

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**

February 11, 2014

CALL TO ORDER: 7:09 pm  
PRESENT: Dan Philipp, Chairman; Lynn Hallum, Vice-Chairman (arrived at 7:12pm)  
Barbara Araps, Dee Germano, Gloria Majeski, Jeanette Nelson  
ABSENT: Joseph Jarmuszkiewicz,  
ALSO PRESENT: Council Representative John Plecnik, Recreation Coordinator Denise Edwards,  
Mayor Weger (arrived at 7:30 pm) and Katherine Lloyd, Clerk *pro tem*

Welcome to our new clerk *pro tem*, Katherine Lloyd.

**DISPOSITION OF MINUTES OF January 8, 2014**

**MOTION:** Gloria Majeski moved that the Commission approve the minutes as submitted.  
Seconded by Dee Germano  
Roll call vote: Ayes unanimous  
**Motion passes 5/0.**

**CORRESPONDENCE**

1/14/14 Recreation Commission - 460 Transfers  
1/14/14 Gloria Majeski - 460 Transfers  
1/14/14 Mayor Weger - 460 Fund Error and Premature Transfer  
1/15/14 Frank Brichacek - 460 Fundraiser Profit Transfers.  
1/15/14 Recreation Commission Clerk - updating rental polities  
1/21/14 City of Willoughby - Pool Subsidy request  
1/23/14 Lake County Board of Elections - Sanction Application for 2014  
2/3/14 Denise Edwards - Pancake Breakfast Tickets  
Reports: 2013 Pool Pass Subsidy  
Community Center Usage – January 1/1 - 1/31/2014  
Community Center Rental Reports - January 2014  
460 Report dated 2/3/14 with email dated 2/3/14

City of Willoughby Hills - Updated Email List 2014  
2014 Recreation Events (Revised 2/11/14)  
Pancake Breakfast Flyer  
Spring Craft Show Flyer  
Easter Party Flyer  
WH Newsletter, Winter 2014

**COUNCIL REPRESENTATIVE'S REPORT**

Today we mourned the passing and celebrated the life of former Mayor Mort O’Ryan. There are few things in the City that Mort did not begin. He and his wife Florine had a special place in their hearts for the Recreation Commission. They were both former chairpersons of the Recreation Commission. We take a moment to reflect on the fact that we are carrying on their work.

The Recreation Committee of Council has considered all the updates recommended by the Recreation Commission Coordinator to our rental usage policies for the Community Center regarding expanding the peak season during which sanctioned and civic groups cannot get their special rates, as well as clarifying that special rates for funeral receptions are only for residents and alcohol is not permissible. We have tightened the statute in those respects and a few others. I drafted legislation which has been approved by the Rules Committee for first reading at the next Council meeting on Thursday, Feb. 13th. [Copy of legislation was passed around]. Recreation representative has requested an emergency tag and a waiver of the 3-reading rule. This request will be presented to Council for consideration. Recreation Committee of Council also discussed the importance of Campbell Park and the possibility of the Commission looking at the grills to see if any of them need to be replaced with funds from the 460 fund as a future project.

**RECREATION REPORT**

**Sports Programs.** Basketball is in full gear. Baseball and Softball registrations have begun. Last registration date is the first Pancake Breakfast. Signs are posted throughout the City. Information is on the Website. Flyers and registration forms are in front of the office. **Pancake Breakfast.** Tickets handed out. Many groups have volunteered but we are still looking for more. Flyers handed out to the Board. Participation of the Board requested to help disseminate flyers for this and all of the upcoming events. Flyers can be posted at physical locations and via social media. They will be sent home with kids at school. Signs are posted. Ads have been forwarded to News-Herald and the churches. Information for all of the upcoming events, activities and sports offered in the City and Community Center will be provided. There will be a promotional flyer listing the events. Registration forms for all the upcoming events (Safety Town, Baseball/Softball) will be available. Zumba will set up a table. We will welcome the Center for Exercise, Ballroom Dancing, Pilates and others to present what they offer. The first two breakfasts on the 3/2 & 3/9 benefit the Recreation Department. All food has been ordered. Extra help will be required for set up on Friday, 2/28 and final touches on Saturday 3/1 because Kyle will not be there. **Spring Craft Fair.** This is a new event. Banners created by Divine Design came in. They will be hung in front of the Community Center, at CVS and the Cleveland Clinic. Lettering for the dates and times are changeable for the future. 29 spaces already sold. More may have come in the mail today during former Mayor O’Ryan’s memorial events. In addition to ads in News-Herald and the churches, Jennifer Winterich posted our event in their Northern Ohio Arts & Crafts Show booklet. Both the Spring and Fall Craft shows were submitted to Pat Catan’s site that promotes shows and fairs. Flyer passed out. When people email, I send a welcome letter, a flyer and registration form with a request that they help us promote this first event. **Fall Craft Show** renewals sent out today to 2013 participants. **Easter Party in April.** Bunny and Skipper will be there. Flyers handed out. We have made changes in how we sent the Age Groups for the Candy drop. Signs were located downstairs and will be updated. They will help the parents and announcers. **Community Center Report.** There was \$2,950.00 in January 2013 and \$3,785.00 in January 2014. To answer the question of whether the increase is due to the slight rate increase, Denise compared reports from last year. In 2013, 37 rooms were rented with a fee. This year, 53 room were rented with a fee. The increase reflects rentals. Rental of the O’Ryan room with a fee is up from 2 to 9.

**WEAGT Academic Boosters / Chinese Auction.** A basket themed ‘City of Willoughby Hill- Fourth of July’ representing the Recreation Commission was put together by Gloria Majeski and Coordinator Edwards. Pavilion II (\$75.00 value) was donated for 7/4/14. Gloria donated a \$25 Giant Eagle gift card, potato chips and pretzels. We had a package of patriot plates, cups, tableware, table cover, 2 American flags, 2 canvas WH bags, a large patriotic fun hat and a large plastic banner flag. The total value is estimated at \$150.00. Gloria has declined reimbursement. They were very pleased. This is their last year. They will move into Eaton and the program will be restructured.

**As always, the Commission expressed their thanks and appreciation to all volunteers.**

**WILLOUGHBY HILLS SUMMER CONCERT SERIES (sponsored by Corn Fest).** Gloria reported that the name has been formalized. It will be reported in the Newsletter. After the next committee meeting, there will be more details about the 3 concerts. Corn Fest will different from the past.

**COLOR RUN** will be held on May 10<sup>th</sup>. A committee chaired by Chief Harmon will meet to address concerns that arose in 2013. Councilman Fiebig reported concerns at the City Staff meeting. We want to alleviate the concerns. No date has been set.

**POOL SUBSIDY.** The City budgets \$8000 every year toward the Pool Pass Subsidy since WH does not have a pool. Willoughby allows our residents go to their pool at their resident rate. The report in the packet. There were 10 youth passes, 12 adult passes, 46 family passes subsidized for a total \$7060.00. Mayor Weger wants for promote this as part of Recreation this year. There has been a steady response since 2009. The other pools at Progressive and Wickliffe have declined to participate. We are happy that Willoughby includes us.

**460 FUND****CAPITAL PROJECTS FUND FOR THE ENHANCEMENT AND IMPROVEMENT OF RECREATIONAL LANDS AND FACILITIES**

The Unencumbered Fund Balance of the report dated Feb.3, 2014 for the time period: 1/31/14 is \$31,465.41

Chairman Phillip read the memo from Mayor Weger re: 460 fund Error and Premature Transfer into the record.

“At the January 8, 2014 Recreation Commission Meeting, it was brought to my attention that a transfer from the Recreation Event profits had been transferred into the 460 Fund prematurely, prior to the Recreation Commission voting to do so.

At the meeting, it appeared to be the consensus of the Commission that those profits were indeed intended to be transferred into the 460 fund, as all, if not the majority of event profits had been transferred in the past.

I would then, by way of this memo, officially direct Finance Director Brichacek to ensure that those profits are indeed transferred into the 460 Fund. For Audit purposes, this premature transfer is hereby explained and rectified.

To expedite future transfers, the Commission may vote to automatically transfer all event profits once the amounts have been verified by the Recreation Coordinator and the Finance Director. To accomplish this, a one-time, blanket motion authorizing the Finance Director to transfer all proceeds into said fund for any and all events, unless the Commission, prior to the event, decides to put the fund elsewhere once the amounts have been verified by the Recreation Coordinator and the Finance Director. This will ensure that the funds are transferred expeditiously into the 460 Fund without having to wait for specific direction from the Commission for each and every event's profits. This will also give the Commission flexibility, if it so desires, to transfer funds elsewhere. Hopefully this is a good procedure for the Commission and the Finance Dept."

Discussion: Some events are sponsored and we don't get the money back. We do not know what the events are for this year. Setting up goals to focus on for each year will need to be established. The process will be automatic unless we stop it. We know the ones that are typically transferred. Every January, we will do another blanket motion which will note any events to be excluded.

**MOTION:** Gloria Majeski moved that Commission make a one-time blanket motion for the Year 2014 authorizing the Finance Director to automatically transfer all event profits into the 460 Fund once the amounts have been verified by the Recreation Coordinator and the Finance Director, unless the Commission, prior to the event, decides to put the fund elsewhere.

Seconded by Jeannette Nelson

Roll call vote: Ayes unanimous

**Motion passes 6/0.**

#### **UNFINISHED BUSINESS**

##### **Appointment of Bocce Ball Courts Sub-Committee.**

Setting a committee to look at options, location, cost, how elaborate and what we want for bocce ball courts was discussed briefly last meeting. After this meeting, people can volunteer for the sub-committee. It will be open to the public. Notice can be put on the Website or TV to recruit members from outside. The Sub-Committee will be announced at the next meeting and then a meeting can be scheduled. Public notice will need to be given whenever a meeting is to be scheduled. The council Clerk will reserve the Chambers and gets it to the newspapers.

#### **NEW BUSINESS**

**Sanction Renewal Request:** It was dated 1/23/14 from Lake County Board of Elections for training their poll workers. The Ohio Board of Elections has a similar training program. When the Mayor's Office wrote the grant for the SDA accessible door at the Community Center, one of the selling points was that people came there to vote. It is great to have voting station at that site. Sanctioning of the group was recommended.

**MOTION:** Gloria Majeski moved that the Commission approve the Lake County Board of Elections for 2014 sanction.

Seconded by Dan Philipp

Roll call vote: Ayes unanimous

**Motion passes 6/0.**

#### **City News Letter**

Gloria passed out a draft of the newsletter. Centerfold will be all Recreation and all events. There is a special good-bye and best wishes to our former clerk, Joan Motuza. Council plans to do a proclamation for her. We tried to include everyone and everything that should be recognized. There is so much to read and enjoy in this issue. It should be out in people's homes before the Pancake Breakfasts.

**Easter Party.** Small working group was suggested by Lynn Hallum to help with shopping, sharing ideas. We learn more each year. Help is always welcome.

#### **Ordinance.**

Denise thanked John Plecnik for putting together the changes for the Ordinance. She asked for a brief meeting to complete a couple more things that need to be changed.

**PUBLIC PORTION**

**Frank Cihula, 35060 Dixon Road**

We use the grill closest to Eddy Road in Campbell Park for the Historical Society two times a year. That particular grill was installed first. It is different from the others. It is more difficult to clean. I would like to recommend that it be replaced with a larger grill. In the past, there were two grills at the site to allow more cooking surface. Other groups might also appreciate a larger grill.

Dan Phillip asked if Nate could take inventory on the grills and their condition. He feels that grills are a worthwhile expense. John Plecnik said he understood that the Service Dept would be doing that. Nate could send a report to the Mayor's Office in late spring. Gloria could relay it to the Commission. Once the funds are allocate, there should be a quick turn-around to purchase and install grills that need replacing. A note will be sent from the Mayor's office. This may be something that the Recreation Commission looks out after in future years.

**Robert Kowalski, 2585 Timberline**

Last Halloween was rainy. Instead of having a Rain Date, the City should have a permanent back-up plan. Parents and residents could bring their candy to the community Center. The children could go from table to table in their costumes.

*Denise reminded everyone that the Community Center is usually rented.*

*Concern was also expressed about many people arriving with no order. August would be a good time for further discussion..*

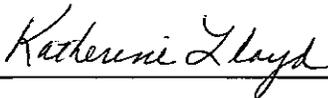
Additional Question: Should it be called Bocce Ball or \_\_\_\_\_? How many of them are planned?

*The discussion will be about doing something about bocce ball.*

**PUBLIC PORTION closed**

**ADJOURNMENT**

Meeting adjourned at 8:00 pm by Chairman Phillip.



Clerk



Chairman

Date approved: 3-5-14

2/21/14/kdl

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