City Council Meeting
January 11, 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, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway and staff members.

REGULAR AGENDA

1. **Called to Order**

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. **Invocation and Pledge of Allegiance**

The invocation and pledge were led by Pastor Jeff Childers of the Shepherd's Church of Baker, Florida.

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

4. **Approval of Agenda**

Mayor Whitten requested that an item be added to the "Presentations and Reports" a Proclamation for Dr. MLK Day.

A motion was made by Mr. Rencich to approve the Agenda as amended. Seconded by Mr. Hayes with 5 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

5. Presentations and Reports

5.1 Proclamation for Dr. MLK Day

Mayor Whitten read the Proclamation:

WHEREAS, the celebration of Martin Luther King Jr. Holiday highlights the life and legacy of a man who inspired hope and healing to America; and

WHEREAS, we reflect on the history of civil rights in America and honor Dr. King for the power of his intellect, the truth of his words, the example of his courage, and his profound belief that humble citizens, armed with little but faith, can come together to change the world and experience an America that more closely aligns with our highest ideals; and

WHEREAS, we acknowledge that Dr. King created a powerful and enduring legacy for all Americans by calling upon our Nation to ensure equal justice under law and uphold our founding ideals of life, liberty, and the pursuit of happiness for all people; and

WHEREAS, Dr. King believed that all people are made in God's image and created equal and dedicated his life to empowering people, no matter their circumstance, and challenged them to cherish dignity and opportunity not only for our own sons and daughters, but also for our neighbors' children; and

WHEREAS, Dr. King said, "injustice anywhere is a threat to justice everywhere," and that "the true neighbor will risk his position, his prestige and even his life for the welfare of others," we resolve that it is important that this message of service is honored not only today, but throughout the year; and

WHEREAS, our community is comprised of people of a diverse heritage who have built a tolerant society, and we continue the pursuit of Dr. King's vision of absolute peace and equality; and

NOW, THEREFORE, I, JB Whitten, by virtue of the authority vested in me as Mayor of the City of Crestview, Florida, do hereby proclaim:

Saturday, January 16, 2021

As a day of celebration and remembrance of Dr. Martin Luther King, Jr. and I encourage the citizens of this great city to pledge and recognize the common humanity of all people, regardless of the color of their skin or the station of life in which they were born.

Mayor Whitten informed Council of the events taking place in the City of Crestview on Saturday, January 16th to honor Dr. Martin Luther King Jr.

5.2 Revised Times of Sale of Alcohol

Mr. Bolduc, City Manager stated that the item before them is for discussion concerning that the County revised their times of the sale of alcohol. He reviewed the different sale times that are currently in place in the City limits and noted it was suggested by Council member Rencich to mirror the times that the County has in place.

A brief discussion ensued and all Council members, but Mr. Blocker agreed to for the Alcohol Ordinance to move forward.

Mr. Bolduc, City Manager stated that an Ordinance will be presented by the next Council Meeting.

6. Consent Agenda

6.1 DOT Utility Work by Highway Contractor Agreement for HWY 85 Resurfacing and Intersection Improvements Project
6.2 Approval of the Use of Forfeiture Funds
6.3 Multi-Agency Law Enforcement MOU Approval
6.4 Approval of the Minutes from the November 9, 2020 City Council Workshop and the November 9, 2020 City Council Meeting.

Mr. Bolduc, City Manager informed Council that item 6.1 in the Consent Agenda is also apart of item 9.1and to approve 6.1 is to also approve the Resolution.

Mayor Whitten then asked Council for action on the Consent Agenda.

A motion was made Ms. Brown to approve the Consent Agenda. Seconded by Mr. LeBoeuf with 5 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Rencich, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

7. Public Hearings- Ordinances on Second Reading

8. Ordinances on First Reading

9. Resolutions

9.1 Resolution 2021-03 Magistrate Fee Adjustment

Police Chief McCosker informed Council that making this adjust from $275.00 to $75.00 ,to make it a fee instead of penalty, this industry standard rate would allow for more citizens to utilize their right to come before the Magistrate.

RESOLUTION 2021-3

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE 2020-2021 COMPREHENSIVE FEE SCHEDULE AS ADOPTED BY RESOLUTIN 2021-2, AMENDING SECTION TITLED POLICE,

AMENDING THE RED-LIGHT MUNCIPAL SERVICE FEE AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Resolution 2021-3. Seconded by Mr. LeBoeuf with the vote of 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Mr. Hayes, Ms. Brown with 0 nays, motion carried.

10. Action Items

10.1 Agreement for Annexation of Dewrell Property and Garden Street Traffic Light

Mr. Bolduc, City Manager informed Council that the City is working with Mr. Dewrell for the annexation of commercial property located north of Richbourg Lane. Mr. Dewrell is currently working with a realtor to market multiple properties near and around the City of Crestview Community Center. During the process or courting potential developments, access from HWY 85 is one item that frequently arises as an issue. There is currently a Traffic light at the intersection of Garden and Hwy 85 which serves Garden to the East and Hwy 85 heading north and south. An adjustment to this intersection to provide access west to Industrial will improve the flow of traffic.

The properties are zoned commercial and are prime areas for development on the north side of the City. Staff is confident that improvements such as these described will greatly improve the marketability and may assist in moving valuable commercial development north of the current concentration around the interstate.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the agreement with Mr. Landon Dewrell for the annexation of the four (4) properties and agree to al the stipulation addressed in the agreement. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

10.2 Committee Recommendation for Foxwood Master Plan RFQ

Mr. Bolduc, City Manager informed Council that the City is seeking a qualified company to prepare a Master Plan for the Foxwood Country Club. The review committee reviewed the submittal received from Matrix Design Group and it is their recommendation to proceed this company.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to accept the recommendations of the Evaluation committee and to move forward with the proposal from Matrix and allow the City Manager, City Attorney and City Clerk to meet with the proposer to further clarify the expectations and bring the final proposal and budget to the Council for approval in the future. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Ms. Brown, Mr. Blocker, Mr. LeBoeuf with 0 nays, motion carried.

10.3 Committee Recommendation for the Facilities Inventory and Operational Master Plan

Mr. Bolduc, City Manager informed Council that the City is seeking a qualified company to prepare a Facilities Inventory and Operational Assessment Master Plan for the City. There were two proposals generated by the RFQ and when the Evaluation Committee met, reviewed the proposals and recommended Matrix Design Group for the project.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to accept the recommendations of the Evaluation committee and to move forward with the proposal from Matrix Design Group and allow to the City Manager, City Attorney and City Clerk to meet with the proposer to further clarify the expectations and bring the final proposal and budget to the Council for approval in the future. Seconded by Mr. LeBoeuf with 5 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Blocker, Mr. Hayes, Mr. Rencich with 0 nays, motion carried.

11. City Clerk Report

12. City Manager Report

12.1 Reserve Policy Funding

Mr. Bolduc, City Manager informed Council that during the Budgeting process the City Council adopted a reserve policy which called for a reserve of not less than 25% of the operating expenses of the year's budget. The expectation at the adoption of the policy was to partially fund the reserve each year for the next three years with the initial funding amounts as follows:
General Fund- $4,081,144 77% Utility Fund- $655,325 35% Utility Fund R&R $250,000 33% Sanitation - $1,036,350 100% Building Fund- $600,000 100%. After reconciling the 2020 fiscal year, Staff is recommending funding the reserve and repair and replacement accounts as follows; General Fund- $5,321,775 100% Utility Fund- $1,500,000 80% Utility Fund- R&R $500,000 67% Sanitation - $2,628,120 254% Building Fund- $600,000 100% The remaining fund balance will help to ensure fiscal stability in the 2021 budget and for potential shortfalls in 2022.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve to fund the Reserve Policy as provided. Seconded by Mr. LeBoeuf vote 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

12.2 Approval to move forward on and purchase

Mr. Bolduc, City Manager stated that during the initial phase of the mobility study, the consultant identified a property which is not currently owned by the City for purchase to offset a potential parking reduction resulting from the study findings. While working to address the two issues identified above, staff identified two potential properties for purchase. The first property is approximately 45 Acres and is located adjacent to the sewer plant. The City's engineering firm has done some preliminary testing and design work and has determined it will provide a good location for disposal expansion. After an evaluation of this property, surrounding properties and potential funding sources, staff is requesting permission to make prepare and make a formal offer to purchase the property for an amount not to exceed $9500 per acre. The funding for this purchase will come from existing funds.

Discussion ensued concerning the property presented.

Mr. Bolduc then presented the second piece of property to Council it consists of 2 parcels and a portion of a 3rd parcel and is located in the downtown between Woodruff Ave and Industrial Drive adjacent to HWY 85. The property is approximately 1 acre and includes 3 buildings. Staff has worked with the consultant to identify this as an ideal location for a parking facility. After initial talks with the property owner, Staff would like to make a formal offer not to exceed $600,000 for the properties identified in the attachment with the stipulation that Mr. Wingard agree to make improvements to the exterior of the building adjacent to include repairing any items in disrepair (such as awning, wood rot or other maintenance needs) and painting the building.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the City Manager and the City Attorney to negotiate the purchase of the presented properties with the terms discussed. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

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

Mr. LeBoeuf informed Council that the Meetings in March will be his last meetings, he will be moving in June. He reflected on his time as Councilmember and thanked the City for the opportunity to serve.

Mr. Rencich welcomed in the New Year and told citizens to stay tuned.

Ms. Brown spoke on her appreciation of Staff and how she is looking forward to 2021.

Mr. Blocker inquired about the memorial for the late Mr. Holley. He also requested a Citywide clean-up in the spring.

City Manager answered that there will be an update at the next meeting and that a cleanup in in the works for the spring and the fall.

Mayor Whitten stated that theme for 2021 is "Raising The Bar" and informed all about the MLK parade on Saturday, January 16th.

14. Comments from the Audience

Mr. Ryan Knox, citizen of Crestview introduced himself to the Council.

15. Adjournment

This meeting was adjourned by Mayor Whitten at 7:08 p.m.

Elizabeth M Roy *JB Whitten*

Elizabeth M. Roy **J B Whitten**
City Clerk **Mayor**

Minutes approve this 25th day of January, 2021.