

City Council Minutes
October 27, 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. Apostle Darlene Haynes-Scheuermann of Kingdom Life Worship and Training Center

The Invocation and Pledge of Allegiance was led by Apostle Darlene Haynes-Scheuermann of Kingdom Life Worship and Training Center. She serves in the Chaplaincy Program, as well. Mayor Whitten added that Apostle Darlene also serves on the Pastoral Advisory Group.

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. National Epilepsy Month Proclamation

Mayor Pro-Tem Doug Capps read a proclamation declaring National Epilepsy Month for November 2025 in Crestview. He stated that Tyler Smith lost his life this year and provided the family in attendance with the proclamation.

5.2. Farm Bureau Proclamation

Councilmember Brandon Frost read a proclamation declaring November 19-25 as Farm City Week in Crestview. A representative from the Farm Bureau came forward.

5.3. National Homecare Nursing Month

Mayor JB Whitten read a proclamation declaring November 2025 as National Homecare and Hospice Nursing Month in the City of Crestview.

6. Consent Agenda

Mayor JB Whitten called for action.

Motion by Councilmember Ryan Bullard 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. Kenworth Dump Truck
- 6.2. Sourcewell Contract (John Deere Excavator)
- 6.3. Caterpillar Backhoe Purchase
- 6.4. Jerry Pate Turf & Irrigation Contract

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

9. Resolutions

9.1. Reimbursement Resolution

City Manager J. Leavins presented Resolution 2026-2, A Reimbursement Resolution to the City Council, that includes the renovated Fire Station 3, the recreational center, and the new Public Services complex. She added the use of funds for future TIF projects will allow for reimbursement but not toward the bond. She then asked the City Clerk to read Resolution 2026-2, by title.

City Clerk Maryanne Girard read Resolution 2026-2 aloud: A Resolution of the City of Crestview, Florida Establishing Its Intent to Reimburse Certain Project Costs Incurred With Proceeds of Future Tax-Exempt Financings; Providing Certain Other Matters In Connection Therewith; and Providing An Effective Date.

Councilmember R. Bullard asked for more explanation about the reimbursement. City Manager J. Leavins replied that certain projects require more timeliness, so we can bond the project such as the fire station and reimburse ourselves for items as we use them. We are moving forward on the purchase of the ROC, in time for the basketball season.

Mayor JB Whitten called for action.

Motion by Mayor Pro-Tem Doug Capps and seconded by Councilmember Shannon Hayes to adopt Resolution 2026-2.

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

10. Action Items

10.1. Status of City Clerk's PIP

Mayor JB Whitten brought up the item regarding the status of the PIP for the City Clerk and requested an update.

City Clerk M. Girard provided an update on her accomplishments in the last ninety days addressing the ethics training, the FACC academy week-long training, and being enrolled in a six-week course through the University of Wisconsin for a Training and Development certificate. She also added information on the supervisory/leadership updates, the public records tracking and logging system update, communications strategies, contract workflow improvements, Code of Ordinance project completion and preservation of historical books.

Councilmember R. Bullard requested clarification on ending the contract.

City Attorney J. Holloway explained the contract is not a renewal process, as the city clerk serves at the pleasure of the City Council. The term is indefinite and there is an annual renewal period within thirty days.

Councilmember R. Bullard said he appreciated the time, energy and commitment that the City Clerk has placed in the position. He made a motion not to continue to employ Maryanne upon the expiration of her renewal time frame.

City Attorney J. Holloway clarified that it would be a termination by the city. He added that the contract states four weeks, and there is a requirement to give advance notice.

Discussion ensued.

Councilmember S. Hayes said he cannot support the termination. No one has proven she had done a bad job. In comparison, she is doing a lot more than other clerks in the state. He has spoken to clerks at the Policy Review Committee, and they spoke highly of her.

Councilmember D. Allison asked if the PIP could be extended with specific requirements. She would like to see greater delegation to the deputy clerk to assist with the workload. Secondly, she asked whether the city manager could provide a record to Council on whether she has met expectations. City Manager J. Leavins explained that the city clerk does not report to her, so her expectations are different. Councilmember D. Allison asked about time to address the PIP, since every point was not addressed in tonight's update.

City Attorney J. Holloway said there is a motion on the floor, so it would not be pertinent to the motion.

Councilmember B. Frost said he had concerns about the Sunshine Laws and email access, but they were addressed.

Mayor Pro-Tem D. Capps asked about concerns that were not addressed. He did not think 90 days would address the issue, as he does not see improvement.

Councilmember R. Bullard agreed that a 90-day extension would not work. He is concerned that there are no executive-level results.

Councilmember S. Hayes stated he was not given specific information. He added he has not heard of any grounds for termination.

Mayor JB called for action.

Motion by Councilmember R. Bullard and seconded by Mayor Pro-Tem D. Capps to not to continue to employ Maryanne upon the expiration of her renewal and terminate employment with the city.

Roll Call: Ayes: Doug Capps, Ryan Bullard. Nays: Shannon Hayes, Brandon Frost, Dusty Allison. Ayes: 2; Nays: 3. Motion failed.

Councilmember D. Allison recommended that the PIP be modified with specific answers to all examples in the PIP.

City Manager J. Leavins proposed that the HR Manager and the Council meet on what issues should be placed in the PIP. Mayor Whitten agreed that a specific PIP could be developed.

Councilmember S. Hayes stated that he would like to see something measurable measures with results.

Motion by Councilmember Shannon Hayes and seconded by Councilmember D. Allison to require each council member to meet with HR to develop a specific and measurable PIP.

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

Mayor Pro-Tem D. Capps said each member's opinion is different, as everyone's background is different. He likes measurable results. He has met with the city clerk and will meet with her going forward. He also challenged each councilmember to meet with the clerk.

11. City Clerk Report

City Clerk Maryanne Girard reminded the City Council that she needed the names of the veteran that will be riding with them for the Veterans Day Parade on November 11th.

12. City Manager Report

12.1. Financial Update - Finance Director

Finance Director Gina Toussaint presented the financial statements. She added we are 92% into the fiscal year.

12.2. City Manager Updates

13. Comments from the Mayor and Council

Mayor JB Whitten called for comment from the Council.

Councilmembers spoke on the success of the Fall Festival.

Councilmember S. Hayes praised Councilmember D. Allison for speaking at the senior living grand opening.

Mayor Pro-Tem D. Capps asked for an update on e-bikes and on the status of the ordinance. City Manager J. Leavins responded that the county has formed a committee, and we are collaborating on the ordinance. We are getting the police officers in the room for feedback. She added the county will present it tomorrow. Mayor JB Whitten added we are trying to come to an agreement next week on speeding, helmets, and other safety concerns.

Mayor JB Whitten said City Government Week went well except Friday night. He is up to suggestions, as we have had a Meet and Greet and townhall sessions.

He said the FLC will release the priorities on December 5th and suggested getting information either to Mr. Hayes, as he is a member of the Municipal Operations Policy committee or to him, as a member of the FLC Legislative Committee. He added the delegation meeting is at the County Administration Center in Shalimar on December 15th, so a request to appear must be received by Representative Maney's office no later than December 8th. He also mentioned he is going to try to fund an NWFLC funded visit to the State Capitol from February 17-18th to address issues. He asked the Council to contact him if they intend to attend. He suggested reviewing the bills that are up for legislative review.

14. Comments from the Audience

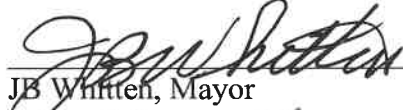
Mayor JB Whitten called for comment from the public.

Ed Mitchell came forward to remind the Council that Remote Area Medical is coming up and for city sponsorship. Mayor JB Whitten asked about changes with the school set up, and Mr. Mitchell said they were told they could get into the gym to set up. He is working with the school to access the gym early. The mayor added he sits on the Main Street Association Board, so he will update the Board.

15. Adjournment

In hearing none, Mayor JB Whitten adjourned the meeting at 7:23 p.m.

Minutes approved this 10th day of Nov, 2025.


JB Whitten, Mayor


Maryanne Girard, City Clerk

Proper Notice having been duly given

Natasha S Pearson, City Clerk Interim