

## MINUTES

### SOUTH BROOKSVILLE COMMUNITY INITIATIVES TEAM MEETING OCTOBER 16, 2008

#### **In Attendance:**

Brenda Frazier	Erica D. Moore
Joseph Stapf	Bishop Scriven
Mark Caskie	Royce Decker
Michael McHugh	Frankie Burnett
George Zoettlein	Pat Fagan
Charles Mixson	Christopher Kingsley
Jean Rags	David Hamilton
JoAnne Munford	George Turner
Bill Geiger	T. Jennene Norman-Vacha
Rev. David Wackard	Theresa Johnson
Eddie L. Warren Sr.	

The meeting was called to order by Christopher A. Kingsley, Chairman of the Board of County Commissioners. Commissioner Kingsley asked that all in attendance give a brief introduction.

Bishop Scriven gave an overview of the Community Initiatives Teams vision to redevelop and revitalize the South Brooksville community by the following goals:

- Bring jobs and economic development
- Cleanup trash and contaminated areas
- Communicate actions, activities, and accomplishments to the greater Hernando community
- Secure funding for projects
- Create a safe and healthy environment for the residents
- Improve, enhance, and, maintain the services and assets of the community
- Improve the recreational amenities and opportunities

Bishop Scriven stated that by addressing the above concerns the South Brooksville community will successfully improve and stimulate the communities living environment.

Jean Rags discussed the Community Development Block Grant (CDBG) Program, which is a program that provides communities with resources to address a wide range of community development needs. In addition, Jean spoke of other economic grants to help the community as well as gather information for future grant opportunities.

Mike McHugh spoke of the process and examples of Economic Development Grants and economic incentive programs targeting economic revitalization. He also stated that on October 21<sup>st</sup> he will be presenting the Board of County Commissioners with a Job Creation Incentive Ordinance which may help to create new jobs in the South Brooksville Enterprise Zone. He also noted the possibility of the Career Central Mobile Center visiting the South Brooksville area bringing employment resource opportunities. In response Brenda Frazier advised that the mobile center already visits the area.

Erica Moore inquired on the Habitat for Humanity of Hernando County (HFHHC) program and how the program could possibly be applied to the South Brooksville area. In response Frankie Burnet advised that the program does not focus on rehab homes due to flood plain issues. In addition, Jean Rags noted that the CDBG timelines are too hard for the organization to meet.

Mark Caskie spoke of the community cleanup efforts and recommended expanding the cleanup to other areas in the community. Mark will be contacting the waste hauling companies for donation of garbage dumpsters. He will also contact Waymon Boggs for information on how to incorporate the South Brooksville community in the Operation P.R.I.D.E event on February 14, 2009.

Charles Mixson spoke of cleanup efforts and bringing prison crews for mowing, weeding, cleaning ditches, etc. Mark noted two ditches on the map that are in need of cleaning and in response Charles stated that the ditches are on private property. Erica stated that she is currently working on the right-of-way license agreement. Erica also noted confirmation from Flo Boles Risk Manager of Workers Compensation coverage for County staff in the event of an injury or accident.

Royce Decker spoke of the community center and implementing educational and recreational programs in effort of the revitalization efforts. He also noted receipt of a letter confirming assistance of the efforts from the City of Brooksville Sheriff.

Pat Fagan spoke of the Florida Recreational Development Assistance Grants and the progress of updating Kennedy Park.

Brenda Frazier spoke of the media release and Fall Festival Cleanup Day event flyer for distribution on Sunday at the South Brooksville local church. Bishop Scriven requested some minor changes to the flyer. Erica noted the concern of elderly citizens not being able to haul out their garbage cans to the curb.

The next Community Initiative Meeting will be held on Thursday, December 4<sup>th</sup> at 3:30 P.M.

## MINUTES

### **SOUTH BROOKSVILLE COMMUNITY INITIATIVES TEAM (CIT) MEETING December 4, 2008**

#### **In Attendance:**

Pat Fagan	Jean Rags
Mark Caskie	Bishop Scrivens
Melissa Ciucci	Susan Goebel
Frankie Burnett	Mike McHugh
Ron Pianta	Lara Bradburn
Bill Geiger	Jennene Norman-Vacha
Wayman Boggs	Charles Mixson
Erica Moore	Emory Pierce
Rose Rocco	David Hamilton

Commissioner Rocco, called the meeting to order and asked that all present give a brief introduction.

Charles Mixson advised of two contacts pertaining to a neighborhood revitalization program, one from the University of Central Florida - Dr. Feldheim with the Department of Public Administration. The professor indicated that individual faculty members within the department could consider providing assistance if they thought the project had some merit to their students. A request has been forwarded to their department staff to see if there is any interest.

The second contact is from the University of Florida Coordinator Gene Boles. The university has a program through their Urban and Regional Planning Program called the Center for Building Better Communities. The university provides students for local assistance; however, they inquired on the particulars of the project. The university also offers summer internships to their graduate students, and the contact person is Stanley Latimer. Charles Mixson reiterated that in conjunction with County staff and the City of Brooksville, a good scope of the project needs should be created detailing funding source, geographic area, and particulars of the project. Frankie Burnett noted that the decision should be made by the South Brooksville Group and the citizens of the community and felt it would be the greatest variable to the plan.

Erica Moore presented a map obtained from the United States Census Bureau's website for the committee's review defining what constitutes the South Brooksville area. The City of Brooksville's Department of Public Works Director Emory Pierce and Hernando County Utilities Department Staff Engineer Susan Goebel reviewed and discussed the different areas on the map of infrastructure needs.

1 Note: These minutes are merely synopses of the conversations – a digital recording is available for verbatim discussions.

Erica Moore noted that not all areas on the map are in need of infrastructure; however, this is how the Census Bureau defines the South Brooksville area. David Hamilton added that there is a need for an ideal plan in the attempts to apply for a grant, and the plan requires Hernando County and the City of Brooksville to jointly address the infrastructure needs. In response Jean Rags advised that if the County and City would submit a joint Block Grant application, the project must be refined to a particular area as well as identify a need to benefit low to moderate income families. David Hamilton noted that the need has to be identified regardless of whose territory it is. Once that is identified, the committee can begin working on a grant of need. Jean cautioned that on most grants you must show a benefit to a certain income area by a way of surveying each household. Emory Pierce said that CDBG would provide the forms and send out qualified staff door-to-door as well as using a census track data. Jean Rags clarified that some grants may require either or. Bill Geiger also noted that the enterprise zone being in that area should also help us to identify the needs in those areas.

Erica Moore advised that in speaking with Dale Ravencraft, Susan Goebel, and Emory Pierce it was determined that with one or even a two-part Community Development Block Grant (CDBG), it will not monetarily address the entire infrastructure needs in the area. In addition, the strategic plan that the community put together consisting of seven primary goals, most importantly infrastructure representing one of the main seven goals, requires a large amount of funding. As a result the committee needs to find more than one funding tool. Rose Rocco added that the committee should prioritize its goals.

Erica Moore presented a CDBG flow chart created with the assistance of Jean Rags. The chart illustrates the Community Development Block Grant (CDBG) in four separate parts - the Economic Development, Commercial Revitalization, Housing Rehabilitation, and Neighborhood Revitalization Grants. Erica Moore also noted that the Economic Development Grant is the only one that can be coupled with the other grants to receive funding. Rose Rocco asked staff members of the City of Brooksville if they had any suggestions or concerns. In response, Emory Pierce noted his concern of St. Francis Street and Easy Street not having gravity sewer lines and gave the approximate cost estimate for scope of work and materials. He feels the City and County can draw up a plan for the project, if necessary, in order to avoid consultant fees. Jean Rags and Charles Mixson also noted that some time ago St. Francis and Easy Street were being considered for a Neighborhood Revitalization Grant (under CDBG); however, in order for approval of a grant, the project must qualify through the grants scoring requirements. Frankie Burnett expressed concern about several streets that have the water and sewer lines running together and he feels it may be a health hazard. In response, Emory Pierce advised that the sewer lines should to be upgraded from 1' to 6' – 8' in order to provide adequate fire protection. The committee discussed additional areas of need and qualifications pertaining to scoring for a Neighborhood Revitalization Grant.

Rose Rocco stated that the incentives listed by the committee would improve and maintain the services in the community as well as possibly bring businesses into the area. Mike McHugh agreed and stated that it would bring business into the zoned commercial areas. Jean Rags added that if the infrastructure is there for a commercial business, they might be interested in coming to the area and apply for an Economic Development Grant. Frankie Burnett noted that there might have been a misunderstanding at the last committee meeting. He thought that an Economic Development Grant was the first choice the committee was seeking to encourage businesses to come into the area. Jean Rags noted that you couldn't go after an Economic Development Grant unless there would be a participant interested in relocating or coming into the area. Mike McHugh advised that the Economic Development was not what was decided at the last committee meeting. His recommendation was to go after all grant opportunities. If a company is interested in coming into the area the company must commit to the project before proceeding with an Economic Development Grant, and as soon as there is an interested participant, the Business Development office will do its job to make it happen within their capabilities.

Erica Moore presented a probable cost projection for the South Brooksville infrastructure improvements, which was developed with the assistance of the Utilities Department Staff Engineer Susan Goebel. Ms. Goebel went over the generic cost including design engineering, permitting, construction costs, and contingency factors.

David Hamilton stated that taking into consideration all of the information that had been presented at the committee meetings, the following questions still remains to be addressed: **At what point and how is an inventory developed of the types of things that need to be done before considering grant opportunities? How does the committee address the survey that resonates the needs of the citizens? In conjunction with the City of Brooksville and Hernando County, how does the committee create and prioritize a plan with the tools presented?**

The committee reiterated future infrastructure needs, Community Development Grants, and top priorities in the South Brooksville area. David Hamilton asked **Charles Mixson to obtain cost estimates from people interested in the project and confirmed with Jennene Noramn-Vacha on the assistance of her staff members to proceed with a game plan of the project.**

Ron Pianta spoke of the relocation of public transportation's (THE Bus) bus stops. A recommendation to relocate the bus stops would have to be submitted for the review of the operator, Planning Department, and Department of Public Works to be certain the relocation meets engineering guidelines before its approval. Frankie Burnett inquired about Hernando County School District bus stops. In response, Ron Pianta added that Hernando County does not oversee the school district bus stops.

David Hamilton inquired if the Sheriff's Office representative Melissa Ciucci had an update on the proposed community center; and in response, she advised that she did not. Charles Mixson added that the project had been bid out; further information will be available in January 2009.

Erica Moore requested direction from the members to obtain formal easement rights through legal action in order for the County and the City to gain full access for maintenance purposes. David Hamilton directed Erica Moore to submit an agenda item for the next Board of County Commissioners' meeting Tuesday, December 16<sup>th</sup> with the request.

The meeting was adjourned at 5:08 P.M. The next South Brooksville Community Initiative Team meeting will be **on January 8, 2009, at 5:30 P.M.** in the County Administrator's office fourth floor conference room.

**HERNANDO COUNTY**  
**SOUTH BROOKSVILLE**  
**COMMUNITY INITIATIVE TEAM MEETING**  
**JANUARY 8, 2009 – 5:30 p.m. – COUNTY ADMINISTRATOR’S**  
**4<sup>TH</sup> FLOOR CONFERENCE ROOM**

**Attendees:**

Rose Rocco; David Hamilton; Erica Moore; Bishop Herman Scrivens; Waymon Boggs; Emory Pierce; Bill Geiger; H. Paul Douglas; Mike McHugh; Charles Mixson; Mary E. Reid; Dale Ravencraft; Susan Goebel; Sherri Williams; Frankie Burnett; Jean Rags; and Joseph Johnson.

Commissioner Rose Rocco called the meeting to order at 5:30 p.m.

**County/City Cost Estimates of Infrastructure Strategy**

Charles Mixson presented the committee with a handout of current improvement and projects to address the needs of infrastructure for the South Brooksville area. The committee discussed at length the proposed list of projects. David Hamilton directed Charles Mixson to prepare a prioritized list of the proposed projects for the County Boards consideration on February 3, 2009.

The City of Brooksville Council members will discuss the approval of the ditch survey during their City Council meeting on February 2, 2009.

**Drainage Ditches**

Erica Moore indicated that the process of obtaining formal easement rights through legal action, could take approximately up to 90 days; however, it also depends on the Court’s docket. Upon the completion of the survey the County Board would need to approve the appraisal of the ditch to begin legal action of prescriptive easements.

**Neighborhood Revitalization Grant**

Jean Rags noted that she contacted the Florida Department of Community Affairs (DCA) for updates of future Community Development Block Grant (CDBG) application dates and deadlines (approximately June 2009) Jean Rags will present the County Board with an agenda item of the CDBG application on February 24, 2009.

**Street Lights**

Erica Moore noted that any streetlights added to the South Brooksville area should be vandalism proof.

### **Paul Douglas**

Paul Douglas gave a presentation defining the Public Private Partnership (PPP) program proposing other alternatives for the infrastructure funding source needs of the South Brooksville area. The PPP delivers infrastructure services to government or public end users for a periodic fee (social infrastructure) or for fees for services (economic infrastructure) under a long-term contract allowed by government. David Hamilton thanked Paul Douglas for his presentation, however, prefers working through the County Engineering Department on revitalization plans.

### **NAACP vs. City of Brooksville**

Paul Douglas advised the committee of a lawsuit filed by the NAACP against the City of Brooksville pertaining to the inappropriate use of CDBG funding and racial discrimination. David Hamilton directed Erica Moore to obtain any information pertaining to the lawsuit for the next CIT meeting.

### **Other**

Frankie Burnett noted that the Hernando County Fire Rescue (HCFR) training site on Martin Luther King is an eye sour.

### **Next Meeting Date:**

The next South Brooksville Community Initiative Team meeting will be held on Thursday, February 26, 2009, at 5:30 p.m. in the County Administrator's Office fourth floor conference room.

### **PLEASE NOTE:**

**A complete set of minutes is not available due to a malfunction of the tape-recorder used at the last Community Initiative Team meeting of January 8, 2009. Extra measures will be taken at future Community Initiative Team meeting to prevent any occurrences.**

# ***South Brooksville Community Initiative Team***

## ***Meeting Minutes***

February 26, 2009

### **I. Call to order**

**Commissioner Rose Rocco** called to order the regular meeting of the South Brooksville Community Initiative Team meeting at **5:30 P.M.** on **February 26, 2009**, in **County Administrator's 4<sup>th</sup> Floor Conference Room**.

### **II. Attendees**

The following persons were present: Commissioner Rocco; David Hamilton; Jennene Norman-Vacha; Jean Rags; Charles Mixson; Carlene Riecss; Erica Moore; Waymon Boggs; Frankie Burnett; Bishop Scriven; Brenda Frazier; Emory Pierce; Richard Howell; Mary Evelyn Reid; Peter Rocco; Fran Baird; Jim Smith; and Jack Mulhern.

### **III. Old business**

Charles Mixson provided a conceptual plan of the South Brooksville area with a series of maps outlining and defining geographical boundaries, designated and existing zoning within the City and County, land use, infrastructure needs such as sidewalks, water/sewer lines, street lighting. The maps also included designated flood areas, ditches, swale and drainage. Relative to the street light map, Frankie Burnett noted that there were several lights that citizens pay for on Josephine Street and Easy Street that were not marked on the map. In response Commissioner Rocco noted Frankie's concerns and advised that maps would be corrected to show the street lights.

Richard Howell indicated some issues with the ditches in the South Brooksville area he noted that most of the water that runs through the ditches comes from the City and that some time ago the Department of Transportation (DOT) would correct the problem when Jefferson Street would be widened. In response Charles Mixson noted that the concerns will be taken into consideration with DOT when future road widening projects occur.

Frankie Burnett indicated that there is a need to clarify and better understanding "what is South Brooksville". The Team agreed to review the current boundary lines to clearly identify the South Brooksville area. Mr. Hamilton recommended that Frankie Burnett meet with Charles Mixson to obtain any assistance with maps.

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**IV. Adjournment**

**Commissioner Rocco** adjourned the meeting at **7:10 P.M.**

## ***South Brooksville Community Initiatives Team***

### ***Meeting Minutes August 6, 2009***

#### **1. Call to order**

Commissioner Rose Rocco called to order the regular meeting of the South Brooksville Community Initiatives Team on August 6, 2009, at 5:30 p.m.

#### **2. Attendees**

Rose Rocco; David Hamilton; Charles Mixson; Carlene Riecss; Larry Fluty; Lynn Spivey; Peter Rocco; Joe Stapf; Dick Radacky; Dave Miles; Bill Geiger; Liana Teague; Paul Wieczorek; Cliff Manuel, Jr.; Frankie Burnett; Ron Pianta; John Burnett; Erica Moore; Sherri Williams; Dennis Wilfong; Jennene Norman-Vacha; Waymon T. Boggs; Bishop Scriven; Hugh Pascoe; Don Lacey; and Tim Mossgrove.

#### **3. South Brooksville Redevelopment Inc. Update**

Community Initiatives Team (CIT) representatives along with Mr. Manuel and Mr. Lacey provided an overview of the South Brooksville Redevelopment Inc., vision plan. The plan would focus on promoting business growth, job development, and a vision that would eventually generate over time a healthy economy in the South Brooksville area.

Commissioner Rocco stated that the presentation had touched on some of the initial projects that could be achievable to begin the proposed vision plan. As a result of the plan, the South Brooksville community would recognize the efforts being made to move forward given the monetary restrictions.

Mr. Manuel stated that he and the community leaders would be making a presentation to the City Council Board on August 17, 2009, and would also like to do the same for the Hernando County Board of County Commissioners to update the Board of the proposed vision plan and accomplishments.

#### **4. USDA Rural Development Opportunities for Infrastructure – Sylvia Robinson & Vernon Fuller**

USDA Rural Development Area Director Vernon Fuller and Area Specialist Sylvia D. Robinson provided an overview of the rural development programs, Federal stimulus funding and traditional loan and grant opportunities.

Commissioner Rocco indicated that the USDA Rural Development representatives had previously met with Hernando County staff and that she would like the City of Brooksville staff to meet with them as well.

The City of Brooksville Manager Jennene Norman-Vacha agreed.

Mr. Hamilton commented on the presentation and the programs they had to offer, which he agreed to consider given its benefit.

Commissioner Rocco agreed.

Mr. Burnett indicated that items 2 and 3 under South Brooksville Redevelopment Inc. would be discussed at a future South Brooksville (CIT) meeting.

5. **City of Brooksville – Jennene Norman-Vacha/Chief Mossgrove**  
City of Brooksville Fire Chief Mossgrove provided an overview of the GPM flow chart, which is prepared annually, and how the rate is determined for hydrants in the South Brooksville area and surrounding areas. Chief Mossgrove also noted that a non-operable fire hydrant existed located at Don Jr. Avenue and Cortez Boulevard. He advised that he had contacted the Department of Public Works to arrange the permitting process and other work involved to repair the fire hydrant.
6. **Hernando County – Commissioner Rocco/Staff**  
Mrs. Rags provided an update on the Community Development Block Grants noting that the County would be eligible to apply for funding once the application process was initiated.

#### **MSBU Street Lighting**

Ms. Moore provided an update on the South Brooksville street lighting MSBU budget for 2009 through 2012. She indicated that the total cost of the project was \$40,000. She stated that the Sheriff had contributed \$20,000 from drug forfeiture funds and the remaining funds would be paid by the citizens who would benefit from the project. She also noted that commercial properties would also be included in and affected by the MSBU street lighting plan. She stated that the citizens may voice their opinions on the project at the next Board of County Commissioners meeting, during which a public hearing would be held to consider the proposed South Brooksville street lighting MSBU held on Tuesday, August 25, 2009.

#### **Fall Community Clean Up**

Mr. Mixson stated that his department would wait to receive notice from the community leaders and the City of Brooksville prior to proceeding with all of the arrangements for the community clean ups. The fall clean up was tentatively scheduled for October 9, 2009. Additional pertinent information will be forthcoming from the noted above entities.

Mr. Burnett stated that he would like for the City of Brooksville to offer trash pick-up in the South Brooksville community; which would eliminate having to conduct community clean up events.

**Preliminary Engineering Report**

Mr. Mixson provided a response to the proposed South Brooksville Vision Plan, indicating that his department would use the data that was provided by Southwest Florida Water Management District (SWFMD) relative to addressing flooding, stormwater, drainage, and street light issues within the South Brooksville area. He indicated that he had received two proposals from engineering firms, using the data that was provided by SWFWMD also known as Best Management Practice (BMP) to solve some of the issues in the South Brooksville area. He stated that the determination would be made on the projects that could be accomplished once the preliminary report was received. The two task orders authorize preparation of preliminary engineering reports from Mr. Mixson and Mr. Stapf which would be presented before the County Board for approval on August 25, 2009. The South Brooksville Redevelopment Inc., members would also provide a presentation on their Vision Plan to the County Board.

**A motion to approve staffs recommendation was moved by Frankie Burnett and seconded by Bishop Scriven.**

**Long Range Transportation Update**

Mr. Pascoe provided an overview of the long range transportation system.

The next meeting was scheduled for October 1, 2009, at the City of Brooksville Chambers at 5:30 p.m.

The meeting was adjourned at 7:15 p.m.

## ***South Brooksville Community Initiatives Team***

### ***Meeting Minutes October 1, 2009***

#### **1. Call to Order**

Commissioner Rose Rocco called to order the regular meeting of the South Brooksville Community Initiatives Team on October 1, 2009, at 5:30 p.m. at the City of Brooksville Council Chambers.

#### **2. Attendees**

Rose Rocco; David Hamilton; Charles Mixson; Carlene Riecss; Lynn Spivey; Tami Ray; Andrew Williams, Jr.; Viennessee Black; Ette Mae Hicks; Alice Walker; Steven Baumgartner; Edmond Johnson; Sheila D. Wilcox; Joe Ann Bennett; Sarah E. Davis; James W. Holland; Angelina Philandero; Floyd T. Moore; Peter Rocco; Joe Stapf; Bill Geiger; Paul Wiczorek; Cliff Manuel, Jr.; Frankie Burnett; Ron Pianta; John Burnett; Erica Moore; Dennis Wilfong; Jennene Norman-Vacha; Wayman T. Boggs; Bishop Scriven; Hugh Pascoe; Paul Douglas; Brenda Frazier; and Thomas Bryant.

#### **3. City of Brooksville**

Ms. Moore stated that she had received confirmation from the City of Brooksville advising of their full participation for the South Brooksville Community Fall Clean-Up. Mr. Geiger also added that there would be a meeting set up by the City of Brooksville staff with the South Brooksville Community to prepare for the clean up.

#### **4. South Brooksville Redevelopment, Inc.**

Mr. Burnett spoke on behalf of Bishop Scriven's in his absence, indicating that their executive team would be ready for the next step of turning the Vision Plan into an actual plan by amending the current Comprehensive Plan by the spring of 2010. He also indicated that members of South Brooksville Redevelopment, Inc. would be working with Malcolm Pirnie and the City and County staff on other issues relating to the Vision Plan. He stated that the group had scheduled a meeting with Mr. Mixson and County staff for October 5<sup>th</sup> in preparation for the South Brooksville Community Clean-Up. A member of the South Brooksville Community inquired as to why the City does not provide trash pick up in the South Brooksville area. Ms. Rocco indicated that discussion of trash collection would be added to the next Community Initiatives Team meeting scheduled for December 3, 2009.

**5. Update of Preliminary Engineering Report (DPW)**

Mr. Mixson advised that his department had contracted with TBE to work on the drainage issues in South Brooksville. He also indicated he would be meeting with TBE along with Coastal Engineering to discuss preliminary indications of the South Brooksville Vision Plan, and that they would continue to move forward with the project.

Ms. Rocco asked Ms. Moore to provide an overview of the South Brooksville Vision Plan Project and preliminary engineering projects lead by the Department of Public Works, Utilities Department, and Coastal Engineering for the members of the Community that were present at the meeting. Ms. Moore confirmed for Mr. Johnson that the project would include implementation of a sewer system in the area.

Mr. Johnson noted that he has discussed his concerns regarding poor traffic engineering work at the intersection of Martin Luther King Jr. Blvd., St. Francis St., and Jefferson St. with the County Department of Public Works, the Police Department, and the County Board. Mr. Mixson indicated that the issues with the intersection had been brought to his attention by Mr. Burnett and that the County engineers and the Florida Department of Transportation would be looking into resolving the issue. Ms. Walker noted concerns relating to water overflow on Barnett Rd. and Cornflower Rd. behind the Walmart store. Mr. Mixson stated that he had met with the Southwest Florida Water Management District (SWFWMD) staff in order to submit a permit application to correct the problem by installing in storm water pipes. The project will be budgeted for the FY 09/10. Mr. Hamilton indicated that there are still some logistical issues to be worked out; however, the storm water pipes would be installed before the 2010 rain season.

**6. Update of Preliminary Engineering Report (Utilities Department)**

Mr. Stapf expounded on Mr. Mixson's update of the Preliminary Engineering Report (PER) indicating that the County Board had approved funding to have Malcolm Pirnie, Inc. prepare the report and incorporate Mr. Mixson's storm water element.

**7. Presentation by Malcom Pirnie, Inc.**

Malcolm Pirnie, Inc. representative Tami Ray from the Tallahassee office provided an overview of the planning activities related to the South Brooksville's Community Initiative Project Vision Plan. Ms. Ray indicated that their organization would be considering the following as part of the application process: financial/funding aspect of the preliminary engineering reports; long term objections and action plan of the project; project criteria; Federal and State funding activities; County/City involvement for amendment of Comprehensive Plan; financial pre-planning requirements; and cost estimates.

2 Note: These minutes are merely synopses of the conversations – a digital recording is available for verbatim discussions.

Ms. Moore advised Ms. Walker that she did not believe the Spring Hill cemetery lights had been incorporated into the Vision Plan.

Mr. Hamilton noted that the Spring Hill Cemetery is outside of the immediate geographical area of the proposed South Brooksville Vision Plan. He advised that he and Ms. Moore would meet with Ms. Walker at the end of the meeting to discuss her concerns.

**8. Timeline for Installation and billing of Street Light MSBU Project**

Ms. Moore provided an overview of the implementation of the South Brooksville Municipal Service Benefit Unit Project adopted by the County Board on August 25, 2009. She commented on residents that would not be affected by the MSBU project. Ms. Moore clarified that the \$20,000 donation from the Sheriff's Office would not cover the entire cost of the MSBU project.

Mr. Hamilton noted that the Sheriff's Office contribution to the projects lowers the impact of the total cost.

**9. Draft Inter-local Agreement Between City and County**

Ms. Moore stated that in speaking with Mr. Radacky from the City of Brooksville, the City had agreed to work with their engineering department to draft an Inter-local agreement for the purpose of applying for grants, allocation of payments, and rates.

**10. CDBG Funding for South Brooksville**

Ms. Rocco indicated that she would be obtaining information from Health and Human Services Director Ms. Rags relative to CDBG grant opportunities and would then present the information to the County Board. She also noted that the CDBG information would be discussed at the next Community Initiative's Team meeting on December 3, 2009.

Ms. Moore advised that any information requiring the County Board's approval relative to the South Brooksville Vision Plan would be published in the local newspapers and County website. Ms. Rocco added that it is important to have community input when making decisions that affect the community.

**11. City/County Comprehensive Plan Amendment**

Mr. Pianta stated that given Coastal Engineering and South Brooksville Redevelopment Inc.'s Vision Plan, the next step would be to incorporate the South Brooksville Vision Plan into the City of Brooksville's Comprehensive plan and Hernando County's Comprehensive Plan. He also indicated that Coastal Engineering, South Brooksville Redevelopment Inc., the City of Brooksville, and Hernando County staff would be working

closely to prepare the application for the next cycle of the Comprehensive Plan in the spring of 2010, noting that the application would have to be completed by April 2010. The application would be presented to the community to ensure that it coincides with their vision of the plan, and would then be submitted to the City Council and County Board for approval. Additional discussion ensued relating to the submittal process of the Comprehensive Plan Amendment.

The Team also discussed information relating to the Community Fall Clean-up.

In response to an inquiry from a constituent present at the meeting, Ms. Rocco advised that she would invite Sheriff Nugent to attend the next meeting to provide an update on the progress of the South Brooksville Community Center.

The next meeting is scheduled for December 3, 2009, at the City of Brooksville Chambers at 5:30 p.m.

The meeting was adjourned at 6:40 p.m.

## ***South Brooksville Community Initiative Team Meeting***

### ***Meeting Minutes December 3, 2009***

#### **1. Call to Order**

Commissioner Rocco called to order the regular meeting of the South Brooksville Community Initiative Team meeting on December 3, 2009, at 5:30 p.m., at the City of Brooksville Council Chambers.

#### **2. Approval of Agenda**

Commissioner Rocco moved for the approval of the agenda and seconded by Bishop Scriven.

#### **3. Attendees**

Rose Rocco; Ron Pianta; Erica Moore; Peter Rocco; Janey Baldwin; Wayman T. Boggs; Dr. Cher Pruitt; Edmond Johnson; Doug Davis; Clarence D. Clark, Sr.; Sheriff Richard Nugent; Brenda Frazier; Joe Ann Bennett; Angelina Philanders; Jean Rags; Frankie Burnett; Bill Geiger; Paul Wiczorek; Carlene Riecss; Charles Mixson; Thomas Bryant; Tami Ray; Richard Radacky; T. Jennene Norman-Vacha; Viennessee Black; Tom Baldwin; Logan Neil; Floyd T. Moore; James W. Holland; Susan Goebel; H. Paul Douglas; and Bishop Scriven.

#### **4. Update of Fall Community Clean-Up – Bishop Scriven**

Bishop Scriven provided an update on the success of the South Brooksville Community Clean-Up. He greatly appreciated the efforts that everyone made for the Clean-Up.

#### **5. Presentation of 2010 US Census Bureau – Dr. Cher Pruitt**

US Census Bureau Recruiting Manager Dr. Pruitt provided an overview of the services and employment opportunities available through the US Census Bureau for 2010. Commissioner Rocco directed Brenda Frazier to place all of the contact information on the County's website for county residents to access.

#### **6. Update of South Brooksville Vision Plan – Ron Pianta**

Mr. Pianta stated that he had been working with Don Lacey from Coastal Engineering and Bill Geiger from the City of Brooksville on the South Brooksville Vision Plan. He also stated that the Planning Department would be taking the necessary procedural steps to include the South Brooksville Vision Plan into the County's Comprehensive Plan. Mr. Lacey indicated that he would be preparing information for the next South Brooksville CIT meeting relating to a set of policies to incorporate the Vision Plan into the City and County's Comprehensive Plan. Mr. Pianta provided timelines of the project in preparation for the June 2010 Comprehensive Plan deadline and the end of year adoption of the Comprehensive Plan. Mr. Burnett noted the importance of meeting the States deadlines, however, would like to ensure that the submission of any changes to the Comprehensive Plan be made prior to November 2010, in order to avoid the Home Town Democracy – Amendment IV, where any changes to the Comprehensive Plan would have to be voted on at large by the citizen's of the County. Mr. Douglas agreed with Mr. Burnett and reiterated the same concerns. In response

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Mr. Pianta stated that the goal would be to submit a complete application by April 1, 2010. The application would include all of the technical support documents, policy, and application form completed between the County, City, and Coastal Engineering. Mr. Pianta reiterated on the application process that is mandated by the Department of Community Affairs (DCA) and its deadlines for Ms. Moore's concerns of the Hometown Democracy referendum to take effect in November 2010; indicating that he felt fairly comfortable that the application would be in a good position. Mr. Lacey provided an overview of Amendment IV – Hometown Democracy to ensure that all present understood the concerns with the amendment. Additional discussion ensued regarding Amendment IV and meeting the states deadlines to submit modifications to the Comprehensive Plan.

**7. Update of South Brooksville Vision Plan – Charles Mixson**

Mr. Mixson provided an update of his meeting with the local firms, Coastal Engineering and TBE on the drainage, road work. Mr. Mixson distributed copies of grant applications submitted to SWFWMD for project funding. Mr. Mixson indicated that the amount of the SWFWMD grant application amount would be for approximately \$300,000.

**8. Presentation on the Status of the First Phase of Funding for the South Brooksville Vision Plan – Thomas Bryant - Malcolm Pirnie, Inc.**

Mr. Bryant, Malcolm Pirnie Engineer provided a presentation regarding cost estimates and funding strategies for the following projects within the South Brooksville Vision Plan: wastewater, portable water, roadway and drainage improvement plan, and waste water plant. Ms. Ray advised Ms. Moore that Malcolm Pirnie has no upcoming critical deadlines to be met for the project; however, December 31, 2009, would be their goal for the submittal of the Federal Application of USDA Rural Development. She also stated that there is ARRA funding available. Ms. Moore informed the committee that she had received a phone call that evening right before the meeting (12/03/09) from the Department of Agriculture advising that the joint application for USDA would not be funded if the City of Brooksville did not apply as the primary applicant for the water sewer project. Ms. Ray stated that the process of the application would solely be based on the desire of all involved. USDA has assured that the watersewer project is what federal funding should be spent on. The City of Brooksville is the owner of the utilities within the city limits which would make it difficult for the county to submit the application for infrastructure improvements. She also advised that an inter-local agreement would have to be formulated between the City (primary) and the County. Ms. Philanders expressed concern that the South Brooksville area was not included in the City's wastewater system. Ms. Norman-Vacha clarified City/County entities and advised that both entities would have a stronger opportunity of making application to fund the waste water project. Ms. Moore and Mr. Geiger discussed the process of annexation between the City and County. Ms. Moore advised that she would provide a spreadsheet of the process of annexation for the next South Brooksville Community Initiative meeting. Additional discussion ensued regarding the process for an inter-local agreement between the City and the County.

**9. Trash Pick-Up in the County Portion of South Brooksville**

Ms. Moore provided an update to concerns expressed by the community at the previous South Brooksville Community Initiative Team meeting relative to trash pick-up and cost within City limits and unincorporated areas. Ms. Moore also presented the option of obtaining mandatory trash pick-up related costs for the service. Ms. Rocco advised that she would have utility staff attend the next Community Initiative Team meeting to address trash pick-up issues.

**10. Grand Opening of Substation in South Brooksville**

Sheriff Nugent provided an overview of the substation grand opening and its purpose and hours of operation. He also advised that the substation would not be used for social functions. Ms. Rocco also thanked the Sheriff for his contribution of \$20,000 from the forfeiture fund.

**11. Status of CDBG Funding – Jean Rags**

Jean Rags provided an update of two upcoming Community Development Block Grant (CDBG) application cycle deadlines for the water and sewer revitalization project, which the City and County would be able to apply for. Ms. Rags will present the County Board with the upcoming CDBG application cycle process in January 2010. Ms. Rags also indicated that she would be providing a summary report on CDBG funding on the next South Brooksville Community Initiative Team meeting scheduled for January 14, 2010.

The meeting was adjourned at 7:05 p.m. The next South Brooksville Community Initiative Team meeting will be on January 14, 2010, at 5:30 p.m. at the City Council Chambers.

## ***South Brooksville Community Initiative Team Meeting***

### ***Meeting Minutes January 14, 2010***

#### **1. Call to Order**

Commissioner Rocco called to order the regular meeting of the South Brooksville Community Initiative Team meeting on January 14, 2010, at 5:30 p.m., at the City of Brooksville Council Chambers.

#### **2. Approval of Agenda & Minutes**

Frankie Burnett moved for the approval of the agenda and seconded by Paul Douglas. Frankie Burnett moved for the approval of the minutes noting Ms. Bradburn's changes and seconded by Paul Douglas.

#### **3. Attendees**

Rose Rocco; Ron Pianta; Erica Moore; David Hamilton; Peter Rocco; Wayman T. Boggs; Edmond Johnson; Doug Davis; Clarence D. Clark, Sr.; Margaret L. Clark; Joe Ann Bennett; Angelina Philanders; Jean Rags; Frankie Burnett; Bill Geiger; Paul Wiczorek; Carlene Riecsc; Richard Radacky; T. Jennene Norman-Vacha; Susan Goebel; H. Paul Douglas; Susan Goebel; Lara Bradburn; Joe Stapf; Sylvia Robinson; Vernon Fuller; and Bishop Scriven.

#### **4. Comprehensive Plan Amendment Process & Draft Policies**

Mr. Pianta reported that Mr. Geiger had received approval from the State to change the Comprehensive Plan cycle to March 1, 2010, from April 1, 2010, to avoid Amendment IV. The Comprehensive Plan adoption date will be for October 1, 2010, which would be prior to the election. Mr. Pianta also stated that he had been working with Mr. Lacey from Coastal Engineering for the creation of the Comprehensive Plan amendment package as well as the draft policies. The draft policies have been circulated to the City, County, Redevelopment Inc., and other community leaders; any additional revision will be redistributed to the group.

Mr. Lacey, from Coastal Engineering, provided an overview of the process and guidelines for the Comprehensive Plan Draft Policies for the October 2010 State submittal. Mr. Lacey will be providing a copy of the Draft Policies to everyone that has listed their e-mail address on the attendance sheet. Mr. Lacey assured that the group and the community would be updated every step of the way up to the submittal process.

#### **5. Status of CDBG Funding**

Mrs. Rags provided a summary report on Community Development Block Grant Funding (CDBG). She also provided an update to the tentative cycle periods, application requirements and deadlines, and grant availability. Mrs. Rags addressed several questions relating to CDBG funding and application requirements.

## **6. USDA Rural Development Grant Update**

Mr. Fuller and Ms. Robinson advised the group that they did not have a presentation to make; however, they attended the meeting to answer any questions and address any concerns the group may have relating to USDA Rural Development Grants. Mr. Stapf and Mr. Radacky advised of possible cost estimates for water and sewer connection fees and scope of work. Ms. Moore advised that some of the community members may not meet the funding criteria for CDBG funds to pay for connects from the watermain and sewer to the individual houses. Mr. Stapf advised that there are other sources of funding, such as low interest state revolving loans through the Department of Environmental Protection for public water and sewer lines. Mr. Davis noted that the cost would possibly be a burden for the citizens in the South Brooksville community. Ms. Philanders indicated that she would be in favor of paying the water and sewer line hook up fees given all of the concerns with the safety of water. Mrs. Rocco advised that there would be public hearing which would allow the community to provide their input. Additional discussion ensued relating to water and sewer hook up fees, locations, process, and cost.

## **7. Update of Infrastructure Water Sewer Lines**

Mr. Stapf provided an overview of phases for infrastructure improvements of water and sewer and streets in the South Brooksville area. Mrs. Rocco asked that Mr. Radacky obtain information relative to the number of citizens that are on a well system and septic tank system.

Mr. Stapf reported on the improvements of the Spring Hill Cemetery as requested by Alice Walker at a previous South Brooksville Community Initiative Team meeting. Mr. Stapf noted his concerns for unmarked graves in the cemetery. A meeting will be scheduled with Ms. Walker and other citizens to initiate details of the improvement to the cemetery.

## **8. Joint City/County Inter-local Agreement**

Mr. Hamilton reported on the progress of the joint City/County inter-local agreement. Mrs. Norman-Vacha indicated that the final review by the City of Brooksville attorney of the inter-local agreement would be sent to the County Attorney's Office by Tuesday, January 16, 2010, for their review and recommendations. Mr. Boggs noted the importance of maintaining the community informed of the process. Mr. Boggs requested to have the inter-local agreement published in the local newspapers to inform the public of the agreement. Mr. Hamilton indicated that the agreement would be placed on the County's website upon completing the final draft. Mr. Burnett made an inquiry on the status of a list of stimulus funding projects approved by the County Board. Mr. Hamilton indicated that the matter would be researched. Mr. Lacey indicated that he would provide updates of the Comprehensive Plan Amendments and Draft Policies via E-mail to those present at the meeting that provided their e-mail address. A list of the addresses for the local community churches will be provided to Mr. Lacey and Brenda Frazier to ensure that the public is well informed of the ongoing progress of future projects.

**10. Adjournment**

The meeting was adjourned at 7:15 p.m. The next South Brooksville Community Initiative Team meeting will be on February 11, 2010, at 5:30 p.m. at the City Council Chambers.

***South Brooksville  
Community Initiative Team Meeting***

***Meeting Minutes  
February 11, 2010***

**1. Call to Order**

Commissioner Rocco called to order the regular meeting of the South Brooksville Community Initiative Team on February 11, 2010, at 5:30 pm., at the City of Brooksville Council Chambers.

**2. Approval of Agenda**

Mr. Burnette moved for to approve the agenda, seconded by Angelina Philanders.

**3. Attendees**

Rose Rocco; Ron Pianta; Erica Moore; Peter Rocco; Janey Baldwin; Tom Baldwin; Wayman T. Boggs; Edmond Johnson; Clarence D. Clark, Sr.; Brenda Frazier; Joe Ann Bennett; Angelina Philanders; Jean Rags; Frankie Burnett; Bill Geiger; Paul Wiczorek; Carlene Riecss; Richard Radacky; T. Jennene Norman-Vacha; H. Paul Douglas; Lara Bradburn; Don Lacey; David Hamilton; Sheila Wilcox; Richard Howell; Gerald Ward; Joe Stapf; Ron Pianta; Elaine Signer; John Burnett; Edward Chester; and Thomas Floyd.

**4. Comprehensive Plan Process – Ron Pianta/Bill Geiger/Don Lacey**

Mr. Pianta provided an overview of the Comprehensive Plan Amendment process. He noted that as stated at the last meeting, staff has been preparing the application, which is scheduled for public hearings in May and June 2010, transmittal to the State and returning for final adoption prior to November 2010. He indicated that all property owners will be notified in advance via mail prior to the public hearing dates. Community members that are not property owners and are interested in attending the public hearings should contact him, Don Lacey with Coastal Engineering, or Bill Geiger with the City of Brooksville to provide them with the names and addresses for proper notification. Mr. Pianta advised Mr. Howell that the Comprehensive Plan Amendment process is a procedure required by the State to recognize the Vision Plan. Mr. Pianta also clarified that the Vision Plan was created by the South Brooksville Community Initiative Team along with Coastal Engineering and requested that the County and City incorporate the Vision Plan into their Comprehensive Plan. Mr. Geiger and Don Lacey further elaborated on the process of the Comprehensive Plan process. Pastor Clark advised that on Friday, February 12, 2010, a Community Forum will be held to further discuss the details of the Vision Plan and the process of the Comprehensive Plan Amendment with the community. Mrs. Rocco stated that the South Brooksville Community Initiative has been meeting for the past year and half and that the community had been asked to take part in the process. Mr. Frankie Burnett stated that the Vision Plan was created as a model for the County, City, and Coastal Engineering to assist in drafting the Vision Plan based on South Brooksville area and community needs. Additional discussion ensued concerning the process of the Vision Plan, Comprehensive Plan, and submittal process.

- 5. South Brooksville PDD Policy Cluster – Don Lacey/Ron Pianta/Bill Geiger**  
Mr. Lacey provided an overview of the second generation of policy clusters submittal procedures. Comments from the community, the City and the County would be incorporated for the submittal of the policy clusters. In two weeks, the final Policy Cluster will be finalized with all recommendations from all parties involved in an effort to begin the second review process. Mr. Douglas advised that a Land Use attorney will attend the Community Forum held on Friday to make additional comments concerning the Policy Clusters. Mr. Geiger advised that the University of Florida visited the City of Brooksville to perform an evaluation of existing planning documents. Additional discussion ensued relative to the visit by the University of Florida staff and their presentation before the City of Brooksville Council.
- 6. Water Sewer lines Infrastructure Update – Joe Stapf**  
Mr. Joe Stapf advised that he had met several times in the past two weeks with South Brooksville Committee Initiative Team members, Coastal Engineering, and County/City staff to discuss water and sanitary sewer infrastructure. He noted that TBE Consultant Larry Fluty provided the drainage analysis. Mr. Stapf proceeded to provide an overview of various phases of the project and the the areas of interest for water and sanitary sewer infrastructure. He advised that the City and County conducted a field investigation to determine the exact deficiencies in the proposed areas. Mr. Stapf provided several options of funding mechanisms for the project. Mr. Stapf indicated that to accomplish a portion of the project it would be necessary to submit an application for grant funding. Coastal Engineering agreed to begin the process of preparing the plans and specifications to have the project shovel-ready for the grant application process. Mr. Stapf addressed several questions from community members relating to the locations of the field investigations, scope of project, and funding eligibility.
- 7. South Brooksville Street Lighting/MSBU**  
Ms. Singer provided an overview of the process for Municipal Service Benefit Units (MSBU) for the installation of street lights in the South Brooksville community. Ms. Singer also provided information on funding sources.
- 8. Update on Newgate Street – Erica Moore**  
Ms. Moore provided an update on the survey description for Newgate Street. She advised that the County has entered into negotiations with property owners in the area.
- 9. Joint City/County Interlocal Agreement – David Hamilton and Erica Moore**  
Mr. Hamilton provided an overview on a draft Resolution for the South Brooksville Initiative Team’s consideration and approval for the recommendation of an Interlocal Agreement with the City of Brooksville and County to pursue grant funding. Mr. Hamilton stated that the ongoing plan is still being developed based on the communities Vision Plan prepared by the residents and interested parties with the technical voluntary assistance of Coastal Engineering. Mrs. Rocco indicated that she would present the Resolution to the County Board for their review and recommendation on Tuesday, February 23, 2010. City Manager Jennene Norman-Vacha advised that the draft Resolution will go before the City Council on March 1,

2010. Staff addressed questions from the committee members relative to the City and County's commitment for the interlocal agreement and CDBG funding.

**Motion:** Committee and community members approved staff recommendation as presented.

**10. ADJOURNMENT**

The next South Brooksville Community Initiative Team meeting will be on Thursday, April 8, 2010, at 5:30 p.m., at the City Council Chambers. The meeting was adjourned at 7:34 p.m.