

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

**MINUTES
October 9, 2023
6:30 P.M.**

Present: **Larissa Morgan, Chair**
 Judi Coad, Vice-Chair
 David Putz, Member
 Amanda Sackett, Member
 Lori Rice, Member
 Rhubson (Rub) Osmin, Member
 Chris Capizzi, Leisure Services Director
 Ryan Rinaldo, Recreation Manager
 Donna Alt-Bowes, Recording Secretary

- 1. CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTIONS ITEMS**
 - A. Approve Minutes from September 5, 2023 Meeting**

Member Sackett moved to approve the September 5, 2023, minutes as presented. Seconded by Vice-Chair Coad and motion carried by a unanimous voice vote.

4. BOARD MEMBER REPORTS

Vice-Chair Coad congratulated Member Rice on National Night Out and said it was a great event. She reported on the Christmas Concert and the Tree Lighting event and said it should be a great event and she hopes to have good weather. A food vendor has not yet been discussed. Regarding Santa's Breakfast, they have their Santa and Mrs. Claus, and everything is done and the event should go well. She has seventy-five (75) Culver's gift cards for the children as a giveaway for the event. She went over what has been confirmed for Celebrate the Season and what still needs to be done. She also requested Board Members to help at the event.

Discussion ensued with regard to volunteers, the sale of tickets, what it takes to put on Celebrate the Season, and sponsorship for all events.

Member Osmin had no report.

Member Putz asked about the Armed Forces and First Responder Banner Program and asked if the change was made to the flyer.

Mr. Capizzi responded that the change had been made and the new flyer was on the website.

Member Putz asked about having a representative from the Parks and Recreation Board in the Christmas Parade and would be willing to volunteer his Corvette.

Discussion ensued about having two Members in the parade and the vehicle that is going to be in the parade. It was decided that Members Osmin and Member Sackett would ride in the Corvette for the parade.

Member Sackett reported the first Halloween Dance for families and teens has been scheduled for Wednesday, October 25, 2023, from 6:30 p.m. until 8:30 p.m. Tickets are available online and there will be a costume contest. The cost of the tickets will be \$8.00 and children age of sixteen (16) and under will need to be accompanied by an adult.

Discussion ensued regarding to the Halloween Dance along with the capacity allowed and requirements.

Chair Morgan reported that National Night Out was a great event and she attended the Battle of Food Trucks. She will be meeting with staff on Wednesday the 25th to start planning the 2nd Annual Walk for Autism event and wanted to secure the date of Saturday, April 27, 2024.

Member Rice thanked staff for promoting the events on social media, the Members of the Board, Mayor, and Commissioners who attended National Night Out as a volunteer to serve the community. She asked the Board to reference the 131 Fund in the Agenda Packet and said the numbers looked good.

5. STAFF REPORT

Mr. Capizzi reviewed the upcoming events for the remainder of the year. He mentioned the Community Services Beautification Project and that there will be Sabal Palms delivered on Monday the 16th, and on Tuesday the 17th, the landscape foliage will be installed by staff, Dix-Hite employees, and members of the Florida Wildlife Foundation. The portables where his office is located are being painted. He advised that members from a volunteer group from Northland Church came out to assist in the spreading of the pine straw at Reiter Park the past weekend. He reported they were approved to purchase a Kubota Tractor to assist in future projects. Quotes have been secured for painting the Community Building and being able to paint the vinyl siding will save money compared to replacing the siding altogether.

Mr. Capizzi reported that the Community Building revenue has been great, around \$143,000 for fiscal year 2022/2023. He noted they currently have more sponsorship at this time than last year and anticipates that to hold true for Celebrate the Season. He reported the bench swing will be in before Celebrate the Season. He thanked the Board for the assistance with the purchase of the new aluminum tables that were on display at National Night Out. The Shadow Hill project is nearly complete, and there have been a few repairs at Candyland Sports Complex due to a storm a few weeks ago. There was damage to the backstop on one of the fields and a few pole lights. He submitted the paperwork for two (2) FRDAP Grants for \$50,000 each, one for Sandalwood Park and the other for Candyland Sports Complex. Once the Notice of Commencement is received they can start on those two (2) projects. The City Commission approved putting up a second Christmas Tree, and it will go on Ronald Reagan Boulevard just south of the intersection of West Church Avenue and Ronald Reagan Boulevard. He noted the old tree would go along Ronald Reagan Boulevard, and the new tree would be at Reiter Park. The CGI banners are starting to go up. He noted they were getting put up in the wrong, and staff called to advise them of the situation. The banners were manufactured incorrectly, the grommets were installed incorrectly, and the situation has been remedied.

Discussion ensued regarding the banner contract, the installation of the decorations and lights for the holiday season, the cost of the new Christmas Tree, and whether or not a decision has been made with regard to having a carnival.

Mr. Capizzi responded they are looking to combine the carnival with the Pirate Seafood Festival or have the carnival on its own weekend and change the name of the festival.

Mr. Rinaldo reviewed the synopsis for National Night Out. He also advised that all of the vendors from National Night Out are sent an email to alert them to other events taking place and the opportunity to sponsor or participate in one of them.

Discussion ensued regarding National Night Out and making sure there was enough money to continue to put on the event if hot dogs, buns, and water are not donated in the future.

Member Rice asked about the bingo game.

Mr. Capizzi responded that the bingo game is something that the Community and Media Relations Manager person is working with the local businesses on and explained to the best of his knowledge how the game works.

Discussion ensued on how to play the bingo game and how to get the card.

Member Rice asked if a Board Member was working with staff on the Barkfest event.

Mr. Capizzi responded no Board Member is working with staff for Barkfest, and the event will be held on December 16.

Vice-Chair Coad asked about the damage at Candyland Sports Complex and if it was turned in to the insurance company.

Mr. Capizzi responded that the staff was able to make all repairs.

6. ADJOURNMENT

Vice-Chair Coad moved to adjourn the meeting. Seconded by Member Osmin and motion carried by a unanimous voice vote.

Chair Morgan adjourned the meeting at 7:44 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 11-07-2023

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary