

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

**MINUTES
July 7, 2020
(Virtual Meeting – Webex)**

Present: David Putz, Vice-Chair
Judi Coad, Member
Lori Rice, Member
Jim Vogel, Member
Jessica Peters, Member (via phone)
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Coordinator
Donna L. Alt-Bowes, Recording Secretary

Absent: Teresa Ray, Member

- 1. CALL TO ORDER.** Vice-Chair Putz called the meeting to order at 7:30 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

A. Approve Minutes from June 2, 2020

Member Vogel moved to approve the minutes from June 2, 2020, as presented. Seconded by Member Coad and carried by a unanimous voice vote with Member Ray absent.

4. BOARD MEMBER REPORTS

Member Coad reported and brought up the nomination of a new Chair for the Board.

Member Coad nominated Vice-Chair Putz for Chair. Seconded by Member Rice.

There were no other nominations.

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

Member Coad nominated Member Vogel for Vice-Chair. Seconded by Member Rice.

There were no other nominations.

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

Member Coad asked about the sale of the Flea World Sign.

Mr. Capizzi said it has not been discussed as of late. We have been green-lighted to sell it.

Member Coad asked about the status of the memorials at Reiter Park. She said Mrs. Alt-Bowes worked on the wonderful flyer to start it last year.

Mr. Capizzi said we have things ready and the flyer is active for Reiter Park. We have sold one bench and we currently have benches available, however, the obstacle comes with the 131 Fund is that we would need to budget how many memorial bench signs we think we are going to sell next year as an estimated number. We can accept the money and then do a budget transfer at the end of the year so we are fine right now for the memorial program.

Discussion ensued about the memorial program and having it put on the website and social media.

Member Coad asked for a follow-up on the pine trees and the bamboo at Reiter Park.

Mr. Capizzi said we had an arborist come out who informed us that the problem does not have anything to do with insects. He said slash pines are commonly used in areas as tree fillers. A lot of our slash pines are nice and others are just not great trees. The arborist said it is not the greatest tree in the first place and it is going to have stalks but it is not going to look incredible. Fortunately enough a lot of those pine trees are going to be taken out because they are going to grow into the oak tree anyway.

Member Coad asked if people would maybe like to donate to put a tree and a plaque there when we take those out. She said that is just food for thought. She asked for an update on the Sunshade Grant.

Mr. Capizzi said he will let Member Rice discuss that in her Board Report.

Member Coad brought up the banners again. She said Christmas is coming, the goose will be getting fat before all this is going on, and she knows the hospital situation. She asked the Board about making this decision and getting these banners done, ordered and ready to go for Christmas.

Mr. Capizzi said we already have the holiday banners and he can go back to the hospital and nudge them for an answer on banners. He said he can probably get something within a couple of weeks. If the Board wants to make a decision, he is fine with that. We will have to choose what we want.

Discussion ensued about adding double banners, getting the banners, and who is going to put them up at Reiter Park and within the Downtown Historic area.

Member Coad asked if the lights were going to go up in the downtown area.

Mr. Capizzi advised that we will have lights on the Community Building but not on the City buildings.

Discussion continued concerning the cost of the extra banner, the cost of putting the extra banner on the poles, the placement of the banners at Reiter Park, and how many poles are at the park.

Member Coad asked if funding was done on August 31, 2020.

Mr. Capizzi said we have not received an official cutoff date but traditionally it is around that time.

Member Coad inquired about the funds we have left that were not used from this year's canceled events. Perhaps any leftover monies could be put toward banners.

Discussion ensued about being able to use funds from the 131 funds that were earmarked for events that were canceled due to COVID-19.

Mr. Capizzi said the good thing about the 131 Fund is that he can transfer anything in that Fund from one line item to another line item so if we wanted to use it towards banners we could probably do that.

Member Coad said that leaves our Board Funds untouched to roll over if we can utilize the unused monies from the canceled events (i.e. father/daughter dance, camp out, etc.).

Mr. Capizzi said the Board Funds will transfer to the next fiscal year.

Member Rice asked Mr. Capizzi if he would email the Board before the next meeting.

Mr. Capizzi said that is correct.

Member Rice reminded the Board that the distributor we got the holiday banners from was pretty expensive comparatively speaking to some of the other resources that we have sought out. She asked staff to remind her what was the plan for being able to install Spring banners and how are we handling installation.

Mr. Capizzi said we are going to do that in-house but only in the park.

Member Rice asked if that could still be done.

Mr. Capizzi said yes.

Member Rice asked about adding the additional brackets at holiday time and said it would make sense to have the display company do that since they are up on the poles and working

with one set of brackets to add while putting up the existing banner. She asked Mr. Capizzi if we supply additional banners if they would be willing to put them up.

Mr. Capizzi said he is sure they would as he has asked that before. He would ask again to be sure.

Member Rice said they charge us annually to store them but she cannot remember what the storage fee is.

Mr. Capizzi said he does not remember what the storage fee is. If we are allowed to use monies from unused events he would probably use Clark Sales since they are going to be there putting our banners up anyway. We will have to watch our funds the following year when we do not have money to roll over. We can also get less expensive banners. He said he can find all of that out.

Member Rice asked Mr. Capizzi to include if he could do more through other funding sources in that email that way all Board Members can look at banners and come to the next meeting with quick decisions on the artwork.

Mr. Capizzi said he would send them the website information so they can see all of what they have available.

Chair Putz said a lot of companies were shut down. She asked about the suppliers and if there were any issues with getting banners or pieces.

Mr. Capizzi said he has already met with Clark Sales and they are planning to go full force with decorations and everything. They will likely be fine with banners too. They are located in Mount Dora and have not indicated having any shortages.

Chair Putz asked about the holiday lights being in the budget.

Mr. Capizzi said he did put it in the budget.

Chair Putz asked if everything was the same as when it was presented to the board last.

Mr. Capizzi said we had a small addition for decorations on State Road 434 and Ronald Reagan's. There are giant black traffic light poles that will have candy cane wraps.

Chair Putz asked if the City has the same amount of money allotted for holiday lights and decorations.

Mr. Capizzi said it will be a little bit more for decorations.

Chair Putz asked if they have cut anything.

Mr. Capizzi said they have not at this time.

Member Coad asked if we have to pay for the holiday lights and decorations in advance.

Mr. Capizzi said do not have to pay before October 1.

Vice-Chair Vogel said we should list the banners as an action item for the next meeting so that we can have all of our information.

Member Coad requested this be put on the Agenda as an action item for our next Board Meeting and that all Board Members consistently review the list of projects. She asked Mr. Capizzi if he had the list.

Mr. Capizzi said yes, he went through and updated the list and sent it to Member Peters so she has it and is aware. He said he would send it out to the Board.

Member Rice reported and said we are now in July and she would love to talk about National Night Out which is the first Tuesday in October but she thinks she will wait on that. She is sure it is too early to call it and too early to plan on it since there will be cooking and food and lots of people and a small space. Maybe will we have more information about that next month.

Member Rice said that National Night Out (NNO) is held in place of our board meeting in October and suggested board members participate and volunteer at National Night Out. She also suggested in the next month we may want to look at the calendar for the remainder of the year to reschedule meetings. She does not think we have done that yet.

Chair Putz said the State of Emergency was extended until September 7 (60 days).

Member Rice confirmed this and asked staff to let the Board know if they hear any definite information regarding National Night Out.

Mr. Capizzi said he would like to start planning with Member Rice regardless, but it is too early to call or say we are going to do it right now. He thinks we will know a lot more by this time next month.

Member Rice said that Mr. Capizzi did get with her regarding the Sunshade Grant. She said the shade structure must be on its stationary poles or affixed to playground equipment as we have at Candyland Park. Shade structures are very expensive. A 10' x 10' x 10' is \$18,000.00 and that a 28' x 28' x 12' is \$37,000.00. Those prices do include engineering, permitting, and the foundations, which are the greatest cost.

She does not know if Leisure Services has money budgeted for shade structures. She does not remember if this is a matching grant. She would have to have at least \$8,000.00 which is the maximum the Shade Structure Grant would give you to apply in October, so it would be in a future budget.

Member Coad asked if the 10' x 10' was like the umbrella kind we already have.

Mr. Capizzi described the type of sunshade structure comparing it to the pavilion at Candyland Park having the four (4) posts, but not the hard roof. It is a sheltered pavilion with the four (4) steel posts that have foundations because they have to be hurricane compliant. The one at Candyland Park is one of the bigger ones and it is taller. It is a rectangular form and there is a post in each corner. That shape is what they are looking for in the Shade Structure Grant unless we can tie it on to playground equipment which is not what we want to do. We want it to be free-standing.

Member Coad inquired about shade sails that were anchored similar to the ones Advent Health uses and if that would be allowable.

Mr. Capizzi said we cannot do the sails because it has to cover a certain amount of space. He went online to find out specifically what we could use and the safest bet is the rectangular shade structures because it covers a lot of areas. You can put it over a lot of different things as well.

Member Coad asked if the grant is for \$6,000.00.

Member Rice said it is up to \$8,000.00 and we have no idea what they would award.

Chair Putz asked if the small one is \$18,000.00.

Member Rice said yes.

Discussion ensued about the type, size, and cost of the shade structure.

Member Coad asked where we want to put this shade structure.

Member Rice said if we cannot afford it, it does not matter.

Member Coad said we cannot ask for it if we do not know where we want to put it.

Mr. Capizzi said he is going to try and get more pricing. He received these quotes from Rep Services who usually give us competitive pricing. He said if this is what we are looking at, it is going to be very difficult to afford and he would hate for the Board to use monies toward one shade structure. He thinks there are so many other things they could put money toward that the whole city could benefit from.

Member Rice said she remembers when we did the light at Reiter and it costs a lot of money because of the foundation requirements for the pole.

Mr. Capizzi asked if that was at Candyland.

Member Rice said yes, the light was one (1) foundation and the shade structure would require four (4) foundations.

Mr. Capizzi said those poles are very similar in size so you can imagine the cost.

Member Rice said exactly and hoped for better news next month.

Chair Putz asked if we could plant a tree.

Chair Putz said he was talking about a big oak, like a Live Oak. He said it takes twenty (20) years to grow but it provides a lot of shade and one (1) tree might be affordable.

Mr. Capizzi said trees are affordable.

Chair Putz said while trees are affordable, they are just dirty.

Vice-Chair Vogel had nothing to report this month. He was out of town for three (3) weeks.

Member Peters had nothing to report this month. She said that she did get in touch with Mr. Capizzi about some different projects and is in the process of looking at those to see if there is anything she can help with. She is going to try to be actively be involved until the baby comes and then she will keep in touch with the Board. She said she will continue to be in touch with Mr. Capizzi and help out where she can and with new ideas.

Mr. Capizzi said that he did speak with Member Peters and had a great conversation about the projects. She is very event-oriented and she wants to use her expertise to help us towards planning. Unfortunately, events have not been happening as of late due to COVID-19. He is hoping the Fall will be different and if that is the case, make an observation and provide some feedback.

Chair Putz reported and said the palm trees are shorter. He said they are not quite as tall as the Royal Palms. He asked if they would grow really fast.

Mr. Capizzi said the regenerated Sabal palms are not as majestic as the Silver Date Palms, however, these trees are native to Florida and they are very tolerant of all types of different conditions. They are certainly not bulletproof but they will grow a lot taller.

Chair Putz said he has a couple on his lot and they are very tall but skinny.

Mr. Capizzi said those are a little different. He said West Construction purchased regenerated Sabal Palms which are different than regular ground grown Sabal Palms in that they have been cultivated a certain way. He said the trunks on these regenerated Sabal Palms are very thick. Some of them are almost as thick as the Date Palm which you do not see a lot of. This is an attribute of a healthy palm. We will keep them trimmed and they will look better throughout time.

Chair Putz asked if we would be re-hanging the lights.

Mr. Capizzi said that West Construction should be coming this week depending on the rain. They will be putting poles in and not hanging them on the tree. That is a much better decision because if something happens to one of the trees we could have a lighting situation.

Chair Putz asked if the picnic tables go back in there.

Mr. Capizzi said the picnic tables are there because of the Farmer's Market. The ground is uneven where the palms were and after the poles are put in we will be bringing the SandPro over to level the area. We will be getting some more crushed granite to add to the area when we level it out.

Chair Putz said it looks like the pond has been treated and it cleared up.

Mr. Capizzi said yes, it was done not too long after the last meeting.

Chair Putz asked about the mosquito traps and what they are.

Mr. Capizzi said mosquito control comes by and puts those up at our parks.

Mr. Rinaldo said the county has several traps around different cities. The trap has a vacuum in it with a substance that attracts mosquitoes. They monitor it for a twelve (12) hour period and if there are a lot of mosquitoes in the bag they will schedule the area to be sprayed overnight. It is not hurting anything and it is just used to monitor and control the mosquitoes.

Chair Putz said it appears and it disappears and asked how often they do this.

Mr. Rinaldo said it was twice a week.

Mr. Capizzi said the mosquito count is very low over there.

Member Rice asked if they had sprayed this area recently or this summer.

Mr. Capizzi said they have not and we would be mindful if they sprayed this area due to the butterfly garden area. There has not been a need for it and we have not requested it.

Member Rice said she did not think Mr. Capizzi would request it unless it became a public nuisance or health issue.

Mr. Capizzi said yea, it is a lot worse over by Candyland.

Member Rice agreed.

Chair Putz asked if there was only one (1) station in Longwood.

Mr. Capizzi replied no, there are multiple locations in Longwood.

Chair Putz asked about Summer Camp being held in the old Community Building which is now the Historic Society.

Mr. Capizzi said that is correct, we are one (1) of two (2) municipalities that are offering Summer Camp and we are in week six (6) of nine (9). We cut our numbers down from sixty (60) to thirty-five (35). Some weeks we have less than others but it has been going famously at the former Women's Center. The kids have been able to utilize the Community Building because we have not been able to have any events there in June or July unless there are under fifty (50) people. Reiter Park is also heavily utilized. It has been a great experience. Mr. Rinaldo did a great job of orchestrating camp. The Historic Society worked well with us and he was very pleased that they were amenable to having kids in a structure where preservation is of utmost importance. Our kids have been terrific and have not damaged the building. There was an air conditioning incident but it was not our fault. Everyone is benefiting from this arrangement.

Chair Putz asked about the numbers being down for the children.

Mr. Capizzi said that is due to the capacity.

Chair Putz asked if there were any limits to that as far as COVID-19.

Mr. Capizzi said we have been keeping our counselor numbers to eight (8) kids max and our counselors are mandated to wear a mask inside the Civic Center. If they are outside, as long as they are spaced six (6) feet from the nearest person, they are fine to not wear a mask. All the kids are checked with a thermometer before they come in each day and if they are running a fever we ask them to sit out and take their temperature again 5 minutes later. If it is still high we ask them to go home. We are having the Civic Center professionally cleaned by Truly Nolen each week and our counselors use several cleaning materials at the end of each day to make sure things are cleaned. He said we are taking a lot of precautions and are abiding by CDC guidelines to make sure that everyone is safe.

Member Rice asked if while inside the Civic Center the children are required to wear a mask.

Mr. Capizzi said they are not. He said he checked with Chief Peters who spoke with the County Manager after the Ordinance came out to verify this. He said if we had made the kids wear masks we would have probably had many parents withdraw their children from the camp.

Member Rice asked if there would be cases on field trips where they would be required to wear them.

Mr. Capizzi said we had not required to wear a mask as long as they are six (6) feet apart from one another and we have only had one (1) field trip where they had to wear a mask. Most of our trips are outside so we are ok.

Chair Putz asked if we have any policies in place in case of any civil unrest, such as vandalism, to protect the parks. He also asked if we have a plan or if a plan is needed.

Mr. Capizzi said he would have to consult with Chief Dowda about this. He is not aware of anything specific to civil unrest or protestors rioting or anything like that. Vandalism is covered under regular laws and if we catch anyone doing it, we try to take a picture and have the eyewitness follow them and call the police to let them know where they are located. If we do not have an eyewitness there is not much we can do.

Chair Putz said he was walking through the park, looking at the building, and thinking about all that went into the park and would hate to see anything damaged.

Mr. Capizzi said he does not believe there are any offensive statues in the park and we should not have anything to worry about.

5. STAFF REPORT

Mr. Capizzi said the Food Truck event is Thursday, July 9, 2020, from 5:30 p.m. to 8:30 p.m., and the Downtown Longwood Cruise-In Car Show is July 11, 2020, from 5:00 p.m. to 8:00 p.m. We are waiting and hoping that everything with the COVID-19 situation simmers down so we can have our event season in September. He said a lot of our events are outdoors in an area where we can social distance. He said we would like to put on some events. He let the board members know that it is Parks and Recreation month and said they could send him any pictures of things having to do with our parks. Ms. Longo has set up something on the City of Longwood's Facebook page that we are going to be sharing on our page. He said we will be sending her various pictures of our parks so it would be pretty cool to get some good pictures to her.

Member Coad asked about addressing the storage rooms that were built at Reiter Park by the stage.

Mr. Capizzi said he and Mr. Rinaldo had talked about it the other day and they are looking to get some good shelving for those rooms and also shelving on wheels. This way, if we need to move it around to accommodate an event we can. We are planning on purchasing a five-tier rack.

Member Coad asked if there was any work that we need to have done or needs in the Community Building.

Mr. Capizzi said we have been on it for the last month. He said the whole inside of the Community Building has been painted.

Mrs. Alt-Bowes said we have replaced the carpet upstairs, Janet is reorganizing the area above the carriage house, and Jeremy has been painting everything inside both upstairs and downstairs. We are looking to replace some tables and chairs.

6. ADJOURNMENT.

Member Coad made a motion to adjourn. Seconded by Vice-Chair Vogel and carried by a unanimous voice vote with Member Ray absent.

Meeting adjourned at 8:23 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 08-04-2020

David Putz, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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