

**VILLAGE OF COTTAGE GROVE**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**Monday, January 14, 2019**

**MINUTES**

1. **Call to order** – meeting was called to order by Williams at 5:30 p.m.
2. **Determination of quorum and that the agenda was properly posted** – It was confirmed that a quorum was present, and the meeting was properly posted. In attendance were John Williams, Jeff Lennberg, Jim Ahearn, Mike Millage and Jerrud Rossing. Absent and excused was Mike Elder and John Hogan. Also, in attendance were Planning Director Erin Ruth, Village Clerk Lisa Kalata, Kyle Adams from Ruedebush, Paula Severson Cottage Grove Chamber and Village Attorney Leighton Boushea.
3. **PUBLIC APPEARANCES** – None
4. **Discuss and consider approval of minutes of the December 10, 2018 CDA meeting.**  
**Motion** by Rossing to approve the minutes of the December 10, 2018 CDA meeting, seconded by Lennberg. **Motion** carried with a voice vote of 5-0-0.
5. **Discuss and consider Greywolf Partners proposal to provide master planning services for the Northlands area in TID #10.**  
Ruth explained the draft agreement in the packet that it is very similar to the agreement they have with Greywolf for the former Ghidorzi Building. Attorney Boushea indicated that there will be some revisions coming from their attorneys. **Motion** by Ahearn to approve the proposed agreement with Greywolf Partners to provide master planning services for the Northlands area in TID #10 with revisions to be made by staff, seconded by Millage. **Motion** carried with a voice vote of 5-0-0.
6. **Discuss and consider directing staff to prepare amendment to Ordinance 16-9, the Village’s Room Tax Ordinance and related ordinances.**  
Ruth explained the information in the packet and that if a change is needed the ordinance would need to be updated. Also, it may be a good time to look at the language and incorporate a tourism commission. The committee agreed that the room tax should be lowered to 7% to stay within our comparable communities. Paula Severson indicated that the Chamber is already working on tourism and this would be a good fit for both the Village and the Chamber of Commerce. Staff will continue to work on the revisions and bring it back to the committee.
7. **Discuss and consider directing staff to prepare general incentive parameters for TIF districts.**  
Ruth explained the report in the packet and would like feedback on the parameters for TIF incentives. Williams indicated that it was a good document and works well with the TIF guidelines. **Motion** by Lennberg to approve the general incentive parameters for TIF districts, seconded by Ahearn. **Motion** carried with voice vote of 5-0-0.
8. **Future agenda items**  
Ordinance revision  
Update on Greywolf Partners
9. **Adjournment**  
**Motion** by Rossing to adjourn at 6:34 p.m., seconded by Millage. **Motion** carried with a voice vote of 5-0-0.

**Lisa Kalata, Clerk**  
**Village of Cottage Grove**  
**Approved: February 11, 2019**

**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.**