

MINUTES
Recreation Commission
City of Willoughby Hills

October 5, 2010

CALL TO ORDER: 7:20 pm
PRESENT: Jeanette Nelson, Vice-Chairman
Barbara Araps, Joe Jarmuszkiewicz, Gloria Majeski
ABSENT: Tony Fistek, Rick Helton, David Pawar
ALSO PRESENT: Nancy Fellows, Council Representative
Joan Motuza, Clerk

CORRESPONDENCE

9/21/10 email – 9/12/10 from Nicole Douglas leader of Girl Scout troops offering volunteers
9/29/10 To Mayor Weger – Requesting approval of Commission action re transfer of 2010 Flea Market profit to 460 Fund.
Financial: City of Willoughby Hills, Fund Balance Change Analysis for month Ending 9/30/10 – 460 Fund
Flyers: Fall Craft Show – Saturday, October 9, 2010

DISPOSITION OF MINUTES OF SEPTEMBER 7, 2010

Gloria advised that Purple Heart picked up all the items donated at the Flea Market.

MOTION: Joe Jarmuszkiewicz moved that the Commission approve the minutes as corrected.
Seconded by Gloria Majeski
Roll call vote: Ayes unanimous
Motion passes 4/0

COUNCIL REPRESENTATIVE'S REPORT

No report. Will follow transfer of funds with Finance.

RECREATION REPORT

2010 Craft Fair, Saturday, October 9 at the Community Center. The Craft Fair will be in the O'Ryan Room, the Lobby and the lower level. The Historical Room has been dedicated to craft demos. From 10-12 Jen Fleming from Creative Memories will demonstrate card making. Following will be three different crafts for the children and/or parents. (Popcorn glove, bracelets, pumpkin paper plate). 25 kits for each project were purchased. David Reichelt will set up the sound system so that it can be heard on all levels. Vendor space is sold out (58 vendors-some with more than 1 table) Gloria advised that she had to turn away many people as she did not want to crowd space. Fee for a table is \$40. In the past few weeks the Center has been rented for a Doll Show and Early Childhood PTA. Other than the room rental the City receives no profit from these groups. However tables were in short supply. Additional tables were also needed for the Craft Fair. Rather than rent additional tables for these three events, Administration decided to purchase 15 new tables for the Community Center @\$80 ea. Advertising was aggressive. Early sign display. Paid advertising in News-Herald and Scene Magazine, plus free listing in newspaper Holiday Bazaar segments. Advertising also on Issue 3 Flyers and Council newsletters. Each vendor will receive free coupon for beverage. Barb Araps is organizing a **Bake Sale** at the Craft Fair and is accepting donations. Help is still needed for craft demos and raffle. Jeanette suggested that Gloria contact NJHS if additional volunteers are needed. Nancy Fellows questioned duplication of same types of product.

Softball and Baseball. Gloria needs more time and will report on this at the next meeting.

Halloween Party, Saturday, October 22, 2010 (6pm – 8pm). Registration will be required. Girl Scout troop has volunteered. Gloria and the Mayor were at a rental place and are considering rental of games. Gloria might rent ski ball type of game to add some variety to the games. Donuts and cider will be served plus candy and prizes and hay ride. Photos will be taken at a cost of \$2. Glow necklaces will be sold for \$2. The Commission requested that Gloria check with the Fire Department to be sure that they would not be handing out free glow products. Haunted Hay Ride traffic control was discussed. It was suggested that loading should be at the kitchen door area to avoid criss crossing of traffic. Gloria will look into this.

Christmas Card Lane – 2010. Need to put together a group to come up with informational brochure. Gloria advised that she received a quote from Sandi Racic of \$100 - \$115 for a sign which would include a photo. Nancy Fellows advised that Morgan Litho also has made cards in the past. Participants can make their own cards or purchase them. More information is needed before the Commission can promote this event – the price of and type of boards. Mayor has pictures of cards from 2009.

Breakfast with Santa (Saturday, December 10, 2010). No plans made as yet.

460 FUND

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

9/30/10 Fund Balance (included allocated interest) \$32,817.89

Awaiting ordinance adoption and transfer – profit from 2010 Flea Market - \$1319.50

Note: Released from Fund at Special Meeting of the Recreation Commission June 9, 2009 – \$23,000 for layout, design, construction of bocce courts.

UNFINISHED BUSINESS

Gloria Majeski provided the Commission with a draft copy of the City of Willoughby Hills Newsletter which includes 2011 City event dates. This newsletter is published by Hometown Press at no cost to the City. Gloria advised that the **basketball program** is now part of the City Recreation Program. The transfer of sports programs to the City assures insurance and compliance with legal aspects. Basketball signups will be held at the Halloween party. Applications are at the Library, will be distributed at the schools and have been e-mailed to those on other City sport teams.

Safety Town (July 18-22-2011). Date set by the Police Department. Commission should begin to think about fund raising for

Corn Fest 2011. Gloria requested that Commission begin fund raising. Perhaps Entertainment Books or cards for services of City businesses.

NEW BUSINESS

Gloria Majeski requested that the Commission look at prices for Community Center rental and present fee suggestions to Council. She advised that fees are regulated by City Ordinance 2009-11 and that currently there are three categories of fees: Example – O'Ryan Room: Non-Resident - \$450, Resident - \$300, and a City Employee discounted rate of \$210. There are no provisions for short 2 hour meetings. Gloria visited Middleburg Heights Community Center and obtained their fee schedule which includes pricing for week day and week end rentals. During discussion Council Representative Fellows stated that fee review would be an appropriate subject for the Recreation Committee of Council. The Commission concurred. Council Representative Fellows will take this to Council's Recreation Committee. Gloria reported that all Council members receive reports on the operation of the Community Center.

Mayor Weger asked Gloria to report that road grindings from the 91 project are being dumped at the Garfield School site. These grindings will be used for the base of the driveway and will be leveled before winter. Hopefully, the field will be grassed for usage next fall.

PUBLIC PORTION

No public input.

Public portion adjourned.

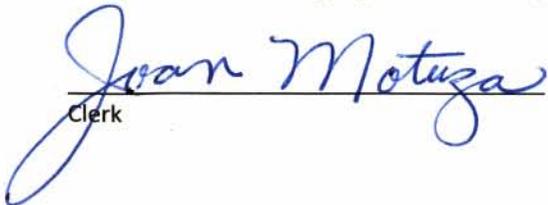
ADJOURNMENT

MOTION: Joe Jarmuszkiewicz moved that the meeting be adjourned.

Seconded by Barb Araps

Voice vote: Ayes unanimous

Meeting adjourned at 7:59 pm.


Clerk


Chairman

Date approved: 11/2/10

10/19/10/jdm

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

Note: The duties of the Recreation Coordinator were assumed by the Mayor's Office (Gloria Majeski) as of October 23, 2009.