



**CITY OF PROSPECT HEIGHTS
Tourism Board Regular Meeting Minutes
Friday, December 2, 2016 - 9:00 a.m.
8 North Elmhurst Road
Prospect Heights, IL 60070**

I. Call to Order – At 9:10 AM, Chairman Allgauer called to order the Tourism Board Regular meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

II. Roll Call – Chairman Allgauer called roll.
Commissioners Present – Chairman Allgauer, Commissioners – Schultheis, Mayor Helmer, Hager.
Absent – Commissioner Patel (by previous notification)
Other officials in attendance – Police Chief Steffen, Officer Willis, Tourism District Officer Smith, Public Works Director O’Neill, Finance Director Hannon, City Administrator Wade, and Assistant to the City Administrator Falcone.

III. Old Business

A. Approval of the September 28, 2016 Special Meeting Minutes –
Commissioner Hager moved to approve the September 28, 2016 Special Minutes as presented; seconded by Commissioner Schultheis.

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0, Commissioner Patel absent.

IV. New Business

B. Grant Allocation Approval

a. Country Inn and Suites for \$5547.50

b. Hilton Northbrook/Chicago for \$32,027.50

c. Crowne Plaza for \$28,667.50

Commissioner Schultheis moved for omnibus approval of Item B; County Inn and Suites for \$5547.50; Hilton Northbrook/Chicago \$32,027.50 and Crowne Plaza for \$28,667.50; seconded by Commissioner Hager.

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

Motion carried 4 – 0, one absent

C. Progress Report regarding the Beautification Project –

Landscaping – Public Works Director O'Neill said that there was an RFP for landscaping services for maintenance on River Road and Milwaukee

Lights – It was noted by Public Works Director O'Neill that the City owns the lights and stores them.

The Mayor noted that there were no lights south of the Hilton. Chairman Allgauer replied that it was Forest Preserve property, so no lights could be added to that property.

Commissioner Hager discussed cleaning up Winkleman because part of the street has gravel. Chairman Allgauer said that some of the land on Winkleman had been sold, and that the township takes care of part of it. **–No action was taken**

D. Introduction of New Tourism District Police Officer - Matt Willis – the present Tourism Police Officer Mike Smith was noted as having received Officer of the Year honors from the City of Prospect Heights Police Department. He has finished his tour of duty with the Tourism District and will be reassigned. Officer Willis will be assigned to the Tourism District. Police Chief Steffen introduced Officer Willis to the Board. he will begin his tour on January 2, 2017.

Police Chief Steffen will have a Press Release introducing the new Tourism District officer. It will also be in the Enews.

E. Approval of the 2017 Meeting Schedule – **Commissioner Hager moved to approve the 2017 Meeting Schedule; seconded by Chairman Allgauer.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0, Commissioner Patel absent.

F. Long Range Planning – Assistant to the City Administrator Falcone discussed the new banner program. He handed out diagrams of the colors,

design including the Statue of Liberty honoring the local heroes. The banners would be flown from Memorial Day to Labor Day. There would be 15 banners, and there are 30 poles total. Families would be allowed to buy banners that were not displayed. This is a program that could be instituted every year if it is popular. – **No action was taken.**

IV. Adjournment – At 9:45 AM, Chairman Allgauer moved to Adjourn; seconded by Commissioner Hager.

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0, Commissioner Patel absent.