



**CITY OF PROSPECT HEIGHTS
REVISED
Tourism District Board Special Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, February 2, 2024
9:00 AM**

Call to Order - At 8:58 AM, Chairman Allgauer Cir called to order the Special Meeting of the Tourism District Board at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

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

COMMISSIONERS PRESENT – Chairman Allgauer Cir Commissioners – Schultheis, Anderson, Dolick
ABSENT – Gaba

OTHER OFFICIALS PRESENT – Frank Chen (GM – Hilton), Maggie Korzen (GM – Holiday Inn Express), Public Works Director Roscoe, Assistant Finance Director Tannehill

New Business

A. Discussion Regarding Proposed Capital Improvements for the Tourism District –Projects and Funding Sources – Chairman Allgauer Cir gave an overview of the reason for the meeting – to discuss unclaimed finds in the Tourism District account and have them transferred into capital projects.

Public Works Director Roscoe identified projects and cost estimates, looking into projects that the Tourism District Board had expressed an interest in pursuing.

It was noted by Assistant Finance Director Tannehill that there is currently \$571,000 in the Fund balance

Commissioner Dolick said that among the topics to consider would be – keeping a reserve and would this be one-time access or ongoing?

Chairman Allgauer Cir said that whatever action is taken will require amending the bylaws. This would require an attorney’s review and approval by the City Council.

Commissioner Dolick suggested that if the Board agreed to change the bylaws, there might need to be a certain timeframe to allow the other hotels to claim money.

AGENDA ITEM –review timeframe for collecting grant money.

Public Works Director Roscoe named Project Ideas (ideas that had previously been discussed by the Tourism Board)

1. Apple/Winkelman Street Lighting - addition of 2 street lights on Apple Drive near Milwaukee and five street lights on Winkelman – he noted that Apple Drive already has a power source.
2. City Entry Monument Signs - near Ramada Hotel and Preiser Animal hospital. Director Roscoe stated that placement spots of the sign near the Ramada might be an issue because part of the space was not in Prospect Heights jurisdiction. Chairman Allgauer Cir asked if the signs could be lighted. Director Roscoe replied that solar panel lighting would be an option
There was discussion whether the signage would be monument or column. Director Roscoe said that the column sign was better for high speed traffic and snow removal, but was not as visible.
It was noted that IDOT approval might be needed.
3. Banners – Director Roscoe said that the blue/green banners had deteriorated. It was noted that the Board would like to see two more sets of banners – one seasonal and one to replace the blue/green ones. Director Roscoe said that the banner sets cost about \$4000 each. Commissioner Anderson noted that the banners give the entire area a more neighborhood atmosphere. Public Works Director Roscoe said that the winter banners are up now, and that the Spring bubble banners would be next, followed by the patriotic banners after Memorial Day, and then the blue/green banners until Thanksgiving.
4. Camera additions – Public Works Director Roscoe said that camera additions could be added, as well as FLOCK systems (which read license plates).
AGENDA ITEM – Deputy Police Chief Derman will be attending the March 1 meeting to discuss security cameras.
It was noted that maintenance on regular City cameras would be cheaper than on the FLOCK cameras. FLOCK cameras are maintained by the provider.
It was noted that there is not a substantial difference in electricity usage for the cameras.
5. IDOT Bridge enhancements – Director Roscoe said that the engineer would need to review any ideas. Lighting signs on the bridge might be cost prohibitive.
Director Roscoe said that there might be some interest from the airport to north to the bridge to work on enhancements for the center median. There would have to be contact made between the Airport and the Board to see if the Airport would participate in funding enhancements.
6. IDOT install traffic signs on Winkelman and Milwaukee - Chairman Allgauer Cir said that Allstate had originally talked about a signal at the corner, but now the property had a new owner. Director Roscoe said that IDOT might agree to a short light, but even if it were approved it would require time and funding. It would also require an annual commitment.

Commissioner Anderson and Chairman Allgauer Cir said that they felt the first three projects would be comparable to the budget funds.

Commissioners asked how long the projects would take – Public Works Director Roscoe said that the banners were a few weeks, but to design and implement lighting might take 18-19 months from start to completion.

It was noted that the Tourism Board would make its final recommendations at the March 1 meeting. These ideas would be presented to the City Council.

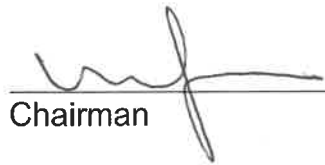
Public Comments - Hilton GM Frank Chen said that he was in favor of pursuing the Capital Planning projects identified and discussed.

Adjournment – Next Regular Meeting scheduled for Friday, March 1, 2024 at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070 – At 10:11 AM, Chairman Allgauer Cir moved to Adjourn; seconded by Commissioner Anderson.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Commissioner Gaba absent

Approved by the prospect Heights Tourism District Board on this the first day of March, 2024.

 3/1/2024
Chairman