City Council Meeting
May 24, 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 Doug Capps. Also, present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

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 Edwin Stallworth, Police Chaplain and pastor of Evelenar Missionary Baptist Church.

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

4. **Approval of Agenda**

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. **Presentations and Reports**

Kristen Salburg of the First United Methodist Church thanked the City for their participation in the Food Drives that the church has hosted at the Community Center.

6. Consent Agenda

6.1 Skate Park Contract

6.2 Appointment of Crestview Housing Authority Board Members

Mayor Whitten asked for action on the Consent Agenda.

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

7. Public Hearings- Ordinances on Second Reading

7.1 Ordinance 1824- Jones Road Annexation

Mr. Duley, Planning Administrator asked the City Clerk to read Ordinance 1824 by title.

Ms. Roy, City Clerk stated, "Ordinance 1824 reads by title,

ORDINANCE: 1824

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 115.94 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; 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 1824."

Mr. Duley, Planning Administrator informed Council that due to the acreage of land being annexed it must be reviewed by the State, but the city can continue to annex this land into the city limits.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Ordinance 1824 on Second Reading and send for signatures. Seconded by Mr. Capps with 5 yeas from Mr. Blocker, Mr. Capps, Mr. Rencich, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

8. Ordinances on First Reading

9. Resolutions

10. Action Items

10.1 Circulation Desk Purchase

Mr. Bolduc, City Manager informed Council that the circulation desk in the library is the original unit that was placed upon opening in 2002. This unit has a great deal of wear and tear including degraded work surface and broken cabinets. After careful consideration and research, staff determined that mediatechnologies malibu circulation desk would be most suitable for price, style, fit and functionality. This requested purchase would "piggyback" Miami-Dade County furniture contract number RTQ-00439 with Creative Library Concepts through their User Access Program (UAP). Miami-Dade County offers a UAP which would allow the City access to nearly 800 competitively established County contracts and prequalification pools for a wide variety of goods and services.

Total cost is $26,220.69 with $15,000.00 in the current budget. The additional requested funding is available in the library's equipment account due to savings on some services provided by the library, computer purchases and discontinuation of maintenance service of old security system in favor of new RFID.

Mayor Whitten asked for action.

A motion made by Mr. Blocker to approve the participation in the UAP program and "piggyback" Miami-Dade County Furniture Contract #RTQ-00439 for the purchase of a mediatechnologies malibu circulation desk for The Robert L. F. Sikes (Crestview) Public Library and authorization of expenditures not to exceed $26,220.69 to Creative Library Concepts, Inc., which includes freight and basic installation. Seconded by Mr. Rencich with 5 yeas from Mr. Blocker, Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. Capps with 0 nays, motion carried.

10.2 Approval of CESF Grant with Proposed Budget

Mr. Bolduc, City Manager stated that on June 8, 2020, the Crestview Police Department submitted a request before council seeking approval to submit for a Coronavirus Emergency Supplemental Funding grant (CESF) to offset expenses of items that were not previously budgeted. The original application was for $132,447.00 of which, $111,457.00 was approved. Upon approval, Staff is requesting permission to proceed with the purchase of 13 laptop computers from Vtechio, a vendor of the City of Crestview. Due to the nature of the purchase and to ensure consistency with IT equipment and support. In anticipation of this grant, Staff has been working with both companies that currently supply IT equipment to the city. Vtechio was the only respondent to the request for a price. The vendor is indicating a two (2) month delay in receiving the equipment currently. For this reason, Staff is seeking permission to waive the requirement for additional bids and proceed with purchasing the laptops. Staff will submit for reimbursement of items already expended and purchase the remaining equipment the equipment not yet purchased. With the approval of this item, Staff is requesting that the City Manager and Finance Director be allowed to adjust within the budget as necessary moving forward.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the amended budget for the CESF grant and to purchase 13 laptop computers from Vtechio and to proceed with the remaining purchases as approved in the amended budget. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Capps, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

10.3 Purchase of Self -Contained Breathing Apparatus

Mr. Bolduc, City Manager stated that in 2016 the City of Crestview worked with Fisher Scientific to develop a replacement schedule for its Self-Contained Breathing Apparatus and air cylinders. As of the time of this report, The Crestview Fire Department maintains twenty-two (22) SCBA and forty-four (44) cylinders. An SCBA consists of the harness, regulators, face piece and air gage, while the cylinders provide air supply to the SCBA. In 2020, upon receipt of the CARES Funding the City Council set aside $100,000 for Fire Department Related needs. As of the time of this report, there is still approximately $70,000 available from this funding. Staff is requesting approval to purchase the remaining 11 units and five (5) cylinders using funding available in the CARES Act allocation. Staff further request City Council approval to direct purchase these units through Fisher Scientific to ensure compatibility with the existing system and to complete the replacement program.

Mayor Whitten asked for action.

A motion made by Ms. Brown to approve to waive the purchasing policy and approve the purchase of SCBA and cylinders from Fisher Scientific in the amount of $67,024.75. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. Capps, Mr. Rencich with 0 nays, motion carried.

10.4 Lift Station #17 Budget

Mr. Bolduc, City Manager stated the rehab of lift station #17 was approved in the 2020-2021 budget cycle for $90,000. However, the quotes received ranged from $122,000-$128,000. This is primarily due to material cost increases that have occurred since the estimates were received last year. Pump and Process was the lowest quote at $122,857. An additional $32,857 is required to keep this Sewer CIP on schedule. This additional funding will be transferred from the Sewer Capital Improvement account # 533-6301, this amount of $50,000 was approved for the Split Creek Engineering Project, this project will be deferred until the next budget cycle.

A brief discussion ensued.

Mayor Whitten asked for action.

A motion made by Mr. Capps to approve the budget transfer in the amount of $32,857.00 to complete this project. Seconded by Mr. Rencich with 5 yeas from Mr. Capps, Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

10.5 Update to the Enterprise Fleet Maintenance Program

Mr. Bolduc, City Manager stated that during the 2020 budget process, he discussed the need to develop a system to replace vehicles on a regular replacement schedule and prior to the vehicle becoming a liability. Staff would like for immediate ordering – Ford Order banks for Trucks only close next week): 32 Truck replacements (combining 2022 and 2023 replacement years) - roughly $55K in potential equity to gain. No immediate funding will be required to place the truck order before the close of the order banks next week. The cost of the lease program with Enterprise Fleet Maintenance will be included as part of the regular budget submittals in the amount of $276,864.00 for the 32 vehicles.

A discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to approve the immediate ordering of 32 truck replacements for the years 2022 and 2023 as leases with Enterprise Fleet Maintenance program.

11. City Clerk Report

11.1 Memorial Day Program

Ms. Roy, City Clerk wanted to remind the Council that the Memorial Day Observance is the coming Monday at 10:00 a.m. at the Okaloosa County Veteran's Wall and that this event is sponsored by the Kiwanis Club.

12. City Manager Report

12.1 Auburn Water Agreement

Mr. Bolduc, City Manager informed Council that earlier in this meeting approval was given to annex property located behind the high school. But the service area for utilities is under agreement with Auburn Water and some of that service area is located on the newly annexed property. After much discussion between Auburn Water and our City Attorney, there is an agreement that needs Council approval. This agreement will give the City of Crestview access to supply utilities to the whole area with the negotiated rate.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the agreement with Auburn Water as presented. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. Capps, Mr. Rencich with 0 nays, motion carried.

12.2 Skate Park Opening

Mr. Bolduc, City Manager stated that the skate park will be opening soon, and the park needs a name. Staff is asking for approval to name the park Brookemeade Park.

A brief discussion ensued.

Mayor Whitten asked for action.

A motion made by Mr. Hayes to approve the naming of the skate park to Brookemeade Park. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Mr. Capps, Ms. Brown with 0 nays, motion carried.

12.3 Other Items of Discussion

Mr. Bolduc informed Council that this Thursday he will be roofing the second house for Habitat for Humanity, so he will not be in office. He also informed them that the Facility Assessment should be wrapping within the coming weeks.

13. Comments from the Mayor and Council

Mr. Blocker inquired about any activity at the golf course.

Mr. Bolduc, City Manager answered that tomorrow morning a bid goes for the irrigation system.

Mr. Blocker then inquired about the gas line for the Crestview Commons.

Mr. Bolduc, City Manager answered that the line is getting installed right now and there maybe a possibility for a release information concerning the stores.

Ms. Brown spoke to Council concerning the Safe Haven Baby Boxes.

Discussion ensued.

Mayor Whitten asked that this item be placed on the next agenda for discussion.

Mr. Capps inquired about the work on Main Street.

Mr. Bolduc, City Manager gave him a brief update on that project.

Mr. Bolduc, City Manger gave Council an update on the budget submitted to the State.

Mr. Hayes updated Council on the activities that he has attended in the past week.

A motion made by Mr. Hayes for Council to approve for Ms. Brown to be the primary representative for the Library Co-op. Seconded by Mr. Rencich with 4 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Mr. Capps with 0 nays, motion carried. Ms. Brown abstained from voting.

A motion made by Mr. Hayes to appoint Mr. Capps the primary for the Tri-County Partnership Initiative. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Capps, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

Mr. Hayes inquired about an update concerning the property purchase.

Mr. Bolduc, City Manager gave a brief update on those properties.

Mayor Whitten spoke about the success of the Car and Art Show Festival and that the city is sponsoring the upcoming Chamber Breakfast. He noted that he is looking for Council support with his selection of President of the Northwest Florida League of Cities events and looking for funds to help cover some the expenses.

Mr. Bolduc, City Manager stated that funding is available for that, and it will be considered for the next budget cycle.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 7:18 p.m.

Elizabeth M. Roy

Elizabeth M. Roy
City Clerk

JB Whitten

JB Whitten
Mayor

Minutes approve this 26th **day of** July**, 20**21**.**