City of Proctor
2027 Advisory Committees and Commissions

BACKGROUND INFORMATION

Proctor City Code provides for the creation of committees and commissions. The purpose of each committee or commission is to provide input to the City Council from residents regarding specific issue areas addressed by each commission/committee. Council procedure for filling commission positions consists of posting notices of vacancies/term expirations, reviewing applications, interviewing prospective commissioners/committee members and finally the selection of successful applicants. This handout is designed to provide you with summary information regarding each of the committees and commissions and what you can expect being a member of a Proctor committee or commission.

IN GENERAL

Members of commissions and committees invest a substantial amount of time (anywhere from 10 to 20 hours per month) on related activities. Commissions and committees sometimes have subcommittees selected to deal with specific issues. Some Proctor commissions and committees meet occasionally as needed while others meet regularly. Work sessions may be scheduled periodically. Prior to meetings, members receive an agenda packet which contains staff reports and substantial background information briefing the commissioners and committee about petitions, applications, etc., to be considered at the meeting. Staff reports can be quite detailed; two or more hours may be required to review an agenda packet to become fully familiar with agenda items. Members are expected to comply with City of Proctor Committee Policy (3/2011) which includes maintaining regular attendance at meetings, participating in the formal meeting, physically viewing sites when appropriate, and rendering recommendations based upon the overall good to the community as opposed to more parochial interests. Periodic evaluations regarding attendance and performance are completed for each commission for review by the City Council. Members recognize their respective memberships are advisory and do not have policy-making power. The only exception is the Proctor Economic Development Authority and the Proctor Public Utilities Commission which have additional authority granted by state statute. The City Council will thoroughly consider to commission/committee recommendations in dealing with subject matter coming before it.

PROCTOR ADVISORY COMMISSIONS

PLANNING AND ZONING COMMISSION (City of Proctor Code 155.370 and 155.371)

A. **REGULARLY MEETS:** 5 p.m. 4th Monday of the Month.
B. **PURPOSE:** The Planning & Zoning Commission is responsible for reviewing requests and applications by petitioners to ensure such petitions conform with the City's land use regulations and Comprehensive Plan.
C. **MEMBERSHIP:** The Planning Commission consists of five residents of the city, only one of whom may be an elected official of the city, member of the Proctor Public Utilities Commission or employee of the city or its utilities (does not have to be a resident.) Members of the commission are appointed by the Council for staggard three-year terms expiring December 31st. The

Chairperson and Vice Chairperson are appointed by commission members for a term of one year. Planning and Zoning Commission members may receive compensation as determined by resolution of the City Council (30.01 (C) (1).

D. **DUTIES AND RESPONSIBILITIES:** The powers and duties of the Planning Commission include preparation, and submittal of the comprehensive plans and periodic amendments to the City Council for implementation, conduct monthly meetings to discuss and consider any issues relating to or concerning planning and zoning matters, such as public hearings for changes or amendments to the zoning code, make recommendations to the city council regarding amendments to the city zoning map and code, periodic review and study of the provisions of the Proctor Zoning Ordinance and subdivision regulations, study of applications for amendments to the Zoning Ordinance, and applications for special permits. In each of the above capacities the commission submits recommendations to the City Council for consideration at regular City Council meetings.

PROCTOR ECONOMIC DEVELOPMENT AUTHORITY (PEDA) (City of Proctor Resolution 33.94)

A. **REGULARLY MEETS**: 6 p.m., 2ND Tuesday of the month.

B. **PURPOSE:** The Proctor Economic Development Authority (PEDA) is a public body politic and corporate and a political subdivision of the State of Minnesota. The primary purpose of the Authority is to serve as an Economic Development Authority pursuant to Minnesota Statutes 469.091. The Authority shall be governed by all requirements of said statute, the Enabling Resolution No. 33-94 passed by the Proctor City Council; and any future amendments to the Enabling Resolution which may be enacted. The affairs of the Authority shall include but not be limited to business development and retention emphasizing on the creation of jobs which increase the tax base of Proctor, improving the viability of the community.

C. **MEMBERSHIP:** PEDA Board of Commissioners consists of five members appointed by the City Council, one must be the mayor. Members are appointed for staggered four-year terms which expire December 31st. Officers shall be President, Vice-President, Secretary, Treasurer and Assistant Treasurer and elected by Board of Commissioners to a one-year term. Members of PEDA may receive compensation as determined by resolution of the City Council (30.01 (C)(3).

D. **DUTIES AND RESPONSIBILITIES:** It is the mission of the Proctor Economic Development Authority (PEDA) to promote the economic vitality in Proctor utilizing the power given to the Authority by Minnesota Statutes 469.091. The area of concentration are as follows:

- Business development and retention emphasizing on the creation of jobs which increase the tax base of Proctor improving the viability of the community.
- Bring about and carry out a community-wide effort to build Proctor's future by creating and nurturing comprehensive economic and community development plans.
- Be responsible for planning, coordination, management, and implementation of an effective economic and community development program, which will encourage existing businesses to remain and grow, which will entice new businesses to relocate in Proctor, and which will be viewed by entrepreneurs and others as a healthy environment to start a new business.

PUBLIC UTILITY COMMISSION (PUC) (City of Proctor Code Chapter 53)

A. **MEETS:** 6 p.m. 2nd Monday of the month

B. **PURPOSE:** The Public Utilities Commission was created pursuant to Minnesota Statutes 412.321 through 412.391 which will have all the powers and duties set forth therein as supplemented and amended, together with all the powers hereinafter granted. The Commission shall have jurisdiction over the City's water and light and power system.

C. MEMBERSHIP: All Commissioners of the Commission shall be customers of the Proctor Public Utilities. In the event a Commissioner discontinues service from the utility or leaves the territory served by the utility, he or she shall immediately resign from the Commission, and the Council shall appoint a successor. The Commission shall consist of three members appointed by Council. No more than one member may be chosen from the Council membership. Each member is appointed for staggard 3-year terms. PUC Commission members may receive compensatio as determined by resolution of the City Council (301.01 (C)(2)..

D. DUTIES AND RESPONSIBILITIES: It is the duty of PUC to fully, absolutely, and exclusively control all the operation and management of the water, light and power systems in the City of Proctor. It is the duty of PUC to collect all water, light, heat and rent charges from patrons of the system including the city and pay to same into the PUC Fund. PUC as the power to:

- contract and bid for services.
- hire direct and pay personnel.
- buy fuel, supplies, electric energy, steam heat, hot water energy, gas, or water for distribution.
- fix rates and adopt rules.
- enter into agreements with the Council.

POLICE CIVIL SERVICE COMMISSION (City of Proctor Code 32.02)

A. MEETS: As needed and when convened by the Chair of the committee.

B. **PURPOSE:** The Civil Service Commission exists for citizens to serve the community by recommending policy, hiring, promotion, employee discipline and investigating citizen complaints for the City of Proctor Police Department.

C. **MEMBERSHIP:** 3 members appointed by the city council. Members are appointed for staggard three-year terms which expire December 31st. Civil Service Commission Secretary may receive compensation as determined by state statute.

D. DUTIES AND RESPONSIBILITIES:

- Establishment and management of criteria and testing for the selection of entry level Police Officers.
- Review and testing for Police Officer promotions.
- Establishment and management of the criteria and process, and to make recommendations for the selection of the Police Chief.
- Determination of disciplinary or termination action with cause.
- Process and response, when requested, for appeal of removal from certification list, disciplinary action, or termination.
- Monitoring and review of Proctor Police Department operation as to insure and evaluate appropriate and valid content and process for the examination, selection, discipline, and/or termination of classified police positions.
- Review of available information concerning the performance of the Police Chief to determine whether the selection process for that office is appropriate and should be maintained in its present form.
- Engagement of the legislative process to best serve the community in the areas of law enforcement selection and services.
- Adoption of rules to facilitate the Commission's mission.

CABLE TV COMMISSION (City of Proctor Code 32.01)

A. **MEETS:** As needed and when convened by the Chair of the commission or by the City Administrator.
B. **PURPOSE:** The City Council delegates to the Cable Television Commission the ability to review proposed basic cable television rates submitted by the cable franchise holder operating within the City and to recommend to the Council the regulation of the rate to be charged in accordance with all requisite statutes and rules. The City shall follow rules relating to cable rate regulation promulgated by the Federal Communications Commission in 47 C.F.R. Part 76.900, subpart N.
C. **MEMBERSHIP:** At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).
D. **DUTIES AND RESPONSIBILITIES:** Review and recommend rates and regulations of the cable franchise holder.

CITY OF PROCTOR STANDING COMMITTEES (City of Proctor Code 32.01)

LIQOUR CONTROL COMMITTEE

A. **MEETS:** As needed and when convened by the chair of the committee, the Chief of Police, or the City Administrator.
B. **PURPOSE:** Acts an oversight board for Mountain Spirits and make recommendation to the Proctor City Council regarding liquor licensing and regulations.
C. **MEMBERSHIP:** Consists of two Council members and the Chief of Police with the Liquor Store Manager as an advisory member and the option of a Proctor residents with liquor industry experience as advisory member. Members are appointed by the Council for staggard three (3) year terms expiring on December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).
D. **DUTIES AND RESPONSIBILITIES**: Review income/loss statement of Mountain Spirits. Recommend facility changes and upgrades for Mountain Spirits. Investigate all facts set out in a liquor application, provide the public to be heard for or against the granting of liquor licenses and make recommendations to the City Council to grant or refuse a license.

TOURISM COMMITTEE

A. **MEETS:** Quarterly 4th Monday of the Month
B. **PURPOSE:** To market and promote tourism through events, strategic planning, and initiatives that are likely to bring tourists to Proctor. The Tourism Committee is the city's fact-finding body for projects, funding levels, marketing, reporting, and record keeping. Expenditures from lodging tax revenue must fall within the parameters and requirements of Minnesota State Statutes and Proctor City Code. Their mission is to increase the economic impact of tourism to the community and its businesses through marketing and promotion of Proctor as a tourist destination.
C. **MEMBERSHIP:** The Proctor Tourism Committee consists of up to nine board members. Members must represent organizations that are involved or associated with tourism activities or attractions

in Proctor. Each member should make timely and complete reports to their organization. Terms of office are for one year with the option to renew current membership each year. The Committee shall have the power to adopt such rules of membership, procedure, and by-laws, and are responsible for replacing members as it shall deem proper and necessary to carry out the Committee mission and responsibilities. A member may be removed from the committee for regular absences and will be replaced by a new member from the same representative category. If unable to replace the member from the same organization or category, the Committee will advertise a committee opening and get Council approval for a new member. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).

D. DUTIES AND RESPONSIBILITIES:

- To act as the fact-finding body for projects, funding levels, reporting and record keeping, and in the awarding of grants for marketing and promotion of Proctor per 2015 City Ordinance #14-15.
- To act in an advisory capacity to the City Council and City Administrator in all matters concerning tourism. Duties may include preparation and data review, reporting, statistics, analysis, and review of pertinent information to recommend strategies for action to improve tourism within the City.
- To provide the City Council with committee recommendations to approve events, reports, planning, marketing, and promotion.
- To explore and develop comprehensive marketing plans, marketing, and promotional expenditures to make the best use of lodging tax funds.

PARK AND RECREATION COMMITTEE

A. MEETS: As needed and when convened by the Chair of the committee or the City Administrator.

B. PURPOSE: To review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's park and recreation plans.

C. MEMBERSHIP: At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).

D. DUTIES AND RESPONSIBILITIES: Consider matters pertaining to parks and public recreation programs in the City, preparing and submitting to the City Council a comprehensive plan and periodic amendments for the future development of the City park and recreation system, and to act in an advisory capacity to the Council on all matters relating to park and recreation programs and issues in the City.

BEAUTIFICATION AND TREES COMMITTEE

A. MEETS: As needed and when convened by the chair of the committee or by the city administrator.

B. PURPOSE: Promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance and removal of trees, shrubs and other plants in the city. To promote the beautification of Proctor.

C. MEMBERSHIP: At a minimum, 3 members are appointed by the Council three-year expiring on December 31st of each year. The Chairperson of the committee is appointed by committee

members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).

D. **DUTIES AND RESPONSIBILITIES:** Consider matters pertaining to trees, plants and shrubs located within street rights-of-way, parks and public spaces and trees, plants and shrubs located on private property that constitute a hazard or threat. Organize and execute city beautification projects.

PUBLIC SAFETY COMMITTEE

A. **MEETS:** As needed and when convened by the Chair of the committee or by the city administrator.
B. **PURPOSE:** Promote and protect the health, safety, and general welfare of the citizens of Proctor
C. **MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggard three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).
D. **DUTIES AND RESPONSIBILITIES:** Consider public safety matters pertaining to the approval of event applications, community events, activities and programs that involve the use of street rights-of-way, parks, public spaces and public safety services.

PUBLIC CHARITABLE TRUST FUND BOARD

A. **MEETS:** As needed and when convened by the Chair of the committee or by the City Administrator.
B. **PURPOSE:** To receive and administer funds for business development, recreational and health purposes for the benefit of the residents of the city.
C. **MEMBERSHIP:** 5 members consisting of the Mayor, City Administrator and three other members appointed by the City Council one of whom shall be a member of the banking profession, one of whom shall be a member of the city business community and one of whom shall be a current member of the City Park and Recreations Committee. The Mayor and City Administrator shall serve on the Board of Trustees so long as they hold office. The remaining members shall serve for three-year staggard terms. No member shall serve on the board for more than 9 years. Code 35.058. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).
D. **DUTIES AND RESPONSIBILITIES:** See City of Proctor Codes 35.059 – 35.066

STREET COMMITTEE

A. **MEETS:** As needed and when convened by the chair of the committee or by the city administrator.
B. **PURPOSE:** To review current and future community street, sidewalk, road and alley needs, programs, and recommend actions which will promote the implementation of the City's street and sidewalk plans.
C. **MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggard three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).

D. **DUTIES AND RESPONSIBILITIES:** Consider matters pertaining to street matters in the City, future improvements of the City streets and to act in an advisory capacity to the Council on all matters relating to streets, sidewalks, alleys and road programs and issues in the City.

GOLF ADVISORY COMMITTEE

There is no language is the code calling for a Golf Advisory Committee.

A. **MEETS:** As needed and when convened by the chair of the committee or by the city administrator.

B. **PURPOSE:** To review current and future community golf course needs, programs, and facilities and recommend actions which will promote the implementation of the City's plans for the Proctor Golf Course.

C. **MEMBERSHIP:** At a minimum, 3 members appointed by the city council. Members are appointed for staggard three-year terms which expire December 31st. The Chairperson of the committee is appointed by committee members for a term of one year. Committee members may receive compensation as determined by resolution of the City Council. Committee pay does not apply to city employees, members of the Planning and Zoning Commission and PUC (30.01(D).

D. **DUTIES AND RESPONSIBILITIES:** To act in an advisory capacity to the Council and Administration on all matters relating to the Proctor Golf Course.

EXHIBIT A

PLANNING AND ZONING COMMISSION

At Large (Field)	12/31/2027
At Large (Harnell)	12/31/2028
At Large (Inman)	12/31/2026
At Large (Tuomi)	12/31/2027
Building Inspector	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

PUBLIC UTILITIES COMMISSION

At Large (DeWall)	8/31/2028
At Large (Bingaman)	8/31/2027
At Large (Halvorson)	8/31/2029
Utilities Operations Man. (Adv)	Permanent
City Attorney (Adv)	Permanent
City Administrator (Adv)	Permanent

PEDA

At Large (Madson)	12/31/2026
At Large (Jauhola)	12/31/2027
At Large (Bingaman)	12/31/2028
At Large (Cady)	12/31/2026
Mayor	Permanent
City Administrator (Adv)	Permanent
City Attorney (Adv)	Permanent

POLICE CIVIVL SERVICE COMMISSION

At Large (Anderson)	12/31/2027
At Large (Elder)	12/31/2028
At Large (Diane Giuliani)	12/31/2026
Chief of Police (Adv)	Permanent

CABLE TV COMMISSION

At Large (N. Aldridge)	12/31/2027
At Large (Benson)	12/31/2028
At Large (Engman)	12/31/2026
At Large (Kiefat)	12/31/2027
At Large (Martinek)	12/31/2028
City Administrator (Adv)	Permanent

BEAUTIFICATON AND TREES COMMITTEE

At Large (E. Habermann)	12/31/2027
At Large (T. Habermann)	12/31/2028
At Large (Hannan)	12/31/2026
City Administrator (Adv)	Permanent

LIQOUR CONTROL COMMITTEE

At Large (Johnson)	12/31/2027
At Large (Pederson)	12/31/2028
Ad Hoc (D. Kari)	12/31/2026
Chief of Police	Permanent
Liquor Store Manager (Adv)	Permanent
City Administrator (Adv)	Permanent

PARKS AND RECRATION COMMITTEE

At Large (Annala)	12/31/2028
At Large (Johnson)	12/31/2026
At Large (McDonald)	12/31/2026
At Large (Rohweder)	12/31/2027
Street Dept Foreman	Permanent
School AD and Facilities	Permanent
City Administrator (Adv)	Permanent

STREET COMMITTEE

Street Forman	Permanent
Street Dept. Employer	Permanent
City Councilor (DeWall)	Permanent
At Large (Annala)	12/31/2027
At Large (Jones)	12/31/2028
At Large (Tuomi)*	12/31/2026
City Administrator (Adv)	Permanent

PUBLIC CHARITABLE TRUST FUND BOARD

Mayor	Permanent
City Administrator	Permanent
Business Community (Benson)	12/31/2027
Banking Professional (Bryant)	12/31/2028
Parks and Rec (Vacant)	12/31/2026

PROCTOR GOLF ADVISORY COMMITTEE

Barb Olson, Rory Johnson, Dick Wicklund,
Rick Thoreson, Cindy Upton.

PUBLIC SAFETY COMMITTEE

Fire Chief
Police Chief
Working Street Foreman
City Administrator
Mayor
City Councilor (T. DeWall)
At Large Community Member (D. Kari)

TOURISM COMMITTEE

General Manager, Duluth Inn & Suites
Jake Benson, Proctor City Council
Mary Nikko, Food & Beverage
Jess Rich, City of Proctor Staff
Mary Korich, Fair Board Fairgrounds
General Manager, Baymont by Wyndam