

MINUTES
Recreation Commission
City of Willoughby Hills
January 9, 2019

CALL TO ORDER: 7:00 PM

PRESENT: Chairman Jim Walsh, Dee Germano, Sandy Grubiss, Lynn Hallum, Joseph Jarmuskiewicz, and Vicki Vincent Miller.

ABSENT: Jeanne Kaston

ALSO PRESENT: Judy Kincaid, Marcie Levine and Katherine Lloyd, Clerk *pro tem*.

Welcome to Vicki Miller who was sworn by the Mayor prior to the meeting tonight.

2019 ORGANIZATION

Chairman Jim Walsh opened nominations for Chairman.

Nominations opened for Chairman of the Commission

Lynn Hallum nominated Sandy Grubiss for 2019 Chairman of the Recreation Commission.

Seconded by Joe Jarmuskiewicz.

Jim Walsh asked three times for additional nominations.

Nominations were closed.

Roll call: 5 Ayes and 1 Abstention (Grubiss).

2019 Chairman of the Recreation Commission: Sandy Grubiss.

Nominations opened for Vice-Chairman of the Commission

Sandy Grubiss nominated Joe Jarmuskiewicz for 2018 Vice-Chairman of the Recreation Commission. Seconded by Dee Germano.

Joe Jarmuskiewicz accepted.

Jim Walsh asked three times for additional nominations.

Nominations were closed.

Roll call: Ayes unanimous.

2019 Vice-Chairman of the Recreation Commission: Joe Jarmuskiewicz

Jim Walsh passed the gavel to Chairman Sandy Grubiss at 7:05 PM.

DISPOSITION of the MINUTES OF December 5, 2018

MOTION: Joe Jarmuskiewicz moved to accept the Minutes from the Recreation Commission Meeting of December 5, 2018.

Seconded by Dee Germano.

Voice Vote: 4 Ayes and 2 Abstentions (Hallum, Miller).

Motion passes 4/0.

CORRESPONDENCE

- Email 12/26/18 to News-Herald RE: Change Meeting Date from 1/2/19 to 1/9/19
- Email 12/26/18 to Communications RE: Change Meeting Date from 1/2/19 to 1/9/19
- Email 1/4/18 to News-Herald RE: 1/9/19 Recreation Commission Meeting.
- Email 1/4/19 to Communications RE: 1/9/19 Recreation Commission Meeting.
- Email 1/4/19 to Finance RE: December 460 Report.
- Email 1/4/19 to Recreation Coordinator RE: Community Center Activity Report.
- Correspondence Sheet for 1/9/18 meeting includes emails RE: Winter Fest, Breakfast with Santa, Eggstravaganza and the Donation Request Letter. The Correspondence includes notes from the subcommittee meetings.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

Eggstravaganza - At the next Council meeting, Mr. Hallum will request the Public Purpose for Recreation Events, especially the Eggstravaganza. He will also ask if anyone has any plastic eggs to donate or whether they would be willing to donate candy, individually wrapped and nut-free.

RECREATION COORDINATOR'S REPORT (Kincaid)

Judy provided the 2019 Events List for the last Rec Commission meeting. A copy was distributed.

Sandy reported on changes made to the 2019 Recreation Commission Events List at the 1/9/19 Subcommittee meeting at 6:00 PM.

- January 4 (Friday) – Art Gallery Reception - Not held. The Mayor is not certain whether the Art Galley Receptions will take place.
- March 1 (Friday) - Art Gallery Reception - TBD
- March 10 (Sunday) – WH Recreation Pancake Breakfast.
- March 17 (Sunday) - Lions Pancake Breakfast
- *March 30 (Saturday) - Spring Craft Show – remove from schedule for this year.*
- April 13 (Saturday) - Eggstravaganza at Calvary Assembly of God
- May 3 (Friday) - Art Gallery Reception - TBD
- June 24-28 (M-F) - Safety Town – Taken care by Police Dept.
- _____ (____) - WH Appreciation Day at Classic Park with the Lake County Captains – Lynn checking on it.
- July 5 (Friday) - Art Galley Reception - TBD
- Aug 3 (Saturday) - WH Garage Sale Day
- _____ (____) - Corn Fest Concert – TBD. Gloria will advise when a date is scheduled.
- Sept 6 (Friday) - Art Gallery Receptions for Quilts Exhibit – TBD. Follow up with Gloria.
- *Sept 7 (Saturday) – Unity Day – removed from 2019 calendar.*
- Sept 14 (Saturday) – Touch-A-Truck – held by the Fire Dept.
- Oct 12 (Saturday) – Fall Craft Show
- _____ (____) - Wellness Run with Cleveland Clinic and Classic Auto Group - TBD
- Oct 18 (Friday) - Halloween Party
- Oct 31 (Thursday) - Trick or Treat. - *Remove Trunk or Treat from the 2019 schedule.*
- Nov 1 (Friday) - Art Gallery Reception
- Dec 8 (Sunday) - Winter Fest & Christmas Card Lane - Note date change.
- Dec 14 (Saturday) - Breakfast with Santa - Note date change.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORT: No report.

460 FUND REPORTS for December 2018

Thank you to Frank Brichacek for preparing and copying these reports.

- Recreation Commission Fund 460 Draft Financial Reports for December
- WH Community Center Statement of Revenues and Obligations for the Years Ended December, 31, 2008 through 2017 and Budget Year 2018.
- WH Girls Softball Program Financial Reports as of 12/31/18
- WH Boys League Program Summary through 12/31/18

Discussion of December 460 Fund Report.

- Unencumbered Balance for December was \$23,119.86.
- Follow up on the Status of the Grants – Lynn asked whether Recreation Commission is still able to get the money back on the grants once there is a Law Director. The money put forth for the Tennis Courts was supposed to be refunded to us. Dee asked if there was an expiration date for the Grants. At the December meeting, the Mayor said there was not expiration date.
- Law Director- Mr. Hallum reported that confirmation of the Law Director is on the Council Agenda for Thursday, 1/10/19. Waiving and adopting have been recommended by the Personnel Committee.
- Reserve of \$72,600 – Joe asked about the Reserve of \$72,600 discussed last month. It is listed on the MTD/YTD page. On that page, the total is listed as \$59,581.61. Mr. Hallum stated that the reserve is may be for eventually adding on a gymnasium at the Youth Center. The reserve has donations that are specifically earmarked for the gymnasium.
- The \$23, 119.86 balance of the Recreation Capital PROJ Fund listed on the YTD Fund Report page doesn't have the \$18, 000 for the Tennis Courts refunded into it yet.
- Sandy and Jim will sit down with Frank Brichacek to discuss the 460 Report.

UNFINISHED BUSINESS

1.) WH Breakfast with Santa (Sat., Dec. 8, 2018) – report by Sandy Grubiss

Everyone did an awesome job. Sandy sent out notes from the event to the Commission.

Income and Expenses for the Event

- Prior to the Event, the report from Judy has all the check in lists. If you look at all the adults and children who pre-registered, the Income was about \$974.00.
- At the Event, Sandy gave \$844.00 income to the Mayor. Those funds included \$204.00 from the same day Walk Ins, \$15.00 from the extra sausage, \$587.00 of Santa Shop cash and \$38.00 in checks at the Santa Shop.
- Total Income prior to and at the Event would be \$1,118.00.
- Expenses are not known at this time.

Items noted for Next Year by volunteers and Sandy

- Combination of round and long tables. That would allow larger families to be seated together.
- Grocery bags for the Santa Shop. Someone brought bags at the last minute. Larger size is needed. Perhaps Jeanne could ask Giant Eagle to donate them. Chris reported that he saw a box of grocery bags in storage area of the kitchen.
- It would be nice to have an activity for the parents while they wait for children shopping. Cathy Adkins suggested a couple of raffle baskets or bake sale. They could buy raffle tickets for the baskets. Chairs are needed for those who want to sit down.
- There should be 2 adults at all times in the Santa Shop. If someone needs to leave, you get someone to take your spot to keep everything moving smoothly.

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- Petty Cash is needed for the Santa Shop and Check-In. Keeping a separate cash box allows accurate totals for the Santa Shop and for the tickets.
- Joe commended Ray on doing a tremendous job. He knows how to hold the room together.
- Gifts
 - Judy said she got a complaint because she did not wrap all the gifts. Tina helped her. She did not have time while having the contracts ready
 - Sandy said that wrapping the gifts will not be a problem next year. She bought the 2019 gifts at the after Christmas sales. They are already wrapped, color-coded and ready.
 - Lynn told Judy she can ask for help. The Commission could have a power wrapping session.

2.) WH Eggstravaganza (Sat., Apr. 13) - update by Sandy Grubiss.

Subcommittee Meeting (11/26/18) – Sandy wrote up notes and emailed them to Commission.

Additional items were discussed in addition to those notes

- Sponsors for Donations: The Mayor reported that Emerald Glen Title anticipates donating \$200.00. The Corn Fest will donate \$200.00. The Mayor is checking with Pat O'Brien.
- Inflatables
 - Contact needed. Look into pricing. Lynn has used Zero Gravity in the past. Frank Brichacek would have receipts/IPOs from past.
 - WHFD has a Bounce House which they have agreed to loan for the event.
 - Gary said that if the temperature is 45 degrees or below, all inflatables must be indoors.
 - Anything we get must fit inside at the church. The inflatable Sliding Board has been set up in church gymnasium in the past.
- Outback Ray- Gary is making all arrangements.
- Barrel Train- Gary also getting it. Kids can ride on it, weather permitting.
- Material for jelly bean count, coloring contest and face painting- As discussed at the November subcommittee meeting, Judy planned to look for it. However, she has not had the time.
 - Judy should let the Commission know if she can locate the sheet for the coloring contest. It needs to be emailed to Lynn Hallum so she can send it out to the schools.
 - Let them know about the face painting supplies and the stencils. Rec has done it in the past. We need to know if we still have the supplies, or what would need to be ordered.
- Contact for the W-E Transportation- we have used 2 buses to shuttle people back and forth from the shopping center. Sandy will ask Gloria.
- Pre-popped Popcorn- usually get from GFS.
- GFS- Sandy sent them a written request asking about donating popcorn or candy for the eggs. It can take them up to 3 weeks to respond.
- Basket drawing- Usually there are 20 raffle prize winners. Sandy located some nice bath sets that could be used in baskets. More shopping is planned.
- Candy Donations- Everyone needs to ask for candy donations. We need 150 lbs. of candy. Sandy has a graphic on Facebook. People are asked to share the graphic. Donors can drop candy off at City Hall or Sandy. Candy must be nut-free, wrapped and small enough to fit into a standard size plastic egg. Judy said there is a place on E. 152nd that has small, wrapped packages of jellybeans, 3 to a package. They donate all the time. They also have big hollow chocolate bunnies. Sandy will send a hard copy a donation letter over to her. Judy will contact the store. If any oversize candy is donated, it will be used as prizes. Let Sandy know what is donated so she can keep track.
- Average Size Plastic Eggs – We need a total of 10,000 eggs for the Egg Hunt. We have 4,000 already. 6,000 more need to be donated. Sandy has a lead on a couple possible donors. Last year, Gary ordered them but that gets expensive when they need to be replaced every year. We will encourage people to

donate the eggs back into boxes set up for the purpose. The Toys for Tots boxes can be wrapped and then positioned where the buses are so people can 'recycle' the eggs. The children will have small freezer bags for the candy. Jeanne got the bags from Giant Eagle last year. The Dollar Store has 20 eggs in a plastic bag. Judy will take a donation letter and ask the store about donating. We should ask anyone we know. We need to keep track of the donations and who donated so we are not duplicating and so the donors can be thanked. Joe said that you can get 6000 eggs for \$208.00 online. He asked about getting a sponsor to buy them. Further discussion at the 3/18/19 subcommittee meeting.

- Selfie Station with the Easter Bunny- this was not covered at the subcommittee meeting. We need to talk with Gary about this at the next meeting.
- Skipper from the Lake County Captains- Sandy made the arrangements.
- Cow from Chick-fil-A – Sandy made the arrangements. She will also confirm any donations they make.
- Color coordinated wrist bands- They worked out very well to circulate people to the different stations.
- Next Meetings for Eggstravaganza will be posted in the News-Herald.
 - Subcommittee Planning Meeting on Monday, Feb. 11, 2019 at 6:00 PM in the Historical Room at the Community Center. Sandy already booked the room with Judy. Any donated candy or eggs should be brought to the meeting so we can account for them.
 - Egg Stuffing Meeting will be on Monday, March 18, 2019 at 6:00 PM in the O’Ryan Room at the Community Center. It is already booked with Judy.

3.) 2019 Calendar of Events – This was discussed during the Rec Coordinator’s Report.

4.) Commemorative Bench for Peggy Henderson –

- This discussion was put on hold until the criteria to present a bench was determined. After a discussion about years of service, deeds done, etc. Frank Cihula was asked to research the Historical Society Records which go back to 1954. Following his report, the Commission realized that, in order to establish a complete list and the recognition criteria, much more time-consuming research would be needed going through Rec Commission Minutes and Mayors’ Logs.
- Methods of recognition were discussed. There could be a plaque with names of honorees with individuals added over the service years. Another method could be getting nominations from the residents of one person of a year to be recognized. Then the Commission would decide the honoree and the recognition. No decision was made.
- Jim suggested that, in light of the potential for the nomination process and the fact that this has been on the Agenda for so long, that, with all due respect to Peggy, this item be removed from the Agenda until the Commission determines the nomination process. The List of Recreation Commission Volunteers (Item #6 below) fits in with the nomination process. Forming another subcommittee when there is already so much going on this year might be too much. A subcommittee could be formed in 2020 to review the criteria of service to Willoughby Hills, the application process and the recognition.
- Two additional forms of recognition were discussed. Wickliffe has a Wall of Fame with pictures on it. One high school has a white brick wall. When someone is recognized, one of the bricks is removed and the honoree’s brick installed.
- Further discussion next month.

5.) Commemorative Plaque for Tom and Bea Horvath – Lynn was looking into a plaque. The Commission will discuss her results in February.

6.) List of Recreation Commission Volunteers – See discussion.

7.) Bleachers – completion is waiting for Spring of 2019 weather when concrete can be poured.

NEW BUSINESS

1.) 2019 Schedule & Events - Sandy called for a point person or chairperson for each event.

- Pancake Breakfast – Jim Walsh
- Eggstravaganza – Sandy Grubiss and Jeanne Kaston (?) because Sandy already working on it.
- Garage Sale – Sandy Grubiss (because she did it last year and it is a lot of Social Media)
- Fall Craft Show in October – Vicki Miller and Dee Germano (This is a labor intensive event)
 - Sandy will locate information from the previous craft shows.
 - Commission members will be helping.
 - Emails must be sent out by the Recreation Coordinator using the Rec email address because it needs to be official. They will have the whole list from last year so they will know who to contact.
- Halloween -- Joe Jarmuskiewicz
- Winter Fest -- Sandy Grubiss and Lynn Hallum
- Breakfast with Santa – Sandy Grubiss and Lynn Hallum

Volunteers - Sandy will send the List of 2019 Events out to the school. It will go directly to the chairman of all the Key Clubs. She will post for all of the key club members so they can sign up. They will have their whole list of volunteers ready at the beginning of the year.

Recreation Coordinator Files on every event – Sandy said there must be a big file in the office. Judy said that baseball and football files are in her drawer. She needs to check further.

Computer Files - Information is probably also on the computer. Judy said that someone erased everything off her computer on Saturday. She had to call CMI when she came back to help her find everything.

2.) WH Youth Sports League (Joe Jarmuskiewicz)

The Girls Softball left the City and went in the Boys League. We are forming a WH Youth Sports League. We met last week.

- Registrations for boy and girls are starting. We are taking them now through March. Right now, registrations are available on the Boys' website.
- The Youth Sports League website will be set up in the next 1-2 weeks. Online registration will be available shortly. That will avoid money and paperwork coming to the City and the committee having to make a deposit. There will be a small handling fee. A spreadsheet will be provided for our records.
- Publicity: Joe will send all the information for a graphic to Sandy by email. She will make the graphic for the Youth Sport League. She will post it on the WH Recreation Commission page. From there, Joe can share it. Sandy Racic is working on the information. Once approved, it will be sent out.
- Scheduling of the Fields- The League will be independent of the City except for scheduling the fields or rain outs. Joe will continue to work with Mark. We provide him with the game schedule.

PUBLIC PORTION

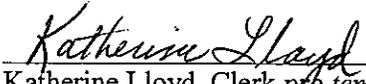
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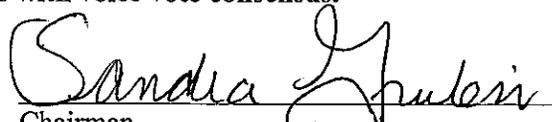
No Public Input

Public Portion closed at 8:01 PM.

ADJOURNMENT:

Meeting adjourned at 8:01 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pfj tem*


Chairman

Date approved: 2/6/19

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