

City Council Minutes
June 9, 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, Brandon Frost, and Shannon Hayes. Also present: Interim City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Councilmember Dusty Allison was excused.

2. Invocation, Pledge of Allegiance

2.1. Elder Sylvester Echols of First Church of God in Christ Church

The Invocation and Pledge of Allegiance was led by Elder Sylvester Echols of First Church of God in Christ Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced a quorum was present.

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, as presented.

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

5. Presentations and Reports

5.1. Friends of the Library Update

Mayor JB Whitten announced that Paul Farnsworth of Friends of the Library was present to provide an update.

Paul Farnsworth, President of Friends of the Library, came forward to highlight their accomplishments. Some of the notable accomplishments are: Assisted in activities, purchased benches and tables, a display case, and a popcorn and sno-cone machine. The Star Wars theme Lego assembly contest has been a hit. They have underwritten a scholarship for adult learners who can achieve a high school diploma. He also announced that the next book sale is August 22nd and 23rd at the Community Center.

Mayor JB Whitten thanked them and mentioned the importance of the High School diploma program.

Councilmember S. Hayes stated he is a "Friends of the Library" member and thanked them for all they do.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve the Consent Agenda, as presented

Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. Nays: None
All ayes. Motion carried.

- 6.1. Authorization to Proceed – Phase 3 Design and Preconstruction Services for Fire Station No. 3 Renovations
- 6.2. Memorandum of Understanding for Special Weapons and Tactics Services - 96th Security Forces
- 6.3. Equipment Lease Agreement
- 6.4. Participation Agreement
- 6.5. Approval of City Council Regular Meeting Minutes of May 12, 2025
- 6.6. Approval of City Council Special Meeting Minutes of May 27, 2025

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 2000 - Main Street Development Standards

CDS Planning Administrator Nicholas Schwendt presented Ordinance 2000, Main Street Development Standards, to the City Council. He mentioned the addition of front setbacks maximums and establishing standards for expanding the new development on the south end of Main Street. He then asked the City Clerk to read Ordinance 2000 by title.

City Clerk Maryanne Girard read Ordinance 2000 aloud: An Ordinance Amending Section 6.04.01 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 from the public.

A citizen, Robert Washington, Jr., asked for clarification on the ordinance. City Manager J. Leavins clarified that the standards applied to the north end will be the same on the south end. This includes garbage collection areas, buildings must face Main Street, as well as utilizing the alleyways for deliveries.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to approve Ordinance 2000 on 2nd reading for final adoption.

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

7.2. Ordinance 2001 - 1-10/Fallen Heroes Corridor

CDS Planning Administrator N. Schwendt presented Ordinance 2001- Signs in I-10/Fallen Heroes Corridor to the City Council. He stated this ordinance regards tall

signs and where they are permissible. He spoke about the height of accessory signs, specifically regarding sign visibility, relating to the completion of the east-west connector. He said this ordinance will expand the area and spacing requirements to control the density and add a maximum cap on the signs. There is limited residential development in the area, as commercial development is expected in the future. He then asked the City Clerk to read Ordinance 2001 by title.

City Clerk Maryanne Girard read Ordinance 2001 aloud: An Ordinance Amending Section 7.02.05 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.

Councilmember Shannon Hayes asked for clarification for the public on where Fallen Heroes Way is located, and CDS Planning Administrator N. Schwendt replied the location is near the bypass.

Mayor JB Whitten called for comment from the public.

David Wheeler asked about the environmental impacts, and City Manager J. Leavins replied once a development order is submitted, it will be part of the developmental review process.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2001 on 2nd reading for final adoption. Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

- 7.3. Ordinance 2002 - Main Street Truck Traffic/Sidewalk Dining
CDS Planning Administrator N. Schwendt presented Ordinance 2002 - Main Street Truck Traffic/Sidewalk Dining, to the City Council. He stated this ordinance amends the Code of Ordinances regarding truck delivery traffic and damage incurred by trucks. This will prohibit truck traffic on Main Street. Deliveries will be mainly on side streets and alleyways. He added that there will be more flexible operations to include sidewalk dining. He then asked the City Clerk to read Ordinance 2002 by title.

City Clerk Maryanne Girard read Ordinance 2002 aloud: An Ordinance Amending the City of Crestview Code of Ordinances, Amending Section 74-6 - Traffic on Main Street and Creating Section 74-6.1 - Sidewalk Dining on Main Street; 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.

Councilmember B. Frost asked if businesses will be held accountable for keeping the sidewalks cleaned, and CDS Planning Administrator N. Schwendt said other sections of our ordinance will apply. Interim City Manager J. Leavins added that if the business is outside of the standard, it would be addressed at that time. She said we also have a new CSA walking downtown, which helps keep the area clean.

Councilmember R. Bullard asked if signage would be put up, and CDS Planning Administrator N. Schwendt replied that staff will research whether additional signs are needed. Interim City Manager J. Leavins added we will communicate with the business owners to contact their suppliers.

Mayor JB Whitten called for comment from the public.

Resident, Fred Butts, came forward and voiced concern that the trucks are not able to turn around, as well as concerns for ADA compliance. He said local owners were not consulted about their truck's deliveries.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2002 on 2nd reading for final adoption. 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 25-13 - Comprehensive Fee Schedule Amendment

CDS Planning Administrator N. Schwendt presented Resolution 25-13, Comprehensive Fee Schedule Amendment to the City Council. He said a summer camp fee was added and our annexation moratorium was extended to the bypass and enclave areas according to the growth strategy. He then asked the City Clerk to read Resolution 25-13 by title.

City Clerk Maryanne Girard read Resolution 25-13 aloud: A Resolution of the City of Crestview, Florida, Providing For An Update to the Comprehensive Fee Schedule; Providing For Authority; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Resolutions; and Providing For An Effective Date.

Mayor JB Whitten called for comment from the Council.

In response to Mayor Pro-Tem D. Capps regarding the bypass area and the criteria for the enclaves, CDS Planning Administrator N. Schwendt said it is generally an area where the city provides services, but they are not in the city limits, so we do not receive any tax benefit.

In response to Councilmember S. Hayes for a brief explanation for those who do not know, CDS Planning Administrator N. Schwendt said this is a document that

includes all fees and or fines.

Councilmember Ryan Bullard asked about the \$30 summer camp fee, and Interim City Manager J. Leavins replied that the fee has been used for 30 years, but it was not codified. She added the fee is a fraction of the cost to pay for the instructors.

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

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro Tem Doug Capps to adopt Resolution 25-13.

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

10. Action Items

10.1. Dorcas Fire Department Interlocal Agreement Second Amendment

Fire Chief Josh Vargason addressed the City Council to request approval to extend the local agreement that will cover the interstate area before Dorcas Fire was dissolved. They are requesting a month-to-month extension until they can open again.

Discussion ensued on response time and the impact on the city with the loss of Station 3.

Fire Chief Josh Vargason replied that the inclusion of Dorcas is not a major impact for the department. He mentioned the County is reimbursing us, and we can terminate with a thirty-day notice.

Interim City Manager J. Leavins mentioned their next commission meeting will determine an indication of where they are going adding they have gone out for bids.

City Attorney J. Holloway said only one bid was received. He explained that Dorcas does not have access to I-10, so the city is covering the I-10 corridor. He mentioned it may extend longer than month to month. He added that this is a fee agreement where the county is paying for the coverage.

Motion by Mayor Pro-tem Doug Capps and seconded by Councilmember Shannon Hayes to approve the Mayor's signature on the Dorcas Fire Department Interlocal Agreement, Second Amendment.

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

10.2. Performance Plan Review - City Clerk

Interim City Manager J. Leavins asked for discussion regarding what the Council wanted included in a PIP plan.

Mayor Pro-Tem D. Capps, Councilmember B. Frost, and Councilmember R. Bullard voiced concerns regarding the handling of the release of records without payment,

additional training, and communication methods, and meeting with the clerk individually.

Councilmember S. Hayes said he asked for evidence but did not receive it. He wants to see facts from other members. He said he spoke to the clerk, and she provided information that she is taking corrective action. He does not see a PIP should be issued. He mentioned some of the items mentioned are not under the city clerk. The City Clerk reports to the City Council. There is no evidence backing up the complaints. This is something that could have been resolved by talking to the clerk. The Council can go to the City Clerk at any time.

Mayor JB Whitten asked whether the Council wants to proceed with a PIP.

Mayor Pro-tem D. Capps stated he supports the PIP for 90 days.

Motion by Mayor Pro-Tem Capps and seconded by Councilmember R. Bullard to proceed with a PIP.

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

Interim City Manager J. Leavins suggested refining what the Council wants the PIP to include. Some points mentioned were organization and leadership training. She said leadership training is offered through the City Clerk organization. She added we need specific examples and a timeframe.

City Attorney J. Holloway suggested the Council provide what corrective measures should be included in the PIP. He added that the clerk provided a revised public records policy, and he is reviewing it. He added the city's obligation is to acknowledge receipt of a request, however, we cannot put a timeline on a request. We cannot always tell a customer the exact cost. He mentioned one request containing 50 gigabytes of data.

Discussion ensued on communicating to the customer what the potential cost could be for each record request, and City Attorney J. Holloway stated we will have a guideline on how each will be handled.

Motion by Councilmember R. Bullard to approve the PIP for the city clerk to include a 90-day PIP with public records training and implementation of a new records system and a temporary person for oversight of records.

Interim City Manager J. Leavins said a separation of duties should be clear.

Motion by Councilmember B. Frost and seconded by Councilmember R. Bullard to have the clerk get public records agency training, and Sunshine class training.

City Attorney J. Holloway said the clerk has professional development training and the annual Sunshine training. Councilmember B. Frost said he would like a refresher.

Discussion ensued on whether the clerk needed refresher training.

Motion was amended by Councilmember B. Frost and seconded by Councilmember R. Bullard to include refresher leadership and Sunshine Law training to include public records training.

Motion was amended by Councilmember B. Frost and seconded by Councilmember R. Bullard to include leadership training.

City Attorney J. Holloway suggested changing the evaluation forms to evaluate the clerk, as the current form does not address specifics.

City Clerk M. Girard explained the process she has initiated in updating the Public Records policy and ensuring processes are in place to ensure a record is not released without payment.

Councilmember S. Hayes called for the question.

Motion was amended by Councilmember Ryan Bullard and seconded by Mayor Pro-tem Doug Capps for HR to bring back a plan to include additional public records and leadership training to be completed before the next review.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Brandon Frost. Nays: Shannon Hayes.
Motion carried.

Mayor Pro-Tem D. Capps excused himself.

11. City Clerk Report

11.1. Monthly Update

City Clerk M. Girard announced the statistics for public records and Laserfiche records management are included in the staff report.

She mentioned that the historical preservation, including the treatment and binding of the first two ordinance and minute books from 1916 - 1948, is almost completed. This was accomplished to ensure we preserve our history, as the first two books suffered damage from fire and water.

She also stated that the city exercised the right, at its sole discretion, to reject any and all bids and cancel the Real Estate and Property Management Services Request for Proposals in its entirety.

12. City Manager Report

12.1. Monthly Council Report - Public Services

Public Services Director Carlos Jones asked to defer his report to the next meeting in the interest of time.

12.2. City Manager Updates

Interim City Manager J. Leavins said the two priorities to upgrade the Garden Street stoplight and sidewalks on Redstone have moved forward. We are awaiting the State Appropriations to approve the budget.

She added there are no regular City Council meetings in July, however, we have a budget workshop on July 8th.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes suggested that everyone be aware of the 180 laws recently signed by the governor. He asked for an update on the speakers on Main Street, and Interim City Manager J. Leavins replied that the speakers will be placed in planters. He also asked if the language on the speakers' cards could include that the Council will listen but may not respond. City Attorney J. Holloway stated he will bring something back to the City Council.

Councilmember B. Frost said that he will work on getting Davidson Middle School to open up for the kids to offer the same ceremony as what we did at Crestview High School for Opening Day.

Mayor JB Whitten said Chief Financial Officer Jimmy Patronis came to visit, and he spoke to him about the roads. He added Food Truck Vendor Friday was successful and continues to grow. He visited Red Empire Week, and it was well done. He also announced that the Women's Veterans' Day Ceremony is this Thursday at the Convention Center. He also reminded everyone that June 14th is Flag Day.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Several people in the audience came forward to support the city clerk.

Fred Butts said he had spoken to Patt Maney about response time for a house fire. He suggested a rotating basis with Dorcas.

Dave Wheeler, president of the Carver Hill Historical Museum, said the May Day celebration has been held since 1975. He suggested that the day could include Phase 1 at Allen Park and Phase 2 at MLK. He requested that a group including the city be formed to plan the event for next year. Interim City Manager J. Leavins said the city wants to form a committee and is awaiting Councilmember Allison to return, as she is excited to get involved, as that is in her district. We will coordinate our schedule to meet in the next few weeks.

Robert Washington asked about responding to the meeting online, and Mayor Whitten

replied that he would need to set up an appointment to talk, as we cannot respond to online questions. In response to the procedure to get an item on the agenda, City Attorney J. Holloway said the process was passed by the Council by resolution.

Niyoka Williamson said the proclamations are not updated on the website, and the web page is difficult to navigate. She said that the noise ordinance does not include dates and times, but there are dates and times for construction areas. She stated that May Day activities are being harassed, as the times are not on the noise ordinance.

Interim City Manager J. Leavins announced we have talked to a vendor about addressing the issues with our website.

Ed Mitchell said his group will provide a medical clinic in November, including vision and dental. The clinic will be held at Crestview High School and is free. He said they need some volunteers and asked for support for the program. He added that this is a nationwide organization and also specializes in kids' vision.

Jillian Harker mentioned that she is upset about the cost of public records, requested the status of the complaints for May Day, and expressed concerns about the homeless shelter losing funding from the County.

Mayor JB Whitten stated the May Day investigations are being looked at by the city manager.

Sabu Williams, president of the Okaloosa NAACP, said he came tonight regarding the policing on May Day in our communities.

15. **Adjournment**

Mayor JB Whitten adjourned the meeting at 8:21 p.m.

Minutes approved this 23rd day of June 2025.


JB Whitten
Mayor


Maryanne Girard
City Clerk

Proper Notice having been duly given

