

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

**MINUTES  
August 2, 2022**

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

- 1. CALL TO ORDER.** Chair Putz called the meeting to order at 6:30 p.m.
- 2. PUBLIC INPUT.** None.
- 3. ACTION ITEMS.**

**A. Approve Minutes from July 5, 2022**

Vice-Chair Sackett moved to approve the minutes from July 5, 2022, as presented. Seconded by Member Rice and carried by a unanimous voice vote.

**4. BOARD MEMBER REPORTS.**

Member Coad reported that she had information for Member Morgan which was passed out to all Board Members for review concerning the ad for the Leisure Services Department. She advised Member Morgan that at the bottom of the page there was mention of the Heroes project and the burning of the flags.

Discussion ensued with regard to how to get the Lake Mary Magazine delivered for those that do not get it.

Member Coad advised the Board that she always starts planning for the Celebrate the Season project in January right after the event and proceeded to advise the Board on what had been ordered for the upcoming 2022 event.

Discussion ensued about what has been ordered for the Celebrate the Season event, costumes, ornaments, giveaways, etc.

Member Coad advised the Board that Mr. Rinaldo goes to the conference this month and asked Mr. Rinaldo when the conference was going to be held.

Mr. Rinaldo replied it would be held in about three (3) weeks.

Discussion ensued concerning the Florida Festivals & Events Association (FFEA) conference Mr. Rinaldo will be attending.

Discussion continued with regard to the Celebrate the Season event, what has been ordered, contacting volunteers, vendors, sponsorship, advertising, and getting the banners installed.

Member Coad brought up that she would love to see an evening concert consisting of one night of local choirs, high school choir groups, and maybe some local bands. She wanted the Board's input/discussion on this idea. She wants it to be all Christmas stuff and they could do a couple of things she has been thinking about. She would like to see City organizations who serve food (CERT & COP's) have the opportunity for this to be a fundraiser. She said she would also like to have a holiday-mart. She said it is a really big thing in some of the big cities and has been around for hundreds of years in Europe. She went on to explain exactly what it is.

Discussion ensued about the holiday-mart idea and the evening concert idea.

Member Coad said Mr. Capizzi, herself, and Mr. Rinaldo have been involved with not only getting the decorations installed in the park, but expanding them out into the City, because Commissioners have wanted that for a long time.

Member Coad spoke about the cost increases in reference to holiday decorations and lighting, looking into piggyback contracts, and staff checking on different contracts to compare.

Mr. Capizzi gave the Board a status on the contract that is currently being negotiated by St. Petersburg.

Member Coad said luckily, they bought the lights that are up on the outdoor stage at Reiter Park so they don't have that to deal with. She said they should contact WastePro about sponsoring Santa's Breakfast and see if they can get them to commit to what they did last year. She asked Mrs. Alt-Bowes to contact the caterer to see if they can get a commitment and/or lock down the price for this year so they can see where they're standing.

Member Coad mentioned that there was an attack at the Dog Park that was brought up at the Commission Meeting last night. A person was injured and the Commission brought up discussing whether they would like to have cameras there. She asked if there was any movement on the City Garage Sale that they wanted to have in coordination with the Saturday market.

Mr. Capizzi said the Farmer's Market Manager does not have an interest in doing it in conjunction with the Farmer's Market.

Discussion ensued concerning when and where the City Garage Sale can be held.

Member Coad said at the Commission meeting the other night, they had some good news about the Lewis House. She said it is finally going to go out to bid to build a gazebo out of the Lewis House to put it in our Historical Cemetery. It will commemorate both historical items. She said that is good news.

Discussion ensued about the location of the Lewis House once the renovation has been completed.

Member Coad said there was a request for a Mother/Son dance like the Father/Daughter dance. Her thought was to have them back-to-back, same time frame and date-wise, but not the same weekend on the calendar.

Discussion ensued about the date of the Mother/Son Dance and setting up a line item in the budget for this event.

Member Ray began her report and Chair Putz asked her when the Chili Cook-Off was going to be held. She advised him that it was going to be held on November 12, 2022.

Discussion ensued concerning the Chili Cook-Off and whether or not Chair Putz would be in attendance.

Member Ray said that she did not have a report.

Vice-Chair Sackett reported and said she enjoyed the Food Truck Battle and being a judge. She said the food was delicious. She said the Back to School event had a big turnout, was hot, and she was happy to see five hundred (500) or more kids get backpacks. She commented on the long line and having water available.

Discussion ensued about the Back to School event.

Member Rice reported and said to Chair Putz that he was missed last month and advised him their meeting ended around 8:00 p.m. She said happy birth month to Mrs. Alt-Bowes who celebrates her birthday and thanked the staff for taking the time to talk to her on the phone and entertain her emails since their last meeting. She shared what they went over with the Board and started with National Night Out and said the preparations are underway. The date set is Tuesday, October 4, 2022, from 5:30 p.m. until 8:30 p.m. Sponsor opportunities ranging anywhere from \$100 to \$500 are available, cash and in-kind services, vendor booths are \$25, and non-profit fees are waived with the 501(c)3 certificate. She said the Police Department versus Fire Department game will be the first annual city kickball game. Board Member volunteers are needed for National Night Out for serving meals or working the Leisure Services booth where they will promote the Chili Cook-Off as well as offer information about upcoming events and hand out a takeaway for kids and

families. She is not sure what they should do yet, but she will be thinking about that. She asked staff to send an email prior to their September meeting about volunteering then they can follow up in September.

Vice-Chair Sackett asked if they were going to do the same set-up as last year.

Member Rice replied yes. She discussed the fundraising opportunity with Strongwood Coffee and went over the vendor flyer that was provided to all Board members.

Discussion ensued regarding the ways you can raise money, Strongwood Coffee, and what the line item is that was set up by the Finance Department for the proceeds for the coffee.

Member Rice said she inquired about the balance in the Pennies for Parks account line and was advised that after adjustments are made to that account, there will be a minimum of \$1,667.37. She wanted to mention some of the Leisure Services highlights that were discussed at the budget workshop as it was presented without any tax increase to the residents. She said \$10,000.00 to expand the 4<sup>th</sup> of July event, and \$10,000 to put toward Longwood Life Magazine, which is currently known as the Altamonte/Wekiva Magazine. She said it will be renamed and will have several feature stories and event advertisements there. The Longwood Luau has got its own separate line item in the budget since it was a successful first-year event and congratulations were offered to Member Morgan. She brought up resurfacing the splash pad, updating the Reiter Park PA system, as well as the exterior maintenance and inside floors at the Community Building.

Discussion ensued about the Cultural Arts Grant.

Member Rice said the pickleball courts are being painted and they are looking great. They are green and blue. She noted it was said at last night's Commission meeting that one hundred and twenty (120) people are waiting to play, so she believes the staff is reviewing and possibly updating the rental contract agreements to include pickleball.

Mr. Capizzi replied yes, that Mrs. Alt-Bowes is doing some comparisons within the next couple of weeks with other agencies to see what they do and they are going to take this opportunity to not only update the forms but to update some other rental fees as well.

Discussion ensued concerning the rental fees, the grand opening for pickleball, the basketball court renovations, monitoring of the pickleball court rentals, sponsorship for the pickleball court, general maintenance and upkeep, and sponsorship of the park at Candyland Sports Complex.

Member Rice said the Little Free Library at the Candyland Sports Complex is receiving a makeover. She said she does not know who it is, it must be a volunteer, and it is looking really good. She's really glad to see that happening.

Mr. Capizzi said we just need to add the plexiglass and it looks a lot better than it did.

Member Rice said they should have removed the books with the recent rain, but that she will be donating more books to it once the plexiglass gets in. Member Rice said Smallworld has received its new equipment and the spiderweb is gone so hopefully they can celebrate that park with a ribbon cutting and get the neighborhood surrounding the park to come out and enjoy it.

Discussion ensued regarding the new equipment, mulch, and the status of the lighting at Smallworld Park.

Member Rice said that sadly there have been ill-behaved dogs and owners at Arbor Park Dog Park. She knows they have rules and the police number posted. Guests should feel safe going there, but it is a difficult situation.

Discussion ensued about the dogs in Arbor Park Dog Park.

Member Rice shared the billboard Member Coad referenced at State Road 434 and U.S. Highway 17-92 Big Lots plaza, which is in the city of Longwood, and said it is a Lamar Billboard, digital on one side and static plane on the other side.

Member Carroll reported and said her kids enjoyed the Back to School event and as Vice Chair Sackett said, there were a lot of people there. She said the only feedback she did get was that last year it was invitation only.

Mr. Capizzi said he does not recall it being an invitation only.

Vice-Chair Sackett said it was not invitation only, but there were tickets that went out because the schools provided a list of the lower-income kids, and those people were called and got tickets.

Discussion ensued concerning the Back to School event.

Member Carroll said she met with Mr. Rinaldo and Mr. Capizzi about Barkfest and one of the ideas she wants to go over is the cement pillars/culverts. She said they are going to have them brought over to the outside of the parking lot area. They could get some paint and maybe have the dogs paint their paws on the culverts. Maybe some of the kids can have their hand prints painted on as well. She said then they can then put the culverts back in the park.

Discussion ensued regarding the logistics of the culvert project at Barkfest. Member Carroll asked staff to provide her with flyers for Barkfest. She said Sit Means Sit, Katie's Pet Spa, and Louise Pet Connection were a few of the vendors that want to sign up so she needs the sign-up item. She said they also want to place the flyers in their locations. The 434 Animal Hospital is another potential vendor as well as Lake Mary Veterinary. She said that is why she needed the flyers and the paperwork for them to complete.

Mr. Capizzi said they will be happy to pass the Barkfest information on to all of the other members of the Board.

Discussion ensued regarding vendors/participants for the Barkfest.

Member Carroll asked about a Halloween event. She said she knows they do a Trunk or Treat type of thing and asked if they did anything else for the community like a dance.

Mr. Capizzi replied no, not for Halloween specifically.

Member Carroll asked if it was held at Reiter Park.

Mr. Capizzi confirmed it was and it has been turned into Truck or Treat with big trucks.

Member Carroll asked if there was any way that they could have music and dancing since the park is right there and the stage is available.

Discussion ensued about a Halloween dance.

Member Carroll talked about the rocks that were painted by summer camp kids to be placed around the parks and Mr. Rinaldo showed some of the rocks to the Board Members.

Member Rice asked if they are still doing the Cutest Dog Contest at Barkfest.

Mr. Rinaldo replied yes.

Discussion ensued about the date and time of Barkfest, the Cutest Dog Contest, and replacing the water fountains at the Dog Park.

Discussion ensued concerning the 131 Fund report and the amounts in the accounts.

Member Carroll asked if children wanted to hide the rocks around the park.

Mr. Rinaldo replied no.

Member Carroll said she will take them and hide them. She said it has taken off on the page so they will just see how it goes from here.

Vice-Chair Sackett said last year they were talking about doing the house Christmas light contest and she did not know if they wanted to begin discussions ahead of time.

Mr. Capizzi said he and Mr. Rinaldo spoke about that and they feel it would be a better opportunity this year since they have Ms. Cartagena and she will be able to help immensely on social media.

Member Morgan reported and said she took her family to a hula competition in July. She told the Board about the events and she was able to get more vendor information from this event for their Luau event. She will continue going to events and getting vendor

information for use at their event next year. She requested the date of the event be changed to earlier in the year.

Mr. Capizzi asked Member Morgan to send him an email with additional information regarding the dates she has in mind for the Luau.

Discussion ensued about vendors and competitions for the Longwood Luau event.

Chair Putz reported and said he has a fundraiser to discuss, but he is going to wait until the next meeting in September to discuss it.

Member Morgan congratulated Member Coad on getting nominated for the Key to the City.

## **5. STAFF REPORT.**

Mr. Capizzi said they have covered a lot of the staff report. There is a Concert in the Park on August 6, 2022, from 7:00 p.m. until 9:00 p.m. and the band is Smokin' Torpedoes. The Downtown Longwood Cruise-In Car Show is on August 13, 2022, from 5:30 p.m. until 8:30 p.m. The Senior Matinee is on August 17, 2022, from 1:30 p.m. until 4:00 p.m. and the movie is *Dog*. There is an Overdose Awareness Event on August 27, 2022, from 9:00 a.m. until 11:00 a.m. at Reiter Park. Summer Camp just ended this week and they just put all of the supplies back up the other day. He said they did well and should have numbers for that pretty soon. He said everybody seemed to be pretty happy and hopefully they will be looking to utilize the space again next year because being able to walk to Reiter Park and the Community Building worked out well. He said there were a few little hiccups here and there but you would be hard-pressed to find any camp that doesn't have anything happen.

Member Carroll requested they open up more spots for Summer Camp.

Mr. Capizzi said that next year they would give her an update on when her friend can apply because they can't enroll any more children than what they have now.

Member Coad asked about the old flea market sign that was purchased. She said she believes it is still in storage.

Mr. Capizzi stated it is being put up for auction.

Member Coad asked if there were updates about the fountains in the lake at Reiter Park.

Mr. Capizzi said there are no updates at this time.

## **6. ADJOURNMENT.**

Chair Putz moved to adjourn. Seconded by Member Morgan and carried by a unanimous voice vote.

Meeting adjourned at 8:20 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 09-06-2022

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David Putz, Chair

**ATTEST:**

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Donna Alt-Bowes, Recording Secretary