

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

**MINUTES
August 1, 2023
6:30 P.M.**

Present: Larissa Morgan, Chair
Judi Coad, Vice-Chair
David Putz, Member
Amanda Sackett, Member
Lori Rice, Member
Chris Capizzi, Leisure Services Director
Ryan Rinaldo, Recreation Manager
Donna Alt-Bowes, Recording Secretary

Absent: Rhubson (Rub) Osmin, Member
Rachael Carroll, Member

- 1. CALL TO ORDER.** Chair Morgan called the meeting to order at 6:30 p.m.

Chair Morgan reminded the Board they are required to complete a Statement of Financial Interest Form 1, due on July 3, 2023. There is a grace period until September 1, 2023; if it is not turned in before then, a \$25 per day fine will begin to accrue until it has been submitted.

- 2. PUBLIC INPUT.** None.

- 3. ACTIONS ITEMS**

- A. Approve Minutes from June 6, 2023 Meeting**

Member Sackett moved to approve the June 6, 2023, minutes as presented. Seconded by Member Rice and motion carried by a unanimous voice vote with Member Osmin and Member Carroll absent.

- B. Discuss Chili Cook-Off**

Mr. Capizzi suggested moving the Chili Cook-Off to the second Saturday in January like last year. It will be cooler and more conducive to chili cooking weather.

Discussion ensued about moving the event to January or February, concerns raised about getting commitments from the time frame of Thanksgiving to Christmas, and other events that could conflict with a new date.

Member Rice made a motion to have the 2024 Chili Cook-Off on February 10, 2024. Seconded by Member Putz, and motion was carried by a unanimous voice vote with Member Osmin and Member Carroll absent.

C. Discussion of 2024 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$50,000.00 for improvements to Candyland Sports Complex.

Mr. Capizzi will apply for the FRDAP grant for Candyland Sports Complex and reviewed the improvements which included upgrades to the Skate Park, fencing, ball fields, benches and picnic tables, and lighting. He advised that the south parking lot will be re-sealed and re-stripped next week.

Discussion ensued about the grant improvements and the work in the parking lot planned for next week.

D. Discussion of 2024 Florida Recreational Development Assistance Program (FRDAP) grant application in the amount of \$50,000.00 for improvements to Sandalwood Park.

Mr. Capizzi will apply for the FRDAP grant for improvements to Sandalwood Park, which included the shade structure, some of the decking in the playground, and the pavilion.

Chair Morgan asked Mr. Capizzi to discuss the Armed Services and First Responder banners.

Mr. Capizzi reviewed the Banner Program and registration form and passed out a one-page flyer for the Board Members to pass out to anyone interested in the program.

Discussion ensued about the program and adding a QR code to the flyer if anyone has expressed interest in the banners, and when they will begin to install if they are purchased now.

4. BOARD MEMBER REPORTS

Member Rice spoke about the board fund balance and what was left to spend this fiscal year. She suggested replacing the picnic tables under the pavilion at Candyland Sports Complex. The cost of aluminum picnic tables would be approximately \$762 per table. She spoke with staff, and they are willing to match with funds from their budget, which would allow purchasing more picnic tables. The existing tables could be spread out throughout the park.

Discussion ensued about purchasing new picnic tables, the advantage of lightweight picnic tables, and whether any picnic tables have been lost at Reiter Park or Candyland Sports Complex.

Member Rice made a motion to utilize the remaining Board Fund Balance of approximately \$1,469.13 to purchase two (2) aluminum picnic tables for the pavilion at Candyland Sports Complex. Seconded by Vice-Chair Coad.

Member Sackett suggested upgrading the water fountains.

Mr. Capizzi responded that upgraded water fountains would be included in the FRDAP grant.

Motion carried by a unanimous voice vote with Member Osmin and Member Carroll absent.

Member Rice congratulated staff on a successful Summer Camp and was happy to see Mr. Knowles recognized at the last Commission meeting. She thanked the City Commission for recognizing July as National Parks and Recreation Month. She attended the budget workshop virtually and waiting for the new proposed budget with the changes. Regarding the Leisure Services Department, the original proposed Fiscal Year 2023/2024 budget was \$1.7 million. She talked about the goals for the Leisure Services Department for Fiscal Year 2023/2024, noting they are looking to do another 111 events.

Member Rice advised that National Night Out was coming up in October, the first Tuesday of the month, and the October 3 meeting was rescheduled to October 9, 2023. She has contacted Mr. Rinaldo and reported that the vendors and sponsors have been emailed.

Discussion ensued about sponsors and vendors for National Night Out and activities for the children attending.

Chair Morgan reported that the Rock, Freedom, and Fireworks was great and well attended. She suggested staff look Horsepower Ranch in for the Luau in May.

Chair Morgan reported that the Longwood Summer Camp was well run, and her son excelled at camp this year. She attended some non-Longwood events and was able to speak to people about the banner program. She attended the Back-to-School event, which was well-attended. She would like to schedule a meeting with staff to start working on the Autism event for next year.

Member Sackett had no report.

Vice-Chair Coad provided the Board with a map and discussed the placement of the holiday banners on Ronald Reagan Boulevard.

Discussion ensued regarding the placement of the banners, the status of the current banners on Ronald Reagan Boulevard, when the new banners will be installed, how many have been sold, whether or not to continue using the company currently used, the banners for Lyman High School for their 100th Anniversary, and the banners at Reiter Park.

Vice-Chair Coad reported that she would review the inventory for Celebrate the Season to determine what needs to be purchased. She will be working to secure the sponsor for Breakfast with Santa. There will be a school orchestra for the Community Tree Lighting in December. She advised the Board that Mr. Rinaldo was scheduled to attend the Parks and Recreation Conference in Orlando at the end of August. She attended the 4th of July event, and it was wonderful. She asked staff if they had any luck filling the current vacancies.

Mr. Capizzi responded yes, and they are fully staffed at both parks and Reiter Park. There was one (1) spot available at the Community Building.

Vice-Chair Coad asked staff about the work being planned at the Community Building.

Mr. Capizzi responded that he has spoken with Sherwin Williams, and instead of replacing all the vinyl, there is a special paint that can be purchased and used. He was not certain if this would be done in the next fiscal year or the following.

Vice-Chair Coad stated that she would like to see a handicap ramp installed at the stairs on the east side of the building. She stated she had heard complaints that the only handicapped access is located at the back of the building.

Discussion ensued about installing better handicap access to the Community Building or at least better signage directing patrons to the existing handicap ramp.

Member Putz advised that he had several people at his home to attend the fireworks on July 4, which was a great display. He asked staff if they knew anything about Altamonte Springs discontinuing their July 4th event.

Mr. Capizzi responded that they will continue to hold their event but, the fireworks display will be scaled down due to new construction in the area.

Discussion ensued about the July 4th event in Altamonte Springs.

Member Putz discussed some of his concerns with the Armed Services and First Responder banner program and wording on the flyer. They included the height the banners would be hung, vandalism, wind damage, and who would cover the cost to replace the banner should it need to be replaced.

Discussion ensued on changes to the wording on the flyer for the banner program and who would cover the replacement of a banner in the event of vandalism or damage.

Member Putz made a motion to have the Board cover the cost of replacing a banner if there is damage or vandalism, and the wording will be updated on the flyer. Seconded by Vice-Chair Coad.

Vice-Chair Coad confirmed that the wording would be removed from the flyer, they would take the chance of covering the cost of replacing banners for damage, and it could be readdressed if there was an issue.

Member Sackett asked what the cost breakdown of the banner was.

Mr. Capizzi responded that the cost of the banner is \$75, and the hardware is a one (1) time fee that the staff is covering from their budget.

Motion carried by a unanimous voice vote with Member Osmin and Member Carroll absent.

5. STAFF REPORT

Mr. Capizzi reviewed the upcoming events. He reported that they are looking to host their first Pickleball Tournament.

Mr. Rinaldo reviewed the event synopses for the City Manager office event Juneteenth, the Father/Daughter Dance, and Rock, Freedom, and Fireworks events.

Discussion ensued on the time of the Juneteenth event, moving it to later in the day and the increase in available tickets for the Father/Daughter Dance. The organization, costs, parking, traffic, fireworks, and the date for next year's Rock, Freedom, and Fireworks event were also discussed.

Vice-Chair Coad inquired about the monies received by the Leisure Services Department for Impact Fees.

Mr. Capizzi responded that it was separate from the 131 Fund.

Discussion about the Impact Fees ensued, the deficit in the 131 Fund and how it will be managed, getting more sponsors for events, and increasing the dollar amount on the top tier of the sponsorship package.

6. ADJOURNMENT

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

Chair Morgan adjourned the meeting at 8:27 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 09-05-2023

Larissa Morgan, Chair

ATTEST:

Donna Alt-Bowes, Recording Secretary

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