



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda

Town Council

Tuesday, September 30, 2025

6:00 PM

Council Chambers

Study Session

Link to Watch: <https://bit.ly/TCSS09-30-2025>

I. Discussion Items

[25-534](#)

Town Attorney Interviews

Attachments:

[Town Attorney Recruitment Memo](#)

[Interview Guide](#)

[Meng, Breena Resume](#)

[Roberts, Joshua Resume](#)

[Boster, Stefanie Resume](#)

6:00-7:50 p.m.

II. Adjournment

7:50 p.m.

(The Town Council's Goal is that all meetings be adjourned by 10:30pm. An agenda check will be conducted at or about 10:00 p.m., and no later than at the end of the first item finished after 10:00 p.m. Items not completed prior to adjournment will generally be taken up at the next regular meeting.)



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 9/30/2025

File #: 25-534, **Version:** 1

SUBJECT:

Town Attorney Interviews

DEPARTMENT: Human Resources
Administrative Operations

PRESENTER(S): Lorraine Sahlieh, Talent Acquisition Supervisor
Meredyth Muth, Director of Administrative Services and Operations

TIME ESTIMATE: 150 minutes
For time estimate: please put 0 for Consent items.

POLICY ISSUES:

Per the Home Rule Charter, the Town Attorney is appointed directly by the Town Council. Earlier this year, the Council decided to bring the position in-house; this meeting will be the chance for the Council to interview three finalists for the position.

STAFF RECOMMENDATION:

Complete interviews in the Study Session (30 minutes each candidate); adjourn the Study Session; call a Special Meeting to order and then go into Executive Session to discuss the finalists and determine next steps.

SUMMARY/KEY POINTS

6:00 - 6:30 p.m.: Breena Meng
6:30 - 6:40 p.m.: Break
6:40 - 7:10 p.m.: Josh Roberts
7:10 - 7:20 p.m.: Break
7:20 - 7:50 p.m.: Stefanie Boster
7:50 p.m.: Executive Session

Next steps:

- **October:** Town Manager Fleming and staff will negotiate the contract with the selected candidate based on Council set direction and parameters.
- **Nov. 4 (Tentative):** Council approves the appointment of the new Town Attorney and the contract (with the agreed upon start date).

BACKGROUND OF SUBJECT MATTER:

The details of the recruitment process to date are:

- Job posted Aug. 1-31, 2025.
- The position was advertised through various job boards, professional associations, social media platforms, and the Town website to ensure broad outreach.
- Talent Acquisition Supervisor conducted passive sourcing through LinkedIn which resulted in two applications.
- In total, the Town received 27 applications.
- Town's current outside counsel participated with the recruitment team and Town Management in reviewing resumes and applications. Outside counsel assessed the resumes to confirm knowledge, experience, skills, and abilities met minimum requirements.
- Six candidates were invited for rotating panel interviews with senior leadership and HR.
- Following the interview process, senior leadership debriefed, and through a consensus, identified three candidates to recommend to Council as finalists.

TOWN COUNCIL PRIORITY(S) ADDRESSED:

- ☐ Attractive Community Amenities
- ☐ Engaged and Diverse Community
- ☐ Prosperous Economy
- ☐ Well-Maintained Transportation Infrastructure
- ☐ Small Town Feel
- ☐ Safe and Healthy Community
- ☒ Effective Governance
- ☐ Environmentally Sustainable
- ☒ Fiscally Responsible

ATTACHMENT(S):

1. Memo Outlining the Recruitment Process
2. Interview Guide
3. Resumes of the Three Finalists:
 - a. Breena Meng
 - b. Joshua Roberts
 - c. Stefanie Boster



MEMORANDUM

TO: Town Council

FROM: Lorraine Sahlieh, Talent Acquisition Supervisor

SUBJECT: Finalists for Town Attorney position

SUMMARY OF PROCESS

Recruitment Process:

- Job posted from 08/01/2025 – 08/30/2025.
- The position was advertised through various job boards, professional associations, social media platforms and Town website to ensure broad outreach.
- Talent Acquisition Supervisor conducted passive sourcing through LinkedIn which resulted in two applications.
- 27 total applications were received.
- Town's current outside counsel participated with Recruitment and Town Management in terms of resume and application review. Outside counsel assessed the resumes to review knowledge, experience, skills and abilities met minimum requirements.
- 6 candidates were invited for rotating panel interviews with senior leadership and HR.
- Following the interview process, senior leadership debriefed and through a consensus three candidates were identified across the board as our finalists.

FINALISTS

Finalists are listed in no particular order. The summaries provided below include only highlights from their panel interviews and is intended to support the final round of evaluation while helping to minimize bias.

- **Breena Meng** - Currently serving as a Senior Assistant City Attorney at City and County of Denver. Over 18 years of experience; she has conducted thorough research of the Town and plans published in multiple areas; she has vast experience in municipalities; demonstrated the ability to balance protecting organization from legal risk while still supporting innovation; articulate with communication.

645 Holbrook • P.O. Box 750 • Erie, Colorado 80516 • Phone (303) 926-2700 • Fax (303) 926-2705

- **Joshua Roberts** - Currently serving as a Senior Assistant City Attorney at City and County of Denver. Over 12 years of legal experience; demonstrated confidence and enthusiasm in his communication; demonstrated the ability to be innovative and create creative solutions while balancing the organization's needs; has a vast amount of experience from Denver.
- **Stefanie Boster** - Currently serving as Deputy City Attorney at City of Fort Collins. Over 21 years of legal experience; demonstrated strong experience in Planning and Development, ordinances, impact fees, procurement; transferable skills she could bring from Fort Collins and Cheyenne; thoughtful and strong communication skills.

SCHEDULE FOR TUESDAY, SEPTEMBER 30TH

- 6:00 p.m. – Start meeting with study session format, no public comments taken.
- 6:00 p.m. – 6:30 p.m.: Breena Meng
- 6:30 p.m. – 6:40 p.m.: Break
- 6:40 p.m. – 7:10 p.m.: Josh Roberts
- 7:10 p.m. – 7:20 p.m.: Break
- 7:20 p.m. – 7:50 p.m.: Stefanie Boster
- 7:50 p.m. – 8:50 p.m.: Executive Session

NEXT STEPS

- October: Based on Council direction and parameters, Town Manager Fleming and staff will negotiate the contract with the selected candidate.
- November 4th (Tentative) Council approves the appointment of the new Town Attorney and the contract (with the agreed upon start date).

Interview Guide: Best Practices for Conducting a Fair and Effective Interview

Why Ask the Questions that We Do?

Predict Future Behavior

Behavioral based questions are designed to assess how candidates have handled specific situations they have experienced in the past. The best indicator of future performance is past performance; you can get a good idea on how they would handle a similar situation using this method.

Questions to Avoid

- Illegal or Discriminatory Questions
 - Avoid questions that could be discriminatory or illegal based on factors like race, age, gender, religion, marital status, disability, etc.
 - Keep in mind that even if you don't ask the questions, some candidates overshare and may share this type of information unwarranted. Please do not notate any of that information since it is not part of the job expectations or requirements of the role.
- Overly Personal Questions
 - Keep focus on the candidate's qualifications, experience and skills. Avoid probing too deeply into their personal life.
- Questions Based on Assumptions or Stereotypes
 - Avoid questions based on preconceived notions or biases regarding the candidate's gender, age, or background.

Bias Awareness

- Biases are unconscious or conscious mental shortcuts or tendencies that can affect our judgement, decision-making, and behavior. They are often influenced by personal experiences, societal stereotypes, or preconceived notions. While biases can sometimes help us make quick decisions, they can also lead to inaccurate or unfair judgements, especially in areas like hiring, performance reviews, and interpersonal interactions.
- In the context of an interview or hiring process, biases can negatively impact your ability to fairly assess a candidate's qualifications and fit for the role. They

may lead you to favor one candidate over another based on irrelevant factors, such as their appearance, gender, race or background, rather than focusing on their skills and abilities.

- We may not recognize when we are falling into any of these categories so being aware of your conscious and unconscious bias is essential when interviewing.

Here are some of the most common types of bias that can influence interviews:

- **Affinity Bias (Similarity Bias)**

This is a tendency to favor candidates who share similarities with you, whether in terms of background, interest, or personality traits. For example, you might unconsciously prefer candidates who attended the same college or have similar hobbies.

- **Impact:** This can lead to overlooking diverse perspectives or skill sets and limit the opportunity to hire candidates who bring new insights to the Town.

- **Confirmation Bias**

Confirmation bias occurs when you seek out or pay more attention to information that confirms your pre-existing beliefs or assumptions about a candidate. This bias can cause you to overlook information that contradicts your initial impressions.

- **Impact:** It can lead you to make decisions based on assumptions rather than objective evidence. For example, if you initially think a candidate isn't a good fit, you might focus on their weaknesses and disregard their strengths.

- **Halo Effect**

The halo effect happens when a single positive characteristic of a candidate influences your overall judgement of them. As a result, you might overlook other important factors like skills, experience or qualifications.

- **Impact:** It can result in overestimating the candidate's abilities or performance, leading to an unfairly positive evaluation based on one trait.

- **Horn Effect**

The opposite of the halo effect, the horn effect occurs when one negative characteristic or behavior of a candidate causes you to form a generally negative opinion about them.

- **Impact:** It can cause you to overlook the candidate's positive qualities or relevant skills because you focus too much on one flaw.
 - **Gender Bias**
This occurs when you unconsciously favor candidates of one gender over another.
 - **Impact:** Gender bias leads to unequal opportunities and limits diversity, preventing the best candidates from being evaluated based on their qualifications rather than gender.
 - **Age Bias**
Age bias involves favoring or discriminating against candidates based on their age.
 - **Impact:** This bias can result in overlooking highly qualified candidates simply because of their age, either due to underestimating their abilities or assuming they are less suitable for the role.
 - **Racial or Ethnic Bias**
This bias occurs when you make judgements based on candidate's race or ethnicity, either consciously or unconsciously. It could manifest in the form of stereotypes, assumptions, or biases about people from particular racial or ethnic groups.
 - **Impact:** Racial or ethnic bias can lead to discrimination, exclusion, or unequal treatment during the hiring process, preventing qualified individuals from being considered based on their race or ethnicity.
 - **Name Bias**
Name bias happens when you make assumptions about a candidate based on their name. For example, a candidate with a name that is more common in one ethnic group might be judged differently than one with a name that suggests another background.
 - **Impact:** This can result in unfair judgement or discrimination that isn't based on the candidate's qualifications or abilities.
- Interviewer Behavior
- **Be Respectful and Professional:** Treat every candidate with respect and courtesy. Be conscious of your body language, tone and words. Even if the candidate isn't a good fit, a professional demeanor reflects well on you and the Town.

- **Active Listening:** Listen carefully to the candidate's answers and give them time to respond.
- **Consistency is Key:** Ask each candidate the same set of core questions to ensure a fair comparison.
- **Clarify and Follow Up:** If a candidate gives a vague or unclear answer, encourage them to provide specific examples.
- **Take Notes:** Take notes during the interview to capture key points and avoid relying on memory. This will help when making decisions later and reduce bias in evaluating candidates.
- **Focus on Skills and Experience:** Ensure the questions are directly related to the job and avoid distractions based on irrelevant factors.
- **What Notes to Avoid:** Avoid writing down personal opinions or irrelevant details. Do not jot down assumptions or biased impressions. Stick to the facts and responses that reflect the candidate's ability to do the job.

August 10, 2025

Alicia Melendez
Human Resources Director
645 Holbrook Street
Erie, CO 80516

Dear Ms. Melendez,

Working in a leadership role with a municipality dedicated to leading and innovating while serving the public good is a long-term goal of mine. I am at a juncture in my career where I would like to transition my public law experience into a leadership role. Throughout my career I have provided exceptional support to elected officials, city leadership, as well as city employees.

Life in Colorado is rapidly evolving; however, Erie is rising to the challenge. Capitalizing on a vibrant community, while guiding and growing sustainably, Erie is well positioned to provide a high quality of life for its citizens and community. In this environment, I would be able to use the broad municipal skill set I have developed to serve residents as well as employees. In my career, I have managed complex, sensitive matters in highly visible settings, including events that received both state and national attention.

During my tenure at Arapahoe County, I handled death penalty cases, notorious crimes such as the Aurora theater shooting and provided advice and support in two employment related Department of Justice investigations of the county. I am also experienced in regulatory matters and assisted the Gilbert Fire Department with developing its HIPAA compliance program. Working for Chandler, I continued to have a diverse municipal practice. I conducted contract negotiations on behalf of several large departments, drafted ordinances and resolutions to carry out the City Council's legislative priorities, and assisted in creating the transportation master plan as well as an update to the Americans With Disabilities Act transition plan. While serving the public in Denver, I negotiated a master department wide agreement with Denver Health and Hospital Authority, represented Community Planning during adjustment hearings, and was asked to guide and mentor attorneys new to the practice of law as they work to develop client-counseling and transactional skills. In my career, I have worked to foster a collaborative atmosphere and positive working relationships. My resume demonstrates that I have been consistently rewarded for hard work with increased responsibilities.

This application includes my resume for your consideration. Serving the legal needs of Erie is something I would find exceptionally rewarding. I would welcome the opportunity to interview with you and your team.

Sincerely,

Breena N. Meng

BREENA N. MENG

PROFESSIONAL EXPERIENCE

Senior Assistant City Attorney, Denver, Colorado

January 2022 - present

- Draft ordinances, resolutions, and other municipal documents.
- Coordinate legal and policy initiatives with the Mayor's Office and City departments to ensure alignment with the Mayor's goals.
- Lead a team of attorneys and support staff advising the Denver Department of Public Health and Environment related to administrative and operational issues, including on administrative enforcement and searches, open records requests, and negotiations with outside vendors.
- Review contracts and procurement processes, including drafting contracts, negotiating terms and agreements for Denver Department of Public Health, General Services, City Council staff offices, and the Office of the Independent Monitor.
- Review contracts and procurement processes, including drafting contracts, negotiating terms and agreements for Denver Department of Public Health, General Services, City Council staff offices, and the Office of the Independent Monitor.
- Review and draft real estate documents, including permanent and temporary easements as well as license agreements.
- Advise on compliance with privacy regulations, including HIPAA, Part 2 substance abuse records, as well as state and federal regulations required by funding agencies.
- Provide legal advice for Board of Public Health and Citizens Oversight Board, including open meeting act requirements and parliamentary processes.
- Represent Community Planning and Development before the Board of Adjustment for Zoning Appeals.
- Provide legal research and drafting support to section leadership on issues relating to local emergencies, including the shelter and housing of newcomers as well as persons experiencing homelessness.

Assistant City Attorney, Chandler, Arizona

March 2019 – January 2022

- Counseled City officials regarding municipal law issues as well as drafted ordinances, leases, licenses, and other municipal documents.
- Served as Acting City Attorney when the City Attorney was unavailable.
- Reviewed contracts and procurement processes, including negotiated terms or agreements for commercial services such as SaaS or business enterprise services.
- Advised Neighborhood Resources Department, including grant application and implementation, Community Development Block Grants, public housing and Section 8 vouchers, as well as advised the code enforcement division.
- Reviewed and advised on environmental law regulation and compliance issues affecting City operations, including Part 58 certifications.
- Provided legal opinions and advice on open meeting act requirements and parliamentary processes for City's boards and commissions, including the Human Relations Commission, the Neighborhood Advisory Committee, and the Housing and Human Services Commission.
- Counseled the Fire Department on operational issues and reviewed policies.

- Provided training for various municipal departments on current legislation, case law updates, and courtroom testimony and procedure.

Assistant Town Attorney, Gilbert, Arizona

May 2014 – March 2019

- Advised executive and senior level staff on administrative and operational issues, including 2 officer-involved shootings, and incidents with serious injury or significant property damage.
- Counseled police and fire departments on human resources and employment matters, including discrimination and harassment claims arising under the ADA, ADEA, FMLA, FLSA, Title VII, and the First Amendment.
- Coordinated with other departments on First Amendment issues, including parades, political rallies, protests, and picketing.
- Developed, revised, and reviewed contracts, intergovernmental agreements, and memoranda of understanding.
- Developed HIPAA compliance program, including administrative regulations, for the fire department.
- Designed and conducted training for the police department, fire department, prosecutor's office, and municipal court staff.
- Supervised outside counsel on litigation matters.
- Reviewed and coordinated department responses to public records requests and subpoenas.
- Reviewed proposed legislation and consulted with various department heads on its potential impact.
- Supervised outside counsel and managed outside counsel budget.

Assistant County Attorney, Arapahoe County, Colorado

September 2008 – May 2014

- Advised the Sheriff's Office executive and senior level staff on operational issues, including a mass casualty event, a school shooting, and 2 death penalty cases.
- Litigated federal claims as well as pendent state law claims, including subpoena responses.
- Assisted with Department of Justice complaints, including an ADA claim and ICRA claim.
- Reviewed policies, contracts, and memorandums of understanding of elected officials.
- Litigated property tax disputes before the Board of Assessment Appeals and Colorado Court of Appeals.
- Represented the County during bankruptcy proceedings and negotiated with creditors and trustees.
- Assisted with election law coverage for the County Clerk and Recorder.
- Responded to statutory notices of claims and litigated notice requirements.
- Conducted training for elected officials and offices on legal and regulatory issues.
- Coordinated CORA and CCJRA records requests and subpoena responses for elected officials and department directors.
- Prepared briefs for clients before the 10th Circuit Court of Appeals, Colorado Court of Appeals, and Colorado Supreme Court.

Arapahoe County District Court, 18th Judicial District, Colorado *May 2007 – September 2008*
Law Clerk, the Honorable J. Mark Hannen

- Researched and drafted court opinions in a mixed civil and criminal docket.
- Drafted bench memos in preparation for criminal hearings on criminal law and procedure.

SELECTED PUBLICATIONS AND PRESENTATIONS

Marijuana Past, Present, and Future – Marijuana for the Public Lawyer, Chair for the Public Lawyer's Section Arizona State Bar Convention, June 2021

E-Scooters: Panel Discussion on Opportunities and Pitfalls, Arizona City Attorneys Association, May 2019

Taxing Costs of Electronic Discovery – A Review, University of Denver College of Law Review, June 2013

Open Records and E-Discovery, Presentation to Colorado County Attorneys Association, June 2013

Professionalism and E-Discovery: Considerations Post-Zubulake, The Colorado Lawyer, June 2012

State and Federal Rules Regarding Redacting and Discovery, Presentation to Colorado County Attorneys Association, June 2012

Conflicts and Other Ethical Issues in School Law, Presentation to Colorado School Board Association, June 2012

The Carnegie Report: Improving Law School Through a Clinical Approach to Teaching, The Colorado Lawyer, March 2011

MEMBERSHIPS

Arizona Association of Defense Counsel, member 2016 – 2022
Board Member, 2018 – 2022

Arizona Law Enforcement Attorneys Association, member 2014 – 2019
President, 2017 – 2019

Arizona State Bar, Public Lawyers Section, member 2014 – 2022
Executive Council, 2020 – 2022

Defense Research Institute, member 2014 – present

Ladder Down Leadership, Development and Mentoring Program, participant 2016 class
Facilitator 2017 – present

Maricopa County Community Colleges Foundation, Scholarship Committee Member, 2016 – 2022

EDUCATION

University of Denver School of Law, Denver, CO

Juris Doctor, [REDACTED]

Awards: First place award at the Barrister's Cup Competition - [REDACTED], Quarterfinalist at Wechsler National Moot Court Competition - [REDACTED] Finalist at National Appellate Court Competition - [REDACTED]

[REDACTED] Recipient of Best Brief Award and Semi-Finalist at the Barrister's Cup Competition -
[REDACTED]

Arizona State University, Tempe, AZ

Bachelor of Science, Finance and Bachelor of Arts, Political Science, [REDACTED]

Honors: Dean's List, recipient of numerous debate and individual speaker awards

Joshua L. Roberts

August 28, 2025

Dear Lorraine:

Thank you for reaching out to me about this role and taking the time to answer my questions. I am excited for an opportunity to build an in-house law office and serve a thriving community close to my home in Northwest Broomfield.

I have broad experience as a municipal generalist with a practice currently focused on support of iconic Denver projects including the National Western Center, a 250-acre redevelopment project with ongoing investments already exceeding one billion dollars, and venues including Red Rocks Amphitheatre and the Denver Coliseum. My favorite parts of my current practice include working with varied teams on these complex matters and tailoring solutions to fit unique situations that further my clients' goals. I have enjoyed serving a diverse range of other client agencies over the past decade including the Mayor's Office of the National Western Center, Denver Arts & Venues, the Department of Transportation and Infrastructure, the Denver Board of Adjustment, Community Planning and Development, the Denver Municipal Public Defender's Office, and the Denver City Attorney's Office in transactional matters and numerous other agencies on regulatory and litigation matters.

Thank you for your consideration.

Sincerely,
Josh Roberts

Joshua L. Roberts

PROFILE

An experienced senior counsel with more than a decade of municipal experience providing pragmatic guidance to resolve complex issues. Eager to build and lead a small team serving the public in a growing vibrant town.

EXPERIENCE

Denver City Attorney's Office, Municipal Operations Section

February 2014-Present

Assistant City Attorney, Senior, August 2019-Present

- Served as counsel to large agencies with complex portfolios, including Community Planning and Development, Denver Arts & Venues, the Mayor's Office of the National Western Center, the Department of Transportation and Infrastructure, and the Denver Board of Adjustment.
- Managed compliance for a framework agreement, master lease, and a variety of real estate agreements for a multi-partner, billion-dollar, 250-acre campus redevelopment project.
- Oversaw outside counsel in the procurement of a development team for a public-private partnership with an anticipated value of several hundred million dollars, including financing, design, construction, and programming components for a hotel, equestrian center, and parking garage.
- Provided counsel regarding the operation of iconic venues, including Red Rocks Amphitheater.
- Procured and managed outside counsel on complex transactional and litigation matters.
- Oversaw complex dispute resolution matters at pre-litigation and litigation stages, including complex claims against federally regulated entities and investigations by federal agencies.
- Led client training on open meetings, open records, and contracts best practices.
- Led multidisciplinary teams and oversaw junior attorneys in representing client agencies.
- Negotiated and drafted agreements including intergovernmental, professional services, sponsorship, real estate, construction, booking, and grant agreements.
- Successfully managed urgent high-profile transactional and litigation matters.

Assistant City Attorney, Associate, December 2017-July 2019

- Completed the consolidation of freight rails lines and acquisition of associated real estate for development purposes; represented Denver in related litigation in state and federal courts and oversaw outside counsel in federal Surface Transportation Board proceedings before reaching a negotiated resolution.
- Assisted with the formation of the National Western Center Authority, including providing initial training to board members and staff.
- Negotiated and drafted professional services and outside counsel contracts.
- Represented Denver in real estate litigation for solar system leases, collection of real estate liens, takings claims, condemnation, and hundreds of administrative hearings on land-use issues.
- Represented Denver in a variety of litigation matters in state and federal court, including successful first chair trial defense and appellate oral argument.
- Interpreted and drafted ordinances, resolutions, and executive orders.

Assistant City Attorney, Entry, January 2015-November 2017

- Assisted in the negotiation and drafting of the National Western Center Framework Agreement, which set the stage for a multi-party, billion dollar, 250-acre urban redevelopment project.
- Negotiated the restructuring of a Power Purchase Agreement and associated subleases of a Denver tenant as part of a due diligence process for a \$75 million land acquisition.
- Negotiated and drafted terms of a state grant for more than \$121 million in tax increment funds.
- Represented Denver in more than a hundred administrative proceedings before the Board of Adjustment and all associated judicial appeals.

- Represented Denver in state and federal court, including at trial, primarily on real estate, condemnation, and commercial litigation matters.
- Successfully litigated appeals, including briefing and oral argument at the Colorado Court of Appeals.

Public Service Fellow, February-September 2014; *Special Counsel*, October-December 2014

- Assisted with transactional and litigation matters.

Ritsema & Lyon P.C., Fort Collins, CO

Summer Associate, May 2012-August 2012; *Law Clerk*, February 2013

- Drafted memos, motions, and other pleadings for workers' compensation matters.

Eighth Judicial District of Colorado, Fort Collins, CO

Judicial Intern, May 2012-July 2012

- Drafted memos and orders.

Keen Law Offices LLC, Orem, UT

Law Clerk, July 2011 – May 2012; *Extern*, May 2011 – June 2011

Meaningful Service

Boy Scouts of America, Troop 333, Broomfield, CO

Assistant Scout Master, Varsity Team Leader, November 2015-December 2019

Foothills United Way, Lafayette, CO

Long-term Flood Recovery Group Committee Member, October 2013-June 2014

Church of Jesus Christ of Latter-day Saints

Missionary, Paraguay Asuncion North Mission, May 2006-May 2008

EDUCATION

J. Reuben Clark Law School, Brigham Young University, Provo, UT

Juris Doctor, Cum Laude, [REDACTED]

- 3.58 GPA (Top 25%); Perfect LSAT score (180/180)
- *Communications Chair*, Moot Court Board, [REDACTED]
 - *Regional Champion*, ABA NAAC Regional, Las Vegas, NV, [REDACTED]
 - *Quarter-Finalist*, Prince Moot Court Competition, Brooklyn, NY, [REDACTED]
- *Quarter-Finalist*, TYLA Trial Advocacy Competition, San Diego, CA, [REDACTED]
- *Board Member*, Business Law Association, [REDACTED]
- *Dean's List*, [REDACTED]

Brigham Young University, Provo, UT

Bachelor of Arts in Latin American Studies, [REDACTED]

- Minor: Business Management; Cumulative GPA: 3.82

LICENSES, PROFESSIONAL ASSOCIATIONS, & LANGUAGE SKILLS

Admissions: Colorado; District of Colorado; 10th Circuit Court of Appeals

Professional Associations: J. Reuben Clark Law Society

CLE Presentations: Faculty- 2024 Colorado Land Use Law Conference

Language Skills: Fluent Spanish, Spoken and Written

Stefanie Boster

August 10, 2025

Erie Town Council
Erie Town Hall,
645 Holbrook Street,
Erie, Colorado 80516
recruitment@erieco.gov

Re: *Town Attorney Position*

Dear Erie Town Council

I am writing to express interest in the position of Town Attorney. As a Colorado attorney with over twenty-one (21) years of experience in both civil and criminal law and a strong commitment to public service, I am uniquely qualified for this opportunity.

I am interested in serving as in-house legal counsel for the Town of Erie because I have a passion for local government and experience serving as a city attorney. I was appointed to the Casper City Council in 2007, and I served on the Council for a total of five years, which gave me an appreciation for the challenges of serving as an elected official. After moving to Cheyenne in 2011, I was appointed to the Cheyenne Board of Adjustment and the Planning Commission where I had hands-on experience with the local land use code. I was selected to serve as the Cheyenne City Attorney in 2021, where I had the opportunity to rebuild the City Attorney's Office and advised nineteen (19) other departments in a City with over 60,000 residents. I accepted a position as the Fort Collins Deputy City Attorney in early 2025 where I advise various departments concerning utility, planning, development, and transportation. I currently reside in Cheyenne, but I commute to Fort Collins daily.

I am excited for the opportunity to build the Town of Erie's first in-house legal team. Having followed the process of creating the Town of Erie's Home Rule Charter, I am interested in helping to shape the future of Erie. I have vast experience in complex legal matters including litigation, land use codes, affordable housing development, construction, real estate, budget, procurement, sales tax, election law, employment law, licensing, the Colorado open meetings law, the Colorado Open Records Act, law enforcement matters, ethics codes, and a variety of other issues common to municipal government. I welcome the chance to make a positive and lasting impact in a historic and growing community, and to help solve problems as it progresses.

I welcome the opportunity to discuss the Erie Town Attorney position at your convenience. Thank you for considering my application.

Respectfully,

Stefanie Boster
Stefanie Boster

STEFANIE L. BOSTER

EDUCATION

THE UNIVERSITY OF DENVER STURM COLLEGE OF LAW, Denver, Colorado
Master of Laws in Taxation (LL.M.), [REDACTED]

THE UNIVERSITY OF MONTANA SCHOOL OF LAW, Missoula, Montana
Juris Doctor (J.D.), [REDACTED]
Public Land & Resources Law Review, Staff Member
The Honorable U.S. Federal Judge Leif B. Erickson, Third Year Clinic Intern

PURDUE UNIVERSITY, West Lafayette, Indiana
Bachelor of Arts in Political Science (B.A.), [REDACTED]

NATRONA COUNTY HIGH SCHOOL, Casper, Wyoming
High School Diploma, magna cum laude, [REDACTED]

BAR LICENSES

COLORADO, May 2004 (active, Attorney Bar #35535)
WYOMING, October 2004 (active, Attorney Bar #6-3890)
MONTANA, May 2005 (active, Attorney Bar #7165)

COMMUNITY SERVICE

ROOTED IN CHYENNE, Volunteer, Fall 2021 – Present
WYOMING STATE BAR, Bar Commissioner, First Judicial District, Jan. 2020 – Dec. 2024
LEADERSHIP WYOMING, Brio Collective, Graduate, Fall 2024
CITY OF CHEYENNE, PLANNING COMMISSION, Member, Feb. 2021 – Sept. 2021
CITY OF CHEYENNE, BOARD OF ADJUSTMENT, Member and Chair, Jan. 2015 – Dec. 2020
WYOMING ARTS COUNCIL, Board Member, March 2013 – March 2019
CITY OF CASPER, City Councilmember, Ward II, Jan. 2007 – June 2011
LEADERSHIP WYOMING, Core Class, Graduate, Class of 2010

PROFESSIONAL EXPERIENCE

CITY OF FORT COLLINS, Fort Collins, Colorado
Deputy City Attorney, January 6, 2025 – Present
Manage a team of five attorneys practicing in the areas of: broadband and electrical utilities services; water law and stormwater drainage; transportation and building services; planning and development; and zoning and engineering. Serve as general counsel to City officers and employees, prepare legal documents and represent the City in various administrative and legal proceedings. Participate in the overall leadership and management of the Office of the City Attorney and fill in for the City Attorney as requested.

CITY OF CHEYENNE, Cheyenne, Wyoming

City Attorney, September 5, 2021 – January 6, 2025

Attend all meetings of the Governing Body as requested; appear and prosecute for and defend the City of Cheyenne in all cases in which it is a party; and render other professional services as may be required by the mayor and members of the City Council, or by law. Serve as general counsel to the mayor and department directors. Draft various ordinances, resolutions, grants, and contracts for approval by the Governing Body.

HICKEY & EVANS, LLP, Cheyenne, Wyoming

Associate Attorney, Partner and Managing Partner, April 9, 2014 – September 5, 2021

Practice in the areas of criminal law, education law, employment law, labor law, commercial law, administrative law and general civil litigation. Represent clients before administrative agencies including the Department of Education, the Office of Administrative Hearings, the Medical Commission, and the Wyoming Public Service Commission.

MCCONNELL FLEISCHNER HOUGHTALING, LLC, Denver, Colorado

Associate Attorney, May 2013 – August 2013

Represent and defend Colorado and Wyoming hospitals in all phases of medical malpractice litigation brought by plaintiffs. Assist partners in providing a wide range of legal services to both individual and corporate clients regarding creditor's rights, insurance claims, and professional malpractice.

ROMSA KUKER, LLC / SHUCK KUKER, LLC, Cheyenne, Wyoming

Associate Attorney, August 2012 – December 2012

Represent a wide variety of clients in family law matters including divorce and child custody, workers' compensation, personal injury, education law, and employment matters.

WYOMING PUBLIC SERVICE COMMISSION, Cheyenne, Wyoming

Attorney, June 10, 2011 – June 9, 2012

Represent industrial, commercial and residential ratepayers in electric and gas rate cases and other regulatory matters through the Office of Consumer Advocate.

STEFANIE BOSTER, ATTORNEY AT LAW, Casper, Wyoming

Solo Attorney, August 13, 2007 – June 9, 2011

Provide legal advice to clients in the following areas: workers' compensation; employment law; child abuse and neglect; termination of parental rights; Guardian *Ad Litem* representation; state and federal criminal defense; and general state and federal litigation.

MURANE & BOSTWICK, LLC / CHAPIN & DIXON, LLP, Casper, Wyoming

Associate Attorney, June 10, 2004 – August 12, 2007

Represent employees in workers' compensation cases before administrative agencies. Assist partners Kathleen Dixon, Roger Shumate, and Greg Greenlee in representing clients in a variety of civil litigation matters including employment law, school finance litigation, education law, and personal injury, and insurance defense.

ALPS INSURANCE, Missoula, Montana

Marketing Intern, June 2000 – June 2001

Assist in the marketing of attorney malpractice insurance in over twelve states and provide legal research and analysis regarding jury verdicts and settlements based on case specific facts.