

City Council Minutes
June 26, 2023
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: Council members: Doug Capps, Cynthia Brown, Joe Blocker, and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Schrader, City Attorney Jonathan Holloway, and various staff members. Mayor Pro-Tem Andrew Rencich was excused.

2. Invocation, Pledge of Allegiance

2.1. Destiny Worship Center

The Invocation was led by Youth Director Craig Mills of Destiny Worship Center and Patrick of Troop 773 led the Council in the Pledge of Allegiance to the Flag of the United States of America.

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared that a quorum was present and went over the rules and procedures.

4. Approve Agenda

Mayor JB Whitten called for action.

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

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes; 4. Nays: 0. All ayes. Motion carried.

5. Presentations and Reports

Mayor JB Whitten announced there were no presentations or reports scheduled.

6. Consent Agenda

Mayor JB Whitten called for action.

City Manager Tim Bolduc mentioned that he had received questions of the two Memorandums of Understanding regarding the traffic impact fees listed on the Consent Agenda. He added the fees will be discussed at the budget meeting next week. We will also discuss a partnership with Okaloosa County regarding a traffic impact study.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Doug Capps to approve the Consent agenda, as presented.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes; 4. Nays: 0. All ayes. Motion carried.

6.1. Approval of June 12, 2023 minutes

6.2. Memorandum of Understanding- The Waters at Crestview

6.3. Memorandum of Understanding- Retreat at Redstone

7. Public Hearings / Ordinances on Second Reading

7.1. Ord. 1932 - Third Avenue Annexation

City Manager Tim Bolduc requested the City Council table to the next regularly scheduled Council meeting the three ordinances regarding the Third Avenue annexation: Ordinances 1932, 1933 and 1934. He mentioned the client is in the middle of a sale and the closing is not scheduled yet. By tabling the ordinances, it will save the city the cost incurred from readvertising.

Mayor JB Whitten called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Joe Blocker to table Ordinances 1932, 1933, and 1934.

Motion by Councilmember Doug Capps and seconded by Councilmember Joe Blocker to table Ordinances 1932, 1933, and 1934 until the August 14 City Council meeting, as amended.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes:4, Nays: 0. All ayes. Motion carried.

7.2. Ord. 1933 - Third Avenue Comprehensive Plan Amendment (Tabled)

7.3. Ord. 1934 - Third Avenue Rezoning (Tabled)

7.4. Ord. 1935 - Brookmeade Drive Annexation

Senior Planner N. Schwendt presented Ordinance 1935 - Brookmeade Drive Annexation to the City Council and mentioned an application for annexation was received. The applicant is requesting commercial zoning with a mix of city and county mixed use. A development application has been received, and the fees have been waived per the moratorium.

Senior Planner N. Schwendt asked the City Clerk to read the ordinance.

City Clerk Maryanne Schrader read the Ordinance by Title: An Ordinance Annexing to the City of Crestview, Florida, ± 2.36 Acres of Contiguous Lands Located In Section 28, 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.

Mayor JB Whitten called for comment from the Council and the public. In hearing

none, he called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Joe Blocker to adopt Ordinance 1935 on 2nd reading.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays:

0. All ayes. Motion carried.

7.5. Ord. 1936 - Brookmeade Drive Comprehensive Plan Amendment

Senior Planner N. Schwendt presented Ordinance 1936 - Brookmeade Drive Comprehensive Plan Amendment to the City Council and 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 Okaloosa County Mixed Use to Commercial (C) on Approximately 2.36 Acres, More or Less, In Section 28, 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. In hearing none, he called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Ryan Bullard to adopt Ordinance 1936 on 2nd reading.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays:

0. All ayes. Motion carried.

7.6. Ord. 1937 - Brookmeade Drive Rezoning

City Attorney Jon Holloway swore in Senior Planner N. Schwendt for the quasi-judicial segments of the meeting. Senior Planner N. Schwendt presented Ordinance 1937 - Brookmeade Drive Rezoning to the City Council stating all the other information is the same as the annexation and comprehensive plan. He asked that the staff report be entered into the record: On April 13, 2023, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located Brookmeade Drive. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use. The application requests the Commercial Low-Intensity District (C-1) zoning designation for the property. The Planning and Development Board recommended approval of the request on June 5, 2023, and the first reading was approved by the City Council on June 12, 2023. DISCUSSION: The property description is as follows: Property Owner: Magnolia Creeks LLC, 107 N Partin Dr., Niceville, FL 32578. Parcel ID: 28-3N-23-0000-0013-001A, Site Size: 2.36 acres, Current FLU: Okaloosa County Mixed Use, Current Zoning: Okaloosa County Mixed Use, Current Land Use: Vacant. The following table provides the surrounding

land use designations, zoning districts, and existing uses: Direction: North; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential; Direction: East; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential; Direction: South; FLU: Mixed Use (MU) Mixed Use (MU); Existing Use: Vacant; Direction: West FLU: Commercial (C) Commercial Low-Intensity District (C-1); Existing Use: Vacant. The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for commercial use. Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent

parcels. Courtesy notices were mailed to property owners within 300 feet of the subject property on May 15, 2023. The property was posted on May 22, 2023. An advertisement ran in the Crestview News Bulletin on May 25 and June 1, 2023.

Senior Planner 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 2.36 Acres, More or Less, of Real Property, Located In Section 28, Township 3 North, Range 23 West, From the Okaloosa County Mixed Use Zoning District to the Commercial Low-Intensity District (C-1) 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.

In reply to Councilmember D. Capps and the question on whether any citizens had contacted the office, Senior Planner N. Schwendt replied the office had not received any comments.

Mayor JB Whitten called for comment from the public. In hearing none, he called for action.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Doug Capps to adopt Ordinance 1937 on 2nd reading.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

8. Ordinances on First Reading

No first reading ordinance was brought forth.

9. Resolutions

No resolutions were presented.

10. Action Items

10.1. PSAP Interlocal Agreement

City Manager Tim Bolduc said the LEAD students would present the interlocal service agreement.

Ed Mosley of the Fire Department and his team came forward to explain that this agreement will ensure there is no interruption in response, as well as the providing the highest quality of life.

In response to questions from the City Council, E. Moseley responded that this action renews a current agreement that has expired. He also mentioned that 911 calls get routed to the County and this will allow them to route the calls to the city. It will also provide communication with radios to provide uninterrupted communication.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Cynthia Brown to approve the agreement.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard; Ayes: 4; Nays: 0. All ayes. Motion carried.

10.2. Employee Assistance Program Contract

Administrative Services Director, Jessica Leavins, said we have historically used a local business, but as the city has grown, we needed to expand the service area. She mentioned the contract includes a minimal increase with a recurring cost and recommended Keystone Peer Review Organization, Inc. (KEPRO).

In response to Councilmember R. Bullard and his question on response to any critical incident and the four scheduled sessions per participant as being low, Administrative Services Director, Jessica Leavins replied that the contract is a duplicate of what the State uses. She mentioned the city health insurance has zero cost to the employee. She added if we mandate a call, we will directly pay for the critical incident. She added that workers' compensation would also kick in to cover costs. She also responded that our current contract expires July 1.

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

Motion by Councilmember Ryan Bullard and seconded by Councilmember Joe Blocker to approve the contract with Keystone Peer Review Organization Inc.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes:4; Nays: 0. All ayes. Motion carried.

10.3. Twin Hills Gymnasium Roof Restoration and Renovations

Project Manager Jayce Vanderford came forward to speak on the Twin Hills

gymnasium project. He explained that staff identified the leaky roof as the first priority in the assessment and went over the other results. The existing roof is not waterproof and susceptible to leakage. The quote was \$66,000 and funding is available. Tremco also offers a warranty. He also requested to engage an engineering firm.

Mayor JB Whitten called for comment from the Council.

Discussion ensued on the quotes for the roof replacement and the option to maintain the existent roof until a future use of the building can be assessed, as well as the need for an HVAC.

City Manager Tim Bolduc asked for consensus from Council for either building something to replace or patch the roof until we get something new. He added we need to bring in an engineering firm as we would like to eventually convert the building to another use. He mentioned that the building itself has flex in it which causes the leaks, so he preferred the coating alternative. The company guarantees the roof for twelve years. In addition, the engineering portion will allow us to make improvements to the outside as well as structural improvements. He added that the total budget is \$425,000 for the coating of the roof, insulation, and a/c. The engineering firm will provide the scope of work and design specs.

In response to the question on the gutters from Councilmember D. Capps, Jayce stated he will research Leaf Guard options.

Mayor JB Whitten called for comment from the public. In hearing none, he called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Cynthia Brown to approve and proceed with the Twin Hills gymnasium roof repairs and to engage an engineer to provide design plans.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

10.4. Interlocal Cooperative Agreement- Aquatic Facility

City Manager T. Bolduc said he has met with the City of Niceville regarding the project, and they have requested action of support for the development of an Aquatic Center. He said this agreement will ensure that we will not build an aquatic center, adding this will not be a moneymaking facility.

Mayor JB Whitten called for comment from the Council. He mentioned the agreement is not monetary. City Manager Tim Bolduc added this shows our support of the community project.

Councilmember C. Brown stated this is a great facility for Northwest Florida and Okaloosa County.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Doug Capps to acknowledge support and enter into an interlocal agreement.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

11. City Clerk Report

11.1. Monthly Update

City Clerk M. Schrader highlighted several items from the staff report. She mentioned she was appointed to the IIMC Education Committee and attended a municipal clerks conference last week. Natasha and Maryanne are registered to attend a Records Management Seminar on June 28th in Tallahassee. This is timely as a training session for records management liaisons is scheduled.

12. City Manager Report

12.1. Financial Update - Finance Director

Wendy Buttke mentioned she has included links for the monthly unaudited Schedules of Revenues & Expenditures ending April 30, 2023 and stated the May check register and April Financial Statements are included in the staff report.

12.2. Monthly Report - Public Services Update

Public Services Director Michael Criddle went over the Public Services update mentioning the storm damage from the recent storms. He said there were six water mains that were struck by lightning and displayed some pictures of the damage on the overhead.

He went over the 79 development projects and went over the project schedule. He added we will need to double the size of the WWTP by 2027. As soon as the bypass is completed, a lot of development will come in. He showed a map of the scope depicting both residential and commercial development.

City Manager Tim Bolduc went over the projects near the 80-acre site of the proposed school and added we need to pace the growth with the infrastructure.

Public Services Director M. Criddle depicted the level of service for pressure and volume in the zones. He said the developers will pay for this activity going forward. City Manager Tim Bolduc said our selection of projects will be dependent on whether the system gives the feasible data.

Public Services Director M. Criddle also went over the sewer system model and said they are currently working on quadrant segments.

City Manager Tim Bolduc explained that when we are discussing plans and studies, we need to approve the development plans and infrastructure improvements by weighing the checks and balances to continue the pace of growth.

Discussion ensued on development time plans to project completion.

In response to Councilmember Joe Blocker and his question for updates on new infrastructures and addresses, City Manager Tim Bolduc said we will create a link and provide the permit information.

Public Services Director M. Criddle mentioned it will cost \$80 million to construct the plant, however, City Manager Tim Bolduc stated the EPA allows the construction to come on-line before we have to repay the funds. SRF is a feasible option, as we can pay it down, as needed. This method ensures the customer base, which will offset the debt service.

12.3. PFAS Water Contamination Litigation

City Attorney Jonathan Holloway stated there has been eight years of litigation on the contamination of chemicals that find their way into our water systems. The EPA has set a rule where everyone will start testing. The expectation is that the city will have to upgrade and remediate.

City Manager Tim Bolduc said we may receive funding from the settlement and the money will be used for remediation.

Mayor JB Whitten called for comment from the Council. Discussion ensued on EPA standards.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Doug Capps authorizing the Mayor to sign the contingent fee contract with the Levin law firm to pursue recovery in the PFAS litigation. and authorize the mayor to sign the 25% contingency fee.

Roll Call: Joe Blocker, Cynthia Brown, Doug Capps, Ryan Bullard. Ayes: 4; Nays: 0. All ayes. Motion carried.

In other announcements, City Manager Tim Bolduc added the July 6th budget workshop will include the overall strategic plan, as we are going to go over the Council priorities to direct staff on areas of focus. We will also discuss the increase to minimum wage, staffing and public service needs. He stated a survey packet was distributed for the City Council to complete which will assist him in preparation for the workshop. He went over the questions on the survey which includes what the greatest issue is we face. He asked Council to rank services that we provide, as well as ranking recreation needs, facilities, and their opinion on a sports complex and the desired outcome. He asked that the Council to return the survey by next Monday.

He also asked for a half-day meeting on July 12th, so we can provide the results and discuss the millage rate.

City Manager Tim Bolduc displayed the Rotary Club concept design for Wilson Street Park stating the Rotary Club provided \$30,000 for the Splash Pad. The bathrooms have also been completed. The revised version for placing the Rotary logo

will depict a raised logo and a plaque on the bathroom. We have also asked them for funds for playground equipment in the shape of a train, as well as Astro turf. The Rotary Club have agreed to add \$50,000. He stated we will request additional funds from the County to complete the playground portion.

In response to questions from the City Council, City Manager Tim Bolduc responded sail shade structures will be placed, we are researching wireless locking, and we can prioritize the project. The consensus was to move forward.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment.

Councilmember D. Capps has met with TDC clients to look at a facility for recreation. He also attended the Chili's ribbon cutting.

Councilmember R. Bullard asked about the northwest quadrant sewer study, and Public Services Director M. Criddle responded the study has been completed and he is now working on the quadrant by the jail. He would like to have it done in fifteen months.

Councilmember C. Brown acknowledged Troop 773 stating they are present to work on their Eagle Scout rank and acknowledged the City Clerk on the job she is doing.

Councilmember Joe Blocker asked about a feasibility study for the drug store on a Hwy 85 regarding handicapped access, but City Manager Tim Bolduc replied that the store is under the ADA requirements from when it was built.

Mayor JB Whitten mentioned the senior leadership of the area military installations have had a Change of Command adding we a great partnership.

14. Comments from the Audience

Mayor JB Whitten called for comment.

Shannon Hayes came forward stating the citizens deserve the roof on the gym. He asked for an update on Texas Roadhouse, and City Manager Tim Bolduc said he has spoken to the representatives and the contract for construction has been signed. The completion time is November with training to begin in December.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:54 p.m.

Minutes approved this 14th day of August 2023.


JB Whitten

Mayor


Maryanne Schrader

City Clerk

Proper Notice having been duly given

