

Keep Winter Park Beautiful & Sustainable Advisory Board



July 14, 2016 at 5:45 PM

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

1: Administrative

a. Approval of Minutes

June 2016

April 2016

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

July 2016 Staff Report

2: Action

a. Nominate Chair and Vice Chair Positions

b. Recycle Across America

Approval of residential recycling bin labels

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

2016-2017 Project Review

Recap of 2016-2017 priorities and board champions for projects

d. Finance

Status Report from Finance

e. NovusAgenda Training

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:

August 11,2016

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.

June 9, 2016
5:45

MINUTES

Present: Stephen Pategas, Mary Dipboye, Lambrine Macejewski (phone), Ben Ellis

Absent: Bruce Thomas, Sally Miller, Bill Heagy

City of Winter Park Staff: Kris Stenger, Building & Sustainability Manager, Building and Permitting Services

Guests: Pat Schoknecht, Rollins College

CALL TO ORDER: Vice Chair Pategas called the meeting to order at 5:45 p.m. It was determined that a quorum was not present in the room, the following is for informational purposes.

1. ADMINISTRATIVE ITEMS

Approval of Minutes, April 14, 2016

Postponed to August meeting due to lack of a quorum.

Citizen Comments:

Chair's Report:

Staff Report: Staff report was emailed to board members. Staff responded to questions regarding the Georgetown Energy Prize and community solar. The Board discussed plans for moving forward due to reduction in the size of the Board. A workshop will be scheduled to discuss changes to the Board responsibilities.

2. ACTION

Election of Chair and Vice Chair

Postponed to August meeting due to lack of a quorum

3. INFORMATIONAL

Green Minute

Ms. Dipboye spoke about plans to expand solar co-ops in Florida.

Waste Contract Update

Mr. Stenger updated the Board on the waste contract stating it will go before the City Commission on Monday. He also reviewed some of the actions that will be implemented once the contract is approved. Mr. Stenger responded to questions regarding improving recycling in the City, including implementing recycling at multi-family, and using Recycle Across America.

USDN (Urban Sustainability Directors Network) Impact Member Survey Results

Mr. Stenger provided information about the USDN and its value to the City of Winter Park sustainability efforts through looking at what other communities are doing.

KWPB

Mr. Pategas updated the Board on the AIB judges visit on April 25 and 26. Discussion ensued regarding additional activities.

Sustainability Action Plan

No report.

Finance

Mr. Ellis provided an update on current financials. He reported that the City is hoping to allocate \$25K to KWPB&S in the 2017 budget. Discussion ensued regarding how the allocation could be used, supporting the allocation, and adding allocation discussion to the workshop agenda.

4. NEW BUSINESS

Comprehensive Plan

Mr. Pategas asked about the Comp Plan. Mr. Stenger responded that Ms. Gulden has been working with the Planning Dept. on coordinating with the sustainability plan. Mr. Stenger responded to questions.

Agenda Requests/Announcements Action Items

- Set up workshop.

Evaluate Meeting

- What worked:
- What didn't work: Low attendance

ADJOURNMENT

Vice Chair Pategas adjourned the meeting at 6:38 p.m. Next meeting is July14, 2016, 5:45 p. m., City Hall

Respectfully submitted,

Debbie Wilkerson
Recording Secretary

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

Regular Meeting
City Hall, 401 Park Ave. S.

April 14, 2016
5:45

MINUTES

Present: Stephen Pategas, Michael Poole, Julia Tensfeldt, Lambrine Macejewski, Baxter Burrell, Raymond Randall (phone), Bruce Thomas, Sally Miller, Bill Heagy

Absent: Ben Ellis, Mary Dipboy, Mark Rouse, Cathy Blanton, Erin Fleck

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

Guests: Jody Lazar, Winter Park Library; Richard Castle Waste Pro, Pat Schoknecht, Rollins College, Vicki Krueger, resident

CALL TO ORDER: Mr. Pategas called the meeting to order at 5:49 p.m.

1. ADMINISTRATIVE ITEMS

Approval of Minutes

Chm Poole asked for approval of the March 10, 2016, minutes. Mr. Pategas moved to approve the minutes as presented; Ms. Tensfeldt seconded the motion; motion carried unanimously.

Citizen Comments: Ms. Krueger expressed appreciation for the KWPB&S Board and all they do for the City. She brought a water bottle, a pen and carpet to show the Board, all made from recycled materials.

Chair's Report:

Chm Poole reported that the City Commission issued a proclamation in honor of Earth Day. The three top sponsors were honored as well. Mr. Poole complimented the Board on their Earth Day efforts. Mr. Poole encouraged the Board to turn in their after action report of the event.

Staff Report: Staff report was emailed to board members. Staff responded to questions regarding the charging station at the train station. Mr. Stenger announced that discussion on allowing backyard chickens will be on the April 25, City Commission agenda.

2. ACTION

None

3. INFORMATIONAL

Green Minute

Mr. Pategas suggested providing a water source for birds since it is difficult for birds to find water in Florida. He presented an example.

Earth Day Recap

The Board discussed what they liked and what may be improved for the future. The following are comments.

- Advertise at the Farmer's Market the Saturday before the event.

- Relocate the beer garden so shade can be provided.
- Snow cone guy was a hit,
- Bike rodeo
 - it was busy,
 - location was good,
 - good idea for the Police to provide information handouts,
 - add bikes with training wheels and redesign course,
 - bike ramps were popular,
- Electric car show was well attended but needs more cars,
- Quick draw painting event,
 - change time frame for painting to morning,
 - allow artists to sell paintings,
 - Polasek was excited about the painting event,
 - purchase piece of art for volunteer award,
- Yoga,
 - play her own music,
 - no band performing,
 - relocate her to stage,
- Provide water for people and pets,
- Better promotion of KWPB&S during the event,
- Library was happy with the event and plans to participate next year,
- Timing of event was suitable,
- Covanta was pleased with the event,
- Would like to see more City Board participation,
- Umbrellas with solar panels to provide shade,
- Public service announcements during the event,
- Composter give away big success,
- Reminder to thank sponsors,
- Giveaways bring in people
- Better organize volunteer lunch
- No complaints from Parks
- Good event manager

Ms. Gulden provided an update on the Earth Day finances, which showed a slight loss. A big improvement over last year.

Waste Contract Update

Mr. Stenger reported that the selection committee met and shortlisted 3 firms. After presentations they will make a recommendation to the City Commission. RFID tracking software will be included in the presentations.

KWPB

Mr. Pategas reported the AIB judges are coming to Winter Park April 25 and 26. He reviewed the events taking place during their visit. Mr. Pategas reported two more days at the Farmer's Market and requested volunteers to staff the booth. Mr. Poole suggested donating \$500 to upgrade the volunteer event, the Board agreed. Ms. Gulden provided an update on getting the KWPB&S video posted on the website.

Sustainability Action Plan

No report.

Finance

No report.

KWPB Sponsorship

No report.

Agenda Requests/Announcements Action Items

Board photograph will be taken after the Board adjourns.

Mr. Poole requested a future discussion on the best way to present the Sustainability Report to the City.

Evaluate Meeting

- What worked: Good discussion on Earth Day
- What didn't work:

ADJOURNMENT

Chair Poole adjourned the meeting at 6:48 p.m. Next meeting is May 12, 2016, 5:45 p. m., City Hall

Respectfully submitted,

Debbie Wilkerson
Recording Secretary



July 2016 STAFF REPORT

| Focus Area | Topic | Status Update | Next Steps |
|----------------|----------------------------|--|--|
| Sustainability | Sustainability Action Plan | 1. Identified actionable items for 2016-2017 and prioritized | 1. Assign lead positions on priority items to board members |
| | Solid Waste Contract | Waste Pro kickoff meeting completed | 1. Expected new contract launch October/November 2016 2. Review residential bin labels 3. Coordinate Recycle America Day event |
| | Grants | 1. Winter Park Health Foundation 2. 15/16 KAB/FDOT | 1. Gather and Grow, LLC is new 3 rd party vendor for Audubon and Winter Park farmers markets. MOU completed and application for EBT machine has been submitted. Matching dollars grant application for Winter Park Health Foundation preliminarily approved for 3 years 2. \$15,000 has been awarded to KWPB for 2015-2016 from FDOT. Contract will close out in September. Waste in Place Kits and watershed models have been purchased for all schools in WP. WP day nursery, welbourne ave nursery, first congregational, all saints, WP Methodist, Lakemont Elementary, Killarney Elementary, Glenridge Middle, WP 9 th grade center, WP high school. |
| | WPHS | 1. IDEAS4US chapter | Ongoing partnership on projects |
| | Bike Share | WP is piggybacking on City of Orlando contract | 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. Valencia has installed a station at the Winter Park campus. |
| | Household Hazardous Waste | Next event will be Sept or November 2016 | September/November event to be determined by Resource availability |
| | Sustainability Workshops | 1. Eric Hale from City of WP doing a July 16 workshop on | Sustainability at Home workshop at WP library October 15 th |



July 2016 STAFF REPORT

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| | | saving energy at home at winter park library. | Topic for Beautification or SAP subcommittee. Relationship with Winter Park YMCA could evolve into a dirt to dinner type class. |
| | 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 plan drafted to roll out a small scale pilot SolSMART application submitted http://www.seia.org/act-now/help-your-community-become-solSMART | Evaluating programs and considering alternative structures or potential for going out to bid to reduce Kwh price Collaborating with City of Orlando, submitted application for a SolSmart advisor intern to help with submittal . |
| | Georgetown University Energy Prize | WP currently ranked 50 out of 50 | Identify projects/strategies, Check out www.guep.org Take % campaign for community engagement in development. Other strategies may include celebrity endorsement |
| | WPE Conservation Program | FY 15-16 will be funded at \$50,000. \$50,000 for residential program | <ol style="list-style-type: none"> 1. Contracts have been secured with Ferran Services who will provide services for energy audits. 2. Audits are underway 3. City providing kits from millers hardware |
| | 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 poised to be one of 3 first 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 is being discussed |
| | Organics collection | Compost Orlando is expanding to WP | Pilot focused on Park Ave/Rollins |
| | Sustainability Video Series | This has stalled due to staff changes | |
| | Green Business Certification | Central FL Workplace Challenge | Central FL Workplace Challenge has concluded! www.greendestinationorlando.org for more info. 50 participating businesses, awards ceremony Aug. 31 at the winter park |



July 2016 STAFF REPORT

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|----------------|----------------------|---|---|
| | | | farmers market |
| Beautification | America In Bloom | <p>WP Blooms presented category award for overall impression- we are 1 award away from the circle of champions.</p> <p>April 24-25 judging. April 25 Volunteer recognition dinner</p> | <p>Recommendations included:</p> <ol style="list-style-type: none"> 1)Signage for historical districts and plaques on contributing buildings 2)Maps for bike trail system and "Share the Road signs" 3)Provide education for native plants 4)Identification of plants and monuments in Parks with QR codes 5)Stickers of storm drains of "Drains to Lake"- being coordinated with Lakes Div Tim Egan 6)Volunteer recognition program – incorporated into Earth Day 7)Unify recycle bins and remove Otto carts from Parks – Parks reports this will be done by Jan 2016 8)Updating Pathways at MLK |
| | Volunteer Activities | <p>\$10,000 from Lakes Dept for supplies, in return for Watershed cleanups and assistance with NPDES permit tracking. This funding has been secured for FY15-16</p> | <p>Volunteer T-shirts available</p> <ol style="list-style-type: none"> 1. 2016 schedule- <ul style="list-style-type: none"> Lake Mizell – January 30 . 30 participants and 440 lbs of trash! Lake Baldwin- April 2 – 25 participants and 330 lbs of trash! Lake Berry –July 30 (This was a low turnout month. Potential teaming with winter park towers) Lake Sue – October 8 2. Continue supplies for groups 3. Summer serve group from rollins doing a July 16th Lake Virginia cleanup |
| | Outreach | Table @ Farmers Market on | Community volunteer and board member- sell bricks, advertise KWPB and |



July 2016 STAFF REPORT

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|-------------|----------------------------|---|--|
| | | Saturdays in March and April | SAP, Earth Day, and WP Blooms. Selling caladium bulbs raised over \$1000. Will repeat next year. |
| Fundraising | Benches | Administered by Parks and Rec | |
| | Dance Lessons | Administered by KWPB | Review for 2016- 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 |
| | 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, and the conservation program |
| | General Fund | | Request for Earth Day events funds is pending for 2016-2017 FY |



Agenda Item Summary

Recycle Across America - Approval of residential recycling bin labels

ATTACHMENTS:

| Description | Upload Date | Type |
|--------------|-------------|---------|
| RAA option 1 | 6/30/2016 | Exhibit |
| RAA Option 2 | 6/30/2016 | Exhibit |



mixed recycling



CITY OF WINTER PARK



clean paper
flattened cardboard



cans



glass
bottles, jars



plastic
bottles, jugs


Do NOT throw these items in this cart!



- NO plastic bags and no plastic wrap
- NO food waste
- NO liquids
- NO food tainted items (no napkins, paper-towels, tissue)
- NO aluminum foil or pie plates
- NO pizza boxes
- NO shredded paper
- NO gift wrap, ribbons or bows
- NO juice pouches, wax lined paper cups or plates
- NO dishes, paper plates, pots, or pans
- NO drinking glassware or light bulbs
- NO styrofoam (e.g. egg cartons or styrofoam trays)
- NO tires or hoses
- NO wood scraps, lumber, or other wooden items
- NO toys or laundry baskets
- NO plants or yard waste
- NO carpet
- NO clothing or shoes
- NO hangers (plastic or wire)
- NO batteries
- NO electronics
- NO hazardous waste (no needles, chemicals, medicine)

YES, throw these items in this cart!



- YES, newspaper and advertisements
- YES, magazines and catalogs
- YES, paper junk mail and envelopes
- YES, office, writing, and note paper
- YES, cardboard
- YES, pasteboard (e.g. cereal boxes/empty paper towel rolls)
- YES, phone books
- YES, paper bags
- YES, aluminum cans
- YES, tin and steel cans
- YES, aerosol cans (empty)
- YES, glass jars and bottles (remove all lids)
- YES, plastic bottles and containers labeled #1-7 (remove all lids) 

not accepted



www.recycle-across-america.org

All the standardized labels for recycling bins are copyright and trademarks protected by Recycle Across America, a 501(c)(3) non-profit dedicated to making it easier for people to recycle right. All rights reserved.



mixed recycling



CITY OF WINTER PARK



clean paper
flattened cardboard



cans



glass
bottles, jars



plastic
bottles, jugs


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- YES, plastic bottles and containers labeled #1-7 (remove all lids) 

To DO List

| Priority | Category | Title | Details | Date | Notes and Next Steps | Due Date | Budget | Outside Funding Sources | Outside Funding Amount | KWPB Funding Amount |
|----------|----------|-----------------------------|---|------|--|----------|-----------------|-------------------------------|------------------------|---------------------|
| | BEW | WPHEEP | WPHEEP for historic homes | | seeking grant funding | | | \$0.00 | | |
| | BEW | Energy Conservation Program | energy auditor training | | kris | | \$5,000.00 city | | \$5,000.00 | |
| | BEW | SAP | electronic database: energy code, green certifications, and energy rating in WP | | good intern project | | | \$0.00 | | |
| 1 | BEW | SAP | revolving energy efficiency loan fund | | needs seed money | | | | | |
| 1 | BEW | GUEP | community solar/SolSmart Designation | | CIP request status- Orlando RFP | | | | | |
| | BEW | SAP | energy benchmarking and disclosure policy | | working with Chris castro and orlando | | | \$0.00 | | |
| 1 | BEW | | Explore opportunities for new buildings and major remodels achieve green building standards through updated building codes with minimum HERS rating for residential and ENERGY STAR for non-residential. | | | | | | | |
| | BEW | | Develop measures to discourage building destruction and encourage building design for long term use. | | | | | | | |
| | BEW | | Increase promotion of Green Building Case Studies to residents, potential residents, home builders, and contractors. | | | | | | | |
| | BEW | | Develop a plan for converting streetlights and public space lighting to LEDs. | | | | | | | |
| | | | Review water utility rates to ensure Water & Wastewater 25 | | | | | | | |
| | | | inverted rate structure is adequately discouraging overuse of water. | | | | | | | |
| | CEGE | videos | external | | priority list- energy, waste | | | \$1,000.00 | | \$1,000.00 |
| | CEGE | | Develop interactive sustainability webpage that allows individuals to take Sustainability Pledge, calculate their carbon footprint, organizations to post environmental volunteer opportunities, and share success stories. | | | | | | | |
| | LFA | food access | dirt 2 dinner- ymca | | partner gary appelsies with lakemont YMCA has offered | | | \$0.00 | | |
| 1 | LFA | food access | farmers market- SNAP | | grant awarded from WPHF | | | Healthy \$5,000.00 Central FL | \$2,500.00 | \$2,500.00 |
| 1 | LFA | | Explore Residential, Commercial and Public Space Urban Agricultural Design Guidelines | | | | | | | |
| 1 | LGO | SAP | increase recycling in city facilities | | buy bins for public safety building and public works- steve to get numbers | | | \$1,000.00 | | \$1,000.00 |
| | LGO | SAP | monitor city buildings in energystar | | data dump list to keith | | | \$0.00 | | |
| | LGO | SAP | sustainability videos- internal | | set priority list | | | \$1,000.00 | | \$1,000.00 |
| 1 | LGO | | Develop Green City Fleet maintenance program by referring to FGBC itemized checklist and begin replacing older vehicles with more efficient vehicles potentially including hybrids, electric and natural gas. Design and Implement city car share program | | | | | | | |
| 1 | LGO | | Best Workplaces for Commuters Designation | | | | | | | |
| 1 | LGO | | Vulnerability /Climate Change Assessment and Training | | | | | | | |
| | MUF | SAP | VMT measurements | | coordinate with butch and ped-bike for next rounc | | | \$5,000.00 City/Ped-Bike | \$5,000.00 | |
| | MUF | SAP | increase downtown bike storage | | city hall, breakaway bicycles, hannibal sq | | | \$0.00 | | |
| 1 | MUF | SAP | complete streets reporting | | work with butch to develop protocol | | | \$0.00 | | |
| | MUF | SAP | bike parking ordinance report | | develop protocol and reporting | | | \$0.00 | | |
| | MUF | SAP | bike share contract and sponsors | | butch is main contact | | | \$0.00 | | |

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|---|-----|-----------|--|---|-------------|---------------|-------------|-------------|-------------|
| 1 | MUF | | Evaluate Transportation Plan with regards to SunRail, safe routes to schools, Complete Streets and regional projects such as trails. | | | | | | |
| | MUF | | Encourage private developments to increase safety and ease of walking and cycling through site plan review process with recommendations from project design checklist. | | | | | | |
| 1 | NRS | SAP | Partners for Places Grant | Assess Sustainability's role in social equity/crisis recovery | | | | | |
| | NRS | KWPB | America in Bloom | monthly AIB meeting with stephen and team. \$1600 annual membership + money for recommendation implementation | \$5,000.00 | | | | \$5,000.00 |
| | NRS | KWPB | volunteer events/Litter Prevention (GAC) | lake osceola, Mead Gardens. 2016 schedule ahead of time | \$10,000.00 | Lakes | | \$10,000.00 | |
| | NRS | KWPB | FDOT/KAB grant | seeking funding for 2015-2016. potential projects include education and equipment | \$15,000.00 | | | | |
| | NRS | KWPB | green schools grant | expanded for 2015-2016 to include schools that serve WP residents outside of WP | \$2,000.00 | WPGC | \$1,000.00 | | \$1,000.00 |
| | WDR | | Provide quarterly Hazardous Waste and Electronic Waste events | scheduled with waste pro 9/26/2015 | \$0.00 | | | | |
| | WDR | Recycling | Organics collection pilot | whole foods/WM | \$0.00 | | | | |
| 1 | WDR | Recycling | provide recycling education-research residential and com recycling incentives, commercial recycling - promote and assist, com., multi fam, C&D recycling case studies, composting pilot and case studies | best to hold off until waste contract in place. Lambrine wants to be main business contact | \$25,000.00 | Waste Company | | \$25,000.00 | |
| | WDR | Recycling | recycling bins for public areas (parks, etc) | need sponsorships or funding for bins- have identified need areas | | | | | |
| | WDR | | Provide free special events recycling. | | | | | | |
| 1 | WDR | | Recycle Across America | | \$10,000.00 | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | \$75,000.00 | \$0.00 | \$48,500.00 | | \$11,500.00 |