



**CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, March 3, 2023 – 9:00 AM**

Call to Order – At 9:01 AM, Chairman Allgauer-Cir called to order the Regular Meeting of the Tourism District Board Meeting at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

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

COMMISSIONERS PRESENT – Allgauer-Cir, Schultheis, Dolick, Anderson (entered the meeting electronically at 9:20 AM)

ABSENT – Gaba

OTHER OFFICIALS PRESENT – Director of Building and Development Peterson, Public Works Director Roscoe, Co Finance Director Giacalone.

Approval of Minutes

A.Minutes of the Tourism District Board Special Meeting of December 9, 2022 – **Commissioner Dolick moved to approve Minutes of the Tourism District Board Special Meeting of December 9, 2022 as presented; seconded by Chairman Allgauer-Cir.**

ROLL CALL VOTE:	AYES -	Allgauer-Cir, Dolick, Schultheis
	NAYS -	None
	ABSENT -	Gaba, Anderson

Motion carried 3 – 0, 2 absent.

New Business

A. Quarterly Grant Disbursements – Finance Director Giacalone

a) Approval of and not to exceed quarterly disbursements Hilton – quarterly \$13,338; Crowne Plaza quarterly \$413; Holiday Inn Express quarterly \$2,625; Ramada Inn quarterly \$3,600; Motel 6 quarterly \$5,588; contingent upon proper paperwork submitted

Chairman Allgauer-Cir moved to approve the Approval of and not to exceed quarterly disbursements Hilton – quarterly \$13,338; Crowne Plaza quarterly \$413; Holiday Inn Express quarterly \$2,625; Ramada Inn quarterly \$3,600; Motel 6 quarterly \$5,588; contingent upon proper paperwork submitted; seconded by Commissioner Schultheis.
Discussion followed.

Director Giacalone said that as of today, only the Hilton has sent in paperwork to be given the grant money. He added that while Crowne Plaza had inquired about the procedure to receive grant money, they had not sent in any paperwork.

He noted that this disbursement was the Fourth Qtr. Disbursement and next meeting would be with the new, fiscal year's amounts.

If the other hotels do not request their grants before the end of the fiscal year, it will go back into the Tourism Fund.

ROLL CALL VOTE:	AYES -	Dolick, Schultheis, Allgauer-Cir
	NAYS -	None
	ABSENT -	Gaba, Anderson

Motion carried 3 – 0, 2 absent.

b) Discussion of 23/24 Budget – Co Finance Director Giacalone said that the tax revenue is expected to get much better. Fiscal Year 24 is budgeted for \$671,000 in revenue. That is double FY 23.

A breakdown of the allocations is:

Hilton -	\$104,000
Crowne Plaza -	\$47,000
Holiday Inn Express -	\$21,000
Ramada Inn -	\$29,700
Motel 6 -	\$34,400
Sherwood Inn -	\$350

The projected FY 24 Budget for Tourism District is \$82,700 (last FY it was \$36,210)

B. Beautification Updates – Director Roscoe

a) Spring Plantings - Director Roscoe said that last year, \$26,000 was spent on maintenance, beautification and new winter banners.

He had approached Landscape Concepts for Spring beautification.

Option A - \$21000

Option B - \$10000

Embankments - \$6500

He suggested that the Board accept Option A + the Embankments for a total cost of \$28,000.

It was suggested that money be put aside for Fall Planting and winter lighting; both of which can be revisited at the June meeting. Director Roscoe is forecasting about \$28,000 for the Fall budget.

Chairman Allgauer-Cir moved to pay Landscape Concepts for Option A with embankments; put aside \$10,000 for Fall plantings, and \$10,000 for winter lighting; seconded by Commissioner Dolick.

ROLL CALL VOTE:	AYES -	Schultheis, Allgauer-Cir, Dolick
	NAYS -	None
	ABSENT -	Gaba, Anderson

Motion carried 3 – 0, 2 absent.

At 9:20 AM, Commissioner Anderson entered the Meeting electronically.

b) Banners – Director Roscoe said that the current blue/red banners are worn and must be replaced. The life expectancy of a sunbrella-fabric banner is seven years. The vinyl banners wear down quicker and tend to tear. Chairman Allgauer-Cir and Commissioner Anderson had previously chosen a banner pattern of pastel-colored shapes on a white background. Director Roscoe said that there are 14 locations, but an extra banner would be needed in case of replacement. The suggestion was that there should be a Spring set and replacement of the old banners.

Chairman Allgauer-Cir asked if there any monies left from this fiscal year that could be put toward the banner purchase. Finance Director Giacalone said that there is no more money left to spend for this fiscal year – the \$36,200 that is remaining is earmarked for beautification for this year.

Chairman Allgauer-Cir said that having local businesses help defer costs for banner advertising would be problematic. Director Roscoe said the City would not solicit; it would be up to the Chairman to solicit other businesses, as she is the most active business participant on the Board. Chairman Allgauer-Cir said that she would revisit this next year.

Director Peterson suggested that the hotels in the Tourism area sponsor a banner each as part of their grant program. He said that this is a direct promotional cost and a justifiable one.

Director Roscoe said that \$6000 would be needed for one set of Spring banners and one replacement set of blue banners. Chairman Allgauer-Cir said that Commissioner Anderson and she had already agreed on the Spring banner pastel shades on a white backdrop.

There will be 15 blue replacement banners and 15 sets (or 30 pieces) for the Spring banners. Banners are dual-sided.

Director Roscoe said that the Board would go with sunbrella as opposed to vinyl. Vinyl had brighter colors but sunbrella lasts longer.

Commissioner Dolick moved to approve \$6000.00 for 15 dual-sided, blue replacement banners and 15 dual-sided (30 pieces) Spring banners for the FY 2023/24 budget; seconded by Commissioner.

ROLL CALL VOTE:	AYES -	Dolick, Schultheis, Allgauer-Cir, Anderson
	NAYS -	None
	ABSENT -	Gaba

Motion carried 4 – 0, 1 absent.

C. Building and Development Update – Director of Building and Development Peterson – said that the City Staff and Police Department has stayed proactive with Wimbledon Lakes and Country Pines HOA's over the recent issues. There is a significant property and maintenance code update for serious exterior property issues. That is technically along the Tourism District boundary.

Chairman Allgauer-Cir asked about the Dermody Property. Director Peterson replied that they are well into demolition. He added that Dermody has paid in full all of its invoicing from the City. He said that they are in the first phase of installing underground utilities.

D. Police Report - None

Old Business - none

Public Comments - Director Roscoe noted that June 24th is Run/Rock the Runway event at the Chicago Executive Airport.

Chairman Allgauer-Cir said she has been more involved in the Greater Wheeling Chamber. She asked about the status of the Chamber with the City of Prospect Heights vis-à-vis the Chamber. Commissioner Schultheis noted that City Clerk Prisiajniouk is the City's representative on the Chamber.

Chairman Allgauer-Cir stated that the Chamber, with its new Board is going a lot more and has changed its goals and a great structure. Director Peterson said that the City is meeting with the new director of the Chamber.

Finance Director Giacalone said that there currently is no mention of reallocating grant funds not requested in the fiscal year by hotels for which it was allocated. If the Board wanted a change, they would have to vote to change the Ordinance and then the City Council would need to vote to change the Ordinance. Chairman Allgauer-Cir noted that historically there are hotels that have not filed paperwork to receive their allotted grant money. Director Roscoe said if the Board were able to use those unclaimed funds, they could be put towards projects like the lighting on Winkelman.

Chairman Allgauer-Cir noted that dues are going back up for the CVB to normal rates. But, Chairman Allgauer-Cir said that the CVB has brought in four large pieces of business to the hotel. She said that they are

Adjournment -At 9:48 AM, Chairman Allgauer-Cir motioned to Adjourn; seconded by Commissioner Schultheis.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Commissioner Gaba absent.

Approved by the Prospect Heights Tourism District Board on this the 2nd day of June, 2023.


Chairman Allgauer-Cir