

Keep Winter Park Beautiful & Sustainable Advisory Board



November 17, 2016 at 11:45 AM

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

1: Administrative

a. Approval of Minutes

October Minutes

October 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

November Staff Report

November Staff Report

Comprehensive Plan Next Steps

2: Action

a. Waste reduction and Recycling Education Projects

Determine allocation of \$25,000 funds.

3: Informational

a. Green Minute

Share a personal story about sustainability

b. KWPB - Status report KWPB

Status Report from KWPB

FDOT/KAB Grant

c. Sustainability Action Plan

Status Report from SAP

America Recycles Day - Recycle Across America

d. Finance

Status Report from Finance

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.

October 12, 2016
5:45

MINUTES

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

Absent: Bill Heagy, Ellen Wolfson

City of Winter Park Staff: Kris Stenger, Building & Sustainability Manager, Abby Gulden, Permitting and Sustainability Coordinator, Doris Stone, Director, Planning and Community Development.

Guests: Jody Lazar, Winter Park Library

CALL TO ORDER: Chair Thomas called the meeting to order at 11:45 a.m.

1. ADMINISTRATIVE ITEMS

Alternate Replacement

Ms. Gulden updated the Board on the status of replacing the alternate. She requested that a high school student be considered for the alternate position.

Approval of Minutes

Chair Thomas asked for approval of the September 12, 2016, minutes, Mr. Pategas moved to approve the minutes as presented; Mr. Ellis seconded the motion; motion carried unanimously.

Citizen Comments:

Jody Lazar, Winter Park Library, reminded the Board that the “Sustainability at Home Fair,” is October 15, 12:00-3:30. Exhibitors will be sharing home sustainability practices.

Staff Report:

Staff report was emailed to board members. Staff responded to questions. After discussion a workshop will be scheduled to review the Sustainability Action Plan.

2. ACTION

Recycling Grant – Crealde

Mr. Stenger reported that he was approached by a Crealde representative regarding the possibility of them recycling but they are looking for financial assistance to cover the cost. Mr. Stenger reviewed the possible options and requested input on what financial assistance may be provided. Discussion ensued and expanded into other areas of recycling. Staff will take the Board’s comments and create a commercial recycling plan.

3. INFORMATIONAL

a. Green Minute

None

b. KWPB – Status Report KWPB&S

Status Report from KWPB&S - Mr. Pategas reported that the City of Winter Park won an AIB Outstanding Achievement for Heritage Preservation. He explained that since the City has won 3 major awards we are now in the Circle of Champions. The Board discussed recommendations from the judges.

KWPB&S Sponsorship – Ms. Gulden distributed sponsorship forms and 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.

d. Finance

There are two items to look at, setting up the Earth Day budget and spending the \$25,000 provided by Waste Pro. Ms. Gulden updated the Board on the Energy Conservation Program.

e. KWPB 16-17 Green School Grant

Ms. Gulden announced that the 2016-2017 Grant Cycle is open. Applications were mailed to local school contacts.

4. NEW BUSINESS

a. Agenda Requests/Announcements/Action Items

Mr. Stenger will be attending the Sustainability Director's Conference in Canada.

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



November 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	Rollout of bins has completed!	<ol style="list-style-type: none"> 1. Residential bin labels finalized- Recycle Across America 2. Coordinated Recycle America Day event with other local businesses including OCPS, Whole Foods, Valencia, Disney, Rollins, and GOAA. Celebrity appearances for Press Event. Large scale campaign. November 15, 2016 at GOAA
	Grants	<ol style="list-style-type: none"> 1. Winter Park Health Foundation 2. 16/17 KAB/FDOT 	<ol style="list-style-type: none"> 1. Gather and Grow, LLC is new 3rd party vendor for Audubon and Winter Park farmers markets. Application for EBT machine has been approved. Fresh Access Bucks application pending. 2. 16-17 grant cycle application has been approved and awaiting signature, and includes projects for cigarette receptacle placement on center st, recycling bin placement grants at schools and businesses, and wide distribution of RAA labels
	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 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 plan drafted to roll out a small scale	Evaluating programs and considering alternative structures or potential for going out to bid to reduce Kwh price



November 2016 STAFF REPORT

		pilot	SolSmart application underway. http://www.seia.org/act-now/help-your-community-become-solsmart
	WPE Conservation Program	FY 16-17 will be funded at \$50,000.	<ol style="list-style-type: none"> 1. Contracts with Ferran Services who provides services for energy audits. 2. Kits and LED coupons from millers hardware
	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 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 have been submitted Coordination for Fresh Access Bucks application underway
	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 secured for FY16-17	Volunteer T-shirts available <ol style="list-style-type: none"> 1. 2017 schedule- Lake Sue and Chelton – January 28 .



November 2016 STAFF REPORT

			<p>Lake Bell and Lake Wilderness- April 1</p> <p>Lake Forest and Lake Grace –July 29 -</p> <p>Lake Midget and Lake Rose– October 7</p> <p>Lake Knowles- 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
	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 approved for 2016-2017 FY



Agenda Item Summary

America Recycles Day - Recycle Across America -