



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Tourism Commission
Wednesday, May 17, 2023
8:30 a.m.**

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting

<https://us06web.zoom.us/j/87162700733?pwd=eHRveU85bTNPWmZuZ1k0cmtXaGhNdz09>.

You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 871 6270 0733#](#). 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 The Minutes From The December 21, 2022 Meeting.

Documents:

[12-21-22 TOURCOM MINUTES.PDF](#)

5. Update From Britt Leach, Executive Director Of The Cottage Grove Chamber Of Commerce, Regarding Use Of Tourism Funds.
6. Future Agenda Items.
7. Adjournment

This agenda has been prepared by Staff and approved by staff 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
TOURISM COMMISSION
Wednesday, December 21, 2022**

MINUTES

1. Call to order

Meeting called to order at 8:30 a.m. This was a hybrid 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 Britt Leach, John Williams, and Erik Braun. Ander Victorine and Brittany Ballweg were absent and excused. Staff in attendance were Planning Director Erin Ruth, Communications Manager Gabe Altenbernd, and Village Attorney Rick Manthe.

3. PUBLIC APPEARANCES – Public’s opportunity to speak. None.

4. Discuss and consider minutes from the October 19, 2022 meeting. Motion by Leach to approve minutes as presented, second by Braun. Motion carried with voice vote of 3-0.

5. Discuss and Consider Appointment of New Chairperson. Motion by Leach to nominate Brittany Ballweg as Chairperson, second by Williams. Motion carried with voice vote of 3-0.

6. Discuss and Consider Contract to Engage Cottage Grove Chamber of Commerce as the Designated Tourism Entity. The draft agreement between the Village and Chamber was discussed. The Chamber requested that if the Village wants an audit per the terms of the agreement, the Village should be the one to pay for it. This was acceptable to the group. **Motion** by Williams to approve contract with Chamber with the change that the Village would be required to pay for audit if they choose to have one performed, second by Leach. Motion carried with voice vote of 3-0.

7. Update from Comfort Suites. Jen Peterson is now the General Manager at the hotel.

8. Update on Tourism Fund Balance. Ruth reported that the current total collected was \$60,442.

9. Future Agenda Items. It was noted that Leach would need to be replaced now that the Chamber is acting as the Tourism Entity.

10. Adjournment. Motion by Williams to adjourn, seconded by Leach. Motion carried with voice vote of 3-0.

Erin Ruth, Director of Planning & Development.

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.