



**CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, June 6, 2025
9:00 AM**

Call to Order – at 9:03 AM, Commissioner Austin 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 Austin called roll. A quorum was present.

COMMISSIONER’S PRESENT – Chen, Dolick, Austin

COMMISSIONER’S ABSENT – None

OTHER OFFICIALS PRESENT – Public Works Director Roscoe, Building and Development Director Peterson, Officer Blanco

Approval of Minutes

A. Minutes of the Tourism District Board Regular Meeting of March 7, 2025

Commissioner Dolick moved for an approval of the Minutes of the Tourism District Board Regular Meeting of March 7, 2025; seconded by Chairman Chen.

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

Motion carried 3 – 0

New Business

A. Quarterly Grant Disbursements – Finance Department

a) Approval of and not to exceed quarterly disbursements - Hilton quarterly \$12,950; Holiday Inn Express quarterly \$2,725; Motel 6 quarterly \$3,500; and Sherwood Inn quarterly \$138; contingent upon proper paperwork submitted.

Commissioner Dolick moved to approve and not to exceed quarterly disbursements – Hilton quarterly \$12,950; Holiday Inn Express quarterly \$2,725; Motel 6 quarterly \$3,500; and Sherwood Inn quarterly \$138; contingent upon proper paperwork submitted; seconded by Chairman Chen.

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

Motion carried 3 – 0

B. Beautification Updates – Director Roscoe – There were lots of irrigation fixes this spring after snow plowing season. Director Roscoe met with Landscape Concepts to give his opinion on a few things he would like done better to make certain areas around town look more appealing. Spring banners will be switched over to patriotic summer banners within the next ten days or so. All steps have finally been completed with IDOT so the expectation is the new city welcome sign will be in place here in the near future. All summer plantings have been implemented and should start to bloom here soon. Commissioner Dolick asks for a status update about the levee wall repair. Director Roscoe says there is no more new information to report. He then goes over some traffic concerns that might arise once construction finally gets underway.

C. Building and Development Update – Director of Building and Development Peterson – The demolition of the old Ramada building has been completed, and Sky Harbour is looking to sub divide the property. The Dog Walk was sold but is keeping everything the same under the new ownership. Go Rentals, a car rental business, had a special use approved at the last city council meeting. Discussions have been had with the new owner of the Crowne Plaza building, but no decisions have been made about the future of the building. Chairman Chen adds some more context about the Crowne Plaza situation. He also adds there has been a change in management with the Holiday Inn Express.

D. Police Report – Officer Blanco – Gives an update on some issues with homeless people causing disturbances over at Palwaukee Plaza. They have taken some measures recently to reach out and offer services but that has not been welcomed. There have been less complaints recently, as they have taken measures to remedy the situation. Has been working with the new owner of the Crowne Plaza to make sure there have been no issues while the business is in transition. There was no parking signs installed at Players Pub to help alleviate parking issues and it has worked wonders so far. The new owners of the Holiday Inn made some nice improvements including adding lights, which has been very beneficial so far. Chairman Chen adds that he is also looking to add some more cameras to the Hilton location. There is also some thought to adding on to the kitchen area at the Hilton; it is currently pending approval from the board.

Old Business

A. Old Project Updates – Director Roscoe – Provides an update on the Winkleman street lighting project. All the infrastructure is in the ground but a 60–90-day outlook for the completion of the project is still the expectation.

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 – Officer Blanco – No updates on old projects.

Public Comments – None

Next Regular Meeting scheduled for Friday, September 5, 2025, at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

Adjournment – At 9:26 AM, Commissioner Dolick moved to Adjourn; seconded by Chairman Chen.

VOICE VOTE: All Ayes, No Nays

Motion carried 3 – 0

Approved by the Tourism District Board on this the 5th day of September, 2025.


Chairman Frank Chen