



**CITY OF PROSPECT HEIGHTS
Tourism Board Special Meeting Agenda
Friday, September 8, 2017 -9:00a.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

I. Call to Order – At 9:11 AM, Chairman Allgauer opened the Tourism District Board Special Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

II. Roll Call – Chairman Allgauer called roll. A quorum was present.
COMMISSIONERS PRESENT – Chairman Allgauer, Commissioners Hager, Schultheis
ABSENT – Mayor Helmer, Commissioner Patel
ALSO PRESENT - Building and Development Director Peterson, Officer Willis, Ramada Inn Representative Gaba, and Acting Finance Director Gaskill.

III. New Business

A. Approval of the June 16, 2017 Special Meeting Minutes – **Commissioner Schultheis moved to Approve the June 16, 2017 Special Meeting Minutes as presented; seconded by Commissioner Hager.**

VOICE VOTE: All ayes, no nays

Motion carried 3 – 0; Commissioner Patel and Mayor Helmer absent

B. Grant Allocation Approval

1. Hilton – Chicago/Northbrook - \$70,674.11 – **Commissioner**

Hager moved to Approve the Hilton Chicago/Northbrook grant allocation of \$70,674.11; seconded by Commissioner Schultheis.

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

Motion carried 3 - 0, two absent

2. Crowne Plaza Northbrook - \$41,693.86 - Commissioner Schultheis moved to Approve the Crowne Plaza Northbrook grant allocation of \$41,693.86; seconded by Chairman Allgauer.

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

Motion carried 3 - 0, two absent

3. Ramada Inn - \$9,285.41 - Chairman Allgauer moved to Approve the Ramada Inn grant allocation of \$9,285.41; seconded by Commissioner Schultheis.

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

Motion carried 3 - 0, two absent

There had been a question from the Commissioners regarding their assumption that the allocation was a capped, quarterly amount. Building and Development Director Peterson said that the previous Finance Director had noted that the quarterly amounts were due to cashflow issues and not by statute. The hotel could be able to ask for any part of its allotment grant as long as it did not exceed the yearly amount allocated. It was noted by Chairman Allgauer that every May, the Finance Director was responsible for letting the hotels know the allotment for that fiscal year. Acting Finance Director Gaskill discussed how the allotment amount was determined, as said that it was based upon estimated tax revenue, which explained why each hotel has a different allotment.

Acting Finance Director Gaskill said that the hotels could take any part of their allotment even the full amount at the meeting.

Ramada Inn Representative Gaba wanted to know why the Hilton and Crowne Plaza did not take their full allotment. Chairman Allgauer said that until this meeting the hotels believed that they could only take quarterly amounts.

C. Fall Plantings – Building and Development Director Peterson said that Public Works is talking with Landscape Concepts regarding the Fall plantings. There is not a schedule yet. The total cost of the plantings must be under \$20,000.

It was noted that Public Works did not cut the right of way, but Public Works Director Roscoe had called the State to have them cut the right of way, and they did, as that is their property.

It was noted that the lights on the right side of the bridge are out. Building and Development Director Peterson said that he would inform Public Works Director Roscoe.

It was noted by Chairman Allgauer that the median strips look lush but the embankments still appear to need beautification. She said that it would be something that the Tourism Board should look at next year.

For the Holidays, Chairman Allgauer said that the lights should be white lights and not green and red. She said that they should go up around Thanksgiving. This would be told to Public Works Director Roscoe.

It was emphasized that there should be no green and red lights.

Chairman Allgauer said that under the bridge a tree had broken off and a huge tree trunk was unattractively situated there. Building and Development Director Peterson said that he would report that to Public Works Director Roscoe.

Kamran Gaba of the Ramada Inn noted that the Village Inn Pizza had closed in the hotel. In its place would be Tap House. The restaurant is currently being reconfigured for the new establishment.

D. Police Update Report – Officer Matt Willis said that there was nothing to report, and that the situation in the tourism zone had been without incident.

E. Removal of Hero Banners – It was noted that the Banners will stay up until Columbus Day, and then Prospect Heights will present the banners to the recipients or family members at the City Council Meeting.

IV. OLD BUSINESS

A. Fall/Winter Project Updates – No other updates to discuss

Building and Development Director Peterson said that Levee 37 will have a lane closure under the Palatine Bridge. It is the last phase of the Levee project. It will be closed 4 – 7 weeks. It is scheduled for completion the end of October. The Army Corps of Engineers will then file with FEMA for a map revision.

IV. ADJOURNMENT – Next Regular Meeting scheduled for Friday, December 1, 2017 at City Hall, 8 North Elmhurst Road, Prospect Heights, IL. – At 9:37 AM, Chairman Allagauer moved to Adjourn; seconded by Commissioner Hager.

VOICE VOTE: All ayes, no nays

Motion carried 3 – 0; Commissioner Patel and Mayor Helmer absent