

**CITY OF WINTER PARK
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE ADVISORY BOARD**

**Regular Meeting
City Hall
401 Park Ave S**

**July 11, 2013
5:30 pm**

MEETING MINUTES

**No quorum, no official action was voted on.
Minutes are for information purposes only.**

Members Present: Stephen Pategas, John Rife, Pat Schoknecht, Michael Poole, Lucy Roberts, Raymond Randall

Members Absent: Carol Kostick, Bob Robinson, Mary Dipboye, Laura Walda, Julia Tensfeldt, Chele Hipp, Joseph Robillard, and Kent Tse

City of Winter Park Staff: Troy Attaway, (Director, Public Works), Tim Maslow (Sustainability Coordinator), Debbie Wilkerson (Recording Secretary)

Guests:

CALL TO ORDER: Meeting started at **5:30 p.m.**

1. Administrative Items

Approval of Minutes:

Approval postponed due to lack of a quorum.

New Member Orientation Checklist

Mr. Maslow distributed the Board Member Handbook. He reiterated that communication between board members on Board business is prohibited by the Sunshine Law.

6 Month Work Plan

Approval postponed due to lack of a quorum

Volunteer Coordinator Position

Mr. Attaway explained that the City had funding for an intern position on staff. Mr. O'Connor filled that position. However, when the funding ran out the position was eliminated. Another point was that City policy states that an intern cannot work longer than one year and Mr. O'Connor had exceeded that time limit. Mr. Attaway informed the Board that a new staff person is coming on board whose position is funded by Rollins at no cost to the City. Mr. Attaway commented that we are currently in the budgeting process, looking at revenues and expenses. Looking at the funding that was used to fund Brendon position we had anticipated being able to fund it again but based on some revenue issues we don't have the funding after all. That's why the new staff person at no cost to the City is valuable. Mr. Maslow said her name is Courtney Baker and she will attend the August meeting. He reviewed her duties including bike valet events, volunteer events, and helping with the sustainability action plan. Rollins received funding for the position from the EPA.

2. Informational

Sustainability Action Plan Progress Report

Mr. Maslow reported that he presented the Mobility and Urban Form to the Pedestrian and Bike Board and the Winter Park Health Foundation. Mr. Attaway responded to questions regarding the Cady Way project, stating that funding is in place but there are some engineering issues that still need to be resolved.

Orlando Urban Chicken Pilot Presentation – Jason Burton, Orlando Chief City Planner

Mr. Burton gave a brief introduction of his credentials. Mr. Burton presented a PowerPoint presentation that provided information on the current Orlando Urban Chicken Pilot Program including number of chickens allowed, number of participants, educational requirements, samples of chicken coops, rules regarding coop size and location, and reasons why people have chicken. Mr. Burton responded to questions.

KWPB&S Budget and Account Balance

Mr. Maslow reported the Mr. Hamil and Mr. Moore with the City's Finance Dept. are not going to be able to make it but he has the report they created to show the current cash balance for the KWPB&S fund. Approval postponed due to lack of a quorum.

Mr. Attaway took the opportunity to clear up some misunderstandings regarding KWPB&S status. He explained that they are not a 501C3 organization or any other type of organization separate from the City. They are a City advisory board to the City Commission, created by the Commission by ordinance. The funds are City funds, will be expended by City policy and are under the ultimate control of the City Commission. The Board can recommend expending funds for a specific purpose but approval is required by either City Commission or City Management. Mr. Attaway commented that the use of the funds should be for capital related or project basis, not for operational type of expenses. Mr. Attaway responded to questions.

Local Food & Agriculture SAP Objectives and Actions

Mr. Rife presented a PowerPoint presentation, "Sustainability – Local Food and Agriculture," including goals, and meeting Florida Green Building Standards. After discussion Mr. Rife will come back with revised recommendations for approval.

Mr. Maslow announced that Lucy Roberts will be leaving the Board. He expressed appreciation for all her contributions to the Board.

3. **Adjournment**

Meeting adjourned at 6:54 p.m. Next meetings are workshop on July 25, 2013, 12-1 pm, and regular meeting August 8, 2013, 5:30 pm., at the Public Works, 180 W. Lyman Ave.

Respectfully submitted,

Debbie Wilkerson

Debbie Wilkerson
Recording Secretary