



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

To: Grand Lake Board of Trustees
From: Alayna Carrell, Town Clerk
Re: Filling the Mayor Pro-Tem Vacancy and the Trustee Vacancy on the Board of Trustees
Date: February 24, 2025

Mayor Pro-Tem Vacancy

Effective today, February 24, 2025, the Board of Trustees has a vacancy for Mayor Pro-Tem to serve the Town of Grand Lake due to the resignation of Stephan Kudron as Mayor and the subsequent appoint of Mayor Pro Tem Christina Bergquist as Mayor.

Filling the Mayor Pro-Tem Vacancy

Under the Town Code, the Mayor Pro Tem is chosen by the Mayor with the approval of the Board. 2.04.030.

Request by Mayor: I request the approval of _____ as Mayor Pro Tem.

Suggested motion: I move to approve the appointment of _____ as Mayor Pro Tem.

Filling remaining vacancy on Board of Trustees

As a result of Stephan Kudron's resignation, there will be a trustee vacancy on the Board.

When a vacancy occurs on the Board of Trustees, the next steps are dictated by both Colorado Revised Statute § 31-4-205 and Municipal Code § 2-3-5. The state statute requires the vacancy to be filled by appointment by the Board of Trustees within 60 days or through a special election. CRS §31-4-303.

The language governing the process is largely mirrored in the Grand Lake Municipal Code:

Filling Vacancies in Elective Offices

The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board or in any other elected office, and the person so appointed shall hold office until the next regular election and until his successor is elected and qualified. If the term of the person creating the vacancy was to extend beyond the next regular election, the person elected to fill the vacancy shall be elected for the unexpired term.

- Grand Lake Municipal Code § 2-3-5.

These requirements establish Friday, April 25, 2025, as the final date on which the Board of Trustees must appoint someone to fill the trustee vacancy or schedule a special election. There is no requirement that the Town advertises the vacancy or solicits applications; although, traditionally, the Town has taken those actions.



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Whoever is selected to fill the vacancy will only fill the vacancy until a successor is elected in the April 2026, election.

The Town's Municipal Code requires that all Trustees meet certain qualifications: Trustees shall be qualified electors who have resided within the limits of the Town for a period of at least twelve (12) consecutive months immediately preceding the date of the election; provided that in case of annexation, any person who has resided within the annexed territory for the time prescribed shall be deemed to have met the residence requirements for the Town to which the territory was annexed. (C.R.S. 31-4-301(1), 1973)

- Grand Lake Municipal Code § 2-4-1.

Suggested Motion

I move to have the Mayor instruct the Town Clerk to post the attached Notice of Vacancy and Request for Applicants in the local newspaper, at Town Hall, the Grand Lake Post Office, and anywhere else that staff determines is appropriate; and, that the Board of Trustees adopt the timelines therein for the appointment of a Trustee to fill the current vacancy on the Grand Lake Board of Trustees.