

MINUTES
Recreation Commission
City of Willoughby Hills
June 6, 2018

CALL TO ORDER: 7:03 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: Gloria Majeski, sub-committee member and Katherine Lloyd, Clerk pro tem.

Chairman Walsh noted that both Jeff Fruscella and Kristina Zeleznik contacted him.

DISPOSITION of the MINUTES

MINUTES OF May 2, 2018

Recreation Commission did not meet on May 2, 2018 because there was no quorum.
They assembled but then dismissed without having an actual meeting.

MINUTES OF April 4, 2018

MOTION: Joseph Jarmuskiewicz moved that the Commission approve the minutes of April 4, 2018 as presented.
Seconded by Dee Germano.
Voice Vote: Ayes Unanimous.
Motion passes 6/0.

CORRESPONDENCE

- Email dated 4/26/18 from Gretchen Weitbrecht RE: Community Center Report for April, 2018.
- Email 4/30/18 to News-Herald RE: 5/2/18 Recreation Commission Meeting.
- Email 4/30/18 to Finance RE April 460 Report
- Email 6/1/18 to News-Herald RE: 6/6/18 Recreation Commission Meeting
- Email 6/5/18 to Finance RE: May 460 Report.
- Correspondence Sheet 5/2/18

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

The Recreation Committee of Council met at 6:00 PM on Thursday 4/12/18 prior to the City Council Meeting. They discussed the MOU from the Boys League as planned. Discussion points included insurance coverage; what was normal and whether it is normal for a non-profit run the sports program.

He contacted nearby cities and learned that all of them have non-profits that run their sports programs, all or partial, but none of them have insurance for the non-profit. The Boys League is fine with getting their

own insurance. We asked that the MOU be updated to remove any responsibility for the City to have insurance for them, as well as to remove any mention of the City collection of funds.

In the meantime, the last day of many of the personnel in administration occurred. There have not been enough people in administration to get that done. The Mayor got it done for us. He sent it back to me today. I will review it with the Boys League. If it is what they were expecting and they do not have any changes, I will take it back to Council. I hope to get that done before the next Council meeting.

Council did not want to leave this Ordinance on the Agenda continuously on 3rd Reading, so we tabled it. Once we get the new MOU we can un-table it. So then, hopefully, we can get it done.

RECREATION COORDINATOR'S REPORT

We currently are lacking a Recreation Coordinator, so there can be no report.

Community Center & Rental Report: No report was available.

460 FUND Reports for April 2018 and May 2018

- Reports were in the packets.
- Correspondence shows where the money for the bleachers was set aside.
- Sandy reported that the bleachers have arrived and are onsite. However, assembly and installation is delayed because the Service Department is overwhelmingly busy right now.

UNFINISHED BUSINESS

- **The Roemisch Field Carving:** Sandy reported that the statue has been shellacked and sealed. The weather finally broke. It is completed. Thank you to the Service Department.
- **Concession Stand at Roemisch Field recap:**
Lynn reported that the Concession Stand has been functional by a volunteer crew. There are a few people doing most of the work. They are trying to get more volunteers to keep it open. Since it is being used, a sign could be put up. Previous discussions on staffing and use reviewed. Joe reported that several of the Boys League ladies have taken charge of it.

There is an existing wooden hanging sign that says, 'Boys League Field'. On the outside of the building, there is a glass case where notices and announcements are posted. The plaque could be put up next to the door or inside the case where it would be protected. Lynn and Joe will work with Boys League contact people on placement of the plaque.

In light of the short time to the end of the season about mid-July, the Recreation Commission as a group authorized Lynn to work with her neighbor on the final wording on the plaque. Actual making of plaque will take a couple days. Retro approval of the payment planned and approved.

This recognition is long overdue.

- **WH Garage Sale / Corn Fest / Rock-N-Roll / Concert Event on Saturday, August 4.**

Absent a Recreation Coordinator's Report, Sandy was asked to give a report on the event.

We had a sub-committee meeting on May 30th. In attendance was Gloria Majeski, Sandy Grubiss, Lynn Hallum, Jeff Fruscella, Jim Walsh, Chris Hallum and Lorraine. We discussed the Rock-N-Roll Day that will be held in conjunction with the City's Garage Sale Day on Saturday, August 4th. Chris is getting the online registration going and will help out with the registration process. Gloria will have Ricky and the Rockets from 7-9 PM tentatively. We will have food, disc jockey, trivia and games, memorabilia and possibly a classic car show.

We received a grant from NOPEC in the amount of \$1,500.00, which will help pay for the inflatables, commemorative coasters in the shape of a guitar pick and prizes that the DJs can give out. The prizes will go back to the City of Willoughby Hills. Gift Certificates will be from Mom & Pop shops so people spend their money in Willoughby Hills. They will contact Pat O'Brien for a donation.

Chris has asked that a Public Purpose request be put on the Council Agenda. Jim is working on ice cream. Another subcommittee meeting will be scheduled the third week of June, 6/18 at 7 PM at the Community Center. Clerk will send notice to the News-Herald.

- **Status of New Bleachers:**

See report under 460 Fund. Bleachers have arrived. Assembly and installation is delayed.

NEW BUSINESS

1.) Recreation Commission -- Next Steps and Operating Guidelines in Light of Current Defunding Environment.

Things are in the state of flux right now. We welcome our clerk back with us. It is our understanding that the position of Part-time Recreation Coordinator was advertised in the News-Herald and that all of the positions are posted. It is feasible that we will have a Recreation Coordinator, or at least a part-time Rec Coordinator, at some point which will return us partially to where we were.

However, we need to discuss some of the more labor-intensive events coming up, like the Halloween Party, Craft Show and on into December. We need to separate the events we will be able to sustain without a Rec Coordinator and what we cannot sustain absent a Rec Coordinator.

Upcoming events were discussed and reviewed to determine which require Rec Coordination to be successful.

- Shred Day (Saturday, 6/9) is back on Rec Calendar Page. The Mayor confirmed that they are set up and are coming. Hours: 9 AM-12 Noon. There is a sign out front.
- Safety Town (6/25-6/29) has been cancelled. Sandy will take it down from the Facebook page and off the Rec Page Calendar.
- Art Gallery Reception (Dates: 7/6, 9/7, 11/9, 11/15)
 - Historically, Rec Commission has not done much work on that.
 - We do not know whether the Rec Coordinator has. Many residents volunteer at that.
 - Without anyone in the building to guard the Art, there will not be any Art Shows, just as the Art Gallery Reception on Friday, May 11 was cancelled.
 - Art Gallery Reception on Friday 7/6 – Sandy will take it down from the Facebook page and off the Rec Page Calendar.
 - Hopefully, by the Friday, 9/7 Art Gallery / Reception Quilt that will be a go because hopefully things in the City will be settled by them. It is a pretty popular show.
- WH Appreciation Day (Sat. 7/28) at Classic Park with the Lake County Captains.
 - Everyone bought tickets directly from the Captains.
 - Rec Commission has a table at the game. Table is not essential.
 - Willoughby Hills will be acknowledged on the score board.
 - Rec Coordinator prepares and runs as a WH Information Table.
 - Mayor usually throws out the 1st pitch at game.

- 'Field of Dreams'
 - Money was approved. Has money been paid yet? Captains should know that. The \$25 / kid comes from the registrations. If it is not paid at this point, should it continue?
 - Rec Coordinator has big roll.
 - Boys & Girls League pitched in half for 5-10 kids. Rec Coordinator puts the names of all the kids in the Leagues into a hat for who plays on field. 5 girls & 5 boys play. Players get autographed ball and wristband for pizza.
 - Each kid in League got a free ticket. Information is posted to libraries on Website,
- PLAN: Jim will contact Captains to determine what has been done in the past and what Rec Commission needs to do. He will find out what the kids need who play ball. What the Rec Coordinator has been arranged. He will correspond with Commission.
- WH Garage Sale / Corn Fest / Rock-N-Roll / Concert Event (Saturday, 8/4).
See report under Unfinished Business.
- Unity Day (Saturday, Sept.8) is labor-intensive but it is primarily volunteer labor. The Rec Coordinator did not organize. Rec Commission did organization. We will continue discussion later RE: whether we will pursue it or if it will be turned over to the VFW.
- Touch-A-Truck (Saturday, Sept. 15) is primarily the Fire Department. Rec Commission has had a Candy Booth at Touch-A-Truck. Candy for this event would need to be purchased. No decision necessary today.
- Craft Show (Saturday, 10/13) is extremely labor-intensive to be fully staffed. It was popular. The Fall show was well-established. Fall generates money that is used for bleachers, etc. We do not know the status of table rental contracts or money collection for the tables. Sandy helped them set up their Mail Chimp 'Push Email'. She got access to the Spring & Fall Craft Show email folder. We do not know who has access to the files in the Rec Dept. The Email box is probably very overloaded. Final decision must be made at the July meeting under Unfinished Business. Jim will talk to the Mayor about access to the Rec Dept. files and emails. They cannot be just a dead end for potential rentals for the Craft show and other people.
- The remaining calendar items will be discussed at the next meeting. They all require heavy involvement of the Recreation Coordinator. We, as the Commission cannot undertake them alone. If there is no Rec Coordinator by September, the bolded items will not be possible. If someone new is coming in and just learning, it is a huge undertaking for one part-time person in addition to all of their other duties. He or she would need a lot of support.
 - The Wellness Run (Sunday, 10/14)
 - **Halloween Party (Friday, 10/19)**
 - Trick or Treat OR Trunk or Treat, (Wednesday, 10/31)
 - **Winter Fest** and Christmas Card Lane (Sunday, 12/2)
 - **Breakfast with Santa** (Saturday, 12/8)

Community Center Room Rentals: The part time workers and the Rec Coordinator are gone. Questions about the contracts are being honored and how the building being maintained asked.

Unity Day (Saturday, Sept.8)

We have had many discussions RE: whether we will continue it or if it will be turned over to the VFW. Rec Commission has run it for two years. We have discussed it with VFW RE: whether they would take it on as their own event and whether Rec Commission members would volunteer or attend as private citizens. In light of everything we have discussed and in light of the extreme labor shortage, Jim suggests turning Unity

Day over to VFW for the year 2018. We are not sure what to do about 2019. We need to be certain there are no legal problems.

Rick Thompson is the VFW Service Officer. His term ends July 1st. His wife Sybil is the Adjutant for the VFW. They will take this back to their board for discussion. They asked if the City would be able to contribute anything toward the event. They cannot fund the bouncy houses and things like that. They will help identify the key items.

Cost of each bouncy house is \$200/2 hours and \$55 or \$65 for each additional hour. Cost varies with what you get. We had two of them last year. They come fully staffed. Perhaps we could locate a sponsor. Band was \$500 and DJ was \$150. All that was donated. May not need to rent port-a-potties.

Funds will be more difficult than volunteer labor because the Rec Commission is cancelling the events that raise money. Application to NOPEC for another grant is limited to one grant per year. Thus year's grant is ear-marked for Rock-N-Roll Day. Jim will direct the questions raised about what is permitted and the financial norms to Frank Brichacek. Does this need any other approval?

MOTION: Sandy Grubiss moved that the Commission transfer sponsorship of the 2018 Unity Day from the Willoughby Hills Recreation Commission to the VFW if they are willing to accept it.
Seconded by Dee Germano.
Voice Vote: Ayes Unanimous.
Motion passes 6/0.

Additional Discussion: If VFW is unable to take it over, then 2018 Unity Day will not happen this year.

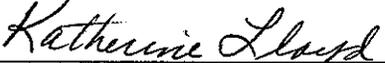
- 2) July Meeting Date falls on 4th of July. Meeting moved to July 11th. Time will remain at 7:00 PM.
- 3) No Meeting in August. The next meeting will be September 5th.

PUBLIC PORTION Opened at 7:54 PM

No Public Input

Public Portion closed at 7:54 PM.

ADJOURNMENT: Meeting adjourned at 7:54 PM by Jim Walsh



Katherine Lloyd, Clerk *pro tem*



Chairman
Date approved: 7-31-2018

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