

Keep Winter Park Beautiful & Sustainable Advisory Board



October 17, 2017 at 11:45 AM

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

1: Administrative

a. Approval of Minutes

September 19 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

October Staff Report

Updated 2018 Green School Grant Application

Recap of Meeting with Tinker LLC

<http://tinkerprograms.com/>

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

Report from each board member on their progress

d. Finance

Status Report from Finance

e. Report from WastePro

Bryan Erickson will be reporting on Fleetmind project.

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:

Appeals and Assistance

"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.

September 19, 2017
11:45am

MINUTES

Present: Mary Dipboye, Ben Ellis, Natalie Hellman, Sally Miller, Stephen Pategas, Bruce Thomas, Nora Miller

Absent: Ellen Wolfson

City of Winter Park Staff: Kris Stenger, Building and Sustainability Manager; Vanessa Balta Cook, Building & Sustainability Planner; Agnieszka Tarnawska, Sustainability & Permitting Assistant

Guests: Nate Boyd, Hanson Professional Services; Jody Lazar, WP Library; Curtis Ostrodka, VHB; Pat Schoknecht, Rollins College

CALL TO ORDER: Ch. Ellis called the meeting to order at 11:47 a.m.

1. ADMINISTRATIVE ITEMS

Member Introduction

Members and new KWPB&S Advisory Board member Natalie Hellman introduced herself.

Approval of Minutes

Bruce T. made a motion to approve August 15, 2017 minutes. Mary D. seconded the motion. Minutes were approved as presented.

Citizen Comments:

Nate B. provided date/time/location information for the City of Orlando's upcoming Green Works Community Action Plan Update workshop.

Staff Report:

Staff report was emailed to board members. Kris S. provided an update on his communication with OUC regarding solar, waiting to hear back on specifics on rate structure. He added that community solar program (e.g., on city facilities) is still in city's budget, 2nd reading next week, hopes to provide more updates in the coming months. Kris S. provided a brief overview of the SolSmart Workshop that occurred on August 29th and progress toward Sol-Smart designation (Vanessa B.C. provided board members with presentations on 9/18/17). Vanessa B.C. and Agnieszka T. provided a brief presentation on city facility energy and water usage being benchmarked on Energy Star Portfolio Manager. Vanessa B.C. provided a quick overview of Green Restaurant Recognition programs. Kris S. provided a brief overview of how Hurricane Irma debris is being collected. He will check for the specifics on what is happening to the tree debris (9/22/17 Keri Martin confirmed tree debris will be mulched and taken to FDEP permitted vegetative debris sites). He also discussed city communication during Hurricane Irma and asked that board members send him any questions, comments, suggestions, and ideas that they would like him to share at upcoming emergency management meetings. Kris S. also explained that WastePro is continuing to have issues with Fleetmind, they will be presenting at the next meeting. Stephen P. mentioned that yard waste stickers are starting to fail.

2. ACTION

None.

3. INFORMATIONAL

a. Green Minute

Pat S. provided date/time/location information for meeting being arranged by Rollins College Sustainable Ideas Orlando student organization and Tesla on current energy issues.

b. KWPB – Status Report KWPB&S

Stephen P. provided a recap of last WP Blooms Meeting. Will be taking a year off from AIB after doing it for 6 years in a row. Will continue with Caladium Bulb Sales and Volunteer Appreciation Event. Will be planning mulch/soil removal workdays, will need to choose dates that work with Parks and Recreation (October- December) and recruit volunteers. Stephen P. also shared that he is working on updating the environmental efforts section of the AIB evaluation report, requested Board review not-for-distribution draft of judging criteria.

c. Sustainability Action Plan

Ben E. opened up discussion on SAP and setting board priorities. Sally M. mentioned she is interested increasing education and outreach regarding City's recycling program. Stephen P. reminded the board that he would be willing to have his neighborhood be a pilot program for recycling education. Kris S. brought up challenges related to dearth of composting and recycling facilities and increased cost of recycling. Pat S. suggested regional planning that could help support these systems. Nate B. commented that the City of Orlando's primary focus in their sustainability plan was municipal operations so that the savings could then be used to support other sustainability programs. Mary D. would like to encourage programs that reduce fossil fuel usage (e.g., transportation, energy, etc.), increase renewable energy usage, and getting us closer to SAP goals on renewable energy usage. Nora M. also interested in working on recycling issues (e.g., is there somewhere else we should be sending our recycling? Other diversion methods we should be considering?) Pat S. mentioned Rollins parallel interest in increasing composting. Bruce T. is also on board with prioritizing recycling, he is also interested in continuing to be a part of Earth Day planning. Natalie H. is interested in working with Rollins community on recycling and waste diversion issues. Ben E. is interested in focusing more on green infrastructure and stormwater management (e.g., rain gardens). Stephen P. suggested green infrastructure be installed at City Parks (partnership) and potential educational opportunities that could arise. Sally M. also suggested that we try to centralize our information on the website. Vanessa B.C. asked that board members visit our sustainability program page and provide comments/suggestions/updates for the website. Ben E. asked that board members start thinking about goals, responsibilities and resources needed to move forward. Stephen P. suggested under the Sustainability Action Plan portion of the agenda each member provide a quick status report.

d. Finance

4. NEW BUSINESS

- a. **Agenda Requests/Announcements/Action Items:** Next board meeting, board members should be prepared to share some goals, responsibilities and resources on the priorities they discussed.

5. ADJOURNMENT

a. **Action Items**

b. **Evaluate Meeting**

- What worked:
- What didn't work:

Stephen P. made a motion to adjourn at 1:10 p.m., seconded by Sally M. Next meeting Tuesday, November 28th, 11:45am at City Hall.

Respectfully submitted,

Vanessa A. Balta Cook
Recording Secretary

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Focus Area	Topic	Status Update	Next Steps
Buildings, Energy, and Water	Audit of City Hall by 15lightyears	<ul style="list-style-type: none"> ➤ Final recommendations being prepared by 15lightyears 	<ul style="list-style-type: none"> ➤ Review recommendations
	Central Florida Battle of the Buildings (BOTB)	<ul style="list-style-type: none"> ➤ CFEEA planning for 2018 CFBOTB is already underway ➤ Current competition ends December 31st, can update data in ESPM until end of January; awards ceremony in March 2018-16 awards will be given ➤ WP Registered : First Congregation Church, St. John Lutheran Church, WP Library, First GREEN Bank, Olive Garden, Valencia College ➤ City Facilities Registered: 16 ➤ Total number of bldgs. registered in CFBOTB: 240 	<ul style="list-style-type: none"> ➤ Staff to continue updating energy and water usage in USPM for 16 facilities ➤ Reach out to First Congregation Church, St. John's Lutheran and WP Library to see if they need assistance and to let them know they will be automatically registered into the 2018 CFBOTB; also remind them that several UCF specialists are still available to help
	Community Solar	<ul style="list-style-type: none"> ➤ \$250K in FY 2018 budget being proposed to go toward rolling out solar on water treatment facilities; 2 hearings left 	<ul style="list-style-type: none"> ➤ Work with utilities to determine location of solar arrays
	EnergyStar Portfolio Manager	<ul style="list-style-type: none"> ➤ Working on updating energy and water usage data of remaining 8 of 16 facilities registered in CFBOTB 	<ul style="list-style-type: none"> ➤ Update remaining buildings' profiles (8)
	PACE	<ul style="list-style-type: none"> ➤ Number of Applications to Date: 4; Projects Funded 2 	

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		<ul style="list-style-type: none"> ➤ Received brochures from 3 out of 4 provider, waiting on the last one. ➤ PACE information is available on city website and provided in energy audit kits 	
	SolSmart	<ul style="list-style-type: none"> ➤ SolSmart Bronze Designation application underway. 	<ul style="list-style-type: none"> ➤ Continue working on SolSmart Designation requirements
	Winter Park Electric Conservation Program	<ul style="list-style-type: none"> ➤ Approx. 80 residential audits were completed in FY16-17 ➤ FY 17-18 will be funded at \$50,000. ➤ Website has been updated with audit request form and rebate forms are now available online. 	<ul style="list-style-type: none"> ➤ Analyze City rebate program, consider low-income 100%, bids, commercial kits in lieu of audit? ➤ Promote Audits through City's Social Media
Community Engagement & Green Economy	Exotic Snail Roundups (community groups)	<ul style="list-style-type: none"> ➤ Dayo Scuba, September 24, capped at 60, <i>postponed to Nov.5</i> ➤ UCF Knights Give Back, October 21st, capped at 100 participants, Lake Knowles 	
	Exotic Snail Roundups at Lake Knowles (Open to the public)	<ul style="list-style-type: none"> ➤ 7:30am-9:30am 9/16 (<i>cancelled</i>); 10/14; flyer created and posted to EventBrite, VolunteerMatch, city calendar 	<ul style="list-style-type: none"> ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list
	Mead Botanical Garden community garden workday (community group)	<ul style="list-style-type: none"> ➤ St. John Lutheran Church, mid-October, 8 participants; specs TBD 	<ul style="list-style-type: none"> ➤ John N. working with Susan League

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	Sustainability Website	<ul style="list-style-type: none"> ➤ Most pages have been updated; webmaster will be return from vacation in mid-September 	<ul style="list-style-type: none"> ➤ Promote website on social media ➤ Check with Communications re: Green Button
	Volunteer Outreach	<ul style="list-style-type: none"> ➤ Sent ESR Flyer to local middle schools, high schools, and colleges 	
	Watershed Cleanups (community groups)	<ul style="list-style-type: none"> ➤ None currently scheduled 	
	Watershed Cleanups (Open to the public)	<ul style="list-style-type: none"> ➤ Oct 7-Lakes Midget & Rose: 92 RSVPs (10/6) 	<ul style="list-style-type: none"> ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list
Local Food & Agriculture	Community Gardens	<ul style="list-style-type: none"> ➤ Researching potential locations for community gardens ➤ Proposed CG at MLK to Asst. City Manager and Parks 	<ul style="list-style-type: none"> ➤ Identify other possible locations
	Good Food Central Florida	<ul style="list-style-type: none"> ➤ Next meeting October 19th t 	<ul style="list-style-type: none"> ➤ Participate in meetings and subcommittees
	WP Farmers Market SNAP Program	<ul style="list-style-type: none"> ➤ Requested status report from Gaby L. 	
Mobility and Urban Form	BikeShare	<ul style="list-style-type: none"> ➤ Transportation Advisory Board continues to review feasibility of a city BikeShare program; UCF students presented a report on this topic during a special TAB Board Meeting in April. 	<ul style="list-style-type: none"> ➤ Next TAB meeting: 2nd Tuesday of the month
	Electric Charging Stations	<ul style="list-style-type: none"> ➤ 6 EV Chargers received. Installation in progress. 	

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		<ul style="list-style-type: none"> ➤ UAB has requested demographic information on EV charging station users. 	
Natural Resources & Systems	Green Building Standards for Tree Removal	<ul style="list-style-type: none"> ➤ Provided Urban Forestry with language to amend existing code to require the use of green building standards when tree will be removed ➤ Under review by city attorney, delayed by Hurricane Irma 	
Local Government Operations	Electric Fleet	<ul style="list-style-type: none"> ➤ 1 electric vehicle has been purchased for the City's Building & Permitting Department; should be arrive this month (Oct) 	
	Employee Educational Outreach	<ul style="list-style-type: none"> ➤ Providing monthly presentations at the City's New Employee Orientations on SAP 	
	Recycling	<ul style="list-style-type: none"> ➤ Office visits have been conducted at Public Works Compound and Public Safety building to determine needs. 	<ul style="list-style-type: none"> ➤ Meet with custodial staff/facilities staff ➤ Place "mixed recycling label" on existing city trash bins. ➤ Provide smaller bin, attachable to existing bin, for waste, affix RAA "trash" label, for all city facilities.
Waste Diversion & Recycling	Bottle filling stations	<ul style="list-style-type: none"> ➤ Purchased, received 6 drinking fountain/bottle filling station ➤ Installations in process 	<ul style="list-style-type: none"> ➤ Installed: Cady Way Park and Howell Preserve Park ➤ To be installed: Phelps Park, Dinky Dock, Azalea Lane, and Ward Park.
	Cigarette waste disposal	<ul style="list-style-type: none"> ➤ Decals being added to side mount ash urns for trash cans along central park: Installation in progress ➤ Smoking stations for Center Street; working on securing 	

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		agreement from owners with City Attorney	
	Composters	➤ Composter information to be posted on website	➤ Promote on Social Media
	Don't Pitch It Fix It	<ul style="list-style-type: none"> ➤ Date Set: Saturday November 11th 1-5pm, WP Library. ➤ Looking for fixers, have posted to sustainability list ➤ Posting flyers around town 	<ul style="list-style-type: none"> ➤ Post to City's Social Media ➤ E-blast to 600+ sustainability mailing list ➤ Confirm fixers ➤ Create eventbrite
	Household Hazardous Waste and E-Waste	<ul style="list-style-type: none"> ➤ Updated webpage with information on Seminole and Orange County drop-off locations and events ➤ E-Waste Collection event set for November 18th; 8am-Noon at Howell Branch 	<ul style="list-style-type: none"> ➤ Set next year's date, post on website ➤ Request flyer for E-Waste Collection from Communications
	Recycling Labeling	➤ Purchased and received large and small "trash" and "mixed recycling" Recycle Across America labels.	<ul style="list-style-type: none"> ➤ Determine labeling needs of Park Avenue and beyond Businesses ➤ Determine labeling needs of Private schools (public schools are being provided labels by OCPS and Bank of America)
	Solid Waste Contract	➤ WastePro working with FleetMind (Smart Truck Fleet Management System) to get hardware to function properly (repairs), geolocations have been set-up. Will be presenting at October meeting.	➤ Begin audit of routes and pilot for targeted contamination reduction education.
KAB Affiliate Requirements	Community Appearance and Litter Index	➤ Completed and submitted. Overall score of "1", highest marks of "2" near major arterials.	➤ Plan activity to improve recycling (America Recycles Day-Electronic Waste Collection Event)
	Governance Report	➤ Completed and submitted.	

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Grants	SSCF/Kendeda Fund Grant-Social Equity & Climate Change	<ul style="list-style-type: none"> ➤ “Green For the Future: Green Classroom & Sustainable Education in Early Childhood Schools” LOI accepted. Proposal requested. 	<ul style="list-style-type: none"> ➤ Draft/Submit Proposal by Tuesday, September 5th
	FDOT KABA	<ul style="list-style-type: none"> ➤ Final Report Due 9/30 	<ul style="list-style-type: none"> ➤ Submit Final Report Proposal by Tuesday, October 10th
	Mulch Removal	<ul style="list-style-type: none"> ➤ Working with Parks & Recs and Stephen P.; tentative date-mid-October-Dec. 	<ul style="list-style-type: none"> ➤ Set date/time/location ➤ Advertise to Sus List
Fundraising	Earth Day	<ul style="list-style-type: none"> ➤ Earth Day events funds approved for 2017-2018 ➤ Event planner provided with Earth Day Event Date ➤ Meeting with event planner on Oct. 6 	<ul style="list-style-type: none"> ➤ Board member fundraising
	Utility “Round Up” Program	<ul style="list-style-type: none"> ➤ Account holders could “round up” their bill to the nearest dollar and the change would go to energy efficiency projects, sustainability initiatives, and the conservation program 	<ul style="list-style-type: none"> ➤ Looking at bill assistance funding potential



keep **winter park** beautiful

Green Schools Grant Program *2018 Request for Proposals (RFP)*

Grant Proposal must be submitted by 5:00pm EST on Friday, February 23, 2018
Proposal are to be no more than 2 pages, not including supporting documentation

Purpose

The mission of the City of Winter Park's Keep Winter Park Beautiful & Sustainable Advisory Board is to improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work, and play. The purpose of the Green Schools Grant is to support schools serving Winter Park in their efforts to achieve sustainability goals and beautify their campus while engaging and educating students grades K-12 in the practices of sustainability.

The intent of this RFP is to fund four to six projects that will support the objectives of the [Winter Park Sustainability Action Plan \(SAP\)](#), focusing on one or more of the following SAP categories:

- Buildings, Energy, & Water
- Community Engagement & Green Economy
- Local Food & Agriculture
- Mobility and Urban Form
- Natural Systems & Resources
- Waste Diversion & Recycling

Benefits

- Reinforces conservation and sustainability education efforts at our local schools
- Supports mission and goals of Keep Winter Park Beautiful & Sustainable
- Builds community relations and stimulates civic engagement

Funding Amount

Four to six grants that range from \$100-\$500 will be funded. Grant recipients will also receive funding to cover the cost of USGBC Green Classroom Professional Certificate program online course (\$60 value).

Eligibility Requirements

Pre-K through 12 public and private schools within incorporated Winter Park. Some OCPS and private schools may be located outside the Winter Park boundary; however, they must serve students who live in Winter Park. This information is verified through the [Orange County Property Appraiser](#) and [Orange County Public Schools](#).

Although certification is not required, we recommend that sponsoring teachers complete the USGBC Green Classroom Professional Certificate program. Grant recipients will receive an additional grant to cover the expenses of completing the online course (\$60 value).

Grant Selection and Scoring Criteria

- **Impact:** How impactful will the proposed project outcomes be for the school campus and greater community?
- **Student Involvement:** What is the extent of student involvement? How will this project be a part of existing school wide sustainability efforts?
- **Sustainability:** How well does the project advance and support the Winter Park SAP objectives? How well does the project outcome support sustainability principles and create a culture of resource conservation.

Application Guidelines

The grant application provided on the next pages, and any supporting materials submitted by 5:00 pm EST on Friday, February 23, 2018 electronically to kwpb@cityofwinterpark.org.

Reporting Requirements

Grantees will be required to capture and share with the City of Winter Park aspects of their project in ways that are relatable/instructive to the general public. Examples include written feature stories, participant profiles, photo essays, sound recordings, videos, and/or local media coverage. One storytelling submission is required by September 30th.

Questions

Contact us at kwpb@cityofwinterpark.org or 407.599.3364 with any questions.

Helpful Links

Orange County Public Schools-Find My School

https://www.ocps.net/departments/student_enrollment/find_my_school/

Orange County Property Appraiser

<http://www.ocpafl.org/>

Winter Park Sustainability Action Plan (SAP)

<https://cityofwinterpark.org/departments/building-permitting-services/sustainability-program/sustainability-action-plan/>

USGBC Green Classroom Professional Certificate Program

<https://www.usgbc.org/classroom/gcp>

KWPB Green Schools Grant Program 2018 Application

DUE: Friday, February 23, 2018 at 5:00 pm EST

Please submit your application with responses to these questions in the order outlined below. Grant applications, not including supporting documentation, are to be no more than two pages in length in Microsoft Word or PDF format. **The deadline to submit a grant application is 5:00 pm EST on Friday, February 23, 2018. Please submit your completed application and supporting documents electronically to kwpb@cityofwinterpark.org.**

I. Applicant Information

Today's Date:	
School:	
School Address:	
Principal:	
Sponsoring Teacher:	
Teacher's Phone #:	
Teacher's E-Mail:	

2. Project Summary: In one page make the case for why this project is important to your school and why your proposed project will lead to results.

1. **Background** – What is the motivation and purpose for the project?
2. **Student Involvement** – Describe student involvement in the planning and implementation of the project.
3. **Impact** – Please describe the project's impact on the school and/or community. How have students learned and applied practices of sustainability and conservation at school and/or in the community? These practices can include but are not limited to reducing energy and water use, waste recycling and composting, planting a native garden, cleaning up waste and debris, riding bikes, walking and carpooling to school, and creating up-cycle art/science/environmental/outreach projects.
4. **Sustainability**-Describe how the project will advance and support the Winter Park SAP objectives? How well does the project outcome support sustainability principles and create a culture of resource conservation at your school.
5. **Project Budget**- Please detail your project budget, how exactly will the money be used? How much money will the project cost? (Capital expense? On-going operations? Both?)

3. Supplemental Material

Please include photos, when possible, and/or student statements, when applicable, regarding the project or program and its impact on the school and their knowledge of sustainability and conservation practices.