



**CITY OF PROSPECT HEIGHTS
Tourism Board Regular Meeting Minutes
Friday, December 7, 2018 -9:00 a.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070**

Call to Order – At 9:07 AM, Chairman Allgauer called to order the Regular Quarterly Meeting of the Tourism District Board at 8 N Elmhurst Road, Prospect Heights, IL 60070.

Roll Call – Deputy Clerk Schultheis called roll. A quorum was present.
COMMISSIONERS PRESENT – Mayor Helmer, Chairman Allgauer, Commissioners – Schultheis, Patel, and Hager.
OTHER OFFICIALS PRESENT – Police Officer Thibeault, Director of Building and Development Peterson, Assistant Finance Director Graefen, and Public Works Superintendent Roscoe.

Old Business

A. Approval of the September 7, 2018 Amended Meeting Minutes
Commissioner Hager moved to approve the September 7, 2018 Minutes as presented; seconded by Commissioner Schultheis. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 3 - 0

New Business

B. Grant Allocation Approval

1) Hilton Hotel – \$31,591.50 – Commissioner Schultheis moved to approve the Hilton Hotel Grant of \$31,591.50; seconded by Commissioner Hager. There was unanimous approval.

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

2) Crowne Plaza - \$25,249.25 – Commissioner Schultheis moved to approve the Crowne Plaza grant of \$25,249.25; seconded by Chairman Allgauer. . There was unanimous approval.

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

3) Country Inn and Suites – \$5,924.00 – Commissioner Hager moved to approve the Country Inn and Suites grant of \$5,924.00; seconded by Commissioner Helmer. . There was unanimous approval.

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

4) Ramada Inn – TBD – There was no vote. Ramada will submit paperwork for the March, 2019 Meeting.

It was noted by Commissioner Hager that the grant money needed to be posted by December 31, 2018. Commissioner Helmer said that it would be in the warrant for the upcoming Workshop Meeting.

B. Beautification Update – Superintendent of Public Works Roscoe said that there were clean ups in the area, with debris pick up. Public Works has finished the clean up by Apple Drive. It was noted that in two weeks, there will be another drive through in the construction area including verification of the construction work quality. There has been a pick-up of all barricades.

Chairman Allgauer noted that all of the roadside reflectors needed to be replaced. Superintendent Roscoe said that no delineators were needed because there are no more soft shoulder, but Public Works would check it to see if they were needed.

Chairman Allgauer replied that because of the snow, the curbs were not visible.

There was discussion regarding Landscape Concepts lighting for the holidays. It was noted that almost every tree was lit up by Thanksgiving. There were two trees unlit due to electrical issues. Superintendent Roscoe said that half of the lights needed to be replaced, declaring that each year the lights suffer a 40-50% breakage rate.

Superintendent Roscoe said that the Spring Plan will begin in a few weeks.

Commissioner Hager said that the lights on the trees looked good, but that there were no lights from Apple Drive to the hotels. The hotels are hoping to extend the lights down the hotel corridor. Superintendent Roscoe said that the City would look into extending the lighted tree area.

Chairman Allgauer said that she wanted to know how much money was available to be spent on lights and plantings. She said if there was an excess in the Budget; can it be used to assist in other areas?

*Finance Director Graefen said that she would put the Financial Report in the March, 2019 Agenda Packet. She noted that the Fund Balance goes into the Capital reserve (which is what was used for road maintenance).

Chairman Allgauer asked about height restrictions on wires at the hotel entrance. Superintendent Roscoe said that that was a question for the City Engineer. He noted that utilities needed to be a certain height but if they created a hardship, there could be changes made. Commissioner Hager said that ATT would not fix the issue as they claimed that the hotel had moved the earth.

Building and Development Director Peterson said that there is not much room on the poles to move wires. Commissioner Hager suggested warning signs regarding the low hanging wires.

Building and Development Director Peterson noted that if ATT had to rewire; it would be a shared cost of ATT, COMED and the hotels.

Chairman Allgauer said that she would like the upcoming spring planting to be a repeat of this year's.

- C. Tourism District Police Update – Tourism Officer Thibeault said that there will be a new Police Chief and Deputy Chief. He noted that he stops by all the hotels at least once per week.

Commissioner Patel said that Country Inn and Suites is closed for remodeling for at least 6 months. There is going to be a new owner, and Commissioner Patel was hoping that the police would be able to monitor the area because of all the cars that are parked there. He noted that these are not abandoned cars, but might be part of the construction working team.

Building and Development Director Peterson said that he was meeting with the group that wanted to purchase the hotel.

Officer Thibeault said that he needed a point of contact. He wanted to know who would be in charge of alarms and night workers. He said that there might be calls of suspicious activity if there were cars at night.

Commissioner Patel said that there were no finalized documents, but the building is closed and there's an accepted offer.

*There will need to be a new commissioner instated.

*It was noted by Finance Director Graefen that Country Inn and Suites was eligible to submit paperwork for money spent November, December and January for the March Quarterly meeting grant. That grant will go to Country Inn and Suites.

E. 2019 Calendar Approval - Commissioner Hager moved to approve the 2019 Calendar; seconded by Commissioner Helmer. There was unanimous approval.

VOICE VOTE:

All ayes, no nays

Motion carried 3 - 0

ADJOURNMENT – Next Regular Meeting scheduled for Friday, March 1, 2019 at City Hall, 8 North Elmhurst Road, Prospect Heights, IL. -

At 9:46 AM; Chairman Allgauer moved to Adjourn; seconded by Commissioner Helmer. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 3 - 0