

Town of Keystone  
Town Council Minutes  
March 12, 2024 at 7:00 p.m.  
1628 Sts John Rd  
Keystone, CO 80435

**I. CALL TO ORDER, ROLL CALL**

Mayor Riley called the meeting to order at 7:00 p.m. The roll being called it was found there were present and participating at that time the following members: Councilmember Gretchen Davis, Councilmember Sarah Keel, Councilmember Carol Kerr, Councilmember Aaron Parmet, Councilmember Dan Sullivan, Councilmember Valerie Thisted, and Mayor Ken Riley.

**II. APPROVAL OF AGENDA**

The agenda was approved as presented.

**III. COMMUNICATIONS TO COUNCIL**

Mayor Riley opened the floor for public comment. Seeing no members of the public wishing to speak, Mayor Riley closed the public comment period.

**IV. CONSENT AGENDA**

**A. FIRST READING OF ORDINANCES**

1. Ordinance 2024-01 Establishing the Planning & Zoning Commission
2. Ordinance 2024-02 Authorizing Cable Franchise Agreement with Comcast

**B. RESOLUTIONS**

1. Resolution 2024-28 Adopting Colorado Municipal Records Retention Schedule
2. Resolution 2024-29 Approving the Town Employee Handbook

**C. MEETING MINUTES** – February 27, 2024, regular meeting

**D. EXCUSED ABSENCES**

1. Valerie Thisted –June 11 – Excused
2. Dan Sullivan – April 23 – Excused

Mayor Riley read the consent agenda into the record. Councilmember Thisted moved to approve the consent agenda as presented. Councilmember Parmet seconded. The motion passed unanimously, and the consent agenda was approved.

## **V. CONTINUED BUSINESS**

### **A. CONSIDERATION OF ORDINANCES (SECOND READING/PUBLIC HEARING) -- NONE**

### **B. RESOLUTIONS**

#### **1. Resolution 2024-30 Opposing HB24-1152**

Mayor Riley recognized Town Attorney Jennifer Madsen to introduce Resolution 2024-30 Opposing HB24-1152.

Councilmember Davis moved to approve Resolution 2024-30 Opposing HB24-1152. Councilmember Parmet seconded. The motion passed unanimously, and Resolution 2024-30 was adopted.

#### **2. Resolution 2024-31 Adopting a Town Social Media Policy**

Mayor Riley recognized Town Attorney Jennifer Madsen to introduce Resolution 2024-31 Adopting a Town Social Media Policy.

Council directed staff to work on additional edits to the policy to provide further clarification and return with an updated policy by the first meeting in May.

### **C. OTHER**

#### **1. Discussion of Process for Hiring Town Manager**

Mayor Riley recognized interim Town Manager Gary Martinez to provide an update on the Town Manager candidate search. Martinez shared that the four finalists participated in interviews the previous week, and that Council would have the opportunity to discuss potential contract negotiations at this evening's executive session.

## **VI. PLANNING MATTERS -- NONE**

## **VII. REPORT OF TOWN MANAGER AND STAFF**

The Town Manager shared that additional updates about the status of the Town's financial accounts would be shared by the professional accounting firm at the next meeting.

## **VIII. REPORT OF MAYOR AND COUNCIL**

Council directed staff to work on ordering name tags and business cards for Councilmembers and staff. Council discussed areas within Town limits with large potholes and directed staff to provide notice of these potholes to CDOT and Summit County.

**IX. OTHER MATTERS** (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)

## **X. SCHEDULED MEETINGS**

## **XI. EXECUTIVE SESSION**

Councilmember Keel moved to enter an Executive Session Pursuant to C.R.S. § 24-6-402(4)(e)(I) for determining positions relative to an employment contract with a Town Manager, develop strategies for negotiation of that contract, and to instruct negotiators. Councilmember Sullivan seconded. The motion passed unanimously, and the Council recessed into executive session.

The Executive Session concluded at 9:41 p.m.

## **XII. ADJOURNMENT**

Seeing no further business, Mayor Riley adjourned the meeting at 9:41 p.m.

*Madeline Sieb*

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Town Clerk