

# Village of Indiantown

Where Great Things Grow



Bi - Monthly Report and Update :  
Saturday, March 6, 2021

**To:** Honorable Mayor & Members of the Village Council

**Thru:** Howard W. Brown, Jr., Village Manager

**From:** Daniel W. Eick, Management Analyst

**CC:** Village Staff

**Date:** March 5, 2021

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

- On Thursday, March 4, 2021, I met with Mr. Chad Cianulli Martin County's Fire Rescue Chief, pending approval of the Martin County BOCC.
- We hope to start renovation of the lobby area in Suite A&B next week. The work is scheduled to be substantially completed within the next 60 days, if not sooner.
- Village staff is also working with the Florida Community Health Center(FCHC) to help get as many Indiantown residents vaccinated consistent with the Governor's Executive Order.
- I was asked by Dr. Whilomena Lewis for a letter of recommendation for FCHC. This support letter will be used for a mobile medical center that will assist FCHC in delivering services to residents in the Indiantown greater area.

## Village Manager's Office

### Village Schedule

A schedule of upcoming events is included below:

- The next Regular Council Meeting is scheduled for Thursday, March 11, at 6:30 PM. The meeting will be held in a hybrid format utilizing the Village's Council chambers and Zoom. Members of the public are encouraged to attend but are advised physical occupancy will be limited due to COVID-19.
- The next Planning & Zoning Appeals Board meeting scheduled for the month of March has been cancelled.
- The next Special Magistrate Hearing is scheduled for Tuesday, March 16, at 10:00 AM. The meeting will be held in the Village Council Chambers located at 15516 SW Osceola Street, Ste C, Indiantown, FL 34956. Members of the public are encouraged to attend but are advised physical occupancy will be limited due to COVID-19.

For a closer look at upcoming events, or for further information on meetings and attendance, please click on the image to the right or contact the Deputy Village Clerk at [dhamburger@indiantownfl.gov](mailto:dhamburger@indiantownfl.gov).



### Important Information

On Thursday, February 4, staff received verification from the Florida Department of Economic Opportunity (DEO) that Governor DeSantis accepted our Mitigation request, in the amount of \$350,000, to retrofit the Indiantown Civic Center. The money will be used to upgrade various critical functions, harden the facility, replace the roof, and make any additional changes necessary to create a pet friendly shelter. Staff have been in contact with the DEO and are working to draft a Scope of Work for their approval. Further information will be provided shortly.

On Friday, February 19, staff received a letter from Twin Rivers Capital, LLC inquiring on the status of the Village's Warfield Blvd. property. Pursuant to this, Village Manager Howard Brown reached out to Ms. Lauren Watkins to inform her the property is not for sale. The letter sent to Village hall is attached to this document for review.

On Tuesday, March 2, the Village Manager met with Garcia Property Group to discuss general terms regarding a Lease purchase for a municipal complex of approximately 20,000 to 25,000 square feet. Further information can be found in the email chain attached below. The Village's Finance Director, Chris Quirk, plans to follow up with them shortly to continue conversations. Further information will be provided when available.

On Wednesday, March 3, staff transmitted a letter, signed by Mayor Hernández, to Martin County Board of County Commissioners Chair, Stacey Hetherington, requesting the County consider negotiating the price of Fire and EMS services. The letter requests the Board place an item on the County Commissions Regular Agenda no later than Wednesday, April 14, 2021 to discuss. The letter also expresses a willingness on behalf of the Village Council to negotiate before major capital expenditures are made. The letter is attached to this document for review.

On Thursday, March 4, the Village's Uptown Roadway and Drainage Improvement Project Funding Request (HB2949), sponsored by Representative Snyder, went before the House Infrastructure & Tourism Appropriations Subcommittee for consideration on Consent and was approved. Further information will be provided when available.

The Village of Indiantown's Rural Economic Development Initiative (REDI) designation is set to expire this June. Pursuant to this, staff have drafted a letter requesting the DEO consider maintaining our designation as is for the foreseeable future. That letter will be brought before Council for consideration at the Regular Meeting scheduled for March 11.

In early February the DEO opened the pre-application period for a new funding opportunity titled the Community Development Block Grant – Coronavirus (CDBG-CV) program. Since the announcement, staff have been working with Fred Fox Enterprises to develop an application for submittal. The first pre-application Public Hearing is scheduled for Thursday, March 11, during Regular Meeting.



Village Manager Howard Brown is in communication with CSX Transportation's Regional Manager of Community Affairs and Safety, Peggy Smith, regarding ongoing roadway blockages throughout the Village. The most up to date correspondence is attached to this document for review.

Village staff is working to finalize a Professional Services Agreements with The Retail Coach, LLC. to assist in the creation of a Retail Market Analysis & Recruitment Strategy. The agreement in question is still under review but finalizing now. Further information will be provided shortly.

Finally, staff received correspondence from the Martin County Board of County Commissioners regarding groundbreaking event for the Gomez Affordable Housing Project. The event will be held Friday, March 12, at 11:00 A.M. at the corner of Dennie Drive and Pettway Street in Hobe Sound. Members of the community are invited; masks are strongly encouraged. Please call 772-221-2360 with questions. The event flier is attached.

## Village Clerk's Office

### Emergency Management Updates

Effective March 3, 2021, teachers, sworn law enforcement officers and fire fighters ages 50+ are now eligible to receive vaccinations. Additionally, The Florida Department of Health-Martin County is providing vaccines, by appointment, at the old HH Gregg store in the Treasure Coast Mall, 3066 NW Federal Hwy., Jensen Beach. Please call 866-201-7037 with questions or visit their website at [www.myvaccine.fl.gov](http://www.myvaccine.fl.gov). Vaccination appointments are available every Wednesday through Saturday, 9:00 AM to 2:00 PM. Appointment pre-registration is required in advance of a facility visit.



Additionally, on Wednesday, March 3, Village Manager Howard Brown sent a letter to the Florida Community Health Center (FCHC) expressing the Village's support to add a Mobile Health Unit to their list of services. That letter is attached to this document for review.

### Human Resources Updates

As of Tuesday, November 17, the Village is in recruitment for a Grants Writer and Administrator. This position is scheduled to remain open until filled. The recruitment document is attached for review. If you have questions or concerns, please contact the Village Clerk, Susan Owens, at [sowens@indiantownfl.gov](mailto:sowens@indiantownfl.gov).

At the Thursday, March 11, Regular Meeting staff will propose two (2) new full-time positions at the Village. The first is an Economic Development Specialist while the second is an Accounting Manager. Further information will be provided shortly.

## Community & Economic Development Department

On Wednesday, February 24, a letter was received by Community and Economic Development staff from residents of the Fernwood Forrest Estate community petitioning the Village to deny Eco ventures Capital Fund's pre-application site plan. The letter in question is attached and further information can be found in the attached Community and Economic Development report. Should you have questions or comments, please contact Community and Economic Development Director, Althea Jefferson, at [ajeffer@indiantownfl.gov](mailto:ajeffer@indiantownfl.gov).

The most recent monthly Report provided by Community and Economic Development Director Althea Jefferson is attached to this document for review.

### Code Compliance Division

The next Special Magistrate Hearing is scheduled for Tuesday, March 16, 2020 at 10:00 AM. This hearing will address the cases discussed by Council during the last Regular Meeting on Thursday, February 11. If you have questions, please contact Code Compliance Officer Robert Perez at [rperez@indiantownfl.gov](mailto:rperez@indiantownfl.gov).

Division staff is working to draft a standard reminder notice to be delivered to property owners that have a Village lien imposed on their property. Once the document is finalized, it will be submitted to the Village Attorney for review and final approval.

### Building & Permits Division

Building & Permits Division Staff is still working to make credit card payments available to residents and customers. Further information will be provided on this development shortly.



### Planning and Development Division

The Planning and Development Division has nothing to report currently.

## Finance Department

Financial Services Director Christopher Quirk would like to report that all receipts and disbursements have been transferred to "in house" functions. As a result, those operations are now being done internally as opposed to contractually. If you have questions or comments please email [cquirk@indiantownfl.gov](mailto:cquirk@indiantownfl.gov).

## Parks & Recreation Department

Parks & Recreation staff have completed installation of the Indiantown Civic Club's outdoor grills and landscape stones at the Civic Center Community Garden and Park. If you have questions or concerns please contact Administrative Generalist Luis Perez at [lperez@indiantownfl.gov](mailto:lperez@indiantownfl.gov).

Parks & Recreation Superintendent, Albie Scoggins, has been in communication with Zambelli Fireworks regarding a possible display to be held on Saturday, July 3, or Sunday, July 4. This item will be brought before Council for consideration on Thursday, March 11, during Regular Meeting.



## Public Works and Engineering Department

The Village's Public Works Director, William Archebelle, has several items to highlight. If you have questions, concerns, or wish to report a public works related issue, please contact [publicworks@indiantownfl.gov](mailto:publicworks@indiantownfl.gov).

- Village contractors have completed microsurfacing for Zones 4 and 5. Striping is currently pending but should be finished shortly. Additionally, pothole repairs throughout the Village are scheduled for late March.
- PRP Construction has completed required roadway repairs along Osceola Street and Trail Drive. Should anyone notice additional issues please contact the Village's Public Works Department.
- Palmera Landscaping has completed tree trimming throughout Zone 3.
- Finally, a contract is pending for Council discussion on Thursday, March 11, regarding Water Treatment Plant Design Reports from Kimley horn.

## Water + Wastewater Utilities Department

On Wednesday, February 24, Village Manager Howard Brown received correspondence from Daniel Magro of Aclus Engineering regarding the Village's Water & Wastewater Plant SRF Funding. The update letter provided by Mr. Magro is attached to this document for review.

## Village of Indiantown

Village Hall: Mailing Address:  
15516 SW Osceola Street, PO Box 398  
Indiantown, FL 34956 Indiantown, FL 34956



Digital copies of this, and previous, Manager Reports can be found by [clicking here](#).

To sign up for e-notices and alerts from the Village via Constant Contact please [click here](#).

Questions or comments? E-mail us at [villagehall@indiantownfl.gov](mailto:villagehall@indiantownfl.gov) or call 772-597-9900

## Community & Economic Development Department

### Bi-Monthly Report

March 4, 2021

## Planning & Zoning Development Review Services

### PROJECT NAME: Parkview Apartments

| Application Type         | Applicant         | Address                  | Request  | Status  |
|--------------------------|-------------------|--------------------------|--|---|
| Major Site Plan Approval | Atway and Sehayik | 06-40-39-001-005-00080-2 | A proposed two-story 36 unit multifamily live/work apartment building located on 1.08 acres on the corner of SW Adams and SW 153 <sup>rd</sup> . | DRC meeting was held on January 22, 2021. Re-submittal for a second DRC is pending. |

### PROJECT NAME: Green Carbon Solutions

| Application Type         | Applicant    | Address   | Request   | Status   |
|--------------------------|--------------|---|---|--|
| Major Site Plan Approval | Martin Ellis | 12466, 12558, 12652 and 12742 Fox Brown Road, Indiantown, FL 34956. | Application No. SP-20-002, a request for approval of a Major Development Site Plan consisting of 2,955 square foot storage building, a 4,145 square foot employee building, a 1,980 square foot greenhouse and associated parking and outdoor storage area, with a second phase also proposed, for a carbon production facility on +/-17.67 acres of land within the Light Industrial zoning district | The major site plan application is scheduled for PZAB on April 1, 2021, and Village Council on April 22, 2021. |

### PROJECT NAME: BioMedical

| Application Type         | Applicant                      | Address                  | Request  | Status  |
|--------------------------|--------------------------------|--------------------------|--|---|
| Minor Site Plan Approval | Biomedical Industrial Park LLC | 06-40-39-001-007-00149-0 | 20,000 sq. ft. industrial building for biomedical research (eye drops) | Applicant resubmitted revisions on February 17, 2021. |

### PROJECT NAME: Venture (Industrial) Park PUD

| Application Type   | Applicant   | Address   | Request   | Status  |
|--|-------------|---|---|---|
| Rezoning<br>Large Scale: 57 Acres                        | Paul Filipe | Lots 8-12; Lots 21-24; Preservation areas 1 and 2; Lake Tract | Rezone annexed parcels to Light Industrial to be consistent with other parcels in PUD   | The rezoning was heard by the PZAB on February 4, 2021. Public hearings for Village Council will occur on March 11. and 25, 2021. |
| PUD 3rd Amendment with Master/Final Site Plan: 138 acres | Paul Filipe | SR 710/SW Fox Brown Road                                      | Revises the development order expiration date and PUD special conditions; and, eliminates the "permit-ready" process. This means each separate project must undergo development approval separate from the PUD development order. | The PUD Amendment was heard by the PZAB on February 4, 2021. Public hearing for Village Council will be March 11, 2021.           |

### PROJECT NAME: River Oak

| Application Type                     | Applicant                     | Location   | Request  | Status  |
|--------------------------------------|-------------------------------|--|--|---|
| Major Site Plan Development Approval | Ecoventures Capital Fund, LLC | 08-40-39-000-000-00190-7; part of 07-40-39-000-000-00011-0 So of Warfield Blvd., between Famel Blvd. and Fernwood Forest Road. | The development proposal includes a request to construct 153 single family dwelling units with a project buildout of 2024. | Staff will meet with the applicant to discuss the proposed development and application request on March 18, 2021. |

### PROJECT NAME: Tractor Supply Co.

| Application Type            | Applicant               | Location  | Request  | Status  |
|-----------------------------|-------------------------|---|--|---|
| Major Site Plan Application | Hix Snedecker Companies | 06-40-39-000-000-00030-5 NW corner of SW Warfield Blvd and Indianwood Drive | Major Site Plan approval to construct a 22,433 sq. ft. commercial building | DRC was held on January 28, 2021. Re-submittal for a second DRC is pending. |

### PROJECT NAME: Seminole Junction

| Application Type  | Applicant        | Location                 | Request   | Status   |
|---|------------------|--------------------------|---|--|
| Pre-Application meeting for Minor Site Plan (Residential) | Gino Francavilla | 01-40-38-002-025-00050-8 | Minor site plan approval for 20 apartments and 8 live/work units. | A pre-application meeting was held on February 24, 2021. |

### PLANNING & ZONING HIGHLIGHTS

NEW Application: River Oak

## Business Services

### BUSINESS APPLICATIONS, CONSULTATIONS, AND OUTREACH

| Certificate of Use Applications | Consultations by Phone | Consultations In Person | Community/Business Meetings |  |  |
|---------------------------------|------------------------|-------------------------|-----------------------------|--|--|
| 1                               | 10                     | 4                       | 0                           |  |  |

### BUSINESS SERVICES HIGHLIGHTS

Staff is currently developing a draft ordinance and implementation plan for the Village to administer a business tax, beginning next fiscal year.

The Village continues to review applications for zoning compliance and certificate of use for the businesses located in the Village.

## Code Compliance Services

### CODE COMPLIANCE CASES

| Total Code Cases | Total Nuisance Abatement Cases | New Cases Opened - Current Reporting Period | Cases Initiated by Complaint | Cases Initiated Through Inspector Observation | Courtesy Notices Issued |
|------------------|--------------------------------|---|------------------------------|---|-------------------------|
| 65               | 0                              | 10  | 0                            | 10  | 30                      |

### SPECIAL MAGISTRATE SUMMARY - February 16, 2021

| Total Cases Scheduled for Magistrate | Total Cases Heard by Magistrate | Total Cases Requesting Continuance | Compliance Level (Cases Resolved Prior to Magistrate) | Other Actions    | Next Meeting Date and Projected Number of Cases |
|--------------------------------------|---------------------------------|------------------------------------|---|------------------|---|
| 22                                   | 5                               | 2                                  | 17  | (3) Final Orders | March 16, 2021<br>(10 Cases)                    |

### TOP FIVE (5) VIOLATIONS

|                  |             |                     |              |                |
|------------------|-------------|---------------------|--------------|----------------|
| Building Permits | Snipe Signs | Inoperable Vehicles | Trash/Debris | Parking on ROW |
|------------------|-------------|---------------------|--------------|----------------|

### ILLEGAL SNIPE SIGNS AND RIGHT-OF-WAY ISSUES

|                          |   |   |   |                                      |
|--------------------------|---|---|---|--------------------------------------|
| Collected 25 Snipe Signs | Illegal Parking along ROW (15 Courtesy Notices) | Trash/Debris along ROW (5 Courtesy Notices) | Livestock on Residential (6 Courtesy Notices) | Building Permit (4 Courtesy Notices) |
|--------------------------|---|---|---|--------------------------------------|

### SPECIAL PROJECTS / COMPLIANCE INITIATIVES

| COVID-19   | Common Violations   | Lien Search Requests |  |
|--|---|----------------------|--|
| Informing the public of any local, state, and national COVID-19 updates. | Special information campaign to inform residents and business owners. | 4                    |  |

### SUMMARY OF VILLAGE IMPOSED LIENS

### CODE COMPLIANCE HIGHLIGHTS

Staff is currently drafting materials for an informational campaign to inform residents and business owners of signage requirements, mobile food vendor regulations, and solid waste requirements. The education campaign is focused on multi-family and non-residential uses.

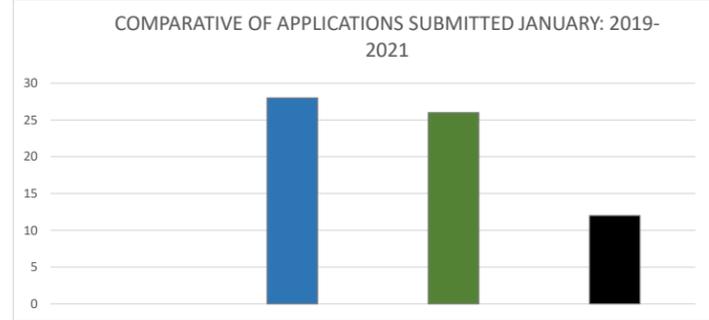
Code Compliance staff is drafting a standard reminder notice for property owners that have a Village lien imposed on their property. Once completed, the notice will be submitted to the Village Attorney for review and approval.

Code Compliance staff presented four code violation cases to the Village Council on February 11, 2021 to discuss the impending foreclosure process. The same cases will be brought to the Special Magistrate in March for possible foreclosure.

## Building Services

### BUILDING PERMITS

|  |  |  |                                    |           |           |
|--|--|--|------------------------------------|-----------|-----------|
| Permits Applications Received<br><b>28</b> | Certificate of Occupancy (CO) Issued for Residential<br><b>0</b> | Certificate of Occupancy (CO) Issued for Non-Residential<br><b>0</b> | Building Permit Application Trends |           |           |
|  |  |  | 2021                               | 2020      | 2019      |
| Permits Issued<br><b>23</b>                | Inspections Completed<br><b>51</b>                               |  | <b>28</b>                          | <b>26</b> | <b>12</b> |



### BUILDING SERVICES HIGHLIGHTS

There has been an increase in Permit Applications for Driveways.  
Building Department is currently in the process of making credit card payments available to customers.



## 2021 BUILDING PERMIT REPORT

Prepared by: Permit Technician.  
Date: February 2021

| PERMIT NUMBER      | FEE               | CONSTRUCTION VALUE  | ADDRESS                             | PARCEL NUMBER ID         | DESCRIPTION  | TYPE OF PERMIT | APPLIED    | APPROVED  | DATE OF LAST INSPECTION | COMPLETED DATE | REQUIRED INSPECTIONS (\$49.50) | INSPECTIONS COMPLETED |
|--------------------|-------------------|---------------------|-------------------------------------|--------------------------|--|----------------|------------|-----------|-------------------------|----------------|--------------------------------|-----------------------|
| 027-2021           | \$281.50          | \$800.00            | 15775 S'w Osceola St.               | 05-40-39-005-030-00070-0 | New Driveway & Sideway (After-the-Fact Permit)                                   | B              | 2/11/2021  | 2/25/2021 |                         |                | 1                              |                       |
| 028-2021           | \$456.50          | \$2,500.00          | 14324 S'w Jefferson Ave             | 05-40-39-005-023-00150-5 | New Driveway (After-the-Fact Permit)   | B              | 2/11/2021  | 2/14/2021 | 2/9/2021                | 2/9/2021       | 1                              |                       |
| 029-2021           | \$281.50          | \$1,300.00          | 15122 S'w Chickee St.               | 05-04-36-002-006-00030-3 | New Driveway (After-the-Fact Permit)   | B              | 2/11/2021  |           |                         |                | 1                              |                       |
| 030-2021           | \$281.50          | \$3,600.00          | 14343 S'w Cherokee Dr.              | 05-40-39-003-008-00210-3 | New Driveway (After-the-Fact Permit)   | B              | 2/11/2021  |           |                         |                | 1                              |                       |
| 031-2021           | \$281.50          | \$1,000.00          | 15121 S'w Chickee St                | 05-40-39-003-010-00120-4 | New Driveway (After-the-Fact Permit)   | B              | 2/2/2021   | 2/16/2021 | 2/23/2021               | 2/23/2021      | 1                              |                       |
| 032-2021           | \$281.50          | \$800.00            | 15131 S'w Chickee St.               | 05-40-39-003-010-00130-2 | New Driveway (After-the-Fact Permit)   | B              | 2/2/2021   | 2/16/2021 | 2/23/2021               | 2/23/2021      | 1                              |                       |
| 033-2021           | \$412.82          | \$7,839.50          | 16119 S'w Indianwood Cir.           | 31-39-39-001-010-00260-0 | Re-Roof with 5V metal and Peel & Stick   | B              | 2/2/2021   | 2/2/2021  | 2/23/2021               | 2/23/2021      | 3                              |                       |
| 034-2021           | \$281.50          | \$6,000.00          | 14904 S'w Cherokee Dr.              | 05-40-39-003-003-00110-8 | New Driveway (After-the-Fact Permit)   | B              | 2/2/2021   |           |                         |                | 1                              |                       |
| 035-2021           | \$417.82          | \$1,500.00          | 15313 S'w Indianwood Cir.           | 31-39-39-001-003-00030-0 | Extend shed and install windows & siding   | B              | 2/2/2021   | 2/11/2021 |                         |                | 3                              |                       |
| 036-2021           | \$138.25          | \$4,975.00          | 16387 Two Wood Way                  | 31-39-39-001-016-00190-0 | A/C change out   | M              | 2/3/2021   | 2/4/2021  |                         |                | 1                              |                       |
| 037-2021           | \$412.82          | \$5,176.30          | 16225 S'w Three Wood Way            | 31-39-39-001-012-00280-0 | Re-Roof with 5V metal  | B              | 2/4/2021   | 2/4/2021  | 2/23/2021               | 2/23/2021      | 3                              |                       |
| 038-2021           | \$412.82          | \$20,000.00         | 14660 S'w Sonora Terr               | 08-40-39-004-000-00030-4 | Re-Roof: Remove & Replace asphalt shingle roof                                   | B              | 2/4/2021   | 2/4/2021  |                         |                | 3                              |                       |
| 039-2021           | \$412.82          | \$10,300.00         | 14638 Magnolia St                   | 01-40-38-002-015-00130-3 | Re-Roof with new felt & Shingle. Replace damaged deck, fascia & Soffit.          | B              | 2/5/2021   | 2/11/2021 | 2/25/2021               |                | 3                              |                       |
| 040-2021           | \$138.25          | \$2,500.00          | 14829 S'w Dr Martin Luther King Dr. | 01-40-38-02-006-00120-4  | Demolish old building and clear off property                                     | B              | 2/4/2021   | 2/11/2021 |                         |                | 1                              |                       |
| 041-2021           | \$138.25          | \$1,442.00          | 14637 S'w Martin Ave                | 05-40-39-004-018-00140-2 | A/C Change Out   | M              | 2/5/2021   | 2/11/2021 |                         |                | 1                              |                       |
| 042-2021           | \$138.25          | \$600.00            | 16244 S'w Fourwood Way              | 31-39-39-001-012-00030-0 | Build 4 walls and door to create a storage area under existing poly roof carport | B              | 2/8/2021   |           |                         |                | 3                              |                       |
| 043-2021           | \$0.00            | \$0.00              | 15275 S'w Adams Ave                 | 05-40-39-006-04-00120-4  | Yard Sale for 2-13-21  | O              | 2/8/2021   | 2/8/2021  | N/A                     | N/A            | 0                              |                       |
| 044-2021           | \$275.21          | \$17,780.00         | 14671 S'w Sonora Terrace            | 08-40-39-004-00-00013-6  | Replacing 7 windows w/impact size for size                                       | B              | 2/10/2021  | 2/11/2021 |                         |                | 2                              |                       |
| 045-2021           | \$138.25          | \$10,000.00         | 15853 S'w Farm Rd.                  | 06-40-39-001-016-00000-6 | Replace generator in existing eqpt shelter with 35kV NG.                         | E              | 2/11/2021  | 2/18/2021 |                         |                | 1                              |                       |
| 046-2021           | \$412.82          | \$7,200.00          | 14824 S'w Cherokee Dr.              | 05-40-39-003-003-00050-0 | Remove existing shingle roof and replace with new shingles                       | B              | 2/12/2021  | 2/16/2021 |                         |                | 3                              |                       |
| 047-2021           | \$412.82          | \$11,160.00         | 16250 S'w Farm Rd                   | 06-40-39-000-000-00100-0 | Remove existing shingle roof with Metal Roof                                     | B              | 2/12/2021  | 2/16/2021 | 2/25/2021               |                | 3                              |                       |
| 048-2021           | \$412.82          | \$15,000.00         | 14875 S'w Myrtle Dr.                | 04-40-39-000-000-00015-3 | Remove existing shingle roof with Metal Roof                                     | B              | 2/12/2021  | 2/16/2021 |                         |                | 3                              |                       |
| 049-2021           | \$825.64          |                     | 15123 American St                   | 05-40-39-004-019-00030-3 | After-the-Fact Permit: Remove existing shingle roof with Metal Roof              | B              | 2/12/2021  | 2/25/2021 |                         |                | 1                              |                       |
| 050-2021           | \$138.25          | \$10,400.00         | 15208 S'w Palm Dr.                  | 08-40-39-003-002-00040-2 | 40x40 Concrete slab  | B              | 2/12/2021  | 2/25/2021 |                         |                | 1                              |                       |
| 051-2021           | \$550.42          | \$7,500.00          | 15335 S'w Osceola Dr                | 05-04-39-005-027-00010-3 | New Driveway (After-the-Fact Permit)   | B              | 2/12/2021  | 2/25/2021 |                         |                | 1                              |                       |
| 052-2021           | \$138.25          | \$21,000.00         | 16500 S'w Warfield Blvd.            | 06-40-39-001-010-00010-7 | Replace damaged Awning on west side of building                                  | B              | 2/16/2021  |           |                         |                | 1                              |                       |
| 053-2021           | \$412.82          | \$2,000.00          | 1503 S'w Tigerbilly Trl             | 05-40-39-002-005-00070-5 | Tear off existing shingle roof & replace with Metal                              | B              | 2/22/2021  | 2/23/2021 |                         |                | 1                              |                       |
| 054-2021           | \$138.25          | \$3,943.00          | 14606 S'w Martin Ave                | 05-40-39-004-020-00030-8 | A/C change out   | M              | 2/24/2021  | 2/25/2021 |                         |                | 1                              |                       |
| 212-2020           | N/A               | N/A                 | 14389 S'w Carter Lane               | 01-40-38-003-000-00010-0 | New Single Family Residence  | N/A            | 12/21/2020 | 1/19/2021 |                         |                | 25                             |                       |
| 213-2020           | N/A               | N/A                 | 14379 S'w Carter Lane               | 01-40-38-003-000-00020-0 | New Single Family Residence  | N/A            | 12/21/2020 | 1/19/2021 |                         |                | 25                             |                       |
| <b>Grand Total</b> | <b>\$8,484.90</b> | <b>\$177,516.40</b> |                                     |                          |  |                |            |           |                         |                | <b>96</b>                      | <b>0</b>              |

| Permits Application Submitted & Approved |           |
|--|-----------|
| Building Permit (B) Total                | <b>23</b> |
| Mechanical Permit (M) Total              | <b>3</b>  |
| Plumbing Permit (P) Total                | <b>0</b>  |
| Electrical Permit (E) Total              | <b>1</b>  |
| Tent Permit (T) Total                    | <b>0</b>  |
| Fire Permit (F) Total                    | <b>0</b>  |
| Other Permit (O) Total                   | <b>1</b>  |
| <b>Grand Total of Permits</b>            | <b>28</b> |

| Construction Types Qty. |          |                     |
|-------------------------|----------|---------------------|
| Single-Family Dwelling  | 2        | \$ 171,000.00       |
| Multi-Family Dwelling   | 0        |                     |
| New Commercial Building | 0        |                     |
| <b>Grand Total</b>      | <b>2</b> | <b>\$171,000.00</b> |

| Funds Received For Permits            |                   |
|---------------------------------------|-------------------|
| Village Building Permit Fee           | \$8,484.90        |
| Right of Way Use Permit - Surety Bond |                   |
| <b>Grand Total</b>                    | <b>\$8,484.90</b> |

| Construction Project Values For the Month |                     |
|---|---------------------|
| Construction Value                        | \$177,516.40        |
| <b>Grand Total</b>                        | <b>\$177,516.40</b> |

February 24, 2021

Village of Indiantown

Re: Planning & Zoning Development Review Services  
Community & Economic Development Department  
February 18, 2021 Bi-monthly Report

Thank you in advance for your careful consideration of this somewhat lengthy correspondence. We are writing concerning a matter of **utmost** importance to us as property owners and long-time residents of Fernwood Forrest Estates, a very beautiful **private** community here in the Village of Indiantown. Living in our small town for nearly 45 years, we can attest to the fact that this community was developed with the intention of **permanently** keeping it private, with only one entry and exit access. This was done intentionally by the original land owners to ensure the safety and well-being of all prospective buyers and their loved ones. It was also done with the intention to offer families a safe haven, with privacy and solitude, for their families to grow in. We purchased our home at 15400 Southwest Oak Street in Fernwood Forrest Estates in February 1997 and have enjoyed the solitude and beauty for many years now. In fact, our decision to purchase our forever home in this neighborhood was solely based on these matters. However, it has recently come to our attention that there is intention to develop rental unit properties within 300 feet of our property and community, with proposed access to be put through from Southwest Famel Boulevard to Fernwood Forrest Estates, our currently *private* neighborhood. We are **very** opposed to this option for **many** reasons, some of which we will mention here.

One **very serious concern** is that the heavily forested property, where the planning developer ECOVENTURES CAPITAL FUND, LLC is proposing to build a somewhat large residential rental community, consisting of **179** 3-4 bedrooms single family homes, is *already* home to **many** protected species of wildlife, which have the *right* to a safe environment to live in. This habitat should be protected from developers desiring only to pad their pockets.

A perhaps **even more serious concern** is the **extremely important** issue of keeping our quiet subdivision just that...private and quiet! The alleged proposal of providing access from the Indiantown Marina, and also the proposed rental community, through our private and quiet community is completely undesirable and unacceptable from the resident's point of view. There seems no good reason at all to allow for this, since there is an already existing and decades-old, commonly used access to the marina via Southwest Famel Boulevard, less than half a mile north of Fernwood Forrest Road. It is our determined stance that access be maintained as is, should the proposed rental community in fact be allowed to be developed at all. Allowing otherwise would cause **much danger and insecurity** to the residents of both Fernwood Forrest Estates, as well as the adjoining and similarly developed subdivision of Palm Oak Estates. We cannot sufficiently put into

February 24, 2021

Page 2

writing how serious of a concern this matter is for all residents here, but especially for the families with children and those who reside singly in their homes. Allowing any access through our private communities would definitely take away our security and pose very real threats and dangers to our safety as well as our long-treasured privacy.

We also recognize that allowing the proposed community development by ECOVENTURES would greatly affect our private homes marketable property values. This also is of great concern, as *all* residents in our community are home *owners* interested in maintaining the equitable value of our individual properties.

Finally, in checking the Martin County Property Appraisers website, it is apparent that there are many other available properties within just a few miles, and owned by the same seller as the tract under pre-application status. It is our strong opinion and desire that ECOVENTURES set their sights on one of these other properties, where there would not be such serious conflicts of interest.

Thank you again for your serious consideration of our concerns over the proposed development and pending site plan submittal/approval by ECOVENTURES CAPITAL FUND, LLC. **PLEASE DO NOT APPROVE THEIR SITE PLAN FOR THIS BEAUTIFUL FORESTED PARCEL OF LAND. IT IS MUCH BETTER USED TO PRESERVE THE NATURE AND WILDLIFE IN THE AREA AND TO ENSURE THE MAINTAINING OF OUR PRIVATE COMMUNITY OF FERNWOOD FORREST ESTATES, AS WELL AS PALM OAK ESTATES.**

Please feel free to contact us using the information below if you have any questions concerning our stated concerns.

Email: [sherridenis.0762@gmail.com](mailto:sherridenis.0762@gmail.com)

Cell: 772.215.3636

**From:** [Howard Brown](#)  
**To:** [Christopher Quirk](#)  
**Cc:** [Daniel Eick](#)  
**Subject:** FW: Garcia Property Group Proposal - Possible Village Hall Location  
**Date:** Wednesday, March 3, 2021 6:26:36 PM  
**Importance:** High

---

FYI

-----Original Message-----

From: Howard Brown  
Sent: Wednesday, March 3, 2021 6:26 PM  
To: Council Members indiantownfl <[councilmembers@indiantownfl.gov](mailto:councilmembers@indiantownfl.gov)>  
Subject: Garcia Property Group Proposal - Possible Village Hall Location  
Importance: High

Mayor and Council: I met with Josh Kellam, with Garcia Property Group on yesterday. Present at that meeting was Kevin Powers with Indiantown Realty. Josh gave me very general terms of what the Lease Purchase would look like for a municipal complex that is approximately 20,000 to 25,000 square feet:

- \* \$5,000,000.00
- \* Yearly payment of \$500,000.00
- \* \$200/ sq. ft - \$250/ sq. ft--approximately
- \* 10-year term
- \* Interest rate 4 – 4.5%
- \* We would have the ability to buy it back at the end of the 10 year period.

I plan to have Chris Quirk, our new Financial Services Director meet with Josh next week. Chris has a strong background in these sort of financial arrangements. Several months ago, I inquired with Centerstate's Bank President who informed me that we should be looking at about \$145/ sq. ft and as of a few weeks ago with an interest rate 2.30% with a term of 15 years for purchase of a municipal complex of \$5,000,0000.

Howard W. Brown, Jr., ICMA-CM

Village Manager

Village of Indiantown

P.O. BOX 398 | Indiantown, FL 34956

[hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov) <<mailto:hbrown@indiantownfl.gov>>

O: 772-597-8282

V: 772285-8732

F: 772-597-9910

<https://www.indiantownfl.gov/> <<https://www.indiantownfl.gov/>>

<<https://www.facebook.com/villageofindiantown/>>

Village Operating Hours

Monday to Friday: 8:00 a.m. – 5:00 p.m.

The Village of Indiantown is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such law and thus subject to disclosure. All E-mails sent and received are captured by our servers and kept as public record.

THE MARTIN COUNTY BOARD OF COUNTY COMMISSIONERS INVITES YOU TO ATTEND THE



# GOMEZ AFFORDABLE HOUSING PROJECT GROUNDBREAKING

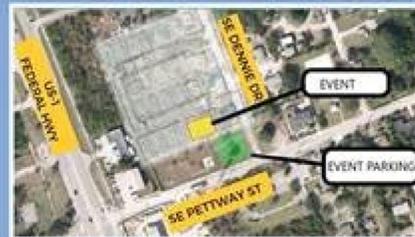
FRIDAY, MARCH 12 AT 11 A.M.

**MASKS ARE STRONGLY  
ENCOURAGED**

**QUESTIONS?  
CALL (772) 221-2360**



PARKING IS LOCATED  
AT THE CORNER OF  
DENNIE DRIVE AND  
PETTWAY STREET  
IN HOBE SOUND



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## CAREER OPPORTUNITY GRANT WRITER & ADMINISTRATOR

### ANNUAL SALARY

\$48,000 - \$58,000/year

### FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

### APPLICATION DEADLINE

Open until filled, with first review on 12/9/20

OUR GRANT WRITER & ADMINISTRATOR IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE.

### POSITION SUMMARY

Under the general supervision of the Village Manager, the Grant Writer & Administrator will coordinate and oversee the grant research, writing, application and management process for the Village of Indiantown including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various departments and community organizations, and processing, monitoring, and coordinating required report evaluations on existing grants. The incumbent will ensure that grants are properly administered, recorded, spent, documented, and reported in accordance with Generally Accepted Accounting Principles (GAAP) and Village ordinances, policies, and procedures.

### SELECT DUTIES AND RESPONSIBILITIES

- Developing and implementing long range and short-term grant and fund development plans that align with and support the goals, objectives and priorities of the Village.
- Working with other departments to identify funding needs, write, and submit high-quality grant proposals, applications, and supporting documents.
- Developing processes, procedures, forms, and policies for the purpose of implementing a consistent grant application methodology and pipeline.
- Managing the administration and all financial aspects of all grants.
- Providing central coordination and serving as a clearinghouse for grant and fund development activities, including researching and maintaining current information on available federal, state, local, and private funding sources and their respective compliance requirements.
- Monitoring adherence to applicable laws, regulations, and policies in the implementation of grants by Village departments and sub-recipients and implementing corrective actions when necessary.
- Working with departments to provide technical guidance, assistance and training to Village departments in the development of applications and administration of grant funded services and programs.
- Preparing and making presentations to the Village Council regarding grant activities.
- Compiling year-end reports summarizing all grant activities and accomplishments.
- Liaising with other Village departments, outside agencies and community groups to explain and discuss various aspects of the grant writing process.
- Representing the Village at meetings with community representatives and non-profit agencies seeking grants and providing training and technical assistance to agency representatives in preparing grant applications.
- Responding to inquiries from Village departments, residents, and others in a timely manner.
- Other duties may be required and assigned.



## REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, English, or other closely related field.
- Minimum of five years of experience in a comparable position in public or non-profit environments.
- Knowledge of the principles, practices, and techniques of grant research, writing, administration, and interworking of funding sources at all levels.
- Knowledge of grant accounting, budgeting practices, and auditing principles.
- Knowledge of community organizations, and public, non-profit and/or private agency funding sources.
- Skilled in writing in both technical and non-technical terms to organize and communicate information and concepts with the ability to speak persuasively to implement desired actions.
- Skilled in planning and managing projects and preparing and maintaining accurate.
- Able to meet the physical demands of the job and to work in outside environments.
- Strong customer service, interpersonal, leadership, and oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

## About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

## Application Process

Interested persons should submit a resume and cover letter, not to exceed **four (4) pages collectively**. The position will remain open until filled. **An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter**, must be emailed to the Office of the Village Clerk at [aosterman@indiantownfl.gov](mailto:aosterman@indiantownfl.gov). **The signed cover letter shall include the statement: "I certify all information contained in this cover letter and resume is true and accurate."** Failure to follow these submission requirements may disqualify applicant from consideration.

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.



# Village of Indiantown

March 3, 2021

Stacey Hetherington, Chair  
Martin County Board of County Commissioners  
2401 SE Monterey Rd.  
Stuart, Florida 34996

Re: Negotiations Concerning Future Provision of Fire/EMS Services within the  
Village of Indiantown

Dear Chair Hetherington:

As you may be aware, at a special meeting held last week, the Village Council of the Village of Indiantown directed our Village Manager to begin work in earnest to implement certain alternative options for the provision of Fire and EMS services within the Village. Specifically, the Village Council directed that work begin to establish an Indiantown Fire Department, and to contract with an experienced EMS service provider for the provision of EMS services within the Village.<sup>1</sup>

This decision was ultimately driven by the fact that historically, the Village's taxpayers have paid substantially more for Fire and EMS services than it costs for the County to provide such services within the Village. Over the past year, the Village has worked with the Center for Public Safety Management ("CPSM"), a public safety consulting firm affiliated with ICMA, to advise the Village in evaluating its options. CPSM has concluded and advised that pursuing the option the Village Council has selected will result in a meaningful reduction in costs for the provision of Fire and EMS services within the Village, enabling the Village to ultimately reduce the tax burden on the Village's taxpayers, and/or to otherwise redirect those savings to provide for increased services for the residents and businesses of the Village.

This decision was not made lightly, nor was it made without substantial efforts to find a financially viable path for the Village to remain with the County for Fire and EMS services. For over a year, the Village Manager, at the Village Council's direction, has attempted to negotiate with the County Administrator concerning the pricing of the County's provision of Fire and EMS services. Throughout that time, the County Administrator has expressed an unwillingness to negotiate. This unwillingness was at some level understandable, although unfortunate in the long run. Without the development of viable alternatives, the County was the only game in town, and

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<sup>1</sup> Please note that implementation of these alternative options will take some time. This correspondence is not an official notification of the Village's intent to withdraw its consent to the Village's inclusion within the Martin County Fire-Rescue MSTU and MSBU, or its election to terminate any interlocal agreements with the County. Such notification, if at all, would be by separate instrument, and would not be anticipated to occur until some time in 2022.

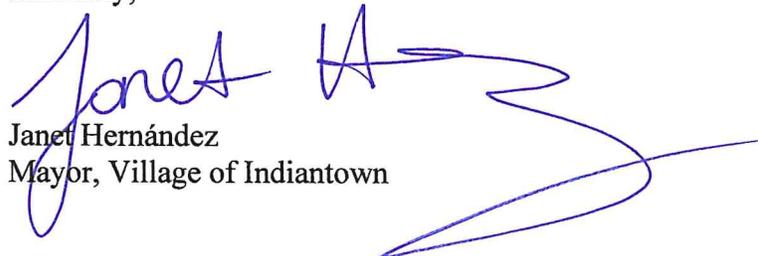
Stacey Hetherington, Chair  
Martin County Board of County Commissioners  
March 3, 2021  
Page 2

thus the County Administrator had no incentive to negotiate financial terms, even as the taxpayers of the Village were paying substantially more than what it cost the County to provide Fire and EMS services. In the absence of a willingness to negotiate on the part of the County, the Village has been forced to proceed in earnest to develop viable alternatives to County-provided Fire and EMS services, leading us to our current state of affairs and our plans to go our own way.

Nevertheless, at the same meeting last week, the Village Council also decided that while we proceed at full speed with the plans mentioned above, the Council should also reach out directly to the Board of County Commissioners to make one last attempt to negotiate a more equitable pricing arrangement for the County's continued provision of Fire and EMS services within the Village.

As such, I am writing to formally ask whether the Board of County Commissioners is willing to negotiate with the Village of Indiantown concerning pricing for the County's continued provision of Fire and EMS services within the Village. While implementation of our alternative options will take some time, the Village will have to start making substantial capital expenditures in pursuit of those plans in the very near future, crossing the point of no return. As such, I respectfully request on behalf of the Village Council that the Board of County Commissioners schedule an agenda item at which the BOCC can discuss and decide on its willingness to negotiate with the Village, and advise me no later than Wednesday, April 14, 2021, of the BOCC's decision.

Sincerely,



Janet Hernández  
Mayor, Village of Indiantown

cc: Vice Chair Doug Smith  
Commissioner Harold Jenkins  
Commissioner Sarah Heard  
Commissioner Edward Ciampi  
Taryn Kryzda, County Administrator  
Sarah Woods, County Attorney  
Village of Indiantown Council Members  
Village Manager  
Village Attorney



# Village of Indiantown

March 3, 2021

Ms. C. Angelique Williams-Wilkinson  
Public Health Analyst  
Office of Southern Health Services  
Bureau of Primary Health Care/ HRSA/Health and Human Services  
5600 Fishers Lane  
Rockville, MD 20857

Dear Ms. Wilkinson,

I am writing this letter in support of the Florida Community Health Centers, Inc. (FCHC) request to add a mobile health unit to their scope of services. For almost forty-five years they have served as the major medical provider in the Village of Indiantown. Their services to our community include primary care to patients of all ages, obstetrical care, dental care, health benefits coordination, and care management.

FCHC is a valued partner to the Village in addressing disparities in access to health care for the most rural residents of Martin County, Florida. Most recently, FCHC has worked to address the public health needs of our community by providing COVID 19 evaluation and testing. They have also begun administering COVID-19 vaccinations. A mobile unit will assist our community's more vulnerable populations with accessing health care they might not otherwise obtain.

As the Manager for the Village of Indiantown, I am extremely familiar with needs of the community, especially its underserved residents. I believe that FCHC is committed to addressing these needs and adding a mobile unit will benefit the residents of our community.

Sincerely,

  
Howard W. Brown, Jr., MPA, ICMA-CM

C: Honorable Mayor and Members of the Village Council  
Ms. Susan Owens, MMC, Village Clerk  
Mr. Wade Vose, Esq., Village Attorney

**From:** [Howard Brown](#)  
**To:** [Smith, Peggy](#)  
**Cc:** [Daniel Eick](#)  
**Subject:** RE: Public Safety Response Concerns and Citizen Complaints  
**Date:** Wednesday, March 3, 2021 7:52:07 PM

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Ms. Smith,

thank you so much for your response to our reasonable safety concerns and the information that you provided us. We are aware that the railroads are not intentionally blocking crossings and striving to reasonably protect public safety, sometimes necessitating trains to stop intersections. It is encouraging that safety is paramount to the operation of the railway.

I urge you to join me and others in the community to remedy this potentially dangerous safety issue before there are dire consequences.

As a result of research to recommend resolutions and compromise for our concerns of roadway blockage and reasonable public safety; 2020 Florida Statutes Title XXXVII, Chapter 351 Railroads and other regulated utilities (if correctly understood) prohibits a railroad from blocking a crossing for longer than 10 minutes, with a few safety exceptions. Through research, it is clearly evident that prolonged traffic stopping at crossings is not merely an isolated issue for the Village of Indiantown, FL. However, we are confident that we will work together to outline clear guidance and solutions to resolve this safety issue.

As you requested, the listings below of blocked crossing were of concern for three consecutive days, which provoked our initial correspondence:

- a. The train blockage of traffic on Friday 1/29/21 from 2:39 pm - 3:34 pm, for approximately 1 hour, blocking the roadway.
- b. On Wednesday morning, January 27, 2021, at approximately 11:15 am, I was stopped by a too-long train on the railroad crossing blocking the SW Dr. Martin Luther King Jr. Drive exit from Booker Park for over 12 minutes. Yes, I could have turned around as two (2) cars in front of me did and two (2) vehicles on the other side of the track (Warfield Blvd, a 2-lane highway, with oncoming traffic) did attempt to make one (1) of the other two (2) exit routes. There were six (6) cars waiting in a turning lane that can only hold 3-4 vehicles safely, on Warfield Blvd, waiting to turn into Booker Park.
- c. At Fernwood Forest Rd train track, there sits the same train. It is sitting on the track, and then after a while, it would move forward slowly, then stop, then it began backing up, allowing myself and others the opportunity to get about our business. A 7-minute 2.8 miles drive took me 25 minutes.
- d. On Thursday, January 28, 2021, at 11:45 am, at the Fernwood Forest Rd crossing until 12:10, the long train movement allowed traffic to cross the Fernwood Forest Rd crossing. At 12:45 pm, the same crossing, Fernwood Forest Rd, was blocked again with a long train's no movement.

e. On Friday, January 29, 2021, I sat at the same RR crossing (Fernwood Forest Rd) from 2:39 pm - 3:34 pm. Overall, there is a consistent extending blockage on our roadways within the village.

We appreciate the information for the Public Safety Coordination Center, the small blue and white signs that are posted on the crossbuck for an emergency, and the website you provided in the previous email. We will make our citizens aware of this signage and website so that when there is an issue with a train blocking the roadway or when a train is involved, they are being advised to call the Public Safety Center. Ms. Smith, when a train is blocking the track/roadway for more than 10 minutes, and the Public Safety Center is called, what is the potential response time, and what would be the expected response?

Awaiting your response,

Howard W. Brown, Jr., ICMA-CM  
Village Manager  
Village of Indiantown, FL  
772-285-8732 (cell)

---

**From:** Smith, Peggy <Peggy\_Smith@CSX.com>  
**Sent:** Tuesday, February 16, 2021 11:31 AM  
**To:** Howard Brown <hbrown@indiantownfl.gov>  
**Subject:** RE: Public Safety Response Concerns and Citizen Complaints

Good Morning Mr. Brown,

Just wanted to let you know we are still looking into the blocked crossing issue. It would be truly helpful if you can provide when and where the blockages are occurring.

Thanks so much!

*Peggy Smith*

Regional Manager Community Affairs & Safety  
CSX Transportation  
500 Water Street  
Jacksonville, FL 32202  
Office 904-366-3844  
[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)

---

**From:** Smith, Peggy  
**Sent:** Friday, February 12, 2021 12:58 PM  
**To:** Howard Brown <[hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov)>  
**Subject:** RE: Public Safety Response Concerns and Citizen Complaints

Mr. Brown,

Of course, please feel free to call any time.

I did obtain some communication from Southern Commercial as well as our Transportation and Engineering teams. I've attached a couple of the emails so you can see that a good deal of coordination took place in advance of any work in Martin County. You'll see that Southern Commercial included your email address, the Mayors and the email for Public Works in the communications starting on December 21. That was the initial notification and request to provide information or address any questions or concerns. Typically, if a municipality has any specific concerns, they are addressed as best possible prior to when the maintenance begins. At the very least, Southern Commercial develops a response plan with local first responders so they are satisfied that their concerns are addressed. We realize that the closure of roadways is certainly a concern for everyone in the community, so we do our best to make accommodations where reasonably possible.

Despite our best efforts, there are times when things do not go as planned. And that brings me to our Transportation and Engineering folks. Even before your email, I was told that our production teams were experiencing an unusual number of breakdowns with equipment. Once I investigated your concern about having crossings blocked, I was told that is one of the locations where the on track equipment blocked crossing(s). It seems there were a number of challenges on the team that worked through Martin County. I can only assume that is very likely the blockage that you recounted in your letter and we sincerely apologize for the inconvenience this presented.

On another note, our Transportation folks were not aware that normal service trains block crossings in the Village. So I will be happy to dive deeper if your information suggests otherwise.

Feel free to reach out to me directly should have questions or concerns. And as I mentioned in my previous email, other mechanisms to contact CSX are accessible 24/7.

Have a great weekend.

*Peggy Smith*

Regional Manager Community Affairs & Safety  
CSX Transportation  
500 Water Street  
Jacksonville, FL 32202  
Office 904-366-3844  
[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)

-----Original Message-----

From: Howard Brown <[hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov)>  
Sent: Tuesday, February 9, 2021 6:01 PM  
To: Smith, Peggy <[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)>  
Subject: [E] RE: Public Safety Response Concerns and Citizen Complaints  
Importance: High

[E] - EXTERNAL SENDER Use discretion when clicking links, opening attachments, or replying.

=====

Hello Ms. Smith, thank you for the response. I plan to contact you about this sometime before Friday if that's ok. The Village of Indiantown is a municipality within Martin County. We were recently incorporated on December 31, 2017. The Village was never contacted regarding this matter. I do not recall any correspondence other than the press release. I will definitely call you on Friday. Again, thank you.

-----Original Message-----

From: Smith, Peggy <[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)>  
Sent: Tuesday, February 9, 2021 11:19 AM  
To: Howard Brown <[hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov)>  
Subject: FW: Public Safety Response Concerns and Citizen Complaints

Good Morning Mr. Brown,

I'd like to introduce myself first. I am the Community Affairs Manager for CSX in FL and several other states. I can be a point of contact for a variety of issues, and at the very least, can get you and those on your team connected with the correct departments to address issues you may have related to CSX operations or property.

I monitor, investigate and try to resolve issues presented to CSX within my territory. Most often, that will involve other departments. I do not recall having seen or been made aware of any concerns in the Village of Indiantown. Perhaps it is because you had no direct contact. I recommend calling our Public Safety Coordination Center at 1-800-232-0144 which is manned 24/7. This number is also posted at all crossings on a blue and white sign on the crossbuck assemblies. Additionally, we have a mechanism to report a variety of issues online at <https://www.csx.com/index.cfm/about-us/contact-us/>. You can select a category and complete the form. This will route a message to the appropriate party for review and/or handling.

I have spoken with Erika Nickell at Southern Commercial about the necessary railroad maintenance work that concluded in Indiantown on Jan 27th. To prepare for the work, beginning late December and into January, she worked directly with Martin County officials as well as the Sheriff's office and 911 communications center in order to coordinate and address any safety concerns they had with the crossing work through the area. Our teams did work 2nd shift and nights to reduce the impacts to the community. Unfortunately, due to the nature of the work, some inconvenience is unavoidable. And I appreciate your patience throughout that process.

You also mention blocked crossings in the area. It would be extremely helpful if you could identify those crossings. It helps to have as much information as possible when those crossings are blocked, such as the location, date/time, etc. I've already reached out to our Transportation Management to understand the operations in the area. Once we know the crossings involved, then we can determine what if anything can be done to reduce community impacts.

Please feel free to reach out to me directly.

Peggy Smith

Regional Manager Community Affairs & Safety

CSX Transportation

500 Water Street

Jacksonville, FL 32202

Office 904-366-3844

[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com) <[mailto:Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)>

From: Stapleton, Robert <[Robert.Stapleton@dot.state.fl.us](mailto:Robert.Stapleton@dot.state.fl.us)>

Sent: Monday, February 8, 2021 8:52 AM

To: Smith, Peggy <[Peggy\\_Smith@CSX.com](mailto:Peggy_Smith@CSX.com)>  
Cc: Fitzgerald, Rickey <[Rickey.Fitzgerald@dot.state.fl.us](mailto:Rickey.Fitzgerald@dot.state.fl.us)>  
Subject: [E] FW: Public Safety Response Concerns and Citizen Complaints

---

[E] - EXTERNAL SENDER

Use discretion when clicking links, opening attachments, or replying.

---

Hi Peggy,

This is being shared in case you are not already in receipt. Thanks.

Regards,

Rob

Rob Stapleton | Rail Operations Administrator | Florida Department of Transportation |  
[robert.stapleton@dot.state.fl.us](mailto:robert.stapleton@dot.state.fl.us) <<mailto:robert.stapleton@dot.state.fl.us>>

Freight and Multimodal Operations Office | 605 Suwannee Street-MS 25, Tallahassee, Florida  
32399 | 850-414-4553

From: Olkuch, Birgit <[Birgit.Olkuch@dot.state.fl.us](mailto:Birgit.Olkuch@dot.state.fl.us) <<mailto:Birgit.Olkuch@dot.state.fl.us>> >  
Sent: Monday, February 8, 2021 6:49 AM  
To: Fitzgerald, Rickey <[Rickey.Fitzgerald@dot.state.fl.us](mailto:Rickey.Fitzgerald@dot.state.fl.us) <<mailto:Rickey.Fitzgerald@dot.state.fl.us>> >;  
Stapleton, Robert <[Robert.Stapleton@dot.state.fl.us](mailto:Robert.Stapleton@dot.state.fl.us) <<mailto:Robert.Stapleton@dot.state.fl.us>> >  
Subject: FW: Public Safety Response Concerns and Citizen Complaints



[John.Snyder@myfloridahouse.gov](mailto:John.Snyder@myfloridahouse.gov) <<mailto:John.Snyder@myfloridahouse.gov>> ;  
[marco.rubio@senate.gov](mailto:marco.rubio@senate.gov) <<mailto:marco.rubio@senate.gov>>  
Subject: Public Safety Response Concerns and Citizen Complaints

EXTERNAL SENDER: Use caution with links and attachments.

All: the attached letter is to CSX Railroad concerning the above. I wanted all officials having jurisdiction in this matter because quite frankly having difficulty speaking with someone at CSX that has authority in this matter.

Howard W. Brown, Jr., ICMA-CM

Village Manager

Village of Indiantown

P.O. BOX 398 | Indiantown, FL 34956

[hbrown@indiantownfl.gov](mailto:hbrown@indiantownfl.gov) <<mailto:hbrown@indiantownfl.gov>>

O: 772-597-8282

V: 772285-8732

F: 772-597-9910

[https://urldefense.com/v3/\\_\\_https://www.indiantownfl.gov/\\_\\_;!!Cboii82wLg!UImdWSO7vN1mi5qTDVkv5hsmmfCBt76FIKiLIYMDiPTVkuGWRiAukJiEpV\\_Ndf\\$](https://urldefense.com/v3/__https://www.indiantownfl.gov/__;!!Cboii82wLg!UImdWSO7vN1mi5qTDVkv5hsmmfCBt76FIKiLIYMDiPTVkuGWRiAukJiEpV_Ndf$)  
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## MEMORANDUM

**To:** Howard W. Brown, Jr., ICMA-CM, Village of Indiantown  
**From:** Daniel Magro, P.E., Aclus Engineering, LLC  
**Project:** Village of Indiantown Grant Funding Assistance  
**Subject:** SRF Funding Update  
**Date:** February 24, 2021  
**Project No.:** 372001

It was a pleasure participating in the February 11<sup>th</sup>, 2021 Village Council meeting to update the Council on status of the State Revolving Fund (SRF) grant funding applications.

As a follow up to our conversations, the SRF approved the following funding during today's (2/24/2021) Public Hearing in Tallahassee:

### DRINKING WATER

|               | Loan Amount | Principal Forgiveness | Projects  |
|---------------|-------------|-----------------------|---|
| Planning Loan | \$186,000   | \$0                   | 1. Water System Mater Plan  |
| Design Loan   | \$1,147,136 | \$573,568             | 2. Water Plant Improvements Design<br>3. Distribution Improvements Design |

### WASTEWATER

|               | Loan Amount | Principal Forgiveness | Projects  |
|---------------|-------------|-----------------------|---|
| Planning Loan | \$314,000   | \$157,000             | 1. Preliminary Design Evaluation for Wastewater Treatment Plant<br>2. Wastewater System Master Plan |

We look forward continuing to assist the Village with the next steps in the funding process. Thank you and feel free to call us with any questions.

Copy: William F. Archebelle, Public Works Director, Village of Indiantown (via e-mail)

## PROFESSIONAL SERVICES AGREEMENT

This Agreement for Professional Services (“Agreement”) is made by and between the Village of Indiantown, Florida (“VOI”) and The Retail Coach, LLC, a Mississippi limited liability company (“Professional”) (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

### RECITALS:

**WHEREAS**, VOI desires to engage the services of the Professional as an independent contractor, and not as an employee, to provide the services described in Exhibit “A” (the “Scope of Services”) to assist VOI in creating a Retail Market Analysis & Recruitment Strategy (the “Project”); and

**WHEREAS**, the Professional desires to render professional services for VOI on the terms and conditions set forth in this Agreement;

**NOW THEREFORE**, in exchange for the mutual covenants set forth herein, and other valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

### Article I Term

1.1 This Agreement shall commence on the last date of execution hereof (“Effective Date”) and continue until completion of the services over a period of twelve (12) months, unless sooner terminated as provided herein.

1.2 Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to VOI all finished and unfinished documents, data, studies, surveys, drawings, maps, reports, photographs or other items prepared by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the VOI in accordance with this Agreement prior to such termination.

### Article II Scope of Service

2.1 The Professional shall perform the services in connection with the Project as set forth in the Scope of Services.

2.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the Scope of Services represent the professional judgment of the Professional, in accordance with the professional standard of care applicable by law to the services performed hereunder.

### **Article III Schedule of Work**

The Professional agrees to complete the required services in accordance with the Scope of Services outlined in Exhibit "A".

### **Article IV Compensation and Method of Payment**

4.1 Professional will be compensated in accordance with the payment schedule and amounts set forth in the Scope of Services, a not-to-exceed total amount of thirty three thousand dollars (\$33,000.00), including an estimated three thousand dollars (\$3,000.00) of reimbursable project expenses.

### **Article V Devotion of Time; Personnel; and Equipment**

5.1 The Professional shall devote such time as reasonably necessary for the satisfactory performance of the services under this Agreement. Should VOI require additional services not included under this Agreement, the Professional shall make reasonable effort to provide such additional services within the time schedule without decreasing the effectiveness of the performance of services required under this Agreement, and shall be compensated for such additional services as agreed between the Parties.

5.2 The Professional shall furnish the facilities, equipment and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

### **Article VI Miscellaneous**

6.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings written or oral agreements between the Parties with respect to this subject matter.

6.2 Assignment. The Professional may not assign this Agreement without the prior written consent of VOI. In the event of an assignment by the Professional to which the VOI has consented, the assignee shall agree in writing with VOI to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

6.3 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

6.4 Governing Law. The laws of the State of Florida shall govern this Agreement.

6.5 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

6.6 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

6.7 Independent Contractor. It is understood and agreed by and between the Parties that the Professional, in satisfying the conditions of this Agreement, is acting independently, and that VOI assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of VOI. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement.

6.8 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for VOI:

Attn: Howard W. Brown, Jr.  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

If intended for Professional:

Attn: C. Kelly Cofer  
The Retail Coach, LLC  
PO Box 7272  
Tupelo, MS 38802

6.9 Insurance.

(a) Professional shall during the term hereof maintain in full force and effect the following insurance: (i) a comprehensive general liability policy of insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the Professional's performance of services pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000.00

per occurrence for injury to persons (including death), and for property damage; (ii) statutory Worker's Compensation Insurance at the statutory limits and Employers Liability covering all of Professional's employees involved in the provision of services under this Agreement with policy limit of not less than \$500,000.00; and (iii) Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limit of not less than \$1,000,000.00 per claim and \$1,000,000.00 in the aggregate.

- (b) All policies of insurance shall be endorsed and contain the following provisions: (1) name VOI, its officers, and employees as additional insureds as to all applicable coverage with the exception of Workers Compensation Insurance and Professional Liability; and (2) provide for at least thirty (30) days prior written notice to the VOI for cancellation of the insurance; (3) provide for a waiver of subrogation against the VOI for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance, except for Professional Liability Insurance. The Professional shall provide written notice to the VOI of any material change of or to the insurance required herein.
- (c) A certificate of insurance and copies of the policy endorsements evidencing the required insurance shall be submitted prior to commencement of services and upon request by VOI.

6.10 Indemnification. VILLAGE OF INDIANTOWN SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF THE PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST VOI, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "VOI") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF VOI OR BREACH OF VOI'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS VOI FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE VOI, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY VOI ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). THE PROFESSIONAL'S OBLIGATIONS UNDER THIS

SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

6.11 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

6.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

*[Signature Page to Follow]*

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Village of Indiantown, Florida

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**EXECUTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

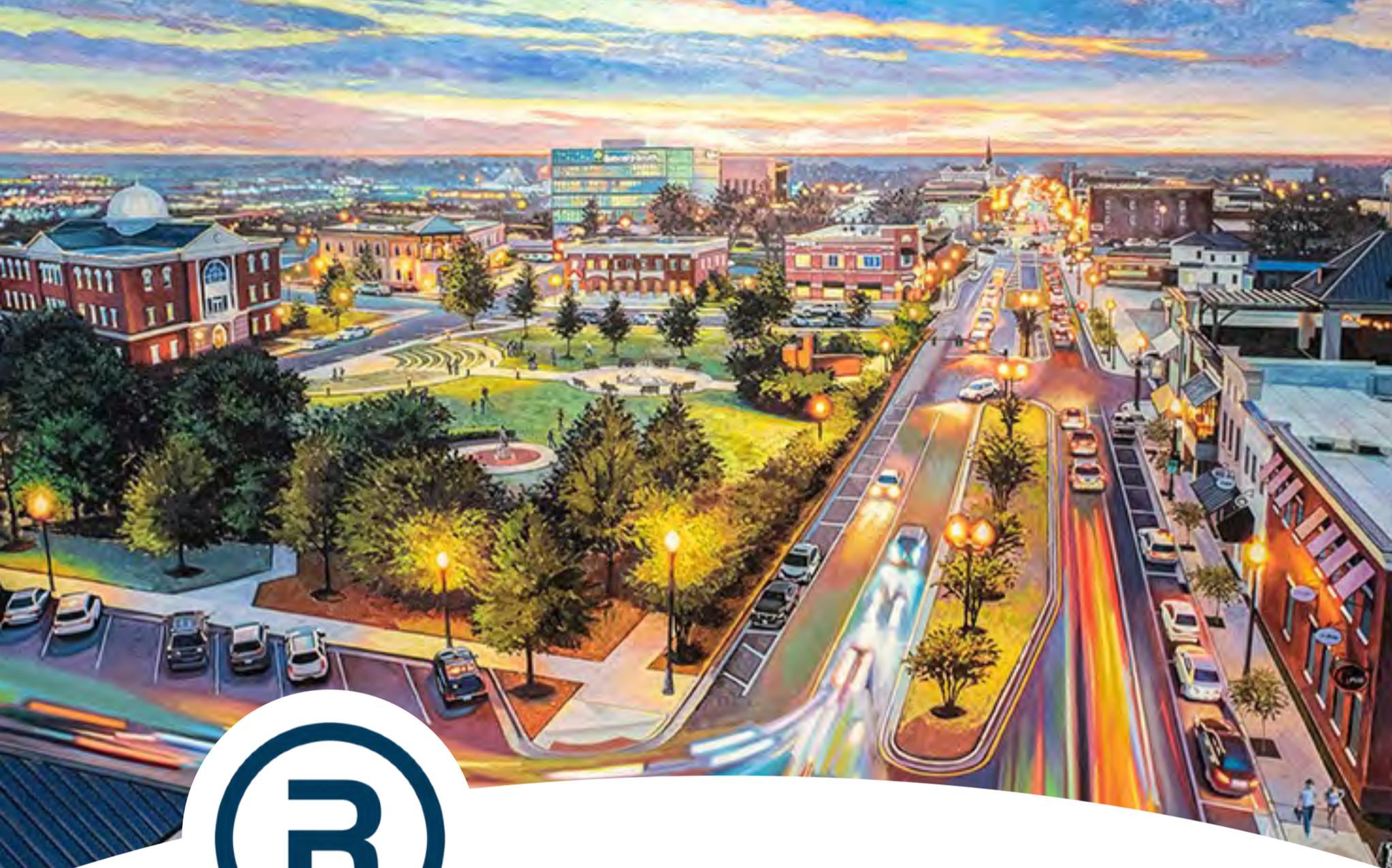
The Retail Coach, LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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Proposal for: Indiantown Village, Florida

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# Strategy Outline:

## **Retail Recruitment & Development Services**



 **TheRetailCoach**®

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800.851.0962 | [THERETAILCOACH.NET](http://THERETAILCOACH.NET) | AUSTIN, TEXAS · TUPELO, MISSISSIPPI

# About The Retail Coach



We are **the nation's premier retail recruitment, market analysis, and development firm**. Our experience combines strategy, technology, and creative marketing to execute high-impact retail and restaurant recruitment strategies for local governments, chambers of commerce and economic development agencies.

We have served **more than 650 communities in 38 states** across the country over the last 20+ years.



## PROVEN RESULTS

**5+ Million**

Square feet of new retail space recruited to client communities

**\$600 Million**

Additional sales tax dollars generated in client communities

**90% Repeat**

Percent of clients that choose us for repeat assignments

# Retail Recruitment Success



Snapshot of **2020 Grand Openings** in  
The Retail Coach Client Communities.

**MOD PIZZA**  
Auburn, WA  
Opening 2020



**DOUGH ZONE**  
Renton, WA  
Opening 2020



**SPORTSMAN'S  
WAREHOUSE**  
Laramie, WY  
Opening 2020



**MARSHALLS**  
Warrenburg, MO  
Opening 2020



**GRANT'S KITCHEN**  
Gallatin, TN  
Opening 2020



**CHICK-FIL-A**  
Los Angeles County, CA  
Opening 2020-21



**EGGS UP GRILL**  
Camden, SC  
Opened 2020



**ROUND TABLE  
PIZZA**  
McKinney, TX  
Opened 2020



**STARBUCKS**  
Kingsville, TX  
Opened 2020



**BRAUM'S**  
Wolfforth, TX  
Opening 2020



**MOD PIZZA**  
Waxahachie, TX  
Opened 2020



**RAISING CANES**  
Victoria, TX  
Opening 2020



**COSTCO**  
McKinney, TX  
Opened 2020



**LOWES**  
Victoria, TX  
Opening 2020

and many more.....

# Retail Recruitment Success



5+ Million Square Feet of New Retail recruited to client communities in the last 5 years.

The Retail Coach has helped attract these retailers and restaurants - plus **hundreds** more - to our client communities.



# Office Locations



The Retail Coach has been headquartered in **Tupelo, Mississippi** since being founded in 2000. Our corporate offices are located in the Historic Fair Park District in Downtown Tupelo.

To best serve our client communities across the country, we have additional regional offices in **Austin** and **Dallas, Texas**. These strategic locations provide our team with closer proximity to major site selection and brokerage offices, while allowing key access to major transportation hubs.



# Project Approach

## Retail360® Process



**Moving beyond data** to bring new retailers and restaurants to your community.



Retail recruitment is a process, not an event. Through our proprietary **Retail360® Process**, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.

The Retail360® Process identifies the strengths and weaknesses of your community to attract retail and highlights your community's advantage over competing cities. Through our multi-phase approach to recruiting new retailers, we're able to help communities build a long-term retail economic development plan.

## Market-Based Solutions

We understand that every community has its own unique set of development needs. Therefore, we work with our clients to determine those needs and to offer custom, tailored solutions. Our strategies are data-driven and verified through our Retail360® Process.

## On-the-Ground Analysis

Just as each client has their own set of needs, we know that each client has a unique position in the marketplace as it competes to recruit new retailers. We spend time in your community with leaders and stakeholders, which enables us to determine your market position and identify retailers that fit your community.

## Action Plan for Retail Growth

We analyze, recommend, and execute aggressive strategies for pursuing the ideal retailers, as well as coaching our clients through the recruitment and development process. This partnership typically produces the best results when, together, we derive short-term and long-term strategies based on market data and opportunities.



# What Makes Us Different

## Our Team is **Your Team**

We take a **partnership approach and become an extension of your team**. Our clients are invited to participate in the recruitment process, allowing you to learn and expand your network.

## We are **Flexible & Agile**

We have intentionally kept our team size optimal in order to keep the ability to adapt and change. This helps us continue to **develop new programs and lead through innovation**.

## Always **Fully Transparent**

We track recruitment activity and prospect feedback in your **custom retail recruitment dashboard** and host monthly calls with your team to keep you updated on progress.

## We **Avoid Conflicts** of Interest

We are not brokers, and **we do not have to answer to in-house agents looking for a commission**. Our interests are always in line with your vision and what's best for your community.

## Experienced & **Connected**

We **pioneered the retail recruitment industry more than 20 years ago** and leverage more than two decades of experience and relationships to help drive retail growth in your community.

## We use **Consistent** Project Teams

We do not have a sales team that hands you off to a face once the project begins. You will **keep the same point of contact from start to finish** to ensure a consistent, open line of communication.



Your  
**Project Team**

# Your Project Team

## Leadership Structure



### Day-to-Day Project Management



**Charles Parker**  
Project Director

Charles oversees The Retail Coach projects in the Southeast, in addition to the SmallBiz360 and Training Programs. He is located in our Dallas office and will be the primary contact for the entirety for your project.

### Leadership & Project Strategy



**Kelly Cofer, CCIM**  
Founder & CEO



**Aaron Farmer**  
President

With more than 50 combined years of retail development experience, Kelly and Aaron play an integral role in every project for The Retail Coach, including in-depth market analyses, recruitment strategies, and development plans for our clients.

### Retailer Recruitment



**Cary Everitt**  
Recruitment Specialist



**Caroline Hearnberger**  
Recruitment Specialist

Cary and Caroline manage our relationships with national and regional retailers, brokers, site selectors, and developers. They execute our recruitment process, including the site submission process and retailer feedback.

### Data & Market Research



**Matthew Lautensack**  
Director of Research



**Aiden Berry**  
Research Analyst

Matthew and Aiden use cutting-edge, GPS-based market data to pinpoint true opportunity in retail markets. They provide the latest retail trade area data and prepare our clients' market reports.

### Administrative Support



**Nancy Dees**  
Director of Finance



**Katie Zuniga**  
Marketing Manager

Nancy and Katie support all projects by managing client invoicing and contract needs, as well as marketing, promotional, and graphic design support.

## Key Staff Biographies



**Charles Parker**  
Project Director

Charles brings more than seven years of experience in the fields of economic research and entrepreneurship to The Retail Coach. As Project Director, Charles oversees the retail recruitment process and leads his team to promote economic development in client communities. In this role, he works closely with local officials as well as retail site selectors, brokers, and developers. His work has led to the location of numerous regional and national brands to client communities, including Hobby Lobby, Marshall's, Five Below, Planet Fitness, Eggs Up Grill, Popeye's, Sonic, and Publix.

Prior to joining The Retail Coach, Charles served as Research Coordinator at Mississippi State University where he developed and executed research exploring economic impacts of tourism and outdoor recreation on municipalities. His work with local economies provides Charles with a unique understanding of the challenges communities face when trying to grow.

The McKinney, Texas native earned his Master of Business Administration and Master of Science degrees from Mississippi State University. Charles is an active member of the International Council of Shopping Centers and Main Street America, and is a frequent speaker at conferences, municipal leagues, and economic organizations.

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**Kelly Cofer, CCIM**  
Founder & CEO

C. Kelly Cofer leads The Retail Coach with more than 30 years of experience in all aspects of retail real estate and economic development. Kelly's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national and regional retailers and restaurants in more than 150 cities throughout the United States. He has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. Kelly holds a Bachelor of Science degree from Texas A&M University in College Station.

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**Aaron Farmer**  
President

With a degree in Marketing from The Mays Business School at Texas A&M University in College Station and an MBA from Texas A&M University – Commerce, Aaron brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Aaron was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises (NAASF). His expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Aaron is a sought after speaker for industry organizations throughout the country.

## Key Staff Biographies



**Caroline Hearnberger**  
Recruitment Specialist

With a Masters in Public Policy and Administration combined with almost 10 years in upper administration and project management, Caroline brings client oriented expertise to The Retail Coach. As the former experience as Director of International Services at Mississippi State University, she managed various international projects bringing a broader approach to The Retail Coach retail economic development recruitment methods.

Caroline loves learning about each new client and tailoring her recruitment and development strategies to fit those unique profiles. In the Recruitment Specialist role with The Retail Coach, Caroline is primarily responsible for spearheading the firm's retail recruitment nationwide. When not actively sourcing development opportunities for our clients, Caroline stays busy as a mom of two very active little girls with big personalities.

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**Cary Everitt**  
Recruitment Specialist

Cary joined The Retail Coach as an addition to the retail recruitment team. He comes from a background of almost 9 years in healthcare and retail management helping him gain exceptional relationship building skills and education in business development strategies. He is currently in the process of obtaining his Texas real estate license in order to expand his knowledge in the field, allowing him to offer the best guidance and assistance to all current and future clients alike. The main focus for Cary at The Retail Coach is to identify and recruit interested restaurants and retailers to client communities contributing to market growth and expansion.

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**Matthew Lautensack**  
Director of Research

New York native, Matthew Lautensack, brings a specialization in critical theory and technology integration to The Retail Coach team. A philosopher and self-taught programmer, Matthew is efficient in user experience, digital platform design, e-commerce, automation, digital advertising, GIS, and is a tremendous asset to our staff. During his tenure at The Retail Coach, he has brought efficiency to the operational processes, through automation, streamlining, and systematizing internal workflows. He was also the principal developer on a number of new products and services we are offering today. Prior to joining The Retail Coach, Matthew was the Director of Information Technology at a natural soap company based out of upstate New York.



Your Project Team

## Instructor & Speaker Experience

As the pioneer of proactive retail recruitment and development services,

**The Retail Coach team is frequently sought after for speaking engagements and instructor roles** for conferences, trainings, basic economic development courses, and other industry events.

Here are a few of the events and courses in which our team has recently presented:

**IEDC:** Basic Economic Development Course (TX, AR, CO)

Session Title: "Retail Recruitment in Economic Development"

**National League of Cities:** Small Cities Conference

Session Title: "Small Cities, Big Demand"

**Southern Municipal Leagues:** Annual Conference

Session Title: "Building the Right Retail Recruitment Strategy"

**EDC of Colorado:** Drive | Lead | Succeed Conference

Session Title: "Retail is Changing...Is Your Community Ready?"

**Main Street America:** Main Street Now! Conference

Session Title: "Business Attraction & Retention Strategies"

**Stand Up Rural America:** Annual Conference

Session Title: "The Reality of Rural Retail Recruitment"

**Illinois Financial Forecast Forum:** Annual Conference

Session Title: "Dynamic Trends in the Retail Environment"

**International Council of Shopping Centers:** RECON

Session Title: "Developers & Retailers: The New Power Couple"





# The Retail Coach: **Approach**

## Project Outline & Deliverables

# Analyzing the Market



Understanding your true customer base is critical to quantifying the demand for new retail and restaurant development. The Retail Coach uses real data **collected from actual customers** in your community to analyze trade area boundaries, competitive markets, and leakage. This high confidence data allows our team to “tell your story” and show potential investors why they need to be in your market.

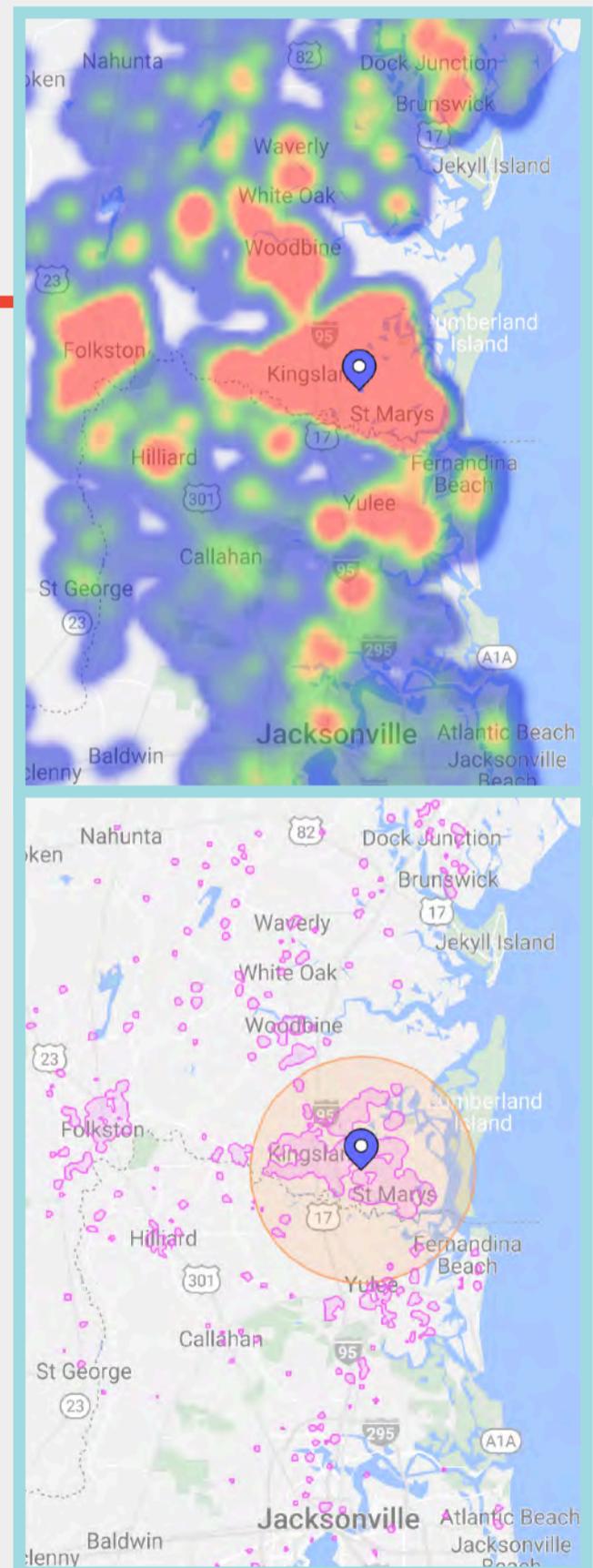
## High Impact Mobile Location Data Analysis

### Case Study: Mariner's Point Shopping Center

We explore the top 90% of Consumer Foot Traffic (collected via mobile location data) to analyze where consumers are regularly traveling from to shop in the Camden retail market.

These maps depict the home locations of consumers shopping at the Walmart-anchored Mariner's Point Shopping Center over the last 12 months. When overlaid with a 10-mile radius, consumer distribution illustrates the regional draw this shopping node has. Kingsland appears to be a primary shopping destination for many residents of Folkston, but also draws a significant number of customers from Yulee and Woodbine. **Using a simple radius demographic analysis would under-represent the market that this Walmart and adjacent retailers are serving.**

A strong retail recruitment strategy will illustrate to potential investors how the area serves a much wider customer base than just a radius or a drive time - and mobile location data is a great tool to utilize to help change existing (and likely antiquated) impressions of a retail market.



# Determining Retail Opportunity

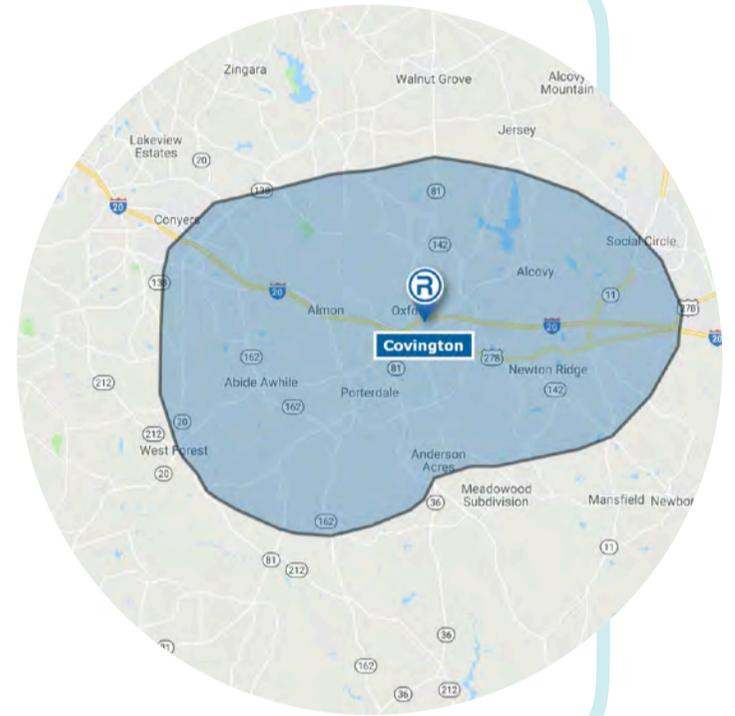


The Retail Coach will perform extensive market research and analysis to evaluate the local retail market. This “macro” to “micro” approach enables The Retail Coach to analyze competitive and economic forces that may impact the community's retail recruitment and development plan.

## Custom Retail Trade Area Analysis:

The Retail Trade Area is the geographical area from which the community's retailers derive a majority of their business. It is the foundational piece of the retail plan and its accuracy is critical.

The Retail Coach will create custom-drawn retail trade areas for your community based on cell phone mobile location/GPS data from shoppers as well as on-the-ground analysis from The Retail Coach team.



### Trade Area Determinations

Custom, drive-time, and radial retail trade areas will all be analyzed

### Demographic Profile Analysis

Full Demographic profiles for all RTAs, County, and your community

### Psychographic Profile Analysis

Full Tapestry profiles for all RTAs and your community

### Competing Community Analysis

Overview of competing markets and competitive advantages

### Peer Community Analysis

Overview of similar retail markets and potential for growth

### Retail Leakage Analysis

Gap analysis of supply & demand, includes Pull Factor (Leakage Index)

### Retail Demand Outlook

Expenditures by sector, with expected growth projections

### Retail Expenditures Analysis

Breakdown of expenditures and spending potential, by sector

### Consumer Spending Report

Patterns and Marginal Propensity to Spend for Consumers in the market

### I-95 Traveler Impact Analysis

Explores impact of travelers from other areas on the local market

# Identifying Development Opportunity



Retail site selection has evolved from an art to a science – brands are making decisions based on hard data and strict parameters based on past performance of existing locations. Those parameters and site criteria set up expectations for communities looking to recruit them, but can also serve as an indication of where communities need to invest their resources.

## Retail Real Estate Analysis:

The Retail Coach will review the existing real estate market and execute a **Highest & Best Use Analysis** of the key retail corridors in your community. This will identify key sites in the area that are prime for development or redevelopment, and help the County begin to strategize where resources need to be allocated to best position the County for new retail and restaurant recruitment.

Retailers are interested not only in the market data on your community, but also in evaluating all available property vacancies and sites that fit their location preferences. The Retail Coach will identify priority retail vacancies and development/redevelopment sites to market.

The Retail Coach will create a **Retail Site Profile** for each identified vacancy and site with current site-specific information, including:

- Location
- Aerial photographs
- Site plan
- Demographic profile
- Property size and dimensions
- Traffic count
- Appropriate contact information

**In-line & Pad Sites in New Walmart Development** 2873 Service Road | Ceres, CA 95351

**Property Features**

- Direct access from Highway 99 with more than 104,000 vehicles per day
- Adjacent to regional Ceres Gateway development (in development)
- High visibility and accessibility from Highway 99, Mitchell Rd, and Service Rd

**Site Demographics**

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**Ceres Gateway Center** Highway 99 & Mitchell Road | Ceres, CA

**Property Features**

- Proposed Super Walmart across street - Bidg permits issued Feb. 2019
- Mitchell Road interchange access with new interchange planned at Service Road
- 1,100 linear feet of Highway 99 frontage
- 85' freeway pylon sign planned
- New signalized entry into project on Mitchell Road
- High traffic counts on Hwy 99 with great positioning between south Modesto and Turlock

| Demographics    |          |          |          |          |
|-----------------|----------|----------|----------|----------|
| Trade Area      | 3 mile   | 5 mile   | 10 mile  |          |
| Est. Population | 250,049  | 57,541   | 129,512  | 416,058  |
| Avg. HH Income  | \$76,143 | \$73,590 | \$71,472 | \$79,573 |

**TheRetailCoach.** PO Box 7272 | Topsho, MS 38802  
800.851.0062 | [www.thetailcoach.com](http://www.thetailcoach.com)

## Identifying Retailers for Recruitment



The Retail Coach is the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. More than 20 years and over 650 projects later, the recruitment of retailers remains our primary focus and the primary metric of success – and starting with a strong prospect list sets a strong foundation for attracting new retail.

### Target Retailer & Restaurant Match List:

The Retail Coach will target national and regional retail brands that are a good “fit” for the community. This means that we take into account several factors...

- What type of consumers are in the market, bases on the Retail Trade Area population, demographics, and psychographics.
- Which sectors are not currently meeting demand and therefore have a high leakage index, or have projected demands that will require new business additions to meet.
- Current and future corporate strategies for brand expansion and new locations in the region, specific to Georgia & Florida.
- Available real estate locations and vacancies that are attractive, and attainable for specific uses/concepts.
- Peer Community Analysis results that indicate the your market would support a specific brand or concept.

**five BELOW**



**Marshalls**



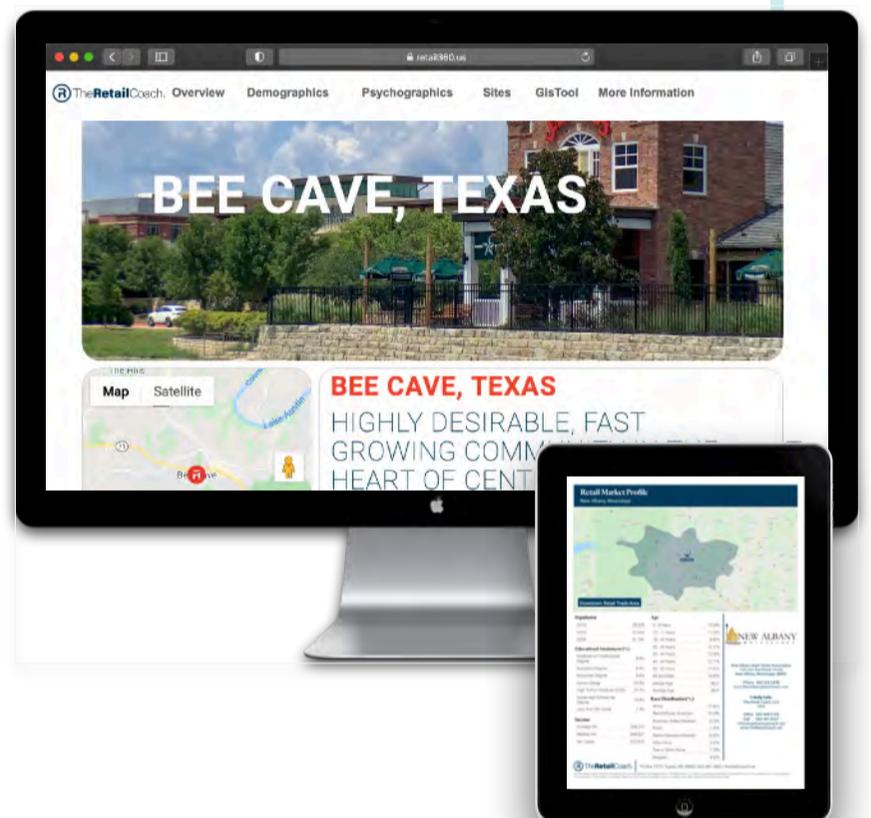
**Publix**



To attract targeted retailers, the most critical step is to provide accurate and current community data and site-specific information on available opportunities. It is important that this marketing information positively reflects the community's attributes and brand to site selectors, real estate brokers, and developers, because it is essential in making initial decisions about locating in the community.

### Online **Retail Dashboard**

The Retail Coach will create a Retail360® Retail Dashboard for your community, which will be available for **visual presentation and easy downloading** of all data sets and marketing information. With a few clicks, retailers, brokers and developers can learn about your community's retail potential like never before.



### Retail **Market Profile**

The Retail Coach will develop a Retail Market Profile tailored to the specific needs of targeted retailers' essential site selection and location criteria for your community. **The profile serves as a community introduction**, and includes: Retail Trade Area map, location map, traffic count, demographic profile summary, appropriate logo and contact information.

### Developer & Retailer-Specific **Opportunity Packages**

In addition to the more general Retail Market Profile, an Opportunity Package is **developed to send specifically to developers, real estate departments, or brokers for individual retailers**, and highlights the market characteristics and site availabilities that align with their retail site needs.



## Recruitment of Retailers & Developers

The Retail Coach was the first national retail recruitment firm to introduce direct retailer and developer recruitment services specifically for municipal clients. **Twenty years and 650+ projects later, the recruitment of retailers remains one of the primary metrics of success.** Today, our experience has proven that a community must move beyond just gathering data sets, and proactively recruit retail to achieve their development goals.

### Retailer & Developer Recruitment

The Retail Coach will actively recruit retailers on your behalf. Our retailer recruitment process includes:

- Introductory emails and retail market profile are sent to each targeted retailer.
- Personal phone calls are placed to measure interest level.
- Personal emails and retailer feasibility packages are sent to each targeted retailer.
- Personal emails and retail site profiles for prime vacancies are sent to the appropriate targeted retailers.
- Personal emails are sent to inform targeted retailers of significant market changes.
- Personal emails are sent to decision makers once per quarter to continue seeking responses regarding their interest level in the community.
- A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.

### Retail Industry Conference Representation

We help communities connect with retailers and developers at retail conferences such as the annual ICSC Recon Conference and other regional events.

More than just, "having conversations on your behalf", we will help your team prepare for the event, attend the event with your team, and even work to set up meetings with key contacts for your team. We want all of our clients to be as **involved in the process** as they like to be, and growing your network at these events can be beneficial to ultimate, long-term success.



## Downtown Revitalization



Over the last twenty years, Main Street and its local retailers and restaurants have faced an incredible increase in competitive pressures. The evolution of e-commerce, the proliferation of “big box” retail expansion, and the trend in ever-increasing cost-to-do business across the country have all left our small businesses in a position of disadvantage. As a result, The Retail Coach has developed an approach to guide, assist, and execute omni-channel solutions for small businesses

### Downtown Business Workshops

Most business owners do not have the time or resources to teach themselves how to develop and maintain a competitive strategy in today's omni-channel retail environment. Our team will host workshops and directly engage with small business owners to educate them on ecommerce, their target market, and specific retail opportunities.

### New Program: SmallBiz360

The Retail Coach has created a comprehensive program that will assist small businesses to better identify their target market, better understand who their customers are and the products they demand and, most importantly, reach their customers through a practical, omni-channel approach.

The key component of this program is the **development of e-commerce platforms** for existing, local business owners looking to take the next step for their business. The SmallBiz360 Program can be a standalone option, or included as part of a community's comprehensive retail development plan.



## Coaching & Ongoing Support



We aim to partner with communities on a long-term basis and understand clear communication and a team approach are the foundation of a strong partnership. Our team is available when clients have questions, new ideas, or just need to brainstorm new strategies. We will workshops and strategy sessions to ensure all stakeholders are informed and empowered to create long lasting impacts on the market.

### Community Leadership **Strategy Sessions:**

The Retail Coach will conduct at least 2 meetings with the core leadership team in the community to review market study findings, implications, and next steps.

### Ongoing **Support:**

The Retail Coach will conduct a work session to discuss strategies, case studies, and other resources to assist the project team with local initiatives, including "keeping it local", incentive programs, marketing support, and niche retail development strategies.





# The Retail Coach: **Experience**



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After contracting with another retail recruitment firm for three years, the City of Gastonia entered into a partnership with The Retail Coach in 2019. Project team availability, responsiveness, and visibility have been key attributes of The Retail Coach that have stood out to staff during their time on The Retail Coach team.

The recruitment team at The Retail Coach is continuing to find and market to new concepts for Gastonia to attract - similar to Eggs Up Grill, which recently announced a coming location in Gastonia.

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**Contact:**

**Cody Gibson**  
*Economic Development Specialist*  
City of Gastonia, North Carolina  
codyg@cityofgastonia.com  
980-677-2073



The City of Camden has been a client community of The Retail Coach since 2017. During this time, The Retail Coach has provided the data, support, and retail recruitment efforts that have assisted the City in several critical redevelopment projects resulting in the recruitment of Marshalls, Hobby Lobby, Five Below, and Eggs Up Grill.

In addition to recruitment success, Camden benefited from The Retail Coach market study and partnership in other ways. In 2019, The Retail Coach arranged a partnership with Cardno which resulted in the City receiving a \$300,000 Brownfield Grant.

**Contact:**

**Suzi Sale**  
*Economic Development Director*  
City of Camden, South Carolina  
ssale@camdensc.org  
803-420-7882



In the Fall of 2019, Halifax County issued a Request for Proposals for a Market Analysis of Exit 171 & 173 of Interstate 95. The Retail Coach was selected and executed a comprehensive study of the existing businesses and potential for new tenants.

Due to the success of the partnership and feedback of local stakeholders, the Halifax County Economic Development Council extended the agreement with The Retail Coach to create an ongoing partnership to assist with the next steps of business recruitment and development.

**Contact:**

**Cathy Scott**  
*Executive Director*  
Halifax County EDC, North Carolina  
cathyscott@halifaxdevelopment.com  
252-519-2630



NEWTON COUNTY

**INDUSTRIAL DEVELOPMENT  
AUTHORITY**

Newton County has been a client of The Retail Coach since 2016. As the County's retail recruitment partner, The Retail Coach has provided the data and recruitment support for numerous new developments, including the new Covington Town Center currently under development.

The Retail Coach focuses on creative retail market analysis and industry trade show representation for Newton County, specifically the ICSC Atlanta Deal Making Conference, where we set up and attend target retailer meeting with Newton County staff.

**Contact:**

**Serra P. Hall**  
*Director of Commercial Development*  
Newton County IDA, Georgia  
skphillips@selectnewton.com  
770.786.7510



"The Retail Coach is **hands-down one of the best consultant teams of any kind that our team has had the pleasure of working with.** Their extensive expertise and nationwide connections with site selectors, developers, and major chains have opened up new doors for the City, allowing us to take our recruitment efforts to the next level and collaborate with brands that hadn't previously considered our market.

They work as an extension of our staff, anticipating needs and freeing up in-house staff time. **I can't recommend the Retail Coach highly enough."**

**Chenin Dow:** Economic Development Manager (Lancaster, California)

"Thank you for Gallatin's partnership with The Retail Coach. Charles Parker and his team have **been very beneficial in helping my development find retail tenants.** We have currently signed [multiple tenants] with their help and guidance."

**Brad Jolly:** Developer (Gallatin, Tennessee)

"The Retail Coach has **truly been the teammate I needed to achieve our goals in the retail and commercial sector.** Their always-prompt response and ability to use data to support quality development and foster long lasting relationships have made a difference in our connections and community. The Retail Coach staff has been an outstanding extension of our office and our community."

**Serra Hall:** VP, Project Development (Newton County, Georgia)



"As a customer of The Retail Coach I have witnessed first-hand success with Aaron Farmer and his skilled team. The staff at **The Retail Coach delivers the knowledge, skill, and rapport necessary to recruit retail** into regions seeking progression, all while taking the difficulty away from the municipalities. They are a strong catalyst in retail expansion for any community that is looking for increased economic growth."

**Sean Overeynder:** City Manager (Lamesa, Texas)

"After visiting our city, **The Retail Coach staff were able to quickly recognize the challenges of our rapidly growing community and identify submarkets for retail attraction.** The time they spent in the community and surrounding areas, meeting with community representatives and really working to understand our retail challenges, made the difference."

**Michelle Hill:** Economic Development Director (Firestone, Colorado)

"For years I researched firms to help me with retail development and The Retail Coach continued to surface as the best choice provider. Over and over again I heard about their 'service after the sale.' This was important. You see a lot of firms can run data and put together fancy reports. What allows The Retail Coach to stand out is their coaching. A tool is useless unless someone 'coaches' you on the best way to utilize it. **When you hire The Retail Coach you are not just buying data, you are hiring a coach to help you with your retail development needs.** I highly recommend them to any community seeking to effectively recruit retail development."

**Dave Quinn:** Economic Development Manager (Fairview, Texas)



"The Retail Coach organization has a **proven track record of accurately portraying a community, providing the information needed to help prospective retailers see the community**. They are well respected among retail chains and retail site locators. They take the time to visit the community- boots on the ground if you will and they will visit with retailers and learn all they can about the community before publishing their work. Another factor in this is the company is constantly seeking out new technology to improve their results- they have the tools and the talent."

**Charlie Smith:** Former Executive Director (Mount Pleasant, Texas)

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"We chose to work with The Retail Coach because the City wanted to help direct the type of retail coming to the City, helping to ensure it meets demands and fills a need. The Retail Coach also provides a strong local component, **assisting our existing, local retail establishments to respond to today's competitive environment** so they too can thrive."

**Steve Brodsky:** City Manager (Xenia, Ohio)

"We were pleased that The Retail Coach does not apply a 'one size fits all' approach to retail growth. **Their team has a national reputation for adapting tried and true strategies to suit the individuals needs and unique characteristics and in the communities in which they work.** Beyond that, The Retail Coach's team develops long term relationships with their clients which extends well past the performance period of their professional services contracts. We expect that when The Retail Coach's work in Laramie is complete, we and our partners will be emboldened to take on complex retail issues, but if we hit a snag along the way, The Retail Coach's team will be just a call or text away.

**Sarah Reese:** City Manager (Laramie, Wyoming)



Cost Proposal:  
**Comprehensive Retail  
Recruitment Strategy**

# Comprehensive Retail Recruitment Strategy

## **Deliverables & Responsibilities**



### **Analyzing the Market**

Retail Trade Area (RTA) Map based on Mobile Location Technology  
Retail Trade Area & Community Demographic Profiles (Historical, Current, and Projected)  
Retail Trade Area Psychographic Profiles  
Daytime Population Summary

### **Determining Retail Opportunities**

Retail Gap Analysis  
Retail Demand Outlook

### **Identifying Development Opportunities**

Community-wide sites inventory  
Highest & Best Use Analysis of priority sites/vacancies  
5 Retail Site Profiles

### **Identifying Retailers & Developers for Recruitment**

Target list of priority retail prospects

### **Marketing & Branding**

Indiantown Retail Market Flyer (RMF)  
Retailer Feasibility Packages  
Developer Opportunity Package  
Online Retail360 Dashboard  
Interactive Site Mapping with Preloaded Sites

### **Recruiting Retailers & Developers**

Proactive Retail Recruitment & Recruitment Updates  
Retail Industry Conference Representation  
Live Retail Recruitment Tracking Platform

### **Retail Retention & Community Engagement**

Retail Workshop

### **Retail Coaching**

Ongoing Coaching & Project Management

# Project Costs & Timeline



## Comprehensive Retail Recruitment Strategy

**\$33,000**

(Not to Exceed Amount)

### Project Timeline



### Work Fees

The duration of this agreement is twelve (12) months, with a fee for completion of outlined work of **\$30,000**, payable in two installments:

- a) \$15,000 upon execution of the agreement;
- b) \$15,000 at 180 days after execution of agreement.

The Village of Indiantown may elect to extend the agreement for a total fee of \$25,000 per 12 month extension period.

### Reimbursable Project Expenses

It is estimated that reimbursable expenses will be approximately \$3,000 (not to exceed amount). Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

\*All Work Fees and Project expenses are payable within 30 days after receipt of the expense invoice. The Retail Coach will provide a digital copy of the deliverables.



Contact Information:

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**Charles Parker**  
Project Director  
cparker@theretailcoach.net  
662.231.9078



.....

800.851.0962 | THERETAILCOACH.NET | AUSTIN, TEXAS · TUPELO, MISSISSIPPI



February 19, 2021

Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

RE: Parcel # 05-40-39-001-000-00010-0  
SW Warfield Boulevard  
Indiantown, FL 34956

To whom it may concern:

The purpose of this letter is to inquire about the availability of the above-referenced parcel currently under your ownership as indicated by the attached Martin County property records.

I have been asked on behalf of my client, a national real estate development and investment company with numerous investments in the Florida market, to contact you to inquire about the willingness of the current owner to sell the property.

Please contact me at your earliest convenience to discuss the availability of your property. I would be happy to schedule a meeting at a date and time convenient with you to discuss in more detail. If there is no interest on your behalf, I would appreciate a call so I can advise my client accordingly.

Respectfully,

Twin Rivers Capital, LLC

Lauren Anderson Watkins  
Associate Development Manager

Enclosures as stated

*2-21-21*  
*Spoke with Ms. Watkins*  
*I informed her that*  
*property is not for sale at*  
*this time.*

*Daniel,*  
*please provide in*  
*bi-monthly*  
*report.*  
*TAX.*



# Village of Indiantown

March 3, 2021

Ms. C. Angelique Williams-Wilkinson  
Public Health Analyst  
Office of Southern Health Services  
Bureau of Primary Health Care/ HRSA/Health and Human Services  
5600 Fishers Lane  
Rockville, MD 20857

Dear Ms. Wilkinson,

I am writing this letter in support of the Florida Community Health Centers, Inc. (FCHC) request to add a mobile health unit to their scope of services. For almost forty-five years they have served as the major medical provider in the Village of Indiantown. Their services to our community include primary care to patients of all ages, obstetrical care, dental care, health benefits coordination, and care management.

FCHC is a valued partner to the Village in addressing disparities in access to health care for the most rural residents of Martin County, Florida. Most recently, FCHC has worked to address the public health needs of our community by providing COVID 19 evaluation and testing. They have also begun administering COVID-19 vaccinations. A mobile unit will assist our community's more vulnerable populations with accessing health care they might not otherwise obtain.

As the Manager for the Village of Indiantown, I am extremely familiar with needs of the community, especially its underserved residents. I believe that FCHC is committed to addressing these needs and adding a mobile unit will benefit the residents of our community.

Sincerely,

  
Howard W. Brown, Jr., MPA, ICMA-CM

C: Honorable Mayor and Members of the Village Council  
Ms. Susan Owens, MMC, Village Clerk  
Mr. Wade Vose, Esq., Village Attorney