



**To:** Mayor Bergquist & Board of Trustees

**From:** Alayna Carrell, Town Clerk

**Date:** April 27, 2026

**Re:** Direction to Staff Regarding Filling a Vacancy on the Board of Trustees

### **BACKGROUND**

Two (2) vacancies currently exist on the Board of Trustees.

Pursuant to Colorado Revised Statutes §31-4-205 and Grand Lake Municipal Code §2-3-5, the Board of Trustees is required to fill vacancies within sixty (60) days of their occurrence. Based on the vacancy date of April 27, 2026, the Board must take action to fill the vacancies no later than June 26, 2026.

The Board may either:

1. Appoint a qualified individual to fill the vacancy; or
2. Call a special election to fill the vacancy.

Any individuals appointed will serve until successors are elected at the next regular municipal election in April 2028, and such successors are duly qualified.

To be eligible for appointment, candidates must meet the qualifications outlined in Grand Lake Municipal Code §2-4-1, including being a registered elector of the Town and having resided within Town limits for at least twelve (12) consecutive months immediately preceding the date of appointment.

### **DISCUSSION**

Although not required by statute, it has been the Town's standard practice to publicly notice Board vacancies and solicit applications from interested and qualified individuals. This approach promotes transparency and provides an opportunity for community members to participate in local governance.

Given the cost and administrative burden associated with conducting a special election, staff recommends that the vacancies be filled by appointment.

To ensure compliance with the statutory deadline of June 26, 2026, staff recommends the following process:



- Posting a Notice of Vacancy and Request for Applicants in appropriate locations, including Town Hall, the Grand Lake Post Office, the Town website, and other appropriate outlets;
- Establishing application requirements, including a letter of interest and verification of eligibility;
- Setting an application deadline of Friday, June 12, 2026, to allow sufficient time for the Town Clerk to review applicant eligibility;
- Conducting candidate interviews at the June 22, 2026, Board of Trustees workshop; and
- Making appointments and administering the oath of office at the regular Board of Trustees meeting that same evening.

This proposed timeline ensures a transparent and structured selection process while allowing the Board to meet the statutory requirement.

#### **RECOMMENDATION**

Staff recommends that the Board of Trustees proceed with filling the vacancies by appointment and direct staff to initiate the application and notice process consistent with the proposed timeline.

#### **SUGGESTED MOTION**

I move to direct staff to post a Notice of Vacancy and Request for Applicants, establish a submission deadline of June 12, 2026, and proceed with interviews at the June 22 workshop, followed by the appointment and swearing-in of two Trustees at that evening's meeting.