



CITY OF PROSPECT HEIGHTS
Tourism District Board Special Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Wednesday, December 4, 2024
9:00 AM

Call to Order – at 9:00 AM, Commissioner Austin 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 Austin called roll. A quorum was present.

COMMISSIONER’S PRESENT – Chen, Dolick, Anderson, Austin

COMMISSIONER’S ABSENT – Gaba

OTHER OFFICIALS PRESENT – Assistant Finance Director Tannehill, Director of Public Works Roscoe, Deputy Chief Derman, Officer Blanco.

Approval of Minutes

A. Minutes of the Tourism District Board Regular Meeting of September 6, 2024

Commissioner Dolick moved for an approval of the Minutes of the Tourism District Board Regular Meeting of September 6, 2024; seconded by Commissioner Anderson.

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

Motion carried 4 – 0, one absent.

New Business

A. Quarterly Grant Disbursements – Finance Director Grieco

a) Approval of and not to exceed quarterly disbursements - Hilton quarterly \$24,450; Crowne Plaza quarterly \$13,175; Holiday Inn Express quarterly \$8,050; Motel 6 quarterly \$6,625; and Sherwood Inn quarterly \$225; contingent upon proper paperwork submitted.

Chairman Chen moved to approve and not to exceed quarterly disbursements – Hilton quarterly \$24,450; Crowne Plaza quarterly \$13,175; Holiday Inn Express quarterly \$8,050; Motel 6 quarterly \$6,625; and Sherwood Inn quarterly \$225; contingent upon proper paperwork submitted; seconded by Commissioner Dolick.

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

Motion carried 4 – 0, one absent.

B. Beautification Updates – Director Roscoe – The banners have been updated to their winter look, and the trees also have lights on them. The landscaping plan is in effect and all the preparations will be made for the spring transition.

C. Building and Development Update – Director of Building and Development Peterson – No update

D. Police Report – Deputy Chief Derman – Deputy Chief Derman introduces new Tourism Officer Blanco who will start to attend the tourism meetings. Officer Blanco gives an update on some of the more notable calls to the local tourism district businesses. The one major update was for Motel 6 where there was a fatal stabbing that occurred. Sherwood Inn has changed its name to Prospect Inn.

E. 2025 Tourism District Meeting Schedule

Old Business

A. Old Project Updates – Director Roscoe – Spoke on the Winkelman project and stated that it is currently out for bid, the hope is that a winner will be chosen soon. The Apple part of the project will need a few more permits which will cause a delay due to needing the permits from IDOT. Plans are starting for the City Block Party and Rock the Runway. The sign project has hit a snag because IDOT needed feedback with part of the permit submitted and it has been 12 weeks since the permit was resubmitted. Luckily all the steps are ready so once it gets ok the project should move quickly. Director Roscoe also spoke on some construction issues that might arise for some work that will be done on Milwaukee Ave in front of the tourism district.

B. Old Project Updates – Finance Department – No updates on old projects.

C. Old Project Updates – Director Peterson – No updates on old projects.

D. Old Project Updates – Deputy Chief Derman – Deputy Chief Derman gives an update on the Flock Camera project that has been ongoing. There will be another project update at the next meeting.

Public Comments – Chairman Chen wanted to get some clarification about a project that will be happening at the Hilton. There will be some lighting going up and he was just curious if he will need to submit any permits for the work.

Adjournment – Next Regular Meeting scheduled for Friday, March 7, 2025 at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

At 9:22 AM, Commissioner Anderson moved to Adjourn; seconded by Commissioner Dolick.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 - 0, one absent.

Approved by the Tourism District Board on this the 7th day of March, 2025.

A handwritten signature in black ink, appearing to be 'Frank Chen', written over a horizontal line. The signature is stylized with a large loop and a long horizontal stroke extending to the right.

Chairman Frank Chen