

City Council Minutes
September 22, 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. 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.

2. Invocation, Pledge of Allegiance

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

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced there was a quorum present.

4. Approve Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison 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. Parks and Recreation Cheer Presentation

Councilmember Ryan Bullard asked the cheerleaders and Parks and Recreation Director Brady Peters to come forward. He stated he made a donation as he supports the program.

Athletic Programs Manager Teresa Lucari thanked Councilmember Bullard for the donation and support.

5.2. Certificate of Recognition - Officer Spry

Councilmember Ryan Bullard read a Certificate of Recognition to Officer Nicholas Spry for exceptional service during a mental health crisis of an individual in his office.

5.3. Proclamation Declaring October as Breast Cancer Awareness Month

Councilmember Dusty Allison read a proclamation declaring October 7th for Breast Cancer Awareness. Representatives from the Emerald Coast Making Strides Against Breast Cancer stated the event will be held on October 18th in Niceville at Northwest Florida State College.

5.4. Beige Corporation

City Manager J. Leavins announced the presentations for the photography bid submissions were next.

Beige Corporation Head of Business Development, Kimberly Neer, went over her company's program. Their mission is to deliver impactful, high-quality photography services. They provide a lead photographer, as well as back-up photographers. She went over their services, including drone photography.

5.5. GD Photography

GD Photography, Gia DeMario, stated she is committed to customer service. She has provided still and action shots in the city for over eighteen years. She added she does not think the sports portion should be bid out, as the parents should be able to choose the photographer they want.

5.6. Shot in Focus

Shot in Focus, Darlene Estes, came forward. She said they specialize in capturing still and action shots. She went over the process of planning and scheduling for picture day. She mentioned they offer either a 10% commission or 10% discount to the families.

6. **Consent Agenda**

Mayor JB Whitten asked to add the extension agreement with Harris Fence under agenda Item 6.5. and then called for action.

Motion by Councilmember Dusty Allison and seconded by Councilmember Shannon Hayes to approve, as amended.

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

6.1. Jacobs TO 2026-01 Professional Engineering Services

6.2. Okaloosa Tax Collector Office Project Easement

6.3. SR85 at Garden St Extension - Task Order Amendment

6.4. Library Interlocal Agreement 2026

6.6. Approval of City Council Regular Meeting Minutes of September 8, 2025

6.7. Approval of the City Council Tentative Millage and Budget Hearing of September 15, 2025

6.5. First Amendment to Continuing Contract for Fence Repair, Replacement and Installation

City Manager J. Leavins introduced the First Amendment to continuing contract for fence repair, replacement and installation. Both contracts are ready to extend for one year.

City Attorney Jonathan Holloway explained that the contracts can be renewed for an additional year and there are no changes from the initial contract.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to accept the First Amendment to the Continuing contracts for Mr. Fence and Harris Fence.

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

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 2010- Antioch Road Comprehensive Plan Amendment

CDS Director Barry Henderson presented Ordinance 2010, Antioch Road Comprehensive Plan Amendment, for Second Reading to the City Council. He mentioned the 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 or multi-family use. 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.

Councilmember R. Bullard expressed concerns regarding flooding in the conceptual plan. However, CDS Director B. Henderson replied there will be more green space with residential, so it would reduce the flooding concern.

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

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to adopt Ordinance 2010 on second reading.

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

7.2. Ordinance 2011-Antioch Road Rezoning

City Attorney Jonathan Holloway swore in all participants for the quasi-judicial segments of the meeting.

CDS Director Barry Henderson presented Ordinance 2010, Antioch Road Rezoning, for Second Reading to the City Council and went over the zoning details and advertising requirements. He then asked the City Clerk to enter the staff report into the record and read the ordinance by title.

On July 31, 2025, staff received an application to amend the comprehensive plan and zoning designations for property located on Antioch Rd. The subject property is currently located inside the city limits of Crestview with a future land use and zoning designation of Commercial (C) and Commercial Low-Intensity District (C-1), respectively. The application requests the Single and Multi-Family Density Dwelling District (R-3) zoning designation for the property. The Planning and Development Board recommended approval of the request on September 2, 2025, and it was approved by the City Council upon first reading on September 9, 2025. The property description is as follows: Property Owner: HARDBALL HOLDINGS LLC; Parcel ID: 26-3N-24-0000-0015-0010; Site Size: 7.56 acres; Current FLU: Commercial (C); Current Zoning: Commercial Low-Intensity District (C-1); Current Land Use: Vacant. The following provides the surrounding land use designations, zoning districts, and existing uses.

Direction: North; FLU: Commercial (C), Okaloosa County Low Density Residential, & Okaloosa County Agriculture; Zoning Commercial Low-Intensity District (C-1), Okaloosa County Residential-1, Okaloosa County Agricultural. Existing Use: Vacant & Residential. Direction: East; FLU: Public Lands (PL); Zoning: Public Lands (PL); Existing Use: Commercial. Direction: South; FLU: Commercial (C) & Okaloosa County Agriculture; Zoning: Commercial Low-Intensity District (C-1) & Okaloosa County Agricultural; Existing Use: Residential. Direction: West; FLU: Okaloosa County Agriculture; Zoning: Okaloosa County Agricultural; Existing Use: Vacant. 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 or multi-family use.

Staff reviewed the request for rezoning and found 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 August 12, 2025. The property was posted on August 11, 2025. An advertisement ran in the Crestview News Bulletin on August 21, 2025.

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 and from the public. In hearing none, he called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Brandon Frost to approve Ordinance 2011 on 2nd reading for final adoption.

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 2012 - Community Redevelopment Agency Board Amendment

City Manager J. Leavins presented Ordinance 2012, Ordinance for the Community Redevelopment Agency Board Amendment, for First Reading to the City Council. She explained that staff have spoken to relevant members of the Okaloosa County Board of County Commissioners, and it has been determined that there is no longer an expressed necessity or otherwise any desire for a county commissioner to serve on the CRA. She then asked the City Clerk to read Ordinance 2012 by title.

City Clerk Maryanne Girard read Ordinance 2012 aloud. An Ordinance Amending Community Redevelopment Agency Provisions; Providing For the Amendment of Chapter 2, Article III, Division 4, of the 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.

In response to Councilmember S. Hayes on whether the Mayor Pro-Tem would be the Chair for the CRA, Mayor JB Whitten replied that is the intent. He added that he had spoken to Commissioner Cox, and she fully supported the amendment.

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

Motion by Councilmember Ryan Bullard and seconded by Councilmember Shannon Hayes to approve Ordinance 2012 on 1st reading and move to second reading for final adoption.

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

9. Resolutions

10. Action Items

10.1. City Manager Employment Agreement

City Attorney J. Holloway mentioned the City Council at the July 8th meeting, voted to approve the appointment of Jessica Leavins as the city manager. The contract is effective from August 1st. He asked for recommendation to approve the

contract. Mayor JB Whitten said he had worked extensively with the city attorney on the contract.

He asked for comments from the City Council.

Councilmember R. Bullard mentioned that he has spoken to Mr. Holloway to and concurred this is the direction the city would like to go.

Mayor Pro-Tem Capps also spoke to the city attorney in depth.

Councilmember Dusty Allison appreciated the attorney and mayor for the work in putting the contract together.

Motion by Mayor Pro-tem Doug Capps and seconded by Councilmember Dusty Allison to approve the mayor signing the contract appointing Jessica Leavins, as the city manager.

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

10.2. City Government Week Agenda

Mayor JB Whitten introduced the City Government Week agenda. He said the Crestview HS student government will be invited to the City Council meeting. On Tuesday, the Council will greet the students in the morning at Walker Elementary. In the evening, the Lead Graduation will be held at 5:00 p.m. at Warriors Hall. On Wednesday, we will host the Chamber of Commerce Strategic Planning at the Community Center, and the city will pay for their breakfast. We will have Employee Day at Warrior's Hall on Thursday. That evening the "Spirits of Crestview" will be held on Main Street. On Friday, we will have cocktails and karaoke at Eagle's Nest at 6 p.m. On October 25th, the Fall Festival and Trunk or Treat will be held on Main Street. He added details of the agenda will be distributed.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Dusty Allison to approve the City Government Week agenda.

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

10.3. Intergovernmental Agreement with Okaloosa County for LAP Sidewalk Projects

City Manager J. Leavins introduced the Intergovernmental Agreement with Okaloosa County for LAP Sidewalk Projects. She explained that this is a project where sidewalks will be placed through the Department of Transportation. The county has requested some funding from us as the grant did not cover it all. She added the sidewalks will be ADA accessible. She added we have some funds left over from the PJ Adams project.

Mayor JB Whitten called for comment from the Council.

In response to Councilmember S. Hayes regarding the average cost of sidewalks and

whether there was room for negotiation in case the project goes over, City manager J. Leavins replied that the quotes change daily and there is a contingency, but it is funded through State grant dollars.

Motion by Councilmember Shannon Hayes and seconded by Mayor Pro-Tem Doug Capps to approve the mayor's signature for the Intergovernmental Agreement with Okaloosa County.

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

10.4. Photography Services for City Events and Programs

City Manager J. Leavins said staff have received concerns from the public, so staff cannot recommend a vendor because of the concerns. The alternative solution to the program is through a permitting process similar to how special events are done. A family could choose the vendor that the city vetted which would allow multiple vendors through a vetting process.

Discussion ensued on background checks and parental choice.

Mayor JB Whitten called for comment from the audience.

Tanya DeMara voiced her concern about not being able to choose the photographer. She suggested keeping it local and affordable.

City Manager J. Leavins said we will bring back an ordinance and permitting process, and City Attorney J. Holloway added an ordinance will come back in November.

In response to Councilmember R. Bullard and the current league play, City Attorney J. Holloway replied that some vendors have taken pictures, but they would not be allowed on the game field. He added the current contract will not be extended and reiterated that city property cannot be used for the photo sessions.

City Attorney J. Holloway asked the City Council to consider rejecting all proposals received.

Motion by Mayor Pro-Tem, Doug Capps and seconded by Councilmember Ryan Bullard to reject all proposals for the Photography Services for City Events and Programs.

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

10.5. Red Light Survey for 2024-2025

Chief Stephen McCosker stated that the State requirement is to present the Red-Light report annually. He read the statistics from the Red Light Camera Survey for 2024-2025. He went over the violation notices, the total revenue paid, and the payment to Novoa Global.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to accept the report.

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 went over the July financial statements and the August disbursements.

12.2. City Manager Updates

City Manager J. Leavins said the first school zone speed cameras will be installed at the Shoal River School area in about four to six weeks.

In response to Mayor Pro-Tem D. Capps on the red-light camera installation, Chief McCosker replied that the focus is to install the speed cameras first.

City Manager J. Leavins introduced the alternative plan that provides a solution for a long-range recreational plan. We have found an existing facility that is air conditioned and able to meet our needs. The property is called the ROC and currently owned by Central Baptist Church. There are some repairs to be made. She asked for action to purchase the property for immediate need since the basketball season is coming up. She added the long-term plan includes Old Spanish Trail Park. We will redesign the park, and it is broken down in phases for funding purposes. She added the fields are different sizes for the different needs. She mentioned we have engineers on retainer who will craft a design. She mentioned that an inside facility could fit on the property, and we are looking at funding sources.

In response to Councilmember B. Frost regarding honoring the current contract at the ROC, City Manager J. Leavins said the city is not equipped to maintain the pool, so we would partner with the non-profit to manage it.

Motion by Councilmember Shannon Hayes and seconded by Councilmember Brandon Frost to the City Attorney to negotiate the contract not to exceed 1.5 million dollars.

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

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmember S. Hayes said he will be going to Orlando to represent the city as vice chair for the FLC Legislative Policy Committee for municipal operations.

Mayor JB Whitten mentioned the Opioid Summit at 6:00 p.m. tomorrow night at Warriors Hall. He said it is a free and Bridgeway will supply the food. He said Nerdcon will be held on September 27th at the Community Center from 10 to 8 p.m. The Skate Jam will be held at the Skate Park from 10 to 2 p.m. On October 1, the leadership of the cities in the county are discussing e-bikes and are looking for guidance to ensure everyone is safe.

14. Comments from the Audience

Mayor JB Whitten called for comment from the public.

Resident Hunter Sanders said he is located at North Pearl and Elm and requested a stop and speed limit sign. He added there are six children under three in the neighborhood, and it is a dangerous location.

Resident Meryl Sanders came forward and said there are no speed limit signs on North Pearl. She suggested a flashing sign. There has also been property damage at the Elm stop sign.

Mayor JB Whitten requested a temporary sign, and PS Director Carlos Jones will look at the area. Councilmember R. Bullard requested an extra traffic cop.

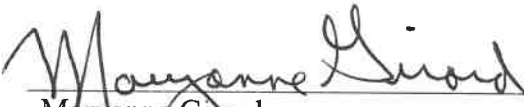
Gia DeMario asked about the parking for the ROC at Central Baptist Church, and City Manager J. Leavins said they are negotiating.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:43 p.m.

Minutes approved this 20th day of October 2025.


JB Whitten
Mayor


Maryanne Girard
City Clerk
Proper Notice having been duly given

