

MINUTES
Recreation Commission
City of Willoughby Hills

November 7, 2012

CALL TO ORDER: 7:20 pm
PRESENT: Dan Philipp, Chairman: Joseph Jarmuszkiewicz, Vice-Chairman
Barbara Araps, Lynn Hallum, Gloria Majeski, Jeanette Nelson
ABSENT: Dee Germano, Laura Lenz, David Pawar, John Plecnik,
Council Representative Christopher L. Biro
ALSO PRESENT: Recreation Coordinator Denise Edwards
Joan Motuza, Clerk

DISPOSITION OF MINUTES OF OCTOBER 3, 2012

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

CORRESPONDENCE

10/22/12 e-mail to The News-Herald – November 7, 2012 meeting notification
10/22/12 e-mail from Clerk regarding implementation of on-line usage of credit cards.
Reports: Community Center Rentals – October 2012
2012 Craft Show Recap
2012 Halloween Party Recap
Minutes: Christmas Card Lane Committee Meeting – October 15, 2012

COUNCIL REPRESENTATIVE'S REPORT

None.

Gloria Majeski reported that the recommended Ordinance for revision of Community Center room rates has not been finalized. Gloria Majeski, Councilman Reichelt and Recreation Coordinator Edwards are working on the Ordinance and hope to have it finalized and submitted to the Recreation Committee of Council for action next week.

RECREATION REPORT

2012 Craft Show – October 13, 2012. 63 vendors participated. Event ran smoothly with the exception of the elevator failure. Vendors' surveys have been received and include good suggestions. Raffle ticket sales = \$397. Concession stand was operated by the Lions. In addition to signs around the City, advertising was purchased in Today's Family and the event was posted on Cleveland.com and in the News-Herald. Profit = \$3,073.68. Jeanette Nelson pointed out that the Craft Show budget was \$500 and since the event was within budget, expenses should not be taken out of our profit but that the budget should be used to cover the \$248.32 expenses. Coordinator Edwards stated she would change the report to show a profit of \$3222. The Commission questioned whether or not attendance was tracked. Coordinator Edwards stated that since it is a free event, there was no way to determine how many people attended. However, due to increased profit and raffle sales it is felt that attendance has increased this year. Coordinator Edwards will be working on some way to get an accurate attendance count next year. (2012 Craft Show Recap is on file.)

Halloween Party – October 20, 2012. A total of 95 families and 201 children attended. Of that 53 families and 113 children were Willoughby Hills residents. A costume contest parade was held with 115 contestants. A new event – a pie eating contest – was added for the adults. Coloring contest winners were selected prior to tonight's meeting. Fire and Police distributed items to the children and talked with them. The Service Department helped with the Haunted Hayride. Expenses - Income = \$803.76 (2012 Halloween Party recap is on file.)

Breakfast with Santa – December 7, 2012. Flyers went out on Election Day. Faxes were sent to The News-Herald and St. Noel Church requesting posting, Event is posted on City Website and WHTV. Coordinator Edwards is updating signs correcting dates for Breakfast w/Santa and Lighting Ceremony. Pancake batter and sausage has been ordered from Bob Evans. Breakfast will be served 8:30 am until Noon. Reservations are made prior to event. Charge = Adults, \$5, Children \$1. Toys for Tots will be collected at this event. An effort will be made to have toys go back to our community/area. **Santa Shop**. Purchase order has been entered for purchase of gifts. Gloria Majeski will purchase and wrap the gifts. Rick and Linda Motuza have volunteered to run the shop. **Football Banquet** was held Sunday November 4. Players and cheerleaders were recognized. **Basketball registration** deadline is Monday, November 12. **Girls Softball**. Coaches are having meetings, going over rules, setting up mission statements, ideas for fund raising and upgrading program. They are considering creating a pool of umpires from high school and colleges and providing them training. Coordinator Edwards reviewed the **Community Center** report. **Corn Fest**. Gloria advised that there are still outstanding bills and a final report can not be made until all are received.

460 FUND

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

Fund Balance 12/6/12 = \$22,782.14

Note: There are no encumbered funds in the above balance.

MOTION: Jeanette Nelson moved that profit from the craft show (\$3,222) and the Halloween Party (\$126) be transferred to the 460 Fund.
Seconded by Gloria Majeski.
Role call vote: Ayes unanimous
Motion passes 6/0

UNFINISHED BUSINESS

On Line Credit Card Usage. Chairman Philipp advised that we do not have any events or City sports programs that would require urgency of implementation. He feels we need time to research implementation of on-line credit card usage/registration. Willoughby Hills currently accepts credit cards. **Drop Box**. The Commission feels it would be beneficial to have a locked drop box for the Recreation office for use when the office is not staffed.

Christmas Card Lane – December 2, 2012. Dan Philipp, chairman of this event, provided an update. Their intent is to make it an expanded Holiday Festival. He advised that the event has been renamed "**The Willoughby Hills Holiday Festival and Lighting**". He has obtained the services of Chief Harmon. The event would be moved to the Fire Station and would include entertainment, a DJ and elementary, middle school and high school choirs. University Hospitals has agreed to donate pizza and refreshments for this event. Chief Harmon would like to bring in the Toys for Tots drive. The Commission questioned an alarm going off during the event. Chairman Philipp advised that our Fire Chief has no problem putting his vehicles outside. The Community Center is rented that day. The focus of the Festival this year would be on the fire house party and the arrival of Santa in a special vehicle (fire truck? helicopter?) As we do not have an abundance of lighting an invitation would be made to participants to drive through the card lane. They also feel that a professional Santa should be hired. The Commission discussed the cards. Moving forward they would like guidelines for preparation of the cards.

NEW BUSINESS

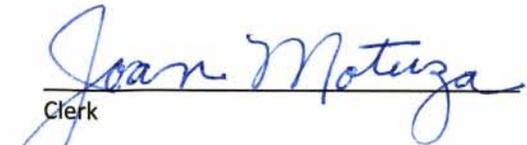
Gloria Majeski asked Chairman Philipp how he would like the review for groups requesting yearly sanction for Community Center usage handled. The Recreation Commission makes the final decision. Requests would be approved by the Commission at our monthly meeting. There would be no need to request appearance unless there is a valid objection by a Commission member. Jeanette Nelson suggested that the request form include a statement advising that the requestor may be asked to appear before the Commission if necessary.

PUBLIC PORTION

Linda Fulton - Concerning Christmas Card Lane, personally there is no reason she would want to drive through. No significant changes have been made through the years. Why not have a simple event this year at the Community Center? She would forgo the expansion this year and have a well thought out program next year. Christmas decorations are enjoyable and can be purchased reasonably at after season sales. We have a large area at the Community Center in which pine trees can be planted. In the future children and groups can decorate these trees. The Commission agreed that there is a need for a tree.

ADJOURNMENT

MOTION: Jeanette Nelson moved that the meeting be adjourned.
Seconded by Joe Jarmuszkiewicz.
Voice vote: Ayes unanimous
Meeting adjourned at 8:45 pm.



Clerk



Chairman

Date approved: December 5, 2012

11/26/12/jdm

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