

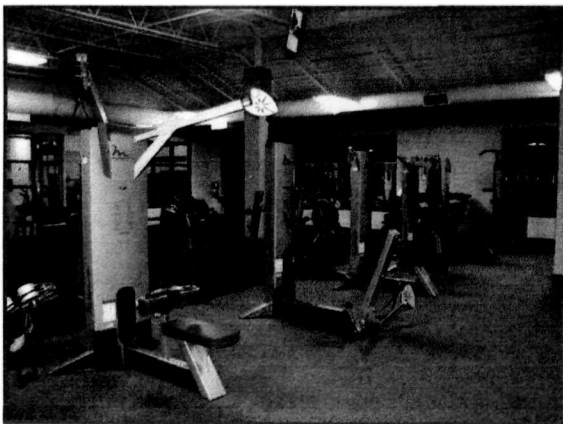
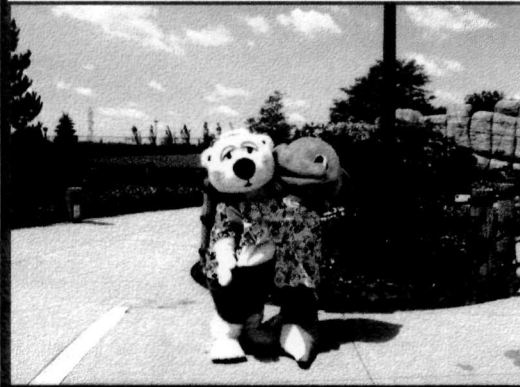
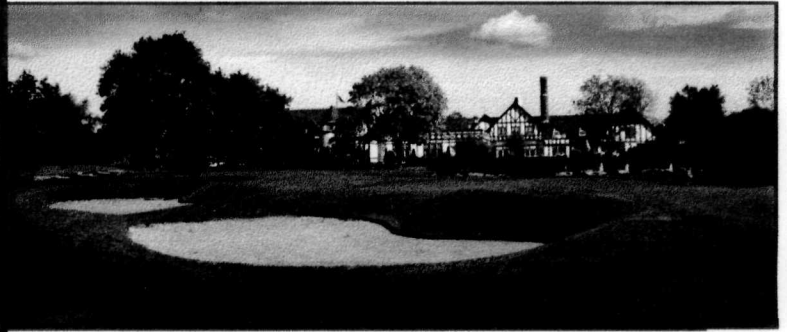


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Administrative Policy Manual



*Our Mission is to provide memorable experiences in parks and recreation
that enrich our communities*

TABLE OF CONTENTS

- 1.0 Historical Significance
- 2.0 Vision, Mission And Values
- 3.0 Designation, Application and Legal Status
- 4.0 General Matters of Administration
- 5.0 Annual Fiscal Requirements
- 6.0 Finance and Business Operations
- 7.0 Pricing Administration
- 8.0 Conduct Ordinance

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INDEX

- 1.0 HISTORICAL SIGNIFICANCE**
- 1.1 History**
- 1.2 Name of District**
- 1.3 Statutory Authority**
- 1.4 Names and Locations of Parks**
- 1.5 Commissioners of the Wheeling Park District**

1.0 HISTORICAL SIGNIFICANCE

1.1 HISTORY

Wheeling Park District

The Wheeling Park District, incorporated in 1961, is located in northern Cook and southern Lake Counties, and is 27 miles northwest of downtown Chicago. The Park District serves a population of approximately 40,729 residents living within the Village of Wheeling and small portions of Prospect Heights, Buffalo Grove and Arlington Heights. It encompasses an area just over 8.5 square miles. The Park District is considered to be a primary government – providing a full range of recreation activities, public open space, recreational facilities, a full-service country club, and district-wide events for its communities.

The Park District is governed by an elected, seven-member board and operates under a Board-Manager form of government, with its primary purpose to provide parks and recreational opportunities to its residents. Services provided include recreation programs, park management, capital development, and general administration. The Park District manages 16 sites on approximately 260 acres. Recreational facilities operated by the Park District include ten parks, one outdoor aquatic center, one community recreation center, one indoor aquatic center, a fitness center, historical museum, two community gymnasiums (shared with School District #21), a championship-quality golf course and banquet facility, as well as a number of softball/baseball diamonds, football and soccer fields, playgrounds and picnic shelters.

Wheeling Park District – A Brief History

1960

The citizens of Wheeling, Illinois, voted to give themselves the gift of a Park District on December 23, 1960. On that day, a special election was held at Mark Twain School to decide the question of the proposed Wheeling Park District and elect five Park Commissioners to serve the recreational needs of the growing community. The first meeting was held January 11, 1961, at Wheeling Village Hall, and was presided over by newly-elected Commissioners Arthur Aronson, Arthur Brown, Audrae Duke, Ralph Neubauer, and Theodore Scanlon. Brown became the first Park Board President. Park District programs were held in the schools and on the playgrounds of School District 21. The next four decades were spent acquiring, developing, and maintaining open space for guests to enjoy.

1962

In 1962, the Village of Wheeling donated three adjoining lots on Nancy Lane to the Park District. The half acre of land, named Meadowbrook Park, is now Meadowbrook Tot Lot.

1964-65

With a grant from the Federal Open Space Land Program, the Park District purchased 66 acres of land from G.D. Searle and Company in 1964. Situated between the Wisconsin Central railroad tracks and Wolf Road, just north of Meadowbrook subdivision, construction began on Heritage Park in 1965 with a community recreation center, a lighted baseball field, and an ice rink.

That same year, the five-acre Husky Park, at the east end of Lee Street, south of Jack London School was acquired by the Park District.

1968

In order to provide an ingress and egress to Heritage Park, the Park District acquired a residential lot on Jeffery Avenue at Jeanne Terrace from Family Homes, Inc. in 1968.

1969

Another piece of land, north of the existing property line along Wolf Road, was purchased for use as a retention basin in 1969. At around the same time, an easement was granted to the Village of Wheeling to construct a retention basin and pumping station to control flooding in the area around Husky Park.

After leasing the "Wheeling Chamber of Commerce Park" on Wolf Road from the Wheeling Chamber of Commerce for many years, the Park District bought the property in 1969. That year, the Park District was able to buy the adjacent property, an outdoor swimming pool facility, from Wheeling Community Pool, Inc.

1970

The Park District acquired a Civil War-era church building in 1970 and moved it to the Chamber Park site. The building was remodeled to hold community meetings and recreational programs.

In 1970, the Park District was able to purchase 8.35 acres of land on the form Skinner Farm property. As part of the acquisition plan, the parcel was subdivided. Three acres became Northside Park on Glendale Street. The rest was sold to School District 21 for a new school site.

1972-74

By the early 1970s, land was becoming scarce in Wheeling. With the passage of a tax referendum in 1972, the Park District was able to move forward with a comprehensive development program to designate open space for the leisure needs of residents and guests. A contract for \$32,500 was negotiated with Hollywood Builders for a three-acre tract of land, referred to as "North Park", now the western edge of Childerley Park. The Park District acquired the site in 1974 after being awarded a grant for half the cost from the Illinois Department of Conservation, Bureau of Outdoor Recreation.

1981

In 1981, the Wheeling Park District renovated and restored the original chapel at

Childerley to honor former Commissioner Lorraine E. Lark, who passed away in 1980. She served on the Board for 13 years, eight as president.

1975

The Park District acquired the 10 acres of land that became Horizon Park in 1975. To develop the park in 1984, the Park District sold the existing house on the property and one-half acre of the land.

1976

The 2.3 acres adjacent to Meadowbrook Tot Lot, was obtained by the Village of Wheeling from the Metropolitan Sanitary District in 1976 and the Park District signed an intergovernmental agreement in 1982 to lease the land for 99 years.

1977

The other 10 acres that became Childerley Park were owned by a religious organization, the Calvert Foundation of Chicago, and used as a retreat. In March of 1977, Wheeling residents approved another referendum allowing the Park District to acquire the Childerley land and Chevy Chase Country Club.

1978

The Village sold the original Wheeling Village Hall on Milwaukee Avenue to the Park District in 1978. The building was moved to Chamber Park and now houses the Historical Museum.

1984

The acre of land that became Malibu Park was used to stockpile soil during construction of the Malibu subdivision; the developer donated the land to the Park District in 1984.

1985

In 1985, the Park District acquired the four acres of land remaining from the Lemke Farm in south Wheeling. With the acquisition of a second smaller parcel on Equestrian Lane and a grant from the Department of Natural Resources, the Park District, in cooperation with Prospect Heights Park District, developed Pleasant Run Park.

1988

In 1988, the historic Carriage House, located on Dundee Road, was acquired from the Village of Wheeling and moved to Chamber Park.

1990-92

The Park District obtained 10 acres fronting Dundee Road in 1990 from Wickes Companies, Inc. By early 1992, the Park District was able to begin work on the Aquatic Center and an adjoining 400-car parking lot. Residents approved a referendum in March of 1992 to build a new Community Recreation Center to replace the now outgrown center at Heritage Park.

1999

The Park District increased the size of the CRC in 1999 with the addition of the Arctic Splash indoor pool and Fitness Center.

Also in 1999, the Chevy Chase Country Club underwent a one-year, \$4 million renovation to restore the inside and outside of the structure.

2001

Husky Park was redesigned in 2001 with financial assistance from the Illinois Department of Natural Resources. The detention basin was converted into an outdoor classroom and wetland area, including a beautiful waterfall feature. Husky Park won the 2002 Conservation and Native Landscaping Award from the Chicago Wilderness Society and Environmental Protection Agency

2002

The Aquatic Center was expanded during 2002 to add new water features.

Denoyer Park served as a campsite for Girl Scouts and originally housed a log cabin, three buildings, an outhouse, and a greenhouse. These structures were removed when the Park District purchased the property in 1999. In 2000, the park was redeveloped and dedicated to the residents of Wheeling in May, 2002.

In 2002, Traditions at Chevy Chase Golf Course was redesigned with manicured bent grass fairways and greens, 50 reconstructed bunkers, and a beautiful water feature. Traditions at Chevy Chase Golf Course won the 2004 Golf Inc., Crittendon Renovation of the Year Competition in the Daily Fee/Municipal Division.

2004

The Wheeling Park District Board of Commissioners adopted a new Mission statement for the Park District: *To provide memorable experiences in parks and recreation that enrich our communities.*

Also, in 2004, the Wheeling Park District Board of Commissioners adopted a new logo:



2007

In August 2007 the Park District purchased 10 acres of land from St. Joseph the Worker Catholic Church. At the time of acquisition, the land was being rented from the Church by the Park District for athletic field usage. Upon purchase, the land was incorporated into Heritage Park. Financing for the purchase of this property included a \$400,000 OSLAD grant from the Illinois Department of Natural Resources.

Also in August, the Park District executed a land exchange with the Village of Wheeling. The exchange called for 6 acres of Park District land adjacent to Dundee Road to be swapped for 8 acres of Village land adjacent to Heritage Park. The Park District incorporated this new property into Heritage Park. The Village of Wheeling used the newly acquired land as the future site for the new Village Hall.

1.2 NAME OF DISTRICT

The official name and address of this Park District shall be:

**WHEELING PARK DISTRICT
333 WEST DUNDEE ROAD
WHEELING, ILLINOIS 60090**

1.3 STATUTORY AUTHORITY

The Wheeling Park District was formed on December 23, 1960 after an election held on that date approved the organization of the Park District by a vote of 152 in favor and 27 against. The final order was entered in the record on December 27, 1960.

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county or any other political body. It is an agency through which in part, the people of the state carry on government. It is not purely local in function, for the courts have held that the park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. (Quinn v. Irving Park District, 207 Ill. App. 449).

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

In 1947, the legislature enacted "The General Park District Code." This was the first step in codifying the laws pertaining to park districts which served a population of less than 500,000 and it incorporated all of the basic laws of the three different types of park districts which existed. This legislation is contained in Chapter 105 of the Illinois Revised Statutes.

Many of the legislative changes in the basic code are prepared by the "Illinois Association of Park Districts," and this Park District is a member of that Association. Current revised copies of the Park District Code are available and the Code explains in detail the authority and responsibilities of an Illinois park district.

1.4 NAMES AND LOCATIONS OF PARKS (both owned and leased)

<u>NAME OF PARK</u>	<u>ACRES</u>	<u>LOCATION</u>
1. Chamber Park	6.5	213 N. Wolf Road
2. Chevy Chase Country Club	125.5	1000 N. Milwaukee Avenue
3. Childerley Park	12.5	506 McHenry Road
4. Denoyer Park	4.5	440 Denoyer Trail
5. Heritage Park	83.0	222 S. Wolf Road
6. Horizon Park	10.0	373 Schoenbeck Road
7. Husky Park	5.0	1200 Lee Street
8. Malibu Park	1.0	Chippewa Trail & Tahoe Circle Dr.
9. Mark Twain Gymnasium/Field	NA	515 E. Merle Street
10. Meadowbrook Tot Lot	1.0	425 Nancy Lane
11. Northside Park	3.0	Glendale Street
12. Pleasant Run Park	4.0	Equestrian Drive
13. Tarkington Gymnasium/Field	NA	310 Scott Street

Total Acres 256.0

1.5 COMMISSIONERS OF THE WHEELING PARK DISTRICT

Arthur Aronson	1961-1963 (resigned)
Ted Scanlon	1961-1961 (resigned)
Arthur Brown	1961-1961 (resigned)
Ralph Neubauer	1961-1961(resigned)
Audrae Duke	1961-1963
Richard Ault	1961 (appointed)-1967 (resigned)
Roy Hammond	1961 (appointed)-1965
Michael Donzella	1961 (appointed)-1963
Audrey Christiansen	1963-1969
Clayton Wieder	1963-1967
Joseph Harrison	1963 (appointed)-1965 (resigned)
Harry Thill	1965 (appointed)-1967
Bernard Erlin	1965-1970 (resigned)
Lorraine Lark	1967-1980 (deceased)
Alf Wilson	1967-1973
Robert Ross	1967 (appointed)-1977
Eugene Sackett	1969-1974 (resigned)
Gus Nizzi	1971-1973 (resigned)
Hugh Wilson	1973-1977 (resigned)
Frank Schnaitmann	1973 (appointed)-1981
William Neuenfeldt	1975-1975 (resigned)
Doris Kerr	1977 (appointed)-1979
Shirley Mueller	1977-1983

Glenn Meier	1977-1983
Edward Klocke	1979-1993
Donald Lark	1981-1991
Russell Baker	1981-1984 (resigned)
Anthony Abruscato	1983-1989
Julia Robberson	1983-1989
Dennis Drake	1984 (appointed) -1985; 1991-2003
James Gallagher	1985-1989 (deceased)
Greg Klatecki	1989-1997
Thomas Webber	1989-
Charles Briles	1989-1991 (resigned)
Francine Melamed	1989-2001
William Mattes	1989 (appointed)-2003
Robert Todd	1991-1993 (resigned)
Mark Parkinson	1993-1997
Cheri Klumpp	1993 (appointed)-
Kenneth Kent	1997-2005 (resigned)
Paul Philipp	1997-2007 (resigned)
Mike Kurgan	2001-
Jonathan Kolssak	2003-
Keith Pecka	2003-
Brian Lichtenberger	2006 (appointed)-
Vivian Smith	2007 (appointed)-

INDEX

2.0 VISION, MISSION AND VALUES

2.1 Vision Statement

2.2 Mission Statement

2.3 Organizational Values

2.1 VISION STATEMENT – Board approved April 4, 2006

To become the provider of choice in parks and recreation within the communities that we serve.

Three Primary Areas of Focus to Achieve the Vision:

Participation

The Wheeling Park District commits to continually reach out to the community, seeking input to identify valid park, recreation services, and facility needs.

Open Space

The Wheeling Park District commits to strike a balance between maintaining its facilities and preserving open space within the existing urban environment.

Partnerships

The Wheeling Park District commits to build purposeful partnerships that are of civic priority, fiscally responsible and enhance the community.

2.2 MISSION STATEMENT – Board approved November 2, 2004

We provide memorable experiences in parks and recreation that enrich our communities.

2.3 ORGANIZATIONAL VALUES – Board adopted March 15, 2005

Our Organizational Values: As an organization, Park Board, and as team members, we value:

Respect – We make every effort to work as a team while appreciating individual differences. We seek cooperation and consensus between team members and guests. We value the opinions and efforts of others.

Communication – We strive for open and honest communications with ongoing, active listening between team members and guests and respond to one another with clarity, tact and in a timely manner. We value information that our guests provide. Individual differences are accepted and all issues are open for discussion.

Integrity – We shall maintain trust and respect for one another and our guests by being responsible, accountable and honoring our commitments. We are dedicated to doing what we say we are going to do.

Innovation – Team members continuously work to improve guest service and remain focused on Park District key initiatives. Team members are encouraged to create new ideas, find and implement new approaches in providing parks and recreation experiences, and remain flexible to the changing needs of the guests we serve.

Recognition and Appreciation – Recognition reaffirms the worth and efforts of team members and accomplishments. Ongoing, timely acknowledgement and a genuine “thank you” are shared both verbally and in writing. Major accomplishments are recognized and rewarded.

Continuous Learning – The agency and team members will work as partners to foster professional growth and development in order to provide quality services. Providing opportunities for continuous learning and taking on new responsibilities are of great importance and value.

Fun – We have fun and take pride in our work while making a difference in the community and in people’s lives.

Empowerment – As a team, we believe that we are responsible for our success and let people do their jobs. We will continually foster a work environment built on trust, learning, responsibility, collaboration and accountability.

People – We recognize that people are the organization’s most valuable asset. Team members are the delivery system for our services and are dedicated to providing memorable experiences to our guests.

