



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

<b>DATE:</b> March 13, 2025	<b>ITEM NO.</b>	<b>SUBJECT:</b> Resolution to Authorize Professional Service Agreement for Assistance as need for Recall Petition/Election
<b>Presented by:</b> Town Administrator/Clerk		

**Background**

As the Board is aware, three petitions for recall of three current trustees were received on March 6, reviewed on March 7, and responded to with deficiencies as to form on March 10. Following an approved form, the petitioner will have 60 days to collect qualified signatures.

In light of the required statutory timeline of recall procedures, training new staff, and current workload due to staff spearheading administrative projects, it is requested to secure election assistance from GovPro Consulting LLC, as needed. Ms. Egbert previously assisted the town with municipal clerk duties in 2020.

The enclosed proposal includes the hourly rate, as needed, and an amount not to exceed \$8000 per election. Depending on the timing of an election and Ms. Egbert's availability, she will assist staff and/or conduct the process as necessary.

The election cost to the town is anticipated at approximately \$20,000 minimum including assistance.

Staff also received a referendum, which is under legal review. This could require an additional election, depending on the timing.

**Recommended Action**

Approve resolution to authorize the agreement with GovPro Consulting LLC as requested.