

MINUTES
Recreation Commission
City of Willoughby Hills

February 1, 2012

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

DISPOSITION OF MINUTES OF JANUARY 4, 2012

MOTION: John Plecnik moved that the Commission approve the minutes as submitted.
Seconded by Jeanette Nelson.
Roll call vote: Ayes unanimous
Motion passes 9/0

CORRESPONDENCE

1/3/12 To Mayor Weger from City of Willoughby re: Willoughby Hills offering pool pass subsidy
1/5/12 To Mayor Weger – Commission Recommendation regarding 2012 pool pass subsidy
1/5/12 To Mayor Weger – Commission action requesting transfer of profits from Breakfast w/Santa and Christmas
Card Lane to 460 Fund
1/5/12 To Finance Director from Mayor Weger requesting above transfer
1/5/12 To City of Willoughby from Mayor Weger advising City joining pool pass subsidy for 2012
1/6/12 email from Gloria Majeski – re: Willoughby Evening Lions Pancake Breakfast
1/27/12 From Terry Baller to Chairman Philipp re: Soccer Field construction

Minutes: Recreation Committee of Council 10/27/11
Reports: Community Center Usage Report as of 1/31/12
Community Center MTD/YTD Expense Report as of December 31, 2011
460 Fund Balance Change Analysis for month ended 12/31/11
460 Detail Revenue Transactions
460 Detail Expense Transactions

COUNCIL REPRESENTATIVE'S REPORT

Christopher Biro has been appointed as the Council Representative to the Recreation Commission.

RECREATION REPORT

Pancake Breakfasts – March 4 & 11, 2012. Coordinator Anne Hassoldt-Fenoff distributed ticket packets to the Commission and requested that money and unsold tickets be returned to the recreation office on or before March 11. Cost: Adult \$7.00 at the door -\$6.00 pre-sale, children ages 6 thru 12- \$3.50 and children ages 5 and under free. In agreement with the Lions Club, the cost for the children's breakfast has been increased from \$3.00 to \$3.50. The Golden Buckeye card will be honored only at the door. Recreation tickets will be honored at the Lions breakfast on March 18 and Lions tickets will be honored at the Recreation breakfasts March 4 & 11. Volunteers signup list will be forthcoming. It was requested that volunteer times be staggered, so as

to cover the end clean up. **Softball & Baseball.** Registration has begun – applications have been distributed. Willoughby Hills has joined the Great Lakes Girls Fast Pitch League which includes the cities of Willowick, Wickliffe, Kirtland, and Willoughby Hills. Previously we were in the Willoughby Baseball League and there were complaints and problems. We were just considered as someone in their league. In the Great Lakes league all cities will have representation and equal say. Currently Joe Jarmuszkiewicz is our representative. Teams need to be formed by March 15th. They are looking into a joint website for the girls in all four cities which would provide easy access for schedules, team information, etc. They were able to lower the cost of the pixies by \$10 to \$50. All others are \$60. Out of town resident's fee was eliminated. Many of Willoughby Hills players are from surrounding cities. The City will be responsible for umpire fees. Anne requested that method of payment to umpires be determined. The season will start on May 12 and end around the 2nd week of July. Our City is responsible for our teams uniforms and equipment. Gloria Majeski advised that the City had signed a two-year contract for softball photos and we are obligated for the 2012 season. **Community Center.** January was a busy and productive month. Bookings continue to increase. Campbell Park is also seeing an increase in rental. Anne announced that PT Recreation Coordinator Angie Howell has resigned as of January 31, 2010. Planning is beginning for the **Easter Party** scheduled for Saturday, March 31 at 1:00 pm.

460 FUND

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

Fund Balance as of 12/31/11 = \$44,282.25

Note: Released June 9, 2009 – \$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.

\$845.89 has been withdrawn from the \$1000 released for bathroom completion.

UNFINISHED BUSINESS

Magnets. Gloria Majeski reported information provided to her by Dan Philipp. He provided samples of magnets prepared for others. Pricing: 3-1/2" x 3/3/4" = \$.15 ea., 3-1/2 x 5-1/2 = \$.21 ea. Turn around time would be within a week. He did not submit a sample of the proposed magnet. Gloria advised that it would have no advertising but contain a schedule of our activities. At the January meeting Dan stated that he would donate 1000 magnets. The Commission felt that if space allows the small magnet should be used. Commission members were in agreement that web site and information phone number should be included - the magnets to contain no advertising. Discussion ensued regarding quantity, distribution and cost of mailing. It was suggested that a portion of the cost come out of the events budgets.

The following is our first recommendation to the Mayor. It is up to him to determine where the funds can come from. If he comes back and advises that funds are not available we would then recommend that we obtain the donated magnets for distribution at our events.

MOTION: Jeanette Nelson moved that the Commission recommend to the Mayor that we obtain enough magnets to be able to mail out to residents, allowing enough extra for hand out at various events. The cost would be the additional magnets over the 1000 that is being donated plus the mailing costs.

Seconded by John Plecnik.

Roll call vote: Ayes unanimous

Motion passes 9/0

Monitor Fees at the Community Center. Coordinator Hassoldt-Fenoff advised that she needs to meet with the new members of the Recreation Committee of Council to find out their thoughts on this. **Soccer Fields.** Gloria reported on Terry Baller's recommendations. Mr. Baller is a Civil Engineer who specializes in all sports fields. Primarily he is a golf course designer, but has done all fields. He worked for IMG and Gaylord Sports and would come highly recommended from Mayor Anderson (Willoughby). Gloria read into the record Mr. Baller's letter of January 27, 2012 (attached as **Exhibit A.**) Gloria advised that another member of our community is Ryan Cummins a Civil Engineer who works with Willoughby Soccer and he would be willing to work with Mr. Baller. The Commission questioned going out for competitive bidding. Gloria advised that Mayor Weger is authorized to spend up to \$25,000 without requesting competitive bidding. She stated that competitive bidding

requires that you taking the lowest bid which is not always the best. Chairman Jarmuszkiewicz asked if the City Engineer could do this project. Barbara Araps stated that he could do the soil samples, but that she believes that he would not be qualified to do the assessment of the field. Commission members want to get this project moving but are unclear as how to proceed. They do not know if this is a good price. Gloria Majeski suggested that the quote be presented to Ryan Cummins for his opinion regarding price and direction of project. Gloria stated that she would contact Mr. Cummins for his input. **Electric Sign.** Gloria Majeski has received another quote which is in the same price range. She advised that Council held a retreat at which advertising within the community was discussed. The procurement and installation of signage has been put into Council's Economic Development Task Force.

2012 Christmas Card Lane Sub-Committee. Gloria advised that Dan Philipp will chair but needs volunteer members.

NEW BUSINESS

Newsletter. Unfortunately the Newsletter will not be delivered prior to the Pancake Breakfasts.

Boys League Raffle – March 3, 2012. Fundraiser. All are invited. Tickets are available from Joe Jarmuszkiewicz and Gloria Majeski.

PUBLIC PORTION

No public present.

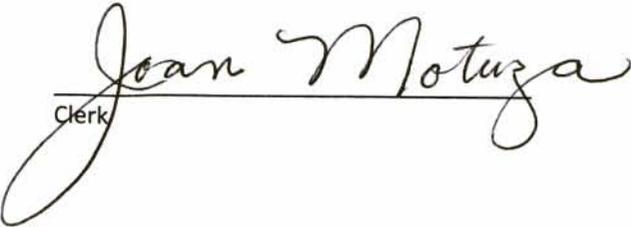
ADJOURNMENT

MOTION: Jeanette Nelson moved that the meeting be adjourned.

Seconded by Barbara Araps

Voice vote: Ayes unanimous

Meeting adjourned at 7:55 pm


Clerk


Chairman

Date approved: 3-7-12

2/13/12/jdm

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

Magnets• 15 smaller = $3\frac{1}{2} \times 3\frac{3}{4}$ • 21 larger = $3\frac{1}{2} \times 5\frac{1}{2}$

Soccer Fields = Sight Plan for excavation and overlooking Project would be \$500 to \$1,000.

Terry Baller
534 Riverview Rd.
Gates Mills, OH 44040

January 27, 2012

Dan Philipp
Recreation Committee
City of Willoughby Hills
2423 Pine Valley Dr.
Willoughby Hills, OH 44094

All Fields = He would do what he states below for all the fields in the city.
Approx. cost = \$3,500 and that would include Soccer Field Project.

Terry - is a Civil Engineer who specializes in all sports fields. Primarily he is a golf course designer, but has done all fields.

Dear Dan:

As a follow up to our meeting yesterday and discussion related to the desire for Willoughby Hills to build two soccer fields located at the corner of Chardon Rd. and River Rd., I am including in this correspondence my thoughts and recommendation.

In my opinion it would be in the best interest of Willoughby Hills to obtain a soil test in a few locations on the property where the fields will be located. It is unclear to me that the soil profile will meet minimum drainage requirements. In addition to using the soil test for drainage, I am also concerned about the structural integrity of the soil profile.

I am very familiar with the construction and demolition activities that have taken place on the property over the past few years and am concerned that there is a thick layer of rubble that will ultimately be the base for the proposed fields. It may be determined that the structural integrity of the underlying soil is satisfactory for field construction; however it is probably not a good enough medium to grow grass for sports use. I would recommend checking into viable options within the city for decent topsoil generated from other city projects that can be used as a cap layer to plant turf. Furthermore, I would also add subsurface drainage to the fields post capping. The drainage will only lengthen the life of the fields and can allow for play during inclement weather situations. The turf will certainly perform better as it will be able to recover quicker due to proper drainage and will also not be an eyesore to the community.

If there is an interest to review all of the sports fields currently owned by the City of Willoughby Hills, I will be more than happy to put together a proposal to assess these properties and recommend solutions for each. The scope of work included in my proposal will include:

- Assessment of all fields
- Improvement recommendations
- Planning and design work associated with improvements
- Recommended construction methods and oversight

Please let me know how you would like to proceed. I look forward to working with you.

Sincerely,

Terry Baller

He worked for IMG + Gaylord Sports and would come highly recommended from Mayor Anderson (Willoughby).

Gloria

This is just a letter he sent to me explaining everything.

Dan