



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Funding for the Heritage Center in the amount of \$35,000 for Fiscal Year 2014-2015

Presenter: Julie Herr, Assistant Finance Director

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (06/02/2014)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$35,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

The Heritage Center is requesting funding support from the City in the amount of \$35,000 for Fiscal Year 2014-2015. The City has been supporting the Heritage Center financially for a number of years indirectly. Until Fiscal Year 2013-2014 the Heritage Center had been funded via an annual allocation from the Cultural Commission. Beginning in Fiscal Year 2013-2014, funding for the Heritage Center was given via a direct allocation from the Hotel/Motel tax revenue stream. The Heritage Center conforms to the City's policy for funding of outside agencies.

The amount of funding requested is consistent with the funding amount from FY 13-14.

Representatives of the Heritage Center will be present to make a presentation regarding the funding request and to answer any questions.

Attachments: *(please list)*

Funding Agreement

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve funding for the Heritage Center in the amount of \$35,000 for fiscal year 2014-2015.

For office use only:

Agenda Item Number: 4C

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND
THE ST. CHARLES HERITAGE CENTER**

WHEREAS, the City of St. Charles, hereinafter referred to as " City," is desirous of promoting and the rich history and culture of St. Charles; and,

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and,

WHEREAS, the St. Charles Heritage Center, (hereinafter referred to as "the Center") an Illinois not-for-profit organization certified by the State of Illinois to collect, preserve, and present the history of the City of St. Charles and St. Charles Township, can provide research facilities, exhibits, and programs to residents and visitors to St. Charles.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- I. In consideration of the promises, terms and conditions set forth, the Center shall devote its energies to presenting the history of the Greater St. Charles area including, but not limited to, museum exhibits, satellite exhibits, public programs, school programs on site and in the classrooms, and participation in community festivals when feasible. Activities to include, but not limited to:
 - A. Maintaining permanent and rotating exhibits on various St. Charles history subjects at the History Museum and other locations in the community;
 - B. Offer public programs for residents and visitors by working with other community groups to bring in speakers and experts on various topics relating to local, state, and regional history and culture;
 - C. Work with teachers and principals to create and offer programs for CUSD 303 schools to supplement the local history unit and other relevant units;
 - D. Work with local festival and event coordinators to offer services including bus tour guides, and to coordinate possible exhibit opportunities;
 - E. Maintain and enhance existing relationships with St. Charles community stakeholder organizations including the Convention Visitor's Bureau, Chamber of Commerce, Downtown Partnership, St. Charles Community Unit School District 303, Public Library, Park District, St. Charles Township, and the City;
 - F. Seek grants on all levels to assist in the funding of planned activities;

- G. Interface with other local, state and regional museum organizations to ensure best practices are being met;
 - H. Continue to assess the results of the Center's work and provide annual written reports to the City Council.
- II. In consideration of the foregoing services provided by the Center, City agrees to pay to the Center Thirty-Five Thousand dollars and no/100 cents (\$35,000.00) for the period beginning May 1, 2014 and ending April 30, 2015. Payment shall be made on a monthly basis, subject to deductions by City for collection costs.
- III. The Center will not enter into any relationship, contractual or otherwise, which will subject City to any liability. The Center, an independent contractor, receives funding from City to provide programs and exhibits highlighting the history of St. Charles and has no authority to bind City in any matter. The Center further agrees to indemnify and hold harmless City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement.
- IV. The Center shall maintain records of all of its activities for a period of at least seven years, which records shall upon request be subject to inspection and copying by City or its designated agent at City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.
- V. This agreement shall terminate on April 30, 2015, and the consideration therefore may be renewed by a written instrument executed by both parties.
- VI. The Center shall provide City with a monthly financial report including a profit and loss statement, along with an annual balance sheet. The current profit and loss statement shall be provided to City within thirty (30) days after the end of the month for which the statement is prepared. The Center shall comply with the terms and conditions of City's Policy Regarding Funding for External Agencies, as it exists on May 1, 2014.
- VII. The Center agrees that it will continue to identify, recruit, and appoint new and/or additional members to its Board of Directors to represent the entire community of the City of St. Charles. The Center also agrees to maintain its by-laws so as to restrict the duration and number of terms of office members of the Board of Directors may serve.

- VIII. Upon termination of this agreement, any funds paid to the Center and not used or otherwise subject to pending contract requirements of the Center shall be returned to the City.
- IX. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving ten-day written notice upon the other party.
- X. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.
- XI. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this _____ day of June, 2014.

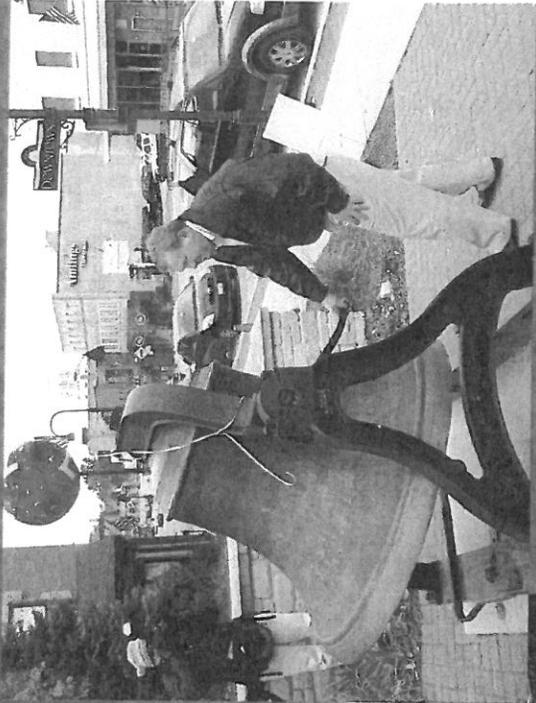
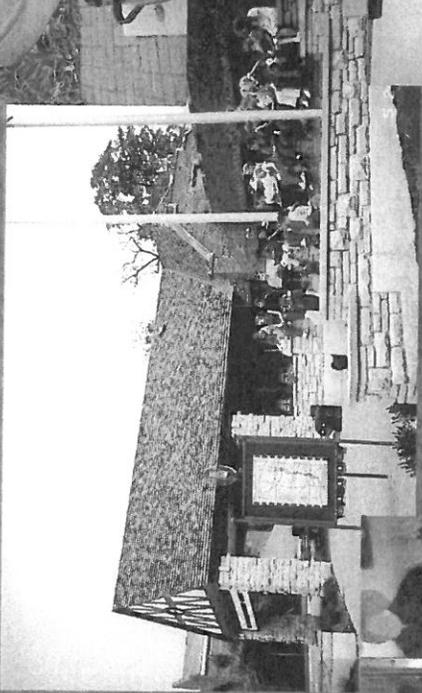
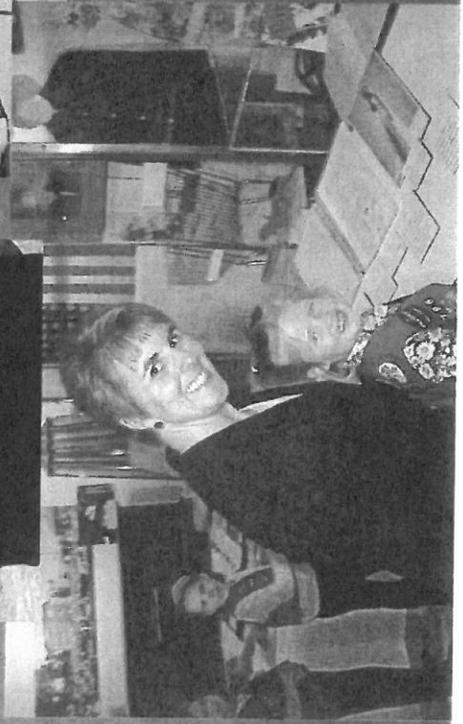
ST. CHARLES HERITAGE CENTER

CITY OF ST. CHARLES

By _____
President

Mayor

The St. Charles Heritage Center



Started in 1933, the St. Charles Heritage Center has been an important part of the community for 81 years charged with collecting, preserving and presenting the history of St. Charles and St. Charles Township.

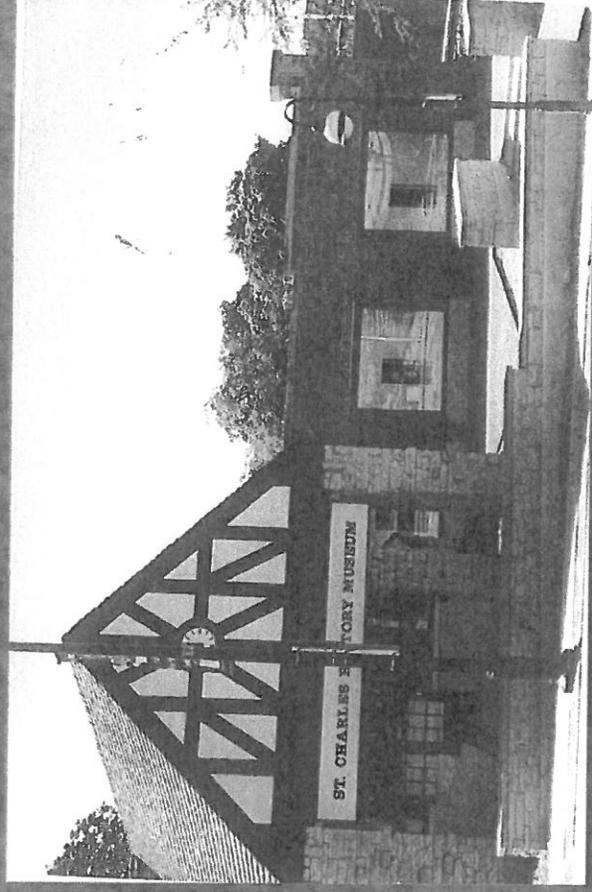


Photo of the original Board of Directors

From 1940-2000 the St. Charles Historical Society Museum was housed in the Municipal Building. To make room for additional office space at the Municipal Building the Museum moved in 2000 to the current location at 215 E. Main Street, the former McCornack Oil Company/Texaco Gas Station



Museum at the Municipal Building



Current Museum at 215 E. Main Street

The Heritage Center's Collection is
made up of over

5,000 primary documents

11,000 images

15,000 artifacts

And an ever growing number of research
documents including all Civil, Criminal, and
Probate Court records from 1850-1950
pertaining to St. Charles

Involvement in the Community:

The Heritage Center works with a variety of local and regional organizations including

The City of St. Charles, St. Charles CVB, Downtown Partnership, Park District, Public Library, Chamber, School District 303, and St. Charles Township

Kane-DuPage Regional Museum Association, Illinois Association of Museums, Association of Midwest Museums, American Association of Museums and the American Association of State and Local History

The Heritage Center offers a variety of programs for everyone from youth - adult



Above: Grave Reminders Cemetery Walk
Below: Students take a tour of the History Museum



Members of the award winning Junior Historical Society work to assemble their St. Charles history exhibits



Awards, Recognition and Accomplishments

For their outstanding programs and exhibits the Heritage Center has received Awards of Excellence from the Illinois Association of Museums in 2001, 2004, 2005, 2006, 2008 and a Superior Achievement Award in 2008.

Staff received awards from the Illinois Association of Museum for outstanding professionalism in 2011 and 2012.

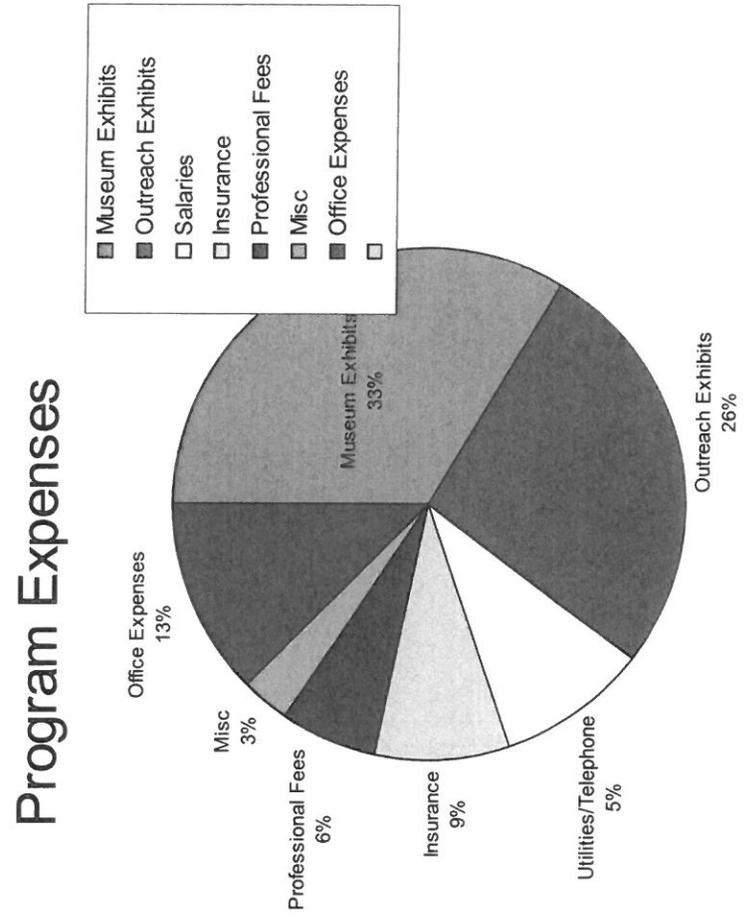
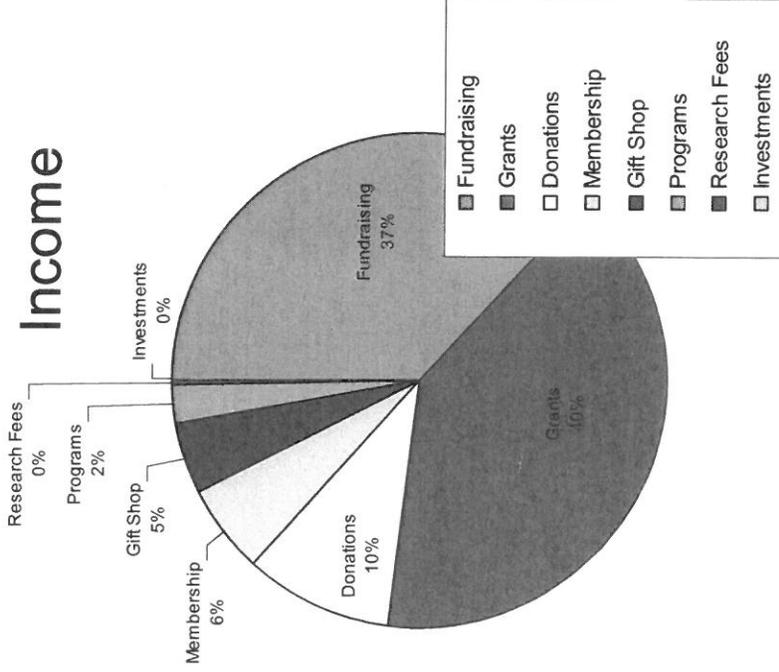
Staff has helped plan and organize conferences on the state and regional level and has presented at conferences on the state and regional level.

Staff has served on the Boards of local professional organizations.

How the Community Can Get Involved

- Purchase a membership
- Attend programs
- Visit the Museum
- Donate photographs, artifacts or research materials
- Become a volunteer

St. Charles Heritage Center's Projected Income & Program Expenses - 2014



Funding Request

Postage	\$1,000
Displays and Exhibition Programs	\$13,500
Professional Fees	\$1,000
Educational Outreach Programs	\$11,500
Staff Development	\$1,000
Office expenses	\$2,500
Grand Total	\$30,500

Proposed use of funds

The biggest benefit that the Heritage Center receives from the funding is:

to update our museum educational and historical displays which reaches almost 10,000 visitors annually.

to create outreach programs for both the youth and adult population of St. Charles and St. Charles Township.