

# COMMITTEE REPORT

**COMMITTEE:** Development & Planning  
**CHAIRPERSON:** Vince Hasken  
**DATE/TIME:** Monday, July 26, 2004. 7:00 p.m.

**PRESENT:**

<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Bielenda	<input checked="" type="checkbox"/> Mapes	
<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Petitgout	

Others: Troy Brown, County Administrator  
Tracy Furlong, CVB Director of Communications/Internet Marketing  
Marsha Cordle, CVB Director of Sales  
Betsy Eaton, CVB Information Services Coordinator

## MINUTES

### 1. Minutes

Marvin Schultz made a motion to approve the minutes of July 7, 2004. Tim Petitgout seconded and the motion passed.

### 2. Old Business

There was no old business.

### 3. New Business

#### a. CVB –

- i) Review Cost estimate for Visitors Planning Guide  
Tracy Furlong reviewed the material that was included in the meeting packet. (Attached) She explained the range of numbers and noted that there is no plan at this time to redesign the piece. Furlong stated that these are for design costs and not production costs. The design costs will come out of the FY04 budget, but actual printing of the project will be paid from the FY05 budget. Dane Jackson made a motion to recommend approval of the Visitors Planning Guide development proposal as presented. Petitgout seconded and the motion passed.
- ii) Discussion of CVB Structure  
Vince Hasken and the County Administrator have asked in the past for the CVB to prepare a list in detail to identify handicaps or things that need to be changed to help make the CVB operate easier. Jackson advised the committee that the CVB Advisory Board think that operating the CVB as an independent non-profit organization is a good idea. He would like to see a CVB director who stays longer than just a few years. Joanne Bielenda stressed that relations with the state of Illinois are suffering because of the turnover in the director position. Brown requested that a detailed proposal is prepared for privatizing the CVB, identifying how it

would be accomplished and what the effects will be. Hasken would like to obtain some legal advice as well. Schultz would like this discussion to wait until a new director is hired and he or she could work on a proposal to bring to the board. Brown expressed interest in finding an existing CVB in the state of Illinois and look at their operation to determine how much could be equated to our situation. Marsha Cordle mentioned that she can start some discussion with her contacts in other CVBs throughout the state. Berlage and Hasken mentioned that the structure through which tax is collected and the question of who is responsible for the bottom line is the most important question to them. CVB staff commented that a high level of expertise is needed to evaluate and study this subject and asked who will be conducting the research. Hasken and the committee felt that those who are interested in making the change to the structure should research the subject and present it. CVB staff updated the committee on the projects they are currently working on and future projects that will need attention.

**b. Building & Zoning – Linda Delvaux**

- i) Budget. Delvaux reviewed her budget documents with the committee (Attached) and noted that her unfunded items included matters of personnel and scheduling costs for future legal review and rewriting of the zoning ordinance. Schultz told the committee that he feels the \$30 per diem is not enough for the Planning Commission/Zoning Board of Appeals and asked if could be raised to \$50. Hasken recommended that it be addressed at Finance Committee. Mapes questioned whether the County Board had ever considered increasing the size of the Zoning Board. Merri Berlage said that some of the board members have told her that they don't want to be reappointed once their terms expire. Delvaux advised the committee that she had previously requested a position re-classification for the Building & Zoning Secretary and she would like them to reconsider it. Hasken recommended that Delvaux forward her request to the Executive Committee to consider with their idea to review the position classification plan. Delvaux advised the committee that she will be presenting an amendment to the building code at the next committee meeting. She also mentioned an upcoming seminar and information was included in the meeting packets. Hasken asked if a draft for the revised zoning ordinance could be put together for the County Board to look at soon. Delvaux replied that the idea is very ambitious. Schultz and Hasken discussed the legal review needed for the project.

**c. Economic Development**

- i) The CEDS Committee met at the Building & Zoning office and is going to do some background work for Delvaux on a study she

began about the cost of new dwellings in the County. The committee may plan to expand on the study.

- ii) The County Administrator reported that the advertisement for Economic Development Coordinator is posted on the County and ILCMA websites and has been generating some phone calls. Newspaper ads will be placed this week to run at least twice in the Telegraph Herald, Journal-Standard, and Galena Gazette. Review of applications will begin on August 15.

#### **4. Other Business**

- a. The committee questioned if the States Attorney has reviewed the zoning ordinance revision. Permission is needed from the States Attorney to hire outside counsel and Brown recommended obtaining some names of firms and tentative bids for review.
- b. Letters were sent to the previous applicants for the CVB director position but no responses have been received. Other phone calls have been received in the County Administrator's office inquiring about the position.
- c. Letters to the township assessors have been mailed and Donna Berlage is preparing a report for the Finance Committee.
- d. Schultz questioned if the Advisory Board had any input the last time a director was hired. Berlage replied that 3 Advisory Board members and 3 County Board members were involved.

The meeting was adjourned following a motion by Petitgout and seconded by Berlage.