City Council Minutes
October 20, 2025
6:00 PM
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 are present: Ryan Bullard, Brandon Frost, Dusty Allison, and Shannon Hayes. Also present: City Manager Jessica Leavins, Deputy City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and various staff members.

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 Joshua Neel of Hope City Community Church.

3. Open Policy Making and Legislative Session

Mayor JB Whitten announced there was a quorum present.

4. Approve Agenda

Mayor JB Whitten asked for a motion to add to the Presentations and Reports, Crestview High School SGA and called for action. Motion by Councilmember Hayes and seconded by Councilmember Frost to approve the amended agenda.

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

5. Presentations and Reports

5.1 2025 Crestview Photo Contest "My Favorite View" Winners

The PIO (Public Information Officer) Ms. Bonafacio presented the winners for the categories of the "My Favorite View" photo contest.

5.2 Crestview High School SGA Representatives

Mayor Whitten introduced the principal of Crestview High School Ms. Victoria Hayden and two representatives of the Student Government Association. Mr. Damian Parks, a student representative of the high school SGA gave a summary to council about what the SGA is and how it represents the students as a liaison between the students and the administrative staff. Mayor Whitten suggested that next year to get the SGA involved with Government week and thanked them for their participation in this Government week.

6. Consent Agenda

Mayor JB Whitten called for action. Motion by Councilmember Frost and seconded by Councilmember Hayes to approve the Consent Agenda.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

6.1. Golf Course Driving Range Netting Purchase

6.2. Approval of the City Council Final Millage and Budget Hearing of September 22, 2025

6.3. Approval of City Council Regular Meeting Minutes of September 22, 2025

6.4. DEP Agreement No. L0174- Crestview Southwest Bypass Reuse Line Project

6.5. FDOT State Funded Grant Agreement- Redstone Avenue Pedestrian Safety Improvements

7. Public Hearings / Ordinances on Second Reading

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. With the increase in popularity of our Food Truck events. This amendment does not prohibit a municipality for the business tax receipt. It is challenging to regulate the food truck, but the big concern is safety. We do not want a BTR to cause undue burden to the vendors. We are incorporating more vendor registration fees. We want to be business friendly. The amendment 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 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.

Deputy City Clerk Natasha Peacock 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.

Motion by Councilmember Allison and seconded by Councilmember Bullard to adopt Ordinance 2006 on First Reading.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.2. Ordinance 2013 Photography
CDS Administrator N. Schwendt presented information on Ordinance 2013 Photography. Upon recent discussion regarding the Photography Request for Proposals, staff has worked to consider alternative methods for photography services that are offered on public property, specifically regarding youth sports, but that can also be applied generally. Staff observed how other jurisdictions handle similar photography processes. The ordinance provides for the creation of a production permit, which would apply to any commercial taking of stills or motion pictures on City property, which would include our parks, community center areas, and streets. The proposed ordinance contains the application requirements for the permit, provides for a permit duration of 90 days and provides for specific terms and conditions to be applied to a permit upon issuance, dependent on the scope and nature of the production. Regarding youth sports photography specifically, this ordinance and the permit that it enacts would allow each individual team to decide

which photographer they would like to utilize. The responsibility of applying for the permit would fall on the photographer. Once the permit is issued, the photographer will be permitted to operate within the requested areas/places for a period of 90 days. He then asked the Deputy City Clerk N. Peacock to read Ordinance 2013 by title:

Deputy City Clerk N. Peacock read ORDINANCE 2013 by title: ORDINANCE 2013 AN ORDINANCE AMENDING CHAPTER 54 – OFFENSES AND MISCELLANEOUS PROVISIONS 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.

There was a brief discussion amongst council members. Councilmember Bullard stated his objections to legislating a permitting process for photography.

Mayor JB Whitten called for comments from a citizen to address the Council.

Ms. DeMario, of Crestview addressed the Council concerning her opposition to Ordinance 2013. Ms. DeMario felt the permit fees were too excessive and that the proposed ordinance was too burdensome and broad for local photography companies.

Motion by Councilmember Hayes and seconded by Mayor Pro Tem Capps to adopt Ordinance 2013 on First Reading.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost, Dusty Allison. Nays: Ryan Bullard. Four ayes and one nay. Motion carried.

9. Resolutions

9.1. Resolution 2026-1 - Fire Ladder Truck Lease

At the September 8, 2025 meeting, the Council was asked to secure pricing for a new ladder truck. The vendor required a lease commitment from the City to lock in the quoted price. The Council approved proceeding with this commitment. This purchase pertains to one (1) Pierce Enforcer 100' Ascendant Aerial Tower (ladder truck). The total cost of the vehicle is $2,359,870.00, with a committed discount of $254,193.89 if secured by November 2025, reducing the net cost to $2,105,676.11. The acquisition will be financed through a seven-year lease agreement with PNC, with annual payments of $357,853.29 beginning in October 2026, at an interest rate of 4.44%. He then asked the Deputy City Clerk to read Resolution 2026-1 by title:

RESOLUTION: 2026- 1 A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AUTHORIZING THE FINANCING OF FIRE EQUIPMENT IN THE AMOUNT OF $2,105,676.11 PROVIDING FOR PAYMENT OF SUCH FINANCING, MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH, AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor JB Whitten called for comment from the Council.

Motion by Councilmember Allison and seconded by Councilmember Bullard to adopt Resolution

2023-1.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

10. Action Items

10.1. Okaloosa County Disc Golf Club Agreement

Parks and Recreation Director Brady Peters informed the Council concerning the expiration and renewal of this contract with Okaloosa County. Mr. Peters informed the Council of how the county would perform certain duties so that they can host disc golf tournaments throughout the year. He noted that the contract, if approved, would be extended for at least two more years.

Mayor JB Whitten called for comment from the Council.

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

10.2. TurfTank Robot Contract

Parks and Recreation Director Brady Peters informed Council of the impending contract for a turftank robot. Mr. Peters explained how the robot works and the benefits it gives the parks department as it saves time and money.

Mayor JB Whitten called for comment from the Council.

There was a brief discussion concerning how the robot works.

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

10.3. Auburn Water System Agreement

City Manager Jessica Leavins informed Council that the demarcation line between properties that are served by Auburn Water System and the City of Crestview was litigated and it was determined that all properties north of an agreed upon line were to be serviced through Auburn Water System. Ms. Leavins continued to explain that at the present day the land on which a Neighborhood Market, Walmart property, this line runs diagonally and it's causing some issues. Auburn Water System is willing to "give" up the property where the El Paso restaurant is for the Walmart property. She is requesting that Council allow the City Attorney, Mr. Holloway to negotiate a contract for that property because the deal will be in our best interest.

Mayor JB Whitten called for comment from the Council.

There was a brief discussion concerning the request.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Allison to approve the Auburn Water System agreement.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

11. City Clerk Report

11.1. General Retirement Board Appointments

Deputy City Clerk Natasha Peacock informed Council of the new appoint of Ms. Elizabeth Roy to the General Retirement Board. She informed them that to fill the vacancy of Bryan Lewis from the General Retirement Board, Mrs. Elizabeth Roy has been appointed to serve in that position which ends this month October 2025. The Clerk's Office is asking Ms. Roy to continue in that appointment for the next 4 years full term.

Mayor JB Whitten asked for action.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Allison to approve the appointment.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried

11.2. Citizen of the Year nominations are due by November 3, 2025

Deputy City Clerk Natasha Peacock informed Council of the current committee members of the Mae Reath Coleman Citizen of the Year and asked if any one councilmember would like to replace their selected individual on this committee.

There were no changes or updates to the committee.

11.3. Monthly Update

Deputy City Clerk Natasha Peacock gave Council a brief overview of actions taken place in the Office of the City Clerk- For the September 2025 period, we received 71 new requests, with 30 open, 10 days on average to fulfill all requests, 68 requests were closed, and 10 requests were fulfilled outside of the average response time by the end of the period.

The Lift Station 15 bid opening is set for Monday, October 27th at 10:00 a.m.

Records Management – The Public Records Policy has been updated to clarify processes and is under internal review.

12. City Manager Report

12.1. City Manager Updates

United Way Building- City Manager Jessica Leavins informed Council that the city is looking to purchase a building that United Way is looking to vacate. The building is located behind the Bush House; she explained that we own the property but not the building. United Way is looking to recoup the cost they recently put into installing an $8000 air conditioning system.

A brief discussion ensued concerning the purchase of the building.

Mayor JB Whitten asked for action.

Motion by Councilmember Hayes and seconded by Councilmember Bullard to approve the purchase of the United Way building.
Roll Call: Ayes: Doug Capps, Ryan Bullard, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

Lead Graduation- City Manager Jessica Leavins reminded Council that the upcoming graduation for the Crestview Lead class will be the next evening and it would be greatly appreciated if they could attend the event.

Mayor Pro Tem Capps inquired of the City Manager the state of the purchase of the Roc.

City Manager Jessica Leavins answered that she and the city attorney are outlining the terms and conditions, the target is to be in that space by the end of the year. A follow-up will be given later.

13. Comments from the Mayor and Council

Councilmember Allison showed her appreciation by thanking the city's employees who work hard to pull off the latest events. She also took time to thank the Community Developments Services employees for their response to the Council's questions and concerns.

Councilmember Bullard requested an update concerning the upcoming RFP for the RC Track and the revamping of the city website.

City Attorney Jonathan Holloway answered that the RFP for RC Track is currently taking place and that the bid opening will be in November.

City Manager Jessica Leavins gave an update to the revamping of the website noting it's a continual process.

Councilmember Bullard then inquired about an update on the speed cameras.

City Manager Jessica Leavins stated that in the next few weeks the first one at Shoal River Elementary should be up and every week following the rest should be installed.

Councilmember Hayes spoke about his experience representing the city at a District Women's Conference at the local church, First Church of God In Christ. He noted his absence from the parade but stated that he was attending a Florida League of Cities Policy meeting that was formulating items that will be presented to the legislative body in January. Mr. Hayes gave thanks to the city employees and all the work they do.

Mayor Pro Tem Capps spoke about upcoming TPO projects concerning Antioch and PJ Adams streets.

Mayor JB Whitten spoke to his experience attending the 30th Pastoral Anniversary for Pastor Parker of First Church of God In Christ. He then spoke about the Seed Library that the city library has started. Mayor Whitten noted that this is a partnership between the Crestview Garden Club and the library. He then reviewed the upcoming events for the week that coincide with "Government Week".

14. Comments from the Audience

Mr. Kenny Siler, 497 South Wilson Street of Crestview Fl, spoke on behalf of a citizen concerning the placement of vendors for the Food Truck Fridays. He gave suggestions on the placement of vendors so that all vendors can benefit from the business of the attendants.

Councilmember Frost explained the vendor sign-up process is a "first come-first serve" so vendors have to sign-up on a website for available spots.

City Manager Jessica Leavins stated that the events specialist will put information on that process for signing up for Fridays.

SGA Student Representative spoke to the Council about the volunteer partnership their organization had with the Main Street Association in assisting with the Fall Festival and that they are open to continuing that partnership.

Mayor JB Whitten stated that the Main Street Association will reach out and thanked him for speaking.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 7:16p.m.

Minutes approved this 10 day of Nov, 2025.

JB Whitten
Mayor

Natasha Peacock, Deputy City Clerk
On behalf of Maryanne Girard, City Clerk
Proper Notice having been duly given