

LONGWOOD PARKS & RECREATION ADVISORY BOARD

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
March 3, 2026
6:30 PM

1. **CALL TO ORDER**
2. **PUBLIC INPUT**
 - A. **Public Participation.**
3. **ACTIONS ITEMS**
 - A. **Approve Minutes from the February 3, 2026, Meeting.**
 - B. **Alternate November Meeting Dates**
4. **BOARD MEMBER REPORTS**
5. **STAFF REPORT**
 - A. **Staff Report for March 3, 2026.**
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.

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:	April 7, 2026	6:30 PM	Regular Meeting
	May 5, 2026	6:30 PM	Regular Meeting

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

**MINUTES
February 3, 2026
6:30 P.M.**

Present:

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

**Aryn Nichols, Member
Amanda Sackett, Member (6:31 p.m.)
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary**

- 1. CALL TO ORDER.** Chair Cheffer called the meeting to order at 6:30 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS**

A. Approve Minutes from January 6, 2026 Meeting

Vice Chair Morgan moved to approve the January 6, 2026 Minutes. Seconded by Member Jose and carried by a unanimous voice vote.

B. Review Upcoming Board Meeting Dates

Member Coad advised that she is available for the May meeting. She stated that while it falls on her anniversary and she would prefer not to attend, she will be present.

Discussion ensued regarding the possibility of moving the May meeting due to Member Jose being unable to attend. It was ultimately decided that the May meeting would not be rescheduled.

Chair Cheffer asked if there were any additional date conflicts.

Member Coad inquired about the date of the election and was advised that it is November 3, which coincides with a scheduled meeting date. She stated that this has historically been an issue and made a motion to change the November 3, 2026 meeting to another date.

Chair Cheffer advised that she also has a standing commitment on that date.

Discussion ensued regarding changing the November meeting date. It was decided to table the discussion for a future meeting and for the Recording Secretary to obtain alternative available dates from the City Clerk.

Member Sackett inquired about the October meeting date and was advised that the October meeting will be cancelled due to National Night Out and is not a rescheduled meeting.

C. Patriotic Banners

Chair Cheffer presented the 250th Celebration Flag for City Hall and banners to staff for approval.

Discussion ensued regarding banner placement at Reiter Park and along State Road 427/Ronald Reagan Boulevard.

Discussion ensued regarding Member Jose's concerns about the banners, selection options, and placement.

Member Sackett moved to approve banners 1 and 4 to be displayed together on the poles and presented to the Commission. Seconded by Vice-Chair Morgan. and carried by a 6-1 vote with Member Coad voting nay and Member Jose changing his vote from nay to aye after discussion.

4. BOARD MEMBER REPORTS

Member Barr did not have a report.

Member Coad inquired about the availability of strawberries for the Strawberry Festival.

Mr. Rinaldo advised that he would look into the matter and stated that if there is a shortage due to the freeze, staff will notify the public accordingly.

Member Nichols reported that she has been promoting the Chili Cook-Off.

Member Sackett requested an update on maintenance at Candyland Park, including the parking lot striping.

Mr. Capizzi advised that operations are progressing well and that the parking lot will be striped as done previously for Opening Day. He stated that foul ball netting should be installed soon, possibly within the week. He advised that the new Field Pro has been received and is being used to properly groom the fields. He explained that the Bermuda grass has gone dormant due to the freeze but will recover and green up. He further advised

that the infield on Field 1, and possibly additional areas, will be resodded after the Spring season.

Member Sackett asked how the skate park compares to other skate parks in the area.

Mr. Capizzi advised that it is in good condition and that staff is coordinating with Duke Energy to have the lighting connected within the next few weeks. He stated that plans for the skate park expansion are expected from the Platform Group within the next couple of weeks and that renovations should be completed in March. He advised that approximately 30 cubic yards of fill from Public Works road projects will be used for the expansion.

Vice-Chair Morgan reported that the second Autism Walk planning meeting was held earlier that day. She advised that updates include a new logo, new shirts, a redesigned banner, and several additional enhancements. She requested that Board Members promote the event on social media if they see it posted. She advised that vendor recruitment is ongoing, with 20 vendors confirmed to date. She stated that Jacqueline Aubrey, Community and Media Relations Manager, has been instrumental in promotion efforts and that outreach to radio stations is underway. She further advised that a Commissioner is assisting with news station coverage. Meetings will be held bi-weekly until the event, and a volunteer list will be distributed. With regard to the Luau, she stated that promotion is ongoing and requested that any information on Hawaiian vendors in Florida be forwarded to Rachel for coordination with Horsepower Ranch.

Mr. Capizzi advised that he and Mr. Rinaldo met with Kevin from Longwood/Lake Mary Life and that upcoming events through the Luau will be featured in the next edition. He stated that he will follow up to see if they will attend the event and advised that the Community and Media Relations Manager will take photos.

Member Jose advised Mr. Rinaldo that he received his email and will provide the Chili Cook-Off information later in the week.

Chair Cheffer inquired whether staff has considered offering a Spring Break Camp, noting that Summer Camp sells out and there appears to be demand.

Discussion ensued regarding the feasibility, cost, and pros and cons of offering a Spring Break Camp.

Chair Cheffer asked whether a Sun Safety for Outdoor Professionals workshop has ever been offered to City employees.

Mr. Capizzi advised that he did not believe so and requested additional information on the workshop.

Chair Cheffer recalled that Sunshine Law training was offered around the same time the previous year.

Discussion ensued regarding Sunshine Law training for the board.

Chair Cheffer advised the Board that the Rotary Club of Seminole County Central awarded a teacher at Longwood Elementary with the Dr. Beth Sharp Seminole County Teacher Award and explained the selection process.

Chair Cheffer advised that seven cooks are currently confirmed for the Chili Cook-Off and that recruitment efforts are ongoing. She asked whether it would be too late to include a canned food donation drive benefiting The Sharing Center.

Mr. Capizzi advised that it could be included in promotions.

Discussion ensued regarding Chili Cook-Off outreach, sponsorship, age requirements for cooks and volunteers, and selection of judges.

5. STAFF REPORT

Mr. Capizzi advised that staff prepared for the freeze; however, some impacts occurred. He stated that plant materials are generally in good condition, with some windburn expected to recover. He advised that most landscaping is Florida-friendly and outlined steps needed for plant recovery. He reported issues with the drinking water fountains at Reiter Park, stating that one will be repaired and the other will require replacement.

Member Coad asked whether these were the new fountains at Reiter Park.

Mr. Capizzi clarified that he was referring to the drinking water fountains, not the pond fountains.

Mr. Capizzi advised that FRDAP grant projects are moving forward, including skate park improvements, new asphalt and restriping of the basketball court at Sandalwood Park, and upgrades to netting at Candyland Sports Complex. He advised Member Coad that he had not yet received information regarding the strawberry crop but will follow up. He stated that preparations for the Strawberry Festival are progressing well, with strong entertainment booked and the event extended by one additional hour due to popularity. He advised that the Easter Egg Hunt planning is underway and that Leanne from the Church on 434 will provide an inclusion area for children with disabilities and participate as a vendor at the Autism event.

Discussion ensued regarding promotion of the inclusion area for the Easter Egg Hunt.

Mr. Capizzi advised that Caribbean Crew will perform at the Concert in the Park and Food Truck Battle on April 11, 2026. He noted that April 11 will be a particularly busy day with multiple events scheduled, including the Car Show and Community Health Fair, and stated that spring programming has continued to expand in recent years.

Member Barr referenced a prior request for final plans for Clock Tower Park renovations.

Mr. Capizzi apologized for not having updated plans available and advised that he will obtain confirmation from Public Works and present an update at the next meeting.

Member Coad asked whether the pond fountains at Reiter Park had been repaired.

Mr. Capizzi advised that both fountains have been repaired and that the issue was related to a relay.

Member Coad asked whether any questions regarding the 131 Fund would be reviewed.

Mr. Capizzi advised that he would address any questions as needed.

Discussion ensued regarding the 131 Fund related to the Pirate Seafood Festival, sponsorships, Celebrate the Season, and Breakfast with Santa.

Member Sackett noted that the agenda reflects future meetings as starting at 6:00 p.m. and requested it be corrected to 6:30 p.m.

6. ADJOURNMENT

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

Chair Cheffer adjourned the meeting at 7:13 p.m.

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

Ardel Cheffer, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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Donna Alt-Bowes

From: Liane Cartagena
Sent: Tuesday, February 24, 2026 4:51 PM
To: Donna Alt-Bowes
Subject: RE: Parks and Recreation Advisory Board November Meeting

Good Afternoon,

There was a change in availability for November.

November 5th, 6th, 9th, 10th, 12th, 13th, 17th, & 20th are available.

Thanks!

	<p>Liane Cartagena City Clerk Longwood City Hall 175 W. Warren Avenue Longwood, FL 32750 Office: (407) 260-3441 Cell: (407) 680-4125 Email: lcartagena@longwoodfl.org Visit our Website: City of Longwood Sign up for our Weekly Newsletter HERE</p>
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 [Book time to meet with me](#)

From: Liane Cartagena
Sent: Wednesday, February 4, 2026 8:27 AM
To: Donna Alt-Bowes <daltbowes@longwoodfl.org>
Subject: RE: Parks and Recreation Advisory Board November Meeting

Good Morning,

In November the 5th, 6th, 9th, 12th, 13th, 17th, 18th, & 20th are available.

Thanks!

Staff Report – Tuesday, March 3, 2026

Senior Matinee (March 18, 2026, Community Building, 1:30 p.m.–4:00 p.m. *Green and Gold*)

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.

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.