

MINUTES

Recreation Commission

City of Willoughby Hills

January 4, 2017

CALL TO ORDER: 7:05 pm
PRESENT: Lynn Hallum, Chairman; Joseph Jarmuszkiewicz, Vice-Chairman; Jeanne Kaston,
Jim Walsh, Sandy Grubiss, Dee Germano
ABSENT: Dan Philipp, Kristina Zeleznik
ALSO PRESENT: Denise Edwards, Rec Coordinator; Theresa Baptie; Clerk

Nomination opened for Chairman of the Commission

Joseph Jarmuszkiewicz nominated Lynn Hallum for 2017 Charmain of the Recreation Commission
Seconded by Jim Walsh
Lynn Hallum asked for additional nominations.
Lynn Hallum accepted.
Nominations were closed.
Roll call: Ayes unanimous.
2017 Chairman of the Recreation Commission: Lynn Hallum

Nomination opened for Vice-Chairman of the Commission

Dee Germano nominated Jim Walsh for 2017 Vice-Charmain of the Recreation Commission
Seconded by Sandy Grubiss
Lynn Hallum asked for additional nominations.
Jim Walsh accepted.
Nominations were closed.
Roll call: Ayes unanimous.
2017 Vice-Chairman of the Recreation Commission: Jim Walsh

DISPOSITION OF MINUTES OF December 7, 2016

MOTION: Joseph Jarmuszkiewicz moved that the Commission approve the minutes
Seconded by Jim Walsh
Roll call vote: Ayes unanimous
Motion passes 6/0

CORRESPONDENCE

12-8-2016 Email from Denise Edwards RE: Willoughby Hills Recreational Market Meeting - Post
12-8-2016 Email from Denise Edwards RE: WH Recreation Committee of Council Meeting –
December 8th
12-12-2016 Email from Denise Edwards RE: Breakfast with Santa Update
12-5-2016 Email from Denise Edwards RE: Contract Package: Lions Room 2/26/17
12-16-2016 Email from Denise Edwards RE: WHBL Fundraiser
12-20-2016 Email from Denise Edwards RE: 2017 Softball Registration
12-27-2016 Email from Denise Edwards RE: December 2016 Community Center Reports
12-27-2016 Email from Nancy Fellows RE: Recreation Commission January Meeting
1-4-2016 Email from Jennifer Greer RE: Recreation Commission January Meeting
1-4-2017 Email from Kyle RE: Quorum
1-4-2017 Frank Brichacek RE: Fund 460 Financial Reports – December 2016

- Community Center Usage - received from Denise Edwards 12/27/2016
- Rec Reports - received from Denise Edwards 12/27/2016
- 460 Report - received from Frank Brichacek 1/4/2017

COUNCIL REPRESENTATIVE'S REPORT

January 4, 2017 Email:

Good morning!

I am hoping to attend the meeting tonight, but I can't fully commit. I'm out of town right now and am flying in today. If everything goes perfectly, I'll be there. If there are any flight delays, I will miss it. If I am unable to attend, I will read the minutes to make sure I know what was discussed. Please feel free to pass on anything that the Commission would like me to share or discuss with Council.

Have a great day!

Fondly,

Jennifer

RECREATION REPORT

Sports Programs: Basketball have received the schedule **Baseball/Softball** returned registrations are coming in. There will be a marketing idea meeting on January 25th since Willoughby/Eastlake Schools changed things over we need to look at other avenues. The 14th from 12-2:00 is indoor practice it's \$65 per 2 hour session; 6-18 years, teaching the basics and the psychological aspect of playing baseball. **Winterfest/Christmas Card Lane** Looks like there'll be around \$600 to transfer, purchased a couple new signs this year. Cancelled due to snow, Kyle & Husband cross country skied to the Community Center to

send the information then Denise and Gloria contacted all those who had registered to let them know it was canceled. Jeanie's husband plowed through and took things down. Denise working w/ Frank Brichacek on things like plates, napkins etc. that can be changed over to pan cake breakfast. **Breakfast with Santa** Santa's shop is already shopped for 2017, \$7-800 lost, in hindsight if this were to happen again, we could have invited people to pictures for \$2 and open Santa Shop, something to think of for the future. Santa Shop; gift and gift wrap, \$496.40 for next year, approximately \$250 lost. **Art Gallery Reception** is Friday the 6th from 7-9:00, will be having the photo contest this year. **Pancake Breakfast** is the first 2 Sundays in March. **Spring Craft Show** is April 1st. **Eggstravaganza** Next meeting is January 9th, @ 6:30, since the date was changed to not interfere w/ Holy Saturday, hopefully other churches will get involved.

COMMUNITY CENTER REPORT For December \$5,820.00, last year \$5,070.00, so far this year we are at \$72,549.50, last year \$68,259.00. Every weekend is booked till mid-January. A good Recreation Department is a sign of a healthy city and something people look for when buying a house.

Willoughby Hills Recreation Sub-Committee Meeting – MARKETING

January 25, 2017, 6:30 pm, in the O’Ryan Room

Present: Sandy Grubiss, Jeanne Kaston, Lynn Streetz-Hallum, Jim Walsh and Denise Edwards

Marketing avenues currently used by the Recreation Department:

- **Today’s Family Magazine** (Kim Miller kim@todaysfamilymagazine.com) – releases are at no charge. We do pay for an ad in the October issue for the Fall Craft Show.
- **Lake County Gazette** (Gail Stuehr gstuehr@yahoo.com or 440-278-4546) – publishes releases and does coverage of our events.
- **Craig’s List**
- **Face Book Page** Willoughby Hills Recreation. I post new events and information.
- **W-E Schools** (Gina Kevern) – We can only post the events on the Community site. No flyers or signs can be at the schools.
- **News-Herald** – Community section will randomly post our releases. They cannot guarantee anything unless we pay for an ad. We do pay for the Garage Sale Day and the Fall Craft Show page.
- **City Newsletter**
- **Community Channel, Recreation Website, Flyers at the Center and CC Bulletin Board**
- **Radio Station WINT** Ray Somich
- **Push Emails** - we use emails from previous registrations to announce new events and registrations

Marketing Ideas Shared at the Meeting:

- **N.E. Ohio Family Fun** (Danielle www.northeastohiofamilyfun.com/submit.event/) –Free advertising. I went on the site 1/26/17 and posted the Pancake Breakfast and the Spring Craft Show.
- **Volunteers** – teens and adults use social media for everyone. Use the volunteers to promote our events (before and during) on FB, Snapchat, Twitter... I will be notifying all volunteers that they will earn a ½ hour of service time if they can prove that they liked us on FB and use some sort of social media to promote the event that they volunteered for.
- **Next Door** – Chris Hallum uses this site to promote meetings, events and important neighborhood information. Lynn/I will ask him for information for us to setup and account.
- **Flyers** – since the schools no longer allow us to hand out flyers, we need to find businesses that will allow us to post them. I will check with Dynamic Duo. I would like to challenge all Recreation Commission members to find a place that will allow us to post flyers or put out flyers. I will provide the copies.
- **Magnets** – Everyone misses the magnets that Dan used to donate for the Pancake Breakfasts. I spoke to Dan and he is going to get me pricing.

Other None

460 FUND The Unencumbered Balance for October is \$47,384.36

UNFINISHED BUSINESS Concession Stand/Roemisch Field Joe reported there is no new news.

NEW BUSINESS:

2017 Sanctioning- New
Lions of Ohio, District OH4

MOTION: Dee Germano made the motion that the Commission approve all the listed 2017 applicants for Sanctioning **Renewals** as submitted
Seconded by Jim Walsh
Roll call vote: Ayes unanimous
Motion passes 6/0

PUBLIC PORTION: None; opened 8:00, closed 8:00

ADJOURNMENT

Meeting adjourned at 8:01 pm by Lynn Hallum, Chairman


Clerk


Chairman

Date approved: 2-1-17

1/4/16 TAB

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

RECREATION COMMISSION Correspondence List
for 1/4/2017 Meeting

12-8-2016 Email from Denise Edwards RE: Willoughby Hills Recreational Market Meeting - Post

12-8-2016 Email from Denise Edwards RE: WH Recreation Committee of Council Meeting – December 8th

12-12-2016 Email from Denise Edwards RE: Breakfast with Santa Update

12-16-2016 Email from Denise Edwards RE: WHBL Fundraiser

12-20-2016 Email from Denise Edwards RE: 2017 Softball Registration

12-27-2016 Email from Denise Edwards RE: December 2016 Community Center Reports

12-27-2016 Email from Nancy Fellows RE: Recreation Commission January Meeting

1-4-2017⁽¹⁷⁾ Email from Jennifer Greer RE: Recreation Commission January Meeting

1-4-2017 Email from Kyle RE: Quorum

1-4-2017 Frank Brichacek RE: Fund 460 Financial Reports – December 2016

- Community Center Usage - received from Denise Edwards 12/27/2016
- Rec Reports - received from Denise Edwards 12/27/2016
- 460 Report - received from Frank Brichacek 1/4/2017

Rec Commission

From: Frank Brichacek
Sent: Wednesday, January 04, 2017 4:37 PM
To: Rec Commission
Cc: Willoughby Hills Recreation Dept.; Debbie Doles
Subject: Fund 460 Financial Reports - December 2016
Attachments: MX-4110N_20170104_160340.pdf

Importance: High

Hi Theresa,

The December 2016 draft financial reports for Fund 460 are in your mailbox. I've also attached a scanned copy of them for you convenience.

As with prior months, the City's books for December have not been closed as of today and, therefore, these reports are draft and should not be considered absolutely final. Other entries, such as the December interest entry, may still need to be posted. As such, these reports are subject to revision.

Frank

Frank J. Brichacek, Jr.
Director of Finance
City of Willoughby Hills, Ohio
(440) 918-8731

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Wednesday, January 04, 2017 3:45 PM
To: Rec Commission; Jim.Walsh@lakecountyohio.gov; kristinazeleznik@gmail.com; Dee Germano; Joe Jarmuszkiewicz; Jennifer Greer; Lynn Hallum; Dan Philipp; Sandy Grubiss; Jeanne Kaston; Mayor
Cc: Gloria Majeski
Subject: Quorum....

Hi Everyone,

Denise will be at meeting.

I have confirmation the Jim Walsh will be there and Kristina will not be there, she is sick. Dee is a yes too. I am fairly certain that Jeannie Kaston will be too.

Is there an Quorum???

Thanks, Kyle

From: Rec Commission
Sent: Wednesday, January 04, 2017 3:37 PM
To: Jim.Walsh@lakecountyohio.gov; kristinazeleznik@gmail.com; Dee Germano <dgermano@divinewordkirtland.org>; Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>; Joe Jarmuszkiewicz <joejarmus@yahoo.com>; Jennifer Greer <jennifergreer@willoughbyhills-oh.gov>; Lynn Hallum <lynnstreetz@hotmail.com>; Dan Philipp <d.w.goods@sbcglobal.net>; Sandy Grubiss <Sandygrubiss30@hotmail.com>; Jeanne Kaston <briankaston@ymail.com>; Mayor <mayor@willoughbyhills-oh.gov>
Subject: Quorum....

I only have three Members for tonight's meeting; Dee, Lynn and Sandy; Two questionable including Kristina and Council member Jennifer Greer and of course Denise.

Rec Commission

From: Jennifer Greer
Sent: Wednesday, January 04, 2017 7:22 AM
To: Rec Commission
Subject: RE: WH Recreation Commission January Meeting

Good morning!

I am hoping to attend the meeting tonight, but I can't fully commit. I'm out of town right now and am flying in today. If everything goes perfectly, I'll be there. If there are any flight delays, I will miss it. If I am unable to attend, I will read the minutes to make sure I know what was discussed. Please feel free to pass on anything that the Commission would like me to share or discuss with Council.

Have a great day!

Fondly,

Jennifer

From: Rec Commission
Sent: Monday, December 26, 2016 6:15 PM
To: Jim.Walsh@lakecountyohio.gov; kristinazeleznik@gmail.com; Dee Germano; Willoughby Hills Recreation Dept.; Joe Jarmuszkiewicz; Jennifer Greer; Lynn Hallum; Dan Philipp; Sandy Grubiss; Jeanne Kaston; Mayor
Subject: WH Recreation Commission January Meeting

The next meeting of the Recreation Commission is Wednesday, January 4, 2017 at 7:00 pm in City Council Chambers.

In addition to advising whether or not you will be in attendance, please also let me know if there is any additional item that you would like on the agenda.

The minutes of the December 7, 2016 meeting are attached for your review as well as the Agenda.

Any name or spelling of name's that are in question I have highlighted in red, please feel free to email me your corrections.

Thank you,
Theresa

Rec Commission

From: Fellows, Nancy [ASPUS] <nfellows@its.jnj.com>
Sent: Tuesday, December 27, 2016 1:30 PM
To: Rec Commission; Willoughby Hills Council; Jennifer Greer; Nancy Fellows
Subject: RE: Recreation Commissions January Meeting

Hello Theresa,

Hope you had a Merry Christmas. I am not available to attend this meeting, however, Councilwoman Greer is the Council Representative to the Recreation Commission. If she is not available to attend either she or I can seek an alternate.

Regards,
Nancy

From: Rec Commission [mailto:rec_commission@willoughbyhills-oh.gov]
Sent: Monday, December 26, 2016 6:21 PM
To: Willoughby Hills Council; Jennifer Greer; Nancy Fellows
Subject: [EXTERNAL] Recreation Commissions January Meeting

The Recreation Commission will meet on January 4, 2017 at 7:00 pm in City Council Chambers. Please respond as to Council Representative attendance.

Thank you.

Theresa Baptie, Clerk
Recreation Commission

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Tuesday, December 27, 2016 11:09 AM
To: Robert Weger
Cc: Gloria Majeski; Willoughby Hills Council; Rec Commission; Rec Commission Personal; Frank Cihula; Frank Brichacek
Subject: December 2016 Community Center Reports
Attachments: 2016 DECEMBER CC USAGE REPORT.pdf; 2016 DECEMBER CC RENTAL SUMMARY.pdf

Good morning! I am hoping that all will go well for the remainder of the year so I have attached the December 2016 Community Center reports.

It is unfortunate that we had to cancel a few rentals and Breakfast with Santa due to the weather. Hopefully Mother Nature will cooperate in 2017.

Please let me know if you have any questions. I hope you have a Happy, Safe and Healthy New Year!

Best regards,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Tuesday, December 20, 2016 2:19 PM
To: Gina Kevern <Gina.Kevern@WESchools.org> (Gina.Kevern@WESchools.org); Debby Patrick <Debby.Patrick@WESchools.org> (Debby.Patrick@WESchools.org); Mindy Boothe; cdaugherty@stfrancism.org
Cc: Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy
Subject: 2017 Softball Registration and Indoor Practice
Attachments: 2017 Softball registration.pdf
Importance: High

Good afternoon, Could you please post the following in your next communication...

The Willoughby Hills Girls Softball Registration has begun for the 2017 season. The registration form is attached. You can mail it with payment to the Recreation Department at 35405 Chardon Road, Willoughby Hills 44094, or deliver it to 35400 Chardon Road. You are also welcome to fax or email the completed form back to us, and request that we call you for a credit card.

We are asking you to register early for the 2017 season. Since the weather never seems to cooperate for us to get an early start, Joe has looked into an indoor practice facility (The Dugout) for February thru March. The timeslot will be on Saturdays from 12:00-2:00 starting the 14th of January. There will be no additional cost to the players. Please get your registration in as soon as possible so we include your player in the count for the indoor practices.

You may email Joe Jarmuszkiewicz at joejarmus@yahoo.com with any questions.

Thank you,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

Willoughby Hills Girls Softball Registration 2017

(Registration deadline is 3/12/17)

Divisions are based upon child's age at cut-off date indicated below*

(Please circle appropriate division)

Slow-Pitch Pixie 8u (Coach Pitch) as of January 1, 2017

Fast-Pitch 10u 12u 14u 18u as of January 1, 2017

*Divisions are also based on the number of applicants and skill level

Cost: Coach-pitch (Pixie) \$50.00 per player Fast Pitch: \$65.00 per player

*****Families with more than one player will be charged \$65 for the first player, and \$50 for each additional player**

Make checks payable to **City of Willoughby Hills**, 35405 Chardon Rd., Willoughby Hills OH 44094

Player's Name: _____ Division: _____

Date of Birth: _____ Age at Cut-off date (see above): _____

Address: _____ City: _____ Zip: _____

Home Phone: () _____ E-mail: _____

Mother's Name: _____ Work () _____ Cell: () _____

Father's Name: _____ Work () _____ Cell: () _____

Birth Certificate Validation: <input type="checkbox"/> Yes <input type="checkbox"/> No

Interested in volunteering as a coach, manager, or coordinator? yes no

FOR MORE INFO: 440-975-3519 or recreation@willoughbyhills-oh.gov

**NOTE: SIGN-UPS AFTER MARCH 12TH WILL BE ASSESSED A \$25.00 LATE FEE
 PLACEMENT WILL BE BASED ON SPACE AVAILABILITY.**

IN CASE OF EMERGENCY

Contact: _____ Relationship: _____ Phone: (____) _____

Name of family doctor: _____ Phone (____) _____

Does your child have any allergies no yes _____

Does your child have any medical conditions no yes _____

Shirt Size (circle one)

Youth	Adult
S M L	S M L XL

Pant Size (circle one)

Youth	Adult
S M L	S M L XL

I/We the parents/guardian of the above, who is a candidate for Willoughby Hills Girls Softball, hereby give my/our approval for her participation during the 2017 season. I/We assume all risks and hazards, direct & incidental to the conduct of the activity and transportation to and from the activity. I/We hereby release, absolve and hold harmless the City of Willoughby Hills, Willoughby Hills Girls Softball sponsors, employees, organizers, agents, representatives and supervisors, any or all of them. I/We hereby waive all claims, demands of any nature, causes of action or any other matter against them, releasing responsibility from any person transporting my/our child to and from the activity. I/We will furnish a certified birth certificate on the above candidate upon request. In case of injury, I/We the parents of the above named child will assume full responsibility for any claims resulting from injury. I/We further grant permission for medical treatment in the event of an emergency.

I agree to demonstrate good sportsmanship by demonstrating positive support for all players, coaches and officials.

Signature of Parent / Guardian _____ Date _____

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Friday, December 16, 2016 10:21 AM
To: Mayor; Gloria Majeski; Willoughby Hills Council; Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Jennifer Greer; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy
Cc: divyne_designs@oh.rr.com
Subject: WHBL Fundraiser
Attachments: WHBL Raffle SAVE THE DATE Flyer Single .jpg; WHBL Raffle SAVE THE DATE Flyer .PDF

Good morning all! Please see the attached information regarding the WHBL Tailgate Party on the Saturday, February 4, 2017.

Thank you,
Denise Edwards
Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748

-----Original Message-----

From: divyne_designs@oh.rr.com [mailto:divyne_designs@oh.rr.com]
Sent: Friday, December 16, 2016 9:54 AM
To: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>
Subject: Re: Breakfast with Santa

Here is the flyer fore the tailgate too.

Thank you. If you have a Facebook page would you post it on there. I will send you a single jpg too. You can't upload a pdf.

Have a great weekend!!

=)

Save the Date: 02.04.2017

WILLOUGHBY HILLS BOYS LEAGUE



2017
FOURTH ANNUAL
TALVERA PARTY

JOIN US!

Saturday February 4, 2017

Lavera Party Center

Doors Open: 6pm

Dinner Promptly at 7pm

\$40
Per Person

Ticket Includes:

Dinner, Open Bar and Entertainment

Side Boards, 50/50 and other Games.

ALSO, Wear Your Favorite

FOOTBALL JERSEY!

All proceeds to benefit the boys and girls of WHBL Sports



Save the Date: 02.04.2017

WILLOUGHBY HILLS BOYS LEAGUE



2017
FOURTH ANNUAL
TALVERA PARTY

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Saturday February 4, 2017

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Side Boards, 50/50 and other Games.

ALSO, Wear Your Favorite

FOOTBALL JERSEY!

All proceeds to benefit the boys and girls of WHBL Sports



Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Thursday, December 15, 2016 1:38 PM
To: Michael Tyler
Cc: Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Jennifer Greer; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy
Subject: Contract Package: Lions Room 2/26/17

Hi Mike! Thank you for your letter, and clarifying. I have copied in the Recreation Commission and we will talk about your sanctioning at the January 4th meeting. The Clerk is also copied in so she will add you to the agenda and put the your letter in each packet.

I do know that you are just looking at the one meeting for 2017 for the group that we have been working on together.

Thank you. Merry Christmas to you also, and we look forward to working with you in the New Year!

Best regards,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

From: Michael Tyler [mailto:michaelt Tyler@oh.rr.com]
Sent: Thursday, December 15, 2016 1:18 PM
To: Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>
Subject: RE: Contract Package: Lions Room 2/26/17

Hi Denise,

Thanks for checking on my group sanctioning letter. I received it, was surprised, but I have to say that all my group members reside out of town as they are OHIO Lions members. It looks as if I'm the only one that can provide additional help for Recreation events which they are asking from my group and my spare time is very limited for the next three years to come.

Denise, the letter said my group should try to do more for the Recreation Department before they would consider approval of my groups sanctioning. Being honest, I think I gave 6 hours of my personal time to the Willoughby Hills Lions pancake breakfast last year which understandably may have gone unnoticed. It may not even be considered a City Recreation Event but it was to me as it took place there. I know I wrote on my application my work for the last 20 years providing the Lions "Good Program" to the school kids of Willoughby Hills, 4 years of which I lived in the City, but 17 years of that time I wasn't a Willoughby Hills resident which may have hurt my eligibility but the best part is Willoughby Hills kids benefitted. I know my position on the

Planning and Zoning Commission helps residents of the City and can't be considered "a group effort" nor does it directly help the Recreation Department. I've only been on the commission for nearly two years but I plan to continue that Mayoral appointment to the commission as long as he plans to keep me. I'm a little disappointed in myself that I am unable to give additional time to help the Recreation Department further. I am only one person from my group and none of the remainder of them reside here. You know I help the City, have helped, and will continue to help this City, as much as I can because I live here. I'm sorry for the long letter but I believe I already made commitments to the city, at least the years I've been on the Planning and Zoning Commission, and I am performing the required work to the best of my ability which will continue. My group, sad to say, can't do more as it all depends on me. I am certain the City receives a lot of applications looking for "Freebee's" without any effort on the applicant's part to provide any help the City. In my case I have already helped the City, had helped for years, and I will continue to help. However, I have no idea how to reply to this letter and I'd appreciate any help you can provide.

I certainly hope you can understand my good intentions and thank you so much for helping me through the application process. I still need the room on February 26th, 2017 so please put a hold on it for me until I get the rest of this paperwork back to you sometime in January. Thank you for all your help already.

Merry Christmas and Happy New Year to you and your family,

Michael Tyler

From: Willoughby Hills Recreation Dept. [<mailto:recreation@willoughbyhills-oh.gov>]
Sent: Tuesday, November 08, 2016 8:25 AM
To: Michael Tyler <michaelyler@oh.rr.com>
Subject: Sanctioned Group

Hi Mike! There will be a letter sent by the Recreation Commission secretary this week or next with the Commission's recommendations. I think it went well, and is going to get you in the right direction. I hope you agree.

Thank you,
Denise Edwards
Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748

Fax 440-918-8748

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Monday, December 12, 2016 10:11 AM
To: Gloria Majeski; Mayor; Willoughby Hills Finance Dept.; Debbie Doles; Willoughby Hills Court; Frank Brichacek; Willoughby Hills Building Dept.; Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Jennifer Greer; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy
Subject: Breakfast with Santa Update
Attachments: IMG_4360.JPG

Good morning all!

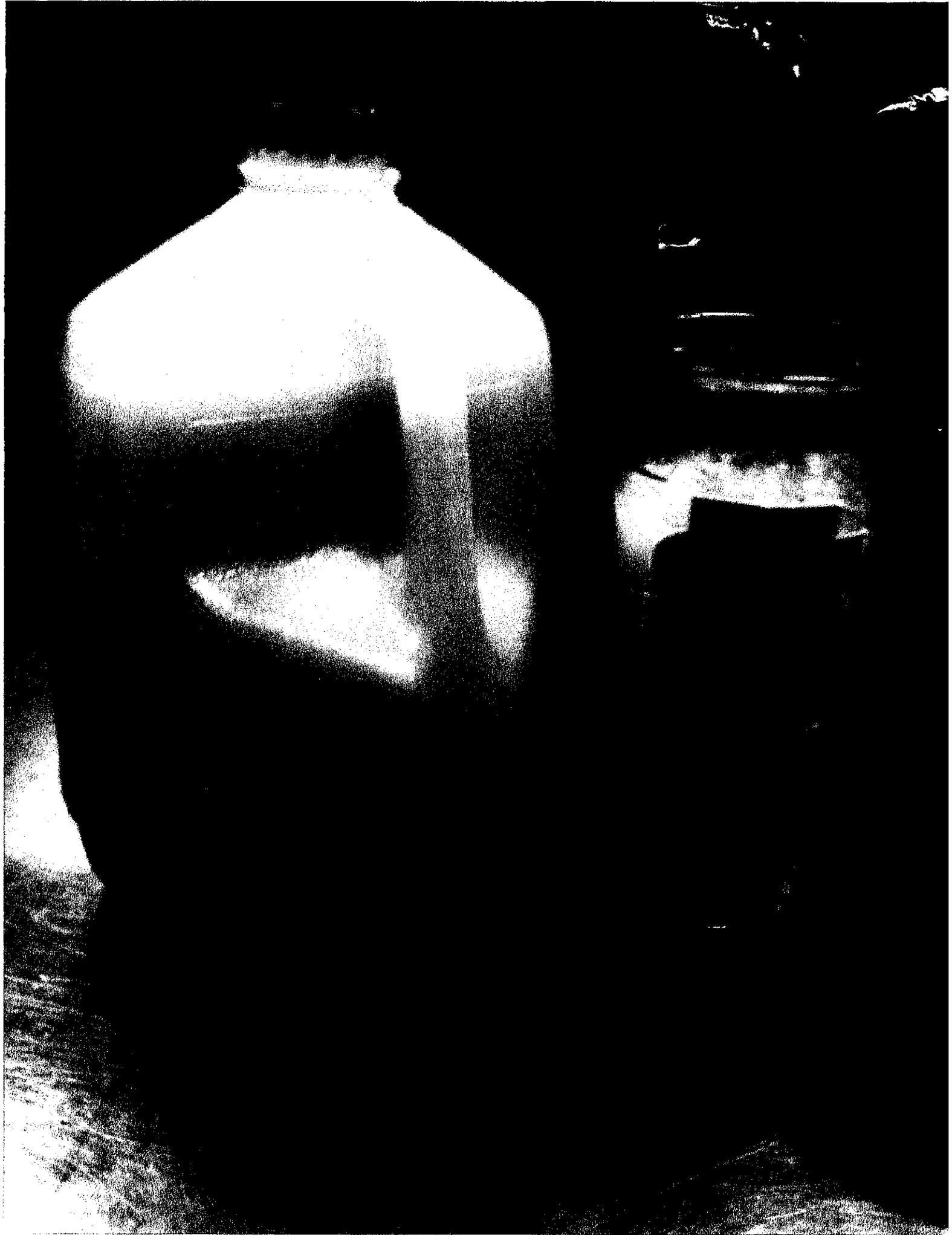
Unfortunately, Breakfast with Santa had to be cancelled due to the weather conditions. Kyle and I are working on the refunds so we can get them out ASAP.

We came in Friday to make sure everything was setup in the O’Ryan Room plus we helped Gloria get the Santa Shop ready. Everything was in place for our morning arrival so we could start cooking, and welcome our guests. Unfortunately, Mother Nature put a stop to everything. The City was unable to keep up with the roads due to the amount of snow fall so the Center lot was unable to be cleared. I would like to thank Kyle and Cal Overmyer for cross country skiing into the Center on Saturday so we could get all of the information to notify the families registered of the cancellation. She scanned and emailed the lists to Gloria and me so we could contact everyone from our homes right away plus Gloria contacted the renters that were cancelled. We were calling, texting and emailing anyone we could think of so they would not get out on the roads. Jeanne Kaston was able to come in thank you to Brian for barreling through the snow in the lot with his truck - No other vehicle would have made it through. Kyle, Cal and Jeanne took down everything, put it away and got the room ready for yesterday’s renters. They are truly amazing and appreciated.

If you look at my attachment, you can see that we have a lot of yummy Pure Orange juice left. If anyone would like to help us to salvage some of our expenses. The cost is \$3.80/gallon. We have it here and need to get it out of the refrigerator before the next renter comes in. Call or email us.

FRANK, Please call me when you get a moment. There are items that can be used for the 2017 Pancake Breakfasts and I would like to see if we can put the receipts against that event. I am trying to minimize our losses, but know that there could be an issue due to the 2 separate years.

Thank you,
Denise Edwards
Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748



Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Thursday, December 08, 2016 11:12 AM
To: Jennifer Greer
Cc: Robert Weger; Gloria Majeski; Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Janet R. Majka; Jennifer Greer; John Plecnik; John Plecnik; Nancy Fellows; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy; Willoughby Hills Council; Chris Biro; Chris Hallum; Chris Biro Personal; David Fiebig; Janet R. Majka; Jennifer Greer; John Plecnik; John Plecnik; Nancy Fellows
Subject: WH Recreation Committee of Council Meeting - December 8th

Good morning Jennifer! I have had no further communication with you and I was hoping you would be at the Recreation Commission meeting last night to let us know how we could help you to prepare for tonight's meeting. I am unable to attend this evening .

Lynn mentioned that she spoke to you earlier this week and you said the meeting was in regards to the budget. I will be meeting with Frank soon to go over this year's and next year's budget. At this time, the only addition that I am anticipating is the carpeting replacement in the Center. We have had a few companies come out to measure for a quote, but do not have any numbers to share at this time.

I will be working on my annual report next week, but will not have complete details until all of the events and the Center reports are closed.

We are currently preparing for our final event of the year this Saturday, Breakfast with Santa. I will be here, but in and out of the office today. Please call me with any questions you may have.

Best regards,

Denise Edwards

Willoughby Hills Recreation Coordinator
35400 Chardon Road
Willoughby Hills, Ohio 44094
Phone 440-975-3540
Fax 440-918-8748

From: Willoughby Hills Recreation Dept.
Sent: Thursday, December 01, 2016 8:15 AM
To: Willoughby Hills Council <council@willoughbyhills-oh.gov>; Chris Biro <chrisbiro@willoughbyhills-oh.gov>; Chris Hallum <chrishallum@willoughbyhills-oh.gov>; Chris Biro Personal <christopherbiro@yahoo.com>; David Fiebig <davidfiebig@willoughbyhills-oh.gov>; Janet R. Majka <jayrachel@yahoo.com>; Jennifer Greer <jennifergreer@willoughbyhills-oh.gov>; John Plecnik <John@johnplecnik.com>; John Plecnik <johnplecnik@willoughbyhills-oh.gov>; Nancy Fellows <nancyfellows@willoughbyhills-oh.gov>
Cc: Robert Weger <robertweger@willoughbyhills-oh.gov>; Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>; Dan Philipp (d.w.goods@sbcglobal.net) <d.w.goods@sbcglobal.net>; Dee Germano (dgermano@divinewordkirtland.org) <dgermano@divinewordkirtland.org>; Jeanne Kaston <briankaston@ymail.com>; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (joejarmus@yahoo.com) <joejarmus@yahoo.com>; kristinazeleznik@gmail.com; Lynn Hallum

(lynnstreetz@hotmail.com) <lynnstreetz@hotmail.com>; Rec Commission <rec_commission@willoughbyhills-oh.gov>; Sandy <sandygrubiss30@hotmail.com>

Subject: WH Recreation Committee of Council Meeting - December 8th

Jennifer, You caught me off guard with this meeting date, and I am hoping it is an error. In our last email communication on November 16th, you said you could attend the Recreation Commission meeting December 7th, and we would have the Recreation Committee of Council meeting start at 6:30 pm. As I mentioned in our communication, this is a busy week for us with Winter Fest, the monthly Recreation Commission meeting and Breakfast with Santa prep and event. You were going to see if you could get the quorum of two and get back to me. I also asked if there was any information I could get together for you and Lynn asked if there was an agenda set. We did not hear back from you.

I will work on changing my plans for the 8th as I feel it is important to be in attendance since you are discussing my department. I would like to be prepared for this meeting and need to know what information you are in need of. I have copied in the commission members so they are aware of the meeting. Please plan to discuss the Recreation Committee of Council meeting information with the members of the Commission during the Council portion of the monthly meeting on Wednesday, December 7th, at 7:00 pm.

Best regards,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

From: Willoughby Hills Council

Sent: Wednesday, November 30, 2016 2:39 PM

To: Chris Biro <chrisbiro@willoughbyhills-oh.gov>; Chris Hallum <chrishallum@willoughbyhills-oh.gov>; Chris Biro Personal <christopherbiro@yahoo.com>; David Fiebig <davidfiebig@willoughbyhills-oh.gov>; Janet R. Majka <jayrachel@yahoo.com>; Jennifer Greer <jennifergreer@willoughbyhills-oh.gov>; John Plecnik <John@johnplecnik.com>; John Plecnik <johnplecnik@willoughbyhills-oh.gov>; Nancy Fellows <nancyfellows@willoughbyhills-oh.gov>

Cc: Robert Weger <robertweger@willoughbyhills-oh.gov>; Willoughby Hills Recreation Dept. <recreation@willoughbyhills-oh.gov>; Gloria Majeski <gloriamajeski@willoughbyhills-oh.gov>

Subject: WH Recreation Committee of Council Meeting - December 8th

RECREATION COMMITTEE

Notice is hereby given that Councilwoman Jennifer Sommers Greer, Chair of the **Recreation Committee of Council** has called for the Committee to meet on **Thursday, December 8, 2016 at 6:30pm in the Council Chamber located within City Hall, 35405 Chardon Road, Willoughby Hills, Ohio** to discuss: **Annual Recap** and any other business pertaining to recreational activities in and for the City.

Members of Council have been invited to attend as well as the Mayor and Recreation Coordinator.

Rec Commission

From: Willoughby Hills Recreation Dept.
Sent: Thursday, December 08, 2016 9:35 AM
To: Willoughby Hills Council
Cc: Gloria Majeski; Mayor; Dan Philipp (d.w.goods@sbcglobal.net); Dee Germano (dgermano@divinewordkirtland.org); Jeanne Kaston; Jennifer Greer; Jim.Walsh@lakecountyohio.gov; Joe Jarmuszkiewicz (jojarmus@yahoo.com); kristinazeleznik@gmail.com; Lynn Hallum (lynnstreetz@hotmail.com); Rec Commission; Sandy
Subject: Willoughby Hills Recreation Marketing Meeting - Post

Good morning Vicki. Please post the following meeting:

There will be a Willoughby Hills Recreation Commission Subcommittee meeting to discuss marketing strategies on Wednesday, January 25, 2017, at 6:30 pm in the Community Center.

Thank you,

Denise Edwards

Willoughby Hills Recreation Coordinator

35400 Chardon Road

Willoughby Hills, Ohio 44094

Phone 440-975-3540

Fax 440-918-8748

Recreation Department

What We Strive For: *We continue to find ways to improve the quality of our rentals, activities and sports. *We find ways to decrease spending and increase fun! *We stress open communication and customer satisfaction.

Why: When families are looking at a Community to purchase a new home, they are looking for good schools and recreational activities for their families. A robust Recreation Department is a sign of a strong and healthy City.

What We Are Responsible For:

- 1.) **Community Center and Campbell Park – Rentals.** Contracts, schedules for renters and monitors, pricing, maintenance, cleaning, setup and teardown of the rooms, customer care
*Our Center cannot be compared to any other City – we are the only Center that has 4 rooms to rent out, a Library and a Senior Center.
*We have a part-time staff consisting of the Recreation Coordinator - Denise Edwards, Assistant – Kyle Overmyer, Maintenance – John, Weekend On-Call – Sylvia, Monitors (all use personal phones for all communications)
Improvements in 2016 – Deck power washed and stained, some lighting changed over to LED
Improvements in 2017/future – New carpeting, LED lighting, garden beds, window cleaning
*Price increases for non-residents and security deposits were effective in July of 2016

2.) **Events**

See Recreation Events attached

- 3.) **Sports/Activities** – Baseball, Softball, Flag Football and Basketball. We are responsible for taking and processing registrations, rosters, purchase orders, communications with the members of the leagues and the families involved, scheduling fields and buildings, and the rainout line.
*For Willoughby Hills Softball, we also order the uniforms and arrange the umpires
*The City subsidizes for the residents of Willoughby Hills so they only have to pay the Willoughby resident rate the Willoughby pools. Wickliffe and Mayfield Village will not participate.

2016 Highlights: Awarded Grants for the Tennis Courts (to be completed in spring of 2017) and the Parks. A new event, Unity Day, was added by the Recreation Commission and Department.

2016 Down Falls: The City Newsletter was not released in the beginning of the year as years past and the Willoughby- Eastlake School System changed their policies/procedures for handouts. Both impacted our attendance at events.

Plans in Place for 2017: The Service Department is working with Willoughby- Eastlake Career Academy Welding Program to improve the playground at Campbell Park.

Ideas for 2017: Send an invitation to all businesses in Willoughby Hills and surrounding communities for an Open House at the Center to see what we offer. Community Food Truck Day

Goals 2017: Improve our Marketing Techniques (Subcommittee meeting January 25th).

Members of the Commission: Residents with families that have a common interest to improve the quality of life in the City of Willoughby Hills.

2016 Community Center Estimated Year End Report

	2010	2011	2012	2013	2014	2015	2016
JAN	\$2,372.00	\$1,740.00	3,390.00	\$2,950.00	\$3,785.00	\$4,115.00	3,130.50
FEB	\$2,599.00	\$2,875.00	3,160.00	\$3,655.00	\$4,205.00	\$4,035.00	4,812.50
MAR	\$2,092.00	\$2,375.00	4,410.00	\$3,845.00	\$5,035.00	\$3,458.00	1,965.50
APR	\$2,580.00	\$4,590.00	4,425.00	\$5,315.00	\$4,405.00	\$6,653.00	9,105.00
MAY	\$6,935.00	\$6,297.00	6,090.00	\$6,545.00	\$5,465.00	\$7,553.00	5,820.00
JUN	\$4,360.00	\$6,270.00	6,270.00	\$7,760.00	\$8,035.00	\$7,290.00	8,340.00
JUL	\$4,794.00	\$4,235.00	6,660.00	\$6,650.00	\$6,333.00	\$5,505.00	8,663.00
AUG	\$4,455.00	\$4,595.00	5,160.00	\$4,860.00	\$6,775.00	\$7,860.00	5,538.00
SEP	\$3,939.00	\$4,972.00	5,800.00	\$5,950.00	\$4,440.00	\$6,062.50	5,380.00
OCT	\$5,700.00	\$5,330.00	3,220.00	\$5,250.00	\$5,485.00	\$5,717.50	6,680.00
NOV	\$3,250.00	\$4,265.00	5,595.00	\$5,265.00	\$5,192.50	\$4,940.00	7,295.00
DEC	\$5,559.00	\$2,966.25	5,635.00	\$5,715.00	\$5,755.00	\$5,070.00	5,820.00
YTD	\$48,635.00	\$50,510.25	59,815.00	\$63,760.00	\$64,910.50	\$68,259.00	72,549.50

Please note that this amount is just an estimate

Activities Offered at the Community Center 2016

*Zumba – Matter of Fitness (Diana Rini and Laura VonSeggern)

*Yoga – Chris Keller

*LaBlast – Lindsay Fiore (part of the year then she sustained an injury)

*Tai Chi through the Senior Center – Joe Bondi

*Senior Programs – Florine O’Ryan

*Willoughby Hills Library Programs

*Bible Study (non-denominational)

2016 CAMPBELL PARK PAVILION RENTAL LIST

DAY	DATE	PAV#	NAME	FEE	PAID
SUN	5/15/2016	1	Rachel Green	\$ 75.00	\$ 75.00
WED	5/18/2016	1	Little Light Learning Center	\$ -	\$ -
SUN	5/22/2016	1	Betty Jean Greig	\$ 25.00	\$ 25.00
MON	5/23/2016	1 & 2	Marion Comerstone	\$ -	\$ -
SUN	5/29/2016	1	Shirley Peavy	\$ 25.00	\$ 25.00
THURS	6/2/2016	1	St. Noel Choir	\$ -	\$ -
THURS	6/2/2016	2	Montessori School	\$ -	\$ -
SAT	6/4/2016	1	Iris Warren	\$ 25.00	\$ 25.00
SAT	6/4/2016	2	Chelsea Morgan	\$ 75.00	\$ 75.00
SUN	6/5/2016	1	Abhishek Bagchi	\$ 25.00	\$ 25.00
SAT	6/11/2016	1	Tom Abate	\$ 25.00	\$ 25.00
SAT	6/11/2016	2	Laura Young	\$ 25.00	\$ 25.00
SUN	6/12/2016	1	Tom Abate	\$ 25.00	\$ 25.00
SUN	6/12/2016	2	Diane Fayak	\$ 75.00	\$ 75.00
TUES	6/14/2016	1	Nancy Fellows	\$ 25.00	\$ 25.00
SAT	6/18/2016	1	Sue Niemczura	\$ 75.00	\$ 75.00
SUN	6/19/2016	1	Dianne Milton	\$ 75.00	\$ 75.00
TUES	6/21/2016	1	Sharon Wollen	\$ 25.00	\$ 25.00
SAT	6/25/2016	2	Angela Moore	\$ 75.00	\$ 75.00
SAT	6/25/2016	1	Alicia Broske	\$ 25.00	\$ 25.00
MON-FRI	6/26-7/1	1 & 2	Marie Grmek (WHUMC)	\$ -	\$ -
SAT	7/2/2016	1	Berneice Dycks	\$ 25.00	\$ 25.00
SAT	7/2/2016	2	Deepu Joy	\$ 25.00	\$ 25.00
SUN	7/3/2016	1	Cindy Pike	\$ 25.00	\$ 25.00
SUN	7/3/2016	2	Sandi Racic	\$ 25.00	\$ 25.00
SAT	7/9/2016	1	Frank Cihula	\$ 25.00	\$ 25.00
SAT	7/9/2016	2	Melissa Gibson	\$ 25.00	\$ 25.00
SUN	7/10/2016	2	Patricia Kavalezz	\$ 25.00	\$ 25.00
SAT	7/10/2016	1	Ron Erich	\$ 25.00	\$ 25.00
SAT	7/16/2016	1	Jim Mann	\$ 25.00	\$ 25.00
SAT	7/16/2016	2	Maura McKissic	\$ 25.00	\$ 25.00
SUN	7/17/2016	1	George Malec	\$ 75.00	\$ 75.00
SUN	7/17/2016	2	Craig Anderson	\$ 25.00	\$ 25.00
SAT	7/23/2016	1	Lattera Brown	\$ 75.00	\$ 75.00
SAT	7/23/2016	2	Dennis Jackson	\$ 75.00	\$ 75.00
SUN	7/24/2016	1	Iris Warren	\$ 25.00	\$ 25.00
SUN	7/24/2016	2	Larry Hupertz (Court)	\$ 25.00	\$ 25.00
WED	7/27/2016	1	Frank Cihula (Historical)	\$ -	\$ -
SAT	7/30/2016	1	Debra Allen	\$ 75.00	\$ 75.00
SUN	7/31/2016	1	JoAnn Edmunds	\$ 25.00	\$ 25.00
SUN	7/31/2016	2	Ralph DiFranco	\$ 25.00	\$ 25.00
SAT	8/5/2016	1	Taylor Barringer	\$ 25.00	\$ 25.00
SAT	8/6/2016	2	Alexis Lilly	\$ 50.00	\$ 50.00
SUN	8/7/2016	2	Dee Germano	\$ 25.00	\$ 25.00
SAT	8/13/2016	1 & 2	Corzetta McClain	\$ 150.00	\$ 150.00
SUN	8/14/2016	1	RWJ Wring-Al Herbin	\$ 75.00	\$ 75.00
TUES	8/16/2016	2	WH Lions Club	\$ -	\$ -
TUES	8/16/2016	1	Mary Kalan	\$ -	\$ -
SAT	8/20/2016	1	Savonia Calloway	\$ 75.00	\$ 75.00
SUN	8/21/2016	1	Nick Sanvido (Manfroni)	\$ 25.00	\$ 25.00
TUES	8/23/2016	1 & 2	Kathy Vinci-Rockwell Automat	\$ 50.00	\$ 50.00
FRI	8/26/2016	2	Aaliyah Salters	\$ 50.00	\$ 50.00
SAT	8/27/2016	1	Rosa Agomo	\$ 25.00	\$ 25.00
SAT	8/27/2016	2	Melissa Gibson	\$ 50.00	\$ 50.00
SUN	8/28/2016	1	Karen Manfroni	\$ 25.00	\$ 25.00
SAT	9/3/2016	1	Allison Peavey	\$ 75.00	\$ 75.00
SAT	9/3/2016	2	Regina White	\$ 75.00	\$ 75.00
SUN	9/4/2016	2	Sarah Jablonski	\$ 25.00	\$ 25.00
SUN	9/4/2016	1	David Craun	\$ 75.00	\$ 75.00
SAT	9/10/2016	1	Carolyn Goss	\$ 75.00	\$ 75.00
SAT	9/10/2016	2	Christopher Cummings	\$ 50.00	\$ 50.00
SAT	9/17/2016	1	Ronald Erich	\$ 25.00	\$ 25.00
SAT	10/8/2016	1	Dora Appling	\$ 75.00	\$ 75.00
					\$ 2,475.00

Recreation Events

Events	2016 Changes	2017 Changes
Pancake Breakfasts	Slight price increase and eliminated Fruit Cocktail	Evaluate the attendance vs. time invested
Spring Craft Show	Recreation hosted the Concession Stand, and the walking taco was introduced	\$45 for First Floor and \$40 for Lower Level Per Vendor Table per vendor request that lower level shouldn't cost as much
Willoughby Hills Eggstravaganza	At Calvary Assembly of God, Community Event 10,000 egg hunt, sponsors, inflatables	Color Wrist Bands for timeframes Bussing from the parking lot, selfie station, changed to the weekend before Easter
Safety Town (Sponsored by Elaine Crane)	Changed the water safety course, added internet safety, tried having the outdoor session at the basketball courts, sizing of the helmets by AAA and a new laminated card for the drop off/pickup procedure, Lanyards	Move the outdoor session back to the Community Center Lot *keep the new changes
Lake County Captains – Residence Day	Added the Field of Dreams for the Players (paid for by the WHBL and WH Softball)	Saturday Fire Works offered/Field of Dreams eliminate free player ticket
Garage Sale Day		contact local businesses to advertise and welcome shoppers - coupons, etc.
Unity Day	New for 2016 – created due to lack of concerts and date was due to timing No money taken from the budget Money raised by the Rec Dept and Commission (see report)	it will be held on a Saturday The Commission has agreed to use the funds raised from the Pancake Breakfasts and Spring Craft Show again due to the Budget Restraints
Touch A Truck	Sweets Corner – fill a bag for a buck Free games and prizes	will continue to offer more than we have in the past (face painting)
Fall Craft Show	\$45 for First Floor and \$40 for Lower Level Per Vendor Table	Find new avenues for getting shoppers in every room
Halloween Party	Costume Contest Judging – Secret Judges No Hayride due to weather Selfie Station – No pictures sold Teens welcome for the pie eating contest	Keep the new changes. Use part of the budget for an additional event - Trunk or Treat
Trunk or Treat		NEW EVENT FOR 2017
Christmas Card Lane/Winter Fest	Hallum's Heroes, Face Painting, Putt-Putt no cookie decorating – just cookies Coloring Contest	Sound System tweak for the Fire House Keep the new changes, purchase additional signs make FD sign goes up
Breakfast with Santa	Cancelled due to weather conditions Eliminate Fruit cocktail Continued to take reservations by the phone	Get emails for all and take the paperwork home in case of an emergency. Still no backup date

UNITY DAY RECAP

SEPTEMBER 11, 2016

Budget: \$3,000.00 (Special Budget/Event setup through the income of the Spring Craft Show and the Pancake Breakfasts)

This event was created in the absence of the Corn Fest Festival and Concerts. The members of the Recreation Commission wanted to provide an event for the Community to bring everyone together. The date of 9/11/16 was chosen due to the availability of the Community Center. Due to the activities suggested and parking, Joe recommended the VFW. The members of the VFW and the Commission met, and worked together to make the event a success.

Revenue: \$135 from the Candy Corner Booth and game ticket sales

Expenses for Recreation:

	<u>2016</u>
Divyne Designs – 1 each 4X8, 2 each 4X4 banners	\$224.00
Gloria Majeski – candy/prizes for the games & Sweets Corner	\$202.27
Lynn Hallum – prizes for the games	\$101.01
Superior-Speedie Portable Services, Inc. – port o pots	\$298.00
VFW Post – Rental and food give to the First Responders	\$454.00
Party Extremes, LTD – Inflatables	\$500.00
Edward Kubasky – Prime Time Swing Band	\$395.00
Anton Bassett – DJ	<u>\$150.00</u>
<u>Total Expenses for 2016</u>	\$2,324.28

*50/50 Raffles raised \$52 for the FD, \$52 for the PD and \$156 for the VFW

*The VFW sold 90 hot dogs, 75 sausage and peppers, 60 Bratwurst, 60 Burgers and sold out of pulled pork sandwiches, French Fries & Sweet Potato Fries.

*Thank you to the Recreation Commission members for their hard work and dedication to this project.

*Special Thank you to the Members of the VFW for their space, but more importantly – their support and friendship.

*Volunteers -Boys Scouts, Willoughby South National Honor Society and Key Club members, Villa Angela-St. Joseph Students

*A huge thank you to WH Fall Corn Fest for selling the corn and donating the Balloon Ninja for the event.

*Thank you to Joe's neighbor Jeff Fruscella for bringing out his putt-putt course that he created for everyone to enjoy

Willoughby Hills Employees assisting/directing:

*Mayor and Gloria for their continued support of our events, and helping with all aspects of the event.

*Mark & Service Department – transport items, setup and take down.

*The First Responders of Willoughby Hills

Unity Day for 2017 will be held on Saturday September 9th at the VFW

This report has been approved by the Willoughby Hills Finance Department on 10/31/16
Denise R. Edwards, Willoughby Hills Recreation Coordinator

2017 PROPOSED RECREATION EVENT DATES

- ART GALLERY RECEPTION – Friday, January 6, 2017, 7-9pm
- WHBL FUNDRAISER – Saturday, February 4, 2017, at LaVera – Details to come
- ART GALLERY RECEPTION – Friday, March 10, 2017, 7-9pm
- WILLOUGHBY HILLS RECREATION PANCAKE BREAKFASTS – Sundays, March 5 and March 12, 2017, 8:30am – 1:30pm
- WILLOUGHBY HILLS LIONS PANCAKE BREAKFAST - Sunday, March 19, 2017, 8:30am – 1:30pm
- SPRING CRAFT SHOW – Saturday, April 1, 2017, 9am – 3pm
- EASTER PARTY – April 8, 2017, at Calvary Assembly of God
- ART GALLERY RECEPTION – Friday, May 5, 2017, 7-9pm
- SAFETY TOWN – June 26-30, 2017
- WILLOUGHBY HILLS CAPTAINS DAY AT CLASSIC PARK – Saturday, July 22, 2017
- ART GALLERY RECEPTION – Friday, July 7, 2017, 7-9pm
- GARAGE SALE DAY IN WILLOUGHBY HILLS- Saturday, August 5, 2017
- CORN FEST CONCERT – Wednesday, August 9, 2017
- ART GALLERY RECEPTION (QUILT EXHIBIT) – Friday, September 8, 2017
- UNITY DAY – Saturday, September 9, 2017, at the VFW
- TOUCH A TRUCK – Saturday, September 16, 2017
- FALL CRAFT SHOW –Saturday, October 14, 2017, 9am – 3pm
- HALLOWEEN PARTY – Friday, October 20, 2017, 6-8 pm
- TRICK OR TREAT AND TRUNK OR TREAT – Tuesday, October 31, 2017, 6-8pm
- ART GALLERY RECEPTION – Friday, November 10, 2017, 7-9pm
- WINTER FEST AND CHRISTMAS CARD LANE – Sunday, December 3, 2017, 5pm
- BREAKFAST WITH SANTA – Saturday, December 9, 2017, 8:30am – 12pm

2016 Sports Registrations

Basketball = 77 players (31 players were WH Residents)

Baseball = 108 players (70 players were WH Residents)

Softball = 40 players (28 players were WH Residents)

Flag Football = 49 players (33 players were WH Residents)

The WHBL decided to not offer tackle football again in 2016 and continued with the flag football program.

2016 Field Usage

Due to the amount of time available and the amount of money put into the preparation of the fields, it was decided in 2012 that only the City of Willoughby Hills sports leagues, schools and churches would have use of the fields at no additional charge.

In addition to WH Baseball and Softball, our fields were used by the CCF Softball team (practice only), St. Noel's, Cornerstone and Calvary.

Willoughby Soccer Club and Cornerstone used Garfield Park for soccer.

2017 Changes

The WHBL Baseball League and the Willoughby Hills Girls Softball League have started early registration. They will be offering indoor practices for the teams since we always seem to get a late start due to Ohio weather.

2016 Community Center Usage Report for 12/1-12/31/16

ROOM				TOTAL ROOM USAGE
O'RYAN ROOM	8	\$ 3,475.00	5	13
LIONS ROOM	14	\$ 1,175.00	1	15
SCHAEFER ROOM	10	\$ 750.00	4	14
HISTORICAL ROOM	4	\$ 420.00	6	10
YTD TOTALS	36	\$ 5,820.00	16	52

DRAFT

YTD Fund Report for Year 2016 Month 12 - City of Willoughby Hills

Fund	Description	Beg Yr Bal	YTD Rec	YTD Exp	Unexp	Enc	Unenc
460	RECREATION CAPITAL PROJ FUND	50,790.63	7,880.63	10,834.07	47,837.19	452.83	47,384.36
† Funds		50,790.63	7,880.63	10,834.07	47,837.19	452.83	47,384.36

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MTD/YTD Revenue Report by Fund for Year 2016 Month 12 - City of Willoughby Hills

Account	Description	Est Rev	MTD Rec	YTD Rec	Unc Bal	%Remain	%Collected
460.000.46100	INTEREST	0.00	0.00	81.30	(81.30)	0.00%	0.00%
460.000.46200	REC COMMISSION PROCEEDS	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49280	TFR FROM 280	11,800.00	0.00	7,799.33	4,000.67	33.90%	66.10%
460.000.49300	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49305	BREAKFAST WITH SANTA	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.49530	REFUNDS & REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00%	0.00%
460.000.50000	GOODBYE TO GARFIELD COLLECTION	0.00	0.00	0.00	0.00	0.00%	0.00%
Fund: 460	RECREATION CAPITAL PROJ FUND	11,800.00	0.00	7,880.63	3,919.37	33.22%	66.79%
7 Accts		11,800.00	0.00	7,880.63	3,919.37	33.22%	66.79%

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DRAFT

MTD/YTD Total Expense Report by Fund for Year 2016 Month 12 - City of Willoughby Hills

Account	Description	Rev App	MTD Exp	YTD Exp	Unexp	Enc	Excess	Unenc
460.110.56100	IMPROVEMENTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.56600	BUILDING IMPROVEMENTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.58000	PROJECT COSTS -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.58001	GOODBYE TO GARFIELD -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.110.59990	RESERVE -	47,372.60	0.00	0.00	47,372.60	0.00	0.00	47,372.60
460.350.53600	ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.350.53660	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.350.54700	LANDSCAPING MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.51346	SERVICE PAYROLL-PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.51352	SERVICE PAYROLL	1,755.00	0.00	1,754.82	0.18	0.00	0.00	0.18
460.460.51950	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52100	HOSPITALIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52101	MEDICAL REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52104	GAP INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460.460.52200	PERS	246.00	0.00	245.67	0.33	0.00	0.00	0.33
460.460.52201	ER PICKUP - PERS	18.00	0.00	17.53	0.47	0.00	0.00	0.47
460.460.52600	MEDICARE	17.00	0.00	16.88	0.12	0.00	0.00	0.12
460.460.56100	IMPROVEMENTS	12,191.40	0.00	8,799.17	3,392.23	452.83	0.00	2,939.40
Fund: 460	RECREATION CAPITAL PROJ FUND	61,600.00	0.00	10,834.07	50,765.93	452.83	0.00	50,313.10
1B Accts		61,600.00	0.00	10,834.07	50,765.93	452.83	0.00	50,313.10

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Detail Revenue Transactions by Fund - City of Willoughby Hills
for Year 2016 Month 01 to Year 2016 Month 12

Date	Src	Payin	Trans	Bno/ Seq	Proj	Amount	Remark
02/29/2016	REC	JAN/FEB 2016	R1600917	13625001		12.54	INTEREST ALLOCATION JAN/FEB 2016
03/31/2016	REC	MARCH 2016	R1601277	13707001		6.50	MARCH 2016 INTEREST ALLOCATION
04/29/2016	REC	APRIL 2016	R1601596	13783001		6.79	APRIL 2016 INTEREST ALLOCATION
05/31/2016	REC	MAY 2016	R1601986	13882001		6.87	MAY 2016 INTEREST ALLOCATION
06/30/2016	REC	JUNE 2016	R1602372	13989001		7.28	JUNE 2016 INTEREST ALLOCATION
07/31/2016	REC	JULY 2016	R1602603	14080001		7.81	JULY 2016 INTEREST ALLOCATION
08/31/2016	REC	AUG 2016	R1602978	14189001		8.22	AUGUST 2016 INTEREST ALLOCATION
09/30/2016	REC	SEPT 2016	R1603297	14276001		7.33	SEPT 2016 INTEREST ALLOCATION
10/31/2016	REC	OCT 2016	R1603727	14389001		8.57	OCT 2016 INTEREST ALLOCATION
11/30/2016	REC	NOV 2016	R1603966	14457001		9.39	NOVEMBER 2016 INTEREST ALLOCATION
460.000.46100	INTEREST					81.30	
05/31/2016	FTR	F16029	F1600050	13870001		2,965.84	2016 PANCKAE BREAKFAST "PROFIT"
05/31/2016	FTR	F16029	F1600051	13870002		3,453.18	2016 SPRING CRAFT SHOW "PROFIT"
05/31/2016	FTR	F16029	F1600052	13870003		(3,000.00)	2016 9/11 MEMORIAL OBSERVANCE RETAINAGE
10/31/2016	FTR	F16070	F1600139	14366001		3,569.59	2016 FAKK CRAFT SGIW RECREATUIB BOARD
10/31/2016	FTR	F16070	F1600140	14366002		810.72	2016 UNITY DAY RECREATION BOARD EVENT
460.000.49280	TFR FROM 280					7,799.33	
Fund: 460		RECREATION CAPITAL PROJ FUND				7,880.63	
15 Transactions						7,880.63	

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**Detail Expense Transactions by Fund - City of Willoughby Hills
for Year 2016 Month 01 to Year 2016 Month 12**

Date	Src	Vnd#	Vendor Name	PO#	Bnl/Seq	Chk/Trans	Proj	Amount	Remark
03/21/2016	MVC	01147	HUNTINGTON BANK		07841001	16-084	2016003	1,754.82	3/18/16 PAYROLL
460.460.51352			SERVICE PAYROLL					1,754.82	
03/21/2016	MVC	02046	OHIO PUBLIC EMPLOYEES		07842002	16-085	2016003	245.67	3/18/16 PAYROLL ER PENSION LIABILITY
460.460.52200			PERS					245.67	
03/21/2016	MVC	02046	OHIO PUBLIC EMPLOYEES		07844001	16-087	2016003	17.53	3/18/16 PAYROLL ER 1% PENSION PICKUP
460.460.52201			ER PICKUP - PERS					17.53	
03/21/2016	MVC	10036	HUNTINGTON BANK		07841003	16-084	2016003	16.88	3/18/16 PAYROLL
460.460.52600			MEDICARE					16.88	
04/14/2016	AC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07875029	075153	2013006	1,184.45	PROJ #2016 003 ROEMISCH PK BASEBALL FIELDS DRAINAGE IMPROVEMENTS PROJECT PIPE AND TEES
04/14/2016	AC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07875030	075153	2013006	66.55	PROJ #2016 003 ROEMISCH PK BASEBALL FIELDS DRAINAGE IMPROVEMENTS PROJECT PIPE AND TEES
04/14/2016	AC	03838	OSBORNE CONCRETE & STONE CO.	RG041769	07875052	075168	2016003	2,265.90	PROJ #2016 003 ROEMISCH PK BASEBALL FIELDS DRAINAGE IMPROVEMENTS PROJECT 107.90 YARDS #57 LIMESTONE
05/05/2016	AC	14101	TITAN CEMENT	RG041925	07905084	075325	2016007	1,925.00	CONCRETE PADS IN DUGOUTS (FLD B) 2016007
05/05/2016	AC	10339	VILLAGE OUTDOORS	RG041770	07905090	075331	2016003	435.50	PROJECT #2016 003 ROEMISCH PK BASEBALL FIELDS DRAINAGE IMPROVEMENTS PROJECT SEED/STRAW/GRASS
05/12/2016	MVC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07912001	16-130	2013006	(66.55)	CORRECTION OF PROJ # CHECK 75153
05/12/2016	MVC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07912001	16-130	2016003	66.55	CORRECTION OF PROJ # CHECK 75153
05/12/2016	MVC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07912002	16-130	2013006	(1,184.45)	CORRECTION OF PROJ # CHECK 75153
05/12/2016	MVC	10259	HD SUPPLY WATERWORKS, LTD.	RG041772	07912002	16-130	2016003	1,184.45	CORRECTION OF PROJ # CHECK 75153

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Detail Expense Transactions by Fund - City of Willoughby Hills for Year 2016 Month 01 to Year 2016 Month 12

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
05/24/2016	AC	03398	KURTZ BROTHERS INC.	RG041941	07929022	075419	2016003	1,443.06	PROJ #2016 003 ROEMISCH PK BASEBALL FIELDS DRAINAGE IMPROVEMENT PROJECT 66 TONS FIELD DIRT
06/17/2016	AC	01092	DEMILTA SAND INC.	RG041771	07960023	075561	2016003	414.00	PROJ #2016 003 ROEMISCH PARK BASEBALL FIELDS DRAINAGE IMPROVEMENTS PROJECT 23 YDS SCREENED TOPSOIL
06/23/2016	AC	01092	DEMILTA SAND INC.	RG042008	07982015	075612	2016007	108.00	PROJ #2016 007 - BALLFIELD IMPRVMT PROJ 6 YDS TOPSOIL TOT INV \$648.00 SEE ALSO PO#42005 - \$540.00
07/28/2016	AC	01092	DEMILTA SAND INC.	RG042231	08036057	075616		216.00	6 YDS # 10 LIMESTONE SCREENINGS FOR REC. DEPT
08/05/2016	AC	03398	KURTZ BROTHERS INC.	RG041941	08041035	075883	2016003	740.71	FIELD DIRT FOR BALL FIELDS - 2016 003
460.460.56100			IMPROVEMENTS					8,799.17	
Fund: 460			RECREATION CAPITAL PROJ FUND					10,834.07	
18 Transactions								10,834.07	

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Encumbrance Report by Account & Fund - City of Willoughby Hills Balances as of 12/31/2016

Vendor#	Name	PO/Voucher	BL	Date	Expire	Project	Orig Enc	Balance
03396	KURTZ BROTHERS INC.	RG041941		04/28/2016		2016003	2,021.00	17.33
10339	VILLAGE OUTDOORS	RG042044		05/24/2016		2016003	435.50	435.50
460.460.56100	IMPROVEMENTS							452.83
Fund: 460	RECREATION CAPITAL PROJ FUND							452.83
2 Encumbrances								452.83

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