



CDA STAFF REPORT

MEMO DATE: May 8, 2019
MEETING DATE: **MAY 13, 2019**

TO: Village of Cottage Grove Community Development Authority
CC: Matt Giese – Village Administrator
Lee Boushea – Village Attorney

FROM: [Erin Ruth, AICP – Village Planning Director](#)

RE: **Election of Officers**

BACKGROUND

Ch. 12-19 of the Village Ordinance describes the organization and duties of the Community Development Authority. Ch. 12-19(E)(1) states that “the authority shall meet each year during the month of May for the purposes of organization, election of officers, and consideration of any other business that may properly be brought before the authority.”

At the June 2018 meeting the CDA acted to elect John Williams as Chairperson and Jeff Lennberg as Vice-Chairperson and Secretary.

In April 2019 John Williams was elected Village President and he has removed himself from the CDA. Therefore, at a minimum a new CDA Chairperson will need to be elected.

Jeff Lennberg remains to fill one Trustee position and Sarah Valencia was appointed to fill the other Trustee position. The citizen members remain the same.

STAFF RECOMMENDATION

Per the ordinance, the officers must be elected “by majority vote” from “among the Commissioners.” Terms shall continue “until a successor is appointed and confirmed.”

Therefore, if someone other than Jeff is elected Chairman, Jeff can remain in the other positions. If Jeff is elected Chairman, the other positions should be filled with another member or members.

Note that since Village Clerk Lisa Kalata typically attends the meetings and records the minutes the Secretary position is essentially honorary. The role of the Vice-Chairperson is to run the meetings on occasions when the Chairperson is not in attendance. The Chairperson runs the meetings and reviews the agendas in advance.