



# Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

## Agenda

**December 16, 2025 @ 11:45 AM**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/meetings/](http://cityofwinterpark.org/meetings/) and include virtual meeting instructions.

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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. Approval of Minutes**
    - a. Minutes of November 5, 2025 1 Minute
  - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
  - 4. Action Items**
    - a. Winter Park Seed Library Funding — Jennifer Russo, Community Outreach Librarian 10 Minutes
    - b. 2023 Sustainability Action Plan Report Card Final 10 Minutes
  - 5. Non-Action Items**
    - a. OCPS Green Schools Awards Banquet Certificate Presentation 5 Minutes
  - 6. Staff Updates**
    - a. Natural Resources & Sustainability 20 Minutes
      - Food Insecurity Update
      - Utility Box Maintenance Update
      - KWPB&S Note Card Update
    - b. Upcoming Events 0 Minutes
      - Boat Parade & Watch Party — Saturday, December 13th 5–7 pm @ Dinky Dock
      - Merry Tuba Concert — Saturday, December 20th 1 pm @ Central Park
  - 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 Regular Meeting Minutes

**November 5, 2025 at 11:45 AM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Becky Distad, John Page, Zeina Matar-Ghantous, Terry Hotard, Tom Mould

## **Absent**

Susy Scarlatos, Kathy Chonody

## **Staff Present**

Sustainability Manager Sara Miller, Administrative Coordinator Victoria Tabor

## **1. Call to Order**

The meeting was called to order at 11:46 am. The decorum statement was read.

## **2. Approval of Minutes**

- a. Minutes of September 16, 2025

**Motion made by Mr. Page to approve the minutes, seconded by Mr. Hotard.  
Motion carried unanimously with a 5-0 vote.**

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

Bill Voecks, 2096 Lake Dr., Lake Killarney Advisory Board member, commented on the dumpster in the city hall parking lot, noting that many items there could be recycled. He suggested that the city should recycle during construction projects to reduce waste sent to the dump. He presented an image of the filled dumpster.

Ms. Miller responded and will discuss with the facilities department regarding the recycling of cardboard. She further explained the procedures for recycling city-owned furniture.

## **4. Action Items**

## **5. Non-Action Items**

- a. Sustainability Action Plan 2023 Report Card Draft

Ms. Miller presented the 2023 Sustainability Action Plan (SAP) highlights infographic, meant for residents to view, and noted that all targets were achieved except for waste diversion. Ms. Miller confirmed that water usage figures on the infographic increased from 2022 to 2023.

Mr. Mould inquired about the process of goal setting for the SAP, specifically concerning the water usage target. Ms. Miller clarified that the water usage goal will be established in 2025 and elaborated on how the energy usage goal was formulated to be attained by 2042. Ms. Miller also affirmed that the residential population is taken into account during the goal-setting process and confirmed that the 2022 SAP is accessible on the official webpage.

The lakes depicted in the lake clarity section of the infographic are Lakes Baldwin, Berry, Killarney, Maitland, Mizell, Osceola, Sue, and Virginia.

b. OCPS Green School Awards

Ms. Miller will provide an update on the OCPS Green School Awards at the next meeting.

c. Green School Awards — Project Submittals

All the Green School awards projects were submitted. Ms. Miller announced each awardee's achievements and showed three videos of the projects.

## 6. Staff Updates

a. Natural Resources & Sustainability

Green Event Initiative - The update on the Green Event Initiative involves engaging O-Town regarding signage, as the Parks Department has approved KWPBS to collect food waste at the Farmer's Market. Composting is expected to start at the Farmer's Market by late November or early December. Staff are collaborating with Parks using Asana.

Utility Box Maintenance Update - Ms. Eby will update the board on the utility box maintenance at the next meeting.

Note Cards - The nature note cards are currently sold online. The total production cost for the cards is \$928.38, and staff plan to order more for the holidays.

Electric Ave EV Car Show Review - The EV car show attracted around 578 visitors for the first time on Park Ave, featuring 31 vehicles, 20 community partners, and remarks from Vice Mayor Marty Sullivan, as well as sponsors Optimus Energy Solutions, McLaren Orlando, and Cadillac. The event also included several children's activities. Next year's event is scheduled for September 26, 2026, on Park Ave.

Winter Park Boat Parade – Saturday, December 13th @ Dinky Dock - KWPBS will be participating with a float.

b. Upcoming Events

Ms. Miller reviewed upcoming events, highlighting the household hazardous waste event and the co-hosting with IDEAS Hive at the Center for Health & Wellbeing on December 3<sup>rd</sup> from 6 to 8 pm. She emphasized the importance of recycling correctly. Ms. Tabor invited the board to participate in the paddleboard cleanup.

Household Hazardous Waste Drop Off Event – Saturday, November 8th 8am @ Cady Way Park 2535 Cady Way

Lake Killarney Paddleboard Cleanup – Saturday, November 15th 8am @ Lake Killarney

Advent Health Day of Service – Tuesday, November 18th Multiple Locations

Co-Hosting w/ IDEAS Hive: Sorting It Out – Central FL Recycling Panel – Wednesday, December 3rd @ Center for Health & Wellbeing

Tuba Christmas – Saturday, December 13th @ Central Park

## **7. Board Comments**

Mr. Hotard discussed the beauty of Lake Killarney.

Mr. Page asked whether the federal government shutdown has impacted the food supply for school children assisted by KWPBS. Ms. Miller explained that the staff has not been in contact with Killarney Elementary School and will reach out to them for an update at the next meeting.

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

## **8. Upcoming Agenda Items**

- a. Discussion of Upcoming Agenda Items

The next meeting is scheduled for December 16, 2025.

## **9. Adjournment**

The meeting adjourned at 12:33 p.m.

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



# Keep Winter Park Beautiful & Sustainable Advisory Board

## agenda item 4.a

### item type

Action Items

### meeting date

December 16, 2025

### prepared by

Victoria Tabor, Administrative Coordinator III

### approved by

Victoria Tabor, Administrative Coordinator III

### subject

Winter Park Seed Library Funding — Jennifer Russo, Community Outreach Librarian

### motion | recommendation

Staff recommends approval of \$3,300 in funding, contingent upon the library invoicing and providing documentation of procured items.

### background

The Winter Park Library’s “Seed Library” offers 10 varieties of fruit, vegetable, and herb seeds to patrons three times a year. Since launch in 2021, the program has been consistently successful and well-received, with patrons returning each season eager to pick up new seeds for their home gardens.

To operate effectively, the Seed Library requires reliable funding for supplies such as seeds, envelopes, label stickers, and outreach and marketing materials. Keep Winter Park Beautiful & Sustainable began supporting the program in 2022 with \$2,906 in funding. This increased to \$3,000 in 2024 and to \$3,300 in 2025.

### alternatives | other considerations

### fiscal impact

### attachments

1. WPL Seed Library Funding Letter 2025-26

2. Seed Library Funding Budget 2025-26

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

December 2025

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 1<sup>st</sup> 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	<b>Seed Library Budget 2025-26</b>		
2			
3	<b>Item</b>	<b>Quantity</b>	<b>Estimated Price Per Year</b>
4	Seeds (10 varieties per season)	3,000 per year	\$1,300 per year
5	Seed Distribution Envelopes	9,000 per year	\$500 per year
6	Printable Label Stickers	9,000 per year	\$2000 per year
7	Seed Library Outreach Supplies/Marketing	various	\$200 per year
8			<b>\$3,300 per year</b>



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 4.b

**item type**

Action Items

**meeting date**

December 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

2023 Sustainability Action Plan Report Card Final

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

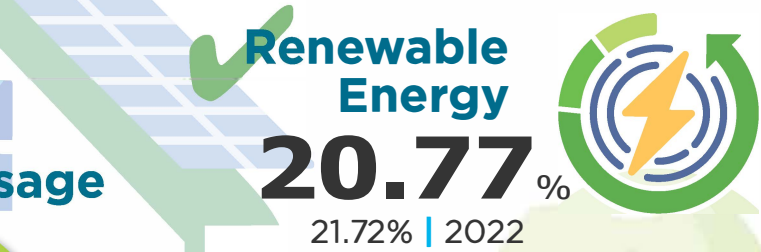
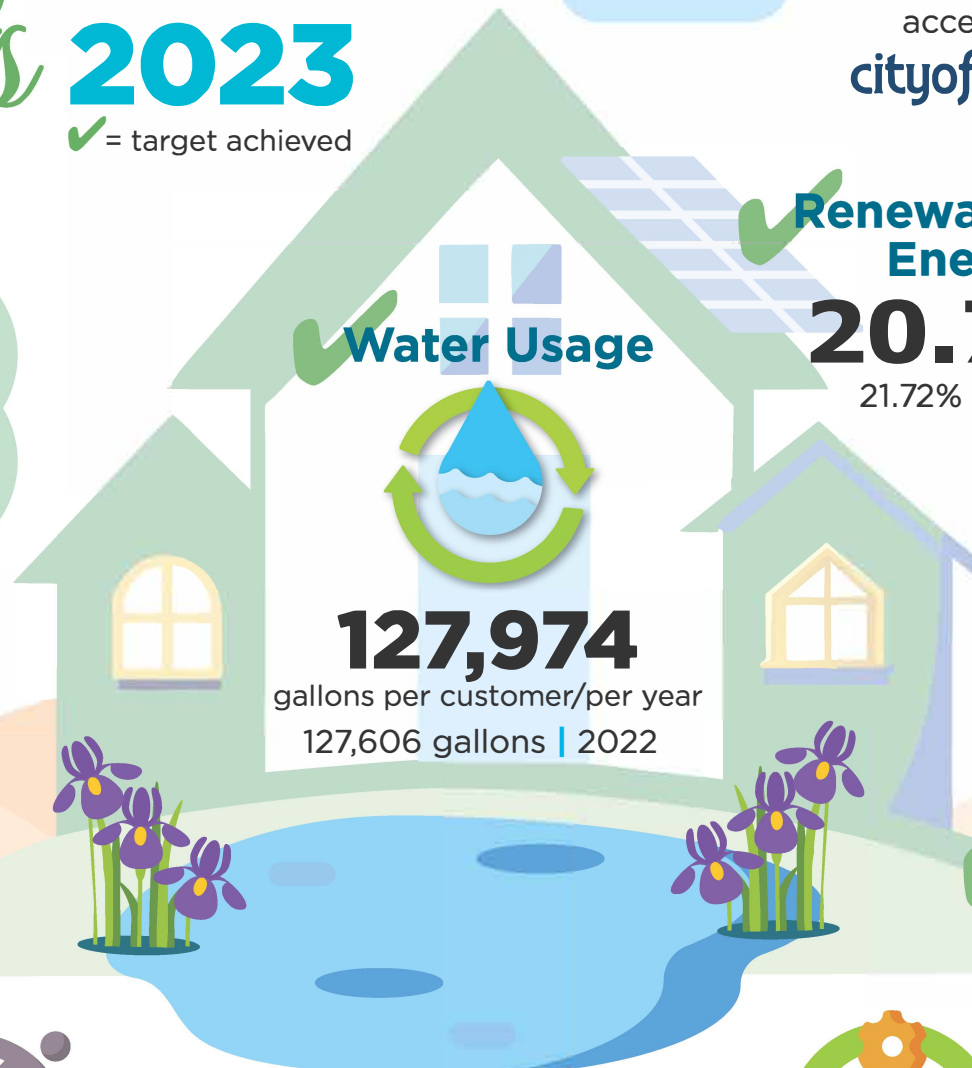
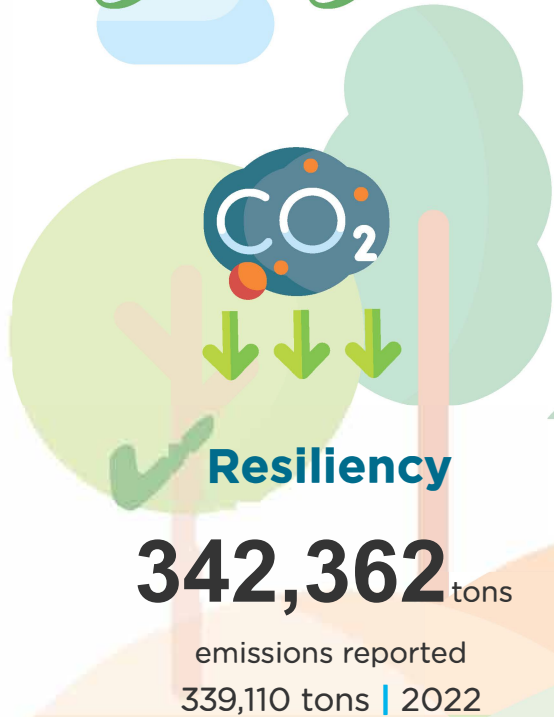
**attachments**

1. Sustainability Action Plan Infographic 2022-2023\_draft

# SUSTAINABILITY ACTION PLAN *highlights* 2023

✓ = target achieved

access the complete plan @ [cityofwinterpark.org/sap](http://cityofwinterpark.org/sap)





Keep Winter Park  
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Board

# agenda item 5.a

**item type**

Non-Action Items

**meeting date**

December 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

OCPS Green Schools Awards Banquet Certificate Presentation

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

None



# Keep Winter Park Beautiful & Sustainable Advisory Board

# agenda item 6.a

## item type

Staff Updates

## meeting date

December 16, 2025

## prepared by

Victoria Tabor, Administrative Coordinator III

## approved by

Victoria Tabor, Administrative Coordinator III

## subject

Natural Resources & Sustainability

- Food Insecurity Update
- Utility Box Maintenance Update
- KWPB&S Note Card Update

## motion | recommendation

## background

## alternatives | other considerations

## fiscal impact

## attachments

1. KWPB&S PPT

# KEEP WINTER PARK BEAUTIFUL & SUSTAINABLE MEETING

Wednesday, December 16<sup>th</sup>, 2025



# Food Insecurity Update

Organization	Program/Initiative	Details
Winter Park Parks Department	SNAP at Weekly Farmer's Market	SNAP accepted at the weekly Winter Park farmer's market. During SNAP pause in November, distribution was not paused at all on the market level.
	Parks & Recreation Summer Camp Program	Incorporates OCPS summer food program
Winter Park Library	Master Gardening Basics	5 classes in partnership with UF/IFAS Extension Orange County
	Seed Library	3 growing seasons per year. 9,000 seeds distributed annually
Rollins College	Tars Pantry	Students can either come to the pantry and take what they need or place an order online, which will be processed at the C-Store and stored in a pre-packed bag. The pantry provides food, clothing, household goods, etc.
	Urban Farm Collaboration	Provides fresh produce to the food pantry on a regular basis
	Student Outreach & Resource Center	Provides free meal swipes to students who are unable to utilize the pantry
Winter Park Police Department	Lakemont Elementary School Food Drive (5 years)	Partners with Lakemont Elementary for canned goods collection for seniors
	Senior Community Food Support (8 years)	Monthly food is supplied to 2 senior communities (Tranquil Terrace Apartments and Plymouth Apartments) in partnership with local churches and residents

# Food Insecurity Update

<p><b>Winter Park High School (WPHS)</b></p>	<p>Willie’s Mart</p>	<p>Provides students with snacks, fresh fruit, and produce every month</p>
<p><b>Winter Park Rotary Club</b></p>	<p>Killarney ES Food Program</p>	<p>Volunteers pack weekend bags for homeless or unhoused elementary students at Killarney ES (the greatest population of homeless students in Orange County). All Killarney students receive daily nutrition (Breakfast, Lunch, Afternoon Snack).</p>
		<p>Club donates \$10,000 annually to Second Harvest for food delivered to Killarney.</p>
<p><b>Winter Park Health Foundation (WPHF)</b></p>	<p>School donations</p>	<p>WPHF granted \$2,500 each to 14 schools in our surrounding community – these funds were unrestricted and could be used at the principal's discretion to address ongoing food insecurity issues at each individual school.</p>
<p><b>Orange County Public Schools</b></p>	<p>District-wide food pantries</p>	<p>There are active food pantries at 128 OCPS schools. Due to the government shutdown and either reduction or pause in families receiving SNAP benefits, the Foundation for OCPS recently partnered with AdventHealth, the Orlando Magic, Florida Citrus Sports and Second Harvest, to provide every OCPS school with receive financial support for food assistance over the winter break when schools are closed.</p>



# **UTILITY BOX MAINTENANCE UPDATE**

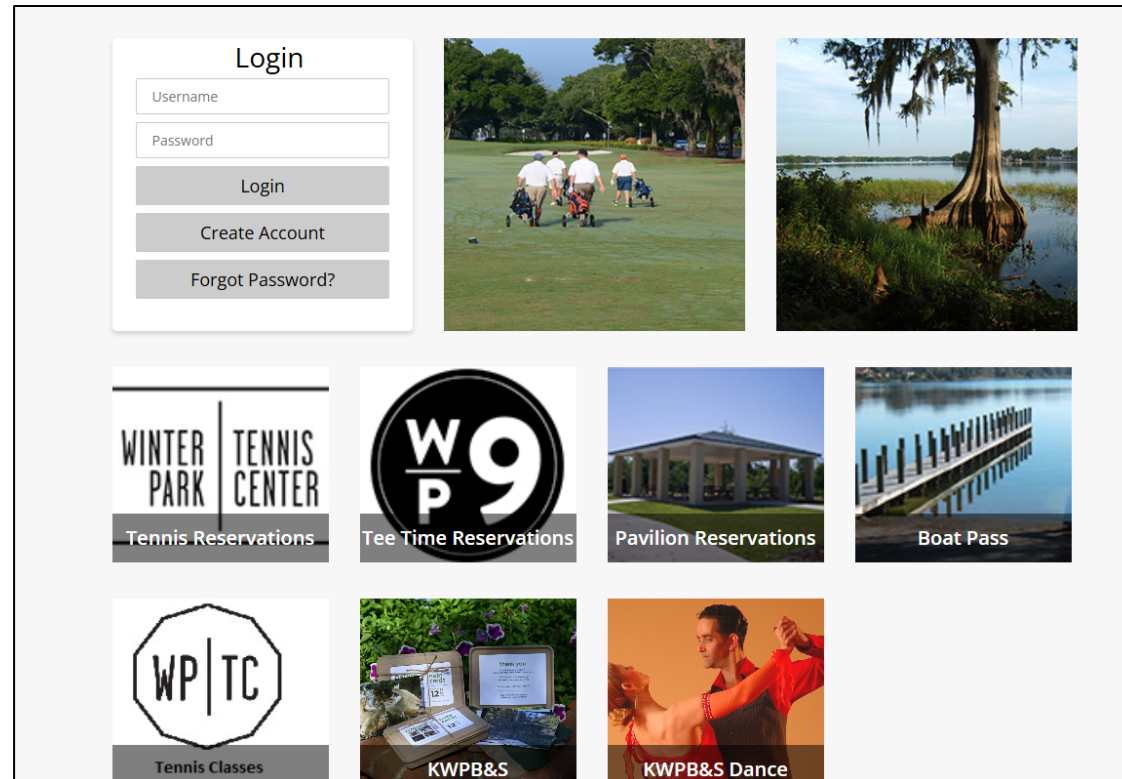
# NATURE NOTE CARDS

## Payment Set Up:

- KWPBS Accounting Complete
- PayTrac – linked to website complete.

## Advertisement:

- Sustainability & Lakes Newsletter, Social Media, KWPBS Page, WP Chamber of Commerce, WP History Museum (bought sets from us)



## Events:

- Boat Parade Dec 13<sup>th</sup>
- Merry Tuba Concert Dec 20<sup>th</sup>
- \$20.00 donations to KWPBS Funding

**Total Production Cost = \$928.38**

Ballroom Dance Classes

Community Partner


Memorial Bricks

**Nature Photography Note Cards** >

Sheltered Bus Stop Advertising

### Nature Photography Note Cards

Celebrate the beauty of Winter Park with our limited-edition note card set, featuring the 12 winning photos from the 2024 Nature Photography Contest. Each purchase directly supports Keep Winter Park Beautiful & Sustainable programs, helping to continue efforts in sustainability and community beautification.



- Purchase your limited edition 2024 Note Cards Set [online](#).
- Scroll to the bottom and select "KWPBS Notecards."
- Select "Add to Selection List,"
- Open the "Selected Items" tab and tap "Add to Cart."
- Log In or Create an Account [an account is required to securely purchase]. Don't have an account? Select "Create Account." » Confirm your email. » Log in to continue.
- Enter in how many notecard sets you want, then tap "Continue."
- Proceed to check out.
- Don't have ApplePay? Enter your credit card info manually.

Note cards are pick up only at City Hall, located at 401 S. Park Ave. Detailed instructions will be provided after purchase.



Keep Winter Park  
Beautiful &  
Sustainable Advisory  
Board

# agenda item 6.b

**item type**

Staff Updates

**meeting date**

December 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Upcoming Events

- Boat Parade & Watch Party — Saturday, December 13th 5–7 pm @ Dinky Dock
- Merry Tuba Concert — Saturday, December 20th 1 pm @ Central Park

**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**

December 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**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**

December 16, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

New Business/Announcements

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

None