

MINUTES

Recreation Commission

City of Willoughby Hills

November 4, 2015

CALL TO ORDER: . 7:00 pm
PRESENT: Dan Philipp, Chairman; Lynn Hallum, Vice-Chairman; Barbara Araps, Joseph Jarmuszkiewicz, Dee Germano, Jeanette Nelson
ABSENT: John Plecnik, Council Representative; Gloria Majeski
ALSO PRESENT: Denise Edwards, Rec Coordinator; Theresa Baptie; Clerk

DISPOSITION OF MINUTES OF October 7, 2015

MOTION: Dee Germano moved that the Commission approve the minutes as amended
Seconded by Joseph Jarmuszkiewicz
Roll call vote: Ayes unanimous w/ 2 abstentions
Motion passes 4/0

CORRESPONDENCE

10-8-2015 Email from Denise Edwards RE: Email from Ray Somich
10-8-2015 Email from Jeanette Nelson RE: Out of Town for Business
10-8-2015 Email from Dan Philipp RE: Council Representation
10-8-2015 Email from Gloria Majeski RE: Council Representation
10-22-2015 Email from Denise Edwards RE: Winter Fest and Christmas Lane Lighting Ceremony
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11-3-2015 Email from Denise Edwards RE: 2015 October Community Center Rental & Usage Reports
11-3-2015 Email from Denise Edwards RE: 2015 Craft Show Recap – NOT FINAL
11-3-2015 Email from Frank Brichacek RE: Fund 460 Financial Reports – October 2015

Reports

- Community Center Usage - received from Denise Edwards 11/3/2015
- Rec Reports - received from Denise Edwards 11/3 /2015
- 460 Report - received from Frank Brichacek 11/3/2015

COUNCIL REPRESENTATIVE'S REPORT None

RECREATION REPORT

Sports Programs Girls Softball Meetings are starting next week, the 11th is the League Meeting to go over the bi-laws, amendments and any changes we want for the year. Joseph Jarmuszkiewicz invited Jennifer Greer and Lynn Hallum to attend and they expressed interest in helping out with 8 Youth Girls. A couple of coaches from last year want to do it again this year so should have enough supervision now just have to get registrations together, probably by Christmas time and get them out after 1st of the year. **Basketball** registration has been extended to this Friday the 13th w/out any late fees, already have over 83, Tom Elliott will start contacting people next week.

2016 Events Friday January 8th is the Art Gallery Reception, Boys League Raffle & Pre-Super Bowl Party is Saturday February 6th – flyers out and selling tickets, Easter we are still ironing out, Concerts in the Park are on hold.

Fall Craft Show Recap is not final so no money has transferred yet. This year we had more volunteers than ever which was great, Dave Reichelt did a great job on the sound system. This year it was great to have use of the Gator w/ the Kaston Family helping, Brian was able to get the vendor's back and forth so we were able to keep parking open in front of the Community Center and have everyone up at the gravel lot. The Raffle got people to every room- tweaked it a little bit for next year, winner was Pat Dula. Gloria and her sister Jean made the treat bags that are passed out to the vendors and all materials were donated by them so nothing came out of budget for those. Denise went over one negative feedback from a vendor and pointed out that she always give them the option to purchase more than 1 space.

Halloween Party Recap Not finalized yet but it was a great party. Thank you to the Mayor for dodging rain drops and making the Haunted Hayride happen! TOTALS: 233 Children (147children in2014) WH Attendees: 56 WH Families, 107 WH Children (31 Families WH, 72 children were Willoughby Hills Residents in 2014) Special thank you to Volunteers: Mayor Weger, Frank Germano, Mark and Sandy Grubiss, Ruth and Kinzey Czerr, Frank & Mary Cihula, Florine O’Ryan, Denise Reichelt, Rhiannan Edwards, Kaston Family, Kubish Family, Katie Mullin, Chris Hallum, Rec Commission–Joe Jarmus, Dan Philipp, Lynn Hallum. Volunteer groups: Michelle Henderson’s Girls Scout Troop, Willoughby South Key Club, Saint Francis of Assisi 8th grade students, Assisting: Willoughby Hills Fire and Service Departments. There were games, candy, contests –the Parent Pumpkin Pie Easting Contest, Haunted Hay Rides, Donuts and Apple Juice, Face Painting, Coloring Contest, Candy corn count Winner: guessed 800, actual count was 813, Pie Eating Contest Winner: Cardelle Bandy. Coloring contest winners: 4 & Under -Kaleb Cottrell5-6 –Stacy Hallum. Costume Contest: Cutest–Saatvik Sood, Scariest–Kainen Cottrell, Funniest–Viera Thibodeaux, Most Original -Kensie Snyder. Budget for this event \$1,500.00 have \$655.81 left. Not closed out because we need to see if we can get anything at a really good price for next year. Having more kids and more things we did not run out of candy we did not have any issues everything went really well.

Art Gallery Reception is this Friday from 7-9:00 pm.

Winterfest There is a sub-committee meeting this evening after Rec meeting if you can stay, we do need volunteers. It is Sunday, December 6th from 5-7:00 pm. Santa, Skipper and the Willoughby South High Wind Symphony Band will be there. Denise spoke to Chief Harmon so we are all set to be over in the Fire Department again, not for sure but donations will probably be for Asa’s Angels, so far toy drop offs are the Fire Department, Community Center and @ Breakfast with Santa.

Christmas Card Lane Denise made follow-up calls and sent out emails today to those who have not renewed, only 4 left.

Breakfast with Santa is December 12th registration started November 2nd and can be done via phone, there is 3 different time frames, prices are \$5 for adults/ \$2 for children (includes their breakfast and photo w/ Santa). Denise talked to Bob Evans, prices for pancake batter has gone up from \$39.30 to \$98.40 for 25 gallons. They also do not do brown and serve (\$26.78 per case) because they went to a fresh menu but Restaurant Depot has them for \$32.33 per case. As always we need volunteers.

Others Layne's health is not good so there is no Thursday Art Class. Jill Jurcago is offering a one-time Meditation Mindful Workshop this Thursday the 12th from 7-8:00 pm, \$7 for WH residents, \$8 non-residents & \$6 for seniors.

2016 Sanctioning-all Renewals:

AARP
Chagrin River Watershed Partners
Boy Scout Troop 562
Willoughby Hills Historical Society
Lake County League of Woman Voters
Willoughby Hills Seniors

MOTION: Dan Philipp made the motion that the Commission approve all the listed 2016 applicants for Sanctioning as submitted.
Seconded by Barb Araps
Roll call vote: Ayes unanimous
Motion passes 6/0

COMMUNITY CENTER REPORT October \$5,717.50, last year \$5,485.00, YTD is \$58,249.00/last year \$53,963.00.

Lynn Hallum gave kudo's to Denise Edwards RE: her knowledge of where each vendor was located and what they were selling.

460 FUND The Unencumbered Balance for September is \$50,800.00.

UNFINISHED BUSINESS.

Terry Baller re. Roemisch Complex Plan Dan Philipp said he talked to the Service Director on what it's going to take to get this done properly and the money it's going to take. Wanted to wait for the Charter Amendments w/ the subject of nepotism etc. Need to look into possible programs or volunteer favors and utilizing resources to get this done. Get moving again after the first of the year. Denise mentioned that a resident informed her of possible grants/programs through places like Scouts Fertilizer, Nike & Chevy (?) that she's going to look into.

Recruits for Recreation Commission If anybody knows of anyone that might be interested please encourage them to join.

Other Dan once again brought up the subject of Council representation due to the recorder no being on in the beginning of the meeting when he mentioned that Councilman Plecnik has missed 12 out of 18 Rec meetings w/ no reports or emails making the commission feel disconnected from Council. Councilwoman Jennifer Greer is now in attendance at tonight's meeting and asked for any suggestions to facilitate a better relationship/communication. Dan suggested that someone w/ children who is involved themselves like Councilwoman Greer would have a better understanding of what we do and that we do have money to spend for capital improvement and can give Council's input.

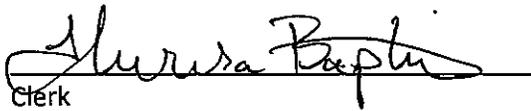
Lynn Hallum pointed out the School of Innovation's bigger gym and partnering w/ the YMCA wondering if it were possible that the city could form some sort of same partnership in the future.

NEW BUSINESS: None

PUBLIC PORTION: 7:48 pm. None

ADJOURNMENT

Meeting adjourned at 7:49 pm by Dan Philipp, Chairman


Clerk


Chairman

Date approved: Dec. 2, 2015

11/21 TAB

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

RECREATION COMMISSION Correspondence List
for 11/4/2015 Meeting

- 10-8-2015 Email from Denise Edwards RE: Email from Ray Somich
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- 10-8-2015 Email from Dan Philipp RE: Council Representation
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Rec Commission

From: Frank Brichacek
Sent: Tuesday, November 03, 2015 6:33 PM
To: Rec Commission
Cc: Willoughby Hills Recreation Dept.; Debbie Doles; Willoughby Hills Finance Dept.
Subject: Fund 460 Financial Reports - October 2015
Attachments: MX-4110N_20151103_180338.pdf

Importance: High

Hi Theresa,

The October 2015 financial reports for Fund 460 are in your mailbox. I've also attached a scanned copy of them for you convenience. As with prior months, the City's books for October have not been closed as of today and therefore, these reports are draft and should not be considered absolutely final as other entries, such as the October interest entry and the Craft Show "Profit" Transfer, still may be posted. As such, these reports are subject to revision.

Frank

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Tuesday, November 03, 2015 12:16 PM
To: Rec Commission
Cc: Mayor; Gloria Majeski; Frank Brichacek
Subject: 2015 Craft Show Recap - NOT FINAL
Attachments: 2015 Craft Show Recap.docx

Good afternoon. Please note that this report is not final. The numbers should remain the same. However, we have to wait until all invoices are paid and the event is closed before the money can be transferred to the 460 fund. I should have the final report for the December meeting, and Frank will give us the final number that was transferred on his report.

Thank you,

Denise Edwards

Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748

From: Debbie Doles
Sent: Tuesday, November 03, 2015 12:07 PM
To: Willoughby Hills Finance Dept. <finance@willoughbyhills-oh.gov>; Frank Brichacek <frankbrichacek@willoughbyhills-oh.gov>
Cc: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>
Subject: RE: 2015 Craft Show Recap

Denise,

I checked the numbers against what we have and what is pending payment and it looks good to me. Frank will have to give the final ok.

Deb

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Tuesday, November 03, 2015 8:16 AM
To: Mayor; Rec Commission; Willoughby Hills Council
Cc: Gloria Majeski; Frank Cihula <fcihula@netzero.com> (fcihula@netzero.com); Mort O'Ryan (grampaor@netzero.net)
Subject: October 2015 Community Center Reports
Attachments: 2015 October CC Rental Summary.pdf; 2015 October CC Usage Report.pdf
Importance: High

Good morning. The October Community Center reports are attached. Please let me know if you have any questions.

Have a nice day!

Best regards,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Thursday, October 22, 2015 2:03 PM
To: Dan Philipp; Rec Commission
Cc: Fire Chief Harmon Gmail; Willoughby Hills Fire Chief Harmon; Gloria Majeski
Subject: Winter Fest and Christmas Card Lane Lighting Ceremony

Theresa, See Dan's note below. Please schedule a special Committee for the Willoughby Hills Winter Fest and Christmas Card Lane Lighting Ceremony on Wednesday, November 4, 2015, at 8:00 pm.

Thank you,

Denise Edwards

Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748

From: Dan Philipp [mailto:d.w.goods@sbcglobal.net]
Sent: Thursday, October 22, 2015 1:39 PM
To: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>
Subject: Re: Winter Fest and Christmas Card Lane Lighting Ceremony

Why don't we schedule it for after our meeting.

Dan

On Thursday, October 22, 2015 1:23 PM, Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov> wrote:

Our next meeting is on Wednesday, November 4th. We will be just about a month away from the event so please try to get a date schedule. Plus Theresa needs to give at least 48 hours to the paper when she posts it. Do you think we can have it after the regular meeting or sooner?

From: Dan Philipp [mailto:d.w.goods@sbcglobal.net]
Sent: Thursday, October 22, 2015 1:01 PM
To: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>
Cc: Rec Commission <rec_commission@willoughbyhills-oh.gov>; Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>; Willoughby Hills Fire Chief Harmon <firechiefharmon@willoughbyhills-oh.gov>; Fire Chief Harmon Gmail <harmon.whfd@gmail.com>
Subject: Re: Winter Fest and Christmas Card Lane Lighting Ceremony

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Thursday, October 22, 2015 1:23 PM
To: Dan Philipp
Cc: Rec Commission; Gloria Majeski; Willoughby Hills Fire Chief Harmon; Fire Chief Harmon Gmail
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Subject: Re: Winter Fest and Christmas Card Lane Lighting Ceremony

Yes, I will chair again. Let's talk about meeting date next week at the meeting, if that is ok.

Dan Philipp
D&W Marketing Group
(440) 342-2002

On Oct 22, 2015, at 11:19 AM, Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov> wrote:

Hi Dan! Chief Harmon has confirmed the Fire Department's involvement in the 2015 Winter Fest event and that they are hosting the event at the Fire Department.

We have the Willoughby South Wind Symphony Band and Santa in place for this year. Nick from the Captains is working on getting Skipper again.

Are you chairing the event again this year? We need to very quickly get a meeting in place to discuss the details. I believe that Theresa will need to post the meeting date once we have it in place.

Thank you,
Denise Edwards
Willoughby Hills Recreation Coordinator
35400 Chardon Road
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Thank you,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

Rec Commission

From: Gloria Majeski
Sent: Thursday, October 08, 2015 9:28 AM
To: Dan Philipp; Rec Commission
Cc: Barb Araps; Dee Germano; Willoughby Hills Recreation Dept.; Jeanette Nelson; Joe Jarmuszkiewicz; Lynn Hallum
Subject: RE: Council Representation

Thanks, Dan.

Gloria Majeski,
Executive Assistant to Mayor Weger
City of Willoughby Hills
35405 Chardon Road
Willoughby Hills, OH 44094
440-918-8730 fax: 440-975-3535
GloriaMajeski@WilloughbyHills-OH.gov

From: Dan Philipp [mailto:d.w.goods@sbcglobal.net]
Sent: Thursday, October 08, 2015 9:23 AM
To: Rec Commission <rec_commission@willoughbyhills-oh.gov>
Cc: Barb Araps <baraps001@yahoo.com>; Dee Germano <dgermano@divinewordkirtland.org>; Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>; Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>; Jeanette Nelson <jenelson16@gmail.com>; Joe Jarmuszkiewicz <joejarmus@yahoo.com>; Lynn Hallum <lynnstreetz@hotmail.com>
Subject: Re: Council Representation

On the behalf of the Comm. I will send an email to the Council members discussing this matter. I will do that this evening or tomorrow morning, because I am out of town until tonight.

Dan Philipp
D&W Marketing Group
(440) 342-2002

On Oct 7, 2015, at 8:54 PM, Rec Commission <rec_commission@willoughbyhills-oh.gov> wrote:

Dan,

At tonight Rec Comm Meeting there was a discussion RE: the lack of Council participation in our monthly meetings, 12 out of 18 meetings our Council representative has not been present. The Commission feels that they are not being represented to Council and feel that as Chairman you could send an email stating that the Commission feels it would be beneficial if someone from Council could come to at least some of the Rec Comm Meetings.

Thank you,
Theresa

Rec Commission

From: Dan Philipp <d.w.goods@sbcglobal.net>
Sent: Thursday, October 08, 2015 9:23 AM
To: Rec Commission
Cc: Barb Araps; Dee Germano; Willoughby Hills Recreation Dept.; Gloria Majeski; Jeanette Nelson; Joe Jarmuszkiewicz; Lynn Hallum
Subject: Re: Council Representation

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Thank you,
Theresa

Rec Commission

From: Jeanette Nelson <jenelson16@gmail.com>
Sent: Thursday, October 08, 2015 8:42 AM
To: Rec Commission
Cc: Dan Philipp; Barb Araps; Dee Germano; Willoughby Hills Recreation Dept.; Gloria Majeski; Joe Jarmuszkiewicz; Lynn Hallum
Subject: Re: Council Representation

Sorry I wasn't at the meeting. I had to go out of town for business.

Jeanette

On Wednesday, October 7, 2015, Rec Commission <rec_commission@willoughbyhills-oh.gov> wrote:

Dan,

At tonight Rec Comm Meeting there was a discussion RE: the lack of Council participation in our monthly meetings, 12 out of 18 meetings our Council representative has not been present. The Commission feels that they are not being represented to Council and feel that as Chairman you could send an email stating that the Commission feels it would be beneficial if someone from Council could come to at least some of the Rec Comm Meetings.

Thank you,

Theresa



Theresa Baptie <radicalred7@gmail.com>

September 2015 Community Center Reports

1 message

Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov> Thu, Oct 8, 2015 at 8:15 AM
 To: Rec Commission <rec_commission@willoughbyhills-oh.gov>, Mayor <mayor@willoughbyhills-oh.gov>, "Barb Araps (baraps001@yahoo.com)" <baraps001@yahoo.com>, "Dan Phillips (d.w.goods@sbcglobal.net)" <d.w.goods@sbcglobal.net>, "Dee Germano (dgermano@divinewordkirtland.org)" <dgermano@divinewordkirtland.org>, Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>, "Jeanette Nelson (jenelson16@gmail.com)" <jenelson16@gmail.com>, "Joe Jarmuskiewicz (jojarmus@yahoo.com)" <jojarmus@yahoo.com>, "John Plecnik (john.plecnik@law.csuohio.edu)" <john.plecnik@law.csuohio.edu>, "Lynn Hallum (lynnstreezt@hotmail.com)" <lynnstreezt@hotmail.com>

I just wanted to share with the Commission a very nice compliment that we received from the Council President, Ray Somich...

From: Ray Somich [mailto:ray@247spirit.com]
Sent: Tuesday, October 06, 2015 3:32 PM
To: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>; Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>
Cc: Willoughby Hills Council <council@willoughbyhills-oh.gov>; Chris Biro <chrisbiro@willoughbyhills-oh.gov>; Chris Hallum <chrishallum@willoughbyhills-oh.gov>; Chris Biro Personal <christopherbiro@yahoo.com>; David Fiebig <davidfiebig@willoughbyhills-oh.gov>; Jennifer Greer <jennifergreer@willoughbyhills-oh.gov>; John Plecnik <John@johnplecnik.com>; John Plecnik <johnplecnik@willoughbyhills-oh.gov>; Nancy Fellows <nancyfellows@willoughbyhills-oh.gov>; Ray Somich <raysomich@willoughbyhills-oh.gov>
Subject: RE: September 2015 Community Center Reports

Dear Denise and Gloria,

You continue to do a wonderful job coordinating successful events, generating revenue, and generating goodwill for our city. We may not say "Thank You" often, but your good work does not go unnoticed.

Thank you.

Ray Somich

From: Willoughby Hills Council [mailto:council@willoughbyhills-oh.gov]
Sent: Tuesday, October 06, 2015 2:31 PM
To: Chris Biro <chrisbiro@willoughbyhills-oh.gov>; Chris Hallum <chrishallum@willoughbyhills-oh.gov>; Chris Biro Personal <christopherbiro@yahoo.com>; David Fiebig <davidfiebig@willoughbyhills-oh.gov>; Jennifer Greer <jennifergreer@willoughbyhills-oh.gov>; John Plecnik <John@johnplecnik.com>; John Plecnik <johnplecnik@willoughbyhills-oh.gov>; Nancy Fellows <nancyfellows@willoughbyhills-oh.gov>; Ray Somich <raysomich@willoughbyhills-oh.gov>
Subject: FW: September 2015 Community Center Reports

FYI....Attached please find the September WH Community Center Reports...

2015 Craft Show Recap

Held October 10, 2015 – Budget = \$500 (Shared with the Spring Show)

86 vendor spaces sold

Half of the vendors chose to set up on Friday, October 9th. Thank you to Denise Reichelt, Gloria Majeski, Chris, Roy & Stacy Hallum, Amanda Wells and Haven Gibson for getting the vendors checked in and to their location quickly.

Dave Reichelt did a great job and worked very hard to have our sound system up and running for the event so we could be heard on both levels. Announcements were made throughout the day promoting the vendors on the lower level and the Willoughby Hills Lions Club Concession Stand, drawing announcements and ticket sales.

Big thank you for all of the help and support we received on Saturday from Dave & Denise Reichelt, Mayor Weger, Gloria Majeski, Zeljana, Brian, Jeanne & Sheila Kaston, Barb Araps, Dee Germano and volunteers from the Willoughby South Key Club. Once again, all of the vendors loved that we had the Gator available to take them to and from the upper lot.

Thank you to the Kastons, Joe & Lola Jarmus, Dan & Brody Philipp, Eric Kubish and Zeljana for coming to help with the tear down.

New for 2015: We created a raffle for all of the visitors. Each sheet had the vendor spaces, what each vendor sold and a place to check off purchases & visits. To qualify as an entry, the shopper had to get their game piece initialed by 2 vendors in each room on both levels of the Center. The crafters liked this and thought it helped to improve traffic on the lower level. This year they had to drop off their entry in the Senior Room. The winner of the drawing was Pat Dula.

The vendors were also given a cute vendor “thank you” gift made by Gloria Majeski and her sister, Jean. All materials and work were donated by Gloria Majeski. A HUGE THANK YOU TO GLORIA!!! They were also given a coupon for a free cup of coffee. We have received a lot of the surveys back, and more will be coming. We received some very nice compliments about the show and the amount of traffic. We did some receive some really good suggestions too that will help improve the vendor’s happiness.

We purchased ads in Today’s Family magazine in the Lake County edition. The announcement was sent to the local churches and sent home with the students of St. Francis of Assisi, Edison, Grant and the WH School of Innovation. The News-Herald posted the event in their Craft Show edition, which required a charge. Thank you to the Service Department for posting all of the signs around the City. The event was also posted on the Community Channel, the website, the Foyer, all previous events, on Face Book and Craig’s List.

We had to purchase all new banner signs this year since our previously purchased ones went missing.

The count was approximately 800 people this year (approximately 900 people in 2014). Unfortunately, my volunteer that has done the count for the last few craft shows was unable to attend at the last minute. We did not get a true recording for the first hour to hour and a half.

Income: \$3,728.00 = Vendor fees of \$3,420 plus Raffle \$308.00

Expenses Paid:

Today’s Family Magazine = \$135.00

New Herald = \$20.00

Vendor Gifts = \$0 – DONATED BY GLORIA MAJESKI

New Signs from Divyne Designs = \$192.00

Supplies = \$8.00 (Petty Cash)

Willoughby Hills Lions Club for complementary coffee for the vendors = \$19.50

Expenses Total: \$374.50

Income less Expenses = \$3,353.50 to be deposited into the 460 fund.

This report is not final, but approved. Funds will be transferred after all payments are made and the event is officially closed.

Law Director
THOMAS LOBE, L.P.A.
Director of Finance
FRANK J. BRICHACEK, JR.
Assistant Finance Director
DEBBIE DOLES
Engineer
PIETRO A. DI FRANCO, P.E., SI,
LEED AP, CPESC
Building Commissioner
FREDRIC WYSS, JR.
Safety Director
ROBERT M. WEGER

City of Willoughby Hills

35405 Chardon Road, Willoughby Hills, Ohio 44094-9195
Phone (440) 946-1234 FAX 975-3535

Robert M. Weger, Mayor

Council
CHRISTOPHER L. BIRO
NANCY E. FELLOWS
DAVID M. FIEBIG
JENNIFER SOMMERS GREER
CHRISTOPHER HALLUM
JOHN PLECNIK
RAYMOND C. SOMICH
Council Clerk
VICTORIA A. SAVAGE, CMC

2016 APPLICATION FOR SANCTIONED GROUP USE OF THE WILLOUGHBY HILLS COMMUNITY CENTER

Date: October 26, 2015

Name of Group: Chagrin River Watershed Partners, Inc.

Contact Name: Linda Moran

Contact Address: 4145 Erie Street, Suite 203
P.O. Box 229, Willoughby OH 44096-0229

Contact Phone: 440-975-3870

Contact Email: Lmoran@crwp.org

DOCUMENTATION: Reason why your group should receive sanction by the Willoughby Hills Recreation Commission:

The City of Willoughby Hills is a member of Chagrin River Watershed Partners, Inc. (CRWP). CRWP was established in 1996 as a non-profit technical organization founded by the cities, villages, townships, counties, and park districts of the Chagrin River watershed. We provide land use assistance to our 35 member communities and park districts as they attempt to grow while minimizing the impacts of development on the watershed and Lake Erie. Our work includes implementation of the Chagrin River Watershed Action Plan and the Chagrin River Watershed Balanced Growth Plan. We provide assistance to local governments on best management practices to minimize new, and address current, flooding, erosion, and water quality problems. These best practices include zoning and development tools to minimize the impact of development and explore opportunities for conservation and redevelopment.

Reviewed by the Recreation Commission Year 2016:

Date: _____ Approved Denied

Law Director
THOMAS LOBE, L.P.A.

Director of Finance
FRANK J. BRICHACEK, JR.

Assistant Finance Director
DEBBIE DOLES

Engineer
PIETRO A. DI FRANCO, P.E., SI,
LEED AP, CPESC

Building Commissioner
FREDRIC WYSS, JR.

Safety Director
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VICTORIA A. SAVAGE, CMC

2016 APPLICATION FOR SANCTIONED GROUP USE OF THE WILLOUGHBY HILLS COMMUNITY CENTER

Date: October 26, 2015 _____
Name of Group: Willoughby Hills Historical Society _____
Contact Name: Frank J. Cihula _____
Contact Address: 35405 Chardon Rd. _____
Willoughby Hills, OH 44094 _____
Contact Phone: (440) 946-5557 _____
Contact Email: whhs-oh@att.net _____

DOCUMENTATION: Reason why your group should receive sanction by the Willoughby Hills Recreation Commission:

We are a group of individuals whose purpose is educational, cultural or civic in nature.
The mission of the Willoughby Hills Historical Society is to discover and preserve the historic resources of Willoughby Hills and Willoughby Township, and to encourage a preservation ethic in our community.

Reviewed by the Recreation Commission Year 2016:
Date: _____ Approved Denied

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FRANK J. BRICHACEK, JR.

Assistant Finance Director
DEBBIE DOLES

Engineer
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2016 2015 APPLICATION FOR SANCTIONED GROUP USE OF THE WILLOUGHBY HILLS COMMUNITY CENTER

Date: ~~Dec 11, 2014~~ 11/3/15
Name of Group: Lake Co. League of ~~Women~~ Women Voters
Contact Name: Joyce E. Grady
Contact Address: 3020 marcom Blvd
Will. Oh. 44092
Contact Phone: ~~440~~ (440) 944-2347
Contact Email: _____

DOCUMENTATION: Reason why your group should receive sanction by the Willoughby Hills Recreation Commission:

Non-profit service organization & our membership
includes members from all over the county including
Willoughby Hills, This would be for our Board meetings.

Reviewed by the Recreation Commission Year 2015:

Date: _____ Approved Denied

Rec'd by
DO

Law Director
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Director of Finance
FRANK J. BRICHACEK, JR.
Assistant Finance Director
DEBBIE DOLES
Engineer
PIETRO A. DI FRANCO, P.E., SI,
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Council Clerk
VICTORIA A. SAVAGE, CMC

2016 APPLICATION FOR SANCTIONED GROUP USE OF THE WILLOUGHBY HILLS COMMUNITY CENTER

Date: 11/1/15
Name of Group: Willoughby Hills Seniors
Contact Name: Florine O'Ryan
Contact Address: 35400 Hanna Rd
Willoughby Hills, Ohio 44094
Contact Phone: 440-951-1826
Contact Email: grampa OR @ NetZero.com

DOCUMENTATION: Reason why your group should receive sanction by the Willoughby Hills Recreation Commission:

The Willoughby Hills Seniors is opened to all
Seniors 55 yrs old and older
We offer many different programs,
Attached is a copy of our News Letter (monthly)
along with having a place to come and just visit
we also promote some projects, yara that has been
donated to the Sr's we will make hats + scarfs for
the Soldiers, Also material that is donated we make
cup throws for Hospice and quilts for the
Fire Dept. and local Hospitals Homeless Shelter
and any disaster, this yr we donated over 30 quilts -
over the last year we had over 2000 sign ins -
Reviewed by the Recreation Commission Year 2016: we also offer a Free
Date: 11/2/15 Approved Denied pot Luck Lunch with a
program.



NOVEMBER 2015 NEWSLETTER

Willoughby Hills Senior Center

35400 CHARDON ROAD LOWER LEVEL

ISSUE NUMBER 91

THE SENIOR ROOM IS OPEN

MONDAY THRU FRIDAY FROM 9:00 AM TO 4:00 PM

ARE YOU A SENIOR? ANNUAL DUES: \$7.00 FOR SINGLE AND \$10.00 PER

POT LUCK LUNCH

NOV. 17th 11:30

PETER BOOTH

NORMANDY INVASION

INTERESTED IN QUILTING & SEWING

Second Monday of the month

10:00 to 2:00pm.

BETTY'S AFTERNOON BOOK CLUB

WEDNESDAY NOV. 18TH at 4:00PM

CALL Sonya Golden 440-944-4699

NEW READERS WELCOME

PINOCHLE

NOV. 6, 7TH 13, 14TH fee \$2,50 per visit

Call **DON MIKLICH 440-953-3403**

PODIATRIST DR. KELLY

Thursday nov. 12TH 9:00-11:00am

FEE \$20:00

Call Florine for an Appointment 440-951-1826

KNITTING, CROCHETING, AND

NEEDLEWORK

Every Thursday at 10:00am until 12:00pm.

HAVE LEGAL QUESTIONS?

Call Attorney Deborah Loughner at 440-255-7711

BRIDGE EVERY WEDNESDAY

12:30 pm until 3pm Bring your cards.

NEW CARD MAKING CLASS

CALL FLORINE FOR INFO. -(440) 951-1826.

No FEE

DON'T KNOW WHAT TO DO WITH YOUR

OLD PRESCRIPTIONS?

There is a disposable unit at City Hall, in the Police Department Lobby.

(NO NEEDLES....PLEASE!!!)

MAHJONGG PLAYERS

Every Friday starting at 1:00pm until ??

Call Dolly Sanders at 440-585-1477.

Additional players are always welcome.

JOIN YOGA FOR SENIORS

Stretching, Weights, No Jumping

Ongoing classes every Friday at 11:00am

FEE \$4.00 per class.

Call Florine at 440-951-1826 for information.

NOTE: FOR YOUR PROTECTION WHEN

USING THE EXERCISE EQUIPMENT

YOU MUST HAVE A BUDDY WITH YOU!

PLEASE A MUST!

BOOK BROWERS

Monday NOV. 23RD. at 10:00am

READ A BOOK

Questions call Kathy 440-942-2964

TAI CHI CLASS

Every Wednesday 10:00am-11:00am

\$4.00 per class

NEW BEGINNER CLASS Every Wednesday

11:00am - 12:00pm

Call Florine to register 440-951-1826



toTo all born in november

FOR QUESTIONS AND MEMBERSHIP APPLICATIONS CALL FLORINE AT 440-951-1826. NONMEMBERS MAY PICK UP A COPY AT THE SENIOR CENTER OR THE ROUND TABLE BY THE LIBRARY.

2015 Community Center Usage Report for 10/1-10/31/15

ROOM				TOTAL ROOM USAGE
O'RYAN ROOM	8	\$ 3,055.00	6	14
LIONS ROOM	21	\$ 1,210.00	3	24
SCHAEFER ROOM	13	\$ 912.50	4	17
HISTORICAL ROOM	7	\$ 540.00	8	15
YTD TOTALS	49	\$ 5,717.50	21	70

DRAFT

YTD Fund Report for Year 2015 Month 10 - City of Willoughby Hills

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
460	RECREATION CAPITAL PROJ FUND	41,312.45	5,817.20	1,500.00	45,629.65	0.00	45,629.65
1 Funds		41,312.45	5,817.20	1,500.00	45,629.65	0.00	45,629.65

DRAFT

MTD/YTD Revenue Report by Fund for Year 2015 Month 10 - City of Willoughby Hills

Account	Description	Est Rev	MTD Rec	YTD Rec	Unc Bal	%Remain	%Collected
460.000.46100	INTEREST	0.00	0.00	11.84	(11.84)	0.00%	0.00%
460.000.46200	REC COMMISSION PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49280	TFR FROM 280	11,000.00	0.00	5,805.36	5,194.64	47.22%	52.78%
460.000.49300	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49305	BREAKFAST WITH SANTA	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.50000	GOODBYE TO GARFIELD COLLECTION	0.00	0.00	0.00	0.00	0.00%	0.00%
Fund: 460	RECREATION CAPITAL PROJ FUND	11,000.00	0.00	5,817.20	5,182.80	47.12%	52.88%
7 Accts		11,000.00	0.00	5,817.20	5,182.80	47.12%	52.88%

DRAFT

MTD/YTD Total Expense Report by Fund for Year 2015 Month 10 - City of Willoughby Hills

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
460.110.56100	IMPROVEMENTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.56500	BUILDING IMPROVEMENTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.58000	PROJECT COSTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.58001	GOODBYE TO GARFIELD -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.59990	RESERVE -	37,300.00	0.00	0.00	37,300.00	0.00	0.00	37,300.00
460.350.53600	ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.350.53660	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.350.54700	LANDSCAPING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.51346	SERVICE PAYROLL-PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.51352	SERVICE PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.51950	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52100	HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52101	MEDICAL REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52104	GAP INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52200	PERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52201	ER PICKUP - PERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52600	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.56100	IMPROVEMENTS	15,000.00	0.00	1,500.00	13,500.00	0.00	0.00	13,500.00
Fund: 460	RECREATION CAPITAL PROJ FUND	52,300.00	0.00	1,500.00	50,800.00	0.00	0.00	50,800.00
18 Accts		52,300.00	0.00	1,500.00	50,800.00	0.00	0.00	50,800.00

DRAFT

Detail Revenue Transactions by Fund - City of Willoughby Hills for Year 2015 Month 01 to Year 2015 Month 10

Date	Src	Payin	Trans	Eno/ Seq	Proj	Amount	Remark
01/30/2015	REC	JAN 2015	R1500366	12469001			1.07 JAN 2015 INTEREST ALLOCATION
02/27/2015	REC	FEB 2015	R1500821	12551001			0.98 FEB 2015 INTEREST ALLOCATION
03/31/2015	REC	MARCH 2015	R1501380	12640001			0.99 MARCH 2015 INTEREST ALLOCATION
04/30/2015	REC	APRIL 2015	R1501723	12749001			1.10 APRIL 2015 INTEREST ALLOCATION
05/29/2015	REC	MAY 2015	R1501993	12820001			1.05 MAY 2015 INTEREST ALLOCATION
06/30/2015	REC	JUNE 2015	R1502366	12923001			1.20 JUNE 2015 INTEREST ALLOCATION
07/31/2015	REC	JULY 2015	R1502617	13001001			1.70 JULY 2015 INTEREST ALLOCATION
08/31/2015	REC	AUG 2015	R1503028	13094001			1.80 AUG 2015 INTEREST ALLOCATION
09/30/2015	REC	SEPT 2015	R1503327	13171001			1.95 SEPTEMBER 2015 INTEREST ALLOCATION
460.000.46100	INTEREST						11.84
04/30/2015	FTR	F15019	F1500050	12705001			2,574.84 2015 PANCAKE BREAKFAST "PROFIT"
04/30/2015	FTR	F15020	F1500051	12715001			3,230.52 2015 SPRING CRAFT FAIR "PROFIT"
460.000.49280	TFR FROM 280						5,805.36
Fund: 460							5,817.20
11 Transactions							5,817.20

DRAFT

Detail Expense Transactions by Fund - City of Willoughby Hills for Year 2015 Month 01 to Year 2015 Month 10

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
05/08/2015	AC	14038	ROCKY MOUNTAIN CARVING	CT000716	07421001	073254	2015005	750.00	TREE CARVING AT ROEMISCH FIELD D
05/13/2015	AC	14038	ROCKY MOUNTAIN CARVING	CT000716	07425037	073283	2015005	750.00	TREE CARVING AT ROEMISCH FIELD D FINAL PAYMENT
460.460.56100			IMPROVEMENTS					1,500.00	
Fund: 460 RECREATION CAPITAL PROJ FUND								1,500.00	
2 Transactions								1,500.00	