

# WILLOUGHBY HILLS RECREATION DEPARTMENT 2014 ANNUAL REPORT



PREPARED BY DENISE EDWARDS 3/6/15

## **Willoughby Hills Recreation Department's**

### **2014 Annual Report**

The report is divided into the three(3) areas covered by the Recreation Department; Community Center/Campbell Park, Sports and Activities.

In October of 2014, Kyle Overmyer resigned as the Recreation Department's Property Manager. This was a big loss for our department. We have tried hard and will continue to provide the best service possible and keep within our budget.

We added a Spring Craft Show and changed the Flea Market to a Community Garage Sale Day. Both events were successful.

The Recreation Department is looking forward to another successful year.

Please let me know if you have any questions.

Best regards,

Denise R. Edwards

Recreation Coordinator

## 2014 RECREATION EVENT DATES

ART GALLERY RECEPTION – Friday, January 10, 2014, 7-9pm

WILLOUGHBY HILLS BOYS LEAGUE RAFFLE & PRE-SUPER BOWL PARTY–  
Saturday, February 1, 2014 at 6pm at La-Vera Party Center

ART GALLERY RECEPTION – Friday, March 7, 2014, 7-9pm

WILLOUGHBY HILLS RECREATION PANCAKE BREAKFASTS  
Sunday, March 2, 2014 and Sunday, March 9, 2014

WILLOUGHBY HILLS LIONS PANCAKE BREAKFAST  
Sunday, March 16, 2014

SPRING CRAFT SHOW – Saturday, March 29, 2014

EASTER PARTY – Saturday, April 12, 2014

ART GALLERY RECEPTION – Friday, May 9, 2014 7-9pm

COLOR RUN – Saturday, May 10, 2014

CONCERT IN THE PARK FEATURING “PRIME TIME SWING BAND” - Wednesday, June 18, 2014

WILLOUGHBY HILLS CAPTAINS DAY AT CLASSIC PARK – Sunday, July 13 at 6:30pm

SAFETY TOWN – July 7 – 11, 2014

ART GALLERY RECEPTION – Friday, July 11, 2014 7-9pm

CONCERT IN THE PARK AT SHOPPES OF WILLOUGHBY HILLS FEATURING WITH FIREWORKS  
50'S AND 60'S MUSIC - SAT. July 19, 2014 from 6 to 9pm

GARAGE SALE DAY IN WILLOUGHBY HILLS- Saturday, August 9, 2014

TOUCH A TRUCK –Saturday, August 23, 2014

CONCERT IN THE PARK FEATURING COUNTRY MUSIC – Wednesday, August 20, 2014

ART GALLERY RECEPTION (QUILT EXHIBIT) – Friday, September 12, 7-9pm

CRAFT SHOW –Saturday, October 11, 2014

HALLOWEEN PARTY – Friday, October 17, 2014

ART GALLERY RECEPTION – Friday, November 7, 2014, 7-9pm

WINTER FEST AND CHRISTMAS CARD LANE – Sunday, December 7, 2014

BREAKFAST WITH SANTA – Saturday, December 13, 2014.

**FINAL RECAP**  
**PANCAKE BREAKFASTS 2014**

<b><u>EXPENSES:</u></b>	<b>2014</b>	<b>2013</b>
Minutemen Press – tickets	\$ 67.50	Same
Bob Evans – supplies	\$1,018.20	(\$835.97 in 2013)
Breakfast Supplies – Other	\$ 947.75	(\$1,231.21 in 2013)
Petty Cash	<u>\$ 29.12</u>	(\$15.54 in 2013 for Marcs)
<b>Total</b>	<b>\$2,062.57</b>	(\$2240.22 in 2013)

<b><u>REVENUE:</u></b>	<b>2014</b>	<b>2013</b>
Presale tickets by members	\$1214	\$1,717.00
Presale tickets by City Hall	\$231	\$ 254.00
Recreation Office Presales	with door	\$ 90.00
Breakfast 3/2/14 – door sales	\$1216	\$1,621.50
Breakfast 3/2/14 – extra sausage sales	\$28	\$ 59.00
Breakfast 3/2/14 – Donations	\$0	\$ 5.00
Breakfast 3/9/14 – door sales	\$1827	\$1,831.00
Breakfast 3/9/14 – extra sausage sales	\$39	\$ 55.00
Breakfast 3/9/14 – Donations	\$0	\$ .50
Lions reimb. – supplies & ticket exchange	<u>\$122.50</u>	<u>\$ 96.24</u>
<b>Total</b>	<b>\$4,767.50</b>	<b>\$ 5,729.24</b>
	As of 4/3/14	

**2014 Profit \$4767.50 - \$2062.57 = \$2,704.93** (\$3,489.02 in 2013)

Breakfasts served:

3/2/14	278 vs 368 in 2013
3/9/14	<u>435</u> vs 486 in 2013
<b>Total</b>	<b>713</b> (865 in 2013) – does not include volunteers

Lions Recap:

Lions owed Recreation:	2014
Net Breakfasts @ \$3.50	(-\$63.00)
Supplies Purchased	<u>\$185.50</u>
<b>Total</b>	<b>\$122.50 paid by the Lions</b>

Lions Tickets used at our breakfasts = 86

Recreation Tickets used at Lions PB = 68

Price per Breakfast: \$2,704.93 profit/713 served = approximately \$3.79 each

Denise R. Edwards approved on 5/6/14

## EASTER PARTY 2014 RECAP

Saturday, April 12, 2014 at 1:00 p.m.

# OF CHILDREN: 143 in 2014 (71 WH Residents) - 168 in 2013 (44 WH Residents)

# OF FAMILIES: 71 in 2014 (33 WH Families) - 95 in 2013 (25 were WH Families)

### EVENTS:

**MC John Albee** – Radio Broadcaster in Training

**Bags given at the door included:** 3 fold flyer for future events, Five Focus Gum Sample and an egg with a raffle ticket and the snack coupon. **New for this year, volunteers went through the line to pre-register those waiting to make the line go faster at the check in table** (Door Volunteers: Jeanette Nelson, Paula Garbo, Cade Pastor, Abby Harmon)

**Candy grab** (Age groups: 2 & Under, 3-4, 5-6, 7-8, 9-12) – **purchased more candy this year due to the age group changes. We purchased special treats age appropriate for the 2 and under group.** Extra treat bags were made up for the late comers as suggested...gave 11 away. (Thank you to Joe, Ava & Vera Jarmus and John Plecnik)

**Guess the # of Jelly Beans in jar** for Captains Game Voucher with 4 tickets, Stuffed Bunny, side walk chalk, Candy, Frisbee (Thank you letter sent 4/14/14) – Volunteer: Florine O’Ryan

**Photos with Easter Bunny** - \$2.00 each **New this year, we sold tickets as people were lined up in the Hallway** (Volunteers: Gloria Majeski, Mayor Weger, Barb Araps, Rhiannan Edwards and Lexi Nelson, James/Rebecca Harmon)

**Face Painting** – Thank you to the Girls Scouts

**Lake County Captains mascot Skipper** (Thank you letter sent 4/14/14)

**Coloring Contest** – instead of Gift Certificates, we gave a basket with a large stuffed animal, solid chocolate bunny

**Raffle Contest for 11 baskets** – sand buckets, sidewalk chalk, bubbles and cups with crazy straw donated by Dan Philipp/D&W Goods, we added a stuffed animal, solid chocolate bunny and a package of Peeps plus the wrap – **New this year and successful** (Volunteers: Frank and Mary Cihula)

**Juice & Snack dessert** – served 160 snack cakes and used 8 bottles of Apple Juice (Volunteers/Workers: Alica Garbo and Kyle Overmyer)

**Clean up** – Corrao-Philipp Family, Jarmus Family and many volunteers stayed to help

**Thank you to my awesome volunteers and workers! Students from South Key Club, NJHS, SFA, All Saints and Willoughby Middle came to help!**

### COLORING CONTEST WINNERS

Age Under 3: No entries

3-4 yrs: Payton, Age 3

5-6 yrs: Danica Polantz, Age 5 (2<sup>nd</sup> year winner)

7-8 yrs: Emma McCue, Age 8

9-10 yrs: Vera Jarmus, Age 9 (2<sup>nd</sup> year winner)

11-12 yrs: Caitlyn Waganek, Age 11

### EGG HUNT BASKET WINNERS = 11

Next year I will do a better job of keeping track of all of the winners on a separate sheet. All of the winners were very excited about the baskets we put together.

### JELLY BEAN COUNT WINNER (Correct Guess)

Kate Miozzi guessed 1,694 – closest without going over 1,765

RECEIPTS:

REVENUE:

Photos (87 in 2013) 67 in 2014 @ \$2 ea.= \$134.00

EXPENSES:

Denise Edwards – Contest Baskets		\$ 20.98 in 2013
Denise Edwards – Contest Baskets		\$ 21.69 in 2013
Key Bank Master card-all other supplies	\$ 451.94 in 2014	<u>\$401.24 in 2013</u>
TOTAL EXPENSES	\$ 451.94 in 2014	\$443.91 in 2013

Expenses (\$443.91 in 2013)                      \$451.94 in 2014

Revenue (\$174.00 in 2013)                      \$ 134.00 in 2014

City Subsidy <\$269.91> No Transfer of monies from this event in 2013

**City Subsidy <\$317.94> No Transfer of monies from this event in 2014**

Denise R. Edwards, Recreation Coordinator – Approved by Frank/Finance 5/5/14

## **First Spring Craft Show Recap for 2014**

**Held March 29, 2014 – Budget = \$500 (Fall)**

Vendor spaces sold – 41 on the first floor and 37 on the lower level

Less than half of the vendors chose to set up on Friday, March 28<sup>th</sup>. Thank you to Kyle Overmyer, Devin Edwards, Rhiannan Edwards, and Brody Philipp for getting the vendors checked in and to their location quickly.

Mayor Weger and Councilman Germano did a great job and worked very hard to have our sound system up and running for the event so we could be heard on both levels. They came in before 5 am on Saturday to have everything ready. I made announcements throughout the day promoting the vendors on the lower level, the Willoughby Hills Lions Club Concession Stand, and drawing announcements and ticket sales.

Big thank you for all of the help and support we received on Saturday from Mayor Weger, Gloria Majeski, Barb Araps, Paula Garbo, Devin and Rhiannan Edwards, Sean O'Deens, Jake Bryda, Laura and Monica Ciszewski, Colleen Shannon, Alana Zarlinski, Olivia Farone, and Joe and Lola Jarmus. Alana and Olivia took the food cart for the Lions around all day to sell bake sale items and take orders from the vendors that were unable to leave their tables. A very special thank you for Sean O'Deens from Willoughby South for volunteering for 12 hours on Saturday to help out!!!

We truly lacked help this year. Gloria, Paula and Barb were fantastic, they stayed to help to get all of the vendors moved out and cleaned up. I cannot thank Joe and Lola enough for coming in at 6pm to help Devin and I clean up and do all of the setups for the Sunday events.

Vendor surveys will be sent out this week. I did get some feedback though from the vendors and some great ideas. Some were happy with their sales, while others were disappointed. Most did mention that this is typical for a Spring Show. Once those are back, we will update the report to show the true feedback.

The advertisement for the show was sent to the News Herald, WH churches, sent home with the students of Edison and Grant Elementary Schools, signs were purchased for in front of City Hall and 2 corners. It was also posted on Craig's List (thanks to Dan), the Community Channel, the website, the Foyer and on Face Book.

Monica and Laura sold 50/50 raffle tickets at the front door for the Helmet Project. They also spent the day at the front door counting of the number of shoppers that attended the event. There were 508 shoppers (vs. Fall 2013 Show had 737 people).

New for this event: The vendor tables on the first floor were \$45 and \$40 each on the lower level. We used the Gator to transport the vendors from the upper gravel parking lot to the Center and back.

Will do for fall and future spring craft shows: List of vendors – game plus purchase column with questionnaire for all shoppers.

**Income: \$3,557.00** = Vendor fees of \$3,325 plus Vendor Raffle sales of \$232.00

### Expenses Paid:

Divyne Designs = \$313.00

Vendor Gifts/supplies = \$59.90\*

(\*includes Willoughby Hills Lions Club for complementary coffee for the vendors = \$10.40)

**Expenses Total: \$ 372.90**

**Income less Expenses = \$3,184.10 – Approved 5/6/14 by Frank/Finance**

## **2014 Sports Registrations**

**Basketball** = 50 players (18 players were WH Residents)

**Baseball** = 119 players (76 players were WH Residents)

**Softball** = 75 players (42 players were WH Residents)

**Football** = The 2014 season was cancelled in WH since we were able to fill a team. The new concussion procedures are a big part of the decrease in registrations. The league is looking into trying again in 2015, or the possibility of trying something new.

## **2014 Field Usage**

Due to the amount of time available and the amount of money put into the preparation of the fields, it was decided in 2012 that only the City of Willoughby Hills sports leagues, schools and churches would have use of the fields at no additional charge.

In addition to WH Baseball and Softball, our fields were used by the Hurricanes, St. Noel's, Cornerstone and Calvary.

Willoughby Soccer Club and Cornerstone used Garfield Park for soccer.

# SAFETY TOWN RECAP

JULY 7-11, 2014

28 REGISTERED (14 in the morning, 14 in the afternoon), 28 completed the program (23 registered in 2013 = \$905)

Budget: \$1,400.00 (Increase due to the donation from Elaine Craine)  
17 WH residents = \$575, 11 Non-residents = \$495 = **Revenue: \$1090 in registrations**

<b>Expenses for Recreation:</b>	<u>2014</u>	<u>2013</u>
lunches, water, volunteer gifts, misc. supplies	\$263.24	\$316.37
Odyssey Printwear, Inc. - Diplomas and T-shirts	\$241.38	\$141.48
Nancy Gilpin - Instructor	\$300.00	\$300.00
Julie Anne Lisi - Instructor plus supplies	\$325.21	\$300.00
Safe Kids Coalition - helmets needed to be purchased	\$114.00	\$0
Pioneer Manufacturing - paint for the town (Service Dept.)	<u>\$264.00*</u>	<u>\$0</u>
<b>Total Expenses for 2014</b>	<b>\$1,507.83</b>	<b>\$1,057.85</b>

\*note that paint purchased by the Service Department will last at least 2 more years per Nate.

This is the first year that the Police Department did not do the pre-planning for the Safety Town schedule or handle the helmets. Patty Heller, of the Willoughby Hills Fire Department, helped raise the funds for the helmets for Edison Students and our Safety Town students. She was able to donate 18 helmets. We had to purchase the other 12.

Elaine Craine's donation of \$3,000.00 for Safety Town was intended to be spread over the years of 2013, 2014 and 2015. Helmets, t-shirts & diplomas and instructor fees will be picked up by the Police community fund in 2016 as they were in 2012 and prior.

**Director:**

Julie Anne Lisi

**Assistant Director:**

Nancy Gilpin

Thank you to resident, Sheila Kaston, for volunteering

**Willoughby Hills Employees assisting/directing:**

\*Jim Vitale and Craig Anderson - Police, worked all week and did the town

\*Nate & Service Department - picked up, set up, took down and returned the Safety Town Village borrowed from the City of Willoughby. They did a great job painting the lot this year.

\*Lou DiMattio - Fire, took charge of Fire Safety day on Thursday

Safety Town for 2015 will be held July 6-10, instructors have been confirmed

This report has been approved by the Willoughby Hills Finance Department on:

## 2014 Recap of the Willoughby Hills Captains Day

Sunday, July 13<sup>th</sup>, 6:30 pm game vs. Great Lake Loons

**The Captains won, 9-7**

Super Hero and Fireworks Night

**Thank you to the Captains:** The Captains offered special promotions and pricing for Willoughby Hills residents. Willoughby Hills Softball or Baseball players received a free ticket with an adult ticket purchase. They had a raffle for the players that attended to win a spot in the High Five Tunnel as the Captains entered the field. They also offered an opportunity for the Willoughby Hills players to parade around the field before the game.

**Advertising included** the flyers/order forms provided by the Lake County Captains, The City of Willoughby Hills Newsletter sent to the residents, on the magnets, the Community Channel, the Recreation website, on the brochures we create for events plus it was announced at all of our events. The flyers were on the baseball/softball registration table during the pancake breakfasts. Skipper even came to the Easter Party to help promote the event. In addition, the baseball and softball coaches were given the Captains flyer with the picture packages at the beginning of the season plus the leagues were asked to forward the informational email to the coaches to pass onto the players. The week of the game, I sent all of the parents a reminder email.

**Thank you to** Gloria Majeski, Mayor Weger, Jeane Kaston, Denise Reichelt, and Barb Araps for helping at the Willoughby Hills table on the main concourse.

We did get a complaint about the lack of communication for the baseball players for this this event. As mentioned above, we put the word and paperwork out. I confirmed with Jeff and Joe that they did receive the email at the beginning of the season and passed it onto the coaches. We will avoid the email tree in the future and send the emails directly to the families.

**For 2015:** We will make sure that we personally email each family from the baseball and softball leagues. Another idea that was an afterthought, contact the local WH businesses and have them on the concourse advertising.

The 2015 will be determined in December per the Captains.

**No Income/Expenses to record for this event**

# 2014 WH COMMUNITY GARAGE SALE DAY RECAP (REPLACES THE FLEA MARKET)

Date: Saturday, August 9, 2014

Expense Budget = \$200.00

Total Expenses = \$160.36

Breakdown of expenses:

\$112.00 = Divyne Designs, creation of 2 each 4X4 banners to be used for future sales.

We will only have to pay for the date change in the future

\$48.36 = The News Herald Ad ran announcing our event on Thursday, August 7<sup>th</sup>, in the regular and Yellow highlighted section of the Classifieds plus the 3-day website that linked to our website for the addresses.

Residents that registered with the Recreation Department = 92

Total Income = \$0

The list of garage sales registered with us were on our website and printouts with the City map were on the Community Center table outside of the Recreation office. At least 300 copies were made and distributed. Gloria and I carried some around the day of the sale for anyone who did not have a list plus Dynamic Duo gave them out. Rodney and Tammy participated in the special day by offering buy one, get one free for the Double D corned beef sandwiches.

Advertising was done on 1330 Radio plus interviews on 8/2 and 8/9, WH Website, Community Center Bulletin Board and Table, our 3-fold flyers handed out at our events, magnets, the Community Cable Channel, the Willoughby Hills Recreation Facebook page, Craig's List, signs purchased for the corners of SOM & Chardon Roads and Bishop & Chardon Roads, church bulletins, the New Herald Community Events section and the paid ad for the Thursday classifieds, highlighted classifieds & their website, City of Willoughby Hills newsletter.

Special Thank you to the Mayor for allowing us to try something new that was suggested since the Flea Market was starting to lose interest. With no experience for this event and a small budget, he trusted the Recreation Department to run with it.

I want to extend a very special thank you to Ray Somich and his staff for contacting us to take part in their show on Saturday mornings, 10-11 am, Radio Garage Sale and Auction on WINT 1330AM. They interviewed me on 8/2 and 8/9 about the event. They even sent an intern out the day of the event that called in from various garage sales to give updates and interviews with the owners.

The calls received looking for the Flea Market spaces were mostly from non-residents.

I went shopping at as many garage sales as I could and introduced myself to the residents. There was a lot of traffic in the City that day. I am happy to report that both Chiefs reported that they did not have any issues with shoppers/drivers. We did receive calls with positive feedback along with emails...

Thank you so much for such a fantastic sale! The traffic was wonderful! I hope this becomes an annual event! Thank you again for thinking of it and doing it!

## Page 2 – WH Community Garage Sale Day Continued

Thank you so much for organizing this!! Great job.

Just want to thank you for a successful garage sale. We met a lot of great people and sold the accumulation of stuff we had. We couldn't believe the amount of people who came to the sale. Great advertising.

Started on Friday with great turn out. Good luck everyone.

We did receive a call from an unhappy resident on Berkshire Hills Drive who called on behalf of her street and the next street over to let us know the following...

\*“poor advertising” – we did not advertise where people look

\*They were busy on Friday, but not on Saturday. She did not feel that their success on Friday had anything to do with our advertising.

\* The shoppers on Saturday told her that they would not have known that anything was happening in their area of the City had they not put up their own signs.

For 2015 –

- 1.) We will try to contact the churches early in the year to see if they would like to have a flea market/rummage sale the same day to offer to our residents in the apartments and condos an opportunity to participate. We received only one call from an apartment resident, but it would be nice to offer them an option to be able to participate.
- 2.) I did email the WH restaurants (list given to me by Steve in Economic Development) with the opportunity to advertise for this special event. Dynamic Duo did take advantage of it but it was not until the day of. We will send this information out earlier next year and have someone follow up with the businesses. A page in the middle of the addresses with advertising and coupons would be something shoppers could not miss.

**Submitted to the Finance Dept. for approval 8/21/14**

## 2014 Touch A Truck Recap

Saturday, August 23, 2014

### Recreation Booth:

- \*Face Painting and suckers for the kids.
- \*Distribution of the 3-fold flyer with the Willoughby Hills Recreation Department's events for the rest of 2014.
- \*Joe Bonde, our new Tai Chi instructor, was present to do health reading, discuss his new class coming in September and offer a raffle for the adults. The winner, Maggie Williams of Willoughby Hills, received a one hour personal training session and health review.

\*\*\*Tai Chi classes start at the WH Community Center on September 10<sup>th</sup>, 7-8pm. It is a six week session, the cost is \$6.00/session or 6 sessions for \$30.00\*\*\*

### Expenses:

Suckers = \$6.57

Items for Face Painting = \$12.00

**Total Expenses = \$18.57**

### Thank you:

Thank you to the volunteers that came to help with the face painting and hand out flyers:  
Willoughby South Students: Monica Ciszewski, Lauren and Michaela  
St. Francis Student: Rhiannan Edwards  
Willoughby Middle School Student: Savanna Kubish

Thank you to Gloria for donating a bag of suckers and raffle tickets for the drawing.

## 2014 Craft Show Recap

**Held October 11, 2014 – Budget = \$500**

86 vendor spaces sold

Half of the vendors chose to set up on Friday, October 10<sup>th</sup>. Thank you to Kyle Overmyer, Denise Reichelt, Gloria Majeski, and Russell Lamovec for getting the vendors checked in and to their location quickly.

Dave Reichelt did a great job and worked very hard to have our sound system up and running for the event so we could be heard on both levels. Announcements were made throughout the day promoting the vendors on the lower level and the Willoughby Hills Lions Club Concession Stand, drawing announcements and ticket sales, and the USO fund raiser.

Big thank you for all of the help and support we received on Saturday from Kyle, Denise Reichelt, Mayor Weger, Gloria Majeski, Brian, Jeanne & Sheila Kaston, Barb Araps, and Rhiannan Edwards. Jeanne, Rhiannan and Sheila took the food cart for the Lions as much as possible sell bake sale items and take orders from the vendors that were unable to leave their tables. All of the vendors loved that we had the Gator available to take them to and from the upper lot.

Thank you Joe Jarmus, Dan Philipp, Thanh Tran and Jake Harmon for coming to help with the tear down.

New for 2014: We created a raffle for all of the visitors. Each sheet had the vendor spaces, what each vendor sold and a place to check off purchases & visits. To qualify as an entry, the shopper had to get their game piece initialed by 2 vendors in each room on both levels of the Center. The crafters liked this and thought it helped to improve traffic on the lower level. The winner of the drawing was Nadine Ernst.

This year we put a vendor welcome letter with their free coffee coupon and vendor survey attached. They were also given a cute vendor "thank you" gift made by Gloria Majeski. We have received most of the surveys back, some are trickling in still. We received some very nice compliments about the show and the amount of traffic. Only one of the surveys returned said that they would not be back next year, but marked everything good or average – no name.

We purchased ads in Today's Family magazine in the Lake County edition. The announcement was sent to the local churches and sent home with the students of Edison Elementary School. The News-Herald posted the event in their Craft Show edition, which required a charge starting this year. Thank you to the Service Department for posting all of the signs around the City. The event was also posted on the Community Channel, the website, the Foyer and on Face Book.

Monica was back again this year raising money for the USO, handing out the game sheets and counting customers. The City of Willoughby Hills helped Monica raise \$124 plus received gift donations and cards for the USO during our event. The Raffle winner was Dorothy Coso. We would also like to thank Monica's mother, Laura, for her help. She spent the day at the front door counting of the number of shoppers that attended the event. She counted approximately 900 people (737 people in 2013).

**Income: \$3,770.00** = Vendor fees of \$3,440.00 plus Raffle \$330.00

Expenses Paid:

Today's Family Magazine = \$115.00

New Herald = \$20.00

Vendor Gifts = \$14.98

Supplies = \$25.98

Willoughby Hills Lions Club for complementary coffee for the vendors = \$16.00

**Expenses Total: \$191.96**

**Income less Expenses = \$3,578.04 to be deposited into the 460 fund.** (Approved by Frank Brichacek 11/3/14)

# **HALLOWEEN PARTY 2014 RECAP**

**Budget = \$1,500.00**

**TOTALS:** 147 Children (156 children in 2013)

**WH Attendees:** 31 WH Families, 72 WH Children (42 Families WH, 75 children were Willoughby Hills Residents in 2013)

## **Special thank you to**

**Volunteers:** Mayor Weger, Frank Germano, Michael Germano, Frank & Mary Cihula, Florine O’Ryan, Denise Reichelt, Eric & Savanna Kubish, Devin & Rhiannan Edwards, Jeanne & Sheila Kaston, Abbey, Linda Fulton, Cheryl Ota, Tom Majeski

Rec Commission – Barb Araps, Dee Germano, Joe Jarmus, Gloria Majeski, Dan Philipp

**Volunteer groups:** Kim VanSickler and Michelle Henderson’s Girls Scout Troops & Debra Bryda’s AFS students

**Assisting:** Willoughby Hills Fire and Service Departments

There were games, candy, contests – the Parent Pumpkin Pie Eating Contest, Haunted Hay Rides, Donuts and Apple Juice, Face Painting, Coloring Contest (judging before the meeting)

Suggestions for 2015 – Keep the event on a Friday night and move the check in table back to the front of the lobby

**Candy corn count Winner:** Hayden Brown guessed 500, actual count was 501

**Pie Eating Contest Winner:** Devin Edwards

## **Coloring contest winners:**

4 & Under - Kensington Snyder

5-6 – Nathan Combs

7-9 – Lena Perram

10-12 – Anthony Mendez

## **Costume Contest**

Cutest – Josh Garisek

Scariest – Ava Jones

Funniest – Liam Jacobs

Most Original - Shod Reese

## **EXPENSES – \$972.83**

Aladdin’s for 3 games rented = \$132.30

Straw from Lowe’s – \$61.27

Candy, decorations, cups, plates, napkins, apple juice = \$419.85

Pizza for volunteers = \$52.30

Denise Edwards for some Face Paint from Marcs = \$13.13

Donuts from Giant Eagle = \$179.79

Gift Cards for contests = \$50.00

Micro Center - ink and paper = \$34.19

Divyne Designs for day change = \$30.00

**INCOME - \$119.00** (\$130 in 2013)

INCOME - EXPENSES: \$853.83

REMAINING IN BUDGET: \$646.17 (2013 = \$840.82)

– Income does not get transferred into the Recreation Fund 460 from this event. (approved by [Frank B 12/3/14](#))





### **Activities Offered at the Community Center**

\*Zumba – Matter of Fitness (Diana Rini and Laura VonSeggern)

\*Yoga – Chris Keller

\*Irish Dance – BCN Irish Dance

\*Ballroom Dancing – Precision Pilates and Dance Studio (Andrew Calori)

\*Watercolors – Barney Cole and Layne Kendig

\*Senior Programs – Florine O’Ryan

\*Willoughby Hills Library Programs

	2010	2011	2012	2013	2014
JAN	2,372.00	1,740.00	3,390.00	\$2,950.00	\$3,785.00
FEB	2,599.00	2,875.00	3,160.00	\$3,655.00	\$4,205.00
MAR	2,092.00	2,375.00	4,410.00	\$3,845.00	\$5,035.00
APR	2,580.00	4,590.00	4,425.00	\$5,315.00	\$4,405.00
MAY	6,935.00	6,297.00	6,090.00	\$6,545.00	\$5,465.00
JUN	4,360.00	6,270.00	6,270.00	\$7,760.00	\$8,035.00
JUL	4,794.00	4,235.00	6,660.00	\$6,650.00	\$6,333.00
AUG	4,455.00	4,595.00	5,160.00	\$4,860.00	\$6,775.00
SEP	3,939.00	4,972.00	5,800.00	\$5,950.00	\$4,440.00
OCT	5,700.00	5,330.00	3,220.00	\$5,250.00	\$5,485.00
NOV	3,250.00	4,265.00	5,595.00	\$5,265.00	\$5,192.50
DEC	5,559.00	2,966.25	5,635.00	\$5,715.00	\$5,755.00
YTD	48,635.00	50,510.25	59,815.00	\$63,760.00	\$64,910.50

<b>TOTAL</b>	<b>\$64,910.50</b>
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ROOM USAGE WITH A FEE	2013	2014
O'RYAN ROOM	172	124
LIONS ROOM	150	215
SCHAEFER	259	187
HISTORICAL	65	65
<b>YTD TOTALS</b>	<b>646</b>	<b>591</b>

ROOM USAGE W/O A FEE	2013	2014
O'RYAN ROOM	63	48
LIONS ROOM	46	32
SCHAEFER	12	31
HISTORICAL	88	54
<b>YTD TOTALS</b>	<b>209</b>	<b>165</b>

<b>2014 Campbell Park Usage</b>			
5/17/2014	Betty Jean Greig	\$	25.00
5/21/2014	WHUM-Trish Skrjanc	\$	-
5/23/2014	Andy Leksan (final school Party)	\$	-
5/25/2014	Shirley Peavy	\$	25.00
5/26/2014	Dianne Milton	\$	25.00
5/26/2014	Mario Ferritto	\$	-
6/1/2014	Michael Myer	\$	25.00
6/2/2014	Sarwat Ahmad	\$	25.00
6/5/2014	Broadmoor School	\$	-
6/7/2014	Steve Dreyer	\$	25.00
6/9/2014	Sarah Brown	\$	25.00
6/1/2014	Fawad Ahmad	\$	25.00
6/6/2014	Sharon Scott/Broadmoor	\$	-
6/7/2014	Marta Brock	\$	75.00
6/8/2014	Rebecca Thompson	\$	75.00
6/12/2014	St. Noel	\$	-
6/16/2014	Kim VanSickler Girl Scouts	\$	-
6/19/2014	Alicia Browski	\$	25.00
6/21/2014	Kelly Davis	\$	25.00
6/24/2014	Philomena Damore	\$	25.00
6/25/2014	Progressive Law Dept/Maryann Hesperen	\$	25.00
6/27/2014	Bryan Coolidge	\$	25.00
6/28/2014	Rev Martin Neal	\$	50.00
6/29/2014	Donna Ricco	\$	25.00
6/30/2014	Kim VanSickler Girl Scouts	\$	-
7/4/2014	WEAGT Basket Winner	\$	-
7/4/2014	Cindy Pike	\$	25.00
7/5/2014	Mara McKissic	\$	25.00
7/6/2014	Lisa Bencina	\$	75.00
7/7-7/11	United Methodist Church - Sports Camp	\$	-
7/12/2014	Frank Cihula	\$	25.00
7/12/2014	Jim Mann	\$	25.00
7/13/2014	Zhanaira Smith-Robinson	\$	75.00
7/15/2014	Rosie Mastropietro	\$	25.00
7/19/2014	Kenneth Dycks	\$	25.00
7/20/2014	George Malec	\$	75.00
7/21/2014	Kim VanSickler Girl Scouts	\$	-
7/23/2014	Frank Cihula - Historical Society	\$	-
7/26/2014	Larry McKenzie	\$	150.00
7/27/2014	JoAnn Edmunds	\$	25.00
7/27/2014	Hayley Gondek	\$	25.00
7/28/2014	Kim VanSickler Girl Scouts	\$	-

8/2/2014	Cezanne Whittington	\$ 25.00
8/3/2014	Ray Adamic	\$ 25.00
8/3/2014	Dorothy Hoyle	\$ 25.00
8/4/2014	Kim VanSickler Girl Scouts	\$ -
8/6/2014	Karen Leak - Rockwell Automation	\$ 25.00
8/9/2014	Maridah Ahmad	\$ 150.00
8/10/2014	Iris Warren	\$ 25.00
8/10/2014	Katherine Shrader	\$ 75.00
8/12/2014	Kathy Vinci-Rockwell Automation	\$ 25.00
8/16/2014	Maria Barnes	\$ 75.00
8/17/2014	United Methodist Church	\$ -
8/18/2014	Kim VanSickler Girl Scouts	\$ -
8/19/2015	WH Lions Club	\$ -
8/23/2014	Kenny Dykes	\$ 25.00
8/23/2014	Julianne Turk	\$ 25.00
8/24/2014	Karen Manfroni	\$ 25.00
8/30/2014	Pastor Grady Stevenson	\$ 75.00
8/30/2014	Stacey Bryant	\$ 25.00
8/31/2014	Debra Allen	\$ 75.00
8/31/2014	Sara Jablonski	\$ 25.00
9/1/2014	Judy Love	\$ 75.00
9/6/2014	Christopher Cummings	\$ 25.00
9/13/2014	Tramine Bridges	\$ 25.00
9/14/2014	Ally Waite	\$ 25.00
9/20/2014	Dora Appling	\$ 150.00
9/21/2014	Enrichetta Hlabse	\$ 25.00
		<b>\$ 1,025.00</b>

## 2015 RECREATION EVENT DATES

ART GALLERY RECEPTION – Friday, January 9, 7-9pm

WILLOUGHBY HILLS BOYS LEAGUE RAFFLE, Tailgate Party at LaVera Party Center– January 31

ART GALLERY RECEPTION – Friday, March 6, 7-9pm

WILLOUGHBY HILLS RECREATION PANCAKE BREAKFASTS

Sunday, March 1, 2015 and Sunday, March 8, 2015, 8:30am – 1:30pm

WILLOUGHBY HILLS LIONS PANCAKE BREAKFAST

Sunday, March 15, 2015, 8:30am – 1:30pm

SPRING CRAFT SHOW – Saturday, March 21, 2015, 9am – 3pm

EASTER PARTY – Saturday, March 28, 2015, Starts at 1pm

ART GALLERY RECEPTION – Friday, May 8, 7-9pm

CONCERT IN THE PARK - Wed, June 17, 2015 “730 Club Band”

SAFETY TOWN –July 6–10, 2015, morning and afternoon sessions

ART GALLERY RECEPTION – Friday, July 10, 7-9pm

CONCERT IN THE PARK – Wed, July 15, 2015 “Light of 2 Moons”

WILLOUGHBY HILLS CAPTAINS DAY AT CLASSIC PARK – Sunday, July 19, 6:30pm game

GARAGE SALE DAY IN WILLOUGHBY HILLS- Saturday, August 8, 2015

CONCERT IN THE PARK – Wed, August 19, 2015 “Tommy Steele Band”

TOUCH A TRUCK –Saturday, August 22, 2015

ART GALLERY RECEPTION (QUILT EXHIBIT) – Friday, September 4, 7-9pm

FALL CRAFT SHOW –Saturday, October 10, 2015, 9am – 3pm

HALLOWEEN PARTY – Friday, October 16, 2015, 6-8 pm

ART GALLERY RECEPTION – Friday, November 6, 7-9pm

WINTER FEST AND CHRISTMAS CARD LANE – Sunday, December 6, 2015, 5pm

BREAKFAST WITH SANTA – Saturday, December 12, 2015, 8:30am – 12pm



Willoughby-Eastlake Public Library

Eric Linderman, Interim Director  
Victoria Simmons, Fiscal Officer  
Administrative Offices  
263 E. 305th St.  
Willowick, OH 44095  
Phone: 440.943.2203  
Fax: 440.943.2383  
[www.welibrary.info](http://www.welibrary.info)

September 19, 2014

Attention: Denise  
Willoughby Hills Community Center  
35400 Chardon Rd.  
Willoughby Hills, Ohio 44094

Dear Denise and Staff,

Thank you so much for providing the space for the Willoughby-Eastlake Public Library's Author Expo on September 13, 2014. Your generosity and assistance is greatly appreciated. We had many wonderful comments from our authors and staff who loved the location! We look forward to working with you again.

Thank you and Have a great day!

Michelle Hudson  
Outreach Associate/Home Delivery Coordinator  
263 E. 305<sup>th</sup> Street  
Willowick, Ohio 44095  
[michelle.hudson@welibrary.info](mailto:michelle.hudson@welibrary.info)  
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DAVID P. JOYCE  
MEMBER OF CONGRESS  
14TH DISTRICT OF OHIO

CONGRESS OF THE UNITED STATES  
HOUSE OF REPRESENTATIVES  
WASHINGTON, D.C.

COMMITTEE ON  
APPROPRIATIONS

July 21, 2014

Denise Edwards  
City of Willoughby Hills  
35100 Chardon Road  
Willoughby Hills, Ohio 44094

Dear Denise:

I just want to thank you and your staff again for working to make the Veterans Resource Fair a success. I am grateful for your hard work and dedication towards the planning of this event. My staff was very complementary of how well you and your team worked to make sure all of the details were covered. I value the work you do in the local community and want to partner so we can accomplish great things together.

If there is anything you ever need in the future, please do not hesitate to contact me. I look forward to serving you and your residents.

Sincerely,

David P. Joyce  
Member of Congress  
Ohio's 14<sup>th</sup> Congressional District

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## Interoffice Memo

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**DATE:** December 30, 2014

**TO:** Raymond C. Somich  
Council President

Members of Council

Victoria Savage, CMC  
Clerk of Council

Robert M. Weger  
Mayor

Gloria Majeski  
Mayor's Assistant

Denise Edwards  
Recreation Coordinator

Frank Brichacek  
Finance Director

File Copy

**FROM:** Thomas G. Lobe  
Law Director

**RE:** **City Property Staffing Levels at the Community Center; Ordinance No. 2011-4 and Ordinance No. 2014-74**

Ordinance No. 2011-4 sets forth in Section 2 that there shall be "up to 10" Part Time City Property Staff Members for the Recreation Department at the Community Center.

Thereafter, Council adopted Ordinance No. 2014-74 which had a specific Exhibit "A" that listed "Property Staff Members" for the Recreation Department at the Community Center and specifically had no limitation on the staffing level.

Furthermore in Ordinance No. 2014-74 the heading specifically states that this Ordinance repeals conflicting legislation and as such the staffing levels as expressed in Ordinance No. 2011-4 are hereby repealed by the passage of Ordinance No. 2014-74.

Currently there are no staffing limitations for the Property Staff Members of the Recreation Department at the Community Center.