

**Town of Basalt, Colorado  
Ordinance No. 12  
Series of 2019**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF BASALT,  
COLORADO, ESTABLISHING THE BASALT GREEN TEAM 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 Green Team in 2007.

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

D. At a public meeting held on May 28, 2019 the Town Council approved this ordinance on first reading and scheduled a public hearing and second reading for the Ordinance for June 11, 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 June 11, 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 Green Team 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 Green Team 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 June 11, 2019, by a vote of 5 to 0 on May 28, 2019.

READ ON SECOND READING AND ADOPTED, by a vote of 7 to 0 on June 11, 2019.

TOWN OF BASALT, COLORADO

By

  
Jacquie R. Whitsitt, Mayor

ATTEST:

  
Pamela K. Schilling, Town Clerk



Date of first publication: Thursday, June 6, 2019  
Date of second publication: Thursday, June 20, 2019  
Effective date: Thursday, July 4, 2019

## Exhibit A



# Green Team BY-LAWS

## I. ROLE

A. **Mission:** To promote sustainability and resiliency in the Town of Basalt and to work with other entities to further the goals of the Green Team.

B. **Roles/Responsibilities:**

1. Provide recommendations to the Town Council regarding “green initiatives”;
2. Assist the Town Council in the implementation of its action items under the Environment Strategic Focus Area portion of the Basalt Strategic Framework;
3. Assist the Town in implementing the action plan items of the Basalt Addendum to the Climate Action Plan;
4. Provide input to the Town in keeping all plans updated and viable, including the Basalt Addendum to the Climate Action Plan, the Basalt Master Plan and the Council’s Strategic Framework;
5. Assist in community education and messaging of green initiatives;
6. Propose projects to include in the Town’s budget and Capital Improvement Plan that implement the Town’s policies regarding the environment and reducing greenhouse gas emissions;
7. Render additional recommendations or advice at Council’s request;

In addition to these By-laws, the Green Team 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 Green Team works as a group and shall avoid pursuing individual interests without buy-in from the Green Team Board. Green Team members shall not present themselves as a “representative of the Town” in any matter, private or public. Members shall not act independently to “make decisions” or “act on behalf” of the Town.

B. The Green Team 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 Green Team will make recommendations to the Town Council, which may be accepted, altered, or rejected.

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

### **III. COMMUNICATION STRATEGY**

A. The Green Team 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 and/or Capital Improvement Plan.

B. The Green Team will engage with the Town Council again 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 Green Team Board, the Chair, other representatives, or by Staff.

D. The Town Council wants its Green Team to give the Council ideas on projects or policies within the Green Team's mission statement and its stated roles and responsibilities. To make the most effective use of its boards/committees, the Council asks the board 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 Green Team is encouraged to work with other Town boards/commissions where there may be advantages in doing so. Example: Sustainability in Affordable Housing Projects (BACH) and incorporating green initiatives in our parks (POST).

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

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

#### **IV. MEETINGS**

A. *Regular Meetings* shall be held at least monthly. 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 Green Team.

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

D. *Open Meetings* - All meetings and action of the board/commission 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 Green Team. 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* – The membership shall work as follows:

1. The Board will be comprised of up to 7 members. Members who live in the Town of Basalt must be registered voters in the Town of Basalt (herein “resident” members). Members may live outside of the Town limits if they are a registered voter of a governmental entity in the Roaring Fork Valley and either:
  - Works in the Town limits; or
  - Lives in the Roaring Fork Valley and has a strong tie to the Basalt Community.
2. Board 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 consideration by Council for appointment shall include:

- a. Eligibility as described in Paragraph A.1 above;
- b. Interest in sustainability;
- c. Involvement in the Basalt community; and
- 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 Green Team. If a Green Team member is elected to be the Mayor or a Councilor, their term with the Board will automatically terminate with their oath of office as Mayor or Councilor.

*B. Terms* - Council shall appoint members of the Green Team to terms up to 3 years in length that end in the month of April. Council may create initial terms less than three (3) years in order to provide staggered terms. Any member whose term is expiring may apply for reappointment to the Board. 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 A.3 above.

*D. Vacancies* shall be filled by Council appointment, whether at the expiration of a term or when needed for an unexpired portion of a term. An acting member may stay in their position after the expiration of their term until an appointment is made.

*D. 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.

*E. Quorum* - A quorum shall be a majority of the Green Team.

*F. Action* by the Green Team 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 Green Team members.

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.

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 Green Team for submission to the Town Council or Town departments;
5. Assure that recommendations of the Green Team are implemented.
6. Represent the Green Team in dealings with the Town Council or other organizations;
7. Chairperson has the same right as any other member of the Green Team 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; and
10. Delegate duties and responsibilities to the Vice-Chairperson or other Board member based on the circumstances.

D. *Vice-Chairperson Responsibilities:*

1. Assist the Chairperson as requested;
2. Accept and undertake duties delegated by the Chairperson; and
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 Green Team projects as needed; and
4. Educate the Green Team 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 Green Team shall elect a member to fill the office for the remainder of the year.

**VII. ATTENDANCE**

A. Regular attendance by the members of the Board is expected. In the event any member misses three (3) consecutive regular meetings or more than 33% of the Green Team Board meetings without excuse from the Green Team, the member may be removed from the Green Team by the Town Council upon recommendation of the Green Team. The Green Team may excuse the absence of any Board members for just cause.

**VIII. COMPLIANCE WITH TOWN POLICIES**

A. The Green Team shall operate in compliance with all applicable adopted Town Council policies.

Adopted this 11<sup>th</sup> day of June 2019.

BASALT TOWN COUNCIL

By:  \_\_\_\_\_  
Jacques R. Whitsitt, Mayor