

**VILLAGE OF COTTAGE GROVE
COMMUNITY DEVELOPMENT AUTHORITY**

Monday, August 8, 2022

MINUTES

1. Call to order

The August 8, 2022 regular meeting of the Community Development Authority was called to order at 5:30 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 Sarah Valencia, David Peterson, John Hogan, Kim Sale and Jess Robinson. Also, in attendance were Planning Director Erin Ruth, Communications Manager Gabe Altenbernd, JJ Larson, Deputy Administrator 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 February 14, 2022 CDA meeting.

Motion by Sale to approve the minutes from the February 14, 2022, seconded by Hogan. **Motion** carried with a voice vote of 3-0-1 with Robinson abstaining.

5. Discuss and Consider Election of Officers, Per 12-19(E)(1)(A) Of the Village Ordinance:

a. Chairperson

Motion by Valencia to nominate Peterson as chair, second by Robinson. **Motion** carried with a voice vote of 4-0-0.

b. Vice-Chairperson

Motion by Peterson to nominate Valencia, second by Hogan. **Motion** carried with a voice vote of 5-0-0.

c. Secretary

Motion by Peterson to nominate Robinson as secretary, second by Hogan. **Motion** carried with a voice vote of 4-0-1 with Robinson abstaining.

6. Discuss and Consider Request from Cottage Grove Chamber of Commerce to Contribute to Update of Retail Leakage Study.

Motion by Hogan to recommend approval to the Village Board to partner with the Cottage Grove Chamber of Commerce to contribute to update a retail leakage study, seconded by Sale. **Motion** carried with a voice vote of 5-0-0.

7. Discuss and Consider Approving Designs and Authorizing Fabrication of Street Banners and Event Banners.

Motion by Valencia to approve the light pole banners and have Distillery give more options for the event banners, seconded by Peterson. **Motion** carried with a voice vote of 5-0-0.

8. Introduction of Village Communications Manager Gabe Altenbernd and Discussion Regarding Website Redesign.

Altenbernd was introduced and gave a brief update on the website. Altenbernd will come back with an action plan for the website.

9. Future Agenda Items

Website, Event Banners

10. Adjournment

Motion by Hogan to adjourn at 5:58 p.m., seconded by Sale. **Motion** carried with a voice vote of 5-0-0.

**Lisa Kalata, Clerk
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.