




Office of Village Manager

MEMORANDUM

To: Honorable Mayor and Members of the Village Council
From: Howard W. Brown, Jr., Village Manager 
CC: Village Staff
Date: October 3, 2022
Re: **Bi-Monthly Report and Update (For Period Ending Friday, September 30, 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 Indiantown Civic Center had a Grand Opening for the New Senior Dining Center on Tuesday, September 27.
- Tracy Bryant, Grants Manager will be resigning effective Friday, October 7, 2022.
- I have also included the Martin County Fire Rescue report for August and September 2022

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, October 13, 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, October 13, 2022, at 6:30 PM – Village Council Meeting – 15516 SW Osceola Street, Suite C, Indiantown, FL 34956

Saturday, October 22, 2022, at 9:00 AM – Strategic Planning 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:

- Staff attend the recent EOC meeting and identified for the County several staff and community trainings for the 2023 training cycle that the Village is interested in, and also requested training for our Damage Assessment Teams.

HR Matters:

- Please join us in welcoming our new Permit Technician I, Nancy Womersley! Nancy started on September 19th and is very excited to be a part of the Indiantown team!
- 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
 - Water/Wastewater Technician or Trainee – A conditional offer has been extended.
 - Our new Management Analyst, Nicole Grant, started 9/26. Welcome Nicole!
 - Office Coordinator – Utility Billing Clerk LaRhonda McBride is being promoted to this position. Congratulations LaRhonda!

Community and Economic Development Department

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

Planning & Zoning

- The Planning, Zoning and Appeals Board is scheduled to conduct a Strategic Planning Session on November 17, 2022, at 6:30 pm.

Economic Development

- The Indiantown Rodeo will take place on October 14-15, 2022. The rodeo is sponsored by the Indiantown Chamber of Commerce. The Special Event Permit for the rodeo has been issued by Martin County due to the rodeo's location at Timer Powers Park, which is a Martin County facility in Indiantown.

Code Compliance

- The Code Compliance Division is scheduled to conduct a weekend community sweep in search of unpermitted and unlicensed business activity in the Village on Sunday, November 6, 2022.

Building Services

- The Building Division is reviewing plans for new residential buildings to be constructed in the Seminole Junction development. There will be five buildings containing a total of 28 townhomes. The 1.6-acre development is located at the intersection of SW Railroad Avenue and SW 170th Avenue in the Booker Park neighborhood.

Financial Services Department

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

- 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 Florio is working with consultants and staff to prioritize wastewater projects related to \$18M State Appropriation. The submission is due by the end of September.
- Daily financial operations for the Village:
 - 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.

- Parks staff is working with Minuto Locksmith to install one push release bar at the Parks office and Water treatment plant.
- Parks Staff met with contractors for pricing on improvements to Big Mound 2-story building in the back and replacement of the wooden deck at the front concession.
- Staff is working with PRP on replacing a sidewalk at Post Family Park to reconnect the playground and pavilion to make it ADA accessible. Work is scheduled for October 3rd.
- Parks staff has been working with vendors for quotes to replace ramps at the Post Family Skate Park.
- Parks staff met with One Call General Contractor for pricing for improvements to building security at Village Hall.
- Parks Staff met with Johnson Controls to improve security through badge access at Village Hall, the Water Plant and the Parks office.
- Parks Staff met with all Youth Sports Providers to get required documentation submitted for use of the Village athletic fields at no cost.
- Parks staff have been working with the Martin County Sheriff's Office to keep vagrants and visitors with alcohol out of our parks.
- Parks staff continue to provide administrative support to Finance, Public Works and Water Utilities.
- Park staff worked with Safety and Boot in Stuart to secure a contract to provide safety boots and PPE for all employees who work in the field.

- Parks staff attended Emergency Operations meeting to make sure the Village is in communication and attending all necessary trainings and updates.
- Parks staff is working with Martin County Records Department to share their public records training to be provided to all Village staff.

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.
- Planning for the Uptown Drainage project will be starting soon.
- Planning for the Trail Road project is in the Planning stage as well, we should have plans from Martin County to review by the middle of October.
- Installation of driveway aprons on vacant lots in Booker Park has commenced.

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.

- We 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)
- Continuing planning for the Water and Wastewater Plant upgrades with Kimley-Horn and Associates, Holtz Consulting Engineers, and CAPTEC Engineering.
- We are on schedule with the new development that is coming to the Village. The Tractor Supply is now open and the Indiantown Bio-Medical have started their site work the Utilities are the first items to be installed along with the Storm Drainage. The Bio-Medical has looped an 8" water main from SW Farm Rd. to Market St. Which will increase water pressure on a dead-end main and will increase fire flow for that area.
- Wrapping up the planning conversations with the Terra Lago Developers and engineers, regarding the Utilities.
- A blower unit at the WWTP has been replaced.
- Well pump #3 is in the process of being replaced due to a failure last week.
- A sewer force main has been repaired on Jefferson St.
- Two hydrants have been replaced in the distribution system, (1) Hitchcock's Market, (2) Martin County Fire Station.

END OF MEMORANDUM

Community & Economic Development Department

Bi-Monthly Report

September 30, 2022

Planning & Zoning



Recent Development Activity

| Pre-Application | In Review | Approved | Under Construction | Built |
|---|--|---|--|-----------------------|
| Seminole Crossings 24 single-family dwellings | River Oak 🌟 176 single-family dwellings | Seminole Junction 28 townhomes | Biomedical Industrial Park 22,750 square feet; office/warehouse | Casa Bella |
| Osceola Pines 157 single-family dwellings | Parkview Apartments 🌟 16 apartments and 16 live/work units (two floors) | Terra Lago Master Plan 2,488 residential units; 100,000 square feet of commercial space | Green Carbon Solutions 11,670 square feet; manufacturing facility | Tractor Supply |
| Three Little Indians 71 townhomes | RCC Construction ❖ 25,000 square feet; manufacturing facility | Terra Lago Phase 1A 224 single-family dwellings | | |
| | Grind Hard ★ 25,000 square feet; manufacturing facility | | | |
| | Village Market and Delicatessen Store 🌟 4,650 square feet; eight fuel islands | | | |

🌟 Upcoming DRC.

★ Re-submittal pending.

❖ Development Order pending.

Prepared by: Althea Jefferson
CED Department
9/22/2022

Highlights

- The next meeting of the Planning, Zoning & Appeals Board (PZAB) is October 6, 2022.
- The PZAB is scheduled to conduct a Strategic Planning Session on November 17, 2022.
- **Hurricane Preparedness Tip:** Keep trees around your home trimmed well before a storm approaches to prevent damage from broken branches.

Economic Development



Highlights

- The Indiantown Rodeo will take place on September 14-15, 2022. The rodeo is sponsored by the Indiantown Chamber of Commerce. The Special Event Permit for the rodeo has been issued by Martin County due to the rodeo's location at Timer Powers Park, which is a Martin County facility in Indiantown.
- The Martin County Business Awards will be held on December 9, 2022, from 11:30 a.m. to 1:30 p.m. at the Hutchinson Shores Resort and Spa. This event is sponsored by the Martin County Business Development Board. Information on the event is available at bdbmc.org.
- Staff has issued a Certificate of Use for Island International Realty to open a real estate office at 15871 SW 153rd Street.

Hurricane Preparedness Tip for Businesses

- By taking the initiative to start planning early, you can create a plan that will have you fully prepared in the event of a disaster. While securing plans for your home and loved ones, take some time to focus on the future of your business or workplace. Forty percent of small businesses that close due to hurricane damage do not reopen. To prevent your business from being another statistic, it is critical to prepare now.

Code Compliance

SPECIAL MAGISTRATE HEARING DOCKET – September 20, 2022

| TAB | CASE # | OWNER'S NAME | PROPERTY ADDRESS OR PIN | CODE INSPECTOR | VIOLATION(S) |
|---------------------------|--------|---|---------------------------------|----------------|---|
| 1 | 22-078 | MDC COAST 17 LLC | 16501 SW WARFIELD BLVD | R. Perez | |
| CONTINUANCE | | | | | Sec. 3-4.15. Signage |
| 2 | 22-079 | PETROLEUM VENTURES LLC | 16068 SW WARFIELD BLVD | R. Perez | |
| COMPLIED | | | | | Sec. 67.201. Nuisances declared Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash Sec. 3-4.15. Signage |
| 3 | 22-080 | VILLAGE SQUARE TWO LLC | 15935 SW WARFIELD BLVD | R. Perez | |
| CONTINUANCE | | | | | Sec. 67.201. Nuisances declared Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash Sec. 3-4.15. Signage |
| 4 | 22-081 | PETROLEUM VENTURES LLC DBA JOHN LEONARD PROPERTIES LLC | 15988 SW WARFIELD BLVD | R. Perez | |
| COMPLIED | | | | | Sec. 67.201. Nuisances declared Sec. 67.201.A. Weeds, undergrowth Sec. 67.201.B. Trash Sec. 3-4.15. Signage |
| SPECIAL SET CASES: | | | | | |
| 6 | 22-061 | CABRERA EDDIE QUINTERO AIDA | 14798 SW 173 AVENUE | R. Perez | |
| CONTINUANCE | | | | | Sec. 3-4.7. Fences, walls, and hedges |
| 7 | 22-065 | NEW JERUSALEM EVANGELICAL CHURCH INC | 14532 SW DR MARTIN L KING JR DR | R. Perez | |
| CONTINUANCE | | | | | Sec. 21.75.1. Unsafe structures Sec. 21.75.2. Unsafe equipment Sec. 21.114. Exterior walls Sec. 21.115. Roofs and drainage |

*Prepared by – Robert Perez
CED Department
September 23, 2022*

HIGHLIGHTS:

- The Code Compliance Division will be conducting the next community sweep on Sunday, November 6th. The amendment to the original schedule has been warranted due to an increase in complaints related to unpermitted activity on Sundays.
- To maintain the safety and welfare of the Village throughout this hurricane season, the Code Compliance Division would like to remind residents to check the FEMA and storm preparation websites for hurricane preparation standards.



Building Permits & Inspections

Highlights

Seminole Junction Development

The Building Division is reviewing plans for townhomes to be constructed in the Seminole Junction development. There will be five buildings containing a total of 28 townhomes. The 1.6-acre development is located at the intersection of SW Railroad Avenue and SW 170th Avenue in the Booker Park neighborhood.

New Place of Worshp

The Building Division has provided the requirements in the Florida Building Code that must be met to reuse the office building at 15328 SW Warfield Boulevard as a Place of Worship with approximately 30 members. A Place of Worship is a Permitted Use under the "Village Mixed Use" zoning classification for the property.

Building Official

Consulting Building Official Tony Giardino is currently on extended leave. Richard Jefferson (no relation to Althea Jefferson) is filling in during Tony's absence.



Image Credit: CBS News

Hurricane Preparedness Tip: Review your Homeowners Insurance Policy to ensure that you have adequate coverage for your home. A Flood Insurance Policy is usually a separate type of insurance coverage. Ask your insurance provider about this. Flooding can lead to moisture and mold build-up. To address mold issues after flooding damage, see the EPA Guide to Mold, Moisture and Your Home at EPA guide to mold.



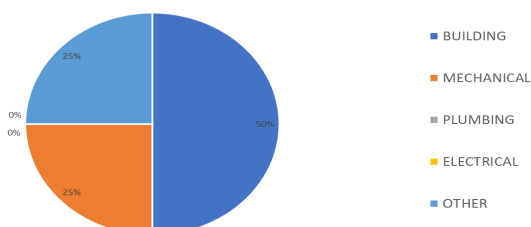
Source: www.dth.com

Activities

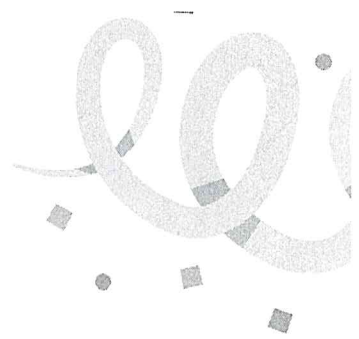
| September 2022 | | 2021 | 2020 | 2019 |
|------------------------------|----|------|------|------|
| Permit Applications Received | 9 | 22 | 17 | 14 |
| Plans Reviewed | 9 | 22 | 17 | 14 |
| Permits Issued | 6 | 19 | 15 | 14 |
| Inspections Completed | 31 | 52 | 25 | 23 |

| Types of Permit Applications Submitted | | | |
|--|---|--------------|---|
| Building | 1 | Roof | 3 |
| Electrical | 0 | Tent | 1 |
| Mechanical | 2 | Right-of-Way | 0 |
| Plumbing | 0 | Other | 2 |

September 2022 PERMITS



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



JOIN US!

GRAND OPENING & RIBBON CUTTING

SEE THE NEW SENIOR DINING CENTER AT THE
INDIANTOWN CIVIC CENTER!

15675 SW Osceola Street in Indiantown

Tuesday, September 27
11 a.m. to 12 p.m.



Light Refreshments
Door Prizes
Giveaways

Crafts with
Village Arts & Crafts Loft

Call Frank to register!
772.834.4236

At the Senior Dining Center, active seniors can enjoy a no-cost, hot, fresh, and nutritious lunch Monday through Friday. Plus, participants can enjoy social activities, arts & crafts, educational seminars, fitness, and more!

Join us to learn about our plans to bring more programs and services for seniors to our Indiantown Senior Dining location!



JOIN US!

MEET & GREET

**WITH KAREN RIPPER, PRESIDENT & CEO
COUNCIL ON AGING OF MARTIN COUNTY AT THE KANE CENTER**

INDIANTOWN CIVIC CENTER

15675 SW Osceola Street in Indiantown

Tuesday, September 20
12 to 1 p.m.

FREE COMMUNITY EVENT!

LIGHT LUNCH AND REFRESHMENTS PROVIDED.

Karen will provide an update on the Council on Aging's plans to bring more services for seniors to the Indiantown community. Learn about the new site of the Council's Senior Dining Center at the Indiantown Civic Center.

Attendees are invited to offer feedback and ideas for programs and services.

Kindly register by 12 p.m. on Monday, September 19.

CALL 772.223.7843



2022 August - September Incident Summary

Prepared by: Village Staff

Source: MCFR

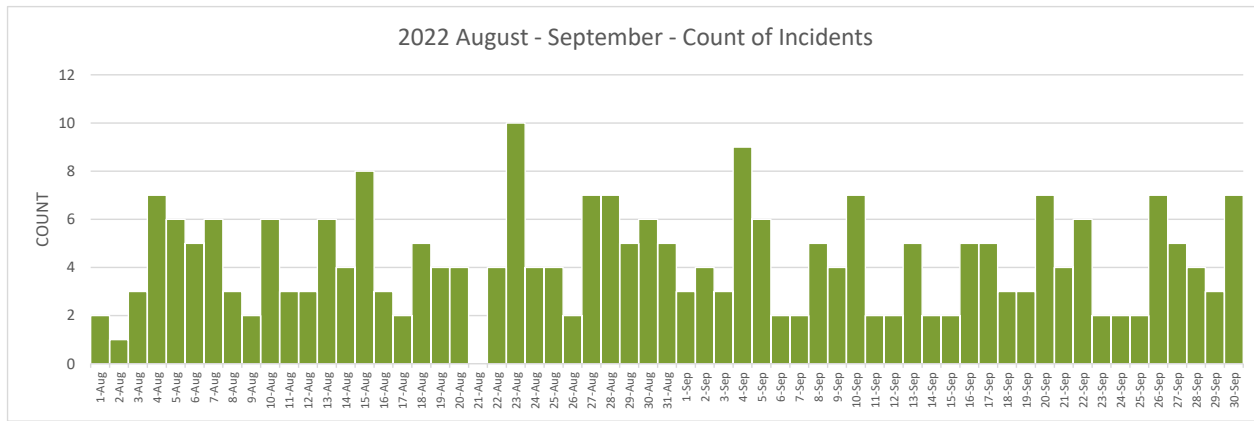
Date: 10/4/2022

A. Basic Incident Stats:

| | August | September | Overall |
|---------|--------|-----------|---------|
| Count | 137 | 123 | 260 |
| Min | 0 | 2 | 0 |
| Max | 10 | 9 | 10 |
| Average | 4.4 | 4.1 | 4.3 |

Takeaway:

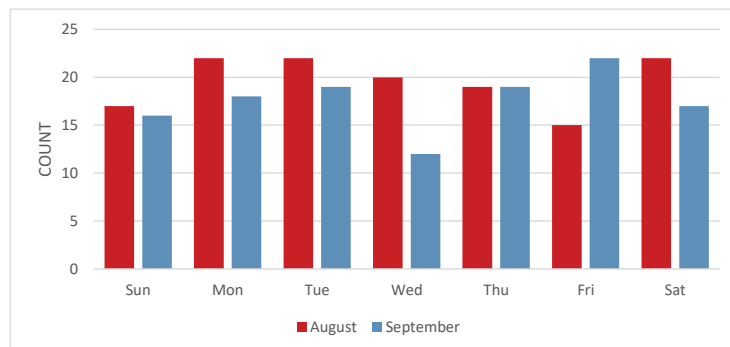
Overall, 260 incidents in August and September 2022. Incidents ranged from 0-10 a day, with the average being 4.3 per day.



B. Incident by Day of the Week

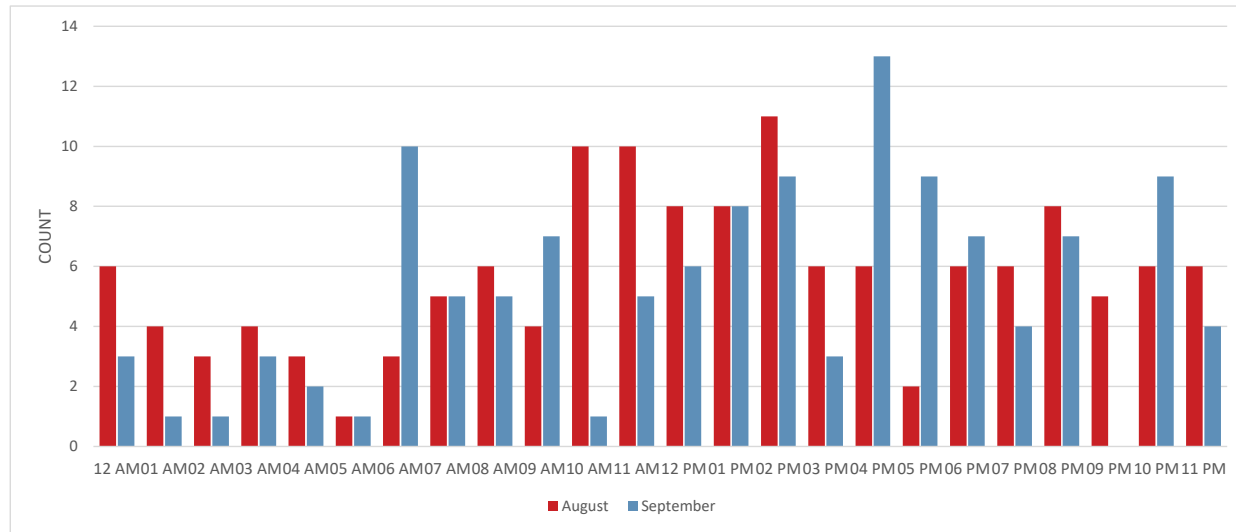
Takeaway: Overall, no significant pattern observed related to day of the week and count of incidents. No particular day stands out. No significant difference between weekends or weekdays.

| | August | September | Total | Total % |
|--------------|------------|------------|------------|-------------|
| Sun | 17 | 16 | 33 | 12.7% |
| Mon | 22 | 18 | 40 | 15.4% |
| Tue | 22 | 19 | 41 | 15.8% |
| Wed | 20 | 12 | 32 | 12.3% |
| Thu | 19 | 19 | 38 | 14.6% |
| Fri | 15 | 22 | 37 | 14.2% |
| Sat | 22 | 17 | 39 | 15.0% |
| Total | 137 | 123 | 260 | 100% |



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 77.7% of all incidents.

| Basic Incident Type (FD1.21) | August | September | Total | Total % |
|--|------------|------------|------------|---------|
| Alarm system sounded due to malfunction | 0 | 2 | 2 | 0.8% |
| Arcing, shorted electrical equipment | 0 | 1 | 1 | 0.4% |
| Assist invalid | 3 | 2 | 5 | 1.9% |
| Assist police or other governmental agency | 2 | 1 | 3 | 1.2% |
| Authorized controlled burning | 0 | 1 | 1 | 0.4% |
| Brush or brush-and- grass mixture fire | 1 | 0 | 1 | 0.4% |
| Cover assignment, standby, moveup | 41 | 36 | 77 | 29.6% |
| Dispatched and cancelled en route | 10 | 8 | 18 | 6.9% |
| Electrical wiring/equipment problem, other | 0 | 1 | 1 | 0.4% |
| EMS call, excluding vehicle accident with injury | 67 | 58 | 125 | 48.1% |
| Gas leak (natural gas or LPG) | 0 | 1 | 1 | 0.4% |
| Grass fire | 0 | 0 | 0 | 0.0% |
| HazMat release investigation w/no HazMat | 0 | 0 | 0 | 0.0% |
| Motor vehicle accident with injuries | 5 | 2 | 7 | 2.7% |
| Motor vehicle accident with no injuries | 0 | 1 | 1 | 0.4% |
| Motor vehicle/pedestrian accident (MV Ped) | 1 | 0 | 1 | 0.4% |
| No incident found on arrival at dispatch address | 1 | 0 | 1 | 0.4% |
| Outside gas or vapor combustion explosion | 0 | 1 | 1 | 0.4% |
| Person in distress, other | 0 | 1 | 1 | 0.4% |
| Power line down | 0 | 1 | 1 | 0.4% |
| Public service | 1 | 1 | 2 | 0.8% |
| Rescue or EMS standby | 1 | 1 | 2 | 0.8% |
| Road freight or transport vehicle fire | 0 | 0 | 0 | 0.0% |
| Self-propelled motor home or recreational vehicle | 0 | 0 | 0 | 0.0% |
| Smoke detector activation due to malfunction | 1 | 2 | 3 | 1.2% |
| Smoke detector activation, no fire - unintentional | 2 | 1 | 3 | 1.2% |
| Smoke or odor removal | 0 | 0 | 0 | 0.0% |
| Smoke scare, odor of smoke | 1 | 1 | 2 | 0.8% |
| Total | 137 | 123 | 260 | |