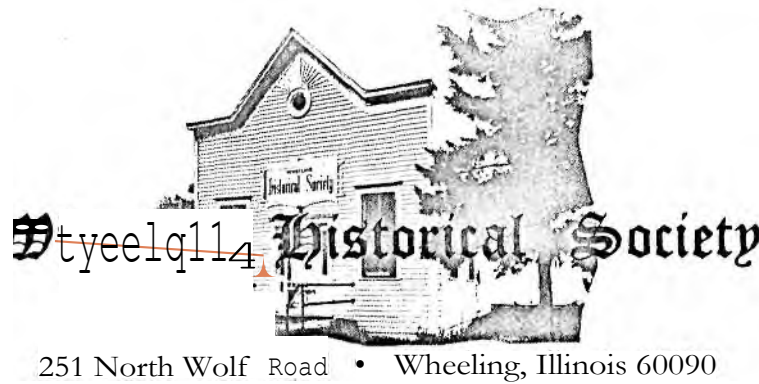




March 3, 1981

Mr. David Phillips, Supt. of Parks  
 Wheeling Park Commissioners  
 Wheeling Park District  
 1000 N. Milwaukee Avenue  
 Wheeling, IL 60090

Re: Childerly Report

Dear Mr Phillips and Park Commissioners:

The following is a progress report to you and the Park Board, as to what has been accomplished to date on restoring the Lorraine E. Lark Chapel of the Orchard. Those of us on the committee are hoping for an April opening date.

For [the last four Sundays we have been at the museum working diligently on restoring the kneelers and chairs that were left in the Chapel when the park district purchased the property. I'm happy to report that last Sunday we completed this project.

Approximate Cost: \$175.00

The Chapel Bells have been repaired and are now chiming on the hour. Spoke with Sister Michael at the Villa, she said it's a delightful sound. The bells ring everyday from 8:00 a.m. to 8:00 p.m.

Approximate Cost: \$ 80.00

We have completed the work on three of the four statues that will adorn the Chapel, we have only the statue of St. Francis to finish.

Approximate Cost: \$ 60.00

Don Lark has contacted a carpenter to rebuild the top window from the library that was completely rotted out. Work on this is already in progress.

Approximate Cost: \$350.00

March 3, 1981  
Page 2

We are now ready to start the work at Childerly in the Chapel and library. Permission is requested from you, so that we may start working on this. We have set Sunday, March 8th as the starting date.

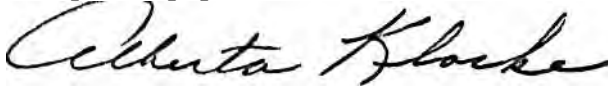
Following is a list of items that we feel will have to be taken care of before the Chapel and library may open:

1. Refinish all woodwork in library and Chapel.
- \*2. Have altar moved from log cabin into library to see what repairs have to be made.
- \*3. Measure floor in library for estimate on carpeting.
4. Measure windows in library for shutters.
- \*5. Repaint both Chapel and library.
6. Refinish flooring in Chapel where altar will be placed.
- \*7. Seal brick floor in Chapel.
- \*8. Remove bee hives from entrance of Chapel -- the items with an asterich indicate park assistance will be required.

There is one final item I would like to make you aware of. I spent 2 $\frac{1}{2}$  hours meeting with the Schneider sisters and Ethel Wieder in hopes of obtaining some of the history of Wheeling. Our conversation is on tape and we will be meeting again. On Tuesday, March 3rd, I have a meeting with Mr. Jack Bingham, Jack's father was employed on the Lillie farm. I have also contacted Mrs. Gettrude Lillie and will be meeting with her in the near future. I have also made contact with a Mr. Foss, from him I was able to obtain the addresses of some of the Priests that visited Childerly. The information I am compiling will all be on tape and when all is compiled I hope it will enable the Park District to have the property listed with the National Register of Historical Places with the National Park Service of the United States Department of the Interior.

I hope this report will bring you up-to-date, and meet with your approval, so that we may continue with the restoration of the Lorraine E. Lark Chapel.

Very truly yours,



Alberta F. Klocke  
Childerly Committee

LIAISON BOARD OF THE WHEELING  
HISTORICAL SOCIETY AND THE  
WHEELING PARK DISTRICT  
JUNE 23, 1982

The meeting of the Liaison Board of the Wheeling Park District and Wheeling Historical Society was held on June 23, 1982 at 7:30 p.m.

Upon roll call, the following Liaison Board representatives were in attendance:

Wheeling Park District

Russell Baker  
Glenn Meier  
Edward Klocke

Staff: D.F. Phillips  
J. Piazza

Wheeling Historical Society

Alberta Klocke  
Frank Schnaitmann  
Sam Dattilo

Guest: Ted Uskali- **Buffalo Grove Curator**

RANK ORDER OF PRIORITY TOPICS

Liaison Board prepared individual rank order, John Piazza developed consensus rank order. Results of the consensus rank order is as follows:

Museum #1  
Finance #2  
Liaison #3  
Childerley Park C/L.#4

Insurance-Artifacts #5  
Historical Buildings #6  
Lollipop Lane #7

Curator

Buffalo Grove Curator Ted Uskali was given the floor, He explained his job as Insurance Boiler Investigator of Park Districts and Museum mandated that no fee for Park District or Museum could be received - conflict of interest.

He suggested that the Wheeling Curator be a local person if at all possible. This person has and needs the trust of the community to encourage artifact donation, solicit volunteer workers, etc.

Ted keeps Park and Village Boards and staff Ts fully informed of what is happening with the museum, with a newsletter every other month and press releases.

New Curator must:

1. Visit other Curators and museums - av 25/year,
2. Join and participate in National/State/Regional/local professional group of other curators.
3. Slide show of what the community has for presentations F, for when the museum is open.
4. Scrape book of slides reproduced as prints.
5. Display cases throughout the community as well as in the museum,
6. Communicate with School Administrators and teachers.
7. **Be aggressive.**

Finances - Buffalo Grove has envelope for donations, (Obtain copy)

Volunteers: 1. Need courtesy kindness and respect.

2. Now has 200 volunteers in Buffalo Grove, Being a volunteer curator is an advantage to getting other volunteers. Had 5 to start with.
3. Recognize their efforts - Summer BBQ -Fall Awards Banquet

Insurance- Extremely valuable objects should be placed on Fine Arts endorsement  
- no deductible,

Display- Need to display only a percent of total artifacts, to give a fresh non repetitive display,

Work Week- Initially 20-25 hours/week now 5 t /week,

Advertise for Curator:

Second Option

FIRST Option

Third Option

Want Ad

- 1) Local Feature Story
- 2) Mailers to local clubs
- 3) Village of Wheeling  
News letter/Wheeling  
Park District Brochure

Headhunter

Look to Ted and peers for a preliminary interview team -review resumes recieved

ADJOURNMENT

The meeting was adjourned, The next meeting will be held July 13, 1982  
at Chevy Chase Club House, at 7:30 p.m.

Respectfully,

David F, Phillips  
Recording Secretary  
Liaison Board

Adopted this      day of      1982  
by the Liaison Board of the Wheeling  
Historical Society and the Wheeling  
Park District.

AGREEMENT BY AND BETWEEN  
WHEELING PARK DISTRICT AND  
WHEELING HISTORICAL SOCIETY

THIS AGREEMENT made this 7th day of October, 1976,  
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.

W I T N E S S E T H:

WHEREAS, Society has determined that it is in the best interests of  
the residents of the Village of Wheeling to preserve those historical artifacts  
which would be of lasting benefit to the residents of the Village of Wheeling;  
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 general revenues of **the** Park District of the cost of maintaining the museum properties, including but not limited to, the cost of all repairs, utilities, services, insurance on the 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 and maintenance of sites which have **been designated as** museums.

(c) That it will, with Society approval, retain a Director, whose duties **will** be determined by the Liaison Board.

Section 2: Society agrees:

(a) 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 Commissioners a budget for the **fiscal year**, May 1, to April 30.

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

(c) That it will transfer title to Park District, those items of personal property set forth in exhibit A attached hereto and made part thereof.

Section 3: It is further agreed as follows:

**(a) A Liaison Board will be appointed** consisting of: (1) a member

of Society Board of Directors; (2) Society Curator (3) a Commissioner of 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.

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: I \_\_\_\_\_

ATTEST:

  
Secretary

WHEELING HISTORICAL SOCIETY

A; TEST

  
Secretary

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

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 1981  
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 govern-  
ment, 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 Village of Wheeling 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 con-  
ferred 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



Z

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 \_\_\_\_\_ Park District desires to provide for annually from the general revenues of \_\_\_\_\_ district of the \_\_\_\_\_ including but not limited to, the cost of all repairs, utilities, services, insurance on the 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 and maintenance 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.

0(  \_\_\_\_\_

Section 2: Society agrees:

(a) 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 Commissioners a budget for the fiscal year, January 1, to December 31.

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

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

Section 3: It is further agreed that a Liaison Board will be maintained consisting of three Society Members and three Park Commissioners. Each party will select its Liaison Board Members within sixty (60) days of the execution of this Agreement. Liaison Board Members, shall serve until their successors have been appointed.

The Board shall have the authority to choose a chairman and secretary and set times for quarterly meetings to be held in February, May, August and November of each 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 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

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Secretary

WHEELING HISTORICAL SOCIETY

ATTEST:

By: \_\_\_\_\_

411

\_\_\_\_\_  
Secretary

TO: Board As A Whole Committee, Wheeling Park District, Glenn Meier, Chairman  
FROM: David F. Phillips, Superintendent of Parks & Recreation  
Re: Wheeling Historical Society Members Response To The Proposed Amended  
Affiliation Agreement By and Between the Wheeling Historical Society  
and the Wheeling Park District.  
DATE: May 14, 1981

## I. BACKGROUND

On March 11, 1981, the Wheeling Park District Board of Park Commissioners and the members of the Wheeling Historical Society met to initiate discussions on the 92 page packet which reviews every aspect of our relationship.

Discussion at the meeting centered primarily on the Affiliation Agreement. Those members of the Society present, provided input to the Board of Park Commissioners on suggested changes.

Due to the length and detail of the packet, it was mutually agreed that the Liaison Board for 1981-82 be given the responsibility of reviewing the remainder of the packet and making specific recommendations to both the Wheeling Historical Society and the Wheeling Park District Boards on those topics.

As a result of the March 11, 1981 discussion, on March 24, 1981, I forwarded the consensus comments to Park District Attorney Ebers for his redrafting of the Affiliation Agreement. His redraft of April 14, 1981 was reviewed by the Board of Park Commissioners at the April 16, 1981 Public Meeting and accepted, subject to the endorsement of the Wheeling Historical Society membership.

On April 23, 1981 the Amended Affiliation Agreement was mailed to each member of the Wheeling Historical Society with a cover letter asking that the members thoroughly review the amended Affiliation Agreement and raise any points of concern.

As a result of the review by the members of the Wheeling Historical Society I have received and I attach for your review, comments addressed to Liaison, Board Chairman Dattilo, received from Roger Powers (dated May 1, 1981) and from Chris Irmiter (April 30, 1981 cover letter and list of check numbers and amounts for utilities and insurance totaling \$1,684.45). The questions on concerns and my response is submitted for your review and comment. It would be helpful to retrieve copies of the original and amended Affiliation Agreement for specific reference during this point by point response.

## II. QUESTIONS AND ANSWERS

### A. Roger Powers

"As was discussed at our most recent Historical Society meeting, I am enclosing some of the comments I felt should be reviewed with our various boards, members and directors."

"First, as I mentioned earlier, I want to make certain that on Page -2- of the Agreement it is written that the Park District Desires to do certain things. As we discussed, we should have it worded the Park Agrees to perform certain specific tasks."

RESPONSE - The intent of the question is somewhat unclear as Mr. Powers states he wants to make certain ...it is written that the Park District DESIRES to do certain things" then states that the "Park District should AGREE.."

As you know, the Park District DESIRES to is wording that is non-binding and permissive. By changing the wording to the Park District AGREES to... do something, the Park District is obligating itself in a binding way to accept certain financial responsibilities.

A policy decision by the Board of Park Commissioners is necessary as to whether you wish to be obligated or whether you wish to have non-binding wording in this section.

If the Board concurs that the obligatory wording of "AGREES TO" is appropriate it is my suggestion that further changes be considered and the section be revised to read:

"Whereas the Park District agrees to provide for the payment annually 1r from the Historical Fund, tax revenues of the Park District the " „ cost of improving and maintaining the historical properties "

This revision limits our obligation to the Historical Fund and not the general revenues of the Wheeling Park District and broadens the responsibility to include improving as well as maintaining the historical (not just museum) properties.

"Second The same page -2- has 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. The question is who decides what, where and when an appropriate building will be acquired. What is the history of a particular building appears extremely significant to the Historical Society, but the Park District does not feel the history of the particular building in question does not qualify. Who Decides? What procedures are followed"

#### RESPONSE

1. Question: "Who decides what, where and when an appropriate building will be acquired?"

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page 3  
agreement  
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Answer: Section 2 (b) of the Affiliation Agreement provides that the Society agrees "that it will provide the expertise necessary in determining buildings and historical material to be acquired by the Park District and Society".

The purpose of the agreement is clearly to combine the expertise of the Society with the financial resources of the Park District.

The Society's role is to advise the Wheeling Park District. The Wheeling Park District Board of Park Commissioners, which by law must retain the authority and responsibility of allocating public funds, is asking for the input of the Society so that the Society's input can be considered prior to making a decision.

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In capsule form, the Wheeling Park District decides what to acquire with public funds and when to acquire it after receiving the advise and counsel of the Society.

3.

2. Question:" What if the history of a particular building appears extremely significant to the Historical Society, but the Park District does not feel the history of the particular building in question does(not?) qualify. Who Decides? What procedures are followed?"

Answer: While the question is not properly phrased, the assumed intent of the question is similar to Question 1 in the 2nd point. < rf

The answer again is that the Wheeling Park District makes all final decisions on the expenditure of public funds.

The Society provides their recommendation to the Wheeling Park District Board of Park Commissioners and the Park Board makes the final decision.

An analogy which may be appropriate would be the Zoning Board and Plan Commission of the Village of Wheeling making recommendations to the President and Board of Trustees. The final decision rests with the Board of Trustees but they act only after receiving the input of the Zoning Board or Plan Commission.

Third On Page -3- atop the page is written under (a) Society agrees... ..and will prepare and submit for approval to Park District's Board of Commissioners a budget for the fiscal year January 1 to December 31. Why does an independent group, the Historical Society have to submit any budget for approval to anyone else? We are an independent group considering affiliation. Why do we need anyone to approve our budget?"

#### RESPONSE

I would concur that the wording is not clear as to the intent of Section 2(a).

The intent of the original Affiliation Agreement was to have the Wheeling Historical Society make recommendations to the Wheeling Park District during the Boards' Annual budget deliberations for the allocation of the tax revenues derived from the Historical Fund Tax levy.

The Society's budget of revenues generated by the Society for expenses of the Society, is not a Wheeling **Park** District concern. No intent has been, or is present to have the Wheeling Park District Board of Park Commissioners review and approve how the Society raises or spends their monies.

The intent of this section is to have the Society, as the "experts" in historical matters, agree to provide input to the Board of Park Commissioners so that their deliberations in allocating the financial resources derived from the Historical Fund tax, include and take into consideration, the input of the Society.

This intent is reiterated in the Financial Section on Page #18 of the Historical packet distributed in March of 1981.

It may be that the Wheeling Historical Society and the Wheeling Park District wish to revise the wording of Sections 1 and 2 to be more explicit. Wording that may be appropriate is submitted for your review:

" SECTION 2. Society Agrees

REVISED (a) that it will continue to raise funds to assist in the payment of expenses of the Society and adopt an annual budget.

NEW WORDING (b) That it will submit not later than November 30th of each year, to the Park District's Superintendent of Park and Recreation, a proposed 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"

*Insert  
Section 2  
page 3*

(c) - (b) becomes (c)

(d) - (c) becomes (d)

"SECTION 1 Could be expanded to include:

"The Park District agrees:

NEW WORDING (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".

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"Fourth The dissolution of the Society is covered on Page -3- section-3-(c) and specifically says that the Wheeling Historical Society will transfer title to its artifacts....assets....and other personal property to the Park District. As has been discussed time and time again, I do feel it is in the best interest of the membership that we keep these material possessions protected by and with the State of Illinois, but under no circumstances should the title to all these "possessions" be turned over to the Park District or anything/anyone else. Title should always remain with our Historical Society."

RESPONSE

The intent of this section is to return the artifacts presently owned by the Park District (shown on Exhibit "A" of the original Affiliation Agreement) back to the Society. If the Society were to dissolve, the artifacts, assets and other personal property of the Society would have their title transferred to the Wheeling Park District as the Society would no longer exist.

On March 11, 1981 the Board of Park Commissioners concurred that the artifacts should be owned by the Society, and the members of the Society present at the meeting, concurred that if the Society were ever to dissolve, that, the assets should go to the Wheeling Park District.

If the Society never dissolves, the assets are never transferred to the Wheeling Park District.

The role of the State of Illinois in the distribution of assets of a Historical Society which dissolves and leaves no direction as to asset distribution is being researched. A separate report will be provided to the Board of Park Commissioners upon receipt of the specific details from the State of Illinois.

"Fifth Very Important there is the discussion of the Liaison Board, and the statement that 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, shall be the policies governing the Liaison Board. What is the role of the Liaison Board Specifically? It mentions this Board sets rules for the Board, but what authority does the Liaison Board have to change or modify the rules we normally agree upon at a Membership Meeting?"

RESPONSE:

1. Question What is the role of the Liaison Board specifically?"

Section 3, paragraph 3, clearly states the role of the Liaison Board is that "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, shall be the policies governing the Liaison Board."

This paragraph details that the Liaison Board makes recommendations to both Boards. Both Boards review those recommendations and if both Boards accept the recommendations, then the policy is adopted. The Liaison Board has no authority on its own., All decision making authority rests with the Boards of the Society and the Park District.

2. Question "Can it (implied- the Liaison Board) override the wishes of the (implied- Society) membership in general? "

Answer: No

3. Question "It (implied-Section 3, paragraph 3) mentions this (Implied-Liaison) Board sets rules for the (implied-Society) Board, but what authority does the Liaison Board have to change or modify the rules we (implied -Society membership) normally agree upon at a (implied-Wheeling Historical Society) membership meeting?"

Answer: None - The Liaison Board only makes recommendations. The Society Board, pursuant to the direction of the membership of the Society either accepts, modifies or rejects the recommendations of the Liaison Board. Once the Society Board is directed to take a position on the Liaison Board's recommendations by the Society membership, the Park Board's action on the same Liaison Board recommendations is compared. If Society and Park Board action is identical, the Liaison Board is given proper direction.



B. Chris Irmiter

Question: Payment of fixed expenditures, utilities, insurance etc (from check 288 dated 11/21/76- check 448 dated 9/29/78 amounting to \$1,684.45).

RESPONSE: I was not in attendance at the April 29, 1981 meeting at which time Ms. Irmiter raised her questions, so until such time that the questions are presented in writing, a proper point by point response cannot be prepared.

The implication of the list of checks, and the dates of those checks is whether the Wheeling Park District should have paid the gas, water & sewer, insurance and telephone bills paid by the Society in the operation of the museum after the Affiliation Agreement was signed in October of 1976.

The Park District did not acquire title to the museum until August 8, 1978 (please refer to page #50 of the Historical Packet), and did not assume responsibility for payment of the fixed expenses until that time. The building was moved in September of 1978. Prior to this time, the Park District did not even have keys to the museum, it was leased to and operated by the Society.

The verbal understanding between the Society and Park District was that the Society would continue to pay the fixed expenses of the museum at 84 S Milwaukee Avenue until such time that the title was transferred to the Wheeling Park District and the building was moved to Chamber of Commerce Park. At that time, these expenses would become the obligation of the Wheeling Park District.

The Park District (Section 1(a)) agreed in the Affiliation Agreement approved in 1976 to "acquire and maintain park district buildings and facilities of historical significance " The museum was not a park district building or facility until August 8, 1978, after which time we, as stipulated in the Affiliation Agreement, paid all such bills.

A more detailed response will be prepared if, or when, Ms. Irmiter formally presents her written questions to the Society and/or the Park District.

III. POSSIBLE FURTHER AMENDMENT

Section 3, paragraph 2 presently state that the "Liaison Board shall have the authority to choose a chairman-and seeretary " .

The Society and Park District may wish to revise this and change the officers to "chairperson, vice chairperson and other such officers as appropriate" which then provides for the continuity of leadership should the chairperson not be able to attend a meeting.

A Secretary, possibly not a member of the Liaison Board, could be selected to be the keeper of records and taker of minutes.

#### IV. SUGGESTED DIRECTION

I encourage the Board of Park Commissioners to make this memorandum; Mr. Powers 5/1/81 memorandum; and Ms. Irmiter's 4/30/81 letter and list of checks; available to the members of the Society if Liaison Board Chairman Dattilo and Society President Klocke feel it is appropriate.

We all continue to seek a full airing of any concerns or questions and hope that any further concerns will surface and be addressed.

Any changes to the current redraft of the Affiliation Agreement should be held in abeyance until such time that it is determined that both the Park District and Society wish to continue their relationship, and if they do, under what terms and conditions...

If it is determined that the relationship should not continue, the Affiliation Agreement should be terminated. New historical building operational parameters and a redefined relationship would result in this termination.

If the Board of Park Commissioners wishes to seriously pursue this possibility, the terminated relationship would affect the operation of the museum at Chamber of Commerce Park and the soon to be dedicated Chapel/library and the log cabin at Childerley Park.

These are Park District owned facilities on Park District owned properties.

#### V. TAX LEVY FOR HISTORICAL PURPOSES

Please recognize that the Historical Fund tax levy of the Wheeling Park District is not, repeat NOT contingent or dependant upon any relationship with a Historical Society.

For specific reference, please refer to page #21 of the Historical Packet paragraph #326 and 327 of Chapter 105 of the Revised State Statutes (The Park District Code).

cc: E.Ebers

QUESTION #2."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 #3.11In 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 #6 allow 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,**

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.

1111

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.

TO: Wheeling Historical Society and Wheeling Park District  
Board of Park Commissioners  
FROM: David F. Phillip Superintendent of Parks & Recreation  
Wheeling Park District  
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 (1.5\*/\$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 Commissioners 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 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.

### 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 owned 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.

*November 30th deadline for  
Whitling Historical Budget to Park  
Board.*



111-MELING PARK DISTRICT  
REVENUE DETAIL SUAIARY SUET

FUND HISTORICAL

| SOURCE |                                 | ACTUAL<br>REVENUE<br>1979 | ACTUAL<br>REVENUE<br>1980 | BUDGETED<br>REVENUE<br>1981 | PROJECTED<br>BUDGETED REVENUE<br>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                                |
|        | nnnatinn- 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

WHEELING PARK DISTRICT  
EXPENDITURE DETAIL SUMMARY

FUND                      HISTORICAL

|                                  | ACTUAL<br>EXPENDITURES<br>1979 | ACTUAL<br>EXPENDITURES<br>1980 | BUDGETED<br>EXPENDITURES<br>1981 | PROJECTED<br>{BUDGETED EXP. •<br>1982 |
|----------------------------------|--------------------------------|--------------------------------|----------------------------------|---------------------------------------|
| HISTORICAL FUND (1100)           |                                |                                |                                  |                                       |
| 1100 Salaries/Fees               | -                              | -                              | -                                | -                                     |
| 1100.01 Operational              | -                              | -                              | -                                | -                                     |
| 1100.02 Administrative           | -                              | -                              | -                                | -                                     |
| 1100.03 Support Services         | -                              | -                              | -                                | -                                     |
| 1100.04 Legal/Consultant Fees    | -                              | -                              | -                                | -                                     |
| 1100.05 Custodial/Maintenance    | -                              | 4,500.00                       | 2,500.00                         | 2,500.00                              |
| Sub Total Salaries/Fees (1100's) | -                              | 4,500.00                       | 2,500.00                         | 2,500.00                              |
| Utilities (1110)                 |                                |                                |                                  |                                       |
| 1110.01 Gas                      | -                              | 1,365.72                       | 1,750.00                         | 1,900.00                              |
| 1110.02 Telephone                | 84.31                          | 561.40                         | 600.00                           | 650.00                                |
| 1110.03 Water/Sewer              | -                              | 46.00                          | 46.00                            | 55.00                                 |
| 1110.04 Electricity              | -                              | 194.04                         | 240.00                           | 280.00                                |
| Sub Total Utilities (1110's)     | 84.31                          | 2,167.16                       | 2,636.00                         | 2,885.00                              |
| General Office Expense (1120)    |                                |                                |                                  |                                       |
| 1120.01 Postage                  | -                              | -                              | -                                | -                                     |
| 1120.02 Printing                 | -                              | -                              | -                                | -                                     |

MEELING PARK DISTRICT  
EXPENDITURE DETAIL SUMMARY

FUND HISTORICAL

|                                           | ACTUAL<br>EXPENDITURES<br>1979 | ACTUAL<br>EXPENDITURES<br>1980 | BUDGETED<br>EXPENDITURES<br>1981 | PROJECTED<br>BUDGETED EXP...<br>1982 |
|-------------------------------------------|--------------------------------|--------------------------------|----------------------------------|--------------------------------------|
| 1120.03 Supplies                          | -                              | -                              | -                                | -                                    |
| 1120.04 Insurance -All Risk               | 113.00                         | 1,166.00                       | 2,000.00                         | 2,200.00                             |
| 1120.05 Contingency                       | -                              | -                              | -                                | -                                    |
| 1120.06 Repair of Equipment               | -                              | -                              | -                                | -                                    |
| 1120.07 Purchase of Office Equipment      | -                              | -                              | -                                | -                                    |
| 1120.08 Publications/Periodicals          | -                              | -                              | -                                | -                                    |
| Sub Total General Office Expense (1120's) | 113.00                         | 1,166.00                       | 2,000.00                         | 2,200.00                             |
| Museum Maintenance Improvements (1130)    |                                |                                |                                  |                                      |
| 1130.01 Purchase of Artifacts             | -                              | -                              | -                                | -                                    |
| 1130.02 Purchase Equipment                | 79.90                          | 212.11                         | -                                |                                      |
| 1130.03 Purchase of Supplies              | -                              | -                              | -                                | -                                    |
| 1130.04 Purchase of Chamber Center        | 2,714.40                       | 2,714.40                       | -                                | -                                    |
| 1130.05 Museum Improvements               | 52,045.26                      | 13,509.93                      | -                                | -                                    |
| Sub Total Museum Main/Improvements(1130)  | 54,839.56                      | 16,436.44                      | -                                | -                                    |
| Special Projects (1131)                   |                                |                                |                                  |                                      |
| 1131.01 Brat & Beer Fest                  | -                              | 9,098.98                       | 10,000.00                        | 11,000.00                            |

WHEELING PARK DISTRICT  
SWENDITURE DETAIL SUICARY

FUND HISTORICAL FUND

|                                          | ACTUAL<br>EXPENDITURES<br>1979 | ACTUAL<br>EXPENDITURES<br>1980 | BUDGETED<br>EXPENDITURES<br>1981 | PROJECTED<br>BUDGETED EXP.<br>1982 |
|------------------------------------------|--------------------------------|--------------------------------|----------------------------------|------------------------------------|
| Childerley Historical Buildings          |                                |                                |                                  |                                    |
| 1132.01 Chapel/Library                   | -                              | 3,568.63                       | 467.50                           | -                                  |
| 1132.02 Log Cabin                        | -                              | 28.00                          | -                                | -                                  |
| Sub Total Childerley Hist.Bldgs.(1132)   | -                              | 3,596.63                       | 467.50                           | -                                  |
|                                          |                                |                                |                                  |                                    |
| Society Bldg/Grounds Improvements (1233) |                                |                                |                                  |                                    |
| 1133.01 Museum                           | -                              | -                              | -                                | -                                  |
| 1133.02 Childerley                       | -                              | 100.74                         | -                                | -                                  |
| Sub Total Society Bldg/Ground Improv.    | -                              | 100.74                         | -                                | -                                  |
| TOTAL HISTORICAL FUND (1100's)           | 55,036.87                      | 37,065.95                      | 17,603.50                        | 18,585.00                          |

PAGES E-25 F E-26 OF WHEELING PARK DISTRICT 1981 BUDGET

3. NICSEENIS, WE 1RIINIS IN PUBLIC P kliKS  
( Par. 326, :127, c. 105, Ill. Rev. Stat.)

Par. 326. Erection and use of aquariums and museums in parks

\* I corporate authorities (il ities and park districts has nig the control or supers 1%10110i any 11111111C \*\*Ark (J1 parks. are lierchs authorized to pork base, erect and maintain ss ithin any public park 1,1' harks under the control or supers such corporate authorities. edifices to be used as aquariums or as museums of art, industry, science or natural or other history or to permit the directors or trustees of **any corporation** or society organized for the constntction or maintenance and operation of an aquarium or museum as hereinabos e described to erect, enlarge. ornament, build. rebuild, rehabilitate. impros e, maintain and operate its aquarium or 111111CW:11 or **museums ss** ithin any public park now or hereafter under the control or supers ision of any city or park district. and to contract with any such directors or trustees of any such aquarium, museum or niuseunis relative to the erection, enlargement, ornamentation. building. rebuilding, rehabilitation, improvement, maintenance and operation thereof. Any city or park district may charge, or permit such an aquarium or museum to charge, an admission fee: Provided, that any such aquarium or museum shall he open to the public without charge for at least one das each ss eel; and. when accompanied by a teacher, to the children in actual attendance upon grades kindergarten through twelve in any of the schools in this State at all times. Notwithstanding said proviso, charges may he made at any time for special services and for admission to special facilities within any aquarium or museum for the education, entertainment or convenience of visitors. The proceeds of such admission fees and charges for special services and special faillities shall he devoted exclusively to the purposes for which the tax authorized by Section 2 hereof may he used. If any owner or owners of any lands or lots abutting or fronting on any such public park, or adjacent thereto, have any private right, easement, interest or property in such public park appurtenant to their lands or lots or otherwise, which would be interfered with by the erection and maintenance of any aquarium or museum as hereinbef ore provided, or any right to have such public park remain open or vacant and free from buildings, the corporate authorities of the city or park district having control of such park, may condemn the same in the manner prescribed in an Act of the General Assembly entitled, "An Act to provide for the exercise of *the* right of eminent domain." approved April 10, 1872, as now or hereafter amended. (Amended by P.A. 77-623, § 1, *eff.* Aug. 4, 1971.)

Par. 327. Maintenance tax—Limitations—Levy and collection

§ 2. Maintenance- troc—Limitations—Levy and collection. Each board of park commissioners, having control of a public park or parks within which there shall be maintained any aquarium or any museum or museums of art, industry, science or natural or other history under the provisions of this Act, is hereby authorized, subject to the provisions of Section 4 of this Act to levy annually a tax not to exceed .015 percent in park districts of less than 500,000 population and in districts of over 500,000 population not to exceed .09 percent of the full, fair cash value, as equalized or assessed by the Department of Revenue of taxable property embraced 41 said district, according to the valuation of the same as made for the prpose of Slate and county taxation by the general assessment last preceding the time when such tax hereby authorized shall be levied: Such tax to be for the purpose of establishing, acquiring, completing, erecting, enlarging, ornamenting, building, rebuilding, rehabilitating, improving, operating, maintaining and caring for such aquarium and museum or museums and the buildings and grounds thereof; and the proceeds of such additional tax shall be kept as a separate fund. Said tax shall be in addition to all other taxes which such board of park commissioners is now or hereafter may be authorized to levy on the aggregate valuation of all taxable property within the park district. Said tax shall be levied and collected in like manner as the general taxes for such parks and shall not be included within any limitation of rate for general park purposes as now or hereafter provided by law but shall be excluded therefrom and be in addition thereto and in excess thereof. Provided, further, that the foregoing limitations upon tax rates, insofar as they are applicable to park districts of less than 500,000 population, may be further increased or decreased according to the referendum provisions of the General Revenue Law of Illinois. (Amended by Public Act No. 81-1509, *eff.* Sept. 26, 1980.)

Wheeling Historical Society

To comply with Park District requests # 5 & 6

- 1) To recommend the restoration of the building and log cabin located on the Childerly property, to be maintained as an Historical Site and to request that the Historical Society be allowed to participate fully in the restoration of these two buildings.
- 2) To recommend that a sizable portion of the block located on this property be used for historical educational purposes.
- 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 significance to assist their reservation.
- 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 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.

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 relevant 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.

) October 22. 1990

Page One of Two

One of Two

In order to resolve some of the doubts and questions that may be on the minds of some members of the Wheeling Historical Society, I would like to raise the following questions of our current Officers and ask that the answers be provided for the benefit of the General membership as soon as possible. I realize, of course, that some of these questions are somewhat involved and I in no way expect any answers to come "right off the top of anyone's head" but I would appreciate having the answers soon so that many of the doubts can be set aside as soon as practical. This is not a private letter, and it may be shown to any interested members of the society. I have several extra-copies and if anyone is interested, they are available as long as the supply lasts. Remember, this is not a quiz and not a series of questions designed to trap anyone or to elicit incorrect answers, merely a list of what I would personally like to know about our Society and its past. Any information that can be provided would be most appreciated, even if it takes time to get the answers.

- 1.0 An agreement has supposedly been entered into between the Historical Society (WHS) and the Wheeling Park District (WPD) whereby many of the duties and responsibilities of the parties are spelled out and whereby many of the duties and responsibilities of the WHS were taken over by the Park District. Since this agreement seems to be at the heart of some of the problems we are facing, certain questions come to mind:

1.1 What was the date of the official, signed agreement? Park District 10/7/76

1.2 How long is the actual signed copy, three pages or four? 3

1.3 Who signed for the Wheeling Historical Society and who signed for the Park District?  
Pres. Shirley Mueller                      Pres. Hugh Wilson  
District? IHS Sec. Dorothy Forke                      WPD Sec. David F. Phillips

1.4 What date did the Membership as a whole ratify the action of the individuals who signed? 9/22/76

1.5 Since this Agreement is very important, where does it appear in the minutes.

of the WHS? Yes, See attached Society Minutes of 9/22/76. When does the acceptance of the agreement appear in the official Minutes of the WPD? Minutes Park District 10/7/76

- 2.0 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? See separate response.



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

It.1 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? \_\_\_\_\_

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 WS? \_\_\_\_\_

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:

1978\* Tax Levied \_\_\_\_\_ Dollars Used in Museum \_\_\_\_\_

1979 Tax Levied \_\_\_\_\_ Dollars Used in Museum \_\_\_\_\_

19119 Tax Levied \_\_\_\_\_ Dollars Used in Museum \_\_\_\_\_

\*Use "government year" instead of "calendar year" for conversion?

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.

1.1-1.5 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.

3.

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 - 1<sup>2</sup>/<sub>3</sub>1 - 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.
4. 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.
5. Discuss and determine if any other additions, deletions or alterations are desired by the Society or the Park District.

TO: Wheeling Historical Society and Wheeling Park District Board of  
Park Commissioner  
FROM: David F. Phillip 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 existance. 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.

#### 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).

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 compensation.

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.

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 regOar 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.

T\*erely  
v(- .. ,c)NOi,

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

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



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.

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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

WHEELING HISTORICAL SOCIETY AND WHEELING PARK DISTRICT

WHEELING HISTORICAL SOCIETY AND WHEELING PARK DISTRICT

WHEELING HISTORICAL SOCIETY AND WHEELING PARK DISTRICT

[illegible]

Ms. Crisanne Irmiter  
Curator  
Wheeling Historical Society  
265 S. Wheeling Avenue  
Wheeling, Il. 60090

RE: Questions and Responses  
About the Wheeling Historical  
Society/Wheeling Park District  
Amended Affiliation Agreement.

Dear Curator Irmiter:

On April 23,1981, Wheeling Park District Superintendent of Parks and Recreation Phillips forwarded to each Wheeling Historical Society member a copy of the Affiliation Agreement as amended pursuant to the March 11, 1981 joint meeting by and between the Wheeling Historical Society and the Wheeling Park District.

Each member of the Wheeling Historical Society was asked to offer any suggestions about how the Amended Affiliation Agreement could be improved.

On April 30th,1981 you drafted a letter to 1980-81 Liaison Board Chairman Dattilo, which raised a question about back bills paid by the Wheeling Historical Society.

Your letter and Mr. Powers memorandum dated May 1,1981 (which raised five (5) points), were forwarded to the Wheeling Historical Society President Kiocke and the Wheeling Park District Board of Park Commissioners.

The Board of Park Commissioners were provided a point-by-point response by their Superintendent of Parks & Recreation dated May 14,1981.

The Wheeling Historical Society/Wheeling Park District Liaison Board met on Tuesday, June 16th, 1981 at Heritage Park to review the Amended Affiliation Agreement, your questions, member Powers's memo' and Mr. Phillips' response.

In an effort to capsulize discussion, and keep you informed about the Liaison Board's direction, I submit for your review and consideration, the following information.

1. A copy of your letter of 4/30/81.
2. A copy of Mr. Powers memo of May 1,1981.
3. Mr. Phillips' memo of May 14,1981.
4. A copy of the minutes of the Liaison Board meeting of June 16,1981.

As you will note in the Liaison Board minutes, a redrafted Affiliation Agreement is to be mailed to each member of the Wheeling Historical Society and to the Wheeling Park District Board of Park Commissioners.

2.

Mr. Phillips' May 14, 1981 memorandum reflects that a verbal understanding by and between the Wheeling Historical Society and the Wheeling Park District existed that the Wheeling Park District would take over museum financial obligations such as utilities and insurance after they took title to the museum.

The Liaison Board representatives that were involved in the original 1976 affiliation, were aware of this understanding as should be the 1976 members, Board and President of the Society.

The Liaison Board thanks you for your concern in this area, but wishes clarify that your concerns are unfounded.

If you have further questions, please do not hesitate to contact myself, the Liaison Board representatives, or raise your concerns at the next meeting of the Society membership.

Sincerely,



Frank SchnaAtmann  
Chairman  
Wheeling Historical Society/  
Wheeling Park District Liaison Board  
1981-82.

1177 Longtree Lane  
Wheeling, IL 60090  
(312) 520-0889

FS

cc: Society **Board**  
Liaison Board  
Park Board

June 19,1981

Mr. Roger Powers  
Member  
Wheeling Historical Society  
897 Rose Lane  
Wheeling, Il. 60090

RE: Questions and Responses About The  
Wheeling Historical Society/  
Wheeling Park District Amended  
Affiliation Agreement.

Dear Mr. Powers:

On April 23,1981, Wheeling Park District Superintendent of Parks and Recreation Phillips, forwarded to each Wheeling Historical Society member, a copy of the Affiliation Agreement as amended pursuant to the March 11,1981 joint meeting by and between the Wheeling Historical Society and the Wheeling Park District.

Each member of the Wheeling Historical Society was asked to offer any suggestions about how the Amended Affiliation Agreement could be improved.

On May 1,1981 you drafted a memorandum to 1980-81 Liaison Board Chairman Dattilo which raised five (5) points which sought clarification or offered suggested modifications to the Affiliation Agreement.

Your memorandum and Curator Irmiter's letter dated May 30,1981, raising questions about back bills, were forwarded to Wheeling Historical Society President Klocke and the Wheeling Park District Board of Park Commissioners.

The Board of Park Commissioners were provided a point-by-point response by their Superintendent of Parks and Recreation, David F. Phillips, dated May 14,1981.

The Wheeling Historical Society/Wheeling Park District Liaison Board met on Tuesday, June 16th,1981 at Heritage Park to review the Amended Affiliation Agreement, your questions, Curator Irmiter's letter and Mr. Phillips' response.

In an effort to capsulize discussion and keep you informed about the Liaison Board's direction, I submit for your review and consideration, the following information.

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3. Mr. Phillips' memorandum of May 14,1981.
4. A copy of the minutes of the Liaison Board meeting of June 16,1981.

As you will note in the Liaison Board minutes, a redrafted Affiliation Agreement is to be mailed to each member of the Wheeling Historical



2.

Society and to the Wheeling Park District Board of Park Commissioners.

Three (3) of your five points generated a modification in the initial redraft of the Affiliation Agreement.

The Liaison Board wishes to thank you for your thorough review of the Amended Affiliation Agreement and trusts that the second redraft of the Affiliation Agreement is as acceptable to the Wheeling Historical Society membership and the Wheeling Park District Board of Park Commissioners as it is to the Liaison Board.

Sincerely,

A handwritten signature in cursive script that reads "Frank Schitmann".

Frank Schitmann  
Chairman  
Wheeling Historical Society/  
Wheeling Park District Liaison Board  
1981-82

1177 Longtree Lane  
Wheeling, IL 60090  
(312) 520-0889

FS

cc:Liaison Board  
Society Board  
Park Board

HERITAGE PARK  
2 S. WOLF FT., WHEELING, IL  
60090

WHEELING PARK DISTRICT  
WHEELING, ILLINOIS

CHEW CHASE  
600 N MILWAUKEE, WHEELING, IL  
60090 (312) 537-2930

June 19, 1981

Mr. Roger Powers  
Member  
Wheeling Historical Society  
897 Rose Lane  
Wheeling, IL 60090

RE: Disposition of Society  
Assets Upon Dissolution

Dear Mr. Powers:

The Amended Affiliation Agreement makes **reference** to the disposition of the Society's "Artifacts, assets and other personal property" should at any point of time in the future the Society members dissolve the Society.

The two theoretical questions raised are:

- (1) What happens to the Society's artifacts if there is no more Society?
- (2) Can the Society itself direct the distribution of assets in the Society's governing rules and regulations if the Society were to dissolve?

It is my understanding that you have obtained some facts that could answer these questions.

If you have some "chapter and verse" that could help resolve these questions, I would appreciate a copy of these State/Federal regulations so that we may **pursue to** answer these questions once and for all.

David F. Phillips

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

DFP/ph  
cc: Board of Park Commissioners  
Society Board

WHEELING PARK DISTRICT- WHEELING HISTORICAL SOCIETY  
JOINT COMMITTEE MEETING

DATE: March 11, 1981

LOCATION: Chevy Chase Club House, Wayside Room

TIME: 8:00 p.m.

PARTICIPANTS:

Wheeling Park District

Shirley Mueller, President  
Edward Klocke, Commissioner  
Frank Schnaitmann, Commissioner  
David F. Phillips, Superintendent  
John Piazza, Director of Parks  
Earl Ebers, Attorney

Wheeling Historical Society

Gene Kavanagh  
Tom Kavanagh  
Clare Rudolph  
Sam Dattilo  
Lonnie Schnaitmann  
Alberta Klocke  
Ethel Wieder  
Nelda Paisley  
Hugh Sommerfeldt

The Committee Meeting between the Wheeling Park District and the Wheeling Historical Society was called to order at 8:00 p.m. President Mueller requested two items be adhered to: 1) that the discussion be terminated by 10:00 p.m. 2) Person requesting recognition to please state their name.

Historical Information Packets were given to those in attendance who had not received them previously. Superintendent Phillips requested to preface some comments and ideas. He stated the information which was presented was probably not all inclusive. He noted there are areas where ideas which came up, were not taken far enough, where ideas & concerns which have not been addressed things that have been addressed which may not need to be addressed. There are all types of ramifications in this review process, and he felt that this evening is basically an orientation meeting. He viewed the Liaison Board as being an effective ongoing tool, that the Liaison Board, from his perspective should be challenged with the review process, the determination of direction, subsequent Board to Board review based on the recommendations of the Liaison Board, as made up of equal members of the Society and equal members of the Park District and again as a board to board relationship. He encouraged everyone to participate at the Liaison Board meetings, if in fact that is the direction this takes. He thanked everyone for their attendance and noted we have not really explored the relationship between the Society and the District since the affiliation of 1976 nor kept up any type of ongoing dialogue an official basis and we need to do that, and we need to define where we are going and be able to give direction to ourselves As parties to the agreement, because if the Society is going one way and the Park is going another, thats ok if everybody identifys if we are going in different directions, but if we think we are goin down the same path and are in fact taking divergent paths, conflict arises and concerns arise, and legitimately so, about where the other party is going with what one agency views as the role of preservation in our community. He advised the material presented was basically background information.

Mr. Sommerfeldt commended the staff for the amount of time and work put into the packet. He made reference to item 2 on page 9 re: Future Direction. He stated this might be an area where to begin to talk about some of the recommendations made. He stated he could see areas where there might have been some concerns, and he suggested to take these items and eliminate some of these concerns that exist in some of these people's minds.

Discussion ensued relative to the affiliation taken place in 1976 and the Park District's ability to levy a museum tax. Superintendent Phillips advised that park district has the ability, given to them by the State Legislature, to levy a penny and a half for historical purposes. He advised the park district used the affiliation with the Society as the major surge into the historic area.

Mr. Sommerfeldt advised he was interested in item #3 Artifact Ownership. Chairperson Mueller gave some of the background relative to this matter. She advised that the original agreement stated if the Wheeling Historical Society disbanded, ownership of the artifacts would be turned over to the Park District to be kept on display. When the agreement was put into final form, the wording read such that the Park District owned the artifacts.

Discussion ensued relative to the use of monies collected from taxes and funds raised by the Society.

Superintendent Phillips advised has expressed the Board's desire to change the wording, to modify it, to include the Society as the owners of the artifacts with the proviso that if the Society ceases to exist, that the artifacts would then become the property of the Park District.

Attorney Ebers stated that if we examine the nature of the not-for-profit corporation, and a unit of local government which the Park District is, we are really talking about the public's interest in both entities. They are both vehicles serving the interest of the public. The unit of local government, the park district, is a little more organized, governed by the statute, we view it as a governmental body, but a not-for-profit corporation, has its main objective, the service of the public good and its patterned after our statutes which allow for the organization of private for-profit corporations. A not-for-profit corporation is bound by certain rules and regulations, statutory requirements, it seems to me that the Attorney General of the State of Illinois has taken upon himself to be more strict about the operation of not-for-profit corporations, filing a report, give a resertation about what they do with their money, and if they disband, what they do with the assets that they accumulated. Attorney Ebers felt both the Park District and the Historical Society who are both serving the public, it doesn't make any difference who owns it, because the public has the interest in the artifacts. The agreement can be changed as both bodies desire, but Attorney suggest in order not to do damage to our insurance, this matter should be checked into.

Mr. Sommerfeldt suggest this be explored three ways:

- 1) with regards to insurance.
- 2) transfer of ownership back to the Historical Society with reversion to the Park District, upon being disbandant, to joint ownership by both parties,
- 3) or by leaving it the same.

Superintendent Phillips advised this has been checked with the insurance company and advised that insurance is not a factor in the decision making process and as contents within buildings that are insured by the Wheeling Park District that we can insure the artifacts even if we don't own them. He advised this would be very similiar to the artifacts on loan to the Society or to the Park District, that are covered with our insurance binder on contents. We find we are still outstanding that the

3.

actual inventory comparable to attachment A, to find out what we actually do have, and what we are insuring. Discussion ensued.

Discussion ensued relative to the Wheeling Historical Society's tax number. It was indicated that Sam Dattilo and Dorothy Flenge both have it. (M 4589-081-3)

Chairperson Mueller stated that with some of these changes mentioned, that she would like to see some of the items discussed, given to the Liaison Board to come uP with the recommendation to the Society and to the Park District on any changes to be made.

Mr. Sommerfeldt requested to make his feelings known relative to #4a. on page 9. regarding the development of a termination clause in the Affiliation Agreement. He stated he felt this would not be a wise clause to be added to the agreement. In viewing it, he felt it would be a disadvantage if the Wheeling Historical Society decided to disassociate from the park district. He felt any clause as such would be a dis-service to the Society.  
Mr. Sommerfeldt advised he had another meeting to attend and took leave.

Attorney Ebers referred to Section 2 of the Agreement and advised that the way it is worded, termination is already written in. Discussion.

Chairman Mueller polled the Board's feelings regarding the ownership of the artifacts, which will be official taken at the next regular meeting of the Board of Park Commissioners. Discussion.

Superintendent Phillips suggested instead of taking independent action on each item, that he transfer these comments to Attorney Ebers for redrafting of the Affiliation Agreement in total, encompassing the change in size of the liaison board from 5 to 7, changing the fiscal year of the park to the calendar fiscal year, the artifact ownership which has been clarified, striking the termination clause and come up with a redraft for submission to both boards and hopeful approval.

Discussion ensued relative to the number of members of the Liaison Board. Mr. Klocke questioned the citizen-at-large. Following discussion, it was recommended that the liaison board be modified to be: Wheeling Historical Society 3 members and the Wheeling Park District 3 members. Attorney Ebers recommended the citizen-at-large be dropped.

Discussion ensued relative to equipment and supplies needed at the museum. John Piazza is to inquire with Sam Dattilo as to what custodial supplies are needed and Office Manager Hancock is to check for necessary office supplies.

Mr. Klocke advised that the Society would discuss the changing of the Wheeling Historical Society fiscal year to that of the park districts, at their next Wheeling Historical Society board meeting.

It was determined that the Liaison Board will review the entire packet and make recommendations to both the Wheeling Historical Society and the Wheeling Park District membership.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,  
P. Hancock

LIAISON BOARD OF THE  
WHEELING HISTORICAL SOCIETY 4 THE WHEELING PARK DISTRICT

The June 16, 1981 meeting of the Liaison Board was called to order at 7:35 p.m., at Heritage Park, 222 S. Wolf Road, Wheeling, Il., by Chairman Sam Dattilo.

Upon a roll call, the following Liaison Board representatives answered present.

Wheeling Historical Society

Frank Schnaitmann  
Alberta Klocke  
Sam Dattilo

Wheeling Park District

Russell Baker  
Donald Lark

Guests: Dave Phillips, Superintendent of Parks and Recreation of the Wheeling Park District and Recording Secretary of the **Liaison Board**. John Piazza, Director of Parks, Wheeling Park District. Glenn Meier, **President of** the Board of Park Commissioners of the Wheeling Park District and a member of the Liaison Board, had previously **notified Recording Secretary Phillips of a** previous commitment and his inability to be in attendance.

New Business

1. Amended Affiliation Agreement- Chairman Dattilo clarified that the first order of business of the Liaison Board was to review questions and concerns of the Wheeling **Historical Society members about the Amended Affiliation Agreement**.

Wheeling Historical Society Member Powers and Wheeling Historical Society Curator Irmiter had submitted written questions to Chairman Dattilo.

At 8:05 p.m. Chairman Dattilo called a brief recess to reproduce copies of Mr. Powers (5/1/81) and Curator Irmiter 4/30/81) comments and Superintendent of Parks and Recreation Phillips' point by point response to the Wheeling Park District Board as a Whole dated May 14, 1981.

At 8:17 p.m. the meeting was called out of recess by Chairman Dattilo to continue discussions on the concerns raised and Mr. Phillips response after copies were distributed. They are attached to the official minutes.

Mr. Powers

Question #1-After considerable discussion by the Liaison Board, about page **#2; paragraph #2 of the Amended Affiliation Agreement**, it was concurred by all Liaison Board members present, that the wording should be revised to read:

"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"

Question #21 #3 - Mr. Phillips response to Mr. Powers questions was felt to be proper by the Liaison Board with changes to be made in the Amended Affiliation Agreement to reflect **a clearer** delineation of the budget responsibility of the Society and the Park District.

Question #4.- The question as to artifact title should the Wheeling Historical Society dissolve, was reviewed. Section 2(d) of the Amended Affiliation Agreement, as proposed by Mr. Phillips to the Liaison Board was changed to read:

"that upon dissolution of the Wheeling Historical Society it will transfer title to its artifacts, assets and other personal **property** to the nearest museum."

question #5.- Mr Phillips' response to this question was accepted as the understanding of the Liaison Board.

C. Curator Irmiter

Curator Irmiter's April 30,1981 letter and list of bills amounting to \$1,684.45 for museum utilities and insurance incurred and paid by the Society between November 21,1976 - September 29,1978 was reviewed.

Mr. Phillips response was accepted by the Liaison Board without dissent due to their recognition of **the** background of the verbal understanding by and between the Wheeling Historical Society and the Wheeling Park District that all bills incurred at the museum prior to when the Wheeling Park District accepted title to the building, were the responsibility of the Wheeling Historical Society.

If. Election of Officers

The Liaison Board representatives, **after discussion about the** annual meeting, **and election of officers noted** that this was the first meeting of the newly appointed Liaison Board officials for 1981-'82.

A. Chairman

Chairman Dattilo asked for nominatici from the floor for the office of Chairman of the Liaison Board.

Russ Baker nominated Alberta Klocke, who respectfully declined to accept the nomination.

Don Lark nominated Frank Schnaitmann as Chairman of the Liaison Board. The nomination was seconded by Russ Baker.

Chairman Dattilo closed nominationsand called for a vote to elect Frank Schnaitmann as Chairman **of the** Liaison Board which passed **with a vote of:**

YES- Baker, Lark, Dattilo, Klocke  
NO- None  
ABSTAIN- Schnaitmann  
ABSENT- Meier

B. Secretary

Sam Dattilo nominated Alberta Klocke as Secretary. The nomination was seconded by Russ Baker. Chairman Schnaitmann closed nominations and called for a vote.

•The motion to elect Alberta Klocke as Secretary passed with a vote of:

YES- Baker, Lark, Dattilo, Schnaitmann

NO- None

ABSTAIN- Klocke

ABSENT- Meier

### III. Appointment

The Liaison Board asked Recording Secretary Phillips to continue to serve which he accepted.

### IV. Revision of Amended Affiliation Agreement and Response to Questions

The Liaison Board directed that Mr. Powers and Curator Irmiter be contacted by Chairman Schnaitmann regarding the discussion and response to their questions.

The Affiliation Agreement was to be revised accordingly and **distributed by Chairman Schnaitmann to the Wheeling Historical Society** membership and Wheeling Park District Board of Park Commissioners prior to June 24,1981.

### V. Next Meeting and Adjournment

The next meeting was determined to be held July 8,1981, 7:30 p.m. at Heritage Park, The meeting was adjourned at 9:19 p.m.

Respectfully submitted,

---

David F. Phillips  
Recording Secretary  
Wheeling Historical Society-Wheeling  
Park District Liaison Board.

DFP/ph



WHEELING PARK DISTRICT  
AND  
WHEELING HISTORICAL SOCIETY  
LIAISON BOARD  
AGENDA  
SEPTEMBER 21, 1982

- I. Call to order - Chairperson
- II. Roll Call:
  - Wheeling Park District  
Glenn Meier  
Don Lark  
Russ Baker
  - Wheeling Historical Society Rep.  
Frank Schnaitmann  
Sam Dattilo  
Alberta Klocke
- III. Approval of Minutes of June 23, 1982.
- IV. Communications:
  - a. Written
  - b. Verbal
- V. Unfinished Business:
  - a. Review Historical Curator/Director Job Effectiveness Description.
  - b. Review results of rank ordering.
  - c. Museum - To discuss and review any and all questions related to this section.
- VI. Adjournment.

LIAISON BOARD OF THE WHEELING  
HISTORICAL SOCIETY AND THE  
WHEELING PARK DISTRICT  
JUNE 23,1982

The meeting of the Liaison Board of the Wheeling Park District and Wheeling Historical Society was held on June 23,1982 at 7:30 p.m.

Upon roll call, the following Liaison Board representatives were in attendance:

Wheeling Park District

Russell Baker  
Glenn Meier  
Edward Klocke

Staff:D.F.Phillips  
J.Piazza

Wheeling Historical Society

Alberta Klocke  
Frank Schnaitmann  
Sam Dattilo

Guest: Ted Uskali- Buffalo Grove Curator

RANK ORDER OF PRIORITY TOPICS

Liaison Board prepared individual rank order, John Piazza developed consensus rank order. Results of the consensus rank order is as follows:

Museum #1  
Finance #2  
Liaison #3  
Childerley Park C/L.#4

Insurance-Artifacts #5  
Historical Buildings #6  
Lollipop Lane #7

Curator

Buffalo Grove Curator Ted Uskali was given the floor. He explained his job as Insurance Boiler Investigator of Park Districts and Museum mandated that no fee for Park District or Museum could be received - conflict of interest.

He suggested that the Wheeling Curator be a local person if at all possible. This person has and needs the trust of the community to encourage artifact donation, solicit volunteer workers, etc.

Ted keeps Park and Village Boards and staff's fully informed of what is happening with the museum with a newsletter every other month and press releases.

New Curator must:

1. Visit other Curators and museums - av 25/year,
2. Join and participate in National/State/Regional/local professional group of other curators.
3. Slide show of what the community has for presentations& for when the museum is open.
4. Scrape book of slides reproduced as prints
5. Display cases -throughout the community as well as in the museum,
6. Communicate with School Administrators and teachers.
- 7, Be aggressive.

2,

Finances - Buffalo Grove has envelope for donations, (Obtain copy)

Volunteers: 1. Need courtesy & kindness and respect.

2. Now has 200 volunteers in Buffalo Grove, Being a volunteer curator is an advantage to getting other volunteers. Had 5 to start with
3. Recognize their efforts - Summer BBQ -Fall Awards Banquet

Insurance- Extremely valuable objects should be placed on Fine Arts endorsement  
- no deductible.

Display- Need to display only a percent of total artifacts, to give a fresh non repetitive display.

Work Week- Initially 20-25 hours/week - now 5 I /week.

Advertise for Curator:

Second Option

FIRST Option

Third Option

Want Ad

- 1) Local Feature Story
- 2) Mailers to local clubs
- 3) Village of Wheeling  
News letter/Wheeling  
Park District Brochure

Headhunter

Look to Ted and peers for a preliminary interview team -review resumes recieved

ADJOURNMENT

The meeting was adjourned. The next meeting will be held July 13,1982  
at Chevy Chase Club House, at 7:30 p.m.

Respectfully,

David F,Phillips  
Recording Secretary  
Liaison Board

Adopted this      day of              1982  
by the Liaison Board of the Wheeling  
Historical Society and the Wheeling  
Park District.



On November 9, 1973, Miss Paula Jones donated to the Wheaton Park District two and one-half acres of land including buildings located at the southwest corner of Gary Avenue and Jewell. Road. The land has been designated Cosley Animal Farm and Museum. The name "Cosley" is in memory of the late Harvey H. Cosley Miss Jones' cousin's husband and original owner of the land.

Cosley Animal Farm and Museum is a farm setting where people of all ages may learn of animals that were a part of every day life on an early 1900's farm. There is also a wildlife display for the viewing and educational pleasure of visitors.

The Cosley Home located on the site was once the second railroad station built in Wheaton in 1856 by the Galena and Chicago Union Railroad.

The large bay window on the front of the home afforded the station master a view of approaching trains. In 1887, the Chicago and Northwestern Railway built a new station and the old station was moved to its present site, Cosley Animal Farm and made into a home.

Two of the three barns found on the property were originally at the site. The third barn presently at the site was moved there by the Wheaton Park District after being donated by St. John's Lutheran Church. The barn is the oldest existing barn in Wheaton and was built more than 100 years ago by Benjamin F. Taylor. Mr. Taylor was a noted poet, editor and well-known Civil War correspondent.

The Wheaton Park District who owns and operates Cosley Animal Farm and Museum is at present constructing a pavillion around Mr. Taylor's barn to provide a place to display antique, horse-drawn farm implements. We are also constructing a duck pond and bird aviary to provide our visitors with **a better display area for these species.**

**In 1976, Cosley Animal Farm and Museum began offering an animal care clinic. The clinic is offered during the summer months to children from the fifth grade through the ninth grade. The clinic teaches all facets of basic animal care.**

**At present, an Adopt-An-Animal program is offered to interested people. A person may donate enough money to feed an animal for one year.**

**Some of the animals presently housed at Cosley Animal Farm are a horse, a pony, burros, cows, goats, sheep, pigs, ducks, chickens, pheasants, a red fox, a wolf, owls, ferrets, raccoons, a hawk, pigeons, a skunk, crows, deer turkeys and peafowl.**

**Cosley Animal Farm and Museum has been a community project since its inception; it has received numerous donations of manhours and money from many service clubs and individuals. Some contributors are Wheaton Rotary Club., Wheaton Jaycees, Wheaton Kiwanis, Wheaton Junior Women's Club and several Wheaton banks and many other individuals and organizations.**

**Cosley Animal Farm and Museum is a special facility with animals, nature and wildlife areas and buildings reminiscent of Wheaton's history being preserved and restored for the enjoyment of future generations.**

**All donations are tax deductible. •**

"DRAFT"

WHEELING PARK DISTRICT  
JOB EFFECTIVENESS DESCRIPTION

POSITION TITLE: Historical Curator/Director

ACCOUNTABILITY: Director of Parks

JOB PURPOSE: The primary function of the Historical Curator/Director is to involve, inform and educate the community as to the Historical background of the Village and the surrounding areas, and to expand, organize and activate the membership of the Historical Society in the furtherance of volunteer citizen involvement in the history of our community.

DUTIES AND RESPONSIBILITIES:

1. To establish short and long range goals, objectives and action steps in the development of a Historical Master Plan.
2. To project financial parameters for budgeting purposes in furtherance of the adopted Historical Master Plan.
3. To communicate with School Administrators, teachers, local officials and the citizens of the community to further the historical aims of the Wheeling Park District.
4. To communicate with other area historical societies and/or Museum\_Curators to further the historical aims of the Wheeling Park District.
5. To join and participate in National/State/Regional/Local professional groups of other Cuators to further the historical aims of the Wheeling Park District.
6. To plan and implement various historical programs for the community.
7. To establish a variety of historical exhibits which may be displayed at various locations.
8. To conduct or have conducted, historical lectures and tours.
9. To seek out historical artifacts for display purposes, which may be purchased or loaned to the Historical Society.
10. To inventory and control all artifacts.
11. To organize fund raisers or special events to help generate monies for the Historical Society and/or the Wheeling Park District.

WORK WEEK: To be determined by the Wheeling Park District Board of Park Commissioners upon recommendation of the Liaison Board.

Reviewed and accepted by the Liaison Board \_\_\_\_\_

Reveiwed and accepted by the Board of Park Commissioners \_\_\_\_\_

WHEELING PARK DISTRICT

TO: David F. Phillips, Superintendent of Parks & Recreation  
FROM: John Piazza, Director of Parks  
RE: Results Regarding Rank Ordering - Categories and Issues  
DATE: September 2, 1982

At our last scheduled Liaison Board Meeting, the Board members were asked to review the following sections: a. Finance, b. Liaison, c. Museum, d. Lollipop Lane, e. Insurance - Artifacts,, f. Childerley Park - Chapel/Library, and g. Historical Buildings, and rank order these sections for what they considered the order of importance to be. The result of this rank order is as follows:

|                               |          |                      |   |
|-------------------------------|----------|----------------------|---|
| Museum                        | 1        | Insurance/Artifacts  | 5 |
| Finances                      | 2        | Historical Buildings | 6 |
| Liaison                       | 3        | Lollipop Lane        | . |
| Childerley/<br>Chapel/Library | <b>4</b> |                      |   |

JP/ae

WHEELING PARK DISTRICT  
LIAISON BOARD - RANK ORDER  
CATEGORIES AND ISSUES

I. FINANCES

HISTORICAL MASTER PLAN

1. Define the costs of each action step necessary for short, medium and long goals and each objective to determine feasibility. (See Historical Master Plan - Liaison Board Category)
2. 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.
3. Have each Board approve the multiple year Historical Master Plan with preliminary cost projections.
4. Have the Board of Park Commissioners include the costs to accomplish the action steps and objectives in the current and future budgets.
5. Have the Joint Committee, or the Liaison Board monitor the Master Plan implementation to insure its use as a planning tool.

6. \_\_\_\_\_  
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7. \_\_\_\_\_  
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8. \_\_\_\_\_  
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II. LIAISON BOARD

MEETINGS

1. Pre-determined quarterly meetings should be set (EXAMPLE: 1st Wednesday - January, April, July and October) 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.

HISTORICAL MASTER PLAN

2. Develop a multiple year Historical Master Plan and present this plan to the Historical Society and the Wheeling Park District Board of Park Commissioners for their approval.
3. The Society and the Park District should appoint a Joint Committee (or authorize the Liaison. Board), to define short, medium and long term goals and objectives of the Society.



4. Prioritize the objectives, define action steps and establish a timetable to accomplish the action steps.

(See Finance category for inclusion of fiscal projections in Historical Master Plan.)

#### BUILDINGS

5. Define current number of Historical buildings, owned and operated.
6. Define square footage of each building.

7. \_\_\_\_\_  
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8. \_\_\_\_\_  
\_\_\_\_\_  
9. \_\_\_\_\_  
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### III. MUSEUM

#### HISTORICAL MASTER PLAN

1. Examine the need to hire a full or part time Curator and define his or her responsibilities and accountability.
2. Develop minimum standards, as well as optional standards of the Museum's operation. Analyze each segment and level of current operation and compare that to other similar operations. A survey could be developed to compile and compare this information.
3. Define the capital projects remaining to be accomplished (if any) for the Museum; prioritize them for the Historical Society and the Wheeling Park District and provide cost estimates for each project remaining. If no further projects remain, a recommendation should be made to the Society as to what to do with the remaining funds indentified by the Society's Treasurer.
4. Develop a multiple year artifact acquisition program.

#### BUILDINGS

5. Define size of storage areas which exist to that of what is needed.
6. Define size of current display area to that of what is needed.
7. Develop and distribute a Museum survey to other local units of government (villages/cities, park districts and counties) that own and/or operate a Museum.

8. \_\_\_\_\_  
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IV. LOLLIPOP LANE

HISTORICAL MASTER PLAN

1. Does Lollipop Lane still fulfill the original purpose? That being?  
\_\_\_\_\_  
\_\_\_\_\_
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 Society and  
the Park District 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?  
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V. INSURANCE - ARTIFACTS

HISTORICAL MASTER PLAN

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 item's value.

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

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? If 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? \_\_\_\_\_  
\_\_\_\_\_  
Review of the existing inventory of owned items, and on-loan items. \_\_\_\_\_  
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8. Review and finalize a record keeping system on owned or on-loan artifacts. \_\_\_\_\_  
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VI. HISTORICALLY VALUABLE BUILDINGS

1. Have the Society and the Park District appoint a Joint Committee (or authorize the Liaison Board) to evaluate potential Historical buildings within the area.
2. Determine value of these buildings.
3. Determine availability of these buildings.
4. Determine potential usage of these buildings.

5. \_\_\_\_\_  
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6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_

VII. CHILDERLEY - CHAPEL/LIBRARY

HISTORICAL MASTER PLAN

1. 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.
2. Reconfirm or redefine allowable usages of the Historic buildings and Childerley - broad outline.
3. Define which party is responsible for which allowable and encouraged uses.
4. Make final determination on Historical building maintenance, repairs, key accessibility, etc.
5. Initiate a program to promote the allowable activities to fully utilize the Historic buildings.
6. Determine a timetable and cost parameters of IC2(a)-(e). Allocate resources.

7. Provide a listing of projects (in priority and with cost estimate yet to be accomplished to determine the tentative priorities of t Childerley Committee - confirm priorities with the Society members and Wheeling Park District Board of Park Commissioners.
8. Determine a timetable to accomplish ID2(a) and (b) .
9. Review the land plans (including parking) of the Wheeling Park Dist
10. Determine priorities and the cost to implement the plan with an appropriate timetable for completion.

11.

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12.

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13.

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1 = High  
7 = Low

| AREAS FOR DISCUSSION             | RANK<br>ORDER | COMPOSITE<br>SCORE |
|----------------------------------|---------------|--------------------|
| Finance                          |               |                    |
| Liaison Board                    |               |                    |
| Museum                           |               |                    |
| Lollipop Lane                    |               |                    |
| Insurance - Artifacts            |               |                    |
| Childerley Park - Chapel/Library |               |                    |
| Historical Buildings             |               |                    |

Alberta

WHEELING PARK DISTRICT

TO: Liaison Board  
FROM: John Piazza, Director of Parks  
RE: Rank Order - Categories and Issues  
DATE: June 21, 1982

We have recently completed our examination of the Historical Packet which was prepared in February, 1981 by our staff. The purpose of this examination was to identify those questions, within specific sections, which need to be addressed by the Liaison Board.

Attached you shall find, for your review, a list of those questions relating to specific sections of the Historical Packet which we feel need to be addressed. As you will note, we have provided additional space **within each** section for additional questions you may feel need to be addressed, which we have not identified.

We have also provided to you a separate listing of the sections only for the purpose of ranking these sections for what you would consider their order of importance to be.

We would suggest you first carefully review each of the sections and the questions pertaining to the various sections of the Historical Packet. Based on your review of these questions you then can rank order each of the sections so that we may begin our discussion on those sections which are felt to be of more importance or a higher priority than that of the others:

SAMPLE

1 = High  
7 = Low

| SECTIONS                           | RANK ORDER |
|------------------------------------|------------|
| Finance 4                          | 1          |
| Liaison 5                          | 2          |
| Museum /                           | 3          |
| Lollipop Lane 7                    | 4          |
| Insurance - Artifacts X            | 5          |
| Childerley Park - Chapel/Library 1 | 6          |
| Historical Buildings 4             | 7          |

The above ranking indicates that this individual feels that the Finance section was the top priority and should be discussed first. The Liaison section second; Museum third; and so on and so forth.

We would suggest that you first complete your revisions of the questions and then rank order each of the sections prior to the Wednesday, June 23rd Liaison Board meeting, so that we may compile the component scores to determine what direction the Liaison Board is to proceed in and to define a timetable as to the completion of the review of the Historical Packet.

JP/ae  
Encl.



WHEELING PARK DISTRICT  
LIAISON BOARD - RANK ORDER  
CATEGORIES AND ISSUES

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(See Finance category for inclusion of fiscal projections in Historical Master Plan.)

#### BUILDINGS

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HISTORICAL MASTER PLAN

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\_\_\_\_\_
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VII. CHILDERLEY - CHAPEL/LIBRARY

HISTORICAL MASTER PLAN

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6. Determine a timetable and cost parameters of IC2(a)-(e). Allocate resources.

7. 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 Park Commissioners.
8. Determine a timetable to accomplish ID2(a) and (b).
9. Review the land plans (including parking) of the Wheeling Park District.
10. Determine priorities and the cost to implement the plan with an appropriate timetable for completion.
11. 

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12. 

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13. 

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1 = High

7 = Low

| AREAS FOR DISCUSSION             | RANK<br>ORDER    | COMPOSITE<br>SCORE |
|----------------------------------|------------------|--------------------|
| Finance                          | <b>YAllr410'</b> |                    |
| Liaison Board                    | 1 <sup>f</sup>   | .3                 |
| Museum                           | 1 <sup>f</sup>   |                    |
| Lollipop Lane                    | <b>7</b>         | <b>7</b>           |
| Insurance - Artifacts            |                  |                    |
| Childerley Park - Chapel/Library |                  |                    |
| Historical Buildings             |                  |                    |

LIAISON BOARD MEETING  
OF THE  
WHEELING HISTORICAL SOCIETY F WHEELING PARK  
DISTRICT

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The July 8th meeting of the Liaison Board was called to order at 7:35 p.m. at Heritage Park, 222 S. Wolf Road, Wheeling, Illinois by Chairman Frank Schnaitmann.

Upon roll being called, the following Liaison Board Representatives answered present.

Wheeling Historical Society

Frank Schnaitmann  
Sam Dattilo  
Alberta Klocke

Wheeling Park District

Russell Baker  
Donald Lark

Absent: Glenn Meier

Also present: David F. Phillips, Secretary to the Liaison Board and  
Superintendent of the Wheeling Park District  
John Piazza, Wheeling Park District

APPROVAL OF THE MINUTES

The minutes of the June 16, 1981 Liaison Board meeting had previously been distributed. Donald Lark moved, seconded by Russell Baker that the minutes be approved as submitted. Motion passed 5-0-1

UNFINISHED BUSINESS

A. Affiliation Agreement.

David Phillips reviewed with the Liaison Board that the Affiliation Agreement as amended by the Liaison Board at the June 16, 1981 meeting had been distributed to each member of the Wheeling Historical Society and to the Wheeling Park District, Board of Park Commissioners. They were accepted by the Wheeling Historical Society membership at a general membership meeting held on June 24, 1981. The Wheeling Park District Board of Park Commissioners adopted the Affiliation Agreement at the July 2, 1981 regular meeting.

The Affiliation Agreement was being prepared in final form with two originals for signature by the Presidents and Secretaries of the Society and Park District which each would keep a signed original on file in their official records.

Further, a copy of the signed Affiliation Agreement would be mailed to each Society member and each Park District Commissioner.

Sam Dattilo suggested that twenty (20) extra copies be provided to the Society.

Alberta Klocke suggested twenty five copies be provided to the Society and it was the general consensus by the Liaison Board that this number be made available to Society Membership committee Chairperson Irene Dattilo to enable her to distribute copies of the Affiliation Agreement to new members.

Dave Phillips is to follow through with obtaining signatures, making copies, distributing copies and delivering one original to the President of the Society and to the Board of Park Commissioners of the Wheeling Park District.



NEW BUSINESS:A. Wheeling Historical Society/Wheeling Park District Relationship Packet

The Liaison Board, at the June 16, 1981 meeting determined that the review of this 92 page packet be deferred until after the Affiliation Agreement was acted upon. Due to the ratification of the Affiliation Agreement by the Society membership and Park Board of Park Commissioners, it was felt that the Liaison Board could begin to review and make recommendations on the relationship.

After extensive discussion of the packet, the Liaison Board made the following recommendations:

Recommendation #1- That the Wheeling Historical Society President appoint two committees.

1. Goals Committee-to define the long range direction of the Wheeling Historical Society.
2. Historical Tour Committee-To organize tours for the Wheeling Historical Society membership to visit area museums and historical properties.

Recommendation #2- That Wheeling Park District Superintendent of Parks and Recreation Phillips define in more detail the Wheeling Historical Society budget suggestion guidelines for the Wheeling Park District's Historical Fund

- a. It was felt that Park Superintendent Phillips should define, prior to 10/30 of each year and submit to the Wheeling Historical Society President the anticipated fixed obligations of the Historical Fund, the total revenue anticipated and the amount of unobligated funds potentially available for allocation by the Board of Park Commissioners to Society priorities.
- b. This timetable would enable the Society to have not less than 30 days to finalize priorities and submit the priorities, justifications and allocation recommendations to the Superintendent of Parks and Recreation for inclusion in the Historical Fund.
- c. The Park Superintendent could then review the recommendations of the Society, and insert them in total, in part, or exclude them entirely in the staff recommendations to the Board of Park Commissioners.
- d. The Board of Park Commissioners could then:
  1. Review the Society's recommendations.
  2. Review the Superintendent's recommendations.and make a final determination on how the allocations would be made.
- e. After Park Board determination, the Society would be provided a written response as to how the funds would be allocated and the justifications for the final decision of the Park Board.

B. Brat and Beer Fest Net Proceeds For Society Expenditure

The Liaison Board reviewed the relationship packet and recapped that 25% of the 1979 net proceeds were allocated to Childerley, 40% of 1980 net proceeds were allocated for artifacts and the 40% of 1981 net proceeds were at this time, not earmarked by the Society.

Recommendation #3 -

- a. The Liaison Board recommended that the Society be provided a check for the remaining 1979 net proceeds. A cover letter should accompany the check defining the net proceeds originally set aside, the expenses charged against this amount and the remaining unexpended funds, which would be the amount of the check which is earmarked for Childerley.
- b. The Liaison Board recommended that the Society be provided a check for the 1980 net proceeds with a cover letter defining how the amount was arrived at, and that this amount was earmarked for artifacts.

Discussion continued on the relationship packet and centered on the Childerley Chapel/Library and its usage. The Liaison Board was informed by Superintendent Phillips that the Park Board was reviewing the matter of building policies, and would have a decision shortly.

NEXT MEETING

It was the mutual consensus of those present that the next meeting of the Liaison Board be held on the 2nd Wednesday of September, (September 9, 1981). The meeting would be at the Heritage Park Board Room and start at 7:30 p.m.

ADJOURNMENT

Alberta Klocke moved that the meeting be adjourned. Donald Lark seconded the motion. The motion passed 5-0 and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

David F. Phillips  
Secretary to the Liaison Board  
Superintendent of Wheeling Park District

LIAISON BOARD OF THE WHEELING  
HISTORICAL SOCIETY AND THE  
WHEELING PARK DISTRICT

The May 19, 1982 meeting of the Liaison Board was called to order at 7:33 p.m. at Heritage Park, 222 S. Wolf Road, Wheeling, II. by Chairman Schnaitmann.

Upon a roll call, the following Liaison Board representatives answered present.

Wheeling Historical Society

Frank Schnaitmann  
Alberta Klocke  
Sam Dattilo

Wheeling Park District

Glenn Meier  
Edward Klocke

Absent: Park Commissioner Russell Baker.

Guest: David F. Phillips, Superintendent of Parks and Recreation of the Wheeling Park District and Recording Secretary to the Liaison Board.

MINUTES

A motion was made by Alberta Klocke, seconded by Sam Dattilo, to approve the July 8, 1981 minutes as previously submitted. The motion carried by Voice Vote.

BRAT AND BEER FEST NET PROCEEDS

Alberta Klocke inquired about the release of these two checks to the Wheeling Historical Society (1979 and 1980 proceeds allocated to Wheeling Historical Society). Superintendent Phillips reviewed that the Park Board had directed that a full and complete accounting of the draw against these net proceeds by the Wheeling Historical Society be completed to determine the net funds to be released. He will pursue this.

CHAPEL/LIBRARY USAGE

After considerable discussion on the parameters of rental group usage, Alberta Klocke and Director of Support Services Hancock of the Wheeling Park District were asked to develop and finalize what they felt to be appropriate.

HISTORICAL MASTER PLAN

At the request of Edward Klocke, Superintendent Phillips reviewed the opportunity of developing a goals and objective approach as set forth on page #20 of the Liaison Board booklet.

CURATOR

Much discussion ensued on the duties and responsibilities of a Curator. The Society and Park representatives brainstormed on this subject with Alberta Klocke taking notes for the Society. The Society will develop and submit to the Park District, a recommended Job Effectiveness Description for the District's approval:

Once the job duties, responsibilities, skills, time requirements, etc; are clearly defined, candidates will be screened by the Liaison Board with their top 2-3 choices submitted to Superintendent Phillips for his final selection.

## **S** **HISTORICAL CAPITAL NEEDS**

While it was recognized that a thorough review of this topic will be necessary in the future, some ideas put forth by the Liaison Board representatives were: chapel storage, walk to chapel, enlarge museum.

### **PRIORITIZED DIRECTION OF LIAISON BOARD**

Superintendent Phillips reviewed that the Liaison Board manual would be reviewed again by Park staff to ascertain the categories of discussion topics. This will be brought to the Liaison Board for their prioritization at the next meeting.

The next meeting was set for the 5th Wednesday in June, (6/30/82) at 7:30 p.m.

### **ADJOURNMENT**

There being no further business, motion to adjourn at 9:50 p.m. was made by Glenn Meier, seconded by Alberta Klocke. Carried by Voice Vote.

Respectfully submitted,

---

David F. Phillips  
Recording Secretary  
Liaison Board

Adopted this      day of              1982  
by the Liaison Board of the Wheeling  
Historical Society and the Wheeling  
Park District.

HERITAGE PARK  
222 S. WOLF RD., WHEELING, IL  
60090 (312) 537-2222

# WHEELING PARK DISTRICT

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

June 18, 1982

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

RE: 1980 Brat & Beer Fest  
Net Proceeds

Dear Ed:

Pursuant to the action of the Wheeling Park District Board of Park Commissioners on Thursday June 17, 1982, the enclosed a check in the amount of \$1,071.57 is the amount due and payable by the Wheeling Park District Board of Park Commissioners to the Society for the 1980 Beer & Brat Fest.

For reference is the enclosed documentation:

1. Copy of relevant section of Wheeling Park District Board of Park Commissioners minutes of 6/5/80 setting aside 40% of net proceeds for "museum historical artifacts."
2. Copy of 1980 Brat and Beer profit and loss statement showing a net gain of \$2,678.92, of which \$1,071.57 equals 40%.

With the enclosed check #30421 of the Wheeling Park District in the amount of \$1,071.57, the 1980 Brat and Beer Fest net proceeds are now fully disbursed.

Sincerely,



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

DFP/ph  
cc: Board of Park Commissioners  
Liaison Board

HERITAGE PARK  
222 S. WOLF RD., WHEELING, IL  
60090 (312) 537-2222

WHEELING | || || || |

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

June 18, 1982

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

RE: 1979 Brat and Beer  
Fest Net Proceeds

Dear Ed:

Pursuant to the action of the Wheeling Park District Board of Park Commissioners on Thursday June 17, 1982, the enclosed check in the amount of \$94.58 is the amount due and payable by the Wheeling Park District Board of Park Commissioners to the Wheeling Historical Society for the 1979 Beer & Brat Fest. For reference is the enclosed documentation:

1. Section of 3/24/79 minutes of Wheeling Park District Board of Park Commissioners setting aside 25% of net proceeds for "historical purposes."
2. 8/19/79 Brat and Beer Fest Revenue and Expense Summary reflecting net gain of \$1,092.52, 25% of which is \$273.13.
3. Copy of invoice from and check #29167 written to CMI Studio for \$35.00 for a handcolored portrait of Lorraine E. Lark and Plaque Frame,
4. Copy of check #28419 in the amount of \$143.55 with two invoices from Schwartz-Rosenblum Inc. for "religious giftware and religious pictures"

With net proceeds of \$273.13, and checks written against that account for the Chapel rehabilitation totaling \$178.55 the amount due, and now paid to the Wheeling Historical Society is \$94.58.

With this check #30422, the disbursement of the 1979 Brat and Beer net proceeds are completed.

Since  
David F. Phillips

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

DFP/ph  
cc: Board of Park Commissioners  
Liaison Board

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 moving 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. Lark NAY: None.

According to our records, the following expenditures have been made by the Wheeling Historical Society from the \$5,000.00 which the Society had allocated to the furnishing of the Museum (as of October, 1979).

| Funds Remaining | Expenditures |
|-----------------|--------------|
|-----------------|--------------|

|            |  |
|------------|--|
| \$5,000.00 |  |
|------------|--|

|                                                    |
|----------------------------------------------------|
| Funds allocated by the Wheeling Historical Society |
|----------------------------------------------------|

|            |            |
|------------|------------|
| \$3,646.35 | \$1,353.65 |
|------------|------------|

|                       |
|-----------------------|
| Purchase of Carpeting |
|-----------------------|

|            |           |
|------------|-----------|
| \$3,050.50 | \$ 595.85 |
|------------|-----------|

|                       |
|-----------------------|
| Purchase of draperies |
|-----------------------|

|            |          |
|------------|----------|
| \$3,025.43 | \$ 25.07 |
|------------|----------|

|                                |
|--------------------------------|
| Shades purchased and installed |
|--------------------------------|

|            |           |
|------------|-----------|
| \$2,110.02 | \$ 915.41 |
|------------|-----------|

|                          |
|--------------------------|
| Alarm Installation (ADT) |
|--------------------------|

|                           |           |
|---------------------------|-----------|
| emaining Funds \$1,760.02 | \$ 350.00 |
|---------------------------|-----------|

|                                                |
|------------------------------------------------|
| New entrance doors purchased from O.L. Constr. |
| The Wheeling Historical Society F the Wheeling |
| Park District remaining unobligated, Society   |
| Funds felt to be available - to be confirmed.  |

|                   |            |
|-------------------|------------|
| otal Expenditures | \$3,239.98 |
|-------------------|------------|

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

*DFP*

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  
EJ 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 the 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, E 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 III.- 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<br>1974-75 | Actual<br>1975-76 | Proposed<br>1976-77 |
|-------------------------------------------------------|-------------------|-------------------|---------------------|
| Utilities                                             | 614               | 620               | 625                 |
| Brat & Beer                                           | 5325              | 5975              | 5800                |
| Lollipop Ln/<br>Wassil Bowl                           | 220               | 250               | 438                 |
| Other                                                 | 807               | 708               | 686                 |
| <b>Total Expenses</b>                                 | <b>6966.00</b>    | <b>7553.00</b>    | <b>7546.00</b>      |
| <b>Revenue</b>                                        |                   |                   |                     |
| Brat F Beer                                           | 7800              | 6405              | 8858                |
| Other (Dues )<br>(Auctions)<br>(Lollipop)<br>( Lane ) | 643               | 577               | 640                 |
|                                                       | <b>8443</b>       | <b>6982</b>       | <b>9498</b>         |
| <b>Budgeted</b>                                       |                   |                   |                     |
| <b>Net Gain(Loss) \$</b>                              | <b>1877</b>       | <b>(\$ 571)</b>   | <b>\$1952</b>       |

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.

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.

B. Restoration/Preservation

1. 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) Reconfirm 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 accessibility, etc.
- (e) Initiate a program to promote the allowable activities to fully utilize the 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 January 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 land plans (including parking) of the Wheeling Park District ~~ancient~~ ~~the~~ ~~Pateeling~~ ~~flis~~ rical- 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 programatic 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. Jeromes 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, it does not seem to me to be of sufficiently historic interest or have enough potential for use by the Park District to warrant the expense."

The Wheeling Fire Department's inspection of the house in July of 1979 confirmed the extensive repairs necessary to come into compliance with minimum Building Code Regulations.

Structural engineers were retained by the Wheeling Park District to prepare a report on the condition of St. Jeromes. William Smith Engineers presented a report to the Park Board dated March 20, 1978.

The Board of Park Commissioners reluctantly accepted the fact that the cost to renovate St. Jeromes outweighed the value of the building and on January 3, 1980 the Board accepted a proposal from Aver's Excavation in the amount of \$3,150.00 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 report by the Childerley Committee of the Historical Society.

B. Chapel- On March 5, 1980 at a Liaison Board meeting between the Wheeling Historical Society and the Wheeling Park District, some possibilities for utilizing the chapel and library. " Motion was made by Lorraine Lark seconded by Jean Kavanagh that the chapel and library, not **to be** used for physical activities."

"Motion was made by Lorraine Lark, seconded by Shirley Mueller that the library usage to be considered, is:

- 1) a historical showplace for memorabilia
- 2) lectures/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/mediatation**

**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/mediation 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 area will become part of the picnic area. We will install grills and place picnic tables throughout the area

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

Educational garden will be placed northwest of the log cabin.

A parking lot has been developed where St. Jeromes had stood.

E. Society Funds for Childerley -

"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 of the savings 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."

Childerley Background  
February 4, 1981

S.

"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 Renotation Fund to \$3,443.S.Q."

1<sup>4</sup>  
C

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

p

WHEELING PARK DISTRICT

CHILDERLEY CHAPEL LIBRARY

MASTER CHECK LIST OF WORK PROJECTS

FEBRUARY 10, 1981

| WORK PROJECT                                                           | INITIATED | NOT COMPLETED | COMPLETED | ESTIMATED HRS.WORKED | EST. LABOR COST | EST.MATERIAL COST | ESTIMATED CONTRACT COST | ESTIMATED TOTAL COST |
|------------------------------------------------------------------------|-----------|---------------|-----------|----------------------|-----------------|-------------------|-------------------------|----------------------|
| Replace broken floor tile                                              | W.P.D.    |               |           |                      | 18.30           | 12.00             |                         | 30.30                |
| Remove old radiators                                                   | "         |               | X         | 8                    | 56.12           |                   |                         | 56.12                |
| Purchase and install new wall base unit heaters                        | 1,        |               | X         | 8                    | 61.52           | 125.00            |                         | 186.52               |
| Repair library roof                                                    | 1,        |               |           | 8                    | 48.68           | 85.00             |                         | 133.68               |
| Rewire all fixtures, outlets and switches in the Library               | f,        |               | X         | 24                   | 184.56          | 25.00             |                         | 209.56               |
| Repair the cellar door                                                 | "         |               | X         | 2                    | 37.20           | 40.00             |                         | 77.20                |
| Install new entrance lock                                              | fr        |               | X         | 2                    | 12.20           | 12.50             |                         | 24.70                |
| Install a new exit door for the Library                                | "         |               | X         | 8                    | 48.80           | "                 |                         | 48.80                |
| Install door handles for the entrance door to the Chapel               | 1,        |               | X         | 1                    | 6.10            | 10.00             |                         | 16.10                |
| Install wood trim for the Library ceiling.                             | "         |               | X         | 4                    | 24.40           | 16.00             |                         | 40.40                |
| Stain ceiling beams in the Library                                     | "         |               | X         | 4                    | 24.40           | 8.00              |                         | 32.40                |
| Purchase and install a burglar and fire alarm system                   | "         |               | X         |                      |                 |                   | \$1,505.00              | 1,505.00             |
| Assume Monthly Monitoring Charges for the burglar and alarm systems    | " 1       |               | X         |                      |                 |                   | 18.50 per month         | 222.00 per yr.       |
| Purchase and install protective window covers for the entire building. | 1,        |               | X         |                      |                 |                   | 1.893.00                | 1.893.00             |
| Strape and paint the interior of the Chapel and Library                | "         |               | X         | 32                   | 199.04          | 4.00              |                         | 203.04               |
| Remove a section of the garden wall to allow for entrance and exit     | "         |               | X         | 4                    | 24.40           |                   |                         | 24.40                |
| Repair and install windows in the Library                              | 1,        |               | X         | 6                    | 36.60           | 60.00             |                         | 96.60                |
| Install security lighting around the buildings.                        | "         |               | X         | 8                    | 61.52           | 210.00            |                         | 271.52               |
| Purchase and install new light fixtures for the Library                | "         |               | X         | 4                    | 30.76           | 95.00             |                         | 125.76               |
| Repair all broken windows (lead frames) for the Chapel                 | "         |               |           |                      |                 |                   |                         |                      |
| Completely clean the interior of the Chapel and Library                |           |               | X         | 2                    | 12.68           |                   |                         | 12.68                |
| Strip and stain all window frames and sashes                           | W.H.S.    | X             |           |                      | 22.00           |                   |                         | 22.00                |
| Remove the alter located in the Log Cabin and install in the Chapel    | W.H.S.    | X             |           |                      |                 |                   |                         |                      |
| Strip and stain the alter                                              | W.H.S.    |               |           |                      |                 |                   |                         |                      |
| Repair Chapel Bells                                                    |           |               |           |                      |                 |                   |                         |                      |
| A. Cost for relay and/or time clock                                    | W.-       | X             |           |                      | 11.60           |                   |                         | 11.60                |
| B. Installation cost                                                   | W.P.      |               | X         | 6                    | 46.14           | 75.90             |                         | 122.04               |
| Secure exterior benches                                                | W.P.D.    | X             |           |                      |                 |                   |                         |                      |



TO: Mary, Lisa, Deb  
FROM: Dave and John  
RE: Preliminary Land Plan-Childerley  
DATE: 12/1<sup>2</sup>/79

NOTE: Script Type denotes  
changes made 1/10/80

Subsequent to the November 30, 1979 brainstorming session we have taken the opportunity to review the park use section of our meeting notes.

We have sought to separate design features from general program usage so that the preliminary land plan can consider all present interests.

A. Park Design- Design Philosophy

After a careful analysis of the Childerley Park lands, it is felt that the primary considerations for future usage should fall under the following categories.

1. Passive
2. Educational/ Experience orientated.

B. Items listed under Park use which are general programs not requiring special design consideration are hereby summarized below:

- |                           |                                |
|---------------------------|--------------------------------|
| 1. Children's Camp        | 9. Archery                     |
| 2. Outdoor Education      | 10. Art Fair                   |
| 3. Retreats               | 11. Theatre/Jazz               |
| 4. Sr.Citizen Day Camp    | 12. Winter Sports              |
| 5. Basic Camping Workshop |                                |
| Training                  | 13. Survival-Overnight Camping |
| 6. Adopt a Tree           | 14. <b>Hata/Le Mail</b>        |
| 7. Astronomy              |                                |
| 8. Lawn Bowling           |                                |

These items will be listed as program possibilities that will not require special design consideration.

C. Items under Park use found to be incompatible with the design philosophy of the land usage plan are listed below:

1. Fit Trail- To Active -P.&Lfl **ion Hetitage Pa/Lk Wept**
2. Greenhouse-Priority locations either Heritage Park or Chevy Chase.
3. Adventure Playground -Priority locations Horizon or Husky
4. Fishing- Priority location will be Heritage Park West.
5. Fire Circle- We must seek to not encourage fires on the ground. The fire circle would be supervised during our usage, but would lead to unauthorized and possibly careless usage by others.
6. Camp Cooking- The above mentioned reasoning would be applicable. Grills will be available.
7. Horses- No adequate area connecting trails.

D. Items listed under Park use that will be incorporated within the preliminary land plan will be:

1. Walk/bike trail-combined- extra width.
- 1A. Watetwhea
18. **Game** Tabtez

2.

1C. Votteybatt- ftchakd pit. picnics

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 intekmediate
17. Nature Trail-Separate bark chip paths in meadows.-Vetete (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 discussed and prepared for presentation to the Recreation Committee and Building and Grounds Committee and the Park Board.

Revised March 6, 1980

Revised March 26, 1980

TO: DAVE PHILLIPS  
FROM: MARY STRAUS  
RE: CHILDERLEY - ST. JOANS RECREATIONAL USE OF ROOMS  
DATE: JANUARY 4, 1980

**IIP**

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. Warming Shelter - added 1/10 - Board disagreed, consider other type of
  - F. Waiting Room - added <sup>1</sup>/<sub>10</sub> Warming Shelter, fireplace in area  
Porch area when enclosed 3/6/80 Warming shelter provided with ice rink
2. Living Room - 39'2" x 27'9"
- A. Waiting Room - Porch Area when enclosed
  - B. Library/Periodicals
  - Gr----MeetiRg-Rees-
  - D. Card Room, quiet game room
  - E. Exhibit area - until porch is enclosed
  - F. Reception area (if porch is not enclosed) - move to porch
  - G. Meetings - move upstairs
  - H. Movies, Slide presentations - move upstairs
  - I. Senior Day Camp - move upstairs
  - J. Senior Activity Room - Move upstairs
3. Kitchen & Study  
Kitchen 6'S" 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)



4. Bedroom (Large) 15'2" x 15'4" - ok, continue to monitor
  - A. Equipped Pre-School Active Room
5. 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

III. SECOND FLOOR

1. Bedroom(s) (next to Sun Porch) 12'x 17' Fl 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 10'5"
  - 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 (small) - 16'x 14'8"
 

Storage of equipment for second floor use

IV. THIRD FLOOR - Exit Needed

1. Large Bedroom - Arts Room - finish in a rustic way  
18'10" 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  
Park Commissioners  
FROM: David F. Phillips, Superintendent of Parks & Recreation   
RE: Liaison Board  
DATE: February 24, 1981

#### BACKGROUND

Please refer to:

February 9, 1981 memo from Director of Parks Piazza - attached.

February 4, 1981 memo, RE: Affiliation Agreement from Superintendent Phillips -  
see Affiliation Agreement section.

#### CURRENT STATUS

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 4½ years:

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

#### SUGGESTED FUTURE DIRECTION

1. The Liaison Board is the natural group to pursue and determine the joint direction of both parties of the Affiliation Agreement. Each segment of this packet ultimately could be cleared through the Liaison Board.
2. The powers of the Liaison Board should be reviewed and documented, Neither Board should (or could) delegate the decision making responsibility to the Liaison Board, but the Liaison Board should be viewed as the clearinghouse and sounding board of ideas and/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 to the Liaison Board.
3. The Liaison Board could be vested with the responsibility and authority to develop a series of goals, objectives, action steps and timetables (please refer to the Finance section 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, October) 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 4 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 16, 1977 at a meeting of the Liaison Board of the Wheeling Park District and the Wheeling Historical Society "motion was made by Bob Buerger, seconded by June Orlowski to raise the members of the Liaison Board to 7, and recommended this be presented to the Wheeling Park District for review and approval."

"This board would consist of:

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

Historical Society-Bob Buerger, Curator, June Orlowski 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

Liaison Board  
February 9, 1981

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."

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 Future Direction

1. Staffing has been and continues to be a topic of discussion. When the working relationship of the Wheeling Historical Society and the Wheeling Park District is totally re-evaluated, 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 & 4,

4. Operation

- 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 understood 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 in 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 placed.

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.



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 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 Datillo 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 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 Datillo and Mr. Marshall Balling are the only two people having a key for the Museum 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

| NAME OF COMPANY                                                   | DATE A CHECK<br>WAS ISSUED | AMOUNT OF<br>CHECK | TOTAL<br>EXPENSES BY<br>CATEGORY |
|-------------------------------------------------------------------|----------------------------|--------------------|----------------------------------|
| <u>HOUSE RAISING AND MOVING:</u>                                  |                            |                    |                                  |
| Grant House Raising F Moving, Inc.                                | Oct. 1978                  | \$ 2,000.00        |                                  |
| Grant House Raising & Moving, Inc.                                | Oct. 1978                  | \$ 530.00          |                                  |
|                                                                   |                            |                    | \$ 2,530.00                      |
| <u>PICTURES - Purchase and developing of film</u>                 |                            |                    |                                  |
| Anne Moneypenny (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<br>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 Plumbing 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>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        |                                  |

| NAME OF COMPANY                                              | DATE A CHECK<br>WAS ISSUED | AMOUNT OF<br>CHECK | TOTAL<br>EXPENSES BY<br>CATEGORY |
|--------------------------------------------------------------|----------------------------|--------------------|----------------------------------|
| <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 & 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<br>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                            |

| NAME OF COMPANY                              | DATE A CHECK<br>WAS ISSUED | AMOUNT OF<br>CHECK | TOTAL<br>EXPENSES BY<br>CATEGORY |
|----------------------------------------------|----------------------------|--------------------|----------------------------------|
| <u>MISCELLANEOUS REPAIRS &amp; PAINTING:</u> |                            |                    |                                  |
| Ace Hardware                                 | June 1978                  | \$ 89.62           |                                  |
| Ace Hardware                                 | Dec. 1979                  | \$ 17.87           |                                  |
| Wheeling Paint & Glass                       | Oct. 1979                  | \$ 60.66           |                                  |
| Enterprise Paint                             | Nov. 1979                  | \$ 15.96           |                                  |
| Meyer Material                               | June 1979                  | \$ 32.00           |                                  |
| Ace Hardware                                 | July 1980                  | \$ 45.92           |                                  |
| Hines Lumber                                 | July 1980                  | 3.64               |                                  |
|                                              |                            |                    | 265.67                           |
| <u>ASPHALT WALKWAY:</u>                      |                            |                    |                                  |
| Liberty Asphalt                              | May 1980                   | \$ 476.70          |                                  |
| Route 12 Rental (Roller)                     | May 1980                   | \$ 98.95           |                                  |
|                                              |                            |                    | \$ 575.65                        |
| <u>PLAQUES:</u>                              |                            |                    |                                  |
| Joe Haim                                     | May 1980                   | 210.00             |                                  |
|                                              |                            |                    | \$ 210.00                        |
| <u>TOTAL</u>                                 |                            |                    | \$ 77,668.64                     |

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



2.

- I 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.<br>Center       | 75,000                | 3,000                 |
| Chamber Museum                | 75,000                | 20,000                |
| Childerley Chapel/<br>Library | 40,000                |                       |
| Childerley Log<br>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

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

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, or 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.

Artifacts-Insurance  
February 5, 1981

3.

Attached, please find:

Loaned artifact Acknowledgement- Draft #1  
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 & 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 for owned or on-loan artifacts.
4. Development of a multiple-year artifact acquisition program.

HERITAGE PARK  
222 S WOLF RD., WHEELING, IL  
60090 (312) 537 2222

## WHEELING

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. Klocke  
October 16, 1980

2.

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 5 'WOLF 5'0 • \*HEELING, IL  
50090 :3121 537 2222

# WHEELING PARK DISTRICT IN, IL

CHEVY CHASE  
!Coo LNAUIKEE. \*HEELING. II  
60090 '312) 537-2930

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:

Description of Item

Value of Item

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. Phillip4  
Superintendent of Parks & Recreation  
Wheeling Park District

DFP/ph  
cc: Board Of Commissioners  
C. Irmiter

*serving the community*

WHEELING HISTORICAL SOCIETY  
LOANED ARTIFACT ACKNOWLEDGEMENT

I (we) \_\_\_\_\_ do hereby loan  
Print Name(s)  
the following item(s) to the Wheeling Historical Society for display  
in the Wheeling Historical Museum.

| <u>ITEM</u> | <u>AGE</u> | <u>CONDITION</u> | <u>VALUE</u> |
|-------------|------------|------------------|--------------|
| _____       | _____      | _____            | _____        |
| _____       | _____      | _____            | _____        |
| _____       | _____      | _____            | _____        |

I (we) provide this (these) item(s) to the Wheeling Historical Society  
for the period of time of \_\_\_\_\_ months, or until such time that we  
define that we wish to take the item(s) back into our possession.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Received for the Wheeling Historical Society by

\_\_\_\_\_  
Dated



DRAFT # 1

WHEELING HISTORICAL SOCIETY  
RETURN OF LOANED ARTIFACTS

I (we) the undersigned, hereby accept the return of the item(s)  
listed on the "Loaned Aftifact Acknowledgement."

I (we) find them to be in similar condition as when loaned to the  
wheeling Historical Society.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Returned on behalf of the  
wheeling Historical Society by

\_\_\_\_\_  
Dated



**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,**

James Fitzgerald  
Account Executive

TO: David F. 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 Dunkin 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 German 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 Old 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 Commissioners  
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 concensus on the following questions:

1. Does Lollipop Lane still fullfil 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?

## HISTORY OF THE WHEELING PARK DISTRICT

A group of interested citizens petitioned the County Clerk for authorization to hold an election to create a park district in the village of Wheeling, Cook County, Illinois. This was granted and an election was held in January of 1961, for the purpose to elect five commissioners and the formation of a park district.

The organizational meeting was held January 11th, 1961 at the Village Hall. The terms of each Commissioner was chosen as follows: Theodore C. Scanlon, 6 years, Arthur E. Aronson, 6 years, Ralph F. Neubauer, 4 years, Arthur L. Brown, 4 years, Audrea Duke, 2 years. Mr. Brown was elected President and Roger A. Bjorvik was appointed Attorney Secretary and Treasurer at the salary of \$400.00 for each office per year. There being no monies available, the Board approved to sign a note with the Wheeling Junior Women's Club for the amount of \$200.00 to pay for the election.

On March 16, 1961, Eugene Sackett was hired as a part time Superintendent for the amount of \$1,200.00 per year. In June of 1961 T. Scanlon resigned and was replaced by Mr. Richard Ault.

Inasmuch as there were no funds available, the park district took out Tax Anticipation Warrants in the amounts of \$6,000.00 in July and \$2,000.00 in December. There being no land in the holding of the park district, the Programs were held in the various schools and on the playgrounds of School District #21.

Arthur Brown resigned in July 1961 and was replaced by Raymond Hammond the following October. Audrae Duke was then elected President.

In the early part of August 1961, there was quite a lengthy discussion relative to three lots on Nancy Lane which had been deeded over to the Village. The park board approached the Village to request them to relinquish title and turn the land over to the park district. This became a reality in March of 1962. There had been discussions regarding flood control in 1961 but to date nothing had been done.

Mr. Ralph Neubauer resigned in October of 1961 and was replaced by Mr. Donzella in November of that year. It was agreed if the park board desired use of the schools on weekends, the sum of \$2.25 per hour was paid for the custodial services.

1962. The park district's first ice pond was located at Chamber Park. A lease arrangement was made with the Wheeling Community Pool Committee to use the building and grounds. Flooder's were paid \$2.25 per hour and attendants \$1.50 per hour. Recreation help was paid \$1.00 per hour. Victor Baumgart made up the first audit for the fee of \$100.00. In July 1962, the Meadowbrook Women's Club and Alice Lockwood donated their \$100.00 pool bond to the park district.

1963. In May of 1963, the Wheeling Junior Chamber of Commerce approached the park board if they had any land available. If so, the Junior Chamber of Commerce wanted to build a youth building 60 X 100 for the sum of \$18,000.00.

The park district made an inquiry to the Searle property in July and were told the land was available for sale. The parcel contained 76.3 acres @ \$ 3,100.00 per acre totaling \$236,500.00. No action was taken at this time.

In September 1963 Ralph Burke Company was hired to make a study of the community relative to park sites and other needs. Lights were installed at the ice rink Located at Chamber Park in August for the amount of \$502.00.

A request was made by the residents in the western part of Wheeling for a park in their area. The park district then leased two lots from the Wheeling Library board.

During the Family Fair in which the park district participated, a poll was taken for the proposed park site known as the "Searle property." The feelings of the residents was then known as the ballots casted showed 132 for, 17 against and 11 spoiled. The Burke study resulted in the following recommendation for proposed park sites: 7 acres in Holland Subdivision, 5 acres South

of Jack London School site and 5 acres adjacent to the Wheeling Community pool.

In September of 1963, the board approved the expenditure of \$600.00 for playground equipment for the Nancy Lane park site known as "Meadowbrook Park." The first piece of park equipment purchased for the park district was a typewriter for the amount of \$50.00. In November of 1963, an agreement was signed between the School District and the Park District relative to the use of School facilities and property.

Arthur Aronson resigned and was replaced by Joseph Harrison in December of 1963.

A question arose relative to the Commonwealth Edison property which runs parallel to the railroad tracks. Through investigation, the park board entered into a lease arrangement for said area running from Dundde Road to Wheeling Road. The amount of \$25.00 per year was paid by the park district for the use of 13.1899 acres.

1964. In March 1964 the park district held an election for a referendum in order to purchase property, the building of a fieldhouse, and to improve some school sites. The breakdown of the improvements and land acquisition are as follows: purchase of the Searle Tract \$236,500.00, the building of a fieldhouse and improvements, \$450,500.00, the North Central Tract improvements known as the Adler property to be purchased for the amount of \$42,000.00, and the South West Tract known as the Miller property to be purchased for \$30,500.00. This resulted in a bond issue in the amount of \$583,000.00. The ballots casted showed 384 yes, 254 no, and 11 spoiled.

Also in 1964 the Nayy presented the park district with a used airplane which was placed on the eadowbrook park site. Superintendent Sackett was appointed for another year at the amount of \$2,100.00 and \$150.00 car allowance. Mr. Bjorvik was again. appointed Attorney at \$600.00 per year, Treasurer at \$750.00 per year and Secretary at \$600.00 per year.

A theatre group known as the Wheeling Park Players requested the park board to sponsor them. This was denied. Husky Park was purchased in June of 1964 for the sum of \$17,000.00 for five acres. In November the park board expended the amount of \$300.00 for the purchase of trees at Meadowbrook Park. The bonds were sold in November to Barcus Kindred at the interest rate of 3.34989%. In February of 1964 Jospeh Harrison resigned and was replaced by Mr. Harry Thill in March.

1965. At the April election, Richard Ault and Bernard Erlin were elected for 6 year terms. Lorraine Gueck was appointed Board Secretary to be paid the amount of \$15.00 per meeting. The resignation of Mr. Bjorvik was accepted.

In July of 1964 , the purchase of office equipment was made, a file cabinet \$150.00, a bleacher \$150.00 and an adding machine was purchased in September for \$79.50. The first Ordinance containing Regulations and Restrictions was passed in October of 1964. The first donation given to the park district was received from the J.C. Jills in the amount of \$50.00. In July 1965 the Misdemeanors Ordinance was drawn up and all park help was commissioned park police. In August 1965 Roger Biorvik relinquished the office of Treasurer and Mr. William F. Blank was appointed at a token salary of \$600.00 per year. The Commonwealth Edison Lease was terminated. Eight park benches were purchased for the sum of \$264.00. An easement 5'feet wide was purchased for a walkway to Husky Park from Anthony Road at the amount of \$1,500.00. A contest was held to name the new park site. Sixty four ballots were cast. Twenty Nine were for the name Heritage Park thus giving the park its name.

1966. In February 1966, an Administration Ordinance was approved. The Wheeling Park District entered into a lease with the Community Pool Corp. to operate the pool for the summer of 1966. Negotiations were started for the North Side Park. In 'lay Charles Gaut was hired as supervisor of buildings and grounds at the salary of \$1,800.00 per year.

The park district installed playground equipment at Mark Twain, Eugene Field, Carl Sandburg and Walt Whitman school sites. Eugene Sackett was appointed Recording Secretary. In June 1966 the Park District leased the Chamber Park with the understanding the Chamber would not spend any money. The Park District expended the amount of \$500.00 for black dirt and the leveling out of same. The Family Fair held in September was the first public function to take place at Heritage Park. Ferdinand Arndt was hired September 15, 1966 as the first full time Superintendent of Parks and Recreation.

On Sunday November 23, 1966 Heritage Park was officially dedicated. Ann Egan was hired as part time office secretary. The first park district motorized equipment purchased was an International truck and tractor. The park district started participation in the Illinois Municipal Retirement Fund which is a pension fund for all full time employees or any employee working 600 hours or more.

1967. February 1967, Mr. Gene Hicks and a group of interested citizens presented a drawing of a monument to be erected at the southwest corner of the frontage of Heritage Park, which was approved by the park board. In March specs were sent out for bids relative to raking a manmade lake to be used for recreation programs at Husky Park. The low bidder Milburn Bros. was. \$11,542.50. A builder had agreed to donate \$7,000.00 for this project. The Village was opposed to this project and stated they would stop it if the park district decided to go through with it. A flag pole was installed for \$430.00

In April 1967, an election was held and Mrs. Lorraine Lark and Mr. Alf Wilson were elected to the board to fill the offices of Clayton Leider, and Harry Thill. On May 1, 1967, Patricia Hancock was hired as the first full time park secretary. In June Audry Christiansen and Ferdinand Arndt were guests of School District #21 to attend and review the Mott Foundation in Flint Michigan. This was the start of the Torch program.

A tobaggan hill was built in June of 1967 at no cost to the park district. The Drainage District removed the dead trees along the creek at Heritage Park. In the month of July a fee for the use of building and other facilities was adopted. Richard Ault resigned.

Through the good relations with the Village, they consented to sell the park district gasoline at cost.

In September 1967, playground equipment and trees were placed at Heritage Park and Mark Twain School Site. Mr. Robert Ross was appointed to fill the unexpired term of Richard Ault. The Village had a street light installed at the entrance to Heritage Park and Holmes School.

A three inch Homelite pump was purchased in order that the park district could pump water out of the creek for an iceskating rink, at the cost of \$504.00. A fence was installed around the ice rink as there was an admission charged for iceskating. The cost of the fence was \$2,480.00.

In December of 1967, there being a need for more recreation programs, the park board held an election on December 19 requesting the taxpayer to approve a tax to be levied for recreation. The vote resulted as 114 yea, and 113 no.

1968 . In January 1968, a piece of property known as Jeanne Terrace was purchased for an ingress and egress to the park. This was purchased for the amount of \$4,500.00. In May, Mr. Keith Vernon was hired as a part time recreation director by an agreement made with School District #21. The parking lot and the walk back to the monument located at Heritage Park was blacktopped, for the sum of \$3,045.00. A light was placed on the west end of the building in order to light the walk over the bridge. A second baseball diamond was installed. Lloyd Hubbard was hired to make a pool survey for the Wheeling Park District.

In August, the Wheeling High Spur Club put up lights for the football field and the park district contributed \$3,000.00 for lights on the tennis courts in order this work could all be done at the same time.

In September 1968, the park district was interested in purchasing the outdoor pool. The firm of McFadsen and Everly was hired to appraise same and present their recommendations to the board, relative to improvements and surrounding buildings. A design for Chamber Park was also presented to the park board.

A broom to be mounted on a tractor was purchased for weeping the ice rinks at the cost of \$685.00. Ann Egan resigned.

1969. Two sets of bleachers were purchased for the ball diamond at Heritage Park.

The Meeling Park District having no ensignia, held An emblem contest.

The emblem you see the district using was designed by Mary Lang.

In April, 1969 Mr. Eugene Sackett was elected to replace Audrey Christiansen. An offer was made in May for the Chamber Park and after a few meetings the park was purchased for the amount of \$15,000.00 which was to be paid over a 5 year period, also with the understanding that the name would remain Chamber Park.

In June 1969, the park district was interested in the purchase of the outdoor pool and the building of an indoor pool, which would be adjacent to the Wheeling High School. After the preliminaries were worked out, the board agreed to hold a referendum for \$850,000.00. This referendum was held on June 14, 1969 and passed. The Park Board authorized Orput and Orput Associates to make up the working plans.

The park board approved hospitalization insurance for all full time employees, the district to pay same. A new chlorinator had to be purchased in order to open the outdoor pool.

In July 1969, Orput and Orput prepared the specs for bidding on the building and indoor pool. In August the bonds were sold to Hornblower and Weeks, the interest rate being 6.94%.

September, easements were given the Village for Pusky and Heritage Park



in order to start work on the retention basins. There were two easements on the high school property for public utilities.

In November 1969, bids were opened on the pool and building. The second low bidder was Ragnar and Olson and upon recommendation of Orput and Orput, they were awarded the bid at \$658,000.00. The outdoor pool was purchased for the amount of \$160,003.00. An ice shelter was built adjacent to the ice rink at Heritage Park which would also be used in the summers for programs.

1970. In January 1970, the Wheeling Historical Society requested the park district to help preserve an old church building which was built in 1865 and place it on one of the park sites. The board agreed to do so but found no funds available. The park district took out a \$20,000.00 loan in order the movers could be paid, a foundation be built and the building be rehabilitated as you see it today. The Presbyterian Youth Group scraped and painted the building and some of the articles were donated. The park district received a bill of sale for \$10.00 from the Historical Society which now made this building a part of the districts holdings.

In February 1970, a garage was donated to the park district by a resident. While in the process of being moved, the second morning it was found to be burnt to the ground. Work on the far west retention basin was finished except for the fine grading and seeding. In March, the board agreed the extreme western part of Heritage Park could be used as a heliport in an extreme emergency only. An easement was granted to Illinois Bell Telephone Company on the south boundary line of Heritage Park.

In June 1970, Mr. Marshall Balling addressed the park board in behalf of the Historical Society to have the park board give consideration to having the Soo Line Depot moved on park property. Request denied.

The Park District employed the services of Illinois Counties Detective Agency as a security measure for park property. Bids were received for the purpose of black topping of the parking lot and road which enters Chamber Park.

The low bid was presented by Harding Paving, the amount of \$5,626.00. The board approved the road and a small parking area in the amount of \$4,556.00. In June, the Northside park was purchased for the amount of \$50,279.73. The wooden light poles were taken down at Chamber Park at no cost to the district. Twenty fir trees were purchased for Chamber Park.

In August 1970, Raymond Kittendorf was hired as Aquatic Director for the new indoor pool. On July 16, 1970, the Misdemeanor and Administrative Ordinance was adopted and ordered to be placed in book form.

In August 1970, Mr. F. Hilman and A. Zale approached the park board to relinquish the J.S. 14 site in their development and agreed to give the park district the amount of \$700.00 each, totaling \$1,500.00. To date no monies have been received. A communication base was set up in the Superintendent's office at the cost of \$509.05 for use of the Illinois Counties Detective Agency.

In October two sentrys were installed and new wires pulled at the outdoor pool. The church dedication was held October 28, 1970. Pictures were shown relative to the moving of the building.

1971. Tarkington School was a new site for an ice rink. In May the board approved uniforms for all full time maintenance help. A seven gang Thor Park Master mower was purchased from the Mundelein Park District for the sum of \$5,000.00. This equipment sold new for \$11,000.00. There was a great need for this equipment as the acreage for mowing has increased.

In June, it was suggested that the park district map be updated showing the boundaries and to include all annexations. Heritage Parking lot was extended 200 feet. The cost of grading and gravel was not to exceed \$1,600.00.

A request was received from Holmes Jr. High for the park district to install two basketball backstops and two tether ball standards. This request was approved.

In August, a proposal was presented to the board to build a fireplace in the ice shelter at the cost of \$1,578.00. No action was taken. Goal posts for football were placed at Twain, Sandberg sites and Heritage Park.

In September 1971 at the close of the swimming season, a fishing event was held at the outdoor pool. This was a huge success. The Drum and Bugle Corp. approached the park board requesting use of Heritage Park for every Tuesday evening, in return they will build an extension on the garage. This was approved to the point that work could not be started until all materials were on site. A television set and antenna was installed to show the blacked out sporting events. The cost of this equipment was \$1,350.00.

In a response to a letter written Tekton Corp. regarding a financial contribution to the park district to develop a park area in the near future, Tekton Corp. presented the park district with a check for \$2,500.00 and with a promise of another \$2,500.00 when their final occupancy permit is issued.

Mr. Mel Lange donated three trees to the park district which were moved and placed at Chamber park. In October 1971, the board approved a flood light to be placed at the entrance of Neptune Pool. An easement was granted to Wicks Corporation to run excess water from their property into the Heritage Park retention basin provided this was approved by the Metropolitan Sanitary District. The park board approved the purchase of material to build a hockey rink to be located on the ball diamond at Heritage Park.

In December, a check was received by the park district in the amount of \$922.66 from a group of students and teacher from Jack London Jr. High School for the purpose of landscaping a garden at Chamber Park. This money was raised through a marathon held by these students.

1972. In January 1972 Mr. Bruce Coleman resigned as Recreation Director and was replaced by Mr. David Phillips.

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 Park 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.
3. Change interior lighting.
4. Remove empty boxes and store in the garage.
5. Clean the interior 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 (312) 537.2222

## WHEELING PARK DISTRICT

CHEVY CHASE  
1000 N. MILWAUKEE, WHEELING, IL  
60090 (312) 5372930

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, stemmed 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, 1979 at a regularly scheduled meeting of the Wheeling Historical Society, "President 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 Klocke 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. "

Seventy 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 the Brat and Beer Fest.

On June 5, 1980 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 split 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 (312) 537-2222

# WHEELING PARK DISTRICT

CHEW 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.

|                | <u>1979</u>     | <u>1980</u>     |
|----------------|-----------------|-----------------|
| 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

|                |               |                                 |
|----------------|---------------|---------------------------------|
| 75%- Rec. Fund | 819.39        | 60% Museum Renovation \$1607.35 |
| 25% Artifacts  | <u>273.13</u> | 40% 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:

1. Purchase of a propane heater for boiling corn (\$64.82) and the heat-resistant blocks (\$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 <b>Sales</b> | \$11,406.90   |
| Sale of Surplus     | <u>119.00</u> |
|                     | 11,525.90     |

Expenses:

|                                  |          |                                 |
|----------------------------------|----------|---------------------------------|
| Ace Hardware                     | 29.29    | Hardware items                  |
| Chandler's                       | 5.96     | Office supplies                 |
| Edward Don and Co.               | 69.44    | Tickets                         |
| Bob Weinberg                     | 450.00   | Beer Pitchers                   |
| Bob Weinberg                     | 756.00   | Beer Pitchers (for next year)   |
| Dynamic Press                    | 99.80    | Flyers                          |
| Alpha Baking                     | 210.00   | Rolls                           |
| O.H. Bambas Company              | 25.00    | Snow Cone Syrup                 |
| <b>Blue Boy Portable</b> Toilets | 330.00   | Portable Toilets                |
| Bolger Coffee                    | 267.75   | Condiments, Spices, Forks, etc. |
| Coca Cola Bottling Company       | 716.00   | Soft Drink                      |
| Sam Datillo                      | 8.00     | Plastic Forks                   |
| Ethel's <b>Place</b>             | 286.00   | Corn, Potatoes, Onions          |
| Fine Products <b>Company</b>     | 64.82    | Propane P ater for Corn         |
| i. Edward Hines Lumber Company   | 45.23    | Paint, Brushes, Hardware        |
| Industrial Gas                   | 45.00    | Propane Gas for Cooking Corn    |
| Petty Cash                       | 71.36    | Ice                             |
| Metropolitan Distributors        | 1,465.62 | Beer and Cups                   |
| N. S. Pizzo                      | 94.50    | Butter                          |
| Schaeffer Packing                | 98.20    | Pickels, Bacon                  |
| Schaeffer Packing                | 1,582.40 | Brats, Franks, and Kraut        |
| Schaeffer Packing                | 147.00   | Franks                          |
| wheeling Disposal                | 255.50   | Refuse Disposal                 |
| Richard Yech                     | 798.80   | German Band                     |
| wheeling Park District           | 436.03   | Maintenance Dept. Wages for     |
|                                  |          | Set-u?, Breakdown, Clean-up     |
| Village of Wheeling              | 176.00   | Security                        |
| Cook County ALERT                | 200.00   | Parking and First Aid           |
| Northfield Block                 | 8.28     | Blocks for corn heater          |
| Robert A. Morley                 | 105.00   | Medical Expenses for injury     |
|                                  |          | during Brat & Beer Fest         |
|                                  | <hr/>    |                                 |

\$ 8,846.98

Net Profit: 2,678.92

1,607.35

1,071.57

\$ 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

ule=Lr'C PAR:: DISTRICT  
 PINUILTE E EXPE;SE S ta 11A:1Y  
 SPAT &.BEE.71 FEST  
August 19, 1979

- FY 50:7:CE

Sale of Tic::ets  
 Sale of L.Irplus Arch.

9,352.70  
110.70

TOTAL REVE1U:

F,43.43

EXPE:SES - SY S2C7.2E

E.!:==S'as

Sal s Ta.

451.00  
 2,70,4.44

:3everazes

1c7.D.0

Szrvices

1,020.02

Subtctal Operational

6,025.24

CAPITAL E: 2553

1,545.70

T TAE 7. P77.]5:=S

NET PROFIT

75. - Recreation Fund =

-Museum Fr = 273.13  
 1,0:2.52

ZRAT E; DEER FEST  
1= .!S2 DETAIL

|           |        |        |
|-----------|--------|--------|
| Sales Tax | 451.00 | 451.00 |
|-----------|--------|--------|

Food

|                         |          |
|-------------------------|----------|
| Brats                   | 1,142.00 |
| Kraut                   | 11c.cc   |
| fi t Dots               | q0.00    |
| Duns                    | in.25    |
| Corn                    | 130.03   |
| Potatoes                | 32.00    |
| Onions                  |          |
| Cleo                    | 72.22    |
| Butter                  |          |
| Piedes                  | 22.50    |
| Ccndincnts, .5-p sonin7 | 45.03    |

|               |           |
|---------------|-----------|
| Subtotal Food | / ;304.44 |
|---------------|-----------|

Beverages

|           |          |
|-----------|----------|
| Beer      | 1,503.00 |
| Coca Cola | 423.00   |

|                    |          |
|--------------------|----------|
| Subtotal Eeverases | 2,011.00 |
|--------------------|----------|

Eisc.: Paper Goods, Cilarcoal  
Tie:ets, Etc.

|                |        |
|----------------|--------|
| Subtotal Eisc. | 107.93 |
|----------------|--------|

Services

Security

|                   |         |
|-------------------|---------|
| rsental           | 15.     |
| P:rtable Tr,iiets |         |
| :7: 07eratio7.2.1 |         |
| La'Ic r *         | 553.02  |
| Re:use Disrosal   | 2:27.00 |

|                   |          |
|-------------------|----------|
| Subtotal Services | 1, (0.02 |
|-------------------|----------|

|               |          |
|---------------|----------|
| TOTAL EXPI:17 | 6,025.24 |
|---------------|----------|

CAPITAL ri

|                         |        |
|-------------------------|--------|
| TO Labor **             | 2.0.41 |
| Lu=her for Cc....n•Lers | CS; 01 |
| 2/S Padclles            |        |
| Yocden Paddles          |        |
| Oven :dtts              | 2: .75 |
| Food Processor          |        |

Includes set-up, assigned Sunday duty, take down and storage and clean up.

\*\* One man for 11 months constructing counters and counter supports a one time expense.

CO :TS

Cash Control: Actual tickets sold, as counted by Ed Lockwood and Dorothy Flentge, each in the presence of the other, immediately following the closing was 27,229.

27,229 x .35 = 9,530.00;  
actual cash collected 9,352.76

177.24

From this underage of \$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 Festivals. 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  
Historical Society and Wheeling Park District  
FROM: Dave Phillips, Superintendent of Parks & Recreation, Wheeling  
Park District  
RE: Combined Board's Meeting- Wheeling Historical Society &  
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 so that these notes may accurately reflect the discussion. Any and all modification 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 Affi/tation Agreement

- a. Artifact Ownership
- b. Staffing
- c. Membership to the Liaison Board.

3. 1980-81 Budget

\*4. Beer and Brat Fest

\*5. Childerley

\*Added discussion.

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 radified.

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 Datillo 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 Dattilo 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. 1976 AFFILIATION AGREEMENT

- a. 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 Irmeter was now the Society's Curator.

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

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 on how they would like the dollars used, similar to the format utilized by the Society's Museum Committee.

d. Adopt 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.

North

SW

Well

ALL  
HISTORICAL  
SOCIETY  
AND  
DISTRICT

in