

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

**MINUTES
April 2, 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
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

Absent: Erin Keefe, Member

- 1. CALL TO ORDER.** Chair Morgan called the meeting to order at 6:29 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTIONS ITEMS**

A. Approve Minutes from March 5, 2024 Meeting

Vice-Chair Coad moved to approve the March 5, 2024, minutes as presented. Seconded by Member Sackett and motion carried by a unanimous voice vote with Member Keefe absent.

4. BOARD MEMBER REPORTS

Vice-Chair Coad reported that she heard good reviews about the Easter Egg Hunt from the City Commission Meeting. She has not received the inventory report from Celebrate the Seasons and needs to know what inventory she has from the staff. She asked if the sponsor check from attorney Dan Langley for the Chili Cook-Off was received.

Mr. Capizzi responded that the check was received.

Vice-Chair Coad asked if staff had contact with anyone regarding the fountains in Reiter Park.

Mr. Capizzi responded that he had a fountain company, Lake Fountains, provide a couple of different quotes. He provided an overview of the company and the options for two (2) different fountains, including the cost for both options. He noted that the smaller option had an estimated cost of \$11,500, and the larger option had an estimated cost of \$17,500. Then, there would be an additional cost for the electrician.

Discussion ensued, and questions were asked about a warranty, 2-horsepower and 5-horsepower fountain options, spray heights, and having a timer.

Member Putz asked Mr. Rinaldo how it would be handled if people had issues getting documentation for the Armed Forces and First Responder Banner Program and explained his issue as it related to deceased members of the military.

Discussion ensued about the special circumstances, like getting discharge papers and how staff would handle them for the Armed Forces and First Responder Banner Program. Mr. Rinaldo reported that currently, they have four (4) flags.

Member Putz talked about playground equipment, including a swing set he saw online. He passed around pictures of the equipment to the Board Members and discussed the liability of some of the equipment. He asked Mr. Capizzi if he ever reconsidered swings.

Mr. Capizzi advised that if inspected, they would not be able to put swings at the Reiter Park playground because of the fall zone and safety zone requirements around the swing set. He said the only area where swings would be able to be placed was in the middle of one of the back lawns, and that was not an option because that was the zen area of the park.

Member Putz asked about the property behind the 451 building, the location of the new Fire Station, and if that would open up any areas for use.

Mr. Capizzi replied that it was a possibility, but it was going to be redeveloped because of the Fire Station reconstruction, and a barrier would have to be put up between the park and the fire station. He explained that the lake would still be there, and they would like to have a path around there.

Member Putz asked if it was a spring or a retention pond.

Mr. Capizzi responded that he believed it was a retention pond.

Member Putz asked if a fountain was needed for the pond.

Mr. Capizzi responded not yet, but when it was completed, they wanted to make it a desirable place to visit.

Member Putz discussed another set of playground equipment that he found and asked if the staff had a budget for equipment.

Mr. Capizzi replied that he has a repair and maintenance budget. He has been using FRDAP Grants to repair or redevelop the pocket parks.

Member Sackett reported that she saw online that the pickleball court was starting to crack and that people were complaining about it. She asked for an update on the pump track and if it would be closed soon for maintenance.

Mr. Capizzi responded that he spoke with the pickleball court liaison, Kelly Shilson, and he met with the owner of Varsity Courts, the company that installed the pickleball courts, yesterday. Dennis, the owner of Varsity Courts, verified that the current normal wear and tear cracks would not affect the pickleball play.

Discussion ensued about the pickleball courts, the time frame for resurfacing them, the repairs to the pump track, and the new skate park being built in Casselberry.

Chair Morgan highlighted the success of the Easter Egg Hunt, particularly noting the inclusion of an area for special needs kids. She shared that they visited the Farmer's Market for bunny photos and expressed gratitude to the staff for their work on the Armed Forces and First Responder Banner Program. She also mentioned the progress of the Autism event and her segment with Fox 35 News, which will be aired soon.

Discussion ensued about the vendors, t-shirts, Facebook posts, and sponsorship for the Autism event.

Chair Morgan also noted that the Longwood Luau event was all set.

Member Overbeek did not have a report.

Member Rice asked if staff would like her to follow up and get the Raven Park signs put back in.

Mr. Capizzi responded that she could follow up.

Member Rice advised staff that Seminole County has funded the Community Development Block Grants, but she does not know if it was for new parks only or when the funding was available. She said we have some areas in Longwood that qualify, and the only thing she can think of is lighting at Small World Park.

Mr. Capizzi stated he did not know if it was for new parks or not, but that would be an addition, so it would be considered new, and this was something that could be justified if it was available.

Discussion ensued about the Community Development Block Grant and using it for lighting at Small World Park.

Member Rice thanked the staff for the dog pick-up reminders. She said some trees were trimmed at Candyland Sports Complex and asked if the City or Duke Energy did that.

Mr. Capizzi responded that it was Duke Energy.

Discussion was held about the trees that were trimmed, that need to be trimmed at the parks, and invasive trees along the trail.

Member Rice stated that the Farmer's Market was a part of the conversation at the City Commission meeting last night.

Mr. Capizzi responded that he was aware of the conversation.

Discussion ensued about the Farmer's Market and ideas for promoting the market to attract new vendors and people.

5. STAFF REPORT

Mr. Capizzi reported that the splash pad has been opened; he discussed attendance and why it gets opened when they do it. He advised that the Muhly grass had been trimmed and the Gammagrass would also be trimmed at Reiter Park. Staff will be going to Pell's Nursery tomorrow to pick out more material for some of the holes at the park. He went over what he was looking to get at the nursery. He reported that they used Command Compost on the amphitheater's front end, and the grass was doing a little better. He said they would like to order the Command Compost to go over the entire lawn after all the events. He reported that Summer Camp sign-up started this week. He advised the Board that they have dealt with people who live in unincorporated Longwood who think they live within the city limits. Mr. Rinaldo has been busy dealing with that. Mr. Coury will be returning this year as Director; one (1) counselor has been hired, and they are looking for two (2) more. He reported that he was preparing the budget and hoped to have the budget information for the Board. Mr. Capizzi advised that they had a contractor replace some of the bricks on the side of the community building due to some settling cracks in the foundation under the bricks. He said they are looking to get the bricks on the front walkway of the building replaced before it gets worse. He noted that they have big events coming up in the latter part of April and May, and they have been working on the Autism event. Last year, they had thirty-nine (39) vendors, and five (5) did not show, and this year, there are fifty (50) for the Autism event. He stated that he and Mr. Rinaldo wanted to go measure it out to make sure they could fit them all and to see if they could take any more vendors.

Discussion ensued about the vendors for the Autism event.

Mr. Capizzi reported that the Longwood Luau was turn-key thanks to Horsepower Ranch and all they did to put the event together.

Chair Morgan asked if they could start pushing the event on social media.

Mr. Capizzi reported that he placed a \$25,000 mulch order for all the playgrounds and discussed which needs more work.

Mr. Rinaldo reported that they have postponed and canceled the Great American Camp Out due to a lack of participation. He said only four (4) families signed up, and the quota was at least twelve (12) families, which gives them forty (40) to fifty (50) people. Many families that signed up last year emailed him and said it was just a bad time of year for them.

Discussion ensued regarding rescheduling the Great American Camp Out.

Mr. Capizzi said he spoke with Member Keefe, and they will proceed with Barkfest on October 5th.

Discussion ensued about the Barkfest event and having it in the Historic District.

Member Rice said she has not seen any of our events on Channel 13 Community Event Calendar.

Mr. Capizzi responded that he would mention it to Ms. Cartagena.

Discussion ensued about getting the events out on more social media outlets and in the water bill.

Vice-Chair Coad asked about the painting of the Community Building.

Mr. Capizzi advised that they will have to wait because of the rentals at the Community Building and its availability. It would be scheduled for November.

Discussion ensued regarding when the painting project would be done in November.

Vice-Chair Coad asked for more information about the upcoming Health Fair.

Mr. Rinaldo responded that there are twenty-five (25) vendors, and it will be the same setup as in the past.

Discussion ensued about the Health Fair and the number of vendors.

Member Rice asked if Mr. Capizzi was going to review the 131 Fund. She wanted to discuss the Pennies for Parks report and said the one they received this month and last month could have been better. She said she liked the one she got for January because it was much more detailed.

Mrs. Alt-Bowes apologized for providing the wrong printout.

Member Rice said she wanted to receive the January report because it shows the total accumulated to date.

Discussion ensued about the report for the Pennies for Parks fund.

Vice-Chair Coad asked staff to share information about the Juneteenth event being held at the Community Building.

Mr. Capizzi responded that Silkee Smoove would be the band, and there would be food. He said it was a free concert and it would be indoors. The last couple of years, they have had the event at Reiter Park, and the weather has not been pleasant. He said Ms. Cartagena was spearheading this, and she was excited about wanting to make sure this worked this year and moved it to the Community Building. He said the band should sound great in the Community Building.

Discussion ensued regarding the Juneteenth event being held at the Community Building, and there was concern about the cost for a limited number of people at a capacity of 150.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 7:55 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 05-07-2024

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary