

COMMITTEE REPORT

COMMITTEE: Development & Planning
CHAIRPERSON: Vince Hasken
DATE/TIME: September 27, 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 type="checkbox"/> Petitgout	

Others: Troy Brown, County Administrator
Linda Delvaux, Zoning Officer
Betsy Eaton, CVB Interim Executive Director
Nancy Breed, CVB Director of Operations
Lester Johnson, Soil & Water Conservation District

MINUTES

1. Minutes

Marvin Schultz made a motion to approve the minutes of the August 23, 2004 meeting. Dane Jackson seconded and the motion passed.

2. Old Business

- a) Update on CVB Executive Director search. Merri Berlage reported that they have received approximately 28 applications for the position. At the last CVB Advisory Board meeting, the two people that she had appointed stated they declined to serve on the search committee and that no other Advisory Board members would serve until the issue of the structure was addressed. It is not mandated that they serve on the committee, but the committee would like to follow past practice in this matter. Berlage reported that the CVB does not want to address problems, but that they have difficulty with the processes they must follow, specifically for timeline, advertising, daily decisions, and salaries. Schultz reported that he is concerned that this committee sent forth a recommendation to hold a workshop with the CVB, but the Executive Committee stalled it and it was never discussed at the September County Board meeting. Berlage stated that she reported to the Executive Committee that she had received prices from DCI, Bill Giest and was waiting for a quote from Highland Community College. The prices were quite high and she asked the Executive Committee what they felt the focus should be. Mapes stated that it was presented to this committee at a previous meeting that the County Board had voted to change the structure and it was later determined that the County Board did not vote for that. Mapes would like to know what type of structure the highest contributors to the hotel/motel tax would like to have. Berlage reported that the Advisory Board voted at their last meeting to be set up as a quasi-government organization by February 1, similar to the Health Department. Schultz questioned that the minutes stated December 31. Jackson questioned that he heard the CVB was operated differently in the past and it was confirmed by Berlage and

Bielenda. He also stated that the timeline or process in getting approval from the Development & Planning Committee and the County Board is a problem. Jackson made a motion that the County Board decide if they want to turn the CVB over to an advisory board for decision-making processes. Brown reported that he spoke with the States Attorney; since no statute would provide for this, it may have some legal restrictions. Bielenda seconded the motion and it passed with Hasken voting no.

3. New Business

- a) Natural Resource Inventory Reports by the Soil & Water Conservation District. Lester Johnson distributed some handouts giving some background information on the Soil & Water District. He pointed out a section that states when land is rezoned from agricultural or open space or subdivided, that information is supposed to go to the Soil & Water District and they are supposed to issue a report and fees are charged in cooperation with the Building & Zoning Office. He distributed a sample report for the committee to review. He also distributed his fee schedule, stating that the fees charged do not cover the costs for preparation of the required reports. He would like his fees to increase and is asking for the support of this committee because the fees are collected at the zoning application level. The current procedure only allows his office about two weeks to produce the required report. Brown asked Delvaux if the proposal would affect operations in her department. She stated that it would affect her budget. These current fees were included in the cost study that was conducted in 2003. She would either need to alter her fees to cover the increase or try to absorb it in her budget. Johnson would like to see the fees doubled at the minimum. Berlage requested that a written proposal be presented. Johnson stated that his organization was not consulted during the fee study. He offered as a possibility that application be made directly to his office and coordinated with the Building & Zoning Office. Brown recommended that Johnson put his concepts in writing and include a specific detailed proposal including amounts and an indication of his board's support. The committee discussed the time that it takes to prepare the reports for the Planning Commission and how changes could affect the petitioner in the process. Hasken recommended that Johnson come back to this committee with a written proposal, discuss the reports with the Planning Commission regarding the information included, and Delvaux will report on the impacts the fee increase will have on her budget.
- b) Expansion of the Stephenson County Enterprise Zone. (Attached) The committee reviewed the proposed resolution to expand the Stephenson County Enterprise Zone. Hasken made a motion to review the proposed expansion of the Enterprise Zone and present the resolution to the full County Board for approval. Berlage seconded and the motion passed.

4. Economic Development

- a) CEDS report. Merri Berlage reported that the CEDS chairman, Don Fouts, submitted his resignation to her. She has not found anyone to fill his position yet.
- b) LRA & Foreign Trade Zone Update. Hasken reported that they are planning to have a public hearing in October or November to address the abatement and how it will affect the people in Carroll and Jo Daviess Counties.
- c) Foreign Trade Zone resolution. Hasken thought this had been taken care of in the past, but was told that it needed to be done separately from the Enterprise Zone. Schultz made a motion to recommend approval of the resolution to support the creation of a Foreign Trade Zone at the former Savanna Army Depot to the County Board. Jackson seconded and the motion passed.

5. Building & Zoning

- a) Wind Energy Conversion Draft. (Attached.) As discussed at the last committee meeting, Delvaux provided information that will be presented to the Planning Commission at their October meeting and she hopes they will make a subsequent recommendation to the County Board.
- b) Proposed WEC fees structure. At a recent Zoning Administrators meeting, it was brought to their attention that fees that counties have been charging could be a deterrent if wind power is something the county would like to encourage. Currently, she would charge \$25 per foot. The six counties that participate in her Zoning Administrators meeting came up with a collective resolution for a fee structure for the Wind Energy Conversion systems exclusively. (Attached.) She would like it to go to the County Board at the same time as the WEC draft in item a. above.
- c) Delvaux has been working on a simplified study of the economic impact of new dwelling construction on Jo Daviess County and the school districts. (Attached.) The information provided comes from the Northwest Illinois Market Facts, the Jo Daviess County Assessor's Office and the Clerk's Office. She showed that a new dwelling construction on Jo Daviess County is a \$30 deficit, meaning that the County takes in \$30 less on the tax revenue of the house than what was spent. Her numbers are not site-specific. Every school district, except one, realized a profit on new dwelling construction. She suggested that the CEDS Committee or another group could take her work and elaborate on it.
- d) Notheis contract proposal. (Attached.) Delvaux reported that Monica Notheis has been working with the committee on the comprehensive review of the Zoning Ordinance. The contract they have been working under with Notheis has expired. There is still some work that needs to be completed and Notheis has submitted a schedule of tasks that need to be completed and a not-to-exceed cost estimate. In 2004, there was \$14,000 dedicated to this use. Including the invoice that has yet to be paid, there

will be \$6684 available in this line item to use for this purpose. It is Delvaux's request to pay part of the proposed amended contract out of the remaining dollars in that budget line item and to budget in 2005 the same amount that was budgeted this year to cover the remainder of the contract and to cover the cost of legal review. Schultz made a motion to approve payment of the invoice for Notheis & Associates for \$715.07 from line item 042-46171-810. Mapes seconded and the motion passed with Berlage voting no. Jackson made a motion to recommend to the County Board approval of the contract amendment with Notheis and Associates for \$9500.00, to be paid from line item 042-46171-810. Schultz seconded and the motion passed with Berlage voting no.

6. CVB

- a) CVB Budget. Nancy Breed reported that they are budgeting an increase of 2% over FY04 projected actual, less the loss of hotel tax from River Cruises' scheduled overnight stays at Chestnut Mountain (contracted with Dubuque for 2005 & 2006). Miscellaneous Reimbursements were received in 2004 from the IHPA for staffing the Old Market House Information Center, but the CVB is no longer involved in that contract there are no revenues budgeted for that line item. There are some decreases in salary expenditures due to positions that have not been filled and no longer having the need to staff two information centers. Postage demands have increased and the 2005 budget reflects an increase. Marketing and advertising in 2005 will remain consistent with the 2004 budget. Expenditures exceed revenues and the department plans to spend \$205,968 in fund balance. The CVB also has a Capital Improvement Fund that is accumulating a reserve and the Advisory Board has expressed a concern that if they had to move out of the City-owned buildings there isn't much in the Capital Improvement Fund. The other CVB fund is the LTCB Matching Grant Fund. The state mandates that the grant funds are kept in a separate fund until the approved projects are completed. The CVB utilizes activities codes to keep their programs tightly controlled. Jackson made a motion to accept the budgets as presented. Bielenda seconded and the motion passed.
- b) Visitor Planning Guide printing recommendation. (Attached.) Betsy Eaton reported that bids were received from a company in Broadview, Illinois and from Quebecor in Dubuque. She recommends using Quebecor even though their bid is a little higher than the other one. She stated that the CVB has used them before and they have an established relationship. The location will be more convenient to make the press check that typically requires two days. Berlage made a motion to accept the Quebecor bid for \$80,148.00 for printing the 2005 Visitor Planning Guide, to be paid from line item 027-45161-706.10 in the FY2005 budget. Jackson seconded and the motion passed.
- c) Promotion Grant recommendation. (Attached.) There are two recommendations under "new product development" and two under

“events”. Mapes made a motion to accept the recommendation for approval of the Jo Daviess County Promotion grants. Jackson seconded and the motion passed with Bielenda abstaining.

- d) Abbreviated report from the CVB Advisory Board. (Attached.) Eaton was directed by the Advisory Board to bring this to the committee. There is consensus on the 4 items listed: that the structure issue is resolved before hiring an executive director; that a quasi-governmental organization similar to the Health Department is their recommendation for structure; that no member of the Advisory Board will serve on the Executive Director Search Committee; and that the concerns are addressed by December 31, 2004. Berlage questioned the date because she thought the committee discussed February 1. Eaton stated that they clarified the date with Mike Murphy, Joel Holland and Cindy Pepple and they felt the consensus was December 31, 2004.
- e) Eaton also reported that she has received a resignation from Marsha Cordle, the Director of Sales, effective October 8. Eaton asked if she should go ahead and hire someone or wait until a new director is in place. Brown recommended and the committee indicated a consensus that the search begin immediately.

7. Citizen's Comments

Nancy Breed stated that she has heard the various boards and committees struggle with the issue of CVB structure and wonders if some small things can't be changed to make it easier for them to operate and to streamline some tourism decisions. She recommends raising the spending limit of the CVB Executive Director to \$10,000 or higher, instead of \$5,000. She also recommends empowering the CVB Advisory Board to act as this committee has been acting to streamline the processes.

8. Board Member Concerns

9. Executive Session

Berlage made a motion to enter into Executive Session. Jackson seconded and the motion passed.

Jackson made a motion to leave Executive Session. Berlage seconded and the motion passed.

Meeting adjourned.