

WHEELING HISTORICAL SOCIETY AND WHEELING
PARK DISTRICT INFORMATIONAL
PACKET

INTRODUCTION TO THE INFORMATIONAL PACKET

WHEELING HISTORICAL SOCIETY AND WHEELING PARK DISTRICT

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\ INTRODUCTION TO THE INFORMATIONAL PACKET

WHEELING HISTORICAL SOCIETY AND WHEELING PARK DISTRICT

The Wheeling Historical Society and Wheeling Park District have, as the following documentation testifies, worked together for a number of years to further the preservation of historically valuable buildings and the awareness of the community in which we live.

While this spirit of cooperation still exists, the natural maturation process begins to raise questions of: What are we doing? Why are we doing this and/or not doing that? Who should do what? How should we change to improve the historic preservation, education and awareness level of our community? What are we doing well versus not so well? What have you done for me lately? Cooperative relationships exist when mutual goals and objectives can be advanced further by working together than working separately. As the cooperative relationship solidifies and matures, natural questions and concerns come to the forefront as the initial enthusiasm mellows and new joint direction is sought.

This packet is intended to review in as much detail as possible, all phases of the past and present cooperative working relationship by and between the Wheeling Historical Society and the Wheeling Park District. It is intended to answer some questions and ask others. It is intended to challenge present arrangements, to clarify why things are as they are and to make each of us question the direction we wish to pursue individually and pursue together.

This packet should not be viewed as the end result, but as the starting point for the Society membership and Board and the Park District Board and staff, upon which future decisions can be made and a new decisive and creative direction can be developed and implemented.

While this packet may challenge the way things are, it is not intended to criticize our current relationship and direction. It is not intended to criticize current or past leadership, but is intended to be the basis for a stronger and better defined direction for the Boards of today and tomorrow.

You are encouraged to review each segment of this packet, make notes in the packet and come prepared to review your hopes, your concerns, and your comments in a positive and constructive manner.

Change is never easy, and it is often painful. An open, constructive and objective view of the past, the present and the future, will help insure that the process of change will be beneficial to the mutual short, medium and long range goals and objectives of the Wheeling Historical Society and the Wheeling Park District.

We urge you to become involved in the analysis of the existing cooperative working relationship of the Society and Park District and of the individual parties. Your input, combined with the full participation of your peers, should generate a new and deeper understanding of our individual, and our joint commitments to the historical movement in our community.

Sincerely,

David F. Phillips
Superintendent of Parks and Recreation
Wheeling Park District

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TO: Wheeling Historical Society and Wheeling Park District
Board of Park Commissioners
FROM: David F. Phillips, Superintendent of Parks & Recreation,
Wheeling Park District
RE: General Comments - In Summary
DATE: February 24, 1981

SCOPE OF DATA

It is felt that this packet is as all encompassing as initially possible, but it is recognized that we have probably left gaps in the material presented, have overlooked general topics, or overlooked specific facets of a topic.

It is imperative that each person reading this material make a conscious decision to commit him/herself to several hours of uninterrupted time to initially scan the material, then re-read it again in depth while making notes or comments.

While the process of data accumulation has been a worthwhile experience, it is of no value or relevance unless it is used as a basis for re-evaluation and re-assessment of our current working relationship.

COMMITMENT

As one reviews the large number of "open" items, or items of future direction, one can easily question our individual agencies' real commitment to historic preservation. While much has been done, much still remains to be done to resolve points of contention, areas of misunderstanding, or even to do things we both agree should be done and have been assigned but have not been accomplished.

While the questioning is a valid and a natural reaction, we must understand that neither the Society nor the Park District would be as involved as we are unless we were committed to our mutual aims.

If we are to succeed we must have a FUTURE DIRECTION - and find out where it goes - and determine how to get there. While it sounds simple, it will take the combined efforts of both parties to the Affiliation Agreement and a number of meetings to determine what the future holds for the mutual aims.

MEETING SCHEDULE

It is felt that it will take at least as long (4 months) to review and provide concrete direction as it did to prepare the packet and its sections.

The Board Presidents of the Society and the Park District should be the primary persons to act as their agencies representatives in setting up meetings and insuring that the proper follow-through from meeting to meeting is accomplished.

Possibly one meeting or more per month should be pre-determined for a set day of the week and month, to begin the review and decision making process.

COMMUNICATION

It seems that the flow of communication between the Wheeling Park District and the Wheeling Historical Society could be improved and that this could help insure that matters could be addressed as soon as they were voiced.

Memo regarding General Comments - In Summary (Continued)

In light of present recognition that a void does exist, it is felt that one way to improve communication would be to exchange official monthly Board reports.

Please refer to the January 28, 1981 letter to Society President Klocke regarding this topic.

The Society membership may wish to obtain a monthly report from the Wheeling Park District for review and discussion at their monthly meeting.

January 28, 1981

Mr. Edward Klocke
, President
Wheeling Historical Society
245 E. Wayne
Wheeling, IL. 60090

Re: Monthly Report

Dear Mr. Klocke:

The Wheeling Park District Board of Park Commissioners, at the second regular meeting, the third Thursday of each month, reviews reports from the staff and on special topics or projects such as legislative, 4th of July etc.

It may be that the Wheeling Historical Society, through Curator Irmiter, would wish to submit to the Board of Park Commissioners a monthly report reflecting current activities, projects, concerns etc.

Please review this item with the Society Board and keep me informed as to any decision made in this regards.

Thank you for considering this idea.



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David F. Phillips
Superintendent of Parks & Recreation
Wheeling Park District

DFP/ph
cc: Board of Park Commissioners
C. Irmiter, Curator

PURPOSE
of the
WHEELING PARK DISTRICT
and the
WHEELING HISTORICAL SOCIETY

WHEELING PARK DISTRICT PURPOSE

PURPOSE FOR INCORPORATION

The Wheeling Park District is a special purpose unit of local government, the boundaries of which are not coterminous with the Village of Wheeling. The District also provides services to some individuals who are residents of the Wheeling Park District and reside in the City of Prospect Heights, the Village of Buffalo Grove and to individuals residing in unincorporated Lake County. It is governed by five elected Board of Park Commissioners who serve with commitment.

The Park District operates under the Park District Code of the State of Illinois. The code permits park districts to assure permanence, to serve the entire community, to acquire land, to provide both capital and corporate financing and to supply the administrative, supervisory, and other personnel necessary to provide quality parks and recreation services.

The Board of Park Commissioners has the power to levy and collect taxes, to issue bonds, and spend money to acquire land, develop and maintain facilities, and establish recreation programs. The Board is completely independent of the village, school, and any other governmental unit. THE PRIMARY FUNCTION OF THE WHEELING PARK DISTRICT IS PARKS AND RECREATION.

The Wheeling Park District was formed in January of 1961 by voter authorization of the incorporation.

WHEELING HISTORICAL SOCIETY PURPOSE

The Wheeling Historical Society was formed after a public meeting was organized by the Wheeling Junior. Women's Club and held on July 28, 1965. The meeting was called to "measure citizens interest in forming the Wheeling Historical Society". Due to the interest expressed at the public meeting, a steering committee was formed to develop a Constitution and Bylaws.

The expressed purpose of the Wheeling Historical Society was "to collect, preserve and disseminate information concerning the Wheeling area" (quotation taken from Wheeling Historical Society flyer dated August 26, 1967) and the "History of the Community of Wheeling" (quotation from organizational flyer).

TO: Wheeling Historical Society and Wheeling Park District Board of
Park Commissioner
FROM: David F. Phillips, Superintendent of Parks and Recreation
Wheeling Park District
RE: Affiliation Agreement
DATE: February 4, 1981

I. HISTORICAL BACKGROUND

1. On September 24, 1975, at a Society meeting, Glenn Bensen suggested that the Society contact the Park District in regards to affiliation "with some interest of expression towards the future of our carrying on with the Society alone." A committee was appointed to pursue affiliation.
2. On October 15, 1975, Society President Mueller wrote to the Wheeling Park District informing them that Glenn Bensen, Robert Buerger and President Mueller had been "appointed to inquire about the possibility of affiliating with the Wheeling Park District" and asking about an initial meeting to discuss "affiliation procedures".
3. On October 29, 1975, the Wheeling Historical Society representatives and the Wheeling Park District Board of Park Commissioners met to discuss possible affiliation.
 - A. Society advantages were set forth:
 - a. Society would be in a better position to preserve artifacts, written and oral history with Park District staff assistance.
 - b. Park District could provide leadership and coordination of activities through cooperative planning and goal setting.
 - c. Park District could assist in membership promotion and other public relations.
 - d. Park District could have Liaison members assist in coordination of activities.
 - e. Park District has ability to levy tax dollars.
 - B. Society desired to:
 - a. Elect own officers
 - b. Handle day to day operation of the museum.
 - c. Raise and spend money raised independently
4. On November 26, 1975, Park District Superintendent Phillips attended a Wheeling Historical Society meeting and discussed the proposed affiliation. He recapped the independent functioning of the Society (see 3b above).

The Society's minutes reflect that "items we own or loan would have to change in our By-Laws to coincide with ownership and loan of items."

After continued discussions, Irene Datillo moved "...to affiliate with the Wheeling Park District, subject to satisfactory clarification of mutual questions and subject to written approval by the Wheeling Park District and the Wheeling Historical Society's ²/₃ membership present."

February 4, 1981
Affiliation Agreement

Dorothy Flentge seconded this motion which carried "by $\frac{2}{3}$ of members present with one(1) naye and one (1) abstaining vote."

5. Wheeling Park District Board of Park Commissioners met December 4, 1975 and asked the Society on December 8, 1975 to provide
 - a. Inventory
 - b. Agreement with Village of Wheeling on museum
 - c. Cash balances
 - d. Copies of any existing contracts.
 - e. Society recommendation on Childerley buildings and grounds.
 - f. Any other suggestions, recommendations or stipulations.
6. Society compiled to December 8, 1975 request. Attached response dated January 10, 1976 regarding requests (e) and (f) is pertinent.
7. Various draft affiliation agreements developed beginning in April of 1976, circulated, revised, resubmitted, re-revised until agreement in final form was adopted.
 - a. Society amended and adopted the Affiliation Agreement on September 22, 1976. (Name changed from Director to Curator and added one member to the Liaison Board.)
 - b. Park District adopted the Affiliation Agreement on October 7, 1976 as amended by the Society. See attached Affiliation Agreement signed by the officers of the Society and the Park District.
8. In January and February of 1976, Society Curator Orlowski compiled the inventory and other data to be provided to the Wheeling Park District (See #5 of this section). The inventory was added as attachment A pursuant to Section 2 (c) of the Affiliation Agreement.
9. On May 15, 1980 members of the Society Board and the Park District Board met to review items on the museum, Affiliation Agreement, 80-81 Budget, Brat and Beer Fest and Childerley. Confusion existed about which Affiliation Agreement was in effect, due to the draft copies still in existence. The Society members present finally concurred that the October 7, 1976 agreement, duely signed and sealed was the one in effect.

Questions arose and discussion ensued on potential changes in the existing Affiliation Agreement.
10. Park District Superintendent Phillips on May 29, 1980 forwarded copies of the signed Affiliation Agreement to each member of the Board of Directors of the Wheeling Historical Society.
11. Park District Superintendent Phillips on May 29, 1980 forwarded the complete inventory provided by Curator Orlowski to Wheeling Historical Society President Klocke and Secretary Kavanagh.

12. On October 22, 1980, Wheeling Historical Society member Roger Powers presented a series of questions to the Society which attempted to crystalize the concerns that had surfaced about the Affiliation Agreement and the financial aspects of the Wheeling Historical Society and Wheeling Park District relationship.

The questionnaire and the response are attached. Please note that the Financial Section of this packet includes a memorandum by Superintendent of Parks and Recreation Phillips, which was also included in the response.

II. FUTURE DIRECTION - Changes to the Affiliation Agreement

The Wheeling Park District and Wheeling Historical Society may wish to alter the original Affiliation Agreement to come into compliance with existing facts and to make any other changes felt desirable.

1. Change size and make up of Liaison Board from 5 to 7 members.

(Please refer to the Liaison Board section of this report), - Section 3 of the Affiliation Agreement.

2. Change the references of the fiscal year of the Wheeling Park District from 5/1-4/30 to 1/1 - 12/31 - Section 2A of the Affiliation Agreement.

3. Artifact ownership

- a. Define who wishes to own the artifacts.
- b. Define who owns artifacts acquired after October 7, 1976.

Develop a termination clause in the Affiliation Agreement

- a. If felt to be desirable by the Society, and/or the Park District, or by both parties.
- S. Discuss and determine if any other additions, deletions or alterations are desired by the Society or the Park District.

Wheeling Historical Society

To comply with Park District requests 5 & 6

- 1) To recommend the restoration of the early log cabin located on the Childerly property, to be maintained as an Historical Site and to request the property be allowed to participate fully in the restoration of these two buildings.
- 2) To recommend that a sizable portion of the brick building located on this property be used for historical educational facilities.
- 3) To request full participation by the Historical Society in review of any artifacts or materials on or in the Childerly Property in order to help identify those things which may be of historical interest to assist their preservation.
- 4) To request that the 'meadow' be preserved in its natural environmental state, broken only to the extent of installing walkways and plaques to identify individual or unique vegetation.
- 5) To recommend that the Park District and the Historical Society continue to support and encourage unrestricted cooperation between each and every community resource which is directed to the identification and preservation of landmarks, artifacts, documents, (or any other educational material of historical significance) in our township and community.

is

It is our sincerest wish that, in any event, both our organizations continue the past mutual enjoyment of the progressive climate of autonomy working in wholehearted unity for the benefit and enjoyment of the entire community. Recalling the fine cooperation you have given us in the past, we look forward to working with you on this rewarding community asset.

TO: Roger A. Powers, Member, Wheeling Historical Society
FROM: Edward Klocke, President, Wheeling Historical Society
RE: Cover Memo To The Response To Your Memorandum dated 10/22/80
DATE: October 28,1980

At the Wheeling Historical Society Meeting of Wednesday, October 22,1980, you presented a series of six questions which you felt should be clarified.

Due'to the fact that I also serve as an elected Commissioner with the Wheeling Park District, I have been aware of efforts that the Park District has been taking to compile and analyze all relevent material relating to the Wheeling Historical Society/ Wheeling Park District relationship.

I believe that your questions also seek to place this relationship into perspective, determine objectively what has been done, what was agreed etc.

The Wheeling Park District Board of Park Commissioners on October 2nd, directed Superintendent of Parks and Recreation, David F.Phillips to compile all of this data. Sections!of the final report will deal with the Affiliation Agreement, the Childerley Log Cabin and Chapel/Library, the Museum, finances, general information, Brat and Beer Fest, Lollipop Lane, Chamber Community Center and the Liaison Board.

Upon finalization of Superintendent Phillips' report, the Park Board will meet in Committee to review the report, and will then request a joint meeting between the Park Board, Society Board and the Society's general membership. Prior to this meeting, complete packets will **be made available to any and all Society members who wish to pick up a copy.**

Copies Of your Memorandum and my response will be made a part of this packet in my effort to fully explore the issues/concerns/questions you and others do or may have.

I encourage you to review my response and Park Superintendent Phillips' memorandum on finances. If you have additional questions, please do not hesitate to address them at your earliest convenience so that they may be answered to the fullest extent possible.

Thank you for addressing your questions in this constructive manner.

41113.0 In exchange for "turning over" title to many or all of the artifacts in the possession of the RS, the I:HS apparently gained an assurance that nothing could ever happen that would cause the WHS to lose certain artifacts that could be considered irreplaceable. While this is understandable, did this apply to the funds of the WHS as well? See separate response.

4.1 Many other questions could come up regarding the first three topics mentioned above, but I would prefer to address the remaining questions to the topic of finances and the mortgage we keep hearing about so we might "clear the air" as much as possible:

When we hear of "our mortgage" or the "mortgage we owe on" the first question that comes to mind is what is mortgaged? If it is the building itself, this seems strange since the Village of Wheeling donated the building (\$1.00) and paid for the move to the present site. So, what is mortgaged and why is there a mortgage?

See Separate Response

4.2 How large, in dollars, is the mortgage now?

4.3 What was the date on the mortgage?

4.4 How many years does it run? At what Interest Rate

4.5 How much is each monthly payment? To whom?

i.e. who has the mortgage?

4.6 Who signed for the UHS?

5.0 If this mortgage went for improvements in the building, and the building is owned by the Park District, then what % of the cost of the improvements is being paid by the district, since they will ultimately own the building? See Separate Response

6.0 When the museum was "taken by the park district under the Agreement" there was allowed a Museum Tax under the Illinois Revised Statutes. How much tax was levied during each of the years shown below and, equally importantly, since the tax was "available" as a result of the museum's existence in part, then what part of these revenues came back to the Society to purchase artifacts etc. since the society is paying a portion of the mortgage, it would seem obvious that a % of the revenues gained from having the museum comes to the Society. The years in question are:

See Separate Response

1971*	Tax Levied	Dollars Used in Museum
1979	Tax Levied	Dollars Used in Museum
1979	Tax Levied	Dollars Used in Museum

*Use "government year" instead of esinnomr vegf. fnr if

TO: Roger A. Powers, Member, Wheeling Historical Society
FROM: Edward Klocke, President, Wheeling Historical Society
RE: Response to 10/22/80 Questions
DATE: October 28,1980

Attached, please find my response to your questions of October 22,1980.

1.1-1.S Please refer to the answers provided on your memorandum and the attached material verifying these answers.

Attached Material:

1. Copy of Wheeling Historical Society Minutes of September 22,1976-
See page #2 where the Society approved the Affiliation Agreement
as amended.
2. Copy of Affiliation Agreement signed on September 22,1976 by Society
President Mueller and Secretary Forke.
3. Copy of Minutes of Wheeling Park District, Board of Park Commissioners
meeting of October 7,1976 - See page 2 and 3.
4. Copy of October 7,1976 Affiliation Agreement signed by both the
Society and Park District.

QUESTION t2. "According to what has been explained as an important part of this Agreement, certain possessions of the WHS were conveyed to the WPD. Did this include only the artifacts on hand when the agreement was signed, or to those on hand at that date AND all those artifacts acquired subsequently as well? "

RESPONSE: Section 2(c) of the Affiliation Agreement states that the Society "will transfer title to Park District, those items of personal property set forth in Exhibit A attached hereto and made a part thereof."

No reference is made to artifacts to be acquired in the future.

The intent seems to be that all artifacts would be "owned" by the Wheeling Park District, but the present wording would imply that only those items listed as owned in Exhibit A were transferred to the Wheeling Park District.

This section should be amended to clarify who "owns" artifacts acquired after Exhibit A was compiled,

It is my feeling that one group, either the Society or the Park District, should hold title to all artifacts to prevent duplication of insurance coverage etc.

QUESTION #3.11 In exchange for "turning over" title to many or all of the artifacts in the possession of the WHS, the WHS apparently gained an assurance that nothing could ever happen that would cause the WHS to lose certain artifacts that could be considered irreplaceable. While this is understandable, did this apply to the funds of the WHS as well?"

RESPONSE: No. Please see Section 2(a) of the Affiliation Agreement which states that the Society agrees "that it will continue to raise funds to assist in the payment of expenses of the Society and will prepare and submit for approval to Park District's Board of Park Commissioners, a budget for the Fiscal Year May 1 - April 30."

The Society and Park District concurred that funds raised by the Society would be maintained by and spent by the Society. Please refer to the attached report on Finances submitted to the Board of Park Commissioners by Park Superintendent Phillips.

QUESTION #4. "Many other questions could come up regarding the first three topics mentioned above, but I would prefer to address the remaining questions to the topic of finances and the mortgage we keep hearing about so we might "clear the air" as much as possible:,,,".

RESPONSE: Question #4 relates to specific questions about a legal mortgage on the museum. Differentiation must be made between a legal mortgage, such as one would have on one's home, and a debt incurred by a unit of local government when expenditures exceed existing revenues.

This debt has created a negative fund balance in the Historical Fund. The Museum renovation project, is primarily funded with tax dollars. As there was not enough revenue in the Historical Fund of the Wheeling Park District to meet and/or exceed this amount of expenditure, a negative Fund Balance was created which is being gradually reduced as additional tax funds are received.

This negative Fund Balance, in the Historical Fund of the Wheeling Park District, as of September 30, 1980 is (\$19,724.99).

Questions 4.1 -4.6 relate to a legal mortgage and are not applicable.

QUESTION #5."If this mortgage went for improvements in the building, and the building is owned by the Park District, than what percent of the cost of the improvements is being paid by the district, since they will ultimately own the building?"

RESPONSE: Most of the Capital expenditures in the Museum renovation project were paid by the Wheeling Park District. The only non-tax revenue generated in the project were:

1. Funds raised by the Society and expended by the Museum Committee appointed by the President of the Society. These Society expenditures were for carpeting, curtains, shades and other such items.
2. In Park District Fiscal Years 1980-81, 1981-82, 1982-83, a commitment has been made to allocate 60% of the Brat and Beer Fests net proceeds to debt reduction.

QUESTION #6alow much tax has been levied?"

RESPONSE: Please refer to the attached Historical Fund Budget report from Park District Superintendent Phillips.

QUESTION 6b."Since the tax was "available" as a result of the Museum's existence in part, then what part of these revenues came back to the Society to purchase artifacts etc?"

RESPONSE: Please refer to the attached Park District's Historical Fund Budget report by Superintendent Phillips.

In summary, the Park District has sought to re-establish a positive fund balance by minimizing expenses except those generated in renovation and basic operation of the Museum.

No tax funds have been allocated to the purchase of artifacts.

Please review the Society's three budgets (74-75, 75-76, and proposed 1976-77) for an analysis of the level of funds allocated to artifact acquisition;

I find no direct reference to this item. Please also note that the Park District in Fiscal Years 1979-80 and 1980-81 allocated 25% and subsequently 40% of the Brat and Beer Fest's net proceeds to the purchase of artifacts.

To date no recommendations have come forth from the Society, or individuals in the Society on how these funds should be allocated, what should be acquired, what artifacts are needed in the museum.

It was felt in 1976, that by elimination of fixed expenditures (utilities, ins. etc) that additional Society resources could be allocated to the upgrading of the aspects of the museum operation that were a Society priority. Due to our dropping the Brat and Beer Fest, these net funds have not been directly available to the Society.

RECOMMENDATION: It is felt that the Society should indicate an artifact acquisition program which would fill existing voids, round out displays, etc,

3.

QUESTION #6c. "Since the Society is paying a portion of the mortgage, it would seem obvious that a percent of the revenues gained from having the museum comes to the Society."

NOTE: while this is more of a statement than a question, it is felt that a response is necessary.

RESPONSE: It has been pointed out that there is no legal mortgage, but a debt incurred with the moving and renovation of the museum. It has also been pointed out that the Society contributed funds for specific projects (carpet, curtains, shades etc).

The Society has not, nor does it presently, "pay" to offset this debt.

The Park District maintains a separate Historical Fund, as required by law, and pursuant to normal audit guidelines to specifically delineate Historical Revenue sources and expenditure accounts. Speaking as a Park District Commissioner, this cannot and will not be abdicated.

; The Society should and will continue to seek increased input in the annual budget of the Park District's Historical Fund, as defined in the Affiliation Agreement.

124.2d, 1980
Response to
Roger Powers.

TO: Wheeling Historical Society and Wheeling Park District
Board of Park Comm4sioners
FROM: David F. Phillip Superintendent of Parks & Recreation
Wheeling Park Di!'strict
RE: Finances- Historical Fund
DATE: February 4, 1981

LEGAL AUTHORITY TO LEVY

The Wheeling Park District has levied the Historical Tax since 1976, at the rate maximum of .015 percent of the equalized assessed value (1.50\$100 EAV) pursuant to paragraph 326 and 327 of Chapter 105, (The Park District Code) of the Illinois Revised Statutes. Please refer to the verbatim reproduction of paragraph 326 and 327, attached

SOCIETY IMPUT ON WHEELING PARK DISTRICT BUDGET

Pursuant to the October 7, 1976 Affiliation Agreement (Section 2 (A)), the Society agreed to "prepare and submit for approval to Park District's Board of Park CommiAsioners a budget for the Fiscal Year May 1- April 30".

While the Affiliation Agreement will undoubtedly be amended to reflect the Wheeling Park District's new calendar Fiscal Year of January 1- December 31, the intent remains that the Wheeling Park District and Wheeling Historical Society sought in 1975-1976 to develop a procedure that would insure that imput from the historical specialists (the Society) would be provided to the'staff and ultimately the Board of Park Commissioners of the Wheeling Park District.

To date the fiscal resource allocation recommendations have not been generated from the Society.

The Wheeling Park District on May 14, 1979 forwarded to Society President Buerger, a complete summary of all funds generated and spent in the Historical Fund during L, 1976-77, 1977-78, 1978-79. The 1979-80 pending budget and 1980-81 proposed budget were also submitted.

The May 15, 1980 meeting with the Wheeling Park District Board of Park Commissioners and Society Board of Directors reviewed the pending 1980-81 budget. The notes of this meeting, distributed to the Society Board and Park Board reflect that:

"Park District Commissioner Lark reiterated that the 1976 Agreement stipulated that the Society was to provide suggestions to the Wheeling Park District to be considered by the District in budget preparation of the Museum Fund. This had not been received and the Society was requested to comply and provide the information to Dave Phillips within two weeks. Dave Phillips requested 2 years of requests listed in priorities. Shirley Mueller reviewed the file cabinet purchased by the Society which is to be placed in the museum."

No imput was received by the Society in response to the 1979 letter, or the 1980 meeting.

SOCIETY MEMBER'S QUESTIONS

On October 22, 1980 Society member Roger Powers presented a questionnaire to the Society which included some fiscal related topics (see Affiliation Agreement Section).

Finances-Historical Fund

2.

Superintendent Phillips' memorandum to the Board of Park Commissioners of October 27,1980 (attached) was provided to Mr. Powers in Mr. Klocke's response.

PAST, PRESENT, FUTURE - CASH BALANCE SUMMARY

An overview of the ending cash balances in the Historic Fund is appropriate. Please note that the overlapping calendar years reflect the prior May 1-April 30th Fiscal Year.

<u>FISCAL YEAR</u>	<u>STATUS</u>	<u>YEAR ENDING CASH BALANCE</u>
1976-77	Actual	\$ 5,710.89
1977-78	Actual	19,448.86
1978-79	Actual	22,877.28
1979-80	Actual	(20,858.85)
Dec. 31,1980	Actual	(11,308.89)
1981	Budgeted	16,348.61
1982	Projected Budget	46,825.61

1981 BUDGET

Attached you shall find the fiscal information included in the Wheeling Park District's 1981 Budget.

Please note that no allocations have been made except for the essential services.

It is hoped that as a result of the upcoming meetings and discussions, that the Society will come forward with specific proposals for 1981, and plans for 1982 which could then be considered by the staff and the Board of Park Commissioners of the Wheeling Park District, whereby the '81 budget could be amended to allocate the limited but available resources.



4.

BUDGET PURPOSE

The Wheeling Park District utilizes the budget as an implementation tool for the identified and prioritized objectives of each fund.

The priorities of the Society membership and Board of Directors should be analyzed and reviewed with the Park District's Board of Park Commissioners.

These priorities may (or may not) include:

1. Salary for part-time or full time Curator/Director.
2. Childerley Log Cabin restoration.
3. Consultant research on historical significance of existing buildings owed by the Wheeling Park District, or present in the community for the purpose of including them on the State and National Register.
4. Grant applications based on determination of historical significance.
5. Artifact purchase/lease to expand display potential.

SUGGESTED FUTURE DIRECTION

1. Have the Society and the Park District appoint a Joint Committee (or authorize the Liaison Board), to define short, medium, and long goals, objectives of the Society.
2. Prioritize the objectives, define action steps and establish a time table to accomplish the action steps.
3. Define the costs of each action step and each objective to determine feasibility.
4. Report back to the Society's Board and the Park District's Board of Park Commissioners at the conclusion of the development of the multiple year Historical Master Plan.
5. Have each Board approve the multiple year Historical Master Plan.
6. Have the Board of Park Commissioners include the costs to accomplish the action steps and objectives in the current and future budgets.
7. Have the Joint Committee, or the Liaison Board monitor the Master Plan implementation to insure it's use as a planning tool.

AMENDED AGRIPMENT
BY AND BETWEEN
WHEELING PARK DISTRICT AND
WHEELING HISTORICAL SOCIETY

THIS AGREEMENT made this 16 day of July, 1951
in amendment of the October 7, 1976 agreement, by and between WHEELING PARK DISTRICT, Cook and Lake Counties, Illinois, (referred to herein as "Park District"), an Illinois unit of local government, and WHEELING HISTORICAL SOCIETY, Cook County, Illinois, (referred to herein as "Society"), an Illinois not-for-profit corporation.

WITNESSETH:

WHEREAS, Society has determined that it is in the best interests of the residents of the Wheeling area to preserve those historical artifacts which it owns or will acquire and which would be of lasting benefit to the residents of the Wheeling Area; and

WHEREAS, Park District has determined that it is in the best interests of the residents of the Wheeling Park District that certain premises located within the boundaries of the Park District be designated and operated as museums pursuant to the authority conferred by Section 8-3 and 326 of the Park District Code; and

WHEREAS, under and by virtue of Section 10 of Article VII of the Illinois Constitution of 1970, local government units within the State of Illinois are authorized to enter into Interlocal Agreements providing, among other things, for the exercise, combination or transfer of any power or function in any manner not prohibited by law or ordinance, and for the use of their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Park District desires to provide for the payment annually from the Historical Fund tax revenues of the Park District the cost of improving and maintaining the historical properties, including but not limited to, the cost of all repairs, utilities, services, insurance on artifacts and structures (including contents), and custodial services.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do agree as follows:

Section 1: Park District agrees:

- (a) That it will acquire and maintain park district

buildings and facilities of historical significance for use by the general public.

(b) That it will appropriate and levy needed funds for the operation, maintenance and improvement of sites which have been designated as museums.

(c) That it may, with Society approval, retain a staff person whose duties would be mutually agreed upon by the parties.

(d) That it shall during the annual budget deliberations, consider the input of the Society in the allocation of financial resources derived from the Historical Fund tax levy pursuant to Section 2(b) of this Agreement.

Section 2: Society Agrees:

(a) That it will continue to raise funds to assist in the payment of expenses of the Society and adopt an annual budget to be approved by the Society membership.

(b) That it will submit not later than November 30th of each year, to the Park District's Superintendent of Parks and Recreation, a proposed Park District Historical Fund budget for the Fiscal Year January 1 to December 31. This proposed budget shall recommend how the Historical Fund tax receipts budgeted to be collected in the Fiscal Year, be allocated. The Society's proposed Park District Historical Fund budget shall include the detailed justifications necessary to support the proposals of the Society.

(c) That it will provide the expertise necessary in determining buildings and historical material to be acquired by Park District and Society.

(d) That upon any dissolution of the Wheeling Historical Society, it will transfer title to its artifacts, assets and other personal property to the nearest museum.

Section 3: It is further agreed that a Liaison Board will be maintained consisting of three Society Members and three Park Commissioners. Liaison Board Members shall be appointed annually by the President of the Society and the Park District and shall serve until their successors have been chosen.

3.

The Liaison Board shall have the authority to choose a Chairperson, Vice-Chairperson and other such officers as appropriate and set times for at the minimum, quarterly meetings to be held in February, May, August and November of each year.

The Liaison Board shall develop and recommend to the Park District Board and the Society membership policies to be adopted pertaining to the implementation of this agreement, which when approved by the Society membership and Park District Board shall be the policies governing the Liaison Board.

Section 4: The terms of this Agreement may be altered or amended by the consent of the parties hereto.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their proper officers duly authorized to execute the same.

WHEELING PARK DISTRICT

By:

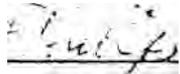
President

WHEELING HISTORICAL SOCIETY

BY: C. J. ... / 1 C-4, k-2, ...

President

ATTEST:



Secretary

ATTEST:

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Secretary

HISTORICAL SERVICES FUNCTIONAL
MISSION STATEMENT

FUNCTIONAL MISSION STATEMENT

The mission of the Historical Services function of the Wheeling Park District is to provide, or to enable residents and area citizens of all ages, through their involvement, participation and exposure, to experience quality historical programs, exhibits, tours, materials and facilities.

PURPOSES

Human Resources

To obtain and maintain the highest possible quality and quantity of productivity in work performance by staff and volunteers.

Financial Resources

To maximize the benefits of financial resources through the efficient, effective and judicious expenditure of funds and to solicit and obtain additional resources to support an aggressive historical effort.

Operational Services

To design, develop, maintain and utilize systems, schedules, techniques, standards, processes, plans, procedures, and relationships that enable written, pictorial, verbal and historical materials and resources to be effectively and efficiently utilized to further the historical endeavor.

Program Services

To effectively utilize facilities, properties and other resources that enable local, area, regional, national, and international historical events, people, time periods and/or contributions to be presented on a daily basis through creative, entertaining, educational, informative, and visible programs, exhibits, tours, workshops, and materials to residents and area citizens of all ages.

Other Resources

To obtain, renovate, rehabilitate, improve and/or provide historically valuable, attractive, visible, and usable facilities, properties, artifacts and other resources that protect, preserve and/or enhance the historical endeavor and to obtain sufficient materials, equipment and supplies that enable a viable historical effort to be sustained.

HISTORICAL SERVICES DEPARTMENT
PRIORITIZATION OF GOALS WITH DUE DATES

PRIORITY	DUE DATE
Identify, prioritize, cost out and present a fiscally responsible acquisition plan for all equipment, materials and supplies needed by, but not available to, the department to further the historical endeavor.	7-41-84 oCS This tVIEPitsi cti Ti-/DC-ET 12/31/84
2. Develop and complete a <u>staffing</u> MIA, p plan that addresses and specific recommendations on the most effective organization of, and subsequent utilization of, staff and key volunteers to enhance and maintain the optimum performance and productivity of departmental personnel.	(9 044.), CH-Altr 12/31/84
3. Develop and submit to the Wheeling Historical Society for their action, and outline proposal for the department to present not less than six, one-half hour historical presentations all occurring prior to the end of 1985, at the monthly Society meetings	0 2/1/85
Prepare and submit Job Effectiveness Descriptions clarifying performance expectations for all staff positions, B.3.	_z.ii3/1/ d17-2 t-
5. Prepare and submit Job Effectiveness Descriptions clarifying performance expectations for all volunteer positions.	5/1/85
6. Explore, finalize and implement plans to leverage and/or coordinate the delivery of Historical Services and Leisure Service programs, activities and events to broaden the exposure of audiences to the community historical endeavor.	Appe I B Lcp., pöp_re., ty fdRit 4/1/85
7. Develop and implement a comprehensive and selective volunteer recruitment orientation, assignment, training, and reward effort that enables quality volunteers to be obtained, retained and effectively utilized to enhance the Historical endeavor.	9/1/85
8. Publish and distribute four (4) issues of not less than 800 copies per issue of a Historical Newsletter in 1985 which informs and educates recipients of currently available or planned historical services and/or historical endeavor advances.	1/31/85
9. Identify, prioritize and undertake all interviews needing to be conducted to preserve and enhance first hand knowledge of local and area history.	.44, teivatr.44 12/31/85
10. Complete the development, printing and distribution of not less than 5000 copies of local and area history.	12/31/85
11. Review and confirm or clarify and strengthen procedures utilized to implement, monitor, control and/or direct departmental systems schedules, techniques, standards, processes and plans through the preparation and finalization of a departmental Operations and Procedures Manual.	9/1/85
12. Develop and implement or coordinate the provision of a comprehensive series of monthly local, area and regional historical tours that will educate, inform and entertain participants. - au, „zee- 4Tiff	5/1/85

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PRIORITY

DUE DATE

13. Initiate the exploration and finalization of any and all tailored financial reports needed to monitor and control the generation of expenditures of funds. 5/1/85
14. Approach the newspapers to print on an ongoing basis, entertaining and informative exhibits and photographs of historical events, people, properties and facilities to broaden the general public's exposure to and appreciation of Wheeling and area history. 5/1/85
15. Develop and/or coordinate the provision of six (6) local or area general public programs that draw an average attendance of 50 persons which present historical material to attendees in an, informative and educational yet creative and entertaining manner. 6/1/85
16. Review the 1976 Affiliation Agreement between the Wheeling Historical Society and the Wheeling Park District and make specific recommendations on any and all allegations needed or desirable, to clarify and subsequently strengthen the relationship and to enhance involvement, participation and membership in and by the Society in the mutual commitment to strengthen the local historical endeavor. 6/1/85
17. Explore, finalize and implement plans to expand attendance during visitation hours at the Museum and the Chapel/Library. 5/1/85
18. Present a portable artifact display plan for the Museum which presents and clarifies the approach to display development. 8/1/85
19. Lead efforts to form a coalition of local grade school, junior high and high school teachers or history curriculum coordinator to develop and implement a local and area history segment to existing history courses offered. 10/1/85
20. Work with and/or lead a coalition of area historical endeavor representative to develop and finalize plans to create and implement an area and regional data collection and disbursement clearinghouse and information exchange for any and all historical data identified as beneficial. 12/31/85
21. Develop a Marketing Master Plan that links creative, educational, informative, and entertaining historical services and effective approaches to likely target markets that will stimulate awareness of and participation in, appropriately scheduled activities, events, programs, tours, workshops and other services for residents and area citizens of all ages. 6/1/85
22. Complete the development of a comprehensive plan for the compilation of an inventory and assessment of historical artifacts. 12/31/85
23. Develop, finalize, cost out, and report on a plan that sets forth the artifacts sought for the museum to insure that procurement efforts recognize duplications, voids, and priorities. 12/1/85



PRIORITY

DUE DATE

24. Develop, prioritize, cost out and present in conjunction with others where appropriate, a Capital 11112•ev IL, JReservation, visibility and useability plan for all Wheeling ParkTAUT. Tict prbp"oft,ies and taciities . 11/1/85

25. Identify and solicit ,local public and private sector buildings for the presentation of traveling_c_lisalaxs of exhibits and/or displays and artifacts thatables the general population of the area to be creatively exposed to, and informed of, local and area history. 1.2/31/85



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TO: Board of Park Commissioners, Wheeling Park District
FROM: David F. Phillips, Superintendent of Parks Recreation
RE: Historical Budget, Past, Present and Future
DATE: October 27, 1980

In our District's ongoing effort to summarize and detail all areas of involvement with the Wheeling Historical Society and with the historical preservation responsibilities we have accepted, you have asked that a budget section be included in the packet being prepared which reviews all aspects of the Wheeling Historical Society/Wheeling Park District relationship.

While my original intent was to solely focus on the Park District's budget, I have broadened the scope of information submitted to you so that you can objectively analyze the various factors.

Sections of this report deal with:

- I. Legal Authority To Levy A Historical Tax
- II. Park District Budget
- III. Society Involvement In The Park District Budget Process.
- IV. Society Budgets

Each section includes a written analysis of the material attached relating to that specific section.

Section I. Legal Authority To Levy A Historical Tax

- A. Attachment- Illinois Revised Statutes, Chapter 105 Park District Code Section 327.
- B. Written Analysis- This enabling legislation has allowed the Wheeling Park District to levy .0150 (1.5%/\$100 of equalized assessed value) for historical purposes.

The Wheeling Park District, since the 1976 Levy, has levied and we have collected the maximum amount of funds (.0150) available to the District from this source. While the rate of .0150 is very restrictive, it has allowed the Park District to accept additional historic preservation responsibility with the knowledge that a stable but limited source of revenue is available for historic purposes.

Section II. Park District Budget

- A. Attachments- Pages from the Fiscal Year 1980-81 Budget
 - R-9 Historic Fund Revenue Detail Summary
 - RJ-5-6 " " Justification
 - E 25,26,27 Historical Fund-Expenditure Detail Summary
 - FJ 4-5 Historical Fund Expenditure Justification
- B. Background- As you know, the Wheeling Park District budget includes data from prior fiscal years, last year's projection of what we thought we would budget, the actual figures budgeted, and next years projected figures.

In an effort to fully capsule all Historic Fund revenues and expenses, I have inserted Fiscal Year 1976-77 data in the far left column, Fiscal Year 1976-77 was the first Fiscal Year that the Historic Fund was created, as our initial levy of tax. (reference

2.

section I) was in 1976

C. Written Analysis- The District has sought to minimize expenses in all areas of the Historical Fund except the Museum Maintenance Improvements section (1130's) in order to repay the fund for the debt which accrued with the museum renovation project.

The closing cash balance (cash on hand April.30th of each fiscal year) which existed and/or may exist in the Historical Fund has been, or may be:

Closing Cash Balance

<u>FISCAL YEAR</u>		<u>AMOUNT</u>
1976-77	Actual	5,710.89
1977-78	Actual	19,448.86
1978-79	Actual	22,877.28
1979-80	Actual	(20,858.85)
1980-81	Budgeted	(17,520.85)
1981-82	Projected	(11,929.85)

It is felt that if we can minimize expenses, that by the end of Fiscal Year 1981-82, or by the end of calendar year 1981 (if we change our Fiscal Year to the calendar year) that the (\$11,929.85) Projected deficit can be offset and that in 1982 we can re-allocate the revenues to new priorities, having fully offset the debt incurred with the museum renovation project.

To review 1976-77, 77-78, & 78-79 fiscal years, please recognize that plans were being made and **obligations being** considered and made to move the museum from 84 S. Milwaukee Avenue to Chamber of Commerce Park. It was felt by the Park Board that **by levying the full** available tax rate, that the District could more quickly **offset the cost of the** museum relocation/renovation project than if we waited until **the museum was physically** moved and expenses incurred. One Hundred percent **of the tax revenues for** 5-6 fiscal years are required to totally offset this **obligation and basic operational** costs. 7-8 fiscal years, may be required if these **funds are more widely** disbursed within the Historical Fund.

Section Society Involvement In The Park District Budget Process

- A. Attachments-Copy of 5/14/79 letter to Society President ;**Robert Buerger** notifying the Society of the tentative Park District budget for 1979-80. Copy of notes taken at 5/15/80 Joint Society, Park District Board Meeting.
- B. Written Analysis- **The Society and Park District** concurred, during discussions about affiliation and reached an understanding that Society funds (on hand at the time of affiliation or raised/obtained in the future would remain with the Society for investment and/or expenditures.

Section II(a) of the Affiliation Agreement references to Society input **on the** Park District budget. The Society is to suggest to the District, the Historical Fund priorities.

The process was to be as follows:

The process was to be as follows:

1. Submission of recommendations by the Society to the Superintendent of the Park District.
2. Submission of the preliminary budget by the Superintendent to the Board of Park Commissioners. This could fully, in part, or not at all, include the suggestions of the Society.
3. Review of the preliminary budget by the Board, with the Society and Superintendent for final determination of the budget.

Final allocation of Park District revenues was to remain per our legal guidelines vested with the Wheeling Park District Board of Park Commissioners, though input from the Society, based on their expertise was requested.

Section IV. Society Budgets

A. Attachments- Copies of the Wheeling Historical Society budgets for 1974-75, 1975-76, and proposed 1976-77.

B. Written Analysis-In summary of the attachments, the below is pertinent:

Expenses	Actual 1974-75	Actual 1975-76	Proposed 1976-77
Utilities	614	620	625
Brat F Beer	5325	5975	5800
Lollipop Ln/ Wassil Bowl	220	250	435
Other	807	708	686
Total Expense,4,	6966.00	7553.00	7546.00
<u>Revenue</u>			
Brat & Beers,	7800	6405	8858
Other (Dues' (Auctions) (Lollipop) (Lane), (")43	A443	577	640
Budgeted	A443	6982	9498
Net Gain(Loss) \$	1877	(\$ 571)	\$1952

This data was provided to the Wheeling Park District by the Wheeling Historical, .. Society at the time of affiliation. Actual Revenue and Expenses are not shown, but the budget continuity indicates that the actual figures would be close to budgeted figures.

4.

The attached budgets, and the above summary do point out that the Society has very limited revenue sources, especially with the cessation of their sponsorship of the Brat and Beer Fest. The Wheeling Park District's re-allocation of 100% of the net proceeds back into the Historical Fund is therefore especially noteworthy and commendable.

It should be emphasized that increased attention by some members of the Society has recently focused on the level of the Park District's commitment in the purchase of artifacts.

I find no reference to this as a line item in the three (3) society budgets provided to the District. The annual financial obligation of the Society in this area is not easily ascertained.

It should also be emphasized that the Board of Park Commissioners in Fiscal Year 1979-80 made the initial commitment to allocate 25% of the Brat and Beer Fest's net proceeds to artifact acquisition. In Fiscal. Year 1980-81, this percent grew to 40% of the net proceeds.

Both years some members of the Society were opposed to this allocation, wishing to potentially allocate these funds to other priorities.

To date, none of these funds, now in excess of \$1,344.00 have been obligated and no recommendations from the Society have been submitted for review and approval.



TO: Wheeling Historical Society and Wheeling Park District,
Board of Commissioners
FROM: David F. Phillips, Superintendent of Parks & Recreation, Wheeling
Park District
RE: Childerley Historic Buildings, Land Use and Non-historic Buildings
DATE: February 24, 1981

I. Historically Valuable Buildings

A. Research

1. Background

Since the acquisition of the site in 1977, the Wheeling Park District has had Historic Architects visit the site on two or more occasions.

Childerley is listed officially by the Department of Conservation of the State of Illinois on their State-wide survey of historic sites. The Museum (old Village Hall) and Community Meeting Center (Community Presbyterian Church) are also listed on the State-wide survey of historic sites.

The present challenge is to complete the initial research on the Chapel, Library and Log Cabin necessary to enable the applications to be prepared and submitted for inclusion of these structures on the National Register of Historic Places with the National Park Service of the U.S. Department of Interior.

2. Suggested Future Direction

- (a) **Have the Society** define what data they can obtain.
- (b) **Have a Historic Architect** define what data is necessary to verify the historical value of the buildings.
- (c) **Define a timetable** for completion of initial research.
- (d) **Determine cost** to complete research and make final application for the National Register.
- (e) **Revise Wheeling Park District's** 1981 Budget to allocate resources to accomplish IA2(d) immediately above

Restoration/Preservation

Background

Action must be initiated to define what needs to be, and can be done to preserve/restore the Log Cabin.

The Childerley Committee of the Wheeling Historical Society's report on the initial research, and an experts final research report, plus a preservation/restoration study are necessary before final determination of what should be done (and how much it will cost to do it) can be completed.

Upon completion of the research the study can be undertaken. It may be desirable to contract for the study prior to completion of the research phase.

2. Suggested Future Direction

- (a) Concur that a professional study is necessary for structural restoration/preservation of the Log Cabin.
- (b) Interview and retain the services of a qualified Historic Architect to prepare architectural plans and cost estimates for the restoration/preservation of the Log Cabin.
- (c) Review and approve the final study by the Historic Architect - allocate financial resources to implement the recommendations.
- (d) Retain the Historic Architect to prepare detailed construction drawings, plans and specifications. Review and approve.
- (e) Go to bid on final plans and drawings - award a bid to a qualified firm to do the work specified.
- (f) Determine a time line on IB2(a)-(e).

C. Historic Building Usage

1. Background

Please refer to the attached memorandum date February 4, 1981 by Director of Parks John Piazza and the minutes of the May 19, 1980 Meeting between the Wheeling Park District and Wheeling Historical Society (last item in packet),

2. Suggested Future Direction

- (a) **Re-examine** the usage decisions made by the Liaison Board and Wheeling Park District Board of Park Commissioners upon final review of the study and after a complete analysis of all options.
- (b) **Itecon44rm or redefine allowable usages of the historic buildings'and Childerley - broad outline.**
- (c) **Define which party is responsible for which allowable and encouraged uses.**
- (d) **?Make final determination** on historical building maintenance, repairs, key,accessability, etc.
- (e) , **program** to promote the allowable activities to fully utilizethe historic buildings.
- (f) **Determine 'a timetable and cost parameters of IC2(a)-(e). Allocate resources.**

D, Finances

1, Background

- (a) **Please refer to** the February 4, 1981 memorandum from Director of Parks Piazza on Society Board Actions (page #2 and 3) which allocated **in total**, \$3,443.60 in Society Funds toward Childerley.
- (b) Please also refer to the ChilderleyChapel/Library Master Checklist of Work Projects and the costs **known** to date in completion of the identified priorities.

2. Suggested Future Direction

- (a) Have the Society and/or the Childerley Committee provide a total revenue and expense detail summary on:
- (1) Funds allocated (including the source and location of those funds).
 - (2) Funds expended by the Committee including the description of the expense, the amount of the expense, the date of the expense.
- (b) Provide a listing of projects (in priority and with cost estimates) yet to be accomplished to determine the tentative priorities of the Childerley Committee - confirm priorities with the Society membership and Wheeling Park District Board of Commissioners.
- (c) Determine a timetable to accomplish ID2(a) and (b).

II. Land Use

A. Planning and Implementation

1. Background

The Wheeling Park District Board of Commissioners and staff, in late 1979 and early 1980 held extensive discussion on Childerley. They reviewed the issue of Land use and the Board determined that the Park design and land use philosophy would fall into two categories:

- (1) Passive
- (2) Educational/experience orientated

Please review the December 12, 1979 internal staff memorandum revised on Jillyuary 10 and February 14, 1980 and the February 4, 1981 memo by the Director of Parks of the Wheeling Park District (Section D).

2. Suggested Future Direction

- (a) **Review the find plans (including parking) of the Wheeling Park District and the Wheeling Historical Society. - obtain and consider feedback.**
- * (b) Determine priorities and the cost to implement the plan, with an appropriate timetable for completion.**

III. Non-historically Valuable Building Usage

A. St. Joans

1. Planning and Implementation Background

During the same time period the Park Board and staff discussed land planning and usage. They also considered the utilization of St. Joans House.

Please review the January 4, 1980 memo - revised January 10, February 14, March 6 and March 26th from Director of Recreation Straus on the St. Joans recreational use of rooms.

The Wheeling Park District has already initiated a number of the allowable programs for the first floor. No action has been taken to refurbish the upper floors or the basement - hence no programmatic utilization has occurred.

B. St. Jeromes House

1. Planning and Background

The Board of Park Commissioners reviewed the St. Jeromes building on several occasions.

Dr. Paul Sprague, a historic preservation architect and specialist, on December 17, 1976 reported to the Board of Park Commissioners that St. Jpromes house was of no historic value. His report stated:

"The House of St. Jerome is quite another problem, however. It consists of a farmhouse of about 1870-80 in the Northeast corner to which extensive additons were made in 1911. At that time the interiors of the farmhouse were completely remodeled. In my judgement, this house with its cut-up interiors lends itself the least, of the buildings on the property, to use by either the Park District or the Historical Society. Furthermore, the amount **that would be** required to remodel it into a useful building, or **to maintain and** repair the house while using it as a Retreat House is likely to be excessive. Even if the house were completely renovated, **4t does not seem to me to** be of sufficiently historic interest o have. **enough potential for** use by the Park District to warrant **'the expense.**"

The Wheeling Firelepartment's inspection of the house in July of 1979 confirmed the extenikm repairs necessary to come into compliance with minimum Buildings ,Regulations.

Structuralengimm ere retained by the Wheeling Park District to p pare a reportIOnAhcondition of St, Jeromes. William Smith iheeri4 espAtetta reportr00 the Park Board dated March 20, 1978.

The f Park toimissiOness'reluctantly accepted the fact that the novate Jerome outweighed the value of the building and on anuary.3₁ 1940 the.Bofird,accepted a proposal from Aver's Excavation in the'amoUnt of \$3,15.0:00.to'deMolish St. Jeromes.

The work was performed which allowed the ingress/egress to the park to be widened to two car widths, The demolition of St. Jeromes also allowed the parking lot to be laid out and the initial layer of gravel to be laid.

2. Suggested Future Direction

Finalize the parking lot plans under the Land Usage portion of this section (refer to IIA(2)).

C. Solitary

1. Background and Current Status

During the Calvert Foundation ownership and operation of the Childerley Retreat property the Solitary House was utilized as a caretakers living quarters. The Wheeling Park District continued this precedence with a Park Department employee residing in the Solitary who paid rent to the Wheeling Park District, but also was responsible for being aware of building and park security needs.

This arrangement has been worthwhile and it is visualized that as the Park develops and becomes more heavily utilized, that it will be even more advantageous.



TO: David F. Phillips, Superintendent of Parks & Recreation, Wheeling Park District
FROM: John Piazza, Director of Parks
RE: Childerley Background
DATE: February 4, 1981

In 1977 the Wheeling Park District acquired the Childerley Retreat Site because of the valuable historic, outdoor recreation and outdoor education potential of the site. The Wheeling Park District felt this area should be preserved and made available to the youth and adults of our community.

Within the last year or so, concerns have been brought to our attention as to the use of the retreat house, chapel, log cabin and land use. I have broken down each of these areas separately.

A. Log Cabin- The log cabin is an historical landmark. This building is owned by the Wheeling Park District and is to be operated by the Wheeling Historical Society.

On March 5, 1979, a Liaison Board meeting was held between the Wheeling Historical Society and the Wheeling Park District. At this meeting it was noted that historical documents would be needed to document the historical value of the cabin." The Childerley Committee is doing the leg work to save costs. The Historical Society was requested to make available their records and tapes to the Childerley Committee. The Chairperson for the Childerley Committee was Gene Kavanagh."

In the spring of 1979, the Park Department discovered that the brick exterior wall on the west side of the cabin had begun to bow out. Because of the possible historical nature of this building, we did not want to attempt to repair the wall. Instead we secured the area with more fencing and contacted a Mr. Gregerson, an Historical Architect, to give us direction on how to correct this problem. He advised us to remove the brick wall and cover the logs with plywood. We followed his advice, and the park district removed the brick wall, stored the bricks inside the log cabin and covered the logs with plywood. This is the extent of work that has been done pertaining to the log cabin, pending the Board port by the Childerley Committee of the Historical Society.

B. Chapel- On March 5, 1979, a Liaison Board meeting between the Wheeling Historical Society and the Wheeling Park District, some possibilities for utilizing the chapel as a library. " Motion was made by Lorraine Lark second by Jean Kavanagh that the chapel and library, not to be used for physical activities."

"Motion carried by Shirley Mueller that the library usage to be:

- 1) artist showplace for memorabilia
- 2) lecture/educational:
- 3) meetings

Motion carried by Voice Vote."

Motion was made by Lorraine Lark, seconded by Gene Kavanagh that the possible usage of the chapel to be:

- 1) as a church -non-sectarian
- 2) weddings
- 3) showplace for tours
- 4) retreat/meditation

Motion carried by Voice Vote"

On March 6, 1980 at a regularly scheduled Board of Park Commissioners meeting Commissioner Lark made a motion to designate the chapel usage as 1) non-sectarian 2) weddings 3) showplace for tours and 4) retreat/mediatation Motion carried by voice vote."

"Commissioner Lark also made a motion to designate the library usage as 1) Historical showplace 2) lectures/educational and 3) meetings. Motion carried by Voice vote."

Regarding all repairs, improvements, suggested improvements, etc; please refer to my attached Master Work Schedule and Check List for the Chapel and Library.

C. Retreat Houses- Both St. Joans and St. Jeromes are of no historical value. The Wheeling Park District Board of Park Commissioners on November 18, 1979 approved the demolition of St. Jeromes due to the extensive renovation which would have been needed and due to the lack of available parking in the park.

On March 6, 1980, the Board of Park Commissioners approved the renovation of St. Joans and to have activities in this building to be of a recreational nature such as pre-school, dance, cooking classes, etc.

D. Land Usage- The area and the chapel and log cabin is to be of a passive nature. In the summer of 1978, the Park Department constructed a bird sanctuary.

The garden **area between** the library and log cabin is to be rototilled by the Park District **and be planted** by the Wheeling Historical Society. It was suggested that wild **flowers be planted in this** area.

The meadow **area will remain open.**
The wildlife refuge will remain as is.

The orchard are will become part of the picnic area. We **will install grills** and place picnic tables throughout the area.

The area around St. JoalisHouse will be used for passive sports such as: horse shoes, shuffel board, etc. This area may also have playground equipment installed.

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Educational gaSieewill be placed itotthwest of the log cabin.

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A parki of has been deVeloPed where St. Jeromes had stood.

E. Society Funds for Childerley-A

"On September 22, 1976 at a regularly scheduled Wheeling Historical Society meeting, Mr. Bob Buerger's motion after some discussion, to set aside part of some ordksavings account to go into a separate account for the Childerley project, restoration and suggested \$1,000.00 plus the \$10.00 donation from that years Brat and Beer Fest to be placed in this special account. John Koeppen amended this motion which carried unanimously."

"On September 26, 1979 at a regularly scheduled meeting of the Wheeling Historical Society, Glen Bensen made a motion to appropriate \$2,000.00 from the Wheeling Historical Society's general fund, which at that time was \$4,138.48, towards Childerley which would bring Childerley restoration fund to \$3,170.03. Charles Kerr seconded. Motion passed."

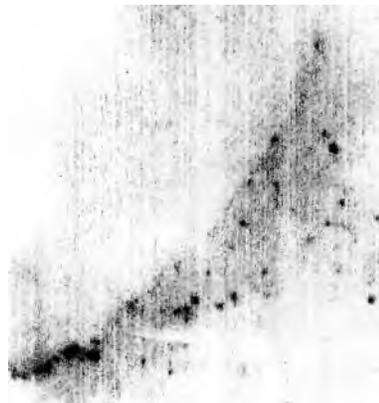
doe

Childerley Background
February 4, 1981

3.

"At this same meeting, Doris Kerr made a motion to allocate the Wheeling Historical Society's profits from the 1979 Brat and Beer Fest towards the Childerley Fund. Chris Irmiter seconded. Motion passed. The net profits totaled \$273.13 bringing the-total Childerley Rendtation Fund to \$3,443.60."

To the best of our ability, we have compiled all pertinent Board actions of the Childerley Chapel, Log Cabin, Land Use and Retreat Houses.



WHEELING PARK DISTRICT
REVENUE DETAIL SUMMARY SHEET

FUND HISTORICAL

SOURCE	ACTUAL REVENUE 1979	ACTUAL REVENUE 1980	BUDGETED REVENUE 1981	PROJECTED BUDGETED REVENUE 1982
HISTORICAL FUND REV.-1100's				
Property Taxes-Cook County	22,864.12	25,030.55	32,457.00	35,703.00
Property Taxes -Lake County		476.42	554.00	609.00
Sub Total Taxes	22,864.12	25,506.97	33,011.00	36,312.00
Adopt -A-Tree		276.00	250.00	250.00
Innatin- Society-Museum		544.00		
Donation-Society/Childerley		19.00		
Sub Total Donations		839.00	250.00	250.00
Brat & Beer Fest	9,796.17	11,525.90	12,000.00	12,500.00
Sub Total Other Revenue	9,796.17	11,525.90	12,000.00	12,500.00
GRAND TOTAL HISTORICAL REV 1100	32,660.29	37,871.87	45,261.00	49,062.00

PAGES R-9 & R-10
OF THE WHEELING PARK DISTRICT 1981 BUDGET



2.

1c. Votteybatt- Okchatd on picnic's

2. Water fountains-from water line by house/shed/orchard
3. Picnic area-orchard '
4. Washrooms-portable chemical toilets by orchard
5. Educational/experimental garden plots.
6. Flower gardens-by bird sanctuary & parking lot.
7. Bird sanctuary/quite area
8. Park Benches-walks, orchard
9. Walkway/safety/security lighting-throughout
10. Cross country skiing-meadow
11. Ice rink-by parking lot
12. Frisbee Golf -meadow
13. Shuffle board-orchard area
14. Horseshoes-orchard
15. Grills=orchard area
16. Playground equip site-by parking lot. PS and We/mediate
17. Nature Trail-Separate bark chip paths in meadows.-Detete (Moved to B)

E. SUMMARY John will do a preliminary land plan based on the above (Section D) usages. He will note (Section B) the possible general programs not requiring special design criteria on the plan. We anticipate that the rough draft of the preliminary land usage plan will be available prior to our meeting of 1/10/80, at which time we can tear apart (if necessary) and redesign the park based on our combined input.

Please prepare your preliminary building usage plans with the same type of consideration for distribution prior to the 1/10/80 meeting so that we may all have an opportunity to review each others work and be able to have formed ideas that can be d cut\$ed and prepared for presentation to the Recreation Committee and Build § Oita Grounds Committee and the Park Board.



Revised March 6, 1980
Revised March 26, 1980

TO: b VE PHILLIPS
FROM: MARY STRAUS
RE: 11 DERLEY - ST. JOANS RECREATIONAL USE OF ROOMS
ARY 4, 1980

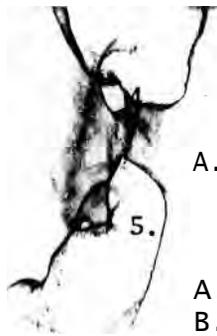
The Recreation Department and I have gone over our list of brainstorm ideas (from Meeting on November 30, 1979) and have organized and assigned them to a room in the St. Joan's House. Please review our list and comment on the possibilities.

- I. BASEMENT - Not measured - 3 rooms. (Brainstorm - Staff 3/6/80
(Ventilation?)
 - (1) Industrial Arts Room(s)
 - A. Ceramics - Move to Holmes - Phased out
 - B. Woodworking - Move to Chevy Chase Club House Basement? No Direct Exit
 - C. Upholstery
 - D. Big Projects (staining, antiquing)
 - E. Woodshop - Move to Chevy Chase Club Ho. Basement - No Direct Exit.
 - F. Storage Area - Present coal room

- II. FIRST FLOOR
 - 1. Porch (if enclosed) 35'9" x 11'7"
 - A. Display area
 - B. Bulletin Boards
 - C. Reception Area
 - D. Information Shelves
 - E. WarmtitiLshelter - added 1/10 - Board disagreed, consider other type of
 - F. Waiti 41o -, added 1/10 Warming Shelter, fireplace in area
Porch when enclosed 3/6/80 Warming shelter provided with ice rink

 - 2. Living Room - 39'2" x 27'9"
 - A. Waitin Area when enclosed
 - B. Library/Periodicals
 - 6, ---- Meetin Room
 - D. Card Roo ft. om
 - E. Exhibitoave p rch is enclosed
 - F. Recep'0, on area 3l porch is not enclosed) - move to porch
 - G. Meetin romoli, ?upstairs
 - H. liOetpresentations - move upstairs
 - I. Day CAT' - move upstairs
 - J. SenRir^a Activity R0om - Move upstairs

 - 3. chen Fi Study
 - '7 4- Kitchen 6'5" x 10'9" Study 13'2" x 11' (Bi-fold door)
 - A. ,Cooking Classes
 - B. Preparations
 - 1. For meetings
 - 2. Daily activities (staff kitchen)
 - C. Demonstration, Special Events
 - 1. Recipe Exchange
 - 2. Bake-offs
 - 3. Special Events on grounds
 - D. Canning
 - E. Eating area and staff lounge
 - F. Storage (Pantry)



Bedroom (Large) 15'2" x 15'4" - ok, continue to monitor

A. Equipped Pre-School Active Room

Bedroom (Small) - 13'2"x 12'7" Narrows to 6'+ the last half of the room

- A. Staff Office
- B. Pre-School Office
- C. Pre-School quiet area

SECOND FLOOR

1. Bedroom(s) (next to Sun Porch) 12'x 17' F, 15'4" x 19'10"
 - A. Storage area (extra area of small bedroom) - for coats, etc.
2. Fireplace Bedroom - 17'8" x 10'5" (look at soundproofing)
 - A. Music Drama Room
 1. Community Sing
 2. Drama workshops
 3. Practice Room
 4. Guitar
 5. Meetings
3. Middle Bedroom (large) - 13' x 10'S"
 - A. Seminars
 - B. Discussion Groups
 - C. Counseling
 - D. Small group meetings
 - E. Needlepoint
 - F. Embroidery
 - G. quilting
 - H. Weaving
 - I. Crochet
 - J. Knitting
 - K. Macrame
 - L. Interior Decorating
4. Middle Bedroom - 16'x 14'8"
 - A. Storage area for second floor use



IV. THIRD FLOOR ^{discit} Needed



1. Large Bedroom - Arts Room finish in a rustic way
11'10" x 12'4"
 - A. Painting
 - B. Drawing
 - C. Oils
 - D. Watercolors
2. Small Bedroom - Handicraft Room not usable except for storage.



PENDING FUTURE ACTIONS:

1. Director of Parks to redo room measurements - all rooms - all floors
2. Director of Parks to explore utilization of basement with an eye towards the lack of a direct outside exit.
3. Director of Parks directed to prepare costs for enclosing the front porch - implement.





TO: Wheeling Historical Society and Wheeling Park District Board of Commissioners
 FROM: David F. Phillips, Superintendent of Parks & Recreation
 RE: Airtel Board
 DATE: February 24, 1981

BACKGROUND

Please refer to:

February 9, 1981 memo from Director of Parks Plaza - attached.
 February 4, 1981 memo, RE: Affiliation Agreement from Superintendent Phillips - see Affiliation Agreement section.

CURRENT STATUS

4

From review of the February 9, 1981 memorandum and from the minutes of the Liaison Board, it appears that the primary discussions and decisions have dealt with the make-up of the Liaison Board.

The Liaison Board, since its formation has met five times in 4 1/2 years:

- April 27, 1977
- May 12, 1977
- February 9, 1978
- June 14, 1979
- March 5, 1980**

SUGGESTED FUTURE DIRECTION

1. The Liaison **BoartishOtattital** group to pursue and determine the joint direction of both parties **ort4 Affiliatio;Agreement. Each** segment of **this packet ultimately could be cleared thvghlight e iLiaison Board.**
2. The powers of the Liaison Board (or could be reviewed and documented) Neither Board should (or could) **40legtite *e decision** making responsibility to the Liaison Board, but **the Liaison B64d'Should be** viewed as the clearinghouse and sounding board of **ideasand/or concerns by the Wheeling Historical Society and the Wheeling Park District, prior to, -official action being recommended to each Board by the assigned representatives. iio the Liaison Board.**
3. The Liaison Board **ould be vested with the responsibility and authority to develop a series of goals, objectives, action steps and timetables (please refer to the Finance section's recommendations).**
4. Official action should be taken to amend the Affiliation Agreement changing the number of members to seven (7) (please refer to the section dealing with Affiliation Agreement and the accompanying recommendations).
5. Pre-determined quarterly meetings should be set (Example: 1st Wednesday - January, April, July, Octebes..) and others called **as** needed by either party's representatives. This would help insure that the meetings, as mandated in the Affiliation Agreement, would be held.

TO: David F. Phillips, Superintendent of Parks & Recreation
Wheeling Park District
FROM: John Piazza, Director of Parks
RE: Liaison Board Background
DATE: February 9, 1981

The establishment of the Liaison Board was the direct result of the affiliation agreement between the Wheeling Historical Society and the Wheeling Park District. This agreement had been signed on October 7 and 11, 1976. Both portions of this agreement agreed to the following:

"A Liaison Board will be appointed consisting of: 1) a member of Society Board of Directors 2) Society Curator 3) a Commissioner of the Park District 4) Superintendent of Park District 5) a member of community acceptable to above mentioned members."

"The four members representing the parties hereto shall be appointed by the governing boards of each of the parties hereto within 60 days of the execution of this agreement. The fifth member shall be appointed at the first meeting of the Liaison Board. The Board shall have the authority to choose a chairman and secretary and set times for meetings (which shall not be held less than quarterly during each calendar year.)

The Liaison Board shall develop and recommend to Park District and Society Boards policies to be adopted pertaining to the implementation of this agreement, which when **approved** by Park District shall be the policies governing the Liaison Board."

On February [redacted] **etting** of the Liaison Board of the Wheeling Park District and the **Wheeling .N,** "motion was made by Bob Buerger, seconded by June Orlowiki **rtiA, the members** of the Liaison Board to 7, and recommended this be **prespted;** **thelfAling Park** District for review and approval."

"This **boai4'WoulU4Onsi\$^{41t}_of:**

Park **District-: Superintendent** Phillips, and two Commissioners **Lorraine** Lark and one other Commissioner" by the Society.)

Historical **Societkillob** Buerger, Curator, June Orłowski and one other member to be selected by Society.)

Citizen at Large- Robert Ross

Motion Carried"

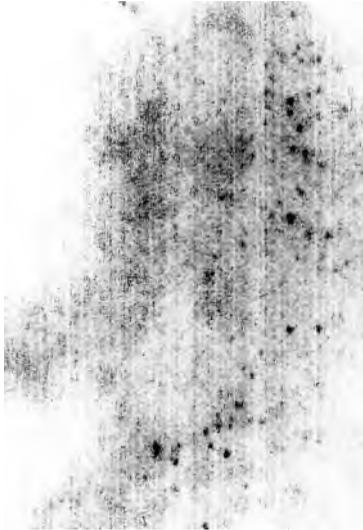
"On February 17, 1977 at a regularly scheduled meeting of the Wheeling Park District Board of Park Commissioners, motion was made by Commissioner Lark, seconded by Commissioner Ross that the Liaison Board be expanded from 5 to 7 members, 3 from the Park, 3 from the Wheeling Historical Society and 1 citizen at large. Motion carried by voice vote."

"On February 23, 1977 at a regularly scheduled meeting of the Wheeling Historical Society." Bob Buerger announced that the Liaison Board had a meeting with all members and after some discussion they decided to increase the Board members

2.

with (1) member from the Historical Society and (1) from the Park District.

Bob Buerger made a motion to change and increase the amendment to the Liaison Board adding (2) more members, one from each organization. Lorraine Lark seconded this motion which carried."



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TO: Wheeling Historical Society and Wheeling Park District Board of Park Commissioners
FROM: David F. Phillips, Superintendent of Parks and Recreation
RE: Museum
DATE: February 24, 1981

I. Background

- A. Please review the February 5, 1981 memorandum on Museum Background prepared by Director of Parks Piazza for background on the museum, when it was moved, and Board's actions relative to and subsequent to the move.
- B. Please review the October 29, 1980 memorandum on "Expenditures- Museum Moving and Renovation" which in detail, reviews the individual expenses incurred by the Wheeling Park District in the relocation, refurbishing and enlargement process.

II. Current Status

A. Museum Survey

Please refer to the February 5, 1981 memorandum from Superintendent Phillips on the intent of the Wheeling Park District to finalize, disseminate and tabulate the results, of a museum survey. It is hoped that new direction can be obtained and that discussion with the Society and/or Liaison Board will result in a clearer understanding of how our museum measures up against others.

B. Operations

The Wheeling **Historical** Society, per the Affiliation Agreement, is charged with the **responsibility of, operating** the museum. The Society, being a volunteer **organization relies totally** on volunteers to "operate" the museum.

III. Suggested Action

1. Staffing has been, and continues to be a topic of discussion. When the working relationship between the Wheeling Historical Society and the Wheeling Park District is **totally reevaluated**, it may be that a consensus will be reached that a paid **(part-time, full-time) staff member is** necessary. Regardless of whether the **staff is volunteer, part-time or full-time**, the following is necessary:

- a. **definition of a job description** for each position (Curator, Caretaker, Historian; Director, etc) **listing** minimum skill requirements, duties and **responsibilities, education** and/or experience levels, time commitment **required; accountability.**
- b. **If paid staff are necessary**, the Wheeling Park District and/or the Wheeling Historical Society would have to allocate fiscal resources and commit to provide ongoing funding for staff salaries, benefits etc.

2. Key Availability- While this has been discussed in the past, the topic should not be closed to further discussion if either party to the Affiliation Agreement has concerns that should be addressed.

3. Maintenance/Repairs- While the Society and Park District Representatives have concurred (Sam Datillo, and John Piazza), their arrangement should be reviewed and approved by both Boards and the Liaison Board. Please refer to the February 5, 1981 memorandum by Director of Parks, Piazza -Page number 3 F, 4,

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- a. The term "operation" should be defined for both the Society and the Park District, so it is clearly understood what the term includes.
 - b. Minimum Standards- should be developed as well as optional standards of operation. Each segment of museum operation should be analyzed and current or traditional levels of operation should be compared to other similar operations. The Museum Survey should provide this comparative data.

5. Remaining Improvements

The February 5, 1981 memorandum recaps known expenditures by the Society and that \$1,760.02 may remain from the original \$5,000.00 allocated to the museum by the Society.

- a. The Society's Treasurer should confirm all expenses attributable to the museum by the Museum Committee of the Society and set forth the remaining level of unobligated and unexpended funds.
- b. The Museum Committee should define the capital projects remaining to be accomplished (if any), prioritize them for the Society and the Wheeling Park District and assign estimated costs to each remaining project. If no further projects remain, the Committee should recommend to the Society Board what to do with the remaining funds identified by the Society's Treasurer.

6. Artifacts and Displays

Please refer to the Insurance- Artifact Section of this packet.



WHEELING PARK DISTRICT

TO: DAVID F. PHILLIPS, SUPERINTENDENT OF PARKS AND RECREATION
FROM: JOHN PIAZZA, DIRECTOR OF PARKS
RE: MUSEUM BACKGROUND
DATE: FEBRUARY 5, 1981

The first Village Hall of Wheeling was built in 1894 and was located at 84 South Milwaukee Avenue. After larger quarters were obtained by the Village, the Wheeling Historical Society began to convert this building into a Museum (1965). The Historical Society rented this building from the Village of Wheeling at a cost of one dollar, (\$1.00) per year.

After careful research through both the Wheeling Historical Society and Wheeling Park District minutes, I could not find specific dates relative to the Wheeling Historical Society request to the Wheeling Park District to accept ownership of the Museum Building. We have compiled the following information to the best of our ability from researching the minutes.

"On August 15, 1973 at a regular scheduled meeting of the Wheeling Historical Society, Lorraine Lark made a motion to have a Committee look into the moving of the Museum to a proper site which would include all costs. Shirley Mueller seconded this motion. The motion carried and John Koeppen with Al Lang were chosen to look into this project with the help of Lorraine Lark, if needed".

We understand, that this motion to remove the Museum was due to the fact that the Museum Building had been owned by the Village of Wheeling and located on their property. The Village had made plans to construct a well pumping station on this site and would need to have the building relocated or demolished.

During the period between 1973 and 1975, the Wheeling Historical Society worked with the Village of Wheeling trying to select a site for the relocation of the building. The Village at that time indicated that they did not have any available land which the building could be located on.

The Wheeling Historical Society attempted to purchase the building from the Village of Wheeling, but found out that a public agency could not sell a building to a private organization.

Shortly after the Wheeling Historical Society discovered that they could not purchase the Museum Building, they decided to ask the Wheeling Park District, (being a public Agency) to purchase the building from the Village of Wheeling, and to accept ownership with the understanding that:

- A. The Wheeling Park District could levy a Historical Tax.
- B. Take over the responsibilities of building an addition and relocating the building to Chamber of Commerce Park.
- C. Allowing the Wheeling Historical Society to continue to operate this Facility.



On August 8, 1978, the Wheeling Park District purchased the Museum Building from the Village of Wheeling for a cost of one dollar (\$1.00).

In the Fall of 1977, the Director of Parks of the Wheeling Park District began preparations for the relocation of the Museum. A model of the Museum and addition were built, drawing made representing construction, landscape plans developed and a cost estimate for the relocation and renovation of the building.

In September of 1978, the Museum Building was relocated to Chamber of Commerce Park and placed on the Northwest Corner of the Park.

In October of 1978 work had begun on the renovation and construction of the new addition and basement for the Museum.

In August of 1979, all renovation and construction work for the Museum Building had been completed. Attached you will find a complete breakdown of all expenses incurred during the mooring and renovation of the Museum.

On March 8, 1979, at a regularly scheduled Wheeling Historical Society Meeting, the membership agreed upon the name submitted by the Wheeling Historical Society Board.

On September 26, 1979, at a regularly scheduled meeting of the Wheeling Historical Society, "Doris Kerr asked why the funds could not be split and allocated toward the Museum and Childerley. Discussion ensued; Lorraine called the question. Motion passed by hand count; \$5,000.00 had been allocated toward the Museum".

On October 18, 1979, at a regularly scheduled meeting of the Wheeling Park District Board of Commissioners, discussion ensued relative to a bronze plaque. The naming of the Museum was also discussed. Motion was made by Commissioner Lark, seconded by Commissioner **Mueller** that **the Museum be titled "Wheeling Historical Museum"**. Roll being called, the following Commissioners voted: AYE: G. Meier, S. Mueller, F. Schnaitmann, L. ric;;; NAY: None.

According to our rccras the following expenditures have been made by the Wheeling Historical Society **Tom the 45,000.00** which the Society had allocated to the fur4 nishing of the **MusipUm (as of October, 1979)**.

Funds Remainin:	Ex•enditures	
\$5,000.00		Funds allocated by the Wheeling Historical Society
	\$1,353.65	Purchase of Carpeting
\$3,646.35	\$ 595.85	Purchase of draperies
\$3,050.50	\$ 25.07	Shades purchased and installed
\$3,025.43	\$ 915.41	Alarm Installation (ADT)
\$2,110.02	350.00	New entrance doors purchased from O.L. Constr.
emaining Funds \$1,760.02		The Wheeling Historical Society & the Wheeling Park District remaining unobligated, Society Funds felt to be available - to be confirmed.
All Expenditures	\$3,239.98	



In April of 1980, at our Arbor Day Celebration, all landscaping **around** the Museum was installed. This was a community event.

In May of 1980, the Museum Building was dedicated to the residents **of Wheeling** at a public ceremony.

On May 19, 1980 at a combined meeting between the Wheeling Park District Board of Commissioners and the Wheeling Historical Society. The following areas of the Museum were discussed and agreed upon:

1. MUSEUM:

- a. Key Availability - The Society Board requested that a key to the Museum **be** provided to Marshall Balling, Historian. They felt that his tour's and historical work would be affected by a lack of direct accessability to the Museum.

The Park Board reviewed the Park District's policy of limiting keys to Park District facilities that they have no keys and don't want any.

If something happens to a facility, the people with keys are looked to, to provide justification. The Liaison Board reviewed this matter and placed trust in Sam Datillo with a key, which the Park Board ratified.

After much discussion, the Park Board members present agreed (with Frank Schnaitmann dissenting), to have a key to the Museum and to the alarm made available **to Marshall** Balling for his own personal usage*. The keys would not **be for any oOer** person's usage but Marshall's and if the keys were found to **be given out, they** would have to be returned.

The SO ' ety Board members present agreed. Any individuals wishing accepAqO' the **Mus'eum Were to contact Sam Datillo** who would either personally open **and close the Museum, or check the Museum** after the individuals returnedi to'ieys.

***This 'action was confirmed at the** Regular Meeting of the Board of Park Commissioners which was held immediately after the Joint Meeting.

b. Building Supervision and Maintenance

Sam Datillo and John Piazza (Wheeling Park District Director of Parks) were directed to meet and work out a schedule and assignment of tasks that was acceptable.

Dave Phillips requested that this be in writing and be approved as to content by both Boards. This was agreed.

c. Museum Usage Log

This item was suggested by Dave Phillips to ascertain on a monthly basis who was using the Museum, when and for what.

Director of Parks, John Piazza was asked to develop a form to be posted in the office which would be tabulated monthly and distributed to both Boards.

The Sign located above the entrance doors of the Museum had read "Wheeling Historical Society." On March 7, 1979 at a meeting of the Wheeling Historical Society Board of Directors held at Mr. Bob Buerger's house, a new name for the Museum had been agreed upon. It was decided upon by the members present at this meeting to submit the name for the Museum to the Historical Society and Wheeling Park District as follows:

The Wheeling Historical Museum

Sponsors:

Wheeling Historical Society
Wheeling Park District

Present arrangements between the Wheeling Historical Society and the Wheeling Park District regarding the Wheeling Historical Museum:

- A. BUILDING MAINTENANCE - (As per verbal agreement of John Piazza, Director of Parks of the Wheeling Park District and Sam Datillo, Wheeling Historical Society member; agreement reached on May 19, 1980.
1. The Society shall be responsible for interior custodial work.
 2. The Wheeling Park District shall be responsible for all repairs, both interior and exterior. The Wheeling Historical Society is to notify the Director of Parks as to any or all repairs which may be needed.
 3. The Wheeling **Historical** Society is to notify the Director of Parks for the need of any **cleaning equipment** desired for the interior custodial work.
- B. KEY AVAILABILITY - (Per May 19, 1980 Meeting)
1. Mr. **Sam' atillwEand** Mr. Marshall Balling are the only two **people having x: key for"the pseum from the** Wheeling Historical Society.
 2. Mr. **Balling is to use the building for** Tours and Lectures. His key is not to be **given to anyone else.**
 3. Mr. Datillo **has been designated as the primary person responsible for the** Museum. He is to **open and close the** building for those wishing to **use the** Museum.
 4. The Wheeling Park District shall enter **the building only to: A.) check the** heating system and B.) accomplish specific work tasks.
- C. BUILDING - General Operation
1. The Wheeling Historical Society is responsible for **the daily operation** of the Museum Building.
 2. Chris Irmiter has been appointed by the Wheeling Historical Society to act as temporary Museum Curator. She is responsible for making sure the Museum is open during visiting hours, cataloging all artifacts, arranging artifacts, etc.

D. MUSEUM - Usage

1. A log has been developed by the Director of Parks for the usage of the building. This log is to be completed by each person using the building. They are to fill in the time of entry, time of leaving, date and purpose for using the building. This log is now laying above the alarm box.
2. All logs are to be turned over to the Director of Parks when completed.





TO: David F. Phillips, Superintendent of Parks and Recreation
FROM: John Piazza, Director of Parks
RE: Expenditures - Museum Moving and Renovation
DATE: October 29, 1980

Attached, you will find a complete breakdown of all expenses incurred during the moving and renovation of the museum. The purpose of this breakdown is to identify and clarify each phase of work performed along with the total expense for that phase. All expenses which appear on the attached sheet have been charged to account number 1130.05 (Moving/Renovation).



WHEELING PARK DISTRICT

MUSEUM RENOVATION EXPENSES

OCT. 1978 - JULY 1980

<u>NAME OF COMPANY</u>	<u>DATE A CHECK WAS ISSUED</u>	<u>AMOUNT OF CHECK</u>	<u>TOTAL EXPENSES BY CATEGORY</u>
<u>HOUSE RAISING AND MOVING:</u>			
Grant House Raising P Moving, Inc.	Oct. 1978	\$ 2,000.00	
Grant House Raising F Moving, Inc.	Oct. 1978	\$ 530.00	
			\$ 2,530.00
<u>PICTURES - Purchase and developing of film</u>			
Anne Money penny (Petty cash)	Nov. 1978	\$ 14.12	
Pat Monaghan (Petty cash)	May 1979	\$ 15.33	
Jean LeDonne (Petty cash)	Nov. 1979	\$ 12.67	
			\$ 42.12
<u>ENGINEERING SERVICES:</u>			
McClure Eng. Assoc.	Nov. 1978	\$ 1,937.97	
McClure Eng. Assoc.	Dec. 1979	\$ 108.00	
			\$ 2,045.97
<u>ELECTRICAL SERVICE:</u>			
Commonwealth Edison (Moving wires during relocation of Museum)	Sept. 1979	\$ 1,320.00	
			\$ 1,320.00
<u>PLUMBING CONTRACTORS:</u>			
Lake County Plumbing Contractors	Oct. 1978	\$ 350.00	
Anthony Lemoncello Plumbine Contractors	June 1979	\$ 9,550.00	
Anthony Lemoncello Plumbing Contractors	July, 1979	\$ 280.00	
Anthony Lemoncello Plumbing Contractors	Dec. 1979	\$ 3,500.00	
			\$ 13,680.00
<u>CONCRETE CONTRACTORS:</u>			
Schaeffges Bros., Inc.	Oct. 1978	\$ 6,000.00	
Schaeffges Bros., Inc.	July 1979	\$ 5,553.90	
Schaeffges Bros., Inc.	Sept. 1979	\$ 608.10	
willard Schuller (Chimney)	Dec. 1979	\$ 193.75	
			\$ 12,355.75
<u>41 CARPENTRY:</u>			
O. L. Construction Co.	Jan. 1979	\$ 2,610.00	
O. L. Construction Co.	May 1979	\$ 10,000.00	
O. L. Construction Co.	July 1979	\$ 3,737.00	



<u>NAME OF COMPANY</u>	<u>DATE A CHECK WAS ISSUED</u>	<u>AMOUNT OF CHECK</u>	<u>TOTAL EXPENSES BY CATEGORY</u>
<u>CARPENTRY - Continued:</u>			
O. L. Construction Co.	Aug. 1979	\$ 8,600.00	
O. L. Construction Co.	Nov. 1979	\$ 3,000.00	
O. L. Construction Co.	Jan. 1980	\$ 2,990.00	
O. L. Construction Co.	Feb. 1980	\$ 2,106.01	
			\$ 33,043.01
<u>HEATING CONTRACTORS:</u>			
Chicago Sheet Metal Works	Aug, 1979	800.00	
Chicago Sheet Metal Works	Nov. 1979	1,000.00	
Chicago Sheet Metal Works	Mar, 1980	1,000.00	
Marty's Heating F, Air	Dec. 1979	33.00	
			\$ 2,833.00
<u>ELECTRICAL CONTRACTORS:</u>			
Scott Electric	Oct. 1978	\$ 747.56	
Scott Electric	Jan. 1980	\$ 5,054.78	
Scott Electric	Mar. 1980	\$ 500.64	
			\$ 6,302.98
<u>FENCING:</u>			
Semmerling Mfg. Co. (Security Snow Fence for Open Trench)	Feb. 1979	\$ 227.40	
			\$ 227.40
<u>ALARM:</u>			
American District Telegraph (ADT)	Apr. 1980	\$ 915.41	
			\$ 915.41
<u>LOCKS:</u>			
Anderson Lock Co., Ltd.	Mar. 1980	\$ 436.05	
			\$ 436.05
<u>LANDSCAPING:</u>			
wheeling Nursery	June 1980	\$ 860.56	
			\$ 860.56
<u>FURNISHINGS:</u>			
K-Mart (Shades)	Mar. 1980	25.07	
			25.07

TO: Wheeling Historical Society and Wheeling Park District Board of Park Commissioners
FROM: David F. Phillips, Superintendent of Parks & Recreation, Wheeling Park District
RE: Museum Survey
DATE: February 5, 1981

BACKGROUND

At the October 2, 1980 meeting of the Wheeling Park District Board of Park Commissioners, Commissioner Mueller asked that a museum survey be developed; be distributed to other units of local government (villages/cities, park districts and counties) that own and/or operate a museum.

DATA TO BE OBTAINED - Initial draft outline

1. Staff

Duties
Titles & Job Descriptions
Salaries
Educational Background/Experience
Hours- Full Time, Part Time, Volunteer

2. Historical Society -Local Government relationship

Written agreements
Size of membership
Number of members
Community population

3. Artifacts

Ownership
Percent of owned versus loaned.
Filing/records system
Display Schedules - rotation of artifacts or static?

4. Finances

Tax dollars generated or available to be generated.
Other sources of income - level of other sources
Obtain- last two years budgets (Revenue and Expense)

5. Historical Buildings

Define number of buildings owned and operated
Define square footage of each building
Define size of storage area
Define size of display area
Define use

6. Hours Open

7. Key Accessibility

MArtt urvey
Febtuary 5,1981

2.

8. Program- Schools, organizations and other out reach type programs

Questionnaires to be sent to -sample listing

Village of Buffalo Grove

Palatine Park District

Lake County

Batavia Park District

Check other park districts who levy a historical tax

Check who would have a list of Historical Societies in Illinois.

FUTURE DIRECTION

1. Seek Wheeling Historical Society input on survey content..
2. Finalize survey, dissemination, tabulate results and distribute to Wheeling Historical Society members and Wheeling Park District Board of Park Commissioners to discuss survey results and determine how the data can be utilized to our community's benefit.



TO: Wheeling Historical Society and Wheeling Park District
 Board of Park Commissioners
 FROM: David F. Phillip Superintendent of Parks & Recreation
 Wheeling Park District
 RE: Insurance-Artifacts
 DATE: February 5, 1981

INSURANCE ON HISTORIC BUILDINGS AND CONTENTS

The Wheeling Park District insures the buildings and contents of the historic buildings owned by the Park District

Current coverages are listed below:

<u>Building</u>	<u>Building Value</u>	<u>Contents Value</u>
Chamber Comm. Center	75,000	3,000
Chamber Museum	75,000	20,000
Childerley Chapel/ Library	40,000	
Childerley Log Cabin	3,000	

Coverage includes a \$1000.00 deductible on buildings and contents.

The Wheeling Park District will be pursuing;

1. Re-appraisal of the buildings done in 1977 and appraisal of the museum.
2. Establishment of a \$100.00 deductible on contents.

ARTIFACT INSURANCE

Attachment "A" of the October 7, 1976 Affiliation Agreement was the inventory of all artifacts owned by, or loaned to, the Wheeling Historical Society.

In an effort to answer questions raised by Society member Roger Powers, correspondence was generated to Society President Klocke, the insurance broker for the Wheeling Park District and the appraiser utilized by the Wheeling Park District for insurance purposes.

Please refer to the following letters attached.

1. October 16, 1980 letter to Society President Klocke regarding "location of Artifacts"
2. October 28, 1980 letter to Society President Klocke regarding Artifact Insurance.

NOTE: Both letters were copied to the Board of Park Commissioners of the Wheeling Park District and Wheeling Historical Society Curator Irmiter.

While the artifacts are covered by the Wheeling Park District's insurance as



Artifacts-Insurance
February 5, 1981

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musuem contents, valued at \$20,000.00, there is no information available at the present time as to what is covered, and what the value is of those items to be covered.

UNANSWERED QUESTIONS ABOUT EXISTING ARTIFACTS

1. Are all items listed as owned or on loan physically present at the museum?
2. If items are not physically present, who has them and where are they? This question would not pertain to on loan items returned to the owner. On loan items returned to the owner should be deleted from Exhibit A. as they would not be insured by the Wheeling Park District. Owned items not physically present at the museum are not covered.
3. Has an inventory of artifacts been taken since they were moved back to the museum? If so, could a copy be provided to the Wheeling Park District?
4. Have additional "on loan items" been procured? Is a listing of these available for the Insurance Company and/or Appraiser?
5. What value would the Society place on each owned item?
6. What value would the artifact owner place on the artifact on loan to the Society?

SUGGESTED DIRECTION OF THE SOCIETY

"11g

It is clear that the Wheeling Historical Society, the Wheeling Park District, the Park District's Insurance Broker, and the Park District's Insurance Company should all have a current inventory of owned artifacts, on loan artifacts which would include a description of the item and the items value.

Completion of this task is the responsibility of the Socociety. One person, dr one committee should be assigned this task. A reasonable due date should be established by the Society and abided to by the individual or committee assigned to this task.

ON LOAN ARTIFACTS

This writer is unfamiliar with any type of written records kept by the Society Curators over the years. It is clear that written records are necessary for owned and on loan artifacts.

Of particular importance would be acknowledgements of receipt of an artifact loaned to the Society by an individual, a family, a trust, another Society, or from some other type agency or organization. The value of that artifact its description and the signature of the person(s) authorized to loan an artifact(s) to the Society would also be basic.

Two forms were drafted and provided to Society President Klocke and Curator Irmiter with the October 28, 1980 correspondence.



Arti s-Insurance
February 5,1981

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Attached, please find:

Loaned artifact Acknowledgement- Draft #1;)M Q ⁴⁻ⁱcOriln5
Return of loaned artifacts - Draft #1

These forms or other forms would need to be in duplicate to insure that the owner and the Society maintain records of the transaction.

ARTIFACT ACQUISITION

During the last two (2) ,years of Brat and Beer Fest operation by the Wheeling Park District (1979 & 1980) \$1,344.70 has been set aside by the Wheeling Park District for the purchase/lease of artifacts by the Society (Please reference the Brat F, Beer Fest Section of this report).

To date no recommendations have come forth from the Society for Board of Park Commissioners review and concurrence.

The artifact inventory referenced earlier in this section may provide the basis of these recommendations if gaps can be identified between what artifacts should be available for display, versus what is available for display.

The development of a multiple year artifact acquisition program was alluded to in the Finance Section of this report.

ARTIFACT OWNERSHIP

This topic is reviewed in the Affiliation Agreement Section of this report. Final determination and concurrence must be arrived at, as to who wants to, or should own the artifacts, or be named as the group accepting "on loan" items.

FUTURE DISCUSSIONS

1. Society provide the answers to the questions listed in "unanswered questions about existing artifacts" in addition to any other questions that may be generated.
2. Review of the existing inventory of owned items, and on-loan items.
3. Review and finalize a record keeping system or owned or on-loan artifacts.
4. Development of a multiple-year artifact acquisition program.



1110

222 S. W. Rd., Wheeling, IL
60090 (312) 5372222

WHEELING PARK DISTRICT

WHEELING, ILLINOIS

CHEVY CHASE
1000 N MILWAUKEE, WHEELING, IL
60090 (312) 537.2930

October 16, 1980

Mr. Edward Klocke
President
Wheeling Historical Society
245 E. Wayne
Wheeling, Illinois 60090

Re: Location of Artifacts

Dear Ed:

The Wheeling Historical Society raised legitimate questions concerning the extent and type of insurance coverage presently in force on the artifacts.

Pursuant to these questions, I have directed letters to our Insurance Broker and our Appraiser in an effort to resolve these questions.

While I am aware of the contents of Exhibit A. of the Affiliation Agreement, (copies of which have previously been distributed to the Society and the Park District), I am not aware of the following:

1. Are all items listed as owned or on loan physically present at the museum?

If items are not physically present, who has them and where are they? This question would not pertain to on loan items returned to the owner. On loan items returned to the owner should be deleted from Exhibit A, as they would not be insured by the Wheeling Park District. Owned items' not physically present at the museum are not covered.

3. Has an inventory of artifacts been taken since they were moved back to the museum? If so, could a copy be provided to the Wheeling Park District?:
4. Have additional "on loan" items been procured? Is a listing of these available for the Insurance Company and/or Appraiser?

It is felt that the location of all Wheeling Historical Society artifacts is a major priority. A new inventory of owned artifacts should be prepared. The Appraiser can then hopefully determine the Insurable Replacement Value, and the Insurance Company can then accurately insure those artifacts.

I concur with the concern expressed by the Society on the insurance coverage of the artifacts, Efforts by the Society to provide the answers to these questions will enable the Wheeling Park District to pursue and complete the artifact insurance program.



Mr. Kloc [redacted]
October 10, 1980

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Whatever action that needs to be taken to answer these questions would be appreciated. Your feedback is necessary in order to implement direction to the Appraiser and the Insurance Company.

➤ Sincerely,

David F. Phillips
Superintendent of Parks & Recreation
Wheeling Park District

DFP/ph
cc: Board of Park Commissioners
Chris Irmiter, Curator

Enc: 10/2/80 Letter to Insurance Broker
10/16/80 Letter to Appraiser



•))



HERITAGE PARK
222 S WOLF RO., WHEELING, IL
50090 312) 5372222

WHEELING PARK

CHEW CHASE
1000 N MILWAUKEE, WHEELING, IL
60090 0121 53' 2930

October 28,1980

Mr. Edward Klocke
President
Wheeling Historical Society
245 E. Wayne
Wheeling, Illinois 60090

Re: Artifact Insurance

Dear Ed:

Enclosed, please find two (2) letters which are pertinent to a question raised at the Society meeting I attended on Wednesday, September 24th held at the Chamber of Commerce Park Community meeting center.

The question raised by Roger Powers, a Society member, dealt with artifact insurance and what was covered.

Attached, please find:

1. Letter of October 2,1980 to the Wheeling Park District's insurance broker.
2. Letter of October 22,1980 from the broker in response to my earlier inquiry.

Please also refer to my October 16,1980 letter to your attention which reviews the location, current inventory etc; of artifacts. This letter is not reproduced,

As you can see, the initiatives I have taken to obtain a quotation for an artifact appraisal have been found to be unnecessary, as the value can be assigned by the Society.

The Insurance broker does require the following:

<u>Description of Item</u>	<u>Value of Item</u>
----------------------------	----------------------

The Society, for your inventory records, may wish to include other data such as identification numbers, age, condition, etc.

It is suggested that each of the items currently on loan be identified, and a value be placed on them by the owner of that artifact. A standard form should be utilized that is signed by the owner. A sample of such a form is attached for draft purposes,

I look forward to receiving from you, or Curator Irmiter, the information needed by the insurance company.

Sincerely,

David F_Phillips'
Superintendent of Parks & Recreation
Wheeling Park District

DFP/ph
cc:Board of Commissioners
C. Irmiter

Bank's Calendar Year
1/1 - 12/31

WHS 5/1 - 4/30

~~_____~~
Budget - 11/30th

~~_____~~
Insurance ?



Frank B. Hall & Co. of Illinois
230 West Monroe Street
Chicago, Illinois 60606

October 31, 1980 •

Mr. David F. Phillips, Superintendent
Wheeling Park District
1000 No. Milwaukee Ave.
Wheeling, II. 60090

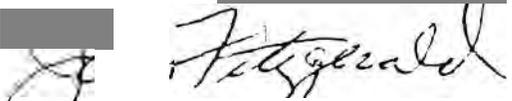
Re: Museum Artifacts

Dear Dave:

As I stated in our telephone conversation, the \$20,000 Limit of Liability which we have in force **for** these articles would apply to both owned and borrowed property. However, although we are binding this coverage with Transamerica, we are very much in need of the schedule of items and the value of each article.

I currently have the insurance for the Palatine Historical Society on a Fine Arts Floater Form. I believe their articles would be similar to yours, and perhaps they can be of some assistance in establishing values. My contact at the Palatine Historical Society is Ms. Sue Gould at 991-6460.

Sincerely, [REDACTED]

[REDACTED]

James Fitzgerald
Account Executive

TO: David P. Phillips, Superintendent of Parks & Recreation
Wheeling Park District
FROM: John Piazza, Director of Parks, Wheeling Park District
RE: Old German Presbyterian Church Background
DATE: February 5, 1981

The oldest and first church in the Village of Wheeling, which is not known as the Wheeling Park District Chamber Community Center, had been built in 1865 and served its members until December 16, 1962, almost a century of use. The church was originally located on Dundee Road where Dunk'in Donuts is now located.

On April 3, 1969 at a regularly scheduled meeting of the Wheeling Park District Board of Park Commissioners, Commissioner Lorraine E. Lark advised the Board that the old Presbyterian Church located on Dundee Road would be torn down. She stated that the building had been offered to the Wheeling Park District providing the park would be willing to relocate the building. Motion was made by Commissioner Wilson, seconded by Commissioner Lark "that the Wheeling Park District furnish land for the building thus preserving the building as a memento for the community." Motion carried and approval by the Wheeling Park District President.

In May of 1969, the old church was relocated in its present location at Chamber of Commerce park. It is situated on the east section of the park.

On January 15, 1970, at a regularly scheduled meeting of the Wheeling Park District, Board of Park Commissioners, "Commissioner Wilson made a motion, seconded by Commissioner Sackett, requesting the Historical Society to pass a resolution stating that all funds received as donations designated for the renovation of the the church building over a period of the loan, be turned over to the Wheeling Park District to be placed into an escrow account to retire the debt before the building is transferred over to the Wheeling Park District". Roll was called and the President declared the motion approved.

"Mr. Koeppen, President, Wheeling Historical Society, at the same meeting, assured the Board of Park Commissioners that the Wheeling Historical Society would pass the resolution re: contributions at their next meeting dated January 28, 1970."

On January 28, 1970 at a regularly scheduled Wheeling Historical Society meeting, Mrs Dana Benjamin proposed a resolution be drawn up. "Lorraine Lark drew up the resolution that evening and read aloud, same. Ron Ignatuis made a motion to "accept this resolution as read" and Walter Deins seconded the motion. The motion carried unanimously."

On February 19, 1970, at a regularly scheduled meeting of the Wheeling Park District Board of Park Commissioners, ""Mr. John Koeppen of the Wheeling Historical Society presented the Board the resolution re: financing, passed on January 28, 1970 by the Wheeling Historical Society and also included, was the Bill of Sale for the old Presbyterian Church building which at that time was read to the Wheeling Park District Board of Park Commissioners by Park District Attorney Bjorvik, After reviewing the documents, motion was made by Commissioner Ross, seconded by Commissioner Wilson directing Attorney Bjorvik to redraft the documents and submit them to the Wheeling Historical Society before the next meeting. Motion carried."

This resolution had been approved at the April 16, 1970 Wheeling Park District, Board of Park Commissioners meeting. Attached, you will find a copy of this resolution.



Old German¹⁴¹ Presbyterian Church
February 5, 1981

2.

Renovation began on this structure in Spring of 1970.

Today, this building is being used for various types of functions and activities such as:

1. Meeting place
2. Religious Services
3. Recreational activities
4. Special community events.
5. Showers

BILL OF SALE

Seller, WHEELING HISTORICAL SOCIETY, of Wheeling, Illinois, in consideration of Ten and no/100 Dollars and other good and valuable consideration, receipt whereof is hereby acknowledged, does hereby sell, assign, transfer and set over to Buyer, WHEELING PARK DISTRICT, Cook County, Illinois, the structure commonly known as Community Presbyterian Church, presently located at Chamber of Commerce Park, Wheeling, Illinois.

Seller hereby represents and warrants to Buyer that Seller is the absolute owner of said property, that said property is free and clear of all liens, charges and encumbrances, and that Seller has full right, power and authority to sell said personal property and to make this Bill of Sale.

IN WITNESS WHEREOF, Seller has signed this Bill of Sale, at Wheeling, Illinois, this 28th day of January, 1970.

WHEELING HISTORICAL SOCIETY



By _____
John Koeppen, Jr.

CERTIFICATE OF SECRETARY

I, the undersigned, DO HEREBY CERTIFY that the following is a complete, true and correct copy of certain resolutions of the Board of Directors of Wheeling Historical Society, which resolutions were duly adopted at a duly called meeting of the said Board held on January 28, 1970, a quorum being present, and are set forth in the minutes of the said meeting; That I am the keeper of the minutes and records of the Wheeling Historical Society; and that the said resolutions have not been rescinded or modified:

"WHEREAS, the Board of Directors of Wheeling Historical Society and the Board of Commissioners of Wheeling Park District have determined that it is in the best interests of the residents of the community of Wheeling, Illinois, that the original Community Presbyterian Church, now located at Chamber of Commerce Park, Wheeling, Illinois, be restored; and

"WHEREAS, the Wheeling Park District is in the process of entering into a ten-year installment loan for the purpose of financing said restoration; and

"WHEREAS, the Wheeling Historical Society desires to participate in the financing of said restoration;

"NOW, THEREFORE, BE IT RESOLVED that the Wheeling Historical Society deliver to the Wheeling Park District all funds given to the Wheeling Historical Society for the purpose of restoring the Community Presbyterian Church, said delivery of funds to continue until the ten-year installment loan undertaken by the Wheeling Park District has been satisfied; and

"BE IT FURTHER RESOLVED that quarterly reports of the Wheeling Historical Society pertaining to transactions involving Community Presbyterian Church be forwarded to Wheeling Park District."

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of February, 1970.

Dorothy Forke, Secretary
Wheeling Historical Society

WHEREAS, Wheeling Park District, Cook County, Illinois, is the owner of the following described real estate:

That part of the Southeast quarter of Section 2, Township 42 North, Range 11, East of the Third Principal Meridian, described as follows: Beginning at a point in the center of Wolf Road on the South line of William Zelosky's Milwaukee Avenue Addition to Wheeling (which point is 997.86 feet South and 330.3 feet East of the center of section 2, Township 42 North, Range 11, East of the Third Principal Meridian; thence running East along the South Line of said Zelosky's subdivision a distance of 616.41 feet; thence running South 4.53 feet to the North line of the Did Filkin Farm; thence East to a line which is 1041.48 feet west of and parallel to the center line of Milwaukee Avenue; thence running Southeasterly on a line 1041.48 feet west of and parallel to the center line of Milwaukee Avenue a distance of 448.84 feet to a point 913.4 feet North of the center of Dundee Road; thence westerly along a line parallel to and 913.4 feet North of the center line of Dundee Road a distance of 776.70 feet to the center of Wolf Road; thence North in the center of said road a distance of 425.65 feet to the place of beginning (except thereof the west 50 feet, being the East half of Wolf Road,) all in Cook County, Illinois.

WHEREAS, Wheeling Park District, Cook County, Illinois, has entered into contracts to remodel a relocated church edifice on said real estate, and

WHEREAS, the Board of Commissioners, Wheeling Park District, Cook County, Illinois, finds it necessary to finance the construction of said building with a \$20,000, 10 year installment loan from Wheeling Trust and Savings Bank at an interest rate of 6.0% per annum.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED, that Lorraine Lark and Ferdinand Arndt, as President and Secretary respectively of the Board of Commissioners of Wheeling Park District, Cook County, Illinois be and they are hereby authorized and directed on behalf of said District to execute a Promissory Note, a copy of which is attached to and made a part of this Resolution and to execute all instruments and to perform all acts necessary to carry the foregoing resolution into effect, and

BE IT FURTHER RESOLVED, that, until the above-mentioned Promissory Note has been paid in full, the Board of Commissioners include the annual principal and interest payment as a part of the Annual Appropriation and Levy Ordinances adopted by the Board of Commissioners.

Motion was made by Commissioner Wilson, seconded by Commissioner Sackett to adopt said resolution and authorizing President and Secretary to sign same. Roll being called by the President, the following Commissioners voted:

AYE: R. Ross, A. Wilson, E. Sackett, L. Lark
NAY: None

Whereupon the President declared motion approved and resolution ADOPTED.

TO: Wheeling Historical Society and Wheeling Park District
Board of Park Co , Toner
FROM: David F. Phillip, Superintendent of Parks and Recreation
Wheeling Park District
RE: Lollipop Lane
DATE: February 4, 1981

BACKGROUND

In order to objectively review our current relationship and co-sponsorship we have reviewed Society and Park District minutes to provide a chronological progression of Board action.

Please refer to Director of Parks Piazza's attached memorandum on "Lollipop Lane- Board Meetings Chronological Decision Making".

QUESTIONS AND ANSWERS

In order to develop an understanding of all aspects of Lollipop Lane and the Wassil **Bowl**, a series of questions have been provided to Lollipop Lane **Chairperson Shirley Mueller. Please refer to the attached letter of October 28, 1980.**

The intent of the questions is to develop two levels of information:

1. **Purpose Aspects.**
2. **Operational Aspects.**

It **is hoped that** both aspects of Lollipop Lane can be reviewed and a determination made as to whether the original purpose remains the current purpose.

ORIGINAL PURPOSE OF LOLLIPOP LANE

From the Board Minutes, **it can be** ascertained that the initial question of "Why did the **Wheeling Historical** Society become involved with Lollipop Lane?" has an answer.

The original intent seems to be twofold:

1. To utilize the historically valuable church building built in 1865 which had recently been moved there (1969) and to bring people to the building for them to appreciate the restoration/renovation.
2. To provide an activity for the community during the Christmas season.

OPERATIONAL ASPECTS OF LOLLIPOP LANE

Society Related- Director of Parks Piazza and Superintendent Phillips of the Wheeling Park District will in the near future meet with Lollipop Lane Chairperson Mueller & Society members who have worked on this project, to define the answers **to** procedural questions about how the activity is organized and operated.

Park District Related- Please refer to Director of Parks Piazza's attached memo on "Lollipop Lane -Wheeling Park District Involvement":

February 4, 1981
Lollipop Lane

2.

OPERATIONAL MANUAL

It is hoped that the final result of the combined efforts of the Society and the Wheeling Park District will be the development of a Lollipop Lane Operational Manual which provides the "HOW TO" for project continuity. This could also be utilized by other communities with Lollipop Lane being used as a model of how encourage awareness of historic buildings and provide a leisure service to the community.

FUTURE DECISIONS

The Wheeling Historical Society initiated Lollipop Lane in 1972 (9 years ago) and Society members have spent considerable time, effort and expense to plan, organize and implement this project.

It is suggested that the Society membership and Park District's Board of Park Commissioners discuss the feelings of the members of both agencies and arrive at a final consensus on the following questions:

1. Does **Lollipop Lane still fulfill the original purpose?**
2. Does **Lollipop Lane fit into the purpose or reason for being, of the Wheeling Historical Society?**
3. Does Lollipop Lane take away from the primary purpose of the Wheeling Historical Society, or does it help achieve this purpose?
4. Is the current share of responsibilities between the Wheeling Park District and the Wheeling Historical Society felt to be equitable?
5. Is an operational manual felt to be needed or desired?
6. How can Lollipop Lane, as a product, be improved to achieve its purpose?

TO: David F. Phillips, Superintendent of Parks Recreation
Wheeling Park District
FROM: John Piazza, Director of Parks, Wheeling Park District
RE: Lollipop Lane - Board Meetings- Chronological Decision Making
DATE: February 4, 1981

On September 27, 1972 at a regularly scheduled meeting of the Wheeling Historical Society, Mrs. Lorraine Lark suggested that additional activities should be created for the Presbyterian Church located in Chamber of Commerce Park "to let the community see that there is something doing in this building" She suggested a Christmas activity such as an "Interdenominational Service and to run this affair for a week. A place for children and youngsters to visit during the Christmas season."

All members attending this meeting were in agreement for something like this around the holidays and to have the Wheeling Park District members work jointly in this project.

Lorraine **was** appointed Chairperson of this affair.

On October 5, 1972, at a regularly scheduled meeting of the Wheeling Park District, the Park Commissioners concurred with and approved this activity. They indicated that they would undertake to help the Wheeling Historical Society.

On October 11, 1972 at a regularly scheduled meeting of the Wheeling Historical Society, Lorraine Lark told the Society members that the Wheeling Park District Board of Parks Commissioners had concurred and voted to approve this community event and that the Park District membership would undertake to help the Society.

At this same meeting, Shirley Koeppen made a motion to hold this affair jointly with the Wheeling Park District. Sam Datillo seconded the motion. The motion carried.

Much time was spent at this meeting to think of what to call this Christmas Festivity. The one most agreed upon was Santa's Junction, but this choosing was held over until the next meeting.

On November 7, 1972, at a regular scheduled meeting of the Wheeling Historical Society, a final determination of the name for this Christmas Festivity had been selected. The name selected was Santa's Lollipop Lane. Final determinations were made as to how many trees were to be needed, the layout to the building, both interior and exterior, dates and times, type of lighting, signs that would be needed, etc.

Lorraine Lark stated that the Wheeling Park District would help with the lighting and assist in making it attractive for the passer-bys to visit the church.

TO: David F. Phillips, Superintendent of Parks & Recreation, Wheeling Park District
FROM: John Piazza, Director of Parks, Wheeling Park District
RE: Lollipop Lane- Wheeling Park District Involvement
DATE: February 4, 1981

Below I have listed areas of responsibilities for the Wheeling Park District for the preparations of Lollipop Lane. I have also estimated the total amount of hours worked & a cost estimate for the preparation of Lollipop Lane for 1979 and 1980.

YEAR 1979

1. Pick up all toys, games, carpeting, etc and deliver to the church.
2. Hang snowflakes and garland.
Change interior lighting.
4. Remove empty boxes and store in the garage.
5. Clean the exterior building before and after.
6. Hang exterior lighting
7. Hang Lollipop Lane sign at entrance of drive.
8. Install posts and lollipops along the walkways.
9. Set up the nativity scene.
10. Make up two toy soldiers and paint
11. Remove everything and store items for next year's use.

Total Hours worked = 104
Estimated Labor Costs = $104 \times 5.92 = \$615.68$

YEAR 1980

Repeat of items 1 through 11.

12. The making up of an additional six (6) soldiers and paint same.

Total Hours worked = 125
Estimated Labor Costs = $125 \times 6.78 = \$785.00$

HERITAGE PARK
222 S. WOLF RD., WHEELING, IL
60090 1312) 537 2222

WHEELING PARK DISTRICT

CHEVY CHASE
1000 N. MILWAUKEE, WHEELING, IL
60090 (312) 537-2930

October 28, 1980

Mrs. Shirley Mueller
Lollipop Lane Chairperson
Wheeling Historical Society
307 N. 1st Street
Wheeling, Illinois 60090

Re: Lollipop Lane -Wassil Bowl

Dear Shirley:

The Wheeling Park District Board of Park Commissioners, as you are aware, has directed that a complete listing of the Wheeling Historical Society/Wheeling Park District relationship be compiled and analyzed.

One of the areas of cooperation between the Society and District has been Lollipop Lane during the Christmas Season..

It is my hope that the Society and the District can separately compile all available data pertinent to our own agencies involvement in the Lollipop Lane project. This information can then be combined to accurately reflect the involvement of the Society and of the District in this project.

It is unfortunate that Lorraine Lark, who served in leadership capacities with the Society and with the District, is not available to share her intimate knowledge about how and why Lollipop Lane came into existence.

As someone who worked with Lorraine on this project for a number of years, and as the present Committee Chairperson for this project, it is felt that you have the best knowledge available in the Community at this time.

I respectfully request that the following type of information be compiled by the Society.

1. Why was Lollipop Lane started?
2. Who initiated the concept?
3. When was this first discussed and when was official Society action taken to sponsor this project?
4. How is this project felt to be within the preview of the Society?
5. What was done at the first Lollipop Lane and what improvements/changes have taken place over the years?
6. What various areas of responsibilities are entailed in organizing Lollipop Lane?
7. What specific tasks within these areas are accomplished by the Society?
8. How much time is involved in accomplishing these specific tasks, individually and in total? (number of volunteer hours spent to prepare, run, and clean-up.
9. Specific or approximate number of persons who attend? Is this rising, stable or falling?

S.Mueller
October 28,1980

Lollipop Lane

2.

10. What is the background behind the wassil Bowl?
- a. Why was it started? What is its purpose?
 - b. Who initiated the concept?
 - c. When was it initiated?
 - d. How is it organized and run?
 - e. How has it changed?

These questions may not be all inclusive, but are intended solely to initiate the compilation of all pertinent data so that the "History" behind Lollipop Lane is not lost.

The wheeling Park District will compile data on our brief history as co-sponsors, what this entails, what we do, how long it takes, what it costs etc.

It is realized that much work is entailed, specifically by the Society in compiling this information.

It is hoped that this information when compiled and combined, will show the total involvement of the Society and the District in perspective.

If the Park District can provide any assistance in researching Society records, we offer this gladly

I do feel that a full and complete packet on Lollipop Lane and wassil Bowl with copies of pertinent official records for direct reference, is not only desired but necessary, if we are to understand and appreciate the efforts, the intent and the community service provided by the wheeling Historical Society.

Once the full scope of the project is understood, it is much easier for the members of the Society and Commissioners of the wheeling Park District to deal with the commitment necessary which will continue to make this a successful project.

It is hoped that this commitment can be re-asserted by the members of the Society and the Board of Park Commissioners of the Park District. If this commitment is found lacking in one or both agencies, at that time objective decisions can be made about the future sponsorship of Lollipop Lane.

Sincerely,

David F. Phillips
Superintendent of Parks Recreation
Wheeling Park District

DFP/ph

TO: David F. Phillips, Superintendent of Parks Recreation
Wheeling Park District
FROM: John Piazza, Director of Parks, Wheeling Park District
RE: Brat and BeerFest Background
DATE: February 8, 1981

In August of 1969 at the 75th Anniversary Diamond Jubile, the Wheeling Historical Society held an old fashion German Beer and Brat Festival which was so successful and well attended that from that first year of celebration, stemed the Annual Brat and Beer Fest. This annual event had been sponsored by the Wheeling Historical Society and was a major fund raiser for the Society.

In 1978, the Wheeling Park District agreed to assist the Wheeling Historical Society with their annual event. In the past, the Brat and Beer Fest had been held behind the Wheeling Trust and Savings Drive-In banking facility off of Milwaukee Avenue. In 1978 the Wheeling Park District offered to the Wheeling Historical Society, the use of the Chevy Chase Club House grounds which had been aquired by the Wheeling Park District in July of 1977. The Society concurred.,

On May 23, 194tpt a regularly scheduled meeting of the Wheeling Historical Society, "**Pre00nt** Bob Buerger asked the Society membership if they would like to sponsor the Brat and Beer Fest for that Year?" Alberta Klocke made a motion to sponsor the Brat and Beer Festival. Discussion ensued. President Buerger called for a vote on the motion and the no's passed. "

On May 24, 1979 at the regularly scheduled meeting of the Wheeling Park District "Commissioner Lark noted that the meeting of the Wheeling Historical Society, it was decided at this meeting that the Wheeling Historical Society would no longer sponsor the Brat and Beer Fest and that the Wheeling Park District, if inclined to do so, sponsor it this year 1979. Commissioner Lark made a motion that the Wheeling Historical Society members who wish to participate in assisting the Wheeling Park District in the operation of the Brat and Beer Fest, be given 25% of the net proceeds, and these members who assist, to determine the final use of the money for the use of the Society. Commissioner Mueller seconded the motion for discussion. After lengthy discussion, Commissioner Lark recinded her motion and seconded by Mueller. Motion to recind carried."

Subquently. "motion was made by Commissioner Lark, seconded by Commissioner Kfkke that the members of the Historical Society who want to assist in the project, be contacted and serve as a supplementary work crew to assist in preparation and solicitation of manpower and that those members become the advisory group to the Wheeling Park District for the distribution for historical purposes for 25% of the net proceeds. Roll being called, the following Commissioners voted

AYE: L.Lark, E.Klocke, F.Schnaitmann
ABSTAIN: S.Mueller
NAY: None

Motion carried."

.Seyenty Five percent (75%) of the net proceeds for the 1979 Brat and Beer Fest were placed in the Wheeling Park District's Recreational Fund.

On May 15, 1980 at a meeting held between the Wheeling Park District and the Wheeling Historical Society discussion relative to the sponsorship of the Brat and Beer Fest took place. The Wheeling Park District agreed upon the following:

- A. "That the Wheeling Park District would continue to sponsor the annual Brat and Beer Fest."
- B. "That a sixty/forty percent be the proposed allotment and that 60% be applied against the debt incurred in the remodeling and moving of the museum and 40% be allocated for museum historical artifacts. The 60% split would be in effect for a period of three years. The 40% allocated for museum artifacts will be rediscussed with the Society each year."
- C. "That the Wheeling Park District Board of Park Commissioner would be amenable to "renegotiating" the percentage of net proceeds allocated for the Historical purposes with the Liaison Board, contingent on D. below:
- D. The Society Board would ask their membership to endorse and actively support' thCBrat and Beer Fest.

On June 5, ¹⁹⁸¹ at a regularly scheduled meeting of the Wheeling Park District Board of Park Commissioners, "motion was made by Commissioner Lark, seconded by Commissioner Schnaitmann that sixty/forty percent (60%/40%) be the proposed allotment and that sixty percent be applied against the debt incurred in the remodeling and moving of the museum, and forty percent be allocated for museum historical artifacts. The motion was clarified to include that the sixty percent of net proceeds will be in effect for three years (1980, 1981 and 1982). The forty percent (allocated for museum artifacts in 1980,) will be rediscussed with the Society each year. Roll being called, the following Commissioners voted:

AYE: L.Lark, E.Klocke, F.Schnaitmann, S.Mueller
NAY: G.Meier

Motion Carried:'

This is presently in effect (please refer to financial reports).

NOTE: Society minutes do not reflect official action "to endorse and actively support. the Brat and Beer Fest."

HERITAGE PARK
222 S. WOLF RD., WHEELING, IL
60090 In?) 537-2222

WHEELING PARK DISTRICT
WHEELING, ILLINOIS

CHEVY CHASE
1000 N. MILWAUKEE, WHEELING, IL
60090 (312) 537.2930

October 28, 1980

Mr. Edward Klocke
President
Wheeling Historical Society
245 E. Wayne
Wheeling, Illinois 60090

Re: 1980 Brat and Beer Fest
Financial Statement

Dear Ed:

The 1980 Brat and Beer Fest financial statement has been prepared by Park District Director of Finance Lockwood, and has been reviewed and approved by the Wheeling Park District's Board of Park Commissioners at their October 2, 1980 Board Meeting.

As President of, the Wheeling Historical Society, the Wheeling Park District wishes to formally inform you of the preparation and approval of this financial information.

Enclosed for your files, and for distribution to the Society's Board and general membership, is a copy of the 1980 Financial Statement for the Brat and Beer Fest.

Also enclosed, is a copy of the 1979 Financial Statement.

For comparative purposes the following information is summarized.

	1979	1980
Total*Revenue	9,463.46	11,525.90
Total Expenses	<u>8,370.94</u>	<u>8,846.98</u>
Total Net Gain	\$1,092.52	\$2,678.92

Allocation of net proceeds

751- Rec. Fund	819.39	60% Museum Renovation \$1607.35
25% Artifacts	<u>273.13</u>	30% Artifacts <u>\$1071.57</u>
100%	\$1,092.52	\$2678.92

The total amount of proceeds from the last two (2) years of Wheeling Park District sponsorship allocated to obtaining (purchase, lease, etc) artifacts is \$1344.70.



2.

Please keep the wheeling Park District apprised on how .the Society seeks to allocate these funds.

Sincerely,

David F. Phillips
Superintendent of Parks & Recreation
Wheeling Park District

DFP/ph
cc: Board of Park Commissioners •



TO: Wheeling Park District Board of Park Commissioners
Wheeling Historical Society Board of Directors and members

FROM: Luther E. Lockwood, Director of Finance, Wheeling Park District

DATE: October 02, 1980

RE: Financial Statement 1980 Brat and Beer Festival

Attached is a summary of Revenue and Expenses for the 1980 Brat and Beer Festival held August 3, 1980.

A review of expense show most to be directly related to this year's festival with several exceptions:

Purchase of a propane heater for boiling corn (\$64.82) and the heat-resistant socks (\$8.28) represent a one time capital expense which will not, occur next year.

2 A purchase of beer pitchers \$756.00 was made for pitchers to be used in 1981. Additional pitchers would have to be purchased next year - they were purchased now because we were offered a unusually attractive close-out price because the particular style was being discontinued.

This purchase does adversely affect this year's "profit" but will favorably affect the 1981 profit.

The attached Profit and Loss accurately represents all revenues generated and all expenses incurred from the Brat and Beer Fest.

BRAT AND BEER 1980

BRAT AND BEER PROFIT AND LOSS STATEMENT •

Income:

Ticket Sales	\$11,406.90
Sale of surplus	<u>119.00</u>
	11,525.90

Expenses:

Ace Hardware	29.29
Chandler's	5.96
Edward Don and Co.	69.44
Bob Weinberg	450.00
Bob Weinberg	756.00
Dynamic Press	99.80
Alpha Baking	210.00
Bambas Companr,	25.00
Blue Boy .P4pble.Toilets	330.00
Bolger Coffi	267.75
Coca Cola.Bottling Company	716.00
Sam Datillo	8.00
Ethel's Plade	286.00
Fine Products Company	64.82
Edward Hines Lumber Company	45.23
Industrial Gas	45.00
Petty Cash	71.36
Metropolitan Distributors	1,465.62
N. S. Pizzo	94.50
Schaeffer Packing	98.20
Schaeffer Packing	1,582.40
Schaeffer Packing	147.00
Wheeling Disposal	255.50
Richard Yech	798.80
wheeling Park District	436.03
Village of wheeling	176.00
'took County ALERT	200.00
Northfield Block	8.28
Robert A. Morley	105.00

Hardware items
Office supplies
Tickets
Beer Pitchers
Beer Pitchers (for next year)
Flyers
Rolls
Snow Cone Syrup
Portable Toilets
Condiments, Spices, Forks, etc.
Soft Drink
Plastic Forks
Corn, Potatoes, Onions
Propane Heater for Corn
Paint, Brushes, Hardware ,,
Propane Gas for Cooking CdiH
Ice
Beer and Cups
Butter
Pickels, Bacon
Brats, Franks, and Kraut
Franks
Refuse Disposal
German Band
Maintenance Dept. Wages for
Set-u7, Breakdown, Clean-up
Security
Parking and First Aid
Blocks for corn heater
Medical Expenses for injury
during Brat & Beer Fest

\$ 8,846.98

Net Profit: 2,678.92

1,607.35

1,07].57

\$ 2,678.92

60'-, Net Profit assigned to Historical Fund debt retirement

40% Assigned to the purchase of artifacts

Total Net Proceeds-100% allocated to Historical Fund

1Tij.EELEG PAR:: DIST?ICT
 niniziuE & EXPE:SE
 BRAT &.BEER, FEST
 August 19, 1379

'17;11 - FY Scr.'7.C1"

Sale of
 of Sur7,1us 9,352.70
110.7'2

TOTAL PE,7-1, i,7

- EY 52 225

Sales Tax	451.00
Food	2,500.44
Beverages	2,111.00
Music	127.02
Services	<u>1,000.02</u>

Operational 6,225.24

r. 7172 P. 2.025

TOTAL EXPENSES

;:r

zs')

F-ne = 21c.31
 =
1,0":2.s2

I:RAT E. LEER PEST
E='S.7 IE

Sales Tax 451.00 451.00

Foccl
 Brats 1,142.00
 Kr/lit 1172.02
 fatDozs 510.0
 Duns 1:3.2S
 Corn 130.0D
 Potatoes 32.00
 Onions
 Oled 22.20
 Eu7.ter 45.5N7:
 Pid des 22.50
 CcndiAcnts, S.pr.5onin2 45.09

SubLnal 717'33 2,325.24

D-Tve1' 30.s
 Beer 1,5C3.0C
 Coca Cola 423.00

Subtctal Beverages 7,211.00

Misc. Paper Goods, cal
Tickers, Etc.

1c7.dE

Subtotal Misc. 107.93

Services

Security is .2J
 Sccy aent11 13.0.1
 T S
 559.02
 wuse 21320 §:1 1-1.11

Subtotal Services 1, (1.02)

TOTAL EXPI:f2 6,225.24

CP1TAL 1:772:'E:77'TS

Ph'Labor 4* 425.11
 Lu=ber for Coun,ers
 S Pad es
 4pen Paddles
 Oven :dtts 22.75
 Food Pro.z.ess'r 79.03

1,515.70

- Includes set-up, assigned Sunday duty, take down and storage.. and clean up.
- ** One man for two weeks constructing counters and counter supports - a one time expense.

FMA::CE CO;MITEE. CO::a::TS

Cash Control: Actual tickets sold, as counted by Ed Loc!;Imod and Dorothy Flent-e, each in the presence of the other, immediately following the closing was 27,229.

27,229 r. .35 = 9,530,00
actual cash collected 9,552.76

177.24

F700 this underreported 177:24 should be deducted money returned: from beer pitcher deposits - making the percentage of error less than 1%.

Under Capital **expenses are listed** expenses which contribute to both the present and future Festival. The distribution is important **because these** particular expenses should, not be incurred in the future.

TO: Meeting Participants of the Joint Board Meeting of the Wheeling
Society and Wheeling Park District
FROM: Dave Phillips, Superintendent of Parks & Recreation, Wheeling
Park District
RE: Combined Board's Meeting- Wheeling Historical Society of
Wheeling Park District
DATE: May 19, 1980

MEETING DATA:

Date: May 15, 1980
Time: 6:30 p.m.-8:15 p.m..
Location: Chevy Chase Club House
 Wayside Room

BOARD MEMBERS

MEETING PARTICIPANTS: (* Members both Boards)

WHS	WPD
Sam Dattilo	Shirley Mueller* Pres.
Don Lark	Lorraine Lark
Bob Buerger.Pres.	Glenn Meier Vice Pres.
John Koeppen	Frank Schnaitamnn
Jean Kavanaugh-Sec.	Ed Klocke *

NOTE: Written notes were taken by this writer, and are presented to reflect the intent and direction of the discussion. These are not, nor are they intended to be official minutes.,-Any participant with notes or recollection different than that presented below, is asked to call me to review any and all areas of differences's° that these notes may accurately reflect the discussion. Any and all modifications of these notes will be circulated.

The meeting was called to order by Lorraine E.Lark, Wheeling Park District, Co-Chairperson of the Building and Grounds Committee who had called the meeting to discuss:

1. Museum
 - a. Key availability
 - b. Building Supervision and Maintenance.
 - **c. Usage Logged
 2. 1976 Affiliation Agreement
 - a:Artifact Ownership
 - bAffaffing
 - cMembership to the Liaison Board.
 3. '1980-81 Budget
 - *4. Beer and Brat Fest
 - *5. Childerley
- *Added discussion.

MUSEUM

.....,Key Availability- The Society Board requested that a key to the museum be provided to Marshall Balling, Historian. They felt that his tours and historical work would be affected by a lack of direct accessibility to the museum.

The Park Board reviewed the Park District's policy of limiting keys to Park District facilities that they have no keys and don't want any.

If, something happens to a facility, the people with keys are looked to, to provide justification. The Liaison Board reviewed this matter and placed trust in Sam Dattilo with a key, which the Park Board ratified.



2.

After much discussion, the Park Board members present agreed (with F. Schnaitmann dissenting) to have a key to the museum and to the alarm made available to Marshall Balling for his own personal usage*. The keys would not be for any other person's usage but Marshall's and if the keys were found to be given out, they would have to be returned.

The Society Board members present agreed. Any individuals wishing access to the museum were to contact Sam Natillo who would either personally open and close the museum, or check the museum after the individuals returned the keys.

*This action was confirmed at the Regular Meeting of the Board of Park Commissioners which was held immediately after the Joint Meeting.

b. Building Supervision and Maintenance

Sam Natillo and John Piazza (Wheeling Park District Director of Parks) were directed to meet and work out a schedule and assignment of tasks that was acceptable:

Dave Phillips' requested that this be in writing and be approved as to content by both Boards; This was agreed.

c. Museum Usage Log

This item was suggested by Dave Phillips to ascertain on a monthly basis who was using the museum, when and for what.

- Director of Parks John Piazza was asked to develop a form to be posted in the office which would be tabulated monthly and distributed to both Boards.

2. AFFILIATION AGREEMENT

Confusion as to which agreement was in force was evident as several draft copies of the agreement were in the files of the Society.

After much discussion it was recognized by the Society that the signed Oct. 7, 1976 Agreement was the agreement in force.

1. Dave Phillips was directed to make copies of the agreement and distribute to the Society Board.
2. Bob Buerger was asked to provide a mailing list of Society Board members to Dave Phillips to accomplish #1 above.
3. Dave Phillips was directed to send a copy of Attachment "A" to Society President Buerger.

b. Staffing

The Park Board was made aware that Chris Irmiter was now the Society's Curator.

Staffing was further discussion under 80-81 budget. Please refer to that section of the notes (Item 3.)



3.

c. Liaison Board Membership

Confusion existed on whether Liaison Board membership was officially five (2 Society- 2 Park District and 1 Citizen at Large) or seven (3-3-1). The October 7, 1976 Agreement showed five. Previous action by the Liaison Board and Wheeling Park District Board was discussed which changed the membership from five to seven.

Park Commissioner Ed Klocke (also President Elect of the Society) suggested an addendum to the 10/7/76 agreement to reflect this change.

Subsequent research has confirmed Liaison Board and Wheeling Park District Board of Park Commissioners action to expand the number of Liaison Board members from 5 to 7. See attached pertinent portions of:

- 1) Liaison Board Minutes of 2/1⁶/77
- 2) Wheeling Park District Minutes of 2/1⁷/77

Wheeling Historical Society President Buerger and/or Secretary Kavanaugh were asked to review Society records and indicate if formal action had ever been taken by the Society. If not, formal action was to be taken and confirmation of such action was to be provided to the Liaison Board and Wheeling Park District.

Dave Phillips volunteered to prepare an addendum to the Agreement to officially reflect the expanded membership of the Liaison Board upon confirmation of official action by the Society.

3. 1980-81 Budget

Park District Commissioner Lark reiterated that the 1976 Agreement stipulated that the Society was to provide suggestions to the Wheeling Park District to be considered by the District in budget preparation of the Museum Fund. This had not been received and the Society was requested to comply and provide the information to Dave Phillips within two weeks. Dave Phillips requested 2 Yrs of requests listed in priorities. Shirley Mueller reviewed the file cabinet purchased by the Society which is to be placed in the museum.

4. Brat and Beer Fest

The Park and Society Board's discussed the motion made by the Society in May of 1979 to discontinue sponsoring the Brat and Beer Fest.

- a. It was agreed that the Wheeling Park District would continue to sponsor the Brat and Beer Fest.
- b. It was agreed that the Park Board would be amendable to "renegotiating" the percentage of net proceeds allocated for Historical purposes with the Liaison Board, contingent on 4c. below:
- c. The Society Board was asked to present to the membership of the Society a motion endorsing and actively supporting the Brat and Beer Fest.

5. Childerley

- a. General Comments- Park Commissioner Lark discussed comments heard that one or more Society members were not pleased with the usage concept of

4.

of the Park lands and buildings at Childerley. She reviewed the Park Boards action (See attached portion of the Wheeling Park District minutes of March 6, 1980) which confirmed action taken by the Liaison Board on March 5, 1980 (See attached Liaison Board minutes) in regards to the Library, chapel and 1st Little House.

Jean Kavanaugh volunteered that she had felt the park and buildings usage was "field House" orientated but appeared satisfied with the Park Boards action in further discussion and explanation.

b. Chapel Paint

Society Board member John Koeppen volunteered to provide paint for the chapel if Director of Parks Piazza provided the approximate square footage to determine the amount of paint used.

c. Society's Childerley Committee-

The Park District requested information from the Childerley Committee on the dollars available for Childerley and a list of projects and priorities - how they would like the dollars used, similar to the format utilized by the Society's Museum Committee.

d. a Tree

This new program was reviewed and Dave Phillips informed the Society that the names of persons interested in the program were being accumulated and that they would be "billed". Director of Parks Piazza will grid the orchard to accurately reflect tree locations and types.

With no further business to discuss, the meeting was adjourned at or about 8:15 p.m.