

City Council Minutes
April 28, 2025
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 Doug Capps. Council members: Ryan Bullard, Dusty Allison, and Shannon Hayes. Also present: Deputy City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Councilmember Brandon Frost was excused.

2. Invocation, Pledge of Allegiance

The Invocation and Pledge of Allegiance was led by Pastor Mathew Hargett of Crosspoint South.

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Dusty Allison to approve the agenda, as presented.

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

5. Presentations and Reports

5.1. Proclamation Declaring May 4 - May 10, 2025 as Professional Municipal Clerks Week

Mayor JB Whitten called City Clerk Maryanne Girard and Deputy City Clerk Natasha Peacock forward to receive a proclamation declaring May 4 - May 10, 2025, as Professional Municipal Clerks Week.

5.2. Memorial for Kadance Fredericksen

Mayor JB Whitten presented a dedication for Kadance Fredericksen. He asked the parents, Matt and Lisa, to come forward. He stated that Senator Don Gaetz, Senator Jay Trumbull, and Representative Patt Maney sent in letters of support for the initiative to exemplify the meaning of Kadance's life with the memorial bench at "Kada's Korner". The left side corner will include Kada's Promise. The City Council supported the initiative, as well.

Mayor JB Whitten announced they had been informed of an anonymous donor to pay for the memorial.

6. Consent Agenda

6.1. Approval of City Council Regular Meeting Minutes of April 14, 2025

Mayor JB Whitten called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve the consent Agenda, as presented.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

7. Public Hearings / Ordinances on Second Reading

- 7.1. Ordinance 1981 - Choctawhatchee Electric Cooperative Franchise
City Attorney Jonathan Holloway presented Ordinance 1981 - Choctawhatchee Electric Cooperative Franchise to the City Council. He explained it regards the distribution of energy and will be for a period of ten years with a five-year renewal option. He then asked the City Clerk to read Ordinance 1981 by title.

City Clerk Maryanne Girard read Ordinance 1981 aloud: An Ordinance of the City of Crestview, Florida Granting A Non-Exclusive Franchise to Choctawhatchee Electric Cooperative, Inc., To Maintain and Operate An Electric Plant and An Electric Transmission and Distribution System In the City of Crestview and To Construct, Maintain, Operate and Extend Electric Transmission and Distribution Lines In the Streets and Public Places of Said City; Providing the Terms and Conditions of Such Grant, Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing 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 Doug Capps to approve Ordinance 1981 on 2nd reading for final adoption.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

- 7.2. Ordinance 1991 – Setbacks on Unopened or Terminating Rights-of-way
CDS Planning Administrator Nicholas Schwendt presented Ordinance 1991 - Setbacks or Terminating Rights-of-Way to the City Council. He explained it is regarding setbacks on older roads with lots that are too narrow to build upon. This update serves to amend a handful of amendments to the Land Development Code, as staff determined that the requirement for the larger front setback, versus a smaller side setback, provided any benefit or protection to adjacent properties. He then asked the City Clerk to read Ordinance 1991 by title.

City Clerk Maryanne Girard read Ordinance 1991 aloud: An Ordinance Amending Section 6.00.02 of the City of Crestview 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 JB Whitten called for comment from the Council and the public. In hearing none, he called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to approve Ordinance 1991 on 2nd reading for final adoption.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

7.3. Ordinance 1997 - Mobility Fee

CDS Planning Administrator Nicholas Schwendt presented Ordinance 1997 - Mobility Fee, to the City Council stating staff who have worked with the County and the consultant on the development of the fee schedule and mobility plan. He added the ordinance serves to amend the Code of Ordinances to adopt the language necessary to administer the Mobility Fee. The passage also serves to adopt the Mobility Plan and Technical Report, as well as amending the Comprehensive Fee Schedule. He then asked the City Clerk to read Ordinance 1991 by title.

City Clerk Maryanne Girard read Ordinance 1991 aloud: An Ordinance of the City Council of the City of Crestview, Florida, Amending Chapter 86 Traffic and Vehicles, Article V – Mobility Fee, of the Code of Ordinances; Establishing the City of Crestview Mobility Fee System; Setting Forth Intent and Purpose For Mobility Fees, and Adoption of the Mobility Plan and Mobility Fee Technical Report; Providing For Imposition; Providing For Exemption; Providing A Mobility Fee Schedule; Providing For Determinations, Agreements, Credits; Establishment of Benefit Districts; Providing For Expenditures, Refunds, Effects On Land Development Regulations; Establishment of An Administrative Manual and Service Charges; Providing For Annual Reporting, Review and Updates, Appeals, Vested Rights, and Penalties; Providing For Authority; Providing For Amendment of the Comprehensive Fee Schedule; 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.

Citizen, Chad Crandall, asked about the purpose of the mobility fee, whether it is new, and whether it is separate from an impact fee. Deputy City Manager J. Leavins explained the fees are a type of impact fee and the calculation is different than how it had been previously calculated.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Ryan Bullard to approve Ordinance 1991 on 2nd reading for final adoption.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Dusty Allison. All ayes. Motion carried.

8. **Ordinances on First Reading**

8.1. Ordinance 1998 - Traffic Safety Cameras - Novoa Global

Chief Stephen McCosker presented Ordinance 1998 - Traffic Safety Cameras to the City Council for first reading. He stated that the traffic data was analyzed revealing recurring speeding violations near four local schools: Davidson Middle School,

Crestview High School, Northwood Elementary, and Riverside Elementary. He then asked the City Clerk to read Ordinance 1998 by title.

City Clerk Maryanne Girard read Ordinance 1998 aloud: An Ordinance of the City Council of the City of Crestview, Florida To Be Called "The City of Crestview School Zone Speed Enforcement Ordinance"; Amending City of Crestview Code of Ordinances, Chapter 86, Article IV - School Zone Speed Enforcement; Providing For Purpose, Intent, and Definitions; Establishing A School Zone Speed Enforcement Program and Authorizing the Use of Speed Detection Systems Within the City; Providing For Program Implementation Requirements; Providing For Designation of School Zones; Providing For Enforcement Procedures; Providing For Collection of Evidence, Public Records, and Retention Requirements; Providing For Annual Reporting Requirements; Providing For the Remittance of Collected Fines And Costs; 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.

Councilmember R. Bullard requested that speed trailers be placed for thirty days ahead of time to educate the public, and Chief McCosker said he will coordinate a week ahead and have adequate notifications for educating the public, as that is the goal.

In response to the concerns from Mayor Whitten regarding the speeding around Antioch Elementary School. Deputy City Manager J. Leavins replied Antioch will be removed, as it can be added later without cost to the city. It could be added after the configuration of the road is completed.

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

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to approve Ordinance 1998 on 1st reading and move to second reading for final adoption.

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

9. Resolutions

9.1. Resolution 25-12 Lien Mitigation

CDS Planning Administrator Nicholas Schwendt presented Resolution 25-12, Lien Mitigation to the City Council. He mentioned the resolution is intended to increase the rate of compliance and further expedite the redevelopment processes that take place for properties involved in code compliance. The amended lien mitigation schedule will reduce the fine amounts to be paid in a mitigated settlement. He then asked the City Clerk to read Resolution 25-12.

City Clerk Maryanne Girard read Resolution 25-12 aloud: A Resolution of the City Council of the City of Crestview, Florida, Amending the Lien Mitigation Schedule; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Resolutions; and Providing For An Effective Date.

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to adopt Resolution 25-12.

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

10. Action Items

10.1. Presentation of Construction Total Project Management (TPM) Program Deliverables for Capital Project Planning

Project Manager Jayce Vanderford reviewed the process with Ajax stating they have worked with our staff and will present the timelines and planning tools this evening.

Judd West, of Ajax, Kelly of Goodwyn Mills Cawood, as well as David of Sam Marshall Architects, were also present as partners with the project.

Judd West provided an overview of the state of the facilities. He explained it is a multi-phase approach that will be adjusted based on the city's needs.

- Public safety will house the police and fire departments.
- Fire Station 3 requires renovation
- Animal Control Facility has been reviewed
- The Sports Complex will provide public amenities
- City Hall has some intermediate needs until the building is ready to be updated
- The future growth of the city and what funding is involved has been evaluated

Deputy City Manager Jessica Leavins thanked Mr. West. She added staff have been meeting with the bonding company, who will assist us with how much we can afford.

She also mentioned the urgent need for Fire Station 3, as mold was discovered in the facility. So, the firefighters had to be displaced. We would like to get the facility updated, as well as perform the mitigation.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to authorize staff to request a design and preconstruction task order proposal from Ajax for Fire Station 3.

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

10.2. Final Plat - Garden Villa Townhomes Phase II

CDS Planning Administrator N. Schwendt explained the history of the preliminary plat and approval process. He said it consists of thirty lots on 2.2 acres. It is a townhouse development. The plat provides a road between 3rd Avenue and Jones Road.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Dusty Allison to approve the Mayor to sign the Final Plat for the Garden Villa Townhomes, Phase II.

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

11. City Clerk Report

12. City Manager Report

12.1. Financial Update - Finance Director

Finance Director Gina Toussaint mentioned the February financial statements are included in the staff report.

12.2. Strategic Plan Update

Deputy City Manager J. Leavins explained the strategic plan. She reviewed the vision statement and the forward-thinking on the growth strategy. She touched on the four concepts: hospitable component, family-friendly community, embracing diversity, and varying socioeconomic backgrounds. We are a growing community with residential and commercial growth while maintaining our family-centric culture.

12.3. City Manager Updates

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember D. Allison said she is excited about the plan that Ajax has presented, as it will enhance what we have done. She also thanked Tim Bolduc.

Councilmember S. Hayes thanked the staff for the improvements at Allen Park. He thanked the former city manager and wished him luck.

Mayor Pro-Tem D. Capps also thanked Mr. Bolduc for his leadership. He reminded everyone that the International Festival is this coming Saturday.

Mayor JB Whitten stated the Business and Wellness Expo with the Chamber of Commerce was a success. He invited the public to attend the National Day of Prayer at the Courthouse this Thursday at 6:00 p.m. He said "Crestview Strong" will be at the High School on Friday night. He added we wanted to bring the International Festival to the downtown area because of our diverse community. He mentioned the benefit of sending

councilmembers to Tallahassee, as he received a call from Senator Don Gaetz, regarding the CRA bill. Senator Don Gaetz advised him if it makes the calendar, he will fight for us. He added the partnerships we have formed pay off.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

15. Adjournment

In hearing none, Mayor JB Whitten adjourned the meeting at 7:01 p.m.

Minutes approved this 12th day of May 2025.



JB Whitten
Mayor



Maryanne Girard
City Clerk

Proper Notice having been duly given

