

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

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

**January 9, 2014**

**MEETING MINUTES**

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**Members Present:** Mary Dipboye (chair), Stephen Pategas (vice chair), Raymond Randall, Pat Schoknecht, Michael Poole, Joseph Robillard, Carol Kostick

**Members Absent:** John Rife, Laura Walda, Julia Tensfeldt, Bob Robinson, Mark Rouse, Chele Hipp

**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 Jan 9, 2014. A quorum of 8 was not present so no votes could be taken.

**1. Administrative Items**

**Introductions:**

**Approval of Minutes:** The minutes for Dec 12, 2013, could not be put up for a vote because a quorum was not present.

**Finance –**Revenue and Expense Report was reviewed. Tim Maslow reported that KWPBS Fund had a net balance of \$107,429. Tim M. noted that \$4,000 in expenses for the edible Arboretum @ Casa Feliz would be received in the next month along with \$2,500 in revenue from the sale of a park bench. No decision has been made on the Cady Way project by the City's Traffic Department. The Board had voted to give \$10,000 to the project in 2013.

**2. Informational**

**Green Minute:** Joseph Robillard shared that his family consumed 30 to 40 water bottles a week and that many of the bottles were half used. He introduced alternatives such as using filtered water, gallon jugs of water and canteens. Joseph R. reported that this resulted in a sharp reduction in the use of bottled water. (Chele Hipp: Feb & Steve Petagus: March)

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

**SAP Overall** -- Mary Dipboye reviewed the Six Month Work Plan which included Earth Day in April & seeking public comment on the Sustainability Action Plan in February & March before presenting to the Commission in April. Tim M. noted that

the schedule for seeking public comment would likely be postponed to launch a new online capability. More information was supplied during his report.

A board workshop is planned for Jan 29 to select 10 to 15 indicators to be used in the Sustainability Action Plan. The plan currently includes 30 to 35 indicators.

**Staff Report:**

**Sustainability Action Plan – Internal Review**

Tim Maslow reported that City's Lakes Department staff has selected an indicator of "meters of visibility" with a baseline at "2 meters of visibility and goal for 2030 of "3 meters of visibility".

**Sustainability Action Plan – Communication Strategy**

Tim M. reported that Orlando and other communities have engaged citizens by asking for their input online. The software used for this function is called Mind Mixer [www.mindmixer.com](http://www.mindmixer.com). The annual cost would be \$4,500 based on population or slightly less if contracted for multiple years. Tim M. and Clarissa Howard, Communication Director, believe that there is sufficient need for this software across several city departments and that departments would be asked to share in the cost. This proposal will be made to the City Manager's office in two weeks. Once approved, Tim M estimated it will take 30 days to launch the Sustainability Action Plan.

Tim M and Clarrisa H. will present a Communication Strategy for the Sustainability Action Plan at the next meeting. The Strategy will outline how the public will be informed about the Plan and how public comment will be solicited.

**Monthly Workshops w/ OC Extension Service**

Tim M. shared the flyer that included the workshops for 2014. All but one of the workshops will be at the Winter Park Community Center. The public will be able to use Everbrite, an online registration service. Publicity will be handled by the City' Communication Department. The Board is being asked to publicize the Jan 25 workshop because publicity was not sent out for it.

## **Earth Day Update**

The event is planned for Sat., April 26 in Central Park. Tim M. is waiting to hear back from Mary Bruno, OCPS, about collaborating on the event. Pat Schoknecht reported that, Cindy Lafronz with the Rollins Marketing Department, is ready to contribute to the event as in previous years. The Forestry Department will give away trees to city residents again. Tim M. will develop an Earth Day Plan for approval at the Feb 13 meeting of the board.

**Green School Grant Program** – Tim M. reported that he sent out emails to area school principals announcing the Green School Program. Tim M. showed how he had changed the Green School information on the City's website, i.e., liaison position section was deleted while grant amount was added for the first time. He had listed the amounts as \$100 to \$500. The deadline for the grants is Feb 15.

**Sustainability Coordinator Position** – Tim M. provided a list of his job responsibilities and reported that he had been able to free up time to write grants by negotiating the transfer a couple of lower priority tasks back to the Parks Department.

**Volunteer Coordinator Position** – The Board asked Tim M. to make a request to his boss, Troy Attaway, Department Head of Public Works, about adding a Volunteer Coordinator position that would be paid out of KWPB&S funds. This position would oversee volunteer events and assist Tim M. as needed.

### **Action (approval requested)**

3. No actions were taken.

### **4. New Business**

Pat S announced that Rollins was offered a Sustainability Tour of the campus in February and that Board members would be invited to participate.

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

### **Upcoming Meetings**

Jan 29, 2014 @ 5:30 -- workshop to select SAP indicators

Feb 13, 2014 @ 5:30 -- regular meeting (location: City Hall room 200)

### **Documents:**

Minutes –Dec 12, 2013

Work Plan

Sustainability Action Plan  
KWPBS Financial Account