



**EDGEWATER SUSTAINABILITY BOARD
BUSINESS MEETING**

**HELD AT 1800 HARLAN STREET
EDGEWATER, CO 80214 AND
VIRTUALLY THROUGH
THE GOTO MEETING APP
https://meet.goto.com/405842165
Dial in by phone: +1 (872) 240-3311
Access Code/Meeting ID: 405-842-165
December 11th, 2025
6:00PM**

****Requests for ADA accommodations (including American Sign Language interpretation or CART) can be made by emailing cityclerk@edgewaterco.com****

3 or more other City Board or Commission members may attend this meeting

ITEM 1. MEETING CALL TO ORDER

ITEM 2. Roll Call

ITEM 3. Approval of Agenda

- 1) Motion to approve: Andy Vieth
- 2) Motion seconded: Bruce Perry
- 3) All in favor: Jeanette, Xerxes
- 4) All opposed: none

ITEM 4. Land Acknowledgement

ITEM 5. Consent Agenda

- 1) Minutes of October 28, 2025
 - a) Motion to approve: Andy Vieth
 - b) Motion seconded the motion: Jeanette Papp
 - c) All in favor: Bruce Perry, Xerxes
 - d) All opposed: none

ITEM 6. General Business

1) Board Member interview: Jaclyn Hustad (45 minutes)

Jackie Hustad interviewed for the Sustainability Board position, expressing interest in Waste and & Materials Lead. She's a CPA working with small businesses on sustainability reporting and accounting, moved to Edgewater in 2022, and is passionate about reducing waste through resourceful practices. She's studying for Fundamentals of Sustainability accounting certificate and wants to partner with local businesses on sustainable practices.

The board unanimously recommended her appointment, noting her CPA experience could benefit budget management and emissions accounting, plus her business background would help with community outreach efforts. They were also impressed by her clear effort to familiarize herself with the COE Sustainability Plan, including her specific reference to sections of it.

Motion to recommend Jaclyn Hustad for Waste & Materials Lead: Andy V.

- Seconded the motion: Jeanette Papp
- All in favor: Xerxer Steirer, Bruce Perry, Andy Vieth, Jeanette Papp

2) Review and revision of the Rules of Procedure (1 hour)

The board reviewed and updated rules of procedures to align with city charter and ordinances. Key changes included board member reappointment process moving from competitive interviews to automatic reappointment for two terms (four years) before requiring reinterview on third term. Member vacancy protocol was clarified with alternates automatically filling vacancies and getting voting rights. Secretary role was reestablished as an elected position with AI-assisted minute-taking allowed under human supervision. Monthly meeting requirements were maintained with chair and staff liaison authority to cancel for lack of quorum or other appropriate circumstances. Adoption approval was changed from mayor to city council alignment.

- See specific language, below, in the *Issues for Review & Revision Consideration* doc of this packet
- Board Member Reappointment Process
 - Board suggestions about the interview process:
 - Be able to ask follow up questions
 - Each Board member gets one question of their own to ask the interviewee
 - Term limits - Every cycle we have 1 or 2 new people come in
 - In perpetuity is too unlimited
 - Have automatic reappointments a few times and then reapplication required of Board members
 - Stick with two year term, 2 automatic reappointments, and for third term must reapply
- Member Vacancies and Appointment Protocol
 - Suggestion to not operate on reduced membership

- Give the Alternate the ability to vote in general
 - Upon a vacancy, the alternate fills the vacancy and then the Board recommends a new Alternate to the Mayor (after publicly posting the vacancy for the Alternate)
 - Suggestion to use AI reported minutes
 - Add language that speaks to the Secretary's responsibility to review and approve AI minutes
- Monthly Meeting
 - Shall meet at least monthly
 - The Chair, in consultation with the staff liaison, may cancel a regular meeting when there is lack of quorum or other appropriate circumstances.

3) End of Year dinner location

- a) The board scheduled a December 18th meeting as dinner at Gladys restaurant at 6 PM in place of regular meeting format.
- b) Shaima will make reservations and handle meeting notice requirements for the location change.

Category Lead Comments

1) Energy

a) State Heat Pump Rebates

Colorado Department of Energy launched income-qualified rebates up to \$14,000 for energy efficiency upgrades including heat pumps, electrical panel upgrades, wiring updates, insulation, and appliances. Full rebates available for households at 80% or below Jefferson County median income, partial rebates for 80-150% of median income. Specific amounts include \$4,000-8,000 for heat pumps, \$4,000 for panel upgrades, \$2,500 for wiring, plus money for appliances like washers, dryers, refrigerators, and stoves. The board discussed the need for the City to promote these opportunities to residents through available platforms.

b) Solar Protection Policy

Xerxes raised concerns about lack of municipal policy protecting solar installations from shading by new tall buildings. Neighbors investing \$30,000 in solar systems could lose value from adjacent

high-rise development. Travis confirmed most communities lack such protections but cited Washington D.C. requiring shade studies for new construction. The board discussed potential for Edgewater to adopt similar solar access protections, especially relevant given upcoming zoning changes allowing four-story mixed-use development along transit corridors.

2) Social Vibrancy - N/A

3) Land & Water

- a) Andy attended the Planning and Zoning meeting and reported on the ADU presentation covering building height revisions for detached structures, stacking opportunities on garages, and carriage house provisions.
- b) The updates address sustainability concerns across energy, land, water, and social vibrancy aspects.
- c) Communities allowing carriage houses show better preservation of existing housing stock and reduced visual impact. However, the process is being slowed to align with the Transit Oriented Communities study for the four-block area from Sheridan west, potentially allowing up to 40 units per acre for density.
- d) The zoning code update process aims for Council adoption by the end of 2026, with TOC study informing decisions by July 2026.

4) Waste & Materials

- a) Expressed appreciation for her time on the Board

ITEM 7. City Council update

1) Earth Day Planning

Preliminary plans for Earth Day event with Slow Food Denver at Edgewater Public Market for either April 19th or 26th, involving Bibamba and Gladys Restaurant. Discussion included potential environmental film screening and sustainability board tabling participation. Event planning will continue in the January meeting with more concrete details to be developed.

2) Council is working on the budget, to get approved on Tuesday

3) The tip wage debate continues

ITEM 8. Public Comment

- 1) N/A

ITEM 9. Discussion of Upcoming Agendas; Staff and City Council Liaison Comments

- 1) **Upcoming Agenda Topics for December 18th, 2025**
 - a) ADU's, with review of Pel-ona's diagnostic report and presentation
 - b) Final review of updated Sustainability Board Rules of Procedure
- 2) **City Council Liaison Comments**
- 3) **CC4CA Updates**

ITEM 10. BUSINESS MEETING ADJOURNMENT

Sustainability Board Meeting Dates & Times for the next 6 months

Meetings are held on the fourth Tuesday of the month from 6:00-8:00PM

- December 18th
- January 27th
- February 27th
- March 24th
- April 28th
- May 26th

Sustainability Seminar Series

- 2026 - TBD

RULES OF PROCEDURE EDGEWATER SUSTAINABILITY BOARD

Article I-Name

The Edgewater Sustainability Board was established by the Edgewater City Council through Ordinance 2019-14.

Article II-Purpose

The Edgewater Sustainability Board will:

(a) The Sustainability Board shall advise the City Council and City Manager on all matters concerning sustainability within the City.

(b) The duties of the Sustainability Board shall be:

- (1) To review and update from time to time, and to submit to the City Council for its consideration for adoption, the sustainability plan for the City of Edgewater;
- (2) To assist in the implementation of the sustainability plan and report to Council annually on plan progress;
- (3) To review, upon the request of the City Council, all existing and proposed legislation relating to sustainability matters;
- (4) To make recommendations on sustainability matters to the City Council;
- (5) To act as a liaison between the City and the community for sustainability matters and promote and develop positive relationships with community groups, neighboring municipalities, and the general public;
- (6) To encourage the widest possible resident understanding of sustainability activities;
- (7) To make recommendations to the City Council on budget matters concerning sustainability as requested
- (8) To serve as the Edgewater Tree Commission as set forth in Sec. 11-4-20.

Article III-Members

Section 1. The Board shall consist of five (5) members, each of whom shall be a resident of the City, but none of whom may be an elected official, officer or employee of the City; each of whom shall serve for a term of two (2) years; provided, however, that the initial appointments to the board shall consist of two (2) members appointed for a one year term, two (2) members appointed for a two (2) year term, and the remaining member appointed to serve a three (3) year term, in order to establish a staggering of terms of board members after each such initial term.

Section 2. The Mayor may also appoint an alternate member to the Sustainability Board. The alternate shall be appointed for a term of two (2) years. Alternates are invited and requested to attend all meetings of the Sustainability Board but are not required to do so. Alternate members may take part in the discussion of any matter that comes before the Board. An alternate member may not vote on any such matter unless designated to do so by the chairperson of the Board in place of an absent member.

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Section ~~3~~2. Any member of the Board may be a member of another City board or committee.

Section 4. Members in good standing who wish to continue serving shall be recommended for reappointment without a competitive interview process for up to two consecutive terms. City staff will confirm the board member's interest in continuing 60 days prior to term expiration. Members seeking a third consecutive term must reapply for their position and participate in the standard competitive appointment process.

Section ~~5~~3. Upon a vacancy, the Alternate shall serve as a voting member until appointment is made.

Section 6. If a quorum cannot be achieved due to vacancies on the Board, City staff shall post the vacant positions as necessary until sufficient members are appointed to reestablish a quorum.~~After a publicly posted application period, the Board will interview and approve new members who will be appointed by the Mayor.~~

Section 7. After a publicly posted application period, the Board will interview and approve recommend new members who will be appointed by the Mayor.

Section ~~84~~. A Board member may be removed by the Mayor for cause. No such approval shall take place without charge in writing by the Mayor and the opportunity to be heard on the matter.

Article IV-Officers

Section 1. The Board shall select a chairperson, vice-chairperson, and secretary from among the appointed members of the Board. Officers shall be elected at the first regular meeting of each calendar year. The terms of the chairman, vice-chairperson, and secretary shall be for one year.

Section 2. The Chair shall preside at all Board meetings. If the Chair cannot attend, the Vice-Chair will lead the meetings. The Chair shall have the duties normally conferred by parliamentary rules on such officers, and shall have the privilege of participating in and discussing matters before the Board and making motions and voting thereon. The Chair shall decide all points of procedure, subject to these Bylaws, unless otherwise directed by the majority of the Board members present.

~~Section 3. The Secretary shall be responsible for keeping the minutes of the Board and for maintaining a general familiarity with Charter Article 11, the Sustainability Board Rules of Procedure, and Robert's Rules of Order. In preparing the minutes, the Secretary may utilize AI-generated tools to assist in drafting and shall review, edit, and endorse the accuracy and completeness of the minutes prior to transmitting them to the City staff liaison for review and approval. The Secretary shall provide for the keeping of the minutes and records of the Board, the transmittal of all appropriate records of the Board to the City Clerk, notices of meetings, and other matters before the Board, and shall attend to such other duties as directed by the Board.~~

Section 4. The City staff liaison shall provide for the keeping and transmittal of Board records, notices of meetings, and other matters before the Board.

Section 5. In the case of a vacancy in the office of Chair, the Vice Chair shall preside. If both offices are vacant, the Board shall designate a member to preside on an interim basis. ~~Section 4. The Mayor may also appoint an alternate member to the Sustainability Board. The alternate shall be appointed for a term of two (2) years. Alternates are invited and requested to attend all meetings of the Sustainability Board but are not required to do so. Alternate members may take part in the discussion of any matter that comes before the Board. An~~

Commented [SS2]: Revisit and revise after assessing Fireflies capacity to produce sufficient minutes.

Assuming it does, adjust the sequence to be: staff generate raw minutes using AI and send to Secretary > Secretary reviews and endorses the raw minutes > Staff (or Secretary?) format the raw minutes > Staff provide final approval and file with the Clerk's office.

~~alternate member may not vote on any such matter unless designated to do so by the chairperson of the Board in place of an absent member. The alternate member may be considered for appointment to fill the unexpired term of a vacant position on the Board.~~

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Article V-Meetings

Section 1. The Board shall meet ~~on a regular monthly basis, unless canceled due to insufficient business at least once monthly. The Chair, in consultation with the staff liaison, may cancel a regular meeting when there is no actionable business, a lack of quorum, or other appropriate circumstances~~

Section 2. Regular meetings may also be held at other locations within the City as the Chair shall designate.

Section 3. Meetings shall be held only after at least twenty-four (24) hours notice to the public, via posting. Any regular meeting may be adjourned and reconvened at a time and place determined by a majority of the Board members present.

Section ~~42.~~ Minimum of four (4) Board members shall constitute a quorum for the transaction of business at all Board meetings, but in the absence of a quorum, a lesser number may adjourn any meeting to a later time and date.

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Enables a tie on motions...

Section ~~53.~~ All meetings of the Board shall be open to the public.

Section ~~64.~~ Voting may be by voice, by show of hands or by roll call. A record of the vote and the means of, shall be kept as part of the record. When a quorum is in attendance, a majority vote of the members present approving or denying a motion shall constitute the Board's action on the subject of the motion. In the case of a tie vote, the motion is lost and the Chair may reopen the discussion to solicit a second motion.

Section ~~75.~~ The order of business for all meetings shall be the order as it appears in the agenda except that the Chair may under special circumstances rearrange the order of business unless otherwise directed by a majority of the Board members present. The City Representative shall provide a printed agenda for all meetings of the Board.

Section ~~86.~~ No Board member shall participate in any discussion or vote on any matter before the Board in which the Board member believes there is a conflict of interest. In any matter in which a Board member believes he or she has a conflict of interest, the Board member shall declare said belief prior to any discussion on

the matter. Upon declaration, the Board, by motion, may determine whether the Board member shall be permitted to participate in any discussion or vote on the matter.

Section ~~97~~. A Board Member may participate in a Meeting by audio/visual means of communication.

Article VI-Adoption and Amendment of Bylaws

The adoption and amendment of these Bylaws are subject to approval by the Edgewater City Council ~~Mayor~~ in accordance with Charter Article 11.1(6)(b). ~~The~~ recommended changes shall be submitted to the City Council ~~Mayor~~ for approval. If approved, the Bylaws shall be so amended.

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**Review & Revision
of the Sustainability Board
Rules Of Procedure
12.11.2025**

A close-up photograph of green wheat stalks, showing the grain heads and long awns, set against a blurred background of more wheat. The image is positioned on the left side of the slide.

TOPICS FOR REVIEW

- Charter and Ordinance (2025-5) alignment
- Other content revision considerations:
 - Board member reappointment process
 - Member vacancies and appointment protocol
 - Election of a secretary & establishing date of annual elections
 - Requirement to meet monthly & flexibility for cancellation
 - Adoption and Amendment of Bylaws

ARTICLE III ✓

Board Member Reappointment Process

Existing Procedure	Issue	Recommendations	Potential Revision
<p>Members serve two-year terms (Sec. 1).</p> <p>After a publicly posted application period, the Board interviews and approves new members who are then appointed by the Mayor (Sec. 3).</p>	<p>There is no mention of reappointment of existing members—whether they must reapply, be automatically reappointed if eligible, or be prioritized.</p>	<p>Establish an automatic reappointment unless the member opts out or the Mayor declines for cause.</p> <p>Clarify whether existing members must participate in interviews or bypass the recruitment process if seeking reappointment.</p> <p>Codify timelines</p>	<p>Members in good standing who wish to continue serving shall be recommended for reappointment without a competitive interview process unless additional applicants are being considered.</p> <p>+ term limits</p> <p>60 days prior to term expiration, staff confirms interest in continuing.</p>

ARTICLE III ✓

Member Vacancies and Appointment Protocol

Existing Procedure	Issue	Recommendations	Potential Revision
<p>Vacancies are filled by the Mayor after Board approval (Art. III, Sec. 3).</p> <p>The Mayor may remove a member for cause with written charges and opportunity to be heard (Art. III, Sec. 4).</p> <p>Alternates may be considered for vacant positions (Art. IV, Sec. 3).</p>	<p>No timeline, process, or protocol is stated for how the Board proceeds when a seat is vacant or whether a vacancy affects quorum rules.</p>	<p>Clarify expectations when a vacancy occurs, including:</p> <ul style="list-style-type: none">- Whether the Board continues operating with reduced membership and the effect on quorum.- Whether the alternate automatically becomes the recommended appointee.- Required timeline for announcing applications and performing interviews.- Whether the Board may provide non-binding recommendations to the Mayor. <p>Consider adding a rule that the Board may still act so long as quorum requirements are met—even during prolonged vacancies. This provides predictability and keeps the Board functioning smoothly.</p>	<p>Upon a vacancy, the alternate shall serve as voting member until appointment is made.</p>

ARTICLE IV ✓

Election of a Secretary & Establishing Date of Annual Elections

Existing Procedure	Issue	Recommendations	Potential Revision
<p>Officers include Chair, Vice-Chair, and Secretary—elected by the Board (Sec. 1).</p> <p>Muni Code - Chapter 2 / Article 12 / Section 2-12-40</p> <p>Officer terms are for one year.</p>	<p>No annual election date or cycle is defined (e.g., first meeting of each year).</p> <p>The Secretary role already exists, so the amendment is more about clarifying timing than creating a new position.</p>	<p>Establish a formal election date—commonly:</p> <ul style="list-style-type: none">- January meeting- First meeting after new member appointments- Annual organizational meeting. <p>Add a procedure for mid-term vacancies in officer positions.</p> <p>Reaffirm Secretary responsibilities or allow the Board to expand them (e.g., working with staff on agenda packets or communication).</p>	<p>Officers shall be elected at the first regular meeting of each calendar year.</p>

ARTICLE V ✓

Requirement to Meet Monthly & Flexibility for Cancellation

Existing Procedure	Issue	Recommendations	Potential Revision
The Board “shall meet at least once monthly” (Sec. 1).	No entity is explicitly given authority to cancel a meeting outright.	<p>Authorize the Chair and staff liaison jointly to cancel a meeting due to lack of business, lack of quorum, holidays, or emergencies. This adds flexibility while still maintaining intent.</p> <p>Specify that cancellations must still follow applicable public-notice rules.</p>	<p>Shift “shall meet monthly” to “shall meet regularly, generally monthly, unless canceled for lack of business.”</p> <p>The Chair, in consultation with the staff liaison, may cancel a regular meeting when there is no actionable business, lack of quorum, or other appropriate circumstances</p>

ARTICLE VI ✓

Adoption and Amendment of Bylaws

Existing Procedure	Issue	Recommendations	Potential Revision
"The adoption and amendment of these Bylaws are subject to approval by the Edgewater Mayor. The recommended changes shall be submitted to the Mayor for approval. If approved, the Bylaws shall be so amended."	Charter Article XI / 11.1 (6)(b) requires review and approval by City Council.	Charter alignment.	"The adoption and amendment of these Bylaws are subject to approval by the Edgewater City Council in accordance with Charter Article 11.1(6)(b) . The recommended changes shall be submitted to the Council for approval. If approved, the Bylaws shall be so amended."