

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

November 7, 2011

CALL TO ORDER: 7:00 pm  
PRESENT: Dan Philipp, Chairman: Joseph Jarmuszkiewicz, Vice-Chairman  
Barbara Araps, Dee Germano, Lynn Hallum, Gloria Majeski, Jeanette Nelson,  
David Pawar, John Plecnik  
ABSENT: Rick Helton, Council Representative Nancy Fellows  
ALSO PRESENT: Recreation Coordinator - Ann Hassoldt-Fenoff  
Joan Motuza, Clerk

**DISPOSITION OF MINUTES OF OCTOBER 3, 2011**

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

**CORRESPONDENCE**

10/12/11 From Gloria Majeski – Corn Fest Car Raffle abandoned 10/12/11. Previously sold ticket money to be returned to purchasers.  
10/17/11 To Mayor Weger – requesting authorization of 2011 Flea Market Profit to 460 Fund  
10/17/11 From Mayor Weger to Finance Director Brichacek – requesting above transfer  
10/18/11 From Finance = \$803.02 revenue over expenditures from 2011 Flea Market transferred to 460  
Press Release: 10/18/11 email from AMC – Advising American Grants and Loans Catalog is now available  
Reports: Community Center Rental Report  
Community Center MTD/YTD Expense Report  
460 Fund Reports: YTD Fund Report  
MTD/YTD Detail Revenue Transactions  
MTD/YTD Detail Expense Transactions  
Halloween Party Final Report  
Minutes: 10/13/11 Recreation Committee of Council  
10/27/11 Recreation Committee of Council

**COUNCIL REPRESENTATIVE'S REPORT**

Council Representative Fellows was not in attendance. Recreation meeting time conflicted with Council committee meetings. No decision has been made regarding clarification of charges for Community Center usage. The Commission feels that the City should not subsidize other organizations.

**RECREATION REPORT**

Kelly Wright submitted her resignation as of 11/8/11.

**Craft Show.** Sold out event. Final report not available and will be presented at the December meeting. 65 vendors. Approximate profit of \$2,386. **Halloween Party.** 134 children participated, 89 which were from Willoughby Hills. 37 Willoughby Hills families vs. 27 families non Willoughby Hills. The Commission will judge the coloring contest entries after the meeting. Prizes will be purchased for winners of both the coloring contest and costume contest. **Volunteer Help.** Anne requested that when e-mails requesting help are received, Commission members respond whether or not they are available. **Christmas Card Lane Lighting Ceremony– December 1 -6 pm.** Anne hopes to obtain a choir, refreshments and ceremony. It was suggested that our Santa participate in this event. **Breakfast with Santa – December 3.** Looking for volunteers. \$1.00 children, \$5.00 adults. **Santa Shop.** Held in conjunction with Breakfast will be handled by Gloria Majeski. **Toys for Tots** is

sponsored by the Willoughby Hills Fire Department. Toys will be collected at the breakfast. Dynamic Duo is working with the Fire Department to collect toys. Toys can be purchased at their establishment. In exchange they will give toy donation purchasers raffle tickets for a \$5 booklet of instant scratch off tickets. **Community Center.** October extremely busy month. November is almost booked. December is looking fair.

#### **460 FUND**

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

Fund Balance 11/7/11 = \$40,305.89

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.

\$662.24 has been withdrawn from the \$1000 released for Grange bathroom completion.

#### **UNFINISHED BUSINESS**

The **2012Calendar of events** was reviewed. The dates are as follows:

March 4 & 11	Recreation Commission Pancake Breakfasts
April 14	Easter Party
June 18-24	Safety Town
August 18*	Flea Market *subject to change
August 25	WH Community Touch-A-Truck
September 8 & 9	2012 Fall Corn Fest
October 13	Craft Fair
October 20	Halloween Party
December 6	Christmas Card Lane Lighting Ceremony
December 8	Breakfast with Santa

Discussion of promotion for Recreation events was discussed. It was the consensus of the Commission that signage other than that in front of City Hall or the Community Center is important. Chairman Philipp suggested that Jim Brown of Classic be approached to allow the placement, on Classic's property, of a City operated digital sign advertising City events. Gloria Majeski will check with the Building Inspector to obtain rules on signs and report back at our next meeting. Chairman Philipp also feels that the City website should be outsourced to professional web designers and that the Commission tap into social media (face book, etc.) to market events. Advertising on the site could cover the cost. Gloria Majeski suggested a data base be started of participants in our programs which can be used for marketing our events.

City events must be marketed. Chairman Philipp will donate magnets for distribution by the City which list event dates.

#### **NEW BUSINESS**

**Bocce Courts.** Gloria Majeski advised that Mayor Weger was going to attend the Freeway Lanes Grand Opening of their indoor bocce courts.

**Baseball.** Dave Pawar felt that there is a need for an indoor facility for baseball practice to bring our players to the level of those in surrounding communities. Our kids have the talent but do not have enough practice and instruction.

**Meeting Date.** This meeting was held at the Community Center as Council Chambers were being used for Council committee meetings. After discussion, it was the consensus of the Commission to change our regular meeting day to the first Wednesday of each month with the understanding that if Council Chambers were not available the Recreation Commission meeting would be scheduled elsewhere.

#### **PUBLIC PORTION**

No public present.

**ADJOURNMENT**

**MOTION:** Jeanette Nelson moved that the meeting be adjourned.  
Seconded by Joe Jarmuszkiewicz  
Voice vote: Ayes unanimous  
**Meeting adjourned at 8:30 pm**

  
Clerk

  
Chairman

Date approved: December 7, 2011

11/11/11/jdm

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