

## MINUTES

### Recreation Commission

### City of Willoughby Hills

January 3, 2018

CALL TO ORDER: 7:02 PM  
PRESENT: Lynn Hallum, Chairman; Dee Germano, Sandy Grubiss, Jeanne Kaston,  
Kristina Zeleznik, Joseph Jarmuskiewicz and Jeff Frucella  
ABSENT: Jim Walsh, Vice-Chairman;  
ALSO PRESENT: Council Representative Laura Pizmoht, Council President Nancy Fellows  
Recreation Coordinator Gretchen Weitbrecht,  
Former Recreation Coordinator Kyle Overmeyer  
Katherine Lloyd, Clerk pro tem

#### **2018 ORGANIZATION**

Chairman Lynn Hallum opened nominations for Chairman.

##### **Nominations opened for Chairman of the Commission**

Joe Jarmuszkiewicz nominated Jim Walsh for 2018 Chairman of the Recreation Commission.  
Jim Walsh was not in attendance but previously indicated that he would accept if nominated.  
Lynn Hallum asked three times for additional nominations.  
Nominations were closed.  
Roll call: Ayes unanimous.

**2018 Chairman of the Recreation Commission: Jim Walsh**

##### **Nominations opened for Vice-Chairman of the Commission**

Joe Jarmuszkiewicz nominated Jeff Fruscella for 2018 Vice-Chairman of the Recreation  
Commission.  
Jeff Fruscella accepted.  
Lynn Hallum asked three times for additional nominations.  
Nominations were closed.  
Roll call: Ayes unanimous.

**2018 Vice-Chairman of the Recreation Commission: Jeff Fruscella**

The gavel was past to Vice-Chairman Jeff Fruscella as Jim Walsh was not in attendance.

#### **DISPOSITION OF MINUTES OF December 6, 2017**

Lynn Hallum corrected spelling on page 2 from 'Eaton Park' to 'Eat-N-Park'.

**MOTION:** Lynn Hallum moved that the Commission approve the minutes as amended.  
Seconded by Jeanne Kaston.  
Roll call vote: 4 Ayes with three abstentions (Germano, Grubiss, Zeleznik).  
**Motion passes 4/0**

### CORRESPONDENCE

Email from Gloria Majeski RE: The Appointment of Gretchen Weitbrecht as Clerk Stenographer assigned to the Recreation Office. Welcome Gretchen!

### COUNCIL REPRESENTATIVE'S REPORT

No report.

**RECREATION REPORT** Gretchen Weitbrecht gave the report with additions by Kyle Overmeyer.

- **Sports Programs:** Basketball has started. She is working with Joe Jarmuszkiewicz to get softball going. Reaching out to get the 2018 Baseball Program in gear.
- **Spring Craft Show** (need a chairperson) The renewal letters have been sent out. Willoughby Hills Lions have been asked to do Concessions. They will respond after their January meeting.
- **Pancake Breakfast:** One date for the Recreation Department, Sunday, March 11, 2018 from 8:30 AM to 12:30 PM. Gloria Majeski is getting the batter for breakfast. Tickets are being print for distribution next week.
- **Easter Party:** Saturday, March 24 from 10:00 AM to 12:00 PM. The next subcommittee meeting will be Monday, January 8<sup>th</sup>. Event Chairperson is needed. The last meeting notes were emailed by Kyle.
- **Community Center & Rental Report:** November Rentals and December Rentals discussed. The 2016 total is \$72,549.50. The 2017 total is \$72,447.00. October, November and December were lower probably due to Kyle's knee surgery.
- **Captains Game Day:** July ? – (Saturday) WH Appreciation Day at Classic Park with the Lake County Captains. Date options will be discussed at the next meeting.
- **Breakfast with Santa:** The report will be forthcoming.
- **Winterfest and Christmas Card Lane:** The report will be forthcoming.
- **New Carpet in the Community Center:** Installation should be completed in a few days.

**460 FUND** - November 2017. The most recent unencumbered balance is \$26,427.76. That does not include the grant money funded to the Recreation Commission by B&B. When the grant money is replaced, that figure will go back up.

### UNFINISHED BUSINESS

- **Concession Stand at Roemisch Field will be named in Recognition for Tom and Bea Horvath:** At the Boys League meeting this month, Joe Jarmuszkiewicz will discuss their preference for a plaque or plate.
- **Sanctioning Groups for Comm. Ctr.** – Each group was named. Each is a renewal. Motion will be made to include each of the groups.
  - WH Quilt Guild
  - WH Seniors
  - WH Lions Club

- Lake County Mayors and Managers
- Fall Corn Fest
- Boy Scout Troop 562

**MOTION:** Lynn Hallum moved that the Commission approve the Sanctioning Groups for the Community Center.  
Seconded by Dee Germano.  
Roll call vote: Ayes unanimous.  
**Motion passes 7/0**

- **New Bleachers:** Joe and Mark Grubiss researched the pricing for 5-row bleachers, 15 feet long to replace the ones they had to remove from Rohmer's Field. They seat 42 people. 11 or 12 would be needed for the fields we have. Replacement of the old bleachers is necessary because a state law and insurance require safety backs, a plate underneath and railing on the sides. They were all removed last year. Rec Committee learned about the insurance issue afterward. People were complaining; many could not attend. Bleachers are needed for 2018.  
The Commission has discussed purchase of 4 or 5 units in 2018 and then added 2 units per year in the future. Pricing for 5 units is \$14,555 plus shipping for a total of \$16,045 delivered. That includes a \$500 discount. The 15-foot size of the existing cement pads will be verified. If smaller, adjustments could be made with asphalt or block. Willoughby and Wickliffe use this company. Per discussion, they will verify whether the discount still applies if less than the 5 units were purchased. There was one other quote for a 4-row, 15-foot bleacher unit for \$4200-\$4400. Joe will get at least one more quote and verify pricing. A total of \$16,500 will need to be appropriated. Lynn will contact Frank to ask him to set aside \$16,500 from the 360 Fund. Placement of the bleachers was discussed. 4 units will go by the Majors (F) and 1 unit will be at the Minors Field or back by the Pony & Girls' Field. But 1 unit may need to go to Campbell Field. The Colts have been playing at Campbell. South has been using that field. They have agreed to help with the field.

**MOTION:** Lynn Hallum moved that the Commission set \$16,500.00 of the 460 Fund aside to purchase 5 sets of bleachers for the fields this year.  
Seconded by Jeanne Kaston.  
Roll call vote: Ayes Unanimous.  
**Motion passes 7/0**

- **Tennis Courts/Pickleball Courts:** Kyle submitted a grant for the tennis courts. That should be completed by next meeting. Kyle will forward the pickleball court pricing to Lynn before leaving.
- **The Roemisch Field Carving:** The weather did not permit it to be sealed. The weather needs to be drier and warmer. It will be on the Spring schedule.
- **Other - Advertising and Promotion of Rec Commission Events:** Jeff renewed a discussion about ways to more widely advertise and promote Recreation events to make people more aware of what is offered. He asked about signage and media in addition to Facebook. An advertising committee discussed last year was not formed. Sandy worked with Denise on email promotions. Sandy taught her how to use Canva to create share-able ads on Facebook and how to use MailChimp to better push emails out to the public. It is important to capture emails for future events. She stressed the need for having a list to obtain emails at events. Those emails can be kept in MailChimp. It stores up to about 2000 emails

for free. Sandy is will to teach anyone who wants to learn. New Advertising ideas are needed. What does the community have that would help promote this? Is there a budget for promotions? Each event has a budget with a certain amount for promotions. Members discussed gathering information on places or sites (like CraigsList) that will post events for free. Flyers, Valu-Pak and coupon books were suggested. Costs need to be determined.

**NEW BUSINESS:**

- 1.) **Two Additional Sanction Groups for Community Ctr:** Kyle Overmeyer introduced AARP Tax Aide and Willoughby Hills Public Library for sanctioning. Each will be approved individually.

- AARP TaxAide

**MOTION:** Dee Germano moved that the Commission approve the sanction renewal for AARP TaxAide.  
Seconded by Sandy Grubiss.  
Roll call vote: Ayes Unanimous.  
**Motion passes 7/0**

- Willoughby Hills Public Library

**MOTION:** Dee Germano moved that the Commission approve the sanction renewal for Willoughby Hills Public Library  
Seconded by Sandy Grubiss.  
Roll call vote: Ayes Unanimous.  
**Motion passes 7/0**

- 2.) **2018 Event Dates**

Kyle asked about the list of event dates in the Recreation office. She has 4-5 publications waiting for responses. They need further discussion. Further discussion of the Date for Unity Day will be moved to Unfinished Business for next meeting. The date currently on the Agenda is Saturday September 9. It will be corrected to read 'Sunday, September 9<sup>th</sup>'. Both Saturday and Sunday have been considered, as well as possibly combining it with another event such as Touch-A-Truck.

**PUBLIC PORTION** 7:32 PM open/None/7:33 PM closed.

**ADJOURNMENT**

Meeting adjourned at 7:36 PM by Jeff Fruscella

Katherine Lloyd  
Clerk

Jeff Fruscella  
Chairman

Date approved: 2/7/18

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