

MINUTES
Recreation Commission
City of Willoughby Hills

December 5, 2012

CALL TO ORDER: 7:02 pm
PRESENT: Dan Philipp, Chairman: Joseph Jarmuszkiewicz, Vice-Chairman
Dee Germano, Laura Lenz, Jeanette Nelson, John Plecnik
David Pawar (arrived at 7:50)
ABSENT: Barbara Araps, Lynn Hallum, Gloria Majeski,
ALSO PRESENT: Council Representative Christopher L. Biro
Recreation Coordinator Denise Edwards
Joan Motuza, Clerk

DISPOSITION OF MINUTES OF NOVEMBER 7, 2012

MOTION: Jeanette Nelson moved that the Commission approve the minutes as submitted.
Seconded by Joe Jarmuszkiewicz
Roll call vote: Ayes unanimous
Motion passes 6/0

CORRESPONDENCE

11/8/12 e-mail from Coordinator Edwards – Craft Show budget can not be used for event expenses.
11/28/12 e-mail to The News-Herald – notification and request for posting of 12-5-12 meeting
11/28/12 to Mayor Weger – requesting transfer of funds to 460
11/29/12 from Mayor Weger – approval of requested transfers need verification from Finance
Reports: Community Center Rentals – November 2012
460 Fund Report as of 12/5/2012
Halloween Party 2012 Recap – Final Report –Revision of 12/3/12
2012 Craft Show Recap – Final Report – Revision of 12/3/12

COUNCIL REPRESENTATIVE'S REPORT

Council Representative Biro reported that the final draft of the Community Center Room Rate Ordinance will be reviewed next Monday, December 12, by Council's Rules & Legislation Committee. He looks forward to Council passing the Ordinance at their December 13, 2012 meeting.

RECREATION REPORT

Willoughby Hills Holiday Festival – December 1, 2012. Name changed to Willoughby Hills Winter Fest. Coordinator Edwards thanked all volunteers. In addition to Commission members, foreign exchanges students, girl scouts, choir directors from Edison and St. Mary Magdalene schools volunteered. Fire Chief Harmon obtained services of a DJ and donation of pizza from University Hospitals. BJ's and Willoughby Hills Giant Eagle also donated food. The event held in the Fire station with approximately 500 people in attendance. A visual count was taken in addition to a sign in sheet (signed by 152 people.) The sign in was an attempt to find out where attendees were from and how they heard about the event. From the sign in sheet it was determined that information was obtained from Facebook and through the schools. Two choirs and the Willoughby South Band have committed for next year. The Toys for Tots campaign promoted by Fire Chief Harmon and Dynamic Duo was a huge success. Food contributed was sent to the Willoughby Food Bank. **Breakfast with Santa – December 7, 2012.** An event for children 12 & under. Reservations are required. As of today there are 461 registrants – 213 children and 248 adults. Cost is \$1.00 for the children's breakfast which includes a photo with Santa. Additional pictures are \$2.00 each. The pancake batter and sausage has been purchased from Bob Evans and will be ready for pick up Friday evening. **2013 Santa Shop.** Gifts are wrapped and ready to go. Set up of the shop will be Friday.

RECREATION REPORT - Continued

Basketball. Draft delayed because registration was extended. 70 participants. Practice will begin soon.

Community Center Report. Up from last year. Good bookings for December.

2012 Craft Show report finalized. \$3113.68 from the Craft Show will be transferred to the 460 Fund. Expenses were deducted from our income. The Commission remains unclear as to how the budget is used and questions whether or not it is really a budget since we were required to pay expenses from our profit. They question the fact that the remaining budget amount is reported at \$291.68 as expenses were returned from our profit. Council Representative Biro stated that he would talk with Finance Director Brichacek to clarify the matter. Council Representative Biro also advised that Finance Director Brichacek works for the City and the Commission has the option to invite him to a meeting to clarify our questions.

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

Fund Balance 12/5/12 = \$25,897.55

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

2012 Craft Show contribution of \$3,113.68 is included in the above amount.

UNFINISHED BUSINESS

Community Center Room rate ordinance was addressed in the Council Representative's report.

John Plecnik advised that he was asked by Historical Society Chairman Frank Cihula to remind the Commission that we had previously passed a resolution endorsing an effort to replace memorial trees on the Garfield property. These memorials were for Willoughby Hills children who died in tragic car crashes. Hopefully Council and the City will make sure it happens.

NEW BUSINESS

Joe Jarmuszkiewicz reported that the Boys League will not have a reverse raffle in March 2013. In its place will be a spaghetti fund raising dinner on April 28, 2013. Joe also reported that there is discussion among girls Great Lakes Fast Pitch Softball possibly running through Wickliffe. To date, no decision has been made.

PUBLIC PORTION

No public input.

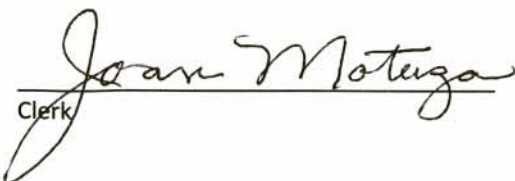
ADJOURNMENT

MOTION: Jeanette Nelson moved that the meeting be adjourned.

Seconded by Joe Jarmuszkiewicz.

Voice vote: Ayes unanimous

Meeting adjourned at 7:56 pm.


Clerk


Chairman

Date approved: January 2, 2013

12/26/12/jdm

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