



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: July 10, 2025	ITEM NO.	SUBJECT: Review/Direction on Recruiter for Town Administrator Position
Presented by: Town Administrator/Clerk		

Background:

At a prior Board of Trustees meeting, the Board requested presentations from both recruitment firms under consideration to assist in the hiring of a new Town Administrator. In response, proposals were received from the following firms:

- SGR (Strategic Government Resources) – Proposal: \$29,419
- KRW Associates – Original Proposal: \$21,500

SGR has confirmed their participation and will present their proposal at the upcoming meeting. A representative will also be available to answer any questions from the Board.

Update on KRW Associates:

Please see the attached correspondence for KRW's response regarding participation in the presentation. At this time, they have opted not to present but have expressed interest in offering support through interim placement services, should the Town wish to explore that option.

Staff Request for Direction:

Staff is seeking Board direction on whether to:

- Proceed with consideration of SGR's proposal only,
- Solicit additional proposals from other firms,
- Explore KRW's interim administrator option, or
- Determine alternate next steps in fulfilling the Town Administrator position.

Please advise on how you would like to proceed.