City Council Minutes
August 11, 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. Council members present: Ryan Bullard, Brandon Frost, Dusty Allison, and Shannon Hayes. Also present: City Manager Jessica Leavins, City Clerk Maryanne Girard, City Attorney Jonathan Holloway, and various staff members. Mayor Pro-Tem Doug Capps was excused.

2. **Invocation, Pledge of Allegiance**

2.1. Pastor Alex Chatman of Pillar Church

The Invocation and Pledge of Allegiance was led by Pastor Alex Chatman of Pillar Church.

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 Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve the agenda, as presented.
Roll Call: Ayes: 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.

Councilmember R. Bullard requested that Item 6.7 be removed for discussion.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to approve the Consent Agenda, as amended.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes.
Motion carried.

6.1. AllData - Automotive Information Systems Service Agreement

6.2. Trilogy MedWaste Contract

6.3. Inter-Agency MOU – Okaloosa Health Department

6.4. ITB 25-07-10 PMO Blackwater Golf Club Parking Lot Improvements Award

6.5. Procurement and Contractor Selection for 189 N Main Street (Arts & Learning Center) Renovation Project

6.6. PJ Adams / HWY 85 Waterline relocation Change Order #2

6.8. Approval of City Council Regular Meeting Minutes of June 23, 2025

6.7. RC Track Cover and ADA Access Improvements bid, RFP 25-06-11-PMO

Councilmember R. Bullard asked for clarification on why the bid was rejected.

City Attorney J. Holloway explained that one of bid did not meet the requirements set forth in the RFP, so it was deemed unresponsive. In the other bid, during the review a question came up regarding the contractor's performance. The decision is to reject the bids and modify the RFP to include bathrooms and amend the requirements for how long a company was in business.

City Manager J. Leavins added it will take about 90 days to schedule a bid opening because of the notices for advertisements and the review committee requirements.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Brandon Frost to accept the staff's recommendation to reject the bids and readvertise.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1. Ordinance 2003 - Brock Avenue Annexation
CDS Planning Administrator Nicholas Schwendt presented the first reading of Ordinance 2003, Brock Avenue Annexation, to the City Council. He explained this is a voluntary request for annexation for vacant property consisting of 1.7 acres contiguous to the city limits. All notices and postings have been made. He then asked the City Clerk to read Ordinance 2003 by title.

City Clerk Maryanne Girard read Ordinance 2003 aloud: An Ordinance Annexing to the City of Crestview, Florida, ± 0.17 Acres of Contiguous Lands Located In Section 21, 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. In hearing none, he called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve Ordinance 2003 on 1st reading and

move to second reading for final adoption.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment

CDS Planning Administrator Nicholas Schwendt presented the first reading of 2004, Brock Avenue Comprehensive Plan Amendment, to the City Council. He said the applicant has requested a future land use amendment. He said this request is consistent with the zoning and growth strategy. He then asked the City Clerk to read Ordinance 2004 by title.

City Clerk Maryanne Girard read Ordinance 2004 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 Residential (R) On Approximately 0.17 Acres, More Or Less, In Section 21, 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. In hearing none, he called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to approve Ordinance 2004 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.3. Ordinance 2005 - Brock Avenue Rezoning

CDS Planning Administrator Nicholas Schwendt presented the first reading of Ordinance 2005, Brock Avenue Rezoning, to the City Council. He added the information is the same as the last two ordinances. This is being amended to R-3 zoning. He then asked the City Clerk to read Ordinance 2005 by title.

City Clerk Maryanne Girard read Ordinance 2005 aloud: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 0.17 Acres, More or Less, of Real Property, Located In Section 21, Township 3 North, Range 23 West, From the Okaloosa County Residential-1 Zoning District to the Single And Multi-Family Density Dwelling District (R-3) 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. In hearing none, he called for action.

Motion was made by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2005 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.4. Ordinance 2007 - 2025 Code of Ordinances Adoption
City Clerk Maryanne Girard presented for first reading of Ordinance 2007, Adoption of the 2025 Code of Ordinances, to the City Council. She then read Ordinance 2007 by title: An Ordinance Adopting and Enacting A New Code For the City of Crestview; Providing For the Repeal of Certain Ordinances Not Included Therein; Providing A Penalty For the Violation Thereof; Providing For the Manner of Amending Such Code.

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard asked for clarification of why the codification was necessary.

City Manager J. Leavins said the process started in 2021. We needed to clean up the Code and to align with State Statutes.

Mayor JB Whitten called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve Ordinance 2007 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.5. Ordinance 2008 - Adoption of the 2025 Land Development Code
City Clerk Maryanne Girard presented for first reading Ordinance 2008, Adoption of the 2025 Land Development Code to the City Council. She then read Ordinance 2008 by title: An Ordinance Adopting and Enacting A New Land Development Code For the City of Crestview; Providing For the Repeal of Certain Ordinances Not Included Therein; Providing A Penalty For the Violation Thereof; Providing For the Manner of Amending Such Code.

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes explained that the LDC provides guidance on what we can do with the land, and it is approved by the State.

CDS Planning Administrator N. Schwendt added that the content of the update is what the Council has already passed. He added that a recent state law has updated the statutory oversight, so we will need to amend the LDC to reflect the new law which went into effect July 1st.

Mayor JB Whitten called for action.

Motion was made by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve Ordinance 2008 on 1st reading and move to second reading for final adoption.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

9. Resolutions

9.1. Resolution 25 - 14 Platting and Plat Approvals

CDS Planning Administrator N. Schwendt presented Resolution 25-14, Platting and Plat Approvals, to the City Council. He stated the Statute is changing as the Bill recently passed which took a long-standing process for plat approval, to become an administrative process. The city manager or designee is now the official who can sign plats, so we will need to update our LDC. He then asked the City Clerk to read Resolution 25-14 by title.

City Clerk Maryanne Girard read Resolution 25-14 aloud: A Resolution of the City of Crestview, Florida, Authorizing and Directing City Staff to Approve Plats and Replats In Accordance with Chapter 2025-164, Laws of Florida; Naming the City Manager or Designee As the Administrative Official; and Directing Staff to Immediately Initiate Amendments to the City of Crestview Land Development Code, to Come Into Compliance with Chapter 2025-164, Laws of Florida.

In response to Councilmember D. Allison on how vast a change this change is, CDS Planning Administrator N. Schwendt said the biggest thing is infrastructure. There were multiple steps, but the change streamlined the process of getting projects through. He will conduct research with other municipalities to see what the impact is for cities of our size.

Motion by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to adopt Resolution 25-14.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

9.2. Resolution 2025-16 - Community Development Block Grant 2025-2029 Consolidated Plan

CDS Planning Administrator N. Schwendt presented Resolution 25-16, Community Development Block Grant 2025-2029 Consolidated Plan to the City Council. This step is to approve the first year Annual Action Plan. The Consolidated Plan covers broad goals for the 5-year period. He said the City has received federal funds in the amount of $164,652.00 for this upcoming program year stating the funding allocations for the projects are: Planning and Administration: $32,930.40; Crestview Manor: $32,000.00; Crestview Resource Center: $12,348.90; Arts and Learning Center Operations: $12,348.90; Twin Hills Park Multi-Use Path: 43,878.00; and Downtown Security Cameras: $31,145.80.

He then asked the City Clerk to read Resolution 25-16 by title.

City Clerk Maryanne Girard read Resolution 25-16 aloud: A Resolution of the City Council of the City of Crestview, Florida, Adopting the Community Development Block Grant 2025-2029 Consolidated Plan and 2025 Annual Action Plan.

Mayor JB Whitten called for comment from the Council.

Discussion ensued concerning the location of the security cameras.

Councilmember R. Bullard said he would prefer to allocate the funds from the Crestview Resource Center (CRC) to the Arts and Learning Center.

City Manager J. Leavins explained that the security cameras are potentially for Wilson Street and Allen Parks, and we are trying to develop a partnership as an extension of services for what the resource center offers for a lower income area. She mentioned that the CRC provides a meal for a "Parents Night Out" program.

Councilmember R. Bullard said he had concerns about the use of funds by the CRC. CDS Planning Administrator N. Schwendt explained the funding goes directly to the office staff for administrative services.

Discussion ensued on the value of the CRC for providing resources to the community, such as testing, health services, and computer training resources.

Mayor Whitten added we need to continue supporting the CRC because of the value to the community.

Mayor JB Whitten called for action.

Motion was made by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to adopt Resolution 25-16.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

10. Action Items

10.1. Replay Dispatch Recording System

Chief Stephen McCosker said recently the Okaloosa County Sheriff's department shifted to an upgrade to the security system and included the city at no charge. This system is for integration with the sheriff's department, so we will need to upgrade our dispatch system to utilize the new system. However, we do not have to buy radios or dispatch consoles.

In response to Councilmember S. Hayes, Chief McCosker replied the funds are surplus from the current budget adding that the proposed amount of $16,722 is currently available within the Communications budget.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Dusty Allison to approved the mayor to execute an agreement with Replay Dispatch Recording System in the amount of $16,722.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

10.2. Longview Estates Plat Approval

CDS Planning Administrator N. Schwendt stated this subdivision is proposed off Long Drive, to the north of East First Avenue and to the south of Wainwright Drive at 669 Long Drive. The project proposes fifteen lots on approximately 3.25 acres which is below the density allowed. Approval of the preliminary plat will lead to the development of a subdivision that will have a positive future impact, including impact fees, building permit fees and utility usage fees.

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

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve the preliminary plat for Longview Estates.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

11. City Clerk Report

11.1. General Retirement Board Appointments

City Clerk Maryanne Girard stated that Bryan Lewis resigned from the General Employee's Retirement Board effective June 16, 2025. His term expires October 25, 2025. We have received an application from Elizabeth Roy, who retired from the city and knows the retirement system well. We are requesting that the City Council appoint Ms. Roy to replace Mr. Lewis for the remaining term.

Mayor JB Whitten called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Ryan Bullard to appoint Elizabeth Roy for the remaining term.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

11.2. Monthly Update

City Clerk Maryanne Girard stated that details are contained in the staff report. She announced that two of the original Ordinance/Minutes books have been completely restored. Paul Sawyer, of Sawyer Binder, did a wonderful job restoring our historical documents.

Also, we have received eight applications for a volunteer opportunity to serve on the Mayor's Advisory Council. The mayor is reviewing them to determine eligibility, as a couple of the applicants live outside the city limits.

12. City Manager Report

12.1. Development Report

CDS Planning Administrator N. Schwendt mentioned that the development order has been issued for the Walmart Neighborhood development. He also has received an application from WAWA convenience store and gas station which is in review.

12.2. City Manager Updates

City Manager J. Leavins stated that the water tank rising off the bypass is tentative for this Friday, as the event has been delayed by weather.

She mentioned that the potential of the Sports Complex was discussed at the last budget meeting. We are looking at an existing facility and hope to have more information by the next meeting. We have also met with the original company to look at the design and potentially reprioritize our options by using a building which we already own. The Council has identified an immediate need, but we do not want to raise taxes, so we are trying different strategies. We have also met with the finance company and looked at interest rates, as well.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes mentioned that he is a liaison for the County Transit Board. They are working on a plan for the bus system to go from the Welcome Center to the airport. They are looking for eight more drivers. He also thanked the staff for presenting a balanced budget.

Mayor JB Whitten announced the Council is going to the FLC Annual Conference this week. The FLC is a lobby for our cities. He mentioned that our city manager and Tim Bolduc will be the guest speakers at the NWFLC breakfast in Orlando. He added that on August 28th, Crosspoint Church will host the International Overdose Day event, which he will close out the program with a call to action. There is a housing summit, September 24th at the Niceville Community Center. He mentioned the next Dragon Boat Race is on September 6th on Okaloosa Island, and he asked for city volunteers.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

American Legion Auxillary representative, Pearl Felton Granistosky, spoke on their event for restoring dignity, connection and hope for people. She requested that Spanish Hill fairgrounds fees be waived for them to have their event. This event is to support the community. She added that November 22nd is the tentative date.

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to waive the fees for Spanish Trail.
Roll Call: Ayes: Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

Ed Mitchell mentioned that on November 21, 22, and 23rd their health clinic has been approved at the high school. The clinic is free and medical for vision, and physicals will be offered. He said Pearl's group is welcome to join them.

Dave Wheeler thanked the staff for cleaning up Allen Park. He said if there was any free money, Carver Hill Museum could use it. Mayor JB Whitten appreciated the recognition of our staff.

Pastor Parker thanked the Council for supporting the Resource Center. One employee is supported but the remaining staff are volunteers. He asked the Council to stop by as we are reaching people who thought there was no one who would help them. The homeless shelter people have come for meals from our Food Bank, as the SNAP program was terminated. They also provide aid for their utilities. We contact partners to assist people. The Resource Center is helping people throughout the area.

15. Adjournment

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

Minutes approved this 25th day of August 2025.

JB Whitten
Mayor

Maryanne Girard
City Clerk
Proper Notice having been duly given

CITY OF CRESTVIEW CORPORATE SEAL ORGANIZED APRIL 1916