

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

**Regular Meeting  
Public Works  
180 W Lyman Ave.**

**Dec 12, 2013**

**MEETING MINUTES**

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**Members Present:** Mary Dipboye (chair), Stephen Pategas (vice chair), Raymond Randall, Julia Tensfeldt, Pat Schoknecht, Bob Robinson, Mark Rouse, Chele Hipp

**Members Absent:** John Rife, Laura Walda, Michael Poole, Joseph Robillard, Carol Kostick,

**City of Winter Park Staff:** Tim Maslow (Sustainability Coordinator)

**CALL TO ORDER:** Chair Mary Dipboye called the meeting to order at 5:30 p.m. on Dec 12, 2013.

**1. Administrative Items**

**Introductions:** Mary Dipboye asked everyone to introduced themselves as Mark Rouse, the newest member, had not met everyone.

**Approval of Minutes:** A motion to adopt the Minutes for Nov 14, 2013, was made by Chele Hipp and seconded by Pat Schoknecht .The motion carried 8 to 0.

**Finance** –Revenue and Expense Report was reviewed. Tim Maslow reported that the net balance of \$107,429.41 which included an addition of \$7,000 in revenue from dance classes and memorial bench sales. Mr. Rouse inquired if the net balance included funds beyond the current budgeted items. Mr. Maslow confirmed this was the case.

**Green School Grants** – Mary D inquired about the amount allocated to the Green School Grant program. Tim M. reported it was \$2,000 and the average award has been \$200. Tim and several members discussed the impact of small grants to many schools vs. a few larger grants to fewer schools. Mary D. reported that eight schools had been recognized at the 2013 Earth Day and that four other schools in Winter Park were eligible to participate but had not applied, i.e., Winter Park High, Brookshire Elementary, Glenridge Middle & St. Margaret Mary’s. Pat S. made a motion that the program be continued and that Tim M. inform local principals about the grant program via mail and/or email.. Face to face visits would not be expected. The motion was approved unanimously Note: the section in the Green School Grant description outlining “Laision’s Responsibilities” will need to be changed accordingly.

### **Green School Recognition Program OCPS**

Tim M. reported that he and Mary D. had met with Mary Bruno, Green School Recognition Program Administrator, OCPS, to discuss the possibility of collaborating on Earth Day. He and Mary D. plan to meet with Mary B. again before the Board’s Jan 9 meeting to determine if collaboration is feasible. Also, Mary B described OCPS’s Green Grant Program in which two schools at the elementary, middle and high school levels would be recognized for sustainability achievements in an annual competition. Each winning school would receive \$2,000. Mary B. noted that the competition is “data driven”.

Julia T. reported that she and Raymond Randall had met with Mary Bruno coincidentally at Winter Park High School. In that meeting, Mary Bruno was explaining OCPS’s Green School Awards program to Key Club student leaders, parents and the Club’s faculty advisor. Also, Mary B. identified high water usage at the School as an improvement opportunity. Pat S. made a motion to use \$1000 to fund four Winter Park High Key Club students to attend a Leadership Conference. Raymond seconded the motion. The motion was defeated after several members expressed reservations about spending KWPB&S funds on expenses other than sustainability.

Tim M. asked that the Board review its existing priorities, programs and activities in the context of the new Sustainability Action Plan at its next meeting.

## **2. Informational**

**Green Minute:** Julia Tensfeldt shared a website called “Today’s Green Minute” with Jim Parks([www.todaysgreenminute.com](http://www.todaysgreenminute.com)). She selected an episode on solar farm design. Mission of the website is: to present innovation in the green world through stories that both inform and entertain.  
(Joseph Robillard: Jan & Chele Hipp: Feb)

**Chair's Report:  
Work Plan 6 month –**

**Workshop on SAP Overall** -- Mary D will facilitate selecting an evening (6 pm to 9 pm) for the workshop sometime during the last two weeks of January. She will use “doodle” to identify a date. The purpose of the workshop will be to look at the Plan overall and prepare it for public comment.

**Public Comment on the SAP.** Mary D. asked the Board what channel(s) they wanted to use to receive public feedback. Bob Robinson made a motion to accept feedback only in written form via mail and only from Winter Park residents. Julie T. seconded the motion. Bob made a motion to table the previous motion. Chele seconded the motion to table. The motion to table was approved. Tim and several members discussed which Winter Park Citizen Advisory Boards had been consulted about portions of the Sustainability Plan. Tim noted that a few stakeholder boards would be visited very soon. A suggestion was made for our Board members to visit other boards for the purpose of asking for their endorsement of the portion relevant to their respective board. The Board decided to make a decision at the its Jauary meeting about the channels it will use for seeking public opinion. To assist with this decision, Tim M. was asked to invite Clarissa Howard, Director of Communications, City of Winter Park, to the next meeting.

**Staff Report:**

**Sustainability Action Plan**

Tim Maslow presented the Natural Systems & Resources (NSR) and Local Government Operations (LGO) categories at the December 5 KWPB&S Work Session. The NSR category was presented to the city's Lakes Division with a follow-up meeting scheduled for December 17. The baseline and targets for lakes quality is still in development. Mr. Maslow will also schedule a meeting with the city's Forestry Division to review items pertaining to the urban tree canopy. Mr. Maslow presented the LGO category to Troy Attaway, Public Works Director. Follow-up meetings with Fleet Management were also held.

**Action (approval requested)**

3. No actions regarding the Sustainability Action Plan were taken. The Board will make its final review of the Plan in January.

#### **4. New Business**

##### **America in Bloom 2014**

##### **Volunteer Coordinator**

Stephen asked that the KWPB&S Board add an item to its Jan 9 agenda to examine the option of the Board using its funds to pay for a volunteer coordinator position.

Stephen noted that the projects overseen by the volunteer coordinator played a significant role in the City of Winter Park being designated as an American in Bloom winner in 2013.

Tim M. will investigate the City's rules regarding the use of Board accounts to pay for staff positions.

#### **5. Adjourn**

##### **Upcoming Meetings**

Jan 9, 2014 @ 5:30 – Regular Meeting

TBA last two weeks in January – Workshop on SAP

The Chair adjourned the meeting at 7:00 p.m.

##### **Documents:**

Minutes – Nov 14, 2013

Work Plan

Sustainability Action Plan

KWPBS Financial Account

Actions You Can Take