

**Keystone Charter Commission  
Charter Commission Meeting Minutes  
1:30-3:30 PM, Monday May 9, 2023**

I. Call the Meeting to Order:

The Meeting was called to order at 1: 30 PM by Chair Ken Riley.

Commission Member in attendance:

Ken Riley – Chair  
Dan Sullivan – Vice Chair (via Zoom)  
Valerie Thisted – Secretary  
Gretchen Davis  
Tim Huiting  
Sarah Keel (via Zoom)  
Julie Metzger  
William Schorling  
Erich Schwartz (via Zoom)

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 May 1, 2023, meeting were approved with changes:

- Change “call” to “called” under “Call the Meeting to Order.”

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

- Proposed Agenda
- Meeting Minutes
- Memorandum regarding the discussion
- Article II Revisions
- Article II- Elective Offices 2.7 - 2.12
- Article III- Meeting of Town Council

- Article IV- Posting of Meetings
- Article VI - Recall, Initiative, and Referendum
- Town Hall Meeting Details

*D. Addressed incorporation and organizational logistics*

1. *Confirmed Keystone will officially incorporate once the Town Council is elected.*
2. *Clarified that Summit County will continue to maintain services until the Town of Keystone officially incorporates*
3. *Reviewed the roles and responsibilities of:*
  - *Keystone Incorporation Committee (KIC)*
    - *Seeks funding sources for the incorporation effort*
    - *Maintains relationships with potential town partners*
    - *Manages communications to the public, once the Charter is submitted*
  - *Election Committee*
    - *Responsible for conducting elections and operating as a town clerk until the town incorporates*
  - *Charter Commission*
    - *Drafts the Charter*
    - *Role ends when the Charter is submitted for a formal vote*
  - a) *Agreed to increase transparency between the relevant incorporation organizations, especially given the overlap in leadership and membership.*
  - b) *Agreed to add an agenda item to the Charter meetings related to updates from KIC about financial matters and relationship effort updates.*
  - c) *Agreed to provide notice of other organizational meetings, and relevant municipal meetings to all Charter Members.*
4. *Readdressed the intent regarding the Town Hall, Brainstorming Meeting, and work session with guest speakers from other municipalities.*

*E. Discussion of revised Article II*

- Reviewed the revisions to Article II through 2.6
- Reviewed the revised wording, based on the prior meeting feedback, and review of the proposed changes.
- Approved the revisions

*F. Discussion of Draft Articles*

1. Article II - Article III - 2.7 - 3.9
  - Reviewed the wording and considerations from the draft charter.

- Clarified the meaning and intent in several Sections.
  - 2.7 Vacancies: Discussed the Town Council’s power to appoint or hold elections for town council vacancies.
  - 2.8 Compensation: Discussed the compensation of Town Council, including the first town council. Agreed to postpone determining compensation, pending research of salaries from surrounding towns.
  - 2.9 Powers of Town Council: Approved
  - 2.10 Oath of Office: Discussed specifying who would have power to administer the oath of office, specifically the first oath (clerk, judge, mayor).
  - 2.11 Standards of Conduct: Debated replacing “may” with “will.” Agreed to leave as written. Discussed allowing the town to rely on the ethics and standards provided in State Statute, which would provide IEC oversight.
  - 2.12 Removal from Office: Discussed defining “good cause.” Referenced Silverthorne’s Charter. Identified need by future Town Council to define excused absences.
  - 3.1 Regular Town Council Meetings: Discussed incorporating the “intent” to hold in person meetings, unless unforeseen circumstances prevent.
  - 3.2 Special Meetings: Identified potential “special meetings,” including discussions and approval of operations contracts that are time sensitive. Agreed special meetings could be called by two town council members, not just the mayor.
  - 3.3 Emergency Meetings: Agreed emergency meetings could be called by two town council members, not just the mayor.
- Made recommendations for specific wording changes in these Articles.
- Gave tentative approval of wording, which will have a final review and approval later.
- 2. Article IV - Posting of Meetings
  - Agreed move “Posting of Meetings” to Article III
  - Change the wording of “website” to “site” to accommodate for changing technology
- 3. Article V - Elections
  - Agreed to skip the election section until after the town hall meeting.

*G. Next Meeting Date*

- The next meeting of the Charter Commission is scheduled for a Monday: **May 15, 2023, 1:30 – 3:30 PM, at the Keystone Center.**

- Agreed to continue Zoom access to the next meeting.
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#### *H. Other Business*

##### 1. Communications

- Scheduled the first Town Hall meeting on May 22, 2023 at 6PM.
  - Will post the meeting details on the website and Nextdoor; send an email to contacts; notify the media list.
  - Devise an agenda to keep the Town Hall organized
  - Appoint a moderator, time keeper and zoom moderator
- Discussed inviting guest speakers, including city managers and mayors to provide insight into town operations and Charter design, agreed to hold the meeting after the town hall, based on the speakers' availability.
  - Discussed scheduling a “brainstorming” session on stakeholder involvement in the town for the Charter Members, and agreed to hold the session after the town hall.
  - Commission was advised that the Summit Daily had asked for three interviews with Charter Commission members. The Chairman suggested he be the spokesperson for the Summit Daily for the interview.

#### III. Adjournment

There being no further business, the meeting was adjourned at 4:07 PM.

Respectfully submitted by

Valerie Thisted, Secretary