

City Council Minutes
June 23, 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, Dusty Allison, and Shannon Hayes. Also present: Interim City Manager Jessica Leavins, City Clerk Maryanne Girard, and various staff members. City Attorney Jonathan Holloway was excused.

2. Invocation, Pledge of Allegiance

2.1. Senior Chaplain Tom Welch - Crestview Fire Department

Senior Chaplain Tom Welch of the Crestview Fire Department led the Invocation and Pledge of Allegiance.

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced that a quorum was present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve the agenda, as presented.

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

5. Presentations and Reports

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to approve the Consent Agenda, as presented.

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

6.1. Utilities SR85 Bypass Roadway Project Bid Award Phase 1

6.2. Interagency Agreement Office of State Attorney 1st Judicial Circuit

6.3. Approval of City Council Regular Meeting Minutes of June 9, 2025

6.4. Approval of Crestview Unlimited Special Meeting Minutes of June 9, 2025

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

9. Resolutions

10. Action Items

10.1. 2020 CDBG Annual Action Plan Amendment - CDBG-CV

CDS Planning Administrator Nicholas Schwendt presented the amendment to the 2020 CDBG Annual Action Plan. He mentioned this is a program through the Department of Housing and Urban Development (HUD) and is based on census data which issues specific funds to prevent, prepare for, and respond to COVID. The City received \$96,835.00 from this program and used the funds for small businesses to keep them operating. However, the city has not used any money in three years, and there is a decline in eligibility. We used \$40,000 and want to use the remaining funds to assist students who show delays in academic performance. Our facility on Main Street is to be used for STEM activities, and the location provides an accessible area for educational purposes. This money will also bring the building to code.

Councilmember S. Hayes asked if this would help us use up all the funds, and CDS Planning Administrator N. Schwendt replied that it would.

Councilmember R. Bullard asked where the remaining balance will come from, and Interim City Manager J. Leavins said the contractor quotes came in higher, so we will come back and look at the CRA budget. The electrical portion is our main concern. We will also ensure the safety barriers are addressed.

Mayor JB Whitten asked what department it will fall under, and Interim City Manager J. Leavins replied that it will fall under Parks and Recreation.

Mayor JB Whitten called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve the proposed amendment to the 2020 CDBG Annual Action Plan.

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

10.2. Proposed PIP - City Clerk

Interim City Manager Jessica Leavins stated a plan has been brought back for approval.

Mayor JB Whitten called for action.

Motion by Councilmember Brandon Frost and seconded by Mayor Pro-Tem Doug Capps to approve the plan.

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

11. **City Clerk Report**

12. **City Manager Report**

12.1. Financial Update - Finance Director

Financial Director Gina Toussaint provided the update for the April and May payment registers, as well as the March and April Monthly Financial Statements and Pooled Cash Carryforward for the quarter ending March 31, 2025. She mentioned that the unrestricted fund balance is 8.2 million dollars, which shows we are in a good financial position.

12.2. Development Report

CDS Planning Administrator N. Schwendt provided the update on the developments. He mentioned that the final plat for Garden Villa Phase 1 was recorded.

12.3. City Manager Updates

Interim City Manager Jessica Leavins reminded everyone that the budget retreat is scheduled for July 8th from 8 to 11:00 a.m.; however, it will go through the lunch period. She added that there are many capital projects to cover.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Mayor Pro-Tem D. Capps said the 4th of July event is growing and invited everyone out.

Mayor JB Whitten asked if anyone would like to serve as the voting delegate during the business meeting at the 2025 FLC Annual Conference on Saturday, August 16th. The Council concurred that the mayor should represent the city.

Mayor JB Whitten asked for all to support the joint NWFLC and OCLOC dinner on July 17th, as we are hosting the event at the Community Center. He also reminded everyone to complete Form 1 by July 1st.

He mentioned Senator Scott's office informed him that the Northwest Florida District Director Katie Birmingham, will be at the Chamber of Commerce on Monday, June 30th to answer federal agency-related questions.

He announced that Dinner with Dad's has completed the remodel and will reopen this Sunday at 2 p.m. He added that the Juneteenth celebration was the largest and best yet. We were the first city to make it a holiday and have a celebration in this area.

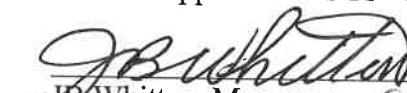
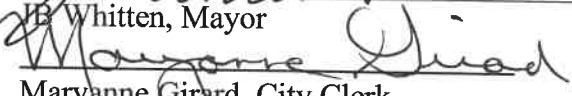
14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

15. Adjournment

In hearing none, Mayor JB Whitten adjourned the meeting at 6:24 p.m.

Minutes approved this 11th day of August 2025.


JB Whitten, Mayor

Maryanne Girard, City Clerk
Proper Notice having been duly given

