



# CITY OF CRESTVIEW

## CITIZENS ADVISORY COUNCIL



January 11, 2022  
6:00 PM  
Council Chambers

### CITIZENS' ADVISORY COUNCIL AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve Agenda**
4. **Action Items**
  - 4.1. Skate Competition
  - 4.2. Food Truck Festival and International Festival Form
  - 4.3. Approval of draft minutes for June 8, 2021; July 13, 2021; September 14, 2021 and October 12, 2021
5. **Adjournment**

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Schrader, City Clerk at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org) or 850-628-1560 option2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

**Citizen's Advisory Council  
Minutes  
October 12, 2021  
6:00 PM  
Council Chambers**

The Regular Meeting of Citizen's Advisory Council was called to order at 6:00 P.M. Members present were Ryan Knox, Darius Jackson, DeCarlo Garcia, Felton Barnes.

**1. Called to Order**

This meeting was called to order by the Mr. Knox at 6:00 p.m.

**2. Pledge of Allegiance**

The pledge was recited by membership in attendance.

**3. Mayor's Time**

Mayor Whitten introduced Councilmember Cynthia Brown because he will be leaving the meeting due another scheduled meeting and Ms. Brown will be available for any questions the Board may have. He then went to give specific plans for the Board for Government Week.

Ms. Brown introduced herself to the Board

**4. Approve Agenda**

Chairman Knox asked for action to approve the Agenda.

A motion made by a Board member to accept and approve the Agenda. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

**5. Action Items**

**5.1 Skate Competition**

Chairman Knox spoke to the Board about hosting a skate competition in the coming year, the time of year, sponsorships and what it would take to make it successful

A lengthy discussion ensued.

A Board member discussed the involvement of the community and Arbor Day.

**6. Adjournment**

This meeting was adjourned by Chairman Knox at 7:05 p.m.

Minutes approve this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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**Ryan Knox**  
**Chair of Citizen's Advisory Council**

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**J B Whitten**  
**Mayor**

**Citizen's Advisory Council  
Minutes  
June 8, 2021  
6:00 PM  
Council Chambers**

The Regular Meeting of Citizen's Advisory Council was called to order at 6:00 P.M. Members present were Ryan Knox, Darius Jackson, DeCarlo Garcia, Narissa Jenkins, Felton Barnes.

**1. Called to Order**

This meeting was called to order by the Mr. Knox at 6:00 p.m.

**2. Pledge of Allegiance**

The pledge was recited by membership in attendance.

**3. Mayor's Time**

Mayor Whitten introduced the new member Mr. Nathan Clark to the Board. He then reviewed the recent activities of which he was involved in League of Cities dinner and the Chamber Breakfast that the City hosted both. The opening of the skateboard park and that a local church hosted a food drive. Mayor Whitten then spoke about upcoming events that he will be attending.

Mr. Nathan Clark introduced himself to the Board.

**4. Approve Agenda**

Chairman Knox asked for an approval of the agenda.

The Vice Chairman requested to amend an agenda item concerning safety on a city street.

A motion made by a Board member to approve the agenda as presented with the requested amended item. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

**5. Action Items**

**5.1 Low-income property rental incentives**

Chairman Knox stated that he would like to see or inquire about any programs that offer incentives for landlords to rent properties to those who qualify as low-income.

Discussion ensued.

## 5.2 Discussion of Member terms

Chairman Knox opened the tabled discussion of terms of the Board.

Mayor Whitten stated that he will create a solicitation to create a member bank to select members from and suggested to discuss the terms of the Chair and Vice Chair.

Discussion ensued.

Member suggested to vote annually for a new chairman.

Another member suggested to keep a two-year term for the chairman to keep continuity in the position.

Discussion ensued.

A motion made by Member to approve that the Chairman serve a two-year term with the Vice-Chair moved to the Chairman position at the end of that two-year term with the board then selecting another Vice Chair. Seconded by a Board member with all yeas and one nay with the motion approved.

## 5.3 Safety for City Street

Vice Chairman spoke about the overgrowth of brush on Industrial and the fact that there are no indicators of the division of the road.

Discussion ensued.

Mayor Whitten stated that he would inform the City Manager of the concern.

## 6. Adjournment

This meeting was adjourned by Chairman Knox at 6:43 p.m.

Minutes approve this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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**Ryan Knox**  
**Chair of Citizen's Advisory Council**

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**J B Whitten**  
**Mayor**

**Citizen's Advisory Council  
Minutes  
July 13, 2021  
6:00 PM  
Council Chambers**

The Regular Meeting of Citizen's Advisory Council was called to order at 6:00 P.M. Members present were Ryan Knox, Darius Jackson, DeCarlo Garcia, Narissa Jenkins, Felton Barnes.

**1. Called to Order**

This meeting was called to order by the Mr. Knox at 6:00 p.m.

**2. Pledge of Allegiance**

The pledge was recited by membership in attendance.

**3. Mayor's Time**

Mayor Pro-Tem Hayes informed all that the mayor is currently attending another meeting. He stated that the next movie night was coming up and how much of a success for 4<sup>th</sup> of July was.

Chairman Knox informed the board that Ms. Jenkins has resigned from the board and the mayor has put it out on social media that he is currently searching for new members.

**4. Approve Agenda**

Chairman Knox asked for an approval of the agenda.

A motion made by a Board member to approve the agenda as presented with not having a quorum. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

**5. Presentations and Reports**

**5.1 Mr. Joe Bennet, Church of the Nazarene, Dad's Fish Fry Event**

Mr. Mitchell a representative of the Church of the Nazarene informed the Board that the church provides food for those in need. He stated that on the 24<sup>th</sup> the church will be hosting a benefit to raise funds to keep the ability of giving out cooked meals. There are tickets that need to be purchased to receive a meal for this event, they will be taking donated food items.

Discussion ensued.

**6. Action Items**

**6.1 City Compost Site**

Mr. Barnes stated that he was approached with the question if the city had a compost site.

Discussion ensued.

**6.2 Fairview/Allen Park Pavilion at splash pad water area**

Mr. Barnes stated that the splash pad at this park does not provide any pavilion or shade in that area. He requested that one be placed out there.

Mayor Pro-Tem Hayes stated that he was under the impression that, that item may have been in the upcoming budget.

**6.3 Citizen of the Year pictures to be posted at Crestview City Hall**

Mr. Barnes stated that in meeting with Ms. Mae Reatha Coleman of the Citizen of the Year Award informed him those pictures were to be taking and posted of the recipients of that award.

Discussion ensued.

**7. Adjournment**

This meeting was adjourned by Chairman Knox at 6:31 p.m.

Minutes approve this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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**Ryan Knox**  
**Chair of Citizen's Advisory Council**

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**J B Whitten**  
**Mayor**

**Citizen's Advisory Council  
Minutes  
September 14, 2021  
6:00 PM  
Council Chambers**

The Regular Meeting of Citizen's Advisory Council was called to order at 6:00 P.M. Members present were Ryan Knox, Darius Jackson, DeCarlo Garcia, Felton Barnes.

**1. Called to Order**

This meeting was called to order by the Mr. Knox at 6:00 p.m.

**2. Pledge of Allegiance**

The pledge was recited by membership in attendance.

**3. Mayor's Time**

**3.1 City Government Week**

Mayor Whitten mentioned the recent event which included the 911 Memorial Ceremony/Dinner and the dedication of clock tower to the late City Attorney Ben Holley. He then reviewed the activities that will be taking place during City Government Week, October 18th-24<sup>th</sup> and invited the Board to take part in hosting a table at the Government Week activity on October 23<sup>rd</sup>.

**4. Approve Agenda**

Chairman Knox amended the current Agenda to include item 5.1- to introduce the new board member and move the 5.1 to 5.2.

A motion made by a Board member to accept and approve the amended Agenda. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

**5. Procedural Discussion**

**5.1 Introduction of new Board member**

Mr. Knox introduced the member Mr. Roy Estes.

Mr. Estes gave a brief introduction of his personal and business background.

**5.2 Introducing Agenda Items for Discussion**

Mr. Knox noted that he would like to stick to, two Agenda items for the remainder of the year. He noted that it may be easier for the Board as a whole to just focus on these items and asked for any input.

A discussion ensued.

## **6. Action Items**

### **6.1 Agenda Topics for next Year**

#### **a. Memorial Trees for Arbor Day**

Mr. Knox spoke to the Board about the possibility of planting memorial trees for Arbor Day, the kind of trees and the location of where the trees could be planted.

A discussion ensued.

A motion made by a Board member to approve the development of the Arbor Day Memorial Tree and to return with that in the next meeting. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

#### **b. Classic Hoops Tournament**

Mr. Knox suggested having and or sponsoring a basketball tournament.

A discussion ensued.

This item was tabled until the next meeting.

### **6.2 Approval of minutes from the May 11, 2021, June 8, 2021, and the July 13, 2021, CAC meetings**

Mr. Knox asked for action.

A motion made by a Board member approve the minutes from the May 11, 2021, June 8, 2021, and the July 13, 2021, CAC meetings. Seconded by a Board member with all yeas the motion was approved by unanimous vote.

## **7. General Discussion**

### **7.1 1<sup>st</sup> Year of CAC Review**

Mr. Knox and members of the Board reviewed the items that were discussed and completed over in the first year of the Citizen's Advisory Council.

**8. Adjournment**

This meeting was adjourned by Chairman Knox at 7:10 p.m.

Minutes approve this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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**Ryan Knox**  
**Chair of Citizen's Advisory Council**

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**J B Whitten**  
**Mayor**