

**VILLAGE OF COTTAGE GROVE
AD HOC HOUSING TASK FORCE
Wednesday, December 23, 2020**

MINUTES

1. Call to order

The December 23, 2020 regular meeting of the Ad Hoc Housing Task Force was called to order at 5:30 p.m. by Giese, 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 Paul Vander Velde, Mick Conrad, Julie Flint, Cory Frank, Loreen Gage, John Hogan, Andrew McKinney, Dan Olson, Megan Schuetz, and Shannan Shade. Absent and excused were Andrew Homburg and Tim Olson. Also, in attendance were staff members Planning Director Erin Ruth and Village Administrator Matt Giese, and Village Trustee Melissa Ratcliff.

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

4. Member and Staff Introductions.

Staff and committee members each introduced themselves and provided information on their background and interest in the committee. Ruth noted the small business representative on the committee had to drop out, so there is an opening for that position.

5. Discuss and Consider Election of Chairperson.

Motion by Hogan to nominate Paul Vander Velde as Chairperson, seconded by McKinney. **Motion** carried with a voice vote 10-0-0.

6. Discuss and Consider Regular Meeting Schedule.

Committee discussed whether to keep meeting on the fourth Wednesday of the month. Staff noted that meeting toward the end of the month would help spread their workload around other committee responsibilities. School district members noted they may have a conflict on that day and suggested the fourth Tuesday. **Motion** by McKinney to hold the remaining meetings on the fourth Tuesday of every month, seconded by Flint. **Motion** carried with a voice vote of 10-0-0.

7. Review Mission and Objectives of Housing Task Force.

Ruth provided an overview of the mission and objectives established for the committee by the Village Board. Ruth noted the committee could choose to revisit these as work progresses.

8. Review Housing Related Documents.

a. Housing Chapter – Village of Cottage Grove Comprehensive Plan

b. Dane County Housing Needs Assessment – Dane County Housing Initiative

c. Waunakee Housing Task Force Summary Report 2019 – Village of Waunakee

Ruth noted the housing chapter provided background data, and the recommendations of the committee may ultimately lead to revisions of the Comprehensive Plan. The Dane County needs assessment provided background on a regional scale. The Waunakee Housing Task Force Summary Report is a good model for this committee’s final work product, though Ruth noted the interests and priorities of this committee and community may lead in other directions so the committee should not feel compelled to follow that template exactly.

9. Future Agenda Items

Ruth stated the general format for following meetings would be review data and have an outside speaker at most meetings. Gage noted that diversity should be addressed at a following meeting.

10. Adjournment

Motion by xxxx to adjourn, seconded by xxxx. **Motion** carried with a voice vote of 10-0-0.

**Erin Ruth, Director of Planning and 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.