

**2F. Consideration of approving appointment of Cory Ritter to the Industrial Economic Development Committee (IEDC) for a term ending December 31, 2023**

<b>Prepared by:</b> Economic Development Manager	<b>Meeting Date:</b> 5/22/2023	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> Community Development Director, City Clerk	<b>Approved by:</b>	

**ACTION REQUESTED**

Motion to approve the appointment of Cory Ritter to the IEDC for a term expiring on December 31, 2023.

**REFERENCE AND BACKGROUND**

The City Council is asked to consider approving the appointment of Cory Ritter to the IEDC for a term ending on December 31, 2023. Mr. Ritter attended the May 2, 2023, IEDC meeting as a guest-prospective member and indicated his interest in becoming a member at that time. The IEDC then recommended his appointment to the Committee. Per the IEDC’s Organizational and Membership Guidelines, members recommended for appointment to the IEDC are to be ratified by the City Council.

The application is attached to the staff report for City Council review.

- I. **Staff Workload Impact:** There is minimal staff impact.
- II. **Budget Impact:** The budget impact is minimal.
- III. **Comprehensive Plan Impact:** N/A

**STAFF RECOMMENDED ACTION**

Staff recommends appointing Cory Ritter to the IEDC to fill a vacant position with a term ending on December 31, 2023.

**SUPPORTING DATA**

- A. Application
- B. IEDC Organizational and Membership Guidelines
- C. IEDC Ordinance – Title 2, Chapter 10

**EMPLOYMENT APPLICATION**

	<p><b>City of Monticello</b>  <b>505 Walnut Street</b></p> <p><b>Monticello, Minnesota - 55362</b>  <a href="http://www.ci.monticello.mn.us">http://www.ci.monticello.mn.us</a> (<a href="http://www.ci.monticello.mn.us">http://www.ci.monticello.mn.us</a>)</p> <p><b>Ritter, Cory</b>  <b>Industrial and Economic Development Committee Member (Volunteer)</b></p>	<p><b>Received:</b> 5/4/23, 6:27 AM  <b>For Official Use Only:</b>                  QUAL: _____                  DNQ: _____</p> <p><input type="checkbox"/> Experience  <input type="checkbox"/> Training  <input type="checkbox"/> Other: _____</p>
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**PERSONAL INFORMATION**

<b>POSITION TITLE:</b> Industrial and Economic Development Committee Member (Volunteer)		<b>Job Number:</b> 2023-00005
<b>NAME:</b> (Last, First, Middle) Ritter, Cory		<b>PERSON ID:</b> 53707515
<b>ADDRESS:</b> (Street, City, State, Zip Code) [REDACTED] Monticello, MN 55362		
<b>HOME PHONE:</b> [REDACTED]		
<b>EMAIL ADDRESS:</b> [REDACTED]		<b>NOTIFICATION PREFERENCE:</b> Email
<b>DRIVER'S LICENSE:</b> Yes State: MN Number: y*****8	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>HIGHEST LEVEL OF EDUCATION:</b> Bachelor's Degree

**PREFERENCES**

<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b>
<b>TYPES OF WORK YOU WILL ACCEPT:</b>

**EDUCATION**

CR Verified No Education History
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**WORK EXPERIENCE**

CR Verified No Work Experience
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**CERTIFICATES AND LICENSES**

Nothing Entered For This Section
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**SKILLS**

<b>OFFICE SKILLS:</b> Nothing Entered For This Section
<b>OTHER SKILLS:</b> Nothing Entered For This Section
<b>LANGUAGE(S):</b> Nothing Entered For This Section
<b>SUPPLEMENTAL INFORMATION</b> Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section
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**Agency - Wide Questions**

1. **Are you at least 16 years old?**  
Yes
2. **Are you at least 18 years old?**  
Yes
3. **How did you hear about this position?**  
Referral
4. **If you marked "Other" please specify.**

**Job Specific Supplemental Questions**

1. **Please tell us why you are interested in serving on this Board or Commission?**  
Community involvement
2. **Please list your qualifications for this volunteer appointment.**  
CPA
3. **Please list all city boards, commissions, or committees you're currently serving on or have served on in the past.**  
Monticello Chamber of Commerce - Treasurer going on 8 years

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By clicking on the 'Accept & Submit' button, I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I understand that none of the documents, policies, procedures, actions, statements of the City of Monticello or its representatives used during the employment process is deemed a contract of employment, real or implied. In consideration for employment with the City of Monticello, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Monticello at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Monticello, I may be required to submit to a drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

With my signature below, I am providing the City of Monticello authorization to verify all information I provided within this application, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

This application was submitted by Ritter, Cory

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**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.

PAGE 2. IEDC ORGANIZATIONAL AND MEMBERSHIP GUIDELINES

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 of resignation.

- VI. 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.
- VII. Membership Attendance: In order to make a positive contribution to the committee, each member is expected to attend at least 75 percent of the meetings in any given year. A year is defined as beginning on the 1<sup>st</sup> of January and ending on the 31<sup>st</sup> of December

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

CHAPTER 10  
INDUSTRIAL AND ECONOMIC DEVELOPMENT COMMITTEE

SECTION:

- 2-10-1: Name of Committee
- 2-10-2: Authorization
- 2-10-3: Membership
- 2-10-4: Term of Office
- 2-10-5: Attendance
- 2-10-6: Vacancy
- 2-10-7: Officers
- 2-10-8: Meetings
- 2-10-9: Quorum
- 2-10-10: Duties of the Committee
- 2-10-11: Amendments

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 27<sup>th</sup> 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 livable 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)