

City Council Minutes
February 12, 2024
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 Pro-Tem Andrew Rencich. Board members present: Mayor Pro-Tem Andrew Rencich, 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 JB Whitten was excused.

2. Invocation, Pledge of Allegiance

2.1. Minister Mark Dillman of Airport Road Church of Christ

The Invocation and Pledge of Allegiance was led by Minister Mark Dillman of Airport Road Church of Christ.

3. Open Policy Making and Legislative Session

Mayor Pro-Tem Andrew Rencich declared a quorum was present. He went over the rules and procedures for the meeting.

4. Approve Agenda

Mayor Pro-Tem Andrew Rencich called for action.

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

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

5. Presentations and Reports

6. Consent Agenda

Mayor Pro-Tem Andrew Rencich called for action.

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

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

6.1. Memorandum of Understanding with FLHSMV

6.2. Approval of City Council Regular Meeting Minutes of January 22, 2024

6.3. Approval of the Crestview Unlimited Board Regular Meeting Minutes of January 22, 2024

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1. Ordinance 1962 - Amending Board Terms and Regulations

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1962 to the City Council. He reviewed the history of past discussion on the Board terms which included creating staggered terms, filling vacancies, and method of re-appointments. He then asked the City Clerk to read Ordinance 1962 by Title.

City Clerk Maryanne Schrader read Ordinance 1962 aloud: An Ordinance Amending Planning and Development Board Term Provisions and Regulations; Providing for Amendment of Section 2-63 of the Code of Ordinances; Providing For Amendment of Section 3.01.02 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 Pro-Tem Andrew Rencich called for comment from the Council and from the public. In hearing none, he called for action.

Motion by Councilmember Doug Capps and seconded by Councilmember Ryan Bullard to approve Ordinance 1962 on 1st reading and move to second reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

8.2. Ordinance 1963 - CRA Board Terms and Regulations

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1963 to the City Council. He mentioned this ordinance would clear up the CRA provisions for terms and vacancies. He then asked the City Clerk to read Ordinance 1963 by title.

City Clerk Maryanne Schrader read Ordinance 1963 aloud: An Ordinance Amending Community Redevelopment Agency Term Provisions and Regulations; Providing For Amendment of Section 2-98 of the Code of Ordinances; 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 Pro-Tem A. Rencich called for comment from the Council.

Councilmember R. Bullard asked about when the changes for the current seats is expected, and CDS Planning Administrator Nicholas Schwendt replied that the current terms will be reviewed and the seats will be numbered for tracking. The goal is to have it completed before April 1st.

Mayor Pro-Tem A. Rencich called for comment from the public. In hearing none, he called for action.

Motion made by Councilmember Ryan Bullard and seconded by Cynthia Brown to approve Ordinance 1963 on 1st reading and move to second reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

- 8.3. Ordinance 1964 - Affordable Housing Advisory Committee Terms and Regulations
CDS Planning Administrator Nicholas Schwendt presented Ordinance 1964 to the City Council. This ordinance is regarding the formation of the Affordable Housing Advisory Committee adding the Board will need to convene before April 1st. He then asked the City Clerk to read Ordinance 1964 by Title.

City Clerk Maryanne Schrader read Ordinance 1964 aloud: An Ordinance Amending Affordable Housing Advisory Committee Term Provisions and Regulations; Providing For Amendment of Section 32-18 of the Code of Ordinances; 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 Pro-Tem A. Rencich called for comment from the Council and from the public. In hearing none, he called for action.

Motion was made by Councilmember Doug Capps and seconded by Councilmember Cynthia Brown to approve Ordinance 1964 on 1st reading and move to second reading for final adoption.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

9. Resolutions

10. Action Items

10.1. Tractor Supply Expansion Traffic MOU

CDS Planning Administrator Nicholas Schwendt mentioned the development expansion which will be west of the current location. The Memorandum of Understanding (MOU) will help mitigate traffic for the development.

Motion by Councilmember Doug Capps and seconded by Cynthia Brown to approve the Memorandum of Understanding for the Tractor Supply expansion traffic study in the amount of \$25,300 and send to the Mayor and City Clerk for signature.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.2 Charleston Place Apartments Traffic MOU

CDS Planning Administrator Nicholas Schwendt presented the Memorandum of Understanding for the Charleston Place Apartments traffic study. He stated the development consists of 279 units on a 14-acre parcel near the movie theater.

Motion by Councilmember J. Blocker and seconded by Councilmember C. Brown to approve the Memorandum of Understanding for the Charleston Place Apartments traffic study in the amount of \$106,200 and send to the Mayor and City Clerk for signature.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.3. Preliminary/Conceptual Plat and MOU – Garden Villas Townhomes

CDS Planning Administrator Nicholas Schwendt presented the Memorandum of Understanding for the Preliminary/Conceptual Plat and MOU for Garden Villas Townhomes. He mentioned the area is south of the high school and will consist of 238-unit apartments.

City Manager T. Bolduc stated this project has a couple of minor outstanding comments. He has spoken to Mr. Clark regarding concerns which will include improvements to Third Avenue, and he has assured him that the issues will be addressed.

Mayor Pro-Tem A. Rencich 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 Cynthia Brown to approve the Memorandum of Understanding in the amount of \$73,600 and the Preliminary/Conceptual Plat pending final negotiations on Third Avenue and afterward send to the Mayor and City Clerk for signature.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.4. Preliminary/Conceptual Plat and MOU - Brett Street Townhomes

CDS Planning Administrator Nicholas Schwendt presented the Memorandum of Understanding for the Preliminary/Conceptual Plat for Brett Street Townhomes. He mentioned the property is on a half-acre consisting of nine units.

Mayor Pro-Tem A. Rencich 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 Doug Capps to approve the Memorandum of Understanding in the amount of \$3,750 and Preliminary/ Conceptual Plat and send to the Mayor and City Clerk for signature.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

10.5. Preliminary/Conceptual Plat and MOU– Harrisburg Estates Phases 2-4

CDS Planning Administrator Nicholas Schwendt presented the Memorandum of Understanding for the Harrisburg Estates Phases 2-4. The property is on 35.7 acres with 72 lots proposed.

Councilmember D. Capps mentioned he must abstain from voting on this matter because a relative owns property adjoining the subject property and his vote could lead to a special private gain or loss for a relative, as defined in the Code of Ethics.

City Attorney J. Holloway stated Councilmember D. Capps has fifteen days to turn in the paperwork.

Mayor Pro-Tem A. Rencich called for comment from the Council.

In response to Councilmember R. Bullard regarding the partnership with the County on the traffic study, City Manager T. Bolduc explained that they are working with consultants regarding whether we will do the study ourselves or wait for the County to complete the study. He added by partnering with the County, we can look at a regional perspective. He will bring the information back to the Council, as soon as he receives the consultants response.

Mayor Pro-Tem A. Rencich called for comment from the public In hearing none, he called for action.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Joe Blocker to approve the Memorandum of Understanding in the amount of \$3,750 and Preliminary/ Conceptual Plat for Harrisburg Phase II, III, and IV and send to the Mayor and City Clerk for signature.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Ryan Bullard.

Abstain: Doug Capps: Ayes: 4; Nays: 0; Abstain: 1. Motion carried.

10.6. City Manager Annual Performance Evaluation

Administrative Services Director Jessica Leavins went over the evaluation summaries in the staff report based on the evaluation system of our core values.

Each council member provided comments stating they were satisfied with Mr. Bolduc's performance, the hours he puts in, the growth of the city, and the privilege of working with him. Discussion ensued on a salary adjustment in comparison to other city managers in the county, as well as all the projects he has completed.

Mayor Pro-Tem A. Rencich passed the gavel to Councilmember J. Blocker. He stated that the city is operating efficiently, and developers want to come to the city. The calculations for other city managers were sent to HR. The starting salaries are much higher in other cities.

Councilmember J. Blocker called for action.

Motion by Mayor Pro-Tem A. Rencich and seconded by Councilmember Cynthia Brown to make an adjustment from the current salary to \$175,000 effective immediately.

Roll Call: Ayes: Joe Blocker, Cynthia Brown, Andrew Rencich, Doug Capps, Ryan Bullard. All ayes. Motion carried.

11. City Clerk Report

11.1. Monthly Update

City Clerk M. Schrader stated the information is included in the Staff Report.

12. City Manager Report

City Manager Tim Bolduc thanked the City Council. He stated it has been an honor to work with the Council and staff and is grateful.

City Manager Tim Bolduc said he is working on an RFQ for a Total Project Management (TPM) company, which will help with the project from conception to end. The Council had approved us moving forward with the Sports Complex Master Planning, the Public Services and Police Department building. This concept helps create master plans and site plans, as well as the selection of architects and maintenance of schedules and oversees the projects. The company will also help with small projects such as the remodeling of the Twin Hills gym. His goal is to get the RFP out next week. The concepts of the four major projects will move forward with a budget and funding sources. The selection will be brought back to Council.

Discussion ensued and City Manager T. Bolduc explained that the evaluation committee will select a company and then provide a presentation to the Council. It will be a 5-year contract with a 5-year renewal.

In response to Councilmember R. Bullard, City Manager T. Bolduc replied that the Council could appoint a member for the committee. A member of staff will be our representative to the company, mentioning staff do not draw out site plans. The TPM brings in architects to get the guaranteed result adding the company will steer the scope which will help with prioritizing.

In response to Mayor Pro-tem A. Rencich on guaranteed maximum price (GMP), City Manager T. Bolduc replied that the TPM will bring us to that price. The company will competitively select for us so the cost will come out of what we would do with the design.

City Manager T. Bolduc also said the Main Street contract has been executed and the groundbreaking is scheduled March 11th in the parking lot behind Desi's. On February 27th, the groundbreaking for Vineyard Village is scheduled. The savings we receive will provide a lower rent for the tenants. He added, tonight's MOU's, provide for more affordable housing with the density use.

13. Comments from the Mayor and Council

Mayor Pro-Tem A. Rencich called for comments from the Council. No one else had further comment.

He added the splash pad at Twin Hills groundbreaking today and the park is well used.

14. Comments from the Audience

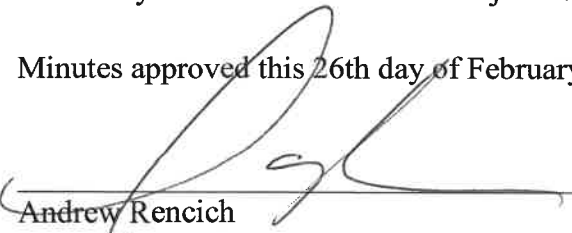
Mayor Pro-Tem A. Rencich called for comment from the public.

Frederick Butts mentioned the need for affordable housing stating the city has the highest millage rate in the county. He voiced concern about the citizens on fixed incomes when the going rate for apartments is over \$2,000. He said the Council should focus on everyone that gives us an overall picture. The city has grown substantially since he moved here in 2000. He also mentioned the Main Street project and asked about the safety features for those with handicapped vehicles with parallel parking.

15. Adjournment

Mayor Pro-Tem A. Rencich adjourned the meeting at 6:56 p.m.

Minutes approved this 26th day of February 2024.


Andrew Rencich
Mayor Pro-Tem

Submitted by,


Maryanne Schrader
City Clerk

Proper Notice having been duly given

