

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

**MINUTES
June 6, 2023
6:30 P.M.**

Present: Larissa Morgan, Chair
Judi Coad, Vice-Chair
David Putz, Member
Amanda Sackett, Member (arrived at 6:33 p.m.)
Lori Rice, Member
Rhubson (Rub) Osmin, Member
Rachael Carroll, Member
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.

Chair Morgan reminded the Board of the Board Appreciation Dinner on Thursday, June 8, 2023.

2. **PUBLIC INPUT.** None.

3. **ACTIONS ITEMS**

- A. **Approve Minutes from May 2, 2023 Meeting**

Vice-Chair Coad moved to approve the May 2, 2023, minutes as presented. Seconded by Member Rice and motion carried by a unanimous voice vote with Member Sackett absent.

- B. **Discuss Armed Services and First Responder Banners**

Mr. Capizzi reviewed the information provided to the Board related to the First Responder Banners. He contacted other cities that offer a banner program and researched memorial banners. He checked with Platinum Signs, currently used for banners, and they can replicate the two (2) banner options he shared. One option is for First Responders, and the other is for Armed Forces. The size of the banner is 24 inches by 48 inches long and will be displayed May 22 through November 22 and then November 23 through May 21. He went over the form that will be used, which outlines the size of the banner, where they will be displayed when they will be up, and a disclaimer that the City is not responsible for replacing banners, the DD214 form for veterans who served, cost of banner, who can purchase the banner, and how payment would be accepted. It also provides a photo of where they will be displayed, what the

poles look like, email to send information, banner options, applicant contact information, and purchase options.

Discussion ensued on cost, the templates, and adding an option for “other” for the military branch. Also discussed was the staff selecting the pole for the banner will be hung on, not the applicant, and desired profit for a fundraiser.

Member Carroll made a motion to charge \$195.00 for the banners. Seconded by Member Putz for discussion.

Discussion ensued, and questions were asked about anyone contacting the City looking to be part of this program and if anything was prepared for the Flag Retirement Ceremony. No one has contacted the City since it has not been advertised, and a packet on the banner program has been prepared. The Board decided to review the program each year.

Motion carried by a unanimous voice vote.

4. BOARD MEMBER REPORTS

Member Putz passed out a flyer on the banner program he placed at his business, which included a photo of the banners and a number to contact staff. He showed a photo of the flags hung at Cranes Roost in Altamonte Springs and a photo of Reiter Park he took.

Vice-Chair Coad reported she discussed the missing banners at Reiter Park with staff and asked if that had been addressed.

Mr. Rinaldo replied they had been ordered.

Member Rice asked if the banners that are creased had been ordered.

Mr. Rinaldo replied they had not, but he would look into that.

Vice-Chair Coad requested to meet with staff regarding the Christmas banners on Ronald Reagan Boulevard. She spent time with Mr. Capizzi at Reiter Park and noted the butterfly garden is outstanding. She enjoyed the Luau and the Walk for Autism and thanked Chair Morgan for putting the two (2) events together. She discussed the bike rack repair stations that were presented to the Board by Mr. Capizzi. A location mentioned was at the Dog Park near the bike trail. The cost is \$1,065.99 per station, shipping included, and staff will install.

Discussion ensued on the Dog Park or Reiter Park location, installation, and the cost of the bike repair stations.

Vice-Chair Coad met with Mr. Capizzi about swings for Reiter Park, and the cost would be \$1,976.79, with staff installing. They also discussed benches at Reiter Park and photos were provided to the Board.

Discussion ensued on additional benches, types of benches, swings, location, and cost of \$6,270.00 for a bike repair, one (1) swing, and two (2) benches at Reiter Park.

Vice-Chair Coad made a motion to use their funds to purchase three (3) backless benches, one (1) swing bench, and one (1) bike repair station to go at the Dog Park by the Seminole Trail. Seconded by Member Carroll.

Discussion ensued about two (2) bike repair stations.

Vice-Chair Coad amended the motion to purchase two (2) bike repair stations, one in the Reiter Park area where the old charging station was and the other at the Dog Park by the Seminole Trail, and three (3) backless benches, and one (1) swing bench at Reiter Park. Seconded by Chair Morgan and carried by a unanimous voice vote.

Vice-Chair Coad requested staff let the Board know what remains in that fund at the next meeting.

Member Osmin had no report.

Member Sackett had no report.

Chair Morgan reported the Longwood Luau was a big success and provided a thank you basket on her behalf to the McElroys to express her gratitude in hopes they will do it again next year. She thanked the staff for their help on the Luau. She attended the Mother and Son Dance and the Concert in the Park. She attended the South Seminole Sertoma Club Fundraiser bowling event instead of Commissioner Sackett, who was unavailable. She attended an event for Christian Tech Ministries and the VFW post 8207 Memorial Day service on May 29.

Member Carroll reported issues with the men's bathroom and some of the tables under the pavilion at Reiter Park and asked staff to look into them. She asked staff about Barkfest and was advised it was rescheduled for September. She let staff know there are several people she has given their contact information for follow-up for this event. Concerning Mental Health Awareness Month, she spoke with Orlando Recovery Center (ORC), and they are interested in being a sponsor.

Member Rice attended the Longwood Luau and asked about purchasing a tent for this and future events. She mentioned that Member Carroll had brought up a Halloween event, which was not discussed when they were discussing the budget, and wondered if this was still of interest.

Member Carroll is still interested in doing a Halloween event, more like a dance for teenagers.

Discussion ensued about a Halloween dance for teenagers and adding resources on Mental Health to National Night Out.

Member Rice reminded staff to start thinking about the Mental Health Awareness event for next May and August we start working on National Night Out. She thanked the staff for taking care of the bench at the butterfly garden.

5. STAFF REPORT

Mr. Capizzi reviewed the upcoming events and will make the corrections noted on the Special Event form.

Mr. Rinaldo reviewed the Rock, Freedom, and Fireworks sponsorships and fall events. He also reviewed the event synopses for the Great American Camp Out, Pirate Seafood Festival, Autism Awareness, and Inclusion Event, Mother/Son and Father/Daughter dance, and the Longwood Luau.

Discussion ensued on proposed changes to the Pirate Seafood Festival and sponsors for the Great American Camp Out.

Mr. Capizzi advised that a purchase order to renovate the Shadow Hill playground was approved and that the 131 Fund remained the same.

Member Rice asked if there were any updates on the proposed budget and the budget workshops.

Mr. Capizzi responded that he provided everything to the Finance Director that he presented to the Board. The Finance Director and City Manager will meet to review. He does not recall the dates of the budget workshop. He advised that no volunteers are needed for the Rock, Freedom, and Fireworks event.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 7:42 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 08-01-2023

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary