

**Town of Basalt, Colorado  
Ordinance No. 08  
Series of 2019**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BASALT,  
COLORADO, ESTABLISHING THE BASALT PARKS, OPEN SPACE AND  
TRAILS (POST) COMMITTEE AS A FORMAL ADVISORY BOARD TO THE  
TOWN COUNCIL**

**RECITALS**

A. Article VII of the Basalt Home Rule Charter establishes that the Town may establish Boards and Commissions by ordinance and sets the framework for their creation.

B. The Town Council informally established the Parks, Open Space and Trails Committee (“POST” or “POST Committee”) in 2007.

C. The Town Council now desires to formally establish the Committee and provide for its powers and duties as set forth in the Bylaws attached as **Exhibit A**.

D. At a public meeting held on April 9, 2019, the Town Council heard evidence and testimony as offered by the Town Staff. At the public meeting held on April 9, 2019 the Town Council considered this ordinance on first reading and scheduled a public hearing and second reading for the Ordinance for April 23, 2019, for a meeting beginning no earlier than 6:00 pm at the Basalt Town Hall, 101 Midland Avenue, Basalt, Colorado.

E. At a public hearing and second reading on April 23, 2019, the Town Council heard evidence and testimony as offered by the Town Staff, the Applicants, and members of the public.

F. The Town Council finds and determines it is in the best interests of the Town to approve this Ordinance. Further, the Town Council finds and determines this Ordinance is reasonably necessary to promote the legitimate public purposes of the public health, safety and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF  
THE TOWN OF BASALT, COLORADO, AS FOLLOWS:

Section 1. The Town Council hereby establishes the POST Committee as a Town Board pursuant to Section 7.2 of the Basalt Home Rule Charter.

Section 2. The Town Council hereby approves and adopts the Bylaws attached as **Exhibit A** as the POST Committee Bylaws and in satisfaction of the requirements of Section 7.2 of the Charter. The Town Council may amend the Bylaws by Resolution after a recommendation by the Town Manager.

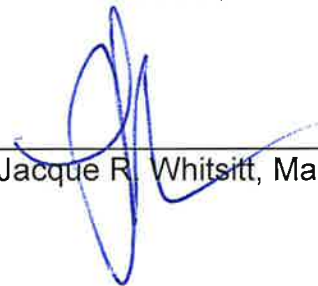
Section 3. If any part, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance and the Town Council hereby declares it would have passed this Ordinance and each part, section, subsection, sentence, clause or phrase thereof regardless of the fact that any one or more parts, sections, subsections, sentences, clauses or phrases be declared invalid.

READ ON FIRST READING, ORDERED PUBLISHED AND SET FOR PUBLIC HEARING TO BE HELD ON April 23, 2019, by a vote of 5 to 0 on April 9, 2019.

READ ON SECOND READING AND ADOPTED, by a vote of 6 to 0 on April 23, 2019.

TOWN OF BASALT, COLORADO

By

  
\_\_\_\_\_  
Jacquie R. Whitsitt, Mayor

ATTEST:

  
\_\_\_\_\_  
Pamela K. Schilling, Town Clerk



Date of first publication: Thursday, April 18, 2019  
Date of second publication: Thursday, May 2, 2019  
Effective date: Thursday, May 16, 2019

## Exhibit A



# Parks, Open Space and Trails (POST) Committee BY-LAWS

## I. ROLE

A. **Mission:** The POST Committee provides advice and recommendations to the Town Council on a variety of parks, open space and trails issues. As an advisory committee, the POST Committee does not have explicit decision-making authority or primary responsibility.

## B. Roles/Responsibilities:

1. Make recommendations to the Town Council on the Town's use of its 1% Open Space Sales Tax.
2. Provide a sounding board on significant parks, open space and trails issues.
3. Prepare and maintain a parks, open space and trails master plan for review and adoption by the Planning and Zoning Commission and the Town Council under the provisions of the Town Charter.
4. Explore and cultivate partnerships that can support the implementation of the Town's parks, open space and trails goals (e.g. Pitkin and Eagle County).
5. Review and make recommendations on financing mechanisms for the development of parks, open space and trails.
6. Advocate for and facilitate additional funding resources, such as grants through Great Outdoors Colorado or partnerships with Pitkin County and Eagle County.
7. Develop and propose a 5-year Capital Improvement Plan for parks, open spaces and trails for adoption by the Town Council.
8. Act as a referral agency on any development application that Staff feels could help implement the parks, open space and trails master plan.
9. Develop and maintain a system to evaluate proposed land purchases.

In addition to these By-laws, the POST Committee is subject to the Town's Code of Ethics (Chapter 2, Article VIII of Basalt Municipal Code) in the same manner as Town Council. Copies of the By-laws and the Code of Ethics shall be provided to each member at the time of their appointment.

## II. MEMBER GUIDELINES

A. The POST Committee works as a group and shall avoid pursuing individual interests without buy-in from the Committee. POST Committee members should avoid presenting themselves as a “representative of the Town” in any matter, private or public. Members should avoid acting independently to “make decisions” or “act on behalf” of the Town.

B. The POST Committee will work only on the projects included in the yearly work program or assigned by the Town Council or Town Manager, except as clarified in Section III D below.

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

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

## III. COMMUNICATION STRATEGY

A. The POST Committee should be prepared to make recommendations or present ideas that would require funding to the Town Council at the beginning of the budget process.

1. This information should be scheduled on a regular Council agenda or budget retreat agenda in June and July, giving the Town Council opportunity to weigh in on ideas and provide feedback or direction.
2. Project ideas should align with the Basalt Strategic Framework, the adopted Capital Improvement Plan, or the Basalt Master Plan which includes the Parks, Open Space and Trails Master Plan.

B. The POST Committee will engage with the Town Council prior to budget adoption to request approval of the annual work plan.

C. Regular check-ins with the Town Council will be scheduled throughout the year by the Town Manager to update the Town Council, share progress and/or request further direction on projects. The check in may be by the entire POST Committee, the Chair, other representative or by Staff.

D. The Town Council wants its POST Committee to give the Council ideas on projects or policies within the POST Committee’s mission statement and its stated roles and responsibilities. To make the most effective use of its boards/committees, the Council asks the POST Committee 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.

E. The POST Committee is encouraged to work with other Town boards/commissions where there may be advantages in doing so. Example:

public art in town parks (BPAC), reducing climate impacts (Green Team) and with regional parks groups.

F. Town Staff will maintain the Town's webpage information on the POST Committee, including its regular meeting schedule and notes from meetings.

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

#### **IV. MEETINGS**

A. *Regular Meetings* shall be held at least once monthly. At the second regular meeting of the year, The POST Committee will determine the date and time of the monthly meeting and post it on their webpage. Additional or Special meetings may be scheduled as necessary by the Chair.

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 POST Committee.

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

D. *Open Meetings* - All meetings and action of the POST Committee shall be in full compliance with Colorado 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 POST 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. *Membership* – POST membership shall be as follows:

1. The Board will be comprised of 5 to 7 members comprised of "Resident" and "Nonresident" members. Resident members must live in the Town of Basalt and be registered voters within the Town. Up to 2 of the POST Committee members may be Nonresident members (i.e. live outside of the Town limits). To qualify as a Nonresident member, a person must:
  - a. Demonstrate a strong commitment to parks, open space and trails within Basalt;

- b. Be a registered voter of a governmental entity in the Roaring Fork Valley; and
    - c. Either work within the Town limits or permanently reside within the 81621 or 81623 zip codes.
  2. POST members will be appointed by Council at the expiration of terms in April or otherwise as needed to fill the unexpired term of any vacated position.
  3. Criteria for Council appointment to consider includes:
    - a. Eligibility as described in Paragraph A.1. above
    - b. Interest in parks, open space and trails
    - c. Involvement in the Basalt community
    - d. Desire to work with other community members to carry forward the goals of the Town.
  4. The Mayor and the Council are not eligible to be appointed to the POST Committee. If a POST Committee member is elected to be the Mayor or a Councilor, their term with the POST Committee will automatically terminate with their oath of office as Mayor or Councilor.
- B. *Terms* - Council shall appoint members of the POST Committee to terms up to 3 years in length that end in the month of April. Council may create initial terms of less than three (3) years in order to provide staggered terms. Any member whose term is expiring may apply for reappointment to the POST Committee. Any appointment or reappointment shall be at the discretion of the Town Council.
- C. *Change in Status* - Any member who is appointed as a resident member and no longer meets that definition, shall automatically be removed as member unless the membership can revert to a non-resident member status satisfying the requirements of Paragraph 3 above.
- D. *Vacancies* shall be filled by Council appointment, whether at the expiration of a term or for an unexpired portion of a term when needed. An acting member may stay in their position after the expiration of their term until an appointment is made.
- 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 the POST Committee.
- G. *Action* by the POST Committee 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 POST Committee.

B. *Elections* - Officers shall be elected by the members annually, at the second regularly scheduled meeting of each year. Officers shall be members of the Board. Notification of who is elected Chair will be sent to the Town Clerk. Rotation in Officers is desired so that other POST members can share in leadership responsibilities.

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 POST Committee for submission to the Town Council or Town departments;
5. Assure that POST Committee recommendations are implemented;
6. Represent the POST Committee in dealings with the Town Council or other organizations;
7. Chairperson has the same right as any other member of the POST Committee to vote on matters before the Board and to speak for or against proposals;
8. Approve agendas for regular and special Board meetings;
9. Encourage participation and attendance of Board members;
10. Delegate duties and responsibilities to the Vice-Chairperson or other POST Committee Members based on the circumstances.

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. *Planning Staff Responsibilities:*

1. Assist Town Manager, Chairperson, and Vice-Chairperson in coordinating the meeting logistics and agenda;
2. Coordinate with Board and Town Manager to timely provide requested information to the Board;
3. Prepare and present information regarding POST projects as needed;

4. Educate the POST Committee regarding Town policies

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 POST Committee shall elect a member to fill the office for the remainder of the term.

## VII. ATTENDANCE

A. *Attendance* - Regular attendance by the members of the POST Committee is expected. Any POST Committee member who fails to attend three (3) consecutive regularly scheduled meetings or more than 33% of the POST Committee meetings in any one calendar year without excuse from the POST Committee may be removed from the POST Committee by the Town Council upon recommendation of the POST Committee. The POST Committee may excuse the absence of any POST Committee members for just cause.

## VIII. COMPLIANCE WITH TOWN POLICIES

A. The POST Committee shall operate in compliance with all applicable adopted Town Council policies.

Adopted this 23<sup>rd</sup> day of April, 2019

BASALT TOWN COUNCIL

By:   
Jacques R. Whitsitt, Mayor