

# Advisory Committee Openings

Your interest in the future of the City's natural resources, or desire to be involved in local government will make one of these volunteer opportunities right for you.



## You are invited to make a difference!

Volunteer to serve on an advisory committee for the City of Prior Lake.

Applications can be obtained by:

- Printing an application from the City's Website at [www.cityofpriorlake.com](http://www.cityofpriorlake.com) or
- Emailing [aschroeder@cityofpriorlake.com](mailto:aschroeder@cityofpriorlake.com) for a copy

**Applications accepted until 4:30 p.m. on  
Thursday, October 6th, 2016**



# City of Prior Lake Advisory Committees

State Statute requires the City of Prior Lake to have a Planning Commission which makes recommendations to the City Council on planning-related issues. The City has established additional advisory bodies with bylaws that outline the purpose and procedures for each.

Advisory bodies provide input to the City Council regarding the specific issues as set forth in the body's bylaws or as delegated by the City Council. Membership is voluntary and three-year appointments are made by the City Council. The procedure for filling openings consists of an application followed by interviews of selected applicants.

Advisory body members may invest ten to forty hours per month; and occasionally an advisory body may be appointed to investigate a specific issue. Members are expected to review agenda materials prior to meetings, visit the site if applicable, make positive contributions at the meetings and attend a minimum of 75% of the meetings. The City Council considers advisory body recommendations, but advisory bodies do not have policy-making power.

# 2016 Advisory Committee Summary

## Communications/Technology Advisory Committee

**Up to one opening.** The Communications and Technology Advisory Committee meets on an as needed basis. CTAC members do not receive compensation for attending meetings. Duties of the CTAC include:

- Review and comment on communications and technology plan and budget.
- Monitor progress of implementation of the communications and technology plan.
- Make recommendations for communication and technology tools for communication with the public and cable television guidelines.

## Community Safety Advisory Committee

**One student opening.** The Community Safety Advisory Committee meets on an as needed basis. CSAC members do not receive compensation for attending meetings. Duties of the CSAC include:

- Recommend safety activities and policies to the Council for implementation.
- Assist staff in the interpretation and implementation of community safety matters.
- Promote the objectives of community safety in the most appropriate venues.

## Economic Development Authority

**One citizen opening.** The EDA meets the third Monday of each month at 4:00 pm. Commissioners are appointed for six year terms and receive a stipend for each meeting they attend. Appointed by the City Council. Duties include:

- Identification and recruitment of new business.
- Oversight of Technology Village through Technology Village Board of Directors and EDAC.
- Adopting Economic Development and redevelopment policies and position.
- Adopting and administration of business and subsidy program and EDA budget.

## Economic Development Advisory Committee (Appointed by EDA)

**Up to four openings.** The Economic Development Advisory Committee meets monthly on the fourth Thursday from 7:30-9:00 a.m. EDAC members do not any receive compensation for attending meetings. Duties of the EDAC include:

- Serve as a liaison between city government and the community.
- As requested, review and comment on economic development and redevelopment policies to the Economic Development Authority.
- Recommend to the EDA economic development issues, strategy development and implementation and other initiatives that can strengthen business retention and expansion.
- In conjunction with EDA members or staff, introduce potential or new business reps to others in the commercial community.

## Lakes Advisory Committee

**Up to two openings.** The Lakes Advisory Committee meets the third Tuesday of each month at 3:00 p.m. LAC members do not receive any compensation for attending meetings. Duties of the LAC include:

- Increase public awareness of water resources issues focusing on "lake friendly" practices.
- Research, study and make recommendations to the Council on various issues related to water quality and surface water use.
- Work cooperatively with the Prior Lake-Spring Lake Watershed District on issues of mutual concern.

## Parks Advisory Committee

**Up to three openings.** The Parks Advisory Committee meets the third Thursday of each month at 6 p.m. PAC members do not receive any compensation for attending meetings. Duties of the PAC include:

- Serve as a resource for anyone seeking information concerning the Prior Lake park system.
- Assist the City in setting open space, land acquisition and development policies.
- Make recommendations to the Council relating to specific parks and open space development.
- Assist the Council in researching funding sources for the Capital Improvement Program and related park development.

## Planning Commission

**One opening.** The Planning Commission meets the first and third Monday of each month at 6:00 p.m. PC members receive a stipend for each meeting they attend. Duties of the PC include:

- Acquire and maintain in current form such basic information and background data that is necessary to an understanding of past trends, present conditions and forces at work to cause changes in these conditions.
- Recommend amendments to the Comprehensive Plan in conjunction with the Community Development/Natural Resources Director.
- Recommend policies to the City Council for guiding action affecting development.
- Determine whether specific proposed developments conform to the principles and requirements for the Comprehensive Plan and City ordinances; and to review and recommendation on planned unit development and subdivision proposals.
- Hold public hearings for subdivisions, conditional use permits, variances, planned unit developments, rezoning applications, etc.
- Report to the City Council annually such information as deemed necessary and requested.

## Technology Village Board of Directors (Appointed by EDA)

**Up to three openings.** The Technology Village Board of Directors meets the first and third Thursday of each month at 4 p.m. Directors do not receive compensation for attending meetings. Duties include:

- Plan and formulate policy to guide the programming and direction of the Technology Village program;
- Assist in screening prospective incubator clients; and
- Ensure the overall financial viability of the program.