

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

October 3, 2011

CALL TO ORDER: 7:00 pm  
PRESENT: Chairman: Joseph Jarmuszkiewicz  
Barbara Araps, Dee Germano, Lynn Hallum, Gloria Majeski, Jeanette Nelson,  
John Plecnik  
ABSENT: Dan Philipp, Rick Helton, David Pawar, Nancy Fellows, Council Representative  
ALSO PRESENT: Kelly Wright, Recreation Coordinator  
Katherine Lloyd, Clerk Pro-Tem

**DISPOSITION OF MINUTES OF SEPTEMBER 7, 2011**

**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**

Reports: Finance Report – 460 Fund  
Finance Report - Community Center MTC/YTD Expense Report  
Finance Report - Recreation Department MTD/YTD Expense Report  
Community Center Usage Report as of 9/1/11  
2011 Flea Market Report  
2011 Safety Town Report  
2012 Event Dates

**COUNCIL REPRESENTATIVE'S REPORT**

Council Representative Fellows was out of town for work purposes.

**RECREATION REPORT**

Coordinator Kelly Wright reported on the **Craft Fair** to be held Saturday October 8, 2011. All tables are sold (60 vendors, 8 of which are Willoughby Hills residents) and requests are still coming in. They did accommodate a few additional vendors by using the lobby and part of the Lion's Room. A raffle will be held with each vendor donating an item. Volunteer help is still needed. To date income is \$2720 with expense of \$224. New reusable signs have been purchased and posted at the City's four main areas to provide more publicity to this event. This event is being featured on Cleveland.com. Craft Fair flyers are being distributed at Wickliffe's Craft Show. **Halloween Party** – October 22, 6-8 pm. No registration is required. Flyers have been distributed. Will ask Boy Scouts if they want to participate in Haunted Hay Ride. Anne discussed with Gloria the possibility of providing new games for the event. **Christmas Card Lane Lighting Ceremony** – December 1. **Breakfast with Santa** – December 3 – 9am-Noon. **Safety Town** – Kelly extended thanks to Rick Motuza of the Niklee Company who made corrections at no charge on the safety town shirts which were provided by another supplier.

**CORN FEST**

Gloria Majeski reported on the Corn Fest held on September 10 and 11. With the cool rainy weekend, use of generators outside was unsafe. The event was moved into Community Center. The field was too wet and muddy. **2011 Fireworks** were cancelled. The Mayor had talked about rescheduling the fireworks during the Halloween event. However, the Fire Department had concerns about a fire hazard with the dry leaves. Fireworks were under contract for \$4500 with 6 month window to use. Cancellation fee of \$1800 was paid to get out of the contract. **Dinner** sales went well. 160 dozen ears of corn were used.

Corn Fest Wrap Up meeting was held last Tuesday and the Committee made suggestions for improvement next year.

**Car Raffle** - Money still needs to be raised to pay off the car – much discussion by Corn Fest Committee as what to do to raise funds to pay

for the car so that it can be raffled. Tickets are still being sold and will be sold at the upcoming Craft Fair. Tickets were sold at the Sun Plum Market this past weekend. The back of the raffle ticket states that drawing date is subject to ticket sales. Only 600 tickets have been sold to date.

#### **460 FUND**

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

Fund Balance 9/26/11 = \$39,501.66

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

No withdrawals have been made against the \$23,000 released for bocce courts.

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

\$442.86 has been withdrawn from \$1000 released for Grange bathroom completion.

**MOTION:** John Plecnik moved to transfer the profit (approximately \$810) from the 2011 Flea Market to the 460 Fund.

Seconded by Dee Germano

Roll Call Vote: Ayes unanimous.

**Motion passes 7/0**

#### **UNFINISHED BUSINESS**

#### **NEW BUSINESS**

Gloria Majeski reported that she spoke to Council Representative Fellows and requested a meeting of the Recreation Committee of Council regarding changing the Ordinance which has to do with use of the Community Center by civic organizations. Clarification as to charges needs to be made.

Gloria Majeski wanted to put on record that the Clerk needs to be notified regarding members attendance at meetings. She also thought that the Commission should think about meeting attendance. Rules of other committees allow for removal of members who have three unexcused absences. By notifying the Clerk of your absence, the Commission could, by motion, excuse your absence.

The 2012 Recreation Event calendar was reviewed.

#### **PUBLIC PORTION**

Lynda Fulton – 2990 Marcum – suggested live auction for fund raiser.

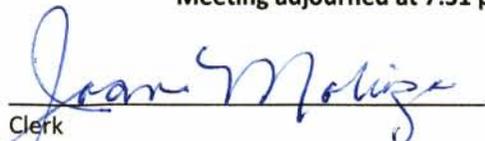
#### **ADJOURNMENT**

**MOTION:** John Plecnik moved that the meeting be adjourned.

Seconded by Barb Araps

Voice vote: Ayes unanimous

**Meeting adjourned at 7:31 pm.**

  
Clerk

  
Chairman

Date approved: 11-7-11

11/2/11/jdm

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