



CITY OF PROSPECT HEIGHTS
Tourism District Board Regular Meeting Minutes
Friday, March 1, 2019 -9:00 a.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Call to Order – At 9:12 AM, Commissioner Schultheis called the Tourism District Board Regular Meeting to order at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

Roll Call – Commissioner Schultheis called roll. A quorum was present.
COMMISSIONERS PRESENT – Commissioners – Helmer, Patel, Schultheis, Hager
ABSENT - Chairman Allgauer (by previous notification)
OTHER OFFICIALS PRESENT – Assistant Finance Director Graefen, Director of Building and Development Peterson, and Officers Thibeault and Bane.

Commissioner Schultheis moved to approve Commissioner Helmer as Chairman Pro Tem; seconded by Commissioner Hager.

VOICE VOTE: All ayes, no nays

Motion carried 4 - 0

Old Business

A. Approval of the December 7, 2018 Meeting Minutes – Commissioner Hager moved to approve the December 7, 2018 Tourism District Board Minutes as presented; seconded by Commissioner Patel.

VOICE VOTE: All ayes, no nays

Motion carried 4 - 0

New Business – None

Commissioner Hager moved for omnibus approval of Grant Allocation Approval for Hilton Hotel in the amount of \$31,591.59; Crowne Plaza Hotel grant in the amount of \$25,249.25; and Country Inn and Suites Grant approval of \$5,924.00; seconded by Commissioner Schultheis.

Discussion followed. Chairman Pro tem Helmer said that the past issue has been that some Aldermen feel that they do not have enough detail regarding the grant allocation. Assistant Finance Director Graefen said that the Submission Report has been revamped – she said there is a sheet that details what each expense is related to – how the City benefits and how the money flows from the invoices to the summary. This information is injected into the Accounts payable file. Commissioner Hager noted that the Tourism Board had met with Council to discuss the process in length, and summarize the role of the Board. Assistant Finance Director Graefen stated that the process has been used for the last two Tourism District Board meetings.

Treasurer Tibbits said that he wanted clarification on the process for the calculations on the grant allocations

Assistant Finance Director Graefen said that the grant allocation is calculated every year based on the previous year's data. The total amount of hotel tax revenue that is collected, the City projects the expenses for the next year - revenue/expenses number. According to the agreement, there are fixed costs that are allocated – 42.5% to Police and 42.5% to Beautification, and there are other percents. The 42.5% to the District is split up amongst the hotels based on their percent of receipts (the hotel tax that is given to the City).

Treasurer Tibbits asked if it were common for the amounts to be the same every quarter. – Assistant Finance Director Graefen said that the allocation is calculated and then divided by four.

Commissioners asked that if there were more questions, they should be submitted to the Chairwoman so that they could be answered at the meeting with the Chairwoman present to participate in the discussion. Commissioner Hager noted that many of the questions raised by the Treasurer might be better answered by the Staff in regards to calculations for the grants.

Mayor Helmer noted that the percentage of the money that goes to the Police Department and the City might not have the same calculation and was not as clearly defined.

Commissioner Pro Tem Helmer stated that the grants should be voted upon separately – NO VOTE WAS TAKEN

B. Grant Allocation Approval

1) Hilton Hotel – \$31,591.50 – **Commissioner Schultheis moved to approve the Grant Allocation of the Hilton Hotel for \$31,591.50; seconded by Chairman Pro Tem Helmer.**

ROLL CALL VOTE - AYES – Schultheis, Hager, Helmer, Patel
NAYS – None
ABSENT – Allgauer

Motion carried 4 – 0, one absent

2) Crowne Plaza - \$25,249.25 - **Commissioner Schultheis moved to approve the Grant Allocation of the Crowne Plaza Hotel for \$25,249.25; seconded by Chairman Pro Tem Helmer.**

ROLL CALL VOTE - AYES – Schultheis, Hager, Helmer, Patel
NAYS – None
ABSENT – Allgauer

Motion carried 4 – 0, one absent

3) Country Inn and Suites – \$5,924.00 - **Commissioner Schultheis moved to approve the Grant Allocation of the Country Inn and Suites for \$5,924.00; seconded by Chairman Pro Tem Helmer.**

ROLL CALL VOTE - AYES – Schultheis, Hager, Helmer, Patel
NAYS – None
ABSENT – Allgauer

Motion carried 4 – 0, one absent

It was noted that Ramada Inn did not submit any paperwork, and that they had been made aware of the meeting date.

C. Beautification Update – Director of Building and Development Peterson said that the Public Works Superintendent Roscoe was out of the office but wanted to report that Landscape Concepts as moving ahead with the same Spring schedule as last year.

Commissioner Hager asked if the Holiday lights would be removed.

Director of Building and Development Peterson stated that with the snow and the winter conditions, the Public Works Department would be pulling down the lights this month.

Commissioner Hager asked that they be unplugged even if they remained up. Commissioner Hager also stated that Winkelman Drive repair work looked good.

D. Tourism District Police Update Officer Thibeault said that there was nothing new to report; and that there were no new issues. He asked about the parking lot traffic, and Commissioner Hager said that the traffic was about the same.

Commissioner Sean Patel gave his notice of resignation from the Tourism Board and stated that this was his last meeting.

It was noted that Crowne Plaza will begin renovations including new signage and interior decorations – it will be finished by November.

Country Inn and Suites will become Holiday In Express. Director of Building and Development Peterson has been in touch with the new owners. It was noted that the new Holiday Inn Express will not have a pool, and will open in the summer

It was noted that the City would need to find out what was required for a Manager's Daily Party that would be serving free liquor at the Holiday Inn Express.

ADJOURNMENT – At 9:50 AM, Commissioner Hager moved to Adjourn; seconded by Chairman Pro Tem Helmer.

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0, Chairman Allgauer absent