

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

**MINUTES  
October 6, 2020  
(Virtual Meeting – Webex)**

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

**1. CALL TO ORDER.** Chair Putz called the meeting to order at 7:01 p.m.

**2. PUBLIC INPUT.**

Brian Sackett advised the Board that he was at Candyland Park and the t-ball field and the bathrooms were looking pretty bad. He said he spoke with the Acting City Manager, Clint Gioielli, and Park's staff was there on Monday morning fixing the situation.

**3. ACTION ITEMS.**

**A. Approve Minutes from September 1, 2020**

Member Vogel moved to approve the minutes from September 1, 2020, as presented. Seconded by Chair Putz and carried by a unanimous voice vote.

Chair Putz advised the Board that he has a hearing problem and the City is working with him to allow him to hear everyone in the meetings. He said if he does not hear you please be patient.

**B. Fall/Winter Events**

Mr. Capizzi advised the Board that the Fall Festival will occur on November 21<sup>st</sup> and 22<sup>nd</sup> from 9:00 a.m. to 5:00 p.m. He said they have met with WTDI, LLC and discussed the procedures that will be in place for the event. There are 100 vendors already signed up to attend. It will be pretty close to what we usually have but due to COVID-19

(Coronavirus), there will not be a Kid's Zone. There will be a specific area for food and entertainment and those specifics will be worked out in the weeks to come. He then discussed the tentative plans for the event and advised the Board that once he has more concrete information he would provide it to them. He said he would send out the updated Special Event list to the Board and went over the events scheduled for October, November, December, January, February, and March. He advised the Board the parade will not be taking place due to the lack of participation this year by the local High School and other key groups. There were about thirty (30) people that said they would like to participate, but that is not nearly enough entries to make it feasible for the City. He said Celebrate the Season will take place and suggested December 4, 2020, since Altamonte Springs is doing their event on December 5, 2020. It will not be near what it has been in the past. We will not have the volunteers, the ice skating rink, or the train. We would like to make it a two (2) hour event and utilize the amphitheater lawn to space out properly. There will be more signage at the park with the proper procedure information to be safe and make everyone feel welcomed at the event. There will be entertainment on the stage and Elevate Studios is willing to come and perform. There is money budgeted for the event that we can spend to obtain some bands or acts. There are a lot of people that are chomping at the bit to come out and perform. He said the staff is trying to get Santa for the event. One of the Santa's said he would not be willing to come to the stage and do sing-alongs and readings but we are going to be asking a few other people if they would be interested. The event will end with a fireworks show. Zambelli Fireworks has offered to come out to our event and do the same type of show they have done for us before. We would like to do ice cream or something of that nature but do not want to encourage full-blown meals or eating at the event. He said there will be specific employees at the Fall Festival to clean the tables where people eat and keep an eye on things in the food area. He mentioned that he would prefer to hold the event on the 4<sup>th</sup> because he knows that Saturday, December 5<sup>th</sup> is available but Altamonte Springs is holding their Tree Lighting with fireworks on that day. He would prefer to be a day ahead of them and do it on Friday, December 4<sup>th</sup> like we usually do. The following week is the Car Show and he would like to keep it away from that. We could do it the following Friday if need be. Two weeks after the regular weekend would be the 19<sup>th</sup> and 20<sup>th</sup> and that is the weekend we are trying to get Santa Visits Longwood. He said he did meet with Rob from the Community Emergency Response Team (CERT). Rob will be taking it back to their meeting the third week of the month and making sure that people are good with doing Santa Visits Longwood on the 19<sup>th</sup> and 20<sup>th</sup>. He said that he will be offering that date out to the Fire Department, Police Department, and Citizens On Patrol (COP) but CERT is very integral in making that happen. It is a great date because the kids are out of school beginning the 19<sup>th</sup>. He said we can discuss Celebrate the Season later in the meeting. He continued going over the upcoming events list. He said he thinks March would be a great time to reschedule both the Chili Cook-Off and National Night Out. We will hopefully be further away from COVID and Flu season. He is also open to rescheduling either one of them in February. We are one of the only cities that are still doing events. He thanked the City Manager and Commission for their support and for allowing us to continue to hold these events.

Member Sackett asked about the rescheduling of the Pirate Seafood Festival.

Mr. Capizzi explained that it had been canceled in March due to COVID and then we canceled it again in October so we have postponed it for March 27<sup>th</sup> and 28<sup>th</sup>. He said that is when we normally have it.

Member Sackett asked about the Chili Cook-Off and whether or not we were going to join forces with the Fire and Police Departments for that event.

Mr. Capizzi said that they were not interested if it was a Chili and BBQ combo because they have teams that want to do a BBQ only event. It looks like we will be doing a Chili Cook-Off event but we could do a separate BBQ event. Nothing has been solidified yet because of the uncertainty of everything.

#### **4. BOARD MEMBER REPORTS**

Chair Putz reported and went over the aspects of a meeting he attended on Sunday, September 20. It was to inform and have a discussion about the Request for Proposal (RFP) put out by the City of Longwood for the redevelopment of the Historic District. He said the meeting was put on by the citizens and not the City or the individuals that have provided the proposals to the City. He told the Board about the proposals that have been put forth and advised the Board to become involved since it involved the Community Building and this Board directly.

Member Coad reported about Celebrate the Season and said Mr. Capizzi covered a lot of the information. She and staff have been discussing it for quite a while and it was not going to look at all like it has in the past. She commented about moving it back to a Saturday and said that even though Altamonte Springs is doing something on Saturday the 5<sup>th</sup>, maybe that would be a good thing for crowd control. We typically have thousands of people at the event. Hosting it at the same time as Altamonte Springs might help curb some of the attendance which we have to deal with. She said we are working on entertainment, the lighting of the Christmas Tree, and perhaps finding someone who wants to dress as Mrs. Claus or an elf and read *"The Night Before Christmas"* to the kids.

Discussion ensued about Celebrate the Season and Santa's Workshop.

Member Coad asked for input about Santa's Workshop.

Mr. Rinaldo advised that Elevate Studios has already committed to Altamonte Springs so they are not available on December 5<sup>th</sup>.

Member Coad asked for a discussion on Santa's Workshop ideas and date for the Celebrate the Season.

Discussion ensued about Santa's Workshop, the types of products, and the price range of the products.

Member Coad stated that she would move forward with the contact and said if they are interested, Mr. Rinaldo, Mr. Capizzi, and I will meet with them and hopefully have something to fill that gap.

Discussion ensued about the date for Celebrate the Season, the logistics of the event, and ideas for things to include for the kids. It was decided that the event will be held on Friday, December 4, 2020, from 6:30 p.m. to 8:30 p.m. with December 11, 2020, as a backup date should it rain.

Member Coad provided the final printout of the banners for the park and went over them. She asked Mr. Rinaldo to share how the banner program for Ronald Reagan Boulevard (County Road 427) was going.

Mr. Rinaldo said his understanding from the CGI representative is that they have sold out 95% of the banners. He said there are approximately sixteen (16) different businesses, 90% of them are from Longwood. Mr. Capizzi has a list of businesses.

Mr. Capizzi thanked Mr. Rinaldo and Member Coad for working on the banners. He said Orlando Health, Advent Health, Scott's Heating and Air Conditioning, D & A Building Services, Six Flags Nursery, Sport Mazda North, One Florida Bank, David's Cookies, Marco's Pizza, Tint World, Comfort Care, Comprehensive Energy Services, Seminole County Chamber of Commerce, Ace Gymnastics, Legendary Athletics, and North South Supply have all participated and bought banners. The banners will span from the intersection of Ronald Reagan Boulevard to Longwood Lake Mary Boulevard and State Road 434 to Ronald Reagan Boulevard.

Discussion ensued about where the banners on Ronald Reagan Boulevard are, when they will be put up, and how many banners have been bought.

Member Ray had no report.

Member Rice reported and said Happy National Night Out. She asked the staff if they could request an updated Board Member Roster from the Clerk and if Mr. Capizzi was able to give us any insight or update regarding the conference he attended.

Mr. Capizzi said he was only able to take four (4) classes because they were limited in capacity due to COVID protocols. He went on to talk about the conference and the information he was able to gain from attending the conference.

Discussion ensued about what Mr. Capizzi learned at the conference, bringing more art and yoga classes back to the City, and how it can be implemented within the Leisure Services Department.

Member Rice thanked Mr. Capizzi for the update. She talked about the American Academy of Dermatology (AAD) Grant opportunity. She said this project has been active for a couple of years and we have completed all of the necessary grant funding pre-requisites with

implementing a Sun Smart campaign and reaching out to citizens of all ages in a variety of ways. She thanked the staff for doing that. We have been able to spread awareness to the young via our Summer Camp program by utilizing some of the items in the AAD toolkit. She said we have done that for two (2) seasons with the campers. We have partnered with Orlando Health to install sunscreen dispensers at Reiter Park. We have had spotlights on social media to inform and educate about the year-round awareness that is necessary for sunscreen protection. We have promoted May 2019 as National Sun Awareness Month. She said the City of Longwood Commission publicly recognized this initiative. The staff has received acknowledgment from a local dermatologist to be able to fulfill the grant requirement with the letter of support. Part of the grant requirement was to have the Sun Awareness Initiative in place for a minimum of one (1) year and we have fulfilled that. The grant opens in October, closes at the end of December, and is awarded in March 2021. She said that previously this Board discussed where and how to utilize the grant opportunity for a sunshade structure.

Discussion ensued about the design and the use and placement of the sunshade structure at Reiter Park.

Member Rice made a motion to use up to \$7,000.00 of the Parks and Recreation Advisory Board's Fundraising Fund to contribute towards the shade structure that would be installed next year, 2021 because of the grant date. Seconded by Member Coad.

Discussion ensued about the motion and the budgeted funds.

Mr. Rinaldo said he thinks this is a very worthwhile project because it keeps up with the reviews on Google about needing shade at the park. He said we have over five hundred (500) reviews about Reiter Park and one of the themes that come up constantly is that people wish there was more shade. He thinks this would fulfill that desire and need in the community.

Discussion continued about the area where the shade structure is going to be at Reiter Park and the lighting in that area.

Motion carried by a unanimous voice vote.

Member Rice thanked everyone and said she thinks this is a good investment for all in our community.

Discussion ensued regarding thanking a past Board Member for bringing this project to the Board.

Vice-Chair Vogel reported and advised staff that he had been around to visit the parks and provided his findings to Mr. Capizzi. He said that there was a lot of chalk graffiti at one of the parks and minor trash issues. There was one park that needs new playground equipment and the water fountains are in bad shape.

Mr. Capizzi said we are taking two of those water fountains out and replacing them soon.

Vice-Chair Vogel said for the most part the landscaping was great and it looked like the parks were in good condition. He did not see any issues with them and he will continue moving forward with the equipment. He said he will get with Mr. Capizzi and see what is in the future for us.

Member Rice asked what park the graffiti was at.

Vice-Chair Vogel said Shadow Hill in the pavilion area.

Member Sackett reported and said she would like to ask permission to be more involved with the Santa Claus aspect of Celebrate the Season and coming up with ideas to making it a little more special for the kids. She said she would like to be in discussions about that with either the radio station or some other aspect. She said the awnings at Candyland Park over the bleachers need to be pressure washed. With all of the rain, they are getting a little on the gross side. She asked if there is anything that can be done about the tape on the bleachers. She commented that people just tear it off and it looks messy. She also asked if there was a fence or something that looked a little more pleasing to try and keep the parents off the bleachers. She said she noticed it was really bad at the t-ball area because the parents just rip the tape down and just sit there anyway.

Mr. Capizzi said he will see if the Parks Supervisor has any ideas for that.

Member Rice asked if the parents were not allowed to use the bleachers.

Member Sackett said the idea is that the bleachers are supposed to be for the players so the players can spread out more. The ones having the problem with this are the t-ball parents. Other parents have their chairs and sit where they need to sit but it does not look good with the yellow police tape/caution tape. She asked if there is anything that can be done to control vaping at the park. She said there is a no-smoking area in the park but they are still vaping.

Mr. Capizzi said unfortunately there are eight (8) states in the United States (including Florida) that have statutes allowing people to smoke in public parks and beaches and there is absolutely nothing that a local government official can do about it.

Member Sackett said she thought that was why there was a designated smoking area.

Mr. Capizzi said we designated that area to encourage people to go away from other non-smokers. Vaping is a bigger issue because there is no guideline for that.

Member Coad asked how the skate park and the pump track are doing and for Mr. Capizzi to talk about that in his report.

## 5. STAFF REPORT

Mr. Capizzi advised the Board on the condition and status of both the skate park and the pump track. He said that both will be closed for three (3) weeks in November to repair/replace grass that is holding the lime rock in place.

Member Rice asked about the closing of the dog park on Wednesday and why.

Mr. Capizzi said it is closed on Wednesday for maintenance and explained what is done when it is closed. He then said Duke Energy just replaced all the lights in Candyland Park with LED lights. He is going to go out for a Florida Recreation Development Assistance Program (FRDAP) grant this year that would help replace all the backstops with new fencing in addition to resurfacing all of the courts. He said we will be replacing all of the batting cage floorings as well.

Member Rice suggested getting playground equipment for the toddlers at Smallworld.

Mr. Capizzi said he has a design from Nathan Almond that he has not seen yet for the Smallworld playground.

Discussion ensued about the playground equipment.

## 6. ADJOURNMENT.

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

Meeting adjourned at 8:57 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 11-03-2020

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David Putz, Chair

**ATTEST:**

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Donna Alt-Bowes, Recording Secretary

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