

December 4, 2021

Dear Fraser Board of Trustees and Hiring Team,

I am excited to apply for the position of Fraser Town Manager. I initially pursued employment with the Town of Fraser because I knew the work would be challenging and that it would be a privilege to serve the local community. My experience over these last several years has exceeded my expectations of rewarding work and has driven my ambition to pursue my Master's in Public Administration and other professional development avenues to prepare me for this role.

Much of my experience working for the Town has been to collaborate with community stakeholders through building relationships and trust with elected officials, staff, business owners, non-profits, and residents. I am thrilled about the current and future opportunities the Town has on the horizon related to building attainable housing, replacing aging infrastructure, promoting sustainability, improving childcare availability, driving economic development, expanding Town facilities, negotiating potential annexations, and enhancing our beloved open space. Leading the Town through these opportunities would be an honor and something I know that I am ready for.

I have been privileged to have been mentored by three Town Managers in Fraser which has strengthened my ability to lead this organization in a manner that the community can be proud of. I've learned a great deal through these managers' leadership styles and methods used to serve Fraser. These unique experiences have given me a deeper understanding of best management practices as the Fraser Town Manager to ensure my success if chosen for this role.

In closing, Fraser is a unique and special place to my family and me. We've made Fraser our home and have become ingrained in the community. I hope that my demonstration of service to the Town speaks for itself and that, if given this opportunity, I will be able to continue to build a bright future for this community. Thank you for your consideration and time.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael Brack", with a stylized flourish at the end.

Michael Brack

# Michael Brack

Fraser, CO

## PROFESSIONAL EXPERIENCE

### Town of Fraser, Fraser, CO

Assistant Town Manager

December 2018-Present

- Manages and continues to develop three exemplary employees overseeing development processes, capital projects, economic development, marketing, communications, and The Drop Recycling Facility
- Provides operational guidance and direction to Public Works personnel, administrative staff, planning, development, and engineering services
- Assists in conducting interviews to attract high quality talent to Fraser
- Spearheads affordable housing initiatives with staff, elected officials, and local stakeholders to enhance Fraser's sense of community and livability
- Working to install a 262KW Solar PV System for the wastewater treatment plant
- Procured and managed over \$3.5 Million dollars in grant funding for Town projects
- Worked with DOLA to become the first municipality to receive a grant for the acquisition of 11.3 acres of land for affordable housing in Fraser
- Wrote the Victoria Village RFQ and managed the developer selection process for Fraser
- Worked to establish the Fraser River Valley Housing Partnership and pass Ballot Initiative 6A
- Wrote and presented a sensible short term rental policy that successfully became the Town's first affordable housing revenue stream
- Initiated conversations with local property owners to spark discussions about potential annexation opportunities for the betterment of the Fraser community, affordable housing, and Town facilities

### Town of Fraser, Fraser, CO

Assistant to the Town Manager

May 2017-December 2018

- Acquired funding for and installed a level 2 and level 3 EV charging stations, implemented Fraser's disposable bag fee program and community cleanup events, and funded and managed The Drop Recycling Facility and Waste Diversion Program drawing statewide attention
- Provided operational and project oversight to Public Works as needed
- Wrote and published over 75 Fraser Bi-Weekly Newsletters to keep the public informed of local town initiatives, programs, and events
- Worked with local engineering teams to design and manage the CR 72 realignment to make the road safer and improve traffic flow
- Assisted in hosting a multiple open houses and community engagement events to get feedback for Town projects and programs
- Administrated and implemented the Town's work order management software to ensure better accountability and maintenance of Town assets and infrastructure
- Administrated and enforced Town nuisance regulations to educate and inform local property owners to achieve code compliance
- Spearheaded emergency management response to ensure the Town was ready for disaster management
- Oversaw public transit operations, route changes, seasonal updates, and budget
- Established a deep understanding of the Town's organizational structure, IGAs, and internal processes

### Patriot Group International, Forward Operating Base (FOB) Airborne, Afghanistan

Intelligence Operations Manager

October 2011 to April 2013

- Led a team of five counterintelligence professionals for operational support for 173rd Airborne Brigade by providing complex intelligence collection, reporting, and briefings
- Worked directly with executive leadership to provide strategic planning, avert risk, and remove high value targets from the battlefield
- Trained U.S. and Afghanistan soldiers in practical intelligence operations and resource application
- Coordinated with various agencies and resources to provide guidance and direction to product producers

**United States Army, Rock Island Arsenal, IL**

April 2009 to September 2011

Intelligence and Logistics Operations Manager - Highest Rank Achieved: Staff Sergeant

- Led an Intelligence Team to identify, report and mitigate logistics threats along rail and ship lines from U.S. coastlines to southwest Asia to sustain wartime operations
- Conducted informational briefings to executive officers to ensure operational success
- Collaborated with department leaders and federal agencies to accomplish mission goals
- Professionally developed and challenged direct reports to help them meet their goals and ambitions

**United States Army, Fort Campbell, KY/Iraq/Afghanistan**

February 2005 to March 2009

Intelligence Analyst – Highest Rank Achieved: Sergeant

- Produced a variety of products utilizing specialized topographic and battlefield reporting programs and software.
- Organized and maintained a complex database system utilizing Microsoft Access.
- Functioned on a team as an analyst to run day-to-day operation in a battlefield and stateside environment.
- Conducted informational briefings to peers and senior leadership.
- Trained over 200 deploying soldiers on current enemy trends and tactics.

**EDUCATION**

- **University of Colorado Denver - School of Public Affairs - May 2023**  
Master of Public Administration with emphasis in Local Government Management
- **University of Colorado Boulder - LEEDs School of Business - May 2017**  
Bachelor of Science in Business Administration with an emphasis in Operations Management

**AREAS OF EXPERTISE**

- Strategic Planning – 11 years
- Operations Management and Personnel Development – 9 years
- Public Finance and Accounting – 5 years
- Capital Project Management – 5 years
- Policy and Program Writing – 5 years

**SKILLS AND ADDITIONAL INFORMATION**

- Active Member of Colorado City and County Management Association and International City Managers Association
- Rocky Mountain Leadership Academy Certification for Local Government Management
- Experienced Grant Strategists with strong relationships with the Colorado Department of Local Affairs
- Honorably Discharged Army Veteran with Commendation Medals in Iraq and Afghanistan for superior service and leadership