

COMMITTEE REPORT

COMMITTEE: Development & Planning
CHAIRPERSON: Vince Hasken
DATE/TIME: Monday, November 24, 2003. 7:00 p.m.

PRESENT:

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

Others: Janet Anderson, Director of Economic Development & Planning; John Mazor, CVB Executive Director; Linda Delvaux, Zoning Officer

MINUTES

1. Minutes

The minutes of the October 27 meeting were approved on a motion by Dane Jackson, seconded by Joanne Bielenda. The motion passed.

2. Old Business

- a. Greenway Planning.** Rich Mattas, Chairman Driftless Area Partnership and Julie Bruser, Executive Director of Jo Daviess Conservation Foundation readdressed the Planning and Development Committee of the benefits to Greenways for Jo Daviess County. Vince Hasken shared a letter written by the Jo Daviess County Farm Bureau addressing their concerns should such a project take place. No decision was made on this subject; however Rich and Julie were thanked by the committee members for their efforts in keeping this matter before the committee
- b. Enterprise Zone.** Jeff Mikkelsen representing the Freeport Enterprise Zone presented three articles: Resolution to Authorize An Amendment to Intergovernmental Agreement for the Operation of an Enterprise Zone to add 45.97 acres to the City of Freeport-Stephenson County Enterprise Zone; Resolution to Authorize an Amendment to Intergovernmental Agreement for the Operation of an Enterprise Zone to add 165.62 acres to the City of Freeport-Stephenson County Enterprise Zone; An Ordinance Amending The Boundaries of the Joint City of Freeport-County of Stephenson Certified Enterprise Zone the expansion of the said Enterprise Zone by 165.62 acres more or less of contiguous territory. (Attached.)

Vince Hasken recommended all three documents for approval by the County Board. The motion was made by Dick Alexander, 2nd by Dane Jackson and passed.

3. Economic Development-Janet Anderson

NEW INFORMATION

- a. Business New/Expansions/Relocations/Buyouts**

b. Community & County development

A meeting with officials and business owners of Stockton was organized in an effort to revitalize the business community of Stockton. This meeting is the first step in developing a strategic plan of action. As per the first meeting of this evening, five needs by the community have been defined. The second meeting and the agenda is being organized by Janet.

c. Marketing communities and County

- Several types of out of state businesses have been contacted via mail informing of business incentives and invitation to consider Jo Daviess County/communities as a potential business site.
- The Export Business Forum is scheduled for Wednesday, December 3, 2003 from 7:00pm to 9:30pm at the Galena Territory Owner's Association Building.

d. CEDS Committee

As part of Strategy II, presentations are taking place by each telecommunication service provider before the CEDS Committee.

Copies of most current minutes and agendas were supplied to the Planning and Development Committee.

PROGRESS REPORT

a. Business-New/Expansions/Relocations

It was decided that the Intergovernmental agreement, Enterprise Zone and Foreign Trade Zone application as they are do not need any additional modifications.

b. Marketing Communities and County

- A copy of the invitation for the Export Business Forum was attached.
- State of affairs on the Venture Group was addressed.

c. Incentive Programs

d. Other

Updates regarding the SRPP, RLF, Sales Tax, Public Safety Tax and Foreign Trade Zone review were passed among the County Planning and Development members.

4. CVB – John Mazor

- a. Consideration of bids for printing 50,000 copies of the 2004 Calendar of Events.** The committee was presented with two low bids for the printing of 50,000 2004 Calendar of Events. Because of problems in the past, staff recommended selecting a proposal from Union-Hoermann Press. On a motion from Dick Alexander, 2nd by Joanne Bielenda, the committee selected a proposal from Union-Hoermann Press to print 50,000 copies of the 2004 Calendar of Events for \$6,844. Motion Carried. (See attached.)

- b. Consideration of proposal to upgrade server.** In an attempt to update and upgrade the CVB computer network, John Mazor proposed the purchase of a PowerEdge 600SC Small Business Server at a price not to exceed \$2500. On a motion from Dick Alexander, 2nd by Dane Jackson the committee agreed to purchase the new server.
- c. Consideration of Travel and Entertainment policy.** Based on the need to clarify the existing Jo Daviess County Employee Handbook and supplement several of the current provisions, the committee reviewed an enhanced Travel & Entertainment policy. The policy addresses reimbursement for travel expenses including hotel, meal, entertainment and liquor expenses. The policy also reviews and stipulates proper use of credit cards and cash advances. When asked how the proposed policy differs from the current employee handbook, Mazor cited two significant differences. First, the proposed policy allows for meal reimbursements when working with clients in Jo Daviess County. Second, the proposed policy allows for limited purchases of liquor.

Language was also added to clarify Examples of Non-Reimbursable Expenses (page 4). Added to the itemized list was a qualifying statement of “under normal circumstances and situations”. On a motion from Vince Haskens, 2nd from Joanne Bielenda, the committee recommended adopting the Travel and Entertainment policy for the CVB and suggests the county board consider adopting the policy for all departments. Motion Carried. (See attached.)

5. Other Items

- a. Building & Zoning.** A letter dated October 31, 2003 from the city of Galena, requesting an intergovernmental agreement regarding zoning issues was submitted to the committee for its review. Linda Delvaux made comment on the existing process and how State Statutes would set the ground rules for any kind of agreement.

Terry Renner, City of Galena Zoning Board Chairperson & Rich Machala, City of Galena Zoning Board Member, representing the City of Galena were present at the meeting and requested the County look into the possibilities of an intergovernmental agreement regarding zoning.

Dick Alexander made a motion for the Zoning Officer to request the States Attorney to look into the legal aspects of an intergovernmental agreement. Staff will then work with the States Attorney and the City of Galena to review the possibilities of an intergovernmental agreement regarding zoning issues and report back to committee. Motion seconded by Joanne Bielenda. Voice vote resulted in all Ayes.

- b.** Linda Delvaux reviewed the building permit charts with committee. (Attached.)