



THE VILLAGE OF
COTTAGE GROVE

**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Community Development Authority**

Monday, January 9, 2023
5:30 p.m.

This meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/84633695650?pwd=cUpSc0tMSndhTkNteDV6aGhIZUJBQT09>

You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID](#) 846 3369 5650# When asked for your Participant ID, just press #, when asked for the [Passcode](#) enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted.
3. PUBLIC APPEARANCES- Public's Opportunity To Speak.
4. Discuss And Consider Approval Of Minutes Of The October 10, 2022 CDA Meeting.

Documents:

[10-10-22 CDA MINUTES.PDF](#)

5. Update By Brad Nellis From Distillery Regarding Website And Video Concepts
6. Discuss And Consider Direction On Village Banners.

Documents:

[MEMO ON VILLAGE BANNERS_.PDF](#)

7. Future Agenda Items
8. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Community Development Authority for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**VILLAGE OF COTTAGE GROVE
COMMUNITY DEVELOPMENT AUTHORITY
Monday, October 10, 2022**

MINUTES

1. Call to order

The October 10, 2022, regular meeting of the Community Development Authority was called to order at 5:31 p.m. by David Peterson, 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 David Peterson, Kim Sale, John Hogan, and Jess Robinson. Sarah Valencia was absent. Also, in attendance were Planning Director Erin Ruth, Communications Manager Gabe Altenbernd, and Village 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 September 29, 2022, CDA meeting.

Motion by Sale to approve the minutes from the September 29, 2022, meeting, seconded by Hogan. **Motion** carried with a voice vote of 4-0-0.

5. Presentation by Brad Nellis from Distillery Regarding Website and Video Concepts

Brad Nellis from Distillery was present to give a brief overview of the proposed changes to the Village website.

6. Discuss and Consider Direction to Staff Regarding 2023 Budget Request.

Ruth indicated they can continue to work on the next meeting.

7. Future Agenda Items

2023 budget, website, and videos.

8. Adjournment

Motion by Hogan to adjourn at 5:41 p.m., seconded by Sale. **Motion** carried with a voice vote of 4-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved:**

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.



STAFF REPORT

MTG. DATE:	January 9th, 2023
TO:	Community Development Authority
FROM:	JJ Larson – Deputy Administrator/Director of Public Works & Utilities
RE:	Direction on new Village banners

BACKGROUND & OVERVIEW

The CDA directed staff to order banners designed by Distillery months ago and we've now taken delivery of the banners and mounting hardware. Director of Planning and Development Erin Ruth laid out a detailed proposal for locations where the banners will be prominently displayed throughout the Village. Our intention is to alternate the two styles as appropriate through the identified locations:

- Highway N between I-94 (south roundabout) and Gaston Rd/Commerce Pkwy intersection: 6 poles, double-sided banners
- Highway N between Gaston Rd/Commerce Pkwy and Limestone Pass: 5 poles, double-sided banner
- Highway BB between GDS and Cork Crossing: 5 poles, double-sided banners
- Highway N between railroad and S. Reynolds St.: 8 poles, single-sided banners
- Glacial Drumlin trailhead: 2 poles, single-sided banners
- Bakken Park parking lot: 4 poles, double-sided banners
- Highway N and BB intersection: 4 poles, double-sided banners

For years, there have been "seasonal" banners put on display along Main St. through Olde Town; these were initially installed and maintained by a developer along the corridor, but Village staff has been responsible for these over the last few years after the original developer opted out.

The new banners will be installed in this location and throughout the community and thus these seasonal banners would no longer match the new banners and will no longer fit the mounting hardware in this location. Staff intends to reach out to the original owners/developer and offer to return all banners still in usable condition if they are interested.

Staff is looking for clear direction the plan is to install the new banners (in the locations laid out) and to leave them up year-round, only replacing when damaged as necessary, until such time as a new plan is developed and approved.

RECOMMENDATION

Staff recommends CDA approve installation of the new banners in the proposed locations until such time as a comprehensive new plan is developed & approved. Staff will budget for appropriate replacements and maintenance costs annually.