

MINUTES

Recreation Commission

City of Willoughby Hills

May 4, 2016

CALL TO ORDER: 7:02 pm
PRESENT: Lynn Hallum, Chairman; Jeanette Nelson, Sandy Grubiss, Jeanne Kaston, Dee Germano, Jim Walsh
ABSENT: Joseph Jarmuszkiewicz, Vice-Chairman; Kristina Zeleznik, Dan Philipp
ALSO PRESENT: Jennifer Greer, Council Representative; Denise Edwards, Rec Coordinator; Theresa Baptie; Clerk

DISPOSITION OF MINUTES OF April 6, 2016

MOTION: Jeanette Nelson moved that the Commission approve the minutes
Seconded by Sandy Grubiss
Roll call vote: Ayes unanimous w/ 2 abstention
Motion passes 4/0

CORRESPONDENCE

4-7-2016 Email from Denise Edwards RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Gloria Majeski RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Sandy Grubiss RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Lynn Streetz (Hallum) RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Jim Walsh RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Jeanette Nelson RE: Willoughby Hills Eggstravaganza
4-7-2016 Email from Dan DeLembo RE: Willoughby Hills Eggstravaganza
4-8-2016 Email from Denise Edwards RE: Willoughby Hills Eggstravaganza-Meeting Date Change
4-8-2016 Email from Gloria Majeski RE: Willoughby Hills Eggstravaganza-Meeting Date Change
4-8-2016 Email from Denise Edwards RE: Willoughby Hills Eggstravaganza-Meeting Date Change
4-8-2016 Email from Denise Edwards RE: Willoughby Hills Eggstravaganza
4-8-2016 Email from Denise Edwards RE: Willoughby South Wind Symphony Band
4-10-2016 Email from Jason Zhao RE: CE Inflatables
4-11-2016 Email from Denise Edwards RE: Festival/Concert Meeting
4-11-2016 Email from Joe Jarmuszkiewicz RE: Willoughby Hills Eggstravaganza-Meeting Date Change
4-11-2016 Email from Denise Edwards RE: Comments re: Willoughby Hills Eggstravaganza-Meeting Date Change
4-11-2016 Email from Gloria Majeski RE: Easter Eggstravaganza 2016 comments for recap discussion.docx
4-11-2016 Email from Denise Edwards RE: RE: Comments re: Easter Eggstravaganza 2016
4-13-2016 Email from Denise Edwards RE: Festival/Concert Meeting – Follow Up

4-14-2016 Email from Denise Edwards RE: Festival/Concert Meeting – Follow Up
4-14-2016 Email from Lynn Streetz (Hallum) RE: Festival/Concert Meeting – Follow Up
4-14-2016 Email from Jennifer Greer RE: RE: Festival/Concert Meeting – Follow Up
4-18-2016 Email from Denise Edwards RE: Festival/Concert Meeting – Follow Up
4-18-2016 Email from Sandy Grubiss RE: Festival/Concert Meeting – Follow Up
4-18-2016 Email from Lynn Streetz (Hallum) RE: Festival/Concert Meeting – Follow Up
4-18-2016 Email from Joe Jarmuszkiewicz RE: Festival/Concert Meeting – Follow Up
4-21-2016 Email from Denise Edwards RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-21-2016 Email from Lynn Streetz (Hallum) RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-21-2016 Email from Dee Germano RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-21-2016 Email from Jennifer Greer RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-21-2016 Email from Joe Jarmuszkiewicz RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-22-2016 Email from Jim Walsh RE: Festival/Concert Meeting on Saturday, 4/23/2106
4-22-2016 Email from Denise Edwards RE: Willoughby Hills 2017 Eggstravaganza Meeting
4-25-2016 Email from Denise Edwards RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-25-2016 Email from Dee Germano RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-25-2016 Email from Sandy Grubiss RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-26-2016 Email from Denise Edwards RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-26-2016 Email from Jim Walsh RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-26-2016 Email from Dee Germano RE: Follow Up - Festival/Concert Meeting on Saturday, 4/23/2106
4-29-2016 Email from Denise Edwards RE: 2016 Breakfast Recap Final.pdf
5-1-2016 Email from Theresa Baptie RE: Willoughby Hills Concert Festival Meeting 5/4/16
5-1-2016 Email from Theresa Baptie to Frank Brichacek RE: March Rec Meeting
5-2-2016 Email from Denise Edwards RE: 2016 April Community Center Usage Report/Rental Summary
5-2-2016 Email from Frank Brichacek RE: Fund 460 Financial Reports – April 2016
5-2-2016 Email from Frank Brichacek RE: March Rec Meeting
5-3-2016 Email from Denise Edwards RE: 2016 WH Eggstravaganza Final.pdf
5-4-2016 Email from Dan Philipp RE: May Rec Meeting

Reports

- Community Center Usage - received from Denise Edwards 5/2/2016
- Rec Reports - received from Denise Edwards 5/2/2016
- 460 Report - received from Frank Brichacek 5/22016

COUNCIL REPRESENTATIVE'S REPORT Councilwoman Jennifer Greer reported there's nothing to report from Council, they are just waiting to hear about event public purpose. She also spoke Tom Lobe and he said anytime we're going to use public funds (even partially) we definitely want to declare a public purpose. In regards to the event scheduled for 9/11, it will have to be declared a public purpose. Denise pointed out that since it's not in our existing budget we have to make sure funds get approved to be moved to 280 Fund. The Spring Craft Show & Pancake Breakfast has not been moved to the 480 so it can

be moved to the 280 special fund. We will definitely be coming to Council for that and public purpose as well.

Before Council Representative Jennifer Greer left the meeting she presented some feedback concerns that were discussed; 9/11 is a somber occasion, this is a festival and is also only 6 days from Touch-A-Truck, will people come to both? Denise presented that the VFW is very much in support, ideas; they want to do a memorial services, Wags-For-Warriors, VFW trucks, First Responders. Make it a celebration of life along with the celebration of family via all the planned activities. Jennifer Greer, Council Representative left the meeting @ 7:25 pm.

Conversation re: the tennis courts; Denise Edwards; "Want to let you know that Kyle and I are working on a special grant for the tennis courts. As you know we've put \$3000 aside for the tennis courts, we are possibly going to be looking for more. Once they started looking into the courts and repairs, unfortunately we can't just put a band-aid on it anymore, there is mold and more issues. They said if we don't start on it sooner than later it'll come to the point we will no longer have tennis courts or we'll decide to start from scratch and do all new tennis courts. The repairs are cheaper than putting them in unfortunately they're around \$24,000. This grant would pay up to 75% so we would be looking at putting in another \$3000 possibly. There is a lot involved in the grant, Kyle is anxious to get started with it, it is her baby she plays tennis just about every day. We do have a lot of people active in using the courts including the high schools."

Jennifer Greer; "Is that a revenue source as well, do the schools pay"?

Denise Edwards; "No our fields the courts, etc. are taken care of because they are through Willoughby Hills, they would not pay for use. I can get more on that for you Jennifer (could you please pass that to Jennifer) so we will be looking at the grant, getting it filled out. For the legislation we just put in today the request for the grant and have started working on it so please do know that that is coming your way for next week's council meeting".

Denise reported on the increases in rental fees for the Community Center for non-residents; security deposits, if you're a good renter you'll be getting it back. Lynn pointed out a security deposit should be enough to pay for damages.

Security Deposits:

	\$300
	\$500 w/alcohol
Lyons Room:	\$100
	\$200 w/alcohol
2 Small Rooms:	\$50
	\$100 w/alcohol

Denise pointed out that hopefully the increase will deter problems like this past weekend when she had to come in to clean-up @ 6:45 am, Jim Walsh offered for next time to call those who live 2 minutes away to come help.

Room Rentals for non-residents:

	Was \$500
	Increased to \$550
Lyons Room:	Was \$200
	Increased to \$250

Shaffer Room: Was \$110
Increased to \$150
Historical Room: Was \$100

Increased to \$125

Campbell Park:

Was: Resident \$25, Non-resident \$75
Increase: Resident: \$50, Non-resident \$150

Denise re: Audit Task Force, She and Kyle went over the report and added some additions. Audit Task Force had made some recommendations back in 2011. Community Center rentals in 2010 \$48,635 vs \$68,259 in 2015. Looking for an art instructor, the instructors pay a fee per hour, they take on the responsibility of students; taking money, signing waivers. One of the things suggested was a daycare, the layout of the building makes this unsafe. There was a catering suggestion, the kitchen is not equipped for this. The Community Center is not a party center.

RECREATION REPORT

Sports Programs: Baseball-Softball May 14th is opening day. Mark has been working very hard getting the fields prepared for opening day. Please respect his decision as he is only looking out for people's safety. Uniforms will be ready by Friday; Joe volunteered to pick them up.

Art Gallery Reception This Friday 7-9:00 pm, come support them.

Pancake Breakfast Recap; Breakfast served: 672, 723 in 2015. Were able to cut expenses this year. Lions purchased overages; \$15.81 paid to, 107 of our tickets were used at Lions breakfast. Estimated profit \$2,953.54, last year \$2,574.84. Will be looking into whether or not we want to keep the 1st breakfast as attendance continues to slowly decrease every year.

Willoughby Hills Eggstravaganza Recap: Had follow-up meeting w/ all involved went over what worked what didn't and what to do different next year, \$500 budget plus \$700 donated by Pat O'Brien Chevrolet & \$400 donated by Emerald Glen directly to photo booth vendor, attendance was approx. 1,700. True Community Event, next year it will be the weekend before, Lots of fun activity's/contest. Next year suggestions; eliminate photo booth/have "selfie" area, extend event times, time slots/colored wrist bands, get fire department involved/bouncy house, more /earlier sponsorship, parking lot/busing people from the plaza, utilizing more of the building/property, pre-pre-registration for residents and congregations, cut-off/no walk-ins. First planning meeting for next year is Monday, November 14th.

Safety Town is June 27th through July 1st.

Captain Willoughby Hills Appreciation Day is July 3rd.

Willoughby Hills Garage Sale Day is August 6th. Calvary is also having a Flea Market that day, for information call the Community Center or stop in.

Next year Prom pictures at the Community Center, message sent out to residents in the Newsletter to call the Community Center for an appointment to come do pictures.

COMMUNITY CENTER REPORT For April \$9,105.00, last year \$6,653.00. We had 5 weekends this year whereas last year there were 4 plus Easter. May will possibly drop off a little bit due to only 4 weekends this year whereas last year there were 5.

460 FUND The Unencumbranced Balance for April is \$39,148.37.

UNFINISHED BUSINESS

Terry Baller re. Roemisch Complex Plan Work continues and fields will be ready for opening day.

Concert Festival 11-6 pm @ the VFW, Memorial Service, VFW feels it is important, the day was chosen re: availability before it was to be held @ the VFW, 12-2:00 Prime Time Band, 2:30-5:30 DJ, 1:00 Family Games (Lynn looking into games & prizes) 2-5:00 inflatables/obstacle course w/ rock climbing wall, cool castle for 8 yrs. and younger, Sandy working hard on food trucks, VFW doing ribs/burgers/hot dogs, Rec poss. fundraiser-sweet shop. At the VFW they have TV for game, bar inside and portable bar outside, possibly 3 portable toilets. VFW willing to come speak to Council. Report will be done and to Jennifer. Have to decide on a name.

Other Frank Brichacek email re: other reports – place for unfinished business for June meeting.

NEW BUSINESS: Summer recess dates: July and August

PUBLIC PORTION: None

ADJOURNMENT

Meeting adjourned at 8:26 pm by Lynn Hallum, Chairman

Clerk

Chairman

Date approved: _____

6/2/16 TAB

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