

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**  
March 7, 2018

CALL TO ORDER: 7:01 PM

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

ABSENT: Vice-Chairman Jeff Fruscella and Kristina Zeleznik.

ALSO PRESENT: Recreation Coordinator Gretchen Weitbrecht and Katherine Lloyd, Clerk pro tem

**Chairman Walsh noted that Jeff Fruscella and Kristina Zeleznik had excused absences.**

**DISPOSITION OF the MINUTES OF February 7, 2018**

**MOTION:** Lynn Hallum moved that the Commission approve the minutes of February 7, 2018 as submitted.

Seconded by Dee Germano.

Roll call vote: 4 Ayes with two abstentions (Hallum, Jarmuskiewicz)

**Motion passes 4/0**

**CORRESPONDENCE**

Email 3/2/18 to News-Herald RE: 3/7/18 Recreation Commission Meeting

**COUNCIL REPRESENTATIVE'S REPORT (Hallum)**

- Mr. Hallum will attend the meeting of the Boys League next Monday, 3/12/18 to get better understanding of the MOU and the questions posed by Mr. Byron and Council regarding the MOU.
- He will schedule a meeting of the Recreation Committee of Council on Thursday, 3/22/18 to discuss the MOU as well as the questions posed by Mr. Byron and Council. Commission members are welcome. Hopefully we will have a recommendation for Council to vote that evening. Meeting time will be at 6:00 PM or 6:30 PM pending the meeting schedule. Mr. Hallum will advise.

**RECREATION REPORT** (Gretchen Weitbrecht)

- **Sports Update:** Softball and baseball registrations are going on until 3/18/18. After that, there will be a later registration. So far, there are 17 registrations for baseball and 14 registrations for softball. Joe asked Gretchen to email the Baseball and Softball list again with a reminder that registrations will continue for the next 2 weeks but will end on the 18<sup>th</sup>. Many people wait until the last minute. We need to decide how many teams we will be able to field and how many teams we will be able to have. Registration is \$65.
- **Breakfast with Santa Recap:** Report is in progress.

- **Recap of Spring Craft Show on March 3<sup>rd</sup>:**  
There were 66 vendors registered. There was an income of \$3,120.00 from those vendors. There was a \$301.00 raffle sale of the gifts received from the vendors. 468 people attended. That was low compared to other years. Special thanks to Jeff, Joe and Sandy.
- **Pancake Breakfast:** Sunday, 3/11/18 and Sunday, 3/18/18:  
It is coming together. Kyle and John, who works at Rec Center, have been doing the mass shopping. Kitchen is well stocked. Advance ticket sales continue. There will be ticket sales at the door. We are just about ready. We are looking for volunteers.
- **Easter Eggstravaganza Party:** Saturday, March 24 from 10:00 AM to 12:00 PM.  
I met with Gary at the Calvary Church again today. Things are falling into place. We have donations from Chick-fil-A and Texas Roadhouse. Skipper from the Captains and the Chick-fil-A Cow are coming. Outback Ray will donate 3 performances. Most of the plans are in place for that. We are waiting to hear from the Fire Department about the Bounce House and Fire Truck. The Police Dept. will have officers on duty. The extra help is coming together. Volunteers are asked to register online at [eggwhills.com](http://eggwhills.com). Flyers are available.
- **Safety Town:**  
Meeting was held yesterday, 3/6/18. Two officers from the Police Dept. (Detective Vitale and Officer Anderson) will teach Safety Town this year. Volunteers will help with the kids' morning sessions. We will reach out to primarily the same groups who were at Safety Town last year. Denise and Gretchen are working on the tentative agenda.
- **Captains Game – WH Day:** Saturday, July 28<sup>th</sup> at Classic Park with the Lake County Captains.  
Flyers are out and available to all. Families can register for the game.
- **Community Garage Sale Day:** Saturday, 8/4/18  
Applications for advertising are ready to go.
- **Community Center & Rental Report:** The February report was in the packets for review. The income was boosted a little from January. It is getting back on track. March events will help it climb.
- **Proposed 2019 dates for the Recreation Commission:**  
People have already made inquiries to book rental for 2019. They are waiting until dates have been discussed and finalized.
  - **Unity Day.**
    - **2018 date is scheduled for Sunday, September 9**  
Pros & cons of locations, warm weather, keeping it a stand-alone or combining with another event, and no budget for advertising were discussed.
      - Further discussion about combining it with Touch-A-Truck on 9/15/18: Event is 10 AM-12 PM. They have good attendance. Is the Fire Dept. interested? Events on both sides of street? Tone of event is busy. It could piggyback in the afternoon in park behind the Community Center with swing sets. Combining them puts Unity Day later in September. Need to check with Fire Dept.
      - Event should be held while weather is still warm. In August, the kids are not in school but they may be on vacation. Weather affects attendance.
      - Location of Unity Day 2018
        - If moved back to the Community Center, we need available dates.

- Keep it at the VFW Hall if not combined with Touch-A-Truck. They have been good to us and with us. Veterans attend. We started there 1 ½ years ago. They are very helpful.
- Date of the 2018 Unity Day discussion.
  - Currently scheduled date is 9/9/18. Is that date scheduled at the Community Center or VFW?
  - If changed to the 1<sup>st</sup> Saturday after 1<sup>st</sup> day of school that is 9/16 which is the same day as Touch-A-Truck.
  - What dates are still available at the Community Center?  
Is Community Center is available on 9/16/18, the 1<sup>st</sup> Saturday after school starts? Is Community Center available 9/15. Park and Pavilion?

Three Considerations should be resolved: Location, Coordination and Timing  
Gretchen will hold Sept and Aug dates open until next meeting on April 4th.

- 2019 United Day Proposed Date:
  - 1<sup>st</sup> Sunday after the 1<sup>st</sup> day of school in August 2019 would be Sunday, August 18<sup>th</sup>, 2019.
  - Easier to change date 6 months out. Depends on if it is combined with Touch-A-Truck.
  - Tone is lower key, picnic, visit
- Rest of 2019 dates reviewed – no concerns. Only question is Unity Day. Having Corn Fest Concert 2018 coordinated with the Garage Sale Day is interesting.
- **WH Recreation Facebook Page:** - No calendar of events is listed for this year. Denise Edwards had been the Webmaster. Sandy has been posting events. She will follow up. Chris Hallum suggested a check box re: 'are you on Facebook' when people sign in.
- **High School has requested to use WH facilities for tennis & baseball**  
Eastlake reached out to us with a practice and mat schedule. The Service Dept. will work with them. They planned to start this week. Tennis will be using the courts. Willoughby freshman baseball will use the fields. Their athletic director says they will prep the fields using their product. They will work with the Service Dept. to see if there is a special fee.  
  
We have asked the Softball Leagues to hold off until June to allow the freshman baseball league to use the field. The boys who would use that field cannot play until school ends.  
  
This Good Neighbor assistance is happening while their new high school is being built. North also has construction. Per discussion, it does still cost money to maintain the fields and additional traffic on the courts hastens the need to re-do them. But this is short term assistance.
- **Tennis Courts** - Kyle submitted for grant paperwork.

**460 FUND** - February 2018. The beginning balance was \$32, 870.10. The unencumbered ending balance is \$32, 428.23. The encumbered ending balance is \$455.83 for improvements. The grant money for the tennis courts is not in there yet.

## UNFINISHED BUSINESS

- **Concession Stand at Roemisch Field recap:**

The Boys League will put a plaque or plate on one of the fields for Tom and something on the Recreation Building for Tom and Bea. It is up to the Boys League what will be done with the concession stand. Tom and Bea have run the stand for years. Last year, volunteers helped them. The next meeting is Monday, 3/12/18 at 7:00 PM in the Historical Room.

- **Sanctioning Groups for Comm. Ctr.**

North Coast Lions

Jeff has done a lot of homework on that. In Jeff's absence, this will be postponed until the April meeting. The applicant has a hold on the O'Ryan Room for Saturday, 11/3/18 based on the outcome of whether they are sanctioned or not. Gretchen will contact the applicant to ask if they would still rent the room if it is not sanctioned so we can plan accordingly. It is a one-time sanction in the time between November and March.

- **New Bleachers:**

- Historically, new bleachers are needed because of the insurance requirements. They need to comply with those requirements. Bleachers are needed to provide seating for the teams' parents.
- ADA Compliance: does not seem necessary for bleachers. If the pad is to be accessible, it needs to be bigger. However, a wheelchair would have to travel through the grass to get to it. When plans are sent to City Engineer, a note asking his input can be attached.
- The Bleachers Safety Code mentions the 30 inches. They have to be assembled.
- Quotes: Getting and comparing quotes is difficult because they don't have matching specifications. They meet Code but in different ways.

- (1) Park and Recreation Facilities Catalogue:

- Quoted 6 units of 4-row aluminum bleachers, 15 ft. long for \$1,258.61 per unit delivered. You have to buy 6. The full cost for 6 units is \$7,551.64. Each set of bleachers sits 40 people at 18 inches per person.
- They are low profile. Picture shown.
- The maximum height on the back is 28 ½ inches. Therefore, you get past the 30 inches on this one.
- The 1<sup>st</sup> seat off the ground is only 12 inches.
- The seating is 12 inches.
- Shipping is \$1,060.00 for 6 units. Shipping for 1 unit is \$176.57. They ship from Florida.
- Quote shows 28 ½ inch height. Specs do not show the 28 ½ inch height. That needs to be verified.
- Installation on a 5-inch pad is the minimum requirement
- 'Fastener' to clamp the unit to the pad suggested by Commission.
- Lead time?
- 

- (2) Belsen:

- We requested a quote from Belsen for 6 units. They sent a quote for 5 units of 4-row bleachers, 15 ft. long bleachers for a total of \$13,056.50. Sandy broke that down to \$2,611.30 cost per unit delivered. They ship from Illinois.

- The height is 41 inches. It is over the 30 inches. Because of that, it needs a chain link across the back and around the sides and panels on the back (like a cage).
  - The first row is 17 inches off the ground. They are steeper.
  - The 1<sup>st</sup> seat off the ground is 10 ½ inches.
  - There is a 36-inch walkway on one side of the unit leaving 12 ft. for people to sit. Diagram does not show that.
  - Foot plank is 10-inches wide.
- (3) BSN Sports
    - 3-rows \$1,747.49 per unit
    - Low profile
  - (4) Park and Recreation Facilities Catalogue: Joe requested. Just came in tonight.
    - 11 unit quote at \$1,203.79 per unit. That is a savings of \$54.82.
    - They are low profile. Same as the Quote #1 for 6 units.
    - Shipping is \$2,100.00 for 11 units. Shipping for 1 unit is \$190.91. We will as why when we are buying more is the shipping more per unit than the 6 unit cost.
    - Installation on 5-inch pad is minimum requirement
    - 'Fastener' to clamp the unit to the pad recommended.

**Bleacher Installation Options:**

- Boys League volunteers or get Contracted Installation
- WH Service Dept.
  - Assembly: The Road Superintendent estimates \$250.00 in manpower to assemble one unit. Total cost to assemble 6 units = \$1,500.00.
  - Pads: None of the existing pads meet the 5-inch requirement. A couple of the concrete pads are about 4 inches; the rest of the pads are asphalt. The pad would be 5 inches below the grass so it does not flip over in the wind or get blown away because the units are only 292 lbs. each. *[4 inches is the thickness of a normal driveway]*
  - Estimate cost to construct an 8ft. x15 ft. x 5 inch pad would be about \$300.00 for the actual concrete and abt. \$250 per pad in manpower. Installation Total for 1 unit = abt. \$800.00. Estimated total to install 6 units = \$4,800.00.
  - Estimated Assembly and Installation cost for 6 units: \$1,500 + \$4,800 = \$6,300.00

**Discussion:**

The cost of 6 low profile units delivered from Park and Recreation and installed would be = \$7,551.64 + \$4,800.00 = \$12-13,000.00. The \$4,800 installation charge would be added onto any of the other quoted units. 6 units could be ordered and set in different place so we can see how they are.

There are 7 fields on the Community Center side. 3 fields only get one. The other 4 fields get 2 units each.

Campbell Park is on a hillside. Practices start outside next month. Lead time concern discussed. \$16,500.00 has already been set aside for the bleachers. We need to contact the

Administration with recommendation that 6 low profile bleacher units be purchased. If those work out, 5 more units can be ordered at a later time

**MOTION:** Sandy Grubiss moved to accept the Park and Facilities Catalogue quote proposal #210.15945 in the amount of \$7,551.64, not to exceed \$8,000.00, for the purchase of six 4-row low profile aluminum bleachers, not to exceed 29 ½ inches, 15 foot long.  
Seconded by Joe Jarmuskiewicz.

Additional discussion:

The installation cost is not a purchase order. It is covered by the funds set aside.

Roll call vote: 6 Ayes

**Motion passes 6/0**

Thank you to Sandy and Joe and the Road Superintendent, Mark Grubiss for all the work they put into it.

- **Tennis Courts/Pickleball Courts:** Tabled.
- **The Roemisch Field Carving:** Tabled.
- **Unity Day:** See earlier discussion.

**Advertising and Promotion of Rec Commission Events:**

We cannot get people to attend our events without advertising. We commend the Road Superintendent for the signs put up religiously. The locations are excellent.

Discussion continues.

- Fliers or Handouts- Promote the next event at the current event by passing out fliers.
- Give a shout out – for the good of the community.
- Advertising Budget – Sandy was asked why the Craft Fair had not been advertised in the magazine that comes out with the newspaper.
- Ask people how they found out about event- at registration.
- Facebook
  - Like Us On Facebook – Willoughby Hills Recreation –so far asking people to Like has not shown up yet on fliers or handouts. It really needs to be included.
  - Gretchen will make up little papers with that on it plus ‘Are you on Facebook?’
  - iPads could be available at check in.
  - Advertising and targeting on Facebook for people can target all the way to WH
- Email addresses
  - Collect at events. Incentive to be notified of future events. Data entry.
  - People provide their own emails. Have a check box on registration for notification about future events.
  - Contract with professional group like ‘Check In Systems’ to capture all the addresses for us. Jim will look into that.
  - Raffle- Attendees complete a raffle ticket with name, phone number and email address. Winner is notified by email. Prizes- Pancake Breakfast Tickets for 2019 or Other donated items or make up basket. By Consensus
    - Raffle will start this Sunday 3/11 with a 4-pack of Pancake Breakfast Tickets prize.
    - Jim will make up the raffle entries.
    - Follow up email could include a link to ‘Like Us On Facebook’.

## NEW BUSINESS

### Craft Fair follow up:

- Thank you to all who worked to make it a success. Vendors were impressed with how we got them in and out and the help we provided. There were not as many visitors as last year. The quality of the vendors was better this year.
- Gretchen reported that 25 surveys she received had the same responses: lower attendance at the show and very favorable regarding the help given. No 'red flags' were noted. Per discussion, more marketing will help for next year. People coming in said that it really needed to be advertised better.

### Volunteers needed for Pancake Breakfast this Sunday 4/11 and on 4/18.

- The Boy Scouts are not participating. Key Club girls will be there and others.
- Time change this Sunday. Frank and others organize the kitchen at 6:30 AM. Doors open at 8:30 AM.

### Pitch, Hit and Run Competition:

- It is something that youth can do. There are not too many cities doing it in this area. It is free. Major League Baseball sends out the kit. Lynn found out about it after the May meeting last year. She got approval to do it in 2017 and use one of the WH fields. However, it has to be done by a certain date so that kids who win qualify to go on to Kent.
- Lynn wants to do it again. It takes a couple people and a baseball field. It takes a couple hours on one day. They hit a ball off the tee, run from 2<sup>nd</sup> to home and throw a ball at a target. The age target is 6-12 years old, maybe older. Lynn will verify.
- It can be opened up to people outside the community or keep within your league. If we keep it within our league, then people registered in the league get to do this. If only people in the league sign up, it would be covered under their registration. If you sign up under MLB Pitch, Hit & Run, you sign a waiver. Lynn will check on that. Preference is to keep it to kids in WH League.
- Lynn offered to run it with volunteers from her team. It would be part of Rec. Commission/Baseball/Boys League. We need to pick a date by Mother's Day so we have enough time to compete and qualify. Any Saturday would be okay. No games start until after Mother's Day. If they qualify at Kent, they can go on to Progressive Field to compete in the Final.
- The Rec Commission can endorse and run it. Lynn will take it on.

Voice Vote to proceed: All in favor. None opposed. Lynn will find a Saturday that works.

This type of activity makes the community attractive to young families.

## PUBLIC PORTION Opened at 8:39 PM

- Nancy Fellows, 2812 Fowler Dr.

This was an amazing meeting. Mrs. Grubiss, that conversation about bleachers was pretty interesting. The height of the bleachers is important for the grandparents as well as the kids. When scheduling events, do you look at the County's calendar? It would give an idea of the other events, church carnivals, county fairs that people are going to. On that note, our events could be marketed at those events somehow.

- Gloria Majeski

I wear a couple hats tonight. First, I am the Mayor's Executive Assistant

- Prepping the fields – Mayor Weger supports being a good neighbor and the offer of our fields during their renovations. However, because of a past experience, there is an Ordinance that allows no one else to prep the fields. Councilman Hallum may need to take back a possible need to temporarily amend the Ordinance. They also reciprocate to WH with the use of the basketball courts at Edison

- Tennis grant- Update from administration provided. Kyle put the application on Gloria's desk the day she left. It requires the signature of the Law Director to get the funding. The gentleman in charge of the grant advised that we wait until things settle. He made a note of it. It is not that we will not be able to get the fund but he does need that signature. Once signed, it goes to the County to be filed. If money has been spent, it will be reimbursed once we can take those steps.
  - Concession Stand- I will attend the Boys League meeting. The Food Service License is required to run the concession stand. When we lost Kyle, we lost our Food Service person. The Health Dept. confirms that we are certified for this year. However, someone must be on site to run the kitchen. Mayor has authorized both Mark Grubiss (Facilities Manager) and Gretchen Weitbrecht (Rec Dept.) to attend the course in May to get the operator license. The stand will be opened and we are taking steps to get that certification.
  - Bleachers
    - Installation: There was discussion about who would install it. Gloria will call the insurance company to determine what the liability is and what their recommendations are because there is some liability if someone else installs it.
    - ADA Compliance- They did prepare a section in the Audit on retrofitting the bleachers and ADA compliance.
    - Installation Vendor- Once the vendor is chosen, then Ordinance 2017-66(?) passed by Council directs that the contractor must fill out the.
      - We follow those rules at Administration for anyone who is doing bidding or work, as recommended by the City Engineer. It includes product deliveries.
      - If the Service Dept. does installation, insurance does cover.
    - Bleacher Vendor would be supplying a product. Anyone that is contracted to provide the bleachers would have to fill out a number of forms, including the pre-qualifying questionnaire
    - Purchase Order for Bleachers – Per discussion, once a vendor is chosen, Rec. Commission contacts Administration to do a purchase order. Sharen in Finance will help with the process. Everyone has to have a W-9
  - Promotion of the Events – Gloria attended a seminar put on by the Lake County Council on Aging. They are putting together a County Initiative. They want to consolidate everyone's activities and what they are doing. They will put it on their website do publications. They are just getting input right now but it will also help us. Their focus is on lonely seniors and bringing them out. Many are not aware of events going on. Gloria will keep Rec. Commission posted as it progresses.
  - Supply Company for Athletic Uniforms – Books were brought to Rec Comm from a resident, Mr. Robert Paul who met with the Mayor last week and brought another representative with him that has a company that does uniforms and things like that. They said they could beat Adler's price. The resident asked that the information be passed along to the person who is doing the uniforms. Rec Commission gets 2-3 quotes each year.
- My 2<sup>nd</sup> hat is as Representative of the Fall Corn Fest.
- Schedule of the Fall Corn Fest passed out. The Concert is August 4<sup>th</sup> from 7-9:00 PM featuring Ricky and the Rockets which is a Rock & Roll Band.
  - Rock N Roll Day in Willoughby Hills – The Rec Commission is asked to consider doing a subcommittee with Cornfest and create a Rock N Roll Day in Willoughby Hills. We could bring back the Classic Car Show, do a Trivia Game with the Key Club, have food vendors related to the Rock & Roll Era., do a memorabilia display, have a DJ. This is a recreation event that would appeal to older adults as well as kids.

- Community Garage Sale- Perhaps it could be incorporated into the Corn Fest. There could be a Bingo Game. Anyone going to the garage sale could get a card and have it stamped at each of the vendors. They could redeem the completed card for a prize or a free ear of corn. It could start at Noon and end with the concert and involve other community groups. People who go to garage sales start early.
- NOPEC is looking to do some different sponsorships. If Rec Commission is willing to partner with Corn Fest, we could apply for a \$1500.00 grant from their outreach program. That could provide funds for prizes or advertising. It is focused on the event.

**Public Portion closed at 8:57 PM.**

Good of the Community Shout Out -

- One of the residents, Patrick Guthbrod, who is grandson of Coach Guthbrod (St. Joe's), has volunteered to work to improve our broadcasting system. He has a meeting tomorrow at about 2:00.
- Pancake Breakfast this Sunday. Come to serve or come to eat or both.

**ADJOURNMENT:** Meeting adjourned at 8:58 PM by Jim Walsh

Katherine Lloyd  
Clerk

Jim Walsh  
Chairman

Date approved: 4-4-2018

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