

**TOWN OF OCEAN BREEZE
REGULAR TOWN COUNCIL MEETING
AGENDA**

May 9, 2022, 10:30 am
Ocean Breeze Resort Clubhouse Pineapple Bay Room
700 NE Seabreeze Way, Ocean Breeze, FL

***PLEASE TURN OFF CELL PHONES –
SPEAK DIRECTLY INTO MICROPHONE***

- 1. Call to Order, President De Angeles**
 - Pledge of Allegiance
 - Roll Call
- 2. Approval of Minutes** – Regular Meeting, Monday, April 11, 2022
(Motion, second, public comments, all in favor)
- 3. Comments from the public on topics not on the Agenda**
- 4. Comments from the Council on topics not on the Agenda**
- 5. Comments from Town Management Consultant Terry O’Neil** – Update on a recent application to amend the Ocean Breeze West PUD and Town Comprehensive Plan to allow for the use of a septic system on Parcel A.
- 6. Comments from Mayor Ostrand** – Discussion of Town Office Reorganization
- 7. Announcements** – Regular Town Council Meeting – Monday, June 13, 2022 at 10:30 am to be held at Ocean Breeze Resort Clubhouse, Pineapple Bay Room, 700 NE Seabreeze Way, Ocean Breeze
- 8. Adjourn** (Motion, second, all in favor)

TOWN OF OCEAN BREEZE
MINUTES REGULAR TOWN COUNCIL MEETING
Monday, April 11, 2022, 10:30 a.m.
Ocean Breeze Resort Clubhouse, Pineapple Bay Room
700 NE Seabreeze Way, Ocean Breeze, FL

1. **Call to Order** – President De Angeles called the meeting to order at 10:30 a.m.
 - Moment of Silence for Earlene Cairns who served on the Town Council from 2011-2017
 - Pledge of Allegiance – Vice-President Gerold led the Pledge of Allegiance
 - Roll Call – Present: President Kenneth De Angeles, Vice-President Richard Gerold, Council Members Bill Arnold, Kevin Docherty, Terry Locatis and David Wagner
Absent: Mayor Karen Ostrand
 - Staff Present – Town Management Consultant, Terry O’Neil; Town Attorney, Rick Crary, Town Clerk, Pam Orr

2. **Approval of Minutes** – Council Member Arnold, seconded by Council Member Wagner, made a motion to approve the minutes of the March 14, 2022 regular meeting.

President De Angeles asked for public comments.

There were none.

All in Favor: Yes: De Angeles, Gerold, Arnold, Docherty, Locatis, Wagner; No: None; Motion Passed - 6 - 0

3. **Proclamation – National Donate Life Month** – Town Clerk, Pam Orr, read the Proclamation into the record.

Council Member Arnold, seconded by Council Member Locatis, made a motion to approve the National Donate Life Month Proclamation.

President De Angeles asked if there were any public comments.

There were none.

All in Favor: Yes: De Angeles, Gerold, Arnold, Docherty, Locatis, Wagner; No: None; Motion Passed - 6 - 0

4. **Update of FEC/County Improvements at Jensen Beach Blvd. and West End Blvd.** – Mr. O’Neil stated that at last month’s regular meeting, with the community’s overwhelming support and interest, that the one-way road traffic at West End Blvd. should be northbound rather than the current southbound traffic and that the Council directed staff to prepare a letter to Martin County. He commented that the letter was completed and sent to Martin County on March 21st, signed by the President and the Mayor reiterating the Town’s position. He remarked that the Town had received a letter on April 1, 2022 from the County Public Works Director, Jim Gordon. He described the letter as a “placeholder” and “wait and see”. He added that the letter stated that the project was not finished, and that Martin County wanted to wait until close-out of the project to reevaluate.

Vice-President Gerold expressed his surprise that many of the local businesses approved the southbound only traffic. He commented that he had other questions, between the county and/or the railroad, were there going to be any upgrades to West End Boulevard such as paving, curbing, guardrails, etc.

Mr. O’Neil answered that he did not have the plans before him today, but that he believed that the railroad’s plan did involve the barricade being moved. He remarked that the Town’s arrangements with the County to invest gas tax revenue into the West End Boulevard improvement, and along with Marcela Cambor’s assistance, the Town was moving forward until the railroad issue came up. He added that if the Town wished to be involved in that project, it would have to be resurrected with the County and they would have to be pressed for an analysis for sidewalks, landscaping, parking enhancements, etc. He stated that the plans would be different now because of the one-way traffic decision. He commented that there may be opportunities for pedestrian or other improvements. He added that he had not seen any evidence that the County was reengaging the idea of performing a joint project on that roadway.

Council Member Locatis asked if there was any response to safety concerns.

Discussion ensued regarding the letter sent to the Sheriff's office, dangerous intersections around Maple Avenue, requests for studies for safety and fire rescue that might have been done for the current project, fire rescue trucks making the turn at the round-a-bout, the Town Engineer's comments regarding the turning radius at the round-a-bout and emergency response times.

President De Angeles asked how to keep the pressure on the County.

Discussion ensued regarding all the letters sent to the County with copies sent to the FEC Railroad, the Sheriff's office, the Town Engineer, individual Town Council members speaking directly to Martin County Commissioners, a petition, the possibility of involving the news.

Attorney Crary mentioned that there were many other areas where the Town cooperated with the County.

Mr. O'Neil commented that the Town's tone had been respectful and appropriate but that there were some questions that were not being answered.

Discussion ensued regarding the reasons the County turned West End into a one-way southbound, the excuses given by County representatives as to the reasoning behind the decisions, the petition which was given to the County Commission per Janet Galante, future correspondence officially inviting Commissioner Smith to a Town Council meeting, the Mayor's absence, the possibility of private meetings with the Mayor and a member of the Town Council, the businesses affected by West End Boulevard changes, data used to make the decision to turn West End Boulevard into one-way southbound, and a survey of the local businesses.

President De Angeles asked if staff would speak to the County as to their data and the input of local businesses regarding the changes on West End Boulevard.

Mr. O'Neil answered that this could be done.

President De Angeles asked that the inquiry include any other organizations that might be involved.

5. Comments from the public on topics not on the agenda – Ann Kagdis, resident of Ocean Breeze, attended on behalf of the Entrepreneurship Foundation, a 501(c)(3), that represented the charitable work done in the community for the benefit of the public schools in Jensen Beach. She discussed the Art and Music Auction to be held on April 26, 2022 from 5:30 pm to 8:30 pm at the Treasure Coast Square Mall. She asked that the Town donate a basket for the auction and stated that all the proceeds would go to the Jensen Beach area schools, and she invited everyone to attend. Ms. Kagdis also reminded the Council about "Coffee with Your Commissioner" which was held every two months at 8:00 am at the Community Center. She remarked that it would be a nice way for each member to meet with the Commissioner and network. She added that as members of the Chamber of Commerce the Town Council members could individually go to those meetings and network with the business owners regarding West End Boulevard. She remarked that the Neighborhood Advisory Council met every two months and that she believed this would be a great way to have the Town's voice heard; keeping in the Sunshine Law mind. She suggested assigning a representative to go to the meetings and gather all the data and network with the neighbors.

President De Angeles stated that Senator Gayle Harrell attended last month's Coffee and provided a legislative update. He added that it took place every second Wednesday of every other month.

Cathy Berry, resident of Ocean Breeze, stated that she believed it was important to provide the public's input and the petition regarding West End Boulevard.

Mr. O'Neil stated that the Town had the funds available to assist in purchasing items for a basket for the fundraising efforts of the Entrepreneurship Foundation.

Council Member Wagner, seconded by Council Member Arnold, made a motion to direct staff to assist in making the donation to the Entrepreneurship Foundation basket for auction.

All in Favor: Yes: De Angeles, Gerold, Arnold, Docherty, Locatis, Wagner; No: None; Motion Passed - 6 - 0

Council Member Gerold spoke about the way in which the basket was prepared in other years.

6. Comments from the Council on topics not on the Agenda – There were none.

7. Comments from Town Management Consultant, Terry O’Neil – Mr. O’Neil gave an update on the odor problem at the lift station. He was advised that the odor remained.

Town Clerk, Pam Orr, stated that she would look into the matter and contact Martin County Utilities.

Mr. O’Neil stated that staff would look into the matter with the Town’s engineer and added that the lift station served a large area. He gave some history of the lift station and stated that staff would put some pressure on the County regarding the odor problem.

Mr. O’Neil discussed the lighting request along Indian River Drive. He spoke about the agreement from FPL to install new lighting within the Town limits, outside of the Town limits. He added that Attorney Cray was looking into the matter for other possible liabilities.

Mr. O’Neil spoke about the current street light that was out adjacent to Council Member Docherty’s home at 9 NE Nautical Drive and added that staff would be reporting that outage.

8. Comments from Mayor Ostrand – absent.

9. Announcements – President De Angeles announced the regular Town Council meeting to be held Monday, May 9, 2022 at 10:30 a.m. at Ocean Breeze Resort Clubhouse, Pineapple Bay Room, 700 NE Seabreeze Way, Ocean Breeze, Florida.

Ann Kagdis announced that the Town’s oldest known resident was Annette Spagnola and that on the 27th of April she would be 96 years old. She suggested that the Town acknowledge her birthday.

Council Member Arnold, seconded by, Council Member Wagner, made a Motion to acknowledge the birthday of Annette Spagnola.

(All in Favor: De Angeles, Arnold, Docherty, Locatis, Wagner, Gerold)

10. Adjourn – Council Member Wagner, seconded by Council Member Arnold, made a motion to adjourn the meeting at 11:37 a.m.

(All in Favor: De Angeles, Arnold, Docherty, Locatis, Wagner, Gerold)

Respectfully submitted,

Pam Orr

Town Clerk

Minutes approved: _____

Memorandum

To: Town Council

From: Mayor Ostrand 

Date: May 5, 2022

Re: Town Office reorganization

As the Council is aware, due to pressing family medical issues our veteran Town Clerk, Pam Orr, has for the past several months been fielding calls and discharging her duties mainly from home. Further, the Council is aware that our two-person, part-time office staff is currently shy a bookkeeper. Kim Stanton, who formerly held the position, has been assisting as needed under a small continuing services contract. Thanks to Pam and Kim, the current makeshift (temporary) office arrangement has been working effectively. I am unaware of any customer service complaints or glitches in the Town's basic operations. That said, it is clear that the present office dynamics are not sustainable in the long term. Accordingly, I am proposing to reorganize the Town Office as follows:

1. With Pam seeking to semi-retire no later than year's end, she is proposing to transition from Town Clerk, which atypically has included building permit processing as a significant part of her workload, to a new arrangement under which she will exclusively handle the building permit process as an independent contractor.
2. If approved, Pam's transition to an independent contractor will occur only after the Town has successfully recruited a new Town Clerk, whose duties will be restructured to again include day-to-day bookkeeping. All bookkeeping activities will continue to be conducted under the general guidance of the Town's Financial Consultant, Holly Vath.
3. In tandem with seeking a new Town Clerk, the now-vacant bookkeeper job will be eliminated in favor of a less costly "Office Assistant" position.

So, in summary, unless the Council thinks otherwise, I intend to immediately advertise for the Office Assistant and Town Clerk/Bookkeeper positions and to negotiate a draft permitting services contract with Ms. Orr. Filling the two direct hire positions and executing a contract with Pam will require Council approval at a future meeting. Draft job descriptions and a draft permitting services contract are attached for the Council's information. Finally, in securing the employees and permitting services described above, it is my intention to work within existing budget parameters as much as possible, however, given today's unpredictable job market, both in terms of qualified applicants and pay expectations, this may present some challenges.

**Town of Ocean Breeze
Job Description**

Title: Office Assistant
Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the direction of the Town Clerk, performs diverse administrative work in assisting with carrying out all functions of the Town Clerk's office, including the preparation of agendas and minutes, and maintenance of official Town records. High attention to detail, meeting of stringent legal and procedural deadlines, and excellent typing and office machine skill are crucial to this position. Acts as a back-up to the Town Clerk during times of absence. Incumbent uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and work directions for application to specific cases or problems. Work is reviewed verbally and through written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Composes, edits, and prepares correspondence, invoices, statements, reports, and other documents.
2. Assists with maintenance of Town's records management program, which includes knowledge of document retention schedules.
3. Organizes and prepares Council agendas, minutes, resolutions and ordinances and all agenda documents for imaging.
4. Assists with tracking and producing public records requests; conducts research on more complex inquiries, retrieves and makes copies of public documents upon request.
5. In the absence of the Town Clerk, prepares for and attends Council Committee meetings, which may include preparing the agenda, packets, posting advertisements, recording the meeting, taking and/or transcribing minutes of such meetings.
6. Provides a support role working in conjunction with Town Clerk and Supervisor of Elections for municipal elections.
7. Maintains public notice bulletin board.
8. Responds to telephone or in-person inquiries; greets the public, business invitees, and governmental officials; answers various inquiries personally and without direction; provides information of services and functions.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of

work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent; supplemented by four (4) years of progressively responsible work experience as described in this job description; Associate Degree from an accredited college or university with major course work in related field preferred; or an equivalent combination of training and experience. Experience must include the use of computers and standard software applications.

Must maintain a valid Florida driver's license.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures. Knowledge of modern information systems, and software. Skilled in the operation of modern office equipment.

Knowledge of municipal rules, regulations, policies and procedures.

Knowledge of or, ability to research, Florida State Statutes.

Familiarity with Roberts Rules of Order, Sunshine Laws, Florida Code of Ethics, and Financial Disclosure.

Ability to understand and follow complex oral and written instructions.

Ability to understand Town policies, procedures, and municipal ordinances and appropriately interpret as required.

Ability to establish and maintain effective working relationships with fellow employees, Town officials and the general public.

Ability to communicate information tactfully and impartially.

Ability to accurately type and transcribe correspondence.

Ability to communicate information tactfully and impartially.

C. Physical Requirements:

Task involves frequent walking; standing; occasional bending, stretching, stooping and some lifting and carrying objects of moderate weight (30+ pounds); and/or standard dexterity in the use of fingers, limbs or body in the operation of office or shop equipment or operation of a vehicle. Task may involve extended periods of time at the keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires color and texture perception and discrimination.



Draft

Town of Ocean Breeze

Job Title:	Town Clerk, Bookkeeper	Job Category:	
Location:	1508 NE Jensen Beach Blvd. Jensen Beach, FL 34957	Travel Required:	yes
		Position Type:	Part-Time (30 hours per week), Hourly, On-Call, Non-Exempt
HR Contact:		Date Hired:	Click here to enter a date.
Will Train Applicant(s):	Yes	Posting Expires:	N/A

Applications Accepted By:

FAX OR E-MAIL:

(772) 334-6823 or townclerk@townofoceanbreeze.org

MAIL:

Town of Ocean Breeze
Post Office Box 1025
Jensen Beach, FL 34958

Job Description

CHARACTERISTICS OF THE JOB

Under the general supervision of the Mayor, the day-to-day activities of the Town Clerk include extensive knowledge of the functions of the Town Office and exercising latitude in decision making regarding related policy questions. Administrative duties include serving as the public records custodian of the Town; preparing Town Council Minutes; processing Resolutions and Ordinances; supervising Town elections in conjunction with Martin County Supervisor of Elections; filing and recording of documents; maintaining all legislative records of the Town and coordinating legal and other advertisements; financial recordkeeping; annual audit, annual Truth in Millage filings; and, supervisor duties

ROLE AND RESPONSIBILITIES**Town Clerk Duties:**

- Ensures Town office is open during designated hours.
- Answers all incoming telephone calls.
- Opens, upkeeps and files all Town emails.
- Informs Mayor, Town Council Members and Staff about Town business.
- Acts as the official custodian of and is responsible for safekeeping and retention of all Town records.
- Develops Agenda and accompanying documents, attends, records Town Council meetings.
- Prepare meeting place for Town Council meetings (set-up light weight sound equipment)
- Attends and transcribes Minutes for all meetings and distributes in a timely manner.
- Coordinates all legal advertisements and public notices including hearings, ordinances, meetings, workshops, bids and TRIM notices.
- Processes and authenticates signatures on all Resolutions, Ordinances and other official documents.
- Recording of official documents with the Clerk of the Circuit Court.



Town of Ocean Breeze

- Picks up mail at Post Office and sorts, distributes and directs accordingly.
- Records receivables and disbursements into Town's accounting system.
- Tracking Accounts Receivable and Accounts Payable.
- Quarterly transfer of Motor Fuel Tax funds from General Fund to Special Revenue Fund (FLCLASS).
- Reconciles all monthly bank / investment accounts.
- Prepares semi-monthly payroll, monthly submission of payroll tax withholdings, quarterly payroll tax filings (941, RT6), annual filings of W3/W2 and 1099's.
- Prepares various reports of Town financial records for Town Financial Consultant.
- Coordinates and performs quarterly oversight of Town financial records with Town's Financial Consultant.
- Prepares quarterly budget reports for Mayor, Town Council and Staff.
- Coordinates and performs Truth in Millage oversight and filings with Town's Financial Consultant.
- Invoicing or otherwise allocations of PUD pass-through costs.
- Quarterly tracking of building program revenue and expenditures.
- Quarterly tracking of Motor Fuel Tax revenue and expenditures.
- Monthly Petty Cash reconciliation.
- Tracking of all employee vacation, PTO, unpaid or other leave of absence.
- Prepares deposits of revenue.
- Performs banking and other errands.
- Acts as liaison and assists officials, staff, agencies and the general public with all public records requests.
- Supervises and conducts annual Town election and coordinates with Martin County Supervisor of Elections.
- Maintains and develops Town filing system; retains the security and accuracy of all official documents including contracts, ordinances, agreements, resolutions and grant files.
- Financial Disclosure coordinator with Florida Commission on Ethics; verifies annual completion of Financial Disclosure information by all public officials and staff.
- Assists outgoing public officials and staff with Financial Disclosure requirements.
- Assists auditor with yearly audit as required by the State of Florida and submits all reports to appropriate State Departments.
- Completes annual renewal and self-audit forms for Workers' Compensation Insurance.
- Completes Public Depositor Annual Report to Florida's Chief Financial Officer.
- Maintains Town official web-site and responds to email inquiries generated therefrom.
- First point of contact at Town Office handling all requests, complaints and other inquiries.
- Assists with officials' training / ethics class registrations.
- Maintains individual timesheet and verifies time records of additional employees.
- Must be confident in decision making and working independently with minimal supervision.
- Maintains an inventory of supplies and orders when needed.
- Performs various errands.
- Perform any other duties delegated or assigned by the Mayor, Town Council or Staff.



Town of Ocean Breeze

(These essential job functions are not to be construed as a complete statement of all duties performed. All employees will be required to perform other job-related marginal duties as required.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum High School graduate with supplemental college level or professionally sponsored courses in work related areas along with any other standard established and approved by the Mayor, Town Council and/or Town Management Consultant. A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Possess strong computer skills.

Skilled at accessing, inputting and retrieving information from a computer.

Skilled at verbal and written communications.

Skilled in public relations.

Possession of a valid Florida driver's license is required for the position.

REQUIRED KNOWLEDGE

- Rules, regulations, ordinances, policies, municipal rules, and procedures of the Town.
- Relevant computer applications.
- Ability to understand and follow complex oral and written instructions.
- Good management practices and ability to establish and maintain effective working relationships with fellow employees, superiors, Town officials, staff and general public.
- Ability to make complex decisions and interpretations in accordance with established rules, policies and procedures.
- Ability to communicate information tactfully and impartially.
- Ability to take and transcribe minutes timely.
- Ability to archive records and possess knowledge of management laws, systems and technology.

PREFERRED SKILLS AND ABILITIES

- Strong typing skills.
- Strong verbal and written communications; express ideas clearly and concisely.
- Communicate and produce written documentations in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Strong Microsoft Word & Outlook knowledge.
- Strong organizational skills.
- Input and retrieve data via computer.
- Access needs and prioritize them.
- Deal with a variety of individuals and groups.
- Maintain moral standards and integrity.
- Exercise sound expert independent judgment within general policy guidelines.
- Establish and maintain cooperative and effective working relationships with Town officials, employees, and the general public.



Town of Ocean Breeze

- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
- Walking, standing, bending, stooping, sitting as required.
- Be able to sit for long periods of time.
- Be able to use a keyboard for long periods of time.
- Be able to lift file boxes (20 pounds).
- The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.
- Any other physical skills required to perform the essential functions of the job.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS

- Work is regularly performed inside with no exposure to adverse environmental conditions.

EQUIPMENT AND TOOLS

- Ability to operate a variety of office machines and equipment including but not limited to telephones, typewriters, computers, calculators, etc., and any tools or equipment necessary to carry out assigned tasks or duties.

Last Updated By:

ks

Date/Time:

March 22, 2022

PERMIT TECHNICIAN SERVICES CONTRACT

THIS PERMIT TECHNICIAN SERVICES CONTRACT (the "Contract") is made and entered into this _____ day of _____, 2022, by and between the TOWN OF OCEAN BREEZE, FLORIDA, a municipal corporation, ("Town"), and PAMELA ORR ("Consultant").

The Town retains Pamela Orr, to operate as the Permitting Technician providing permitting services under the supervision of the Town Building Official to the Town of Ocean Breeze as an independent contractor in accordance with the terms and conditions hereafter set forth:

Orr shall provide services to the Town for an indefinite term until such time as the Contract is terminated. This Contract may be terminated at any time and for any reason, without cause, by the Mayor on behalf of the Town, or by Orr, upon 24-hour written notice to the other party.

During the term of this Contract, Orr shall be compensated for her services at the rate of \$ _____ per hour. The amount billed by Orr shall be for work performed and billed on a monthly basis. Orr is an independent contractor, by virtue of her using her own means and methods to complete work assigned, setting her own hours of work, using her own equipment, and charging additionally for actual expenses incurred. Orr shall not receive any Town employment salary or benefits, retirement plan participation; group medical insurance; holiday, vacation or sick time compensation or the like.

GENERAL SCOPE OF SERVICES:

- Serve as liaison between Building Official, contractors, residents and businesses.
- Respond to inquiries regarding the permitting process and answers questions.
- Advise contractors, residents, and business owners of the permitting process and requirements.
- Maintain a supply of permit applications available for the public and update as needed.
- Make arrangements for picking up and dropping off permits.
- Obtain and maintain proper licensing, and insurance forms from contractors and subcontractors.
- Assist Building Official with applicant questions.
- Coordinate with Martin County to assess impact fees, if applicable.
- Accept and record building permit fees and deposit them into the bank.
- Enter and maintain master record of permit applications received, record open and closed permits.
- Review permit applications for completeness and submit to Building Official for his review.
- Issue approved permits to contractors.
- Instruct contractors on procedures for inspections and posting permit documents.
- Coordinate and schedule inspections for contractors and owner-builder applicants.
- Process and close permits and retain them for permanent records.
- Submit quarterly report to Martin County Property Appraiser of opened and/or closed permits.
- Prepare quarterly Surcharge reports and submit payments to Department of Business and Professional Regulation.
- Complete Census Survey regarding building permit activity.
- Review inspection packages, coordinate and issue Certificate of Occupancy.
- Assist the public in reviewing permanent building records and obtain copies as needed.

Town of Ocean Breeze

Pamela Orr

Karen M. Ostrand, Mayor

Consultant

GENERAL INFORMATION ITEMS

The attached items (i.e.: correspondence, e-mails, reports, etc.) are provided as general information and are not necessarily subject to discussion during this meeting unless Council Members or the Mayor wish to do so.

townclerk@townofoceanbreeze.org

From: townclerk@townofoceanbreeze.org
Sent: Wednesday, April 27, 2022 3:46 PM
To: 'Gena May'
Subject: RE: Northern Infill Area Update for Ocean Breeze Jensen Beach

Thank you, Gena.

Have a great afternoon!

Pam Orr
Town Clerk



Town of Ocean Breeze
P. O. Box 1025
Jensen Beach, FL 34957
772-334-6826 office
772-334-6823 fax
townofoceanbreeze.org

Please make note of our new email address.

From: Gena May <GMay@suncommunities.com>
Sent: Wednesday, April 27, 2022 3:34 PM
To: townclerk@townofoceanbreeze.org
Cc: Chris Walters <CWalters@suncommunities.com>; terrancewoneil@gmail.com; Gena May <GMay@suncommunities.com>
Subject: RE: Northern Infill Area Update for Ocean Breeze Jensen Beach

To Whom It Concerns,

Just wanted to offer a quick update regarding our North-end engineering work that is underway right now. We met with CapTec today to check on their progress, and they to obtain approval on the scope of work. It was determined that additional surveying would be required, CapTec still needs to finish some calculations and finalize plans. It is only a guess, but right now we are looking to still commence work in the next 3-4 months and hope to have completed by end of Quarter One 2023. Everyone understands the priority here is to get the water and sewer issues resolved first and foremost. The scope of work we are looking at is large, and we will be communicating with our residents, when the time comes, on the inconveniences this work may create each north end homeowner.

When I receive any additional information, I will send you another update.

Respectfully,

Gena May

Regional Vice President, Operations & Sales
Sun Communities

27777 Franklin Rd. Suite 200 | Southfield, MI 48034
Email: gmay@suncommunities.com

COMMITMENT – INTENSITY –EMPOWERMENT – ACCOUNTABILITY – CUSTOMER SERVICE

From: Gena May <GMay@suncommunities.com>

Sent: Tuesday, February 8, 2022 5:39 PM

To: townclerk@townofoceanbreeze.org **Subject:** Northern Infill Area Update for Ocean Breeze Jensen Beach

Pam,

I understand that the Town has reached out to our vendor and asked for an update on our properties north end in preparation of the upcoming Town Board meeting on February 14th. Please know that we expect our vendors to keep our business with them confidential and they are not authorized to be our spokesperson for property related matters. I've made it perfectly clear to the Town and Terry, multiple times, that you are more than welcome to email me at any time should you need an update or have a concern or question related to Ocean Breeze Jensen Beach. I'm more than happy to respond to your inquiries.

I'm pleased to report that we have secured an agreement with CAPTEC Engineering, Inc. and they have begun their review of the roadway, stormwater management, water main, and sanitary sewer facilities for the north end of our community.

Please let me know if I can assist you any further.

Gena May

Regional Vice President, Operations & Sales
Sun Communities

27777 Franklin Rd. Suite 200 | Southfield, MI 48034
Email: gmay@suncommunities.com

COMMITMENT – INTENSITY –EMPOWERMENT – ACCOUNTABILITY – CUSTOMER SERVICE

From: James Gorton <jgorton@martin.fl.us>
Sent: Monday, April 11, 2022 1:30 PM
To: townclerk@townofoceanbreeze.org
Cc: Don Donaldson; Lisa Wichser
Subject: RE: Business input on West End Blvd.

Hi Pam-

The outreach occurred in person and via phone, there was not a written document or survey generated.

As I stated in the letter, there was not consensus amongst all of the businesses. The strongest supporter for the southbound alternative was the Bunkhouse Coffee shop operator (Kelly Adams). On the opposite end of the spectrum, the owner of 11 Maple Street (Mike Perrin) supported the northbound alternative due to impacts related to the way that they handle their internal parking/valet service. Both of them were very open and provided thoughtful dialog, and I would recommend that the council speak with them if they wish to seek their input.

Please let me know if you have any further questions in this regard.

Jim Gorton
Public Works Director
Martin County Board of County Commissioners
(772) 320-3155

From: townclerk@townofoceanbreeze.org <townclerk@townofoceanbreeze.org>
Sent: Monday, April 11, 2022 12:22 PM
To: James Gorton <jgorton@martin.fl.us>
Subject: Business input on West End Blvd.

**Caution: This email originated from an external source.
Be Suspicious of Attachments, Links, and Requests for Login Information**

Hi Jim:

Regarding your April 1, 2022 letter, this morning the Town Council took note of the County's contact with local business representatives and ask me to request any written materials encompassing the "input" exercise/conversations, if such things exist. I think some of the Council members may have been individually contacted by business owners and they'd like to better understand where individual owners stand. Please let me know.

Regards,

Pam Orr
Town Clerk



Town of Ocean Breeze
P. O. Box 1025
Jensen Beach, FL 34957
772-334-6826 office
772-334-6823 fax
townofoceanbreeze.org

Please make note of our new email address.

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback

The comments and opinions expressed herein are those of the author of this message and may not reflect the policies of the Martin County Board of County Commissioners. Under Florida Law, email addresses are public records. If you do not want your email address released in response to a public records request do not send electronic mail to this entity. Instead, contact this office by phone or in writing.