

**VILLAGE OF COTTAGE GROVE  
COMMUNITY DEVELOPMENT AUTHORITY  
Monday, August 10, 2020**

**MINUTES**

**1. Call to order**

The August 10, 2020 regular meeting of the Community Development Authority was called to order at 5:32 p.m. by Lennberg, this was a Zoom meeting.

**2. Determination of quorum and that the agenda was properly posted.**

It was determined that there was a quorum of members present and that the agenda was properly posted. In attendance were Jeff Lennberg, Sarah Valencia, Jerrud Rossing, Mike Elder, John Hogan and Kim Sale, Absent and excused was Mike Millage. Also, in attendance were Planning Director Erin Ruth, Village Administrator Matt Giese and Clerk Lisa Kalata.

**3. PUBLIC APPEARANCES – *Public’s opportunity to speak about any subject that is not a specific agenda item.***  
None

**4. Discuss and Consider approval of minutes of the July 13, 2020 CDA meeting.**

**Motion** by Hogan to approve the minutes from the July 13, 2020, seconded by Elder. **Motion** carried with a voice vote of 6-0-0.

**5. Discuss and Consider Request for Proposals for Marketing Project.**

Ruth explained the memo in the packet and that the RFP was drafted from the Kaukauna example. Ruth explained if there were not many changes this could be sent out this week. **Motion** by Valencia to approve the marketing RFP as presented, seconded by Rossing. **Motion** carried with a voice vote of 6-0-0.

**6. Discuss and Consider Status of Original Commerce Park Signage.**

Ruth explained the memo and indicated that the sign fronting I-94 is in need of repair or to be removed and the sign near the entry of the park may be redundant as there are higher quality masonry signs located in the park. **Motion** by Valencia to remove the signs utilizing Village Staff, seconded by Sale. **Motion** carried with a voice vote of 6-0-0.

**7. Review of Village Board Priority List.**

Lennberg reported that the Village Board approved the letter in the packet and then directed that this was added to each committee agenda, so all members are aware of the priorities that the Village Board is working on and understand the background of each item.

**8. Future agenda items**

Marketing RFP, North Gove Corporate Park Update

**9. Adjournment**

**Motion** by Valencia to adjourn at 5:55 pm, seconded by Hogan. Motion carried with a voice vote of 6-0-0.

**Lisa Kalata, Clerk  
Village of Cottage Grove  
Approved: September 29, 2020**

**These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.**