

MINUTES

SUSTAINABILITY ADVISORY BOARD MEETING

OLD CITY HALL, COMMISSION CHAMBERS
512 GREENE STREET

THURSDAY, FEBRUARY 10TH, 2011

A meeting of the Sustainability Advisory Board of the City of Key West, Florida, was held in Old City Hall main chambers, 512 Greene Street, on Thursday, February 10th, 2010.

Chairman Ross Williams called the meeting to order at 5:28 p.m.

Answering roll call were Board Members Michael Larson, Emil Oesterling, Richard Puente and Chairman Ross Williams.

Board Member David Lybrand was absent

Also present was Deputy City Clerk Sue Harrison.

CHANGES TO THE AGENDA:

Chairman Williams asked to hear Reports after the approval of minutes on the agenda.

Without opposition, the agenda was changed.

APPROVAL OF MINUTES:

1) January 12, 2011 (Regular)

It was moved by Mr. Oesterling and seconded by Vice-Chairman Puente to approve the minutes.

Chairman Williams acknowledged the motion and second and requested verbal approval.

The response was unanimous to approve the Minutes.

REPORTS:

1) Matrix

Chairman Williams read the title of the item and asked Mr. Oesterling to open the discussion on the Matrix.

Mr. Oesterling spoke of the updates he performed on the matrix and a discussion among the members occurred. Chairman Williams thanked Mr. Puente for his idea of creating the matrix.

2) Meeting on Cool Roofs Resolution with Commissioner Johnston

Chairman Williams had announced Commissioner Johnston agreed to sponsor a Resolution for placing on the February 15, 2011 City Commission Agenda. The Chairman mentioned he asked the Commissioner if she felt City Management would consider hiring a permanent Sustainability Coordinator and the Commissioner gave her encouragement to the idea.

ACTION ITEMS:

3) Assigning a Board Member to Update the Matrix Spreadsheet Monthly

Chairman Williams read the title of the item.

It was moved by Mr. Oesterling and seconded by Vice-Chairman Puente to assigned Mr. Oesterling as the Board member who will be tasked with updating the Matrix monthly.

The Chairman acknowledged the motion and second and requested verbal approval. The response was unanimous to approve the action item as read.

4) Approving the Draft Sustainability Advisory Board's Annual Report

Chairman Williams read the title of the item.

He opened the discussion to the members and asked if there were amendments to the draft report. Mr. Larson asked for the report to include the Sustainability Coordinator vacant position and

to include the language in the report reflecting this position was part of the Climate Action Plan adopted by the City Commission. The Chairman mentioned he received an e-mail from Commissioner Johnston forwarded to her from Assistant City Manager Fernandez regarding the City's implementation of certain items found in the Climate Action Plan. He advised he would forward the Clerk the e-mail and have her send the correspondence to the members.

It was moved by Vice-Chairman Puente and seconded by Mr. Larson to amended and approve the draft annual report as discussed.

The Chairman acknowledged the motion and second and requested verbal approval. The response was unanimous to approve the action item.

DISCUSSION ITEMS:

5) Ideas to Generate Interest in the Board and Creating a Logo

Chairman Williams read the title of the item.

He asked Mr. Puente to open the discussion. Mr. Puente said he is working on a display to post in the Building Department with the idea of using the City seal and will bring it in to show the members. Mr. Larson gave his idea on using the existing City seal and color the existing background to the color green and add the wording Sustainability Advisory Board at the bottom of the seal. Chairman Williams stated he liked Mr. Puente's suggestion of adding the three (3) arrows circling the seal and stated (arrows) the symbol is a recognizable with recycling.

6) **Draft a Resolution Urging the City of Key West to Consider Hiring an Environmental “Green” Manager/ Sustainability Coordinator**

Chairman Williams read the title of the item.

The members discussed ideas among themselves and Chairman Williams advised Monroe County issued a Coordinator job description to hire and it was posted on their website. The Chairman stated he felt the City’s Coordinator position warranted it to be a full time. Mr. Larson mentioned the job description for the position is embedded in the Climate Action Plan. Mr. Oesterling contributed his thoughts on the subject however; it was inaudible to understand as the microphone was not working. The Chairman requested for each member to research and write up what their requirements were for hiring a coordinator along with a proposal on how the City will save money by hiring a coordinator and to send their ideas in an e-mail to the Clerk. Mr. Larson stated he agreed with having everyone research ideas on the subject and to send their ideas to the Clerk’s office for compiling and sharing at the next regularly scheduled meeting.

Mr. Larson also advised page 20 in the Climate Action plan is a good reference point to start. Chairman Williams stated he will forward the qualifications posted by the County to the Clerk to forward to the members.

7) **Using the Climate Action Plan as a Guideline for the Board**

Chairman Williams read the title of the item.

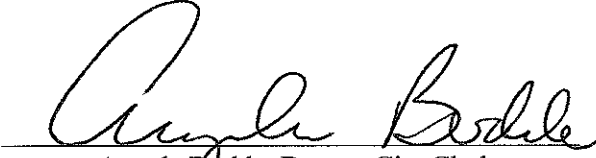
Chairman Williams explained most of the items they have discussed and acted on aside from the Student memberships have been outlined in the Climate Action Plan and to continue using the plan as a reference.

Mr. Oesterling contributed his thought on having an action item on the next agenda for drafting a Resolution to hire a Coordinator and the Clerk verified his request to have it placed as an action item. Chairman Williams verified and confirmed with the Clerk the members are able to send their ideas to the Clerk for her to compile into an agenda for the next meeting.

Mr. Puente asked Chairman Williams for an update on the Kessler contract report. The Chairman announced Kessler has been working closely with the City and Waste Management and their next report should be published in April.

ADJOURNMENT:

There being no further business Chairman Williams adjourned the meeting at 6:11 P.M.



Angela Bidde, Deputy City Clerk