CITY OF PROSPECT HEIGHTS
Tourism Board Special Meeting Agenda
Wednesday, September 28, 2016 - 9:00 a.m.
8 North Elmhurst Road
Prospect Heights, IL 60070

I. Call to Order

II. Roll Call

III. Old Business

A. Approval of the September 1, 2016 Regular Meeting Minutes

IV. New Business

B. Grant Allocation Approval

a. Country Inn and Suites for $5547.50

C. Progress Report regarding the Beautification Project

D. Update from Moore Landscaping

D. Long Range Planning

IV. Adjournment

CITY OF PROSPECT HEIGHTS
Tourism Board Regular Meeting Minutes
Thursday, September 1, 2016 - 9:00 a.m.
Hilton Chicago Northbrook
2855 Milwaukee Ave
Northbrook, IL 60062

Call to Order – At 9:14 AM, Chairman Allgauer called to order the September 1, 2016 Regular Meeting of the Tourism District Board at 2855 Milwaukee Avenue, Northbrook, IL 60062.

Roll Call – Commissioner Schultheis called roll.
Commissioners in Attendance – Chairman Allgauer
Commissioners Schultheis, Patel, Hager, Mayor Helmer

Old Business
A. Approval of the June 3, 2016 Regular Meeting Minutes – **Commissioner Hager moved to approve the June 3, 2016 Regular Meeting Minutes; seconded by Mayor Helmer. There was unanimous approval.**
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

New Business
B. Grant Allocation Approval
a. Hilton-Chicago Northbrook for $31,027.50 – **Commissioner Schultheis moved to Approve the Hilton grant allocation of $31,027.50; seconded by Commissioner Hager. There was unanimous approval.**

ROLL CALL VOTE: AYES – Schultheis, Hager, Mayor Helmer, Patel, Allgauer
NAYS – None
ABSENT – None

Motion carried 5 - 0

b. Crowne Plaza - $28,667.50 - **Commissioner Schultheis moved to Approve the Crowne Plaza grant allocation of $28,667.50; seconded by Commissioner Patel. There was unanimous approval.**

ROLL CALL VOTE: AYES – Schultheis, Hager, Mayor Helmer, Patel, Allgauer
NAYS – None
ABSENT - None

Motion carried 5 - 0

C. Progress Report regarding the Beautification Project – there was discussion regarding the progress made in the Beautification Plan. There were questions regarding whether or not lighting would be ready for Christmas, the Mayor wanted to make certain that perennials would be planted, and there were questions regarding landscaping and maintenance. The Mayor said that direction must come from the someone regarding the status of the contract with Moore Landscaping (as well as issues with the quality of their work). He said that the City should rethink its contract with Moore landscaping based upon the condition of the scenic corridor.
The Board agreed that the Finance Director and the Public Works Director needed to be at the next meeting, and there needed to be a meeting held before December to determine the status of holiday lighting.

There was a discussion of banners. The banners had not been installed thought they were approved. There was discussion as to whether or not they had been ordered and what style had been selected.

The Mayor noted that there had not been any follow up from the Teska regarding the completion of the project. The Mayor called for a meeting date to be set at the end of September with Teska, Moore Landscaping, Director of Public Works, Building and Development Director, and the Finance Director included.
Mayor Helmer moved to seek out a date for a special meeting in September at City Hall at 9 AM to discuss the status of the Beautification

Project; seconded by Commissioner Schultheis. There was unanimous approval.
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

- Is the sprinkler system in place/irrigation system status
- Have PW take down the old banners and put up the new ones
- Blue/red banners have already been approved
- Meet with landscaper

D. Long Range Planning – There is a one year maintenance contract with Moore. Who will be handling the review of current and future landscaping contracts?

Adjournment – At 9:47 AM, Commissioner Schultheis moved to Adjourn; seconded by Commissioner Hager. There was unanimous approval.
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

CITY OF PROSPECT HEIGHTS - TOURISM GRANT
QUARTERLY FISCAL REPORT FORM

Hotel: Country Inn & Suites 600 N Milwaukee ave, Prospect Heights, IL 60070	Agreement #: CIS-13
Program Title: Tourism Grant	Federal Employer ID#: 26-1744926
Program Period: May 1, 2016 - July30, 2016	Expense Report for the period of: May 2016-July 2016

Hotel Tax Funds

Budget Category	(1) Project Budget	(2) Cumulative Expenses Last Quarter	(3) Expenses Paid This Quarter	(4) Cumulative Expenses to date (2+3)	(5) Unexpended Budget (1-4)
(A) Promotional Meetings				$0.00	$0.00
(B) Tourism	$22,190.00	9242.55 ~~$7,530.30~~	$0.00	$7,530.30	$14,659.70
(C) Conventions	$0.00	$0.00	$0.00	$0.00	$0.00
(D) Other Projects	$0.00	$0.00	$0.00	$0.00	$0.00
(E) TOTAL	$22,190.00	9242.55 ~~$7,530.30~~	$0.00	$7,530.30	$14,659.70

(F) TOTAL FUNDS RECEIVED TO DATE: $0.00

(G) FUNDS REQUESTED NOW: 9,242.55 ~~$7,530.30~~

CONTINUE ON BACK

City of Prospect Heights Use:
Recommended Disbursal: $5542.50 Approved By: Stephanie A Hansen

Date: 9/22/16

CERTIFICATION

I certify that this is a true and accurate report.

Prepared By (*Signature*): Sean Patel Date: 8/25/16.

Approved By (*Signature*): Date:

COUNTRY
INNS & SUITES

INVOICE

Date	Invoice Number
May 10, 2016	30024264

Payment Terms	Due Date
Net 10	May 20, 2016

Bill To:

Country Inn & Suites By Carlson, Prospect Heights, IL (PRIL)
600 North Milwaukee Avenue
PROSPECT HEIGHTS, IL 60070-2376
United States of America
Customer ID: C-00963

Remit Checks To:

Country Inns & Suites by Carlson
SDS 120586
PO Box 86
Minneapolis, MN 55486-0586

Item Type	Item Description	Amount
Partner Program Revenue		4.50
Partner Program Revenue		0.34
Club Carlson Program Revenue		1,181.66
Travel Agent Commissions		371.86
Pay for Performance		6.86
Pay for Performance		23.83
Pay for Performance		13.36
Pay for Performance		6.86
Pay for Performance		3.43
Pay for Performance		6.86
Travel Agent Commissions		321.86
Travel Agent Commissions		597.25
Third Party Reservation Fees		1,053.00
Technology Fees		1,740.00
Technology Fees		70.72
Look To Book Program Revenue		40.24
Marketing Fees		1,911.72
Net Reservations		1,092.41
Revenue Optimization Fees		540.00
Franchise Fees		3,823.44
Club Carlson Program Revenue		54.00
Room Redemption		-78.00
Room Redemption		-46.00
Room Redemption		-2,808.00
Partner Program Revenue		1.50

Net Amount:	10,231.53
Payments or Adjustments	0.00
Tax:	0.00
TOTAL	USD 10,231.53

Please Remit Electronic Payments to

Country Inns & Suites by Carlson
US Bank
800 Nicollet Mall
Minneapolis, MN 55402
ABA Number: 091 0000 22
Account Number: 173103116708
SWIFT Code: USBKUS44IMT

Please Remit Overnight Payments to

Country Inns & Suites by Carlson
SDS 120586
1200 Energy Park Drive
St. Paul, MN 55108

All amounts due in USD
Please include invoice number on remittance
Send remittance advice to: CISremittance@carlsonrezidor.com

4297.74
3232-61
7530.35

COUNTRY
INNS & SUITES

INVOICE

Date	Invoice Number
June 8, 2016	30029577

Payment Terms	Due Date
Net 10	June 18, 2016

Bill To:

Country Inn & Suites By Carlson, Prospect Heights, IL (PRIL)
600 North Milwaukee Avenue
PROSPECT HEIGHTS, IL 60070-2376
United States of America
Customer ID: C-00983

Remit Checks To:

Country Inns & Suites by Carlson
SDS 120586
PO Box 86
Minneapolis, MN 55486-0586

Item Type	Item Description	Amount
Pay for Performance	03/2016 - room nights 6 @ 3.25 (US Dollars) - transaction fee 0.36 FEE CONSORTIA TRAVELSAVERS Detail report published on Pegasus, monthly report May 2016 PRIL-COUNTRY INN & SUITES BY CARLSO	19.86
Club Carlson Program Revenue	Hotel Stay Points Awarded	2,174.02
CIS Read It & Return Book Fulfillment	MKTG - 04.29.2016 CRIAR QTY: 1 ORDERED BY: REQ #: 03-749744	35.00
SATO Travel Hotel Program	2016 CWTSato Travel Hotel Program Participation Fee	700.00
Technology Fees	05/2016 - Technology and Interface Support Fee Rooms 100 at - $17.40 (US Dollars) [rooms: 100 max, 1 min]	1,740.00
Technology Fees	05/2016 - Technology and Interface Support Fee Rooms 8 at - $8.84 (US Dollars) [rooms: 10000 max, 101 min]	70.72
Look To Book Program Revenue	05/2016 - Base Fee $1,211.70 @ 3.000%	36.35
Marketing Fees	05/2016 - [redacted]	2,459.31
Travel Agent Commissions	05/2016 - CentTA Comm Amt Paid UNITED STATES $995.85 PRIL COUNTRY INN & SUITES BY CARLSO Detail report published on Pegasus, weekly report dated 20160514	904.65
Travel Agent Commissions	05/2016 - CentTA Comm Amt Paid UNITED STATES $409.43 PRIL COUNTRY INN & SUITES BY CARLSO Detail report published on Pegasus, weekly report dated 20160528	413.33
Pay for Performance	02/2016 - room nights 5 @ 3.25 (US Dollars) - transaction fee 0.36 FEE CONSORTIA BCD Detail report published on Pegasus, monthly report May 2016 PRIL-COUNTRY INN & SUITES BY CARLSO	16.51
Pay for Performance	02/2016 - room nights 2 @ 3.25 (US Dollars) - transaction fee 0.36 FEE CONSORTIA CLQ Detail report published on Pegasus, monthly report May 2016 PRIL-COUNTRY INN & SUITES BY CARLSO	8.38
Pay for Performance	02/2016 - room nights 9 @ 3.25 (US Dollars) - transaction fee 0.72 FEE CONSORTIA CWT Detail report published on Pegasus, monthly report May 2016	29.97

Net Amount:	14,124.89
Payments or Adjustments	0.00
Tax:	0.00
TOTAL	USD 14,124.89

Please Remit Electronic Payments to:

Country Inns & Suites by Carlson
US Bank
800 Nicollet Mall
Minneapolis, MN 55402
ABA Number: 091 0000 22
Account Number: 173103116706
SWIFT Code: USBKUS44IMT

Please Remit Overnight Payments to:

Country Inns & Suites by Carlson
SDS 120586
1200 Energy Park Drive
St. Paul, MN 55108

3232.61

All amounts due in USD
Please include invoice number on remittance
Send remittance advice to: CISremittance@carlsonrezidor.com