



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

DATE: February 26, 2026	ITEM NO.	SUBJECT: Town Clerk /Update SGR
Presented by: Erica Romero Town Clerk		

At the January 22, 2026, Board of Trustees meeting, the Board agreed to pause the recruitment process for the Town Administrator position and release all candidates. This decision was made following discussion and guidance from SGR.

Below is the current status and feedback from SGR regarding next steps:

1. Current Status of Recruitment

- All candidates have been formally released.
- SGR is awaiting direction from the Board regarding whether to revisit and update the recruitment brochure.
- If the Board chooses to proceed, the following steps would be required:
 - Review and approve any revisions to the recruitment brochure
 - Approve advertising outlets
 - Approve final advertisement language
 - Authorize SGR to relaunch the position

Once those steps are completed, SGR will move forward with relaunching the recruitment.

2. SGR Recommendation

SGR's recommendation has not changed. They have advised that recruitment will be significantly more successful when:

- The Board is stable and settled
- Active lawsuits and recalls are resolved
- Board appointments, including the Mayor's seat, are finalized
- Broader community issues have stabilized

SGR emphasized that recruiting for a Town Administrator is particularly challenging when the reporting authority (the Board) is in transition or subject to ongoing changes.

They also noted that while not strictly required to begin recruitment, having permanent legal counsel in place would be beneficial and could strengthen the Town's ability to attract qualified candidates.

3. Direction Needed

If the Board wishes to move forward with relaunching the recruitment, direction is needed on:

- Whether changes to the brochure are desired
- Whether advertising strategy should be modified
- Approval of updated materials

Upon receiving directions, I will coordinate with SGR to move the process forward accordingly.

Please let me know how the Board would like to proceed.