

# **CITY OF PALM BAY, FLORIDA**

## **SUSTAINABILITY BOARD**

### **SPECIAL MEETING 2021-02**

Held on Wednesday, the 8<sup>th</sup> day of February 2021 at Tony Rosa Community Center, 1502 Port Malabar Road, NE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at approximately 6:30 P.M.

#### **ROLL CALL:**

<b>CHAIRPERSON:</b>	Lesley Byrd	Present
<b>VICE CHAIRPERSON</b>	Khalilah Maragh	Present
<b>MEMBER:</b>	Phillip Snyder	Present
<b>MEMBER:</b>	Susan Connolly	Present
<b>MEMBER:</b>	Vacant	--
<b>MEMBER:</b>	Shaun McFadden	Absent
<b>MEMBER:</b>	Amy Ford	Present

#### **STAFF MEMBERS:**

Joan Junkala-Brown, Community and Economic Development Director.

#### **PUBLIC COMMENTS:**

Public comments were heard after New Business.

#### **PRESENTATIONS:**

##### **1. Review of the 2020 City of Palm Bay, Florida Sustainability Action Plan Draft – Nicole Barnett – Florida Institute of Technology, Palm Bay Sustainability Intern**

Ms. Barnett provided an overview of the draft 2020 Sustainability Action Plan which included completed plan sections from other local governments in the region. Ms. Barnett provided reviewed the role of the Board in drafting the Plan, the plan components, sections, and the status and content of each. Ms. Barnett addressed questions and sought further input from the Board.

Chair Byrd confirmed the need for a Mayor's Message and inquired about the purpose of the executive summary. Ms. Barnett responded that the purpose was to discuss the plan itself. Vice Chair Maragh asked that a "Letter to the Residents" be included. Ms. Barnett proceeded to provide an overview of the five plan elements and their respective goals and objectives. Ms. Barnett recommended that the Board's next steps begin with resuming work on the element sections and then focus on obtaining/creating plan visuals. Finally, Ms. Barnett recommended that the Board then return to introductory sections to update and finalize.

## **NEW BUSINESS:**

### **1. Discussion of 2020 Sustainability Action Plan Draft Development**

Ms. Ford inquired about a timeline to completion. Chair Byrd questioned if the education section was adequate, and the Board considered assigning that section to a member who had interest/knowledge of that topic.

Ms. Barnett recommended further development of education and public engagement. Vice Chair Maragh volunteered for that task and expressed interest in engaging the community in plan images. Ms. Maragh conveyed that she would like to see each section completed in its entirety in sequential order before moving to the next section. Mr. Snyder questioned the need to incorporate images in the short term. Ms. Barnett and Mrs. Junkala-Brown recommended that the inclusions of images prior to plan submittal to Council would be valuable and that staff would assist with procuring imagery. Ms. Connolly wanted to see innovation and future-focused concepts included in the plan. Vice-Chair Maragh concurred and added that it would be a means to engage younger citizenry.

Mr. Snyder offered to assist with the development of the education section.

Motion by Chair Byrd, seconded Ms. Ford, to recognize the assignment of education and public engagement section development to Ms. Maragh and Mr. Snyder. Motion carried unanimously.

Chair Byrd recommended that the Board be prepared to discuss sections one and two at the next Board meeting. Board members would email comments/edits through Ms. Kellner to be sent to Ms. Barnett and incorporated into the document. The document would be available for the Board as part of the agenda at the next meeting for work to continue. Agendas would reflect general plan development so that a variety of plan tasks may be undertaken, time permitting, at scheduled meetings. The frequency and purpose

of public comment was discussed. Staff would confirm whether not public comment may occur after each business item on the agenda.

**PUBLIC COMMENTS:**

There were no Public Comments.

**OTHER BUSINESS:**

**1. Upcoming meetings/events of interest (INFORMATIONAL):**

Staff informed the Board that the representative for Seat 5 was vacant and that Ms. Ford's at-large seat would be vacated as well. Board members expressed the desire to engage the local business community, explore innovative practices, and hear presentations from subject experts.

**ADJOURNMENT:**

The meeting adjourned at approximately 7:34 P.M.

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Lesley Byrd, Chairperson

ATTEST:

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Britta Kellner, Special Projects Manager