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March 6, 2025

Town of Palmer Lake  
Transmitted by email:

Dawn Collins  
[dawn@palmer-lake.org](mailto:dawn@palmer-lake.org)

**Proposal for Election Consulting  
For Possible Recall Election**

Greetings:

I am pleased to provide this proposal for assistance with preliminary processes toward a potential recall election, and for election consulting services should an election be called.

***General statement of services proposed:***

To advise the Designated Election Official (DEO) throughout every step of the process; and to create or review all necessary documents, procedures, and filings required.

***Proposed Scope of Services***

- Review all preliminary documents submitted by citizens requesting the recall, and create or review all responses to these documents.
- Establish the election calendar and ensure that all deadlines are met.
- Create and provide written procedures to direct Town staff in carrying out day-to-day election customer service activities. This will be provided in a comprehensive election manual that can be used as a resource for both staff and judges. This includes all forms required for the entirety of the election.
- Provide candidate information and petition forms, including FCPA forms and schedule.
- Provide a ballot security plan that Town Staff will implement.
- Create or review all forms, signs, and notices necessary.
- Work with Town staff in developing the ballot format and securing printing services.
  - This includes envelopes needed for UOCAVA and Absentee Ballots.
- Create materials for Judges' Training and conduct the on-site training.
- Ensure that all follow-up actions are carried out after the election.
- Most of this work will be done remotely. Depending on the date that the election falls, I may be on site for the following, subject to my availability:
  - Judges' training
  - Election Day

Please note: I am not an attorney and nothing in my services should be construed as providing legal advice. The Town should rely on its Attorney to provide any needed legal counsel.

Under this contract, the Town will commit to:

- Commit the Clerk as the point of contact to implement the contract. The Town Board remains the final authority and may designate other person(s) as desired.
- Purchase all necessary election supplies as determined by Consultant.
- Facilitate and pay for all necessary printing and postage costs.
- Provide legal counsel for all legal advice needs.
- Recruit and appoint suitable Election Judges, in a number mutually determined by the Town and Consultant.
- Pay the Election Judges directly.

Specifically not included are items that are not anticipated to occur, but may. If necessary, these will be charged at the hourly rate separate from the lump sum agreement:

- Overseeing and managing a recount
- Any required appearance in any court following certification of the election
- Any additional travel requested by the Town and not specified above.

**Price:**

Phase 1: \$80 per hour. This represents work done up through and including the Board's action to call for the election.

Phase 2: If an election is conducted, the lump sum for the entire project will be \$8,000. Any accruals at the hourly rate will be rolled into this lump sum for a not to exceed amount of \$8,000.

If the election is not called, or is cancelled, the hourly rate will apply to all work conducted up through that point.

**Summary:**

Thank you for your consideration and I look forward to our continued working relationship. A draft contract is included in this communication should you wish to move forward. This proposal may be used as a Scope of Services unless a different scope is desired by the Town.

Sincerely,



Judy A. Egbert  
Owner/Consultant  
GovPro Consulting

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