



REVISED

**CITY OF PROSPECT HEIGHTS
Tourism District Board Special Meeting Minutes
Friday, March 11, 2022 – 9:30 AM**

Call to Order - At 9:37 AM, Chairman Allgaur Cir called to order the Special Tourism District Board Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

Roll Call - Commissioner Schultheis called roll. A quorum was present.

COMMISSIONERS PRESENT – Chairman Allgauer Cir Commissioners – Schultheis, Anderson

ABSENT – Commissioner Gaba

OTHER OFFICIALS PRESENT – Finance Director Graefen, Director of Building and Development Peterson, Public Works Director Roscoe, Tourism District Officer Garza.

Minutes – Approval of the June 5, 2020 Regular Tourism District Board Minutes – **Chairman Allgauer Cir moved to Approve the June 5, 2020 Regular Tourism District Board Minutes; seconded by Commissioner Anderson.**

ROLL CALL VOTE:	Ayes –	Schultheis, Allgauer Cir, Anderson
	Nays -	None
	Absent -	Gaba

Motion carried 3 – 0, one absent

New Business

A. FY23 Grant Disbursements – Finance Director Graefen – gave an overview of the disbursements that are expected for FY 2023. It was noted that this year's projected Hotel Tax Revenue is \$347,000. Chairman Allgauer Cir noted that the CVB membership charges will only be \$38,192 not \$60,000 as projected in the FY 22/23 Budget numbers. Finance Director Graefen said that it would improve the disbursement schedule. Based on the numbers that were projected the revenue for disbursement would be about \$93,000 for the hotels from the \$219,000 net after expenses. – **No action was taken**

B. Beautification Updates – Director Roscoe said that there have been vendor increases in costs, and that since cuts in expenditures since COVID, beautification updates have been stagnant. There has been continued mowing and maintenance of the Tourism District.

He gave an estimate of costs:

Summer color -	\$8880 in mowing and maintenance
	\$1750 in irrigation

\$2650 in mulch

Fixed Costs - \$6400 in water
 \$1500 in power
 \$600 in repairs to irrigation

Summer color would cost approximately \$12,100 in plantings from Landscape Concepts that Third Party vendor that handles landscaping

It was noted that if the Board devoted the full amount to summer plantings, there will not be any resources for the Fall planting or Winter/Seasonal lighting; as there is only \$12000 available to spend on beautification.

Chairman Allgauer Cir said that she wanted to see if there was a way to use thirty percent of resources for Summer, Fall and Winter. Director Roscoe said that he would reach out to LCI and ask if there was a way to spread the money over three separate timeframes.

Chairman Allgauer Cir asked Director Roscoe if the preference was for more work on the embankments or the pots in the Tourism District? He replied that he would ask LCI which would be the better approach, and what the options would be.

Chairman Allgauer Cir moved to Direct Public Works Director Roscoe to review options to budget \$12000 for three scaled down landscaping events in Summer, Fall, and Winter; seconded by Commissioner Anderson.

ROLL CALL VOTE: Ayes – Schultheis, Allgauer Cir, Anderson
 Nays - None
 Absent - Gaba

Motion carried 3 – 0, one absent

Director Roscoe discussed tourism district banners. He noted that the cost was between \$75 - \$150 based on the customization work to be done and the material chosen. He said that the District area would require 30 banners, for a total cost of about \$4500.

Director Peterson offered that there are new and rebranded restaurants and retail shops in the Tourism District that might be willing to share the costs of the banners.

Finance Director Graefen said that the Board could approach the City Council and request support for the banners, and in return, reduce its grant disbursements to fund the banners. However, it was noted there would need to be agreement from the other hotels.

Director Peterson noted that Pabcor and Hawthorne might be interested in splitting the costs. Director Roscoe said that he would look into the details regarding the banners.

C. Police Department Updates – Police Officer Garza said that her Tourism district territory was everything east of Burning Bush Road.

She noted that she has spoken to each of the hotels separately. She said that there is a problem in Palwaukee Plaza regarding graffiti. She added, that it was cleaned up quickly. – **No action was taken**

D. Changes to website description of Tourism District Board – Chairman Allgauer Cir said that she had noticed the Enews description of the Tourism District Board was lacking information regarding all of the functions and goals of the Board. She said that there was no mention of the work and money the Board devotes to beautification and security in the zone. She asked that the Staff and

Board work to update the website description of the Board's mission statement.

Chairman Allgauer Cir said that the State of Illinois had allotted grant money of \$2,000,000 to be divided amongst the five CVB's to promote tourism. The North Shore CVB would be receiving approximately \$400,000, and would be meeting in April to review the needs to promote tourism.

Chairman Allgauer Cir said that there is a Hotel Recovery Act being discussed in Springfield that would grant each hotel \$1500 per room, of which, 80% would need to be spent on payroll. Chairman Allgauer Cir asked that the Mayor sign a letter to be sent to Springfield advocating the bill.

Director Peterson said that the space where the old Ruffolo's was is now going to be a Dollar Tree - they are a large employer and it is expected that they will generate a great deal of revenue for the City.

He said that some of the issues holding back even more retail expansion was that the levee was not yet 100% certified. There is a push to get IDNR to finalize the certification.

He said that Plitek and Samsung had occupied the industrial building owned by Conor and the building was now 100% full - 150,000 sqft. Plitek has 100 employees and Samsung has 40.

He added that there were new restaurants coming into the area, and including a sit-down restaurant in Palwaukee Plaza. - **No action was taken**

E. Discussion of City Representative commissioner replacement - City Staff update - Commissioner Schultheis said that Acting Mayor Dolick would not be the commissioner replacement for Commissioner Helmer. The Staff and City Council will assign another staff member as the new Commissioner. - **No action was taken.**

Public Comments - None

ADJOURNMENT - Next Regular Meeting scheduled for Friday, June 3, 2022 at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

At 10:30 AM, Chairman Allgauer Cir moved to Adjourn; seconded by Commissioner Schultheis.

VOICE VOTE: All ayes, no nays.

Motion carried 3 - 0; Commissioner Gaba absent.

Approved by the Tourism District Board on this the 14th day of June, 2022.

Approved by the Prospect Heights Tourism District Board on June 14, 2022
Chairman Allgauer Cir