

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

**MINUTES  
February 6, 2024  
6:30 P.M.**

**Present:** Larissa Morgan, Chair  
Judi Coad, Vice-Chair  
David Putz, Member  
Lori Rice, Member  
William “Bill” Overbeek, Member  
Amanda Sackett, Member  
Erin Keefe, Member (arrived 6:36 p.m.)  
Chris Capizzi, Leisure Services Director  
Ryan Rinaldo, Recreation Manager  
Donna Alt-Bowes, Recording Secretary  
Michelle Longo, City Clerk

- 1. CALL TO ORDER.** Chair Morgan called the meeting to order at 6:31 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTIONS ITEMS**

**A. Approve Minutes from January 16, 2023 Meeting**

Vice-Chair Coad moved to approve the January 16, 2024, minutes. Seconded by Member Sackett and motion carried by a unanimous voice vote with Member Keefe absent.

**B. Chili Cook-off**

Mr. Capizzi provided the Board with an update on the Chili Cook-Off and reviewed the number of cooks, the volunteer positions, ticket sales, and the event's date, time, and location.

Discussion ensued about the Chili Cook-off event.

Member Keefe arrived, and Ms. Longo, the City Clerk, introduced her to the Board.

**4. BOARD MEMBER REPORTS**

Member Rice reported that she and twenty (20) others volunteered with the Cuplet Fern Native Plant Society at Candyland Sports Complex to install the mimosa strigillosa. She contacted the Finance Director to receive current information about the Pennies for Parks Program and will discuss that further under the Staff Report for the 131 Fund. She advised that the Raven Park area now has a safety fence around the Public Works lift station, and the signage still needs to be replaced. She asked that staff update the Board under their report on the bike station parts and the family-friendly menu items for Food Trucks.

Member Overbeek no report.

Chair Morgan wanted to encourage Board Members to volunteer, and she loves that the new members are excited to volunteer and that Member Keefe has already stepped up to the plate with the Barkfest event. She asked staff how many vendors were confirmed for the Autism event.

Mr. Rinaldo replied that there are approximately fifteen (15) vendors confirmed.

Chair Morgan advised that she does have ten (10) more vendor forms and was trying to get the vendors to send them back.

Discussion ensued regarding the Autism event.

Chair Morgan said she was sending vendors to the promoter of the Longwood Luau and asked if they should be meeting with them.

Mr. Capizzi replied that he wanted to meet with them about a month before the event to go over logistics for the Longwood Luau.

Discussion ensued about the vendors for the Longwood Luau.

Member Sackett no report.

Member Keefe no report.

Vice-Chair Coad welcomed Member Keefe to the Board. She stated she had given Mr. Rinaldo information that she had collected from the Fall Festival for the Barkfest event. She said she was looking forward to volunteering for other events since all of her events are completed. She said the lower cost of food items was brought up again at the Commission meeting last night.

Member Putz brought up the banner program for the first responders and military and asked the Board Members to help him sell banners. He provided all of the Board Members with the information for the program and advised that Mayor Boni was also helping spread the information.

Discussion ensued about the banner program and generating more interest in the program.

## **5. STAFF REPORT**

Mr. Capizzi reported that the Senior Matinee was going to be on February 21, 2024, and will be *Sound of Freedom*. He reviewed the upcoming events list and discussed the layout and vendors for the Pirate Day event on February 24 and 25. The Orlando Prowlers would be there on February 24 in the evening for their tryouts. He said he spoke with Sandy and Mark from Cuplet Fern Native Plant Society, and they are interested in doing some work with staff at Reiter Park. He advised that they are still looking into the center rail for the stairs at Reiter Park. He said Northland Church would be doing their Reiter Park Service Day in March and spreading the pine straw throughout the park. He said they have looked into the tools for the bike station and, unfortunately, will have to replace the whole station if they want to add new tools.

Mr. Rinaldo reported that he spoke with Kathy from Kat's Food Trucks. She is the food truck promoter who organizes all the insurance for the trucks and inspections. When she sent out her mass email to the trucks, he asked her to include that the City was requesting affordable food options such as \$10 items and \$5 or below items. He said that moving forward, that will be considered when they request trucks. At the next Food Truck Battle, he will do a little survey of the new items for each truck. They will see how well that works and evaluate from there. He said Kathy was attuned to their request to provide more affordable food options.

Mr. Capizzi said they have a good contact with the hotdog cart, which does offer snacks, other items, and hotdogs.

Member Rice asked about having a list of times for performances at events such as the Longwood Luau and the Pirate Day events.

Discussion ensued about having a program list for the events.

Mr. Capizzi advised that they have been doing maintenance work on the Community Building and getting the quotes together. He updated Member Keefe on what updates are taking place at the Community Building.

Discussion ensued about the maintenance taking place at the Community Building.

He said that Member Keefe will be talking with staff regarding the dog-related vendors for Barkfest.

Discussion ensued regarding new ideas, vendors, and locations for Barkfest.

Mr. Capizzi reviewed the 131 Fund and the Pennies for Parks/Round Up Program. He advised that they do not have access to this account line and have to go to the Finance Department and request a printout of this line item.

Discussion ensued about the Pennies for Parks/Round-Up Program, how it works, and what the funds can be spent on. Discussion was also held regarding the impact fees from Community Development, how much money there was in the fund, and how it could be spent.

## **6. ADJOURNMENT**

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

Chair Morgan adjourned the meeting at 7:35 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 03-05-2024

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Larissa Morgan, Chair

**ATTEST:**

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Donna Alt-Bowes, Recording Secretary