

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

**MINUTES
December 6, 2022**

Present: **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

Absent: **David Putz, Chair**
 Amanda Sackett, Vice-Chair

- 1. CALL TO ORDER.** Member Rice called the meeting to order at 6:34 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from November 1, 2022

Member Morgan moved to approve the minutes from November 1, 2022, as presented. Seconded by Member Carroll and carried by a unanimous voice vote with Chair Putz and Vice Chair Sackett.

4. BOARD MEMBER REPORTS.

Member Morgan reported and said she attended the Arts & Crafts Festival which was fun. She got her photo taken by Mr. Rinaldo when he was in the scissor lift. She also attended the parade.

Member Carroll did not have a report.

Member Rice reported and said she attended the Movie in the Park and it was very well attended. She said there were probably 75 – 100 people and it was a beautiful evening. The next day was the Fall Festival and for her, sadly it rained. She did get a couple of hours in under the umbrella to visit the vendors and they broke down around noon that day. She said she did not blame them with the forecast that they were looking at. She gave a shout

out to the Girl Scouts Troop 692. Their troop leader lives in her neighborhood and reached out to her asking if she could think of anything the girls could do in the community. She asked if they could collect donated books for the children for the Free Little Library and within about a week, they brought her a whole tub of early reader books. She has been putting a few books in every day at the Free Little Library at Candyland Park.

Member Rice said she is excited for this week and the Jazz Festival Concert on Thursday night and said she will attend that and Celebrate the Season on Friday night. She thinks we are looking at beautiful weather and she is sure Member Coad will talk a lot more about the latter event. She is very much looking forward to the new year and thinks January is going to be fun for them because we have the rescheduled National Night Out and the rescheduled Chili Cook-Off and she is hopeful that January allows us to re-open Arbor Dog Park. She wished all the Board Members and staff a Merry Christmas and said she thinks we have had a really good year despite some of the difficulties here and there. We have seemed to regroup and overcome the difficulties.

Member Ray reported and said she is glad everything has been rescheduled. She was really impressed with all of the stuff for the kids at the Fall Festival. She said she liked the bagpipes and how they kind of wandered around and played in all different places. She had a good time. She said she can't wait to go out to the Jazz Festival and that she has her elf hat and is ready to go for Celebrate the Season.

Member Coad reported and said she is going to start with the Chili Cook-Off. She said for the Chili Cook-Off she was not physically able to go to the Commission Meeting last night so she did ask Mayor Morgan to ask the other commissioners about putting a team into the cook off. She said she is hoping that we can get someone from the police department and fire department and in the past someone from administration did participate in our Chili Cook-Off. She said it is not too late for other members to find a sponsor which is what fills our coffers and/or another cooking team for that evening and we are looking forward to it. She said that maybe if Chair Putz is not tied up that night (since the date was changed) he can now work the event. She then inquired about Breakfast with Santa and asked staff if we have sold all of the tickets except for the ones we are holding.

Mr. Rinaldo said we are at 100.

Member Coad said for Santa's gifts this year she picked up gift certificates from McDonald's for a free dessert for Santa to give to all of the children and asked Mr. Rinaldo to hang to them so they don't get lost. She is really looking forward to the concert and excited that staff was able to pull it together. We were hoping to have different schools but this is a start and we will have food vendors and she thinks it is great to have holiday music in our park the night before our big event. She went on to discuss Celebrate the Seasons and saw the Incident Report provided by Mr. Rinaldo. She said she appreciates the timeline that was put on there. It is something we have always had in our heads and now it is here for everybody to look at.

Discussion ensued with regard to the Celebrate the Season event, the map for the event, the placement of vendors, the positions the Board Members will be working, the arrival of

the volunteers, the costumes and what is still needed, location of the snow maze, the cost of the tickets for the rides and if it is cash only, and the advertising for the event.

Member Coad said we have the 150th anniversary coming up with the city and the Commission has talked about wanting to do something. She asked the board when they might want to do an event and said that we need to consider the weather so we are not too hot. She asked if staff has any thought processes or feedback via the administration on that topic.

Mr. Capizzi said they have not heard anything on that topic. He said we can always hold that in conjunction with the 4th of July event and honor the city at the same time. He said we do have it in the budget for a new event so if we want to do a new separate event, we can do that as well.

Member Coad asked for everybody to think about that because we meet once a month and it is going to roll around quicker than we think so we need to think about putting it out there. She said she will talk with the Commissioner that put her on the Board. She feels that is the proper way for her to go about it and get his thoughts. She suggests that the rest of the Board Members talk to the Commissioner that put them on the Board as well. She said she tries to touch base with her City Commissioner that nominated her for the Board because lots of times they have thoughts or ideas that they would like presented here.

Mr. Capizzi said maybe this is something we have the Historic Society involved with too.

Discussion ensued with regard to an event for the city's 150th anniversary and how much is available in the new event line.

Member Coad talked about sponsorship and said her project takes a lot of money and she knows that and it comes at the end of the year. She said sponsorship really needs to start being pushed the first part of the year for all year with companies and have it lined up so we are not grasping for air at the end of the year or in our rush season trying to get hold of people.

Member Coad said she loves Member Rice's idea of having something every weekend for the 150th anniversary. She hates the thought of summer because it is so hot and rainy, but we talked a long time ago about wanting to do a little carnival again and why not make that part of one of our celebrations. She referenced that it made money when we did it. She asked if there were still good contacts out there for doing a carnival.

Mr. Rinaldo said the vendor who does the Fall Festival for us has about ten (10) times the amount of stuff that he brings out to the Fall Festival and he is based out Sarasota. He has actually approached us about a carnival day in the park. He said there would be no expense to us, they charge \$5 - \$10 for an all-day wristband for like four (4) hours and then we get a percent of the sales. He said that is something we can investigate as well.

Discussion ensued with regard to doing a carnival.

5. STAFF REPORT.

Mr. Capizzi said he has a few things he wanted to bring up to the Board. Last meeting Member Coad had wanted me to bring the cost of the adding additional fencing to the back of the dog park to the Board. He wanted to let the Board know he has obtained prices. We have finally received fencing costs and we do have a PO ready in the process for fixing all of the perimeter fencing, so as soon as Finance gets the PO churned out we can get a date and time from Randolph Outdoors for when they will be able to start the work. He said hopefully we will be able to get that done in December but it all depends on when we can get the PO and when they can schedule it. It should be done in January if not sooner. He said he did get an additional cost for fencing for doing the double gate that was talked about. The double gate system is where you open the gate, close that gate and your dog is in a waiting area, and then you open the second gate so you can get into the dog park. He said this has to be done at a dog park so dogs don't get out or something doesn't get in, just as a precaution. We are looking to do that same type of gate that was brought forward by a Commissioner in the back of the park towards the end of Grant Street, closer to the Skylark subdivision entrances. The total to install the double gate came to \$2,900.00.

Discussion ensued with regard to the double gate at the back of the park and the cost of the fencing repair.

Member Coad made a motion that the \$2900.00 needed to make a new exit/entrance in the dog park should not be completed based on safety, traffic and budget. Seconded by Member Ray. No discussion. Motion carried by a unanimous voice vote with Chair Putz and Vice Chair Sackett.

Member Rice asked how this will be taken to the City Manager or Commission.

Mr. Capizzi said he will present it to the City Manager first and see what he would like to do with it and then he might use his discretion to speak to the Commissioner who would like to do it and go from there. He said he will ask him first and see what route he wants to go.

Member Rice asked Mr. Capizzi if he would let them know.

Mr. Capizzi said yes. He updated the Board on the grants and said we are arriving at the end of the FRDAP grant process in that we have done everything with Smallworld Park and Candyland Park. He said unfortunately we are not going to be able to put a light in right now over by the west end of the skate park because it came out to \$10,000.00. He went on to explain what has to be done to get this accomplished. He said after the new year we are going to get started with the Shadow Hill Park FRDAP project and will replace the sails and the decking on some of the equipment.

Member Rice asked about the grant Mr. Capizzi applied for regarding the Community Building.

Mr. Capizzi said we are not eligible for it but we do have the money allotted in the Capital Improvement plan for the floors as well as the siding. He said the main reason we did not

qualify is because we are renting it out. He went on to explain what the grant writer said about trying to get this grant.

Member Coad asked if we were going to just paint the siding on the Community Building.

Mr. Capizzi said no we are going to totally replace it.

Discussion ensued with regard to the siding and the flooring at the Community Building.

Member Coad asked where we are status wise on the fountain in the pond at Reiter Park.

Mr. Capizzi said he has to get with Chris Kintner on that in order to determine what he is able to utilize fund wise. Shad Smith gave him a fountain book and said the fountain off Oleander would not be large enough and that they would need more of an industrial strength one at Reiter. He said the ducks sit on the Oleander fountain and have already broken it so they have had to have it repaired a couple of times. We'll need something hardier because we have a lot of ducks over at Reiter. He said we just had the portables tented for termites and that worked out well and everybody was able to re-enter the units last Friday.

Mr. Rinaldo said for the upcoming events we have Celebrate this Friday, the Cruise-In this Saturday, Breakfast with Santa December 17th. He said we do still have about forty (40) tickets left and he recommends anyone who wants to go purchase a ticket this week. It does sell out every year. He said the Senior Matinee is on December 21st and the movie will be *Last Holiday*. Movie in the Park is on December 19th and the movie will be *The Polar Express*. We also have the Jazz Concert this Thursday as well at 7:00 p.m. He said he gave out the Truck or Treat synopsis. We had over twenty-five (25) stops for the kids to check out and we did end up spending more on candy. Chris and I talked about next year, raising the vendor fee and eliminating the \$75 option because we end up giving candy to everyone because they always run out.

Discussion ensued with regard to the fees for Truck or Treat and the event in general.

Member Rice asked if anyone had any questions on the 131 Fund.

Member Coad said she did not get to look at it.

Member Rice said she wished we would receive it before tonight so that we really could study it. She said she will take it home and study it.

Discussion ensued with regard to the changes in the 131 Fund.

Member Rice asked about the Car Show and the Farmer's Market and said she knows in the past we have always allowed one (1) non-for-profit organization to set up without charge and asked if we are still allowing that.

Mr. Capizzi said yes, absolutely. He said once in a while we will still get a \$35 vendor for the car show. He said not the Farmer's Market, the car show.

Member Rice asked why not the Farmer's Market because we used to allow that at the Farmer's Market.

Discussion ensued with regard to a non-for-profit vendor at the Farmer's Market. Mr. Capizzi requested Member Rice provide him the contact information to the potential non-profit vendor that she was talking about if she wanted to.

Member Coad asked if they received \$1,500.00 in sponsorship for the Christmas Parade this year or did they have no sponsors this year.

Mr. Capizzi said we did not have any sponsors.

Discussion ensued with regard to sponsors for the Christmas Parade.

Member Coad asked if at Breakfast with Santa, could we could have some kind of signage for the sponsors.

Mr. Capizzi said yes, he has already spoke to Mr. Rinaldo about it.

Member Coad said when we do our certificates that everyone should be recognized and that we need to pick the Commission meeting that we want to recognize sponsors so people can have notice.

Member Rice reminded the Board that our January meeting is delayed a week and it is the meeting that we will be taking nominations for Chair and Vice Chair. She encouraged anyone that has not done it to be brave and decide to just jump on in and fill a position. She wished everyone a Merry Christmas and a Happy New Year but said she will see everybody before that on Thursday and/or Friday.

6. ADJOURNMENT.

Member Coad moved to adjourn. Seconded by Member Ray and carried by a unanimous voice vote with Chair Putz and Vice Chair Sackett absent.

Meeting adjourned at 7:45 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 1-10-2023

David Putz, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary