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

MINUTES
January 16, 2024
6:30 P.M.

Present: **Larissa Morgan, Chair**
Judi Coad, Vice-Chair
David Putz, Member
Lori Rice, Member
William "Bill" Overbeek, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

Absent: **Amanda Sackett, Member**

1. **CALL TO ORDER.** Chair Morgan called the meeting to order at 6:31 p.m.
2. **ELECTION OF OFFICERS**
   A. **Chair.**

      Member Putz nominated Larissa Morgan. Seconded by Member Rice

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

   B. **Vice-Chair.**

      Member Rice nominated Judi Coad. Seconded by Chair Morgan.

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

3. **PUBLIC INPUT.** None.
4. **ACTIONS ITEMS**
   A. **Approve Minutes from December 5, 2023 Meeting**

      Member Overbeek advised that he was not listed as present on the minutes and asked that they be changed.

Vice-Chair Coad moved to approve the December 5, 2023, minutes with the corrections of Member Overbeek listed as present. Seconded by Member Overbeek, and the motion carried by a unanimous voice vote with Member Sackett absent.

B. Chili Cook-off

Mr. Capizzi passed around the sign-up sheet to the Board, and it was also emailed. He reviewed the volunteer positions needed and the Chili Cook-off's date, time, and location. He also provided an overview of the event for Member Overbeek.

Discussion ensued about the cookers, sponsors, judges, and use of the kitchen, and restrooms.

5. BOARD MEMBER REPORTS

Member Putz reported that he hung up the banner he had made for his father over Christmas and received many inquiries about it. He brought up the banner program for the first responders and military and asked what the program's status is now. He still feels the banners need to be in the parking lot of Reiter Park.

Mr. Capizzi responded that the City Commission approved banners at Candyland Sports Complex but did not choose Reiter Park.
He noted they are still going to advertise the program and see if there is interest for May. There was no interest from November through May. It was suggested that information about the program be on display and available at the Chili Cook-off.

Member Putz discussed installing a handrail at the steps on the back side of the amphitheater at Reiter Park and passed around a photo of the area. He felt a handrail would be helpful for older individuals.

Discussion ensued about the type of handrail and whether it should be placed on the sides or in the middle of the steps. Mr. Capizzi would look into this further.

Member Putz advised staff that a cable was missing or in need of repair at Reiter Park.

Mr. Capizzi advised that it has been repaired.

Vice-Chair Coad went over the synopsis for Breakfast with Santa and Celebrate the Season that was provided to the Board Members. It was noted that forty-nine (49) letters to Santa were received at the Breakfast with Santa event. Between both events, two hundred (200) letters from Santa were sent out to children, and Mrs. Alt-Bowes was thanked. She noted that between 6,000 and 8,000 people were in attendance at the Celebrate the Season

event. She reviewed the sponsorship money received, ticket sales, and food trucks. She also reported that the night before, during the City Commission meeting, the certificates for those who sponsored and volunteered at the events were handed out, and those not in attendance would have theirs mailed.

Discussion ensued regarding both events, ROTC and the Honor Society's participation, volunteers and their placement for the events, ticket sales and lines, and changes that may need to be made for the event season.

Vice-Chair Coad asked staff if there would still be an Easter Breakfast event.

Mr. Capizzi replied yes.

Chair Morgan reported on the Longwood Luau event. The event is being promoted, and vendors are needed. Horsepower Ranch prepared a flyer, which Mr. Capizzi will send to the Board Members.

Discussion ensued regarding what type of vendors would be needed for the Longwood Luau and the Autism event.

Chair Morgan asked staff if Barkfest had been rescheduled.

Mr. Capizzi responded that it had not and that they would wait another week or so. He said they were waiting for Longwood Babe Ruth to wrap up their registration so they knew when their season would end.

Discussion ensued about changing Barkfest into a different kind of event due to a lack of community involvement and multiple vendor cancellations.

Member Overbeek reported that he went to all the parks to familiarize himself with them and advised staff that a tree fell on a fence at Sandalwood Park. He said the parks were in good shape.

Mr. Capizzi advised that they are getting quotes to repair the fence at Sandalwood Park.

Discussion ensued regarding the pocket parks within the City and what needs to be replaced or repaired at the different parks.

Member Rice reported that the entertainment, One School of the Arts, at Celebrate the Season was fantastic and we were blessed to have them.

Discussion ensued about having One School of the Arts attend some other events.

Member Rice congratulated Chair Morgan on her re-appointment to the Board. She said she hopes our new Board Member, Erin Keefe, whom Mayor Boni appointed, can join us next month. She advised the Board that the Community Building got a new range and said she had spoken with Mr. Capizzi and was aware that he and other staff were following up on the Pennies for Parks. She hoped next month there would be an update. She said the Cuplet Fern Society was looking for volunteers to install the Sunshine Mimosas donated at Candyland Sports Complex on February 3, 2024. She said that a few weeks after that, there would be a native plant sale at the Extension Center. She advised that she did report vandalism to the police department that was seen on the trail and to the bike repair station.

Discussion ensued about the vandalism, graffiti, stolen items from the bike repair station, and the length of the trail by the Dog Park.

6. STAFF REPORT

Mr. Capizzi advised that the Movie in the Park would be on Friday, January 19, 2024. The movie will be *Minions: The Rise of Gru*, the Senior Matinee was going to be on January 17, 2024 and will be *The Retirement Plan* and he went over the upcoming events list and the Food Truck Battle the past weekend. He reviewed the synopsis for the Arts and Crafts Festival and the Christmas Parade.

Discussion ensued about the Christmas Parade.

Mr. Capizzi said the sign had been installed in front of Community Development to let people know what material was planted in that area. He said there are also two (2) benches there now. He advised the Board that Patrick McFadden, the President of Longwood Babe Ruth, and the company he works for donated a 30' scissor lift to the Parks Department. The City was very grateful for the donation. He said they also have a new paint sprayer and will paint all fence poles around the backstops at Candyland Sports Complex. He advised the Board where the Sunshine Mimosas will be going at Candyland Sports Complex and that a sign has been made for that area thanking the Cuplet Fern Society for the donation. He advised the Board that they are finishing up the laser leveling of the fields at Candyland Sports Complex because Longwood Babe Ruth has a skills assessment this weekend. He said they are looking to contract with someone to provide pickleball instruction for children at Candyland Sports Complex. He advised that individuals of all ages were playing pickleball. He will work on a contract next week, and then they can advertise. He advised that they would be wrapping up the third quote for the Community Building exterior painting and explained that they would be painting the siding and not replacing it since the siding was in good condition. He said the revenue for the Community Building has gone up steadily.

Member Rice said she saw the Great American Camp Out has been moved to the Spring and a Longwood Jazz Festival. She asked if the Jazz Festival was an inaugural event.

Mr. Capizzi replied no. He said that was Lyman High School's event, and they did this last year.

Mr. Capizzi said the Longwood Pirate Days would be in February, and it was coming along nicely.

Discussion was held regarding the Longwood Pirate Days event and some of the changes made.

Member Rice advised staff of the comments made at the City Commission Meeting and the cost of food and drinks.

Discussion ensued about the cost of the Food Trucks and the possibility of having them do a lower-cost item, value meal, or kids' item.

7. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 8:03 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 02-06-2024

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Larissa Morgan, Chair

ATTEST:

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Donna Alt-Bowes, Recording Secretary

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