

**OAK CREEK BOARD OF TRUSTEES
FEBRUARY 8, 2025
SPECIAL BOARD MEETING
AGENDA
7:45 A.M.**

February 4, 2025
STATE OF COLORADO
COUNTY OF ROUTT

To the Board of Trustees of the Town of Oak Creek and to all Other Persons to whom it may concern:

Notice is hereby given that a **Special Meeting** of the Board of Trustees, Town of Oak Creek, Routt County, Colorado, will be held on Saturday, February 8, 2025 beginning at 7:45 a.m. in the Hearing Room, Town of Oak Creek Offices, 129 Nancy Crawford Blvd., Oak Creek, Colorado. The Board of Trustees will be attending either in person or via web based meeting through Zoom (zoom.us). **Agenda is subject to change up to 24 hours before scheduled hearings.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81449378638>

Meeting ID: 814 4937 8638

One tap mobile (for call in meeting):

+1-669-900-6833, 81449378638# US (San Jose),

+1-346-248-7799, 81449378638# US (Houston)

1. CALL TO ORDER (5 Minutes):

- A. Roll Call
- B. Pledge of Allegiance

2. 7:45 AM – 12 NOON: TOWN ADMINISTRATOR INTERVIEWS

7:45 AM: Briefing – KRW Associates

Candidate Interview Schedule:

8:00 AM: Becky Close
9:00 AM: Louis Fineberg
10:00 AM: Caleb Patterson
11:00 AM: Mary Alice Page-Allen

12:00-1:00PM: RECESS/BREAK BEFORE COMMUNITY RECEPTION

1:00-2:30 PM: COMMUNITY RECEPTION AT SASCHA'S GOURMET GOODS, 312 MYERS STREET, OAK CREEK
Members of the Town Board of Trustees will be in attendance

3. 3:00-4:00 PM: TOWN BOARD RECONVENE/DELIBERATE

4. ADJOURNMENT

Please Note: All programs, services and activities of the Town of Oak Creek are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call our office at (970) 736-2422 or TDD access through RelayColorado by dialing 7-1-1 to coordinate your needs. Please notify us of your request as soon as possible to allow us time to meet your request. **This institution is an equal opportunity provider and employer.**

Becky Close
Gypsum, CO
goldenb3@me.com
303-704-3784
December 5, 2024

Dear Hiring Manager,

I am writing to express my interest in the Town Administrator position within the Town of Oak Creek. With over 13 years of experience in administrative and operational roles, including my current position as Town Clerk for the Town of Gypsum, I am well-prepared to support the Town of Oak Creek in advancing initiatives and enhancing operational efficiency.

As Town Clerk, I have successfully led municipal operations, ensuring compliance with state statutes and town code while fostering transparent communication between elected officials and constituents. My experience in managing Town Council agendas and overseeing municipal elections has honed my ability to facilitate effective governance and stakeholder collaboration, skills that I believe are crucial for the Town Administrator role.

My background as Operations Manager at FedEx Ground equipped me with strong project management and process improvement skills. I implemented strategies to optimize operations and enhance customer service, which directly contributed to meeting organizational goals. Additionally, my commitment to staff training and development has fostered a culture of collaboration and excellence within my teams.

I am particularly enthusiastic about the opportunity to delve deeper into a place-based role, as it allows me to merge my professional aspirations with my deep commitment to community and family. I am eager to leverage my skills and further my knowledge to support and enhance the quality of life for residents.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the needs of the Town of Oak Creek. I appreciate your time and consideration.

Warmest regards,

Becky Close

Becky Close

Gypsum, CO
303-704-3784
goldenb3@me.com

PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with over 13 years of experience in administrative and operational roles, specializing in policy development, organizational management, and stakeholder collaboration. Proven track record of implementing sustainable strategies that enhance operational efficiency and compliance. Adept at analyzing complex issues, facilitating communication among diverse groups, and promoting effective governance.

CORE COMPETENCIES

- **Process Improvement:** Expertise in analyzing workflows and implementing strategies to enhance efficiency and effectiveness.
 - **Project Management:** Skilled in leading cross-functional projects from conception to completion, ensuring timely delivery within budget constraints.
 - **Collaborative Engagement:** Effective leadership committed to fostering collaborative relationships among stakeholders to achieve shared goals and drive organizational success.
-

EXPERIENCE

Certified Town Clerk
Town of Gypsum, Gypsum, CO
May 2021 - Present

- Lead the administration of municipal operations, ensuring compliance with Colorado Revised Statutes and town code.
- Develop and manage Town Council agendas, coordinating public notifications and facilitating transparent communication between elected officials and constituents.
- Oversee the administration of municipal elections, ensuring adherence to legal standards and promoting voter engagement.
- Issue and manage various licenses, including business, contractor, liquor, and tobacco permits, streamlining processes to enhance service delivery.
- Supervise and mentor a diverse team, fostering a collaborative work environment and promoting professional development.
- Serve as a key liaison among town leadership, legal counsel, and community stakeholders to address policy issues and promote effective governance.
- Manage the Municipal Court and contracts with the town prosecutor and judge.

Operations Manager, Customer Experience

FedEx Ground, Gypsum, CO

Jan 2013 - Apr 2021

- Promoted regulatory compliance to mitigate operational risk.
- Recruited, trained, and engaged team members, enhancing customer service through organization and communication.
- Assessed and optimized operations to meet target demands.

Customer Service Representative – Children’s Ski School

Beaver Creek Resort, Avon, CO

Nov 2013 - Apr 2021

- Educated customers about ski school, addressing questions and recommending appropriate solutions.

Business Owner

Golden Child, Golden, CO

Aug 2009 - Aug 2013

- Developed a profitable children’s resale shop and initiated community outreach and family support initiatives.

EDUCATION

Certified Municipal Clerk

International Institute of Municipal Clerks, June 2024

Bachelor of Arts: Sustainability Studies

Colorado Mountain College, Edwards, CO, Dec 2019

Certificate of Leadership

Colorado Mountain College, Edwards, CO, Dec 2019

Associate of Arts: Early Childhood Education

Red Rocks Community College, Lakewood, CO, May 2016

Master of Arts- Sustainable Management - Incomplete

University of Wisconsin-Madison, 2020

REFERENCES

Available upon request.

Ryan Pelkey, Regional Director, FedEx – 920-327-8290

Sergeant Heath Mosness, Eagle County Sherriff's Office - 970-376-7042

Polly Keene- Deputy Clerk, Town of Gypsum- 310-691-0771

Craig Ross, Operations Manager, FedEx- 719-465-4318

Jeff Shreeve, Public Works Director, Town of Gypsum- 970-904-6070

Dave Proctor, Code Enforcement, Town of Gypsum- 970-471-1039

Becky Baugh, HR Director, Town of Gypsum- 970-471-0063

Steve Carver, Mayor, Town of Gypsum- 970-989-0470

LOUIS MICHAEL FINEBERG, M.C.R.P.
PO Box 660 • Trinidad • CO • 81082
(719) 680-1421 • louisfineberg@hotmail.com

Town of Oak Creek, CO

January 25th, 2025

RE: Town Administrator Position

Dear Ms. McGrail:

Please accept my cover letter and resume in support of my application for the Town Administrator position with the Town of Oak Creek. I strongly believe that my academic, professional and personal backgrounds make me an excellent candidate for the position.

I earned a Masters Degree in City and Regional Planning (M.C.R.P.) in 2001 from the Edward J. Bloustein School of Planning and Public Policy at Rutgers University and have since gained over twenty-three (23) years of progressively responsible experience as a public sector administrator, land use planner and community development professional including ten (10) years as a planning department director and over six (6) years as a town manager in Colorado. Over the course of my professional career, I have developed the requisite skillset for helping local governments overcome the many developmental and operational challenges that they face with the limited resources available to them. I have also become well-versed in virtually every aspect of local government operations including staff supervision, budgeting and budget administration, community relations, policy formulation, community & economic development, grant writing and management, development application review, code enforcement, infrastructure development, public outreach & community engagement. I have also worked with numerous boards, commissions, councils and community groups and am very comfortable speaking and presenting in public forums.

I am currently serving as the Town Manager for the City of Creede, CO, where I have served since December 2018. In addition to the day-to-day administration of the Town and direct supervision of three (3) department heads, I manage the City's five (5) funds which total approximately \$10M. During my tenure in Creede, I have secured millions of dollars in grant funding for a range of capital improvement projects including the installation of a micro hydroelectric generation system along Willow Creek that will offset 86% of the City's annual energy consumption with a 100% return on investment within six (6) years, the replacement of the City's sewer collection system, the revitalization of Main Street, the purchase and installation of an EV fast charger at the City's Welcome Center and the development of a SCADA monitoring system for the City's water and sewer utilities. I also completed critical planning work that will allow the City to secure funding for future infrastructure projects, presided over the hiring of key staff members including the Town Clerk, Deputy Clerk, Public Works Director and several Public Works Department employees, helped the City successfully resolve several complex personnel issues, guided the City through the process of passing a 2% local sales tax increase, worked with a new auditor to resolve numerous outstanding accounting issues and helped the Board develop a strategy to deal with several ongoing environmental compliance matters.

Prior to working for the City of Creede, I worked as the Town Manager for the Town of Silverton, CO. Although my tenure in Silverton was brief, I gained valuable experience in managing a statutory town in rural Colorado with an economy transitioning from mining to tourism. While serving as the Town Manager, I proposed and presented revenue generating options to fund a heretofore nonexistent capital improvement fund, successfully wrote a planning grant to the State Historical Fund for the development

of construction documents for the Town of Silverton Carnegie Library, initiated a regional trail planning effort that included numerous regional stakeholders including the BLM and NFS, made extensive revisions to the Town's municipal code and hired two (2) critical employees.

Prior to my position with the Town of Silverton, I served as the Planning, Community and Economic Development Director for the Town of Taos, New Mexico where I compiled a long list of accomplishments including the restructuring of the Planning, Community and Economic Development Department, the development of an online permitting system and revisions to major portions of the Land Use Development Code so that it conformed with the policy goals outlined in the Town's Vision 2020 Master Plan. I also led the effort to formulate regulatory policies for short term rentals, medical marijuana and acequia protection and presided over the expansion of the Historic Overlay Zone and concomitant revision of the Town's sign code and architectural design standards. On a regional level, I participated in the development of a multi-county trail and open space plan spearheaded by the Trust for Public Lands, represented the Town with regard to the rewrite of the Taos County Master Plan and led the effort to develop a cultural landscape report to guide the development of Taos Plaza.

Prior to my position with the Town of Taos, I served as the Planning Director for the City of Trinidad, CO where I procured and administered over \$4.6 million in grants for many critical planning, capital improvement and economic development projects including the redevelopment of Commercial Street, the addition of ADA compliant intersections and other pedestrian improvements to Main Street, the acquisition and development of the City's first nature park, the development and implementation of the Old Sopris Trail Master Plan, the development of a regional open space and greenway plan, the development of planning documents for several key historic preservation projects including the Hughes Lumber Company Building and the Monument Lake Fish Hatchery and the development and implementation of a wayfinding sign plan. I also led the effort to have the Corazon de Trinidad designated as one of the first Colorado Creative Districts by the Office of Economic Development and International Trade, worked on Main Street designation for the City and served as a board member and then President of the Southern Colorado Economic Development District for over four (4) years. Perhaps my most important contribution to the City of Trinidad was introducing the Trust for Public Lands to the owner of the Crazy French Ranch, a meeting that eventually led to the purchase of 20,000 acres of open space now designated as Fisher's Peak State Park.

Attached you will find a detailed resume outlining the major responsibilities for each of the professional positions that I have held. Should you require work samples or any additional information, please do not hesitate to contact me.

Thank you for your consideration and I hope to speak with you about the position in the near future.

Sincerely,

Louis Fineberg

LOUIS MICHAEL FINEBERG, M.C.R.P.
PO Box 660 • Trinidad • CO • 81082
(719) 680-1421 • louisfineberg@hotmail.com

Work Experience:

→ Town Manager – City of Creede, Mineral County, CO

(6+ Years: December 2018 – Present) - \$105,000 / Year

Responsibilities:

- ◆ General management of the Town including administration of the City's five (5) funds totaling (\$6M).
- ◆ Direct supervision of three (3) department heads including the Public Works Director, Town Clerk and Recreation Director.
- ◆ Budgeting and financial management.
- ◆ Grant writing and administration of a wide range of capital improvement projects (list below).
- ◆ Capital improvement planning, renewable energy planning, environmental planning and economic development planning.
- ◆ Floodplain administration.
- ◆ Policy and code development.
- ◆ Project management and coordination with State and Federal agencies as well as Town departments, non-profits, community groups and private consultants.
- ◆ Town liaison to numerous State and Federal agencies.
- ◆ Report preparation and presentation to Town Board of Trustees.

Number of staff directly supervised: 3 Total Town Employees: 11 FTE

→ Town Manager – Town of Silverton, San Juan County, CO

(9 Months: November 2017 – August 2018) - \$75,000 / Year

Responsibilities:

- ◆ General management of the Town including administration of the General Fund (\$2.2M) and seven (7) enterprise funds (\$4M).
- ◆ Direct supervision of five (5) department heads including the Public Works Director, Town Clerk, Planning Director, Community Relations Manager and Parks and Facilities Director.
- ◆ Grant writing and administration.
- ◆ Historic preservation planning, trail and open space planning, water security planning, strategic planning, tourism planning capital improvement planning and economic development planning. ◆ Policy and code development.
- ◆ Project management and coordination with State and Federal agencies as well as Town departments, non-profits, community groups and private consultants.
- ◆ Town liaison to numerous State and Federal agencies.
- ◆ Report preparation and presentation to Town Board of Trustees.

Number of staff directly supervised: 5 Total Town Employees: 16 FTE

→ **Planning, Community & Economic Development Director – Town of Taos, Taos County, NM**

(2+ Years: April 2015 – June 2017) - \$80,000 / Year

Responsibilities:

- ◆ General management of the Planning, Community & Economic Development Department (\$250K Budget) including budgeting & staff supervision.
- ◆ Management of the Town's Local Economic Development Act program and Floodplain Management program.
- ◆ Certified as an NMFMA Floodplain Manager.
- ◆ Comprehensive planning, economic development planning, community development planning, transportation planning, trail & open space planning, capital improvement planning, alternative energy planning, historic preservation planning, tourism planning and organizational/strategic planning.
- ◆ Policy development and codification including the Town's first medical marijuana ordinance and first short term rental ordinance.
- ◆ Project management and coordination with State and Federal agencies as well as Town departments, non-profits, community groups and private consultants.
- ◆ Town liaison to numerous State and Federal agencies.
- ◆ Report preparation and presentation to Town Council, Planning Commission and Historic Preservation Commission.
- ◆ Technical review and coordination of land development applications.
- ◆ Code enforcement and coordination of code enforcement activities with the Town Fire Marshall.
- ◆ Coordination of public relations and outreach efforts relating to planning and infrastructure development.

Number of staff supervised: 3

→ **Planning Director – City of Trinidad, Las Animas County, CO**

(4+ Years: January 2011 – April 2015) - \$70,000 / Year

Responsibilities:

- ◆ General management of the Planning Department (\$150K Budget) including budgeting & staff supervision.
- ◆ Comprehensive planning, economic development planning, community development planning, transportation planning, trail & open space planning, capital improvement planning, alternative energy planning, historic preservation planning, tourism planning and strategic planning.
- ◆ Procurement and management of over \$4.6 million in capital improvement grants.
- ◆ Policy development and codification including the drafting and adoption of the City of Trinidad's first historic district design ordinance.
- ◆ Project management and coordination with State and Federal agencies as well as City departments, non-profits, community groups and private consultants.
- ◆ City liaison to numerous State and Federal agencies.
- ◆ Report preparation and professional presentation to City Council, Planning Commission and other public bodies.
- ◆ Technical review and coordination of land development applications.
- ◆ Code enforcement and coordination of code enforcement activities with the City's Building Inspector and Code Enforcement Officer.
- ◆ Coordination of public relations and outreach efforts relating to planning and infrastructure development.
- ◆ President of the Southern Colorado Economic Development District (SCEDD) Executive Board of Directors for 2014 and a member since 2011.

Number of staff supervised: 2

→ **Planning & Land Use Director – Plumstead Township, Bucks County, PA**

(3 Years: October 2006 – October 2009) - \$62,000 / Year

Responsibilities:

- ◆ General management of the Planning & Land Use Department (\$150K Budget), Code Enforcement Department (\$400K Budget) and Land Preservation Program (\$14 Million Bond with over 700 acres preserved) including budgeting and staff supervision.
- ◆ Technical review of residential and commercial land development applications as well as zoning and building permit applications.
- ◆ Coordination of the land development, zoning and building permit application submittal and review processes.
- ◆ Policy development as well as code editing and revision.
- ◆ Comprehensive, growth management, natural resource management, parks & open space, transportation, trail, capital improvement, infrastructure, alternative energy, historic preservation and heritage tourism planning.
- ◆ Procurement and administration of a wide range of State and Federal grants including CDBG, FEMA, environmental restoration, capital improvement, open space preservation and historic preservation grants.
- ◆ GIS database management, dataset creation, map production and advanced spatial analysis.
- ◆ Project management and coordination with County, State and Federal agencies as well as nonprofits, community groups and private consultants.
- ◆ Technical support to the Board of Supervisors, Planning Commission, Environmental Advisory Council, Open Space Committee, Park & Recreation Committee and Historic Advisory Council.
- ◆ Coordination of public outreach initiatives relating to planning and infrastructure development.
- ◆ Report preparation and professional presentation to many public bodies.

Number of staff supervised: 4

→ **Senior Planner – City of Fernley, Lyon County, NV**

(1 Year: October 2005 – October 2006) - \$52,000 / Year

Responsibilities:

- ◆ General management of the Planning Division of the Community Development Department including budgeting and staff supervision.
- ◆ Technical review of large-scale residential, commercial and industrial land development applications.
- ◆ Coordination and supervision of the development application submittal and review process.
- ◆ Comprehensive, growth management, economic development, redevelopment, water resource and transportation planning.
- ◆ Drafting of development agreements, development regulations and design guidelines.
- ◆ GIS database management, dataset creation, map production and advanced spatial analysis.
- ◆ Report preparation and presentation to the City Council and Planning Commission.

Number of staff supervised: 4

→ **Senior Planner / Assistant Planner – Hunterdon County, NJ**

(2 Years: Senior Planner: September 2003 – September 2005) - \$42,000 / Year

(1.5 Years: Assistant Planner: February 2002 – September 2003) - \$33,000 / Year

Responsibilities:

- ◆ Comprehensive, growth management, natural resource protection, open space & historic preservation, tourism and transportation planning.
- ◆ Demographic research and statistical analysis.
- ◆ GIS database management, dataset creation, map production and advanced spatial analysis. ◆ Grant research, procurement and management.
- ◆ Technical review of residential and commercial land development applications.
- ◆ Technical planning assistance to municipalities and community groups including the New Jersey Bicycle and Pedestrian Advisory Council.
- ◆ Report preparation and presentation to the Hunterdon County Board of Chosen Freeholders and the Hunterdon County Planning Commission.
- ◆ Coordination of public outreach efforts including on-line public opinion survey development.
- ◆ Project coordination with State and Federal agencies.

→ **Teaching Assistant / Excellence Fellow – Edward J. Bloustein School of Planning and Public Policy, Rutgers University, New Brunswick, NJ**

(September 1998 – June 2001) - \$13,000 / Year

Responsibilities:

- ◆ Teaching of advanced computer courses including ‘Computers in Health Research’ and ‘Introduction to GIS in Planning’.
- ◆ Development of graduate level technical courses including ‘Visualization and Presentation’ which focused on ways to use GIS, digital 3D modeling and web-based information technologies to communicate planning ideas and concepts effectively.
- ◆ General planning research.

→ **Planning Assistant - Urbitran Associates, Inc., New York, NY**

(January 1998 – July 1998) - \$30,000 / Year

Responsibilities:

- ◆ Project budgeting, coordination and administration.
- ◆ Drafting and editing of staff reports.
- ◆ Graphic design for various company publications.
- ◆ GIS database management, dataset creation, map production and spatial analysis.

Education:

→ **Master of City and Regional Planning (MCRP), Edward J. Bloustein School of Planning and Public Policy, Rutgers University, New Brunswick, NJ** *(September 1998 – June 2001)*

Academic focus on smart growth principles, comprehensive planning, transportation planning, redevelopment planning, urban design and the use of information technologies such as GIS and digital 3D model building to effectively communicate advanced planning concepts to government officials, professionals and the public.

Academic Honors:

- ◆ Excellence Fellowship (1998-1999)
- ◆ Teaching Assistantship (1999-2000)
- ◆ Excellence Fellowship (2000-2001)

→ **Bachelor of Arts (BA), Rutgers University, New Brunswick, NJ**
(September 1990 – June 1995)

Concentration in analytical psychology and biology complemented by a general liberal arts curriculum.

Computer Skills:

- ◆ Expertise with all relevant software applications and extensive experience with GIS.

Professional References (additional references available upon request):

1. Jeffrey Larson – Mayor, Town of Creede, CO
(719) 849-0911
2. Lori Dooley – Trustee, Town of Creede, CO
(719) 588-4147
3. Heather Greenwolf – Executive Director, Headwaters Alliance
(719) 588-2417
4. Avery Augur – Architect, Creede America
(303) 829-8655
5. Rick Samson (Samson Law Firm, PC), Attorney for the Town of Creede, CO
(303) 588-7503

Grants:

Secured over \$8.5 million in grant funding for various economic development, capital improvement, historic preservation, open space acquisition, trail development, environmental restoration and other capital projects including:

City of Creede, CO Grants (Total - \$4M+)

1. **Grant:** Main Street Revitalization Grant Phase 1
Funding Agency: Colorado Department of Transportation.
Recipient: City of Creede, CO.
Year: 2021.
Grant Amount: \$1,450,000.
Activities: Written, Administered.

2. **Grant:** Sewer Collection System Replacement Phase 4
Funding Agency: Department of Local Affairs.
Recipient: City of Creede, CO.
Year: 2024.
Grant Amount: \$850,000.
Activities: Written, Administered.

3. **Grant:** Sewer Collection System Replacement Phase 3
Funding Agency: Department of Local Affairs.
Recipient: City of Creede, CO.
Year: 2022.
Grant Amount: \$250,000.
Activities: Written, Administered.

4. **Grant:** Sewer Collection System Replacement Phase 2
Funding Agency: Colorado Department of Health and Environment.
Recipient: City of Creede, CO.
Year: 2021.
Grant Amount: \$400,000.
Activities: Written, Administered.

5. **Grant:** Sewer Collection System Replacement Phase 1
Funding Agency: Department of Local Affairs.
Recipient: City of Creede, CO.
Year: 2021.
Grant Amount: \$250,000.
Activities: Written, Administered.

6. **Grant:** Micro-Hydro Electric Generation System Planning Funding
Agency: Department of Local Affairs.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$49,000.
Activities: Written, Administered.

7. **Grant:** Micro-Hydro Electric Generation System Implementation **Funding Agency:** Department or Local Affairs.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$975,000.
Activities: Written.
8. **Grant:** EV Fast Charger Installation
Funding Agency: Colorado Energy Office.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$35,000.
Activities: Written, Administered.
9. **Grant:** SCADA System Implementation and Backup Generator Installation
Funding Agency: Department or Local Affairs.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$200,000.
Activities: Written, Administered.
10. **Grant:** Willow Creek Infrastructure Planning Grant
Funding Agency: Department or Local Affairs.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$25,000.
Activities: Written, Administered.
11. **Grant:** Drinking Water System Chlorinator Conversion
Funding Agency: CDPHE.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$25,000.
Activities: Written, Administered.
12. **Grant:** Sewer Collection System Design and Engineering Grant **Funding Agency:** State Revolving Loan Fund.
Recipient: City of Creede, CO.
Year: 2020.
Grant Amount: \$220,000.
Activities: Written, Administered.

Town of Silverton, CO Grants (Total - \$35,000)

11. **Grant:** Carnegie Library Construction Documents
Funding Agency: State Historical Fund.
Recipient: Town of Silverton, CO.
Year: 2018.
Grant Amount: \$35,000.
Activities: Written.

City of Trinidad, CO Grants (Total - \$4,665,000)

12. **Grant:** *Purgatoire River Trout Habitat Improvement (Reach 5)*
Funding Agency: Division of Wildlife **Recipient:** City of Trinidad, CO.
Year: 2014.
Grant Amount: \$60,000.
Activities: Written and administered.

13. **Grant:** *Purgatoire River Pedestrian Bridge.*
Funding Agency: State Trails Program.
Recipient: City of Trinidad, CO.
Year: 2014.
Grant Amount: \$197,225.
Activities: Written and administered.

14. **Grant:** *Corazon Square Rental Rehabilitation Project.*
Funding Agency: Department of Local Affairs (DOLA).
Recipient: City of Trinidad, CO.
Year: 2014.
Grant Amount: \$748,468.
Activities: Written and administered.

15. **Grant:** *Comprehensive Plan, Land Use Code and Zoning Map Update.*
Funding Agency: Department of Local Affairs (DOLA).
Recipient: City of Trinidad, CO.
Year: 2014.
Grant Amount: \$150,000.
Activities: Written and administered.

16. **Grant:** *Colorado Main Street Program.*
Funding Agency: Department of Local Affairs (DOLA).
Recipient: City of Trinidad, CO.
Year: 2013.
Grant Amount: \$5,000.
Activities: Written and administered.

17. **Grant:** *Colorado Creative District Designation.*
Funding Agency: Colorado Creative Industries.
Recipient: City of Trinidad, CO.
Year: 2013.
Grant Amount: \$60,000 plus 40 hours of technical assistance.
Activities: Written and administered.

18. **Grant:** *Trail and Greenway Master Plan.*
Funding Agency: State Trails Program.
Recipient: City of Trinidad, CO.
Year: 2013.
Grant Amount: \$45,000.
Activities: Written and administered.

19. **Grant:** Commercial Street Restoration Phases I & II.
Funding Agency: Colorado Department of Local Affairs (DOLA).
Recipient: City of Trinidad, CO.
Year: 2013.
Grant Amount: \$1,720,000.**Activities:** Written and administered.

20. **Grant:** Street Tree Inventory.
Funding Agency: Colorado Tree Coalition
Recipient: City of Trinidad, CO.
Year: 2013.
Grant Amount: \$2,000.
Activities: Written and administered.

21. **Grant:** Mitchell Museum Targeted Brownfield Assessment.
Funding Agency: Colorado Department of Public Health and Environment (CDPHE) **Recipient:** City of Trinidad, CO.
Year: 2013.
Grant Amount: \$11,000.
Activities: Written and administered.

22. **Grant:** Wayfinding Signage Implementation.
Funding Agency: Colorado Department of Transportation.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$299,250.
Activities: Written and administered.

23. **Grant:** Water Works Building Windows & Doors.
Funding Agency: History Colorado – State Historic Fund.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$34,300.
Activities: Written and administered.

24. **Grant:** Monument Lake Fish Hatchery Construction Documents.
Funding Agency: History Colorado – State Historic Fund.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$30,000.
Activities: Written and administered.

25. **Grant:** Boulevard Addition Nature Park.
Funding Agency: Great Outdoors Colorado (GOCO).
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$180,880.
Activities: Written and administered.

26. **Grant:** Regional Interpretive Signage.
Funding Agency: Colorado Department of Transportation (CDOT).
Recipient: City of Trinidad, CO.
Year: 2012.
Approximate Grant Amount: \$350,000.
Activities: Written and administered.
27. **Grant:** Colorado Welcome Center Modernization.
Funding Agency: National Scenic Byways Program (NSBP).
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$280,000.
Activities: Written and administered.
28. **Grant:** Hughes Lumber Company Building Construction Documents.
Funding Agency: History Colorado - State Historic Fund.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$31,875.
Activities: Written and administered.
29. **Grant:** Monument Lake Fish Hatchery Archaeological Assessment.
Funding Agency: History Colorado - State Historic Fund.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$9,950.
Activities: Written and administered.
30. **Grant:** Historic District Intersection and Streetscape Improvements.
Funding Agency: Colorado Department of Transportation (CDOT).
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$350,000 plus \$100,000 supplemental.
Activities: Written and administered.
31. **Grant:** Colorado Emerging Creative District Designation.
Funding Agency: Colorado Creative Industries.
Recipient: City of Trinidad, CO.
Year: 2012.
Grant Amount: \$2,000 plus 40 hours of technical assistance.
Activities: Written and administered.
32. **Grant:** Old Sopris Trail Master Plan and Construction Details.
Funding Agency: State Trails Program.
Recipient: City of Trinidad, CO.
Year: 2011.
Grant Amount: \$25,519.
Activities: Written and administered.

Plumstead Township, PA and Hunterdon County, NJ Grants (Total - \$2,900,000)

33. **Grant:** *Bucks County Open Space Preservation Municipal Allocation Grant.*
Funding Agency: Bucks County, PA.
Recipient: Plumstead Township, PA.
Project: Purchase of conservation easements within the Township.
Year: 2009.
Grant Amount: \$770,000.
Activities: Written and administered.
34. **Grant:** *H2O PA Grant.*
Funding Agency: PA Department of Community and Economic Development (DCED).
Recipient: Plumstead Township, PA.
Project: Upgrades to the Plumstead Township water delivery system.
Year: 2009
Grant Amount: \$1,200,000.
Activities: Written and administered.
35. **Grant:** *Land Use Planning & Technical Assistance Program (LUPTAP) Grant.*
Funding Agency: PA Department of Community & Economic Development (DCED).
Recipient: Plumstead Township, PA.
Project: Completion of the Plumstead Township Comprehensive Plan.
Year: 2009.
Grant Amount: \$16,450.
Activities: Written and administered.
36. **Grant:** *Green Region Grant.*
Funding Agency: Philadelphia Electric Company (PECO).
Recipient: Plumstead Township, PA.
Project: Stream bank restoration project.
Year: 2008.
Grant Amount: \$10,000.
Activities: Written and administered.
37. **Grant:** *Tree Donation Program Grant.*
Funding Agency: Bucks County Airport Authority (BCAA).
Recipient: Plumstead Township, PA.
Project: Landscaping for a memorial for Plumstead Township veterans.
Year: 2008.
Grant Amount: \$1,000.
Activities: Written and administered.
38. **Grant:** *Severe Repetitive Loss Grant.*
Funding Agency: Federal Emergency Management Agency (FEMA).
Recipient: Plumstead Township, PA.
Project: Elevation of flood prone structures in Plumstead Township.
Year: 2008.
Grant Amount: \$167,000.
Activities: Written and administered.

39. **Grant:** Bucks County Natural Areas Program Grant.

Funding Agency: Bucks County, PA.

Recipient: Plumstead Township, PA.

Project: Purchase of a conservation easement in the Township.

Year: 2008.

Grant Amount: \$250,000.

Activities: Written and administered.

40. **Grant:** Treevitalize Municipalities Grant.

Funding Agency: Treevitalize Communities.

Recipient: Plumstead Township, PA.

Project: Development of a parking lot shade tree ordinance.

Year: 2007.

Grant Amount: \$5,000.

Activities: Written and administered.

41. **Grant:** Growing Greener Watershed Protection Grant.

Funding Agency: PA Department of Environmental Protection (PADEP).

Recipient: Plumstead Township, PA.

Project: Stormwater basin retrofit in accordance with best management practices.

Year: 2007.

Grant Amount: \$75,000.

Activities: Written and administered.

42. **Grant:** Transportation Enhancement Grant.

Funding Agency: Federal Highway Administration (FHWA) through NJDOT.

Recipient: Hunterdon County, NJ.

Project: Design and construction of dual bicycle lanes in Frenchtown, NJ.

Grant Amount: \$400,000.

Activities: Written and administered.

COVER LETTER

Caleb Patterson
Municipal Manager

Pattersoncaleb2013@gmail.com
970-366-7626
WESTCLIFFE, COLORADO



To: Oak Creek, CO
Board of Trustees
apply@KRW-Associates.com

Dear Board of Trustees

I am writing to express my interest in the Town Administrator position for your wonderful Town. With +2 years of experience in being a professional town manager in Colorado, and a proven track record of completing Board/Council missions, I am confident in my ability to make a positive contribution to your Town.

As a young executive in municipal government, I will set out to accomplish all the goals the Board puts its focus on and your needs as the Town Administrator. With a proven track record of success in my position as Town Manager for the Town of Westcliffe, I set out to go after infrastructure grants for the Town that have long been ignored [(totaling \$4m- \$2.7m TAP grant, \$2m EIAF More Housing Now Water/Sewer grants (applied)], improved/revise the five year Capital Plan and overall budget, implemented the Town's facade grant (giving funds for businesses to improve their outward appearance), worked with various entities to improve/update the Master plan, added a 5 year Capital Improvement Plan Overview, created more opportunities for staff by implementing cost effective strategies and revised policies and created new ordinances expanding property owners rights through zoning (ADU) in one year.

In addition to my accomplishments and servitude, I am also known for my personable personality, building long lasting relationships with citizens, department heads, state agencies, and local governments.

I am excited about the opportunity to work for you and bring my skills and experience and am confident that my dedication to serving you will create an environment of teamwork and cohesion. I have the ability to read and interpret state/local statutes, manage multiple department heads, review and negotiate contracts, keep track of multiple projects and objectives at once, and develop ordinances, and have a proven record of directing and managing road/sidewalk improvements within the town. I am also well versed in grant writing, administration, implementation, and completion. My success in supervising multiple construction projects through Town/City RFP's and grant programs at once while ensuring no breaches of contracts and quality work is ensured is unparalleled.

Thank you for considering my application, I look forward to discussing further my qualifications and how they align with the needs of Oak Creek, Colorado.

Sincerely,

Caleb Josiah Patterson

Professional Resume

Caleb Patterson
8 Bassick Lane,
Westcliffe, CO
81252

Pattersoncaleb2013@gmail.com
(970)-366-7626

Experience

2023- Present

Westcliffe, Colorado

Town Manager (2 years)

- Excellent oral communication and interpersonal skills, open minded with problem solving and proactive approach to managing Town administrative business and department supervisors.
- Knowledge in interpreting, reviewing, and writing contracts for IGA's, Town projects, on call engineers, and public and private partnerships.
- Created and managed a sidewalk and road infrastructure plan to put infrastructure improvements in the town.
- Worked with local water/sewer department to come out of a 8 year moratorium by creative solutions.
- Computer literate in word processing (Excel, Word, etc.)
- Experience in managing large State and Federal grants.
- Proven track record of writing, obtaining, and closing out grants.
- Expert in small Town governmental restructuring and affairs.
- Developed, administered and enforced comprehensive ordinances, policies, and regulations of the Town. Recommended to the Board of Trustees such ordinances, regulations and policies, applicable to the Town.
- The ability to read and comprehend applicable State and Federal regulations and apply them as necessary to the policies and regulations adopted by the Town and to communicate such with the various State regulatory agencies, Trustees and citizens of the Town
- Developed policies and procedures to help department heads and their employees.
- Plan, coordinate, and implement road improvement projects such as: paving, chip seal, sidewalk, curb and gutter, and work with water/sewer special district to plan maintenance.
- Develop, procurement policies for town purchases and contracts including, policies for request for proposals.
- Worked with state agencies to develop and administer and manage Colorado Prop 123 affordable housing initiatives, grants, zoning changes.

Professional Resume

- Worked with treasurer to develop annual budgets and Capital Improvement plans.
- Worked with all local entities to develop and write new a Master Plan for future growth and development.

Experience
2023- Present

Westcliffe, Colorado

Building and Zoning Official (2 years)

- Certified 2018 ICC Residential Building Inspector. Expert plans examiner.
- Department head in charge of permitting, zoning, and inspecting all building permits in the Town.
- Worked with the Planning Commission to rezone, create new districts, and implement new land use changes within the Town.
- Vital knowledge in reading, interpreting, and implementing new ordinances applicable to State and Local zoning laws.
- Keen sense of knowledge in Municipal Codes.

Experience
2022-2023

Marine Corps Community Service

Project Planner/Coordinator

- Planning project for northern region in Okinawa, Japan USMC bases and facility maintenance.
- Work to include planning material shipments to the depot and coordinate with local PMs to find high priority projects in area.
- Plan and direct local crews for facility maintenance.
- Perform employee reviews and raises.
- Quality control, building inspection.
- Administration duties such as: filing, reports, etc.

Experience
2018-2022

United State Marine Corps

0321 Reconnaissance Marine (3 years)

- Special forces capable Marine skilled in amphibious reconnaissance and ground reconnaissance. In addition to basic infantry skills, proficiency in scout swimming, small boat operations and refined observation, scouting, patrolling and long-range communications skills. Received advanced training as Static Line and Military Free-Fall Parachutists and Jumpmasters, as well as Combatant Divers.
- Operated in strenuous situations with little to no supervision in diverse areas as a team.
- The ability to maintain professional relationships with superiors and colleagues.
- Able to use strategic planning with oversight to accomplish the task at hand with phenomenal task completion.

Professional Resume

-
- Maintained over 1,000,000\$ of government assets that includes radios, parachutes, weaponry, ammunition, and navigation devices, all while maintaining a high level of excellence in team relationships and mission success.

Experience

ACI Construction

2015-2018

Super Intendent

- Oversees daily operations at construction sites (multi family, residential, commercial).
- Leads daily morning meetings with the entire crew through briefings.
- Hires, trains, and manages construction workers.
- Follows construction drawings and approved plans.
- Plans monthly tasks for multiple crews.
- Worked well with others to achieve common goals.
- Ensuring state, federal, and local building codes were being followed.
- Concrete, residential, MF, and commercial buildings sites supervised covering items from dirt work, foundations, framing, and final reports/inspections from state.

TOTAL YEARS IN MANAGERIAL POSITIONS: 6 YEARS

TOTAL YEARS IN PUBLIC SECTOR: 5 YEARS

Education

- Associates degree completed
- Currently enrolled in Purdue Global for a bachelor's in business administration, working with VA to Ch 31 to also go after a master's in public administration.
- Enrolled in CU Denver's CPA program
- 2018 ICC B-1 Residential Inspector
- Ashworth College Heating and Air Conditioning Career Diploma
- Class B CDL
- ICMA member
- CCCMA member

Skills

- The ability to read, analyze and interpret technical journals, financial reports and legal documents as well as write reports, business correspondence and procedure manuals.
- Proficient in design software like Sketch up

Professional Resume

- The ability to respond to common inquiries and/or complaints from the public, employees or BOT, as well as to respond effectively to sensitive inquiries and/or complaints.
- Expert in small town affairs for local municipalities.
- The ability to effectively present information and respond to questions from groups of the public, employees or the BOT including sometimes controversial or complex topics is necessary.
- The ability to be responsive, competent and seamless to run a well operating community. I can bring cooperation, compromise, collaboration and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is a key in any team environment.
- Advising the Board/Council on matters related to a town/city.
- The ability to define problems, collect data, establish facts and draw valid conclusions including the application of principles of logical thinking to a wide range of intellectual and practical problems.
- Strong interpersonal verbal and written communication skills to ensure that all communications are accurate and given with the appropriate level of urgency.
- Experience and demonstrated aptitude at operating at a C-level executive.

References

- Clayton Buchner. Town Attorney (618)-530-0619
- John Van Doren. Town Planning Commission member (303)-241-2568
- H.A. Buck Wenzel. Silver Cliff Mayor (719)-250-8963
- Jordan Hedberg. Wet Mountain Tribune (719)-371-3482
- Randi Snead DOLA Region 2 Rep. (719)-580-1313

Absolutely
CCCMA Senior Advisor
Lee Merkel
719-251-9572

On Sat, Dec 14, 2024 at 09:51 <gmcgrail10@gmail.com> wrote:

Mr. Patterson,

This message confirms receipt of your cover letter, resume and 5 references. If you would please send contact info for one additional reference, that will complete your application. Thank you.

Gina McGrail

Senior Associate

KRW Associates, LLC

November 13, 2024

Town of Oak Creek
POBox 128
Oak Creek, CO 80467

RE: Town Administrator Position

Dear Mayor Dobbins and Trustees:

Please accept this letter, along with my resume including references, in application for the position of Town Administrator. Over the last several months, I have thought about where I personally wish to spend the last decade of my career, and have decided I am very interested in this opening. I believe my life and work experiences, education, training and aptitude could be used in their full measure in this position. I believe I have and will continue to hit the ground running, and am able to bring the Town forward in the next chapters of our mutual community.

I have over thirty (30) years of professional local government experience including twenty-five (25) years as an organization's leader, as a department head, as senior level staff, and almost eight (8) years as the first Oak Creek Town Administrator/Clerk. Additionally, I have striven to compliment my leadership and administrative skills in my educational pursuits.

My local government experience ranges from working for and with Utah cities and towns whose large focus was on commerce, agriculture/ranching, tourism and the oil, gas and mining industries, to working with our local Routt County communities whose economic engines also include agriculture, tourism, recreation and rural or place-neutral businesses. These communities, with populations ranging from a few hundred to 25,000± have provided me with significant experience in the planning, political and economic development arenas that balance rural, agricultural and resource extraction-based identities with mountain and high desert communities seeing and experiencing significant development pressures.

My accomplishments are wide ranging. While named Uintah County Planning Director, I was responsible not only for overseeing community development, but organizational budgeting, obtaining and managing grants and loans, implementing major capital improvements projects for water, sewer, fire and health care facilities, and coordinating and collaborating with the participating local, state, federal and Tribal agencies. During my tenure at the Yampa Valley Housing Authority, my volunteer work as an officer and President of the Board and my employment as their Executive Director further honed my leadership and management skills as well as giving me a ground level perspective on affordable housing and workforce needs in a Colorado mountain community. I also addressed substantial financial and intergovernmental relationship issues and stabilized the organization so it could move forward in accomplishing its mission. I have public budgeting and finance experience with both the Housing Authority and during my tenures with the towns of Oak Creek and Yampa overseeing both general and proprietary funds as well as overseeing significant utility and other capital assets and projects. And in my position with the Town of Hayden, I was able to bring a wealth of experience and

knowledge to bear in organizing their first in-house Planning & Economic Development Department.

All of these experiences have served me and those for which I work well, and given me a broad understanding and perspective of local government management, operations and administration. I believe I can bring a current and broad-based understanding to many local and regional issues.

The enclosed resume, including several professional references, more fully details my qualifications for the position. I am eager to discuss my availability and compensation requirements, as well as what tasks and other efforts are in the offing for the Town of Oak Creek. I look forward to speaking with you regarding this exciting opportunity.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mary Alice Page-Allen".

Mary Alice Page-Allen, MPA, AICP, CMC
PO Box 143
131 Carbon Avenue
Oak Creek, CO 80467-0214
(970) 846-4582 (cell)
Personal e-mail: mapsie8@gmail.com

Mary Alice Page-Allen

131 Carbon Ave/PO Box 143 • Oak Creek, CO • 80467

CELL (970) 846-4582 • E-MAIL mapsie8@gmail.com

PROFILE

Dedicated professional public sector administrator with over 30 years of management and operations experience in multi-faceted local government settings including administration, finance, planning, public works/utility enterprise management, capital projects and intergovernmental relations.

Proficient in local government and non-profit budgeting and financial management including annual budget development and implementation; governmental fund accounting and compliance practices; non-profit, state and federal grants management; and annual audit reviews.

Skilled community development, strategic and land use planner together with a background in land title, escrow, and brokering public and private real estate transactions.

Certified municipal clerk with experience and understanding of public records management; public meeting agenda, notice and record keeping protocols; and reporting requirements for all types of local governmental entities.

Problem solver able to work cooperatively with policy makers, employees, community members and organizations to build consensus and acceptable strategies for those involved.

EDUCATION

Master of Public Administration

University of Colorado, Denver, CO

Graduated 2008

Bachelor of Science – Business Administration

Utah State University, Vernal, UT

Graduated 2001

SKILLS

Certified Planner

American Institute of Certified Planners

Membership Certificate Number 015605

July 1, 2000

Certified Municipal Clerk

International Institute Municipal Clerks

February 23, 2016

EXPERIENCE

Interim Town Administrator/Clerk

Oak Creek, Colorado

July 2024 to Present

Provide organizational leadership and staff mentoring during entity staff transition and reorganization. Attend Board meetings; advise Board on matters coming before them; provide policy recommendations. Provide planning and support to advisory boards and commissions. Assist with budgeting and funding of significant capital projects. Effectively communicate with the public.

Treasurer/Planner

Yampa, Colorado

May 2022 to Present

Manage financial, utility, capital improvement and land-use, development, planning and zoning functions. Provide leadership and staff mentoring during entity staff reorganization. Staff and coordinate the functions with Town Administrator/Clerk of the Town Board and Planning Commission.

Planning & Economic Development Director

Hayden, Colorado

October 2019 to September 2022

Initiate in-house planning and economic development department for community; develop and implement processes and policies related to land use planning and regional economic development strategies; collaborate, coordinate and manage conflicts within and outside the organization to facilitate projects efficiently and equitably. Staff and oversee the functions of the Planning Commission and Economic Development Commission.

Town Administrator/Clerk

Oak Creek, Colorado

January 2012 to September 2019

Provide leadership, direction and supervision for all departments; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures. Attend Board meetings; advise Board on matters coming before them; provide policy recommendations. Work closely with legal counsel; ensure proper administration of Town Code, agreements, contracts, ordinances, resolutions, policies adopted by Board. Provide planning and support to advisory boards and commissions including Planning Commission; assess completeness and provide staff reports for all types of land use and development applications. Oversight of Public Works Department and management of water, sewer, electric, streets and parks administrative functions, as well as Police Department services delivery. Serve as Personnel Officer, Purchasing Agent, Public Information Officer, Election Officer and Records Custodian.

Yampa Valley Housing Authority
Steamboat Springs, Colorado
Manager/Executive Director January 2009 to November 2012
Board President January 2007 to January 2009
Board Secretary-Treasurer March 2004 to January 2007

Founding member of regional intergovernmental housing authority (2004-2009). Chief Executive with management responsibilities for organization; administrative officer of 11-member Board of Directors; handle all daily agency operations; develop/oversee the management of operations, enterprise fund budgets, and entity-owned capital assets. Developed and oversaw the submission and administration of numerous public and private loan, grant and funding programs; develop and oversaw review and approval of Personnel Policies and Procedures Handbook, 2009-2010 Strategic and Multi-jurisdictional Housing plans. Implement and coordinate multiple policies, plans and programs simultaneously in coordination with local, regional and State housing entities and resources to provide comprehensive services (2009-2012).

Routt County Senior Planner/Planner II & III
Steamboat Springs, Colorado
January 2001 to October 2007

Hands-on coordination, project management and oversight of numerous complex development and infrastructure projects simultaneously. Researched and analyzed public policy and regulatory issues; prepared information and reports to assist in associated governmental review processes. Participated in a team environment on several special projects, regulations updates, and comprehensive strategic plans. Coordinate with federal, state, local and private entities and internal departments to assure quality and comprehensive services were provided.

Uintah County
Director - Planning & GIS Departments/Grants Specialist
September 1996 to January 2001
Vernal, Utah

Management and coordination of departmental activities including development projects, use permits and building plans. Grant, capital and construction program management. Worked regularly with Federal, Tribal, State, County, City and other local governmental officials to coordinate tasks, projects and programs.

OTHER WORK

Page-Allen Associates, LLC

Managing Member/Owner

On-Going/Intermittent

Steamboat Springs/Oak Creek/Hayden/Yampa, Colorado and Vernal, Utah

Private sector work focusing on development and land use planning and permitting, typically for developers concentrating on residential, high-end resort or land preservation projects. Projects include addressing affordable and/or workforce housing components and infrastructure availability and need. Consultant coordination, feasibility analysis and project management for client-based development proposals. Develop approval strategies; serve as primary liaison with or for government agencies. Produce and/or manage all government submittal materials to gain approval to initiate or construct projects.

Uintah/Daggett Children's Justice Center

Secretary-Treasurer

March 1998 to January 2001

Vernal, Utah

Founding member of regional children's justice center serving abused and neglected children. Coordinated development of the Friends of the Uintah/Daggett Children's Justice Center, a private non-profit organization, to solicit tax deductible building acquisition and operational funds. Directed volunteer and fundraising efforts involving reconstruction, repair and maintenance of organizational facilities. Worked closely with local, regional, State, Federal and Tribal law enforcement agencies to assure the provision of quality services to local children.

Uintah County and Vernal City

Planner/Grants Specialist

March 1992 to August 1996

Vernal, Utah

Researched and prepared grant requests and policy papers. Administered Community Development Block Grant (CDBG) and other state and Federal grant programs for housing, property acquisition, relocation and planning projects. Designated as Secretary to the City and County Planning Commissions and coordinated meetings including working with public planning and zoning requests. Performed general office duties; oversaw department's human resource requirements. Practical knowledge of policies and procedures; land-use, planning and development theory and methods; local, State and Federal land laws and regulations. Exercised independent judgment.

AFFILIATIONS

American Institute of Certified Planners, Member, Certificate No. 015605
International City/County Management Association, Member, ID No. 517322
Colorado City/County Management Association, Member
Colorado Chapter – American Planning Association, Member
International Institute of Municipal Clerks, Member
Routt County Building Department Oversight Committee, Member
Routt County United Way, Member, 2018-2020; Board President 2020-2021
Routt County Purchase of Development Rights, Board Member/Treasurer
South Routt Recreation Association, Secretary/Treasurer
Oak Creek Labor Day Committee, Treasurer (2012-2024)
South Routt Community Corporation, Member/Secretary
State of Utah, Title Escrow and Search Agent, License No. 69875 (Lapsed)
Pi Alpha Alpha, National Honor Society for Public Affairs & Administration,
Member
Golden Key International Honor Society, Member

REFERENCES

Mathew Mendisco, Town Manager
Town of Hayden
178 Jefferson Avenue
Hayden, CO 81639
mathew.mendisco@haydencolorado.org
(970) 276-3741
(970) 757-6001 (cell)

Timothy V. Corrigan, County Commissioner
Routt County, Colorado
136 Sixth Street
Steamboat Springs, CO 80487
tcorrigan@co.routt.co.us
(970) 879-0108
(970) 846-0593 (cell)

Kate McIntire, Regional Manager
Department of Local Affairs
State of Colorado
kate.mcintire@state.co.us
(970) 668-6160
(970) 744-0760 (cell)

Charles Wisecup, Fire Chief (Retired)
Oak Creek Fire Protection District
(970) 819-6142 (cell)
harleyfyrfytr@gmail.com

Caryn Fox, Planning Director (Retired)
Routt County Planning Department
121 E Pine Street
Howey In The Hills, FL 34737
foxskilady@gmail.com
(417) 543-0861 (cell)

Ciara Bartholomew, Finance/Business Manager
South Routt School District RE-3
ciara.bartholomew@gmail.com
(970) 390-5761 (cell)