

**Keystone Charter Commission
Charter Commission Meeting Minutes
1:30-3:30 PM, Monday April 24, 2023**

I. Call the Meeting to Order:

The Meeting was call to order at 1: 30 PM by Vice Chair Dan Sullivan.

Commission Member in attendance:

Ken Riley – Chair (via Zoom)

Dan Sullivan – Vice Chair

Valerie Thisted – Secretary

Gretchen Davis

Tim Huiting

Sarah Keel

Julie Metzger

William Schorling

Erich Schwartz

Commission Attorney from Widner Juran LLP

Jennifer Madsen

II. Topics Discussed

A. *Roll Call of the Charter Commission members:*

Quorum was met.

B. *Approval of Minutes*

The minutes of the April 17, 2023, meeting were approved.

C. *The following printed references were distributed via email prior to the meeting for review:*

- Proposed Agenda
- Prefatory Synopsis/Preamble (Philosophy of the Charter Commission)
- Form of Government
- Article I - General Provisions
- Article II- Elective Offices

D. *Discussion of the Form of Government*

- Reviewed the Forms of Government presented in the Charter Commission memorandum by Jennifer.
- Jennifer led an operational discussion of this topics, which included references to charters from surrounding towns, as well as state constitutional guidelines.
- Discussed the importance and qualifications for a Town Manager.
- Agreed on the “Council-Manager” form of government.

E. Discussion of the Prefatory Synopsis/Preamble

- Reviewed the Prefatory Synopsis/Preamble presented in the Charter Commission Memorandum by Jennifer.
- Reviewed the wording and stakeholder considerations.
- Agreed that Jennifer will provide a draft of the changes to review at the 5/1/23 meeting.

F. Discussion of Draft Articles

1. Article I – General Provisions

- Reviewed the wording and considerations from the draft charter.
- Clarified the meaning and intent in several Sections.
- Made recommendations for specific wording changes in this Article.
- Gave tentative approval of wording, which will have a final review and approval later.

2. Article II – Elective Offices 2.1 - 2.3

- Reviewed the wording and considerations from the draft charter.
- Clarified the meaning and intent in several Sections.
 - Agreed on a six council member model.
 - Agreed the members will be elected at large.
 - Agreed the Mayor will run separately.
 - Reviewed and revised term limits.
 - Discussed considerations for elections
- Made recommendations for specific wording changes in this Article.
- Gave tentative approval of wording, which will have a final review and approval later.
- Agreed that Jennifer will provide a draft of the changes for 2.3 to review at the 5/1/23 meeting.

G. Next Meeting Date

- The next meeting of the Charter Commission is scheduled for May 1, 2023, 1:30 – 3:30 PM.
- Agreed to continue Zoom access to the next meeting.

- Changed the May 8, 2023, meeting to May 9, 2023 at 1:30 PM.

H. Other Business

- Communications – Acknowledged the updated website, which is intended to provide information and answer community questions.

III. Adjournment

There being no further business, the meeting was adjourned at 3:43 PM.

Respectfully submitted by

Valerie Thisted, Secretary