

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

**MINUTES
March 5, 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

- 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 February 6, 2024 Meeting

Vice-Chair Coad moved to approve the February 6, 2024, minutes. Seconded by Member Sackett and motion carried by a unanimous voice vote.

4. BOARD MEMBER REPORTS

Member Rice had no report.

Member Sackett attended the Chili Cook-Off and the Pirate Festival and had a great time.

Member Overbeek apologized for missing the Chili Cook-Off and asked staff what the oval field at Candyland Sports Complex was.

Mr. Capizzi replied that it was a practice field for baseball, softball, and futsal.

Member Keefe had no report.

Vice-Chair Coad thanked the Board Members who were able to work the Chili Cook-Off. She reported that it was a nice crowd, a good evening, and the weather was perfect. She has contacted Dan Langley regarding the sponsorship for the Chili Cook-Off. She asked the staff to provide him with the sponsorship package and advised that we would receive his sponsorship money. She attended the Pirate Day and spoke with Mr. Capizzi and Mr. Rinaldo about getting one of the vendors at the Celebrate the Season event instead of the petting zoo. She advised that the Commission thought the attendance was so-so, but other events were going on the same day, which are unknown at the planning stages. She thanked Mr. Capizzi and Mr. Rinaldo for their work at the Pirate Day Festival and for helping at the Chili Cook-Off.

Member Putz asked about the Longwood Luau and the sound system at the park.

Mr. Capizzi replied that staff rent the sound equipment for that event.

Discussion ensued regarding the music for this event, albums he found in his collection of a Hawaiian singer, and the speakers at the park.

Chair Morgan reported that she attended the Pirate Festival, and the kid zone was excellent. She felt that many families were happy. She advised Member Putz that she wanted to work with him on the Armed Forces/1st Responder Banner Program.

Discussion ensued about the application online, adding the link for the DD-214, meeting with David Rubin about the program, getting it on social media, and options for individuals who want to keep their banner up for an extended period of time.

Chair Morgan reviewed the vendors for the Autism Awareness and Inclusion Walk and asked staff to send the email again.

Discussion ensued about getting vendors for the Autism Awareness and Inclusion Walk and shirts for the event.

5. STAFF REPORT

Mr. Capizzi reported that the Senior Matinee would be on March 20, 2024, and will be *Sound of Freedom*. He reviewed the upcoming events for March. He said Longwood Babe Ruth had 348 sign-ups this past spring, that there were small improvements made at the field, and that they purchased batteries for the new lift. Staff was landscaping at Reiter Park this month while not many events were taking place, and Mr. Capizzi explained what was being done. He advised the Board that they have been approved for two (2) additional FRDAP grants. He would not receive the paperwork for another couple of weeks to start the process of receiving the monies and determine what repairs/improvements the funds would go towards.

Member Sackett asked if the banners were only for Americans or if Canadians could purchase a banner.

Mr. Capizzi responded that it would be okay for Canadians to purchase.

Vice-Chair Coad asked about the status of the Great American Camp Out.

Mr. Rinaldo replied that the application went live yesterday. He emailed the past participants, and ten (10) new people asked about it, and they received the application.

Discussion ensued about the vendors, movie, and cost for the Great American Camp Out.

Mr Rinaldo reviewed the synopsis for the Chili Cook-Off and the Pirate Festival.

Discussion ensued about the kid zone at the Pirate Festival.

Member Rice asked if there was a business team that did not make the event and if they were listed on the synopsis.

Mr. Rinaldo explained why they were not listed on the synopsis.

Discussion ensued about the bar payment, the sponsors, where the event money goes, and the tie-breaker rule for the Chili Cook-Off.

Mr. Capizzi advised that the current budget shows impact fees at \$12,164.00. Since the beginning of the new fiscal year, they have gained an additional \$3,216.00, for a total of \$15,380.00 in impact fees. He noted the funds towards fountains for the ponds at Reiter Park. He has a meeting with a gentleman who owns a fountain company this week to obtain pricing for the fountains at Reiter Park.

Discussion ensued about the fountains at Reiter Park.

Member Rice said the breakdown for each department regarding the impact fees was given at the Commission meeting last night but she does not have those numbers.

Mr. Capizzi explained what the impact fees can be used for.

Member Rice asked about the 131 Fund report and how the money was spent for the Miscellaneous Events and the New Events.

Mr. Capizzi responded that those monies were used towards other events such as Celebrate the Season and Truck or Treat.

Discussion ensued regarding the monies in the 131 Fund and how they could and were used for other events.

Member Rice asked for an update on the preparations for Summer Camp.

Mr. Capizzi advised that they signed the paperwork for using the Historic Civic Center last week. He explained to the new Board Members that they use the Historic Civic Center for Summer Camp, which is convenient for the park and the Community Building. He advised that Mr. Knowles, who has been their Camp Director for several years, would be the Camp Director again. Staff was currently looking for Camp Counselors.

Discussion ensued about field trips for Summer Camp.

Mr. Capizzi advised that Summer Camp's cost may increase slightly per child.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 7:29 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 04-02-2024

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary