

City Council Minutes
November 18, 2024
6:00 p.m.
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview City Council was called to order at 6:02 p.m. by Mayor JB Whitten. Board members present: Mayor Pro-Tem Doug Capps. Council members: Brandon Frost, Shannon Hayes and Ryan Bullard. Also present: City Manager Tim Bolduc, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members.

2. Invocation, Pledge of Allegiance

2.1. Pastor Grady O'Neal of Calvary United Church

The Invocation and Pledge of Allegiance was led by Pastor Grady O'Neal of Calvary United Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten stated a quorum was present and introduced the new members.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to approve the agenda.

Mayor JB Whitten asked to have the motion amended to include a presentation from Ft. Walton Beach Police Chief Robert Bage.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to approve the agenda, as amended to include the presentation.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

Mayor JB Whitten presented a plaque to Cyndie Brown, former councilmember. He also presented a coin provided by the Florida League of Mayors for extraordinary people. She said a few words in appreciation.

Mayor JB Whitten mentioned Andrew Rencich had to leave after the Swearing-In ceremony.

5. Presentations and Reports

5.1. Proclamation for National Epilepsy Awareness Month

Mayor Pro-Tem Doug Capps read the proclamation declaring November as National Epilepsy Awareness Month in Crestview. He presented it to the family members who lost a loved one. Michelle, representative of the Epilepsy Foundation of America, thanked the City Council for presenting the proclamation.

- 5.2. Proclamation declaring November 30th as Small Business Day
Mayor JB Whitten read a proclamation declaring November 30th as Small Business Day.

6. Consent Agenda

Mayor JB Whitten called for action.

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

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

- 6.1. 2025 T280 Single Axle Flatbed Truck Purchase
- 6.2. Arena Road Water Tower Construction Change Order #1
- 6.3. Laurel Hill MOU for Emergency Animal Services
- 6.4. Approval of City Council Regular Meeting Minutes of October 28, 2024
- 6.5. Approval of City Council Workshop Minutes of October 28, 2024

7. Public Hearings / Ordinances on Second Reading

- 7.1. Ordinance 1978 North Ferdon Boulevard Annexation

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1978, North Ferdon Boulevard Annexation to the City Council stating the next three ordinances regard 1204 North Ferdon Boulevard. He stated the property is located in unincorporated county and is vacant. He added Take 5 Oil has submitted their development order. He then asked the City Clerk to read Ordinance 1978 by title.

City Clerk Maryanne Girard read 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 comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Ryan Bullard to adopt Ordinance 1978 on second reading.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

- 7.2. Ordinance 1979 North Ferdon Boulevard Comprehensive Plan Amendment
CDS Planning Administrator Nicholas Schwendt presented Ordinance 1979, North Ferdon Boulevard Comprehensive Plan Amendment to the City Council mentioning the details in the staff report. He then 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 comment from the Council and the public. In hearing none, he called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to adopt Ordinance 1979 on second reading.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

- 7.3. Ordinance 1980 North Ferdon Boulevard Rezoning

City Attorney Jonathan Holloway swore in all participants for the quasi-judicial segments of the meeting.

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1980, North Ferdon Boulevard Rezoning to the City Council and asked the City Clerk to enter the staff report into the record.

BACKGROUND: On August 28, 2024 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 1204 Ferdon Boulevard. 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 October 7, 2024, and the first reading was approved by the City Council on October 28, 2024.

DISCUSSION: The property description is as follows: Property Owner: BARROW LINDA F ET AL, 6399 OLD RIVER RD, BAKER FL 32531. Parcel ID: 04-3N-23-1840-0002-0220; Site Size: 0.51 acre; 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: Commercial (C); Zoning: Commercial High-

Intensity District (C-2): Existing Use: Commercial. Direction: East; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Commercial. Direction: South; FLU: Commercial (C); Zoning: Commercial Low-Intensity District (C-1); Existing Use: Commercial. Direction: West; FLU: Okaloosa County Mixed Use; Zoning: Okaloosa County Mixed Use; Existing Use: Residential. The subject property is currently vacant, and a development application has been submitted. Based on the requested land-use and zoning designations, the property will 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 September 13, 2024. The property was posted on September 23, 2024. An advertisement ran in the Crestview News Bulletin on September 26 and October 3, 2024.

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 the public. In hearing none, he called for action.

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro-Tem Doug Capps to adopt Ordinance 1980 on second reading.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

8. Ordinances on First Reading

9. Resolutions

9.1. Resolution 2025-4, FY24 Budget Amendment

City Manager T. Bolduc presented Resolution 2025-4, FY24 Budget Amendment to the City Council regarding the close out of the fiscal year adding it included the sanitation fee assessment. He then asked the City Clerk to read Resolution 2025-4 by title.

City Clerk Maryanne Girard read Resolution 2025-4 aloud: A Resolution of the City of Crestview, Florida, Amending the Fiscal Year 2024 Budget to More Accurately Reflect Revenues and Appropriations. The Amendments Are the Result of Sanitation Fee Schedule Changes, and Providing for An Effective Date.

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to adopt Resolution 2025-4.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

10. Action Items

11. City Clerk Report

11.1. Monthly Update

City Clerk Maryanne Girard mentioned the updates are provided in the staff report.

11.2. Replacement for the Okaloosa County Transit Cooperative Board

City Clerk M. Girard mentioned the Emerald Coast Transit Board has an elected position open with the resignation of Cynthia Brown. She stated we are requesting an appointment, as well as an alternate, to review our transit services in the county.

Motion by Mayor Pro-Tem Capps and seconded by Councilmember Ryan Bullard to nominate Councilmember R. Bullard as the primary for the Okaloosa County Transit Cooperative.

Mayor JB Whitten said it is important for our city to stay engaged.

Motion by Mayor Pro-Tem Capps and seconded by Councilmember S. Hayes to appoint Councilmember S. Hayes as an alternate.

11.3. Appointment of CRA Board Members

City Clerk M. Girard stated we have received three applications for service to the CRA Board. There are two new requests from Traci Spencer-Medlock and Emily Daley, as well as a re-appointment request from Dr. Margareth Larose-Pierre.

Discussion ensued on the desire to have a fresh outlook on the CRA Board.

Motion by Mayor Pro-Tem D. Capps and seconded by Councilmember Brandon Frost to appoint Emily Daley to serve on the CRA Board for a four-year term and appoint Traci Spencer-Medlock for a two-year term.

Roll Call: All ayes. Motion carried.

11.4. Appointment of PDB Alternate

City Clerk M. Girard stated with the election of Brandon Frost and Shannon Hayes to the City Council, two Planning Development Board seats are vacant and both terms end April 1, 2027.

We have received an application from Sylvester Echols to also serve.

Motion by Mayor Pro-Tem D. Capps to appoint Sylvester Echols as a PDB alternate.

CDS Administrator N. Schwendt stated we currently have two alternates who could be moved to the primary position.

Motion amended by Mayor Pro-Tem Capps and seconded by Councilmember S. Hayes to appoint Sylvester Echols as a PDB alternate and move the current alternates to primary positions.

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

12. City Manager Report

12.1. Fire Department Update

Fire Chief Josh Vargason provided an update of the year in review. He went over the service calls, as well as fire calls. He went over the promotions and explained the cadet program. He spoke on the two grants that were received. He highlighted the deployments for both Helene and Milton hurricane relief, as well as the installation of the Safe Haven Baby Box. He announced the upcoming events and mentioned February 8th at 5 p.m. as Chief Holland's retirement party.

Councilmember R. Bullard applauded the work that the fire department does and thanked Chief Vargason.

City Manager T. Bolduc stated as Chief Holland will be retiring in February, Josh Vargason is the Fire Chief and Ken Mason is the Assistant Chief. He also mentioned the calls that the Fire Department receives and stated that Councilmember Bullard had sent him seven items to review, and one of them was ALS as a priority. He plans to talk to the Council about the top five that they want to accomplish, as well.

City Manager T. Bolduc said in January, February and March we will have some workshops. He went over the need for a WWTP and capacity issues and the work we have work in the planning and design. One of the things we will change in the development order, so there will not be a guaranteed capacity until permits are pulled. We will look at fees and timelines, as well as looking at incentives. The first workshop is scheduled for January 22nd from 8 to 10 a.m. in the Chambers to discuss development orders, capacity, and growth. Next, Ajax has been doing an assessment of our buildings. A report will be delivered the end of December. The next Workshop is scheduled on February 12th from 8 to 10 in the Chambers to go over current facilities and their recommendations. We will come up with a Master Plan and our priorities, as well.

City Manager T. Bolduc stated we will hold a charrette, which is an Open Forum, so the public can provide input for a Sports Complex. We will get information utilizing current property and whether we need to acquire property. The charrette is scheduled

for March 5 from 5 to 7 p.m. at Warrior's Hall. We will also discuss the needs of our children. The information gathered will be provided to the County and the TDC. City Manager T. Bolduc said we have been working on duck control. We have worked with a duck relocation company, however, we cannot relocate the Muscovy ducks because of State Statute, as they are not native to the area. The only mechanism is to humanely exterminate the ducks. He said the majority of the duck population is Muscovy, so he asked the Council what direction they want to take. He explained they are an invasive species.

Discussion ensued on lifespan, preventing reproduction, how many ducks are in the park, getting public input before making a decision, trapping them, bird flu and human contact, and requesting information from other cities.

City Manager Tim Bolduc said he will bring back a species count, produce a report on timing, and anticipated lifespans. He said we will continue with the non-reproductive food, and we will do whatever the Council directs us to do. He added we have pavilions that are unusable and defecation at the splashpad, as well as cleaning of the dog park.

He went over events, City Hall closing dates, Farmers Market near Wilson Park, ribbon cutting at Twin Hills on Dec 2nd at 4 p.m., and the Christmas Parade on December 7th.

City Manager Tim Bolduc went over the process of an appointment from the City Council to replace the vacant seat as Mr. Blocker has resigned, which is effective on Nov 30th.

City Attorney Jonathan Holloway went over the timeline. The Charter requires the vacancy to be filled within 30 days. On December 3rd, applications will be closed, and a Special meeting on December 9th will be held to interview candidates and make a selection. City Manager T. Bolduc added the applicant would have to reside in Precinct 1.

City Attorney Jonathan Holloway advised that the Council should not have meetings with candidates. He added this person would serve the remaining of Joe Blocker's term.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard asked about moving the public comment to the beginning of the meeting, however, City Attorney J. Holloway replied he would like to talk to him afterward as there is case law. City Manager T. Bolduc added that our Chair is liberal regarding voting issues. The other piece is the public is able to speak at the public hearing portion.

Councilmember S. Hayes thanked the City Council, as well as his wife.

Mayor JB Whitten said the RC track is well used and there is a charity run this weekend. They donate all the money they raise and last year they collected \$10,000. He announced the Ecumenical Thanksgiving is November 24 at 6:00 p.m. at United Methodist church. He encouraged everyone to attend the Christmas Parade on the 7th, adding the tree lighting is at 5:00 p.m.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

James Daniels asked about getting a copy of the rules. He asked about the vacancy as he has interest. Mayor Whitten explained the agendas are located at the door to the Chambers.

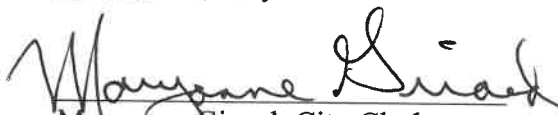
Victoria came forward and mentioned the ducks are chasing people. She also asked about recruitment efforts for the Fire Department. She mentioned she is a retired military member and is originally from Crestview. She mentioned the growth in the city and the need for more firemen. Fire Chief Josh Vargason replied that the intention is to increase firefighters adding they are trying to meet with the high school students in their senior year.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:35 p.m.

Minutes approved this 9th day of December 2024.


JB Whitten, Mayor


Maryanne Girard, City Clerk
Proper Notice having been duly given

