



Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., City Manager 
CC: Village Staff
Date: November 8, 2019
Re: **Bi-Monthly Report and Update (For week ending Saturday, November 9, 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:

- On November 3, 2019, there was an unfortunate incident where Jamarion Jones an Indiantown resident was killed in the Booker Park area. The Martin County Sheriff's office is investigating this incident. the wake for Jamarion will take place on Friday, November 8, 2019 and the funeral on November 9, 2019.
- On November 7, 2019, the Village Manager, Hartman and Associates, and the Public Works Director met with the United States Department of Agriculture regarding funding for the potential acquisition of the water and sewer plant.
- There will be a Land Development Regulations Kick-off starting on November 14th at 6:30 pm at the Village Council meeting. Calvin Giordano, the consultant, will also meet with the public which includes the chamber of commerce on that same day at 1 pm. See attached letter.
- I am also respectfully requesting time off from Tuesday, November 26, 2019 through Monday, December 2, 2019. During my absence, Ms. Susan Owens will be in charge.

Human Resources

Jenna Knapstein, our new code compliance officer, started work with the village on November 6, 2019. She will be working out of the clerk's office until the Fire Station is renovated and then she will be located over there. Jenna will be working/training with Bernard Pita to ensure a smooth transition.

Daniel Eck, our new management analyst is scheduled to start work for the Village on Tuesday, November 12, 2019. He will be working out of the Indiantown Office.

The Village extended the advertisement of the Parks Superintendent position through today, Friday, November 8, 2019. Candidates for both the part-time Permit Tech and full-time Office Coordinator positions are being considered and final decisions should be forthcoming soon.

Parks and Recreation Department

Park Repairs and Maintenance

The A/C has been replaced at the Booker Park Fire Station and other repairs and issues continue to be addressed by the Village. We are still in the process of gathering quotes for the remaining maintenance and repair issues.

Finance

The Audit continues to progress. We should have the FY 2017-2018 Audit on the December 12th Village Council meeting agenda for acceptance.

Planning and Development

The Village will participate in it's first Land Development Regulation, which will kick off on Thursday, November 14, 2019 at the Village Council Meeting. Then there will be a special meeting with the with Village Staff on Friday morning, November 15, 2019 and then a final meeting to take place at the Indiantown Civic Center on Friday afternoon with the Village Chamber. These meetings will seek to gather important information about stakeholders, as well as learn more about future areas of priority, aspirations and concerns.

Public Works and Engineering (the following is from Mr. Bill Archebelle):

- Kimley Horn is pretty sure they can help with the structural evaluation for the Indiantown Civic Center.
- Hartman And Associates have been meeting with the Public Works Director and Indiantown Water Company regarding the potential acquisition of the water and sewer plant.
- The Public Works Director and Administrative Support Specialist has been meeting with an electrician at Big Mound to review needed repairs for streetlights and outlets at the pavilions.
- The Public Works Director met with PRP and went over scope for drainage on Seminole drive and added repairs along Indian mound Drive as washouts are undermining the asphalt edge. We are stabilizing, compacting and pinning sod in place to try to stop the erosion without needing curb or ongoing asphalt patching like the County was doing.

END OF MEMORANDUM

Revised 1107/2019



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

November 5, 2019

Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Geographic Information
Systems (GIS)
Governmental Services
Indoor Air Quality
Landscape Architecture
Planning
Project Management
Redevelopment
& Urban Design
Surveying & Mapping
Traffic Engineering
Transportation Planning
Water / Utilities Engineering
Website Development

Bayshore Executive Plaza
10800 Biscayne Boulevard
Suite 950
Miami, FL 33161
786.485.5200 phone
786.485.1520 fax

www.cgasolutions.com

Melissa G. Corbett, P.E.
Indiantown Chamber of Commerce
Governmental Affairs Committee
15545 Suite B, SW Warfield Blvd.
PO Box 602
Indiantown, FL 34956
Via email:melissac@themilcorgroup.com

Dear Ms. Corbett,

We thank the Indiantown Chamber of Commerce, and the Governmental Affairs Committee in particular, for the interest expressed in participating in the development of the Village's first Land Development Regulations (LDRs). We are pleased to have the Chamber's support, insight, and experience.

As you are likely aware, the LDR process is officially kicking off on Thursday, November 14, 2019, with a brief introduction at the Village Council meeting. On Friday, November 15, 2019, the CGA team will meet with City staff in the morning. If possible, we would like to schedule a similar meeting with members of your Committee, and any other Chamber members who may be interested and available, on the same day (preferably early Friday afternoon, e.g., 1:00 pm or 1:30 pm). The meeting will take place at the Indiantown Civic Center, 15675 SW Osceola Street.

These "stakeholder" information-gathering meetings provide an important foundation for our process, allowing us to gain a better understanding of the future code users' areas of priority, aspirations, and concerns for the future LDRs. We would also take the opportunity to discuss potential ways in which the Chamber might help augment our team's public outreach effort.

Please let us know via email to adavid@cgasolutions.com, svargas@cgasolutions.com and sprobst@cgasolutions.com if you are able to schedule the meeting as requested, and who will attend.

Thanks for your assistance.

Best,

Silvia E. Vargas, AICP, LEED AP
Principal Planner

Cc (via email):
Alex David, CGA
Sarah Probst, CGA

Howard Brown, Indiantown Village Manager