



## Office of the Village Manager

### MEMORANDUM

**To:** Honorable Mayor & Members of the Village Council  
**Thru:** Howard W. Brown, Jr., Village Manager *HWB*  
**From:** Daniel W. Eick, Management Analyst *D. W. E*  
**CC:** Village Staff  
**Date:** November 27, 2019  
**Re:** Bi-Monthly Report and Update (For week ending in Saturday, November 30, 2019)

---

In the interest of keeping you informed of administrative matters on a frequent basis, I am providing this report for your review and consideration:

#### Human Resources

Candidates for both the part-time Permit Tech and full-time Office Coordinator positions are under consideration; final decisions forthcoming soon.

Interview processes for the Park Superintendent position have also concluded. We will be forthcoming with a decision on this shortly.

#### Parks and Recreation Department

##### Park Repairs, Maintenance, Landscaping, and Cleaning

Collections and reviews of estimates for chain link fence and electrical repairs are ongoing for Booker and Big Mound Park. Additionally, clean up across both parks has begun with crews working on early beautifying processes. Reviews of further services are ongoing and awaiting approval.

Approval of the fire station roof replacement by Sunshine Roofing is pending shortly. The proposal will establish a Metal Roofing Contract for the replacement of the Booker Park Fire Station shingle roof. Additionally, the collection of estimates for the repair and/or replacement of the garage windows is under consideration.

##### Park Youth Sports and Rentals

A telephone conference with Park Consultant David Miller regarding the implementation of several Youth Sports and Rental Agreements for fields, shelters, and pavilions was held.

#### Finance

Audit development continues to progress. When the document is complete it will be brought to a Village Council Meeting.

We have received confirmation from the Florida Department of Revenue their review of our millage certification documents has finished. There are no conflicts. We will set a time to speak further on this during upcoming Council meetings.

A donation has been made on the part of the Managers office to the Boys and Girls Clubs of Martin County, Bill and Barbara Whitman Club, in Indiantown. We hope the Village can grow this partnership into the future.

## **Planning and Development**

### Comprehensive Plan

Staff have been in contact with the Department of Economic Opportunity (DEO) and expect to receive the State Land Planning Agency's Objection Recommendation and Comment (ORC) report around November 29, 2019. Village Planners will update the draft Comprehensive Plan in response and submit for review in the hearing scheduled for December 12, 2019.

### Casa Bella Apartment Complex

The Minor Site Plan for the Casa Bella apartment complex has been approved (Minor Site Plans are administratively approved and do not go to Council). The building is slated for a half acre, 8,000 square foot, space containing 10 2 bed/bath units. 3 of these units are planned as mixed use live-work spaces. The first preconstruction meeting is tentatively scheduled for the Monday/Tuesday after Thanksgiving. A press release regarding the complex is in production and will be released shortly.

### Bio Medical Industrial Park

First submittal of the staff report for the Bio Medical Industrial Park was released on October 30, 2019. As such, staff are awaiting second submittal in response to comments. The developer has proposed construction of a two story, 20,000 square foot, industrial building located on 7.62 acres of SW Market Street. The company is owned by a physician planning to manufacture eye drops for national distribution. The business is relocating from south of Indiantown and is expected to bring high-tech jobs. The Minor Site Plan will be approved administratively once it is received by the manager's office.

## **Public Works and Engineering**

### FDOT Bus Grant

Processes to finalize the Saturday Bus Grants with the Florida Department of Transportation (FDOT) are ongoing but nearing completion. Anticipate something regarding this topic on the next meeting agenda.

### Public works Budget

Negotiations to establish an appropriate public works budget are ongoing with the Village Managers Office. When further information develops a document will be brought forward.

### Drainage & Swale

Repair to the Village's drainage and swale systems are ongoing alongside continued maintenance. Anticipate receipt of the final Kimley-Horne stormwater report by end of year.

#### Pavement Repairs

Pavement micro-surfacing for zones 1 and 3 are tentatively scheduled to begin around the end of January 2020 with a contractor. Current expectations hold the receipt of that contract to occur by next week. An agenda item will follow from Mr. Archebelle.

###

**End of Memorandum**



Florida Department of Revenue  
Property Tax Oversight

Jim Zingale  
Executive Director

FLORIDA

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

October 30, 2019

~~OCT 05 2019~~  
Nov. 07/2A/f

Howard Brown Jr., Village Manager  
Village of Indiantown  
P.O. Box 398  
Indiantown, Florida 34956

RE: Truth in Millage (TRIM) Certification

Dear Mr. Brown:

The Department of Revenue has reviewed the millage certification documents that your taxing authority submitted. The Department has found no violation of the certification requirements in subsections 200.065(1)-(4), (6)-(12), (14), and (15), Florida Statutes, and therefore accepts the certification as meeting the stated requirements.

The Department has also reviewed the maximum millage levy calculation final disclosure documents your taxing authority submitted. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on these documents, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of section 200.065(5), Florida Statutes.

Sincerely,

Patrick Creehan  
Interim Program Director  
Property Tax Oversight

BH/#53.08



**Founders**

Hays Clark †  
Co-Founder  
Margaret Cole  
Co-Founder

**Executive Committee**

Diana D. Brooks  
Chair  
William F. Whitman, Jr.  
Immediate Past Chair  
Maria C. Bayazid  
Vice Chair, Secretary  
James Riepe  
Vice Chair, Treasurer  
John R. Reese  
Vice Chair  
Robert J. Garry  
Kathy Parsons  
Mark E. Robitaille  
Carol Webb

**Board of Directors**

Edmund M. Carpenter  
Susan Colby  
Heidi Cox  
John E. Davison  
Denise K. Ehrich  
Thomas Hurley  
Robert S. Kramer, Esq.  
Jay O. Light  
Lisa V. Long  
Patrick E. Mangan  
Bonnie F. McCausland  
Valerie McNeely  
Charles V. Moore  
William I. Morton  
Kate Nielsen  
Anne N. Reyes  
Philip Schein, MD  
Eleanor R. Seaman  
Douglas Sherman  
Tricia B. Trimble  
Michael Troy  
Tad Waldbauer  
Patricia G. Warner

**President's Circle**

Jane Krebs  
Elizabeth H. Marsh  
Peter S. Pauley  
Leonard S. Platt  
Robert J. Weissman  
Frederick C. Witsell, Jr.

**Emeritus Member**

Richard Sands

**Executive Staff**

Keith Fletcher  
President & CEO

† Deceased

October 24, 2019

OCT 07 2019

Village Manager Howard Brown  
P.O. Box 398  
Indiantown, FL 34956

Dear Village Manager Brown,

On behalf of the Club members at the Boys & Girls Clubs of Martin County, thank you for your leadership in providing \$10,000 of support given toward the Bill & Barbara Whitman Club in Indiantown. Your contribution demonstrates your commitment to empowering youth in our community to reach their full potential as productive, caring, responsible citizens.

Through powerful programming that focuses on academic enrichment, healthy life-styles and good character & citizenship, we are changing the lives and futures of our youth. Because of donors like you, our Club members have access to award-winning programs that encourage them to learn, inspire them to lead, and motivate them to make healthy choices, both physically and socially. Your gift helps us provide a safe and fun place for thousands of youth to go during out-of-school time to connect with caring, trained professionals and engage in uplifting programs and activities.

Thank you again for your support. Your gift truly makes a positive difference for young people in Martin County, and I look forward to updating you on the impact of your gift.

With sincere appreciation,

Keith "Fletch" Fletcher  
President & Chief Executive Officer

KF:kb

Gift Date: 10.9.19  
Form of Payment: check  
Check No.: B1045793  
Reference No.: Batch 4056

No goods or services were received for this donation.

*Looking forward to growing  
our partnership & being a part  
of the solution for the kids &  
families of Indiantown!*