

City Council Regular Meeting Minutes
September 12, 2022
6:00 p.m.
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 Andrew Rencich, Council members: Shannon Hayes, Doug Capps, Cynthia Brown, and Joe Blocker. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Sherrell Compton of New Life International Worship Center

Pastor Sherrell Compton of New Life International Worship Center led the Council in the Invocation and the Pledge of Allegiance to the flag of the United States of America.

3. Open Policy Making and Legislative Session

Mayor JB Whitten stated there was a quorum and went over the rules and procedures.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Council member Andrew Rencich and seconded by Shannon Hayes to approve the agenda, as presented.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

5. Presentations and Reports

5.1. Proclamation - Air Force Birthday

Mayor JB Whitten mentioned the remembrance of 9/11 was done yesterday.

Mayor JB Whitten read a proclamation declaring September 18, 2022 as Air Force Day in commemoration of the 75th birthday.

5.2. Proclamation - POW/MIA Day

Mayor JB Whitten read a proclamation declaring September 16, 2022 as POW/MIA Day to recognize the men and women who were held as Prisoners of War – POWs or have been deemed as missing in Action - MIA.

5.3. Proclamation - Constitution Day

Mayor JB Whitten read a proclamation declaring September 17 - 23, 2022 as Constitution Week.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve the Consent Agenda, as presented.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

6.1. RIB #6 Planning and Design Task Orders

6.2. Annual WWTP O&M Contract Renewal

6.3. Intent To Award Water Tank Maintenance Contract

6.4. Approval of the 8/22/2022 City Council Budget Workshop Minutes

6.5. Approval of the 8/22/2022 Joint CRA and City Council Special Meeting Minutes

6.6. Approval of the 8/22/2022 City Council Regular Meeting Minutes

6.7. Acceptance of the proposal from Emerald Coast Striping, LLC for restriping Wilson Street

6.8. Task Order 2022-07, Foxwood Estates Low-Pressure Sewer System Design

6.9. Approval of Florida Power & Light Agreement

6.10. Florida Opioid Litigation Settlement Participation

7. Public Hearings / Ordinances on Second Reading – None scheduled.

8. Ordinances on First Reading

8.1. Ordinance 1894 - Richburg Lane Comprehensive Plan Amendment

Interim Planning Administrator N. Schwendt presented the first reading of Ordinance 1894 - Richburg Lane Comprehensive Plan Amendment. He went over the details of the currently vacant property.

Interim Planning Administrator N. Schwendt asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of

the City of Crestview, Florida, Amending Its Adopted Comprehensive Plan; Providing for Authority; Providing for Findings of Fact; Providing For Purpose; Providing For Changing the Future Land Use Designation From Commercial (C) to Mixed Use (Mu) on Approximately 26.86 Acres, More or Less, In Section 4, Township 3 North, Range 23 West, and In Section 9, Township 3 North, Range 23 West; Providing for Future Land Use Map Amendment; 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 JB Whitten called for comment from the Council and the public. Hearing none, he called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Joe Blocker to approve Ordinance 1894 on first reading and move to second reading for adoption.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

8.2. Ordinance 1895 - Richburg Lane Rezoning

Interim Planning Administrator N. Schwendt presented the first reading of Ordinance 1895 - Richburg Lane Rezoning.

Interim Planning Administrator N. Schwendt asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing for the Rezoning of 26.86 Acres, More or Less, of Real Property, Located In Section 4, Township 3 North, Range 23 West, and In Section 9, Township 3 North, Range 23 West, from the Commercial High-Intensity District (C-2) Zoning District to the Mixed Use (MU) Zoning District; Providing for Authority; Providing for the Updating of the Crestview Zoning Map; 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 JB Whitten called for comment from the Council and the public. Hearing none, he called for action.

Motion by Councilmember Douglas Capps and seconded by Councilmember Cynthia Brown to approve Ordinance 1895 on first reading and move to second reading for adoption.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

8.3. Ordinance 1896 - Taylor Farms Partial Plat Vacation

Interim Planning Administrator N. Schwendt presented the first reading of Ordinance 1896 - Taylor Farms Partial Plat Vacation.

Interim Planning Administrator N. Schwendt asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Vacating and Abandoning a Portion of Taylor Farms Subdivision as Recorded in Plat Book 26, Page 94 of the Public Records of Okaloosa County, Florida; Providing for Update of the Crestview Base, Zoning and Land Use Maps; Providing for Repeal of Conflicting Ordinances; Providing For Filing of This Ordinance With the Clerk of Circuit Court of Okaloosa County; Providing For Severability; and Providing for an Effective Date.

Mayor JB Whitten called for action from the Council and public. Hearing none, he called for action.

Motion by Councilmember Joe Blocker and seconded by Councilmember Shannon Hayes to approve Ordinance 1896 on first reading and move to second reading for adoption.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

9. Resolutions

9.1. Resolution 2022 - 24 - Utility Work by Highway Contractor Agreement with DOT for Highway 85 Improvements.

Public Services Director Michael Criddle presented Resolution 2022-24 explaining that approval will provide funding for thirteen manholes on Highway 85. He also explained to the Council that the manholes cannot be moved to the side.

City Clerk Maryanne Schrader read the Resolution by title: Resolution of the City of Crestview for the State Of Florida Department of Transportation Utility Work by Highway Contractor (Lump Sum) Agreement.

Mayor JB Whitten called for comment from the Council and the public. Hearing none, he called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Joe Blocker to approve Resolution 2022-24.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

10. Action Items

10.1. Declaration of Surplus Property and Approval to Donate Property to Habitat for Humanity.

City Manager T. Bolduc requested permission to donate the property and displayed the property to Habitat for Humanity displaying the property on an overhead map. He added this is a mechanism to address affordable housing.

Mayor JB Whitten asked for comment from the Council.

Council member J. Blocker asked about the lot size, and City Manager T. Bolduc replied the combined property is less than a half of an acre.

Mayor JB Whitten asked for comment from the public.

Mayor JB Whitten added we have to be aggressive to locate property for affordable housing. He provided several examples of people who are assisted by this program.

Council member S. Hayes said we have to look out for our citizens in Crestview and approved of the process.

Mayor JB Whitten called for action.

Motion by Council member Cynthia Brown and seconded by Council member Andrew Rencich to approve the designation of Lots 18 and 19 at the intersection of South Rayburn and East Walnut Avenue as surplus and authorize staff to execute the required documentation to donate the property to Habitat for Humanity in Okaloosa County, Inc.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

10.2. Purchase of property from Crestview Investment Co. located at 114 Main Street and 148 Main Street.

City Manager T. Bolduc said the two pieces of property are on Main Street and displayed the properties on the overhead. He stated the comparables show it is a good deal.

He mentioned Triple R Construction Inc. specializes in restoring old buildings and is the contractor that recently restored the Historic Bush House at 198 S. Wilson Street. He would like someone we already have a relationship with. He also asked for permission to move forward with the construction.

Mayor JB asked for comment from the Council.

Councilmember J. Blocker asked about the condition of the property, and City Manager T. Bolduc said some items are salvageable. The roof is in better shape than they originally thought. He hopes to have it turned back into the original appearance. He added our vision statement is a desire to retain our historic culture. He added the building will contain two offices.

In response to Council member S. Hayes, City Manager T. Bolduc said we will have some memorabilia. He said we have the funding in the undesignated fund balance. We will save the tree on the corner. We have tried to protect the CRA dollars for business owners.

In response to Council member C. Brown about pursuing grants, City Manager T. Bolduc replied we will pursue various grant programs. He added the projected construction cost is \$134,000.

Mayor JB Whitten asked for comment from the public.

Mayor JB Whitten called for action.

Motion by Councilmember Joe Blocker and seconded by Councilmember Shannon Hayes to approve the purchase of 114 Main Street and 148 Main Street from Crestview Investment in the amount of \$135,000 and waive the general purchasing policy to proceed with Triple R Construction Inc. as the contractor to restore the historic building at 114 N Main Street.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

City Manager T. Bolduc asked if he could get approval not to exceed \$150,000 on the contract negotiations to move forward on renovations.

Motion by Council member Shannon Hayes and seconded by Council member Joe Blocker to approve the city manager to move forward on the contract renovations not to exceed \$150,000.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

10.3. Discussion to sell city-owned property located at 1445 Commerce Drive to Okaloosa County Tax Collector.

City Manager T. Bolduc updated Council on the property that we wish to sell to the north of the library. He mentioned he was apprehensive of adding the police department to the same building. Both parties are agreeable to sell the property adding he would like to designate the funding received for the purpose of building a police department. The county move will bring over 20,000 trips to the north end of town. The tax collector will give us a deposit and pay us over a two-year timeframe.

Mayor JB Whitten called for comment from the Council.

Discussion ensued and City Manager T. Bolduc explained we will have first right on the space on the second floor for municipal services. He said this will provide about 50,000 square feet of buildable space. This provides a funding source to start a police department adding the main point is to bring traffic up to the north. We are meeting with national tenants for property in the north.

Council member S. Hayes mentioned we do not have plans to move City Hall. We are a progressive-thinking city. The county has been working with us, so this is an opportunity to work with the county. He agreed that the traffic count will aid in the development.

Council member D. Capps agreed we are trying to stimulate the development on the north end. As long as we have first rights, this will help.

Council member A. Rencich said the investment for a two to three-story building will aid in development.

Council member J. Blocker said the citizens are opposed to releasing the property to the county. He voiced concern that the county will have control of the building.

Mayor JB Whitten called for comment from the public.

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Douglas Capps to approve the proposed contract to sell property to the Okaloosa County Tax Collector in the amount of \$800,000.

Roll Call: Ayes: Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. Nays: Joe Blocker. Ayes: 4; Nays: 1. Motion carried.

- 10.4. Discussion to sell three acres of City-owned property located on Old Bethel Road to Harrisburg LLC.

City Manager T. Bolduc mentioned this location is not appropriate for a fire station. The developer has agreed to purchase the property back and set aside the funds for the building of a fire station.

Mayor JB Whitten called for comment from the Council.

Council member C. Brown voiced concern about the developer paying the same price as the original purchase, and City Attorney J. Holloway mentioned the property is on a slope with erosion.

Mayor JB Whitten called for comment from the public.

Mayor JB Whitten called for action.

Motion by Council member Joe Blocker and seconded by Council member Cynthia Brown to deem the three acres located on Old Bethel Road as surplus and approve the sales contract with Harrisburg, LLC for \$75,000, and authorize the City Manager to sign all documents necessary to effectuate the terms of the contract for sale, including affidavits, closing statements and a deed.

Roll Call: Joe Blocker, Cynthia Brown, Shannon Hayes, Andrew Rencich, Douglas Capps. All ayes. Motion carried.

10.5. Mae Reatha Coleman Crestview Citizen of the Year Committee.

Mayor JB Whitten explained the details of the program. He would like to know if the Council wishes to renew or appoint new members for the selection committee. He asked that the selectee be actively participating.

Council member J. Blocker was in favor of keeping the same people. He reappointed Dr. Naomi Barnes.

Council member A. Rencich appoint a new member, Jarrod Stewart.

Council member C. Brown reappointed Mr. O'Malley, and Council member S. Hayes reappointed Pearl McKay. Council member D. Capps wishes to appoint Ms. Hannah Wilburn, but he will double-check with her, as he did not make the original appointment.

Councilmember S. Hayes recommended that the Council review the selection every year.

11. City Clerk Report

City Clerk M. Schrader went over the new Next Request portal, announcing that during the month of August, we had 30 requests, 22 were closed, and the average was four days to respond for that period.

12. City Manager Report

City Manager T. Bolduc said ClearGov software deals with an interactive access to the budget on the website which will ease staff time of developing the budget, as it is performed manually now. The software will provide a single source location uniformly, which will help with transparency. He added it conforms to the Government Finance Officers' Association (GFOA) standard and also does project management. He asked whether the Council was interested in the solution at an initial cost of \$30,000 for a three-year contract and an annual fee of \$26,400.

After discussion, Council concurred because of the efficiency and savings of staff time. City Manager T. Bolduc said he has residual money out of the current years' budget, so he will bring the contract back at the next meeting. He added we have 60 days to cancel, if we

do not like it.

City Manager T. Bolduc mentioned the Golf course netting is going up. The Great Life Golf has merged with Brown Golf, so he will be meeting with the new CEO on Wednesday.

We are continuing to work with Reverend Williams on the site plan, adding he is hopeful we will get funding from the State.

12.1. Financial Update - Finance Director

Finance Director Gina Toussaint said items were detailed in the staff report adding the budget meeting will be tomorrow night at 5:15.

13. Comments from the Mayor and Council

Council member S. Hayes stated several citizens are happy with the Pickle Ball and tennis courts being free. He asked about the Spring Hill Cemetery on Blakely Street and the city taking over the upkeep. City Manager T. Bolduc replied there are significant issues on upkeep and ownership at the cemetery. He spoke to a property owner about encroachment on his property. We will need to survey the cemetery and perform a title search.

Discussion ensued on a plan, liability, and options. Council concurred the city should research whether to take it over and maintain it.

Discussion ensued on the opioid settlement. City Attorney J. Holloway said there are several settlements nationwide regarding opioid addictions mentioning the city had an option to join the state or proceed on their own for settlement funds. This agreement is just to participate in the statewide settlements.

Mayor JB Whitten mentioned the city is hosting a summit on opioid overdoses. He invited an individual to speak on the issue to help us educate, develop plans, and save our people. The event is on September 30th from 9 to 3 p.m. The NWFLC is helping register for us, and we have over 100 people registered so far. This is a crisis in the state and Crestview is having a problem, as well. The media blast starts tomorrow. The summit is free, but you have to register, adding registration is offered on our website.

City Manager T. Bolduc added today is National Policewoman Day.

14. Comments from the Audience

No one came forward.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:28 p.m.

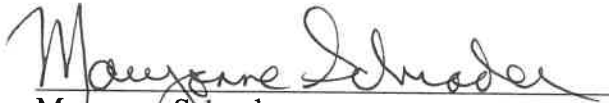
Minutes approved this 26th day of September 2022.



JB Whitten

Mayor

ATTEST:



Maryanne Schrader

City Clerk

Proper Notice having been duly given

