

Keep Winter Park Beautiful & Sustainable Advisory Board



February 21, 2017 at 11:45 AM

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

1: Administrative

a. Approval of Minutes

January 17 2017

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

KWPB February 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. Transportation Advisory Board Update

Butch Margraf, TAB board liason to update on transportation topics

1. St Andrews Trail

2. Wayfinding
3. Bike Share
4. Comp Plan

f. Fair Trade Campaign

Ann Francis of Rollins College will provide an overview of Fair Trade concept and how KWPB can integrate and support the Winter Park designation

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.

January 17, 2016
11:45am

MINUTES

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

Absent: Bill Heagey

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

Guests: Jody Lazar, Winter Park Library
Chris Castro, City of Orlando

CALL TO ORDER: Chair Thomas called the meeting to order at 11:45 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; E. Wolfson seconded the motion; motion carried unanimously.

Citizen Comments:

None

Staff Report:

Staff report was emailed to board members. Staff responded to questions. Discussion and update on status of PACE in Winter Park and Orange County. Overview of new Waste Contractor registration and reporting procedures. The Sustainability Action Plan workshop will occur within the regular scheduled meeting in January, along with a Benchmarking and Disclosure overview from Chris Castro of Orlando's sustainability office.

2. ACTION

3. INFORMATIONAL

a. Green Minute

S. Miller updated the board regarding the Winter Park Home Energy Audit and her experience as a participant

b. Benchmarking and Disclosure in Orlando

Overview and discussion regarding the history, structure, and rollout of the Benchmarking and Disclosure policy in the City of Orlando . Presentation from Chris Castro, Sustainability Director for the City of Orlando.

c. 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 29th.

KWPB&S Sponsorship – Ms. Gulden reviewed the sponsorship program. She responded to questions. The Board discussed potential sponsors and Board contacting them. Chm. Thomas assigned companies to each board member for sponsorship outreach. A deadline for sponsor engagement of March 1 was set in order to facilitate logos on advertisement and t-shirts

d. Sustainability Action Plan

Ms. Gulden reviewed the draft annual report and outline of 2017 action items for presentation to the City Commission in 2017.

e. Finance

Continued 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 1:03 p.m. Next meeting February 21, 11:45am at City Hall

Respectfully submitted,

Abby Gulden
Recording Secretary



February 2017 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Sustainability	Sustainability Action Plan	1. Identified actionable items for 2016-2017 and prioritized	
	Solid Waste Contract	Rollout of bins has completed!	<ol style="list-style-type: none"> 1. Beginning audit of routes and pilot for targeted contamination reduction education 2. Assessing options for provision of standardized labels to businesses and private schools. Public schools are being provided by OCPS and Bank of America
	Grants	<ol style="list-style-type: none"> 1. Winter Park Health Foundation 2. 16/17 KAB/FDOT 	<ol style="list-style-type: none"> 1. Program launched and is already very successful! 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
	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 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 plan drafted to roll out a small scale pilot	<p>Evaluating programs and considering alternative structures or potential for going out to bid to reduce Kwh price</p> <p>SolSmart application underway. http://www.seia.org/act-now/help-your-</p>



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			community-become-solsmart Estimated to achieve Bronze designation by February 2017. Joint application for a SOLSMART advisor in coordination with City of Orlando and FSEC has been submitted
	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
	Organics collection	Compost Orlando is expanding to WP	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
	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- <ul style="list-style-type: none"> Lake Sue and Chelton – January 28 . 90 participants, 850 lbs of litter Lake Killarney – February 25 – Knights of Service – 100 expected Lake Bell and Lake Wilderness- April 1

February 2017 STAFF REPORT

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