

City Council Minutes
September 8, 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. Present: Mayor Pro-Tem Doug Capps and Council members Ryan Bullard, Brandon Frost, and Shannon Hayes. Also present: 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. Pastor Josh Neel of Hope City Community Church

The Invocation and Pledge of Allegiance was led by Pastor Josh Neel of Hope Community 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 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. Adult Softball City Championship Winners - Crossfit

Mayor JB Whitten requested that the Crossfit Adult Softball City Championship winners come forward.

The Crossfit coach thanked the City Council for their support and introduced the team.

6. Consent Agenda

Mayor JB Whitten called for action.

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

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

6.1. ECSC Utilities for SR85 Bypass Phase 2 Change Order #2

6.2. Urban SDK Contract Renewal

6.3. Data Works Plus, Rapid ID Software and Hardware Support Agreement Renewal

6.4. FLOCK LCA Agreement

6.5. 371 SOCTS Military Training Coordination

6.6. Approval of City Council Regular Meeting Minutes of August 25, 2025

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1. Ordinance 2010- Antioch Road Comprehensive Plan Amendment

CDS Planning Administrator Nicholas Schwendt presented Ordinance 2010, Antioch Road Comprehensive Plan Amendment, on first reading. He stated the comprehensive plan was for a Future Land Use map amendment. The ordinance allows up to eight units per acre, however, there are 4.8 units in the conceptual plan. The property is currently vacant. He then asked the City Clerk to read Ordinance 2010 by title.

City Clerk Maryanne Girard read Ordinance 2010 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 Commercial (C) to Residential (R) on Approximately 7.56 Acres, More or Less, In Section 26, Township 3 North, Range 24 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 by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to approve Ordinance 2010 on 1st reading and move to second reading for final adoption.

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

8.2. Ordinance 2011-Antioch Road Rezoning

CDS Planning Administrator Nicholas Schwendt presented Ordinance 2010, Antioch Road Rezoning, on first reading. He mentioned this portion is for the rezoning. A development application has not been received. The information is the same as the prior ordinance. He then asked the City Clerk to read Ordinance 2011 by title.

City Clerk Maryanne Girard read Ordinance 2011 aloud: An Ordinance of the City of Crestview, Florida, Providing For the Rezoning of 7.56 Acres, More or Less, of Real Property, Located In Section 26, Township 3 North, Range 24 West, From the Commercial Low-Intensity District (C-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.

Councilmember R. Bullard voiced concern for flooding, and CDS Planning Administrator Nicholas Schwendt responded that any concerns will be addressed in the development application and stormwater review process when it is received.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to approve Ordinance 2011 on 1st reading and move to second reading for final adoption.

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

Mayor JB Whitten added a Proclamation for 9-11 and announced that Councilmember R. Bullard would read it.

Councilmember R. Bullard read a proclamation in remembrance of 9-11, September 11, 2001. He asked for a moment of silence.

9. Resolutions

10. Action Items

10.1. Fire Ladder Truck Purchase

Fire Chief Josh Vargason mentioned the lease purchase options requesting approval for the mayor to sign the lease agreement for Option 2 and to approve scheduling the build of the truck.

Mayor asked for comment.

In response to Councilmember S. Hayes, for clarification of the proposal, Fire Chief Josh Vargason responded that the PNC lease is for seven annual payments at \$357,853.29.

City Manager J. Leavins responded that the approval needed to be made this year, but the funding would go into next year's budget. The payments will start in fiscal year 2026, so we need to make payments prior to the custom build.

Councilmember R. Bullard asked about who will provide service for any mechanical issues with Pierce, and whether a warranty is included.

Fire Chief Josh Vargason said Pierce has the options we preferred, adding it is a 3 1/2-year build. He added that one of his staff has worked with the spec team and said that Pierce is the manufacturer that came out on top.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to proceed with the PNC lease agreement and for the mayor to execute the documents.

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

10.2. Special Event Policies and Procedures

City Manager J. Leavins introduced the Leadership team to go over the Special Event Policy. LeAnn Suzuki from Dispatch and Avery Johnson from the Water Department along with Melissa Carter, Special Events Coordinator, went over the policy. LeeAnn said permits have been revised to add the submittal for 30 days prior to the event and updated the alcohol procedures. Avery added by adopting the policy, it will remain consistent and provide clear guidance.

Discussion ensued on improvements to the policy.

Melissa Carter, responded that links to portions of the policy have been added, and the application will be available on-line. She also explained that they have a 14-day notification restriction before the event explaining that the approval normally takes a week, but it will depend on when the supporting documentation is received. She added that each department must review the application before the permit is issued.

Mayor Pro-Tem D. Capps asked about the process for the disposal of grease and gray water on page 18, suggesting that a penalty for incorrect disposal be added to the policy. Ms. Carter said she will update the policy to include the cleanup requirements.

City Manager J. Leavins said Melissa and Shae will work together to roll out the policy and provide direction to the applicants. She explained that the two weeks restriction is a "no later than" stipulation, so we can accommodate the applicant. She added there is a dollar amount in the fee schedule, so she will ensure that it matches the application.

Mayor JB Whitten and the council members said the team did a great job.

Motion by Councilmember Ryan Bullard and seconded by Mayor Pro-Tem Doug Capps to approve the Special Event policy and procedures with the amendment by adding the disposal of grease and gray water.

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

11. City Clerk Report

11.1. Appointment of Member to the Police and Fire Retirement Board

City Clerk M. Girard stated that Ms. April Rencich's current term serving on the Police and Fire Retirement Board will expire on December 6th.

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to appoint April Rencich to the Police and Fire Retirement Board for a term to expire on December 6, 2029.

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

11.2. Annual Meeting Notice 2026 Draft Approval

City Clerk M. Girard stated the City Clerk, per Resolution 2022-8, provides notice of all meetings to the City Council and public, as required by Ordinance or State Law. She mentioned the draft meeting notice is included in the staff report, and the meeting schedule is subject to change.

Mayor JB Whitten called for action.

Motion by Brandon Frost and seconded by Councilmember Shannon Hayes to approve the 2026 Annual Meeting Notice.

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

11.3. Monthly Update

City Clerk M. Girard stated the statistics for public records are provided in the staff report. She added a .pdf version of an invoice has been added to the public records portal, Next Request.

12. City Manager Report

12.1. City Manager Updates

City Manager J. Leavins updated the City Council on the sports complex. She said they have met with Ajax who is reviewing the available properties and determining if we are using our fields efficiently. We will have a team meeting tomorrow. She added we continue to have a strong focus on our youth.

City Manager J. Leavins said the school speed cameras are on pause as the vendor is working with FPL and FDOT on the permitting process. We do not have a construction date, but we are working with the contractors. We will notify the citizens before we go live. She added we have reached out to our local representative to assist with the permitting issue, as well.

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember R. Bullard said citizens are concerned about water disconnection and suggested changes to our ordinance for payment of water bills due to abnormally high usage.

Councilmember R. Bullard also urged staff to clean up outdated information on the website, and City Manager J. Leavins said we have sought out a contractor to update our website and we have received a quote. Our current contract is due for renewal, but we would like to transition away from our current website.

Mayor JB Whitten said the Florida Defense Support Commission is holding their quarterly meeting September 17th from 5:30 to 7 p.m. at the Freedom Tech Center in Ft. Walton Beach and asked if anyone was free to attend as he is unavailable. Councilmember R. Bullard said he would volunteer, and Councilmember S. Hayes responded that he would go, if needed.

Mayor JB Whitten said the Dragon Boat competition was last weekend and the city participated in the event. He also announced the county-wide international overdose summit went well in Niceville. Crestview will host it on September 23rd at 6:00 p.m. at Warriors Hall. Ashlee Olbricht is the guest speaker. He also mentioned that the county-wide Affordable Housing Summit is on September 24th in Niceville at Crosspoint Church. He said there will be an opportunity to problem-solve at each table.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Charles Etheridge came forward and said his home is on the 13th hole at the golf course. He has had a problem with damage from the golf balls and has contacted the assistant manager of the golf course but did not get a response. He has a broken window and holes in his siding. He has three lots and golf balls all over the ground. City Manager J. Leavins asked for his telephone number stating she will follow up on his concerns.

Jackie Mullen came forward suggesting that the Special Event permit should be for at least 14 days and asked how long it is good for. City Manager J. Leavins explained that the permit is good until the event is over. She added we provide exceptional municipal services, so that is why we give at least 14 days for submittal of documentation.

Chad Randall asked about the payment schedule of the fire truck and the time we receive it, and City Manager J. Leavins replied that it does take about three and a half years, and we will make payments prior to receipt.

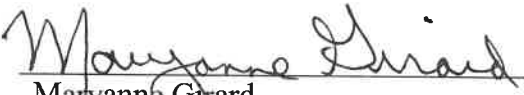
15. Adjournment

Mayor JB Whitten adjourned at 6:57 p.m.

Minutes approved this 22nd day of September 2025.



JB Whitten
Mayor



Maryanne Girard
City Clerk
Proper Notice having been duly given

