

**TOWN OF KEYSTONE
Summit County, Colorado**

RESOLUTION 2025-25

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE,
COLORADO, APPROVING A POLICY FOR THE CREATION OF AD HOC COUNCIL
COMMITTEES**

WHEREAS, the Town Council of the Town of Keystone ("Town") recognizes the value of forming limited-purpose committees to address specific issues or tasks outside the scope of standing boards or commissions; and

WHEREAS, ad hoc committees are not intended to be permanent or charter-established bodies but rather temporary advisory groups created to support Council deliberations and facilitate timely action; and

WHEREAS, the Town Council desires to adopt a policy clarifying the procedure for designating and appointing members to such committees in a manner consistent with open meeting practices and efficient governance.

**Now, Therefore, be it Resolved by the Town Council of the Town of
Keystone, Colorado, that:**

Section 1. The Town Council hereby approves the Policy for the Creation of Ad Hoc Council Committees, attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Ad hoc committees may be created at any open public meeting of the Town Council, and appointments may be made by the Mayor with no objection from the other members of Council, in accordance with the approved policy.

Section 3. This Resolution shall take effect upon adoption.

ADOPTED by a vote of 7 in favor and 0 against, this 8th day of July 2025.

Signed by:
By: Kenneth D. Riley
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Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

DocuSigned by:
By: Madeline Siegel
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TOWN Clerk

Signed by:
By: Jennifer Madsen
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TOWN Attorney

POLICY FOR THE CREATION OF AD HOC COUNCIL COMMITTEES

I. Purpose

Ad hoc committees of the Town Council are short-term advisory bodies formed for the specific purpose of addressing a narrowly defined task or issue. These committees are not intended to serve as standing boards or commissions as described in the Town Charter and are not established by resolution or ordinance or the Town Council. Instead, they provide a flexible mechanism for the Town Council to engage in focused work on emerging issues or projects that benefit from limited, collaborative attention.

II. Formation and Appointment

Ad hoc committees may be created during any open public meeting of the Town Council, including under “Other Business” or similar agenda items. The Mayor may designate and appoint committee members, provided there is no objection from any Councilmember. These appointments do not require a formal vote or resolution.

Each ad hoc committee must be assigned a clearly defined purpose or task and an expected timeframe for completion. The committee will be considered dissolved upon completion of its task and report to the Council, unless otherwise extended.

III. Open Meetings Compliance

If three (3) or more members of the Town Council are appointed to or participate in an ad hoc committee, all meetings of the committee shall comply with the Colorado Open Meetings Law, including public notice, accessibility, and recording of minutes as required.

IV. Membership

Membership may include members of the Town Council, Town staff, residents, or individuals with relevant experience, depending on the scope of the assignment. These committees are advisory only and shall not have independent authority to make or implement policy.

V. Effective Date

This Policy is effective upon signature.

VI. Approval

ADOPTED BY THE TOWN COUNCIL THIS 9th DAY OF JULY 2025. BY
PASSAGE OF RESOLUTION NO. 2025-25.