

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

Regular Meeting
City Hall
401 S. Park Ave.
Winter Park, FL

April 10, 2014

MEETING MINUTES

Members Present: Mary Dipboye (chair), Raymond Randall, Michael Poole, Mark Roush, Julia Tensfeldt, Laura Walda, and Chele Hipp

Members Absent: Stephen Pategas (vice chair), Joseph Robillard, Carol Kostick, Pat Schoknecht

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

CALL TO ORDER: Chair Mary Dipboye called the April 10, 2014, meeting to order at 5:45 p.m.

1. Administrative Items

Introductions: Ms. Dipboye recognized members and a guest from UCF

Approval of Minutes: The minutes for March 13, 2014, were approved after Raymond Randall made the motion and Chele Hipp seconded the motion. Motion carried 7 to 0.

Finance – Revenue and Expense Report was reviewed. Mr. Stenger reported that KWPB&S Fund had an available balance of \$92,051 as of April 3, 2014. He stated that the Green School Grants checks had been requested but were not reflected in this total. The checks will be presented at Earth Day. Mr. Stenger explained that even though the Board was now under the Building Dept., no changes to the budget or accounts would be made. One change is that Tim Maslow's position which had been under Public Works would now be under the Building Dept. He also explained that the Parks Dept. would be handling the sale of bricks, and benches and overseeing dance lessons but the funds would continue to be deposited into KWPB&S accounts. The Board requested income reports from the Parks Dept.

Ms. Dipboye requested information regarding a budget timeline. Mr. Stenger recommended that a budget discussion take place as soon as possible. Mr. Randall suggested a monthly graph that would show KWPB&S balance activity. The Board agreed and Mr. Stenger will provide.

Chair's Report – Ms. Dipboye reported that the Board's top priority is still public engagement and public comment for the Sustainability Action Plan(SAP) and hosting Earth Day on May 3. She reported that the Mayor will make reappointments and new appointments at the May 12, 2014, Commission meeting. The membership will remain at 11. Mr. Stenger will confirm that Mr. Roush will be moved from alternate to member.

2. Action

Sustainability Staffing

Mr. Stenger reviewed the City's transition plan and provided his credentials for the members who did not attend the March meeting. He explained that Tim's position would be filled using almost the exact same job description with some added Building Dept. duties. Solid waste management was returned to Utilities, but he will stay involved in discussions/negotiations regarding the new contract.

Erin Josephitis, a Rollins student working with Tim as an intern was brought on board as a paid intern when Tim resigned. However, she felt her school responsibilities were suffering so she decided to focus on her thesis and resigned her position with the City. Her resignation moved forward the timeline for hiring for Tim's position. The position has been advertised and applications are coming in. Mr. Stenger suggested to City management that a Board member serve on the hiring committee and asked for a volunteer. Mr. Stenger reviewed the job requirements and salary range for the new position.

Mr. Poole expressed concern with Mr. Stenger's increased duties and how it impacts the City's support of the Board. Mr. Stenger reassured the Board that sustainability is a top priority for him and should he see his responsibilities become overwhelming there are options available such as hiring additional Building Dept. personnel.

Sustainability Action Plan (SAP) Mr. Stenger reviewed recent activities he has participated in that pertain to sustainability. One of those was as speaker at the Rotary Club where he presented a PowerPoint presentation containing sample questions and pieces of information about the Sustainability Action Plan. He reviewed the presentation and the audience's response with the Board.

He updated the Board on Mind Mixer explaining that their license with the City would expire May 5, and it would cost \$3,000 to extend it for the year. He stated that Survey Monkey, which has a current license with the City, can meet the City's survey needs and Mind Mixer can be utilized at a later date if necessary. June 24, 2014, has been set to host a community meeting at the Community Center to present to the residents all the data gathered and make sure the City is going in the right direction. A press release will go out next week requesting input on the Sustainability Action Plan. Mr. Stenger requested input from the Board on questions that should be included in the survey. Discussion ensued regarding questions to include, decisions from previous meetings regarding questions to include and SAP presentations. The Board will provide their questions by April 18, 2014. The Board also discussed City support for creating a marketing plan.

Ms. Hipp expressed her concern regarding the Sustainability Action Plan being presented as a changing document that would change based on resident input. She believes that the document should be presented in its final format. Mr. Stenger commented that the final Plan is a goal and in order to reach that goal certain actions have to take place and certain information should be included.

Mr. Stenger explained why the document could/should change based on unforeseeable circumstances. The Board discussed the history of how the SAP was developed and Mr. Stenger confirmed his commitment to moving forward with the SAP.

Earth Day Update – Mr. Stenger requested the Board approve the budget for Earth Day. Ms. Dipboye informed him that the Earth Day budget was approved at a previous meeting.

Mr. Stenger reported that he met with Dru Dennison with Urban Forestry and Johnny Miller with Parks to coordinate the Earth Day setup. He updated the Board on the agenda for Earth Day which includes a tree planting, presentation of Green School Grant checks by Commissioner McMacken, workshops, bike valet by the Bike/Ped Board, tie dyeing, tree climbing, First Green Bank on site, Orange County on site, tree walk with Dru Dennison, and tours of the new LEED Certified Train Station. He announced that the City's Hazardous Waste Disposal event is Saturday, April 12, 2014. Mr. Stenger also announced that he set up a schedule of appearances at the Farmer's Market to discuss sustainability and building codes. He will email the schedule to the Board so they can volunteer to help him.

America in Bloom – Mr. Stenger stated that he will check and see if a date has been set for recognition of America in Bloom at a Commission meeting. He also announced that he will be driving Mr. Pategas and the judges during their tour of Winter Park.

3. **Informational**

Winter Park Key Club update: Ms. Tensfeldt informed the Board that the Winter Park Key Club will implement their recycling program this month. She explained how the program would function. The club will be tracking the amount of recycling they collect.

Green Minute – Chele Hipp

Ms. Hipp presented information on Earth Hour, an hour once a year when lights are turned off in cities. She also discussed Dark Skies and its value to children and animals. The Board discussed a Dark Skies ordinance for Winter Park. (May Mark Roush)

Monthly Workshops w/ OC Ext Service

Mr. Stenger reported that Facebook and Twitter are being updated and a new press release is going out announcing the remaining workshop calendar. The next workshop is "Eight Ways to Save Energy."

Mr. Stenger responded to a question regarding membership in Keep America Beautiful stating that all requirements will be met.

4. **New Business**

None

- 5. Meeting Evaluation** – what worked? Respectful discussion of issues. What didn't work? Need more deliverables, clearly defined action items.

Upcoming Meetings

May 8, 2014 @ 5:45 -- regular meeting

Adjourn The Chair adjourned the meeting at 7:08 p.m.

Documents:

Financial report –Budget & account

Sustainability Action Plan

Earth Day Volunteer Signup Sheet

Minutes – March 13, 2014

Work Plan – April 10, 2014