

**Keystone Charter Commission  
Charter Commission Meeting Minutes  
1:30-3:30 PM, Monday May 1, 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 (via Zoom)

Julie Metzger

William Schorling (via Zoom)

Erich Schwartz (via Zoom and in person)

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 24, 2023, meeting were approved.

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

- Proposed Agenda
- Revised Prefatory Synopsis/Preamble (Philosophy of the Charter Commission)
- Article II- Elective Offices
- Article III- Meeting of Town Council
- Article IV- Posting of Meetings
- Article V- Elections

*D. Discussion of the Revised Prefatory Synopsis/Preamble*

- Reviewed the Revised Prefatory Synopsis/Preamble presented in the Charter Commission Memorandum by Jennifer.
- Reviewed the revised wording, based on the prior meeting feedback, and review of the proposed changes.
- Agreed that Jennifer will maintain the “redlined” changes in the draft Charter for future consideration
- Considered a complete rewrite to address concerns that the wording and tone is too legal, and needs to be written in plainer language.

*F. Discussion of Draft Articles*

1. Article II – Elective Offices 2.3 - 2.6

- Reviewed the wording and considerations from the draft charter.
- Clarified the meaning and intent in several Sections.
  - Agreed to set April for election timing, pending feedback and insight from surrounding municipalities
  - Agreed to specify that the Town Council and the mayor will be independently elected.
  - Agreed to specify that the Mayor will be elected by a majority.

Note: Jennifer clarified that municipal election code addresses issues not addressed in Charters.

- Agreed the Mayor Pro Tem should serve 1 year, as elected by the Town Council
- Discussed considerations for Town Council qualifications
  - Discussed defining “resident”
  - Set voter registration requirement at 1 year
  - Set minimum age at 18
  - Agreed to consider including criminal conviction restrictions, per Jennifer's recommendations at a future meeting.
- Made recommendations for specific wording changes in this Article.
- Gave tentative approval of wording, which will have a final review and approval later.

*G. Next Meeting Date*

- The next meeting of the Charter Commission is scheduled for a Tuesday: **May 9, 2023, 1:30 – 3:30 PM.**
- Agreed to continue Zoom access to the next meeting.
- Adjusted the meeting the week of **Memorial Day to May 31, 2023, at 1PM.**

#### *H. Other Business*

##### 1. Communications

- Discussed scheduling the first town hall meeting.
  - Intended to receive feedback from the public.
  - Provide prompts or questions to guide feedback for the Charter scope.
- Volunteers agreed to coordinate communications for the first Town Hall meeting.
- Discussed inviting guest speakers, including city managers and mayors to provide insight into town operations and Charter design.
- Discussed scheduling a “brainstorming” session for Charter Members.

##### III. Adjournment

There being no further business, the meeting was adjourned at 3:50 PM.

Respectfully submitted by

Valerie Thisted, Secretary