



**DATE:** February 22, 2018  
**TO:** Mayor and Council  
**FROM:** Ryan Mahoney, Town Manager  
**RE:** Weekly Update  
**CC:** Department Heads

Good morning and happy Friday, once again. This being a short week, we had to pack in quite a bit to get our Council packet completed as well as make progress on other items.

Staff is still making progress on the flooding mitigation and is actively working on the IGA with Eagle County. The IGA outlines the responsibilities and expectations for each agency and will be brought to Council for approval in March.

Special thanks to Boyd for working with the Sanitation District to get the manhole lid on Cottonwood Avenue lifted to grade with the surrounding asphalt. This had been a long time annoyance for several motorists who regularly turn onto Cottonwood Avenue from Two Rivers Road. The difference in grade essentially mimicked a big pothole and had recently begun unraveling the surrounding asphalt making it enormous obstacle. Great job, Boyd!

New locks have been installed on all doors in Town Hall. This will limit the public's access to the front door only and require checking in with the front desk prior to heading back to the administrative offices. The main purpose of doing this is to improve safety and professionalism in the Town Hall. Each person will be greeted and can be directed to the appropriate staff person.

## **Planning**

- Willits – The Willits Developer is looking for a temporary Certificate of Occupancy (CO) for the 49 apartments on Block 3. The Aspen Skiing Company has only minor items to submit in order for their application to be considered to be complete. Staff and the Town Attorney have been asked to look at alternative ways of addressing the security for the public improvements for the One Willits Place Development. Other items include resolving the remaining items on the amended PUD control document and working on costs for required infrastructure improvements.
- Basalt Master Plan – Tuesday's Council agenda includes a recommendation to select CTA as the Master Plan consultant. Based on the comments of Committee members, Staff recommends that the project be awarded to the CTA team. That team includes planners, landscape architects, architects and engineers with CTA serving as the project lead collaborating with Connect One, JVA engineering, and McCormack Baron Salazar (an expert in affordable housing).
- Basalt Early Childhood Coalition – The Coalition met on Wednesday and started with a presentation from Philip Jeffries on the Aspen Skiing Company project at Willits Town Center, Block 9, where he explained the proposal to include deed-restricted housing units with priority given to Basalt's childcare providers. The Coalition also discussed bringing together

Commissioners from Pitkin, Eagle and potentially Garfield Counties to continue the dialogue on creating a formal regional board.

- Green Team Town Hall Project – The project is for the design and installation of a cold climate air-source heat pump (ccASHP) to supply heating and cooling at Basalt Town Hall. The heat pump is more energy efficient and moves Basalt toward its goal of electrification of Town buildings. Staff held a pre-bid meeting and site visit on Thursday. Staff anticipates recommending a preferred qualified firm to Council on April 10th. However, only one firm attended the non-mandatory site visit held on Thursday, so Staff will explore additional outreach efforts. The bids are due on March 4th. Staff will be posting an addendum today that outlines the questions and answers from yesterday’s pre-bid meeting, as well as provides a link to the Town Hall building plans.
- Solar Energy Innovation Network – Tri-County Roadmapping Effort – The Clean Energy Economy for the Region (CLEER) in partnership with the National Renewable Energy Laboratory (NREL) held the event on Thursday. Watkins participated in the event as did Sarah Gruen who provides staff support for the Basalt Green Team. The attendees worked collaboratively on creating a vision statement and goals. The group plans to meet again in three months after checking in with the boards of the organizations represented and determining appetite for participation. During a presentation by Holy Cross, it was revealed that they will be holding community conversations this summer about rate and programming changes, which could have some impact the Town’s outreach efforts on the Master Plan, Arts Master Plan, and park planning.

## **Public Works**

- The Public Works Manual has not been updated for a number of years and certain industry standards and regulations have changed. We have been coordinating with other departments as well because of the multi-disciplinary nature of the Manual. We will continue to refine the new draft with the help of our Town Engineer and will ensure coordination of the standards and regulations among the Town’s policy documents.
- Staff interviewed the preferred contractor for the Cottonwood Drive sidewalk project. The purpose of the interview was to assure that the contractor had the experience and capacity to complete the project within the prescribed timeframe and budget. The contractor has many years of experience in the Valley and named several projects that they had completed. We will now follow up with references and complete the required documentation, including an engineer’s recommendation for the project contract.
- Rob, Robert and Matt met with CORE (Community Office for Resource Efficiency) and estimators at the Town pool to get an estimate on what it would cost to do an all-electric upgrade. The pumps, lighting and heating systems have not been updated since the pool was built over 20 years ago.
- The Federal Energy Regulatory Commission (FERC) has granted the Town another exemption on having to produce an annual emergency action plan for the Towns hydroelectric plant. Due to the size and production rate of the plant Public Works only has to submit plans based on a multi- year period based on an exemption request we filed for last year.

## **Police Department**

- The police department is holding Corporal promotional assessment center on Friday. Twelve external evaluators will interview our four internal applicants. We hope to promote two Officers to the rank of Corporal after the assessment center. The Corporals will be responsible for the day to day supervision of our patrol staff.
- The police department continues to advertise for our open Police Officer position. We previously offered a conditional offer of employment to an applicant but they did not successfully complete their background investigation. The application deadline for this position is March 1st.