

**Keystone Charter Commission
Charter Commission Meeting Minutes
1:30-3:30 PM, April 11, 2023**

I. Call the Meeting to Order (first official charter meeting since the election on 3/28/23)

Meeting was called to order at 1:30 PM on April 11, 2023, by Dan Sullivan, an elected member of the Keystone Charter Commission.

Commission members in attendance:

Gretchen Davis
Tim Huiting
Sarah Keel
Julia Metzger
Ken Riley (via Zoom)
William Schorling
Dan Sullivan
Erich Swartz
Valerie Thisted

Attorney from Widner Juan LLP in attendance:

Jennifer Madsen

II. Topics Discussed

A. *Roll call of the Charter Commission members*

B. *The following printed references were distributed:*

- “Proposed Town of Keystone Map”
- “Keystone Incorporation Timeline”
- “Incorporation Organizations”
- “Keystone Home Rule Charter Commission Rules and Procedures”
- “Resolution 2023-01”
- “Resolution 2023-02”
- “Resolution 2023-03”
- “Resolution 2023-04”

C. *Selection of a Chairperson, Vice-Chairperson, and Secretary for the Charter Commission*

1. Nominations for the Chairperson were accepted. Ken Riley and Dan Sullivan were nominated. Ken Riley was elected in a five to three vote.
2. Nominations for the Vice-Chairperson were accepted. William Shorling and Dan Sullivan were nominated. William acknowledged his impending surgery as a potential barrier to service. Dan Sullivan was elected in by an unanimous vote.

3. Nominations for the Secretary were accepted. Valerie Thisted was nominated. Valerie Thisted was elected by a unanimous vote.
4. A motion to approve Resolution 2023-01 was completed.
Noted that in the Chairperson's absence, the Vice Chairperson would conduct the meeting.

D. *Information: Incorporation, timeline, and organizational relationships - Dan*

1. The "Keystone Incorporation Timeline" was reviewed, and general timeline goals were identified:
 - June 2023 - draft Charter and turn over to the Election Commission
 - Aug/Sep 2023 - Election Commission set an election date within 60 days of receipt of the proposed Charter
 - Dec 2023 - Potential election of town council, pending Charter approval
2. Reviewed the "Incorporation Organizations" reference.

E. *Established a Posting Place of the Meeting Notices - Dan and Jennifer*

1. Clarified that the Election Commission oversees the Charter Commission.
Discussed the communication expectations, including, providing meeting notices, holding open meetings, and maintaining minutes.
2. Discussed whether or not to provide a live link to allow remote attendance of the charter meetings.
 - No formal motion or approval was established.
3. Approved Resolution 2023-02

F. *Approved Charter Commission Rules and Procedures: Dan and Jennifer*

With minor semantical changes (noted and approved by the attorney), the "Keystone Home Rule Charter Commission Rules and Procedures" were finalized, and Resolution 2023-03 was approved.

G. *Approved retention of Widner Juran for legal assistance with drafting the Charter - Dan*

Approved Resolution 2023-04, to retain Widner Juran as counsel for the Charter Commission.

H. *Discussed scheduling next meetings and the process for drafting, reviewing and approving the Charter - Dan and Jennifer*

1. Discussed details related to communication between the attorney and the commission
 - Attorney will send proposed elements of the Charter for review in advance of every meeting, so commission members have time to review prior to the meetings
 - The attorney will maintain communication with all charter members
 - Communication with the attorney may be reserved for official weekly meetings

2. Commission identified potential weekly meeting schedule logistics
 - Tentatively, meetings will be held Mondays from 1:30-3:30 PM
 - The 2nd Charter Commission meeting was scheduled for April 17, 2023 from 1:30-3:30 PM
 - Dan will confirm the room availability
 - Attorney will provide the meeting notice
 - Valerie will post the meeting notice at the Keystone Center, within 24 hours of scheduled meetings (pending receipt from the attorney)
 - Tim will post meeting notices on [IncorporateKeystone.com](https://www.incorporatekeystone.com)
 - On every agenda, there will be an action item related to communications and setting the next meeting.

The meeting adjourned at 3:30 PM.

Respectfully submitted by Valerie Thisted, Secretary

NOTE: Next Meeting: April 17, 2023, 1:30 – 3:30 PM in the Keystone Conference Center