



**DATE:** March 11, 2022  
**TO:** Mayor and Council  
**FROM:** Ryan Mahoney, Town Manager  
**RE:** Weekly Update  
**CC:** Department Heads

The Town Manager and department heads met with the Councilors-elect this week to talk about our town services. Each department head described their general duties and responsibilities as well as where they work and how many employees they have. We also discussed some of the basic roles and responsibilities for Council members and all watched a video produced by our insurance company, CIRSA. It was great to get to know the new Councilors, Angela Anderson and Dieter Schindler a bit better. We look forward to working with them.

Staff received our first report on ridership for the Basalt Connect shuttle. During the month of February, 550 rides were taken with over 2,000 passenger miles traveled.

Town Staff have been preparing for the Planning Director recruitment. We currently plan to hold an open house at the Basalt Library on March 29<sup>th</sup> at 5 pm. The finalists will each make a presentation and be available to answer questions. After the presentations there will be time to mingle with the candidates. Comment cards will be made available so the Town Manager can get feedback on candidates.

## **Police**

We are proud to announce that Corporal Nino Santiago has been promoted to Sergeant. Sergeant Santiago has worked with our department for the past seven years and has developed into an outstanding supervisor. The below photo is Nino being “pinned” by his wife Naomi. Congratulations Nino!



The police department received a \$5,625 grant from the State of Colorado Peace Officers Standards and Training Board. This grant reimburses costs for our Roaring Fork Regional Range Training Program and Daily Training Bulletins that are provided by Lexipol.

School Resource Officer Jason Hegberg collaborated with officers and deputies from the up-valley agencies to host our first teen winter driving training at the Aspen Motorsports track in Woody Creek.

Eighteen high school students participated by attending one hour of classroom instruction and four hours of winter driving on the track. We plan to continue this program next winter and host more classes for students. Featured below is Basalt High School student Lauren Custodio and SRO Hegberg.



Nicotine and tobacco compliance checks were conducted at all licensed vendors in Town. One business was found to be in violation by having tobacco products within reach of customers. We are working with the business to rectify this situation and bring them into compliance. Another business was missing an exterior sign stating no sales to persons under 21 years of age. They have been given a sign and it will be posted.

### **Public Works**

Basalt Water Department has been working with contractors this week to get pricing on storage tank maintenance at the Water Filter Plant. There are three tanks that need to have some updates done due to the new regulations from the State of Colorado and the EPA. The overflow on the tanks must be upgraded, the vents upsized, and the tanks recoated. The coatings are a very specialized paint that must comply with EPA regulations. The contractor applying the coatings must be licensed and bonded to apply the coating and the work is inspected. We have this work scheduled on the Town's capital improvement plan and have the project budgeted.

Public Works worked with the Finance Department to make sure we comply with our insurance company CIRSA. We must meet training requirements and do updates to Town property and fleet. Town staff meet with Pitkin County staff to resume Fiber installation planning for Basalt this week. Repairs were made in the Town's affordable housing units this week. The holiday decorations were taken down and a hazard tree was removed. We did additional snow removal this week and some equipment got serviced.

### **Planning**

**Basalt Center Circle Application** – The Applicant is working on the Final Plan application.

**Basalt River Park Improvements** – Walters Inc. has continued work on Phase I of Basalt River Park. They have completed final grading, constructed the wall elements, and finalized the winterization of the site. The architects on the bandshell, misting feature, and bus station/restroom continue to work on the designs for those elements of the park. Staff has put out an RFP for the Phase II installation and bids are due on March 30<sup>th</sup>, a pre-bid meeting is scheduled for next week. Additionally, Staff continues to meet with the architects on the bus shelter/restroom to discuss initial design concepts for the bus shelter/restroom facilities.

**Midland Avenue Streetscape Project** – Staff brought the proposals for CM/GC and Design Services to Town Council this week. Staff has schedule kick-off meetings with the design team, led by Connect One Design, and the CM/GC team led by Stutsman-Gerbaz for Monday next week.

**Town of Basalt Photovoltaic and Energy Storage Project** –McKinstry will be conducting site visits of the potential sites next week. Staff will continue to work with Holy Cross Energy, the school district, CORE and members of the Green Team. Staff is also working on responses to a request for information on the various sites from McKinstry.

**Other Basalt Forward 2030 Support** – Town Planning Staff also provided support to the Manager for the Basalt Forward 2030 projects. The Council will have a worksession on the affordable housing component on March 14<sup>th</sup>.

**Mid-Valley Center Lot 4** – Phase 1A of the Project has been completed except for the landscaping. Town Staff and Gould are moving forward with final design of the foundation and building.

**Basalt River Park Development LLC** – A full building permit was issued on the Gallery Building which includes commercial, apartments, and the affordable housing units.

**Development Review/Applications** – Staff also spent time responding to administrative reviews, complaints and working on land use applications and building permits.

**BACH** – The BACH Commission was introduced to the Sopris Meadows Parcel 5 Preliminary Development Plan application and will resume their review and discussion at a meeting to be held on March 31<sup>st</sup>.

**Basalt Sunday Market** – Staff finalized the materials for vendors to apply to the 2022 market and sent previous vendors the link to the materials as well as advertised the market on the Town’s webpage and Facebook channels. Staff continues to work toward coordinating the market’s management team, music and entertainment.

## **Finance**

**Loose Cannon Property Certificates of Participation (COPs)** – We have been working on the finalization of COP documentation with the Town Attorney. We hope to have all documents signed by Monday, and will deliver the signed documents to Butler Snow, the Town’s Bond attorney in Denver. The closing is scheduled for March 16. The land closing will occur first, and then the COPs will close the day after on the 17<sup>th</sup> and will reimburse the Town for the land purchase funded by the COPs.

**Open positions** – The Town currently has five unfilled positions – two in Police, two in Planning, and one in the Building Department. Across Colorado and the United States, businesses and governmental entities have struggled to find qualified applicants for positions across-the-board. We are continuing to discuss and implement strategies and solutions to this complex issue.

**Basalt Forward 2030 Financial Report** – Phil and I have been working on a quarterly report format for Council, Finance Advisory Board, and Staff for the Basalt Forward projects. Christy presented the information to Finance Advisory Board, who approved the format. It was great to have Phil attend the Finance Advisory Board to discuss various construction topics.

**CIRSA Audit** – The Town is going through an audit with CIRSA, who is the Town’s liability insurance pool. CIRSA asks the Town to compile a checklist for the audit nine pages long. I appreciate the time that the Department Heads have put into this to mitigate liability risks and improve workplace safety.

**Equitable** – Equitable, the financial advisor for employee retirement plans, will be meeting with employees on April 19. Equitable gives the employees the option to meet with them twice per year, and they are also available for questions throughout the year. Unfortunately, Equitable closed their Grand Junction office. On April 19, employees will be able to meet Michael McGovern, who is the new advisor who replaced Andrew Rhodes. Additionally, John McGovern is still the advisor for the Town.