

MINUTES
Recreation Commission
City of Willoughby Hills

September 4, 2013

CALL TO ORDER: 7:02 pm
PRESENT: Chairman, John Plecnik; Vice-Chairman, Dan Philipp
Barbara Araps, Lynn Hallum, Laura Lenz, Gloria Majeski
ABSENT: Dee Germano, Joe Jarmuszkiewicz, Jeanette Nelson, David Pawar
ALSO PRESENT: Council Representative Christopher L. Biro
Recreation Coordinator Denise Edwards
Joan Motuza, Clerk

DISPOSITION OF MINUTES OF JULY 31, 2013

MOTION: Gloria Majeski moved that the Commission approve the minutes as corrected.
Seconded by Dan Philipp
Roll call vote: Ayes unanimous
Motion passes 6/0

CORRESPONDENCE

Reports: Community Center – August 2013
2013 Pool Pass Subsidy
Finance Report as of 8/31/2013
2013 Flea Market Report & Survey

COUNCIL REPRESENTATIVE'S REPORT

No report.

RECREATION COORDINATOR'S REPORT

Sports

We are prepping for basketball, getting registration forms, doing paperwork to obtain court usage.

Flea Market – August 10, 2013 – 27 spaces were utilized. Eight Willoughby Hills residents, 17 non-residents and two WH organizations. Participants were asked to complete surveys in order to obtain feedback. Everyone was happy that we offered a rain date this year. Advertising was done on WELW Radio, Lake County Visitor's Bureau, WH Website, Community Center Bulletin Board and table, magnets, the Community Cable Channel, sign in front of City Hall and the City newsletters. The News-Herald went out too early and the Plain Dealer changed their format. Therefore, there was no newspaper coverage. Cost incurred was \$6.00 for water provided to vendors. Income = \$664.00. Denise advised that per Finance Director Brichacek the profit from this event could not be transferred by the Commission to the 460 Fund – that it would be put into the Recreation General Fund. The Commission questioned this and stated that this was an event started by the Recreation Commission to create income for their fund. Coordinator Edwards stated that she would discuss this with the Finance Director. Denise also will share the results of the survey at the next meeting. Changes were discussed for next year. Gloria stated that she felt that this was too much work for \$600 and would like to discuss changes in New Business. However, the Commission proceeded to discuss this at this time. Facebook was suggested. The idea of promoting a City-wide garage sale day was also discussed. Also brought up was that the Captain's game was a lot of work for the 20 people that showed up. Gloria feels the time is now to review at our programs and as we plan our dates for 2014 try to find some new fresh ideas. We need to look at the things we do well and the things that work. We need to find out what the residents of Willoughby Hills want as far as recreation. Another item she wanted to discuss in new business was the appointment of a sub-committee to put together a plan of things that we would like to do. Chairman Plecnik pointed out the success of Winter Fest and stated that he thinks that the sub-committee approach really takes hold when one member of the Commission takes ownership of the event.

Craft Fair – October 12, 2013. Over 65 vendors have registered. The Pinochle group is willing to give up the Senior Room so that we can add more vendors. Many are on the waiting list and many are registering for the 2014 show. Vendors have been asking if we would do a spring show. Advertising will also be on Craig's list. Traffic will be tracked via raffles. Lyons will operate the concession stand.

Color Run – September 21, 2013 – The color run group provides donations (\$40 per each volunteer) for organizations and charities. Denise asked if the Recreation Commission members want to give three hours of their time for those efforts. Let her know if you are interested. The money donated on your behalf will be directed to the Corn Fest Committee.

Halloween Party – October 26, 2013. Plans are starting for the Halloween Party. Florine O'Ryan has provided Denise with ideas from past parties. Denise used the idea of advertising via the coloring contest form. This form is being distributed through the schools. These colorings can be completed prior to and submitted at the event. Coloring forms will also be available at the event. **Christmas Card Lane/Winter Fest – December 1, 2013.** Letters for the Christmas Card Lane renewals are being processed. Letters will also be sent to businesses who have not participated in the past. Denise questioned price of cards. Gloria suggested that she speak to Service Director Catania to determine what expenses may be incurred (light bulbs, etc.) Price will be in place for this year. Equipment costs will be tracked and considered in next year's price. **Winter Fest.** Denise advised that Edison school advised that their choir would not be available. Dan Philipp stated that we need a formalized committee to handle the Winter Fest portion of the event. Gloria stated that last year's event did not flow from the Fire Station to the lighting ceremony. Dan stated that the Winter Fest portion is for the kids and in 2012 was handled by his committee and Fire Chief Harmon. Dan asked if these should be treated as two events. Gloria stated that this is one event and the Winter Fest portion and Christmas Card Lane traditional lighting should be tied together. The Commission questioned whether Chief Harmon's involvement would be the same as last year. Coordinator Edwards stated there is a need to get together and find out. Dan Phillips volunteered to chair the sub-committee for 2013. However, he needs clarification as he understands that committee meetings in which votes are taken or city funds are expended require more formality. **Breakfast with Santa – December 7, 2013** - Plans are beginning.

Community Center Report. Did well in August. Still tracking and will know better next year how rate changes affected the revenue.

Corn Fest – August 17 & 18 2013

Gloria appreciated the kind words about Corn Fest. Saturday was great but Sunday was terrible. They do not want to put that much work and money into a day when nobody attends. The Executive Committee (Mayor Weger, Dave Reichelt, Ray Somich and Gloria Majeski) have a meeting scheduled for Monday, September 9 to discuss ideas for future Corn Fest. What to continue – what to phase out. Prior to the meeting Gloria would welcome any suggestions she can bring to the meeting. It was suggested that Friday night be considered in place of Sunday. Date will be determined at the executive meeting. Gloria advised that the Corn Fest is its own entity. They need to earn their own money. Fireworks cost \$4500 and the Corn Fest LLC is committed for the future.

460 FUND

CAPITAL PROJECTS FUND FOR THE ENHANCEMENT AND IMPROVEMENT OF RECREATIONAL LANDS AND FACILITIES

Fund Balance 8/31/13 = \$25,969.74 (unencumbered)

2013 Pancake Breakfast profit of \$3,489.02 has been deposited to 460.

Purchases for year 2013: Campbell Park signs (\$1900.00)

Garfield Soccer Field Message Board (\$2,407.54)

At the June 5th meeting, the Commission questioned the discrepancy of numbers in the 460 Fund 5/31 financial report. Chairman Plecnik reported that Finance Director Brichacek advised that the entry of \$24,870.91 was the actual amount the Commission had available to spend. The other entry of \$32,900 is a projected amount which the Finance Director calculates via the budgeting process.

UNFINISHED BUSINESS

2013 Pool Pass Subsidy

Gloria Majeski reported that the amount paid by the City for subsidizing 2013 pool passes is \$6,526.00. Usage of the passes by Willoughby Hills residents was: 10 Youth, 12 Adult and 46 Family passes.

Rental of Veterans' Memorial Park

Councilman Biro advised that Council Clerk Savage is calling several cities to see how/if they rent gazeboes. He needs more information as to what kind of interest we are seeing from the public. More research is required.

Status of Campbell Park Signs and Garfield Message Boards

Payment has been made for both signs. Both are in our Service Department awaiting installation.

NEW BUSINESS

Gloria proposed a **committee to review the programs for 2014**. Denise is looking for new ideas for implementation and comments on existing programs. Coordinator Edwards will set up the meeting of this committee. Dan Philipp and Lynn Hallum volunteered to help. All members of the Commission are welcome to join. With the input of this committee we will be able to discuss 2014 events and dates at our next meeting. It would be beneficial to get program information out early. Dan Philipp will chair the **Winter Fest Committee**. Chief Harmon took the ball and ran with it last year. The event needs to be expanded and improved but also it is important to tie in the traditional lighting ceremony. Dan Philipp feels that we are missing the boat not using social media. We need to generate attendance of families. The Winter Fest turn out was achieved via Facebook. During the conversation Councilman Biro received a text from Dave Fiebig advising that he set up a Facebook page for us during our discussion. Lynn Hallum asked if a motion needs to be made to formally have Dan chair the Winter Fest. It sounds unclear as to who owns the event. Is it Chief Harmon or the Rec Commission? Dan stated that right now it's our event. We need to make sure that it is formalized and under our guidelines so we know what's going on. Gloria requested Dan schedule a meeting with the Fire Chief and put it out for all of rec whoever wants to come. Meeting to be scheduled the first week of October. Barb Araps reported that the event is ours but the Fire Department sponsors the Toys for Tots. The Commission wants clarification as to what the Fire Department is doing and how to merge the events. Also, what can Fire Chief Harmon get sponsored.

PUBLIC PORTION

Linda Fulton – 2990 Marcum. Has ornaments to donate for the Winter Fest tree. Suggested Corn Fest be changed to a one day event and that the Corn Fest Committee should consider Monte Carlo.

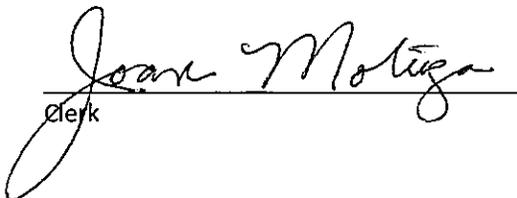
ADJOURNMENT

MOTION: Gloria Majeski moved that the meeting be adjourned.

Seconded by Barb Araps.

Voice vote: Ayes unanimous

Meeting adjourned at 8:20 pm.


Clerk


Chairman

Date approved: October 2, 2013

9/10/13/jdm

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