

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

**MINUTES
January 7, 2020**

Present: Lori Rice, Chair
 David Putz, Vice-Chair
 Judi Coad, Member
 Teresa Ray, Member
 Nicole Bright, Member
 Jim Vogel, Member
 Chris Capizzi, Leisure Services Director
 Ryan Rinaldo, Recreation Coordinator
 Donna L. Alt-Bowes, Recording Secretary

Absent: Jessica Peters, Member

- 1. CALL TO ORDER.** Chair Rice called the meeting to order at 7:03 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from December 3, 2019

Member Coad moved to approve the minutes from December 3, 2019, as presented. Seconded by Member Vogel and carried by a unanimous voice vote with Member Peters absent.

B. Election of Officers

Chair Rice said as per the City Charter the first meeting of the calendar year there will be an election of Chair and Vice-Chair. The majority vote will declare the elected which shall serve for the term of one (1) year. The Chair's role is to moderate the meeting. In the absence of Chair, the Vice-Chair shall preside.

Chair Rice opened the floor for nominations.

i. Chair

Member Vogel nominated Member Bright for Chair.

There were no other nominations.

Motion carried by a unanimous voice vote with Member Peters absent.

ii. Vice-Chair

Chair Bright nominated Member Coad as Vice-Chair. Member Coad declined the nomination.

Vice-Chair Putz nominated himself.

There were no other nominations

Motion carried by a unanimous voice vote with Member Peters absent.

B. Board Meeting Time

Member Rice said traditionally our meeting has begun at 7:00 p.m. while other City meetings have moved their start time to 6:00 p.m. or 6:30 p.m. She said we do not have a lot of public participation to consider but we should still keep the public in mind.

Discussion ensued with regard to the start time of the meeting.

The Board decided to keep the meeting at 7:00 p.m.

C. Spring Banners

Mr. Capizzi went over the options for the spring banners with the Board. He provided photos of the different banner types for the Board to review and advised them of the cost from the different companies. He said that AGAS was the best price.

Discussion ensued with regard to the cost, type of banners, double banners, and logistics of placement within Reiter Park.

It was decided that Chair Bright would provide Mr. Capizzi the artwork created by her husband for his review and forward this to AGAS to see if they can convert them to the proper format. Member Coad was to provide Mr. Capizzi with a copy of the options she had as well for him to review and forward to AGAS for their review and for reformatting. Once Mr. Capizzi has the additional information and the Board has reviewed this information it will be decided whether or not there will be a special meeting called to discuss the spring banners.

4. BOARD MEMBER REPORTS

Vice-Chair Putz reported and discussed the issue of dogs in the park and a new program Sanford has started called Poopet where apartment complexes retrieve DNA from each dog in the complex and if poop is found in the complex they send it out for testing and the owner is fined \$150.00 if the test matches their dog's DNA. He suggested it might be something the City should look into for people that want to bring their dog into the park. He said he gets a lot of questions about swings at Reiter Park and asked if we would ever consider installing swings there.

Mr. Capizzi explained the requirements for installing swings at Reiter Park and the space needed for swing sets. Mr. Capizzi will check on the requirements for a baby swing.

Discussion ensued about the parks within the City that have swing sets and baby swings.

Vice-Chair Putz asked about the aerators at Reiter Park for the pond and if they were still there. He also asked about the two (2) angle irons sticking up with a blue electrical wire attached to them.

Mr. Capizzi said the aerators are still there but they turn them off periodically and the angle irons are there from when we were trying to straighten a cypress tree that was planted in the water. He said they will eventually be removed.

Vice-Chair Putz asked about the trees in the historic district and if they were covered by Mr. Capizzi.

Mr. Capizzi said there is an ordinance and he believes if you remove one you are supposed to replace it; however, it would be best to check with Community Services to be sure about this.

Discussion ensued about the removal of trees in the historic district.

Mr. Capizzi advised the Board there are few errors in the event synopsis Member Coad is going to share with the Board that have not been corrected at this time.

Member Coad reported and went over the event synopsis for Celebrate the Season and thanked all of the people that helped her put the event on. She said it was a successful event.

Discussion ensued with regard to the synopsis for Celebrate the Season, the volunteers, the overall event and preparing for this year.

Member Coad said the Commissioners were concerned they were not able to light the tree again. She suggested we do two (2) tree lightings this year so the Commissioners can light the tree. She asked about the scheduling of Celebrate the Season for the second Friday in December again this year. She was aware that the reason for changing it in 2019 was

because we are unable to get the skating rink on the first Friday. She asked if we want to bring the event back to the first Friday which kicks off the whole holiday season.

Mr. Capizzi said we have tentatively scheduled it for the second Friday just as we did for the past event. He said there was an event every weekend between Thanksgiving and Christmas and it breaks the events up a little bit. The parade date will never change but if the Board wants to move the Celebrate the Season event back to the first Friday, that can be done depending on the availability of the entertainment.

Discussion ensued with regard to the Celebrate the Season event, booking the skating rink, the possibility of having a new area for people of all ages to enjoy, and the dates for the tree lighting and other Christmas events. It was decided that staff will check to see if we can book the skating rink this early and make a decision on the dates of the different Christmas events at the next Board meeting.

Member Ray did not have anything to report.

Chair Bright reported and said she has to meet with staff this month about the Memorial Program. She said she will report on that next month. She asked if there was a place online where people can submit problems that they see at the parks.

Mr. Capizzi said yes, people can submit that information on the City website under Request Tracker and they will be routed to the correct person. He said people have also reached out through Facebook.

Chair Bright asked that this link be put on the Parks page of the website.

Discussion ensued with regard to the Request Tracker link on the website.

Member Rice reported and said she attended the December movie in the park and it was a great turnout. The weather was beautiful, the movie was good, and the January 17th movie will be just as popular. She said it looks like the department is fully staffed and said that it was awesome. She mentioned the message board at Arbor Park Dog Park that needs repair and wanted updated information. She also mentioned that Small World still needs a picnic table and asked about the enter sign for the arbor deck at Reiter Park. She pointed out all of the new programs on Facebook and said that she has copied all of them to the NextDoor website. She said she had a lady ask her about how she can participate as an artist at our Food Truck and Artisans Market event and she gave them Mr. Capizzi's contact information. She thanked the staff for getting some new programs together. She asked if there was any news about the monthly senior movie to include co-locate something else at the movie event.

Mr. Capizzi said they have the sign for the arbor deck at Reiter Park and are waiting to put it up. He said he is not looking into co-locating something else at the movie event at this time but we are looking at things.

Member Rice asked if we could do the survey again this month.

Mr. Capizzi said yes.

Member Rice said she saw that the pump track at Candyland looked like it was in operation. She also mentioned the graffiti at the skatepark and what everyone thinks about it.

Discussion ensued with regard to the graffiti at the skate park and the pump track.

Member Rice asked about the repairs and adjustments that needed to be done at the splash pad. She asked when the splash pad is going to open back up.

Mr. Capizzi said it will open back up on March 28, 2020. He said the splash pad surface was repaired at no cost. All adjustments and repairs will be completed prior to the opening in March.

Member Rice thanked the staff for that information. She asked about the Great American Camp Out being in January or February.

Mr. Rinaldo said they are currently speaking with vendors and local organizations to put together activities for this event. He said they are tentatively looking at February 22 or 29. It will start in the mid to late afternoon with lights out at 9:30 p.m or 10:00 p.m. to then wake up the next morning for breakfast. Staff is waiting to hear back from the City attorney in regards to waivers since this will be the first time we are allowing people to sleep in the park with our knowledge and it is a liability.

Member Rice said the Lake Mary Life magazine had an insert on our City. She pointed out that the Lake Mary Life magazine is still showing the Farmer's Market on Ronald Reagan Boulevard.

Mr. Rinaldo said he has called them several times to correct that and will call them again.

Member Rice asked if the Food Truck Wars were in the magazine.

Member Coad said it was on the sheet provided by staff.

Member Rice said Mayor Morgan had no idea that she was involved in a State program that tests and releases monarch butterflies. She said that he talked about Longwood becoming a Monarch City and she was thrilled about that. We will need more pollinating plants over at the park to support any of the butterflies and bees.

Mr. Capizzi said the signs have been ordered and we are already registered as a member of Monarch City, USA.

Member Rice said lastly she just wanted to make mention that the Request for Proposal (RFP) for Reiter Park naming rights due date is January 9th and she is hopeful that at the January 20th Commission meeting we might have some conversation to hear about that.

Mr. Capizzi said it would not be until the first or second meeting in February. He said they have not picked the team and he might be reaching out to the Board to have a Board member be on the evaluation team.

Member Rice asked about the RFP for the Lewis House, if it would be discussed at the January 20th Commission meeting, and if an evaluation team had been formed.

Mr. Capizzi said he is not sure about that. He does not think there were any takers on the RFP and he does not know whether it is going to be discussed at the next meeting on the 20th. He said that Chris Kintner is heading the project up at this time.

Member Vogel did not have anything to report.

5. STAFF REPORT

Mr. Capizzi said the Downtown Longwood Cruise-In Car Show is Saturday, January 11, 2020, from 5:00 p.m. to 8:00 p.m. He said the Food Truck event is Thursday, January 9, 2020, from 5:30 p.m. to 8:30 p.m. and the Senior Matinee is Wednesday, January 15, 2020, from 1:30 p.m. to 4:00 p.m. and the movie is *Downton Abbey*. He said there are two things he did not have on the Staff Report and they are the Food Truck Battle on February 1, 2020, from 4:00 p.m. to 9:00 p.m. That event will take place in the Historic District along West Church Avenue. The Church on State Road 434 is doing their 2nd Annual Coffee With Christmas Dreams on Saturday, January 25th at Reiter Park from 5:00 p.m. to 7:00 p.m. It is a fundraiser to offer a Christmas experience for children battling life-threatening illnesses. He explained the event, what it encompasses and the cost. He noted that people in attendance would have an armband or identifier to distinguish those who are there for the event and those who are just at the park. He gave an overview of the Christmas Parade and said it was terrific and had a great turn out.

Discussion ensued about the Christmas Parade, the expenses used for the event, and the ins and outs of putting on the Christmas Parade.

Mr. Capizzi said they are three quarters of the way through with the pump track. We expect it to be completed by the end of January. He said they are talking to Hannah Hunter at Swish Dreams which is an organization that comes around and redesigns and resurfaces basketball courts. They are hopefully going to be rebuilding the basketball courts at

ATTEST:

 /S/
Donna Alt-Bowes, Recording Secretary

The Official signed minutes are on file in the City Clerk's Office.