

CITY OF COCOA
SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES
October 3, 2019

A regular meeting of the Sustainability Advisory Committee of the City of Cocoa was held on Thursday, October 3, 2019 in the Council Chambers at 65 Stone Street, Cocoa, as publicly noticed.

I. CALL TO ORDER:

Chairperson Riggs called the meeting to order at 6:01 P.M.

ROLL CALL:

Jennifer Riggs	Chairperson
Robert Musser	Vice Chairperson
Linda Gombert	Committee Member
Melisa Martin	Committee Member
Gisele Neiman	Committee Member
Angelique Rinaldi	Committee Member
Josephine Shim	Committee Member
Marlene Weiss	Committee Member
Lorraine Koss	Council Liaison
Kadi Carver	Recording Secretary

PRESENT:

Jennifer Riggs	Chairperson
Robert Musser	Vice Chairperson
Linda Gombert	Committee Member
Melisa Martin	Committee Member
Gisele Neiman	Committee Member
Josephine Shim	Committee Member
Marlene Weiss	Committee Member
Lorraine Koss	Council Liaison

ABSENT:

Angelique Rinaldi	Committee Member
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STAFF PRESENT:

Charlene Neuterman, Community Services Deputy Director

Chairperson Jennifer Riggs led the assembly in the Pledge of Allegiance to the flag of the United States of America.

II. APPROVAL OF THE AGENDA AND MINUTES:

AGENDA: Regular Meeting of October 3, 2019

Chairperson Riggs requested an amendment to the Agenda. Under **New Business**, add Item #3 – Brief discussion of the history of the work by the Sustainability Advisory Committee; add Item #4 – Review schedule for the plan over the next six (6) months.

Member Weiss requested an amendment to the Agenda. She asked to move **Delegations** to a time later in the meeting as she has a person that is interested in speaking. **Mrs. Neuterman** asked if it is to be added to the end of the meeting. **Chairperson Riggs and Member Weiss** requested it be added at a point when the guest arrived to keep them from waiting too long.

- ❖ **MOTION by Committee Member Martin; SECONDED by Committee Member Shim to approve Agenda with amendments by Chairperson Riggs and Member Weiss for the October 3, 2019 Regular Meeting.**

AYES: Riggs, Musser, Gombert, Martin, Nieman, Weiss, Shim

MOTION PASSED UNANIMOUSLY (7-0)

MINUTES: Regular meeting of August 1, 2019

Chairperson Riggs offered members an opportunity to review the **Minutes of August 1, 2019**. **Chairperson Riggs** then suggested that they wait to approve the minutes until the next meeting. **Mrs. Neuterman** asked if they want to table the minutes until the next meeting and **Chairperson Riggs** stated she would like to suggest the minutes be tabled.

- ❖ **MOTION by Committee Member Weiss; SECONDED by Committee Member Gombert to Table the Minutes of the August 1, 2019 meeting.**

AYES: Riggs, Musser, Gombert, Martin, Nieman, Weiss, Shim

MOTION PASSED UNANIMOUSLY (7-0)

III. DELEGATIONS:

NONE.

IV. NEW BUSINESS:

1. **Chairperson Riggs** introduced and welcomed Florida Tech Student Intern, Allyson McCarron, to the Committee and delivered a brief bio of Ms. McCarron's major and activities at FIT. She asked Ms. McCarron to tell the Committee about herself.

Member Nieman asked Ms. McCarron what activities she is involved in related to Sustainability.

Ms. McCarron detailed her experiences, noting that she is the VP of the Student Organization for Sustainability Action. Her group is working to integrate Sustainability into campus activities, including a recycling program to FIT, which the campus does not currently have. She is also working with other student organizations to better FIT.

2. **Chairperson Riggs** introduced **Member Shim** to give her presentation of the Sustainability Action Plan Draft Items.

Member Shim began with the **Equity and Empowerment** section first and detailed her section.

She explained her process. She reviewed other Sustainability Plans from other cities and noticed that many do not include Equity and Empowerment. She would like to get a plan that is possible to accomplish as a committee. She hopes there will be a workshop to go over the plan.

Talking Points

- **EE1 – Civic Engagement** (participate in local decision making) ¹
 - Compile an inventory of regional sustainability resources to include citizen groups and organizations
 - Something that is doable for the committee
 - Improve communication by making sure Cocoa residents have access to digital board similar to the one on US1
 - **Chairperson Riggs** asked if she wanted boards in four districts
 - **Mrs. Neuterman** stated that there are currently three (3) message boards throughout the City: Water Tower (US1), Police Department (SR 520) and Fire Station #3 (SR 524). She added that a new message board was budgeted for FY2020 to be installed on US1 near Michigan Ave. She noted that all four (4) districts will have a message board to receive information.
 - Improve communication by increasing use of the City of Cocoa website and FB page.
 - Encourage people to use the social media in the City
 - **Member Weiss** asked that each department put items on the City's web page.
 - **Mrs. Neuterman** explained that the City has a comprehensive web site that has all the departments listed and you can go into each department and see what activities are going on in the City. She explained that a resident can go to cocoaf1.org and drill down to contacts, etc.
 - **Chairperson Riggs** stated that there is always an opportunity to improve transparency and the City has been working toward

making the web page accessible. She suggests speaking with Samantha Senger about communication.

- **Mrs. Neuterman** explained that she included in the member's packet the City's Communications Policy and Procedure Manual²
- Increase participation in district town hall meetings (or other meetings as well) – increase of 10% over 3 years
 - **Council Liaison Koss** noted the attendance at the most recent town hall meetings and highlighted the District 4 meeting that is scheduled for October 15, 2019 at 6:00pm at the Florida Solar Energy Center. She invited the members to the meeting.
 - **Chairperson Riggs** suggested increasing the Neighborhood Watch program.
 - **Mrs. Neuterman** added that citizens can call the Police Department and schedule a Neighborhood Watch Program and they will teach citizens how to plan it.
 - **Member Nieman** asked how attendance is tracked at the town hall meetings and **Mrs. Neuterman** answered that attendance is tracked using sign in sheets.
- Increase participation in the Mayor's Challenge – develop 3 strategies to increase participation in the Challenge.
 - She wanted to see a kick-off event in Cocoa Village. **Mrs. Neuterman** stated a kick-off event was in Cocoa this year.
- Increase voter turnout rate in the City of Cocoa
 - Monitor voter turnout rate during elections.
 - **Member Shim** noted that the League of Women Voters had a table at City Hall to register voters and provide information.
 - Suggested locations to have events to improve turnout by 65%.
- Provide civics education programs directed towards both young people and adult residents of the City.
 - Focus on engaging individuals in the City.
 - Provide brochures or presentations at town hall meetings.
 - Event at Solar Energy Center – Legislative 101 with local elected officials educating guests on what it is like to be a legislator in Tallahassee – 130 signed up and only 60 arrived – due to Hurricane Dorian. Only 6% were from Cocoa.
 - **Chairperson Riggs** suggested inviting students to a City Council meeting to provide education.
 - **Member Weiss** suggested youth nominate people they feel are leaders in the community.

- **Liaison Koss** commented on focusing on the local representatives in the area. She also suggested everyone sign up for the Citizen's Academy.
- **Mrs. Neuterman** told members to go the City website to sign up for the Citizen's Academy. She explained the details of the academy and noted the deadline to register is October 15.
- **EE3 – Environmental Justice**
 - Provide information and education to the public regarding environmental justice conditions, available programs, and services to alleviate disproportionate impact.
 - Conduct a comprehensive environmental justice assessment.
 - Develop a plan to fund and conduct a comprehensive environmental justice assessment in the City.
 - Implement projects to reduce exposure to contaminants and risks associated with environmental justice conditions.
 - **Member Shim** stated this is the end of the EE3 section and asked for any comments.
 - **Member Weiss** stated she would like to talk about specific areas of Cocoa – noting that greenspaces are getting smaller. She talked about Mud Lake in detail.
 - **Liaison Koss** noted that Mud Lake is a conservation area and also discussed the Stormwater Management Plan and a Master Parks Plan.
 - **Mrs. Neuterman** added that she is tasked with working with the Planners on the Master Parks Plan and going out for RFP to select a consultant to create the plan. It is her goal to have public meetings in all districts to get feedback from the residents.
 - **Chairperson Riggs** pointed out that the NAACP is doing a push on environmental justice issues. **Member Shim** said that is true, just not in this area. **Chairperson Riggs** noted that this is something that Dr. Lindeman and Ms. McCarron can work on ~~She noted we can utilize the THIRA, Resiliency Action Plan and Brownfields and use those major components to put it together¹~~² incorporating the THIRA, Resiliency Action Plan, and Brownfields reports as starting points.

Member Shim moved on to the **Health and Safety³** section draft.

The members discussed what the STAR Objectives points were supposed to be and they concluded that all of the areas in the draft are important and should be included.

- **HS1 - Active Living:** Enable adults and kids to maintain healthy activity lifestyles by integrating physical activity into their daily routines.
 - Include a chapter, section or plan element focused on active living or active transportation in the comprehensive plan.
 - Provide information and outreach to increase awareness and use of City of Cocoa and Brevard County Parks that are within City limits.
 - Getting the information out about parks.

¹ Strike through by chairperson Riggs

² Amendment Sentence by Chairperson Riggs at the 11/07/19 meeting

- Require or incentivize bicycle and pedestrian amenities in the new major development projects in high density, mixed use or near transit stations.
 - Recognize business offering bicycle and pedestrian amenities.
 - Partner with FDOT and other organizations on active transport projects.
 - City to promote active transport with police bike patrols and employees to use active transport.
 - **Chairperson Riggs** mentioned working with schools about walking to schools. **Liaison Koss** mentioned that this is already a school campaign that is promoted by the school system. **Chairperson Riggs** noted that children walking to Endeavour along Fiske Blvd. may not do so because of the intense sun and³ heat and that may be a focus to add trees in the area.
- Host or partner with community groups to support at least 3 annual programs that encourage active living for adults and kids.
 - Increase participation in Mayor's Challenge and other activities for adults, children and teens.
 - There was lengthy discussion about losing the YMCA in the City of Cocoa.
- **HS1 – Community Health:** achieve positive health outcomes and minimize health risk factors associated with behaviors and poor indoor air quality in schools and homes.
 - Analyze the data and summarize resulting recommendations to identify gaps that can be addressed.
 - Develop a community health improvement plan to strengthen the delivery of health services and improve community health.
 - Develop and implement a comprehensive program focused on vector-borne diseases.
 - Engage the public, local businesses and nonprofit entities in assessing, developing and implementing strategies focused on improving health behaviors related to smoking and obesity (could include vaping).
 - Provide grants or loans to remediate indoor air pollution problems in low-income homes or affordable rental units.
- **HS3 – Reduce harm to humans and property by utilizing collaborative approaches to increase capability and capacity to respond to emergency incidents.**
 - Publish information encouraging residents to develop emergency kits and evacuation plans and encourage businesses to develop emergency procedures and shelter-in-place plans.
 - Adopt a local comprehensive plan for emergency response that includes provisions for evacuating low-income, disabled and other persons likely to need assistance.
 - Distribute emergency kits or supplies to low-income and vulnerable residents before an event occurs.

³ “intense sun and” added by Chairperson Riggs .

- **Chairperson Riggs** asked staff how to work within Sunshine bounds and to suggest how to share ideas. **Mrs. Neuterman** asked that all emails go through her, to work within Sunshine Law and the idea sharing.
 - Add Linear Parks to connect trails with shade cover that would be designed with transportation to connect parks in neighborhoods.
 - Increase shade canopy over parks and trails.
 - Cocoa partner with 5K runs (organizers) in the City.
 - **Member Martin** – noted that it may be an issue for a government agency to promote one event, because they will then have to promote all events.
 - **Vice Chairperson Musser** noted the Running Zone and adding a link – which staff noted was linked to our site.
 - Add a pet run walk program to partner with the Humane Society.
 - **Member Nieman** asked about a pet programs with the Humane Society and the Sheriff's Department.
 - **Chairperson Riggs** noted a recent visit to Jacksonville and how the YMCA encourages exercise in a local waterfront park. It is lively, well populated and it was a rehabilitated space for the community to promote active living. There might be places in Cocoa that may be utilized⁴. Could have similar offerings⁵.
 - **Member Martin** made a comment about environmental justice regarding some legal issues with the word "justice" as it represents a potential rights violation. As a Committee they could work with legal aid to provide a brochure about environmental issues.
 - **Member Weiss** wants the City to share their passion in the Mission Statement.
 - **Vice Chairperson Musser** – HS3 – look at critical infrastructure on a regular basis and coordination with FPL with restoration efforts to critical facilities. Staff referred to the Threat Hazard and Identification and Risk Assessment (THIRA).
 - **Member Weiss** asked about water quality and staff referred her to the Water Customer Service if there are concerns about water quality. **Member Musser** noted the City's emergency alerts is a great service. **Member Martin** suggested signage at ponds related to discharge. **Vice Chairperson Musser** stated the City should consider some advanced wastewater initiatives similar to Cocoa Beach.
- Next steps
 - Members write comments and send to Staff to make adjustments to the plan before the next meeting.

⁴ Strike through by Chairperson Riggs

⁵ "could have similar offerings" added by Chairperson Riggs

- **Chairperson Riggs** asked **Member Nieman** about her thoughts on her section.
- 3. **Chairperson Riggs** discussed the history of the work plan.
 - She asked if there is any interest in helping Staff with the work plan.
 - She read the history section draft to the Committee.
 - **Member Weiss** stated that Cocoa HS would be a great resource and the Elks Lodge is going to host a history story session on November 11th at 7pm.
 - **Vice Chairperson Musser** stated that he knows the AP History teacher at Cocoa HS and they could possibly help.
- 4. **Chairperson Riggs** discussed the schedule of the next month's meetings with the SAC.
 - Next meeting dates:
 - November 7, 2019
 - December 5, 2019
 - January, 2020 TBD (would like the meeting on January 9, 2020)
 - **Mrs. Neuterman** stated that 2020 dates need to be verified with the City Clerk and then notices go to Florida Today listing all dates for the committee. The dates will be provided at the November meeting for 2020.
 - **Chairperson Riggs** asked **Member Nieman** about her section and asked that she work with the Intern.
 - **Chairperson Riggs** informed the Committee that she asked of the City to assist them in defining whether they are fall under Sunshine Law since they are not a decision-making body, but rather an advisory committee. She detailed her research about the Sunshine Law and wants to determine whether this is necessary and would like definitive definitions on the matter.

V. COMMITTEE MEMBER UPDATES

Committee Member Shim – announced that the League of Women Voters is holding a workshop on Sunshine Law on November 23, 2019 (location to be determined). She will keep the committee posted on the location. **Chairperson Riggs** noted that there are thousands of exemptions to the Sunshine Law and given what the committee is doing to encourage education and sharing of information.

Committee Member Martin announced that she⁶ is giving a presentation on water pollution law and the rights of nature at the Cocoa Public Library (Catherine Schweinsberg Rood Central Library). October 5, 2019 at 2:00pm.

Chairperson Riggs announced that the City Manager presented her with an explanation on how projects are prioritized by the City. She attended a workshop in Tampa on urban forest management and received a great deal of information and she would like to share with the committee.

⁶ "she" added by committee Member Shim at the November 7, 2019 Meeting.

Vice Chairperson Musser brought a display of stormwater plaques and mentioned the inlet on Florida Avenue, south of Time Out Sports Bar. He mentioned these are different ideas of plaques that last. He also brought a sample of a wave attenuation device (WAD) and explained its purpose. **Member Martin** noted that the City of Winter Park changed all of their manhole covers to decorative covers. **Vice Chairperson Musser** introduced the Aquarium Project at the Brevard Zoo (aquariumproject.org).

Chairperson Riggs asked Staff what the process is or who to call to complain about people blowing grass clippings in the storm drain. **Mrs. Neuterman** did not have an answer, but would find out the answer.

VI. STAFF UPDATES

Mrs. Neuterman announced the City is applying for a Brownfields Grant and the grant NOFA will be published soon. The City is potentially applying for an assessment and cleanup grant through the EPA. **Chairperson Riggs** asked that the committee consider an addition to the plan regarding cleaning up contaminated sites. **Vice Chairperson Musser** added that the state has programs related to cleaning up petroleum sites. He added he would like to see a copy of the Brownfields program sites assessed or cleaned up by the City. Staff acknowledged and will provide.

VII. COUNCIL LIAISON COMMENTS

Liaison Koss announced her first town hall meeting on October 15, 2019 at 6:00pm at the Florida Solar Energy Center. Discussion topics include green infrastructure.

VIII. AGENDA ITEMS FOR THE NEXT MEETING

- **Member Martin** would like to brainstorm low hanging fruit projects in the near future to help demonstrate the purpose of the Sustainability Advisory Committee. **Vice Chairperson Musser** added conversation about a previous presentation by Tony Sasso about projects the City could partner with.
- **Liaison Koss** would like to see the committee tackle the single use plastics campaign.
- **Chairperson Riggs** would like to track of the action items from the past to get a status check on how they are doing.
- **Member Nieman** would like to discuss the Litter Quitter campaign.
- **Chairperson Riggs** asked about the GAT traps progress to **Member Nieman**.
- **Chairperson Riggs** asked about the newsletter article for the FYI. Staff acknowledged the timeframe for the FYI and preparing articles for the quarterly FYI.

VIII. NEXT MEETING:

The next meeting for the Sustainability Advisory Committee will be a Regular Meeting, Held on Thursday, November 7, 2019 at Cocoa City Hall located at 65 Stone Street.

IX. ADJOURNMENT:

- ❖ **MOTION by Martin; SECONDED by Shim to adjourn the Regular Meeting of October 3, 2019.**

AYES: Riggs, Musser, Gombert, Martin, Nieman, Weiss, Shim

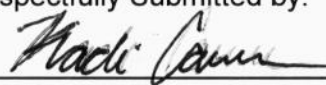
MOTION PASSED UNANIMOUSLY (7-0)

There being no further business the meeting adjourned at 8:37 PM.



Jennifer Riggs, Chairperson *Vice*
Robert Musser

Respectfully Submitted by:



Kadi Carver, Recording Secretary