

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA May 6, 2025 6:30 PM

1. **CALL TO ORDER**
2. **PUBLIC INPUT**
 - A. **Public Participation.**
3. **ACTION ITEMS**
 - A. **Approve Minutes from the April 1, 2025, Meeting.**
4. **BOARD MEMBER REPORTS**
5. **STAFF REPORT**
 - A. **Staff Report for May 6, 2025.**
6. **ADJOURN**

Chris Capizzi
Director of Leisure Services

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

Future Meetings:	June 3, 2025	6:30 PM	Regular Meeting
	July 1, 2025	6:30 PM	Regular Meeting

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

MINUTES
April 1, 2025
6:30 PM

Present: Larissa Morgan, Chair
Amanda Sackett, Vice-Chair
Jennifer Barr, Member
Judi Coad, Member
Abdallah "Albert" Ghazzawieh
Jason Jose, Member
Ardel Cheffer, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

1. **CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m.

2. **PUBLIC INPUT**

A. **Public Participation.** None.

3. **ACTION ITEMS**

A. **Approve Minutes from the March 4, 2025, Meeting.**

Vice-Chair Sackett moved to approve the March 4, 2025 minutes as presented. Seconded by Member Coad and carried by a unanimous voice vote.

4. **BOARD MEMBER REPORTS**

Member Barr introduced herself to the Board and said she was honored to be there and looked forward to being involved.

Member Coad reported that there was a list of Board Projects and asked if the new Board Members could get a copy of it. She said she received a partial inventory report, and it was time they purchased new costumes for the event. She stated that Santa's Breakfast and the Christmas Concert are running smoothly, and asked staff to get notices out early so they can get the high school bands before they are booked. She asked if the lift was still working.

Mr. Capizzi replied that the lift was not currently working and explained why.

Discussion ensued regarding how long the lift would be down.

Member Coad asked about the discussed electronic sign and if staff ever received information on the cost.

Mr. Capizzi responded that they had been considering using impact fees for the electronic sign and explained that IT has some information about signs possibly going through T-Mobile.

Discussion ensued about the signs previously talked about for Reiter Park.

Member Coad asked if the electricity had been put back at the Arbor Deck.

Mr. Capizzi replied that there was electricity below the Arbor Deck.

Member Coad asked about the handrails for the back of the stage and said it was an issue when there were events for people going up and down those stairs for safety purposes.

Mr. Capizzi responded that they do have handrails on the ASA accessible ramp that is ten (10) to fifteen (15) feet over from those stairs and that is why they are not considering putting a handrail there.

Discussion ensued about installing a handrail on the stairs at the back of the stage at Reiter Park.

Member Cheffer said the City of Casselberry has asked the Rotary of Seminole County Central to pay for signage, and the staff should reach out to the Rotary Club of Longwood to fund some of the projects.

Member Ghazzawieh asked Mr. Capizzi about golf cart transportation for events. He said he would volunteer to transport the golf cart whenever it was needed.

Vice-Chair Sackett reported that she was looking forward to all the upcoming events. She noticed the women's bathroom at Candyland Sports Complex has a portion of paint that has come off the bathroom wall and would like to know if it could be touched up.

Mr. Capizzi responded that it must have happened within the last couple of days and that the kids may have peeled at it. He said it has happened multiple times and that they would repaint it.

Member Sackett asked if there was an update on the haunted house.

Mr. Capizzi replied that they are reviewing the contract and that he will keep them posted.

Chair Morgan reported they met with the entire group helping with the Autism event last Wednesday and they are on track. She said they have over forty (40) vendors and reviewed the entertainment, items for kids, t-shirts, headphones, and characters. She asked staff about the park's PA system, and Mr. Capizzi said he would update them during the Staff Report. She also mentioned that everything is good for the Luau event.

Discussion ensued about the Luau event including the advertising.

Member Cheffer asked what was needed from the board members for the Autism and the Luau event.

Chair Morgan asked if a volunteer sheet could be sent out to the Board Members.

Mr. Capizzi replied yes.

Member Jose introduced himself to the Board. He received the sponsorship brochure and reviewed it. He has some ideas and hopes to provide feedback to the Board soon.

Member Cheffer reported that she would like to chair the Barktoberfest event.

Discussion ensued about the Barktoberfest event.

5. STAFF REPORT

A. Staff Report for April 1, 2025.

Mr. Capizzi reported on the planting of the thirty (30) Japanese Blueberry trees and fifty (50) Muhly grasses behind the Police Station.

Discussion ensued regarding plantings at other City buildings and parks.

Mr. Capizzi said they had the pavilion posts soft-washed at Reiter Park, and they look good. He advised the new Board Members on the \$10,000 funds allotted annually to the Parks and Recreation Board for park-related projects, and this year, they voted on updating the PA system at Reiter Park. He said the initial PA system was inadequate and did not work to the extent needed. As a result, they have used a portable PA system. With the new PA system, they will receive wireless microphones that will project from two (2) larger speakers on the stage and come through on smaller speakers on the poles around the park.

Discussion ensued about the PA system and when it was expected to be completed.

Mr. Capizzi said staff, along with Chad DeGroot from Mr. Bikes and Boards, will be working on obtaining the design for the Skate Park since they were approved for the Florida Recreation Development Assistance Program (FRDAP) Grant. There is \$32,000 allotted to upgrade the modular Skate Park equipment. He said the modular equipment there has been for quite some time. The equipment is not in bad shape, and the Park Supervisor is a decent welder who can address things and make the equipment safe.

Discussion ensued about the Skate Park design relating to the grant.

Mr. Capizzi said they agreed to host the All-Star Tournament for Babe Ruth, and that will start right after Memorial Day. He said they will begin on Tuesday after Memorial Day, and Longwood is the only site for a District Tournament in Seminole County for this summer.

Mr. Capizzi addressed the Halloween contract and said that the people they partnered with for the haunted house will come in late September to start building the house in the back of Reiter Park. They will need more time because it is an in-depth project. It will be a ticketed event scheduled from Thursday through Sunday during every weekend in October. He and Mr. Rinaldo have seen videos that looked pretty scary. There will also be a free area for the younger children

that is not quite as scary. Once they receive a signed contract, more event details will be worked out.

Mr. Capizzi reported that they will be revamping the front of the Community Development area. He said they completed a project with the Wildflower Foundation two (2) years ago and learned what plants work in that area and what do not. Park staff treated the dollar weed, and the Wildflower Foundation will pay for fifty (50) to sixty (60) more plants to be installed with the help of Dix-Hite and the park's crew. He said it should happen within the next month or so and it would look nice out there.

Mr. Capizzi provided an update on the Clock Tower and said the new faces and dials will be installed on April 15 and 16. He said whenever the Ronald Reagan and Church Avenue corridor hardscape project gets done, they will repaint the Clock Tower legs at the same time. He said Public Works is waiting on project bids for that project. He mentioned that Public Works was waiting on bids for the 434 Landscape Median Revamp. He said they would remove all the current plants and install Florida-friendly lower-maintenance plants.

Member Coad asked if they were still running the irrigation in that area.

Mr. Capizzi replied that there would be irrigation; however, it would be strategically planned.

Discussion ensued about the State Road 434 medians.

Mr. Rinaldo and Mr. Capizzi provided an update on Summer Camp registrations and staff that has been hired.

Discussion ensued regarding the cost of Summer Camp.

Mr. Rinaldo reviewed the Strawberry Festival.

Discussion ensued about the breakdown of the Strawberry Festival, how the festival came to be, and how it was promoted.

Member Cheffer asked about the Skate Park grant and how the new skate park in Casselberry would affect Longwood.

Mr. Capizzi replied that it was going to be great. He said Longwood was the first city to have a Velo Pump Track, and the number of people who have come to the track is staggering. The new track in Casselberry should take some physical stress off Longwood's track by attracting people to that venue.

Member Coad asked about the basketball court at Candyland Spots Complex and if Hannah could repaint the court.

Mr. Capizzi replied yes if she was up for it.

Member Coad asked if the fireworks contract was signed for the 4th of July event.

Mr. Capizzi replied yes adding it was the same price as last year.

Member Jose asked about the cost of the haunted house.

Mr. Capizzi responded that he did not know the price yet, but when the contract was signed, he would discuss it.

Discussion ensued about the haunted house at Reiter Park, the cost, and what else would be included.

Member Jose asked if there was music played through the speakers on the poles at Reiter Park.

Mr. Capizzi replied yes.

Discussion ensued about the music at Reiter Park.

Member Ghazzawieh asked how many times a year they would have the Strawberry Festival.

Mr. Capizzi replied that it was an annual event.

Discussion ensued about the Strawberry Festival, including where the produce comes from.

6. ADJOURN

Member Coad moved to adjourn the meeting. Seconded by Vice-Chair Sackett and motion carried by a unanimous voice vote.

Chair Morgan adjourned the meeting at 7:17 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 05-06-2025

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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Staff Report – Tuesday, May 6, 2025

Senior Matinee (May 21, 2025, Community Building, 1:30 p.m.–4:00 p.m., *Legacy Peak*)

Please refer to the Special Event list for all upcoming events

Autism Awareness and Inclusion Walk synopsis

131 Fund



2025 Spring/Summer Special Events

Every Saturday - 9:00am-1:30pm – City of Longwood Farmers Market – Reiter Park

Every 2nd Saturday of the Month – 5:00pm-8:00pm- Car Show- Historic Longwood

Every 3rd Wednesday of the Month – 1:30 – 3:30pm – Senior Matinee, Community Bldg.

May 8th – 7:00pm – 9:00pm – Mother & Son Dance – Longwood Community Building

May 10th - 10:00am – 12:00pm – Jazz Band Performances – Reiter Park

May 31st – 1:00pm – 5:00pm – SMaSH Beer Festival – Reiter Park

June 12th - 7:00pm – 9:00pm – Father & Daughter Dance – Longwood Community Building

June 14th - 6:00pm – Flag Retirement Ceremony – Reiter Park

June 19th - 5:00pm – 9:00pm – Juneteenth Event – Longwood Community Building

June 28th - 5:00pm – 9:00pm - Rock Freedom & Fireworks – Reiter Park

July 12th - 4:00 p.m. – 9:00 p.m. - Food Truck Battle/Concert in the Park – Reiter Park

Contact: Ryan Rinaldo (407)260-3497 rrinaldo@longwoodfl.org

ADDITIONAL DETAILS ABOUT THE ABOVE EVENTS TO BE ANNOUNCED. DATES/TIMES SUBJECT TO CHANGE.