

**Keystone Charter Commission  
Charter Commission Meeting Minutes  
12:30PM, Monday, June 19, 2023**

I. Call the Meeting to Order:

The Meeting was called to order at 12:30PM 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

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 June 13, 2023
- Draft Charter as of June 13, 2023
- Position Papers: At Large Vs. District Voting; Home Rule vs Statutory; Voting Rights
- Prefatory & Preamble Draft
- Town Hall Format Proposal Options

C. *Approval of Minutes*

1. The minutes of the June 7, 2023, meeting were approved with a revision.

D. *Communications Update*

1. The following position papers were reviewed and discussed:
  - Statutory versus Homerule

- Voting Rights
  - Districts Vs. At Large
  - Agreed papers would be referenced to answer questions at the second town hall meeting.
  - Agreed to post in a different section on the KIC website
2. Addressed the following miscellaneous communications topics:
- Noted the Epic Promise Round Table meeting in Breck
  - Inquired about transparency of KIC and remote access to meetings, given the precedent set with prior meetings and other meetings related to incorporation.

*E. Review of Draft Charter*

- Reviewed the wording and considerations from the draft charter sections.
- Clarified the meaning and intent in the Sections.
- Approved prior “red-lined” revisions and/or made additional revisions to sections including, but not limited to the following:
  - 2.5: Revised to address potential gap in office of Mayor Pro Tem
  - 2.6: Considered legality of allowing community members other than electors to serve on the Town Council. Agreed to adhere to Colorado State Statute. Made additional, minor revisions.
  - 2.7: Made minor grammatical revisions.
  - 2.11: Based on the Town of Centennial’s Code of Conduct, amended “Standards of Conduct” to address other personal interests, which will inform the Town Council when they draft and adopt a code of conduct or ethics.
  - Made recommendations for minor changes in the following sections, which were tracked by the attorney: 2.12, 4.1, 4.3, 4.5, 5, 7.1, 7.3, 7.4, 7.5
  - Discussed consideration for Article 9, Boards and Commissions.
    - Reviewed and approved revised draft suggestion with changes.
    - Discussed considerations for the Planning and Zoning Commission.
      - Approved setting a majority membership in favor of residents.
      - Set provisions regarding vacancies and other membership.
  - Made recommendations for minor changes in the following sections, which were tracked by the attorney: 10.2, 10.3, 10.13, 10.15, 14.4, 14.7
  - 14.5: Attorney will review and make consistent with other severability provisions in 6.8.
  - Approved (with revisions) the Prefatory and Preamble.

- Gave tentative approval of the Draft Charter, which will have a final review and approval following the second town hall.

- Attorney will remove “red-line” changes from the 6/13 draft, and note changes from the 6/19/23 meeting for the next review.

- Attorney will provide a “clean” copy, per the 6/19/23 revisions for reference for the town hall meeting.

*F. Town Hall Meeting*

- Discussed the Town Hall Format Proposal Options
  - Approved Option B to permit public comments and questions
  - Discussed meeting logistics and guidelines

*G. Next Meeting Date*

- Canceled the June 20, 2023 Charter Meeting.
- Confirmed date and time for the second Town Hall: June 21, 2023 at 6PM at the Keystone Conference Center.
- Confirmed the following Charter Commission meeting to be held at the Keystone Conference Center:
  - **June 27, 2023 at 12:30PM**
- Noted the next Election Commission Meeting: June 29, 2023 at 4:30.

*H. Other Business*

- Commission member agreed to draft a position paper addressing the “Voice of the Community.”

III. Adjournment

There being no further business, the meeting was adjourned at 4:30PM.

Respectfully submitted by

Valerie Thisted, Secretary