

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

**MINUTES  
March 7, 2023  
6:30 P.M.**

**Present:** Larissa Morgan, Chair  
Judi Coad, Vice-Chair  
David Putz, Member  
Amanda Sackett, Member (arrived at 6:34 p.m.)  
Lori Rice, Member  
Rachael Carroll, Member (arrived at 7:11 p.m.; left at 7:24 p.m.)  
Chris Capizzi, Leisure Services Director  
Ryan Rinaldo, Recreation Manager  
Donna L. Alt-Bowes, Recording Secretary

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

Chair Morgan stated the City Commission appointed a new Board Member to fill the vacancy, and his name is Ruben Osmin.

**2. PUBLIC INPUT.** None.

**3. ACTION ITEMS.**

**A. Approve Minutes from February 7, 2023 Meeting**

Member Rice moved to approve the minutes for February 7, 2023, as presented. Seconded by Vice-Chair Coad and motion passed with 4 votes in favor, and 2 members absent (Member Sackett and Member Carroll).

**B. Discuss moving the October meeting to October 9th or 10th**

Mr. Capizzi said at the last meeting that the Board decided on a tentative October date, and unfortunately, it is unavailable. He checked with the City Clerk, and October 9 and October 10, a Monday and Tuesday, the second week of October, are available. The meeting is being rescheduled due to National Night Out on the first Tuesday in October. It is an important month with all of the upcoming activities, and he thinks it needs to be rescheduled.

Discussion ensued about moving the October meeting to October 9 or 10.

Vice-Chair Coad made a motion to move the October meeting to the 9th. Seconded by Chair Morgan and motion passed with 4 votes in favor, and 2 members absent (Member Sackett and Member Carroll).

#### **4. BOARD MEMBER REPORTS.**

Member Rice reported that the Splash Pad opens March 14, 2023, just in time for Spring Break, and asked staff to consider opening it earlier next year. She had a conversation with Mr. Capizzi regarding her suggestion for newly appointed Board Members and a welcome packet or folder with various information pertaining to the Board. She suggested it should include the last few minutes of the meetings, the current budget, the sponsorship package, current events, and a letter from the Director. She said she would be happy to work with staff if they feel that is appropriate in welcoming new board members. She stated if anyone had suggestions for inclusions, they could give those to the staff.

Mr. Capizzi responded that these items would be in addition to what the City Clerk already sends. He said he would get with the City Clerk and talk about a welcome packet for new Board Members.

Discussion ensued regarding a welcome packet for new Board Members and what should be included.

Mr. Capizzi stated that he has spoken with the City Clerk, and we are trying to coordinate with the City Attorney for dates he could attend to go over the etiquette at Board meetings and the Sunshine Laws. He said if we cannot do a meeting, we will work on a date to get together and go over this with Board Members.

Discussion continued about the welcome packet for new Board Members, getting a name tag and sponsorship packet, and including the list of projects a member can work on.

Member Rice said she has met with staff several times and now understands the 131 Fund. Mr. Capizzi will provide a synopsis of that under the Staff Report. She reported that the Pennies for Parks account balance as of a couple of weeks ago is \$2,021.54, and the balance for the Strongwood Coffee account is \$50. She had three (3) questions for the staff. Now that the lights have been installed at Candyland Sports Complex, she asked if that completes the Grant.

Mr. Capizzi responded the sports lights are not part of the Grant and that project was budgeted under capital improvements. There was a light that was supposed to go in at the skate park. He said he listed skate park improvements as the elements for the Florida Recreation Development Assistance Program (FRDAP) Grant for Candyland Sports Complex so they were not restrained to lighting. He explained there is a meter that is full, and to get a new light with electrical outlets, Duke Energy would have to come out and install a new meter. The cost would be around \$10,000, exceeding what is available in the Grant. He reviewed improvements made in the last year at the skate park, such as new obstacles. The most recent one built had a value of \$7,000 and was built for around \$2,000 and he used this as one of the elements in the Grant. Everything related to the Candyland FRDAP Grant

and the Small World Park FRDAP Grant is finished. The completion package has been sent to the State, and waiting for the reimbursements on both projects in this fiscal year.

Member Rice asked about the fountain at Reiter Park and if it was in this year's Grant.

Mr. Capizzi responded no, it is part of the impact fees, but it is something they could look for a grant in the future. He explained the impact fees and how they are collected. He spoke about the issues Public Works had with a fountain installed on Church Avenue and Oleander Street, which seems to be a good size for Reiter Park. He noted there have been electrical issues with the fountain since the ducks were disconnecting it when sitting on it. With the number of ducks at Reiter Park a stronger fountain would be needed to avoid similar issues.

Member Rice has been thinking about the Reiter Park sponsorship that they have and asked if it is something that will be looked at to renew this year.

Mr. Capizzi responded it was recently renewed with Orlando Health South Seminole Hospital for \$7,500 a year for the next two (2) years.

Discussion ensued regarding sponsorship of Reiter Park and Orlando Health South Seminole Hospital's future development plans within the next few years.

Member Sackett had no report.

Chair Morgan reported she attended opening day for Longwood Babe Ruth and threw out the first pitch for softball. She talked about the Longwood Walk for Autism Awareness and said it would be held on April 29, 2023, from 11:00 a.m. to 1:00 p.m. The City of Longwood will take care of the DJ, and the characters, Community Emergency Response Team (CERT) will provide the food, there will be a bounce house for toddlers and one for big kids. Mayor Morgan will be the Master of Ceremonies for the event, and there are six (6) confirmed vendors and will forward the forms to the staff. She said they are asking Morgan & Morgan Law Firm to be the title sponsor and await approval. Chair Morgan gave an update on the Longwood Luau, stating everything is moving forward, a flyer has been put together with the City logo, and the entertainment was confirmed. She said they are still going back and forth on the food.

Mr. Capizzi responded that he believed Horsepower would provide the food, and he would get all those details ironed out. He stated the bar would be there, and they have traditional Hawaiian food.

Chair Morgan asked if they should contact Duke Energy or AdventHealth to be a sponsor for the event.

Mr. Capizzi responded yes, and we are looking to gain sponsorship, and it has been a hot topic.

Chair Morgan stated she was aware Barkfest was canceled today, and Member Carroll messaged her, apologizing for not being available for the meeting due to a family emergency. She said Member Carroll was unaware that the event was canceled, and she wants to set up a meeting because of the vendors she has been talking with.

Mr. Capizzi reported they had about five (5) to six (6) vendors and three (3) of them were not dog related. They were A/C, health insurance, coffee vendor, and a solar vendor, the majority not dog related. He noted the event is dog oriented, and, in the fall, they had a list of fifteen (15) vendors that were going to show, and that would have been fine to hold the event. He mentioned the Humane Society no longer brings anyone out, like the one year when they had a trailer with dogs, and you could adopt. Several vendors could not attend now and were able to in the fall. He said they did not want to hold the event with a few vendors, and it appeared poorly planned. Mr. Rinaldo added while talking with vendors the feedback he received was the day and time being a Friday evening was tough for a business to attend. He noted out of the original fifteen (15) vendors confirmed for the fall event, only six (6) committed to the rescheduled date for March.

Discussion ensued about scheduling the event on a different date, holding it on a Saturday or Sunday, having it at another time of the year, and parking issues at the Dog Park. Also brought up was the timing of the cancellation and not sending a notice to the Board.

Vice-Chair Coad stated they have a winner for this event and suggested they still get the gift card, the picture placed at the Dog Park, and present it at a Commission meeting rather than make the winner wait until the event gets rescheduled.

Discussion ensued on sponsor monies received and how it will be reflected in the account line, vendors having the option to participate at another city event, or having their sponsorship refunded.

Member Carroll arrived at 7:11 p.m.

Mr. Capizzi updated Member Carroll on the Board discussion regarding the cancellation of Barkfest.

Member Carroll stated she had a situation that didn't allow her to attend the meeting but showed up when she found out Barkfest got canceled. She mentioned moving the event to a Saturday or Sunday. She had several vendors reach out to her, disappointed it was getting canceled rather than looking at another date or option. She would appreciate it if they could look at another date as an option. Member Carroll also said she has been looking at more vendors and speaking with them, so she wanted to meet with Mr. Capizzi and Mr. Rinaldo. She asked if they had received her emails.

Mr. Capizzi responded that he responded to her email a couple of weeks ago in reference to the meeting, and he has yet to hear back from her.

Discussion ensued about rescheduling Barkfest, having it on a Saturday or Sunday, different options for the time, and trying it on a Sunday in September. Also discussed was when to

bring the culverts out to the dog park, when the new equipment would be installed, and selling coffee and donuts at the event.

Member Carroll left the meeting at 7:24 p.m.

Member Putz reported that after the last meeting he met with staff and located twelve (12) areas on six (6) poles that can be used for the military and first responder banners. He passed around photos of the available poles for the Board Members to view.

Discussion ensued on the military and first responder banner program, confirming what poles would be used, the cost of installation, fundraiser options, and the cost to purchase a banner.

Vice-Chair Coad made a motion to move forward on the military and first responder banner project and sell the banners at a minimum of \$250 to cover cost to \$300 with final approval from the Commission. Seconded by Chair Morgan.

Member Sackett asked if the company's purchase cost was \$200.

Discussion ensued on the price of the banners to determine what the profit would be, the cost included in the motion was \$250 to \$300 based on installation and to have a final number to present to the Commission.

Vice-Chair Coad amended the motion to move forward on the military and first responder banner project and sell the banners at a minimum of \$300 to cover the cost with final approval from the Commission. Seconded by Chair Morgan and motion passed with 5 votes in favor, and 1 member absent (Member Carroll).

Member Putz asked staff about the rules for fishing at Reiter Park.

Mr. Capizzi responded fishing is allowed at Reiter Park.

Vice-Chair Coad said there are items that she wants to discuss but will give staff the opportunity when they get to their report. She asked Member Sackett if she had been to any other parks and if there was any report on how they were doing.

Member Sackett responded not recently, which is why she did not report.

## **5. STAFF REPORT.**

Mr. Capizzi reported Senior Matinee will be on March 15, 2023, 1:30 p.m. until 4:00 p.m., and the movie will be Elvis. He said there is the Concert in the Park for March events, the Car Show this Saturday, and the Pirate Seafood Festival on March 25 and 26. Regarding Arbor Park Dog Park; he discussed what was mentioned in a previous Commission meeting. He will bring the item back at the next Commission meeting regarding putting a gate inside the Dog Park. He said the concern was being able to exit the Dog Park from another exit

besides the current one. The original agenda item with a double gate at the back of the Dog Park was voted down. He said it was brought back up two (2) meetings ago, and the Commission agreed to have an item brought back that would place a single gate inside the Park, within the Small Dog Park, so that people could exit from there. Patrons could get out of that entrance in case of an emergency in the Large Dog Park. He said this gate would only open inward toward the Small Dog Park, and there would be signage stating "emergency exit only" for people only to utilize it if there was an emergency. He said heavy signage would deter any casual use of the gate. Cameras are also going to be brought back as an agenda item. This item is about putting cameras around the Dog Park for surveillance purposes.

Discussion ensued regarding the gate inside the Dog Park being a double gate, not a single gate, location, and the cost.

Vice-Chair Coad made a motion that if the City Commission choose to put in a one-way gate, it is a double gate for protection for all of the dogs, no matter what location they decide to place a gate. Seconded by Member Rice.

Member Rice understands the double gate setup and why it is suggested. She does not believe it belongs at the rear because of the parking situation, even if you call it a one-way gate. She said putting it from the Large Dog Park to the Small Dog Park would be her preference if they choose to have the additional gate.

Discussion ensued on the double gate, and an explanation was provided on the gate topic. Also discussed were the one-way single-gate, how many dog fights or issues have happened, and the Board's previous decision regarding gates getting installed.

Vice-Chair Coad amended her motion that if the City Commission chooses to put in a one-way gate from the Large Dog Park to the Small Dog Park, it is a double gate for protection for all involved dogs and humans. Seconded by Member Rice and motion passed with 4 votes in favor, 1 vote against (Member Putz), and 1 member absent (Member Carroll).

Mr. Capizzi said he had been asked to come forward with an agenda item for the one gate and will mention that the Parks and Recreation Advisory Board recommended a double gate if any gate should be installed.

Mr. Capizzi said he had discussions with Member Rice and Ms. Rosado, the Finance Director. They have the 131 Fund, which has all of their special events. The 131 fund includes the fundraising events such as the Chili Cook-Off, Barkfest, and Santa's Breakfast. They also have specific revenue and expenditure account lines, including events. For the July 4th event, the Commission budgeted an additional \$10,000 for longer fireworks. That event comes to a total of \$27,000. He said it is tough to raise \$27,000 to cover the cost of this single event. He said they managed to raise over \$12,000 for Celebrate the Season, which is hard, especially going back to many of the same businesses. Covering costs for all events is extremely difficult, nearly impossible. Fortunately, the Commission is very pro-events and wants to budget events free for citizens to attend. He said a couple of years

from now, and we will see that the fund balance will eventually go into the negative, which will be an issue. He said they have proposed to the Finance Director to put the events back into the General Fund, under the 4800 line, under Community Relations, except for the three (3) Board events, the Chili Cook-Off, Santa's Breakfast, and Barkfest. He said they would keep those events in the 131 line, and then they would also have the three (3) revenue account lines for those. He said instead of having three (3) lines for the three (3) different events; they would combine them into one and call them community events. This way, they would not limit themselves to always having Chili Cook-Off, Barkfest, or Santa's Breakfast. He said they are great events, but they could if they ever wanted to change it up. He said the Chili Cook-Off and Santa's Breakfast are going strong. Hopefully, Barkfest will get back on track, but in the future, if they want to change it to something else, they can. They could combine all of the budgets of these three (3) events. He said they could fundraise for those events and easily zero out expenditures. Another item they discussed would be coming up with a Parks and Recreation Advisory Board project account line in the 131 fund expenditures line they would request from the Commission each year. It is still essential for fundraising because they can justify asking for a percentage of the money they fundraised each year. He said if we wanted to justify requesting \$10,000 in the budget process for the project account line, and they raise \$30,000 or \$50,000, they are justifying asking for a percentage of the money they have raised and received from events.

Mr. Capizzi said taking the events out of the 131 fund and putting them back into the general fund; would be able to avoid a deficit in their fund balance after a few years. He said he met with the Finance Director yesterday afternoon, and she suggested another option would be to keep the events in the 131 fund but each year provide funding for those events from the general fund. If they have money from the general fund to fund the events, this will stop the deficit from becoming greater in the fund balance each year. He presented this to the Finance Director yesterday. He said she would consider the options offered, then discuss them with Mr. Rinaldo and me. He stated it is a lot to digest but is hoping he will have some direction from Finance that he can bring back to the Board within the next month, before the next Board Meeting.

Discussion ensued about the fundraising and sponsorship funds helping to pay for events that don't earn any money, looking into new sponsorship options, money being itemized and slated for a specific event, accounting issues and how it has been set up, and which direction the Board would like to go moving forward.

Member Rice asked if they are hiring for Summer Camp.

Mr. Rinaldo responded they are hiring for Summer Camp and will be going back to the Civic Center. The camp will be able to use the School Board buses again, there will be two (2) field trips per week, and Mr. Knowles, the Camp Director of many years, is coming back.

Member Rice said she had yet to see a picture of the new Community Building floor.

Mr. Capizzi responded that he would send a picture to the Board.

Member Rice asked if the staff could send the link for the sponsorship package.

Mr. Capizzi responded that staff is meeting with Ms. Cartegena to come out with a pamphlet that does not necessarily have detailed information about the sponsorship package but is something that you can easily hand out to somebody for informational purposes. He said it lets people know that we have sponsorship opportunities and shows the events you could sponsor in addition to contact information.

Discussion ensued regarding the changes that need to be made to the sponsorship package.

Vice-Chair Coad asked to bring the sponsorship package back to the Board to discuss and update. She said work has started on the new banners for Longwood and is ahead of the game this year.

Mr. Rinaldo addressed the Reiter Park banners and said after the hurricanes, they were missing three (3) to four (4) banners; they condensed the banners they could find and placed the order to get replacement banners.

Discussion ensued on staff putting up the banners rather than paying for them to be hung and adding the purchase of a scissor lift into the budget.

## **6. ADJOURNMENT.**

Chair Morgan moved to adjourn the meeting. Seconded by Member Putz and motion passed with 4 votes in favor, and 1 member absent (Member Carroll).

Chair Morgan adjourned the meeting at 8:41 p.m.

Minutes approved by the Parks and Recreation Advisory Board: 04-04-2023

---

Larissa Morgan, Chair

**ATTEST:**

---

Donna Alt-Bowes, Recording Secretary