

MINUTES

Recreation Commission

City of Willoughby Hills

November 1, 2017

CALL TO ORDER: 7:01 PM
PRESENT: Lynn Hallum, Chairman; Jim Walsh (arrived at 7:02 PM), Vice-Chairman;
Jeanne Kaston; Dee Germano; Sandy Grubiss and Kristina Zeleznik,
Joseph Jarmuskiewicz; Jeff Frucella
ABSENT: No absentees
ALSO PRESENT: Marianne Sinkko, Clerk

DISPOSITION OF MINUTES OF October 4, 2017

MOTION: Jim Walsh moved that the Commission approve the minutes.
Seconded by Kristina Zeleznik
Roll call vote: Ayes unanimous w/ two abstention
Motion passes 6/0

CORRESPONDENCE

- Email from Daniel Rauch RE: Sanctioning guidelines/Grange question
- Email from Dawn Obrenski-Riffle RE: Using The Grange when sanctioned for the Community Center
- Email from Laura Pizmoht RE: Security at the Grange

COUNCIL REPRESENTATIVE'S REPORT

No council representative present.

RECREATION REPORT Lynn Hallum read the report in the absence of a recreation director.

- **Sports Programs:** The football season has concluded. Basketball sign up is going on. Deadline is Nov. 13, 2017. Applications are on line or at community center.
- **Pancake Breakfast:** Recreation's date is March 11, 2018. Still working on pancake batter.
- **Trunk or Treat** Eight cars and more than sixty children participated in this event. Children attended starting at 6:00 PM and were arriving through 8:00 PM. Sandy Grubiss reported positive feedback from the event, saying the residents were "grateful" for the opportunity. Suggested improvements for next year include increasing awareness and council presence.

- **Fall Craft Show** Report not yet available.
- **Halloween Party** More than 200 child participants, best attendance to date. Volunteers were lacking this year due to a conflict with Homecoming.
- **Community Center & Rental Report** The revenue for October was \$6400.00, which is comparable to last year. The total so far for the year is nearly \$61,000.00.
- **Breakfast with Santa** Saturday Dec. 9, 2017. Reservations are required and are currently being taken. Sign-up forms are online and at the Community Center. The Santa Shop will also be open. Lynn Hallum expressed a concern regarding ticket sales while Kyle Overmeyer is on leave. There was a suggestion to use EventBrite. There was also concern with getting the pancake batter. Sandy Grubiss advised the reason Bob Evans will no longer donate their batter is due to the legal liability involved. Lynn Hallum suggested asking Saint Noel to donate batter. A question was raised as to whether or not Bob Evans would finish out their obligation to the end of the year, Lynn is following-up with Denise to ask if Denny's, IHOP or Eaton Park were contacted. Suggestions were offered on potential alternatives should pancakes not be an option; such as bagels or muffins.
- **Winterfest and Christmas Card Lane** December 3, 2017. Winterfest is from 5:00 PM - 7:00PM. Renewal letters for Christmas Card Lane have been sent. New members can fill out an application online or at the Community Center. Lynn volunteered to handle the donations. Jeanne confirmed the South High Marching Band. Denise will be contacted regarding sponsors for the food and volunteers for the event.
- **Open House** About 25-30 people attended the event. The costs were: \$140.00 for the sign; \$60.00 for snacks; existing stock was used for the beverages.

460 FUND Reports available from September. The most recent unencumbered balance is \$26,404.26 pending the reimbursement from the approved grant money to refurbish the tennis courts.

UNFINISHED BUSINESS

- **Sanctioning Approval**
 - **Renewal Approval for: AFS Northeast Ohio and Pulmonary Support Group**
- MOTION** Jim Walsh moved that the commission approve the renewal to sanction the following groups for 2018: AFS Northeast Ohio and the Pulmonary Support Group
 Seconded by Dee Germano
 Roll call vote: Ayes unanimous
 Motion passes 7/0
- **Recognition for Tom and Bea Horvath** No new updates at this time. The Recreation Commission is continuing to work with the Sports League with regards to renaming the concession stand.
 - **Concession Stand at Roemisch Field** No update regarding ADA compliance.
 - **New Bleachers** Information on safety compliance was available. Measurements need to be taken of the existing cements pads to determine how many sets of bleachers can be purchased.
 - **Tennis Courts/Pickleball Courts** On hold until Spring.

- The Roemisch Field Carving Sandy Grubiss following up to confirm this was completed.
- Other None.

NEW BUSINESS

2018 Spring Craft Show this is scheduled for March 3, 2018. The vendor renewals will be sent out Dec. 1, 2017.

2018 Eggstravaganza March 24, 2018. The first subcommittee meeting is scheduled for Nov. 6, 2017. Lynn will be reaching out to Kyle to get a list of people scheduled to attend this meeting to discuss posting for a week.

Kyle Overmeyer's LOA Kyle M. Overmyer will be out of the office for medical leave beginning November 13, 2017 for two to three weeks. Since a replacement for Denise has not been approved, the office will be not be manned. Phones messages and emails will be answer once a day if possible. There will be no showings of rooms or open office hours during her absence. She will do her best to communicate all this to our renters and have as much paper work that needs to be completed during this time frame before her leave.

The temporary absence created questions including who will be showing the Community Center for rentals and registration for sports and events; Lynn will be following-up with Kyle and Denise.

Recreation Program/Coordinator Comparison Jim Walsh will be reaching out to the recreation departments of surrounding cities to inquire about their recreation programs and the duties and responsibilities of the their recreation coordinator in an effort to compare this information with the program an position of the City of Willoughby Hills. Jeff Frucella will be co-chairing this project.

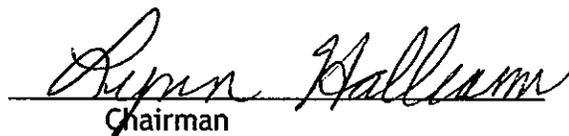
Recreation Coordinator Vacancy The approval for the new Recreation Coordinator has been through two readings with City Council, no approval has been reached at this time.

PUBLIC PORTION 7:45 PM open/None/7:45 PM closed.

ADJOURNMENT

Meeting adjourned at 7:45 PM by Lynn Hallum


Clerk


Chairman

Date approved: 12/6/17

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