



## 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 16, 2022  
**Re:** **Bi-Monthly Report and Update (For Period Ending Monday, August 15, 2022)**

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Honorable Mayor and Members of the Village Council:

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

#### Administration

- On July 27, 2022, staff met to discuss the \$18 Million State Appropriation and to determine next steps.
- The Florida Department of Economic Opportunity (DEO) completed its review of the Village of Indiantown's Comprehensive Plan Amendment pursuant to the Expedited State Review Process, in accordance with provisions of Section 163.3184(3), Florida Statutes. No provision has been identified that necessitates a challenge of the Ordinance adopting the amendment. See attached letter.
- As you know, the Village received several complaints about the condition of the Big John Monahan bridge and SR 710. The bridge needs to be cleaned, there is trash and debris on the bridge as well as grass growing up through the sidewalks and raised concrete median on SR 710. Staff contacted Louis Berger Hawthorne Services, Inc. (FDOT's contractor). LBHS has created a work order for the complaints regarding the bridge. Attached is the email with the work order confirmation.
- The June – July 2022 Martin County Fire Rescue (MCFR) Incident Report, delivered by MCFR and prepared by Village staff, is attached for your review.
- At our previous Village Council meeting, Vice Mayor Dowling requested we get the MCFR report in MS Excel format. We were informed by MCFR that they could provide this information to the Village in this format.
- Lastly, I made a request to Martin County to be notified when a "high profile" incident occurs within the Village of Indiantown. I was informed that MCFR will notify me when there is a significant event. This is in response to a gas leak that occurred in the Village where nobody at the Village was notified about the event.

## **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, August 25, 2022, at 6:30 PM. The meeting will be held in the Village's Council Chambers at Village Hall in Suite C.

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

### Important Information

Thursday, September 8, 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
- Steven Cramer has been promoted to the position of Economic Development Specialist. Please join us in congratulating him on this achievement!

### Procurement Matters:

No items to report.

### Election Matters:

- On August 23, 2022, the voters of the Village of Indiantown will be choosing Council Members for Seats 3, 4, & 5 as follows:
  - Seat 3:
    - Carmine Dipaolo
    - Anthony Dowling (Incumbent)

- Seat 4:
  - Jackie Gary Clarke (Incumbent)
  - Angelina Perez
- Seat 5:
  - Susan Gibbs Thomas (Incumbent)
  - Janet Rosado

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

- Please note that, if you previously voted at the Boys & Girls Club, your precinct location has been changed to **Evergreen Baptist Church**. To confirm which precinct you need to go to on election day, please visit the Martin County Supervisor of Elections Office's website at: [www.martinvotes.gov](http://www.martinvotes.gov). The SOE's Office does not yet know if this will be a permanent change or not; so, please make sure to watch your mail for any future changes of location.
- If you wish to vote by mail (formerly absentee voting), then please visit the Martin County Supervisor of Elections Office's website at: [www.martinvotes.gov](http://www.martinvotes.gov). There were several changes made to absentee voting this last Legislative Session that may affect your availability to vote absentee this year and in future 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, Economic Development, Code Compliance, and 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 will be 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](mailto:dresos@indiantownfl.gov) or the Parks Assistant, Katina Joy, at [kjoy@indiantownfl.gov](mailto:kjoy@indiantownfl.gov).

- The Park Rangers have started, and the parks are looking better already! Please say hello to Josephina and Gary, if you see them out and about.
- Field C and D at Big Mound Park are looking good, and the Bermuda grass is growing in nicely.
- Staff is waiting on a quote for fencing for the Booker Park Sports field and repairs to three (3) gates at Big Mound Park.
- Staff will be working with the Treasure Coast Food Bank on Thursday, August 18, 2022, to provide food to members of the community.

## **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](mailto: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 is planning for the Uptown Drainage project, which will be starting soon.
- Staff is planning for the Trail Road project, which is in the planning stage as well.

## **Water + Wastewater Utilities Department**

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

- The replacement of the old water meters with radio read meters has commenced. This will be an ongoing project for several months.
- Staff is in the process of cleaning up around the Sewer Plant and Water Plant (i.e., Removal of surplus equipment & junk removal and lawn maintenance).
- Staff is continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- Staff 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 a GIS system called Diamon Maps.
- 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**

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

August 3, 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 completed its review of the comprehensive plan amendment adopted by the Village of Indiantown (Amendment No. 22-01ESR) and Ordinance No. 07-2022 on June 23, 2022. We have reviewed the amendment in accordance with the expedited state review process set forth in Section 163.3184(2) and (3), Florida Statutes, and identified no provision that necessitates a challenge of the Ordinance adopting the amendment.

If the plan amendment is not challenged by an affected person, the amendment will become effective 31 days after the Department notified the local government that the plan amendment package was complete. If the plan amendment is challenged by an affected person, the amendment will not become effective until the Department or the Administration Commission enters a final order determining the amendment to be "In Compliance."

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](mailto:matt.preston@deo.myflorida.com).

Sincerely,

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

KDC/mp

cc: Althea Jefferson, AICP, Director of Community Development, Village of Indiantown  
Thomas Lanahan, Executive Director, Treasure Coast Regional Planning Council

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

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



**Howard Brown**

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**From:** notify@quickbase.com  
**Sent:** Tuesday, August 16, 2022 4:19 PM  
**To:** Howard Brown  
**Subject:** Work Order Confirmation - FLR000000873

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 FLR000000873.

Date/Time of Complaint:  
08-15-2022 06:02 PM

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

#### Complaint Details:

Thank you very much for your recent phone call and sorry for the misspelled word and incomplete message in my previous e-mail to you. I sent it from my cell phone. The Village has been getting complaints about the bridge. Any chance we could get it pressure washed? Thank you for the work you have done so far. I would like to meet with someone from your office to review the affected area. As you may be aware, we have residents that come before the Village Council stating their displeasure about these items. We advised them that FDOT's responsible for maintenance NOT the Village of Indiantown. I think an onsite meeting would be beneficial so that your superintendent can see firsthand of what we are faced with in Indiantown. If I am not available, our Interim Public Works Director, Patrick Nolan should be able to meet. Pat's number is 772-341-3098. Again, thank you in advance for your prompt attention to this matter.

Location Details:  
State Road 710 ( Northwest of Big John Monaghan Bridge) & 89070000

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

Please contact us at [D4BelleGladeAM@wsp.com](mailto:D4BelleGladeAM@wsp.com) if you have any questions or concerns.

Your Louis Berger Team



# 2022 June - July Incident Summary

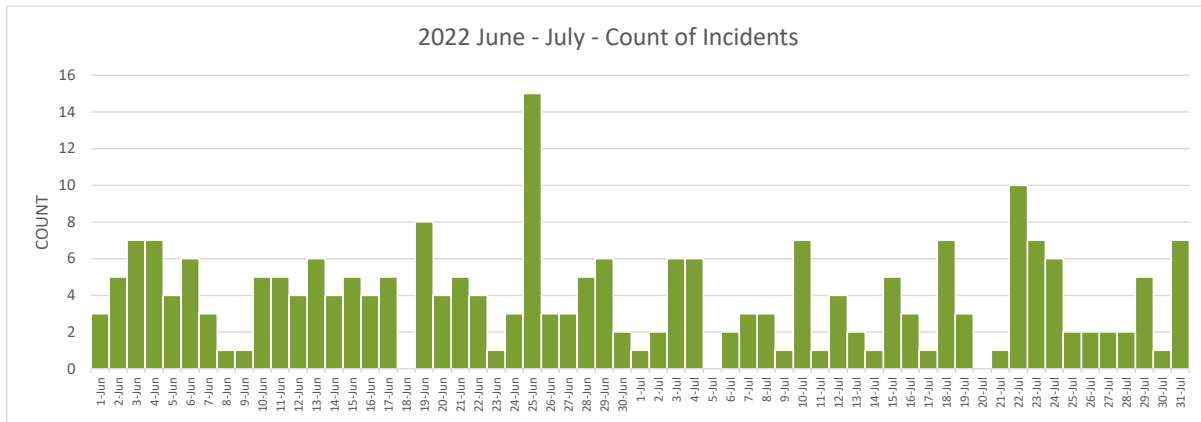
Prepared by: Village Staff  
Source: MCFR  
Date: 8/16/2022

## A. Basic Incident Stats:

	June	July	Overall
Count	134	103	237
Min	0	0	0
Max	15	10	15
Average	4.4	3.4	3.9

### Takeaway:

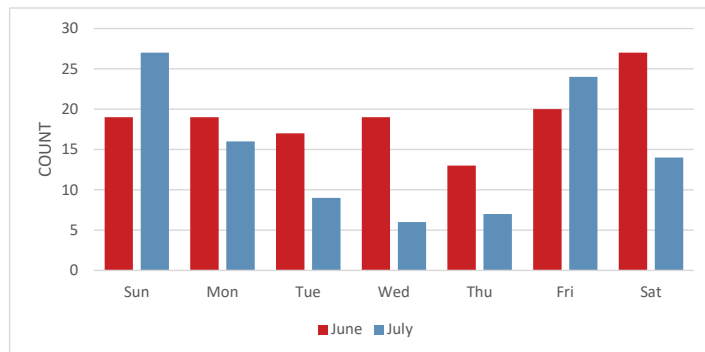
Overall, 237 incidents in June and July 2022. Incidents ranged from 0-15 a day, with the average being 3.9 per day.



## B. Incident by Day of the Week

**Takeaway:** Overall, no significant pattern observed related to day of the week and count of incidents. No particular day stands out. No significant difference between weekends or weekdays.

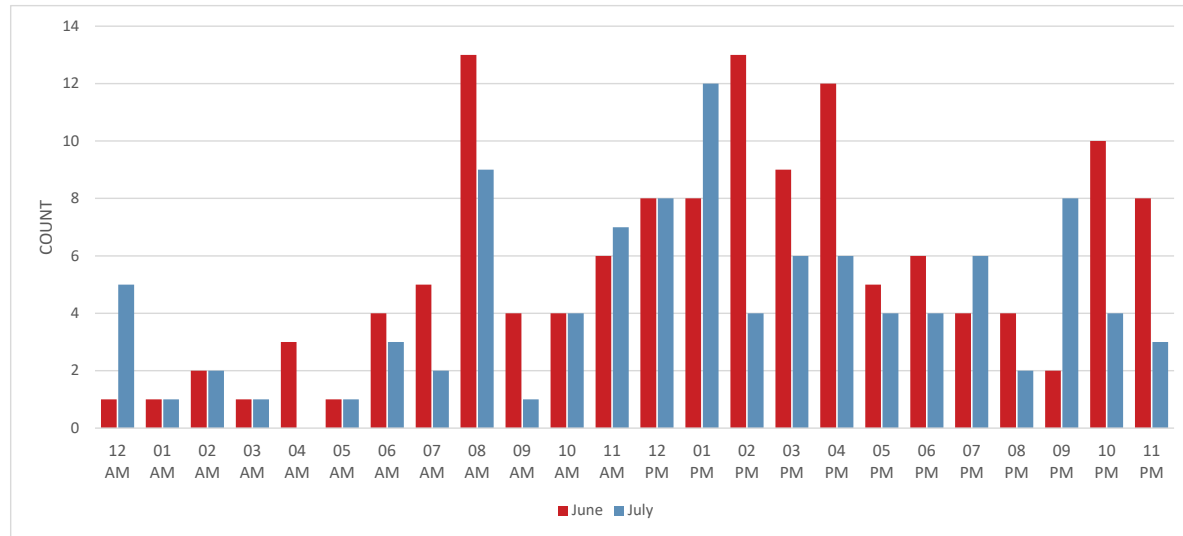
	June	July	Total	Total %
Sun	19	27	46	19.4%
Mon	19	16	35	14.8%
Tue	17	9	26	11.0%
Wed	19	6	25	10.5%
Thu	13	7	20	8.4%
Fri	20	24	44	18.6%
Sat	27	14	41	17.3%
<b>Total</b>	<b>134</b>	<b>103</b>	<b>237</b>	<b>100%</b>





## C. Incident by Hour of Day

**Takeaway:** Overall, incidents are increasing throughout the day, peaking around early afternoon, and then dropping to a low during the night.



## D. Incident by Type

**Takeaway:** Overall, the top two (2) incident types ("Cover assignment, standby, moveup" and "EMS call, excluding vehicle accident with injury") make up 82.7% of all incidents.

Basic Incident Type (FD1.21)	June	July	Total	Total %
Alarm system activation, no fire - unintentional	1	0	1	
Arcing, shorted electrical equipment	0	1	1	
Assist invalid	4	3	7	3.0%
Brush or brush-and- grass mixture fire	0	1	1	0.4%
Cooking fire, confined to container	0	1	1	0.4%
Cover assignment, standby, moveup	44	32	76	32.1%
Dispatched and cancelled en route	6	3	9	3.8%
Electrical wiring/equipment problem, other	0	0	0	0.0%
EMS call, excluding vehicle accident with injury	69	51	120	50.6%
Forest, woods or wildland fire	0	0	0	0.0%
Gas leak (natural gas or LPG)	1	1	2	0.8%
Grass fire	0	0	0	0.0%
HazMat release investigation w/no HazMat	0	0	0	0.0%
Motor vehicle accident with injuries	6	1	7	3.0%
Motor vehicle accident with no injuries	1	1	2	0.8%
Natural vegetation fire, other	0	0	0	0.0%
No incident found on arrival at dispatch address	0	1	1	0.4%
Outside storage fire	0	0	0	0.0%
Overheated motor	0	0	0	0.0%
Public service	0	2	2	0.8%
Rescue or EMS standby	1	0	1	0.4%
Road freight or transport vehicle fire	0	0	0	0.0%
Self-propelled motor home or recreational vehicle	0	1	1	0.4%
Smoke detector activation due to malfunction	0	1	1	0.4%
Smoke detector activation, no fire - unintentional	0	3	3	1.3%
Smoke or odor removal	0	0	0	0.0%
Smoke scare, odor of smoke	1	0	1	0.4%
Water or steam leak	0	0	0	0.0%
<b>Total</b>	<b>134</b>	<b>103</b>	<b>237</b>	

# Community & Economic Development Department

## Bi-Monthly Report

### August 10, 2022

## Planning and Zoning



### Development Activity Summary

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

● Upcoming DRC

★ Re-Submittal Pending

❖ Development Order Pending

Prepared by – Althea Jefferson  
CED Department  
August 9, 2022

### Highlights

- Staff arranged for the Planning, Zoning and Appeals Board to attend a full-day workshop on August 4, 2022, entitled “Planning Officials Training Workshop,” in Jupiter. Members Christa Miley, Renita Pressler, Daniel Sehayik and Milton Williams attended. Workshop information is provided below.
- The next meeting of the Planning, Zoning and Appeals Board is scheduled for September 1, 2022.
- Hurricane safety tip - have a family emergency plan. Before an emergency happens, sit down with your family to decide to contact each other, where you will go, and what will you do in case of an emergency.



American Planning Association  
**Florida Chapter**  
**Treasure Coast**

*Creating Great Communities for All*

# Planning Officials Training Workshop

*Fifth Annual*

Are you a appointed advisory board member, elected official, or an employee of a local government who is eager to learn more about making local planning, zoning, and related recommendations or decisions?

If so, then this one-day workshop, organized by the APA Florida Treasure Coast Section, is tailored just for you!

Attendees will receive basic instruction and information about ...

- Planning principles and processes
- Responsibilities of various advisory boards
- Legal considerations
- How to be an effective board member
- How to run an effective board meeting
- Public participation methods
- Sustainability
- Urban Design
- Economics of new development/redevelopment
- Growth management techniques
- Current and emerging trends
- Transportation Planning

Each participant will receive a Certificate of Completion and copies of all materials presented during the workshop.

**Register now! Seating is limited.**

**Early Registration ends**

**Friday, July 28, 2022 only \$15 per person**

Register by Tuesday, Aug. 2 - \$25

Late Registration: Aug. 3 and 4 \$35  
(space permitting)



To register and pay via credit/debit card, please scan QR card or go to [florida.planning.org/tcplanningworkshop](http://florida.planning.org/tcplanningworkshop)

**Thursday, Aug. 4, 2022**  
**7:30 am - 5 pm**  
**(Lunch will be provided.)**

**Jupiter Community Center**  
**210 Military Trail**  
**Jupiter, FL 33458**

Doors will open at 7:30 am for registration, networking, and a continental breakfast. The program will begin promptly at 8 am.

Questions? Contact  
Susan Coughanour, FAICP at  
[susancoughanour@aol.com](mailto:susancoughanour@aol.com) or  
**561-523-0677**

*Includes an interactive round  
of Planning Trivia to review  
knowledge gained.*

**Hosted by:**



# Economic Development

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Along with the Village Manager and the Executive Director of the Martin County Business Development Board, staff will be hosting Florida Power and Light's Economic Development Team on August 10, 2022. The visiting group works with site selectors and attends trade shows throughout the country and internationally. The tour of the Village gives the Village Manager the opportunity to sell Indiantown as a premiere location for companies that are looking to move to the State of Florida. Among other topics, Village Manager Brown will inform the visiting group about the land available for development in Indiantown, the current development activity, and the Village Council's economic development vision moving forward.

## Highlights

- Itinerant Merchant Permits were issued to Principe Harvesting and Rojas Harvesting, Inc. allowing the sale of seasonal agricultural products in the Village.
- Staff will be attending the monthly meeting of the Business Development Board of Martin County on August 10, 2022, at the Indian River State College in Stuart, Florida.

## Hurricane Preparedness Tip

Hurricane preparedness does not end at home. An often-over-looked segment of hurricane safety is the workplace. Whether or not you are an employee or an employer, it is essential to take proactive steps in preparing for unpredictable storms and other disasters.

# Code Compliance

SPECIAL MAGISTRATE HEARING DOCKET – July 19, 2022

TAB	CASE #	OWNER'S NAME	PROPERTY ADDRESS OR PIN	CODE INSPECTOR	VIOLATION(S)
1	22-066	ANDRES GABRIEL PASCUAL HERNANDEZ IRALDA MEJIA	14688 SW 170TH AVENUE	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
COMPLIED					
2	22-067	RECYCLING SERVICES OF INDIANTOWN LLC	15803 SW FARM ROAD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
CONTINUANCE					
3	22-068	CSX TRANSPORTATION INC	15799 SW FARM ROAD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.B. Trash
CONTINUANCE					
4	22-069	MARIA SANTIZO	14843 SW 169TH AVENUE	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
COMPLIED					
5	22-070	JESUS R RODRIGUEZ ZORAYA GLASSER	21743 SW CITRUS BLVD	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
COMPLIED					
6	22-071	JESUS R RODRIGUEZ ZORAYA GLASSER	PIN 04-40-39-000-000120-1	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
COMPLIED					
7	22-072	INDIAN PLAZA LLC	PIN 06-40-39-000-00012-0	R. Perez	Sec. 67.201. Nuisances Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash
CONTINUANCE					
8	22-073	MIGUEL-FRANC ANGELINA	14824 SW 169TH AVENUE	R. Perez	12-17. Permits 21.75.4. Unlawful structure 21.75.1. Unsafe structures
CONTINUANCE					

Prepared by – Robert Perez  
CED Department  
July 19, 2022

## HIGHLIGHTS:

- On July 3 and August 6, 2022, the Code Compliance Division conducted community sweeps in search of any unpermitted activity within the Village.
- The Special Magistrate is scheduled to conduct code enforcement hearings on August 16, 2022, at 10:00 a.m.
- To maintain the safety and welfare of the Village throughout this hurricane season, the Code Compliance Division would like to remind residents to refrain from placing any bulk items in swale areas during hurricane watches or warnings.

# Building Permits & Inspections



## Hurricane & Disaster Safety Tip

### ***Protect important documents & information:***

- Designate important contacts to save that are crucial to business operations, such as employees, banks, lawyers, accountants, suppliers, etc.
- Back-up documents that are not easily produced such as insurance documents, legal contracts, tax returns and accounting statements to avoid water damage.
- Seal these documents in waterproof containers onsite.
- Save all your designated contacts and documents in an alternate, accessible off-site location.

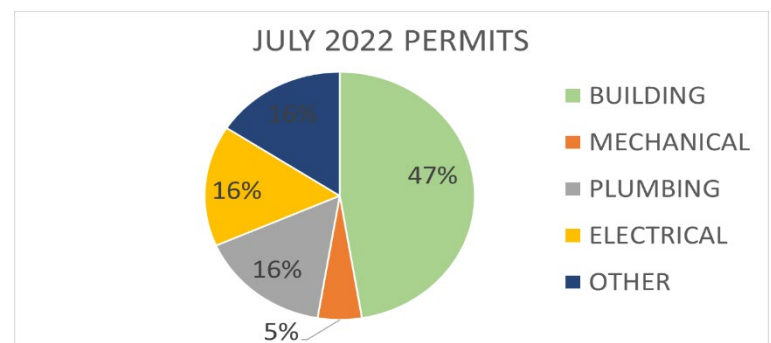


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## Activities

July 2022		2021	2020	2019
Permit Applications Received	19	35	26	13
Permits Reviewed	19	35	26	13
Permits Issued	13	22	19	12
Inspections Completed	53	35	65	24

Permit Applications Submitted in July 2022			
Building	9	Other	3
Electrical	3		
Mechanical	1		
Plumbing	3		



Prepared by: Luis Perez  
Source – CED Department  
Date: August 3, 2022