



**CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, March 1, 2024**

Call to Order - At 9:07 AM, Commissioner Schultheis called to order the Regular 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.

At 9:08 AM, having established that a quorum was present, Commissioner Dolick moved to permit Commissioner Anderson to be admitted to electronically; seconded by Commissioner Chen.

ROLL CALL VOTE:

AYES -	Chen, Dolick, Schultheis
NAYS -	None
ABSENT -	Gaba
ABSTAIN -	Anderson

Motion carried 3 – 0, 1 abstention, 1 absent

COMMISSIONERS PRESENT – Schultheis, Chen, Dolick, Anderson (via phone at 9:08 AM)

COMMISSIONERS ABSENT – Gaba

OTHER OFFICIALS PRESENT - Public Works Director Roscoe, Deputy Police Chief Derman

IN THE AUDIENCE – Maggie Korzen, General Manager of Holiday Inn Express. Ali Syed Raza – General Manager of Motel 6

Approval of Hilton Representative Frank Chen as a Board Commissioner- As per Ordinance 0-12-22 establishing the Tourism District Board, the Mayor appoints the commissioners and the City Council approves the commissioners. Commissioner Chen was approved at the February 26, 2024 City Council meeting. The approval of the Tourism District Board is a formality.

Commissioner Schultheis moved to approve Frank Chen as the new Commissioner representing the Hilton Northbrook Chicago; seconded by Commissioner Dolick.

VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0, Commissioner Gaba absent

Approval of New Chairman for the Tourism District Board – Commissioner Schultheis moved to approve Commissioner Chen as the new Chairman; seconded by Commissioner Dolick.

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

Motion carried 4 – 0. One absent

Discussion of City Security Camera Options – Deputy Police Chief Derman – Deputy Chief Derman gave a presentation regarding security cameras. Security cameras are one of the items on the Tourism District Board capital plan.

DC Derman noted that the City currently maintains CCTV cameras and license plate readers. For 2023, there were 94 calls to the Police Department for theft. One of the principal tools used to solve a theft is surveillance footage. These cameras also help to prevent crimes.

With the CCTV – the police monitor the cameras. The program is accessible to officers. Some of the cameras are set up as multi-view and some are single view. The City owns the cameras and they are maintained by a third party.

FLOCK – license plate readers are real time. The cameras run security checks on the plates and alert the police when a license plate triggers that the vehicle is stolen. FLOCK cameras are solar powered. The City currently has three.

CCTV – requires equipment, power, licensing fees, maintenance, and there is cost for the size of the server.

Director Roscoe also noted that there are line of sight issues with CCTV cameras. FLOCK cameras are much more flexible to position and do not require power. Data does not have to go to a server.

FLOCK cameras are \$3000 annually with no licensing fees.

It was noted that the recommended expenditures for new cameras would be \$20-25,000.

Commissioners were in favor of the cameras. Commissioner Anderson asked if the budget for the cameras should be higher. Director Roscoe said that the starting point of \$25,000 would be a good start evaluate the effectiveness. Other cameras could then be added. The FLOCK cameras are \$3000 per year plus a one-time fee of \$1000, which would equal about 5 or 6 cameras.

Chairman Chen moved to have the cameras as an ACTION ITEM for the June 7, 2024 Tourism District Board meeting; seconded by Commissioner Dolick.

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

Motion carried 4 – 0. One absent

Approval of Minutes

- A. Minutes of the Tourism District Board Special Meeting of December 1, 2023
- B. Minutes of the Special Tourism District Minutes of February 2, 2024

Commissioner Schultheis moved for omnibus approval of the Minutes of the Tourism District Board Regular Meeting of December 1, 2023 and the Minutes from the Special Meeting if the Tourism District Board meeting of February 2, 2024; seconded by Commissioner Dolick

ROLL CALL VOTE:

AYES -	Dolick, Schultheis, Anderson, Chen
NAYS -	None
ABSENT -	Gaba

Motion carried 4 – 0. One absent

New Business

- A. Quarterly Grant Disbursements – Finance Director Graefen
 - a) Approval of and not to exceed quarterly disbursements Hilton – quarterly \$26,200; Crowne Plaza quarterly \$11,775; Holiday Inn Express quarterly \$5,250; Ramada Inn quarterly \$7,425; Motel 6 quarterly \$7,850; and Sherwood Inn quarterly \$88; contingent upon proper paperwork submitted – **Chairman**

Chen moved to approve and not to exceed quarterly disbursements Hilton – quarterly \$26,200; Crowne Plaza quarterly \$11,775; Holiday Inn Express quarterly \$5,250; Ramada Inn quarterly \$7,425; Motel 6 quarterly \$7,850; and Sherwood Inn quarterly \$88; contingent upon proper paperwork submitted; seconded by Commissioner Dolick.

ROLL CALL VOTE:

AYES -	Anderson, Dolick, Schultheis, Chen
NAYS -	None
ABSENT -	Gaba

Motion carried 4 – 0. One absent

B. Beautification Updates – Director Roscoe - noted that there is \$70,000 available for beautification. The summer plantings are \$27,000. The Fall plantings would be \$19,000, but are not suggested by the Director as they do not last long. There is irrigation. The Board has requested updated banners.

The City Budget for the Tourism Board is \$90,000; so, the \$70,000 suggested for beautification is under budget. Director Roscoe said that the blue banners are failing. The new ones will be replacements and not a new design.

For Holiday Lighting – Director Roscoe has found a vendor that can wrap the lighting around the trees for \$6000. Individual branches would be \$21000.

- C. Building and Development Update – Director of Building and Development

Peterson – Not present. Director Roscoe said that there is interest in a new venue where the vacant Denny’s property used to exist. There is also interest in the property where the Dunkin Donuts closed.

D. Police Report – Officer Garza – Not present. No report.

Old Business

A. Review timing requirements for Quarterly Grant Disbursements – It was stated that all paperwork for the grants must be submitted to the Finance Director by April 30, 2024. It must be valid and documented supportive documentation. The grant money is for the current grant year only.

Chairman Chen said that he would contact all the hotels and would help any of the hotels with their grant applications if they desired. – No action was taken.

B. Final Beautification project recommendations – Director Roscoe said that items on the Capital program include Apple/Winkelman lighting for 2024/25 - \$10,000 to put towards preliminary design revamp and engineering. Then next fiscal year, the cost would be around \$185,000 for the actual installation and purchase.

- City monument entry signs by the Ramada Inn and one by Preiser Animal Hospital for FY 24/25. The cost would be about \$30,000.

- The cost of the security cameras is \$25,000.

- Traffic signal installation is not in the current budget.

Chairman Chen asked for a history of the Des Plaines River behind the Hilton Hotel.

Director Roscoe said that he might want to get a plat of survey. He noted that the river is under the control of the MWTRD and the Army Corp of Engineers, not the City of Prospect Heights.

Public Comments - None

Adjournment – Next Regular Meeting scheduled for Friday, June 7, 2024 at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

At 10:07 AM, Commissioner Anderson moved to Adjourn; seconded by Chairman Chen.

VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0, Commissioner Gaba absent

Approved by the Tourism District Board on this the 14th day of June, 2024.



Chairman Frank Chen

6/14/2024