



January 13, 2025

To: Mayor Kudron & Town Trustees

From: Alayna Carrell, Town Clerk

RE: Consideration of Resolution 01-2025, the Appointment of Town Clerk Pro-Tem

**Background**

Pursuant to State statute C.R.S. 31-4-304 and Town Code Chapter 2, Articles 8, 9, 10, and 11, the Town is required to appoint several officers after each biennial election. This includes the appointment of the Town Clerk Pro-Tem. The Town Clerk Pro-Tem is required to take an oath or affirmation of office.

Currently, Katie Hearsum serves as Town Clerk Pro-Tem; however, due to reconfiguration of staff, this duty has been offered to Sarah Weekes, who currently serves as the Administrative Assistant/Event Manager. If appointed, Mrs. Weekes would attend the Colorado Municipal Clerk Association's Clerk Institute to obtain her Colorado Municipal Clerkship. By gaining her certification this benefits the citizens of Grand Lake and Town Staff, to cover absences, manage workload surges, and provide flexibility at Town Hall.

**Motion**

I move to approve Resolution 01-2025, Appointing Sarah Weekes as Town Clerk Pro-Tem for the Town of Grand Lake.