



CITY OF PROSPECT HEIGHTS
Tourism Board Regular Meeting Minutes
Friday, June 1, 2018 -9:00 a.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Call to Order – At 9:05 AM, Chairman Allgauer called to order the Regular meeting of the Tourism District Board at 8 North Elmhurst Road, Prospect Heights, IL 60070.

Roll Call – Chairman Allgauer called roll. A quorum was present.

APPOINTED OFFICIALS PRESENT – Chairman Allgauer, Commissioners – Schultheis, Mayor Helmer, Patel, Hager

ABSENT – None

OTHER OFFICIALS PRESENT – Director of Building and Development, Landscape Concepts Representative Matt Sokolowski, City Manager Wade, Ramada Inn representative Kamran Gaba, Public Works Director Roscoe (arrived at 9:12 AM by previous notification), Assistant Finance Director Graefen.

Old Business

A. Approval of the March 2, 2018 Regular Meeting Minutes

Commissioner Hager moved to Approve the March 2, 2018 Regular Meeting Minutes as presented; seconded by Commissioner Schultheis. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 - 0

New Business

B. Grant Allocation Approval

1) Hilton Hotel - \$31,591.50 - **Commissioner Schultheis moved to approve the Hilton Hotel grant of \$31,591.50; seconded by Commissioner Hager. There was unanimous approval.**

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

Motion carried 5 - 0

2) Crowne Plaza - \$25,249.25 - **Commissioner Helmer moved to approve the Crowne Plaza grant of \$25,249.25; seconded by Commissioner Schultheis. There was unanimous approval.**

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

Motion carried 5 - 0

3) Country Inn and Suites - No amount given - **No action was taken.**

4) Ramada Inn - No amount given - There was discussion regarding forms that were needed in order to submit the grant. It was also noted by the Commissioners that typically these grants are paid for the previous quarter. A minimum of two weeks was needed in order to submit the grant materials to the Finance Department. The monies allotted are based upon the occupancy tax of the previous year. - **No action was taken.**

C. Update Report from Landscape Management Representative
Representative Matt Sokolowski said that their plan is to keep as much continuous flowering as possible. Perennials have been put in. there will be an install of pink and tropical plants in the summer. There will be a linear plant bed where 45 and Milwaukee meet. Seasonal color will be added. Irrigation will be attached to feed that area.
Public Works Superintendent Roscoe said that up lighting has started and the Levee Wall is being inspected.

Chairman Allgauer noted that there was a water main break on Winkelman and said that there are still maintenance issues there.

Public Works Superintendent Roscoe said that Northfield Township is responsible for that area but that he would follow up. No Parking Signs were put up by Public Works at the request of Crown Plaza – Commissioner Hager noted that the hotel is delighted with the response of Public Works with this issue.

Chairman Allgauer asked about the possibility of hanging baskets in the scenic corridor.

Landscape Concepts noted that this is part of the scope of their abilities, and that they have just installed the hanging baskets in Winnetka. They go into a town after midnight so as not to disturb traffic flow and work through the night.

These plants, if installed would have to be watered by truck. Landscape Concepts will give a quote on the hanging baskets

D. Tourism District Police Update – Officer Thibeault was unavailable by previous notification due to Police set up for the Community Day event on June 2nd.

E. Discussion of Proposed Capital Improvements within the Tourism District

- 1) Resurfacing and Installation of curbs on Winkelman
- 2) Drainage Improvements at Apple Drive and Milwaukee Avenue Intersection

City Administrator Wade said that after going through the budget, the Tourism District fund balance, Winkelman was slated for 2021 resurfacing. Installation of curbs and gutters could be done this year and the resurfacing up to the forest preserve for \$155,000.

Apple Drive – the drainage issue needs to be resolved

The City Council would like to asphalt up to the end of the hotel.

The Total Cost of Winkelman and Apple Drive would be \$288,000

Public Works Superintendent Roscoe said that the poor drainage turns into an ice field in winter. It winds up having to be over-salted. The drainage project would resolve this issue.

It was noted that the resurfacing would only be within the City limits, and this would be paid with Tourism District dollars. The timeframe for this project is

2018 before November. During the project - egress and entrance ways for Hilton and Crowne Plaza will be impacted.

Chairman Allgauer moved to accept the proposed Capital Improvements within the Tourism District not to exceed \$300,000; seconded by Commissioner Hager. There was unanimous approval.

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

Motion carried 5 - 0

Chairman Allgauer discussed lighting being a project for next year, as well as poles for banners.

City Administrator Wade suggested that he tour the area with the appropriate personnel to view the lighting and project suggested.

It was noted by Public Works Superintendent Roscoe that if poles were added on Winkelman the City would have to provide a light source and meters, and that would not be inexpensive.

Director of Building and Development Peterson said that there is some interest in the Hardees location, but no proposals have come to fruition

There was concern about Republic as a waste hauler. It was noted by the hotels that Republic refuses to shut the dumpsters even though it is required, and they are not responsive to removal of the dumpsters. Crowne Plaza also had concerns regarding garbage in the parking lots. City Administrator Wade said that the City will be going out to bid.

IV. ADJOURNMENT - At 10:00 AM, Commissioner Hager moved to Adjourn; seconded by Chairman Allgauer. There was unanimous approval.

VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0.

Approved by the Tourism District Board on this the 7th day of September, 2018.

Chairman Holly Allgauer