

## Keep Winter Park Beautiful & Sustainable Advisory Board



**April 18, 2017 at 11:45 AM**

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

### **1: Administrative**

#### **a. Approval of Minutes**

February 21, 2017 Minutes

March 21 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

April 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. Water Utility Presentation**

David Zusi and Gary Heller from the City of Winter Park Water Utility join us to discuss the city's water conservation and reclaimed water projects

**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:**

May 16, 2017

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.

February 21, 2017  
11:45am

**MINUTES**

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

**Absent:** Bill Heagy

**City of Winter Park Staff:** Kris Stenger, Building & Sustainability Manager, Abby Gulden, Permitting and Sustainability Coordinator, John Nico, Agnieszka T.. Butch Margraf

**Guests:** Jody Lazar, Pat Schoknecht, Ann Francis, Katrina Kasemir

**CALL TO ORDER:** Chair Thomas called the meeting to order at 11:49 a.m.

**1. ADMINISTRATIVE ITEMS**

**Approval of Minutes**

Chair Thomas asked for approval of the January 17, 2017, minutes, S. Pategas moved to approve the minutes as presented; S. Miller seconded the motion; motion carried unanimously.

**Citizen Comments:**

Jody Lazar- updated board member's regarding Repair Café May 13, 11am-3pm at the Winter Park Library. Commissioner debate will be held at WPPL next week. Also mentioned were library participation in Earth Day and America in Bloom.

**Staff Report:**

Staff report was emailed to board members. Staff responded to questions. New staff members to the sustainability program were introduced and an overview given of their respective specialties and projects.

**2. ACTION**

**3. INFORMATIONAL**

**a. Green Minute**

none

**b. Transportation Advisory Board Update**

Overview and discussion regarding the recent activities of the Transportation Advisory Board as it relates to the Sustainability Action Plan. Topics included the St. Andrews Trail, Way finding signage, bike share, and comp plan. Butch Margraf presented.

**c. Fair Trade Campaign**

Overview and discussion regarding the history of the Fair Trade designation and City of Winter Park participation. A request was made for a member of KWPB to volunteer as representative on WP fair trade committee. Ann Francis presented.

**d. KWPB – Status Report KWPB&S**

Status Report from KWPB&S - Mr. Pategas reported that the Winter Park Blooms committee is in the planning phase in anticipation of the 2017 judging schedule. Previous judging recommendations have been reviewed and several chosen for implementation. Caladium sales will occur at the WP Farmers Market from March 4 – April 29<sup>th</sup>.

**e. Sustainability Action Plan**

Library Green building requirements were discussed. Potential strategies include net zero and an educational display. LEED certification equivalent will be recommended by staff. K. Stenger gave an update on community solar.

**f. Finance**

- g. Ms. Gulden reviewed the sponsorship program and currently engaged sponsors. She responded to questions. A deadline for sponsor engagement of March 1 was set in order to facilitate logos on advertisement and t-shirts

**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 1:12 p.m. Next meeting March 21, 11:45am at City Hall

Respectfully submitted,

Abby Gulden  
Recording Secretary



## April 2017 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Sustainability	Sustainability Action Plan	1. Annual Report Submitted to Mayor and Commissioners	
	Solid Waste Contract	Rollout of bins has completed!	<ol style="list-style-type: none"> <li>1. Beginning audit of routes and pilot for targeted contamination reduction education. Software training has begun, but it will be a while before the capabilities will be able to inform our activities</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. Program launched and is already very successful!</li> <li>2. includes projects for cigarette receptacle placement on center st, recycling center for businesses and multifamily on W Park Ave and at Mead Gardens, water bottle filling station water fountain installation at Central Park and other city Parks and wide distribution of RAA labels</li> </ol>
	WPHS	1. IDEAS4US chapter	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	Composters will be given away at this event
	Electric Vehicles	5 new one unit chargers are being purchased to be installed at select city locations	Sunrail chargepoint unit has been swapped out with public works, Researching feasibility of switching this unit out for better reporting proved it was financially unviable, and this was the best solution as public works was the least utilized location



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	Solar	Community Solar- we have an action plan drafted to roll out a small scale pilot	Evaluating programs and considering alternative structures or potential for 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 achieve Bronze designation by mid 2017.
	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> <li>3. Analysis of 2015 Toyota Together Green data is complete</li> <li>4. Next step to analyze City rebate program in the same manner</li> <li>5. Funds also being utilized to purchase more EV chargers for city property</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
	Organics collection	Composters have been purchased and pick up coupons valid on HHW day will be given away at April HHW day	
	Green Business Certification	Kilowatt Crackdown	CFEEA is hosting a 2017 Kilowatt crackdown, and we will be encouraging WP participation. Ties into Benchmarking and Disclosure Policy goals
Beautification	America In Bloom	WP Blooms presented category award for overall impression-	AIB judging scheduled for April 25 and 26
	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- <b>Lake Sue and Chelton</b> – January 28 . 90 participants, 850 lbs of</li> </ol>



## April 2017 STAFF REPORT

		secured for FY16-17	<p>litter</p> <p><b>Lake Killarney</b> – February 25 – Knights of Service – 100 students, 640 pounds of litter</p> <p><b>Lake Bell and Lake Wilderness</b>- April 1 – 88 participants, 800 pounds of litter</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 and April
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 2016-2017 Green School Grants.
	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,





## April 2017 STAFF REPORT

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