



Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., Village Manager *HWB*
CC: Village Staff
Date: May 25, 2022
Re: **Bi-Monthly Report and Update (For Period Ending Tuesday, May 31, 2022)**

Honorable Mayor and Members of the Village Council:

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

Administration

- The Village Manager met with Mr. Rick Gonzalez and Mr. Manuel Ayala, with REG Architects on Tuesday, April 26, 2022, to follow-up discussing Phase I of the new Village Hall project. REG is scheduled to make their presentation to the Village Council on Thursday, May 26, 2022.
- The Village of Indiantown's proposed Comprehensive Plan Amendment was reviewed pursuant to the Expedited State Review Process, according to provisions of Section 163.3184(3), Florida Statutes. The Florida Department of Economic Opportunity (DEO) has no comment. Attached for your review, is the letter from the DEO.
- The Martin County Sheriff's Office (MCSO) notified the Village via voicemail on Sunday, May 22, 2022, at 11:02 PM that there was a damaged guard rail on Warfield Boulevard, approximately 1.5 miles north of the Marcy Crossing Railroad tracks on (SR 710) Warfield Boulevard. This is outside of our municipal boundaries; therefore, it was forwarded to the appropriate authorities. Attached is the email with the work order confirmation.
- Village Hall will be closed Monday, May 30, 2022, in observance of Memorial Day. Attached is the revised 2022 Holiday Schedule for your review.
- The Village Manager will be in training at Harvard's Senior Executives in State and Local Government Program on June 6- 24, 2022. During this period, Susan Owens will oversee day-to-day operations. However, the Village Manager will be available via phone, as well as working remotely.

Village Manager's Office

Village Schedule

A schedule of upcoming events is included below:

- The Village's next Regular Council Meeting is scheduled for Thursday, May 26, at 6:30 PM. The meeting will be held in the Village's Council Chambers at Village Hall in Suite C.

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

Important Information

Thursday, June 9, 2022, at 6:30 PM – Village Council Meeting – 15516 SW Osceola Street, Suite C, Indiantown, FL 34956

Village Clerk's Office

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

Emergency Management Matters:

No items to report at this time.

HR Matters:

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

Procurement Matters

- Several procurements are currently being drafted; more information and schedules are to follow.

Election Matters:

- Qualifying for the August 23, 2022, Village of Indiantown General Election is from **12:00 PM on June 13, 2022**, through **12:00 PM on June 17, 2022**. The qualified voters in the Village of Indiantown will have the opportunity to elect three (3) Council Members for (4) four-year terms. The following seats are up for this year's election:
 - Seat 3 – Incumbent Anthony Dowling
 - Seat 4 – Incumbent Jacqueline Gary-Clarke
 - Seat 5 – Incumbent Susan Gibbs Thomas

Interested candidates must contact Village Clerk Susan A. Owens at: sowens@indiantownfl.gov for more information on how to qualify and to schedule a candidate orientation session. Please allow at least an hour to complete the orientation. All candidate packages will be provided in PDF format due to their size, and all orientations will be held via Zoom.

In addition to the required qualifying forms and treasurer's reports, there is also a **\$100.00** qualifying fee required,

which must be paid **from the campaign fund**. All candidates must be **registered voters** in the Village and be able to provide proof that they have resided in the Village for at least **one (1) year prior to their qualifying**.

Community and Economic Development Department

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

Planning & Zoning

- The next Planning, Zoning, and Appeals Board meeting is scheduled on June 2, 2022, at 6:00 PM in the Village Council Chambers.
- The Planning and Zoning Division is scheduled to present a Property Rights Ordinance and Industrial Fencing Regulations at the next Village Council Meeting on June 9, 2022.
- The Planning and Zoning Division is scheduled to meet with developers regarding a Minor Development of a Light Industrial site, who are proposing two (2) buildings proposed for Light Industrial use, office, and storage space.
- On May 21, 2022, staff participated at "Meet the Village".

Economic Development

No items to report at this time.

Code Compliance

No items to report at this time.

Building Services Division

No items to report at this time.

Financial Services Department

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

- Finance staff are nearing completion of FY21 financial audit.
- Budget development for FY 2022-2023 is underway.
- Daily financial operations:
 - The department is short-staffed in processing and posting of revenue and accounts payable
 - Staff are working through submitting most recent reimbursement requests for SRF and Booker Park Drainage Projects

Parks and Recreation Department

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

- Staff has completed mandatory NIMS training for sections 100 and 700 in preparation for the upcoming hurricane season.

- A member of the Parks staff participated in the Martin County Health Equity Taskforce meeting, to collaborate with the community partners to address obesity issues in our youth.
- A member of our staff attended the University of Florida Extension office training for Best Maintenance Practices.
- Our staff teamed up with the Martin County Library System on their 1000 books before kindergarten program. Staff will work with Healthy Start to distribute these books in our community on Tuesday, June 7th.
- Staff are working on the safety of our playgrounds. Replacement swings have been ordered and are scheduled to be installed.
- Staff are also working with our local contractor to get the trees trimmed in our parks, in preparation for hurricane season.

Public Works and Engineering Department

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

Water + Wastewater Utilities Department

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

- The replacement of the old water meters with radio read meters has commenced. This will be an ongoing project for several months.
- Staff are in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).
- Staff are continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Staff had Well Pump #8 replaced, due to a malfunction, and will be evaluating Well Pump #7.
- Staff are on schedule with the new development that is coming to the Village. With Tractor Supply now being open and Indiantown Bio-Medical having started their site work, the utilities are the first items to be installed along with the storm drainage. Indiantown Bio-Medical is looping a water main to increase water pressure on a dead end main, which will increase fire flow for that area. Tractor Supply is also extending a water main; however, it will not have any effect until further growth extends it to the west. It will most likely be the Terra Lago Project that will pick it up.
- Staff are wrapping up the planning conversations with the Terra Lago Developers and engineers, regarding the Utilities.
- Staff are beginning planning conversations with Woodmont Partners Developers and engineers regarding the Utilities.
- The Utilities Manager participated in the Indiantown Chamber of Commerce Career Day at the Indiantown Middle School on May 10, 2022.
- The scheduled "BURNOFF" will commence June 5, 2022 to June 20, 2022. Attached for your review, is the notice to the water customers of the Village of Indiantown service area.

END OF MEMORANDUM

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

May 20, 2022

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

Dear Mayor Clarke:

The Department of Economic Opportunity ("Department") has reviewed the proposed comprehensive plan amendment for the Village of Indiantown (Amendment No. 22-01ESR) received on April 20, 2022. The review was completed under the expedited state review process. We have no comment on the proposed amendment.

The Village should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, we have enclosed the procedures for adoption and transmittal of the comprehensive plan amendment. In addition, the Village is reminded that:

- Section 163.3184(3)(b), F.S., authorizes other reviewing agencies to provide comments directly to the Village. **If the Village receives reviewing agency comments and they are not resolved, these comments could form the basis for a challenge to the amendment after adoption.**
- **The second public hearing**, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of agency comments or the amendment shall be **deemed withdrawn** unless extended by agreement with notice to the Department and any affected party that provided comment on the amendment pursuant to Section 163.3184(3)(c)1., F.S.
- **The adopted amendment must be rendered to the Department.** Under Section 163.3184(3)(c)2. and 4., F.S., the **amendment effective date** is 31 days after the Department notifies the Village that the amendment package is complete or, if challenged, until it is found to be in compliance by the Department or the Administration Commission.

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

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

The Honorable Jacqueline Gary Clarke

May 20, 2022

Page 2 of 2

If you have any questions concerning this review, please contact Matthew Preston, Planning Analyst, by telephone at (850) 717-8490 or by email at matt.preston@deo.myflorida.com.

Sincerely,

A handwritten signature in black ink that reads "Kelly Corvin". The signature is written in a cursive, flowing style.

Kelly D. Corvin, Regional Planning Administrator
Bureau of Community Planning and Growth

KDC/mp

Enclosure(s): Procedures for Adoption

cc: Althea Jefferson, AICP, Director, Indiantown Community and Economic Development Department
Thomas Lanahan, Executive Director, Treasure Coast Regional Planning Council

SUBMITTAL OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

FOR EXPEDITED STATE REVIEW

Section 163.3184(3), Florida Statutes

NUMBER OF COPIES TO BE SUBMITTED: Please submit electronically using the Department's electronic amendment submittal portal "**Comprehensive Plan and Amendment Upload**"

(<https://floridajobs.secure.force.com/cp/>) or submit three complete copies of all comprehensive plan materials, of which one complete paper copy and two complete electronic copies on CD ROM in Portable Document Format (PDF) to the State Land Planning Agency and one copy to each entity below that provided timely comments to the local government: the appropriate Regional Planning Council; Water Management District; Department of Transportation; Department of Environmental Protection; Department of State; the appropriate county (municipal amendments only); the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only); and the Department of Education (amendments relating to public schools); and for certain local governments, the appropriate military installation and any other local government or governmental agency that has filed a written request.

SUBMITTAL LETTER: Please include the following information in the cover letter transmitting the adopted amendment:

_____ State Land Planning Agency identification number for adopted amendment package;

_____ Summary description of the adoption package, including any amendments proposed but not adopted;

_____ Identify if concurrency has been rescinded and indicate for which public facilities. (Transportation, schools, recreation and open space).

_____ Ordinance number and adoption date;

_____ Certification that the adopted amendment(s) has been submitted to all parties that provided timely comments to the local government;

_____ Name, title, address, telephone, FAX number and e-mail address of local government contact;

_____ Letter signed by the chief elected official or the person designated by the local government.

ADOPTION AMENDMENT PACKAGE: Please include the following information in the amendment package:

_____ In the case of text amendments, changes should be shown in strike-through/underline format.

_____ In the case of future land use map amendments, an adopted future land use map, **in color format**, clearly depicting the parcel, its future land use designation, and its adopted designation.

_____ A copy of any data and analyses the local government deems appropriate.

Note: If the local government is relying on previously submitted data and analysis, no additional data and analysis is required;

_____ Copy of the executed ordinance adopting the comprehensive plan amendment(s);

Suggested effective date language for the adoption ordinance for expedited review:

"The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If the amendment is timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance."

_____ List of additional changes made in the adopted amendment that the State Land Planning Agency did not previously review;

_____ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment;

_____ Statement indicating the relationship of the additional changes not previously reviewed by the State Land Planning Agency in response to the comment letter from the State Land Planning Agency.

From: [Howard Brown](#)
To: [Nylene Clarke](#)
Subject: Fwd: Work Order Confirmation - FLR000000637
Date: Tuesday, May 24, 2022 9:32:20 AM

Please add this to our next bi monthly report. Thank you.

Howard W. Brown, Jr., ICMA-CM
Village Manager
Village of Indiantown, FL
772-597-8282. (Wk)

IPhone | ITypos | IApologize

Begin forwarded message:

From: notify@quickbase.com
Date: May 23, 2022 at 4:57:30 PM EDT
To: Howard Brown <hbrown@indiantownfl.gov>
Subject: **Work Order Confirmation - FLR000000637**

You don't often get email from notify@quickbase.com. [Learn why this is important](#)

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Work Order Confirmation

from

Louis Berger Hawthorne Services, Inc.

Howard Brown Jr.,

This is a confirmation that a work order has been created.
Your work order order number is FLR000000637.

Date/Time of Complaint:
05-23-2022 04:54 PM

DOT W/O# Assigned (if any):
empty

Complaint Details:
Hi Stephanie,

The Martin County Sheriff's Office (MCSO) notified the Village via voicemail on Sunday, May 22 at 11:02 PM that there was a damaged guard rail on Warfield Boulevard approximately 1.5 miles north of the Marcy Crossing Railroad tracks on (SR 710) Warfield Boulevard. This is outside of our municipal boundaries. I wanted to make sure you guys were aware of this.

Howard W. Brown, Jr., ICMA-CM
Village Manager
Village of Indiantown
(772) 597-8282 (v)

Location Details:
north of the Marcy Crossing Railroad tracks on (SR 710) Warfield Boulevard & 89070000

You will receive another notification once the work order is complete.

Please contact us at D4BelleGladeAM@wsp.com if you have any questions or concerns.

Your Louis Berger Team



Village of Indiantown 2022 Holiday Schedule

New Year's Day – observed Thurs. 12/30/21

Martin Luther King's Day: 3rd Monday in January – 01/17/22

Presidents Day: 3rd Monday in February – 02/21/22

Memorial Day May: Last Monday in May – 05/30/22

Juneteenth – 06/19/22 observed Mon. 06/20/22

Independence Day – 07/04/22

Labor Day: 1st Monday in September – 09/05/22

Veteran's Day – 11/11/22

Thanksgiving Day: 4th Thursday in November – 11/24/22

Day after Thanksgiving Day – 11/25/22

Christmas Eve – observed Fri. 12/23/22

Christmas Day – observed Mon. 12/26/22

New Year's Eve – observed Fri. 12/30/22

Holidays in bold italics fall on a weekend and are therefore observed during the week as specified therein.

Community & Economic Development Department Bi-Monthly Report

May 25, 2022



Planning and Zoning

Development Activity Summary

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

Prepared by: Lucia Mendoza - Administrative Assistant

Source – CED Department

Date: May 23, 2022

Highlights

- The next Planning, Zoning, and Appeals Board meeting is scheduled on June 2, 2022, at 6 pm in Village Council Chambers.
- The Planning and Zoning Division is scheduled to present a Property Rights Ordinance and Industrial Fencing Regulations at the next Village Council meeting on June 9, 2022.
- The Planning and Zoning Division is scheduled to meet with developers regarding a Minor Development of a Light Industrial site. Proposing (2) two buildings proposed for Light Industrial use, office, and storage space.
- On May 21, 2022, staff participated at “Meet the Village” event.

PZAB Long-Range Meetings*

June 2, 2022

Tree Mitigation and Open Space

PUD Ordinance

Application Review Process

Director's Report

July 7, 2022

Live/ Work Units

Commercial Parking in Residential

Director's Report

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

Prepared by: Lucia Mendoza - Administrative Assistant

Source – CED Department

Date: May 23, 2022



VILLAGE of INDIANTOWN

WATER-WASTE WATER UTILITIES

EST. 2020

Notice: Water Customers of the Village of Indiantown Service Area

In accordance with efforts to provide safe drinking water to the residents of Indiantown, we will be performing several water maintenance procedures during the **TWO-WEEK PERIOD STARTING on MONDAY JUNE 6, 2022 and ENDING on MONDAY, JUNE 20TH, 2022.** During this period, staff will be switching our water disinfection method from one that uses chloramines, in the form of a disinfectant made from chlorine and ammonia, to one that uses free chlorine.

Free chlorine is a stronger germ-killer, but sometimes leaves a chlorine taste or smell in tap water. This temporary switch is a standard procedure to ensure potentially harmful microbes do not develop in the water system.

Free chlorine acts as a lethal agent against most stubborn types of bacteria and viruses. While it is generally not harmful to humans or pets, however, **please note it can harm tropical fish.** Switching to its use from time to time prevents these organisms from building a resistance to the chloramines we normally use.

These temporary conditions will not adversely affect your health. **If you are on kidney dialysis, however, you should consult your physician for special instructions.** If you have tropical fish or aquatic animals, you should contact your local tropical fish store for advice and take appropriate action to ensure that you have properly treated the water before adding it to your aquarium.

Please note, Village Utility personnel will be flushing hydrants during this time, which may cause water to discolor and become cloudy. This is a temporary condition and should not last more than a few hours. Some people may opt to temporarily switch to an alternative water source, such as bottled water, due to taste. Boiling water is one way to reduce chlorine taste and smell during this period. Additionally, filling a container with tap water will allow it to ventilate.

For further information or questions, please contact the Village of Indiantown Water-Wastewater Utility Department at 772-597-2121 and ask for Jaime Andres or Pat Nolan.

Sincerely,

Pat Nolan
Water & Wastewater Manager



VILLAGE of INDIANTOWN

WATER-WASTE WATER UTILITIES

EST. 2020

Aviso: Clientes de Agua del Área de Servicio del Pueblo de Indiantown

De acuerdo con los esfuerzos para proporcionar agua potable a los residentes de Indiantown, realizaremos varios procedimientos de mantenimiento del agua durante el **PERIODO DE DOS SEMANAS QUE COMIENZA EL LUNES 6 DE JUNIO DE 2022 Y TERMINA EL LUNES 20 DE JUNIO DE 2022**. Durante este periodo, el personal cambiará nuestro método de desinfección de agua de uno que usa cloraminas, en forma de desinfectante hecho de cloro y amoníaco, a uno que usa cloro libre.

El cloro libre es un asesino de gérmenes más fuerte, pero a veces deja un sabor u olor a cloro en el agua del grifo. Este cambio temporal es un procedimiento estándar para garantizar que no se desarrollen microbios potencialmente dañinos en el sistema de agua.

El cloro libre actúa como un agente letal contra la mayoría de los tipos rebeldes de bacterias y virus. Si bien generalmente no es dañino para los humanos o las mascotas, **tenga en cuenta que puede dañar a los peces tropicales**. Cambiar a su uso de vez en cuando evita que estos organismos desarrollen una resistencia a las cloraminas que usamos normalmente.

Estas condiciones temporales no afectarán negativamente su salud. **Sin embargo, si está en diálisis renal, debe consultar a su médico para obtener instrucciones especiales**. Si tiene peces tropicales o animales acuáticos, debe comunicarse con su tienda local de peces tropicales para obtener asesoramiento y tomar las medidas adecuadas para asegurarse de haber tratado adecuadamente el agua antes de agregarla a su acuario.

Tenga en cuenta que el personal del Servicio Público del Pueblo lavará los hidrantes durante este tiempo, lo que puede hacer que el agua se decolore y se enturbie. Esta es una condición temporal y no debería durar más de unas pocas horas. Algunas personas pueden optar por cambiar temporalmente a una fuente de agua alternativa, como agua embotellada, debido al sabor. Hervir el agua es una forma de reducir el sabor y el olor a cloro durante este período. Además, llenar un recipiente con agua de la llave permitirá que se ventile.

Para obtener más información o preguntas, comuníquese con el Departamento de Servicios Públicos de Agua y Aguas Residuales del Pueblo de Indiantown al 772-597-2121 y pida por Jaime Andres o Pat Nolan

Atentamente,

Pat Nolan
Water & Wastewater Manager