

MINUTES
Recreation Commission
City of Willoughby Hills

September 5, 2012

CALL TO ORDER: 7:01 pm
PRESENT: Dan Philipp, Chairman; Barbara Araps, Dee Germano, Lynn Hallum, Laura Lenz,
Gloria Majeski, John Plecnik
ABSENT: Joseph Jarmuszkiewicz, Jeanette Nelson, David Pawar
ALSO PRESENT: Council Representative Christopher L. Biro
PT Recreation Coordinator Ann Hassoldt-Fenoff
PT Recreation Coordinator Denise Edwards
Joan Motuza, Clerk

DISPOSITION OF MINUTES OF JUNE 6, 2012

MOTION: John Plecnik moved that the Commission approve the minutes as submitted.
Seconded by Gloria Majeski
Roll call vote: Ayes unanimous
Motion passes 7/0

CORRESPONDENCE

6/7/12 e-mail from Gloria Majeski – Finance Report Analysis
6/20/12 e-mail from Councilman Reichelt – Advising Codified Ordinances available online.
6/20/12 e-mail to The News Herald – Cancellation notification of July and August 2012 meetings.
6/20/12 e-mail from Councilman Reichelt – Community Center Rate Adjustment meeting scheduled.
8/8/12 e-mail from Gloria Majeski – Updated pool pass subsidy report
8/10/12 e-mail from Coordinators – 2012 Flea Market Cancellation
Community Center: Report as of 6/30/2012
Report as of 7/31/2012
Report as of 8/31/2012
Minutes: Recreation Commission of Council 7/18/2012 –Community Center Rates
Reports: 2012 Pancake Breakfast Final Report
2012 Easter Party Final Report
WH Appreciation Day at Classic Park Final Report

COUNCIL REPRESENTATIVE'S REPORT

Council Representative Biro reported on the Recreation Committee of Council meeting held on July 18, 2012. Minutes of this meeting are attached (Attachment A). Council Representative Biro advised that council will have in place an Ordinance prior to January 1, 2013 to cover the agreed to revisions. Gloria advised the Commission must approve, at their December meeting, groups that wish to be sanctioned by the City for discounts. Current paid bookings for 2013 will not be subject to the increased rates.

RECREATION REPORT

Community Center Reports – June, July & August 2012. Overall a very successful summer. September is on track, October and November are looking good.

March 2012 Pancake Breakfast. Income \$5845.42, Expenses \$2519.70, Profit = \$3325.72. Breakfasts served during the two Sundays = 1019.

Easter Party- March 31, 2012. Expenses for contest baskets and candy = \$462.21. Income from photos = \$164.

Captains Day June 3, 2012. 70 game tickets sold at \$5/ticket. 50 food vouchers sold at \$5/voucher. Expenses \$600, tickets and vouchers; Basket gift cards = \$125; Raffle Baskets misc. = \$20.93. Rec Coordinator suggested the price of tickets and food

vouchers be increased in the future. Mayor Weger threw out the first pitch. The Commission thanks Ray Somich who donated a suite which was raffled.

Flea Market scheduled for August 11 was cancelled due to the poor conditions of the field caused by the rain. No rain date had been scheduled. All vendors received refunds. It was suggested that a rain date be scheduled for 2013.

Safety Town – June 18-22. 18 children were registered, 11 of which were Willoughby Hills residents. 17 completed the program. The program was implemented by the Police Department who paid for instructor fees and equipment. Recreation Department expenses \$234.36 were incurred for water, misc. supplies and lunches for volunteers, instructors and guests who came in during the week to work on safety town. The Police Department has requested that Safety Town be scheduled for July 8 -12 2013.

Touch-A-Truck August 25, 2012. Event implemented by the Fire Department. Expenses of the Recreation Department = \$43.95 used to purchase 500 Tootsie Pops. The Rec Department booth had a Corn Hole toss and a raffle basket. Also at the booth were Diana Rini and her staff promoting her boot camp, zumba, and hard core classes that will be offered at the Community Center beginning the week of September 17th.

Girls Softball. 8 teams, 95 girls registered. This was the first year in the Great Lakes Fast pitch league.

Halloween Party October 20, 6-8 pm at Community Center. Weather permitting there will be a hay ride. Games and candy, free admission ages 2-12. Volunteers needed.

Craft Fair – October 13. 10 – 4. It is full with a waiting list. Displays will be on all levels of the Center. Volunteers are needed for set up. Emphasis on handmade items. Will be published in News Herald listing of craft fairs. News releases also sent to other publications.

Corn Fest 2012. Gloria Majeski provided the Commission with an update. . A rain contingency plan is in place.

460 FUND

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

Fund Balance 5/31/12 = \$38,041.74. (No deposits, other than interest, have been made this year).

Note: Released June 9, 2009 – \$23,000 for layout, design and construction of bocce courts.

Rescinded April 4, 2012 - \$23,000 for layout, design and construction of bocce courts.

Released April 4, 2011 - \$1000 to Maple Grove Grange for completion of handicap bathroom on main floor.

\$816.92 has been withdrawn from the \$1000 released for bathroom completion.

Released April 4, 2012 – Up to \$25,000 for construction of the Garfield soccer fields.

MOTION: Gloria Majeski moved that the Commission transfer the profit from the 2012 Pancake Breakfast (\$3325.72) to the 460 Fund. Seconded by Dee Germano.

Roll call vote: Ayes unanimous

Motion passes 7/0.

UNFINISHED BUSINESS

Soccer Fields. Fields are not ready for fall play. Smaller field was seeded in June and watered by the Fire Department. However the grass is still too sparse for play. The larger field will be seeded in the next few weeks. The playing field will be ready for 2013.

Christmas Card Lane. Chairman of the event Philipp requested those interested in being part of the planning committee contact him. Discussion and planning for this event to be held at a committee meeting to be called by Chairman Philipp. Goal is to generate as much attendance and participation and make this a large annual event.

NEW BUSINESS

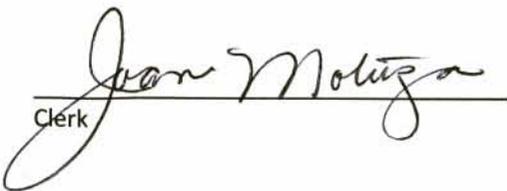
Anne has received a request from a Girl Scout troop in Willoughby for sponsorship. They have outgrown their location of the Willoughby Middle School and are requesting that our City be their sponsor. In exchange for room usage they would volunteer for programs. Ann reported that when requested they have already refused two events as they are older girls and only want to do things at the Farm Park and not do some of the programs like Halloween, craft show and breakfast with Santa. Ann's recommendation would be for them to use the Grange as the Boy Scouts do and then if we could get them for volunteering for certain programs but as far as being their actual sponsor the Community Center does not have the space to store items/equipment. To clarify, Gloria advised that Boy Scout Troop #562 is sponsored by the City. She suggested that the Girl Scouts be put in touch with our two Grange Coordinators who can talk with them. Gloria stated that this Girl Scout troop have been good volunteers in the past.

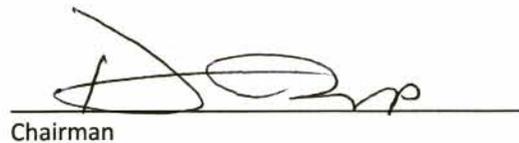
PUBLIC PORTION

Diana Rini – Mentor Fitness located in Willoughby. Starting in September she will be offering fitness classes at the Community Center. Boot Camp, Zumba, and Core Program.

ADJOURNMENT

There being no further business Chairman Philipp adjourned the meeting at 8:00 pm.


Clerk


Chairman

Date approved: Oct 3, 2012

9/11/12/jdm

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

DAVID A. REICHELT
President of Council

NANCY E. FELLOWS
Vice President of Council

VICTORIA ANN SAVAGE, CMC
Clerk of Council

City of Willoughby Hills

Council
CHRISTOPHER L. BIRO
DAVID M. FIEBIG
FRANK A. GERMANO
KEVIN D. MALECEK
RAYMOND C. SOMICH

Committee: Recreation

Date:	7/18/2012	Time:	7:30pm
Committee Members			
√	Christopher L. Biro, Chair		
√	David M. Fiebig, Councilman		
√	Ray C. Somich, Councilman		
Also Present			
Mayor Bob Weger			
Councilman Dave Reichelt			
Councilwoman Nancy Fellows			
Councilman Kevin Malecek			
Gloria Majeski, Executive Assistant to the Mayor			
Anne Hassoldt-Fenoff, PT Recreation Coordinator			
Denise Edwards, PT Recreation Coordinator			
Kyle Overmeyer, PT Recreation Coordinator			
Laura Lenz, Recreation Commission Member			
Order of Business			
<p>Community Center Hours and Rate Modifications: Extensive discussion on rationale behind rate increases. Shaefer and Historical room rentals were not covering costs. Also, comments by renters that 7 hour rental too long. Gloria Majeski presented Recommendations Document offered by Recreation Commission for rental changes to Council after considerate discussions in Recreation Commission meetings prior to Recreation Committee Meeting. (Refer to Handout)</p>			
<p>Recommendations: Suggest changes in fee increases and varying rates during peak times. Even with increases, Recreation Coordinators assure Recreation Committee that WH CC rates are highly competitive compared to surrounding venues. Recommendations also discuss 4 hour rental for businesses and civic organizations. Document discusses different categories of rental such as "Party/Shower/Banquet-7Hr. Rental" vs "Business Meeting Rental 4 Hr." vs "City/Civic Organization 4Hr" or "Other 4 Hr. Rentals. These rentals are further classified by Resident or Non-Resident and /or sanctioned or non-sanctioned by the City of WH. Document defines each classification.</p> <p>Groups that wish to be sanctioned by City for discounts must come before Recreation Commission for that determination.</p>			
<p>Business Center: Discussion looked at acquiring appropriate equipment such as PA systems, computers and projectors available for groups to utilize. Administration suggests very costly for city to own, operate and maintain equipment. Will look at companies available for groups to rent from.</p>			
<p>Consensus of committee to make discussed changes to Recommendations and forward to Council for Ordinance.</p>			
Public Portion			
<p>The following people came forth with questions/comments: 9:43pm Florine O'Ryan suggested city putting together a portfolio of picture of the community center for prospective renters.</p>			
Time Meeting Adjourned:	9:44pm	Committee Chairman:	Chris Biro