

MINUTES
Recreation Commission
City of Willoughby Hills
December 5, 2018

CALL TO ORDER: 7:05 PM

PRESENT: Chairman Jim Walsh, Dee Germano, Sandy Grubiss, Joseph Jarmuskiewicz and Jeanne Kaston.

ABSENT: Vice-Chairman Jeff Fruscella, Lynn Hallum and Kristina Zeleznik

ALSO PRESENT: Mayor Robert Weger, Frank Cihula and Katherine Lloyd, Clerk *pro tem*.

Lynn Hallum has a family obligation.

Jeff Fruscella and Kristina Zeleznik are letting their terms expire at the end of 2018

DISPOSITION of the MINUTES OF November 7, 2018

In the minutes, the 460 Fund report says we have a reserve of \$72,660. That figure is shown in the November financials. It is higher than expected. Per discussion, Mr. Walsh plans to review the older records. The minutes accurately reflect the dollar amount that is reported. It can be amended later if there is a change.

MOTION: Joe Jarmuskiewicz moved to approve the Minutes from the Recreation Commission Meeting of November 7, 2018.
Seconded by Dee Germano.
Voice Vote: Ayes Unanimous.
Motion passes 5/0.

CORRESPONDENCE

- Email 12/2/18 to WH Communications RE: 12/5/18 Recreation Commission Meeting.
- Email 12/2/18/18 to Finance RE: November Report.
- Email 12/2/18/18 to News-Herald RE: 12/5/18 Recreation Commission Meeting.
- Correspondence Sheet for 11/7/18 meeting.

The Correspondence includes notes from the subcommittee meetings. Thank you for good notes.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

No Report.

RECREATION COORDINATOR'S REPORT

The Coordinator was not able to join us tonight. Joe will follow up with her.

Status of the registrations for Breakfast with Santa this Saturday were discussed. Notes from November 26th subcommittee for Breakfast with Santa listed 176 adults. The Mayor reported 275 registrations. All slots up

to 10:30 AM are filled. They are taking walk-ins after 10:30. There are 2 people at 11:00 and 11:30. Judy will try to fill those. Sandy is posting walk-in availability on the Facebook page. The maximum allowed is 350 people. Registrations are about even with last year. All supplies have been purchased and they are onsite. Batter will come Saturday morning. Thank you to Mark who installed a cables to hang the curtains to screen the Santa Shop area so parents do not see what the children are buying. Mayor bought rolls of tablecloths to use as curtains. Commission members and volunteers will set up on Friday at 6:00 PM.

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

460 FUND REPORTS for November 2018

Thank you to Frank Brichacek for these reports.

- Fund 460 Draft Financial Reports for November
- Community Center & Art Gallery History 2008 through 11/30/18
- WH Boys League Financial Reports as of 11/30/18
- WH Girls Softball Program Financial Reports as of 11/30/18

November 460 Fund Report.

- Beginning Balance for the Capital Fund at the beginning of the year was \$32,870. The Ending Unencumbered Balance for November was \$22,105.
- Receipts for the year were \$3,200. Expenditures during the year totaled \$11,500. Those expenses included the bleachers and dirt for the fields. Page 2 has a breakdown. Completion planned for Spring, 2019.
- State Nature Works Grant is still pending. They are holding that for us. Jim will check on both the Nature Works and the Public Health Grant to be certain they do not expire. He will report back to the group by email.
- Tennis Courts: Discussed in November meeting

UNFINISHED BUSINESS

1.) WH Winter Fest and Christmas Card Lane (Sun, Dec. 2) – report by Sandy Grubiss.

The event was held. It was a group effort. Many thanks to all who helped and attended.

- The \$1,500 NOPEC Grant was originally obtained by Gloria. Lynn got it transferred over for Winter Fest. Thanks to the Grant, Jeanne, Krystina and Sandy shopped and purchased tons of toys for children in need.
- Location of the Toy Donation Table at Winter Fest was changed to the entrance. Thank you to Dee and volunteers at the table which was constantly busy.
- We had a DJ and an announcer. Frank Germano was the DJ with Ray Somich's equipment. Jim followed up with those arrangements.
- The Willoughby High winds and city band was excellent.
- Gift Cards/Certificates for WHFD Toys for Tots Campaign & Willoughby Hills Recreation Commission Winter Fest. We had multiple raffle prizes throughout the night. On the Facebook page, Sandy thanked all the local businesses and put links to their businesses as a thank you so they could see that we appreciate their support. [List attached]
 - Mayor donated the tickets
 - Lynn arranged for 4 Lake County Captains tickets
 - Krystina made arrangement for LaVera Party Center to donate 7 sheet pizzas. She said she will continue to help with that in the future.
 - Fire Department for the Wright Place donation
 - Nancy Fellows arranged multiple donations from area businesses. They were so generous.

- Austin's Steak House - \$20 gift certificate – Anonymous donor
 - Bob Evans- \$20 gift certificate
 - Cracker Barrel- \$20 gift card
 - Dollar Tree- \$20 gift card. Laura Pizmoht won that prize. She gave it back so additional toys could be purchased for Toys for Tots
 - Dunkin Donuts - \$10 gift card and travel mug
 - Eat'n Park - \$10 gift card
 - Fire House Grill & Pub -\$20 gift card
 - Giant Eagle of Willoughby Hills - \$25 gift card
 - Heinen's - \$25 gift card - Jim
 - Joey's Avenue Eatery - \$15 gift certificate – Joe & Lauren Pachay
 - Kirtland Tavern – \$10 gift card x2
 - Lobster Pot - \$25 gift card
 - Local Tavern - \$25 gift card – Tiffany
 - Mama Roberto's - \$10 gift certificate x3 – Rick
 - Manhattan Deli - \$10 gift certificate x2
 - Marc's - \$20 gift certificate
 - Mario Fazio's - \$25 gift card x4 and a holiday gift box (\$40 value) – Lisa Fazio
 - McDonald's - \$20 gift card
 - O'Reilly's Auto Parts -\$20 gift card
 - Starbucks - \$25 gift card – Anonymous donor
 - Sun Plum Market - \$20 gift certificate
 - Sweetberry Fresh Market - \$20 gift certificate
 - Tavern Six - \$20 gift card
 - Texas Roadhouse – gift box with coupons and peanuts – Mari-Lynn Keppler
 - The UPS Store - \$25 gift card x2 – Mike Behnke
 - Walgreens - \$20 gift card
 - Wendy's - \$20 gift card
- Beverages: Mayor provided the water. Mark & Sandy Grubiss provided the coffee. The Fire Dept. donated the hot chocolate. Tim and Cindy from the Fire Dept. donated the cookies.
 - Bounce House was arranged by the Fire Dept.
 - Jeff donated his Mini-Golf and he decorated it. People loved it.
 - Santa a.k.a. Sean at the Fire Dept. was so cute.
 - Glow sticks were handed out to the children. Those were donated by Jeff and the Fire Dept.
 - Sparky the Dalmatian was the brain child of Cindy at the Fire Dept. It was the perfect costume for Jim. He did an awesome job. The kids loved it.
 - Thank you to the members of Council who took the time to print flyers and stuff mailboxes to promote this event.
 - Thank you to all the citizens who attended and volunteered.
 - This year, thanks to the notes from last year, we doubled the number of chairs.
 - Room arrangements were changed up to provide a smoother flow.
 - Sandy created handwritten thank you cards for each of the businesses listed. Everyone who was there signed it. Sandy donated the postage and mailed them.
 - Recreation Commission Facebook page had an ongoing 'Nice List' of the donors with the prizes donated. 'Friends' of the FP page could see what prizes they could win.
 - NOTES FOR NEXT YEAR:
 - We need 5 cases of water instead of 4. We need 8 sheet pizzas instead of 7. We need 5 big trays of cookies instead of 4. Hopefully we can get chocolate chip instead of the multi- and Christmas cookies.

- For the Raffle, we need a large Dry Erase Board or paper to post the winning ticket numbers. It is too loud for people to hear the numbers.
- We had a Wireless microphone but it is very loud.

(Jim) We need to acknowledge the donors and all of the volunteers.

- The time and money that Sandy spent on those handwritten thank you notes and making sure we all signed them was really important. Thank you Sandy for the detailed report and all the things she did to make it happen.
- Robert Lovell and Marcie Levine and their son Clay who manned the Bounce House.
- At the food table, there was Frank & Mary Cihula, Flo O’Ryan and Joyce Grady
- Jeff Fruscella
- Sean, the Fireman
- The 2nd Sparky (Nate. the Fireman)
- The Fire Department (Paramedics, Fire Fighters, a student from Washington State).
- Everyone from the Rec Commission participated and worked hard.

Today Sandy got a call from Tim, head of Toys for Tots in Lake County & Geauga County. He will collect the toys by Friday, 12/7/18. She will let the Fire Dept. know. These toys will be distributed in Lake County only.

2.) WH Breakfast with Santa (Sat., Dec. 8) – update

- Discussed earlier. We are meeting on Friday to set up. First breakfast is served at 8:30 AM on Saturday morning. Breakfasts are sold out through 10:30 AM. Thereafter there is room for more paid reservations or walk-ins.
- We are waiting for confirmation of the number of Boy Scouts who will help serve.
- Kitchen will be headed up by Frank Germano, Mark Grubiss and Joe Jarmuskiewicz

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

- Sandy headed up the organizational meeting on November 26, 2018. We are looking for Sponsors
- Krystina is working on sponsorships. She will reach out to Emerald Glen Title and O’Brien’s. She has a Sponsor Donation letter
- We need a donations
 - About 160 lbs. of candy, enough to stuff 10,000 plastic eggs. Candy needs to be bite size to fit into the small eggs. It must be nut-free, Reese cups, etc.
 - Popcorn.
- We need financial donations for the buses, the Bounce Houses
- The church got the Barrel Train donated as long as the weather is permitting.
- Person with Reptiles was donated. His name is in her notes.
The Donation Letter will be sent to Rec Commission once Breakfast with Santa is finished and we have a clean slate.
- Advertising will be on the WH Recreation Facebook Page.
- 2 Upcoming subcommittee meetings
 - Eggstravaganza Planning on 2/11/19 in the Historical Room
 - Egg Stuffing on 3/18/19 in the O’Ryan Room.
- Any potential donors should contact Sandy.

4.) **2019 Calendar of Events** - List of Proposed dates read out for discussion.

- January 4 (Friday) - Art Gallery Reception- more information needed from Gloria. Event will probably go forward. Jim will follow up with Gloria.
- March 1 (Friday) - Art Gallery Reception
- March 10 (Sunday) - Recreation Pancake Breakfast. Tickets interchangeable 3/10 & 3/17
- March 17 (Sunday) - Lions Pancake Breakfast
- March 30 (Saturday) - Spring Craft Show
- April 13 (Saturday) - Eggstravaganza at Calvary Assembly of God
- May 3 (Friday) - Art Gallery Reception
- June 24-28 (M-F) - Safety Town
- _____ (____) - WH Appreciation Day at Classic Park with the Lake County Captains
- July 5 (Friday) - Art Galley Reception
- Aug 3 (Saturday) - WH Garage Sale Day
- _____ (____) - Corn Fest Concert
- Sept 6 (Friday) - Art Gallery Receptions for Quilts
- Sept 7 (Saturday) – Unity Day- additional discussion anticipated
- Sept 14 (Saturday) – Touch-A-Truck
- Oct 12 (Saturday) – Fall Craft Show
- _____ (____) - Wellness Run with Cleveland Clinic and Classic Auto Group
- Oct 18 (Friday) - Halloween Party
- Oct 31 (Thursday) - Trick or Treat & Trunk or Treat
- Nov 1 (Friday) - Art Gallery Reception
- Dec 1 (Sunday) - Winter Fest & Christmas Card Lane
- Dec 7 (Saturday) - Breakfast with Santa

Discussion by Event

- Trunk or Treat & Trick or Treat- combining it has not been discussed but the response to Trunk or Treat this year was limited. If combined, then parking could be an issue.
- Spring Craft Show, 3/30/19 – it needs to be pre-planned well in advance with tables reserved and paid beginning in January. Notices need to be sent out to the vendors. Jeanne knows the most about how to set up and run the Craft Fair. Sandy & Jeanne will talk with Judy. After Spring Fair, the Fall Fair will be easier. It is smaller than the one in the fall. We usually limit the crafts to homemade. Possibility of lifting the restriction and opening it up to other commercial goods discussed. Could give priority to homemade but allow others if the spots are not filled up. A balance of products is preferred. It was sold out as homemade crafts but how were the actual vendor sales
- Fall Craft Show 10/12/19- It is usually bigger and better attended than the Spring Craft Fair. It is also usually homemade. But it was cancelled in 2019.

Registration for Events

- Judy is only permitted to work limited hours. She is only one person. She replaces about 7 people in the Rec Center. She is doing all the set ups and everything. She does not have time to do registrations. Her time is totally booked.
- Rec Commission will have to organize and send out everything necessary. Mayor will get the Craft Fair information for the commission members. It includes the names and addresses of people who have previously attended. The mailing can be processed through the City. Commission members cannot take payment for registrations. The Commission is not designed to take payments and do transactions like purchase orders. That is the primary reason that the Fall Craft was cancelled. It was the day in and day out answering phones, taking credit card numbers and sending confirmations. There is no one in administration who can do it. Do online reservations. Send in checks or money by mail. Recreation Commission can collect them and give to Frank Brichacek for depositing.

- Spring Craft Fair Sub-Committee was formed to plan, budget, organize and run it. It could be scheduled just prior to a regular meeting. Until the first meeting, the Spring Craft Show is not guaranteed until we know how we will have it.
- Budget information needed from prior years for each of these events. There was a list. Otherwise, it is zero-based budgeting. Commission needs to set each budget. They ask the City for the money in budget. The City Budget is going together now. Mayor will get the information for the Commission in time for or sooner than the January meeting.
- Event Planning and Financing Sub-Committee was formed. It can run together with the Spring Craft Fair which could then split off. Transactions will be sent to Rec via mail. Finance Dept. does not have the manpower to process them. Possibility of a 3rd party did not work for the sports programs. They had to go through the manual registration.

5.) Next meeting of the Recreation Commission will be on January 9, 2019 instead of January 2, 2019 which is still part of holiday.

- The Event Planning and Financing Sub-Committee together with the Spring Craft Fair Sub-Committee will be scheduled at 6:00 PM.
- The Regular Recreation Commission meeting will then start at 7:00 PM.
- The Recreation Coordinator will be invited to the meeting so she will be aware of everything happening. However, her time is very limited. She needs to put priority on customers and set up.

6.) Commemorative Bench for Peggy Henderson - This has been discussed before. It will be deferred to another agenda.

7.) Commemorative Plaque for Tom and Bea Horvath – deferred to another agenda, as above.

8.) List of Recreation Commission Volunteers

- Frank Cihula provided a fair amount of information to Joe Jarmuskiewicz about the volunteers in the sports programs over the years. It is not immediately clear who served how many years on what project or event. More detailed information could be gleaned from the Mayor's Log or the Minutes of the meetings. However, it will be very difficult to determine empirically who served at Level A, B or C, etc. Would go back as far as 1954 when Willoughby Hills became a village?
- Sandy suggested that potential honorees be nominated by residents. Anyone can nominate someone who has served the community, sports or otherwise. They would give a bio or reason for the nomination. Then the Commission could do further research. Criteria and recognitions were discussed. It could be posted in the Mayor's Newsletter.
- This will be tabled until a future meeting.

9.) Bleachers – completion waiting for Spring 2019 weather.

NEW BUSINESS

2019 Schedule & Events in the light of current defunding environment. – discussed earlier.

PUBLIC PORTION

Opened at 8:08PM

Vicky Miller, 2857 Hayes Drive.

I want to thank all of you for everything you have put in to the Winter Fest and all your hard work at all of the events. I have only been back in the City about 3 years. I have a long term association with the City as a child. For the last 2 years my mother and I have come to Winter Fest and greatly enjoyed it. I have an excellent picture of my mother visiting with Santa. [Photo will be sent to Sandy]

Public Portion closed at 8:10 PM.

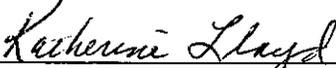
GOOD OF THE ORDER

Jim was home today watching the funeral proceedings for George H. W. Bush. It was one of the most touching ceremonies that he has ever seen. It would be worth watching.

Merry Christmas and Happy New Year! Happy Hanukah!
I will see you all on January 9, 2019 at 6:00 PM for whoever can make it.
The regular meeting will be at 7:00 PM.

ADJOURNMENT:

Meeting adjourned at 8:10 PM by Jim Walsh and voice consensus.



Katherine Lloyd, Clerk *pro tem*



Chairman

Date approved: 9 January 2019

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