



Basalt Capital Needs Committee
Meeting #1
Agenda

Date &
Time: May 17, 2021 4-6 PM

- Introductions
- Orientation
- Review Capital Needs Committee Bylaws
- Discuss overall process & Timeline
 - Includes Facility Needs Study progress to date
- Review recommended projects from Basalt Master Plan
- Other

Capital Needs Committee Members

Dated 5/13/2021

Staff/Consultants:

Ryan Mahoney, Town Manager ryan.mahoney@basalt.net
Christy Chicoine, Finance Director christy.chicoine@basalt.net
Wayne Freeman, Cushing Terrell Consultant
Laura Dougherty, Cushing Terrell Consultant
Bill Ray, WR Communication Consultant

BACH:

Mike Kosdrosky (Regular)
Doug MacDonald (Alternate)

Basalt Chamber:

TO BE DETERMINED

BEMC:

Leroy Duroux

BPAC:

Liz Bell (Regular)
Karyn Andrade (Alternate)

Finance Advisory Board:

Cheryl Ruppel (Regular)
Dieter Schindler (Alternate)

Green Team:

Pranav Lakhina (Regular)
Gerry Terwilliger (Alternate)

Planning and Zoning:

Eric Vozick (Regular)
Bill Maron (Alternate)

POST:

Paul Hilts (Regular)
Jason Groves (Alternate)

VALE:

Joe Bauer (Regular)
Ann Stephenson (Alternate)

**Capital Needs Committee Meetings (Two hour meetings)
Mondays from 4 – 6 PM, Except June 9, Wednesday from 4 – 6 PM
Working Draft Dated 5/5/2021 – Subject to Change**

1. May 17:
 - a. Orientation
 - b. Discuss overall process & timeline

2. May 24:
 - a. Review Master Plan – Process, Document, Final work product
 - b. Review Master Plan priorities
 - c. Discuss Facility Needs Study/Potential large projects
 - d. Categorize Master Plan priorities into bigger buckets
 - e. Review Draft Survey

NOTE ONLY – [June 8 – Council meeting – Discuss Facility Needs Study results]

3. June 9:
 - a. Continuation – Review/Categorize Master Plan priorities
 - b. Review Facility Needs Study, including Space Needs Study
 - c. Determine bigger items it may make sense to focus on for survey
 - i. Based upon the Master Plan & Facility Needs Study, which items does the Committee believe the Town should focus on doing in the next 1 – 2 years? 3 – 5 years? 6 – 10 years?
 - d. Finalize public input survey
 - e. Finalize in-person meeting for community input

4. June 21:
 - a. Continuation – Facility Needs Study discussion
 - b. Continuation – Master Plan discussion

NOTE ONLY: [June 30 – Last day to take public survey]

5. July 5 – Results available/compiled by Bill Ray

6. July 5: Discuss survey data and community input
 - a. Is the data clear-cut or is more input needed?
 - b. Place larger projects into 1 – 2 year, 3 – 5 year, and 6 – 10 year prioritization categories.
 - c. Refine project costs for prioritized projects
 - d. Prepare for survey data presentation to Council July 13 and feedback on where the Committee is at with prioritization – Worksession July 13

NOTE ONLY: [July 13 – Council worksession to discuss survey results.]

NOTE ONLY: [July 15 – In-person meetings with citizens for further input]

7. July 19:
 - a. Refine prioritization based upon community and Council input
 - b. Refine project costs for prioritized projects

NOTE ONLY: [July 19 – July 29 – In-person Community input – Ballot Language/refinement]

8. August 2:
 - a. Finalize prioritization data to Council to be discussed August 10 Council meeting
9. August 16:
 - a. Discuss Council feedback and revise, if necessary.

NOTE ONLY: [August 24 – Final Resolution approved by Council for ballot initiative – if that is the direction.]

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Capital Needs Committee BYLAWS

I. ROLES/RESPONSIBILITIES

The Capital Needs Committee, “the Committee”, is a temporary committee that will be active from the date of Council approval until the dissolution date of December 31, 2021.

The purposes of the Capital Needs Committee are as follows:

1. To review the Facility Needs Study and current Basalt Master Plan to recommend capital priorities to Council for funding, and use additional input garnered from public surveys and other communications;
 - a. Capital priorities reviewed and discussed must directly benefit the citizenry of the Town of Basalt, including capital improvements to the Town of Basalt municipal government and other public areas of interest within the Town;
 - b. Recommended capital improvements should include an estimate utilizing Cushing Terrell that includes estimated costs of construction (all-inclusive, by project) and additional operational costs by project;
2. To make a recommendation to Council regarding the total amount of the project(s) to fund;
 - a. NOTE: Approximately \$11 million - \$14 million could be available through requesting the voters in November 2021 to keep the property tax rate the same due to previous voter-approved bonds that are fully paid in 2021.
3. To undertake research and analysis related to capital needs as may be directed by the Town Council;
4. To utilize WR Communications to assist in garnering public input and feedback;
5. To utilize Cushing Terrell for assistance in cost estimations and other construction and design expertise;

In addition to these By-laws, the Capital Needs Committee operates under the terms of the Town’s Code of Ethics (Chapter 2, Article VIII of Basalt Municipal Code), copies of which, along with these By-laws, shall be provided to each member at or before the first meeting.

II. COMMITTEE MEMBER GUIDELINES

A. The Committee works as a group, not as individuals, and is not a decision-making body. The Committee members are not to present themselves as a “representative of the Town” in any

matter, private or public. Members are not to act independently to “make decisions” or “act on behalf” of the Town.

B. The Committee will work only on the projects set forth herein or assigned by the Town Council or Town Manager, except as clarified herein.

C. The Committee will make recommendations to the Town Council, which may be accepted, altered, or rejected.

D. The Committee process is to take place during the meeting or an appointed subcommittee meeting, in public, only.

III. COMMITTEE COMMUNICATION STRATEGY

A. The Committee should be prepared to make recommendations or present ideas that would require funding to the Town Council that align with the Town’s Strategic Plan, the Basalt Master Plan, and/or the Facility Needs Study.

B. Town staff will maintain the Town’s webpage information on the Committee, including its regular meeting schedule and notes from meetings.

C. The Town Manager will update the Town Council on the activities of the Committee through the weekly report or at Council meetings.

* The Committee is encouraged to work with other citizen boards/commissions where there may be advantages in doing so. Example: public art in town parks (BPAC & POST).

* The Town Council wants its boards/commissions to give the Council ideas on projects or policies within the mission/purpose statement for that board/commission. To make the most effective use of its boards/commissions, the Council asks the board/commission to conceptually develop ideas with a general outline and check in with the Council for the Council’s input before spending considerable time developing its proposal.

IV. MEETINGS

A. *Regular Meetings* – Are currently scheduled to be held bi-weekly. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting.

B. *Special Meetings* – May be held at any time upon call by the Chairperson. The Chairperson shall call a special meeting upon request by the Town Council or Town Manager, or upon request by two-thirds of the members of the Committee.

C. *Meeting Procedures* – For matters requiring action by the Committee, parliamentary procedure will be followed in discussion, moving and acting on such matters.

D. *Open Meetings* – All meetings and action of the Committee shall be in full compliance with State Statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the Staff Liaison to be familiar with these statutes and regulations.

E. *Attendance by Non-members* – Meetings may be attended by persons who are not members of the Capital Needs Committee. At the discretion of the Chairperson, non-members may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

V. MEMBERS AND QUORUM

A. *Qualifications/Membership* - Membership shall consist of one representative of the following Town boards/commissions listed below, plus one board member from the Basalt Chamber, with each of such boards/commissions and the Chamber selecting and appointing its "Representative":

1. Basalt Public Arts Commission
2. Finance Advisory Board
3. Planning & Zoning
4. Victim Assistance & Law Enforcement
5. Basalt Affordable Community Housing
6. Parks Open Space & Trails
7. Basalt Emergency Management Committee
8. Green Team
9. Basalt Chamber of Commerce Board member

Each board/commission and the Chamber may also appoint an "Alternate" to serve as a substitute for the Representative.

Members must live in the Town of Basalt to serve on the Committee.

A committee or board is not required to make an appointment.

The Mayor and the Council are not eligible to be appointed to the Committee.

B. *Terms* – Members shall be appointed to serve as needed through the end of 2021.

C. *Vacancies* – If neither the Representative nor the Alternate is able to serve the remainder of the term of the Committee from one of the Town boards/commissions listed above, then the vacancy shall be filled by appointment of the Town Manager.

D. *Role of Alternate* – Each Representative Committee may appoint a Committee Member (Representative) and an Alternate as noted above. Only one representative from each committee may speak during the meeting and vote at any given meeting.

E. *Solicitation of Candidates* - The Town Clerk will post vacancies on the Town's webpage or other media as appropriate, and applications will be forwarded to the appropriate body for consideration.

F. *Quorum* – A quorum shall be a majority of Representative Members of the Committee.

G. *Action* – Shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided in these By-laws.

VI. OFFICERS

A. *Officers* - shall include a Chairperson and a Vice chairperson, appointed and approved by a vote of the Capital Needs Committee members. Notification of who is elected Chair will be sent to the Town Clerk.

C. *Chairperson responsibilities:*

1. Preside at all meetings
2. Ensure that all meetings are conducted with decorum and efficiency
3. Call special meetings in accordance with the By-laws
4. Sign any documents prepared by the Committee for submission to the Town Council or Town departments
5. See that decisions of the Committee are implemented
6. Represent the Committee in dealings with the Town Council or other organizations
7. The Chairperson has the same right as any other member of the Committee to vote on matters before the Committee and to speak for or against proposals.

D. *Vice-Chairperson responsibilities:*

1. Assist the Chairperson as requested
2. Accept and undertake duties delegated by the Chairperson
3. Preside over meetings or perform other duties of the Chairperson in the event the Chairperson is absent or unable to act

E. *Other position responsibilities* – The Town Manager and Finance Director shall attend the Committee meetings, to assure that the Committee has the resources and information necessary to fulfill its responsibilities. The Town Manager shall direct Town consultants for this project and Town Staff to provide the information and coordination necessary for effective and efficient Committee meetings.

F. *Removal from Office* – Any officer may be removed from office by a supermajority vote of the Town Council.

G. *Officer Vacancies* – If any office is vacant, the members of the Committee shall elect a member to fill the office for the remainder of the term.

VII. ATTENDANCE

A. Regular attendance by the members of the Committee is expected. In the event any member misses two (2) consecutive regular meetings or a total of three (3) regular meetings, the Town Manager may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

VIII. COMPLIANCE WITH TOWN POLICIES

A. The committee shall operate in compliance with the adopted Town Council policy on Town Committees. The terms of this policy are incorporated in these By-laws by this reference and are attached herewith.

Adopted this 13 day of April, 2021
BASALT TOWN COUNCIL

By: William G. Kane
Mayor

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8 LIST OF PROJECTS

THE FOLLOWING LIST OF PROJECTS demonstrate actionable efforts that may be championed by a multitude of agencies, groups, organizations, government entities, community groups or any combination of the above to implement this Plan. These projects emerged from a variety of sources including public comment, stakeholder interviews, existing plans,

Projects were roughly estimated to be placed in the following categories: \$50,000 to \$300,000; \$300,000 to \$500,000; \$500,000 to \$1,000,000; \$1,000,000 and above. The public was then asked to rank these projects during Open House #4 and subsequent online survey.

A separate list of projects were identified by those who participated in the Pitkin-Basalt Joint Planning Area effort. These projects were not included in the Open Houses or online survey.

The top 13 projects ranked by public survey votes were:

1. Build a significant affordable housing project
2. Connector shuttle: Old Town to Willits

3. Make capital investments to reduce greenhouse gas emissions @ \$100K/year for 10 years, or similar
4. Invest in significant solar project or similar large emissions reduction project
5. Complete firewise mitigation projects at urban fringe/ Wildland Urban Interface
6. Construct additional pedestrian bridge over the Roaring Fork (near the Library)
7. Implement significant Midland Avenue streetscape improvements
8. Construct South Side Drive/Midland Avenue underpass
9. Provide free RFTA bus service within the Town of Basalt zones
10. Support others (public-private partnerships) to build affordable housing (yearly contributions to qualified projects)
11. Develop Clark's Market parcels
12. Swimming pool upgrades (year round use, multi-generational facilities, hot tub, solar panels)
13. Build a large daycare facility on Parcel 2E in Willits

★ Note: Link to full master plan to be provided. ★
★ currently at www.basalt.net - YOUR GOVERNMENT - PLANNING. ★