

**RESOLUTION OF THE TOWN COUNCIL OF BASALT, COLORADO,
ESTABLISHING A CAPITAL NEEDS COMMITTEE**

**Town of Basalt, Colorado
Resolution No. 16
Series of 2021**

RECITALS

- A. Pursuant to Section 7.2 of the Town Charter, the Town Council has the power to “establish temporary Advisory Commissions for advising Council with regard to a specific matter or for accomplishing specific tasks” and to do so by resolution.
- B. The Town wishes to review its capital improvement priorities and pursue options for the funding thereof. The Town is in the process of completing a “Facility Needs Study” and in 2020 completed an update to the Master Plan, both of which identify various capital needs and desired projects.
- C. The Town Council wishes to establish a “Capital Needs Committee” as a temporary advisory committee of the Town to review the Facility Needs Study, Master Plan, and input from public surveys to then recommend capital priorities to Council for funding.
- D. Further, the Town Council wishes to approve Bylaws for the Capital Needs Committee, as set forth in **Exhibit A**, which contain the qualifications of committee members, terms, method for appointment, a more specific description of the advice to be provided to Council, and other procedures to govern the conduct of the Capital Needs Committee.
- E. The Capital Needs Committee members shall be comprised of persons appointed from the Town’s other boards, commissions, and committees and the Basalt Chamber of Commerce, as set forth in more detail in the Bylaws, and no further action for appointment shall be taken by Town Council.
- F. The Town Council believes that establishing the Capital Needs Committee and approving Bylaws for such committee are in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Basalt, Colorado as follows:

1. Recitals. The foregoing recitals are incorporated herein as findings of Town Council.
2. Capital Needs Committee. The Town Council hereby establishes a “Capital Needs Committee” as a temporary advisory commission of the Town for the purpose of recommending capital priorities to Council for funding, as more

specifically set forth in the Bylaws contained in **Exhibit A**, with the members of such committee to be appointed as set forth in the Bylaws without further action by Town Council. Further, the Town Council hereby approves the Bylaws contained in **Exhibit A** to govern the Capital Needs Committee and regulate such other matters as set forth therein.

3. Other.

- a. The Town Council authorizes that the Town Staff, at the direction of the Town Manager, to take such further actions as are necessary to implement the terms hereof.
- b. All actions heretofore taken, not inconsistent with the provisions of this Resolution, by the Town Council and the officers, agents, or employees of the Town relating to the subject matter of this Resolution, are hereby ratified, approved, and confirmed.
- c. If any section, paragraph, clause or provision of this resolution shall be held to be invalid or unenforceable, the entire resolution shall be declared invalid and void.
- d. This resolution shall take effect immediately upon passage.

READ AND ADOPTED by a vote of 7 to 0 this 13th day of April, 2021.

TOWN OF BASALT, COLORADO

By: 
William G. Kane, Mayor

ATTEST

By: 
Pamela K. Schilling, Town Clerk



EXHIBIT A



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