City Council Meeting
February 8, 2021
6:00 PM
Council Chambers

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were Shannon Hayes, Joe Blocker, Cynthia Brown and Harry LeBoeuf. Also present were the honorable City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press. Mayor JB Whitten and Mr. Rencich were not in attendance.

REGULAR AGENDA

1. **Called to Order**

This meeting was called to order by the Honorable Mayor Pro-Tem Hayes at 6:00 p.m.

2. **Invocation and Pledge of Allegiance**

The invocation and pledge led by Deacon Felton Barnes of First Church of God In Christ.

3. **Open Policy making and legislative session**

4. **Approval of Agenda**

Mayor Pro-Tem Hayes asked if there were any changes for the Agenda.

Mr. Bolduc, City Manager asked to move Strategic Planning Update to Action Items Section 10.

Mayor Pro-Tem asked for action by Council.

A motion made by Ms. Brown to approve the move of the item. Seconded by Mr. LeBoeuf with the vote of 4 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Blocker, Mr. Hayes with 0 nays, motion carried.

5. **Presentations and Reports**

5.1 Black History Month Proclamation- Mayor Pro Tem Hayes

Mayor Pro-Tem Hayes read the Mayor's Proclamation for Black History Month.

~~5.2 Strategic Plan Update~~ (Item moved to Action Items)

6. **Consent Agenda**

7. **Public Hearings- Ordinances on Second Reading**

7.1 Ordinance 1805- Revised Time of Sale of Alcohol

Mr. Bolduc, City Manager stated that Ordinance 1805 is before Council for Second Reading. This ordinance amends the hours for the sale of alcohol. He then asked the Clerk to read Ordinance 1805 by title.

Ms. Roy, City Clerk, "Ordinance 1805 reads by title,

ORDINANCE 1805

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR COMPLIANCE WITH STATE OF FLORIDA STATUTE; PROVIDING FOR REVISION TO CITY OF CRESTVIEW CODE OF ORDINANCES CHAPTER 6 - ALCOHOLIC BEVERAGES, SECTION 6-6 - HOURS OF SALE; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1805."

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1805 on Second Reading and send for signatures. Seconded by Ms. Brown with the vote of 4 yeas from Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Hayes, 0 nays, motion carried.

7.2 Ordinance 1789- Land Development Code

Mr. Duley, Planning Administrator asked the City Clerk to read Ordinance 1789 by title.

Ms. Roy, City Clerk stated, "Ordinance 1789 reads by title,

ORDINANCE 1789

AN ORDINANCE CREATING A NEW LAND DEVELOPMENT CODE; REPEALING THE EXISTING CODE; PROVIDING FOR AUTHORITY; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION;

PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.
This is the Second Reading of Ordinance 1789."

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1789 on Second Reading and send for signatures. Seconded by Mr. Joe Blocker with 4 yeas from Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

8. Ordinances on First Reading

9. Resolutions

9.1 Resolution 2021-05 Crestview Engineering Standards Manual: an appendix to the new LDC

Mr. Duley, Planning Administrator informed Council that the Engineering Manual is an appendix to the new LDC. The manual provides engineering and design elements that have been removed from the existing LDC. The manual contains the City of Crestview's standard specifications. In the past these the standards were kept in a series of documents making it difficult for developers and engineers to locate and utilize them. The manual will contain codes related to roads, streets, driveways, parking lots, sidewalks, water distribution, sanitary sewer collection, and stormwater management. He then asked the City Clerk tor read Resolution 2021-05 by title.

Ms. Roy, City Clerk stated, "Resolution 2021-05 reads by title,

RESOLUTION 2021-5

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, CREATING THE CRESTVIEW ENGINEERING STANDARDS MANUAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Resolution 2021-05. Seconded by Ms. Brown with 4 yeas from Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Hayes with 0 nays, motion carried.

9.2 Resolution 2021-4 Annexation Fee Moratorium

Mr. Duley, Planning Administrator asked the City Clerk to read Resolution 2021-04 by title.

Ms. Roy, City Clerk stated, "Resolution 2021-04 reads by title,

RESOLUTION 2021-4

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE COMPREHENSIVE FEE SCHEDULE, PROVIDING FOR A SIX-MONTH WAIVER PERIOD FOR THE COLLECTION OF ANNEXATION APPLICATION FEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Duley, Planning Administrator informed Council that previous fee moratoriums have proven to be successful at creating an opportunity for property owners to annex into the City. It provided unique opportunities to annex properties into the City that then developed or are planning to develop their properties. It also provided an opportunity to clean up some of the multiple enclaves that exist. Staff would like to provide this opportunity again.

A brief discussion ensued.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Resolution 2021-04. Seconded by Mr. Blocker with the vote of 4 yeas from Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

9.3 Resolution 2021-06- In Support of Governor Ron DeSantis

Mr. Bolduc, City Manager informed Council that at the January 25th City Council meeting, Councilman Rencich requested that the City send a Resolution to Governor Ron DeSantis in appreciation of the handling of the current pandemic and related issues. He then asked the City Clerk to read Resolution 2021-06 by title.

Ms. Roy, City Clerk stated, "Resolution 2021-06 reads by title,

RESOLUTION 2021-6

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, SUPPORTING THE HONORABLE RON DESANTIS, GOVERNOR OF THE STATE OF FLORIDA FOR THE EFFORTS OF THE OFFICE OF THE GOVERNOR DURING THE COVID-19 PANDEMIC.

Mr. Bolduc, City Manager read Resolution 2021-06 in its entirety.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Resolution 2021-06. Seconded by Ms. Brown with 4 yeas from Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Hayes with 0 nays, motion carried.

10. Action Items

10.1 Hirsch Access Control System

Ms. Leavins, Administrative Services Director the City currently has a variety of types of door security including residential style key locks, commercial key locks, magnetic locks with keypads, traditional door locks with keypads, and two types of magnetic locks with proximity card readers. Maintaining multiple systems is inefficient and the majority of the systems are difficult to maintain and not providing the level of security needed for this organization. The City requested bids for a Hirsch access control system and installation in October 2020. This system was specifically sought to ensure compliance with the Florida Department of Law Enforcement information system standards and is fiscally responsible as this product was already purchased for the new Emergency Communications Center. After no bids were received, the Council approved for the City Manager to directly negotiate with vendors on October 19, 2020.

A brief discussion ensued.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Ms. Brown to approve the Staff recommendation. Seconded by Mr. Blocker with the vote of 4 yeas from Ms. Brown, Mr. Blocker, Mr. LeBoeuf, Mr. Hayes with 0 nays, motion carried.

10.2 Contract for Facilities Inventory and Operation Assessment

Mr. Bolduc, City Manager stated this item is in the 2020 Strategic Plan, one of the primary areas of focus was organizational capacity, effectiveness & efficiency. Since the plan's adoption staff has worked on finding and developing efficiencies within operations. The analysis provided by this study will assist in the long-range planning as the City continues to grow. Currently, there are multiple developments in all phases of the process which will continue to grow the city in both geographical area and population. To successfully pace this growth in the provision of services proper planning is necessary. As the city prepares to update the current strategic plan, the City manager is recommending the utilization of undesignated fund balance to move forward with this plan to insure that all purchases, sales and renovations of City property in the coming years take into account sound facility and organizational planning practices.

The funding for this item was not included in the 2021 budget and therefore will require a budget amendment. After an analysis of the 2020-year end and the recent funding of the reserve policy, staff has identified sufficient undesignated funds to accomplish this project in this year. Staff is seeking approval to use a not to exceed amount of $152,000 to complete this study.

Discussion ensued.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to approve the work with Matrix Design Group to finalize the contract for the Facility Inventory and Operational Assessment for the not to exceed amount of $152,000.00. Seconded by Mr. Blocker with a vote of 4 yeas from Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

10.3 Purchase of Radio Frequency Identification (RFID) System- Library

Mr. Bolduc, City Manager stated that the library is requesting the purchase of a RFID (Radio Frequency Identification) system for use during the current Covid-19 pandemic and to have in place in the event of other needs for social distancing and remote service access. CARES funding has been reserved for this purpose in the amount of $75,000. The quotes attached for the system are $64,315.79.

A brief discussion ensued.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to waive purchasing policy and approve the purchase of RFID from Envisionware for a not to exceed amount of 70,000.00. Seconded by Mr. Blocker with 4 yeas from Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes, with 0 nays, motion carried.

10.4 Approval to Engage Panhandle Engineering & Construction Inc.

Mr. Bolduc, City Manager stated earlier this year, the City Council approved an agreement with Mr. Don Dewrell for the purchase of a piece of property, the annexation of several of Mr. Dewrell's properties and improvements to the traffic light at State Road 85 at Garden Street.

For the last several weeks, staff has been working with the FDOT to design and permit improvements to the traffic signal located at State road 85 and Garden Street. After several conversations with the department and a review of the current workload of staff, the Public Services Director and the City Manager decided that engaging a company that specializes in the permitting of such improvements was in the best interest of the project. Panhandle Engineering & Construction specializes in this type of permit process and has provided a task order to the City to complete all the necessary work to obtain the permit. Staff is asking that the City Council waive the purchasing policy for completing a request for proposals. This waiver will expedite the process and allow the City to move forward with the improvement in time to accommodate potential development.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to waive the purchasing policy and approve the attached task order for the permitting of improvements to the intersection at SR 85 and Garden Street. Seconded by Mr. Blocker with 4 yeas from Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

10.5 Strategic Plan Update

Mr. Bolduc, City Manager stated that the City Council acknowledges the value of organized long-range organizational planning. In April 2019 the City entered into a contract with Analytica Strategic and completed the city's current strategic plan. At that time, it was decided the plan should be reviewed annually before the adoption of the budget; however, the Covid-19 pandemic lead to the absence of 2020 update. Mr. Marlow is available for planning on March 2, 2021. This will be a one-day session, with the morning session focused on elected officials and the afternoon session focused on staff.

Mayor Pro-Tem Hayes asked for action by Council.

A motion made by Mr. LeBoeuf to approve the Strategic Plan meeting on March 2, 2021. Seconded by Ms. Brown with 4 yeas from Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Hayes, with 0 nays, motion carried.

11. <u>City Clerk Report</u>

12. <u>City Manager Report</u>

Mr. Bolduc, City Manager gave Council and update concerning the skate park. There was an agreement of donation from Eglin Federal Credit Union of $100,000.00 and a start date of March 3rd with a completion date in May.

13. <u>Comments from the Mayor and Council</u>

Ms. Brown spoke about her excitement in the direction that the City is going in.

Mr. Blocker thanked all who showed their concern for him during his time of absence.

Mr. Hayes informed all that there are tickets still available for the upcoming Valentine's Day Ball, sponsored by Main Street Association. He noted that the Covid-19 vaccination shots are available in local area and that he will be taking his first of two shots in the coming days.

14. <u>Comments from the Audience</u>

Ms. Cantrell of 152 Patch Ave, Crestview Fl shared her views and concerns about the good that the City is doing but, in her opinion, not addressing the consistent issues that she witnesses.

Mr. Bolduc, City Manager addressed Ms. Cantrell's concerns and that specific actions have been taken on their behalf.

Ms. Whobrey, 150 Patch Ave, Crestview Fl shared her main concern of the happenings in the same neighborhood.

Mr. Bolduc, City Manager assured her that this issue is being handled.

15. Adjournment

This meeting was adjourned by Mayor Pro-Tem Hayes at 6:57 p.m.

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Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this_____ day of ________, 20__.