

## Keep Winter Park Beautiful & Sustainable Advisory Board



**December 8, 2016 at 11:45 AM**

Chapman Room / City Hall  
401 Park Ave S. / Winter Park, Florida

### 1: Administrative

#### a. Approval of Minutes

November 17, 2017 Minutes

#### b. Citizen Comments

Limited to 3 minutes per person

#### c. Staff Report

Emailed monthly along with agenda and minutes. This time may be used to request more information on individual items

December Staff Report

### 2: Action

### 3: Informational

#### a. Green Minute

Share a personal story about sustainability

#### b. KWPB - Status report KWPB

Status Report from KWPB

#### c. Sustainability Action Plan

Status Report from SAP

#### d. Finance

Status Report from Finance

#### e. No Cash? No Problem!

Guest Speaker: Gabby Lothrop

Marketing the SNAP program as part of a menu of services at a newly

established market service desk.

#### **4: New Business**

##### **a. Agenda Requests and/or announcements**

#### **5: Adjourn**

##### **a. Action Items:**

Review action Items identified during meeting.

##### **b. Evaluate Meeting:**

What worked? Didn't work?

##### **c. Next Meetings:**

January 17, 11:45am

2017 meetings to be held 3rd Tuesday of the month at 11:45am

January 17th will be a workshop from 11am-1pm, followed by our regular meeting

#### Appeals and Assistance

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"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

# Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Keep Winter Park Beautiful and Sustainable Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;
- Staff will present the item and state department recommendation if appropriate;
- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)
- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;
- The Chair will entertain any motion from the Board regarding the agenda item;
- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;
- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;
- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;
- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.

**THE CITY OF WINTER PARK  
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE**

Regular Meeting  
City Hall, 401 Park Ave. S.

November 17, 2016  
11:45

**MINUTES**

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**Present:** Ben Ellis, Bruce Thomas, Stephen Pategas, Sally Miller, Mary Dipboye, Ellen Wolfson

**Absent:** Bill Heagy

**City of Winter Park Staff:** Kris Stenger, Building & Sustainability Manager, Abby Gulden, Permitting and Sustainability Coordinator

**Guests:** Jody Lazar, Winter Park Library

**CALL TO ORDER:** Chair Thomas called the meeting to order at 11:47 a.m.

**1. ADMINISTRATIVE ITEMS**

**Approval of Minutes**

Chair Thomas asked for approval of the November 17, 2016, minutes, Ms. Miller moved to approve the minutes as presented; Ms. Dipboye seconded the motion; motion carried unanimously.

**Citizen Comments:**

None

**Staff Report:**

Staff report was emailed to board members. Staff responded to questions. After discussion a workshop will be scheduled in January to review the Sustainability Action Plan. Comprehensive Plan recommendations were discussed.

**2. ACTION**

**3. INFORMATIONAL**

**a. Green Minute**

**b. KWPB – Status Report KWPB&S**

Status Report from KWPB&S - Mr. Pategas reported that the Winter Park Blooms committee membership is growing.

KWPB&S Sponsorship – Ms. Gulden reviewed the sponsorship program. She responded to questions. The Board discussed potential sponsors and Board contacting them.

**c. Sustainability Action Plan**

Ms. Gulden stated that staff continues to integrate the SAP into the Comprehensive Plan. She is beginning to plan the annual report for presentation to the City Commission in February. Sally Miller will serve as board point person for SAP items.

**d. Finance**

Review and discussion of 2017 budget items, with special regards to Recycling Education budget. It was determined that more review is needed and there will be no action taken at this time.

**4. NEW BUSINESS**

**a. Agenda Requests/Announcements/Action Items**

**5. ADJOURNMENT**

**a. Action Items**

**b. Evaluate Meeting**

- What worked:
- What didn't work:

Staff will review possible meeting options.

Chm. Thomas adjourned the meeting at 1:05 p.m. Next meeting TBD, City Hall

Respectfully submitted,

Debbie Wilkerson  
Recording Secretary



## December 2016 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Sustainability	Sustainability Action Plan	<ol style="list-style-type: none"> <li>1. Identified actionable items for 2016-2017 and prioritized</li> </ol>	<ol style="list-style-type: none"> <li>1. Assign lead positions on priority items to board members at January workshop</li> </ol>
	Solid Waste Contract	Rollout of bins has completed!	<ol style="list-style-type: none"> <li>1. Residential bin labels finalized- Recycle Across America</li> <li>2. Assessing options for provision of standardized labels to businesses and private schools. Public schools are being provided by OCPS and Bank of America</li> </ol>
	Grants	<ol style="list-style-type: none"> <li>1. Winter Park Health Foundation</li> <li>2. 16/17 KAB/FDOT</li> </ol>	<ol style="list-style-type: none"> <li>1. Gather and Grow, LLC is new 3<sup>rd</sup> party vendor for Audubon and Winter Park farmers markets. Application for EBT machine has been approved. Fresh Access Bucks application approved. Program to launch January 8<sup>th</sup></li> <li>2. 16-17 grant cycle application has been approved. includes projects for cigarette receptacle placement on center st, recycling bin placement grants at schools and businesses, and wide distribution of RAA labels</li> </ol>
	WPHS	<ol style="list-style-type: none"> <li>1. IDEAS4US chapter</li> </ol>	Ongoing partnership on projects
	Bike Share	WP is piggybacking on City of Orlando contract	<p>Locations have been chosen and are being coordinated by public works. Signage is being evaluated by Planning and Zoning and is currently main impediment to Sunrail station location, in addition to vendor ordinances for Central Park.</p> <p>Valencia has installed a station at the Winter Park campus.</p>
	Household Hazardous Waste	Next event will be April 22, 2017	
	Electric Vehicles	No new units will be installed at this time	Sunrail chargepoint unit is disconnected from Chargepoint service. Researching feasibility of switching this unit out for better reporting
	Solar	Community Solar- we have an action	Evaluating programs and considering alternative structures or potential for



## December 2016 STAFF REPORT

		plan drafted to roll out a small scale pilot	going out to bid to reduce Kwh price  SolSmart application underway. <a href="http://www.seia.org/act-now/help-your-community-become-solsmart">http://www.seia.org/act-now/help-your-community-become-solsmart</a> Estimated to acheive Bronze designation by February 2017. Consideration of a joint application for a SOLSMART advisor in coordination with City of Orlando
	WPE Conservation Program	FY 16-17 will be funded at \$50,000.	<ol style="list-style-type: none"> <li>1. Contracts with Ferran Services who provides services for energy audits.</li> <li>2. Kits and LED coupons from millers hardware</li> </ol>
	PACE	Working with Orange County Property Appraiser to roll out wide scale program 2017	Winter park: No. of applications to date: 4 Projects funded: 1 for \$13,134
	Food Policy Council/ Urban Agriculture	Abby has joined the Food Policy Council on Behalf of City of WP	Assigned to Chair Community Outreach/Education Subcommittee WP Farmers Market will be one of 2 FM in Orange County to accept SNAP and EBT, bringing food access as well as economic benefit. Consultant engaged to facilitate process. Inclusion of food topics for comprehensive plan update have been submitted
	Organics collection	Compost Orlando is expanding to WP	Pilot focused on Park Ave/Rollins. Composters to be purchased and given away at April HHW day
	Green Business Certification	Central FL Workplace Challenge	Central FL Workplace Challenge 2016 has concluded!
Beautification	America In Bloom	WP Blooms presented category award for overall impression-	We won Outstanding Achievement award for historic preservation!  WELCOME TO THE CIRCLE OF CHAMPIONS
	Volunteer Activities	\$10,000 from Lakes Dept for supplies, in return for Watershed cleanups and assistance with NPDES permit tracking. This funding has been	Volunteer T-shirts available  <ol style="list-style-type: none"> <li>1. 2017 schedule-</li> </ol>

## December 2016 STAFF REPORT

		secured for FY16-17	<p><b>Lake Sue and Chelton</b> – January 28 .</p> <p><b>Lake Killarney</b> – February 25 – Knights of Service</p> <p><b>Lake Bell and Lake Wilderness</b>- April 1</p> <p><b>Lake Forest and Lake Grace</b> –July 29 -</p> <p><b>Lake Midget and Lake Rose</b>– October 7</p> <p><b>Lake Knowles</b>- Invasive species removals (as needed)</p> <p>2. Continue supplies for groups</p>
	Outreach	Table @ Farmers Market on Saturdays in March and April	Community volunteer and board member- sell bricks, advertise KWPB and SAP, Earth Day, and WP Blooms. Selling caladium bulbs in march.
Fundraising	Benches	Administered by Parks and Rec	
	Dance Lessons	Administered by KWPB	Increase advertisement
	Bricks	Administered by KWPB	Review for 2016- Increase advertisement
	Earth Day	2016 successful, within \$100 of breaking even. Project 2017 to be a money making year.	Strategy and subcommittee for 2017 needs to get started in August or September. Sponsorship and fundraising are KWPB board member responsibilities
	WP Garden Club		Has donated \$1000 for 2015-2016 Green School Grants. Abby to go to a meeting to report on grant projects
	Community Solar		Potential Revenue Source similar to OUC where “green energy” would be purchased at a small premium. CIP project proposal has been submitted. Application submitted for SolSmart Community designation and intern
	Utility “Round Up” Program		Account holders could “round up” their bill to the nearest dollar and the change would go to energy efficiency projects, sustainability initiatives,





### December 2016 STAFF REPORT

			and the conservation program
	General Fund		Request for Earth Day events funds is approved for 2016-2017 FY



## Agenda Item Summary

No Cash? No Problem! -

Guest Speaker: Gabby Lothrop

Marketing the SNAP program as part of a menu of services at a newly established market service desk.

### **Summary:**

The City of Winter Park plans to market the SNAP program as part of a menu of services at a newly established market service desk which will be prominently located at the top of the stairs at the entrance to the interior vendor space at the market. The service desk will advertise a "No Cash, No Problem" program which is intended to serve as a sort of "ATM" for the market. Rather than have an ATM, they will use the same debit card machine to swipe customers' cards in exchange for shopping tokens. In this case, these tokens will be blue (the SNAP tokens will be silver), and can be accepted by all market vendors. This will serve dual purposes allowing the booth to provide services to all customers, in an attempt to remove some of the shame stigma from people walking up to get tokens and it can help keep more dollars in the market, as some vendors do not take credit cards or have credit minimums. This should serve as a more convenient way to save the sale than asking a customer to leave the market to go to an ATM. The booth operator would charge a \$1 token handling fee (significantly lower than the \$2-4 typically charged at an ATM). The fee would go to covering the overall swipe fees for the machine, which are a flat 15 cents for EBT transactions, and variable for credit/debit transactions. Additional services at the desk include sales of farmer's market gift certificates, Farmers Market memorabilia and the distribution of Keep Winter Park Beautiful information.

### **Background:**

With past support from the Winter Park Health Foundation and the USDA, Gather & Grow LLC has acquired approval to serve as the SNAP/EBT service provider for the Audubon Park Monday evening and Winter Park Saturday Farmers Markets. A USDA grant via the Florida Farmers Market Coalition has been secured for the purchase of the EBT equipment, along with three (3) years of service for internet access and processing services.. However, funding is required to operate the SNAP/EBT stand at each market, as well as for administrative responsibilities associated with the program. The Audubon Market will be staffed by employees of Gather and Grow, a private firm that operates the market. The City of Winter Park staff have funding to support 50% of the cost of this position for the first year (utilizing surplus funds from the current budget) and plan to fund the position thereafter. This proposal is requesting support for the remaining 50% of those funds so the program can begin in January of 2017 and continue without interruption until the City funding kicks in.

### ATTACHMENTS:

Description

Upload Date

Type



## **Funding Proposal for SNAP at Winter Park Saturday Farmers Market**

**Purpose:** Installation of Electronic Benefits Transfer technology (EBT) for Supplement Nutrition Assistance Program (SNAP) and potential incentives programs at the Winter Park Saturday Farmers Market.

Gather & Grow LLC, The Winter Park Farmers' Market, in partnership with the Winter Park Health Foundation, Slow Food Orlando, and other community partners are working to expand access to healthy foods and encourage healthier eating and lifestyle habits in the local community. By bringing SNAP/EBT access to the Winter Park Farmers' Market, these community partners see an opportunity to make a significant and lasting impact in the aforementioned areas. These organizations will work in partnership to establish the framework for a coordinated effort to facilitate healthy eating and nurture good dietary habits. Installing SNAP/EBT access at the Winter Park Farmers' market is a cornerstone of this coordinated effort.

Federal food nutrition dollars such as the Supplemental Nutrition Assistance Program, SNAP are economic engines for food providers, including local farmers. When EBT technology is provided to farmers and community farmers markets, more of those food dollars stay within the community.

The Winter Park Saturday Farmers Market is located immediately adjacent to a food desert, according to the USDA. Additionally, the Farmers Market location is centrally –located for access from other designated food deserts in the Greater Central Florida region.

With support from the Winter Park Health Foundation, Gather & Grow LLC has acquired approval to serve as the SNAP/EBT service provider for the Winter Park Saturday Farmers Market. A grant from the Farmers Market Coalition has been secured for the purchase of the EBT equipment, along with three (3) years of service. Funding will be required for Gather & Grow LLC staff the SNAP/EBT stand at each market, as well as for administrative responsibilities associated with the program.

### **A one-year labor budget for the program is as follows:**

Part-time Employee to Man the SNAP stand at each market:	\$4,000.00
Administrative work:	\$4,500.00

**Annual Total: \$8,500.00**



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