



**CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
8 N Elmhurst Road, Prospect Heights, IL 60070
Friday, March 6, 2026
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, Anderson, Austin

COMMISSIONER'S ABSENT – None

OTHER OFFICIALS PRESENT – Public Works Director Roscoe, Officer Blanco, Officer Delgado, Assistant Finance Director Tannehill

Approval of Minutes

A. Minutes of the Tourism District Board Regular Meeting of September 5, 2025
Chairman Chen moved for approval of the Minutes of the Tourism District Board Regular Meeting of September 5, 2025; seconded by Commissioner Austin.

ROLL CALL VOTE:	AYES -	Chen, Anderson, 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.

Chairman Chen 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 Anderson.

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

Motion carried 3 – 0

- B. Beautification Updates – Director Roscoe –** Provided an overview of the upcoming year’s beautification plan, noting it will largely mirror last year’s efforts. Planned activities include spring cleanup, summer planting, and mulch improvements. Landscape Concepts will continue to handle weekly maintenance and irrigation services. Cost savings were achieved this past year by switching holiday tree lighting services to BNB Lighting and reducing the overall amount of lighting. The response from the community was positive, and the plan is to seek a quote to continue a similar approach next winter. Regarding the budget, the only change is a reclassification: power and utility expenses will be separated from the beautification fund and shown as a distinct line item for improved transparency, without changing the total cost.
- C. Building and Development Update –** No updates
- D. Police Report – Officer Blanco –** Tourism Officer Blanco provided a summary of calls for service over the past six months within the tourism district, highlighting activity at major hotels and businesses. Overall, most locations reported minimal incidents. The Crowne Plaza, despite being closed, experienced a recent burglary involving five individuals who caused significant damage; all suspects were apprehended and charged, with no injuries reported. The Holiday Inn had limited activity, including one domestic battery arrest and a minor theft, though concerns were raised about unreported incidents involving individuals from a nearby motel. The Hilton reported several catalytic converter thefts and isolated theft incidents, while the riverfront hotel had one theft of services case that resulted in an arrest. Motel 6 accounted for a disproportionately high number of serious and violent incidents, including multiple domestic battery arrests, weapons violations, significant property damage, warrant arrests, and an aggravated kidnapping involving a stabbing. Officers were also injured during one incident. It was noted that the hotel’s lower pricing may be contributing to the higher volume of criminal activity, and management has been contacted to address concerns with corporate leadership. Additional updates included a fire at Players Pub, which led to a temporary closure and several burglary incidents during that time. No new issues were reported for Prospect Inn. The update concluded with an emphasis on improved reporting and ongoing coordination with hotel management to address safety concerns.
- E. 2026 Meeting Schedule –** There will be a change for the rest of the regular meetings in 2026. Instead of Fridays, the meetings will now be held on Thursdays at 9 AM. This means the following meetings this year will be on June 4, September 3, and December 3.

Old Business

- A. Old Project Updates – Director Roscoe –** Provided updates on several completed and ongoing infrastructure and beautification projects. The Winkelman Street lighting project was recently completed, concluding a multi-year effort that began with earlier roadway improvements. The addition of street lighting has significantly enhanced visibility and safety in the area, and the project has been well-received. The levee wall reconstruction project along Milwaukee Avenue is nearing completion, with approximately 60 days remaining. While the wall repairs are finished, the remaining work includes landscape restoration, guardrail and traffic signal reinstallation, and removal of temporary infrastructure. The project has caused traffic disruptions, particularly due to a reduced northbound lane, but efforts are underway to complete the work promptly as weather conditions improve. Seasonal banner replacements were also discussed, with winter banners scheduled to be swapped for spring. Due to wear and tear from weather conditions, new banners are included in this year's budget as a necessary replacement item. Additional updates included future plans tied to the Sky Harbor development near the former Ramada Hotel site. A new city entry sign will be installed along southbound Milwaukee Avenue, complementing the existing northbound sign and helping to better define the city's tourism district. A minor concern was raised regarding potential confusion over city boundaries and signage, particularly relating to nearby hotel locations. Despite this, the signage initiative is expected to improve wayfinding and reinforce city identity.
- 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 –** Provided a brief update on recent observations and improvements within the tourism district. Visibility across parking lots has significantly improved, particularly during nighttime hours, enhancing overall safety and meeting operational goals. An ongoing issue from the previous year involving a large homeless population at Palwaukee Plaza has been resolved. The area had experienced disturbances, including loitering and public intoxication, as well as federal enforcement activity. Following these interventions, the issue has been effectively eliminated, with no continued impact on nearby hotels or businesses. Additionally, a safety concern at the Holiday Inn Express related to obstructed sightlines caused by overgrown bushes was addressed. Coordination with the appropriate property owner resulted in the trimming of the vegetation, improving visibility for vehicles exiting onto the roadway.

The Hilton Hotel is nearing completion of an exterior LED lighting upgrade, improving overall brightness, with remaining work focused near the riverside. The on-site restaurant is undergoing a multi-phase renovation, with completion

expected by the end of April, followed by a series of reopening events for the community. Staff expressed appreciation to local officers for increased patrols and efforts addressing catalytic converter thefts in the area. Plans were discussed to promote the restaurant reopening through the City newsletter, including renderings, menu highlights, and a potential ribbon-cutting event.

Public Comments – None

Next Regular Meeting scheduled for Thursday, June 4, 2026, at 9 AM at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070

Adjournment – At 9:19 AM, Commissioner Anderson 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 4th day of June, 2026.


Chairman Frank Chen