

MINUTES
Recreation Commission
City of Willoughby Hills

November 6, 2013

CALL TO ORDER: 7:05 pm
PRESENT: Chairman, John Plecnik; Vice-Chairman, Dan Philipp
Barbara Araps, Lynn Hallum, Joseph Jarmuszkiewicz, Laura Lenz
ABSENT: Dee Germano, Gloria Majeski, Jeanette Nelson, David Pawar,
Council Representative Christopher L. Biro
ALSO PRESENT: Recreation Coordinator Denise Edwards
Joan Motuza, Clerk

DISPOSITION OF MINUTES OF OCTOBER 2, 2013

MOTION: Laura Lenz moved that the Commission approve the minutes as corrected.
Seconded by Dan Philipp
Roll call vote: Ayes unanimous
Motion passes 6/0.

CORRESPONDENCE

10/30/13 To North Coast Lions – 2014 Sanction approved
e-mail 10/30/13 to The News Herald – Meeting notification
Reports: Craft Fair Recap and attendance breakdown
Community Center Report
460 Financial Report

COUNCIL REPRESENTATIVE'S REPORT

Council Representative not present.

RECREATION REPORT

Sports Programs. Basketball registration is well under way. Information has gone out to local schools and is also on line. Cost is \$65/player- \$135 maximum for family. Football awards banquet will be held tomorrow.

Craft Fair. 86 vendor spaces were sold this year. 40 people were on a waiting list. Vendor fees received = \$3,440. Raffle income = \$334.00 Expenses = \$200. \$3574 to be deposited into the 460 Fund. New this year was the USO fund raiser and customer survey. The City helped Monica Ciszewski raise cash and gifts for the USO. In return she spent the day at the front door counting number of attendees. (Approximately 737 people). The surveys show that the News Herald, signs and word of mouth were the most powerful in bringing in customers. WELW interviewed Denise and promoted the show. Changes for next year: Vendor parking will be at City Hall and vendors will be transported via the Gator or a golf cart. Parking signs will be posted in our lot for Craft Show shoppers only. Football parking will be directed to the back lot.

Halloween Party. 82 families attended, 156 children. 42 of the families and 75 of the children were from Willoughby Hills. A special thank you to Andrews-Osborne school who, as part of their day of giving, set up the games and did the decorating. Key Club and AFS students also volunteered. The Fire Department handed out glow lights and helped judge the costume contest. The Service Department helped with the hay ride. Gales Garden Center provided bales of hay, all of which were returned undamaged, so there was no charge. Chick-Fil-A and Bob Evans also donated prizes. Coloring contest entries were judged by the Commission. Finalized detailed report will be provided at the December meeting.

Breakfast w/Santa. Registration has begun. Cost \$1 per child which includes the breakfast and photo, \$5 per adult. This year payment will be required at time of registration. Information will be distributed through the schools and is also available at the Community Center and on line.

Christmas Card Lighting/Winter Fest. Meeting will be scheduled next week. It is important that there be a detailed plan for the inclusion of Christmas Card Lane in the event. Toys for Tots will be collected by the Fire Department. Denise has also received a

call from Lake Humane Society who wants to be involved in the event. Barb Araps suggested that a raffle basket be put together. **Community Center Report.** The month of October total for year was \$5,250 vs. last year which was \$3,220. The significant difference is that rooms were made available for rent around the Halloween party and Craft Show. Different groups are paying instructor fees.

460 FUND

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

Fund Balance 11/30/13 = \$30,208.43

Note: No funds are encumbered.

MOTION: Lynn Hallum moved that the Commission approve transfer of the Craft Show profit (\$3,574).

Seconded by Barb Araps

Roll call vote: Ayes unanimous

Motion passes 6/0.

Note: This amount was transferred by Finance Director Brichacek prior to the motion of the Commission and is reflected in the above balance.

UNFINISHED BUSINESS

2014 Proposed event dates. Denise announced event date changes. Spring Craft Show – Saturday, March 29, 2014. Concerts in the Park: Wednesday June 18, 2014 at the Community Center & Saturday, July 19, 2014 at the Shoppes of Willoughby Hills. A Willoughby Hills community garage sale has been added in the month of August. This date will be promoted by the City. It is suggested that the Halloween party be held on a Friday night so that we do not lose rentals. Denise will review the dates considering Commission input and will provide finalized 2014 event dates at the December meeting. Barb Araps commented that if we have magnets they need to be ready for the March pancake breakfasts.

Gloria Majeski was not in attendance so there were no reports for the Gymnasium Fund, Bocce Court Update and Final 2013 Color Run.

Draft Contract for Gazebo Rental

Working on draft contract. Many factors need to be considered.

NEW BUSINESS

Sanction Requests. 15 organizations have requested renewal of sanction for 2014. Groups must apply yearly.

MOTION: Joe Jarmuszkiewicz moved that the following groups be sanctioned for 2014 use of the Community Center:

AARP

AFS Mentor Chapter

Boy Scout Troop 562

Chagrin River Watershed Partners, Inc.

Fall Corn Fest

Girl Scouts of Northeast Ohio, Service Unit #762

Lake County Mayors and Managers

Leadership Lake County

Learning About Business

Ohio Hurricanes

Willoughby-Eastlake Public Library

Willoughby Hills Historical Society

Willoughby Hills Lions Club

Willoughby Hills Quilt Guild

Willoughby Hills Seniors

Seconded by Lynn Hallum

Roll Call Vote: Ayes w/1 abstention (Plecnik)

Motion passes 6/0.

Lynn Hallum suggested that we request Council to set potential rain dates for Halloween. Do not Google City information. Up-to-date information is available on our website.

Coloring contest winners were selected and will be listed in the final Halloween report. Denise will contact winners and send them their prize.

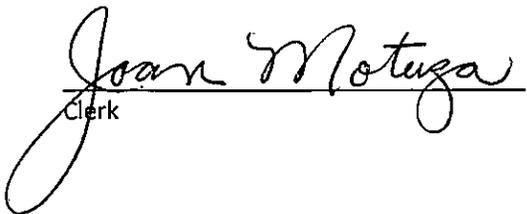
PUBLIC PORTION

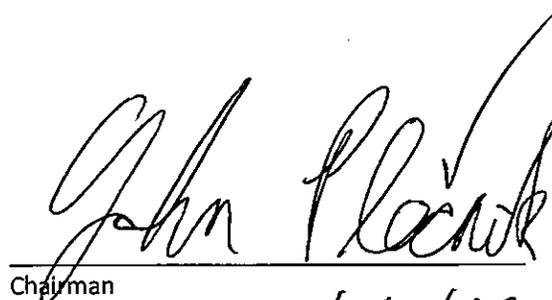
Florine O’Ryan -35400 Hanna Road. Requested Commission members speak into the microphone if they want their TV listeners to hear what they are saying. Last month a question was brought up in public portion regarding the gymnasium Fund. Florine stated we appeared surprised and some did not even know that it existed. She is here tonight to provide background on the gymnasium fund. The gym was planned at the same time as the Community Center. Money was not available for the gym at the time. A fund was started and currently has \$157,786. The land is paid for, the plans are paid for. Survey and engineering fees of approximately \$100,000 have been paid. We can not afford a pool, but we can afford a gym. We no longer have Garfield and are now renting space at the schools. The plans are to locate the gym behind the Community Center with a walkway connecting the buildings. She suggested that the Commission needs a committee to go over the plans and she is willing to meet with them and provide detailed information. She has started a fund raiser on her own to which she has contributed \$10,000 and has another \$10,000 ready to donate. Christmas Card Lane – a place for merchants to advertise their businesses. Neighborhoods and streets were also encouraged to participate.

Linda Fulton -2990 Marcum Blvd. Has donations for the City Christmas tree.

ADJOURNMENT

MOTION: Dan Philipp moved that the meeting be adjourned.
Seconded by Laura Lenz.
Voice vote: Ayes unanimous
Meeting adjourned at 8:11 pm


Clerk


Chairman

Date approved: 12/4/13

11/30/13/jdm

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