MINUTES
Recreation Commission
City of Willoughby Hills

September 3, 2014

CALL TO ORDER:	7:02 pm
PRESENT:	Dan Philipp, Chairman; Lynn Hallum, Vice-Chairman, Barbara Araps, Gloria Majeski, Joseph Jarmuszkiewicz
ABSENT:	Dee Germano, Jeanette Nelson, Rec Coordinator Denise Edwards, Council Representative John Plecnik
ALSO PRESENT:	Theresa Baptie, Clerk

DISPOSITION OF MINUTES OF June 6, 2014 In the paragraph under Recreation Committee Follow-up to Article IX Issue, the sentence "Lynn Hallum pointed out that the whole Charter will be reviewed so it will be a month's long process." -- Theresa will review the audio recording from the 6/6/14 to double check what exactly what was said to assure accuracy. In the paragraph under Safety Town, Gloria Majeski advised the spelling of Jim's last name is Vitale not Virale.

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

CORRESPONDENCE

6/5/14	Email from Denise Edwards RE: WH Community Night at the Captains & attached Registration Form.
8/29/14	Email from Denise Edwards RE: Final Report for Willoughby Hills Captains Day.
6/9/14	Email from Frank Brichacek RE: Grill from 460 Fund (& cont. communications).
6/9/14	Memo from Recreation Commission Clerk, Theresa Baptie To: Mayor Robert M. Weger Subject: Transfer to Recreation 460 Capital Improvement Fund.
6/9/14	Memo from Mayor Robert M. Weger To: Frank Brichacek, Finance Director Subject: Transfer to Recreation 460 Capital Improvement Fund.
7/15/14	Email from Gloria Majeski & Diana McCann RE: Delivery of Campbell Park Grill.
6/9/14	Email from Denise Edwards RE: Willoughby Bands - the official start to the 2014-2015 Season.
7/21/14	Email from Denise Edwards RE: 2014 WH Garage Sale Day Shopping Flyer.
7/25/14	Email from Denise Edwards RE: WH Community Garage Sale Day on 8/9/14 & attached List.
8/8/14	Email from Denise Edwards RE: Willoughby Hills Community Garage Sale Day 8/9/14 Update.
8/21/14	Email from Denise Edwards RE: Final Report for the Willoughby Hills Garage Sale Day.
7/22/14	Email from Denise Edwards RE: 2014 Campbell Park Rentals List.

8/12/14 Email from Denise Edwards RE: July 2014 Community Center Reports.
8/28/14 Email from Denise Edwards RE: The June 2014 Community Centers Reports.
9/2/14 Email from Denise Edwards RE: The August 2014 Community Centers Reports.

8/26/14 Email from Denise Edwards RE: Final Report from the Recreation Department for Touch A Truck.

8/27/14 Email from Gloria Majeski RE: add to the agenda: Grill Update, Fall Corn Fest Concert Update, Pool Pass Subsidy Report.

8/28/14 Email from Denise Edwards RE: Topics for the Agenda that will be covered in my report.
8/28/14 Email from Denise Edwards RE: Please add it to the list for the Agenda Willoughby Hills Captains Day.

8/28/14 Email from Dee Germano RE: Commission be willing to change meeting night to the 1st Tuesday of the month instead of Wednesday?

8/28/14 Email from Denise Edwards RE: 2015 Proposed Recreation Event Dates.

9/3/14 Email from Frank Brichacek RE: 460 Report.

Reports

Community Center Usage - Received from Denise Edwards on 6-2-14, 8-28-14 & 9-2-14
Rec reports – Received from Denise Edwards on 6-2-14, 8-28-14 & 9-2-14
460 Report – received from Frank Brichacek on 6-2-14 & 9-3-14

COUNCIL REPRESENTATIVE'S REPORT None.

RECREATION REPORT

Sports Programs. **Baseball and Softball**. Done for the year. We had a 14 yr. Youth Team sponsored by The Animal Hospital take 2nd place in the Championship Games. A very special thank you to Nate and his crew for their hard work in prepping the fields throughout. Due to the very wet summer there were many cancellations and make-up's. Received a very nice email from The Calvary Assembly of God thanking us for the use of the fields and for the Service Department for maintaining the fields. Hurricane Coaches helped out after the season to work on fielding, pitching and batting skills. Going to look into for next year renting their facility in the earlier summer/spring when they aren't using it to get additional practices in, need to find out what the cost would be. We seem to not be able to get girls on the field to practice due to the weather, then games start. They end up trying to learn while playing, we always seem to be behind other cities. Wickliffe uses the school systems facility's as their spring gym, some of the other cities have their own facilities. **Football**. Cancelled this year due to low volume of registrations (16) this could be due to the Concussion Awareness Program. All other city's had low registration rates this year. We will try again next year. The League helped point the family's in the direction of another city team. **Soccer**. Has begun, will be getting the schedule of games and prepping the fields at Garfield Park soon. **Basketball**. Has begun. Forms will be sent home with the students, on the website and Community Center table. Cost is $50 per child or $100 per family. **Willoughby Hills Boys League**. Joe Jarmuszkiewicz reported they are in the process of looking for volunteers to join and help out with some of the sports. The numbers have dwindled over the last few years and that makes it hard with only a few people when trying to coordinate a lot. Anyone interested or would like to become a member should get a hold of Tom Horwatt

from the Boys League, number available through the recreation department (440-975-3540).

Safety Town. We had 28 register/complete- 14 in the morning 14 in the afternoon, 17 of which were W.H. residents =$575, 11 were non-residents =$495 total registration revenue is $1090 (2013- 23 registered = $905). The budget was $1400, increased due to the donation from Elaine Craine ($3000 to be spread over the years of 2013, 2014, and 2015), Helmets, t-shirts, diplomas and instructor fees will be picked up by the Police Community Fund in 2016. Total expenses $1,507.83. Per Nate (Service Dept.) the Pioneer Manufacturing paint purchased for the town will last at least 2 more years. This was the first year that the Police Department did not do the pre-planning for the Safety Town schedule or handle the helmets. Patty Heller of the Willoughby Hills Fire Department helped raise the funds for the helmets for Edison Students and our Safety Town students. She was able to donate 18 helmets, we purchased the other 12. Director was Julie Anne Lisi, Assistant Director Nancy Gilpin. Thank you to resident Sheila Kaston for volunteering. W.H. employees assisting /directing were Jim Vitale & Craig Anderson: police, worked all week and did the town. Nate & Service Department: picked up, set up, took down and returned the Safety Town Village borrowed from the City of Willoughby. Lou DiMattio: fire, took charge of Fire Safety Day on Thursday. Safety Town for 2015 will be July 6-10, instructors have been confirmed.

Willoughby Hills Captains Day. Thank you to the Captains. The Captains offered special promotions and pricing for W.H. residents, (recap attached to reports). Thank you to Gloria Majeski, Mayor Weger, Jeane Kaston, Denise Reichelt and Barb Araps for helping at the W.H. table on the main concourse. We did receive a complaint re: the lack of communication for the baseball players. Confirmed with Jeff Ross and Joe Jarmuszkiewicz, they did receive the email at the beginning of the season and passed it on to the coaches. Will avoid the email tree in the future. For 2015 we will make sure each baseball & softball league family directly receives the emails. An afterthought idea, contact the local W.H. businesses for advertising on the concourse. The 2015 will be determined in December per the Captains. Lynn Hallum suggested next year we better communicate the details of the event since The Captains Organization themselves weren't able to answer specific questions. Dan Philipp added that more promotion would also aid in making it a bigger event for W.H.

Community Garage Sale. Expense budget $200, total expenses $160.36. Breakdown of expenses is $112.00 Divyne Designs, creation of 2 each 4X4 banners to be used for future sales. We will only have to pay for the date change in the future, $48.36 The News Herald Ad ran announcing our event on Thursday, August 7th, in the regular and yellow highlighted section of the Classifieds plus the 3-day website that linked to our website for the addresses. Residents that registered with the Recreation Department was 92. Total Income was $0. The list of garage sales registered with us were on our website and printouts with the City map were on the Community Center table outside of the Recreation office. At least 300 copies were made and distributed. Gloria Majeski and Denise Edwards carried some around the day of the sale for anyone who did not have a list plus Dynamic Duo gave them out. Rodney and Tammy participated in the special day by offering buy one, get one free for the Double D corned beef sandwiches. Advertising was done on 1330 Radio plus interviews on 8/2 and 8/9, WH Website, Community Center Bulletin Board and Table, our 3-fold flyers handed out at our events, magnets, the Community Cable Channel, the Willoughby Hills Recreation Facebook page, Craig's List, signs purchased for the corners of SOM & Chardon Roads and Bishop & Chardon Roads, church bulletins, the New Herald Community Events section and the paid ad for the Thursday classifieds, highlighted classifieds & their website, City of Willoughby Hills newsletter. Special Thank you to the Mayor for allowing us to try something new that was suggested since the Flea Market was starting to lose interest. A very special thank you to Ray Somich and his staff for contacting us to take part in their show on Saturday mornings, 10-11 am, Radio Garage Sale and Auction on WINT 1330AM. They even sent an intern out the day of the event that called in from various garage sales to give updates and interviews with the owners. The calls received looking for the Flea Market spaces were mostly from non-residents. Both Chiefs reported no issues with shoppers or drivers. Receive calls with positive feedback along with email. We did receive a call from an unhappy resident on Berkshire Hills Drive who called on behalf of her street and the next street over to let us know the following…

*"poor advertising" – we did not advertise where people look
*They were busy on Friday, but not on Saturday. She did not feel that their success on Friday had anything to do with our advertising.
* The shoppers on Saturday told her that they would not have known that anything was happening in their area of the City had they not put up their own signs.

For 2015 we will try to contact the churches early in the year to see if they would like to have a flea market/rummage sale the same day to offer to our residents in the apartments and condos an opportunity to participate. Offer businesses the opportunity to advertise for this special event. Dynamic Duo did take advantage of it but it was not until the day of. We will send this information out earlier next year and have someone follow up with the businesses. A page in the middle of the addresses with advertising and coupons. Joseph Jarmuszkiewicz stated that he had a garage sale and well over a hundred people came, best he's ever seen a garage sale do. He also spoke with others and received only positive feedback. It seemed other communities followed suit as garage sales started popping up in the surrounding areas. A debt of gratitude to Denise, Gloria, the Mayor, Recreation Dept. and anyone involved for going from a flea market to a city wide event and having it be such a great success. Drivers were courteous, the police cruised the streets making sure they were visible. Lynn Hallum commented that she liked the list that Denise printed ahead of time allowing to look for specific items you may want. Gloria commented that the community began combining their sales, almost like a block party. A suggestion for next year is to either charge a fee and make up garage sale participant signs or make it clear somehow that W.H. is only putting up certain signs to advertise the event because their seemed to be a misunderstanding about signage. Dan Philipp suggested charging a small fee to send out a mailings to residence. Joseph Jarmuszkiewicz suggested letting Purple Hearts know that maybe they'd like to send a flyer to residence advertising a pickup day for items left over from the sales. Dan Philipp pointed out that once again people seem to want to run with the few negative comments instead of paying attention to all the positive ones.

Touch A Truck. Was Saturday, August 23, 2014. Recreation booth was face painting and suckers for the kids. Distribution of the 3-fold flyer with the Willoughby Hills Recreation Department's events for the rest of 2014. Joe Bonde, our new Tai Chi instructor, was present to do health reading, discuss his new class coming in September and offer a raffle for the adults. The winner, Maggie Williams of Willoughby Hills, received a one hour personal training session and health review. Tai Chi classes start at the WH Community Center on September 10th, 7-8pm. It is a six week session, the cost is $6.00/session or 6 sessions for $30.00. Dan Philipp attended, talked to Chief Harmon, it was a successful event. Expenses were suckers $6.57, items for face painting $12.00. Total Expenses $18.57. Thank you to the volunteers that came to help with the face painting and hand out flyers; Willoughby South Students Monica Ciszewski, Lauren and Michaela, St. Francis Student Rhiannan Edwards, Willoughby Middle School Student Savanna Kubish. Thank you to Gloria for donating a bag of suckers and raffle tickets for the drawing.

Fall Craft Show. Saturday, October 11th is sold out. Need volunteers for the vendors table, vendor donation/food cart, Friday and Saturday vendor setup and Saturday cleanup. Starts at 10:00 so need volunteers there by 9:00, on Saturday between 3-5:00. Last year students helped and did a great job. Joseph Jarmuszkiewicz said his girls can probably help. Saturday morning vendors need help bringing things in.

Halloween Party. Friday, October 17th at 6-8:00 p.m. need volunteers. This is the first time this event will take place on Friday Night. Lynn Hallum asked if we really wanted to do the Halloween Party this early, trying to remember why we decided to make it that early. Theresa Baptie consulted the June Meeting Minutes which stated "Halloween Party is October 17th, on a Friday this year because we lose two days rentals when it's on a Saturday evening, won't interfere with football and volunteer competition from football and the Lake Metroparks Haunted Hayride." We will look at how it works out this year and go from there.

Christmas Card Lane/Winter Fest. Sunday, December 7th at 5:00 p.m. An email has been sent out to Fred Primavera

the Willoughby South Band Director, and Robin Scholz the choir director at Edison requesting their presence and participation in the event. Renewal letters will go out this month to the existing Christmas Card Lane participants. Denise Edwards plans to contact Steve in Economic Development to see if he can encourage the local business to participate when he is working/meeting with them. Dan pointed out that since it's a little early that maybe next meeting we can discuss setting up that committee. Also that w/ Edison involved 2 years ago it was a huge turnout. Last year was a little bit of a stumble w/ Thanksgiving weekend. We will come up with new and creative ideas when we form the committee.

Breakfast with Santa. Is Saturday, December 13th 8:30 a.m.-12:00 p.m. We will start taking reservations November 3rd. The process will be the same as last year. We will take payment with the reservation.

2015 Events. A list of the proposed 2015 dates has been provided. Please look over the events and let me know which event(s) you will assist with and which you would like to chair.

Campbell Park. Both pavilions have been rented throughout the summer on Saturdays and Sundays and we have had businesses renting the pavilion during the week for company picnics. Each year Willoughby Hills Methodist Church uses the park for their Sports Camp. This year the camp ran from July7th-11th. Bad storms came through on Monday and Tuesday so they used the O'Ryan Room for their activities. We received a nice thank you letter from them expressing their appreciation. The wooden train that was at the park had to be taken down for safety reasons.

COMMUNITY CENTER REPORT. We now have Handicapped Accessible Doors. The following classes are offered at the Willoughby Hills Community Center; Monday, Zumba. Tuesday, Tai Chi (new starting September 9th). Wednesday, Yoga. Thursday, Zumba and Water Colors with Layne Kendig. The next Art Gallery opening is on Friday, September 12th and will be the Quilt Show. Please attend and support. June/July/August Rental Reports were sent to Theresa. Year to Date Totals; June $8035, July $6333, August $6775. Gloria stated that reports will show YTD recaps, Denise has done a really good job making sure each year increases. Lynn Hallum pointed out that right now our total is almost as much as the whole year in 2010. Gloria reported that at the Mayor's bi-weekly staff meeting Denise reported that there has been some incidents in regards to alcohol some discussion that maybe they will be increasing the security deposit. Maybe down the road this will influence Council to change the ordinance. People staying longer than their contracts are. When alcohol is being served there is a police officer present. The adult on call has to stay available until the party ends and do not get paid for their time. Possibly having people pay for ½ hour before and ½ hours after and have the police officer stay ½ before and ½ hour after. Sometime the deposit doesn't cover things that happen there i.e. carpet cleaning.

New Grill @ Campbell Park. Gloria Majeski double checked with Theresa as to whether everything was cleared with finance as far as payment. She talked to Nate (consult the correspondence emails) was ordered, was delivered, looks really nice. Service department needs to pour a pad, etc. Nice to see it and the bulletin board, the Commissions improvements from the 460 Fund.

Fall Corn Fest. It rained so went to plan B, moved into the Community Center. June 18th, approximately 100 in attendance. The band was "Prime Time Swing Band", paid $600. Chris's Ice Cream Truck served outside. The 50/50 raffle netted $36. WH Library did their "Pop up books" table. Approximately 100 in attendance. Tried to let people know it was rain or shine but did receive a few calls because people thought it was cancelled, it did rain hard so people weren't even going out. July 19th, the band (Club 730 at the price of $900) did not charge Corn Fest but hopes the contract will be honored for a future concert. The fireworks rain date was set for the final concert on 8/20/14. The inflatables cancelled early morning because they are not permitted to set up in the rain. The classic car show was cancelled but the dash plaques are undated and can be used for a future date. August 20th, Purchased 300 ears of corn from Sun Plum Market, sold 230 (70 left over given to volunteers), paid $117, took to the bank $426. Girl Scouts ran the corn sale booth. Frank Germano Corn Crew (to include Boy Scout Troop 562) ran the grill, used 2 grill grates from

WHUMC, and used 18 bags of charcoal. The 50/50 raffle took in $306, paid winner Ron Ilc of Marcum Blvd. $153, profit $153.Start up cash, $400 and returned that same amount upon completion. Sold 300 cans of pop, Boy Scout Troop 562 ran this booth, deposited $300 for pop sales. Paid "Tommy Steele Band" $1500. Paid "Mad Bomber Fireworks" $4500, this is final year on contract. Firework insurance thru agent Custis Insurance, $850. Stage lighting through Glenn Folley, $200. Supplies from Restaurant Depot, $159. Aladdin Rents, 100 folding chairs, $78.50. Divyne Design, signs by Sandi Racic, $312. Invited new WH business (moved in to Sears) "American Heritage Motorcycle" to have promo tent w/ 2 motorcycles, worked out well. WH Library "Pop up books" table went well. Thank you letters going out this week, Denise took care of kids volunteering for their community service hours. A copy of this recap was sent to Council.

Pool Pass Subsidy. Comes out of our budget. Youth passes, 13; Adult, 49; Family, 8 for a total of 70. We pay the difference to Willoughby, $8,256. Up from last year. Lynn Hallum noticed the count changed drastically, Gloria will check as she think she may have indivertibly switched them, however the total remains the same.

460 FUND. As of September 3, 2014 has a Unencumbranced Balance of $37,357.58. There are no questions regarding this balance.

UNFINISHED BUSINESS.

Bocce Ball Courts Sub-Committee. Gloria pointed out that probably nothing will change here until we hear from Terry Baller, which is next order of business.

Meeting with Terry Baller; Roemisch Complex Plan. Waiting to hear back from him. Dan Philipp asked Gloria to send him an email. Dan Philipp and Joseph Jarmuszkiewicz discussed the dwindling football registrations and how it is a direct result of the heads injury awareness and how other schools are combining to make a team for flag football. Dan stated that the issue always come down to space for fields and parking. Boys League should look into flag football, Dan thinks we could get a good following.

Recreation Committee Follow-up to Article IX Issue. The issue that was brought up by the resident, recreation members and being employees, Mayor Wager was the one who found out it read all employees are employed in a civil service position, you are either classified (police/ firefighters, those that have to be tested) or unclassified (everyone else). Law Director, Tom Lobe made some phone calls and found out that he term Non-Civil Service is an outdated term. He knew that if someone were to sue the city over the city would lose because we are civil service, but how could you fire someone because they are Civil Service? So the issue seems a non-issue. Can be taken off the Agenda. But the Mayor wants this fixed so 9 residents were appointed making up a review committee to review the Charter. Andy Gardner is the Chairman, it's a great group of people. They met twice a week (it took so long for members to be appointed it shortened the deadline, Sept 2nd) all Commission Minutes are online if anyone wants to review them. Nothing was quite ready to go to the ballet so nothing went to ballet. But did ask for the Mayor to be reappointed. Then January 1st these people can be reappointed, Council has to approve. They were very close to removal from office looking at it. Then because of an issue that happened on the Council floor, some Council Members tried to move another Council Member because the way the Charter reads "You shall remove immediately" and doesn't give them any due process or opportunity to explain themselves. Also talked about what if say a Council person and a DUI or violation of a Sunshine Law violation. Everyone needs to be on the same page on the description o9f a violation, would you call that gross misconduct, maleficent? All that was discussed and you can see in the minutes that's where they were when August 16th came, they just weren't ready6, so instead of rushing, put it on the next ballet. They're looking into Nepotism, Conflict of Interest, things like that. Looking into a lot of Information. What's the best for the city? Dan went to the meeting on Nepotism, he said Andy is very thorough and encourages everyone to go.

NEW BUSINESS:

City News Letter. Is going out on Sept 15 so need the articles by then. All the events that Denise provided will be included. If anyone has anything they want included, get it to Gloria by the 15th. Would like to get it out to the residents by October 15th. There is a Road Levy on the ballet, that's there to educate our residents and hopefully gain support.

Nate Catania turned in his resignation to accept another position of the County. He will be with us through October 20th. He's done a great job and City Hall is going to have a luncheon for him.

Corn Fest Gloria and Denise held their last meeting and Gloria would like to see Corn Fest partner with Recreation, main objective being that 2 members of Council did not approve to have it as a public purpose, we would not be able to use the grounds. If we make it a Rec event we wouldn't have to go through having it proclaimed a public purpose. Need to vote on it, maybe next meeting when all our members are here. These things have to come through either a 501c3 or 501c4, the difference being has to be used as a Civic or Municipal purpose. Internal Revenue Representative told Gloria they should be a 501c4 because of the way the monies go out. There's no one who ever gets paid for doing anything. The officers are Ray, Bob, Dave Reichelt and Gloria, that was established when the LLC was established.

Fall Ball Fast Pitch Girls. Joseph Jarmuszkiewicz asked if this would go through the normal Girls Fast Pitch account or need a separate account. Gloria said it should still be Girls Softball.

Channel 8 Game of the Week. Lynn Hallum asked for everyone to go to Channel 8's website and vote for Willoughby South (football) to be picked as The Game of the Week.

PUBLIC PORTION: None

ADJOURNMENT

Meeting adjourned at 8:34 pm by Chairman Phillip.

Clerk

Chairman

Date approved: 10-1-14

9/24/TAB

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