



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: August 31, 2022
Re: **Bi-Monthly Report and Update (For Period Ending Wednesday, August 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

- Nylene Clarke, Office Coordinator, tendered her resignation to be effective Friday, September 9. She has done an outstanding job and I wish her all the best.
- On August 31, 2022, the Florida DEP State Revolving Fund (SRF) held the August funding hearing. Unless something changes between now and formal adoption, the following funding was approved for the Village of Indiantown:
 - Drinking Water Construction Loan for water plant construction: \$12,624,446 of which \$8,498,778 (67%) is principal forgiveness [possible interest rate .86%]
 - Clean Water Design Loan for WWTF design: \$1,087,000 of which \$869,000 (80%) is principal forgiveness [possible interest rate .51%]
- The plans and specifications for the Water Treatment Plant Improvements, Railroad Avenue Watermain Replacement, and W Osceola Street (SW 151 Street) Watermain Improvements have been reviewed for conformance with the administrative requirements of the SRF Loan Program and accepted effective August 5, 2022. The project is now eligible to compete for funding at the next priority listing meeting scheduled for August 31, 2022, or subsequent priority list meetings. Attached is the letter from the Florida Department of Environmental Protection for review.

Village Manager's Office

Village Schedule

A schedule of upcoming events is included below:

- Two Special Village Council Meetings are scheduled for Wednesday, September 7, 2022, at 6:30 PM and Thursday, September 8, 2022, at 6:00 PM. The meetings will be held in the Village's Council Chambers at Village Hall in Suite C.

- The Village's next Regular Council Meeting is scheduled for Thursday, September 8, 2022, at 6:30 PM. The meeting will be held in the Village's Council Chambers at Village Hall in Suite C.

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

Important Information

Thursday, September 22, 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.

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

Procurement Matters:

No items to report.

Election Matters:

- On August 23, 2022, the voters of the Village of Indiantown elected the following Council Members to serve until 2026:
 - Seat 3:
 - Carmine Dipaolo
 - Seat 4:
 - Angelina Perez
 - Seat 5:
 - Susan Gibbs Thomas

Congratulations to the newly elected members, and a special thank you those that have served these past four years!

Risk Management Matters:

No items at this time.

Community and Economic Development Department

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

Planning & Zoning

See attached report.

Economic Development

- The Draft Comprehensive Economic Development Strategy (CEDS) for the Treasure Coast Region is now available. More information is provided in the attached report.

Code Compliance

- The Code Compliance Officer will be conducting weekend code sweeps during the months of September through December. Dates will be made available soon.

Building Services

See attached report.

Financial Services Department

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

- The Final Budget Workshop was held on Thursday, August 18, 2022.
- Staff is reviewing the application for Connecting Communities grant for mitigating and retrofitting transportation facilities. Possible projects include Warfield Blvd - MLK/Booker Park revitalization and street conversions, as well as pedestrian walkways Village-wide. The application is due October 14, 2022.
- Mike is working with consultants and staff to prioritize wastewater projects related to \$18M State Appropriation. The submission is due by the end of September.
- In-process establishing accounts with Florida PRIME and Florida Municipal Investment Trust (FMiVT) subsequent to passage of resolution on August 4, 2022.
- Daily financial operations:
 - The department is short-staffed in processing and posting of revenue and accounts payable
 - New third-party accounting and bookkeeping service is being obtained subsequent to approval by Village Manager / Village Council

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.

- Soccer season is here and the fields at Big Mound Park and Booker Park are getting busy.
- Parks and Recreation staff teamed up with staff from the Water Plant to help hand out food to the

Community. Photos are attached.

- Staff met with the Department of Health and are looking for ways to collaborate to bring healthy fruits and vegetables to the community.
- Staff met with several contractors to get quotes for repairs in the parks for items that showed up on our safety surveys.
- The Parks Director will be attending the Florida Recreation and Parks Conference in Orlando, on August 28, 2022, through September 1, 2022.

Public Works and Engineering Department

The Village's Interim Public Works Director, Patrick Nolan, has several items to highlight. If you have questions, concerns, or wish to report a Public Works-related issue, please contact publicworks@indiantownfl.gov.

- The Booker Park Drainage Project continues to move along and should be completed on time.
- Drainage work has been started and is in process by American Street, behind Sandy Oaks.
- Staff are planning for the Uptown Drainage project, which will be starting soon.
- A survey for the addition of a new bus stop on the Trail Road project has been completed and has now entered the design stage with the help of the Martin County Engineering Department.

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 is in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).
- Staff is continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Staff is on schedule with the new development that is coming to the Village. With Tractor Supply now being open and Indiantown Bio-Medical having started their site work, the utilities are the first items to be installed, along with the storm drainage. Indiantown Bio-Medical has looped an 8" water main from SW Farm Road to Market Street, which will increase water pressure on a dead end main, as well as increase fire flow for that area.
- Staff is wrapping up the planning conversations with the Terra Lago Developers and engineers, regarding the Utilities.
- Staff is beginning planning conversations with Woodmont Partners Developers and engineers regarding the Utilities.
- Staff took delivery of the Vermeer Trailer Mounted Vacuum Excavator on July 12, 2022 and look forward to putting it in service.
- Staff will be working with the Florida Rural Water Association to begin mapping of the Water and Wastewater systems using the Diamond Maps program.

- Pat attended the Florida Rural Water Association Conference on August 8-10, 2022, to learn what the Water Industry has to offer and further his knowledge of Industry Standards and Regulations.

END OF MEMORANDUM



FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Interim Secretary

--TRANSMITTED ELECTRONICALLY--

August 22, 2022

Howard W. Brown, Jr.
Village Manager
Village of Indiantown
15516 SW Osceola St., Suite B
Indiantown, Florida 34956

Re: Plans & Specifications Acceptance – Indiantown (DW43034)
Water Treatment Plant and Water Distribution System Rehabilitation

Dear Mr. Brown:

The plans and specifications titled “Water Treatment Plant Improvements”, “Railroad Avenue Watermain Replacement”, and “W Osceola St. (SW 151 St.) Watermain Improvements” are in conformance with the requirements set forth in Chapter 62-552, Florida Administrative Code. These documents are accepted effective August 5, 2022.

Our review of the plans and specifications was performed only to verify conformance with the administrative requirements of the State Revolving Fund Loan Program. We did not review the technical aspects of the documents in order to avoid duplicating the review performed or that may be performed by the permitting agency or agencies.

As a result of document acceptance, this project may now compete for funding at the next priority list meeting scheduled for August 31, 2022 or subsequent priority list meetings. You will need approval from the Department prior to awarding the contract for the construction of the project. Upon review of the complete bidding information for this project, the Department will authorize the award of the contract. Construction disbursement requests cannot be processed until this authorization has been issued and the construction loan agreement has been executed. Once the preconstruction meeting has been scheduled please notify the Department of the date and time. Additionally, all addenda and change orders issued for this contract must also be submitted for our review. Note that improper or unauthorized procurement may result in the disqualification of contract costs for funding.

Indiantown
August 22, 2022
Page 2

If you have any questions or need further information, please call Greg Alfsen, Project Manager, at 850-245-2983 or email at gregory.alfsen@dep.state.fl.us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shanin T. Speas-Frost', with a long horizontal line extending to the right.

Shanin T. Speas-Frost, P.E., MBA
Program Administrator
Drinking Water State Revolving Fund Program
Division of Water Restoration Assistance

STS/gca

cc: Daniel Magro, P.E., Aclus Engineering

Community & Economic Development Department

Bi-Monthly Report

August 24, 2022

Planning and Zoning



Development Activity Summary

Pre-Application	In Review	Approved	Under Construction	Built
Seminole Crossings 24 single-family units	River Oak ★ 153 single-family units	Seminole Junction 28 townhomes	Biomedical Industrial Park 2-story, 22,750 square foot office/warehouse	Casa Bella
Osceola Pines 157 single-family units	Parkview Apartments ★ 18 multifamily and 18 live/work units (two floors)	Terra Lago Master Plan 2,488 residential units; 100,000 square foot commercial space	Green Carbon Solutions 11,670 square foot manufacturing facility	Tractor Supply
Three Little Indians 71 townhomes	RCC Construction ♦ A 25,000 square foot manufacturing facility	Terra Lago - 1A 224 single-family units		
Village Market Convenience Store 4,650 square feet with 8 fuel islands	Grind Hard 🌟 25,000 square foot manufacturing facility			

🌟 Upcoming DRC

★ Re-Submittal Pending

♦ Development Order Pending

Prepared by – Althea Jefferson
CED Department
August 17, 2022

Highlights

- The next meeting of the Planning, Zoning & Appeals Board is scheduled for September 1, 2022.
- Attached is a copy of a presentation for the quarterly Joint Meeting (Martin County/Stuart/Indiantown/ /School District) scheduled on September 29, 2022.
- Hurricane Safety Tip – Put together a basic disaster supply kit and consider storage locations for different situations. Check emergency equipment, such as flashlights, generators and storm shutters. For a list of key items for your kit, see <http://www.redcross.org>.

Economic Development



Highlights

- The [Draft Comprehensive Economic Development Strategy \(CEDS\) for the Treasure Coast Region](#) is now available! The 30-day public review/comment period will conclude on September 2, 2022, at 5:00 p.m. The CEDS serves both as a guiding vision and “blueprint” for the economic growth of the Region and as a benchmark with which to measure growth and success. The CEDS provides a current picture of the status of the Region’s economy and documents progress towards economic development goals. If you have questions, comments, or edits please contact Stephanie Heidt at 772-475-3863 or sheidt@tcrpc.org
- Staff attended the monthly meeting of the Business Development Board of Martin County on August 10, 2022, in Stuart.
- Indiantown CED Director met with the Business Development Board for a monthly update on August 23, 2022.
- Indiantown Staff is processing applications for a Conditional Use approval for a food truck and Certificates of Use for a mobile car wash and a Home Occupation for a landscaping business.

Hurricane Preparedness Tips for Businesses

Protect important documents and information:

- Save important business contacts that are crucial to daily operations, in an alternate, accessible off-site location.
- Back-up documents that are not easily produced such as insurance documents, legal contracts, tax returns, and accounting statements and protect them from water damage by sealing them in waterproof containers.



Building Division

Highlights

- **Seminole Junction:** The Building Division is reviewing plans for 28 new townhomes in Booker Park.

Hurricane Preparedness

- Secure electronics, such as computers and other office equipment, with straps or Velcro.
- Turn off all the utilities prior to a hurricane making landfall, if possible.

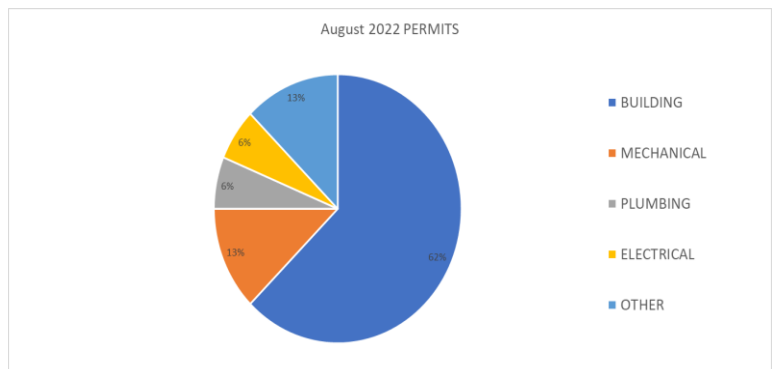


Image Credit: Villa Franca Design & Development

Activities

August 2022		2021	2020	2019
Permit Applications Received	13	28	21	16
Plans Reviewed	13	28	21	16
Permits Issued	8	23	20	13
Inspections Completed	16	27	43	44

Types of Permit Applications Submitted			
Building	10	Roof	-
Electrical	1	Tent	-
Mechanical	2	Right-of-Way	-
Plumbing	1	Other	2



Prepared by: Luis Perez
Source: CED Department
Date: August 22, 2022

Martin County Joint City/County/ School District Meeting

September 29, 2022



VILLAGE OF INDIANTOWN

April – June 2022



RESIDENTIAL

	Description	Status
River Oak	153 Single Family	In Review
Park View Apartments	18 Multi Family Units; 18 Live Work Units	In Review
Osceola Pines	157 Residential Units	In Review
Seminole Crossings	24 Single Family Units	In Review
Terra Lago - Phase 1	244 Single Family Units	Approved
Seminole Junction	28 Town Homes	Approved
Sandy Oaks	97 Single Family Units	In Construction
Casa Bella	7 Multi-Family Units; 3 Live Work Units	Completed

NON-RESIDENTIAL

	Description	Status
RCC Construction	25,000 sq. ft. industrial structure	In Review
Green Carbon Solutions	nearly 12,000 sq. ft. industrial structure	In Construction
Biomedical Industrial Park	22,750 sq. ft. warehouse	In Construction
Tractor Supply Co.	23,433 sq. ft. retail structure	Completed

Village of Indiantown

April – June 2022

New Residential Approvals

Project	Location	Type	Units
Seminole Junction	Railroad Avenue and SW 170 th Street	TH	28
Total			28



Comprehensive Plan Amendments

Plan Amendment	Application Location	Acres	Previous FLU	Proposed FLU	Final Action	Comments
N/A						

April – June 2022
No Proposed FLUM Amendments



Building Permits

NEW Residential Construction Permits Issued, by Year

Type	2018	2019	2020	2021	2022
Single-family	9	12	7	3	4
Duplex	0	0	0	0	0
Multifamily	0	0	0	0	0
Mobile home	0	0	0	0	0
Total	9	12	8	3	4

April – June 2022 Total: 4



Indiantown Residential CO's

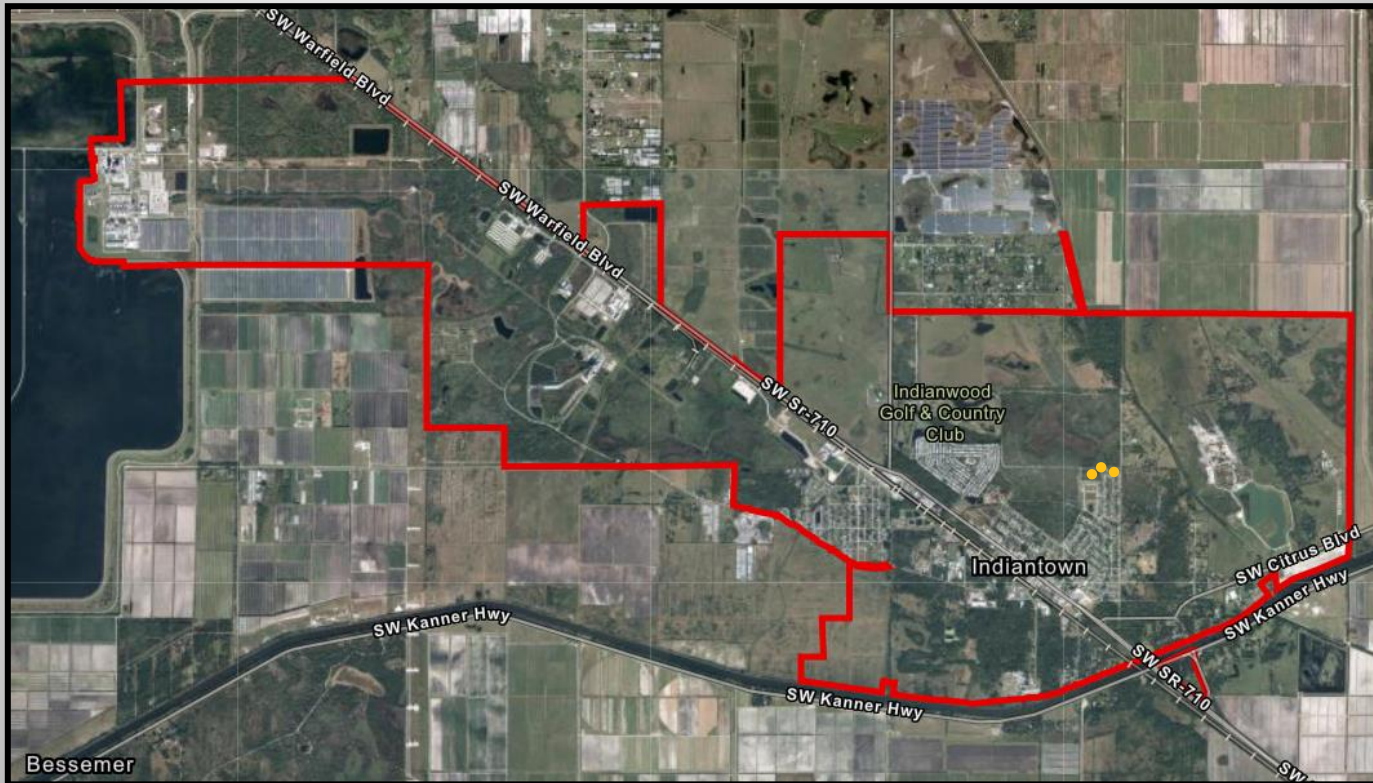
NEW Residential Certificates of Occupancy Issued:
April – June 2022

Owner Name	Property Address	Date CO Issued
Angelo Melito	14491 SW Sandy Oaks Loop	June 1, 2022
Angelo Melito	14491 SW Sandy Oaks Loop	June 1, 2022
Spring Warrior Holdings, LLC	14477 SW Sandy Oaks Loop	June 1, 2022



Indiantown

Residential CO's Location Map



April – June 2022 Total: 3



Building Permits

NEW Non-residential Construction Permits Issued

New Structure Breakdown:	No. of Permits	No. of Structures	No. of Units	Sq.Ft. Structure	Sq. Ft. A/C	Valuation
NEW COMMERCIAL BUILDING						
213 - Hotels, Motels & Tourist Cabins	0	0	0	0	0	
318 - Amusement, Social, & Recreational	0	0	0	0	0	
324 - Office, Bank, & Professional Buildings	0	0	0	0	0	
325 - Public Works & Utilities Buildings	0	0	0	0	0	
327 - Stores & Customer Services	0	0	0	0	0	
328 - Other Nonresidential Buildings	4	4	4	38,690	38,690	\$5,043,293
329 - Structures other than buildings	0	0	0	0	0	
Total	4	4	4	38,690	38690	\$5,043,293

April – June 2022 Total: 4



Indiantown Non-Residential CO's

Non-Residential Certificates of Occupancy Issued: April – June 2022

Owner	Property Address	Date CO Issued
ATG Indiantown Properties	15650 SW Fernwood Forest Road	June 17, 2022
HSC Indiantown LLC	16501 SW Warfield Blvd.	April 1, 2022



Indiantown

Non-Residential CO's Location Map



April – June 2022 Total: 2



Development Activity Summary

Pre-Application	In Review	Approved	Under Construction	Built
Seminole Crossings 24 single-family units	River Oak ★ 153 single-family units	Seminole Junction 28 townhomes	Biomedical Industrial Park Two-story, 22,750 square foot office/warehouse	Casa Bella
Osceola Pines 157 single family homes	Parkview Apartments ★ 18 multi-family and 18 live/work units (two floors)	Terra Lago Master Plan 2,488 residential units; 100,000 square foot commercial space	Green Carbon Solutions 11, 670 square foot manufacturing facility	Tractor Supply
Three Little Indians 71 townhomes	RCC Construction ♦ A 25,000 square foot manufacturing facility	Terra Lago - 1A 224 single-family units		
Village Market Convenience Store 4,650 square foot convenience store with 8 fuel islands	Grind Hard ● 25,000 square foot manufacturing facility			

● Upcoming DRC

★ Re-Submittal Pending

♦ Development Order Pending

Source: Indiantown Community & Economic Development Department.









