



**CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, September 5, 2025
9:00 AM**

Call to Order – at 9:01 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, Officer Blanco

Approval of Minutes

A. Minutes of the Tourism District Board Regular Meeting of June 6, 2025

Commissioner Dolick moved for approval of the Minutes of the Tourism District Board Regular Meeting of June 6, 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 Commissioner Austin.

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

Motion carried 3 – 0

B. Beautification Updates – Director Roscoe – Provided an update on beautification and tourism projects. For the holiday season, the city will continue using B&B Decorating to install tree lighting along Milwaukee Avenue. Their \$6,700 contract remains significantly more cost-effective than previous vendors, and their work has been consistently reliable. The new “Welcome to the City of Prospect Heights” sign on Milwaukee Avenue was recently repositioned after a line-of-sight concern was identified near Kaiser Animal Hospital and Happy Tails. The contractor adjusted the sign’s angle and moved it closer to the fence, resolving visibility issues. Landscaping will now proceed, with minor work planned for fall and more extensive work in the spring. The sign will also receive new solar lighting, which the city is currently sourcing. Five new streetlights installed along Winkleman Road are in place but awaiting final electrical connection from Commonwealth Edison. The installation work by Utility Dynamics is complete, and only the activation remains pending. Landscape Concepts, the city’s beautification contractor, continues to perform satisfactorily. Minor concerns addressed earlier in the year have been resolved, and their mid-season irrigation test showed acceptable coverage. No further questions were raised.

C. Building and Development Update – Director of Building and Development Peterson – Provided an update on building and hospitality developments in the district. The city is working with the owner of the Crown Plaza to maintain it as a viable hotel, while the owner is exploring alternative options. Similarly, discussions with the Holiday Inn Express aim to identify ways to increase business and keep it in the hospitality sector. Players Pub and Grill has experienced decreased activity this year due to Hawthorne Racing not partnering with Churchill Downs, resulting in fewer special events, but the owner is exploring additional activities to boost patronage. In terms of property development, the owner has been bringing more hotel rooms online at the Crown Plaza, which were previously unoccupiable. At Sky Harbor Airport, a plat consolidation and resubdivision were completed to clarify property lines for the old Ramada and Aviation Plaza office building. Work is underway with the airport, MWRD, and CMT Engineering to prepare the site for potential new hangars. The Aviation Plaza building has submitted permits for a major interior remodel, including an open atrium in the lobby, client lounge space for an international charter service on the third floor, and leasable office space on the lower floors. The renovation also includes improved access and emergency response routes throughout the building.

D. Police Report – Officer Blanco – Tourism Officer Blanco reported on recent activity and ongoing concerns in the area. Calls for service over the past couple of months have not raised any major issues. A few arrests were made at the plaza related to individuals with outstanding warrants, though the same individuals

continue to return. The local liquor store has declined to enforce trespassing, citing business concerns, which continues to pose a challenge. At the Holiday Express, visibility concerns were raised regarding a large bush on River Trails property that limits sightlines for eastbound vehicles exiting onto Apple Drive. No accidents have occurred, but the matter will be further discussed with River Trails to explore potential solutions. Additionally, eastbound traffic on Apple Drive has been cutting through the Holiday Express parking lot to avoid the Apple Drive/Milwaukee Avenue red light, which is a traffic violation. Increased police presence and neighborhood watch measures have been implemented to address this issue. The Holiday Express's security camera system has proven helpful in several incidents, and officers are coordinating with hotel staff to manage rowdy weekend guests, particularly families with children, through increased presence and direct communication. Finally, no-parking signs were installed at the driveway leading to the Players Pub, and initial ticketing efforts have successfully improved compliance. Overall, these measures are showing positive results in managing traffic and safety concerns in the area.

Old Business

- A.** Old Project Updates – Director Roscoe – The tourism district update highlighted ongoing infrastructure projects. Construction on the Willow Trails flood control project, which adds stormwater detention through Willow Trails Park and the plaza area to Milwaukee Avenue, will begin soon. Most work will occur within the park and behind the Trails condominiums, with minimal traffic impact, though some visible equipment will be present near main pathways. The Levy 37 repair project at Milwaukee Avenue and River Road is moving forward after a lengthy permitting process. It involves replacing three wall sections and reinforcing foundations, likely affecting one northbound lane for about 60 days. Completion of the remaining levy segment near the frontage road toward Sanders is expected in 2026, after which FEMA map revisions will allow insurance rates for local properties, including Holiday Inn, Apple properties, and the former Denny's site, to be updated.
- 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, December 5, 2025, at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

Adjournment – At 9:23 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 6th day of March, 2026.



Chairman Frank Chen