



**Tourism Board Special Meeting Minutes
Wednesday, September 28, 2016 - 9:00 a.m.
8 North Elmhurst Road
Prospect Heights, IL 60070**

I. Call to Order – At 9:12 AM, Chairman Allgauer called to order the September 28, 2016 Special meeting of the Tourism District Board at 8 North Elmhurst Road, Prospect Heights, IL 60070.

II. Roll Call – Chairman Allgauer called roll.
Commissioners Present – Chairman Allgauer; Commissioners – Schultheis, Mayor Helmer, Patel, Hager.
Other officials present – Building and Development Director Peterson, Assistant to the City Administrator Falcone, Public Works Director O'Neill, and Finance Director Hannon.

III. Old Business

A. Approval of the September 1, 2016 Regular Meeting Minutes –
Commissioner Hager moved to Approve the September 1, 2016 Regular Meeting Minutes; seconded by Commissioner Schultheis. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 – 0.

IV. New Business

B. Grant Allocation Approval

a. Country Inn and Suites for \$5547.50 -

Commissioner Hager moved to Approve the Country Inn grant allocation of \$5547.50; seconded by Commissioner Schultheis. There was unanimous approval.

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

Motion carried 5 - 0

C. Progress Report regarding the Beautification Project -

Public Works Director O'Neill said that the Public Works had just installed the flood lights on each tree. There were 50, and they are now functional.

He noted that Public Works took over the irrigation.

He noted information regarding Landscape Concepts proposal to weed, trim trees and cut grass for \$2800 per year. They are also offering a three contract. He was also going to ask for a cost estimate for trimming the trees. There was discussion regarding adding annuals.

Chairman Allgauer said that Moore Landscaping had not done a sufficient job. She said that the contract that was signed with Moore was supposed to include annuals.

Finance Director Hannon suggested that someone review the contract to make certain that it had been fulfilled, notably missing plantings.

The Mayor said that Teska had not taken responsibility or done the necessary follow up for the project.

There was discussion regarding asking for compensation for what was not fulfilled in the contract. Finance Director Hannon had a copy of the actual RFP and noted that it was nothing like the final result.

ACTION - Finance Director Hannon will review the Moore contract and then let Public Works Director O'Neill inspect the work that they did to make certain that it met the standards of the contract. Public Works

Director O'Neill will also discuss the contract with City Engineer Berecz. They will contact Chairman Allgauer with the results.

Banners – the Mayor asked about the banners that the City had in stock. It was noted by the Public Works Director that the banners that are in stock are ripped from usage and do not look presentable. He added that the ones that needed to be purchased had to have slits in them so that they did not get destroyed in bad weather. He also said that the City needed to use hardware that would be able to withstand 60-70 MPH winds. He said that the poles needed to be epoxied.

Color – the Mayor would like to brand the City colors and logo. There was discussion regarding the color patterns.

D. Update from Moore Landscaping – REMOVED FROM THE AGENDA

E. Long Range Planning – It was noted that the contract with Moore Landscaping expires now. The plan is to move forward with Landscape Concepts.

There was discussion regarding the new Ramada and its impact on landscaping.

IV. Adjournment – At 10:01 AM, Commissioner Schultheis moved to adjourn; seconded by Mayor Helmer. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 – 0.