

4. **Consideration of Electing 2022 officers.** (JT/AS)

A. **REFERENCE AND BACKGROUND:**

The IEDC's Organizational and Membership Guidelines require the election of a Chairperson, Vice Chairperson and Secretary each year at the January meeting of the IEDC.

The guidelines allow for the officers to serve in their position for up to three years. Traditionally, the IEDC has appointed the officers in a single-year succession, with the Vice Chair moving to the Chair position.

Randy Skarphol served as the Chairperson during 2021 with Liz Calpas serving as the Vice Chair. The IEDC Ordinance and Membership Guidelines allow a City staff person to serve as the IEDC Secretary which is the past and current status for that office.

A1. **Staff Impact:** None

A2. **Budget Impact:** None

B. **ALTERNATIVE ACTIONS:**

1. Motion to appoint _____ as Chairperson, _____ as Vice Chairperson and _____ as Secretary of the Monticello IEDC for 2022.

C. **STAFF RECOMMENDATION:**

None.

D. **SUPPORTING DATA:**

- A. IEDC Ordinance
- B. Organizational and Membership Guidelines

CHAPTER 10
INDUSTRIAL AND ECONOMIC DEVELOPMENT COMMITTEE

SECTION:

- 2-10-1: Name of Committee
- 2-10-2: Authorization
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- 2-10-4: Term of Office
- 2-10-5: Attendance
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- 2-10-10: Duties of the Committee
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2-10-1: **NAME OF THE COMMITTEE:** The name of the organization shall be the Monticello Industrial and Economic Development Committee (IEDC).

2-10-2: **AUTHORIZATION:** Duties are delegated to the IEDC by the City Council of Monticello by this ordinance dated June 28, 2010, and by Resolution No. 2008-44 approved the 27th day of May, 2008.

2-10-3: **MEMBERSHIP:** The Monticello IEDC shall consist of sixteen (16) to eighteen (18) regular members to be appointed by the City Council of Monticello. Said Committee members shall consist of Monticello business representatives or residents of the City of Monticello. One Council member shall be appointed annually to serve on the IEDC. The Director of the Monticello Chamber of Commerce and Industry shall be an ex-officio member of the IEDC. Up to two (2) Monticello High School Senior Students may serve as voting members during their appointed term. The High School Principal shall recommend their membership on the IEDC. The IEDC and the City Council shall confirm their appointment.

(Ord 637 4/25/16)

2-10-4: **TERM OF OFFICE:** The term of the regular members shall be for three (3) years and shall be staggered so that no more than one-half of the terms expire in a given year. All regular terms shall expire at the first City Council meeting of the new calendar year.

2-10-5: **ATTENDANCE:** It is the City Council's intention to encourage IEDC members to attend all IEDC meetings. It is desired that IEDC members attend at least 75% of meetings in a calendar year. Members may be subject to replacement by the City Council in the event attendance does not meet this standard.

2-10-6: VACANCY: Any vacancy in the regular or at large membership shall be filled by the City Council, and such appointee shall serve for the unexpired term so filled.

2-10-7: OFFICERS:

(A) Elections. The Monticello IEDC shall elect at its Annual meeting from its membership a chair, vice chair, and a secretary who shall serve for a term of one year and shall have such powers as may be prescribed in the rules of said Committee.

(B) Duties of Chair. The chair shall preside at all meetings of the IEDC and shall have the duties normally conferred and parliamentary usage of such officers.

(C) Duties of Vice Chair. The vice chair shall act for the chair in his/her absence.

(D) Duties of Secretary. The secretary shall keep the minutes and records of the Committee with the assistance of City Staff.

2-10-8: MEETINGS:

(A) Regular meetings shall be held on a date established by the IEDC. In the event of a conflict with a holiday or special events, a majority at any meeting may change the date and location of the meeting. The meeting shall be open to the general public.

2-10-9: QUORUM: A majority of the total IEDC members shall constitute a quorum for the transaction of business.

2-10-10: DUTIES OF THE COMMITTEE: It shall be the duty of the Committee, with staff assistance, to advocate and make recommendations to the Economic Development Authority and City Council, relative to and including influencing industrial and economic development in and for the City of Monticello, with an emphasis on industrial land, increase tax base and number of liveable wage-level jobs by promoting industrial and economic growth, and working to maintain a desirable business environment.

2-10-11: AMENDMENTS: This ordinance may be amended as recommended by the majority vote of the existing membership of the IEDC and only after majority vote of the City Council.

(#519, 8/23/10)

(#715, 3-25-19)

MONTICELLO INDUSTRIAL & ECONOMIC DEVELOPMENT COMMITTEE (IEDC) ORGANIZATIONAL AND MEMBERSHIP GUIDELINES

- I. Meeting Time and Place: Regular meetings are held the first Tuesday of each month at 7:00 a.m. at the Monticello Community Center. Special meetings may be called by the Chair.
- II. Mission Statement and Objectives: As written and adopted by the Monticello IEDC in the Annual Action Statement.
- III. Committee Size: While there is no set or definite size established, it is generally understood that the committee will not exceed 16-18 members.
- IV. Make-up of the Committee: Committee members must either work or reside in the community of greater Monticello. Individuals who are involved in an occupation or profession that provides services to the community of Monticello but is not headquartered within the community may also serve as members of the committee.

Standing Committee Members: The City Council shall appoint a representative of either the Mayor or a Council Member to the IEDC as a voting member. The Board of Directors of the Monticello Chamber of Commerce & Industry shall appoint a voting member to the IEDC. Up to two (2) Monticello High School Senior Students may serve as voting members. The High School Principal shall recommend their membership on the IEDC. These members shall be considered in committee size.

City Staff Members: Non-voting
Administrator of the City of Monticello
Economic Development Manager of the City of Monticello (serves as the EDA Executive Director)
Community Development Director of the City of Monticello (in the absence of the Economic Development Manager)

- V. Officers: The Chair, the Vice Chair, and the Secretary shall be appointed annually at the January meeting. Length of office term shall not exceed three consecutive years.

Minutes of each meeting are the responsibility of the Secretary. Committee correspondence is the responsibility of the Economic Development Manager.

- VI. Length of Membership Term: Members shall serve for three-year terms on a three year rotating basis so that approximately one-third of the membership expires each year. Individuals wishing to continue serving on the committee may so indicate prior to the

expiration of their term. Any member wishing to relinquish his/her position on the IEDC may do so by submitting a letter or resignation.

- VII. Filling a Vacant Position: A list of potential committee members shall be kept by the Executive Director. The IEDC must recommend approval of new members by a majority vote. The City Council must ratify the appointment of new members to the IEDC
- VIII. Membership Attendance: In order to make a positive contribution to the committee, each member is expected to attend at least 75% of the meetings in any given year. A year is defined as beginning on the 1st of January and ending the 31st of December.

Amended: 01/05/16, 12/06/2016, 03/25/2019