

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

**MINUTES
December 3, 2019**

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

1. CALL TO ORDER. Chair Rice called the meeting to order at 7:02 p.m.

2. PUBLIC INPUT. None.

Chair Rice took a moment to welcome the new members for District 3, Teresa Ray and District 1, Jessica Peters.

3. ACTION ITEMS.

A. Approve Minutes from September 10, 2019

Member Coad moved to approve the minutes from November 5, 2019, as presented. Seconded by Member Putz and carried by a unanimous voice vote.

B. Spring Banners

Mr. Capizzi provided the board with the information and options for the Spring banners for Reiter Park. He brought up the websites and went over the banner options from two (2) different companies, the types of banners, and the costs for each. He advised the board there is not an additional charge to add our information on banners that have that option.

Discussion ensued with regard to the cost of the banners, banners in surrounding cities, sponsors for the banners, the installation of the banners and the Request for Proposal (RFP) for sponsors.

Member Coad provided Mr. Capizzi with the information on the company that provides the banners to Altamonte Springs, AGAS Manufacturing Group, Inc. Mr. Capizzi will obtain additional information from this company, specific pricing for banners, and confirm there is no additional charge for adding our information on the banners that have that option.

It was decided to wait until the next board meeting to make a decision on the Spring banners. Member Bright's husband will draw up a couple of designs for the Board Members to review at the next meeting.

4. BOARD MEMBER REPORTS

Vice-Chair Putz reported and said during the Fall Festival he had some issues at his wife's place of business with individuals asking people to sign petitions. He said they were blocking the sidewalk in front of the business. He was advised by the Longwood Police Department it is their First Amendment right and there was nothing they were able to do about the situation unless they were blocking the road. He is concerned about having this issue at Celebrate the Season.

Mr. Capizzi advised the Board that he has spoken with the City Attorney. It is an ongoing issue and has been for several years. The City Attorney advised him that it is their First Amendment right and there is nothing we can do about it unless they are blocking the roadway or it is a ticketed event and they did not purchase a ticket to access the event. He is not worried about Celebrate the Season because it is a much larger event and more contained.

Discussion ensued with regard to the petitioners, their rights and how to deal with them.

Member Coad reported and said she is going to pass around the list of areas for Celebrate the Season that she still needs volunteers for. She listed the signees that signed up and the areas that need volunteers. She confirmed with the staff the board members should be here by 2:30 p.m. or as soon as you can. The event starts at 6:00 p.m.

Mr. Capizzi advised Member Coad that Mrs. Alt-Bowes and her husband will not be the train coordinators. They are going to be Santa and Mrs. Claus for Celebrate the Season and her husband will be Santa at Breakfast with Santa. He said there will be an abundance of help this year. There are a lot of organizations that will be helping out.

Discussion ensued on where Member Coad needs help for Celebrate the Season and the layout for the event.

Member Coad thanked the staff for a great job on the craft show. She said she was at the Commission Meeting last night and Deputy Mayor Sackett had one (1) complaint from the vendors that the garbage got picked up too early. Additionally, they all liked the play area but they missed the carnival. However, they did understand that we did not have the carnival because our vendors did not want all the money being spent there.

Chair Rice thanked Member Coad for bringing up the Ugly Sweater Contest at the Commission Meeting. She also thanked the staff for sending the information to Ms. Francis to get out there. She is excited to see this as an addition to the event this year.

Member Ray reported and said she had a good time in the park and asked the Board what the ticket booth is all about.

Member Coad explained how the ticket booth works and the reason the date changed for Celebrate the Season.

Member Bright reported and said she has not had a chance to meet with staff in regard to the January update on the memorial. She asked if staff had the Chili Cook-Off numbers, She felt that attendance was down. She said she thinks maybe it is time to do something different like a carnival or something else.

Chair Rice thanked the Board Members for being here, volunteering, and giving back to the community. As Board Members, we represent the citizens of Longwood and making a difference in our community. I acknowledge the time and commitment it takes. This Board operates under Robert's Rules of Order and follows Florida State Sunshine Laws. All of this information is presented in the Board Member Handbook and can be obtained from the Clerk, Michelle Longo. Should you have any questions or concerns, the Clerk is available to each Board Member to clarify. She reminded the Board that on January 7, 2020, we will be nominating and selecting a Chair and Vice-Chair. The only duties of this position are to run the meeting following Robert's Rules of Order. We also begin a new calendar year and will start with perfect attendance records. You are allowed to miss no more than two (2) meetings during the calendar year at which time you receive a notice from the Clerk that upon missing the third meeting you are no longer eligible to sit on the Board. It does not mean you are not eligible to be re-appointed. If you are not able to make a meeting please notify Mrs. Alt-Bowes in advance. This Board requires four (4) Board Members to be in attendance for a quorum. She said we can discuss the start times of our meetings at the January meeting. We start our Board Meeting at 7:00 p.m. but we can start at any time between 6:00 p.m. and 7:00 p.m. The City Clerk provided the updated Board Roster. If there are any changes or updates to that please let our secretary know and she can inform the Clerk. She then reported and gave a quick synopsis of National Night Out on October 1. She followed up on a few things from the October meeting and thanked the Parks staff who repaired the Little Free Library.

Mr. Capizzi informed Chair Rice that it has since been broken again.

Chair Rice said she is hoping that can be repaired again. She suggested possibly relocating the Little Free Library within the park.

Mr. Capizzi said that relocation has been discussed.

Chair Rice asked if the staff was able to take a look at the Arbor Park Dog Park message board.

Mr. Capizzi said they have not looked at that yet.

Chair Rice inquired about the two (2) open positions in the department and asked if they were going to be posted on Facebook.

Mr. Capizzi said yes.

Chair Rice asked if the request for a picnic table at Smallworld Park in the process.

Mr. Capizzi said yes, that they are looking at tables now.

Chair Rice asked if staff had thought more about his suggestion of a sign for the Arbor deck at Reiter Park.

Mr. Capizzi said the sign has been purchased and received. It will hopefully be installed this week.

Chair Rice asked about the programs and if there are any initiatives or thoughts.

Mr. Capizzi said that Community Services is spearheading an Age-Friendly Action Plan Committee and Mrs. Alt-Bowes is going to be on that committee. In those meetings, there are going to be suggestions for different programs. It will be the perfect atmosphere for that kind of thing. He said they have been promoting some of the programs online with different pictures for karate and Young Rembrandts. He is in discussion with Emotions Dance to do a program for kids/parents.

Chair Rice thanked the staff and she looks forward to seeing what is to come. She said that there is someone in the Community Development department that has had an ongoing program at Reiter Park. She said she is not sure if that is a city-sponsored event or something she does on her own.

Discussion ensued on the yoga program at Reiter Park.

Chair Rice talked about the Pennies for Parks program and said the line item has been added to the 131 Fund Report. The Commission Meeting reported there are now 65 participants in the Pennies for Parks program and a total of \$229.72 has been donated. She continues to encourage everyone to help spread the word and consider signing up to have your water utility bill rounded up to support the Pennies for Parks program. She suggested the program be more visible on the city website.

Mr. Capizzi said he would talk to the Clerk about getting it put on the front page of the website.

Member Peters reported and said that she has enjoyed listening and taking it all in. She said she is sure she will have more to talk about at the next meeting. She said she does have a lot of experience in this area as she worked for the City of Lake Mary Parks and Recreation Department as the Special Events Coordinator, and she is now the Director of Events for the Seminole County Chamber. She said she is new to living in Longwood.

Member Coad asked for the list of projects available to take on.

Chair Rice said she does have that list but it has not been updated lately since not much has been added. The only change she will make to the list is to add Member Bright to the Chili Cook-Off and Memorial projects. She said that a lot of projects have been accomplished on the list over the years.

Member Coad said we should provide the list so the new members can have the opportunity to see what we do during the year.

Chair Rice said there may be something that you are very passionate about, something that you would like to oversee and work with staff on. We do not work independently out there because we do not speak for staff and we do not want to get ourselves in a predicament. She said you can always bring ideas forward even if it is an idea that you are not able or wanting to take on yourself. Someone else may want to jump on it or it may be very easy for staff to just take it on.

Member Vogel said he did not have anything to report. He said he is going through a life change and is transgender. He is now Kayecee Vogel and was going to resign from the Board due to having to sell his house. However, Commissioner Paris has asked that Member Vogel stay on the Board until the house is sold and relocation takes place. Member Vogel may be staying in the city but is unsure at this time. If anyone has any questions she is more than happy to speak with them later.

5. STAFF REPORT

Mr. Rinaldo said the Longwood Cruise-In Car Show is December 14, 2019, from 5:00 p.m. until 8:00 p.m. The Food Truck event is on December 12, 2019, at Reiter Park from 5:30 p.m.

until 8:30 p.m. The Senior Matinee is on December 18, 2019, at the Community Building at 1:30 p.m. and will be showing *A Cinderella Story: Christmas Wish*. He said they are still waiting to get the complete data back on the Fall Festival. He said the Read with a Hero event and the tree lighting is December 6, 2019, at 6:30 p.m. – 8:30 p.m. at Reiter Park with the Seminole County Teacher of the Year, Ms. Sarah Hall. They will be giving out snacks and free books to the kids. It is in conjunction with the 7' Santa and he will also be reading to the kids. The Longwood Christmas Parade is December 7, 2019, at 3:00 p.m. He expects the parade to be a great event. The Movie in the Park is scheduled for December 20, 2019, and the movie is to be determined.

Member Bright said she does not see the Santa Visits Longwood on the list.

Mr. Capizzi said Santa Visits Longwood is a two (2) day event on December 14 and 15, 2019 starting at 11:00 a.m. on both days and will run until they finish. On Saturday they will be hitting the east side of Ronald Reagan Boulevard and on Sunday they will be hitting the west side of Ronald Reagan Boulevard.

Discussion ensued with regard to the time of the Santa Visits Longwood event.

Member Coad asked who was going to light the Christmas tree on Friday, December 6, 2019.

Mr. Capizzi said we will probably let the Teacher of the Year light the tree and it will be lit at the beginning of the event.

Mr. Rinaldo gave the synopsis for the Chili Cook-Off. He said the total revenue was \$2,774.00. After expenses, the net profit was \$1,959.00.

Discussion ensued with regard to the decrease in attendance at the Chili Cook-Off.

Member Coad asked who Santa was going to be at Breakfast with Santa.

Mr. Capizzi said it will be Bill Bowes.

Member Coad asked who was going to be Santa in the parade.

Mr. Capizzi said Santa is going to be Rob Silva from the CERT team.

Member Coad said that this Board voted to give a gift card to Santa and Mrs. Claus and she would like the Board to discuss what they would like to do since the situation has changed.

Discussion ensued on the gift cards for Santa and Mrs. Claus.

Chair Rice confirmed that we are going to give the gift cards to Mr. and Mrs. Claus who are doing the two events.

6. ADJOURNMENT

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

Meeting adjourned at 8:48 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 01-07-2020

 /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.