

City Council Regular Meeting Minutes
October 28, 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 JB Whitten. Council members present: Andrew Rencich, Cynthia Brown, and Ryan Bullard. Excused: Mayor Pro-Tem Doug Capps, Councilmember Joe Blocker and City Attorney Jonathan Holloway. Also present: City Manager Tim Bolduc, City Clerk Maryanne Girard and various staff members.

2. Invocation, Pledge of Allegiance

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

3. Open Policy Making and Legislative Session

Mayor JB Whitten stated a quorum was met.

4. Approve Agenda

Mayor JB Whitten announced that Ordinance 1981 would be removed and called for action. City Manager Tim Bolduc clarified that item 8.7 would need to be pulled from the agenda.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to approve the agenda, as amended.

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

5. Presentations and Reports

6. Consent Agenda

Mayor JB Whitten called for action.

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

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

6.1. Approval of City Council Regular Meeting Minutes of October 21, 2024

6.2. Approval of Board and Committee Recognition Ceremony Minutes of October 21, 2024

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1. Ordinance 1975 Flora Lee Lane Annexation

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1975, Flora Lee Lane Annexation, which is located off of Airport Road at 5771 Flora Lane. He stated the annexation involves the next three ordinances. He went over the intent of the property owner to provide a single-family development. He then asked the City Clerk to read Ordinance 1975 by title.

City Clerk Maryanne Girard read Ordinance 1975 aloud: An Ordinance Annexing to the City of Crestview, Florida, ± 9.24 Acres of Contiguous Lands Located In Section 4, 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 from the public. In hearing none, he called for action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to adopt Ordinance 1975 on First Reading and move to Second reading for adoption.

ROLL CALL: Aye: Cynthia Brown, Andrew Rencich, Ryan Bullard. All ayes.
Motion carried.

8.2. Ordinance 1976 Flora Lee Lane Comp Plan Amendment

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1976, Flora Lee Lane Comprehensive Plan Amendment to the City Council and asked the City Clerk to read Ordinance 1976 by title.

City Clerk Maryanne Girard read Ordinance 1976 aloud: 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 Low Density Residential to Mixed-Use (MU) on Approximately 9.24 Acres, More or Less, In Section 4, 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 action.

Discussion ensued on the shape of the property and the house located on the property.

Motion by Councilmember Cynthia Brown and seconded by Councilmember Andrew Rencich to approve Ordinance 1976 on First reading and move to Second reading for final adoption.

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

8.3. Ordinance 1977 Flora Lee Lane Rezoning

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1977, Flora Lee Rezoning, to the City Council and asked the City Clerk to read the ordinance by title.

City Clerk Maryanne Girard read the Ordinance by Title: An Ordinance of the City of Crestview, Florida, Providing For The Rezoning Of 9.24 Acres, More or Less, of Real Property, Located In Section 4, Township 3 North, Range 23 West, From The Okaloosa County Residential-1 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 action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to approve Ordinance 1977 on First reading and move to Second reading for final adoption.

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

8.4. Ordinance 1978 North Ferdon Boulevard Annexation

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1978, North Ferdon Boulevard Annexation, stating the annexation is regarding the next three ordinances. He stated the property is located in the unincorporated county area. The property is vacant, but they have received a development order from Take 5 Oil.

He then asked the City Clerk to read Ordinance 1978 by title.

City Clerk Maryanne Girard read the Ordinance 1978 aloud: An Ordinance Annexing to the City of Crestview, Florida, ± 0.51 Acres of Contiguous Lands Located In Section 4, 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 action.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to approve Ordinance 1978 on First reading and move to Second reading for final adoption.

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

8.5. Ordinance 1979 North Ferdon Boulevard Comp Plan Amendment

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1979, North Ferdon Boulevard Comprehensive Plan Amendment to the City Council and asked the City Clerk to read Ordinance 1979 by title.

City Clerk Maryanne Girard read Ordinance 1979 aloud: 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 0.51 Acres, More or Less, In Section 4, 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 action.

Motion made by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to approve Ordinance 1979 on First reading and move to Second reading for final adoption.

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

8.6. Ordinance 1980 North Ferdon Boulevard Rezoning

Senior CDS Planning Administrator Nicholas Schwendt presented Ordinance 1980, North Ferdon Boulevard Rezoning, to the City Council. He then asked the City Clerk to read Ordinance 1980 by Title.

City Clerk Maryanne Girard read Ordinance 1980 aloud: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 0.51 Acres, More or Less, of Real Property, Located In Section 4, 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 and from the public. In hearing none, he called for action.

Motion was made by Councilmember Ryan Bullard and seconded by Councilmember Andrew Rencich to approve Ordinance 1980 on First reading and move to Second reading for final adoption.

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

9. Resolutions

9.1. Public Hearing and Resolution 2024-16 - SW Crestview Bypass Utilities Facility Plan

Engineer Kyle Lusk presented Resolution 2024-16, 2024-16, regarding the SW Crestview Bypass Utilities Facility Plan and Public Hearing to the City Council He explained the requirements and funding sources. He explained the city is preparing to annex the property. The surrounding area will serve the school and the bypass areas. He went over the drinking and wastewater alternatives for the school. The selected option is to build a water tank, as well as a connection line to the tank. The entire project will be split into two phases. The financing of the construction will come from the drinking water State Revolving Fund in the amount of \$9,520,000. He mentioned the resolution will authorize the mayor to accept the planning documents prepared by Jacobs, certify the public hearing was held, certify that the financial planning information is correct and that the city has the ability to pay back the loan, and certify that the project is in accordance with the city's Comprehensive Plan. He then asked the City Clerk to read Resolution 2024-16 by title.

City Clerk Maryanne Girard read Resolution 2024-16 aloud: A Resolution of the City Council of the City of Crestview, Florida, Relating to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF), Adoption of the Drinking Water Facilities Plan and Clean Water Facilities Plan For the Implementation of the State Road 85 Bypass Utilities Improvements, Effective this Date.

Mayor JB Whitten announced this is a Public Hearing and called for comment from the Council.

Councilmember R. Bullard mentioned that the Phase 2 report amount was incorrect and engineer Kyle Lusk clarified that it is \$4,425,000. He added the City is pursuing a DWSRF loan in the amount of \$9,520,000; \$5,395,000 of which is for the Arena Road Water Tank and \$4,125,000 of which is for the SW Bypass Utilities construction.

City Manager T. Bolduc ensured the Council that the Jacobs report will be corrected.

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

Motion by Councilmember Andrew Rencich and seconded by Councilmember Ryan Bullard to adopt Resolution 2024-16.

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

9.2. Resolution 2025 - 1 Comprehensive Fee Schedule Amendment

City Manager T. Bolduc presented Resolution 2025-1, Comprehensive Fee Schedule Amendment, to the City Council and asked the City Clerk to read Resolution 2025-1 by title.

City Clerk Maryanne Girard read Resolution 2025-1 aloud: A Resolution of the City of Crestview, Florida, Amending the Comprehensive Fee Schedule; Providing For Authority; Providing Severability; Providing For Scriveners Errors; Providing For Repeal of All Resolutions or Parts of Resolutions In Conflict Herewith; and Providing For an Effective Date.

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

10. Action Items

10.1. City Clerk Annual Performance Evaluation

Administrative Services Director Jessica Leavins presented the City Clerk's evaluation. She stated Ms. Girard's average review score was 2.72 out of 3, with three of the five councilmembers submitting completed evaluation forms.

In response to Councilmember Ryan Bullard who said he submitted his scores via email, Administrative Services Director Jessica Leavins acknowledged that the city had email issues with the migration last week.

In response to Councilmember C. Brown, Administrative Services Director Jessica Leavins explained that the staff recommendations were 2.5 % for general, 3% for executive staff and a 4.5 % merit pay increase. Councilmember C. Brown stated Maryanne has done a great job and believes she deserves the highest rate.

Councilmember A. Rencich agreed stating Ms. Girard has kept up with the Council and speed of the city.

Councilmember R. Bullard agreed with the others and stated she has a good public image and has kept up with public records requests.

City Manager T. Bolduc mentioned the vote would be on the percentage of the full adjusted amount at 7%.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to approve the adjusted percentages at 7%.
Roll Call: Ayes: Cynthia Brown, Andrew Rencich, Ryan Bullard. All ayes. Motion carried.

11. City Clerk Report

12. City Manager Report

12.1. Financial Update - Finance Director

Finance Director Gina Toussaint mentioned the links to the reports are included in the staff report.

12.2. Development Report

CDS Planning Administrator N. Schwendt went over the development report adding the details are included in the staff report.

In response to Councilmember A. Rencich on whether the changes in personnel are complete, City Manager T. Bolduc responded the moves have been made and are a work in progress.

12.3. City Manager Updates

City Manager T. Bolduc informed the City Council that he had a meeting at Wright Patterson AFB and discussed Air Force Readiness and how the Air Force is preparing for readiness. He explained the city is a significant area for military housing. There is a significant focus on how we are preparing for conflict if the need arises. They discussed partnerships with the community on housing and day care.

City Manager T. Bolduc mentioned the last meeting and the discussion on the placement of public comments. Discussion ensued on case law, and Councilmember R. Bullard said the item did not need to be added to the agenda.

City Manager T. Bolduc went over the Christmas lighting opportunity since the construction crew will complete the project early, so we have the opportunity to decorate Main Street.

Administrative Services Director J. Leavins said the vendor have worked with area cities, so we will have decorations on Main Street, City Hall and Twin Hills Park. The week of Thanksgiving is the timeline to start the decorations. This is a multi-year contract, as they will store, put up and take down. City Manager T. Bolduc added that our policy allows us to piggyback off of a contract. The capital cost is over time. He added that the first-year option is \$47,711 and \$74,461 would be moving forward.

Discussion ensued on the benefits to the downtown area, the quality of the product, use of CRA funds, the piggyback contract from Ft. Walton Beach, and the negotiation of the contract.

Motion by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown to approve the city manager to negotiate the contract.

Motion amended by Councilmember Andrew Rencich and seconded by Councilmember Cynthia Brown not to exceed \$50,000.

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

Administrative Services Director J. Leavins mentioned having the ribbon cutting for the Twin Hills playground on November 25th.

After discussion, it was scheduled for Monday, December 2nd at 4:00 p.m.

City Manager T. Bolduc thanked councilmembers Andrew Rencich and Cynthia Brown for the work that they have done for the community. He mentioned the ribbon cutting for the baby box was done today. He commended Ms. Brown as always voting on the values she was elected on.

City Manager T. Bolduc commended Mr. Rencich stating he had voted to donate his own funds during COVID to help other businesses in this community.

City Clerk Maryanne Girard announced that the Veterans Day parade is scheduled for Monday, November 11th at 9:00 a.m. and the ceremony will start at 11 a.m. More information will be sent out as soon as it is received.

She added the Homeless Run is scheduled for Saturday, November 2nd at 10:00 a.m. at the Community Center. The link and QR Code are located on the city website. The registration fee is a donation of a non-perishable item valued at \$10.00.

13. Comments from the Mayor and Council

Councilmember Andrew Rencich said it has been an honor to serve the City of Crestview. His company will continue to invest in the city.

Councilmember R. Bullard said he will miss both and added it is refreshing to have businesspeople on the Council. He appreciated Mr. Rencich's feedback and what he does for the city. He will miss Ms. Brown and repeated that she always voted her values.

Councilmember C. Brown thanked everyone for making the Safe Haven Baby Box happen and was happy to be part of the dedication today. She thanked the Council and the Mayor. She mentioned Tim is amazing and suggested that he will be going to higher places. She thanked the citizens for their trust.

Mayor JB Whitten thanked the Council and mentioned he knew Mr. Rencich while he was still active duty and thanked Ms. Brown for her work and hoped she could come back to serve.

Mayor JB Whitten thanked the public for coming out to the Safe Haven Baby Box ribbon cutting and added we had a successful City Government Week with all the activities. We also hosted 27 people from France. He thanked Main Street for a successful Fall Festival adding many people were impressed with the Main street project.

He also thanked the veterans and also asked everyone to come to the 5K run.

14. Comments from the Audience

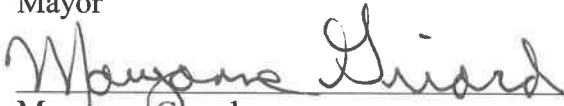
Shannon Hayes thanked the Council for coming prepared to the meetings. He appreciates the wisdom and knowledge. The Fall Festival was great adding our city is moving forward. The Legislative Session is starting soon adding the importance of representing our city.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:12 p.m.

Minutes approved this 18th day of November 2024.


JB Whitten
Mayor


Maryanne Girard
City Clerk
Proper Notice having been duly given

