questioned the consideration of infrastructure as well as water consumption. Mayor Mitch LaKind closed the public hearing. Swinson spoke on the infrastructure including water usage, drainage and traffic impact. Councilmember Chad Smith made a motion to approve ordinance no. 09-2026 with the following conditions:  
1. The vehicle display are in the south east corner of the lot, as shown on page 8 of the final PUD plan set, shall be utilized as presented, having a maximum of 13

vehicles parked or displayed in this area and, any vehicles parked or displayed in this area shall be parked on approved surface consisting of durable, dust free, all weather materials such as: concrete, asphalt, asphalt millings installed over a compacted base, pavers installed over a compacted base, or other similar hard-surfaced materials.

2. No vehicles shall be parked or displayed on the building and for Phase 2 (building b) during development.

3. The sidewalk from the intersection of Squadron Drive to the southern property line to be constructed out of concrete.

4. At no time may delivery vehicles for the subject property be staged on Terrazzo Drive.

5. Monument signage along I-25 no highway pylon sign will be permitted and instead 2 code approved 10 foot height Monument signs are permitted. The motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 5 to 1.

Mayor Pro Tem Steve King opposed the motion.

- The council took a recess at 07:59 pm.

- The council resumed the regular meeting at 08:09pm

b. Ordinance No. 12-2026 - An Ordinance Repealing and Readopting Title 9 of the Monument Municipal Code

Hernandez-Schlagel presented ordinance no. 12-2026 as included in the council packet. Mayor Mitch LaKind opened the public hearing, no public comments were received. Mayor Mitch LaKind closed the public hearing. Councilmember Chad Smith made a motion to approve ordinance no. 12-2026 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

## **9. Resolutions:**

a. Resolution No. 30-2026 - A Resolution Renaming a Section of Road Within The Town From Old Denver Road to Doc Close Road

VanDenHoek presented resolution no. 30-2026 as included in the council packet. Councilmember Marco Fiorito made a motion to approve resolution no. 30-2026 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

b. Resolution No. 31-2026 - A Resolution Adopting the Pikes Peak Regional Multi-Hazard Mitigation Plan

Archuleta presented resolution no. 31-2026 as included in the council packet. Councilmember Chad Smith made a motion to approve resolution no. 31-2026 and the motion was seconded by Mayor Mitch LaKind. Roll call vote was taken and the motion passed 6 to 0.

c. Resolution No. 32-2026 - A Resolution to Approve a Contract Renewal with IT Managed Service Provider

Williams presented resolution no. 32-2026 as included in the council packet.

Councilmember Chad Smith made a motion to approve resolution no. 32-2026 and the motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 6 to 0.

#### **10. Future Agenda Item Authorization:**

- Town Council / Planning Commission joint workshop on June 10, 2026 @ 6:00pm to discuss architectural standards specifically metal buildings.
- VanDenHoek recognized Public Service week, National Clerks week, Economic Development week, National Police week, and National Public Works week.

#### **11. Reports:**

a. Quarterly Budget Report

Murray presented the quarterly budget report as included in the council packet.

b. Quarterly Investment Report

Murray presented the quarterly investment report as included in the council packet.

c. Quarterly Sales Tax Report

Young presented the quarterly sales tax report as included in the council packet.

#### **12. Council Comments:**

- Councilmember Marco Fiorito will be out of town from May 21<sup>st</sup>-June 12<sup>th</sup>.
- Councilmember Kenneth Kimple out of town May 21<sup>st</sup>-29<sup>th</sup>; mentioned dust plan.
- Councilmember Laura Kronick spoke about drinking water week.
- Councilmember Chad Smith out of town May 11<sup>th</sup>-26<sup>th</sup>; will not be attending the Town Hall meeting; attending remotely for the May 18<sup>th</sup> council meeting; mentioned Mothers Day coming up and to thank the moms.
- Mayor Mitch LaKind reiterated on May 12<sup>th</sup> there will be the Town Hall meeting, Steve Schleiker with the County will be attending to discuss the next voting cycle; USAFA visitor center grand opening on May 15<sup>th</sup>, as well as last day of school for D-38.

#### **13. Executive Sessions:**

- a. Executive Session Pursuant to §C.R.S. 24-6-402(4)(b) for the Purpose of Receiving Legal Advice from the Town Attorney Regarding the Town's IGA With Triview Metropolitan District and Considerations Related to Same In Connection with the Town's Water System Analysis

Councilmember Laura Kronick moved to enter executive session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice from the Town Attorney regarding the Town's IGA with Triview Metropolitan District and considerations related to same in connection with the Town's water system

analysis and to adjourn the regular meeting, not returning to the open session. Mayor Mitch LaKind second the motion. Roll call vote was taken and the motion passed 6 to 0.

- The Council entered executive session at 08:59 pm.
- The Council concluded executive session at 09:47 pm.

**14. Adjournment:**

The regular council meeting was adjourned at 9:47 pm.

Respectfully Submitted,

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Tina Erickson, Town Clerk

DRAFT

**FOR IMMEDIATE RELEASE**

**Monument to Celebrate  
147 Years in a Big Way  
with Inaugural Monumental  
Birthday Bash**



**Free, family-friendly community event will bring live music, food trucks, hometown pride, and a major birthday celebration to downtown Monument on June 4 at Limbach Park**

**MONUMENT, Colo. — May 1, 2026 —** The Town of Monument is getting ready to celebrate 147 years of history, community, and hometown spirit with the debut of **Monumental Birthday Bash**, a free, family-friendly event set for June 4 at Limbach Park in downtown Monument.

"147 years is a milestone worth stopping to appreciate, and what makes Monument special has never wavered: the people," says Mayor Mitch LaKind. "I've had the privilege of knowing this town as both a resident and its mayor, and the Monumental Birthday Bash is a chance for all of us to come together, celebrate how far we've come, and look ahead to everything still in front of us," he adds.

Presented by Salt Creek Productions and Tall Boy Marketing, in cooperation with The Town of Monument and the Tri-Lakes Chamber of Commerce, Monumental Birthday Bash is designed to be more than just another community gathering. It is a celebration of the people, businesses, families, and local pride that continue to shape Monument into one of Colorado's most beloved small towns.

"The Monumental Birthday Bash reflects the best of Monument; our community spirit, our beautiful downtown and a celebration that brings people together to honor our Town," says Town Manager Madeline VanDenHoek.

The event will feature live music, food trucks, and family fun in one of Monument's most recognizable gathering spaces. Headlining the celebration is WireWood Station, an award-winning Monument-based Americana and acoustic variety band known across Colorado for tight harmonies and high-energy performances. Joining the lineup is Joey Fletcher, a Murfreesboro, Tennessee-based blues-rock slide guitarist whose sound brings a dynamic Southern edge to the stage. Salt Creek Productions will lead event production, delivering professionally engineered sound and lighting designed to create a clear, immersive, and engaging live music experience throughout Limbach Park.

“With Colorado turning 150 and our nation celebrating its 250th anniversary, 2026 is a landmark year for all of us,” says Justin Styll, of Tall Boy Marketing. “By joining forces with Salt Creek Productions, we are able to bring a high-caliber celebration to our neighbors in Monument. We’ve worked hard to include special collaborations and a few 'monumental' surprises that will make the Monumental Birthday Bash truly unforgettable for the whole family.”

More than a concert, Monumental Birthday Bash is a celebration of place. The event honors a town whose roots stretch back to the 1800s and whose sense of connection remains one of its defining strengths. Organizers say the goal is to create a signature community tradition that reflects Monument’s history while inviting residents and visitors alike to experience its energy in a fresh and memorable way.

“Salt Creek Productions is thrilled to be part of bringing something special to Monument,” says Eric du Toit, owner of Salt Creek Productions. “Our goal is to create an experience that feels intentional, engaging, and worthy of the community gathering around it. It is about building something people connect with now, and that can grow into a tradition for years to come.”

With a free admission model and a location at the center of town, the event is positioned to draw families, music lovers, and community supporters for an evening built around live entertainment and local connection. Organizers say additional event details and announcements will be released as the celebration approaches.

**Event Name:** Monumental Birthday Bash

**Date:** Thursday, June 4, 2026

**Time:** 5 - 10 p.m.

**Location:** Limbach Park, 151 Front Street, Monument, CO 80132

**Admission:** Free

**Ages:** All

**Facebook:** <https://www.facebook.com/monumentalbirthdaybash>

**Instagram:** <https://www.instagram.com/monumentalbirthdaybash>

**Website:** <https://www.monumentalbirthdaybash.com/>

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## About Salt Creek Productions

Salt Creek Productions is a Colorado Springs-based live event production company specializing in concerts, festivals, and community events. The company provides professional audio, lighting, staging, and show execution with a focus on intentional system design, clarity, and consistency across every audience position.

Known for a design-first approach, Salt Creek Productions partners with event organizers, municipalities, and artists to elevate the standard of live production and create experiences that are both technically precise and emotionally engaging. Salt Creek Productions creates live

events that are designed to be heard and built to be felt. Learn more at [www.saltcreekproductions.com](http://www.saltcreekproductions.com).

### **About Tall Boy Marketing**

Tall Boy Marketing is a marketing agency with offices in Nashville, Tennessee, Murfreesboro, Tennessee, and Monument, Colorado, offering services including social media, brand strategy, graphic design, photography, videography, websites, and digital and traditional advertising. Learn more at [www.tallboymarketing.com](http://www.tallboymarketing.com).

### **About the Town of Monument**

The Town of Monument is a home rule municipality in Colorado governed by a mayor and six council members, serving as a hub for residents, businesses, events, and civic life in the Tri-Lakes region. Learn more at [www.townofmonument.org](http://www.townofmonument.org).

### **About the Tri-Lakes Chamber of Commerce**

The Tri-Lakes Chamber of Commerce works to attract, develop, support, and retain businesses in the Tri-Lakes region and northern Colorado Springs while promoting the area's culture, opportunities, and economic vitality. Learn more [www.trilakeschamber.com](http://www.trilakeschamber.com).

### **About WireWood Station**

WireWood Station is a Monument, Colorado-based Americana and acoustic variety band that has earned recognition including Best Acoustic Band in Colorado at the Rocky Mountain Music Festival, finalist honors at the Telluride Bluegrass Festival, and multiple Best Band wins in Colorado Springs voted on by readers of The Gazette. Learn more at [www.wirewood-station.com](http://www.wirewood-station.com).

### **About Joey Fletcher**

Joey Fletcher is a blues-rock slide guitarist from Murfreesboro, Tennessee and fronts the Joey Fletcher Band, bringing a style rooted in Southern blues-rock and jam-band influences. Learn more at [www.joeyfletcher.com](http://www.joeyfletcher.com).

For media inquiries, sponsorship questions, or interview opportunities, contact:

#### **Media Contact:**

Justin Styll  
Event Organizer  
Tall Boy Marketing  
[justin@tallboymarketing.com](mailto:justin@tallboymarketing.com)  
615-300-4031



# MONUMENTAL BIRTHDAY BASH

JUNE 4TH 5-10PM • LIMBACH PARK  
MONUMENT COLORADO'S 147TH BIRTHDAY

MUSIC • FOOD TRUCKS • FAMILY FUN  
FEATURING LIVE PERFORMANCES BY



## JOEY FLETCHER BAND

FREE EVENT • 151 FRONT STREET, MONUMENT COLORADO

PRESENTED BY



IN COOPERATION WITH







# WIREWOOD STATION







**TOWN OF MONUMENT**  
**ORDINANCE NO. 13-2026**

**AN ORDINANCE ADDING SECTION 12.28.125 TO THE MONUMENT  
MUNICIPAL CODE REQUIRING PARKING PERMITS AT MONUMENT  
LAKE**

**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**, the Town has the police power and home-rule authority under Colorado Revised Statute § 31-15-711(1)(f) to regulate parking on public ways and public property to protect public health, safety, and welfare; and

**WHEREAS**, the Town Municipal Code (“Code”) Section 12.28.120 sets forth the rules and regulations governing Monument Lake; and

**WHEREAS**, Monument Lake and its surrounding public access points experience seasonal and peak-period parking congestion that impedes emergency access, degrades pedestrian, cyclist and other users’ safety, and disrupts nearby residential areas; and

**WHEREAS**, parking demand at Monument Lake has contributed to unsafe roadway conditions, parking on unauthorized areas, litter and erosion, and conflicts between lake users and neighboring residents; and

**WHEREAS**, a parking permit requirement at Monument Lake and the associated overflow parking lot is a reasonable and minimally intrusive means to manage demand, promote and preserve safe and orderly access to Monument Lake for residents and visitors and help offset the costs associated with maintaining the public parking available at Monument Lake; and

**WHEREAS**, establishing designated permit areas and setting reasonable fees will equitably allocate limited parking capacity while supporting ongoing stewardship of lake amenities and related infrastructure; and

**WHEREAS**, permit revenue will be used to offset administrative costs the Town incurs related to Monument Lake and to fund related public safety, maintenance, and environmental protection measures consistent with applicable law; and

**WHEREAS**, the Town intends to implement clear signage, accessible payment and permit acquisition methods, and reasonable exemptions to parking permit requirements; and

**WHEREAS**, the Town further finds that clear enforcement provisions, including fines, are necessary to ensure compliance and the effectiveness of the permit requirement; and

**WHEREAS**, the Town desires to adopt parking permit requirements for Monument Lake to promote safety, protect quality of life, and ensure sustainable public access; and

**WHEREAS**, this Ordinance was introduced by title, considered at public hearing, and voted upon at the regular meeting of the Town Council on May 18, 2026.

**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. Addition of Section 12.28.125 to the Monument Municipal Code.** Section 12.28.125 of the Monument Municipal Code is hereby added as set forth in Exhibit A, attached hereto and incorporated herein.

**Section 3. Publication.** Pursuant to Subsection 6.5, 3. of the Town of Monument Home Rule Charter and Subsection 2.04.040, F. 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, this Ordinance 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 6. Severability.** If any portion of this Ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance 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.

**INTRODUCED, PASSED, and ADOPTED/REJECTED**, by the Town Council of the Town of Monument, Colorado this 18th day of May, 2026 by a vote of \_\_\_ for and \_\_\_\_\_ against.

TOWN OF MONUMENT, COLORADO

By: \_\_\_\_\_  
Mitch LaKind, Mayor

Attest:

\_\_\_\_\_  
Tina Erickson, Town Clerk

**CERTIFICATE OF PUBLICATION**

I, the duly qualified and Town Clerk of the Town of Monument, Colorado, do hereby certify the foregoing Ordinance No. \_\_-2026 was approved by the Town Council of the Town of Monument at its regular meeting held on the 18th day of May, 2026, and was published on May \_\_, 2026, on the Town’s official website for not less than ten (10) days, as shown on the Attached Exhibit A.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Monument, Colorado, this \_\_\_\_\_ day of May, 2026.

\_\_\_\_\_  
Tina Erickson, Town Clerk

(S E A L)

**Exhibit A to Certificate of Publication**  
*[Screenshot showing date and time of website publication]*

## Exhibit A to Ordinance No. 13-2026

### CHAPTER 12.28 – PARK AND RECREATION AREAS

#### 12.28.125 – Monument Lake Parking Permits

- A. The purpose of this Chapter is to manage parking demand at and around Monument Lake; maintain emergency access and traffic safety; manage residential and visitor traffic for the benefit of adjacent neighborhoods and nearby public roadways; preserve environmental resources; equitably allocate limited curb and lot capacity through a permit system; and promote funding for maintenance and public safety.
- B. As used in this Section, the following definitions apply:
1. “Administrator” means the Town department or official designated to implement and enforce this Chapter.
  2. “Permit Area” means the streets, lots, and facilities designated by Town Council through Resolution under Subsection D.
  3. “Permit” means electronic authorization issued under this Chapter allowing parking subject to stated terms.
  4. “Public Parking Lot” means the publicly owned or controlled on-street space, lot, or other facility within the Permit Area.
- C. Parking Permits required by this Chapter apply to all Public Parking Lots within the Permit Area in accordance with and directed by the signage located within such Permit Areas. Nothing herein authorizes any parking contrary to other laws, temporary traffic control orders, or posted restrictions.
- D. The Town Council may by resolution designate, expand, reduce, or otherwise modify the Permit Area, described by map and/or list of streets and facilities. The Administrator shall maintain an official map and list and publish it on the Town’s website and at the Clerk’s Office. Changes under this Section shall take effect upon posting of signage and public notice.
- E. The Administrator may implement operational adjustments within parameters set by resolution, including setting time-limits, establishing no-parking periods for maintenance, and adjusting hours upon public notice.
- F. The Town Council shall adopt a fee schedule by resolution, which fee schedule may be incorporated into the Town’s existing fee schedule. Fees shall be reasonably related to administrative costs, enforcement, facility stewardship and

maintenance, safety initiatives and transportation demand management objectives, consistent with applicable law.

- G. Permits will be issued at kiosks located near or within the Permit Area. These kiosks will be electronic payment only and printed permits will be deposited for users to display on their vehicle's dashboard.
- H. The Administrator shall install and maintain signage at entrances to the Permit Area and at affected streets and facilities indicating permit requirements. Enforcement of a new or modified restriction will not occur until appropriate signage has been posted and public notice of the new or modified restriction has been posted on the Town's website. This requirement does not apply to situations designated as emergencies and are temporary in nature.
- I. During designated Town sponsored special events, no Parking Permit will be required in the Permit Areas. Town kiosks will either be turned off or display messaging that Parking Permits are not required for such events.
- J. The following are exempt from permit requirements while acting within the scope of official duties or as otherwise noted:
  - 1. Emergency vehicles and public safety personnel.
  - 2. Government vehicles on official business.
  - 3. Utility and public works vehicles actively engaged in service or repairs.
  - 4. Vehicles engaging in lawful loading/unloading activities within any designated areas for short durations.
- K. The following are prohibited:
  - 1. Parking within the Permit Area without a valid Permit, except as exempted in Sections I and J.
  - 2. Displaying or using a forged, altered, transferred, or invalid permit.
  - 3. Obstructing emergency access, fire lanes, hydrants, sidewalks, trails, or boat launch operations.
  - 4. Parking on vegetation or unpaved areas.
- L. Violations of this Ordinance are civil infractions subject to fines established by resolution. Each day and each vehicle constitutes a separate violation. The Administrator shall issue notices of violation stating the facts, code sections, and penalty. Unpaid penalties may be subject to late fees, lawful collections, or towing at the vehicle owner's expense. During initial implementation, the Administrator may issue warnings in lieu of penalties for a period of up to 60 days.

- M. Revenues from fees and penalties shall be deposited into a dedicated fund and used to administer the parking permit requirements; maintain and improve parking, access, safety, and environmental mitigation at Monument Lake; support multimodal access to Monument Lake; and for other related purposes authorized by the Town.
- N. This Section supplements existing parking and traffic regulations. In case of conflict, the more restrictive provision governs. Nothing herein authorizes parking contrary to state law, fire codes, or environmental protection requirements.

**TOWN OF MONUMENT**  
**RESOLUTION NO. 33-2026**

**A RESOLUTION REQUIRING PARKING PERMITS AT MONUMENT LAKE,  
ESTABLISHING THE PARKING PERMIT AREA, FEES, AND FINES**

**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**, by Ordinance No. 13-2026 (“Ordinance”), the Town amended the Town of Monument Municipal Code (the “Code”) to establish a parking permit requirement for Monument Lake; and

**WHEREAS**, the Ordinance authorizes the Town Council, by resolution, to designate, expand, reduce, or otherwise modify the Permit Area, described by map and/or list of streets and facilities, implement operational adjustments within parameters set by resolution, establish no-parking periods for maintenance, adjust hours upon public notice, and adopt a fee schedule; and

**WHEREAS**, the Council finds that establishing the Permit Area and related regulations is necessary to control traffic management, maintain emergency access, manage parking demand, ensure fair access, preserve neighboring residential areas, encourage orderly use of space and to provide revenue for maintenance and administrative costs in the area; and

**WHEREAS**, the Council finds that the fee schedule to be adopted by this resolution is reasonably related to the cost of administering and enforcing the permit requirement and to maintaining lake-related areas, facilities and access; and

**WHEREAS**, the Town will implement clear signage and public outreach to inform users of the permit requirements and enforcement provisions; and

**WHEREAS**, the Council has reviewed and approves the Permit Area map attached as Exhibit A, the operational parameters attached as Exhibit B, the fee schedule attached as Exhibit C, and the fine schedule attached as Exhibit D; and

**WHEREAS**, the Council desires to establish the parameters of the Monument Lake parking permit requirements consistent with the authority granted in the Ordinance.

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

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

**Section 2. Designation of Permit Area.** The Town Council designates the Permit Area as depicted and described in Exhibit A, attached hereto and incorporated herein, (the “Permit Area”). The Administrator shall maintain the official map/list and make it available to the public at the Town Clerk’s Office and on the Town’s website.

**Section 3. Operational Parameters.** The Town Council establishes operational parameters within the Permit Area as set forth in Exhibit B, attached hereto and incorporated herein. The operational rules in Exhibit B may include time limits, no-parking periods, days in which no permits are required related to Town events, and temporary closures to preserve such things as safety and access.

**Section 4. Fees.** The Town Council adopts the fee schedule set forth in Exhibit C, attached hereto and incorporated herein. Fees reflect administrative, enforcement, and facility maintenance and stewardship costs. The Administrator may prorate, refund, or credit fees consistent with the Ordinance. This fee schedule may be incorporated into the Town of Monument Fee schedule as set forth in the Ordinance.

**Section 5. Fines.** The Town Council adopts the fine schedule set forth in Exhibit D, attached hereto and incorporated herein.

**Section 6. Administration.** The Town Police Department is designated as the Administrator. Consistent with the Ordinance, the Administrator may make operational adjustments within parameters set by this Resolution and Exhibit B, including establishing temporary no-parking periods for maintenance or safety. The Administrator may temporarily suspend permit requirements as deemed necessary.

**Section 7. Signage.** The Administrator shall install and maintain signage at entrances to and within the Permit Area indicating permit requirements, hours, and penalties. No enforcement of any new or modified requirements shall occur until appropriate signage is posted. Enforcement of posted requirements shall begin immediately.

**Section 8. Revenue.** Revenues from fees and fines shall be deposited into the appropriate Town fund(s) and used for area maintenance, administration and enforcement as authorized by the Ordinance.

**Section 9. Effective Date.** This Resolution shall become effective and be in full force and effect immediately upon approval.

**Section 10. Severability.** If any portion of this Resolution or the application hereof 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 18th day of May 2026 by a vote of \_\_\_ for and \_\_\_ against.

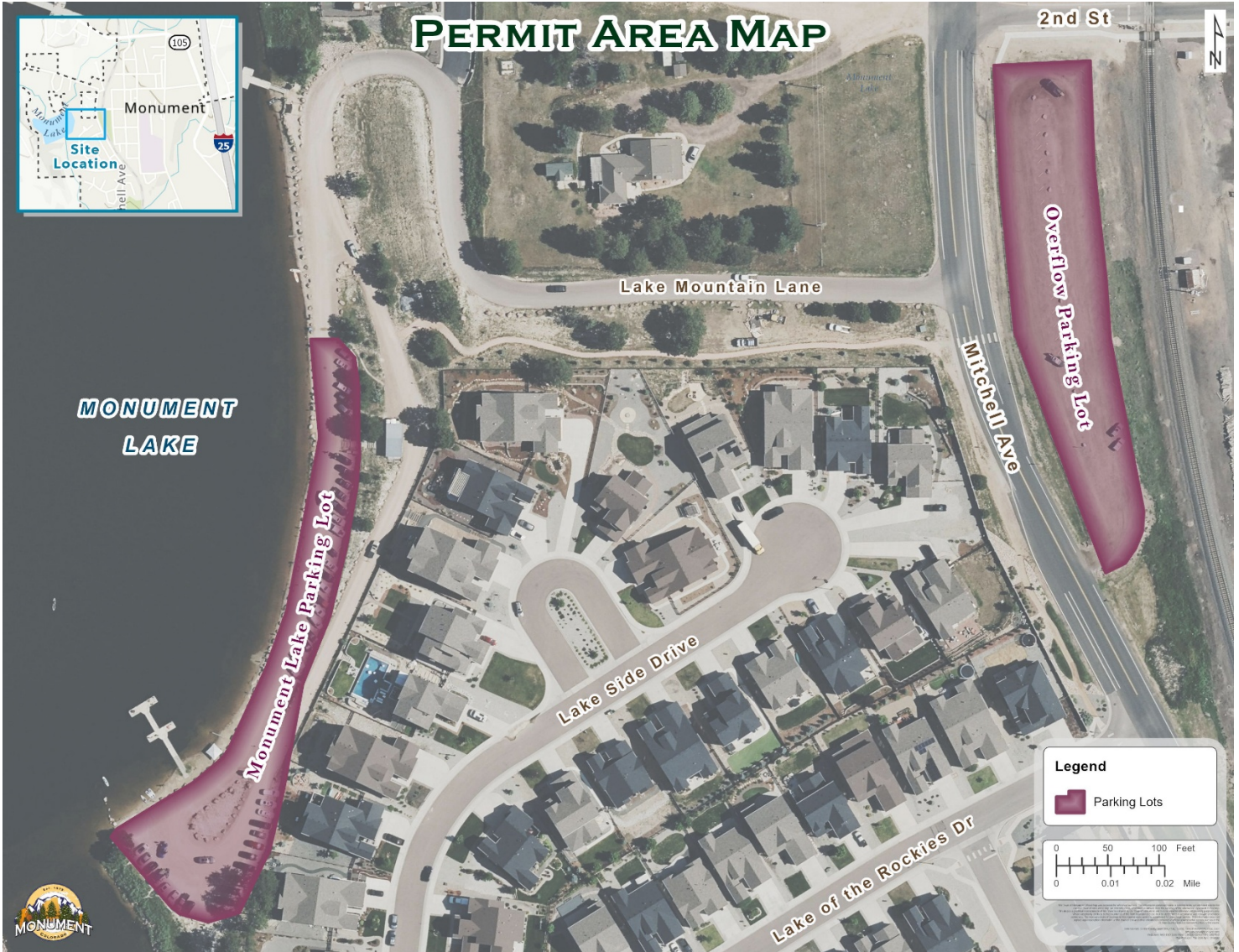
TOWN OF MONUMENT, COLORADO

By: \_\_\_\_\_  
Mitch LaKind, Mayor

Attest:

\_\_\_\_\_  
Tina Erickson, Town Clerk

Exhibit A  
Designated Permit Area



## **Exhibit B**

### **Exclusion to Parking Permit Requirement**

No permits will be required during Town-sponsored special events, which dates shall be posted on the Town's website as applicable. These include, but are not limited to, 4<sup>th</sup> of July Parade and Concerts in the Park.

The following are exempt from permit requirements while acting within the scope of official duties or as otherwise noted:

1. Emergency vehicles and public safety personnel.
2. Government vehicles on official business.
3. Utility and public works vehicles actively engaged in service or repairs.
4. Vehicles engaging in lawful loading/unloading activities within any designated areas for short durations.

## **Exhibit C**

### **Fee Schedule**

\$5.25 per 24-hour period. Fees shall not be prorated.

The Town reserves the right to increase the fee amount in connection with yearly inflation and increased costs for such things as maintenance, enforcement, traffic control, and safety measures as more specifically identified in the Town's Ordinance.

**Exhibit D**

**Fine Schedule**

\$50.00 per violation/citation/vehicle.

## AI Prompting Quick Guide for Municipal Staff

### Purpose

This handout provides a simple, consistent way to write effective prompts when using AI tools (for example, Microsoft Copilot). Clear prompts lead to clearer, more accurate, and more responsible AI output.

### The 8-Step Prompt Formula

#### 1. Role

Who should the AI act as? Example: municipal policy analyst, communications specialist

#### 2. Audience

Who is the output for? Example: residents, internal staff, elected officials

#### 3. Task

What do you want created or analyzed? Example: draft a notice, summarize a policy

#### 4. Context

Background the AI needs to understand the request. Example: dates, locations, constraints

#### 5. Instructions (Optional)

How the response should be structured. Example: summary first, bullet points

#### 6. References (If Any)

Attach or paste authoritative documents such as policies or procedures

#### 7. Output Format

How the response should appear. Example: one-page summary, email, table

#### 8. Tone / Style

Desired voice. Example: professional, plain language, resident-friendly

### Example Prompt

Role: Act as a municipal communications specialist

Audience: Town residents

Task: Draft a public notice about a temporary water outage

Context: Elm Street outage, May 12, 8:00 a.m.–4:00 p.m.

Instructions: Short summary followed by key details

Output: 150-word notice

Tone: Clear and friendly

## Best Practices

- Be specific and concise
- Include dates, locations, and constraints
- Attach authoritative source documents
- Use plain language unless formality is required

## Important Reminder

AI tools assist your work but do not replace human responsibility.

- All AI-generated content must be reviewed and approved by a human.
- You are responsible for the accuracy and appropriateness of the final product.
- If AI content is used in a final or public-facing document, **citation or attribution is required.**

Suggested disclosure:

“This document was prepared with assistance from generative AI and reviewed by Town staff.”

If AI helped shape the final content—even early in drafting—remember to include disclosure.

## **AI Prompting Guide for Municipal Staff**

*For All Town Departments: Police, Public Works, Water, Parks, Streets, Fleet, Facilities, HR, Finance, IT, Administration*

---

### **Purpose of This Guide**

This guide provides a standardized method for creating effective prompts when using AI tools such as Microsoft Copilot. Consistent prompting helps ensure clarity, accuracy, and responsible use across all Town departments.

---

### **Standard AI Prompt Template**

Use the following structure when interacting with AI systems. Copy/paste this template into your AI tool and fill in each section as needed.

---

#### **1. Role / Perspective**

Describe the role or expertise you want the AI to adopt.

##### **Examples:**

- Act as a municipal policy analyst
  - Act as a public works communications specialist
  - Act as a police records technician
- 

#### **2. Audience**

Identify who the output is intended for.

##### **Examples:**

- Residents
  - Internal staff
  - Elected officials
  - State or federal agencies
-

### **3. Task & Intent**

Explain what you need and why.

#### **Examples:**

- Draft a public notice
  - Summarize a policy
  - Create a comparison table
  - Prepare talking points
- 

### **4. Step-by-Step Instructions (Optional)**

Tell the AI how to structure the response.

#### **Examples:**

- Provide the answer in steps
  - Start with a summary
  - List recommendations
- 

### **5. Context**

Provide background information the AI needs to understand the task.

#### **Examples:**

- Project details
  - Event timing
  - Department responsibilities
  - Operational constraints
- 

### **6. References (If Applicable)**

Attach or paste relevant materials such as:

- Policies
- Ordinances

- Budget documents
  - Procedures
  - Meeting minutes
  - Project descriptions
- 

## 7. Output Requirements

Specify the desired format.

### Examples:

- One-page summary
  - Bullet points
  - Draft email
  - Table
  - FAQ
- 

## 8. Tonality / Style

Define the tone or voice.

### Examples:

- Professional
  - Resident-friendly
  - Formal
  - Plain language
- 

## Example Prompt (Public Works)

**Role:** Act as a municipal communications specialist

**Audience:** Town residents

**Task:** Draft a notice explaining a temporary water outage

**Step-by-Step:** Provide a short summary, then list key details

**Context:** Water outage on Elm St., May 12, 8am–4pm

**References:** Use the attached project description

**Output:** 150-word public notice

**Tonality:** Clear and friendly

---

### **Example Prompt (Police Department)**

**Role:** Act as a police policy analyst

**Audience:** Internal sworn staff

**Task:** Summarize the attached policy update

**Step-by-Step:** Provide a 3-sentence summary, then list major changes

**Context:** For briefing at the next shift meeting

**References:** Attached policy revision

**Output:** Bullet-point summary

**Tonality:** Professional and concise

---

### **Important Reminder**

Artificial Intelligence tools are intended to support—not replace—human judgment and professional responsibility.

All AI-generated content must be reviewed, verified, and approved by a human before it is finalized, shared, published, or acted upon. Employees remain fully responsible for the accuracy, completeness, legality, and appropriateness of all work products created with AI assistance.

If AI-generated content is incorporated into a final document or public-facing material—whether directly copied or substantively relied upon—a citation or attribution is required. This disclosure should appear as a footnote or final statement, as appropriate, to maintain transparency and public trust.

Suggested attribution language:

“This document was prepared with assistance from generative AI and reviewed by Town staff.”

Employees should be mindful that AI may be used during brainstorming or drafting stages; however, if AI assistance materially informs the final content, the disclosure requirement still applies—even if multiple revisions occur after AI use.

**TOWN OF MONUMENT**

**RESOLUTION NO. 34-2026**

**A RESOLUTION TO APPROVE THE TOWN OF MONUMENT USE POLICY FOR  
ARTIFICIAL INTELLIGENCE**

**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 and approved by the electors on November 8, 2022; and

**WHEREAS**, the Town of Monument has established enabling responsible community development as a strategic priority for 2026–2028, emphasizing the importance of clear, consistent, and accountable plans, processes, and procedures that foster positive conditions for thoughtful, sustainable, and enduring growth within the community; and

**WHEREAS**, Town staff have identified the need to establish foundational policy governing the responsible use of Artificial Intelligence (AI) within Town’s operations, processes and procedures; and

**WHEREAS**, with the continuing advancement of Artificial Intelligence technologies, tools, and applications, Town staff have determined that a formal Use Policy for Artificial Intelligence is necessary to ensure appropriate governance, oversight, and responsible use; and

**WHEREAS**, Town staff recommend approval of the Town of Monument Use Policy for Artificial Technology to guide Town operations and protect public trust;

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

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

**Section 2.** The Town Council hereby approves and adopts the Town of Monument Use Policy for Artificial Intelligence.

**Section 3. Effective Date.** This Resolution shall become effective and be in full force and effect immediately upon approval.

**Section 4. 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 18<sup>th</sup> day of May 2026 by a vote of \_\_\_ for and \_\_\_\_ against.

TOWN OF MONUMENT, COLORADO

By: \_\_\_\_\_  
Mitch LaKind, Mayor

Attest:

\_\_\_\_\_  
Tina Erickson, Town Clerk



## **TOWN OF MONUMENT COUNCIL MEMORANDUM**

**To: Mayor and Town Council**

**From: Will Williams, Director of Information Technology**

**Date: May 18, 2026**

**Subject: Resolution No. 34-2026 – Town of Monument Use of Artificial Intelligence (AI) Policy**

### **STRATEGIC PRIORITIES (2026-2028)**

**Enable Responsible Community Development**

Establishes clear, accountable plans, processes, and procedures for responsible and enduring community development and growth.

Ensure Long-Term Financial Health and Sustainability

Strengthen Community Engagement

Reinforce a Positive Work Culture

### **PURPOSE OF MEMORANDUM**

The purpose of this memorandum is to request Town Council consideration and approval of **Resolution No. 34-2026**, which formally adopts the **Town of Monument Use of Artificial Intelligence (AI) Policy**.

### **BACKGROUND**

Artificial Intelligence (AI) technologies—particularly Generative AI tools—are increasingly integrated into modern workplace platforms and business processes. As these tools become more prevalent, Town staff identified the need for a formal, foundational policy to guide their responsible use in municipal operations.

Without clear policy direction, AI use presents potential risks related to data security, privacy, public trust, legal compliance, and records retention. Establishing governance at this stage ensures that the Town can benefit from emerging technologies while maintaining accountability and transparency.

## **DISCUSSION / ANALYSIS**

The proposed AI Use Policy establishes a governance framework to ensure the responsible, secure, and transparent use of AI technologies across Town operations. The policy aligns with the Town's **2026–2028 Strategic Priority** to enable responsible community development by creating clear processes and controls for emerging technologies.

Key elements of the policy include:

- Establishing **Microsoft Copilot for Microsoft 365** as the Town's preferred and default AI platform, with limited and conditional use of other AI tools.
- Prohibiting the use of unapproved AI tools ("Shadow AI") and personal AI accounts for Town business without authorization.
- Requiring **human oversight and accountability** for all AI-assisted work products.
- Protecting **confidential, sensitive, and non-public information** from improper disclosure.
- Clarifying **Colorado Open Records Act (CORA)** responsibilities related to AI prompts and outputs.
- Requiring **employee training and annual refreshers** prior to using AI tools.
- Defining prohibited uses, including legal advice, personnel actions, impersonation, and unreviewed public-facing content.

This policy positions the Town to responsibly adopt AI capabilities while mitigating legal, ethical, and operational risks.

## **FINANCIAL IMPACT**

There is no direct fiscal impact associated with adoption of this policy. Authorized AI tools are already included within existing Microsoft 365 licensing. Implementation will be supported through internal training, governance, and oversight coordinated by the Information Technology Department.

## **LEGAL CONSIDERATION**

The policy includes safeguards to ensure compliance with applicable laws, including data protection standards and the **Colorado Open Records Act (CORA)**. It reinforces human accountability for AI-generated content and establishes clear restrictions on prohibited and high-risk uses.

## **COMMUNITY IMPACT**

Adoption of this policy promotes transparency, accountability, and public trust by ensuring AI is used responsibly in Town operations. It enables operational efficiencies and modernization while protecting resident data and maintaining ethical standards.

## **RECOMMENDED ACTION**

Staff recommends approval of **Resolution No. 34-2026**, thereby adopting the **Town of Monument Use of Artificial Intelligence Policy**, effective May 18, 2026.

## **IT Department Policy - Artificial Intelligence (AI) Use Policy**

**Adopted May 18th, 2026**

### **1.01. Purpose & Scope**

The Town of Monument ("Town") supports the responsible use of Generative Artificial Intelligence (AI) to enhance public services while protecting privacy, security, equity, and public trust. This policy establishes requirements governing the Town's use of Generative AI to reduce legal, ethical, and operational risks, including inaccurate outputs, bias, misuse of copyrighted material, and records-management obligations.

This policy applies to all Town employees, elected and appointed officials, interns, volunteers, contractors, boards, and commissions when using Generative Artificial Intelligence (AI) for Town business, regardless of device or location. Covered tools include AI systems that generate text, images, code, audio, video, or other content (e.g., Microsoft Copilot, ChatGPT, Gemini).

This policy governs both direct and indirect use of AI tools, including AI-assisted features embedded within Town-approved software.

### **1.02. Authorized AI Tools**

The following AI tools are authorized for Town business use:

- Microsoft Copilot for Microsoft 365, available through the Town's Microsoft 365 subscriptions and serving as the Town's preferred and default AI platform.
- Free version of ChatGPT, subject to all restrictions in this policy.
- The use of any free or paid adaptive or generative artificial intelligence systems, including large language model (LLM)-based platforms, presents potential operational and data risks and is therefore subject to all controls, restrictions, and oversight requirements outlined in this policy.

All other AI tools or platforms are prohibited unless explicitly approved in writing by Information Technology (IT) with direction from the Town Manager and Department Leadership. Use of personal AI accounts for Town business is prohibited unless explicitly authorized in writing by the Town Manager.

### **1.03. Definitions**

**Artificial Intelligence (AI):** Machine-based systems that, for given objectives, produce outputs such as predictions, recommendations, or decisions.

**AI-Assisted Feature:** Any embedded AI capability within Town-approved software.

AI Prompt: The defined user input that initiates and guides the AI-assisted actions.

AI Transcription Application or Tool: Any AI-powered service, application, plugin, or feature that records, transcribes, summarizes, analyzes, or generates documentation from meeting audio or video.

Generative AI: AI systems capable of creating new content, including text, images, audio, video, or code.

Incidental AI Use: Routine or preliminary interactions that do not create or modify official Town records.

Public Record: Any writing maintained for official Town functions; AI prompts and outputs used for Town business may constitute public records under Colorado law.

Official Town Meeting: Any meeting created, scheduled, or hosted using Microsoft Teams.

Shadow AI: Any unapproved or unmanaged use of AI for Town business.

#### **1.04. Policy Principles**

Accountability – Employees remain responsible for the accuracy, legality, and appropriateness of all work products created with AI assistance.

Fairness – AI outputs must be reviewed for bias or discriminatory impact and corrected as necessary.

Human Oversight – AI tools assist work; employees retain professional judgment and responsibility.

Records Management – Prompts and outputs must be handled as public records where applicable.

Security & Privacy – Confidential, sensitive, or non-public information must never be included in AI prompts.

Transparency – AI assistance must be disclosed for public-facing content.

#### **1.05. Authorized Uses**

Authorized uses include drafting or outlining internal documents using public information; summarizing public materials; brainstorming; and proofreading or re-wording non-confidential content. First drafts of public-facing materials may be created with AI assistance, provided they are reviewed, verified, and appropriately disclosed prior to publication.

Departments are strongly encouraged to develop and use a standard prompting guide when using Generative AI systems to support workplace processes and tasks.

**AI as an Information Resource** AI tools are an approved analytical resource and may be used similarly to search engines, academic references, or library materials. When AI-generated content is used to inform, support, or develop policies, recommendations, or official actions, employees must ensure that the information has been reviewed, evaluated, and validated for accuracy.

**Citation or attribution considerations** When AI-generated content is incorporated into final work products or public-facing materials to maintain transparency, credibility, and integrity, consider including as the last paragraph or as a footnote in the document of where the information was found. Suggested disclosure statement: "This document was prepared with assistance from generative AI and reviewed by Town staff."

Consistent with established practice, **working drafts, internal notes, and preliminary materials are not considered public records** unless designated otherwise by law or Town policy.

#### **1.06. Prohibited Uses**

Prohibited uses include entering confidential, sensitive, or non-public information into AI tools; drafting legal advice, disciplinary actions, performance evaluations, or termination decisions; providing medical advice or diagnoses; impersonation, deepfakes, or deceptive content; using unapproved AI tools or personal AI accounts for Town business; and publishing AI-generated content without human review and approval.

#### **1.07. Data Protection, Privacy & Security**

All AI prompts and outputs must be treated as potentially disclosable under the Colorado Open Records Act (CORA). Only Town-approved accounts with appropriate safeguards may be used. Third-party plugins, connectors, or integrations require prior IT approval. Use of AI transcription tools in Official Town Meetings is prohibited unless formally approved under Section 15.

#### **1.08. Public Records & Retention (CORA)**

AI prompts and outputs are subject to public records requirements **only if directly copied from an AI source.**

**Routine Use Exemption for Daily Tasks:** The Town recognizes that employees may use AI tools for routine, incidental, or preliminary tasks such as brainstorming, proofreading, document rewording, or summarizing publicly available information. These routine interactions are **not considered public records** and **do not require retention** unless the Town Clerk, Records Manager, or Department Leadership determines that a specific AI-generated output is directly copied and used from an AI source.

#### **1.09. Transparency & Disclosure**

All public-facing content that is directly copied from Generative AI must include a disclosure indicating AI assistance and human review. See Section 5 for suggested citation verbiage.

#### **1.10. Training & Access**

Employees must complete required AI training prior to using Generative AI tools and must complete annual refresher training thereafter. Information Technology will coordinate training covering acceptable use, privacy, security, disclosure requirements, bias awareness, and CORA implications.

Training will include instruction on department-developed AI prompting guidelines to promote best practices and consistent use.

#### **1.11. Procurement & Third-Party AI Tools**

All AI-enabled software, services, or vendor offerings must be reviewed and approved by Information Technology prior to procurement or use. Contracts must include responsible AI provisions, data protection requirements, audit rights, and termination clauses for non-compliance.

#### **1.12. Incident Reporting, Auditing & Enforcement**

Suspected misuse, data exposure, or harmful or biased outputs must be reported immediately to Information Technology and the employee's supervisor. IT may audit AI activity and disable access when necessary. Violations may result in corrective or disciplinary action consistent with Town policy.

#### **1.13. Exceptions**

Limited exceptions may be granted in writing by the Town Manager or designee, after review by Information Technology and Legal, and must include documented justification and appropriate compensating controls.

#### **1.14. Law Enforcement (CJIS) Carve-Out**

Use of AI by the Monument Police Department is subject to CJIS requirements and will ultimately be governed by a dedicated CJIS-compliant AI policy. Until that policy is formally adopted, no CJIS or criminal justice information may be entered into any generative AI system, including AI chat tools. However, Police Department leadership may use Town-approved AI tools for non-sensitive administrative tasks—such as policy development, budgeting, scheduling, and general communication—provided no CJIS-regulated data is included.

#### **1.15. AI Transcription and Recording for Official Town Meetings**

The use of AI transcription or analysis tools during Official Town Meetings is prohibited unless formally approved. Approved exceptions must follow documented procedures, include advanced notice, and comply with records, security, and retention requirements. Unauthorized use may result in disciplinary action consistent with this policy.

#### **1.16. Versioning & Review**

This policy will be reviewed at least bi-annually or upon significant changes in law, technology, or approved platforms.

**1.17. Administration and Interpretation**

The Town Manager or designee is authorized to administer this policy and to implement its provisions.

Any interpretation of this policy shall be made in a manner consistent with Town Charter, Municipal Code, and applicable state law.

**1.19. Effective Date**

This policy shall become effective upon adoption by the Town Council.



## MEMORANDUM

TO: Mayor LaKind and Council  
Madeline VanDenHoek, Town Manager

FROM: Dan Ungerleider, Planning Director

DATE: May 18, 2026

SUBJECT: Resolution No. 35-2026, a Resolution Adopting the 2026 Stormwater Master Plan, an Approved Component of the Town's Comprehensive Plan

**OVERVIEW.** On April 20, 2026, staff presented the draft 2026 Monument Stormwater Master Plan (SWMP), providing Council and the public the opportunity to review the draft document and provide comments before Council considers the SWMP for adoption. The SWMP is a comprehensive update to the Town's outdated 2006 stormwater plan and is designed to guide stormwater infrastructure planning, maintenance, regulatory compliance, and capital investment over the next 10–20 years, in alignment with the Monument 2040 Comprehensive Plan.

As presented on April 20, 2026, the SWMP responds to current development trends, increased impervious surfaces, aging infrastructure, evolving regulations, recent storm events, and growing community concern about flooding and drainage. Its primary goals include reducing flood risk, ensuring compliance with stormwater regulations, prioritizing infrastructure improvements, and maintenance, improving climate resilience, and coordinating stormwater management across regional watersheds.

The plan was developed by V3 Consulting Engineers, through a multidisciplinary process involving data collection, field work, modeling, stakeholder coordination, and review of existing studies and infrastructure.

**PLANNING PROCESS.** As previously presented, SWMP was developed by V3 Consulting Engineers Noah Nemmers, PE and Andrew Regnery, PE, through a multidisciplinary process that included data collection, field investigations, hydrologic and hydraulic modeling, and coordination across Town departments.

The draft 2026 Stormwater Master Plan, including Technical Appendices and Maps, were posted at [www.townofmonument.org/m2040](http://www.townofmonument.org/m2040) to allow the public, area stakeholders, and regulatory partners the opportunity to review the document and provide comments to Staff and the V3 consultant team. During the public review period, the Town received comments from the Town Engineer, the United States Airforce Academy, the Fountain Creek Watershed District, and several Town residents. While many of the comments received were

May 18, 2026

informative, none require substantial changes to the draft SWMP presented on April 20. Copies of the comments received are now included as an appendix in the final SWMP for reference.

Once adopted the SWMP is intended to function as a planning-level document and will not authorize construction or funding of specific projects without subsequent Council action.

**STRATEGIC PRIORITIES.** The Council has established **Enabling Responsible Community Development** as a strategic priority for 2026–2028, emphasizing the importance of clear, consistent, and accountable plans, processes, and procedures that foster positive conditions for thoughtful, sustainable, and enduring growth within the community. This requested code amendment is consistent with this strategic priority.

**FISCAL IMPACT.** Resolution No. 01-2025 approved a professional services agreement for comprehensive plan and stormwater management plan consultant services with The Lakota Group and V3 Companies. There have been no changes in scope or cost since the project started.

**RECOMMENDED ACTION.**

A motion to **APPROVE** Resolution No. 35-2026, a Resolution Adopting the 2026 Stormwater Master Plan, an approved component of the Town’s Comprehensive Plan.

**Attachments:**

1. Due to the size of the Final 2026 Stormwater Master Plan (pdf), the Plan is posted at [www.townofmonument.org/m2040](http://www.townofmonument.org/m2040) and can be directly access at <https://www.townofmonument.org/DocumentCenter/View/5339/2026-Stormwater-Master-Plan---Final-PDF>
2. Resolution No. 35-2026, a Resolution Adopting the 2026 Stormwater Master Plan, an approved component of the Town’s Comprehensive Plan

**Link to the  
Final 2026 Stormwater Master Plan, dated 5/18/2026**

<https://www.townofmonument.org/DocumentCenter/View/5339/2026-Stormwater-Master-Plan---Final-PDF> *(large document, please be patient).*

**TOWN OF MONUMENT**  
**RESOLUTION NO. 35-2026**

**A RESOLUTION ADOPTING THE 2026 STORMWATER MASTER PLAN, AN  
APPROVED COMPONENT OF THE TOWN'S COMPREHENSIVE PLAN**

**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 and approved by the electors on November 8, 2022; and

**WHEREAS**, the Town Council adopted the strategic objective to enable responsible community development by establishing clear and accountable plans, processes, and procedures that create positive conditions for responsible and enduring community development and growth; and

**WHEREAS**, the Town has previously adopted a comprehensive plan for the development of the Town pursuant to C.R.S. § 31-23-201, et seq.; and

**WHEREAS**, the Town’s previously adopted 2006 Stormwater Master Plan no longer reflects current development patterns, updated engineering standards, evolving regulatory requirements, or recent storm events; and

**WHEREAS**, the 2026 Stormwater Master Plan was prepared by V3 Companies and includes provisions for basin characteristics, flood mitigation, water quality, best management practices, capital improvement programs, maintenance schedules, and public education; and

**WHEREAS**, during the development of the 2026 Stormwater Master Plan, the Planning Department and its consultant team (V3 Companies) held multiple stakeholder and focus groups, with attendees representing the United States Air Force Academy, United States Forest Service, El Paso County, Fountain Creek Watershed District, and various members of the development community; and

**WHEREAS**, on April 20, 2026, the draft 2026 Stormwater Master Plan was introduced to the Town Council and the general public, and comments received were incorporated into the final 2026 Stormwater Master Plan presented to and considered for approval by Council on May 18, 2026; and

**WHEREAS**, the Town Council believes it is in the best interest of the Town that the 2026 Stormwater Master Plan be adopted as attached hereto and made available through the Town Planning Department and on the Town’s website.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO AS FOLLOWS:**

Section 1. The 2026 Stormwater Master Plan, referenced as Exhibit A, is hereby adopted and incorporated into the Town Comprehensive Plan.

Section 2. A copy of this Resolution shall be attached to each copy of the 2026 Stormwater Master Plan and the Town Comprehensive Plan and shall serve as attestation that each such copy is a true and correct copy of the Plan as adopted.

**PASSED AND RESOLVED** by the Town Council of the Town of Monument, El Paso County, Colorado, this 18th day of May 2026, by a vote of \_\_\_\_ for and \_\_\_\_ against.

TOWN OF MONUMENT

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Mitch LaKind, Mayor

ATTEST:

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Tina Erickson, Town Clerk

**RESOLUTION NO. 35-2026  
EXHIBIT A**

**2026 Stormwater Master Plan, prepared by V3 Companies, dated 5/18/2026**

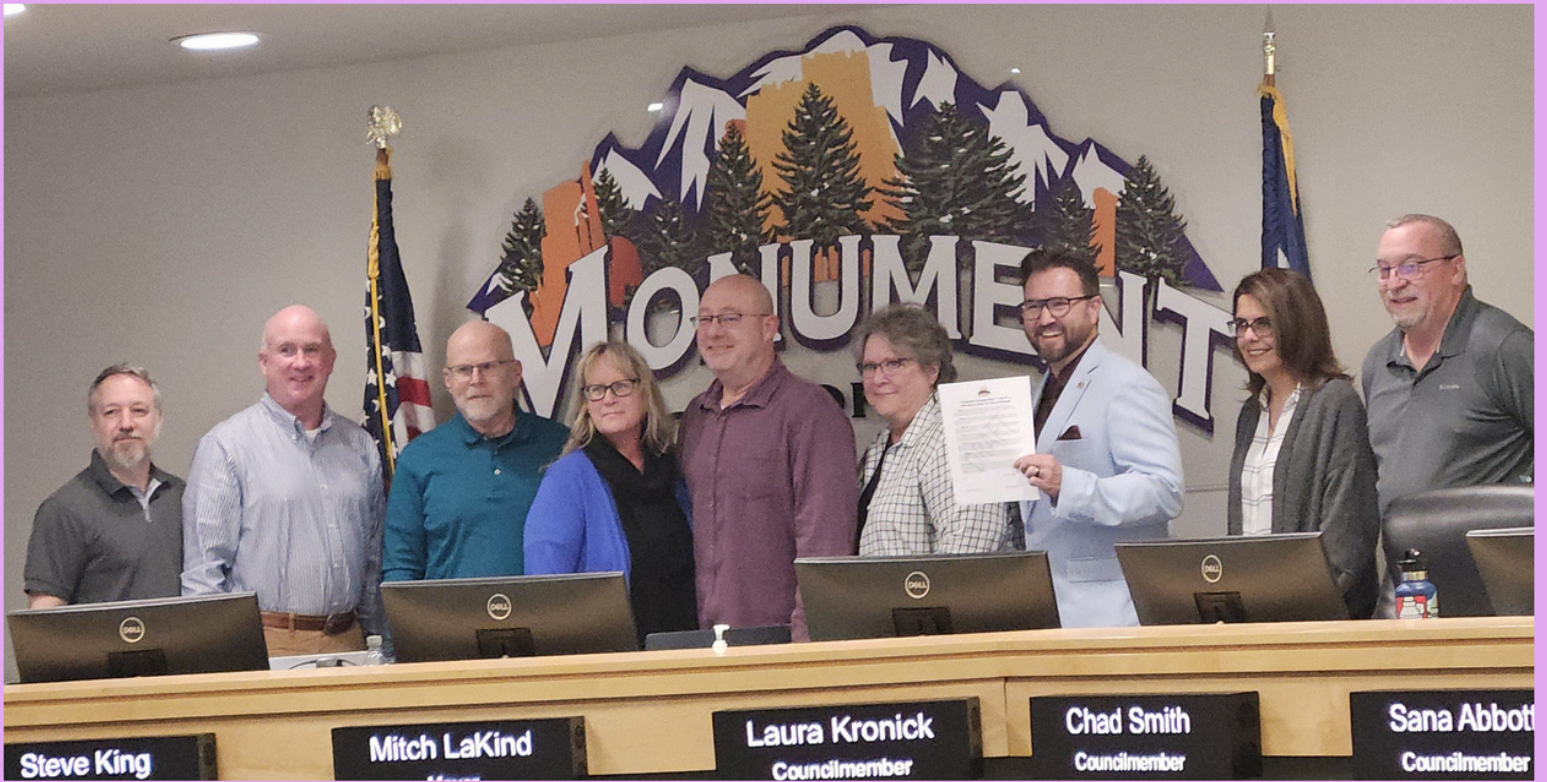
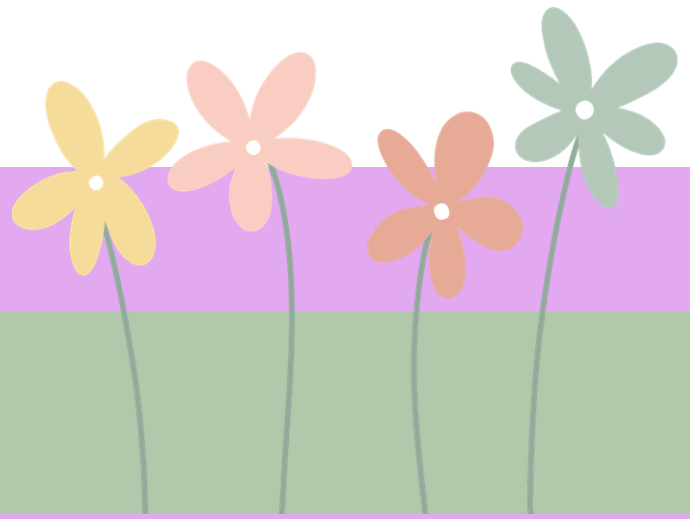
On file in Clerks Office and the Town Planning Department



# MONTHLY REPORT TO TOWN COUNCIL

## APRIL

Prepared by  
Madeline VanDenHoek,  
Town Manager



Top: Town Council members joined by the President and CEO of the Tri-Lakes Chamber of Commerce and the Executive Director of the Pikes Peak Small Business Development Center, following the April 20 proclamation recognizing Small Business Week. Bottom: Town of Monument staff and elected officials celebrate alongside Silver Key team members at the ribbon cutting and grand opening of the Silver Key Thrift Store in Monument.



## TOWN MANAGER'S MESSAGE

During April, we continued participating in the legislative committee and working with regional partners. The Economic Development Committee initiated business visits and outreach. Town Council and staff participated in several community events, including the Chamber of Commerce Annual Dinner and Business After Hours; Mulch Madness with Mountain View Electric and the Monument Fire District; and our Arbor Day celebration. Internally, we began planning for summer events, kicked off the 2027 budget process, initiated development of the Town's Emergency Management and Continuity of Operations plans, and evaluated proposals for Municipal Judge and resumes for Town Attorney. The Town is also working with the Colorado Springs Chamber and EDC on the announcement of Project Cobalt/ACCO. In addition, I attended the El Paso County Community Development Advisory Committee meeting, where we provided recommendations to the County Commissioners regarding Community Development Block Grant recipients. I also attended the Colorado City and County Managers Association Conference and served as a panelist for sessions on public service and women in leadership.



Scenes from the Town's April 22 Arbor Day Celebration: Community members gather to enjoy the event (left and right), while Assistant Public Works Director Andrew Archuleta addresses the crowd as Parks Department staff prepare a tree planting demonstration showcasing proper techniques (center and below).

## ADMINISTRATION

- Reviewed, edited, and reformatted ADA policies for clarity and compliance.
- Reviewed the DOLA contract for the energy performance grant to ensure project completion milestones are clearly communicated and submitted the quarterly progress report.
- Coordinated with Magellan Strategies on a community survey based on legal guidance to minimize risk associated with the Fair Campaign Practices Act.
- Requested that the Town Attorney review the Town's social media policy for compliance considerations.
- Met with T2 regarding parking kiosk installation, initiated drafting of necessary ordinances, and began setting up the merchant services portal.
- Reviewed Title 5 of the Town code related to the Clerk's authority to request additional documentation, and developed application review and information request guidelines.
- Developed presentations on nomination by petition and FCPA requirements for the upcoming municipal candidate information session.
- Completed multiple ADA-related training courses, including Title I Overview, 2010 ADA Standards, Self-Evaluation & Transition Plans, Role of the ADA Coordinator, Effective Communication, and Title II.
- Reformatted the Town fee schedule to meet ADA accessibility standards.
- Created templates for COIs and CORA requests and began migrating related records into Laserfiche with Suzanne and Tina.
- Launched and publicly announced the Laserfiche Public Portal and added a Records Portal page to the Town website.
- Tina received a \$400 scholarship to attend the CMCA Annual Conference.
- Kat and Laura attended a four-day Laserfiche conference in Las Vegas, Nevada, using funds received via scholarship.
- Portia attended the 2026 GovCo Conference in Golden, Colorado, gaining insight into communications strategy, public engagement, and interagency best practices across local government, police, and fire organizations.

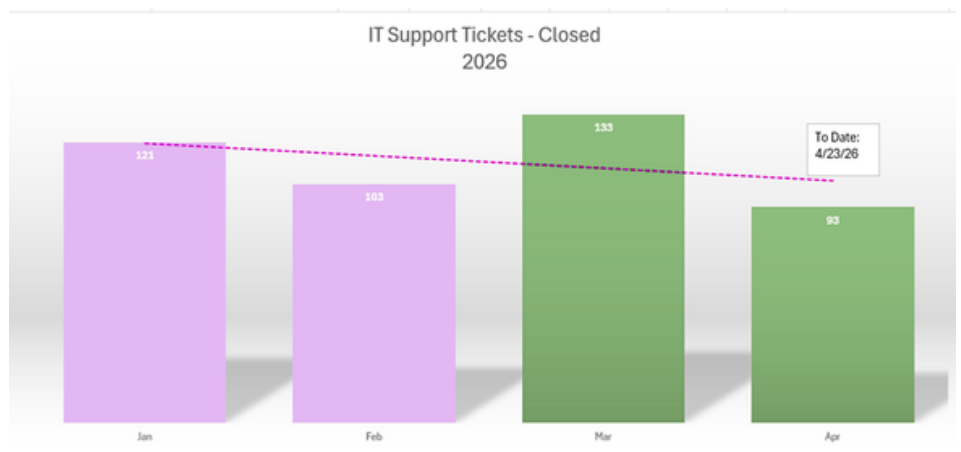
## FINANCE & HUMAN RESOURCES

- Four use tax audits were initiated.
- Finance is working with Public Works on requesting the energy resources tax credit for all the energy improvements installed on Town buildings.
- Emily continued leading roundtable discussions on the Town's current healthcare benefits and other options available for consideration.
- 2025 audit continues with an expected completion date of early June.
- Finance led the April Citizens Service Levels Advisory Committee meeting reviewing the Town's water rates.
- Finance and Human Resources coordinated the municipal judge request for qualifications responses and review committee.
- Human Resources developed a guide for internships with the Town.
- Steve, Laurie, and Suzanne volunteered a few hours of their time to do snack packing for Tri-Lakes Cares.
- Jennifer delivered her last lecture of the semester at Pikes Peak State College.



## INFORMATION TECHNOLOGY

- Completed 133 support tickets in March, reflecting a 29.1% increase compared to February, with the IT Director resolving 42% of tickets, a 3% increase over the prior month.
- Completed 93 support tickets in April, with the IT Director resolving 39.8% of tickets, a 2% decrease from February.
- Upgraded four mobile devices and recovered \$195 through the resale of obsolete mobile phones replaced in Q1.
- Completed technology offboarding for two Police Department officers.
- Completed Microsoft Intune app deployment and manual installation for two mobile applications for the Police Department, including Duo Multi-Factor Authentication and Language Insight.
- Completed deployment of the ASIM Checklist mobile application, which provides police (in coordination with Fire, EMS, and Dispatch) a step-by-step operational guide for managing active shooter and hostile events.
- Replaced two Mobile Data Computers that had reached end of life in the Police Department.
- Completed multiple technology relocations to support internal office moves within the Police Department.
- Completed preparation and requirements gathering for installation of a wall-mounted monitor in the Senior Planner's office.
- Removed legacy Comcast equipment from an older monitor in the Planning Department.
- Completed several Technology Change Management initiatives as part of ongoing process improvements.
- Performed DoD-approved secure wipes using BitRaser on 11 computer hard drives in preparation for the Q2 Electronic Recycling event.
- Completed a cost and usage assessment for replacement of a folder/inserter and the addition of an extra postage meter for Public Works.
- Met with three vendors to obtain cost estimates and implementation timelines to support Water Billing process improvements.
- Completed setup and installation of a desktop scanner for the Records Manager to support increased digitization of historical documents.
- Initiated PC replacement process for four Police Department officer laptops that are at end of support.
- In coordination with Envision, worked with Commander Lupton and Lt. Mihalko to review and update Police Department SharePoint sites and the MPD intranet.
- Coordinated with Envision and SmartSystems to address ongoing anomalies within the Council Chambers A/V system, including a full system health check, Ubiquiti switch updates, cabling inspection with no issues found, and follow-up meetings to evaluate alternative presentation methods.
- Worked with Envision to resolve an ongoing issue affecting the Town Manager's Outlook calendar, with Envision maintaining an open support case with Microsoft.
- Prepared for the Q2 Electronic Recycling pickup, including pending secure wiping of seven additional end-of-life computers using BitRaser.
- Delivered a 90-minute Senior Planet training session titled "Protecting Your Personal Information Online" to seven Silver Key members.
- Provided two one-on-one, one-hour technology support sessions to a Silver Key member.



# PLANNING

		Apr-26		CYTD-2026		Apr-25		CYTD-2025	
Permit Type		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Single Family	<b>Single Family</b>								
	New	13	\$3,965,051	61	\$365,733,430	25	\$5,034,453	143	\$91,340,270
	Addition/Remodel	2	\$18,200	13	\$103,300	3	\$19,320	47	\$602,241
	<b>SF Subtotal</b>	<b>15</b>	<b>\$3,983,251</b>	<b>74</b>	<b>\$365,836,730</b>	<b>28</b>	<b>\$5,053,773</b>	<b>190</b>	<b>\$91,942,511</b>
Multi Family	<b>Multi-Family</b>								
	New	0	\$0	0	\$0	0	\$0	0	\$0
	Addition/Remodel	0	\$0	0	\$0	0	\$0	0	\$0
	<b>MF Subtotal</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>
Commercial	<b>Commercial</b>								
	New	0	\$0	3	\$14,063,251	0	\$0	8	\$23,164,303
	Addition/Remodel	0	\$0	3	\$350,000	1	\$3,000	2	\$10,000
	<b>COM Subtotal</b>	<b>0</b>	<b>\$0</b>	<b>6</b>	<b>\$14,413,251</b>	<b>1</b>	<b>\$3,000</b>	<b>10</b>	<b>\$23,174,303</b>
<b>Total Builds</b>		<b>15</b>	<b>\$3,983,251</b>	<b>80</b>	<b>\$380,249,981</b>	<b>29</b>	<b>\$5,056,773</b>	<b>200</b>	<b>\$115,116,814</b>

- Brooke coordinated multiple inspections for current development projects, between developers and town engineers. She has also started work to implement new processes and reports in tracking invoicing for the department. With this, she has continued in helping facilitate customer inquiries and maintain front office operations for Planning and other departments. For the month so far, she has processed 20 permits with 12 currently in review.

Fees	26-Jan	26-Feb	26-Mar	26-Apr
Commerical Alteration	\$825	\$2,225	\$0	\$0
Commerical New - TOM	\$0	\$0	\$0	\$0
Commerical New - TRIVIEW	\$26,911	\$176,539	\$0	\$0
Commerical One Stop	\$100	\$400	\$200	\$130
Land Use	\$11,550	\$0	\$1,650	\$4,100
Miscellaneous	\$450	\$350	\$0	\$0
One Stop	\$157	\$0	\$572	\$0
Public Works	\$1,875	\$4,350	\$1,175	\$3,425
Residential Alteration	\$2,922	\$460	\$360	\$1,314
Residential New - TOM	\$53,202	\$33,163	\$18,796	\$11,489
Residential New - TRIVIEW	\$287,143	\$445,982	\$752,665	\$658,850
<b>Total Fees</b>	<b>\$385,135</b>	<b>\$663,469</b>	<b>\$775,417</b>	<b>\$679,308</b>
<b>Number of Permits</b>	<b>15</b>	<b>37</b>	<b>28</b>	<b>25</b>
<b>Average Fees Per Permit</b>	<b>\$25,676</b>	<b>\$17,932</b>	<b>\$27,693</b>	<b>\$27,172</b>

- The Planning Department introduced the draft 2026 Stormwater Master Plan (Plan) to Council. The staff memo, draft 2026 Plan, consultant memo, and consultant presentation can be reviewed by the public at [www.townofmonument.org/m2040](http://www.townofmonument.org/m2040). The final version of the Plan is scheduled to be presented to Council for approval by resolution during their May 18, 2026, regular meeting.
- The Town Engineer, Public Works Department, and the Planning Department completed the draft update to the Town's Roadway and Pavement Design Standards (RDS) Manual. Once adopted by resolution, the updated RDS Manual will be used to ensure compliance with legal requirements, support community needs, and promote longevity of the Town's roadway investments. The draft RDS Manual will be introduced to Council on May 4, 2026, before being posted at [www.townofmonument.org/planning](http://www.townofmonument.org/planning) for public review.
- The Planning Department teamed up with Public Works for the Town's Arbor Day Tree Planting Celebration, and what a leafy good time it was! Alongside the Planning Department's table featuring Monument 2040 swag, the Town Engineer was busy handing out seeds, while other specialists shared helpful, tree-tastic tips and educational info. The excitement peaked when the Town Engineer auctioned off a tree. Congratulations to winner Portia Hermann! Huge kudos to Public Works for hosting yet another spectacular community event that truly helped our town grow.

- Town Council approved Resolution No. 23-2026, establishing Police Impact Fees for new residential and commercial development. The impact fee was determined based on recommendations from a third-party impact fee study determining the impacts of new development on the Police Department. The resolution also updated the Fee Schedule to include required retainer/deposit amounts held during development permit application review.
- Staff submitted a SIPA grant application in hopes of securing funding to help offset the cost of updated, modern permitting software, a move aimed at improving efficiency, streamlining processes, and enhancing the overall experience for applicants and staff alike. Award notifications are expected during the first week of June.
- The Planning Commission held a workshop focused on potential code revisions related to design standards for metal buildings, setting the stage for thoughtful dialogue around aesthetics, functionality, and maintaining community character as development continues to evolve. Next steps in the ongoing process will include solicitation for feedback from Town Council to aid the Commission as they continue their work on the topic.
- The Planning Department continued to manage a steady and diverse development workload throughout April, with projects advancing across all stages of the review and approval process. Activity remained strong in commercial, residential, and industrial sectors, reflecting ongoing growth and reinvestment within the Town.
- The Monument Fire Training Center received Town Council approval on April 6, marking a significant milestone for public safety infrastructure.
- The Alpine Buick application was also heard on April 6. The Final Plat portion of that request was approved, and the Final PUD portion of the project was continued to May 4 to allow the applicant time to address Council feedback.
- Several projects are nearing public hearing readiness. Karl Malone Powersports, Santa Fe Meadows, and Willow Springs Ranch West Annexation are each completing final staff comments or preparing required materials. These projects are expected to move into the hearing phase in the coming months.
- A number of applications remain in active technical review. Native Sun underwent substantial plan revisions due to water availability constraints and is now in a new review cycle. Legacy at Jackson Landing achieved conditional approval of its construction documents from the Town Engineer. Other commercial and residential projects, including Luxelocker, Conexus Lot 1 - multifamily, 7-Brew Coffee, Monument Ridge, and 888 Synthes Ave, continue to work through staff comments and resubmittals.
- The department anticipates increased public hearing activity in May and June as multiple applicants finalize revisions. Staff continues to coordinate closely with applicants, internal departments, and external agencies to maintain timely and thorough review processes. Visit the Current Development Review Projects Story Map on the Town's website for more information.
- Town web maps received 618 views over the past 30 days, reflecting a noticeable increase from 520 views in March. This continued uptick demonstrates the growing value of the Town's online mapping resources for residents, staff, and stakeholders seeking quick access to location-based information about Monument.
- Ongoing map and database maintenance activities continued, including the cleaning, organizing, and mapping of annexation records and documentation. These efforts help ensure the Town's annexation history remains accurate, accessible, and easy to reference for planning, research, and development review purposes.
- New sprinkler location data and FEMA Flood Zone layers were integrated into the Town's Asset Management System. Adding these layers strengthens the Town's internal mapping resources and supports more informed infrastructure planning, maintenance coordination, and risk awareness.
- The Police Department was introduced to COTAK's data packages and synchronization workflows, helping staff better understand available regional data resources and how those datasets can be integrated into internal mapping and analysis tools.

- Work began on updating the newly adopted Town boundary across public-facing website maps, ensuring that online resources accurately reflect Monument's current jurisdictional limits and provide clear, up-to-date information for residents, developers, and the public. The most recent change reflects the Town's annexation of Beacon Lite Road Water Tank Site.
- Address data located within 500 feet of the Beacon Water Tank site was compiled and provided to support ongoing rezoning analysis and notification requirements associated with the project.
- Informational and reference maps were developed and distributed to staff across multiple departments, supporting a range of projects and day-to-day operations. These maps help teams quickly visualize data, communicate project information, and make more informed decisions.
- The Planning Department is on the lookout for fresh faces and new perspectives, as we are currently advertising Planning Commission vacancies including one regular member and two alternate positions. The Department is encouraging interested community members to step forward and help shape the future of Monument. If you know a good candidate, please invite them to apply at: <https://www.townofmonument.org/263/Planning-Commission>.

## POLICE

- Sgt. Josh Marks has resigned to accept a position with the Teller County Sheriff's Office. We wish him the best in his new role and appreciated the opportunity to gather for a farewell lunch in his honor.
- Lt. Mihalko received his Shield 616 vest, generously sponsored by Marcy Deeds and Eric and Madeline VanDenHoek. Thank you for your support and commitment to officer safety.
- Hiring boards were conducted this week with a strong pool of candidates.
- Sergeant promotional boards are scheduled to take place later this month.
- The parking lot fencing project has been approved, with work expected to begin in May.
- Two Ford Explorer Interceptors are currently with the upfitter and should be completed soon.
- Officers participated in Sigma Tactical wellness screenings.



Above: Chief Regan administers the oath of office to Lieutenant Mitch Mihalko and Officer Ethan Elmshaeuser during the April 6th Town Council meeting.



Below: Lieutenant Mitch Mihalko receives his Shield 616 vest, generously donated by sponsors Marcy Deeds and Eric and Madeline VanDenHoek.

## PUBLIC WORKS

### Facilities:

- Completed repair and painting of the old plant office in preparation for future occupancy and continued facility use.
- Coordinated the relocation of the supply room with the mother-baby room and supported related space planning and logistics.
- Continued routine maintenance of Town Hall facilities while managing ongoing facility needs across multiple sites.
- Performed preventative maintenance on air-conditioning units in preparation for summer operations.



### Fleet:

- Installed emergency lighting on the new Water Emergency Response Truck.
- Responded to multiple light snow events by ensuring fleet readiness and keeping plow and response vehicles prepared for deployment.
- Began seasonal preparation of mowers and landscaping equipment for summer operations.
- Assisted with pothole patching operations in support of Streets during staff training and participated in the community chipping event.



## Parks:

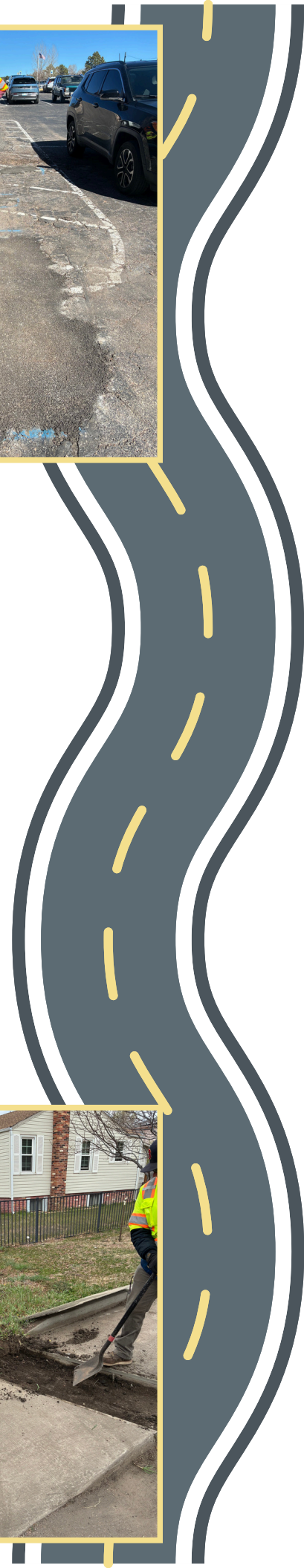
- Pulled a pine tree to prevent damage to the Town Hall retaining wall.
- Assessed damage and completed repairs caused by a United Site Services vehicle.
- Planted new trees along the lake access trail to support ongoing beautification efforts.
- Located and repaired two broken trunk lines at Park Trail Park caused by fiber contractor activity and filled trenches afterwards.
- Painted the building at Dirty Woman Creek Park following reconstruction work.
- Removed vegetation from the sand pit at Limbach Park to maintain usability and safety.
- Rebuilt a valve box at Dirty Woman Creek Park after vehicle-related damage.
- Added six tons of new sand around the rock climb area to improve fall protection.
- Removed large trees in preparation for installation of a new fence around the police parking area.
- Completed rebuilding of the wall at Dirty Woman Creek Park prior to painting.
- Completed another trunk line repair at Park Trail Park caused by fiber contractor activity.
- Installed a backflow device at the Orchard area off 3rd Street.
- Supported and participated in the community chipping event, processing 178 truckloads and 12 dump truck loads of material staged at Limbach Park.
- Cleaned trash and removed dead trees around the skate park area.
- Collected trash around the coffee shop area and behind the veterinary clinic.





### Streets:

- Cleaned and rebuilt a drain on Jefferson Street to improve stormwater flow.
- Installed new crosswalk and cautionary signage at Catholic school crosswalks to improve pedestrian safety.
- Repaired and reinstalled a cautionary road sign in the Willow Springs roundabout after vehicle damage.
- Installed and repaired a new traffic signal at Fat Tire and Jackson Creek.
- Supported the community tree chipping event on Jackson Creek sponsored by Mountain View Electric.
- Installed new speed limit signs along Jackson Creek and added orange flags for increased driver visibility and awareness.
- Completed various pothole patching operations throughout town, including alleyways and residential back roads.
- Performed pothole patching on Adams Street and in the Past Times neighborhood.
- Repaired streetlights along 2nd Street and installed new LED lighting.



## Water:

- Completed required Q2 compliance sampling for newly commissioned wells, including sample collection, documentation, and submission to the state regulator.
- Supported installation of emergency response truck equipment, including coordination of additional upfitting quotes for required accessories.
- Distributed the Consumer Confidence Report to customers through utility bills, direct delivery to businesses, website posting, and social media publication.
- Mailed backflow prevention compliance notices to all commercial and irrigation accounts outlining testing requirements, deadlines, and instructions for scheduling certified backflow inspections.
- Installed a new dedicated sample tap at Well 7 to improve efficiency of future compliance sampling.
- Installed an electrical outlet and outdoor lighting at the water plant to support diesel powered emergency equipment use and improve site safety.
- Provided staffing support for the water billing cycle by expanding operational roles, assisting with training and transition activities, supporting migration of billing operations to 259, and installing a payment drop box.
- Completed lead and copper compliance sampling activities in accordance with regulatory requirements, including planning for expanded sampling due to new wells.
- In collaboration with JVA and Woodmoor Water, a series of jar tests were conducted over several days at the Monument Water Department lab using water from the Chilcote Ditch for the Loop Project. The testing configured optimal chemical dosages and provided valuable hands-on training for staff, allowing operators from the districts to work together and build strong relationships with a neighboring district.

