

**VILLAGE OF COTTAGE GROVE
TOURISM COMMISSION
Thursday, January 6, 2022**

MINUTES

1. Call to order

Erin Ruth called the meeting to order at 5:31 p.m. This was a hybrid meeting, but all attendees attended via zoom.

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 Troy Allen, Britt Leach, and Melissa Ratcliff. Paula Severson joined at approximately 5:45 p.m. Staff in attendance were Planning Director Erin Ruth and Deputy Administrator JJ Larson.

3. Introductions and Election of Officers per Ord. 12-20.

- a. **Discuss and Consider Election of Chairperson. Motion** by Allen to nominate Melissa Ratcliff, seconded by Leach. Motion carried with voice vote of 3-0-0.
- b. **Discuss and Consider Election of Vice Chairperson. Motion** by Ratcliff to nominate Britt Leach, seconded by Allen. Motion carried with voice vote of 3-0-0.
- c. **Discuss and Consider Election of Secretary. Motion** by Ratcliff to nominate Troy Allen, seconded by Leach. Motion carried by voice vote of 3-0-0.

4. Background and Purpose of Commission.

Ruth presented a packet of materials covering the statutory requirements of the Commission, the Village Ordinance that created the Commission, information on how room taxes can be spent per state law, and the definition of a tourism entity with an explanation that the Cottage Grove Chamber of Commerce could fill that role. Ruth explained he had presented similar materials to the Chamber's Board of Directors and Leach indicated the Chamber has interest in acting as the Village's Tourism Entity.

5. Discuss and Consider Future Meeting Dates, Times, and Sites.

Motion by Ratcliff for the first Thursday of every month at 6:00 p.m. be the Commission's regular meeting time, seconded by Allen. Motion carried by voice vote of 4-0-0.

6. Future Agenda Items.

Leach will reach out to colleagues at Chambers that fill the tourism entity role for their community to see if one can come to the next meeting. Severson said she had researched sample contracts between chambers and municipalities for tourism entity services and she will try to bring those materials to share with the Commission.

7. Adjournment.

Motion by Severson to adjourn at approximately 6:05 p.m., seconded by Allen. Motion carried with a voice vote of 4-0-0.

**Erin Ruth, Director of Planning & Development.
Village of Cottage Grove
Approved: March 3, 2022**

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.