



Key West Clean and Green Task Force Meeting - Agenda and Minutes

Agenda: 07/13/2009

Minutes: 06/22/2009

Time: noon ET

Location: City Hall ADA Conference Room, 525 Angela Street

Purpose: *Meet to coordinate and spearhead fair and equitable measures to assist in meeting the vision statement by organizing public and private groups in developing an adopt-an-area program, city clean-up initiatives, code modifications, and recommending City procedures.*

Facilitator	Annalise Mannix	Scribe	Jaime Baker
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	FIRST NAME	LAST NAME
	Angie	Walterson
	Annalise	Mannix
	Annie	Hamer
	Bill	Maciboba
	Bonnita	Myers
	Bridget	McDonald
	Chris	Belland
	Cindy	DeRocher
	David	Hawthorne
	David	Sloan
	Erika	Biddle
	Greg	Sullivan
	Gregory	Barroso
	Janet	Muccino
	Jo	Bennett
	Jodie	Smith-Williams
	Lissette	Cuervo
	Marianne	Schippereit
	Mark	Finigan
	Mike	Basham
	Rodney	Corriveau
	Stephanie	Kaple
	Susan	Lennox
	Teresa	Conti
	Tom	Favelli
	Christina	Lindley
	Christine	Russell
	David	Fernandez
	Jay	Gewin
	Teri	Johnston

Please consider the environment before printing this document.

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AGENDA		
<p>Open Meeting:</p> <ul style="list-style-type: none"> ➤ Introductions ➤ Administrative Items: <ul style="list-style-type: none"> ▪ Approval of minutes from 06/22/2009 <p>NOTE: Please review minutes from 06/22/2009 meeting prior to meeting we will not do a detailed review. <i>If you have an Action Item and cannot attend, please send an eMail update or have someone attending prepared to speak to the Action Item.</i></p> <p>➤</p>	12:00 – 12:15	Facilitator All Facilitator
<p>Meeting Discussion Items:</p> <ul style="list-style-type: none"> ➤ Shirts for recycling volunteers ➤ Artists Lock in ➤ Promotional Budget ideas? 	12:15 – 12:50	Assignees
<p>Open Discussion / Round Table:</p> <ul style="list-style-type: none"> ➤ New Business 	12:50 – 12:55	All
<p>Close Meeting:</p> <ul style="list-style-type: none"> ➤ Next Steps ➤ Next Meeting ➤ Review newly assigned action items 	12:55 – 1:00	Facilitator Facilitator Scribe

Last Meeting Minutes**06/22
/2009****Meeting – Working Session****Attendance:****Jaime Baker****Annalise Mannix****Annie Hamer****Jody Smith Williams****Minutes / Highlights:**

- **Talked about the clean-up this weekend at 444 Whitehead Street hosted by Annie Hamer at First State Bank**
- **Talked about using the promotional budget money**
- **Making T-shirts for recycling volunteers**
- **T-shirts for the Clean Key West to hand out at events and etc...**
- **Cigarette Butt disposers for adoption to area local restaurants**
- **Cloth bags for stores on Duval Street to sell and disburse**
- **Lock in with local Key West Artists to make signs that will reflect the importance of the Eco-System in Key West. These signs can hang at entry points of Key West**
- **Making brochures that we can hand out to people or make available online discussing the sidewalk areas and monthly clean up**
- **Make bumper stickers for Reduce Reuse and Recycle to hand out at Clean key West events**
- **Putting Cigarette butt Disposers at bus stops in Key West**

Action Items – Opened				
A062209.05	Call Bill Rieck about putting cigarette butt disposals at the City Transit bus stops	Jaime Baker		
A062209.04	Talk to Mike Shields and see if he would know any artists that would be willing to do a lock in to make signs about the ecosystem to show at City of Key West entry points	Jaime Baker		
A062209.03	Talk to local restaurants about the cigarette butt disposers that they have adopted and see if they use them or if they are making an impact on the number of cigarette butts	Jaime Baker		
A062209.02	Make T-shirts to hand out to people at seminars and local meetings with the Clean Key West Logo on them 06/22/2009- Sent out requests for quotes to 3 local companies	Jaime Baker		
A062209.01	Make T-shirts for the Recycling Volunteers to wear while doing the educating of the City of Key West 06/22/09- Sent out a request for quotes to 3 local printing companies	Jaime Baker		
A090323.02	Block Parties for blocks with 100% recycling Terry Lane-100% City may fund drinks for block party			
A090323.01	City has to send the message WE RECYCLE so we need containers at every field and park- People keep telling Gregory the city is hypocritical. 03/23/2009 - Gregory will talk to Greg Veliz			
A090309.08	Janet will put out recycling bins at Smathers beach once it has been re-nourished	Janet Mucino		
A090309.09	Get a PSA on the radios for recycling Jaime will call radio stations and get information -Sent to Clear Channel and Nancy DaMato is giving to DJ's 03/23/2009 -Would like someone to come in and do an interview on the air with one of the DJ's	Jaime Baker		
A090309.10	Talk to Jay about the bumper	Jaime Baker		

Action Items – Opened				
A062209.05	Call Bill Rieck about putting cigarette butt disposals at the City Transit bus stops	Jaime Baker		
	stickers and get pricing 03/23/2009 - Bumper Stickers Greg will talk with Michael Knowles 06/22/2009 - Sent out requests for quotes from different companies			
A090309.11	Get list of people from Valerie of all people in blocks of the city so that we can start passing out brochures 03/09/09 - Jaime sent an email to Valerie requesting the information	Jaime Baker		
A080310.09	Update Recycle Thermometers		Quarterly	S
A080310.10	Determine a way to stop the public from putting garbage into the recycle bins			S
A090309.01	Ask community Services Director Greg Veliz to have all Baseball, Softball and Hockey coaches talk to kids about recycling and put recycling bins in the dugouts	Annalise Mannix		
A080609.07	Contact Radio Stations, COMCAST, and all the different Newspapers to obtain the cost for advertising. 12/25/08 - The pricing for advertising was sent out over the email to all people in group 11/24/08 - Jaime contacted Comcast, and 3 local radio stations and got pricing on advertising. 03/09/09 - Jaime sent an email to Nancy Damato who is in charge of advertising for WEOW, WAIL, and WKEY.	Lissette Cuervo	10/27/08	
A080623.03	Plan the next trip/tour of Waste Management's Area Recycle Center.	Greg Sullivan	Sometim e in ?? 2009	

Action Items – Opened				
A062209.05	Call Bill Rieck about putting cigarette butt disposals at the City Transit bus stops	Jaime Baker		
A080623.04	Develop Quick Overview of Mandatory Recycling Ordinance for presentation at Community Marketing Q&A Meetings 08/25/08 – Jo reported she and Rodney have been missing each other but will make every effort to get together before the next meeting. Greg Sullivan offered to help with this task stating that he may already have something he can provide. 03/09/09 -Annalise made power point and updated handout	Greg Sullivan Rodney Corriveau Jo Bennett	10/27/08	s
A080623.05	Develop a Recycling Facts and Instructions brochure to distribute at Community Marketing Q&A Meetings 08/25/08 – Jo reported she and Rodney have been missing each other but will make every effort to get together before the next meeting. Greg Sullivan offered to help with this task stating that he may already have something he can provide. 03/09/09 - Annalise has asked for a price from a PR firm to design a door hangar and pamphlet	Greg Sullivan Rodney Corriveau Jo Bennett	10/27/08	s
A080623.06	Send a letter to Rental agencies concerning Mandatory Recycling	Annalise Mannix	March 30, 2009	s
A080623.16	Identify speakers for Community Marketing Q&A Meetings 11/24/08 - Annalise Mannix, Teri Johnston and will be talking to Gary Bowman to ask if he will be speaking 03/09/09 -no answer yet- RE: Gary	Annalise Mannix	March 9 2009	s
A081110.01	Add a Q&A Section to the Key West Clean and Green page on the City Of Key West WEB Site. 11/24/08 - Talking to Jay Gewin to update the website.			s
A081110.02	Send Greg Sullivan the notes from the Mandatory Recycling Meeting held with the Multi-family facilities.	Jo Bennett	10/27/08	S

Action Items – CLOSED			
#	Description / Updates	Assigned	Closed
A071116.01	<p>Develop and distribute bilingual cards for/to recyclers who do not prepare properly.</p> <p>08/25/08 – Greg updated the group that he has cards which are placed in the bins when someone continually does not properly prepare their recycle.</p> <p>07/14/08 – Erika suggested we change the wording and request to include “bilingual”. Due to the age of this item, we decided to ask for an update at the next meeting and then continue updates until the item is completed.</p>	Greg Sullivan	08/25/08
A071126.02	<p>Send Erika the Key West Ambassadors contact name.</p> <p>07/16/08 – Jo eMailed the name to Erika.</p>	Jo Bennett	07/16/08
A080128.01	<p>Develop PSAs (get old and new for radio)</p> <p>07/28/08 – Per a discussion with Michael, PSAs were developed and recorded in both English and Gullah. They are playing on the City Channel and on the radio. Per the discussion at the meeting we are closing this Action Item until additional media coverage is needed for Mandatory Recycling.</p> <p>07/14/08 – Dottie told the group that Michael and the Summer Interns have recorded a couple of PSAs but she is not sure if they are being aired.</p>		07/28/08

Action Items – CLOSED			
#	Description / Updates	Assigned	Closed
A080128.02	<p>Arrange to have PSAs aired 07/28/08 – Per a discussion with Michael, PSAs were developed and recorded in both English and Gullah. They are playing on the City Channel and on the radio. Per the discussion at the meeting we are closing this Action Item until additional media coverage is needed for Mandatory Recycling.</p> <p>07/14/08 – Dottie will check with Michael when he gets back from vacation to determine how many PSAs were recorded, where and when they are to be aired and for how long.</p>		07/28/08
A080225.04	<p>TV commercials 07/28/08 – Per a conversation with Michael, three (3) commercials taped:</p> <ol style="list-style-type: none"> 1) Annalise on Recycling - airing now on Channel 77. 2) Summer Interns on waste water. 3) Summer Interns on Recycling. <p>Per the discussion at the meeting we are closing this Action Item until additional media coverage is needed for Mandatory Recycling.</p> <p>07/14/08 – Erika stated that there is lots of stuff out there and maybe we should spend our time and money elsewhere. Erika suggested we put this one on hold until MRO passes and then do some commercials. We need to discuss this with Annalise when she returns from vacation.</p> <p>06/23/08 – Erika stated they have one almost ready. More ideas are welcome. Michael stated he would get with the City IT Department to obtain their assistance in this effort.</p>	Erika Biddle	07/28/08
A080428.01	<p>Document results of brainstorming session. 05/09/08 – Document distributed as part of 05/12 Meeting Package.</p>	Jo Bennett	05/07/08

Action Items – CLOSED			
#	Description / Updates	Assigned	Closed
A080512.01	Share draft Mandatory Recycling Resolution/Ordinance document. Document will be shared as part of the 06/09 Meeting Package. 06/05/08 – Document distributed as part of the 06/09 Meeting Package.	Annalise Mannix	06/05/08
A080609.01	The Recycle Center Tour Group was told that only #1 & #2 plastics are accepted + any necked plastic – yet, the information brochures we have state #1, #2 & #3. We need to understand what happens to the #3s if they are no longer accepted but are included in the current contract. 06/23/08 – Per Greg Sullivan, this is because the current contract with the City states that they accept #3s. Until the contract is re-newed or revised, the #3 will be picked up but they are being incinerated.	Annalise Mannix Greg Sullivan	06/23/08
A080609.02	What really happens to glass that is put into our Recycle bins? 06/23/08 – Greg Sullivan stated again that the glass is used for roadbeds in and around the Waste Management facilities. Glass recycling is not cost effective at this time. Greg suggested educating the consumers to choose plastic or aluminum over glass when possible. This could be included in any educational materials we develop.	Annalise Mannix Greg Sullivan	06/23/08
A080609.03	Research other state’s Bottle Recycling/Re-use/Deposit Laws. 06/23/08 – Erika stated that she has been reviewing other “Island” areas and what they are doing with glass. She reminded us that this requires a State level action. Jo requested that we close this item since it is beyond our control. Once again, we need to include educating the consumers to choose plastic or aluminum over glass when possible in any educational materials we develop.	Erika Biddle	06/23/08

Action Items – CLOSED			
#	Description / Updates	Assigned	Closed
A080609.04	How toxic is the ash from the Recycling Center's incinerator? 06/23/08 – Greg stated that the ash is not toxic. The plant is EPA controlled. Jo asked to see a written report of the ash content. Greg suggested going to the Waste Management WEB site www.wastemanagement.com for additional information. Greg suggests another trip to the plant were we could ask questions that are more detailed.	Annalise Mannix Greg Sullivan	06/23/08
A080609.05	How is the ash from the Recycling Center's incinerator disposed of? 06/23/08 – Greg explained that the incinerator ash is moved to a lined waste dump.	Annalise Mannix Greg Sullivan	06/23/08
A080609.06	Set a meeting or meetings of a sub-committee to assist Legal in wording for the Mandatory Recycling Ordinance. 08/25/08 – Jo moved to close this AI and track on-going activity in A080512.02 . 07/28/08 – Annalise reported work on the Ordinance is continuing and meetings are taking place as needed. 06/23/08 – Annalise updated the group that she, RB and Terri Johnson met with Ron to discuss the wording. The plan is for them to meet as needed until the document is ready to be presented to the City Commissioners.	Annalise Mannix	08/25/08
A080623.01	Add Mike Basham to meeting's distribution list. 06/30/08 – Added to meeting distribution list	Annalise Mannix	06/23/08

Action Items – CLOSED			
#	Description / Updates	Assigned	Closed
A080623.02	Set a meeting of a sub-committee members and Greg Sullivan to discuss wording for the Mandatory Recycling Ordinance in an effort to insure wording does not conflict with Waste Management's City contract. 07/28/08 – Annalise and Teri Johnston met with Waste Management last week.	Annalise Mannix RB Havens	07/28/08
A080623.17	Invite someone from the Planning Department to start attending these meetings 07/14/08 – Dottie reported that she has issued the invites. They will be included on future meeting distributions.	Dottie Austin	07/14/08
A080623.19	Create a list of "Pink" cards for review and adding Action Items for Status updates. 07/14/08 – Document distributed as part of 07/14 Meeting Package	Jo Bennett	07/14/08
A080623.21	Get together with local businesses and ask them if they would be interested in adopting a recycling bin		
A080623.11	Conduct Community Marketing Q&A Meetings 11/24/08 - Completed- had four meeting with Condo Associations, Condo-hotels, Apartments, and Timeshares Annalise Mannix	Annalise	
A080623.10	Schedule Community Marketing Q&A Meetings 11/24/2008 - Completed	Annalise Mannix	
A080623.07	Develop an Agenda for Community Marketing Q&A Meetings 11/24/08 - Completed	Annalise Mannix	
A080623.08	Develop a list of groups that we need to schedule meetings 11/24/08 -Completed	Annalise Mannix	
A080225.03	Install small litter signs (Trash Talk) on trashcans.	Annalise Mannix Erika Biddle	Signs installed S

Action Items – CLOSED

#	Description / Updates	Assigned	Closed	
	<p>11/24/08- Signs were passed out among the group members were installed in proper areas. Completed</p> <p>08/25/08 – RB stated that he had spoken with the printer last week and he expects the Trash Talk signs to be ready soon. Someone will need to take this task over since RB is leaving the City.</p> <p>07/28/08 – Per a discussion with RB, the small signs have been ordered. They will be aluminum with antique white background and black lettering. He was able to get the different individual saying on the signs.</p> <p>07/14/08 – We also need to get moving on this one and need some answers from RB. Once again Dottie offered to work with Erika.</p> <p>06/23/08 – Once again referring to the Trash Talk/Artist Talking Trash document, Erika stated it is her understanding that RB is getting quotes for the small signs for the trashcans. Annalise asked Erika to check with RB to make sure a PO has been established.</p>	David Sloan		
A080512.02	<p>Status update on Legal’s action on draft Mandatory Recycling Resolution/Ordinance document</p> <p>11/24/08- Recycling Ordinance has been put on hold until January. The City Manager and Greg Veliz are also working on the recycling ordinance</p> <p>08/25/08 – Annalise waiting to hold the community meetings. Jodie asked if we had a target date. Annalise stated that no target date has been set at this time.</p> <p>07/28/08 – Annalise reported work on the Ordinance is continuing.</p> <p>07/14/08 – The latest draft distributed as part of the Meeting Package.</p> <p>06/23/08 – Annalise updated the group that per Action Item she, Ron,</p>	Annalise Mannix Teri Johnston Ronald Ramsingh	Each Meeting until passed	S

Action Items – CLOSED				
#	Description / Updates	Assigned		Closed
	RB, and Terri Johnson met to review the wording for the Mandatory Recycling Resolution/Ordinance. Ron should be working on the document and present it to the sub-committee for review. Greg Sullivan requested a separate meeting be held with him included in the attendees so he can review the wording to make sure it does not conflict with the Waste Management contract - A080623.02. 06/09/08 – Please review minutes from 06/09 Meeting.			
A080825.01	Schedule and meet 1-on-1 with City Commissioners to discuss Mandatory Recycling Ordinance 11/24/08- Need to elect a person to talk to commissioners.	Move to closed		Complete
A080623.21	Request time on the Agenda for City Commission Meeting to present and speak to the Mandatory Recycling Ordinance.	Move to closed		Complete
A080624.22	Schedule speakers for City Commissioner’s Meeting to speak in favor of and answer questions concerning the Mandatory Recycling Ordinance.	Move to closed		Complete
A080625.21	Obtain City Commissioner’s approve Mandatory Recycling Ordinance	Move to closed		Complete
A080825.02	Develop and Present Mandatory Recycling Ordinance to City Commissioner’s for their approval 12/22/08-Speakers have been discussed at the meeting and are being asked to present presentations at the meeting on January 6th 11/24/08- Need to elect a person to talk to commissioners.	Move to closed		Complete
Move to closed	Start “round-robin” of bullet talking points to use when contacting the City Commissioners for their support of the Recycling Ordinance. Each person is asked to review and make additions and revisions. Then reply to all to share with everyone else.	Jo Bennett	11/12/08	Complete
A081110.02	Make meeting agenda and minutes available via the WEB site.	Annalise Mannix Jo Bennett	10/27/08	s

Action Items – CLOSED

#	Description / Updates	Assigned		Closed
	11/24/08- Jaime will be posting minutes on the website and be sending minutes to Jay Gewin to also place on the Clean and Green website. 08/25/08 – Jo reported she has done an audit of the WEB site. She expects to have the WEB site updated with the documents prior to the next meeting. 07/28/08 – Jo has reviewed the information currently on the WEB site. She and Annalise will work this week to get the WEB site up-to-date.	Jaime Baker		
	Share Save Money by Going Green - SSC Webinar Seminar slideshow and contact info with Bridget.	Jo Bennett	11/12/08	

Issues – Open			
#	Description / Updates	Owner	Status
I080512.01	Public's overall perception that recycling is a waste. 06/23/08 See Action Items A080623.04-11, A080623.18		
I080512.02	Public is unfamiliar with recycling requirements 06/23/08 See Action Items A080623.04-11, A080623.18		
I080512.03	Public think it is too much work to prepare/clean recyclable. 06/23/08 See Action Items A080623.04-11, A080623.18		
I080512.04	Recycling causes too noise		
I080512.05	Lack of recycling encouragement and space by condos, guest houses, apartments and public housing 06/23/08 See Action Items A080623.04-11, A080623.18		

Issues – Closed			
#	Description / Updates	Owner	Closed

Risks – Open			
#	Description / Updates	Owner	Status

Risks – Closed			
#	Description / Updates	Owner	Closed

