

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

**MINUTES
November 7, 2023
6:30 P.M.**

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

Absent: Rhubson (Rub) Osmin, Member

- 1. CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m. and advised Member Osmin would be absent from the meeting.
- 2. PUBLIC INPUT.** None.
- 3. ACTIONS ITEMS**

A. Approve Minutes from September 5, 2023 Meeting

Vice-Chair Coad moved to approve the October 9, 2023, minutes as presented. Seconded by Member Sackett and motion carried by a unanimous voice vote with Member Osmin absent.

4. BOARD MEMBER REPORTS

Member Putz reported and provided pens for the 25th anniversary of Judy's Dolls to all Board Members and staff. He provided photos he took of Reiter Park to the staff and discussed each photo as he passed them out. He asked staff about the Armed Forces & First Responder Banner Program status because his check was still outstanding.

Mr. Capizzi responded that the Armed Forces & First Responder Banner Program was not moving forward due to a lack of interest. He would shred his check and keep the Board advised of any future interest in the program.

Vice-Chair Coad expressed her disappointment with the location of the banners and not visible to the public. She stated it was hard to get the paperwork needed to prove that you, or the person the banner was for, was honorably discharged from the military.

Discussion ensued about the Armed Forces & First Responder Banner Program.

Vice-Chair Coad congratulated Member Sackett on a successful Halloween Dance. She advised the Board that Breakfast with Santa, the Concert in the Park, and Tree Lighting are ready to go. She advised the Board of the volunteer positions still available for Celebrate the Season and reviewed the duties required for each position. She shared which food trucks would be in attendance and the schedule of events.

Discussion ensued concerning when the event will start, the closing of the games and the line for Santa and Mrs. Claus, the sponsorships to date, how Mr. and Mrs. Claus will be arriving at the park, the volunteers for the games, costumes, Santa's letters, the ticketed rides/games, time for volunteers to arrive at the park, how tickets will be available for purchase and signs for the tickets.

Vice-Chair Coad made a motion to provide Santa a gift card in the amount of \$150.00 for the events that he participates in. Seconded by Member Putz and motion carried by a unanimous voice vote with Member Osmin absent.

Member Sackett reported that she was re-appointed to the Board and would continue serving the community. She said the Halloween Dance was a success. She said she was looking forward to all of the events that are coming up and advised the Board to keep an eye out for cooks for the Chili Cook-Off.

Chair Morgan reported that she was not able to attend the Trunk or Treat but that she heard it was a success. She also heard from Mayor Boni that the Halloween Dance was a success. She advised the Board that they had their first meeting for the Autism event and it would be kept to the same amount of time, which was two (2) hours.

Discussion ensued about vendors, banners, shirts, and the date for the Autism event.

Member Rice reported she was looking forward to all of the events and asked about Barkfest. She asked staff to give an update on that event during their report. She advised staff that she heard some big changes may come to the dog park over the next couple of years. She said the parks are looking great and that Reiter Park has been the best maintained in the past year regarding the landscaping.

Discussion ensued concerning invasive weeds and trees that are growing at Reiter Park.

5. STAFF REPORT

Mr. Capizzi reviewed the upcoming events and advised that the Senior Matinee would be Oppenheimer. He said the decorations started going up last Friday and have been completed as of today. He said the trees should arrive within the next couple of weeks.

Discussion ensued regarding when the banners would be installed at Reiter Park and County Road 427.

Mr. Capizzi continued reviewing the upcoming events and advised the Board on how things were set up for the Truck or Treat event and what vehicles were present.

Discussion ensued about the World War 2 Armor vehicles brought to Truck or Treat and if the vehicles could be brought out for other events to commemorate Veterans' Day or Memorial Day.

Mr. Capizzi advised the Board that there is information online for Light Up Longwood. He advised the Board that everything was going well at Community Development and that they would be untying the tops of the sabal palms this week. He explained to the Board what was being done to take care of the weeds and the plant material installed at Community Development and discussed replacing the benches there. Shadow Hill Park has been completed. He advised the Board that they would meet with the carnival people in mid-November about possibly doing a carnival in the Spring and that the new fountains had been installed at the Dog Park. He advised the Board that there was no synopsis available for the Truck or Treat event but that they would forward it to the Board and discuss it at the next Board meeting as soon as they had one.

Member Rice asked staff if there were many vendors for Barkfest at this time.

Mr. Rinaldo responded that he has a database of about forty (40) organizations that have participated in the past. They have all been contacted via email three (3) times now, and he was going to start calling them. He said he has had a lot of interest, but only one (1) person has returned the form as of now.

Discussion ensued with regard to Barkfest and the Cutest Dog Contest.

Vice-Chair Coad asked if any funds were available for the fountain at Reiter Park.

Discussion ensued about adding a fountain at Reiter Park, the bubblers currently in the pond, and the algae in the pond.

Member Putz asked about the Parks and Recreation Advisory Board vehicle in the Longwood Christmas Parade.

Discussion ensued about the representation of the Parks and Recreation Advisory Board in the Longwood Christmas Parade.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 7:38 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 12-05-2023

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary