

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
February 3, 2026
6:30 PM

1. **CALL TO ORDER**
2. **PUBLIC INPUT**
 - A. **Public Participation.**
3. **ACTIONS ITEMS**
 - A. **Approve Minutes from January 6, 2026, Meeting**
 - B. **Review Upcoming Board Meeting Dates**
 - C. **Patriotic Banners**
4. **BOARD MEMBER REPORTS**
5. **STAFF REPORT**
 - A. **Staff Report for February 3, 2026.**
6. **ADJOURN**

Chris Capizzi
Director of Leisure Services

Notice: All 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.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:	March 3, 2026	6:00 PM	Regular Meeting
	April 7, 2026	6:00 PM	Regular Meeting

**PARKS AND RECREATION ADVISORY BOARD
LONGWOOD CITY COMMISSION CHAMBERS
175 WEST WARREN AVENUE
LONGWOOD, FLORIDA**

**MINUTES
January 6, 2026
6:30 P.M.**

Present:

**Larissa Morgan, Chair
Judi Coad, Member
Jennifer Barr, Member
Ardel Cheffer, Member
Jason Jose, Member**

**Aryn Nichols, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary**

Absent:

Amanda Sackett, Vice-Chair

1. CALL TO ORDER. Chair Morgan called the meeting to order at 6:31 p.m.

2. ELECTION OF OFFICERS

A. Chair.

Member Coad nominated Ardel Cheffer. Seconded by Chair Morgan.

Nomination carried by a unanimous voice vote with Vice-Chair Sackett absent.

B. Vice-Chair.

Member Coad nominated Larissa Morgan. Seconded by Member Morgan.

Nomination carried by a unanimous voice vote with Member Sackett absent.

3. PUBLIC INPUT. None.

4. ACTION ITEMS

A. Approve Minutes from December 2, 2025 Meeting

Vice Chair Morgan moved to approve the December 2, 2025. Seconded by Member Jose and motion carried by a unanimous voice vote with Member Sackett absent.

5. BOARD MEMBER REPORTS

Member Jose reported that everyone who participated in and assisted with Celebrate the Season did an excellent job. He noted there was an issue involving the train, during which several children nearly entered the train's path while crossing. He stated that he has spoken with staff and that the matter will be addressed going forward.

Discussion ensued regarding the train-related concerns and potential measures to prevent similar issues in the future.

Vice-Chair Morgan reported that Celebrate the Season was a great event and thanked Chair Cheffer for her assistance. She advised that the Commissioners plan to discuss the possibility of adding a second train to Celebrate the Season, noting that some attendees expressed concerns regarding wait times. She stated that the staff managing the slides, whip ride, and bounce houses did an excellent job keeping lines moving efficiently.

She further advised that she was able to attend the parade and that the first Autism event planning meeting has been held. She stated that an invitation will be sent to allow everyone to review their schedules so planning can continue toward making the event larger and more successful. She requested that staff forward the vendor and sponsorship paperwork to her and Mr. Morgan so they may begin coordinating vendors and sponsors. She also confirmed that Horsepower Ranch has agreed to participate in the Longwood Luau.

Mr. Capizzi advised Vice-Chair Morgan that she was copied on the email regarding the Disney Princesses for the Autism event.

Member Nichols reported that she had a great time at Celebrate the Season and stated that the games were run very well.

Member Barr stated that she did not have a report but inquired whether staff was aware that the fountain at Reiter Park is not working.

Mr. Capizzi advised that staff is aware of the issue and that a technician is scheduled to inspect the fountain.

Member Coad reported that although she was not in attendance, she heard that the Lighting of the Tree event went well. She stated that Breakfast with Santa was very successful and thanked Commissioner Morgan for securing AdventHealth as a sponsor for the event. She advised the Board regarding the setup which AdventHealth provided at the event.

Discussion ensued regarding changes to the layout of tables, vendors, and the Letters to Santa area for this year.

Member Coad advised that Commissioners had approached her about holding two seatings for Breakfast with Santa and that she declined, stating that it would be too much work in

addition to the other two events. She further advised that the event will be moved back one week this year. She noted that attendees asked about the Letters to Santa and thanked everyone who assisted and participated in Celebrate the Season. She shared that while standing on the stage during the DJs activities with the children, she brought the characters up to the stage to dance, which was very well received by the children. She expressed hope that this could be repeated in the future and advised that additional costumes will be needed and placed on the list of future purchases.

Mr. Capizzi advised that most of the costumes have been dry cleaned.

Discussion ensued with regard to the costumes and which ones need to be disposed of or repaired.

Member Coad stated that she walked the event throughout the evening and noticed that there were minimal lines and fewer children participating in the games. She expressed that selling ride wristbands may have drawn attendance away from the games.

Discussion ensued regarding the games and ways to encourage more participation in that area.

Member Coad stated that she was pleased to hear that the rides were well received and that the slide functioned properly, noting that it resulted in significant cost savings.

Discussion ensued regarding the rides and issues related to the train, laser light show, DJ, net profit from the event, sponsors, and food provided by the Boy Scouts.

Member Coad requested that staff thank the School of the Arts and inquired when sponsor certificates would be distributed.

Mr. Capizzi advised that the certificates will be presented to the sponsors at the Commission Meeting on January 19, 2026.

Member Coad requested that sponsors who are unable to attend receive their certificates via hand delivery.

Mr. Capizzi thanked the Board Members for their assistance with Celebrate the Season and advised that attendance increased this year.

Member Jose inquired about profits from the food trucks.

Mr. Rinaldo advised that the City received \$75.00 per truck and that additional trucks were brought in to reach a total of \$1,000.00.

Chair Cheffer reported that Celebrate the Season was an amazing event and stated that ticket sales were strong. She advised that the wristbands were very successful, noting that most attendees preferred wristbands over individual tickets. She suggested that having a map of the rides available at the ticket booth would be helpful so attendees know where each attraction is located. She further advised the Board that a friend who attended the event felt it was successful because her children were able to ride the attractions without charge, noting that no one was checking for tickets or wristbands.

Discussion ensued regarding the need to check wristbands and collect tickets for the rides as well as the bounce houses at Celebrate the Season.

Member Jose stated that a designated entry and exit system for the train should be established, which would help manage lines and allow for more effective wristband and ticket checks.

Member Barr advised that she, along with her parents, will return this year to operate the train and ensure operations run smoothly.

6. STAFF REPORT

Mr. Capizzi advised that the Car Show and Food Trucks & Concert events are scheduled for this weekend. He stated that Jacque, the City's new Community and Media Relations Manager, has renamed the event Bites and Beats. He advised that staff plans to coordinate with her on magazine-related materials once she becomes more established in her role. He further advised that the remainder of January and February are relatively light, with the Mustang Round Up scheduled for February 7. He stated that March and April will be very busy and that staff has already met with several individuals regarding those upcoming events.

Mr. Capizzi advised that the City was able to purchase the Field Pro 6040 for Candyland Sports Complex and that a representative was on site that day to train park staff on its proper use. He stated that the concession stand renovation will begin on January 13 and will include replacement of all cabinetry, shelving, and countertops. He further advised that Duke Energy will be installing the lighting meter at the skate park. He stated that the skate park expansion is anticipated to take place in late January or early February and will include removal of a large piece of modular equipment in the center of the park, which will be replaced with concrete obstacles designed for long-term durability. He advised that this project will be funded through an FRDAP grant.

Mr. Capizzi further advised that Sandalwood Park will receive new asphalt on the basketball court within the next month, also funded through the Florida Recreation Development Assistance Program (FRDAP) grant. He stated that field maintenance is currently underway as Longwood Babe Ruth practices will begin next week and explained the status of the Bermuda grass and why it is not currently growing. He also advised the Board of new items

that have been purchased and installed at Candyland Sports Complex. He stated that he and Mr. Rinaldo met with members of the Sons and Daughters of the American Revolution regarding the installation of a Liberty Tree at Reiter Park.

Discussion ensued regarding the installation and dedication of the Liberty Tree at Reiter Park.

Mr. Rinaldo provided a synopsis of the Arts and Crafts Festival, the Longwood Parade, Celebrate the Season, and Breakfast with Santa.

Member Coad requested that the budget amount for the Arts and Crafts Festival be increased.

Discussion ensued regarding increasing the Arts and Crafts Festival budget and the reason for the budget reduction during the current fiscal year.

Mr. Rinaldo advised that there were approximately 100 or more vehicles in the parade.

Member Coad inquired why sponsorships could not be secured for the parade.

Discussion ensued regarding parade sponsorship opportunities and the cost associated with the parade.

Mr. Capizzi advised that staff will be working with the new Community and Media Relations Manager to promote sponsorship opportunities for all City events.

Discussion ensued regarding the Celebrate the Season synopsis and ticket line operations.

Member Coad asked if a Board Member would be chairing the Chili Cook-Off.

Chair Cheffer offered to chair the Chili Cook-Off again this year.

Discussion ensued regarding distribution of entry forms for the Chili Cook-Off and promotion of the event through social media.

Chair Cheffer asked if a designated area could be provided for special needs participants during the Easter Egg Hunt event.

Mr. Capizzi advised that he would reach out to LeeAnn Stayer at the Church at 434 regarding this request.

Member Coad requested a review of the Board meeting calendar to determine whether any meeting dates should be rescheduled due to conflicts.

Discussion ensued regarding this request, and it was determined that the matter will be placed on the agenda for the next Board meeting.

Member Coad inquired when the banners at Reiter Park would be changed and whether Spring banners would be installed immediately.

Mr. Capizzi advised that the banners will be received in January and replaced accordingly. He stated that the vendor will be on site this week to remove the Christmas decorations, after which staff will coordinate with the banner company to install the new banners.

Discussion ensued regarding the 250th Celebration banners at Reiter Park and at the intersection of State Road 427/Ronald Reagan Boulevard and Church Avenue.

Member Coad asked the Board to consider additional projects for use of Board funds, noting that the funds are use-it-or-lose-it and may be spent on park improvements.

Mr. Capizzi advised that several benches at Clock Tower Park are original to the park.

Member Coad inquired about the final appearance of Clock Tower Park once renovations are completed.

Mr. Capizzi advised that he will request an updated drawing from Public Works and present it at the next meeting.

Member Jose inquired about the Strawberry Festival and whether Board assistance would be needed.

Mr. Capizzi advised that the Strawberry Festival does not require volunteers.

Member Jose asked whether the Board would be voting on the Reiter Park banners at this meeting.

Mr. Capizzi advised that no vote would take place at this time.

Discussion ensued regarding banner ordering, consistency with banners planned for State Road 427/Ronald Reagan Boulevard and Church Avenue, and whether action should be taken at this meeting or deferred to the next meeting.

7. ADJOURNMENT

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

Vice-Chair Morgan adjourned the meeting at 7:24 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 02-03-2026

Ardel Cheffer, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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Staff Report – Tuesday, February 3, 2026

Senior Matinee (February 18, 2026, Community Building, 1:30 p.m.–4:00 p.m.)

Please refer to the Special Event list for all upcoming events

131 Fund



2026 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.

February 7th – 7:00am – 4:00pm – Ford Mustang Round Up – Historic District/Reiter Park

February 20th – 7:00pm – Movie in the Park – Reiter Park

March 7th – 12:00pm – 5:00pm – Strawberry Festival – Reiter Park

March 14th – 4:00pm – 6:30pm – Chili Cook Off – Historic District

April 4th – 9:30am – 12:00pm - Magic 107.7 Easter Egg Hunt – Historic District

April 11th – 4:00pm – 8:00pm – Concert in the Park & Food Truck Battle – Reiter Park

April 11th – 10:30am – 1:30pm – Community Health Fair - Longwood Community Building

April 25th – 4th Annual Autism Awareness & Inclusion – 11:00am – 2:00pm – Reiter Park

May 2nd – 4:00pm – 8:00pm - Longwood Luau – Reiter Park

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

June 18th – 7:00pm – 9:00pm – Father & Daughter Dance – Longwood Community Building

June 27th – 5:00pm – 9:00pm – Rock, Freedom & Fireworks – 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.