

MINUTES

Recreation Commission

City of Willoughby Hills

May 3, 2017

CALL TO ORDER: 7:01 PM
PRESENT: Lynn Hallum, Chairman; Jim Walsh, Vice-Chairman (arrived at 7:03 PM);
Sandy Grubiss; Jeanne Kaston; Joseph Jarmuskiewicz; Dee Germano;
and Kristina Zeleznik
ABSENT: None
ALSO PRESENT: Denise Edwards, Recreation Coordinator; Marianne Sinkko, Clerk; and
Nancy Fellows, Council President

DISPOSITION OF MINUTES OF April 5, 2017

NOTE: Joseph Jarmuskiewicz was will listed as Vice-Chairman on the agenda sheet.
Per discussion, as of 7:03 PM on May 3, 2017 Jim Walsh is the elected Vice-
Chairman.

MOTION: Joseph Jarmuskiewicz moved that the Commission approve the minutes
Seconded by Sandy Grubiss
Roll call vote: Ayes unanimous w/ 1 abstention
Motion passes 6/0

DISPOSITION OF MINUTES OF February 1, 2017

MOTION: Jim Walsh moved that the Commission approve the minutes
Seconded by Sandy Grubiss
Roll call vote: Ayes unanimous w/ 2 abstentions
Motion passes 5/0

CORRESPONDENCE

04/10/2017 Email from Denise Edwards RE: Money for tennis court improvements
04/12/2017 Email from Denise Edwards RE: 2017 Sanctioned groups
04/13/2017 Email from Jim Walsh RE: Photos of Mentor/Willoughby Pickleball courts
04/13/2017 Email from Kyle Overmyer RE: Eggstravaganza subcommittee meeting
04/14/2017 Email from Gloria Majeski RE: Estimate from Snyder Recreation Inc.
04/24/2017 Email from Denise Edwards RE: Open House
04/25/2017 Email from Denise Edwards RE: Winter Fest
04/26/2017 Email from Denise Edwards RE: Night out at the Lake County Captains
04/30/2017 Email from Jim Walsh RE: Photos of Gates Mills Pickleball courts

05/01/2017 Email from Gloria Majeski RE: Concession stand photos
05/01/2017 Email from Nancy Fellows RE: Confirming her attendance at Rec. Commission Meeting
05/01/2017 Email from Denise Edwards RE: April Rental Summary and Usage Report
05/02/2017 Email from Denise Edwards RE: American Red Cross Sanction Application
05/02/2017 Email from Denise Edwards RE: Maple Grove Grange Sanction Application

COUNCIL REPRESENTATIVE'S REPORT Council President Nancy Fellows: No report at this time but open to questions. No questions presented.

RECREATION REPORT Denise advised that her cell phone is maintained for personal use and is not owned nor paid for by the city. She requests that communication be limited to her city email account or by business phone during business hours. Denise also advised that on April 10, 2017 she celebrated her five (5) year anniversary as the Recreation Coordinator for the City of Willoughby Hills; she thanked her staff and the Recreation Commission for their efforts. Denise further noted the many improvements and successes of the combined efforts of the Recreation Department and the Recreation Commission over the past five years such as: creating the Spring Craft Show, turning the Easter Party into the Eggstravaganza, turning the Flea Market into Garage Sale Day, creating Unity Day, forming the Open House, initiating Trunk or Treat, and turning the lighting ceremony and Christmas Card Lane into Winter Fest.

- **Sports Programs:** Joseph Jarmuskiewicz stated the Boys' League has nine (9) teams this year, their season will start on May 13, 2017. The Girls' League has two (2) teams, one 8U and one 18U. The Girls' 8U team starts Monday, May 8, 2017. The fields look good right now. The weather has been preventing Mark Grubiss from getting trucks onto the fields to pour dirt. So far the fields have been allowing for practices due to the efforts of the crews adding dirt and ground raking the fields.
- **Pancake Breakfast:** Final report will be presented at the June meeting. The tentative revenue is \$2642.96. Denise thanked everyone who assisted with this event.
- **Spring Craft Show:** No report available. Final revenue is \$3753.80 this year, which is an improvement over last year's revenue of \$3453.18. The funds are to be allocated to Unity Day, communication with Frank Brichacek needed to ensure money is placed into the special fund for that event. A subcommittee will need to be created for Unity day. Lynn will email Frank Brichacek regarding moving funds from 280 account to the special events account.

MOTION: Joseph Jarmuskiewicz moved that the Commission transfer the funds earned from the Spring Craft Show, in the amount of \$3753.80, into a special account for Unity Day. Any funds not used for Unity Day will be transferred back into the 460 Fund.

Seconded by Dee Germano

Roll call vote: Ayes unanimous

Motion passes 7/0

- Eggstravaganza** Subcommittee follow-up meeting scheduled for Monday May 8, 2017. Lynn stated that the event was more organized and less hectic compared to last year. Final attendance will not be available until Monday, however approximately 1200 persons were preregistered. Tentative attendance is between 1200 and 1500, which will be based on the number of bands handed out. Lynn commented that the busing system was much more efficient and safer than allowing for vehicle parking at the event. Denise advised there was some confusion/complaints surrounding the limited number of buses, she will attempt to allocate additional funds next year for more buses. Kristina suggested adding events after the Easter Egg Hunt to hopefully stagger the number of people leaving the event; this was tabled until Monday's subcommittee meeting. It was mentioned that the "Disney-style" director for the buses was a success as it was fun and provided important event information to the passengers.
- Community Center & Rental Report** As predicted the revenue from Community Center rentals was down compared to last year due to the loss of two weekends, which needed to be designated to Eggstravaganza and the Spring Craft Show rather than being open and available for private rental. The prediction for May is optimistic given that the month is already booked in full. Looking forward to spring events for 2018 the Spring Craft Show will be slotted on the same weekend as the Pancake Breakfast. With regards to Pancake Breakfast and Breakfast with Santa moving forward, it will be necessary to start looking for a new vendor to supply the batter for these events. A question was raised concerning the higher-than-normal revenue in April 2016; Denise explained this was due to an Indian family renting the entire center for an "extended period" during that month. Denise also noted that there has been an increase in Willoughby Hills residents renting the Community Center as opposed to non-residents. Jim raised the question as to whether or not Willoughby residents were able to rent the Community Center at the resident's rate because Willoughby Hills residents are able to obtain pool passes for the Willoughby City pools at resident rates. Denise explained that the difference in the resident rate and the non-resident rate for the Willoughby City pool passes was billed to her department and deducted from the recreation budget yearly, therefore Willoughby City residents are required to pay the non-resident rate for the Community Center.
- Open House** The best potential date for this event is Tuesday September 26, 2017. A weekday is a better day for the businesses to come in so there is no conflict with weekend rentals for the Community Center. Gloria has emailed the list of businesses within the city to Denise with contact information. A subcommittee will need to be formed to collaborate on the best ways to create awareness to the residents and how to ensure all business are in attendance. Jim was volunteered last month to lead the subcommittee. A suggested day for the subcommittee meeting is Monday at 6:30 PM. The following members agreed to be involved with the subcommittee: Denise, Joe, Sandy, and Jeanne.
- Other** Denise and Kyle have collected all the quotes for re-carpeting the foyer, Orion room and the downstairs hallway of the Community Center. Will be completed within a few weekdays. This project has already been budgeted out of the Recreation

Department's budget in advance. Jim updated on the refurbishing of the Campbell Park Playground; he encourages anyone to visit the playground to see the improvements. Jim additionally stated that the presentation that was made to council was also made in the Skills USA Ohio Competition and won the gold medal, they will now be advancing to the national competition.

460 FUND Reports available for April and May. The unencumbered balance is \$47,427.05.

UNFINISHED BUSINESS There are two applications for sanctioning for the Community Center; The American Red Cross and The Neighbors of the Historic Maple Grove Grange. Denise stated that the Girl Scouts followed-up and sent in their insurance certificate.

- **The American Red Cross** This group has used the Community Center in the past, however they have never been made to be officially sanctioned. Denise requested that they submit paperwork for sanctioning.

MOTION Jim Walsh moved that the commission approve the sanction application of The American Red Cross.

Seconded by Dee Germano

Roll Call Vote: Ayes unanimous

Motion passes 7/0

- **The Neighbors of the Historic Maple Grove Grange** Mr. Thomas Marsh, the group's organizer, was in attendance and was asked to come up at this point and make his statement regarding his group's request for sanctioning. Mr. Marsh offered a few examples of the group's purpose, such as the opposition of the cell tower being built at The Grange. He explained that after having a few meetings at The Grange in Dec. 2016 he was informed that any group wanting to use The Grange must first be sanctioned to use the Community Center. Lynn raised a question to clarify if the application was for sanctioning to use The Grange or to use the Community Center. Mr. Marsh explained that it was to use the Community Center per the city's ordinance and once sanctioning was approved, the mayor would then recognize that as sanctioning to additionally use The Grange. Dee Germano made the statement that there's a requirement of volunteer service for any group that requests sanctioning. Mr. Marsh stated that his groups had just been formed this past January and had not yet partaken in any volunteer work for recreation events, however he was not opposed to agreeing to this stipulation. There was some confusion surrounding who informed the groups using The Grange that they needed to be sanctioned to use the Community Center. Lynn said she would email the mayor so she could elucidate the information being distributed and clarify the roll of the Rec. Dept. in sanctioning groups from The Grange to use the Community Center. Lynn raised a question to Mr. Marsh asking what the long-term goal or mission was of his group. Mr. Marsh stated that his organization's mission was to promote citizenship and community awareness. He continued to explain that he'd be looking to ask city council about legislation that would allow for a historic district. He would also like to hold another open house to gain interest

in The Grange. The Commission elected to table The Neighbors of the Historic Maple Grove Grange's application until further information can be obtained. Joe stated that the Commission's decision should solely be based on The Neighbors of the Historic Maple Grove Grange's application for sanctioning to use the Community Center and not their request to use The Grange nor the affect their decision may have on their ability to use The Grange.

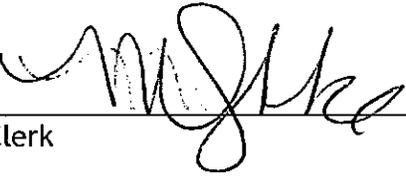
- **Concession Stand at Roemisch Field** Concession stand must be ADA compliant. Pictures were requested from the service department to they could be reviewed to determine what changes needed to be made before construction began. Plumbing and electrical inspections have been completed, however no report as to what, if anything, needs to be repaired. Due to summer youth league sports starting soon, work won't commence until after the baseball/softball season is over.
- **Rick Motuza Memorial** Quote from Snyder is for portable 8' personalized bench. Denise will get additional quote for the stationary bench, which is preferred. The proposed location of the bench is behind the backstop of the girls' softball field.
MOTION Jim Walsh moved for the commission to approve the allocation of money from the 460 Fund to finance the Rick Motuza Memorial; the allocation is not to exceed \$2,000.
Seconded by Dee Germano
Roll call vote: Ayes unanimous
Motion Passes 7/0
- **Tennis Courts/Pickleball Courts** All the bids for the improvements to the tennis courts have been submitted for review. Pictures were available of the Pickleball courts in Mentor, Willoughby and Gates Mills. There was a discussion to re-paint the tennis courts to have lines for both tennis and pickleball, making the courts have a dual purpose. Denise mentioned there is a possibility of noise complaints; pickleball can be a "loud" sport and may be a noise nuisance to surrounding residents. Lynn requested that Kyle contact her prior to the commencement of the tennis court renovations to determine if any of the work for pickleball should be laid-in with the ground work for the tennis courts.
- **Other** None.

NEW BUSINESS Denise will contact Mark regarding the maintenance of the baseball carving. There was a discussion about honoring people for their service to the city on the carving on home plate. Dee suggested that names could potentially be added to the outer wall of the concession stand during its renovation. Regarding the meeting packets, Lynn asked for paper-saving idea going forward.

PUBLIC PORTION 8:37 PM open/None/8:37 PM closed.

ADJOURNMENT

Meeting adjourned at 8:37 PM by Lynn Hallum.



Clerk



Chairman

Date approved: _____

7-5-17

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