

**MINUTES**  
**Recreation Commission**  
**City of Willoughby Hills**

October 3, 2012

CALL TO ORDER: 7:02 pm  
PRESENT: Dan Philipp, Chairman: Joseph Jarmuszkiewicz, Vice-Chairman  
Barbara Araps, Dee Germano, Lynn Hallum, Laura Lenz, Gloria Majeski,  
Jeanette Nelson (arrived @ 7:05 pm), John Plecnik  
ABSENT: David Pawar, Council Representative Christopher L. Biro  
ALSO PRESENT: Recreation Coordinator Denise Edwards  
Joan Motuza, Clerk

**DISPOSITION OF MINUTES OF SEPTEMBER 5, 2012**

**MOTION:** Dee Germano moved that the Commission approve the minutes as submitted.  
Seconded by John Plecnik  
Roll call vote: Ayes unanimous  
**Motion passes 8/0**

**CORRESPONDENCE**

9/11/12 From Clerk requesting transfer of 2012 Pancake Breakfast profit to 460 Fund.  
9/11/12 To Finance from Mayor Weger approving transfer of above funds  
9/26/12 email to The News Herald – legal notification of October 3, 2012 regular monthly meeting and Christmas Card Lane Committee meeting to be held following regular meeting.

**COUNCIL REPRESENTATIVE'S REPORT**

Gloria Majeski advised that Council President Reichelt will be working with Council Clerk Savage, Executive Assistant Majeski and the Recreation Coordinator Edwards regarding room rates for presentation to Council. Hopefully this will be completed prior to our next meeting.

**RECREATION REPORT**

**Community Center Report.** Rentals continue to grow in September. October is going well. **Boys and Girls Sports.** Soccer is continuing. Cheerleading is funded by the Boys League but they are permitted to use the Community Center for their practices during hours the center is open. **Basketball.** Registration is in progress. Tom Elliott is in charge of this program. Information (3,180 flyers), has been distributed to Edison, Grant, Royalview, Washington, Willoughby and Eastlake Middle. A Basketball registration table will be set up at the Halloween Party. **Football.** Playoffs begin next week. The Football Banquet is scheduled for November 4<sup>th</sup>. Joe Jarmuszkiewicz reported that 44 boys signed up over two teams this year. One of the teams should be in the play offs. **Girls Softball.** Meetings and arrangements have begun. A plan for earlier registration is needed so that game scheduling and planning can be done timely – would like to offer indoor training and practice during the winter months. **Craft Fair, Saturday October 13, 2012.** 10 am to 4 pm. Has been advertised in The News-Herald and Today's Family Magazine. A flyer advertising our City events has been put in St Mary Magdalene - St. Justin Martyr's school newsletter. As a test, included was a coupon from which activity from the flyer could be determined. 65 vendors have signed up for the Craft Show. Both floors of the Community Center will be used. There is a wait list. The Historical Room has been set up as a demo area. Those on the wait list have been offered to option of providing product demos. Lions Club will be operating concession stand. Volunteers are needed.

**Halloween Party – October 20, 2012.** Sign ups are requested so that we can determine who is attending this event. Last year 75% of attending were Willoughby Hills residents. Girls Scout Troop has volunteered. More volunteers are needed. Denise is open for suggestions/new ideas. It was suggested that something be done for adults. Photos will be taken at \$2.00/photo.

**Breakfast with Santa & Santa Shop- December 8, 2012.** Girls Scouts willing to volunteer. Perkins in Euclid has closed. Other options in the area are being investigated from which we can purchase our pancake supplies. It was suggested that Santa arrive on a Fire Truck. Photos with Santa will be taken. Gloria Majeski will purchase gifts for the Santa Shop.

**Rain Date for 2013 Flea Market is Sunday, August 11, 2013.**

**Website Training** has begun. The Recreation Coordinator will be able to edit the Recreation site on her own and expects that it will be an excellent marketing tool.

**Corn Fest 2012.** Gloria advised that the Corn Fest Wrap Up meeting will be held next Tuesday October 9 at 6:00 pm at the Community Center.

#### **460 FUND**

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

Fund Balance 101/12 = \$22,626.17.

Funds released for the **Soccer Fields** have been used. The Finance Director advised that he believes that this phase of the soccer field project is completed. The Grand total of the project was \$40,663.90 which was allocated to three different account. The

**Maple Grove Bathroom** project has been completed. Of the \$1000 released for this project by the Recreation Commission \$154.01 has not been used. The Finance Director advised that he needs a directive to close this and transfer the unused funds back to the unencumbered 460 Fund.

The Recreation Commission extends many thanks to the Maple Grove curators for their work on this project.

**MOTION:** John Plecnik moved that a request be made that the administration direct the Finance Director to return the unused amount (\$154.01) released for the Maple Grove Bathroom project to the 460 Fund.

Seconded by Barb Araps

Roll call: Ayes unanimous

**Motion passed 9/0.**

#### **UNFINISHED BUSINESS**

None.

#### **NEW BUSINESS**

Chairman Philipp announced that anyone wanting to be part of the Christmas Card Lane Sub-Committee remain for the meeting which will be convened following the adjournment of this meeting.

Gloria Majeski advised that the Girl Scout Troop looking for sponsorship will be meeting at the Community Center until the end of the year at which time the rates for the Center will be determined and decision made as to which groups will be sanctioned and/or sponsored. Gloria has discussed this with the curators of the Grange they are willing to share the Grange with the Girls Scouts but need to determine scheduling and equipment storage needs.

Gloria Majeski advised that, as of today, Ann Hassoldt-Fenoff has been terminated from City employment. Denise Edwards is the Recreation Coordinator. The Rec office will have daily hours from 9am to 2pm. It is still a part time position. Any help that we can give Denise will be welcome.

Joe Jarmuszkiewicz requested that on-line registration be investigated for sports programs using credit cards. If not perhaps some sort of slot box in which payments can be dropped of when the office is not staffed.

The Commission requested that the Clerk meet with the Finance Director as to the feasibility/possibility of using credit cards for sports payments. We want to start looking at taking credit cards for Recreation events.

**PUBLIC PORTION**

Lynda Fulton - Marcum Blvd., Willoughby Hills. In response to her question as to how fees are set for the Community Center she was advised that this is done by Ordinance. She also suggested that since the Boys League is now part of the City, why not change their name? She appreciated the Corn Fest being on the asphalt. With regard to the Historical Bus Tour the bus route needs attention.

Frank Cihula - Historical Society. Uncertainty of weather changed pick up and drop off sites of Historical Tour Bus.

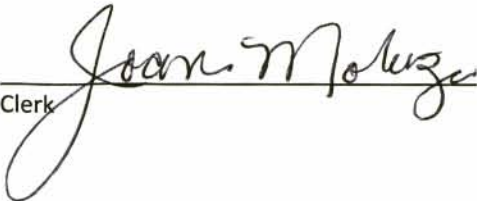
**ADJOURNMENT**

**MOTION:** Jeanette Nelson moved that the meeting be adjourned.

Seconded by Barb Araps

Voice vote: Ayes unanimous

**Meeting adjourned at 8:13pm**

Clerk 

10/22/12/jdm

Chairman   
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Date approved: November 7, 2012

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