

MINUTES
Recreation Commission
City of Willoughby Hills
March 4, 2020

CALL TO ORDER: 7:00 PM

PRESENT: Chairman Sandy Grubiss, Lynn Hallum, Jeanne Kaston, Jim Walsh, Vicki Miller, Marcie Levine and Lisa Kubish.

ALSO PRESENT: Councilman Joe Jarmuskiewicz and Katherine Lloyd, Clerk pro tem.

DISPOSITION of the MINUTES OF February 5, 2020

Lynn Hallum corrected the seconds for the motions under Organizational session. Her departure time for another meeting was added.

Motion: Vicki Miller moved to approved the Minutes of February 5, 2020.
Seconded by Marcie Levine.
Roll Call: 7 Ayes. Motion Passes.

CORRESPONDENCE

- Email 2/24/20 to News-Herald and Communications RE: 3/4/20 Meeting
- Email 2/24/20 and 3/3/20 to Finance RE: 460 Report for February, 2020.
- Email 2/24/20 and 3/3/20 to Recreation Dept. RE: Community Center Activity Report for February, 2020
- Email dated 3/3/20 from Recreation Commission to Recreation Commission, Council, PC/ABR RE: Approved Recreation Commission Minutes of January 8, 2020.
- Correspondence Sheet for 3/4/20 meeting

COUNCIL REPRESENTATIVE'S REPORT (Joe Jarmuskiewicz)

- Public Purpose has been approved by Council for the Rock-N-Roll Day.
- Volunteers: We have had a great response from so many volunteers for the events. People are encouraged to turn in their slips with completed names, addresses and phone numbers. Some of the slips turned in do not have contact information. Most of the Pancake Breakfast spots have been filled.
- Egg filling will be on the 9th. Joe will drop off his donation of 1000 eggs before going to the Council meeting.
- Channel 19 News interview at the Fire Station today about preparation for the Coronavirus will be aired tonight.

RECREATION COORDINATOR'S REPORT –

- Recreation Coordinator position is still vacant.
- Willoughby Hills Events Page on Facebook: (Sandy Grubiss) - We are up to 804 'Likes' up from 740. 'Likes' and now we have 829 'Followers' up from 765. We are growing quickly.

List of Upcoming Events and Point People

- **WH Pancake Breakfast (Sun., March 8, 2020) Recreation** -- SANDY & JIM
 - Tickets- Thank you to all who sold tickets and turned in their money. Turn them in this Sunday to Sandy. If you still have tickets and money, try to turn them in on Sunday. She will take to Finance and get a receipt for them.
 - Supplies – Most have been purchased. Eggs will be picked up on Friday.
 - There were 450 attendees last year. We are targeting that number

- **Spring Craft Show (Sat., March 28, 2020)** -- MARCIE & VICKI

Vendor Registration: 90% of the spaces are filled and paid. Waiting list is being plotted on the remaining tables. Confirmations and table spots are being sent out.

- **WH Easter Eggstravaganza (Sat., Apr. 4, 2020)** -- SANDY & LYNN
 - Website up and running. “eggwhills.com”. Volunteers: should sign up to volunteer through the website. Joe will send email to volunteers. Commission member should sign up on website, also. Attendees: must also sign up online. Face Book- Sandy has been posting the link.
 - Busing Contract has not been finalized. Tom Lobe is looking over the ‘hold harmless’ part of the agreement. He spoke with the City insurance company today. He is waiting for a return phone call from Peterman to discuss agreement on the ‘hold harmless’
 - Candy Collection is going well. The community and churches have been collecting candy. Lynn is heading up St. Noel’s collection. Tim Saracen contacted Sandy. He and Fire Department want to help us collect candy. Sandy will check back with him. The other departments in our City are reaching out to help. There is a cooperative spirit. Joe is donating eggs.
 - Donations and Sponsors will be posted on the Face Book page.
 - Impact Nutrition will be donating filled eggs.
 - Willow Hill Dental sponsored the event in the amount of \$100.00
 - Other sponsorship letters were sent out. No response yet.
 - Kenny Urbania with Nationwide Insurance is sending a check for \$100.
 - Texas Road House- Jeanne reached out to them about the Armadillo and eggs. They will be getting everything to Sandy.
 - Lake County Captains donation of tickets for the prize- Sandy sent follow up email.
 - EGG STUFFING Event scheduled for Monday, March 9th.at 6:00 PM in the O’Ryan Room

- **WH Captains Day at Classic Park** -- LYNN HALLUM

Lynn has a couple dates in mind. However, the Captains have not released their promotional schedule yet. It is still early.

- **GARAGE SALE DAY IN WILLOUGHBY HILLS** -- SANDY & JIM
(Saturday, August 1, 2020 -- various hours)
 - No update
 - **Rock-N-Roll Day - COMBINED EVENT (RECREATION & CORN FEST** -- Lynn Hallum
(Sat, Aug. 8, 2020 from 10:00 am – 9:00 pm)
 - Recreation will do some type of game. Sandy & Mark got a big prize wheel that can refurbished into a Rec prize wheel. Other suggestions included something like a Corn Hole, 3-legged races, balloon or egg toss.
 - Sandy has been collecting prizes. She got 100 fidget spinners for one penny each.
 - NOPEC Grant- Joe reported that the \$1500 grant for Rock-N-Roll Day was approved.

- FALL CRAFT SHOW – Saturday, October 10, 2020 - 9:00 a.m.-3:00 p.m. – MARCIE & VICKI
Additional Discussion about adding Friday evening, October 9, 2020 to the Saturday Craft Show.
 - Vicki & Marcie think it is a great idea. Food on Friday would be more like dinner. Saturday is more like lunch. Mark & Sandy have agreed to do Concession for Friday and Saturday.
 - Concerns discussed last month listed high school football as a possible conflict. There is no school on Friday for NEOTA Day. Event is on the Columbus Day weekend. But last year it was on Columbus Day weekend with record breaking attendance that Saturday.
 - Vendors at other Friday Shows said business was good. It had a great vibe. People came after work. Spring and Fall Craft show have different vendors. There is some cross over. They will poll the vendors who were at last year’s Fall Craft Show about adding Friday evening.
 - Craft Show advertising is updated every month so we could send it to her.
 Plan: Poll the vendors at last year’s Fall Craft Show.
Decision next month

- HALLOWEEN PARTY – Friday, October 16, 2020 -- 6:00 p.m.-8:30 p.m. -- SANDY & LISA
DJ - Joe already asked the DJ to reserve that date for us. Joe will verify the actual date with him.

- WH PHOTO CONTEST / Reception –JIM & SANDY
(Fri, November 13, 2020). Deadline for Photos is November 1, 2020
 - Discussion about getting the word out continued:
 - Sandy created a graphic and added the Event to the Facebook page with more information to come. That way people know to be taking photographs
 - Flyer – Jim revised and Sandy looked over the content. Jim submitted to the Mayor for legal review. Once finalized, they will bring a sample flyer to a future meeting.

- WINTER FEST AND CHRISTMAS CARD LANE (WHFD) – SANDY, VICKI & JIM
Sunday, December 6, 2020 -- 5:00 p.m. - 7:00 p.m.
 - No Update.

- BREAKFAST WITH SANTA & SANTA SHOP – SANDY, LISA, MARCIE & LYNN
Saturday, December 12, 2020 -- 8:30 a.m. - noon
 - No Update.

2020 YOUTH SPORTS – Lynn Hallum and Joe Jarmuskiewicz.

- Registrations for Boys Baseball and Girls Softball
 - They are being collected at both Pancake Breakfasts. We might need some help covering that.
 - More people are using online registration. We encourage that. Address is <whblsports.com> through Sports Engine. They charge a small fee which is paid by the registrant. Notification is sent to Joe, Lynn and Tom whenever someone signs up on line.
- Sports League has had a couple new additions who will help coach games.
- Girls Teams – there are three or four. Girls Softball Indoor practices for the 8-U and 10-U girls will continue on Saturdays until at least Spring Break.
- Boys Teams – first meeting is next week.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORTS for February 2020 are in the packets.

- Jasmine is excited that she did the report on her own. This one breaks rentals down by room. We do not have Frank's Community Center report to compare it to. He is on vacation this week

<u>Comparison:</u>	<u>February 2020</u>	<u>January 2020</u>
Rooms rented w/ fees:	65	63
Rooms without fees:	13	10
Total Income:	\$9,305.00	\$7,005.00

However, last month's report did not jive with what Frank had.

- Lynn wanted the old report that gives all the years and the income by month. With that information, there is a better picture of what months we do better in and how to best allocate and target advertising for the Community Center. Once we have a Rec Coordinator, we can look at this.
- Sandy tried to dig out the old reports that we used to get. She was told that it hasn't been updated since 2017. Getting it updated does not seem to be a priority right now. Maybe it will be updated when we get a new Rec Coordinator in that position.

460 FUND REPORT for February 2020:

Sharen Michney prepared this report in Frank Brichacek's absence. It is still a draft report.

- The Beginning Balance was \$48,104.09. YTD received is \$137.20, which says it is interest. Usually the interest is about \$20. Sharen said to check with Frank when he returns from vacation. Sandy will.
- YTD Expenses is \$0. YTD Unencumbered was \$48,241.29.

UNFINISHED BUSINESS

- Volunteer Coordinator – Report - (Joe Jarmuskiecwz)
Report on volunteers covered under Council Report. Jim Walsh volunteered to help with looking up addresses and phone numbers.
- NOPEC Grant- Joe reported earlier that the \$1500 grant for Rock-N-Roll Day had been approved.
- Bleachers:
 - Brief discussion. Looking into grant for bleachers and the pickleball court. Suggestion that 2 of the Pickle Ball Courts be painted in to see how much use it does get. It can be expanded from there.
 - Estimate for an additional 6 bleachers.
 - As discussed last month, the estimate was \$9,107.
 - Sandy followed up with the company. The revised quote is \$8,225 for 6 bleachers, delivered.
 - Placement of the bleachers reviewed by the Road Superintendent and Joe. They determined that the 6 new bleachers will need 6 pads. It would be nice to have the 6th one back in the Pony field. All the locations have no pads or crumbling asphalt pads.
 - Cost of pads. Installation and assembly last year they were about \$5-6,000. But they used the existing asphalt pads. Estimate for concrete pads last year was \$1,000/pad. This is a good time of year to have them all assembled.
 - We need to make a decision in time for delivery in the Spring. Season starts the beginning of May. Pads could be approved separately in order to get the bleachers here. Lead time is 3-4 weeks. Price is better shipping them altogether.

Motion: Jim Walsh moved to approve purchase of the six bleachers from the Parks Catalogue, as discussed.
 Seconded by Vicki Miller
 Roll Call: 7 Ayes. Motion Passes

Additional Discussion:

Sandy will get a purchase order for the six bleachers. She will have an installation price for the next meeting that we can allocate funds for. They give us the price with the time included. It does not come out of City funds. It comes out of Recreation. It is like a charge back.

- Digital Sign
 - Sandy does not have any additional information. She is expecting a quote from the second sign company. Despite calls, they have not sent the quote. Sandy is waiting until Rec decides that this is something we are truly interested in.
 - Discussion: It is something we need. She will continue to call them.
- Letters to Santa
 - No update. We will wait until it is closer to Christmas.
 - It will be placed with the Events and Point People for next meeting.

NEW BUSINESS

- 2020 Sanctioning Groups for Community Center
 They are all re-occurring. Their purpose should be educational, cultural or civic in nature. They have been recognized by Willoughby Hills Recreation Commission by serving to benefit the City of Willoughby Hills. They will be sanctioned individually.

- American Red Cross
 The American Red Cross bio-medical services is working to fulfill the needs of Northeast Ohio for the safest, most cost effective, most reliable blood and plasma services through voluntary donations. The northern Ohio services covers 19 counties and manages over 5,900 blood drives to meet patient and hospital needs.

Discussion: We can see how this benefits the citizens of Willoughby Hills. This is for Blood Drives at our Community Center.

Motion: Vicki Miller moved to approve the American Red Cross.
 Seconded by Jeanne Kaston
 Roll Call: 7 Ayes. Motion Passes

- AFS Northeast Ohio/Lake County Chapter
 This is a non-profit organization that provides foreign exchange students the opportunity to spend 10 months living with a host family while attending local high schools in the area. Along with learning the American culture, creating new bonds with host families and friends, students are expected to give back to the communities that welcomed them. It is with this intent that AFS students learn about volunteering and are then able to return to their countries to continue volunteering in their home communities. AFS students participate in the Children's Halloween Party in October and the Pancake Breakfast in March.

Motion: Jim Walsh moved to approve AFS Northeast Ohio/Lake County Chapter.
 Seconded by Lisa Kubiss
 Roll Call: 7 Ayes. Motion Passes

- Willoughby Hills Pool Passes/ Subsidy Program

I don't know whether we have ever discussed this as a group before, but we have been asked to look over the subsidies for our residents and make a recommendation for a pool subsidy for 2020. Mayfield Village does not partner with us. Wickliffe is not an option.

- Willoughby has two pools: We have used it in the past.
 - In 2019,
 - Individual pass was \$125. Willoughby Hills subsidized \$50. The resident paid \$75. No Family pass is offered because of the legal definition of family. Pool Pass for a family of four was \$300 with the subsidy.
 - For 2020
 - Willoughby is still \$125 per person, with no family discount.
 - Option: WH resident can go for \$10 each time.
 - Usage:

2019	64 people	
2018	158 people – family membership was still offered.	
	30 WH senior pool passes	
- The YMCA offered Eastlake's one pool. It is located close to North High School. The pool is open from Memorial Day to Labor Day. It is only open on weekends in August when school resumes.
 - Individual Membership is \$65.
 - Family membership is \$140 with no limit on the number of children.
 - Swimming lessons are \$30 for 2-week session on Monday through Thursday with make up days on Friday.
 - Swim team cost is \$85/ first swimmer, \$65/ second swimmer, \$50/ third swimmer. For four or more swimmers, it is \$200 for the season.

Discussion:

The City does have some money budgeted for subsidies. It important that the residents have a 'stake' in the subsidy to be sure it is used. Seniors and people on fixed incomes are generally subsidized a bit more. People should still be able to choose which pool to use. They will want to go with their friends.

Eastlake rates are a less expensive option. We could recommend a percentage subsidy but a set dollar amount would make the subsidy even across the board. The resident gets money off regardless of choice. Seniors definitely use the pass.

WH Subsidy Recommendation:	Willoughby	Eastlake
\$25 Individual	\$100 resident pays	\$ 40 resident pays
\$40 Family	n/a	\$100 resident pays
\$35 Senior	\$ 90 resident pays	\$ 30 resident pays

Sandy will send recommendation to the Mayor.

PUBLIC PORTION

Opened at 8:03 PM

Mayor Gardner

Did you talk about the potential for the Nature Work Grant for the Bleachers?

We touched on that. The option is out there but do not have information back on it yet. We motioned to buy the bleachers. Would the grant reimburse what we spent? We have to get them because of the timing.

Mayor: We will figure it out.

Public Portion closed at 8:04 PM.

ADJOURNMENT:

Meeting adjourned at 8:04 PM by Sandy Grubiss with voice vote consensus.

Katherine Lloyd
Katherine Lloyd, Clerk pro tem

Sandy Grubiss
Chairman

Date approved: 15 April 2020

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