



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

Agenda

January 21, 2025 @ 11:45 AM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

please note

Times are projected and subject to change.

1. Call to Order**2. Consent Agenda**

- a. Approve the minutes of November 19, 2024 1 Minute

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Action Items**

- a. Winter Park Library Seed Funding 5 Minutes

5. Non-Action Items

- a. Decorative Street Lighting Survey Results - Mourad Belfakih 10 Minutes
b. Utility Box Maintenance Plan Update - Mourad Belfakih 10 Minutes

6. Staff Updates

- a. Natural Resources & Sustainability 20 Minutes
- KWPB&S Green Schools Grant Program
 - Community Needs Assessment Survey
 - Food Insecurity Initiatives: Killarney Elementary Community Program and Community Gardens @ Winter Park Housing Authority
 - Landscape Ordinance Subcommittee Meeting Update
 - CFI DOT Grant Update
 - Fundraiser-Greeting Cards
- b. Upcoming Events 5 Minutes
- Howell Branch Preserve Litter Clean-up - 1/25 9 am @ Howell Branch Preserve Playground
 - Love the Earth Tree Planting - 2/8 9 am @ Howell Branch Preserve

7. Board Comments

- a. Green Minutes 5 Minutes
b. New Business/Announcements 5 Minutes

8. Upcoming Agenda Items

-
- a. Discussion of Upcoming Agenda Items

5 Minutes

9. Adjournment



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

January 21, 2025

prepared by

approved by

subject

Approve the minutes of November 19, 2024

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

1. KWPBS-mins-2024-11-19 DRAFT GE edit



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting Minutes

November 19, 2024 at 11:45 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Becky Distad, John Page, Stephen Pategas, Sam Stark, Zeina Matar-Ghantous, Terry Hotard.

Absent

Mark J. Yonker

Staff Present

Director of Natural Resources & Sustainability Gloria Eby, Sustainability Manager Sara Miller, Natural Resources and Sustainability Administrative Coordinator Victoria Tabor

1. Call to Order

Sam Stark called the meeting to order at 11:46 a.m.

2. Consent Agenda

- a. Approve the minutes of September 11, 2024

Motion made by Ms. Distad to approve the minutes; seconded by Mr. Hotard. Discussion: a suggestion to the Fix it Don't Pitch It event by Mr. Pategas will be added to the 11/19/2024 minutes. The motion carried unanimously by a 6-0 vote.

3. Public Comments (for items not on the agenda):

4. Action Items

5. Non-Action Items

- a. Decorative Streetlight Survey Results and Utility Maintenance Plan Update

Presenter from Electric Utility was absent.

6. Staff Updates

- a. Natural Resources & Sustainability
 - Killarney Elementary Community Program

The third event partnering with Killarney Elementary and 4-Roots was held. Ms. Miller explained the vision in partnering with 4-Roots to expand healthy food options via a mobile food truck dispatched within the community. Ms. Matar-Ghantous asked the role of the Board with the Killarney Elementary Community program. Ms. Miller explained

that access to healthy and nutritious food for Winter Park residents is an initiative of the city's Sustainability Action Plan.

- Community Gardens at Winter Park Housing Authority (WPHA)

Ms. Miller recognized community gardening advocate, Ms. Barton, who oversees the community garden located at the Meadows; a WPHA community. Ms. Barton brought awareness of the garden needs to a Commission meeting a few months ago. The sustainability team has had an interest in assisting the WPHA with community gardening at the Meadow and at Plymouth and is working with both Ms. Barton, Commissioner Russell, and the WPHA in partnership for garden improvements.

- Landscape Ordinance Subcommittee Meeting Update

Mr. Pategas brought examples and compared irrigation sprinkler types. It was discussed coordinating the landscape ordinance with the new tree ordinance; working with Lakes on shorelines and waterbodies; and how the landscape ordinances work with the new Orange County fertilizer ordinance. An invitation was sent to the University of Florida Institute of Food and Agricultural Sciences (UF-IFAS) to attend the subcommittee meetings.

- CFI DOT Grant Update

There is no update on the CFI DOT Grant as grant award is still pending.

- Community Needs Survey

The Community Needs Assessment Survey was presented. The survey's data usage, timeline, and interest of residents in the CRA boundary were reviewed and discussed extensively. Ms. Eby emphasized this survey focus is within the CRA boundary due to possible funding opportunities, however would like to expand city-wide in the future. Ms. Eby explained that the survey is an initiative to assist with the prioritization of the needs of the community as stated by the citizens; a baseline survey to assist with programming. The staff is expecting to have an update on the launch at the next meeting. An excellent idea noted by Mr. Pategas was to revise the response on question 15 from "shade trees" to "lack of shade trees".

- Fundraiser - Greeting Cards

Two options were presented for the greeting card fundraiser mock-ups, both on fully recycled paper. Thirty Green Business informational cards were distributed to each board member. Green Business brochures will be distributed to the board at the next meeting. The staff is working on on-line capabilities for point of sale and releasing the cards for the holiday season. It was suggested to keep the price under \$20 for the package of 12. Staff's looking for the cards to be sold at the Merry Tuba Christmas event on December 14, 2024.

b. Upcoming Events

- Merry Tuba Christmas - 12/14 1pm @ Central Park - Main Stage

- Lakes Event - 12/14 9am @ Lake Wilbar
- Self-Resilience Class - Every Friday, Nov 8 thru Dec 13, 9:30 am @ Winter Park Library

Ms. Miller summarized the upcoming events and urged the board members to volunteer. An email will be sent out for shift participation.

7. Board Comments

Mr. Pategas suggested for the next Fix It, Don't Pitch It event, to have someone present who can suggest and show how to do basic repairs on water saving devices of different types of irrigation systems, possibly without glue.

a. Green Minutes

Mr. Hotard recommended KWPB&S' involvement in the Park Avenue Refresh project. Communications Director, Clarissa Howard, is spearheading the initiative on Park Avenue Refresh and has involved all the city departments including one-on-one meetings.

b. New Business/Announcements

Ms. Matar-Ghantous advised the city looks gorgeous and thanked staff for their efforts on sustainability. She voiced her appreciation for Ms. Tabor in picking up her recycling items and inquired on how KWPB&S can make events in Winter Park more sustainable. Ms. Eby reminded the board that part of the Sustainability Action Plan is to create a green events guide. Ms. Eby announced Nicole Marshall has replaced Mia Brady and will be assisting with sustainability efforts. The board welcomed her.

8. Upcoming Agenda Items

a. Discussion of Upcoming Agenda Items

The next meeting is December 17, 2024

9. Adjournment

The meeting adjourned at 1:01 p.m.

Approved by the board on
/s/ Bahiyyah Layton, Board Coordinator



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 4.a

item type

Action Items

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Winter Park Library Seed Funding

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. WPL Seed Library Funding Letter 2024-25
2. WPL Seed Library Funding Budget 2024-25

Winter Park Library
1052 West Morse Avenue
Winter Park, FL 32789
407-623-3300 x2084

December 2024

To Whom It May Concern,

One of the Winter Park Library's most beloved programs is the "Seed Library". Three times a year, Winter, Spring, and Fall, we offer 10 varieties of fruit, vegetable, and herb seeds to library users. Many of those are Native and Organic plants. This program was started in 2021 and has been incredibly successful and popular since its inception. Patrons come back to the Seed Library, housed on the 1st floor of the Winter Park Library, each season, eager for more seeds for their home gardens. The Seed Library is coordinated by Community Outreach Librarian Jenn Russo, Outreach and Volunteer Manager Shannon Collier, and Public Services Librarian Emily McQuade.

While costs for this program are not considerably high, the program does need reliable funding for supplies. These supplies include a base of 10 seed varieties with 3000 (300 packets x 10 seeds per packet) seeds per variety, in the amount of \$1000 that we can offer consistently for all three Florida growing seasons; seed packaging which amounts to roughly \$300 for the 3000 paper envelopes needed; printable label stickers to identify basic seed variety information, one per seed packet amounting in 9,000 total stickers per year at a price of \$1500; and \$200 yearly for supplies for Seed Library Outreach programs and marketing materials.

Line Items:

Seeds: 10 Varieties x 300 packets each variety x 3 growing seasons = 3000 seeds at \$1000 per year

Envelopes: 3000 paper envelopes x 3 seasons = \$300 per year.

Printable label stickers: 3000 stickers x 3 seasons = 9,000 stickers at \$1500 per year.

Outreach Program Supplies & Marketing x 3 seasons = \$200.00 per year.

Thank you for your support for this project and please let us know if there is any more information we can provide. We greatly appreciate your past support and hope to continue our partnership in the future. The Seed Library cannot succeed without your generous financial support.

Sincerely,

Jennifer Russo, Shannon Collier, and Emily McQuade

	A	B	C
1	Seed Library Budget		
2			
3	Item	Quantity	Estimated Price Per Year
4	Seeds (10 varieties per season)	3000 per year	\$1000 per year
5	Seed Distribution Envelopes	9,000 per year	\$300 per year
6	Printable Label Stickers	9,000 per year	\$1500 per year
7	Seed Library Outreach Supplies/Marketing	various	\$200 per year
8			\$3000 per year



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 5.a

item type

Non-Action Items

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Decorative Street Lighting Survey Results - Mourad Belfakih

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Keep Winter Park
Beautiful &
Sustainable Advisory
Board

agenda item 5.b

item type

Non-Action Items

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Utility Box Maintenance Plan Update - Mourad Belfakih

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Transformers and Switch Gears Paint



Single Phase Transformers
3 ft by/3ft /3 ft



Switch gears
6 ft by/5ft /5.5 ft



Three phase Transformers
6 ft by/5ft /4 ft

Size in kva	Total	25%	\$80	\$65	\$85	\$70
<= 50	950	238	\$19,000	\$15,438		
75,100,167	573	143	\$11,460	\$9,311		
75-2500	286	72			\$6,078	\$5,005
total	1809	453	\$36,538	\$29,754		
Switch Gear	150	38			\$3,188	
FS	200	50			\$4,250	
PE	130	33			\$2,763	
total	480	120			\$10,200	
Total			\$46,738	\$39,954		

Fortune Painters of Florida
762 Osceola Ave
Winter Park, FL 32789 US
+1 4074499145
info@fortunepainters.com
www.fortunepainters.com

Estimate

ADDRESS
Mourad Belfakih City Of Winter Park

ESTIMATE #	DATE	
1017	09/23/2024	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Exterior	Clean, Prime & Paint: Single Phase Transformers 3 ft by/3ft /3 ft per 1 unit		80.00	80.00
Exterior	Clean, Prime & Paint: Single Phase Transformers 3 ft by/3ft /3 ft per 100 units	100	65.00	6,500.00
Exterior	Clean, Prime & Paint: Single Phase Transformers Switch gears 6 ft by/5ft /5.5 f per 1 unit		85.00	85.00
Exterior	Clean, Prime & Paint: Single Phase Transformers Switch gears 6 ft by/5ft /5.5 f per 100 units	100	70.00	7,000.00
Exterior	Clean, Prime & Paint: Three phase Transformers 6 ft by/5ft /4 ft per 1 unit		85.00	85.00
Exterior	Clean, Prime & Paint: Three phase Transformers 6 ft by/5ft /4 ft per 100 units	100	70.00	7,000.00

Thank you for your business.

TOTAL

\$20,750.00



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Natural Resources & Sustainability

- KWPB&S Green Schools Grant Program
- Community Needs Assessment Survey
- Food Insecurity Initiatives: Killarney Elementary Community Program and Community Gardens @ Winter Park Housing Authority
- Landscape Ordinance Subcommittee Meeting Update
- CFI DOT Grant Update
- Fundraiser-Greeting Cards

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

None



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 6.b

item type

Staff Updates

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Upcoming Events

- Howell Branch Preserve Litter Clean-up - 1/25 9 am @ Howell Branch Preserve Playground
- Love the Earth Tree Planting - 2/8 9 am @ Howell Branch Preserve

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 7.a

item type

Board Comments

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Green Minutes

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Keep Winter Park
Beautiful &
Sustainable Advisory
Board

agenda item 7.b

item type

Board Comments

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

New Business/Announcements

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Keep Winter Park
Beautiful &
Sustainable Advisory
Board

agenda item 8.a

item type

Upcoming Agenda Items

meeting date

January 21, 2025

prepared by

Victoria Tabor, Administrative Coordinator II

approved by

Victoria Tabor, Administrative Coordinator II

subject

Discussion of Upcoming Agenda Items

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None