



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

Agenda

June 21, 2022 @ 11:45 am

City Commission Chambers

401 S Park Ave

Winter Park, FL 32789

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"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 Meeting Minutes from March 15, 2022 2 Minutes
 - b. Approve Meeting Minutes from April 19, 2022 2 Minutes
 - c. Approve Meeting Minutes from May 17, 2022 2 Minutes
3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
4. **Non-Action Items**
5. **Action Items**
 - a. Vote for New Chair and Vice Chair 5 Minutes
 - b. Need information regarding America In Bloom 5 Minutes
 - Fundraiser regarding bulbs?
 - Outstanding Achievement Award for Environmental Efforts in the 2020 AIB National Awards Program. Vanessa B. presented on our programs at 2021 America in Bloom Virtual Symposium 9/29/21 americainbloom.org
 - c. Any local grants/ awards that Sustainability Division should be considering? 5 Minutes
 - d. Seed Library Funds – Winter Park Library 5 Minutes
6. **Staff Updates**
 - a. June 22nd Meet Out Department Presentation/Video 5 Minutes
 - Reviewing/ Editing Sustainability Action Plan
 - Agnieszka hired for GHG Inventory and will educate Sara – Sustainability Manager and Mia – Sustainability Specialist so they can continue to report
 - b. EV Car Show 5 Minutes

September 24th - Johnny gives update
 - c. Board Appreciation Dinner June 23rd 5:30 PM – 7:30 PM 5 Minutes
 - i. City of Winter Park Event Center goes Eco-friendly
 - ii. Reducing waste from landfill by recycling and composting
 - O-Town Compost will be providing his services
 - Recycling and Waste will be sorted during event

- d. [Facebook Launch – end of June](#) 5 Minutes
- e. [Orange County Fertilizer Ordinance Campaign](#) 5 Minutes
 - i. Social Media
 - ii. Work with Utility Billing and Communications Team to share messaging
- f. [Energy Conservation Rebate Program](#) 5 Minutes
 - i. Launched on our website
 - ii. To begin Audits in July – 15 Lightyears
- g. [Election Sign Recycling -primary and general election](#) 5 Minutes
 - i. Collaboration between City of Winter Park, Orange County, and City of Orlando
 - ii. Communications Team to help with messaging
 - iii. Kay and Sara to be working closely on this project
- h. [Upcoming Clean-up Events](#) 5 Minutes
- i. [Green Business Recognition Program](#) 5 Minutes
- j. [Rollins College Collaboration](#) 5 Minutes
- 7. Board Comments**
 - a. [Green Minutes](#) 5 Minutes
 - b. [New Business/Announcements](#) 5 Minutes
- 8. Upcoming Agenda Items**
 - a. [Discussion for Upcoming Agenda Items](#) 5 Minutes
- 9. Adjournment**



Keep Winter Park
Beautiful &
Sustainable
Advisory Board

agenda item

item type	Consent Agenda	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Approve Meeting Minutes from March 15, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[KWPB&S Meeting Mins March](#)



Keep Winter Park Beautiful & Sustainable Advisory Board Virtual Minutes

March 15, 2022, at 11:45 a.m.

Virtual

Present

KWPB&S Advisory Board Members: Kay Hudson, Stephen Pategas

City of Winter Park Staff: Gloria Eby, Director; Sara Miller, Sustainability Manager; Kris Stenger, Sustainability Coordinator

(1) Call to Order

Board member Kay Hudson called the meeting to order at 11:54AM.

(2) Consent Agenda

The board will table the approval of the minutes for the April board meeting.

(3) Staff Updates

Staff informed the board about the Election Sign Recycling Campaign after the recent Commissioner Election. There is an allocated crate bin at Fire station 64 in the public work compound where people can drop off their election signs. This will be going on until the 22nd of March. Sara M. is working on a project with the League of Women Voters in the future to potentially help keep the crate bin organized and taped up for easy storage. Once the Recycling Campaign has concluded, staff will store signs at public works until the next election. By the next election, staff hopes that they can partner with Orange County and the City of Orlando to help with delivery to NuCycle energy. For the future, board member Stephen P. suggested recycling different signs, such as stake signs, when the Election Sign Recycling Campaign is going on. A digital flyer was made for the Election Sign Recycling Campaign which was shared to socials and the Winter Park kiosk on March 8th.

Sara M. discussed with the board the progress of the Green House Gas Inventory. She spoke with a former member of the Sustainability team, Agnieszka, who explained the process of inventorying. Sara M. is still in the process of learning how to input data as well as understand the GHG inventories. The goal for the Sustainability Program is that Sara M. will be able to complete this task yearly, but if that is not feasible, then Agnieszka offered to work as a consultant for that process. Payment and contract have not been discussed at the moment. The GHG learning & implementation process should take place over the course of the next 4 months.

Staff updated the board about the status of the upcoming Earth Day event. The event will include multiple vendors including Rollins College, the Florida Native Plant Society, Waste Pro, Solar United Neighbors, the League of Women Voters, Center for Health and Wellness, GoodFills, Track Shack, and Kona Ice. All the vendors will have their own unique tabling activity at the event. There are still more vendors that staff is waiting for a response from. Staff received the approval from the Communications Team for the media flyer for the Earth Day & Run for the Trees events as well as the graphics.

Beyond 34 is an initiative created by the U.S. Chamber of Commerce Foundation and launched in the Central Florida area, to start finding solutions to the issue of recycling. The goal of the program was to get beyond the national average of 34% diversion rates of plastics. Sara Miller became a Recycling Fellow and helped facilitate one of the first conversations with public and private partners to exchange ideas. Out of the first conversation, 5 projects were created. One of the projects was to renovate Orange County's Materials Recovery Facility (MRF) which is old and outdated. When the project was just about to takeoff the pandemic hit which halted all of its progress. Although the project will be continuing soon, all of the recycling in Central Florida is going to out of county places that are willing to take the clean loads that we have. This change has

made recycling difficult in Central Florida. From Beyond 34 the City of Winter Park began working on the Downtown Core Recycling (DCR) Project which was an initiative to get more restaurants to recycle. The big issues facing the project was a lack of space and a lack of education. Once the Sustainability Coordinator position is filled, staff would like to begin working on solutions for the DCR project. Once the MRF project is complete it should be a gamechanger for recycling in the Central Florida area, but sustainable education is a main priority until then.

(4) Public Comments (for items not on Agenda)

No Public Comments.

(5) Non-Action Items

1. No Non-Action Items

(6) Action Items

1. Staff inquired about the board's opinion on the acknowledgment service for the Green School Grant (GSG) recipients. A possible time to host a GSG recipient acknowledgement service would be during the Earth Day event. The board agreed that would be an opportune time to host the service and staff will be working on contacting the GSG recipients to check for availability.

(6) Public Hearings

No Public Hearings.

(7) Board Comments

Stephen P. made note about a recent city update concerning the leaf blower ordinance which contained incorrect info. The update said the ordinance will go into effect on July 25th, but it will get implemented on July 24th. Stephen P. reached out to the Communications team and is awaiting a response.

Kay H. wanted to applaud the amount of coverage and awareness that the leaf blower ordinance has received from the city. According to staff, the public feelings towards the ordinance are positive.

Gloria E. wanted to express a green minute item which was the fact that the Sustainability program has gotten a tremendous amount of positive feedback for cleanup and restoration events.

Kay H. wanted to research the process of creating an ordinance that would make property owners responsible for cleaning up their own litter. She wanted to put the idea out there in hopes that a conversation can begin about more commercial business accountability for throwing trash away.

(8) Adjournment

Meeting adjourned at 12:56PM.

Minutes approved the board on mm/dd/yyyy.
/s/ Recording Secretary Sarah Miller



Keep Winter Park
Beautiful &
Sustainable
Advisory Board

agenda item

item type	Consent Agenda	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Approve Meeting Minutes from April 19, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[KWPBS Meeting Mins April](#)



Keep Winter Park Beautiful & Sustainable Advisory Board Virtual Minutes

April 19, 2022, at 11:45 a.m.

Police Department Ray Beary Room
500 N Virginia Ave. Winter Park

Present

KWPB&S: Chair Ben Ellis, Carey Bond

Absent: Danielle Flipse, Kay Hudson, Lynne Bachrach, Stephen Pategas

City Staff: Gloria Eby; Director of Natural Resources and Sustainability, Sara Miller; Sustainability Manager, Johnny Miller; Event Manager, Victoria Tabor; Admin Coordinator/Recording Secretary

Guest: Members from the Winter Park Sunshine Website.

(1) Call to Order

Meeting called to order by Ben Ellis at 11:49AM.

(2) Consent Agenda

The board will table the approval of the minutes for the May board meeting.

(3) Staff Updates

Sara Miller started to inform the board about her new intern Elizabeth (Bess) Prim from Rollins College. She explained Bess's background, how she's in the sustainability group at Rollins and how she wants to learn everything about sustainability. Sara re-introduced Bobby Sena and explained a little bit on what help he is for her as an intern. She then jumped into talking about the sustainability specialist position that closed. Nineteen candidates applied, Gloria and Sara were going to sit down together and choose their top 5 to interview. Gloria recognized Randy Knight about thanking him for turning the sustainability specialist to a full-time position.

Johnny Miller gave his update to Earth Day. He started off with saying that teaming up with Run with the Trees was a great idea. The Earth Day will fall on April 30th started at 7am. Johnny told the board that this is the first reach out to the community with the help of Center for Health and Wellbeing and multiple departments, including Keep Winter Park Beautiful and Sustainable, Stormwater, Lakes, and Natural Resources and Sustainability. He then went to explain the map of the event on where the runners will go and then come out to where we are and all of the vendors are located. Sara then went into explaining about the awards ceremony on where it was going to be located, what time it will be held at and Ben Ellis offered to announce the awards and hand out the certificates. She also explained that there will also be a small EV car show. Sara expresses that she needs help from the board throughout the event with set up and crowd control at the tent.

Sara gave out the information about the upcoming Household Hazardous Waste Drop off event that is happening on April 11th. She went to explain what to expect, how residents are going to drop off their waste, and a map of the area. She reassured the board that there will be signs to explain where people are to go and there will be police officers at the road closures to help direct where people need to enter at. Carey Bond asked about the document shredder and Gloria said due to liability it wasn't a part of this event. Sara did give an option that Office Depot does shred documents. Gloria added that we as a department plan to get our website more up to date comprehensively which will include updating the Waste Diversion & Recycling section. We want to include more big box vendors that do also have recycling/sustainability programs like Office Depot.

Sara moves on to reviewing the Household Hazardous Waste Drop Off Event. The ADA Compliant Map was posted on the website which includes directions on how to get to the event and what streets are blocked off.

This was part of a press release that went out to the public on April 18th, 2022. There were numerous residents calling in to express their confusion about where the event was going to be but Sara reassured these residents that it would be easy to find by walking through the directions with them on the phone. Once the map was posted on the website, Sara did not have any calls. Gloria chimed in with saying when we planned this event our staff really took in consideration traffic and safety so that is why we had police officers stationed as well as barricade/ road closures to help with traffic control and ease the flow of traffic. A back up plan is also in place if the event needs to shift gears due to traffic congestion. We don't want another Howell Branch Road predicament. Sara continued to explain volunteer and staff placement as well as where Waste Pro and A1 Assets will be stationed. All vendors, staff, and volunteers will be on site no later than 7 AM for set up and for Sara to hand out roles and responsibilities. This event will be catered so that our vendors and staff feel appreciated.

Sara announces that we have started the clean up events with our first successful clean up event with UCF IDEAS For Us on March 26th. They teamed up with their engineering club and picked up a whopping 60 pounds of trash. 22 students were in attendance including our Stormwater Engineer Shannon and myself to lead the clean-up at Howell Creek Preserve Park. Students had the opportunity to weigh out the bags on site and they were shock as well as proud to have that much of an impact. They seemed enthusiastic to come back up and volunteer with Keep Winter Park Beautiful and Sustainable. On June 18th, we will be doing another clean up event at Mead Botanical Gardens. On April 16th, we had a very small clean up with Disney's Springs UNIQLO Staff. We were able to clean up 10 pounds of trash with this small but might team of four. They also had great feedback to give and said that they would be willing to come back and participate in another clean up.

On Thursday April 21st, the SWAT Team will be participating in a clean-up where most volunteers won't be able to get too. Joey Cordell will assist Sara with this clean up. Finally, upcoming public volunteer clean up events include May 14th, June 4th, and July 16th. These events have not been set in stone and they have not been posted on our department page but will be in the next few weeks. We work with both Volunteer Match and Communications to share these events. May 14th might be a Howell Creek Preserve again. Sara is seeking recommendations for June and July events. Sara explains to the board that she is still learning the Vanessa routes to for now she is starting with public areas such as parks until she has a better handle of her routes. Sara has a future clean up with Keller Williams on May 12th that uses her route. Finally, we have a Shoreline Restoration Project on May 7th that the Lake Killarney Condo Association requested.

Sara and Gloria move on to explain the partnership that we have at Mead Gardens. We want to amend the relationship the city has with Mead Gardens and give them support in what they may need. Sara will be sending volunteer groups over to Mead to work on specific projects that they need. We have created a land management plan to keep both the city and Mead Gardens accountable for the projects that we work on together. Gloria explains that this will be a comprehensive detail plan to include everything from the number of volunteers to the supplies needs and who will be accountable. On this plan will include April 22nd Earth Day Tree Planting with Total Quality Logistics as well as June 18th UCF IDEAS For Us Branch Clean Up. We also plan to partner with IDEAS For Us on volunteer projects with Mead, the first being a pollinator garden.

Gloria announces that the month of April has been declared Earth Month via the Proclamation that was announced at the commission meeting on April 13th. This will be shared on our new Facebook for all to see.

Carey shared with the all-in attendance that she had met with Commissioner Sullivan earlier regarding renewable energy and that they are very passionate about this topic. She expressed the need and want to work with the Utility Board on future plans for renewable energy. She then invites Commissioner Sullivan to elaborate more on this topic. Commissioner Sullivan first explains to the board how impressed he is with how Sara has jumped into all these projects. He then thanks Gloria for putting out an RFP regarding the solar feasibility study. He addresses the board with saying how he feels it's important for them to be part of the RFP process going forward as well as being included in meetings with the utility advisory board in addition to other boards that relate to the subject of renewable energy get integrated into the process. This includes inputs and recommendations from the board, he reiterates that the board is the eyes and ears for staff and the commission. Gloria does reassure the board on the RFP process that it has been sent out to the public and it is closing. Once the RFP is closed, she will review selections with selection committee which includes internal staff. This committee includes Gloria, Public Works, and Utilities - Daniel D'Alessandro. All will project managers collectively to oversee this solar feasibility study. Gloria continues to explain that avenues that will help us get to 100% renewable as Commissioner Sullivan suggested will be included. Gloria does want the city

to be honest and transparent with our data to the public which is why this feasibility study is important in order for us to create that timeline.

(4) Public Comments (for items not on Agenda)

Caitie, Jessica, and Chase - currently seniors at UCF announced that they are working on their senior capstone project which is called the winterparksunshine.org to help keep winter park citizens aware of their resources. A completely nonpartisan databases or one stop shop to agenda items and meeting minutes a well as in adherence to the sunshine law. This also will include all elections and on-going events. Podcast is up to date, please check it out.

(5) Non-Action Items

1. No Non-Action Items

(6) Action Items

1. Recycling Services of FL - dumpster behind sprouts very loud. Need to know if someone has a connection to have them switch pick up times to later in the day. Right now, it's 2 AM. Sara asked if the board had any connections to this vendor to maybe help alleviate this issue and the board in attendance did not
2. KWPBS WP Magazine Ad discount - We have ads going in their remaining summer & fall issues, we could double up on the skinny 1/3-page ad (randomly placed) or upgrade to a half-page horizontal ad for one of them. Theresa from Communications suggested option 2 - the larger ad for better coverage. The board chose option 2.
3. Volunteers are also needed at both Household Hazardous Waste Drop Off and Earth Day. Sara asked the board to spread the word so we can have more volunteers at both events.
4. Add to the agenda items for next meeting on whether the board will continue to meet in person. Also next meeting on consent agenda we will need approval minutes for Feb, March, and April. Reelections will also be taking place with voting occurring next month. Gloria expresses the need for board attendance for next meeting especially because of the solar feasibility study.

(6) Public Hearings

No Public Hearings.

(7) Board Comments

(8) Adjournment

Meeting adjourned at 12:45 PM (time was not announced, this is an estimate)

Minutes approved the board on mm/dd/yyyy.
/s/ Recording Secretary Sara Miller



Keep Winter Park
Beautiful &
Sustainable
Advisory Board

agenda item

item type	Consent Agenda	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Approve Meeting Minutes from May 17, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[KWPBS Meeting Mins May](#)



Keep Winter Park Beautiful & Sustainable Advisory Board Virtual Minutes

May 17, 2022, at 11:45 a.m.

Police Department Ray Beary Room
500 N Virginia Ave. Winter Park

Present 23:45

KWPB&S: Stephen Pategas, Catherine (Kay) Hudson

Absent: Carey Bond, Ben Ellis, Lynne Bachrach, Rishona S Teres, and Mark J Yonker

City Staff: Gloria Eby; Director of Natural Resources and Sustainability, Sara Miller; Sustainability Manager, Johnny Miller; Event Manager, Victoria Tabor; Admin Coordinator/Recording Secretary

Guest: Mikayla Miller; Community Outreach Librarian - Winter Park Library and Terry, Winter Park Resident

(1) Call to Order

Meeting called to order by Stephen Pategas at 11:50 AM.

(2) Consent Agenda

The board did not have a quorum to pass April's Agenda. May's meeting, KWPB&S will need to review and approve March, April, and May's Meeting Minutes.

(3) Staff Updates

- a. Introduction of the new Sustainability Specialist - Mia Brady
 - i. First Day May 31, 2022
 - ii. Resume attached to April Minutes
 1. She is a Rollins Alumnae and will help us continue to keep the City of Winter Park and Rollins relationship with both assisting them in their sustainability plan but also working with their students, many being interns for us.
 2. Mia is very excited to be joining the Natural Resources & Sustainability Department! She has many skillsets that are required for this job such as public outreach and prior sustainability experience.
 3. KWPB&S has met before due to her being a previous City of Winter Park Intern and Stephen Pategas also acknowledged how this was a good choice on city staff's part as he remembers Mia being a great intern.
 4. Sara feels very confident after interviewing Mia as well as her references that she will succeed in this role and help the Sustainability Division achieve our goals within the Sustainability Action Plan.
- b. Earth Day Report Total

Gloria was very impressed with how Earth Day went especially involving the partnerships that we had which included Center for Health & Wellbeing as well as Track Shack. She thanked Sara, Johnny, Victoria, the rest of the Natural Resources and Sustainability Department as well as the board for their efforts leading up to Earth Day as well as volunteering during the event. Gloria was not in attendance but after seeing photos of event and hearing positive feedback from mayor and commissioners, plus members of our team and public she granted this has a very successful event. Kay and Stephen also agreed and have no negative comments about this event only positive.

Johnny explained that I think piggy backing off the run for the trees really helped with attendance and it highlighted a part of ward park that many people have not even seen yet. Since Earth Day has moved around a lot, Johnny and Kay both agreed that it would be best to stick with this location year after year. It's easier on staff and will continue to get stronger each year. Stephen said that Central Park seemed diluted and didn't help with a solid audience who attended. This year, we were able to get a specific audience and the timing was perfect since the event only lasted in the morning and wrapped up in the afternoon. Johnny said next year - 2023 - Earth Day will not be at the end of the month, but will be more aligned with that national Earth Day holiday. Also next year will be the 30th anniversary for the run for the trees.

Below are the stats from Earth Day:

- i. Cost = \$4,500 (this number has been adjusted from audio recording)
- ii. Total turn out = 1450+ people
- iii. Divert (composted) 87lbs from the landfill

Kay requested that since we weren't able to have a large EV Car show at Earth Day that she recommends we to have one during September 24th EV Car Week that the Department of Energy leads. Kay will be sending more information to staff regarding this week. Kay informed staff that the City of Orlando will be doing one at ACE Café Downtown so maybe aligned with them for that same weekend would be beneficial. They are also doing a ride and drive with Tesla. Kay suggested we contact Tesla to see if we could have that done at our event. Johnny was tasked to look at weekends in September.

Johnny suggested aligning this event with the Farmer's Market and reserving some spots by the railroad part of the market. Kay loved that idea and also suggested being close to an EV charging station for example purposes. Gloria also chimed in with maybe having this event be a way to promote our other sustainability programming such as the Seed Library. The board agreed that having it at the farmers market would be a good audience because mostly likely people attending the market are progressively minded. Also highlighting that educating Winter Park residents on EV Car readiness is important. Staff will report back next meeting on next steps in order to make this event possible.

- c. Feasibility study for 100% renewables
 - i. Quanta Technology, LLC
 - ii. Draft RFP for Energy Efficiency Study

(4) Public Comments (for items not on Agenda)

Mikayla Miller, Community Outreach Librarian, from the Winter Park Library gave the following updates to the board regarding their sustainability programming:

1. Seed Library
 - a. Had a soft launch of their spring seed collection, sharing 9 different seeds i.e. basil, at Earth Day. Seeds and packaging were passed around. This project utilized many volunteers in addition to partners to help these seed packets come to life. Packaging uses the least amount of waste as possible. The label includes all partners involved with this program and a list of the seeds in the mini vanilla envelope. On the envelope is a QR code which anyone can scan with their smartphone device to view growing instructions.
 - b. The Seed Library will be located on the east side entrance of the library which is closest to the event center. A stand will be created for easy access to sign up and seed check outs. The display will be matching the architecture of the building as well which will be timeless as the program continues year after year.
 - c. The Fall collection will include 10 different seeds. So far 60 seed packets have been distributed for spring with the goal of 150 per season. The Winter Park Library feels very confident that residents will be able to find where to sign up and check out. They attended many conferences where seed libraries have been the main topic of conversation and have put many hours of research to make this program work effectively.
2. Summer Reading Program - the Winter Park Library hopes that many will sign up this year of the summer reading challenge. They hope to encourage many adults and children of all ages to

participate with a goal of 15,000 books. Prizes will be given away for the most read books! If you are looking for a more sustainable way to read your books, the Winter Park Library also has audiobooks and online versions to read.

The KWPB&S Bboard and Sustainability Division were very impressed with both programs and hope to continue partnering with the Winter Park Library for future projects and events.

(5) Non-Action Items

1. Steven Pategas and Kay Hudson asked to have the entire board vote next meeting regarding have a hybrid model of both having virtual and in person meetings. Both would agree that this model would be more sustainable and easier on-board members to attend especially during lunch hours.
 - a. Gloria did address Kay and Stephen saying that even with a hybrid model we would still need a quorum to vote, which we haven't had for the last few months now.
 - b. City Staff will find out if this is possible though working with City Clerk - Rene Cranis.
 - c. Lunch will also be provided moving forward.

(6) Action Items

1. Introduction to Board Members
 - a. Rishona S Teres - appointed by Commissioner Sullivan
 - b. Mark J Yonker - appointed by Commissioner Cruzada
 - i. Both were absent for this meeting.
2. Previous board members were removed due to poor attendance and no longer can meet attendance obligations due to personal life responsibilities and transitioned off the board.
 - a. Danielle Flipse
 - b. Rosemary Salow
3. During May Meeting, the KWPB&S Board will need to vote on Chair and Vice Chair Seats due to not having a quorum.
 - a. Gloria addressed attendance requirements:
 - i. Each board member is required to meet 50% of meetings per calendar year and/ or if a board member is absent three consecutive meetings in a row, they can be removed.
 1. Currently there are at risk members of the board.
 - ii. Since KWPB&S has not met a quorum the last 3 meetings, this pushes projects as well action items back that the city needs the board to approve of. Gloria addressed how much effort it takes on the city staff to organize these meetings. Both Stephen and Kay agreed that members on the board should continue to take attendance seriously. In Gloria's words, "It's go time for KWPB&S to help address issues related to Sustainability. We need your help to rally Winter Park Residents and our community"
 - iii. The Clerk's Office has voiced to all boards that there will be further enforcement of attendance requirement.

(7) Public Hearings

No Public Hearings.

(8) Board Comments

(9) Adjournment

Meeting adjourned at 12:45 PM (time was not announced, this is an estimate)

Minutes approved the board on mm/dd/yyyy.

Month DD, YYYY
Page 4

/s/ Recording Secretary Sara Miller



Keep Winter Park
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agenda item

item type	Action Items	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Vote for New Chair and Vice Chair

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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agenda item

item type	Action Items	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Need information regarding America In Bloom

item list

- Fundraiser regarding bulbs?
- Outstanding Achievement Award for Environmental Efforts in the 2020 AIB National Awards Program. Vanessa B. presented on our programs at 2021 America in Bloom Virtual Symposium 9/29/21 americainbloom.org

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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Any local grants/ awards that Sustainability Division should be considering?

motion / recommendation

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agenda item

item type	Action Items	meeting date	June 21, 2022
prepared by	Victoria Tabor	approved by	
board approval			
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subject

Seed Library Funds – Winter Park Library

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WPPL Seed Library Funding Request](#)

ATTACHMENTS:

[Seed Library Funding Budget](#)



To Whom It May Concern,

The Winter Park Library is proud to introduce a new program, to be started with the opening of the new library building in Fall 2021. This program is called the Winter Park Seed Library and is being planned by Adult Services Librarian Anne Simpson with the help of Community Outreach Librarian Mikayla Miller and Library Assistant Zoe Herdt. This program will be open to everyone, regardless of municipality or library card status, and is meant to help our community through gardening education. We endeavor to teach others to grow herbs, flowers, and food sustainably, no matter the garden size or type. Our mission is to increase access to seeds and foster a gardening community to create more individual capacity for food sustainability during the three Florida growing seasons (fall, winter, spring).

This program has received a grant from Healthy Central Florida, now the Winter Park Health Foundation, in the amount of \$2,500. This generous grant does allow for many start up costs, but unfortunately, it is not a continually renewing source of funding. We have created several local partnerships with government offices, small businesses, schools and 501 ©(3)s for seed donations; however, these donations are not reliable enough for guaranteed program renewal each season or each year.

While costs for this program are not considerably high after the initial startup costs, the program does need reliable funding for certain supplies. These supplies include a base of 10 seed varieties with 2100 (300 packets x 7 seeds per packet) seeds per variety, in the amount of \$200.00 that we can offer consistently for all three Florida growing seasons; seed packaging which amounts to roughly 25 dollars per 500 paper envelopes; 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 \$276.00; seedling peat pots (100% compostable) for planter growing, priced at about \$14.00 per 100 pots for a total of \$420.00 to supply each packet with a seedling pot; and a 1000 yearly advertising bookmarks at the cost of \$0.50 per bookmark, amounting in 500 which will promote our Seed Library Mission and partnerships attached to wildflower paper.

Line Items:

Seeds: 10 Varieties x 300 packets each variety x 7 seeds x 3 growing seasons = 2100 seeds at \$600 per year/ \$200 per season.

Envelopes: 3000 paper envelopes x 3 seasons = \$150.00 per season, \$450.00 per year.

Printable label stickers: 3000 stickers x 3 seasons = 9,000 stickers at \$276 per year.

Seedling Peat Pots (100% Compostable): 3000 pots x 3 seasons = \$420.00 per season,
\$1260.00 per year.

Seed Paper Advert Bookmarks: 1000 bookmarks per year = \$500.00 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 look forward to seeing you at our new location next year!

Sincerely,

Anne, Zoe, and Mikayla

Item	Quantity per year	Estimated Price Per Year
Seeds (10 varieties per season)	2,100	\$ 600.00
Seed Distribution Envelopes	9,000	\$ 450.00
Printable Label Stickers	9,000	\$ 276.00
Compostable Seedling Peat Pots	9,000	\$ 1,080.00
Seed Paper Bookmarks	1,000	\$ 500.00
		\$ 2,906.00



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item

item type Staff Updates	meeting date June 21, 2022
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

June 22nd Meet Out Department Presentation/Video

item list

- Reviewing/ Editing Sustainability Action Plan
- Agnieszka hired for GHG Inventory and will educate Sara – Sustainability Manager and Mia – Sustainability Specialist so they can continue to report

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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agenda item

item type	Staff Updates	meeting date	June 21, 2022
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board approval			
strategic objective			

subject

EV Car Show

item list

September 24th - Johnny gives update

motion / recommendation

background

alternatives / other considerations

fiscal impact



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agenda item

item type	Staff Updates	meeting date	June 21, 2022
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subject

Board Appreciation Dinner June 23rd 5:30 PM – 7:30 PM

item list

- i. City of Winter Park Event Center goes Eco-friendly
- ii. Reducing waste from landfill by recycling and composting
 - O-Town Compost will be providing his services
 - Recycling and Waste will be sorted during event

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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item type	Staff Updates	meeting date	June 21, 2022
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subject

Facebook Launch – end of June

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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Orange County Fertilizer Ordinance Campaign

item list

- i. Social Media
- ii. Work with Utility Billing and Communications Team to share messaging

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

Fertilize Responsibly Summer 2022 Orange County messages



Fertilize Responsibly - Summer 2022 Messages for Social Media & Newsletters

The goal of these messages is to raise awareness about changes to Orange County's Fertilizer Management Ordinance (Chapter 15, Article XVII) that go into effect on June 1, 2022. The ordinance aims to help prevent water pollution in our lakes, rivers, springs and aquifer. While the ordinance also restricts phosphorus in fertilizer, this year the messages are emphasizing nitrogen restrictions, both during the summer (do not apply nitrogen) as well as the non-summer months (fertilizer with nitrogen must be at least 65% slow release type).

*Please use the prepared mix-and-match images that have been vetted for consistency with the ordinance's provisions. These **images are available for download** at <https://ocfl.box.com/s/rvi81vc5jy1vs3pvvgfnjxusxco9mdde>.*

Thank you in advance for helping spread the word! If you have any questions, please contact fertilizer@ocfl.net.

1. Social Media 175 Characters:

Have a healthy lawn without polluting our lakes, rivers and springs. Skip the nitrogen fertilizer from June 1 to September 30. Learn more at www.ocfl.net/FertilizeResponsibly.

2. Social Media 233 Characters:

Summer rains cool us down, but they also wash fertilizer off our yards and fuel algae growth in our lakes, rivers and springs. Skip the nitrogen fertilizer from June 1 to September 30. Learn more at www.ocfl.net/FertilizeResponsibly.

3. Social Media 292 Characters:

Orange County's fertilizer rules help keep nitrogen out of our lakes, rivers and springs. There are lots of ways to green up your yard without greening up our natural waters with algae. Skip the nitrogen fertilizer from June 1 to September 30. Learn more at www.ocfl.net/FertilizeResponsibly.

4. Newsletters and/or email 39 words (*Suggested image: Fertilizer Rules Info Card*)

Summer Yard Care for Clean Waterways

Summer's coming, so open your umbrellas and close your bags of nitrogen fertilizer. Orange County has updated its ordinance to help protect our local water bodies from pollution and algae blooms. Learn more on Orange County's [Fertilize Responsibly](http://www.ocfl.net/FertilizeResponsibly) webpage.

5. Newsletters and/or email 114 words

New Summer Yard Care Rules

We all know a healthy lawn adds to the beauty of our home. At the same time, clean lakes, rivers and springs add to the beauty, ecology and economy of our community. How can we achieve both? One way is by adhering to Orange County's rules when it comes to applying fertilizer.

These rules changed on June 1, 2022. In order to protect our waterbodies from pollution and algae blooms, fertilizer containing nitrogen cannot be used during the rainy summer months. There are lots of ways to have a healthy lawn year-round that do not harm the environment. Want to find out more? Visit Orange County's [Fertilize Responsibly](#) webpage.

Additional Information

Summary of key fertilizer rules:

June 1 to September 30: Only apply fertilizer with zero nitrogen and zero phosphorus.

October 1 to May 1: Fertilizer containing nitrogen is permitted. However, it must contain at least 65% slow release nitrogen.

Always do the following:

- Keep fertilizer at least 25 feet from natural water bodies.
- Limit each application to one pound total nitrogen per 1,000 square feet (maximum three pounds per year)
- Use zero phosphorus unless a soil test shows a deficiency.

Here are some examples of summer-compliant fertilizers seen in local stores:

Company	N-P-K	Nutrient
Austin Limestone	0-0-0	Mg & Ca (magnesium and calcium)
Howard Fertilizer and Chemical	0-0-7	K (potassium)
Soil Doctor	0-0-0	n/a
Sunniland	0-0-0	Mg & Ca (magnesium and calcium)



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subject

Energy Conservation Rebate Program

item list

- i. Launched on our website
- ii. To begin Audits in July – 15 Lightyears

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item

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subject

Election Sign Recycling -primary and general election

item list

- i. Collaboration between City of Winter Park, Orange County, and City of Orlando
- ii. Communications Team to help with messaging
- iii. Kay and Sara to be working closely on this project

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item

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subject

Upcoming Clean-up Events

motion / recommendation

background

alternatives / other considerations

fiscal impact



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subject

Green Business Recognition Program

motion / recommendation

background

alternatives / other considerations

fiscal impact



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subject

Rollins College Collaboration

motion / recommendation

background

alternatives / other considerations

fiscal impact



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item type Board Comments	meeting date June 21, 2022
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board approval	
strategic objective	

subject

Green Minutes

motion / recommendation

background

alternatives / other considerations

fiscal impact



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item type Board Comments	meeting date June 21, 2022
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strategic objective	

subject

New Business/Announcements

motion / recommendation

background

alternatives / other considerations

fiscal impact



Keep Winter Park
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agenda item

item type Upcoming Agenda Items	meeting date June 21, 2022
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

Discussion for Upcoming Agenda Items

motion / recommendation

background

alternatives / other considerations

fiscal impact