

City Council Minutes
January 24, 2022
6:00 PM
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:00 p.m. by Mayor JB Whitten. Board members present: Mayor Pro Tem Shannon Hayes, Council members Andrew Rencich, Doug Capps, Cynthia Brown, and Joe Blocker. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jon Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Jeff Childers of the Shepherd Church

The Invocation and pledge were led by Pastor Jeff Childers of the Shepherd Church.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Motion by Joe Blocker and seconded by Andrew Rencich to approve the agenda, as presented. Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps Ayes: 5; Nays: 0. All ayes. Motion carried.

5. Presentations and Reports

5.1. Proclamation declaring February as Black History Month

Mayor JB Whitten declared the month of February as Black History Month in Crestview. He invited all to visit the Carver-Hill Museum located at 895 McClelland Street stating the museum contains history of black Americans.

5.2. Florida League of Cities Priorities

Mayor JB Whitten asked Council who would be attending the Legislative Days, and Councilmembers C. Brown, D. Capps and S. Hayes responded they will be attending the 7th - 9th.

Mayor Pro Tem S. Hayes announced that a free Ethics training is available on the 7th.

Mayor Whitten advised it is difficult to get appointments with the officials and noted where to locate hints for advocacy with the legislators in the toolkit that was included in the agenda. He also included the priorities request.

City Manager T. Bolduc said he will provide a handout before Council goes to Tallahassee adding he will be available one of the days and went over the four priorities, the septic to sewer conversion in Foxwood and Country Club Estates, the Redstone and Brookmeade intersection improvement, adding two items have been added on Benjamin - septic to sewer and a stormwater project by the High School. Other projects are on-going but may have less interest with our legislators.

6. Consent Agenda

Mayor Whitten asked if Council had comments regarding the Consent Agenda, and Councilmember J. Blocker had concerns about monitoring the impact of the cart path, and City Manager T. Bolduc replied to the concerns had been addressed.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Andrew Rencich to approve the Consent Agenda, as presented. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

- 6.1. Waiver of Purchasing Policy- Firefighter medical screenings
- 6.2. Approval of draft minutes for 10/11/21, 10/14/21, 10/18/21, 11/8/21 and 1/10/22
- 6.3. Approval of change order #1 with Sawcross for the WWTP Solids Handling and Dewatering project
- 6.4. Contract Award, Street Resurfacing Bid
- 6.5. Asphalt Quotes for Cart Path

7. Public Hearings / Ordinances on Second Reading

- 7.1. Ordinance 1840 - Lindley Road Annexation

City Manager T. Bolduc explained the ordinance would not be heard tonight, as the newspaper did not run the advertisement twice, as required by Statute. He mentioned the developer was present tonight and is aware of the concerns from the residents. He said the situation shows we need to look at our Land Development Code, relating to the density. Staff plans to create a new district to reduce the density to two units per acre, which will include bigger lots. He added the Planning Development Board will hear the new ordinance and will rehear the zoning ordinance again. The process is a good example of the local government process working. Everyone's rights will be protected.

Mayor Pro Tem S. Hayes said he looked at the area and stated what the city manager is proposing will fit the neighborhood. City Manager T. Bolduc replied it is good for us because of the rapid pace of growth adding one part of our strategic plan objective is to protect our culture.

Councilmember D. Capps thanked the team for their hard work in working with the developer.

- 7.2. Ordinance 1850 - Amendment to LDC Section 8.04.00 - Street Access and Driveway Design Requirements

City Manager T. Bolduc presented Ordinance 1850 to the City Council and asked the City Clerk to read the ordinance adding the Planner had explained it in depth at an earlier meeting.

City Clerk Maryanne Schrader read the Ordinance by Title:

An Ordinance of the City of Crestview, Florida, providing for the amendment of Section 8.04.00 –

street access and driveway design requirements of the Land Development Code; providing for authority; 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.

Mayor Whitten asked for public comment on the Public Hearing and in hearing none, called for action.

Motion by Councilmember Andrew Rencich and seconded by Joe Blocker to adopt Ordinance 1850, An amendment to LDC Section 8.04.00- Street Access and Driveway Design Requirements on 2nd reading for final adoption. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

7.3. Ordinance 1851 - Amendment to LDC Section 6.01.02 – Residential Design Standards

City Manager T. Bolduc presented Ordinance 1851 explaining the history regarding the door facing the front street. He said this will assist with the affordable housing on long narrow lots and provides an opportunity to assist the neighborhood.

City Clerk Maryanne Schrader read the Ordinance by Title:

An Ordinance of the City of Crestview, Florida, providing for the amendment of Section 6.01.02 – Residential Design Standards of the Land Development Code; providing for authority; 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.

Mayor Whitten called for public comment during the Public Hearing and hearing none called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Douglas Capps to adopt Ordinance 1851, an Amendment to LDC Section 6.01.02 - Residential Design Standards on 2nd reading for final adoption. Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

8. Ordinances on First Reading

9. Resolutions

10. Action Items

10.1. Task Order 2022-02 for Professional Engineering and Consulting Services for the SR 85 Bypass East-West Connector Utility Design and Permitting

City Manager T. Bolduc requested approval to engage in a task order, as we are building the bypass and want to place the pipe during construction adding Jacobs is coordinating with HDR.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to approve the Task Order 2022-02 for Professional Engineering and Consulting Services for the SR 85 Bypass East-West Connector Utility Design and Permitting.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and

Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

10.2. Approval of Auditing Services Firm

City Manager T. Bolduc brought forward the item to select a firm to provide auditing services, as our current auditor is no longer able to provide the service. He mentioned Councilmember A. Rencich served as the Chair of the Auditing Review Committee. He stated the committee selected Purvis Gray and requested Council accept the recommendation from the committee. He said the proposal covers FY 2021 and next two years adding we will also use this firm for the CRA and golf course.

Councilmember A. Rencich mentioned both companies were able to do the auditing, but Purvis Gray came up higher.

Motion by Councilmember Douglas Capps and seconded by Councilmember Joe Blocker to accept the proposal from Purvis Gray Consulting LLC.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

11. City Clerk Report

11.1. Update on City Clerk Process

City Clerk M. Schrader highlighted several areas regarding the need to update records management processes, and researching the need for a public records request solution, as we have a need to track the requests efficiently.

12. City Manager Report

12.1. City Manager Updates

City Manager T. Bolduc stated the City Clerk is working on processes, and she will be bringing back a proposal in the future.

City Manager T. Bolduc said the Animal Control solution is moving adding an animal control officer has been hired and will be on board in about two weeks. He added eight staff members are going to the college for training on care of the animals. We have started rehabilitating our facilities and have taken over the Laurel Hill location. We will be able to provide the level of service within a couple of weeks.

He stated we have a soft opening at the golf course on February 11th adding the restaurant received its license today. However, we are not sure if we will be able to be fully open to the public in March.

He went over several projects in the works such as the interconnectivity for the Redstone Avenue and Brookmeade intersection improvements. Adding there is no more construction runoff.

He said we are starting an eight-month Leadership Training program and will forward the syllabus to the Council. This is training for management and supervision and have received 39 applications. He added AllIn Credit Union partnership is helping with the quarterly employee program.

He updated Council on the Fire training tower construction project that is going out for RFP in about

two weeks. In response to Councilmember D. Capps question on the mural, he stated we planned to have a mural but cannot do so because of the cost of construction.

City Manager T. Bolduc updated the Council on the Wilson Street splash pad, and the Code Enforcement Blight program adding we have a compiled list and a list of buildings that have been demolished. He is going out for bid for affordable housing, as well.

City Manager T. Bolduc mentioned he met with Councilmember D. Capps on the TDC funding plan stating, they spoke about our funding strategy. He believes we should receive \$257,000 this year, so we will make updates to the plan. He said we are working with the Laurel Hill partnership, as well.

He went over the Disc Club membership stating they will have use of and maintain the park, so we are working on a Memorandum of Understanding. He added he will distribute the Annual Report of Investment Activity which relates to the investments in our retirement program.

12.2. Memorandum of Understanding to Develop City Property

City Manager T. Bolduc explained Ben Anderson asked for a location to move the Brackin building, and they discussed working on a Memorandum of Understanding (MOU) for the property around the Chamber, Library and Community Center. He explained there are restrictions on the property, as it needs to be used for government use, but this opportunity falls within the deed restrictions. He suggested a building for the tax collector and the administrative offices for our police department. It is an opportunity to partner with them. He asked for support from Council to allow him and city attorney to develop a MOU to move forward with the construction on the property. He added this would be a two-story building.

Discussion ensued and Council fully supported. Councilmember J. Blocker asked about footage for the building, and City Manager T. Bolduc replied that will be worked out in the preliminary design stage adding the goal is for the city not to invest in the building, as we bring the land and build out the inside. In response to Councilmember C. Brown on the need for a fire station, City Manager T. Bolduc explained he has spoken to the fire chief, but the property is not conducive to loud sirens. He added the Stillwell property is still on the table for discussion.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to allow the city manager and city attorney to negotiate a Memorandum of Understanding for the use of the property.

Roll Call: Joe Blocker, aye; Cynthia Brown, aye; Shannon Hayes, aye; Andrew Rencich, aye; and Douglas Capps, aye. Nays: 0. All ayes. Motion carried.

13. Comments from the Mayor and Council

Councilmember A. Rencich mentioned he attended the EDC and said Florida is gaining people at 1,000 a day adding 100% growth is in the panhandle.

Councilmember C. Brown said the Okaloosa Transportation Committee was postponed. She mentioned the Library Co-op will be Wednesday at the Library. She also welcomed the developer for the Lindley Road project for trying to work with the city. We need all kinds of housing and a balance to work with all the citizens and the quality of life. Councilmember J. Blocker agreed stating he is pleased to see the public and government is working together.

Mayor Pro Tem S. Hayes mentioned the legislative session is open. He suggested keeping up with the flc.org, as they do a narrative on the bills adding the sessions may be viewed at floridachannel.org. He added every Monday they call in at 8:00 a.m. for a webinar adding he has spoken to them about affordable homes. He voiced concern about the utility situation, explaining the Public Utilities Commission approved the rates and will address the issue.

Mayor Whitten said he is wearing a pin commemorating the 100th anniversary of the Florida League of Cities. Mayor Whitten mentioned the MLK parade stating they had a good turnout. He announced the release of the community calendar and will be posting on the city website city events adding there are 65 events listed so far this year. We are working on the Community Resource page which will steer people to where they can go for assistance.

14. Comments from the Audience

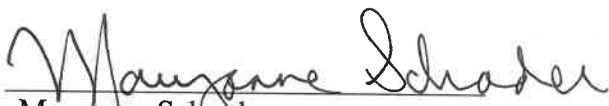
Mayor Whitten asked for public comment and no one came forward.

15. Adjournment

In reply to Councilmember J. Blocker, City Manager T. Bolduc said he does not have the list of tenants at the Commons yet. City Manager T. Bolduc added that Okaloosa County has five miles set aside for the WWTP on the east end and will fund the construction. Wayne Steele has been one of the people appointed to the committee which is working on a solution on serving customers both inside and outside the city limits. He added the county is using federal money from ARPA.

Mayor Whitten adjourned at 7:14 p.m.

Minutes approve this 14th day of Feb, 2022.


Maryanne Schrader
City Clerk




JB Whitten
Mayor