

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

**MINUTES
November 1, 2022**

Present: **David Putz, Chair**
 Amanda Sackett, Vice-Chair
 Judi Coad, Member
 Lori Rice, Member
 Larissa Morgan, Member
 Teresa Ray, Member
 Rachael Carroll, Member
 Chris Capizzi, Leisure Services Director
 Ryan Rinaldo, Recreation Manager
 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.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from September 6, 2022

Member Rice moved to approve the minutes from September 6, 2022, as presented. Seconded by Member Coad and carried by a unanimous voice vote.

4. BOARD MEMBER REPORTS.

Member Carroll reported she believes Barkfest has been rescheduled.

Mr. Capizzi replied that this is correct and staff is looking at March 10, which is the week before Spring Break starts for Seminole County Schools. He said Friday is usually a good day with limited cars in the parking lot and by then hopefully it will look nice and pristine in the Dog Park.

Member Carroll asked if the Farmer's Market was pet friendly at Reiter Park.

Mr. Capizzi said there are no dogs allowed in Reiter Park or the Farmer's Market area. He noted it is a tough battle, staff has told people not to bring their dogs and there are signs on both sides. The staff has told people but they are coming in large volumes.

Member Coad asked that Barkfest be added to the Special Events list for the next Board Meeting.

Discussion ensued concerning the dogs at the Farmer's Market when the Farmer's Market will be moving back up to Ronald Reagan Boulevard, and the makeover that is going to be taking place at the new location.

Member Morgan reported that on October 15 she went to the Food Truck Battle with the Beatles cover band, which was pretty awesome. She attended Trunk or Treat on October 22, which was great. She liked the way it was organized but Commissioner Morgan did not. She said he did not like the flow because there were so many lines. She thought the flow worked out and there were a lot of people. She went to the concert for autism and had no idea it was at Reiter Park until Commissioner Morgan said for her to get ready. She said she wished there had been more advertising for it.

Mr. Capizzi replied that it was not advertised because it was supposed to be at Crane's Roost, but due to the sudden flooding that occurred there they had to move the event. He stated they were only given three (3) weeks notice for the event due to the situation.

Discussion ensued about the autism event at Reiter Park, the NextStep Orlando event at Reiter Park, and getting more involved with the events going forward.

Member Coad said the event was in the weekly newsletter and that is how she saw it.

Member Morgan reported on the Hawaiian event. She has gotten such a great partnership with Horsepower Ranch that she thinks we can knock out a lot of what we want to do next year. She said for now, instead of changing the date, we will just keep the date as is and then maybe meet later in the year.

Member Coad said it would be cool if you could move it to cooler weather.

Chair Putz said many of our events have been changed, including National Night Out, and Chili Cook-Off because of the cooler weather.

Member Coad said that is temporary.

Member Morgan asked if we had rescheduled National Night Out.

Mr. Capizzi replied National Night Out is going to take place on Tuesday, January 17, 2023.

Discussion ensued concerning the rescheduling of the National Night Out event.

Member Coad asked if we had our Chili Cook-Off judges so that we can ask Eric to be a judge since they are such a great sponsor.

Mr. Rinaldo replied that Member Rice is going to be sending him a contact and we have some of the previous year's judges returning as well.

Member Rice reported that they have covered National Night Out. She said today was the official announcement of Light Up Longwood, saw it posted on Facebook and she is excited about that.

Discussion ensued about the Light Up Longwood event.

Member Rice said she noticed some improvements at Candyland Sports Complex that were recently done. She said there is now a water fountain, a brand new working water fountain at the tennis and pickleball courts, and thanked staff for taking her suggestion of getting the trees trimmed over the basketball court.

Mr. Capizzi stated the pickleball court is next.

Member Rice commented about the acorns not being able to ruin that beautiful new mural and that people can now play on that fourth basketball court since the acorns are gone. She brought up that the seating was moved outside of the fences for the pickleball courts.

Mr. Capizzi replied it was.

Member Rice said she thinks that is a good idea and that there is plenty of shade where the seats are now.

Mr. Capizzi said a black bench was added.

Member Rice said she saw that and wondered where it came from.

Mr. Capizzi replied it came from Clock Tower Park. It was a recycled bench and people have been enjoying it.

Member Rice said it really could use a little black spray paint on the rear but it is a nice bench to have there.

Mr. Capizzi replied they can touch it up.

Member Rice said she is sure Mr. Capizzi is aware of the hurricane damage to the pavilion roof.

Mr. Capizzi said he had a meeting with a roofing contractor today, received a quote, and going through the process. He also said they are in the process of receiving fencing quotes for the Dog Park, going to replace some of the roofing on the pavilion, replace some of the boards underneath, and replace the decking too because water has leaked through.

Member Rice mentioned the damage at the Dog Park due to the hurricane. Many trees came down, there are a couple of very large trees that were leaning, the root ball was

halfway up out of the ground, there is a fencing issue, and the park is still closed. It is about two (2) weeks from the date of the hurricane.

Mr. Capizzi said a tree fall on the Citizens on Patrol (COPs) shed after the fact. He said he thinks they will be able to repair that as the damage is not as extensive. He said the leaning trees at the Dog Park finally fell and did a little more damage to the fences.

Discussion ensued regarding the fences at Arbor Park Dog Park, getting them repaired/replaced, installing a new entrance in the back of the park, the hours of the park, and the remaining trees at the park.

Member Coad asked staff to bring the cost of putting another entrance at the Dog Park back to the Board so that they could vote on a recommendation for the Commission.

Member Rice said she attended the Beatles Tribute Band, it was very well attended and of course, many were also enjoying or had previously enjoyed the food truck event also. She said she noticed and wanted to make a recommendation that when the holiday lights are being put up ask them to replace all of the light bulbs on the amphitheater.

Mr. Capizzi said that has already been done.

Discussion ensued about the replacement of the holiday lights on the amphitheater at Reiter Park.

Member Rice asked for staff to update the Board on the new sound system, that will be the end of her report.

Mr. Rinaldo and Mr. Capizzi gave the Board an update on the sound system at Reiter Park.

Discussion ensued regarding all hurricane repairs, what FEMA will and will not cover, and what is covered by insurance.

Member Rice asked if the staff was able to get the dumpsters dumped at Candyland Sports Complex.

Discussion ensued about the dumpsters at Candyland Sports Complex.

Vice-Chair Sackett said most of her report has already been discussed but asked that when an event gets canceled if it can be posted more than once. She said she knows during the hurricane, the internet was not very good for her so she could not see anything at all. It was difficult searching the pages for an update so if it could be posted more than once when an event is canceled that would be more helpful on those types of issues.

Discussion ensued concerning notifications of canceled events.

Vice-Chair Sackett asked when we change to the holiday banners on Ronald Reagan Boulevard.

Mr. Rinaldo replied it will be done very soon.

Discussion ensued about the banners on Ronald Reagan Boulevard.

Vice-Chair Sackett said it was nice to see how great the City did during the hurricane. She went on to talk about the issues she had and how they were resolved by the City and Duke Energy.

Vice-Chair Sackett asked about Chili Cook-Off tickets, if they were still online, and if ticket sales could stay open during the event so they do not have to deal with cash.

Mr. Rinaldo replied they are online and they can keep that link open during the event.

Discussion ensued concerning the tickets for the Chili Cook-Off.

Mr. Capizzi said that he has spoken with IT about getting an iPad so people can swipe cards.

Discussion ensued about getting an iPad for future events.

Member Rice asked for confirmation about the Chili Cook-Off tickets. She said if they do use the online ticket purchase site the day of the event they would only receive \$5.00 on that ticket not the \$7.00 if they walk up to pay. She said that is how she understood what Mr. Rinaldo was stating.

Discussion ensued about the ticket costs.

Mr. Capizzi said he thinks they have a good possibility of hitting ten (10) teams at least, if not more. He thinks it will be very similar to last year. They have teams come at the last minute and currently have at least nine (9) teams.

Vice-Chair Sackett commented on the speakers being fixed and said the recent concert was good but she did not know how the surrounding areas felt about its sound.

Mr. Rinaldo said the speakers that are at Reiter Park permanently are going to be used for Truck or Treat, the Opioid Awareness Event, and more of the stationary events. The bands bring their PA because they are all so unique.

Vice-Chair Sackett said she knows that this recent concert was a louder group, and wanted to know with our sound testing and the surrounding areas if there were any complaints that night.

Mr. Capizzi replied no. He said Mr. Rinaldo did tell the band about the bass. He noted they are in the process of purchasing another type of decibel reader that measures a different frequency that covers bass as well. He said they are managing it okay so far, but that is not to say that there will not be any complaints during or after the event season.

Discussion continued about the loudness of the music at Reiter Park.

Member Ray reported that she went to the concert as well and it was good. She said they were funny, they talked a lot about Altamonte Springs because they did not hire them or something. She said the mosquitoes were terrible.

Discussion ensued concerning the mosquitoes at Reiter Park and the band for the concert.

Member Ray said she put a lot of flyers out for the Chili Cook-Off. She said people are coming and she may have one (1) cooker. Someone asked her for more information and she gave them Mr. Rinaldo's contact information.

Discussion continued about preparing for the Chili Cook-Off, what still needs to be accomplished, and recruiting cooks for the Chili Cook-Off.

Vice-Chair Sackett asked if there was a way to have sound from the speakers at Candyland Sports Complex resonate more towards the backfield in the T-ball field area. There has been double parking going on by the playground, people are getting blocked in, and when they go to announce for the car to move you cannot hear it in those back fields.

Discussion ensued regarding the speakers at Candyland Sports Complex.

Member Coad reported she brought some things and does not know if any of the Board gets the Lake Mary Magazine but soon we will have our own Longwood Magazine. She hopes board members make sure to start getting the Longwood Magazine and you must call and register. She passed around some articles taken from the magazine and the Heroes Event is mentioned.

Member Coad attended the Beatles band concert and it was great. She said she went to Trunk or Treat and she thinks the guys told her that there were over 5,000 people in attendance. She spoke with several of the vendors, especially one that she is very close to. She commented on possibly putting some vendors in the back circle, the inside circle, there was nothing there this year, it was just open for walking. She asked if it was possible because of the lines to move something back there.

Discussion ensued about the placement of vendors and what is given out to the children at the Trunk or Treat event.

Member Coad asked again if all rescheduled or new events can be put on the calendar.

Member Coad asked if the staff thought more about the garage sale that was talked about.

Mr. Capizzi replied he has not worked on the garage sale.

Member Coad talked about having a larger advertisement for Celebrate the Season in the weekly newsletter that is sent out. She would like to see it detailed, including prices, and all

of the things they are doing to entice people. A picture or something would be good as well. She inquired about an event flyer to be included with the water bill.

Mr. Capizzi replied they did not do that this year.

Member Coad talked about gaining AdventHealth as a sponsor for Santa's Breakfast this year and thanked Mayor Morgan for his help. She asked what the total sponsorship was from AdventHealth.

Mr. Capizzi replied \$2,000.

Member Coad said we have upped the ante from last year but of course, the cost of the catering is up. She understands staff found a good caterer so the event is ready to go. She said they have to make the letters for Santa and put crayons and paper out on the tables to color.

Discussion ensued regarding other options to give to the kids at Santa's Breakfast as well as contacting McDonald's and possibly Culvers for giveaways.

Member Coad reported on Celebrate the Season. She happily informed the Board that we will be having two (2) live Reindeer at the event this year. She said she does not know how many children in Central Florida have ever actually seen a live reindeer. She thinks this will be exciting and it will certainly be very unique. They will most likely go where we have the pony rides close to the bathrooms.

Discussion ensued about the reindeer at Celebrate the Season.

Member Coad said we are going to have a lot of new things this year and she was so excited when they guys informed her about the reindeer because it has been a joke for so long. She knows what they used to cost and they had to be imported to the state on top of that. She said she has a list that has gone around for what Board members were going to volunteer for.

Discussion ensued about what Celebrate the Season volunteer opportunities are still open and the positions the Board Members have already signed up for.

Member Coad asked if staff ordered the items still needed for the prizes.

Mr. Capizzi replied yes.

Member Coad said she gave Mr. Rinaldo the Celebrate the Season "To Do" list and will go over that with him. She mentioned for entertainment they will have a snow maze, a train, the north pole rock wall, the fun slide, DJ Dennis, the laser show, and a Holiday Dance show. She asked about the stilt walkers.

Mr. Capizzi said the Prowlers are going to be there.

Member Coad asked if they were \$2,000.

Mr. Capizzi replied yes, for 45 minutes for the holiday theme, and advised Member Coad that they are professional dancers.

Member Coad said she did not know they charged. She confirmed the cost of the reindeer and asked if they are still within budget with all of the funds being raised.

Mr. Capizzi replied yes if we take revenue from sponsorship into account.

Discussion ensued concerning the cost to put on Celebrate the Season.

Member Coad asked if the lighting of the tree was at 6:00 p.m. or 6:30 p.m.

Mr. Capizzi said it will be at 6:15 p.m.

Discussion continued concerning preparations for Celebrate the Season.

Member Coad said she spoke with someone from CERT about doing food for the Celebrate the Holiday Concert and asked them to get with staff. She commented on adding something like ice cream or a pretzel man or something like that for the evening.

Member Carroll asked about tickets and said for the Chili Cook-Off they can pay online and asked if that was something they could do for Celebrate the Season as well.

Discussion ensued about using Eventbrite for the tickets at Celebrate the Season.

Member Coad asked the staff if they had heard from Ms. Dolan with WastePro about a \$1,500 donation.

Mr. Capizzi replied it is \$1,200, which is the top sponsor donation for Celebrate the Season and that is what they decided to donate. He elaborated and said WastePro was our sponsor for the Breakfast with Santa, but AdventHealth came in and offered \$2,000, which is going to help cover a good amount of the cost since expenses have risen significantly this year. He said we have a great caterer but they are certainly not cheap. He stated WastePro offered to do the top sponsor for Celebrate the Season which is \$1,200, and Orlando Health is also giving us \$1,200.

Member Rice asked about Duke Energy and stated they were a sponsor last year.

Mr. Capizzi said he would reach out to them again.

Discussion ensued about the current sponsors and getting sponsors for Celebrate the Season.

Member Coad asked if anyone else had anything on this event.

Chair Putz asked what time the train shuts down.

Member Coad said we are hoping to shut it down at 8:30 p.m. but we are not going to sell tickets after 8:15 p.m.

Member Rice said Member Coad mentioned painting parking spots and a Chalk Art Festival and advised Chair Putz that she would like to hear from him on the banner program under his report.

Member Coad said she would eventually discuss the Chalk Art Festival but said we have not carried that forward. It was just a general discussion and again it is something we want to do in cool weather and is going to have more discussions with Mr. Capizzi. In reference to painting in the parking lot, some work is going to be done in the parking lot so it would be better to wait until that is done before any ideas are brought in front of the Commission.

Discussion ensued about painting the parking spots.

Chair Putz said he did not have a report due to the hurricane and staff were busy with that so he put the veteran's thing on the back burner. He said he has decided to investigate it further to see how the first year went in the particular town that put them up. He does not know if they made money the first year since that was the initial year. He needs to get with staff and walk around and find the posts where we could potentially hang banners but he knew the staff was busy.

Member Coad asked when the decorations are scheduled to be installed at the park.

Mr. Rinaldo said they have already put all of the perimeter lights up around the pavilions and the bathroom. He said the next couple of weeks there will be more going up as it happens in stages.

Member Coad asked when their banners will go up on the walkway.

Mr. Rinaldo replied relatively soon that staff would be renting a lift to put banners up in the park.

Discussion ensued about the banners in the park.

Member Coad asked staff to have Mrs. Nieves find the ornaments.

Mr. Rinaldo replied they have them.

Member Coad requested a count of the ornaments.

5. STAFF REPORT.

Mr. Capizzi reported and asked the Board about moving the January meeting from January 3 to January 10. He said the Commission has canceled their first meeting and thinks it

would be a good idea to move this meeting back a week. He said he has checked with the Clerk to see if that was okay.

Member Rice said that will work for her.

Chair Putz asked if they are going to have a meeting and National Night Out.

Mr. Capizzi replied they will and the meeting will be on the 10th and National Night Out on the 17th.

Member Coad made a motion to move the January 3, 2023, meeting to January 10, 2023. Seconded by Vice-Chair Sackett and carried by a unanimous voice vote.

Mr. Rinaldo went over the upcoming events. This Saturday is the Community Health Fair, the Chili Cook-Off will be on November 12, 2022, with the Downtown Longwood Cruise-In Car Show, the Heroes Strong event will be on November 13, 2022, with David Rubin, the Senior Matinee on November 16, 2022, and the movie is *Marry Me*. He said the Longwood Arts & Crafts Festival is on November 19th and 20th and then the Movie in the Park is on November 19th. He will be announcing the movie for that this coming week and the Longwood Christmas Parade will be held on December 3, 2022.

Chair Putz asked about the Christmas Parade and if the staff got the Mustang Club to take the Commissioners.

Mr. Capizzi said they are asking the Mustang Club to come with cars but there is an issue with magnets on vehicles that designate who is in the vehicle. He stated he was sure the Mustang Club will participate in the event, we just do not know yet if they are going to be taking the Commissioners or not.

Chair Putz said he just participated in three (3) homecoming parades and the kids use painters' tape to adhere the name tag to the vehicle.

Discussion ensued concerning using painter's tape with a lightweight material instead of magnets for the cars in the parade.

Member Coad asked about the Chanukah Celebration and if it was going to be more controlled this year.

Mr. Capizzi replied yes. He said they are going to make sure the trash is cleaned up and thinks Rabbi Majesky did not count on the number of people that he had last year.

Member Coad asked if anyone had a question on the Statement of Revenue and Expenditures.

Member Rice said she sees that National Night Out spent \$80 and asked what that was for.

Mr. Rinaldo said he does not know and would have to look.

Member Rice asked if they ordered from Oriental Trading.

Mr. Rinaldo said we did order some necklaces, like the dog tags we have used in the past and that might be it.

Member Coad asked for a total breakdown of Truck or Treat by the next board meeting. She said that would be great so we can see what our candy costs are.

6. ADJOURNMENT.

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

Meeting adjourned at 8:16 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 12-06-2022

David Putz, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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