



EDGEWATER REDEVELOPMENT AUTHORITY

Business Meeting Agenda

Held In the Johnson Activity Room

1800 Harlan St.

Edgewater, CO 80214

And Virtually through the GoToMeeting App.

<https://global.gotomeeting.com/join/549576013>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: **549-576-013**

December 10, 2024

4:00 pm

The public is invited to speak at all points noted on the agenda. Public comments will be limited to three minutes each unless prior arrangements have been made with the City Clerk or Chair. Additionally, public comment will be allowed on agenda items at the discretion of Chair. **The times noted are approximate and may be subject to change.**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Consent Agenda
 - a. Minutes of June 12, 2024
6. General Business
 - a. Public Hearing – Resolution 2024-02

Discussion and Possible Action on Resolution 2024-02, A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE EDGEWATER REDEVELOPMENT AUTHORITY FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON DECEMBER 31, 2025, ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM REVENUE SOURCES, AND SETTING FORTH THE APPROPRIATIONS FOR EACH FUND

- b. Discussion and Possible Action on Resolution 2024-03, A RESOLUTION APPROPRIATING FUNDS FROM THE EDGEWATER REDEVELOPMENT AUTHORITY FUND FOR THE PURPOSES SET FORTH HEREIN, AND ADOPTING A REVISED BUDGET.
- c. Rules of Procedure Update

7. Council Report
8. Director Comments
9. Public Comments
10. Commissioner Comments
11. Adjournment

EDGEWATER REDEVELOPMENT AUTHORITY
BUSINESS MEETING MINUTES
June 12, 2024

A regular business meeting of the Edgewater Redevelopment Authority was virtually through the GoToMeeting App.

1. Call to Order

Chair Riddle called the meeting to order at 4:30 pm

2. Roll Call

City Clerk and Clerk to the Authority Lenore Pedroza called the roll.

Present: Chair Todd Riddle, Authority Member Devin Lahtinen, and Authority Member David Fleck

Absent: Authority Member Thea Samson

Also Present: Authority Attorney, Malcolm Murray and Authority Director, Dan Maples.

3. Pledge of Allegiance

4. Agenda Approval

Authority Member Fleck made a motion to approve the Agenda as presented. Seconded by Authority Member Lang and passed unanimously.

5. Consent Agenda

a. Minutes – April 10, 2024

Authority Member Lang made a motion to approve the Consent Agenda as presented. Seconded by Authority Member Lahtinen and passed unanimously.

6. General Business

City Manager Maples asked to move the Joyride request first under Item 6, Authority Members approved switching Item 6(a) and Item 6(b).

a. Joyride Parking Lot Request

David Bergen explained their use of the Parking Lot in the past for their large Anniversary Celebrations. This year, they will be cutting it way back and only use the Parking Lot for an additional service area with music, and food trucks. They will be providing barricades, security and porta-potties.

Chair Riddle asked for clarification of the liquor service area. David stated it would be contained to the parking lot area only. Chair Riddle asked that the letter be revised to remove service area being in the street. David apologized and stated he would change that letter to show there alcohol is not allowed in the street. Chair Riddle also asked how the Doll Hospital parking will remain accessible during the event. David stated they will barricade the parking lot just past the center median of the parking lot, leaving the Doll Hospital parking spaces accessible by either the Sheridan Blvd. access to the lot or through the alley. Just the north side of the parking lot will be blocked.

Authority Member Fleck asked City Manager Maples about the safety plan and the City's expectations on site cleanup. City Manager Maples stated this event will be different than previous events because they are not using the street. There were some issues in past events that had to do with the street closure. This year's event will not be closing the street and should not have issues as seen in the past. Authority Member Fleck also asked how they will control the alcohol from being taken out of the Brewery, into the street and into the parking lot. David Bergen responded by saying the Festival Permit they obtained is only for the parking lot, so the premises is not being extended through the street to the parking lot. They will have someone monitoring the front door of the brewery to assure no one is taking beer off the premises. They will also have someone monitoring the enter/exit areas of the parking making sure everything is contained in the parking lot area.

Authority Member Lahtinen made a motion to approve Joyride's request to use the parking lot at 25th Ave. and Sheridan Blvd for their 10th Anniversary Celebration on August 17, 2024, from 8:00 am to 9:00 pm. Seconded by Authority Member Lang and passed unanimously.

Authority Member Fleck made a second motion to allow Joyride access to the parking lot beginning August 16, 2024, from 2:00 pm, continuing to August 17, 2024, at 9:00 pm. Seconded by Authority Member Lahtinen and passed unanimously.

Chair Riddle made third a motion to request a modified request letter from Joyride, removing the second sentence of the second paragraph, stating alcohol will be served in the street. Seconded by Authority Member Fleck and passed unanimously.

There were no public comments on this item.

- b. 25th Ave. Streetscape Project
 - i. Construction Update
 - ii. Financial Update
 - iii. Furniture Grant Update

City Manager Maples gave updates on the 25th Ave. Streetscape Project, stating asphaltting of the street was completed today. They have some concrete repair to the cross-walk sections to complete. Street painting will be on Friday and Monday. Hoping to open the street early next week. Unable to open until the striping is done and signs are installed. The steel fencing that lines the patio areas is delayed. We may have to do temporary fencing to allow those businesses the ability to serve in the new patio areas. There was a major change order for the traffic lights, running an additional \$70,000. According to Denver, if we change to ADA crossing ramps on the Edgewater side, we have to upgrade the whole signal at 25th and Sheridan. Due to the high temperatures, tree planting is delayed until fall. There have been 3 patio furniture grants submitted so far. Furniture has been purchased for those three and they are currently working with 2 other businesses on getting their grant paperwork in.

7. Council Report

None

8. Director Comments

City Clerk gave a quick update on the website ADA compliance requirements going into effect on July 1, 2024. Currently, the PDF documents on the City's website are not in compliant with the ADA requirements. Because of that, electronic packets will be sent to Boards, Commissions and City Council members through Dropbox. Our Communications department is currently working on ways to get them back up on the website in a different format, but in the meantime, they will be coming to you through Dropbox. Please let the City Clerk know if you have trouble opening the packets.

City Manager Maples mentioned several events happening this weekend. Saturday, FACC is having an event at their property on 19th and Harlan, American Legion is also having a car show. Saturday morning, there will be a Grand Opening of Citizen's park. There will be food, baseball, and tree planting dedications. On June 29th, there will be a ribbon cutting ceremony at 11:00 am, for the new 25th Ave. Streetscape and opening of 25th Ave. Local businesses will continue the re-opening celebration throughout the day with music, food and drinks. The street will be closed for the event from 10:00 am to 10:00 pm. ERA meeting dates were set for the remainder of year, being August 21, 2024, October 16, 2024 and perhaps first week of December.

9. Public Comments

None

10. Commissioner Comments

Authority Member Lang – Thanked Dan for weekly updates on the 25th Ave. project. Those updates made all the difference throughout this project. Excited on the appearance of 25th Ave, for the reopening and to support the businesses along 25th again.

Authority Member Lahtinen also thanked Dan for the updates. Looking forward to all the upcoming events.

Authority Member Fleck confirmed his availability for the next few meetings.

Chair Riddle hopes everyone can attend the ribbon cutting of 25th Ave. on the 29th

11. Adjournment

Chair Riddle adjourned the meeting at 4:37 pm.

EDGEWATER REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2024-02

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE EDGEWATER REDEVELOPMENT AUTHORITY FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2025, AND ENDING ON DECEMBER 31, 2025, ESTIMATING THE AMOUNT OF MONEY TO BE DERIVED FROM REVENUE SOURCES, AND SETTING FORTH THE APPROPRIATIONS FOR EACH FUND

WHEREAS, the Edgewater Redevelopment Authority (the "Authority") is required to prepare its annual budget for the fiscal year beginning January 1, 2025, and ending December 31, 2025; and

WHEREAS, the Authority, upon notice duly posted, held a Public Hearing on December 10, 2024, on said annual budget for the year 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Edgewater Redevelopment Authority that:

SECTION 1. The budget for the fiscal year beginning January 1, 2025 and ending December 31, 2025, for the Authority is hereby adopted and approved as the 2025 Annual Budget of the Authority, attached hereto and made a part hereof as Exhibit "A".

SECTION 2. The budget herein approved and adopted shall be signed by the Chair and Clerk of the Authority and made a part of the public records of the Edgewater Redevelopment Authority.

ADOPTED this 10th day of December, 2024.

Todd Riddle, Chair

ATTEST:

Lenore Pedroza
City Clerk/Authority Clerk

MEMORANDUM

TO: CHAIR RIDDLE & EDGEWATER REDVELOPMENT AUTHORITY MEMBERS

FROM: JOCELYN MILLS, DEPUTY CITY MANAGER

SUBJECT: 2025 ERA WORKPLAN

DATE: 12/2/24

CC: DAN MAPLES, CITY MANAGER

Below is a brief description of the work we envision for 2025 as highlighted with the 2025 Proposed Budget.

Ongoing

- ✓ Parking lot leases – no new leases anticipated
- ✓ 25th Ave parking lot – no funds anticipated
- ✓ 25th Ave Electronic Sign – no funds anticipated

First Quarter

- ✓ RFP for ERA audit
 - Budget: \$85,000
- ✓ RFP for Executive Director
 - Budget for role: \$80 to 125/hr ~ 60 hrs a month(15 hrs/week) \$62,400 - \$90,000
 - Budget for supplies: \$5,000

Second Quarter

- ✓ Update from CDOT on Sheridan Blvd improvements (currently in design phase)
- ✓ Zoning Code Updates w Planning Commission

Third Quarter

- ✓ Small Business grant program – details to be further defined w board
 - Budget: \$250,000
- ✓ Future of 2401 Sheridan w City Council
- ✓ Future of 5440 W 25th w City Council

Fourth Quarter

- ✓ Continue implementation of programs and projects
-

Notes of ERA comments/2025 priorities from 10/23/24 meeting:

- Excited about how the 25th Ave improvements turned out (Sheridan to Benton)
- Want to address housing and economic development
- Interested in the future of 2401 Sheridan / how ERA can be involved
- Interested in allowing mixed use in Edgewater's commercial areas
- Explore programs for existing businesses and incentives to attract certain new businesses
- Align ERA with Edgewater's newly adopted Comp Plan, Edgewater 2040 Plan
- Want to partner to support City Council strategic goals / Strategic Plan priorities

Account Number	Account Title	2021-21 Actual	2022-22 Actual	2023-23 Actual
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Revenue

16-0000-43110	General Property Tax	\$ 341,546	\$ 400,928	\$ 422,756
16-0000-43200	Grants	\$ -	\$ -	\$ -
16-0000-43400	City Contributions	\$ -	\$ -	\$ -
16-0000-43610	Interest on Deposits	\$ -	\$ -	\$ -
16-0000-43640	MISCELLANEOUS	\$ -	\$ -	\$ -
16-0000-45010	Rental Income	\$ -	\$ -	\$ -
		\$ 341,546	\$ 400,928	\$ 422,756

Expenses

16-1800-61420	Insurance--General Liability	\$ -	\$ -	\$ -
16-1800-62130	Office Supplies	\$ -	\$ -	\$ 150
16-1800-62140	Other Supplies	\$ -	\$ -	\$ -
16-1800-62430	Training	\$ -	\$ -	\$ -
16-1800-62530	Special Events	\$ -	\$ -	\$ -
16-1800-63160	Auditing	\$ -	\$ -	\$ -
16-1800-63190	Meeting Expense	\$ -	\$ -	\$ -
16-1800-63211	Legal -General Services	\$ 1,725	\$ 675	\$ 4,550
16-1800-63215	ERA Facility Maintenance	\$ -	\$ -	\$ -
16-1800-63216	Professional Services	\$ -	\$ -	\$ -
16-1800-63217	Engineering Services	\$ -	\$ -	\$ -
16-1800-63220	BUILDING REPAIRS	\$ -	\$ -	\$ -
16-1800-63330	Legal Publications	\$ -	\$ -	\$ -
16-1800-63335	Electric Sign	\$ -	\$ -	\$ -
16-1800-63450	Postage	\$ -	\$ -	\$ -
16-1800-63531	Bank Charges	\$ -	\$ -	\$ -
16-1800-63533	Treasurer Fees (Jeffco)	\$ -	\$ -	\$ -
16-1800-63720	Electric	\$ 1,259	\$ 910	\$ 1,207
16-1800-63730	Water/Sewer	\$ -	\$ -	\$ -
16-1800-63830	Ground Lease Expense	\$ -	\$ -	\$ -
16-1800-64190	Contract Services	\$ -	\$ -	\$ -
16-1800-65110	Principal Payments	\$ -	\$ -	\$ -
16-1800-65120	Interest & Fiscal Charges	\$ -	\$ -	\$ -
16-1800-65150	Contingency & Projects	\$ 89,603	\$ 340,501	\$ 76,639
16-1800-68100	Administrative Charges	\$ -	\$ -	\$ 26,000
		\$ 92,587	\$ 342,086	\$ 108,546

2024-24 Current Year Budget	2024-24 Current Year YTD	2024-24 Estimated EOY	2025-25 Proposed Budget
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\$ 410,000	\$ 618,537	\$ 620,000	\$ 620,000
\$ 841,000	\$ 435,027	\$ 841,000	\$ -
\$ 100,000	\$ -	\$ 100,000	\$ -
\$ 1,000	\$ -	\$ 1,000	\$ 1,000
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 1,352,000	\$ 1,053,564	\$ 1,562,000	\$ 621,000

\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ 5,000
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 2,400	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 4,000	\$ 275	\$ 2,000	\$ 4,500
\$ -	\$ -	\$ -	\$ -
\$ 1,000	\$ -	\$ -	\$ 90,000
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 1,500	\$ 782	\$ 1,300	\$ 1,600
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ 6,250	\$ 6,250	\$ 85,000
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 1,530,690	\$ 1,708,335	\$ 1,726,170	\$ -
\$ 26,000	\$ -	\$ 26,000	\$ 26,000
\$ 1,565,590	\$ 1,715,642	\$ 1,761,720	\$ 212,100

EDGEWATER REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2024-03

AN RESOLUTION APPROPRIATING FUNDS FROM THE EDGEWATER REDEVELOPMENT AUTHORITY FUND FOR THE PURPOSES SET FORTH HEREIN, AND ADOPTING A REVISED BUDGET.

WHEREAS, the Edgewater Redevelopment Authority held a Public Hearing and adopted the 2022 Edgewater Redevelopment Authority Budget on December 13, 2023 ; and

WHEREAS, after public hearing, the Edgewater Redevelopment Authority determined that there are available surpluses in the budget sufficient to make the appropriations set forth in this resolution; and

WHEREAS, the City Manager has prepared the attached budget amendment to reflect all additional appropriations made by the Authority by this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Edgewater Redevelopment Authority that:

Section 1. The amount of One Hundred Sixty Thousand Dollars (\$160,000.00) is hereby appropriated from the Edgewater Redevelopment Fund for the purpose of funding expenditures related to construction of improvements along 25th Ave.

Section 2. The total expenditure for 25th Ave. Street Project originally adopted at One Million, Five Hundred and Thirty Thousand Six Hundred Ninety Dollars (\$1,530,690) is amended to show the entire cost of the project proposed at One Million, Seven Hundred and eight thousand Three hundred Thirty-five Dollars (\$1,708,335).

Section 3. The Amended Budget for the fiscal year beginning January 1, 2024 and ending December 31, 2024, for the Authority is hereby adopted and approved as the 2022 Revised Annual Budget of the Authority, attached hereto and made a part hereof as Exhibit "A".

Section 4. Severability. If any section, paragraph, sentence, clause, or phrase of this resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Authority hereby declares that it would have adopted this resolution and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. Repeal. All other resolutions or portions thereof inconsistent or conflicting with this resolution or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. Safety Clause. The Authority hereby finds, determines, and declares that this resolution is promulgated under the general power of the City, that it is promulgated for the health, safety, and welfare of the public, that this resolution is necessary for the

preservation of health and safety and for the protection of public convenience and welfare, and that this resolution bears a rational relation to the proper legislative object sought to be attained.

Adopted this 10th day of December, 2024.

Todd Riddle, Chair

ATTEST:

Lenore Pedroza, CMC City Clerk

APPROVED AS TO FORM:

Malcolm Murray, Authority Attorney

Account Number	Account Title	2021-21 Prior year 2 Actual	2022-22 Prior year Actual	2023-23 Current year Budget	2023-23 Current year Actual	2023-23 Estimated budget EOY	2024-24 Future year Estimated budget
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Revenue

16-0000-43110	General Property Tax	341,545.72	400,927.84	380,000.00	403,832.09	410000	410000
16-0000-43200	Grants	0	0	841,000.00	0	0	841000
16-0000-43400	City Contributions	0	0	100,000.00	0	0	100000
16-0000-43610	Interest on Deposits	0	0	1,000.00	0	1000	100000
16-0000-43640	MISCELLANEOUS	0	0	0	0	0	0
16-0000-45010	Rental Income	0	0	0	0	0	0
		341,545.72	400,927.84	1,322,000.00	403,832.09	411,000.00	1,451,000.00

Expenses

16-1800-61420	Insurance--General Liability	0	0	0	0	-	-
16-1800-62130	Office Supplies	0	0	150	0	-	-
16-1800-62140	Other Supplies	0	0	0	0	-	-
16-1800-62430	Training	0	0	0	0	-	-
16-1800-62530	Special Events	0	0	0	0	-	-
16-1800-63160	Auditing	0	0	2,400.00	0	2,400.00	2,400.00
16-1800-63190	Meeting Expense	0	0	0	0	-	-
16-1800-63211	Legal -General Services	1,725.00	675	7,000.00	1,125.00	3,000.00	4,000.00
16-1800-63215	ERA Facility Maintenance	0	0	0	0	-	-
16-1800-63216	Professional Services	0	0	1,000.00	0	-	1,000.00
16-1800-63217	Engineering Services	0	0	0	0	-	-
16-1800-63220	BUILDING REPAIRS	0	0	0	0	-	-
16-1800-63330	Legal Publications	0	0	100	0	-	-
16-1800-63335	Electric Sign	0	0	0	0	-	-
16-1800-63450	Postage	0	0	0	0	-	-
16-1800-63531	Bank Charges	0	0	0	0	-	-
16-1800-63533	Treasurer Fees (Jeffco)	0	0	0	0	-	-
16-1800-63720	Electric	1,258.80	910.19	1,500.00	406.22	1,500.00	1,500.00
16-1800-63730	Water/Sewer	0	0	0	0	-	-
16-1800-63830	Ground Lease Expense	0	0	0	0	-	-
16-1800-64190	Contract Services	0	0	0	0	-	-
16-1800-65110	Principal Payments	0	0	0	0	-	-
16-1800-65120	Interest & Fiscal Charges	0	0	0	0	-	-
16-1800-65150	Contingency & Projects	89,603.38	340,501.25	1,441,000.00	14,966.25	50,000.00	1,708,335.00
16-1800-68100	Administrative Charges	0	0	26,000.00	0	25,000.00	26,000.00
		92,587.18	342,086.44	1,479,150.00	16,497.47	81,900.00	1,743,235.00



EDGEWATER

REDEVELOPMENT AUTHORITY

BYLAWS
MARCH 2011

BYLAWS OF THE EDGEWATER REDEVELOPMENT AUTHORITY

ARTICLE I: THE AUTHORITY

Section 1. **Name of Authority.** The name of the Authority shall be the “Edgewater Redevelopment Authority”.

Section 2. **Office of Authority.** The office of the Authority shall be the Edgewater City Hall, 1800 Harlan Street, Edgewater, Colorado, 80214, or such other place in the City of Edgewater, Colorado as the Authority may designate from time to time.

ARTICLE II: OFFICERS AND PERSONNEL

Section 1. **Officers.** The officers of the Authority shall be a Chair, the Vice-Chair, the **Secretary/Executive Director**, the Clerk **and the Treasurer**.

Section 2. **Chair.** The Chair shall preside at all meetings of the Authority. The Chair shall execute all deeds, conveyances, deeds of trust, and bonds under seal of the Authority.

Section 3. **Vice-Chair.** The Vice-Chair shall perform the duties of the Chair in the event of the Chair’s absence from the City, the incapacity of the Chair, or vacancy in the office of the Chair.

Section 4. **Secretary/Executive Director.** The **Secretary of the Authority shall serve as the** Executive Director of the Authority. The **Secretary/Executive Director** shall at all times be the City Manager of the City of Edgewater. The **Secretary/Executive Director** shall:

1. Sign all contracts of the Authority as authorized by the Board of Commissioners of the Authority.
2. Be the chief executive officer of the Authority and shall exercise supervision over the business of the Authority and of those members of the City Staff as may be assigned to Authority business.
3. Perform all duties which may from time to time be assigned to the Executive Director by the Board of Commissioners of the Authority.

Section 5. **Clerk.** The Clerk of the Authority shall at all times be the City Clerk of the City of Edgewater . The Clerk shall:

1. Attest to any resolutions or bylaws adopted by the Authority.
2. Keep correct and complete minutes of the proceedings of the Board of Commissioners and any committees of the Authority.
3. Give all notices required by law.
4. Attest to all contracts, deeds, and other documents of the Authority.

5. Perform such other duties as directed by the Executive Director.

Section 6. Treasurer. The Treasurer of the Authority shall at all times be the Director of Finance of the City of Edgewater. The Treasurer shall:

1. Have charge and custody of, and be responsible for, all funds and securities of the Authority.
2. Keep or cause to be kept correct and complete books and records of account.
3. Receive and give receipts for moneys due and payable to the Authority from any source whatsoever.
4. Render financial statements upon request of the Board of Commissioners of the Authority.
5. Perform all duties incident to the Office of Treasurer and perform such other duties as may be assigned by the Executive Director.

Section 7. General Counsel. The General Counsel of the Authority shall be employed under contract by the Authority Board. The General Counsel shall provide legal advice to the Board of Commissioners of the Authority and shall provide such other legal representation as directed by the Board of Commissioners of the Authority.

Section 8. Election of Officers. The Chair and Vice-Chair of the Authority shall be elected annually by the Authority at its first meeting of each year and shall assume their duties upon election. The Chair and Vice-Chair shall hold office for one year or until their successors are elected and qualified.

Section 9. Vacancies. If the office of Chair or Vice-Chair of the Authority is vacant, the Authority shall select a successor from its membership to serve for the unexpired term of said office.

ARTICLE III: MEETINGS

Section 1. Regular Meetings. Regular Meetings. A regular meeting shall be held on the fourth Tuesday of each month at 7:00 p.m. at the Edgewater City Hall, 1800 Harlan Street, Edgewater, Colorado, or at such time and place as designated by the Authority. Notice of all regular meetings shall be provided in accordance with the open meetings law.

Section 2. **Special Meetings.** Special meetings shall be held if called by the Chair, or if requested in writing by at least two members of the Authority. The Chair or the members requesting the meeting shall cause the notice requirements of Subsection 3 of this section to be met.

Section 3. **Notice of Meetings.** Notice of meetings shall be given as required in Colorado Open Meetings Law, Revised Statutes § 24-6-401 and 402, which requires posting of the notice of the time and place of the meeting and posting of an agenda for the meeting at least twenty-four (24) hours prior to the holding of the meeting in the Edgewater City Hall.

Section 4. **Quorum.** The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum, but a smaller number may adjourn from time to time until a quorum is established. When a quorum is in attendance, action may be taken by the Authority upon an affirmative vote of the majority of the Commissioners present. In the event a question arises concerning the manner of conducting business at any meeting of the Authority which is not covered by these Bylaws or by any applicable law, the Chair shall be guided by the provisions of *Roberts Rules of Order* as from time to time amended

Section 5. **Agenda and Materials.**

A. To the extent possible, **the agenda and all documents and materials requiring action by the Authority at any meeting shall be provided each member one day in advance of such meeting.**

B. Copies of the agenda shall be available for the public at Authority meetings.

ARTICLE IV: AMENDMENTS TO BYLAWS

Section 1. **Amendment to Bylaws.** The Bylaws of the Authority may be amended only if there has been notice of such proposal at the previous meeting.

ARTICLE V: GENERAL

Section 1. **Committee.** The Chair may appoint members of the Authority to such committees as deemed necessary to perform any functions for the purpose of advising the Authority.

Section 2. **Conflict of Interest.** No commissioner, officer, or employee of the Authority (including by illustration only, consultants, experts, legal counsel), nor any immediate member of the family of such commissioner, officer, or employee shall acquire, nor shall any such commissioner, officer, or employee retain any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he/she have any interest, direct or indirect, in any contract of proposed contract for materials or services to be furnished or used in connection with any project. If any commissioner, officer, or employee of the Authority owns or controls an interest, direct or indirect, in any property included or planned to be included in the project, such information shall immediately be disclosed in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Upon such

disclosure, such commissioner, officer, or employee shall not participate in any action by the Authority affecting the carrying out of the project planning or undertaking of the project unless the Authority determines that, in the light of such personal interest, the participation of such member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest or willful failure to disclose shall constitute misconduct in office. Notwithstanding the foregoing, the Authority shall comply with all applicable laws regarding conflicts of interest.

Section 3. **Contracts.** Contracts with persons, firms, agencies, companies, the United States, and other public entities shall be authorized by motion duly recorded upon the minutes of the Authority meeting or by written resolution, and a copy of any such resolutions and contracts shall be kept with the journal for the proceedings of the Authority.

Adopted this ____ day of December 2024.

David Fleck, Chair

Dan Maples - Executive Director