

Keystone Charter Commission
Charter Commission Meeting Minutes
1:30-3:30 PM, Monday, May 22, 2023

I. Call the Meeting to Order:

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

Commission Member in attendance:

Ken Riley – Chair
Dan Sullivan – Vice Chair
Valerie Thisted – Secretary
Gretchen Davis
Tim Huiting
Sarah Keel
Julie Metzger
William Schorling
Erich Swartz (excused absence)

Commission Attorney from Widner Juran LLP

Jennifer Madsen

II. Topics Discussed

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

Quorum was met.

B. *The following printed references were provided as references for the meeting:*

- Proposed Agenda
- Meeting Minutes from 5/15
- Sections 2.7-3.10 & Section 6.1 Revisions
- Memorandum regarding the discussion of Articles VI (6.2-6.4), VIII, & X.

C. *Addressed confusion related to the 5/22/23 Charter Meeting time.*

- The 5/15/23 meeting minutes reflected a 1PM start time to provide a larger break before the 6PM Town Hall.
- The meeting notice from the attorney reflected 1:30PM, so the meeting was held at the regular time.

D. Approval of Minutes

1. The minutes of the May 15, 2023, meeting were approved with changes:
 - Other Business: rephrase to indicate Town Hall minutes would be taken, rather than indicating the meeting being recorded.

E. Reviewed and discussed the details and topics for the Town Hall

1. Identified Town Hall moderator, Zoom moderator, and minute keeper.
2. Agreed to setup the room following the Charter meeting.
3. Discussed: timing and managing comments; alternating Zoom and in-person; providing signup sheets
4. Confirmed email communications from the community through the KIC website were being shared with Charter members, and being addressed on the FAQ section of the KIC website.
 - Need to address potential community concerns regarding property taxes to let them know it's not a Charter issue.

F. Discussion of Mayor/Town Manager Session

1. Discussed progress securing town manager and mayor (possibly town council) representatives, and the need to schedule a meeting to try to accommodate their availability.
 - Dillon: Mayor available 6/5/23
 - Mountain Village: tentatively available 6/5/23
 - Frisco & Silverthorne: no response
 - Northwest Colorado Council of Governments (NWCOG): executive director identified as an additional resource consideration.
2. Scheduled the Mayor/Town Manager Session: **6/5/23 (Monday) at 1:30PM**
3. Rescheduled the Charter meeting: **6/7/23 (Wednesday) at 12:30PM**
4. Confirmed the next Charter meeting: **5/31/23 (Wednesday) at 1PM**, due to the Memorial Day holiday.

F. Communications Update

- Acknowledged the Town Hall meeting notice/agenda was sent to the following email lists: KIC, KOA & KOA
- Noted that the FAQ section on the KIC website had been updated to address recent community inquires.

G. Reviewed Sections 2.7-3.10 & Section 6.1 Revisions

- Noted that the use of “councilmember” should be consistent throughout the Charter.
- 2.7 (c)(b): Revised the long sentence to be two sentences, and fixed a typo (changed “file” to “fill”).

- Reviewed and approved other noted revisions.
- Attorney will provide all reviewed draft Charter sections at the 5/31/23 meeting. The draft will reflect “red lined” changes made in meetings.
- Noted the Charter Commission’s progress: the Charter contains approximately 15 articles, and the Charter would complete 10 by the end of the meeting.

H. Discussion of Draft Articles VI (6.2-6.4), VIII & X (VII discussed at prior meeting)

1. Article VI (6.2-6.4) - Recall, Initiative and Referendum

- Reviewed the wording and considerations from the draft charter and memorandum considerations.
- Clarified the meaning and intent in several Sections.
 - Paid specific attention to the timeline and percentages.
 - Distinguished between legislative and administrative actions.
 - Noted that a portion of the town clerk responsibility will include assisting to administer the petition process.
- Made recommendations for specific wording changes in this Article.
 - 6.2 (b): Approved motion to: set a 10 percent threshold to initiate a petition for an ordinance initiative.
- Gave tentative approval with changes of the sections, pending additional later review and final approval.

2. Article VIII - Administrative and Other Officials

- Reviewed the wording and considerations from the draft charter and memorandum considerations.
- Clarified the meaning and intent in several Sections.
- Made recommendations for specific wording changes in this Article, including, but not limited to the following:
 - 8.1: Identified potential processes for identifying and hiring a Town Manager; Agreed to add a requirement for the Town Manager to live in the county and/or within a reasonable proximity to the county.
 - 8.2: Revise the reference related to the Mayor designating an employee to perform the duties of the Town Manager to require “ratification” of the appointment by the Town Council.
 - 8.3: Tentative approval with changes and future review.

- 8.4: Agreed to add an “attendance” requirement (with approved exceptions); Tentative approval with changes and future review.
- 8.5: Made specific adjustments between 8.4 and 8.5; discussed adjusting reference to Treasurer to Finance Director; added “with concurrence of the Town Council.”
- 8.6: Tentative approval with changes and future review.
- Gave tentative approval with changes of the sections, pending additional later review and final approval.

3. Article X - Boards and Commissions

- Reviewed the wording and considerations from the draft charter and memorandum considerations.
- Clarified the meaning and intent in the Sections.
 - Attorney noted that “board” and “commissions” are the same.
 - Special attention and consideration to the Planning Commission, which is responsible for zoning, etc.
 - Discussed ratio of registered voters to other stakeholder participation on the Planning Commission.
 - Considered value of including stakeholders and/or professionals on other commissions.
- Made recommendations for specific wording changes in this Article, suspended decision on ratio of voters to others on the Planning Commission.
- Gave tentative approval with changes of the sections, pending additional later review and final approval.

I. Next Meeting Date

- The next meeting of the Charter Commission is scheduled for a Tuesday: **May 31, 2023, 1 – 3 PM, at the Keystone Center.**
- Agreed to continue Zoom access to the next meeting.
- Excused absence of William Schorling.

III. Adjournment

There being no further business, the meeting was adjourned at 3:36 PM.

Respectfully submitted by: Valerie Thisted, Secretary