

2A. Consideration of Electing 2026 Officers

Prepared by: Economic Development Director	Meeting Date: 01/06/2026	<input checked="" type="checkbox"/> Regular Agenda Item
Reviewed by: Administrative Assistant	Approved by: N/A	

ACTION REQUESTED

Motion as appropriate to appoint IEDC 2026 Officers. See below.

ALTERNATIVE ACTIONS:

Motion to nominate _____ as Chairperson of the Monticello IEDC for 2026

Motion to nominate _____ as Vice Chairperson of the Monticello IEDC for 2026

Motion to nominate _____ as Secretary of the Monticello IEDC for 2026.

REFERENCE AND BACKGROUND

As a prelude to the election of officers for 2026, staff will first note that the City Council did approve all the IEDC members whose terms were expiring on 12-31-2025 as an item of consideration at the December 8, 2025, regular meeting. The City Council agenda staff report and attachments are included as exhibit A of this report.

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 the officers to serve in their position for up to three years. Traditionally, the IEDC has appointed (voted in) the officers in single-year succession, with the Vice Chair moving to the Chair position.

For perspective, in 2024, Luke Dahlheimer served as Chairperson with Jarred Merchant serving as the Vice Chair. In 2025, Jarred Merchant moved to the Chairperson position and Mike Huey was voted as Vice Chair. The Guidelines also allow a City staff person to serve as the IEDC Secretary, which is the past and current status for that office.

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

STAFF RECOMMENDATION

City staff recommends the IEDC appoint (nominate and vote) officers and defers to the IEDC on specific officers.

SUPPORTING DATA

- A. City Council Staff Report from December 8, 2025, Regular Mtg.
- B. IEDC Organizational and Membership Guidelines
- C. IEDC Ordinance – Title 2, Chapter 10

2G. Consideration of approving Board and Commission appointments commencing January 1, 2026

Prepared by: City Clerk	Meeting Date: 12/8/2025	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Community Development Director, Parks & Recreation Director, Economic Development Manager	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve Board and Commission appointments commencing January 1, 2026.

REFERENCE AND BACKGROUND

City Council is asked to affirm reappointments to boards and commissions with terms beginning January 1, 2026, including:

- *IEDC*: Joni Pawelk, Joe Elam, Sonja McElory, Mike Huey, and Liz Kokesh are all recommended for reappointment with terms expiring December 2028.
- *Library Board*: The Library Board is meeting on December 9 and will determine any appointments/reappointments. This will be brought to the City Council in January.
- *Parks, Arts, and Recreation Commission*: Julie Jelen, Steve Peterka, and Adam Leiferman are recommended for reappointment to terms expiring December 2028.
- *Planning Commission*: Melissa Robeck is recommended for reappointment to a term expiring December 2028.

A summary of the boards and commissions with the full member list is attached. Members recommended for reappointment are listed in red and vacancies are highlighted yellow. Current council liaisons are noted for reference, but council representatives will be appointed separately in January 2026.

STAFF RECOMMENDED ACTION

City staff recommend approving the reappointments beginning January 2026.

SUPPORTING DATA

- Draft 2026 Board and Commission Appointments

DRAFT 2026 ANNUAL BOARD AND COMMISSION MEMBERS

<u>COMMISSIONS/BOARDS</u>	<u>NAME</u>	<u>TERM</u>	<u>EXPIRES</u>
Planning Commission (3-year staggered terms)	Teri Lehner	3 yr	12/2026
	Rob Stark	3 yr	12/2026
	Richard Kothenbeutel	3 yr	12/2027
	Andrew Tapper	3 yr	12/2027
	Melissa Robeck	3 yr	12/2028
Parks, Arts, and Recreation Commission (3-year staggered terms)	Danielle Murdoff	3 yr	12/2026
	VACANCY	3 yr	12/2026
	Maria Onnen	3 yr	12/2027
	Janine Kopff	3 yr	12/2027
	Julie Jelen	3 yr	12/2028
	Steve Peterka	3 yr	12/2028
	Adam Leiferman	3 yr	12/2028
Library Board (3-year staggered terms)	Joan Brezlin	3 yr	12/2025
	Jamie Driscoll	3 yr	12/2026
	Shea Roskowiak	3 yr	12/2026
	Lisa Bush	3 yr	12/2027
	Beth Metzger	3 yr	12/2027
Economic Development Authority (6-year staggered terms)	Jon Morphew	6 yr	12/2026
	Hali Sittig	6 yr	12/2027
	Rick Barger	6 yr	12/2028
	Steve Johnson	6 yr	12/2029
	Clint Berglof	6 yr	12/2030
	Tracy Hinz (voting)	Council rep	
	Lloyd Hilgart (voting)	Council rep	
IEDC: (3-year staggered terms)	Andrew Tapper	3 yr	12/2026
	Eric Olson	3 yr	12/2026
	Rob Stark	3 yr	12/2026
	Tony Velishek	3 yr	12/2026
	Aaron Holthaus	3 yr	12/2026
	Sarah Kortmansky	3 yr	12/2026
	Jarred Merchant	3 yr	12/2026
	Sean Hafen	3 yr	12/2027
	Darek Vetsch	3 yr	12/2027
	Luke Dahlheimer	3 yr	12/2027
	Greg Schultz	3 yr	12/2027
	Corey Ritter	Chamber Rep	12/2027
	Joni Pawelk	3 yr	12/2028
	Joe Elam	3 yr	12/2028
	Sonja McElory	3 yr	12/2028
	Mike Huey	3 yr	12/2028
	Liz Kokesh	3 yr	12/2028
	Chamber Director	ex-officio	
	Charlotte Gabler (voting)	Council rep	
Bertram Chain of Lakes Advisory Council	VACANCY	Parks rep	12/2026

INDUSTRIAL AND ECONOMIC DEVELOPMENT COMMITTEE

§ 32.075 NAME OF COMMITTEE.

The name of the organization shall be the city's Industrial and Economic Development Committee (IEDC).

(Prior Code, § 2-10-1)

§ 32.076 AUTHORIZATION.

Duties are delegated to the IEDC by the City Council by the ordinance codified herein dated June 28, 2010, and by Res. 2008-44, approved May 27, 2008.

(Prior Code, § 2-10-2)

§ 32.077 MEMBERSHIP.

The city's IEDC shall consist of 16 to 18 regular members to be appointed by the City Council. The Committee members shall consist of city business representatives or residents of the city. Specific general membership eligibility on the IEDC shall be defined in the Organizational and Membership Guidelines. One councilmember shall be appointed annually to serve on the IEDC. The Director of the city's Chamber of Commerce and Industry shall be an ex-officio member of the IEDC.

(Prior Code, § 2-10-3) (Ord. 637, passed 4-25-2016; Ord. 715, passed 3-25-2019; Ord. 782, passed 8-8-2022; Ord. 836, passed 11-12-2024)

§ 32.078 TERM OF OFFICE.

The term of the regular members shall be for three 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 on December 31 of any given year.

(Prior Code, § 2-10-4)

§ 32.079 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 Council in the event attendance does not meet this standard.

(Prior Code, § 2-10-5)

§ 32.080 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.

(Prior Code, § 2-10-6)

§ 32.081 OFFICERS.

(A) *Elections.* The city's 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 powers as may be prescribed in the rules of the 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 or her absence.

(D) *Duties of Secretary.* The Secretary shall keep the minutes and records of the Committee with the assistance of city staff.

(Prior Code, § 2-10-7)

§ 32.082 MEETINGS.

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.

(Prior Code, § 2-10-8)

§ 32.083 QUORUM.

A majority of the total IEDC members shall constitute a quorum for the transaction of business.

(Prior Code, § 2-10-9)

§ 32.084 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, with an emphasis on industrial land, increasing tax base and number of livable wage-level jobs by promoting industrial and economic growth, and working to maintain a desirable business environment.

(Prior Code, § 2-10-10)

§ 32.085 AMENDMENTS.

This subchapter may be amended as recommend by the majority vote of the existing membership of the IEDC and only after majority vote of the City Council.

(Prior Code, § 2-10-11) (Ord. 519, passed 8-23-2010)

**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. 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 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 1st of January and ending on the 31st of December

Amended: 01/05/2016, 12/06/2016, 03/05/2019, 11/12/2024