

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

**MINUTES
November 5, 2019**

Present: Lori Rice, Chair
 David Putz, Vice Chair
 Judi Coad, Member
 Nicole Bright, Member
 Chris Capizzi, Leisure Services Director
 Ryan Rinaldo, Recreation Coordinator
 Donna L. Alt-Bowes, Recording Secretary

Absent: James Vogel, Member

- 1. CALL TO ORDER.** Chair Rice called the meeting to order at 7:03 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from September 10, 2019

Member Coad moved to approve the minutes from September 10, 2019, as presented. Seconded by Member Bright and carried by a unanimous voice vote with Member Vogel absent.

B. Approve Minutes from October

Member Coad moved to approve the minutes from October 5, 2019, as presented. Seconded by Member Bright and carried by a unanimous voice vote with Member Vogel absent.

C. Reiter Park Banners

Mr. Capizzi provided the Board with information about the banners that will be purchased for Reiter Park. He went over the costs, the type of banner, and the company that the staff has decided to use for the placement of the banners. He said

that he consulted with the City Manager and Public Works Director before the final decisions were made.

Discussion ensued with regard to the type of banner, where they will be hung, the cost to have all of this done, and the storage of the banners once they are taken down. The Board also expressed their disappointment in not having a voice in the process of choosing the banners. The banner program that the board chose to fund and was presented to the commission consisted of double hung banners, hardware and installation. It was explained to the board that multiple companies gave their professional opinion that double hung banners would not look good in Reiter Park. In addition, the cost to do double banners was more than the board approved. Due to time constraints staff stated that the decision had to be made immediately in order for the banners to be installed prior to celebrate the season. Thus, the board members were not a part of the decision on the specifics of the banner.

Member Coad offered an apology to the board that the project did not end up as she presented and this board voted to approve. She stated that the board discussed having different types of banners and that two colors were sort of narrowed down to red and green. Member Coad also suggested that for a little over the approved \$5,000 we had a quote for double hung banners, hardware and installation on 13 poles.

Member Coad made a motion to make sure the banner arm brackets are double brackets and said we do not have to put both sides of the arms up but that is available for us to use in the future without an additional cost.

Mr. Capizzi said the purchase order has already been created for this.

Member Coad withdrew the motion stated above. Discussion ensued with regard to the brackets for the poles at Reiter Park.

Mr. Capizzi said that he would follow up with Clark Sales about the additional banner hardware (for a double banner system) as well as whether another brand of banner could be hung on this particular hardware.

D. Chili Cook-Off

Mr. Rinaldo provided the Board with a breakdown of individuals that have signed up to cook and the sponsors. He advised the Board that all supplies have been purchased, the judges are lined up, and staff is ready to go for the event.

4. BOARD MEMBER REPORTS

Vice-Chair Putz reported and said that he already discussed the banners and has nothing else to report at this time.

Member Coad reported and said she gave Mr. Rinaldo a to-do list. She read the to-do list to the Board, went over a list of items for Celebrate the Season, and discussed what has been done and what still needs to be done to prepare for the event.

Discussion ensued with regard to the set-up, the volunteers, the games, the costumes, the laser light show, and whether or not to have the Ugly Sweater Contest.

Member Coad moved that the board approve a \$150 gift card to be given to Mr. and Mrs. Claus after Santa's breakfast. Seconded by Member Bright. Vice Chari Putz asked what type of gift card was given. Mr. Capizzi said it was a multiple restaurant gift card. Discussion ensued with regard to what type of gift card to give Mr. and Mrs. Claus. It was decided a restaurant gift card will be provided. Motion carried by a unanimous voice vote with Member Vogel absent.

Director Capizzi stated that the tree lighting would be done with the 7 foot Santa/Read with a Hero event this year, which is a week prior to the Celebrate the Season event.

Member Bright reported and said that the Chili Cook-Off is on autopilot so she does not have anything to report on that. She said she has yet to meet with staff on the memorial programs and plans to have an update on that by the January meeting.

Chair Rice reported and talked about the events that have been added and sees a lot of the right things being done in this area. She asked if the focus could be shifted to programs and recreational opportunities. She talked about Zumba, Aerobics, Line Dancing, Art, etc. She feels the community may be interested in some of these programs and asked staff to bring awareness of these programs to the community.

Discussion ensued with regard to the programs currently offered by the City and what the City plans to offer the community.

Chair Rice suggested renaming the Senior Movie to Longwood Matinee or something similar. She asked about the survey that was requested at the last meeting.

Mr. Capizzi went over the feedback from the surveys that were handed out at the last Senior Matinee.

Chair Rice feels the survey had its value and that we were provided some good feedback.

Discussion ensued with regard to putting out notices for future events at the Senior Matinee and promoting all events within the City.

Chair Rice asked staff to replace the plexiglass in the Free Little Library at Reiter Park. She said the staff did a fabulous job at the Small World Park pavilion. She asked if a table can be purchased for the pavilion at Small World Park.

Mr. Capizzi said yes.

Chair Rice asked the staff about the rust on one of the new benches at Reiter Park.

Mr. Capizzi said that the bench was moved to that spot due to skateboarders grinding on the bench. He will have it repaired.

Chair Rice asked about the steps for the Arbor Deck at Reiter Park and if they can permanently place them there.

Mr. Capizzi said they have been purchased and assembled.

Discussion ensued with regard to using the steps at all events at Reiter Park including the Farmer's Market.

Chair Rice said she asked the staff about music in Reiter Park and that someone from the Community had asked her about it. She asked staff about the sound system at Reiter Park and if we can play there.

Mr. Capizzi said we have a sound system and can play music off of the system we have right now if we set it up.

Discussion ensued with regard to the sound system at Reiter Park and whether or not it will be a good idea to stream music. There have been complaints about the music played at the Farmer's Market on Sundays. It was decided that as of now, music will not be played on a daily basis at Reiter Park.

Chair Rice said we have new playground equipment at Candyland Park thanks to the grant. She asked for an update on the grant for the pump track and lighting.

Mr. Capizzi provided the Board with an update on the pump track and lighting and said the company putting the pump track in is hoping to start in December but may not be starting until January. He is not sure whether or not the skate park will be closed during construction. He said they will be updating the lighting but not adding any poles.

Member Coad asked if the grant was applied before after all of this had been completed or if staff could request a partial payment for what has been done at the playground.

Mr. Capizzi said everything has to be completed prior to requesting payment from the grant.

Chair Rice asked about Line Item 131 and for it to be listed monthly as an Agenda item or in the Staff Report.

Mr. Capizzi said he has it in his report and it will be in his report on a monthly basis.

Chair Rice asked about the open positions in Leisure Services and if they could be posted on Facebook.

Discussion ensued with regard to the open positions and posting them on Facebook.

5. STAFF REPORT

Mr. Capizzi said the Longwood Cruise-In Car Show is November 9, 2019, from 5:00 p.m. until 8:00 p.m. in connection with the Chili Cook-Off. The Food Truck event is on November 14, 2019 at Reiter Pak from 5:30 p.m. until 8:30 p.m. The Senior Matinee is on November 20, 2019, at the Community Building at 1:30 p.m. and will be showing *The Kitchen* starring Melissa McCarthy.

Mr. Capizzi went over the Fund Report and asked that it be incorporated into the minutes.

Member Coad asked about the Request for Proposal (RFP) that has been requested and if it will show up in this Fund.

Mr. Capizzi said that has not been discussed with Finance yet. He thinks that it will depend upon the size and what the potential sponsor is willing to donate.

Discussion ensued with regard to the status of the RFP's that have been requested.

Member Bright asked about the Line Item for Pennies for Parks within the Fund.

Mr. Capizzi advised that this line is controlled by Finance.

Mrs. Alt-Bowes advised that this account will be controlled by Utility Billing within the Finance Department. Once the money is received it will be transferred to the line in this Fund on a monthly basis.

Member Bright said she is concerned that Finance is spending the money for Pennies for Parks.

Mr. Capizzi said that is not the case.

Chair Rice said there will be an update at the Commission meeting each month.

Mr. Capizzi continued with the synopsis of the Fund account.

Mr. Rinaldo gave a brief synopsis of Truck or Treat and said it was a very successful event and there was a large turnout. He said there were more trucks than last year and everyone involved is excited to participate again next year.

Chair Rice asked about Santa Visits Longwood.

Mr. Capizzi said they are looking to do this event on the weekend of December 14 through December 15. The Community Emergency Response Team (CERT) suggested doing a two (2) day event during the day, instead of a three (3) day event in the evening.

Discussion ensued with regard to the suggested change and the safety aspect of Santa Visits Longwood.

Chair Rice asked how much money was budgeted for the candy for Santa Visits Longwood.

Mr. Capizzi said it is more than \$200.00 and he is planning on getting it through Spangler.

Member Coad asked about the message board at Arbor Park Dog Park and if it can be cleaned.

Mr. Capizzi said it can be cleaned.

Several Board Members gave suggestions of items to use to clean the plexiglass.

Chair Rice suggested replacing this plexiglass at the same time the plexiglass is replaced in the Free Little Library at Candyland Park.

6. ADJOURNMENT

Member Coad made a motion to adjourn. Seconded by Vice-Chair Putz and carried by a unanimous voice vote with Member Vogel absent.

Meeting adjourned at 9:23 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 12-03-2019

 /S/
Lori A. Rice, Chair

ATTEST:

 /S/
Donna Alt-Bowes, Recording Secretary

The Official signed minutes are on file in the City Clerk's Office.