

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

February 6, 2013

CALL TO ORDER: 7:04 pm  
PRESENT: John Plecnik, Chairman; Dan Philipp, Vice-Chairman  
Barbara Araps, Dee Germano, Lynn Hallum, Laura Lenz, Gloria Majeski, Jeanette Nelson,  
David Pawar  
ABSENT: Joseph Jarmuszkiewicz. Council Representative Christopher L. Biro  
ALSO PRESENT: Recreation Coordinator Denise Edwards  
Joan Motuza, Clerk

**DISPOSITION OF MINUTES OF JANUARY 2, 2013**

**MOTION:** Laura Lenz moved that the Commission approve the minutes as submitted.  
Seconded by Dee Germano  
Roll call vote: Ayes w/2 abstentions  
**Motion passes**

**CORRESPONDENCE**

1/12/13 e-mail to Commission from Clerk – re Gloria Majeski's meeting with Law Director Lobe – e-mail voting & The Ohio Open Meetings Act.  
1/23/13 e-mail to Commission from Clerk – info regarding procedure for groups requesting sanctioning  
1/30/13 e-mail to Commission from Clerk - list of those requesting sanctioning  
Reports: 2012 Christmas Card Lane/Winter Fest – Final approved 2/4/13  
2012 Breakfast with Santa – Final approved report 2/4/13  
2012 Santa Shop - Final approved 2/4/13  
Community Center – January 2013  
460 Fund Report as of 2/6/13

**COUNCIL REPRESENTATIVE'S REPORT**

Gloria Majeski reported that Boy League Memo of Understanding went to Council and was sent to our Law Director. She is not quite sure what the issues were. Law Director Lobe and Councilman Biro will meet to see if they can come to some resolve.

**RECREATION REPORT**

**2013 Pancake Breakfast – March 3 & 10.** Ticket packets were distributed to Commission members along with an informational letter. The breakfasts, sponsored by the Recreation Commission, are March 3 and March 10, 8:30am – 2pm. The tickets also cover the Lions Pancake Breakfast which is on March 17. Jeanette Nelson requested that the cash box contain a lot of quarters and singles. The adult price: \$6.00/pre-sale, \$7.00 at the door. The children's price: 6 thru 12 -\$3.50, 5 & under free. Denise is working with the Lions coordinating purchase of supplies and checking on pricing before committing to new supplier. Perkins, who has supplied batter in the past, is out of business. The News-Herald and churches have been contacted for publication of the event. Signs will be posted. Barb Araps questioned whether or not the basket raffle will be shared by the Commission and the Lions. Gloria Majeski stated that she is of the opinion that the Lions have started without us. Denise will clarify. Commission members were requested to let Denise know if they can volunteer for this event.

**2013 Easter Party – March 23.** Denise has contacted the Captains and has requested the presence of Skipper at the event. Flyer will go out to schools listing sports registrations, Pancake Breakfast and Easter Party. Around February 25<sup>th</sup> Denise will notify the churches and The News-Herald for publication of the event. Volunteers who help the Easter Bunny are in place, but additional help is needed.

**2012 Breakfast with Santa.** Final report approved 2/4/13. Expenses: \$1,140.45. Income: \$1,389.00. Profit: \$248.55.

**2012 Santa Shop.** Expenses: \$729.00. Income: \$984.00. Profit: \$255.00

**2012 Christmas Card Lane/Winter Fest** Total number of Christmas Card Lane sponsors = 34. Income: \$1,030. Expenses: \$750.85. Profit: \$279.15. Nate Catania, Service Department, charged supplies required for the event (\$312.23) Denise advised that Finance Director Brichacek will also begin tracking time invested by the Service Department.

Gloria Majeski requested that future reports include year-to-year tracking of information (attendance, costs, profits, etc.) with running total so that Commission can evaluate events.

**Basketball** is doing well. Games have started. Games are posted on site. 5<sup>th</sup> & 6<sup>th</sup> graders play on Friday evenings and instructional is on Saturday mornings.

**Softball/Baseball**. Registration ends March 3. They will be taking registrations at the March 3 pancake breakfast and also at the **Fire Department Fund Raising Breakfast Sunday February 10** at the Community Center. Boys League and softball have put a plan in place to purchase an embroidered bag for first aid supplies which can be refilled rather than purchase complete first aid kits each year.

**Boys League Fundraiser Pasta Dinner April 28**. This event is in place of the reverse raffle which was held in the past.

**January 2013 Community Center Report**. Down a bit from last year but up from previous year.

**2013 Willoughby Hills Appreciation Day @Classic Park**. The Captains have changed their program this year. Their community day is no longer on the week end but is on Wednesday. Looking at their schedule, July 17 appears to be a good date. Also, in order to make it a true community day the Captains are coming up with programs to incorporate softball and baseball.

**Magnets**. Dan Philipp will provide magnets for distribution at the Pancake Breakfast.

**2013 Craft Show**. 2012 Vendors have been sent letters and registration information in the event that they would like to have space in the show. All products need to be hand made.

#### **460 FUND**

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

Fund Balance 2/6/13 = \$26,684.42

Note: No funds are encumbered.

The Finance Director has already transferred profit from the 2012 Breakfast with Santa, Santa Shop and 2012 Christmas Card Lane/Winterfest (\$782.70). The Commission made the following motion for the record.

**MOTION:** Gloria Majeski moved that the Commission approve transfer of funds to the 460 Fund.  
 Seconded by Barbara Araps.  
 Roll call vote: Ayes unanimous  
**Motion passes 9/0.**

#### **UNFINISHED BUSINESS**

**Voting & Open Meetings**. Gloria Majeski discussed with Law Director Lobe the legality of voting via email. We can not vote via e-mail. Also, according the Law Director Lobe, Committee meetings are subject to notification, public portion, minutes, etc.

**City News Letter**. Gloria passed out a draft of the City Newsletter which includes a Recreation page listing Recreation and City events. Distribution to the homes is anticipated prior to the first pancake breakfast.

#### **NEW BUSINESS**

**Sanctioning requests**. The following groups have applied for sanctioning and have provided documentation as to why they should be sanctioned according to Ordinance No. 2012-58.

- AARP Volunteer Tax Aid Program
- Boy Scout Troop 562
- Chagrin River Watershed Partners, Inc.
- Girl Scout Troop 71009, GSNEO
- Lake County Board of Elections
- Lake County Mayors & Managers
- Leadership Lake County
- Learning About Business (LAB)
- Ohio Hurricanes
- Willoughby Soccer Club
- Willoughby-Eastlake Public Library
- Willoughby Hills Art Gallery
- Willoughby Hills Fall Corn Fest
- Willoughby Hills Historical Society
- Willoughby Hills Seniors
- Willoughby Hills Quilt Guild

Willoughby Hills Lions Club  
Willoughby Hills Boys League

After review and discussion the Commission took the following action:

**MOTION:** Gloria Majeski moved that the Commission approve the above listed groups for 2013 sanction.  
Seconded by Dan Philipp  
Roll call vote: Ayes unanimous  
**Motion passes 9/0.**

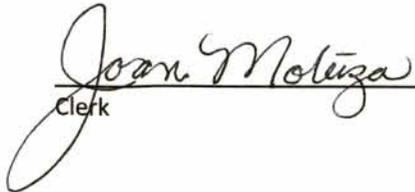
**Willoughby Soccer League.** Mayor Weger is meeting with the Willoughby Soccer League to talk about the soccer field at Garfield. Our Service Superintendent, Nate Catania, will also be in this meeting. The main idea is to bring the groups together to formulate a plan and have the soccer field ready for play in the fall. The Soccer League has indicated that they want to provide bleachers, etc. for this field. The City needs to determine what Willoughby Hills City needs to do regarding soccer field preparation.

**PUBLIC PORTION**

No public in attendance.

**ADJOURNMENT**

**MOTION:** Jeanette Nelson moved that the meeting be adjourned.  
Seconded by Gloria Majeski  
Voice vote: Ayes unanimous  
**Meeting adjourned at 7:43 pm**

  
Clerk

  
Chairman

Date approved: March 6, 2013

2/27/13/jdm

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