City Council Minutes
August 25, 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: Mayor Pro-Tem Doug Capps and Council members: 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.

2. Invocation, Pledge of Allegiance

2.1. Elder Jeff Childers of The Shepherd's Church

The Invocation and Pledge of Allegiance was led by Elder Jeff Childers of The Shepherd's 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 Brandon Frost and seconded by Councilmember Shannon Hayes 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

5.1. Presentation of Certificates of Appreciation to the Juneteenth Volunteers from 7th Group

Mayor JB Whitten requested Dr. Brown and Warren Feister to come forward.

Dr. Brown thanked the City Council, Mayor and City Manager. She presented the volunteers from the 7th Group with a Certificate of Appreciation for their work at the Juneteenth celebration. She said the event is getting bigger every year. Mr. Feister read each Certificate of Appreciation.

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, Dusty Allison. All ayes. Motion carried.

6.1. Benjamin Street Low-Pressure Sewer Force Main Improvements Notice of Award

6.2. LEXIPOL Agreement

6.3. Mutual Aid Agreement (Child Abduction Response Team)

6.4. Barge TO 2022-2 Amendment #1

6.5. RollKall Contractual Agreement Approval

6.6. Approval of City Council Regular Meeting Minutes of August 11, 2025

6.7. Approval of City Council Budget Workshop Minutes of August 11, 2025

6.8. Approval of City Council Budget Special Meeting and Retreat Minutes of July 8, 2025

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 2003 - Brock Avenue Annexation

CDS Planning Administrator Nicholas Schwendt presented Ordinance 2003, Brock Avenue Annexation, to the City Council. He went over the details of the unincorporated area of Okaloosa County and mentioned the annexation plan and zoning are included. He added the lot measures 50 x 100.

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 and from the public.

Ms. Kristen Krieger came forward and explained that her lot is next to the proposed annexation. She voiced her concern about water run-off, as they have drainage issues. She was concerned about the structure, as well as there is only one exit on the small lot.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to adopt Ordinance 2003 on second reading.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

7.2. Ordinance 2004 - Brock Avenue Comprehensive Plan Amendment

CDS Planning Administrator N. Schwendt presented Ordinance 2004, Brock Avenue Comprehensive Plan Amendment, to the City Council. He said the change of use is to a residential designation. 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.

Mayor Whitten explained that the run-off would be addressed if a development order comes in.

Mayor JB Whitten called for comment from the public.

Ms. Kristen Kreiger came forward and said the lot is too small and there are no parking options. She said the quality of life would be impossible because of the small lot size.

Mr. Chad Crandall came forward and asked if permitting would have to be allowed if the comprehensive plan is changed. City Attorney Jon Holloway responded that it is not a change in the comprehensive plan, as it is just changing the boundaries.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve Ordinance 2004 on 2nd reading for final adoption.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

7.3. Ordinance 2005 - Brock Avenue Rezoning
City Attorney Jonathan Holloway swore in all participants for the quasi-judicial segments of the meeting.

CDS Planning Administrator N. Schwentdt presented Ordinance 2005, Brock Avenue Rezoning, to the City Council. He mentioned the future land use map will be updated, as well. He asked that the staff report be entered into the record: On May 20, 2025, staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Brock Avenue. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential and Residential-1, respectively. The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property. The request for rezoning was approved by the Planning and Development Board via Ordinance 2005

on July 7, 2025 and approved by the City Council on August 11, 2025. The property description is as follows: Property Owner: WATREE CONST & LAND DEV LLC; Parcel ID: 21-3N-23-1670-0014-0030; Site Size: 0.17 acres; Current FLU: Okaloosa County Low Density Residential; Current Zoning: Okaloosa County Residential-1; Current Land Use: Vacant. The following table provides the surrounding land use designations, zoning districts, and existing uses. Direction: North; FLU: Residential (R); Zoning: Single and Multi-Family Density Dwelling District (R-3); Existing Use: Residential. Direction: East; FLU: Okaloosa County Low Density Residential; Zoning: Okaloosa County Residential-1; Existing Use: Residential;
Direction: South; FLU: Residential (R); Zoning: Single and Multi-Family Density; Dwelling District (R-3); Existing Use: Residential; Direction: West; FLU: Residential (R); Zoning: Single and Multi-Family Density Dwelling District (R-3); Existing Use: Residential.
The subject property is currently vacant, and a development application has not been submitted. Based on the requested land-use and zoning designations, the property can be developed for residential 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 June 13, 2025. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 20, 2025. The property was posted on June 23, 2025. An advertisement ran in the Crestview News Bulletin on June 26 and July 3, 2025.

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 and from the public.

City Attorney J. Holloway explained that the Public Hearing portion testimony is to be fact-based evidence adding the rezoning comments must be based on competent evidence.

Ms. Kristen Kreiger was sworn in to provide testimony. She mentioned the size of the lot being too small, and City Attorney J. Holloway explained the lot is the same size as her lot. He added there are site restrictions.

Motion by Councilmember Brandon Frost and seconded by Councilmember Shannon Hayes to approve Ordinance 2005 on 2nd reading for final adoption.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

7.4. Ordinance 2007 - 2025 Code of Ordinances Adoption

City Clerk M. Girard presented Ordinance 2007, 2025 Code of Ordinances Adoption, to the City Council and 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 and from the public.

Mrs. Jillian Harker asked if the website issues would be fixed with the passage of the ordinance, and City Clerk M. Girard explained that the Code will be updated on the website with the adoption of the ordinance.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to adopt Ordinance 2007 on second reading.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

7.5. Ordinance 2008 - Adoption of the 2025 Land Development Code

City Clerk M. Girard presented Ordinance 2008, 2025 Code of Ordinances Adoption, to the City Council and 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 and from the public. In hearing none, he called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to adopt Ordinance 2008 on second reading.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8. Ordinances on First Reading

8.1. Ordinance 2006 - Amending Chapter 18 - Businesses

CDS Administrator N. Schwendt presented Ordinance 2006, amending Chapter 18, Businesses, on First Reading to the City Council. He explained with the increase in popularity of our Food Truck events, the ordinance was beneficial. It is challenging to regulate food trucks, but the big concern is safety. We do not want a BTR to cause undue burden to the vendors, as we want to be business friendly. The amendment being proposed herein exempts mobile food dispensing vehicles from being required to have a business tax receipt, as well as vendors operating at permitted special events. It provides operational exemptions for mobile food dispensing vehicles at special events (pertaining to placement and utility connection regulations), but keeps all operational and regulations for mobile food dispensing vehicles operating outside permitted special events, to maintain public health and safety requirements. He then asked the City Clerk to read Ordinance 2006 by title.

City Clerk Maryanne Girard read Ordinance 2006 aloud: An Ordinance Amending Chapter 18 - Businesses of the City of Crestview Code of Ordinances; 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.

Discussion ensued concerning the language in #8 and #9.

City Manager J. Leavins said staff will review and return to the City Council.

City Attorney J. Holloway explained that if #8 and #9 are removed, the ordinance would be changed, as those items are in the ordinance as it currently exists.

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro-tem Doug Capps for staff to address concerns and table Ordinance 2006.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

9. Resolutions

9.1. Resolution 25-15 Comprehensive Fee Schedule Amendment

CDS Planning Administrator Nicholas Schwendt presented Resolution 25-15, Comprehensive Fee Schedule amendment to the City Council. He explained that this is the annual overall update of the Comprehensive Fee Schedule to coincide with the annual budget process. Through this annual review, each department reviews the fees to ensure the city operates in a more efficient and fiscally responsible manner. The fees amended are the connection, bingo permit, retaining wall permit, low voltage, water, sewer, garbage, meter rate, impact, mobility, Parks and Recreation, and disposal fees. He then asked the City Clerk to read Resolution 25-15 by title.

City Clerk Maryanne Girard read Resolution 25-15 aloud: A Resolution Amending the Comprehensive Fee Schedule; 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 action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Dusty Allison to adopt Resolution 25-15.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

10. Action Items

10.1. Crestview Sports Officials Contract 2025-2026
City Manager J. Leavins explained this amendment is the Sports officials Contract for the 2025-2026 season. She asked that the purchasing policy be waived, as the overall accumulative cost is over $100,000.

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve the Crestview sports Officials contract 2025-2026.
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
Finance Director Gina Toussaint stated the financial statements for June and July payment registers, the May and June Monthly Financial Statements, as well as the Pooled Cash Carryforward for the quarter ending May 31, 2025, are included. She added we have under $8 million in unrestricted funds.

12.2. City Manager Updates
City Manager J. Leavins asked about alternate solutions for the indoor facility for the expansion of the youth-oriented plans. She said the purchase price is one million dollars with renovations stating this would meet an immediate need and be climate-controlled. She added the second part is the ball fields. We have met with Ajax twice and have them looking at other property, as well. We should have some drawings soon. We are looking at increasing the fields with a good price point. She explained we are currently involved in our bonding process and asked for a consensus on moving forward.

Discussion ensued on creating a positive environment for our youth. The City Council provided the consensus to move forward with the possible purchase of an indoor facility.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard asked about the status of the school zone cameras, and City Manager J. Leavins replied that we have looked at the vendors and some of the right of way is not all under the city jurisdiction. We are still in the design process and awaiting electrical plans from FPL. She added we will provide a warning period for the citizens.

Councilmember R. Bullard also asked about the real estate bids, and City Attorney Jon Holloway responded that we did not accept any bids, as we determined that we did not need the services.

Councilmember S. Hayes said the FLC conference was fantastic. He recommended that the citizens become involved in Tallahassee legislation.

Councilmember B. Frost asked about the raising of the water tower. City Manager J. Leavins said the water tower was raised, however, Shae was able to get good video. We will share the video once it is edited.

Mayor Pro-Tem D. Capps reminded drivers to watch out for the kids since school started.

Mayor JB Whitten mentioned that on Thursday night the Overdose Summit will be held at Crosspoint Church in Niceville at 5:30 p.m. He added we will also host one in Crestview in September.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7: 14 p.m.

Minutes approved this 8th day of September 2025.

JB Whitten
Mayor

Maryanne Girard
City Clerk
Proper Notice having been duly given

CITY OF CRESTVIEW CORPORATE SEAL ORGANIZED