

**EXECUTIVE/HUMAN RESOURCES  
COMMITTEE MEETING MINUTES  
JANUARY 21, 2013**

Mayor Sally Peterson called the meeting to order at 5:05 p.m. Committee members present were Andy Eiche, Connie Graf, Terry Leckel and Ken Schultz. Also present were Clint Stariha, Shannon Klopp, Kathy Dahlstrom, Tucker McCumber and Brad Pederson.

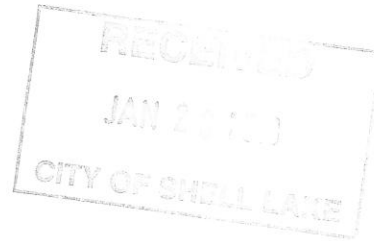
The community Web site was discussed. It was reported a work group consisting of Chamber of Commerce and City officials met with Tucker McCumber about redoing the Web site and having direct access from City and Chamber officials to post events, notices, etc. Tucker explained we should establish a domain site and point other sites to it. Tucker estimated the cost would be \$200 to \$300 initially with approximately \$6 a month for hosting costs. The Chamber and City split these costs. Eiche moved, seconded by Schultz, to recommend the City Council accept Tucker McCumber's verbal proposal to provide Website services. The motion carried. Tucker indicated he will provide a written proposal to Brad.

Clint Stariha's proposal to provide zoning services and the Position Description Zoning Administrator were reviewed and discussed. Revenue and expenditures related to zoning for the past five years were reviewed. It was noted the City should stay within budget for 2013 at the proposed \$6,000 salary as it would be prorated to the day Clint starts, if the proposal is accepted by the City Council. Leckel moved, seconded by Graf, to recommend the City Council accept Clint Stariha's proposal for zoning services at an annual salary of \$6,000 effective 2/14/13. The motion carried.

Graf moved, seconded by Eiche, to adjourn at 6:15 p.m. The motion carried.

Brallier A. Pederson, City Administrator

Tucker McCumber  
PO BOX 193  
Spooner, Wisconsin 54801  
January 27, 2013



City of Shell Lake  
PO Box 520  
Shell Lake, Wisconsin 54871

Dear City of Shell Lake:

This letter hereby states that I, Tucker McCumber, will provide Website & Design services for the City of Shell Lake and Shell Lake Chamber of Commerce for an agreed upon price of \$300 for website design, and \$24.95 every 6<sup>th</sup> months for hosting costs. Also included in this cost is training for employees to maintain their site without the assistance of myself.

The City of Shell Lake and Shell Lake Chamber of Commerce can take on the responsibility of paying for hosting if they choose; otherwise, I will send them a bill for it every 6 months.

The website will be setup for the City of Shell Lake and the Chamber in a fashion that will be easy to use and so they can edit it how they see fit.

At any point, the City of Shell Lake and Chamber reserves the right to take control of the whole site and change webmasters at any time.

Sincerely,

Tucker McCumber  
Network Consultant

**CLINTON R. STARIHA**  
112 Hwy 63 S, Shell Lake, WI 54871  
Cell: 715.645.0991  
Email: clintstariha@yahoo.com

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## **ZONING SERVICES PROPOSAL**

January 12, 2013

Attn: Shell Lake City Council  
RE: Zoning Services

I am writing to express interest and present a proposal for the City of Shell Lake's Zoning Administrator position. I am the best candidate to provide these services because I have the experience, knowledge, skills, abilities and leadership to conduct and provide the requested Zoning Services.

### **Qualifications & Highlights:**

- **Direct Experience:**

- Zoning Administrator for the City of Shell Lake from 2008 to October 31, 2012, which included direct experience with the following:
  - ✓ Issuing building, land use, and conditional use permits
  - ✓ Assist DNR with administering shoreland-wetland and flood plain zoning (below 1221.8)
  - ✓ Documenting rezoning and variances
  - ✓ Issuing orders to correct discrepancies and code violations
  - ✓ Advising the public and contractors on code compliance
- City of Shell Lake employee from September 1977 to October 31, 2012
  - ✓ Shell Lake Chief of Police since 1990
  - ✓ Weed Commissioner since 2008
  - ✓ Lifeguard Supervisor for past 10+ years

- **Knowledge, Skills & Abilities:**

- Proven ability to work independently
- Demonstrated ability to effectively communicate with the Public, the Plan Commission, the Zoning Board of Appeals, the Mayor and City Council
- Proven ability to perform zoning services functions:
  - ✓ Prepared and maintained accurate and complete files and records
  - ✓ Demonstrated ability to read and interpret zoning codes, including shorelines and floodplains, with collaboration from Brad Pederson and Dave Vold.
  - ✓ Demonstrated ability to determine ordinary high water marks and building setbacks
  - ✓ Demonstrated knowledge of lake management practices including shoreline buffers, rain gardens, impervious surfaces, and erosion control
- Proven ability to navigate community relations
- Willingness to research and collaborate with City Administrator and City Attorney to ensure any debatable zoning codes are interpreted accurately and fairly

- **Community:**

- Proud resident of Shell Lake since 1975
- Past member of Shell Lake School Board
- Member of Law Enforcement Advisory Board for WITC
- Avid outdoorsman

- **Education:**

- Graduate of Spooner High School, Spooner, WI
- Required Police Training: Annually 24+ hours
- Erosion Control Seminar

- **Fee Structure:**

- Annual fee: \$6,000
- On-going Training: Reimburse seminar costs and travel expenses

While I enjoyed my zoning responsibilities, I was required to step away from the position as part of the State of Wisconsin's procedures for state retirement from the Police Department. Going forward in 2013, I would like to be your Zoning Administrator, a position that I successfully managed for the past 5 years. I have enjoyed working with our city employees, Committees, Plan Commission, Zoning Board of Appeals, Mayor and City Council; and I would like to continue contributing to our community.

I look forward to discussing this opportunity with you and how I can contribute to our community's development.

Sincerely,

Clinton R. Stariha