

**VILLAGE OF COTTAGE GROVE
COMMUNITY DEVELOPMENT AUTHORITY
Monday, June 12, 2023**

MINUTES

1. Call to order

The June 12, 2023, regular meeting of the Community Development Authority was called to order at 5:35 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, Jess Robinson joined at 5:45 pm, Sarah Valencia, Donna Cross and John Hogan. Kim Sale and Lauren Reid were absent and excused. Also, in attendance were Planning Director Erin Ruth, Deputy Administrator JJ Larson, 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 May 8, 2023, CDA meeting.

Motion by Valencia to approve the minutes from the May 8, 2023, meeting, seconded by Peterson. **Motion** carried with a voice vote of 4-0-0.

5. Update on Video Project.

Ruth explained that he just received a link to the video project this afternoon and can either forward it to the committee for feedback, or they can discuss it at the next meeting. Distillery does want to add more interviews and some other items, but this would allow the committee to see the work that has been done. The link will be emailed to the committee.

6. Update on Chamber of Commerce Efforts as Village's Designated Tourism Entity.

Ruth explained that Britt Leach from the Chamber of Commerce was not able to attend the meeting, but an update was given at the Tourism Commission meeting. The Village has contracted with the Chamber of Commerce to handle 70% of the room tax collected to be used to promote tourism. To date they have been given \$98,000 to be used for marketing efforts.

7. Discuss Updating Economic Development Chapter of Comprehensive Plan.

Ruth explained the memo in the packet regarding the data.

8. Discuss and Consider Using UniverCity Program to Assist with Economic Development Chapter of Comprehensive Plan.

Motion by Valencia to approve using University program to assist with economic development chapter of the comprehensive plan, seconded by Robinson. **Motion** carried with a voice vote of 5-0-0.

9. Continue Budget Discussion.

Ruth explained the Finance Director indicated that if the committee would like to carry over funds from this year's budget to pay for expenses generated by using UniverCity for surveys in 2024 that it could be done.

10. Future Agenda Items- Comprehensive Plan updates

11. Adjournment

Motion by Valencia to adjourn at 6:11 p.m., seconded by Hogan. **Motion** carried with a voice vote of 5-0-0.

**Lisa Kalata, Clerk
Village of Cottage Grove
Approved: October 9, 2023**

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.