

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**  
October 4, 2017

**CALL TO ORDER:** 7:00 PM  
**PRESENT:** Lynn Hallum, Chairman; Jim Walsh (arrived at 7:02 PM), Vice-Chairman;  
Jeanne Kaston; Dee Germano; Sandy Grubiss and Kristina Zeleznik  
**ABSENT:** Joseph Jarmuskiewicz; Jeff Frucella  
**ALSO PRESENT:** Marianne Sinkko, Clerk

**DISPOSITION OF MINUTES OF September 6, 2017**

**MOTION:** Dee Germano moved that the Commission approve the minutes as amended by Lynn Hallum.  
Seconded by Jeanne Kaston  
Roll call vote: Ayes unanimous w/ two abstention  
**Motion passes 4/0**

**CORRESPONDENCE**

9/07/2017 Email from Gloria Majeski RE: Sanctioning letter for Corn Fest and Boy Scouts  
9/08/2017 Email from Kyle Overmyer RE: 2018 Sanction Letters  
9/11/2017 Email Debra Bryda RE: 2018 Sanctioning Request Application - AFS Northeast Ohio/Lake County Chapter  
9/12/2017 Email from Kyle Overmyer RE: Attention Needed - 2018 Sanctioning Request Application  
9/12/2017 Email from Kyle Overmyer RE: AARP contact for sanction  
9/12/2017 Email from Linda Moran RE: 2018 Sanctioning Request Application - Chagrin River Watershed Partners, Inc.  
9/12/2017 Email from Daniel Rausch RE: 2018 Sanctioning Request Application - Girl Scout Troop 71012  
9/12/20107 Email from Kirk Stonebrook RE: 2018 Sanctioning Request Application Learning About Business (LAB)  
9/13/2017 Email from Kyle Overmyer RE: Friendly Remember-Open House Meeting  
9/17/2017 Email from Rick Thompson RE: 2018 Sanctioning Request Application SAGCOMM  
9/18/2017 Email from Lynn Hallum RE: Unity Day meeting to be posted  
9/19/2017 Email from Dawn Obrenski-Riffle RE: 2018 Sanctioning Request Application - Girl Scouts of Northeast Ohio (GSNEO), Service Unit 762  
9/21/2017 Email from Denise Edwards RE: Open House

9/23/2017 Email from Jessie Baginski RE: 2018 Sanctioning Request Application - Leadership Lake County

9/25/2017 Email from Pam Cancelli RE: 2018 Sanctioning Request Application - American Red Cross

9/25/2017 Email from Denise Edwards RE: Volunteers needed for upcoming events

9/25/2017 Email from Denise Edwards RE: Craft Show Flyer

9/27/2017 Email from Gloria Majeski RE: New member

9/27/2017 Email from Kyle Overmyer RE: Tennis Courts Completed

9/29/2017 Email from Jessie Baginski RE: 2018 Sanctioning Renewal

9/29/2017 Email from Gloria Majeski RE: Concession Access

10/2/2017 Email from Jeff Fruscella RE: Unable to Attend Rec Commission Meeting This Week

10/2/2017 Email from Kyle Overmyer RE: WEPL Boosters Application for Sanctioned Group for February 3, 2018 event in the O'Ryan Room

10/2/2017 Email from Jean Pelton Re: Sanctioning Request

10/3/2017 Email from Kyle Overmyer RE September 2017 Community Center Reports

10/3/2017 Email from Kyle Overmyer RE: Touch A Truck Recap

10/3/2017 Email from Frank Brichacek RE: 460 Fund Reports - August and September 2017

### COUNCIL REPRESENTATIVE'S REPORT

No council representative present.

RECREATION REPORT Lynn Hallum read the report in the absence of a recreation director.

- Sports Programs: Basketball sign up is going on. Deadline is Nov. 13, 2017. Applications are on line or at community center.
- Pancake Breakfast: Recreation's date is March 11, 2018. Still working on pancake batter.
- Trunk or Treat Scheduled for 10/31/17 from 6pm-8pm. Registration is required for people wanting to give candy out. Registration form is on line and at community center.
- Touch A Truck Recreation Booth:Candy Corner Booth - Fill a bag for a buck and juice boxes. Distribution of the flyers with the Willoughby Hills Recreation Department's events for the Fall of 2017. The Recreation Department gave 18 tables from the Center to use for the event. Expenses: \$0 - The candy used was left from Unity Day. Income: Total Income = \$122.90.Thank you to the volunteers that came to help with the booth - Jeanne Kaston, Denise Edwards, Sandy Grubiss, South High Key Club Volunteers. Thank you to Mark Grubiss for letting us borrow his sweets corner booth display and setting it up for us with Brian Kaston.
- Fall Craft Show Saturday, 10/14/17- 9am-3pm, free admission, over 65 vendors. Volunteer help is needed Friday 10/13/17 - 2:45pm-6:15pm; Saturday 10/14/17- 6:45am-12pm; 11:45am-4:30pm.
- Halloween Party Friday 10/20/17 from 6pm-8pm; volunteers needed from 5pm-9pm for games, haunt hayride scenes. Free admission
- Open House Jim Walsh noted he would have liked to have seen a larger turn out from local restaurants; in future he'd like to have the subcommittee put additional effort into reaching out to local restaurants. Jim also mentioned an opportunity to increase attendance and suggested this may have been remedied if local government officials had attended.

- **Unity Day** Lynn Hallum reported all feedback for the event was positive, and although there were approximately 200 people in attendance they're look for ways to increase awareness of the event and attendance in the future. One idea was to change the date of the event back to Sunday; another was to partner with another event, such as Touch A Truck. The subcommittee has asked that the day after the Touch A Truck event in 2018 be kept reserved at the community center for Unity Day 2018. Jim Walsh suggested that one reason for low attendance may be due to people not being able to see the VFW. Lynn added that coordinating with another event may draw attention to Unity Day.
- **Community Center & Rental Report** There has been an increase in rentals and revenue looking back three months compared to 2016.

**460 FUND** Reports available from August. The most recent unencumbered balance is \$25,389.37 pending the reimbursement from the approved grant money to refurbish the tennis courts.

### **UNFINISHED BUSINESS**

- **Sanctioning Approval**
  - **The Willoughby-Eastlake Library Boosters** Rick Werner, Director of the Willoughby Eastlake Public Library was in attendance to speak for his group. Mr. Werner explained that his boosters groups is a 501c3 to help raise funds for the four libraries in the Willoughby-Eastlake district: Willoughby Hills, Eastlake, Willoughby and Willowick. He is asking to be sanctioned to use the O'Ryan room on February 3, 2018 for a Murder Mystery fundraiser event. Lynn Hallum stated she was in favor of a general sanction, however the ordinance regarding the days of the week sanctioned groups are permitted to reserve a room at the community center given that the requested date of February 3, 2018 is a Saturday.

**MOTION** Jim Walsh moved that the commission approve the sanctioning of The Willoughby Eastlake Library Boosters.

Seconded by Dee Germano

Roll call vote: Ayes unanimous

Motion passes 6/0

- **Renewal Approval for: Willoughby Hills Historical Society; Chagrin River Watershed Partners'; Girl Scout Troop 71012; Learning About Business; SAGCOMM; Girl Scout Troop 762; Leadership Lake County; American Red Cross** Jessie from Leadership Lake County was present and noted that her group has had a long and positive relationship with the City of Willoughby Hills and complimented the community center, calling it "the gem of Lake County." Rick from SAGCOMM was also in attendance and his group uses the facility for planning meetings; Lynn asked if his group met monthly, Rick explained the meeting are in the late spring before the events take place. Wayne McCloud from Learning About Business (LAB) was in attendance, he gave a brief explanation of what his group does and how they use the community center. Mr. McCloud offered to have his students work on social media awareness for Recreation Commission events, for which the Commission members were grateful.

**MOTION** Kristina Zeleznik moved that the commission approve the renewal to sanction the following groups for 2018: Willoughby Hills Historical Society; Chagrin River Watershed Partners'; Girl Scout Troop 71012; Learning About Business; SAGCOMM; Girl Scout Troop 762; Leadership Lake County; American Red Cross  
Seconded by Jim Walsh  
Roll call vote: Ayes unanimous  
Motion passes 6/0

- **Recognition for Tom and Bea Horvath** Lynn Hallum reported the Mayor's office stated no restrictions to prevent the Recreation Commission for renaming the concession stand after Tom and Bea Horvath. Lynn also spoke with Tom Elliot and we will work in conjunction with them on this project. Suggestions include naming a field after Tom and Bea Horvath in addition to renaming the concession stand.
- **Concession Stand at Roemisch Field** No updated regarding ADA compliance. An email from Gloria Majeski was included regarding adding handicap access. Lynn will reach out to the sports league regarding what needs to be done to complete this project.
- **Tennis Courts/Pickleball Courts** The resurfacing of the tennis courts has been completed and was on budget. The paperwork is being completed to have the grant money reimbursed.
- **The Roemisch Field Carving** The carving needs to be resealed every year. Lynn spoke with Mark Grubiss who advised this project will be completed once they have a hot, dry day. No confirmation if this has been completed.
- **New Bleachers** Lynn has reports and notes regarding insurance and safety guidelines and will email them to Marianne to be included in the minutes and the packets at the next meeting.
- **Other** None.

**NEW BUSINESS** Kyle attended the first council meeting in September and in public portion asked council to please take the time to come and discuss the pros and cons the Recreation Department has in regards to rentals at the Grange. As of this date, she has not had any council member contact me for further conversation.

**Breakfast with Santa** scheduled for Saturday, 12/9/17-sign up will begin after Halloween Party. Still working on pancake batter.

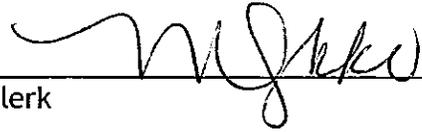
**Christmas Card Lane-Sunday 12/3/17.** Signs have been looked at and no letters for updated signs will be sent. Renewal notices will be going out soon.

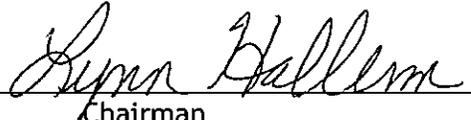
**2018 Spring Craft Show** this is scheduled for March 3, 2018

**PUBLIC PORTION** 7:38 PM open/None/7:39 PM closed.

ADJOURNMENT

Meeting adjourned at 7:39 PM by Lynn Hallum

  
Clerk

  
Chairman

Date approved: 11-1-2017

Note: Meetings of the Recreation Commission are recorded and recordings are public record.