

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

**MINUTES
July 6, 2021**

Present: David Putz, Chair
Amanda Sackett, Member (6:33 p.m.)
Judi Coad, Member
Lori Rice, Member
Teresa Ray, Member
Larissa Morgan, Member
Rachael Carroll, 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 6:30 p.m.

2. PUBLIC INPUT.

Commissioner Matt Morgan, 1678 Grange Circle, Longwood, Florida. Commissioner Morgan wanted to thank Longwood Leisure Services, the Parks and Rec Department as well as our advisory committee for our Parks and Recreation. He said this past weekend was off the chain! He wanted to thank all of us for taking time out of one of the busiest weekends of the year, the night before the 4th of July, to be willing to volunteer when most people are generally barbecuing. He acknowledged everyone for the pivotal role they play and our two (2) newest members, Rachael Carroll and Larissa Morgan. He said he is proud of them both and told them to sit back, have fun, and remember what they are here to do which is to continue to contribute to this city. Help make events like the one we just saw this past weekend go off without a hitch which allows the hardworking tax payers to have that kind of fun only in our city. Thank you very much.

3. ACTION ITEMS.

A. Approve Minutes from June 1, 2021

Member Rice moved to approve the minutes from June 1, 2021, as presented. Seconded by Member Coad and carried by a unanimous voice vote with Member Sackett absent.

B. Elect Vice-Chair

Member Ray nominated Member Sackett for the position of Vice-Chair.

There were no other nominations

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

C. Banners

Chair Putz said that he sent in some pictures of banners to Mr. Capizzi.

Mr. Capizzi passed out the pictures to the board members to review. He asked the board if they would like to opine on the banners he just provided. He advised Chair Putz that he left out the blueprint banner because it was hard to read.

Chair Putz said the blueprint banner gave him the thought that maybe they could put a map of the park on it. He said that was just an idea. He found another supplier that would make up banners that are 30" x 60" and they are \$135.00 on both sides. The company is called affordable signs on State Road 434 almost to 17-92 on the south side of the street. It is a local business. He is aware that we have other suppliers and he is not sure how that fits in to the \$135.

Discussion ensued with regard to the cost of the banner, the type and design of the banners, the placement of the banners, length of time the new banners will be up, and the installation of the banners.

Member Rice asked if the Leisure Services Department would cover the cost of the installation of the banners.

Mr. Capizzi will send the board members a map of where the banners are currently being hung at Reiter Park.

Member Rice asked staff to please include the poles on the walkway that have hardware on them.

4. BOARD MEMBER REPORTS

Chair Putz reported and welcomed the new Board members to the Board and advised the new members how the Board works. He advised the Board of the different projects/events that the Board members are involved with. Each Board member gave a synopsis of the different projects they have taken on and their experiences with the Board.

Member Ray said she did not have a report but said the band and the fireworks were awesome at the Independence Day Event.

Chair Putz said he was lucky. He was able to sit on his front porch and did not have to fight the traffic. He said Oviedo shut their 4th of July event down so because of that he figured that was going to be even more traffic.

Member Ray said it was not bad at all.

Discussion ensued with regard to the traffic for the Independence Day Event.

Member Rice reported and welcomed Larissa and Rachael and said they were glad to have them. She said that all of the Board members received an updated roster from the Senior Administrative Assistant at the Clerk's office. If you have not seen it then it might be in your spam mail. It came from Mrs. Cartagena. She said she believes we've decided to move forward with the Chili Cook-Off this year on November 13, 2021 in conjunction with the 10th anniversary of the car show and asked if that was right.

Mr. Capizzi said yes.

Member Rice said they may or may not be doing something a little extra special.

Mr. Capizzi said that Don Musica has talked about doing something a little extra and Mr. Rinaldo has queued up the emails going out to previous cooks as well as possible sponsors. He asked that if Member Ray knows of anybody who she thinks might be interested in either sponsoring or cooking to please staff know. He also asked that if other board members know of anyone who would be willing to cook, donate money or in-kind services or would like to be a sponsor to please let staff know as well. For our new Board members, the good thing about the Chili Cook-Off is we don't necessarily have to re-invent the wheel because we have been doing it for a while. However, as Member Rice mentioned, this is a special show because we do hold the Chili Cook-Off in conjunction with our monthly car show which has been occurring for 10 years. Discussion ensued about the Chili Cook Off and the Car show.

Member Rice said the reason she brought it up was to ask staff right away to update social media. She said we have just under three hundred (300) people that follow or like the Longwood Chili Cook-Off page. Discussion ensued about the importance of updating the Chili Cook Off Page.

Member Rice said that National Night Out will be the first Tuesday in October and that will be October 5th of this year. It will be held at Candyland Park. Something that the Board should think about (and we can decide next month if we would like to) is replacing the October meeting that we won't be having because we are having National Night Out. Traditionally at National Night Out, Board members volunteer at the event and we do not hold that meeting. However, with the Chili Cook-Off the following month and then Celebrate the Season coming up after that, we should talk about if we should cancel October or reschedule October. She is excited to get working on National Night Out and knows that there are just a few weeks of Summer Camp to go. She asked staff if they could get together in a couple of weeks and talk about it.

Mr. Rinaldo said we have four (4) weeks left of camp and that he is constantly multi-tasking.

Member Rice asked about the ID Badges.

Mrs. Alt-Bowes advised that they were on her desk and she would bring them to the next meeting.

Member Rice said she attended some events since our last meeting, such as the Flag Retirement Ceremony which was co-hosted by the City and the not-for-profit, Heroes...

Mr. Capizzi said that David Rubin is the gentleman that does that.

Member Rice said she attended that and it was a good event. She said she did not stay the whole time but it was a good event and it was nice to see it back. She attended the concert with Hayfire and said that they were an awesome band. She looks forward to Skin Deep in July even though it says TBA.

Mr. Rinaldo said that as of today we had to switch the band and the name of the new band is Switch. He said Skin Deep had a conflict and had to cancel. He said that Switch is pretty good. They do 80's, 90', and 2000's cover music.

Member Rice said she will have to find them and she looks forward to seeing Switch in July. She said that July is National Parks and Recreation month and in the past the Commissioners have had a proclamation in recognition of National Parks and Recreation month. She said we should highlight it in our media and mentioned that if someone wants to drop the idea to the City Clerk to do a Proclamation, that would be awesome. She said the butterfly garden is looking good from what she could see online and looked forward to visiting in person. She asked staff about the Special Events. She said the only thing she did not see on the list of events is the Back-to-School Resource Fair and asked if that would be happening.

Mr. Rinaldo said that the organization has not reached out and the last time we did it, it was kind of fading away internally on their side. He said usually Crystal from federation of families reaches out and we have not heard from her in quite a bit.

Discussion ensued with regard to the Back-to-School Resource Fair and whether or not it was going to happen this year.

Member Rice said she wants everyone, as a reminder to all of the Board members, Monday, July 12 at 1:00 p.m. is the budget workshop for the 2021 – 2022 year for the City of Longwood. She said she is happy to say that Leisure Services budget is proposed at just under \$2 million. That is a lot of money to run the department and that is awesome. She said Mr. Capizzi will be emailing each of you some of the proposed budget papers as it pertains to Leisure Services. Any additional information about the budget can be obtained by emailing the Clerk's office to receive the full Agenda Packet for the workshop. She said that if you have the time to take a look and have any comments, compliments or concerns, then she encourages you to speak with the City Commissioners before Monday at 1:00 p.m.

Member Coad reported and shared with the new Board members that there is a list of projects or things that board members partake in. She said it is a good helper and asked staff to make sure it is provided to the new Board members. She thanked Mrs. Alt-Bowes for fixing the boxes for the Independence Day Event and for putting the pinwheels together. She was unaware that they did not come assembled reading what she did when she ordered those for the event. She thanked Member Ray for her work on July 3rd for overseeing that event table. It went so smoothly even with the rain. It was fun to just be together and she appreciated all of the Board members that were able to participate. She asked staff if they had any idea if they broke even with what they sold. She said they were sort of in the corner and not near the kids so we had a hard time getting kids to come over to the table.

Mr. Rinaldo said just for round number purchases we spent about \$150.00 on the supplies and he said they took in about \$180.00. This was a \$30.00 profit.

Member Coad said she was glad we made a profit and did not go in the hole. She asked if we are allowed to sell anything at National Night Out as a Board if we have a table or do we have to have giveaways?

Member Rice said we have not had anyone selling anything at National Night Out.

Member Coad said she did not think we did but that she was just asking to make sure. She said we gave away the light up necklaces mostly.

Member Rice said that is right but that she would be glad to give away Member Coad's pinwheels.

Member Coad said she can give away her pinwheels or her lollipops. She said she will keep the necklaces for Celebrate the Season. She reminded all Board that they had to have their financial report in by July 1st or there is a \$25 per day fine. She said that is for all current Board members, not new Board members. She said that is for last year and if you leave us this year you will have to do it again next year. She asked staff about the Christmas light contract and if it had been renewed for the City yet.

Mr. Capizzi said that it is in the budget.

Member Coad asked if it was already taken care of to go forward with the same company.

Mr. Capizzi said yes, with Clark Sales, unless there is something drastic that changes between them and the St. Petersburg contract which he has not been made aware of.

Member Coad said she knew it was tied to that and that was what her question was. She said now that we are over COVID, we need to start thinking about having the train and the ice-skating rink back. She said something she thinks the Board needs to make a decision on is whether or not they want laser or fireworks.

Discussion ensued with regard to Celebrate the Season, laser/fireworks, vendors, entertainment, layout and games at the event.

Member Coad asked staff to get pricing for both lasers and fireworks for Celebrate the Season and provide that information to the board.

Member Coad asked about Breakfast with Santa. She said it got totally cut last year because of COVID and then we lost our major sponsor for Santa's breakfast. She said between staff and the Board members we need to decide if we want to have had the company come and sell Christmas gifts at Celebrate the Season and/or the breakfast.

Discussion ensued with regard to Breakfast with Santa and whether or not we do a fundraiser, the date and location, and whether or not it will be a catered and ticketed event.

Member Coad said we may want to talk to the gift company about Celebrate the Season again. She said it was very successful and people were very excited to have the gifts.

Member Coad asked staff to call and see if the lady at the company is willing to come out again for Celebrate the Season.

Mr. Rinaldo said he would contact her.

Member Coad asked about the budget and how much money are we looking to have left over by the end of the fiscal year because she thought it was a use it or lose it scenario. She said things usually shut down by the first of September.

Mr. Capizzi said that is correct of the general fund. However, the 131 budget gets renewed. He says the same amounts that we had at the start of this year's budget we will have in next year's budget. What we had in the Parks and Recreation Advisory Board Fund will continue to carry over from year to year.

Discussion ensued with regard the amount that is currently still available for use before September 30, 2021 in the 131 Fund and will they be allowed to use it.

Member Coad said that she made a motion at the last Board meeting about the lights down at the stage and it did not get a second so we did not have any discussion. She did ask for staff to bring back to her the cost that Clark's would charge us to leave them year-round similar to what we do with the Community Building.

Member Coad said she thought it was an approximate and asked if it was \$2,000.

Discussion ensued with regard to the cost of putting the lights on the amphitheater and leaving them up year-round.

Member Rice asked staff how much the 4th of July event cost and where the money came from.

Mr. Capizzi gave the Board members a breakdown of expenses and where the money came from.

Member Rice said she would like to see the synopsis of the event sometime next week.

Mr. Capizzi said he would email it to the Board no later than next week.

Vice Chair Sackett asked if the money for next year allotted for National Night Out would be double since it was not used this year.

Mr. Capizzi said that is not the case.

Discussion ensued with regard to the budget and the leftover funds from events that did not occur this year.

Vice Chair Sackett reported and told staff it was a nice job on the event and that it was wonderful seeing all of the people there. She said she knows the rain held away a lot of people at the beginning but then noticed a massive crowd in the evening which was nice to see. She said luckily, she did not have to go far either, having parked at her sister's. She said it was nice with all of the kids and the pinwheels. She will get in touch with staff to check about the parks.

Member Coad said she assumes that Member Sackett is telling them that she is going to take on the other parks.

Vice Chair Sackett said she already asked but she wanted to confirm that Member Vogel was no longer on the Board.

Member Coad said that is all she is saying.

Vice Chair Sackett said she wanted to confirm because she had to wait until the last meeting to confirm that Member Vogel is no longer a member so she could take that over.

Member Coad said she did.

Chair Putz said this is confirmed and asked if she knew where all of the parks are located.

Vice Chair said that is why she wants to set up a meeting with Mr. Capizzi to get a tour. She said she knows a good majority of them but she does not know all of them.

Mr. Capizzi said our Parks Supervisor is out right now but that he would be happy to show her.

Member Carrol reported and said that she has been in Longwood for 25 years and she lives in Longwood Groves. She said she just wanted to be a part of the Board here to help with

more things in the Community. She said since we have had this lovely Commission, she has seen a lot of development and she just wants to help.

Member Morgan reported and said she is a Longwood resident and she knows all of the Board member because of her husband. She said the he wanted her to get involved a little bit more and serve the City. She said that she is happy to be a part of this.

All Board members welcomed them both to the Board and told them they are not allowed to leave the Board.

Member Morgan said that is per Commissioner Morgan and made sure that was on the record.

Vice Chair Sackett asked staff for a pickleball update.

5. STAFF REPORT

Mr. Capizzi said the Food Truck event is July 8, 2021 from 5:30 p.m. – 8:30 p.m. at Reiter Park. The Downton Longwood Cruise-In Car Show is July 10, 2021 from 5:00 p.m. to 8:00 p.m. in downtown Longwood. The Senior Matinee is July 13, 2021 from 1:30 – 4:00 p.m. at the Longwood Community Building and the movie is *Coming 2 America*. There is another Concert in the Park which Ryan spoke about earlier and that is on July 31, 2021. He said he had advised the Board at the last meeting that he was awarded the FRDAP grant, the two (2) \$50,000.00 of the FRDAP grant and we are still waiting for the State to send us the official paperwork so he cannot do anything yet as far as work goes. He explained the process for receiving the monies for this grant. He advised the Board how the monies will be spent at Candyland Park and that they will be getting four (4) pickleball courts. He said he would like to be done with everything by November of this year so that he can apply for another grant that would allow us to put some new lighting on two (2) of the four (4) baseball fields. He said the other \$50,000.00 will be going towards new playground equipment at Smallworld Park.

Vice Chair Sackett asked if the lady that does the tennis lessons at Candyland Park will be able to stay at Candyland or if she will have to move over to Reiter Park.

Mr. Capizzi said Mrs. Westmark who does the tennis lessons at Candyland Park for an affordable rate of \$5.00 per uses one (1) court most of the time so she should be fine. He said if she wanted to she could come over to Reiter and do more lessons there if she chose to do so.

Vice Chair Sackett said she was not sure if she used one (1) or two (2) courts when she gave lessons.

Mr. Capizzi said sometimes she will do two (2) but the vast majority of the time it is one(1).

He said we just had the butterfly garden spruced up and it looks terrific. He said if you have not seen the butterfly garden at Reiter it is gorgeous. A lot of our plants that we planted a year or so ago are really starting to get more mature and the butterflies are all over the place. Juan from J Vision Butterfly Gardens is our go to guy and he is the one that basically put all of those plants in.

Member Coad asked for a status of the dog park right now.

Mr. Capizzi said the dog park is doing pretty good. He said we have our locals who usually let us know if we need something in there if our guys aren't able to get there in a timely manner but everything is going well in the dog park. Discussion ensued about the dog park.

Member Coad asked if we have signed a contract yet for the Fall Festival.

Mr. Capizzi said no but we are still going to go with WTDI and they are looking to do even more this year. He said we were very proactive in bringing the Fall Festival back this past year. No other city was doing anything of that size and nature and this year will be so much easier. We will not have to worry about spacing and masks if things keep getting better. He said we are looking forward to it. Last year, prior to COVID, we had wanted to do a wine garden around where the Community Building is. He said there is a nice little grass area that we were going to section off which would be the perfect spot. Brian and Janet from WTDI have done a great job with adding vendors but not too many vendors to oversaturate the event. He said eventually he thinks that we are going to be growing with vendor size but that they are great with letting us know.

Member Coad asked when will the shade structure go up from the dermatology grant.

Mr. Rinaldo said he met with the company that is installing it and it is expected to be delivered in the next two (2) weeks or so. He said that if everything goes well it would be up and ready to use by the end of this month.

Member Coad thanked Member Rice for pursuing that all the way through to the end.

Member Coad asked how the Memorial Fund is doing.

Mr. Capizzi said that he would have to check on that. He said we have received some sales this year. He said there was one sale this fiscal year and one sale last fiscal year. The company that does the plaques does a beautiful job with them. He said there is one (1) bench on the boardwalk right now and then there is another bench closer towards the Zen garden where you can see the engraved plaque build into the actual wood slat and it looks beautiful. He said we charge the price of the entire bench which is pretty significant. It is pretty much paying for the life of that bench which is at least ten (10) years provided there are not extenuating circumstances. We do have several benches available in Reiter Park.

Member Coad asked about the money going into the memorial fund and if it rolled over from year to year.

Mr. Capizzi said it is in our 131 fund and he believes it goes into the general fund at the end of each fiscal year if he is not mistaken.

Member Coad asked if he would check on that.

Mr. Capizzi said he will check on that.

6. ADJOURNMENT.

Chair Putz moved to adjourn. Seconded by Member Coad and carried by a unanimous voice vote.

Meeting adjourned at 8:08 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 08-03-2021

David Putz, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary