



## Office of Village Manager

### MEMORANDUM

**To:** Honorable Mayor and Members of the Village Council  
**From:** Howard W. Brown, Jr., Village Manager *HWB*  
**CC:** Village Staff  
**Date:** June 29, 2022  
**Re:** **Bi-Monthly Report and Update (For Period Ending Thursday, June 30, 2022)**

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Honorable Mayor and Members of the Village Council:

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

#### Administration

- FDEO's Grants Manager conducted a desk monitoring for the CDBG Grant for the procurement of professional services and there was one finding. The Village's request for approval of the procurement cannot be granted until the required action is completed. Attached for your review, is the letter from Pam Portwood, Bureau Chief for the Bureau for Small Cities and Rural Communities.
- The Village Manager, Village Attorney, and Community & Economic Development Director met with Martin County and NUE Urban Concepts on Monday, June 27, 2022, to discuss the Draft Mobility Plan.
- On June 28, 2022, two (2) workshops were conducted at 4:00 PM and 6:30 PM, respectively, for the Mobility Plan Presentation. Time was allotted for questions/answers. The workshops are available on the Village's website for viewing.
- Village Hall will be closed Monday, July 4, 2022, in observance of Independence Day.

#### Village Manager's Office

##### Village Schedule

A schedule of upcoming events is included below:

- The Village's next Regular Council Meeting is scheduled for Thursday, July 14, 2022 at 6:30 PM. The meeting will be held in the Village's Council Chambers at Village Hall in Suite C.

Members of the public are encouraged to attend meetings. For a closer look at upcoming events, or for further information on meetings and attendance, please visit our website at <http://www.indiantownfl.gov> or contact the Deputy Village Clerk, Daren Hamberger, at [dhamberger@indiantownfl.gov](mailto:dhamberger@indiantownfl.gov).

##### Important Information

Thursday, July 28, 2022, at 6:30 PM – Village Council Meeting – 15516 SW Osceola Street, Suite C, Indiantown, FL 34956

## **Village Clerk's Office**

The Village Clerk, Susan Owens, has several items to highlight.

### Emergency Management Matters:

No items to report at this time.

### HR Matters:

- The following vacant Village positions are open until filled. More information, including application instructions, can be found online at: <https://www.indiantownfl.gov/jobs>.
  - Public Works Director / Public Utilities Director
  - Management Analyst
  - Water/Wastewater Technician or Trainee
  - Permit Technician I/II (1 opening)
  - Part-Time Park Ranger (2 openings)

### Procurement Matters

- Bids for the Professional Engineering Design Services for the Uptown Drainage and Roadway Repair Improvements Project RFQ were due by **June 27, 2022, at 2:00 PM**. Please see: [www.demandstar.com](http://www.demandstar.com) for more information.

### Election Matters:

- Qualifying for the August 23, 2022, Village of Indiantown General Election has concluded; and, below are the races that will be on the ballot:
  - Seat 3:
    - Carmine Dipaolo
    - Anthony Dowling
  - Seat 4:
    - Jackie Gary Clarke
    - Angelina Perez
  - Seat 5:
    - Susan Gibbs Thomas
    - Janet Rosado

You can visit: <https://www.indiantownfl.gov/village-clerk/page/august-23-2022-general-election> to find all documents submitted by the candidates, including their qualifying documents and their treasurer's reports.

- Please note that **July 25, 2022**, is the last day to register to vote in this election. For information on registering, please visit the Martin County Supervisor of Elections Office's (SOE) website at: [www.martinvotes.gov](http://www.martinvotes.gov).
- Please note that, if you previously voted at the Boys & Girls Club, your precinct location has been changed to

**Evergreen Baptist Church.** To confirm which precinct you need to go to on election day, please visit the Martin County Supervisor of Elections Office's website at: [www.martinvotes.gov](http://www.martinvotes.gov). The SOE's Office does not yet know if this will be a permanent change or not; so, please make sure to watch your mail for any future changes of location.

- If you wish to vote by mail (absentee voting), then please visit the Martin County Supervisor of Elections Office's website at: [www.martinvotes.gov](http://www.martinvotes.gov). There were several changes made to absentee voting this last Legislative Session. A brief flyer from the SOE on absentee voting is attached to this report.

## **Community and Economic Development Department**

The Village's Community and Economic Development Director, Althea Jefferson, has several items to highlight.

### Planning & Zoning

- The next Planning, Zoning, and Appeals Board Meeting is scheduled on July 7, 2022, at 6:00 PM in the Village's Council Chambers.
- The August Planning, Zoning, and Appeals Board Meeting will be held on August 11, 2022.
- The Planning and Zoning Division is scheduled to present a Property Rights Ordinance and Industrial Fencing Regulations at the Village Council Meeting on June 23, 2022.
- Staff will meet with Martin County to discuss the Village of Indiantown's Draft Mobility Plan.
- The Village Council, Village Manager, and Planning Staff attended a Joint Meeting with Martin County, the City of Stuart, and the Martin County School District to discuss development activity and capital projects on Tuesday, June 2, 2022.

### Economic Development

No items to report at this time.

### Code Compliance

- On May 28, 2022, staff conducted a community sweep for unlicensed and unpermitted vendors throughout the Village. During the sweep, the Code Compliance Officer cited fifteen vendors. As a result, CED Department has seen an increase of office visits by vendors requesting information for itinerant merchants and temporary use permits.
- The Code Compliance Division has collected approximately eighty-four snipe signs from rights-of-way in the Village.

### Building Services Division

- Biomedical Industrial Park is currently under construction.
- SouthState Bank has proposed building a free-standing drive up ATM. The application is pending review.
- Green Carbon Solutions has started new construction for their employee and storage building. The proposed maintenance building is pending review.

## **Financial Services Department**

The Village's Financial Services Director, Michael Florio, has several items to highlight.

- Finance staff anticipates submission of FY21 financial audit by June 30, 2022.
- Budget development for FY 2022-2023 is in progress.
- Daily financial operations:
  - The department is short-staffed in processing and posting of revenue and accounts payable
  - New third party accounting and bookkeeping service is being obtained subsequent to approval by Village Manager / Village Council
- FDOT Booker Park Project – Payment Applications #1 - #4 was submitted for reimbursement.
- FDOT Uptown Project – Phase I Planning and Design is out for bid.
- DEO CDBG-MIT Civic Center Project – Draft RFQ is in progress to be submitted in support of the grant funding request application.
- Community Planning Technical Assistance Mobility Plan – staff is working with Community & Economic Development on latest deliverables.
- Stated Revolving Fund (SRF) – Reimbursement Request #4 was submitted to FDEP via Daniel Magro/Aclus Engineering.

### **Parks and Recreation Department**

The Village’s Parks and Recreation Director, Deborah Resos, has several items to highlight. If you have questions, concerns, or wish to report a Parks-related issue, please contact the Parks and Recreation Director at [dresos@indiantownfl.gov](mailto:dresos@indiantownfl.gov) or the Parks Assistant, Katina Joy, at [kjoy@indiantownfl.gov](mailto:kjoy@indiantownfl.gov).

- Parks staff worked with contractors for the Da Swamp Homecoming and Booker Park Swamp Festival Events.
- Staff have been assisting with Public Works contract management and supporting the Financial Services Department, due to staff shortages.
- Park Ranger interviews were conducted, and the two (2) selected candidates are moving forward in the hiring process.
- Staff have completed the required Customer Service Training.
- Staff was contacted by a local nonprofit for assistance in feeding 40 children in their summer camp program. We put them in contact with several agencies to assist.
- Staff has reached out to the City of Stuart and the City of Pahokee for information on their weekend markets.

### **Public Works and Engineering Department**

There are no items to report at this time. If you have questions, concerns, or wish to report a Public Works-related issue, please contact [publicworks@indiantownfl.gov](mailto:publicworks@indiantownfl.gov).

### **Water + Wastewater Utilities Department**

The Village’s Utilities Manager, Patrick Nolan, has several items to highlight. If you have questions, concerns, or wish to report a Utilities-related issue, please contact [utilitybilling@indiantownfl.gov](mailto:utilitybilling@indiantownfl.gov).

- The replacement of the old water meters with radio read meters has commenced. This will be an ongoing project for several months.
- Staff is in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).

- Staff is continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Staff had Well Pump #8 replaced, due to a malfunction, and will be evaluating Well Pump #7.
- Staff is on schedule with the new development that is coming to the Village. With Tractor Supply now being open and Indiantown Bio-Medical having started their site work, the utilities are the first items to be installed, along with the storm drainage. Indiantown Bio-Medical has looped an 8" water main from SW Farm Road to Market Street, which will increase water pressure on a dead end main, as well as increase fire flow for that area. Tractor Supply is also extending a water main; however, it will not have any effect until further growth extends it to the west. It will most likely be the Terra Lago Project that will pick it up.
- Staff is wrapping up the planning conversations with the Terra Lago Developers and engineers, regarding the Utilities.
- Staff is beginning planning conversations with Woodmont Partners Developers and engineers regarding the Utilities
- The scheduled "BURNOFF" was completed on June 20, 2022.

**END OF MEMORANDUM**

June 20, 2022

**Certified Mail Return Receipt Requested**

The Honorable Jacqueline Gary Clarke  
Mayor, Village of Indiantown  
15516 Southwest Osceola Street, Suite B  
Indiantown, Florida 34956

RE: Monitoring Report – Procurement of Administrative Services  
Small Cities Community Development Block Grant (CDBG) Program  
Contract Number: 22DB-OP-10-53-02-N05

Dear Mayor Clarke:

Andrea Pelton, grant manager for the subgrant agreement referenced above, has conducted a desk monitoring for procurement of professional services. This letter, which contains one finding, is a summary of the review. The Village's request for approval of the procurement cannot be granted until the action listed below is completed.

Procurement of administrative services that will be reimbursed with CDBG funds must comply with applicable federal regulations and state laws. The principal federal procurement regulations are found in title 2 Code of Federal Regulation part 200. Professional services procurement is also subject to rule 73C-23.0051(4), Florida Administrative Code, and, in some cases, to section 287.055, Florida Statutes (the Consultants Competitive Negotiation Act), and must be undertaken consistent with the Village's CDBG Procurement Policy and the terms and conditions of the Subgrant Agreement.

The procurement documentation submitted for DEO's review and the proposed contract with Fred Fox Enterprises, Inc. for administrative services was reviewed. The following finding was identified:

**Finding:** The Village of Indiantown awarded the Administrative Services contract to the lowest scoring bidder.

**Action Required:** In future, Village staff must review and confirm the accuracy of each score sheet prior to making a recommendation of award. The Village must follow the requirements of its CDBG Procurement Policy. The Village may use its Leverage funds to pay for the Administrative Services with Fred Fox Enterprises, Inc. The Village should submit a budget amendment request to their CDBG Agreement to move the \$58,000 in Leverage funds from Street Improvement Activity to Administration Activity.

If there are any questions related to this letter, please contact Andrea Pelton, Government Operations Consultant III at (850) 717-8401 or [Andrea.Pelton@deo.myflorida.com](mailto:Andrea.Pelton@deo.myflorida.com).

Sincerely,

A handwritten signature in black ink that reads "Pam Portwood". The signature is written in a cursive style with a large, looped initial "P".

Pam Portwood, Bureau Chief  
Bureau of Small Cities and Rural Communities

PW/ap

cc: Tracy Bryant, Grants Manager, Village of Indiantown

JUN 21 '22 PM 2:09

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

June 14, 2022

Howard W. Brown, Jr., Village Manager  
Village of Indiantown  
Post Office Box 398  
Indiantown, Florida 34956

Re: State Fiscal Year 2022-2023 Community Planning Technical Assistance Grants

Dear Mr. Brown:

We appreciate your interest in the Florida Department of Economic Opportunity's Community Planning Technical Assistance grant program. The Department regrets to inform you the program has exceeded its funding in grant requests and is unable to fund your project at this time.

However, we encourage you to apply again in the future should funding become available. In addition, our team is available to discuss how we may assist you with future grant opportunities, identify additional funding opportunities available to address your needs, or provide guidance for any future grant cycles.

We look forward to our continued partnership, and if you have any questions, please do not hesitate to contact Kelly Corvin, Regional Planning Administrator, by telephone at 850-717-8503 or by email at [Kelly.Corvin@DEO.MyFlorida.com](mailto:Kelly.Corvin@DEO.MyFlorida.com). We appreciate your efforts to create a vibrant, strong community through innovative planning and development strategies.

Sincerely,

Benjamin M. Melnick  
Deputy Secretary

BM/ai

cc: Amanda Iscrupe, Agreement Manager, Florida Department of Economic Opportunity  
Tracy Bryant, Grants Manager, Village of Indiantown

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
(850) 245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org) | [www.Twitter.com/FLDEO](https://www.Twitter.com/FLDEO) | [www.Facebook.com/FLDEO](https://www.Facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



**OUR OFFICES WILL BE CLOSED  
ON MONDAY  
JULY 4, 2022 IN OBSERVANCE  
OF  
INDEPENDENCE DAY.**

**NUESTRAS OFICINAS ESTARÁN  
CERRADAS EL LUNES 4 DE JULIO  
DE 2022 EN  
OBSERVANCIA DEL DÍA DE LA  
INDEPENDENCIA.**



# Request Your VOTE BY MAIL Ballot

Solicite su boleta de voto por correo



- ✓ Per Statute Vote by Mail Requests are Only Valid Through the Next General Election
- ✓ Vote by Mail Ballots Cannot be Forwarded
- ✓ Verify Your Ballot was Received at [www.MartinVotes.gov](http://www.MartinVotes.gov)  
Click on "Track Your Ballot"

- ❑ Las solicitudes de voto por correo por estatuto solo son válidas hasta las próximas elecciones generales
- ❑ Las boletas de voto por correo no se pueden reenviar
- ❑ Verifique que su boleta haya sido recibida en [www.MartinVotes.gov](http://www.MartinVotes.gov)  
Haga clic en "Rastrear su boleta"



For more information, call the Martin County Elections Center  
772-288-5637 or visit [MartinVotes.gov](http://MartinVotes.gov)

Para obtener más información, llame al Centro de Elecciones del Condado de Martin  
Número gratuito en español 833-912-1314 o visite [MartinVotes.gov](http://MartinVotes.gov)

# Community & Economic Development Department Bi-Monthly Report

June 8, 2022



## Planning and Zoning

### Development Activity Summary

Approved	In Review	Under Construction	Built
<b>Terra Lago Phase 1A</b> 224 single-family units	<b>Seminole Junction</b> ♦ 21 multi-family; 7 live/work units	<b>Biomedical Industrial Park</b> Two-story, 22,750 square foot office/warehouse	<b>Casa Bella</b> 3 live/work units; 7 multi-family units
	<b>RCC Construction</b> ♦ A 25,000 square foot manufacturing facility		
<b>Terra Lago Master Plan</b> 2,488 residential units; 100,000 square foot commercial space	<b>Parkview Apartments</b> ♦ Two-story 18 multi-family and 18 live/work units	<b>Green Carbon Solutions</b> 2,955 square foot storage building, 4,415 square foot employee building, 4,300 square foot maintenance building	<b>Tractor Supply</b> A 23,433 square foot retail building
	<b>River Oak</b> ♦ 153 single-family units		

✿ Upcoming DRC Is Scheduled

♦ Revised Submittal Pending from Applicant

♦ Staff Preparing Development Order

Prepared by: Lucia Mendoza - Administrative Assistant  
Source - CED Department  
Date: June 7, 2022

### Highlights

- The next Planning, Zoning, and Appeals Board meeting is scheduled on July 7, 2022, at 6:00 pm in Village Council Chambers.
- August Planning, Zoning, and Appeals Board meeting will be held on August 11, 2022.
- The Planning and Zoning Division is scheduled to present a Property Rights Ordinance and Industrial Fencing Regulations at the Village Council meeting on June 23, 2022.
- Staff will meet with Martin County to discuss the Village of Indiantown's Draft Mobility Plan.
- Staff is hosting two Public Workshops for the proposed Mobility Plan at 10:00 am and 6:30 pm on June 28, 2022.
- The Village Council, Village Manager, and Planning Staff attended a Joint Meeting with Martin County, the City of Stuart, and the Martin County School District to discuss development activity and capital projects on Tuesday, June 2, 2022.

### PZAB Long-Range Meetings\*

June 2, 2022

Live/ Work Units

Commercial Parking in Residential

Director's Report

August 11, 2022

Fencing on Vacant Lots

Special Events

Director's Report

\*This is a tentative schedule. Agenda is subject to change.



### VILLAGE OF INDIANTOWN MOBILITY PLAN

You are invited to participate in a public information meeting to discuss the proposed Mobility Plan.

Tuesday, June 28, 2022

10: 00 am

and

6:30 pm - Village Council Meeting

**Village Hall**  
**15516 SW Osceola St. Suite C**  
**Indiantown, FL 34956**

If you are unable to attend this event please visit our website at [www.indiantownfl.gov](http://www.indiantownfl.gov) to view the Village Council to participate virtually at 6:30 pm.

For more Information please call (772) 597-8299.

Prepared by: Lucia Mendoza - Administrative Assistant  
Source - CED Department  
Date: June 8, 2022

# Code Compliance

SPECIAL MAGISTRATE HEARING DOCKET - May 17, 2022

	CASE #	OWNER'S NAME	PROPERTY ADDRESS OR PIN	DISPOSITION
1	22-051	STONE REAL ESTATE INVESTMENT LLC	14685 SW 169TH DRIVE	<b>COMPLIED</b>
<b>TAB</b>				
2	22-052	JESUS SANTIZO	14790 SW DR MARTIN L KING JR DR	<b>CONTINUANCE</b>
<b>VIOLATION(S)</b> Sec. 21.189. - Plumbing fixtures; Sec. 21.191. - Plumbing system hazards Sec. 21.200. – General; Sec. 21.201. – Maintenance; Sec. 21.95. - Sanitation				
3	22-053	HSC INDIANTOWN LLC	16501 SW WARFIELD BLVD	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 111.1 - Use and occupancy				
4	22-054	FENNELL HOWARD F ESTATE	15213 SW YALAHA STREET	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 67.201.B. – Trash; Sec. 3-5.5. - Outdoor storage Sec. 21.121. - Window, skylight, and door frames; Sec. 5-2.8. - Displaying addresses				
5	22-055	JESUS R GOMEZ	15288 SW FOX STREET	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 67.201.B. – Trash; Sec. 3-5.5. - Outdoor storage				
6	22-056	LONG GATOR LLC	PCN 05-40-39-006-021-00020-9	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 67.201.B. - Trash.				
7	22-057	DELBRIGHT HOLDINGS INC	15384 SW OSCEOLA STREET	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 67.201.B. - Trash.				
8	22-058	DELORES P BRIGHT	14860 SW 171ST AVENUE	<b>COMPLIED</b>
<b>VIOLATION(S)</b> Sec. 67.201.B. - Trash.				

Prepared by: Robert Perez – Code Compliance  
 Source – CED Department  
 Date: June 8, 2022

## Highlights

- On May 28<sup>th</sup>, staff conducted a community sweep for unlicensed and unpermitted vendors throughout the Village. During the sweep, the Code Compliance Officer cited fifteen vendors. As a result, CED Department has seen an increase of office visits by vendors requesting information for itinerant merchants and temporary use permits.
- The Code Compliance Division has collected approximately eighty-four snipe signs from rights-of-way in the Village.

# Building Permits & Inspections



## Highlights

- Biomedical Industrial Park is currently under construction.
- South State Bank has proposed building a free-standing drive up ATM, the application is pending review.
- Green Carbon Solutions has started new construction for their employee and storage building. The proposed maintenance building is pending review.

## Biomedical Industrial Park Building



Image Credit: Robert Perez - Code Compliance Officer

## Activities

May 23, 2022 – June 3, 2022	2021	2020	2019	
Permit Applications Received	9	41	15	20
Plans Reviewed	9	24	15	20
Permits Issued	6	10	15	15
Inspections Completed	19	61	55	54

Types of Permit Applications Submitted			
Building	6	Roof	-
Electrical	0	Tent	1
Mechanical	0	Right-of-Way	-
Plumbing	0	Other	2

## Certificate of Occupancy

- A certificate of occupancy was issued in Sandy Oaks for three Single-Family Residence, Permit # 279-2021, 282-2021 and 283-2021

