

**City Council Regular Meeting
Minutes
December 8, 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 and Council members: 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. Council member Ryan Bullard was not in attendance for this meeting.

2. Invocation, Pledge of Allegiance

The Invocation and Pledge of Allegiance was led by Pastor Edward Parker of First Church of God In Christ .

3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present. He then stated that although there was a quorum with Councilmember Bullard was absent. Mayor Whitten then read a letter from Mr. Bullard that explained his absence was due to his resignation from his elected position. Mayor Whitten read from the letter that Mr. Bullard submitted to the Mayor's Office.

4. Approve Agenda

Mayor JB Whitten called for action to approve the Agenda.

Motion by Councilmember Hayes and seconded by Councilmember Allison to approve the agenda, as presented.

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

5. Presentations and Reports

6. Consent Agenda

Mayor JB Whitten called for action to approve the Consent Agenda.

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

6.1 ITB 26-11-20-PMO- Redstone Improvements Phase 2 Bid Award

6.2 MOA Okaloosa County Overdose Fatality Review

6.3 Axon Contract

6.4 Petfinder Grant Giveaway

6.5 Kimley-Horn & Associates CSC

6.6 Crestview WWTF Rapid Infiltration Basins No 6-9 Award

7. Public Hearings / Ordinances on Second Reading

8. Ordinances on First Reading

8.1 Ordinance 2009, Electric Bikes on Downtown Sidewalks

CDS Planning Administrator N. Schwendt presented Ordinance 2009 concerning Electric Bikes on Downtown Sidewalks to the City Council. He asked that the staff report be entered into the record and asked the Deputy City Clerk to read Ordinance 2009 by title.

Deputy City Clerk Natasha Peacock read Ordinance 2009 aloud:

ORDINANCE 2009 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA; CREATING CHAPTER 74, ARTICLE IV - ELECTRIC BICYCLES, MOTORIZED SCOOTERS, AND MICROMOBILITY DEVICES; AMENDING SECTION 74-6 – SKATEBOARDS, ROLLER BLADES AND SKATES PROHIBITED ON DOWNTOWN STREETS AND SIDEWALKS; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; 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.

Mr. Schwendt asked if the Council had any questions or comments.

Mayor Whitten stated that a lot of time and effort went into drafting this ordinance to ensure that all cities in Okaloosa County have the same verbiage, so that citizens and visitors would not be confused. He then asked for action to approve Ordinance 2009.

Motion by Mayor Pro tem Capps and seconded by Councilmember Frost to adopt Ordinance 2009 on Second Reading. Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

8.2 Ordinance 2013 Photography

CDS Planning Administrator N. Schwendt presented Ordinance 2013, Photography, to the City Council. He noted that, upon recent discussion regarding the Photography Request for Proposals, staff have 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.

Following previous discussions, staff determined that the largest impetus to allowing photography activities, outside a contract with the City, is Section 58-1(14) of the Code of Ordinances, which prohibits commercial uses that are not specifically authorized by the City Council. The proposed revision simplifies the language of the section and provides a list of exemptions to the commercial use prohibition. This includes commercial photography, special events/specifically permitted events and activities, to include concessions services permitted by the City at sporting events, and any commercial uses conducted pursuant to a franchise or contract granted by the City. This ordinance will serve to allow commercial photography as a commercial use within City parks, recreational facilities and adjoining green spaces. That being said, staff is currently developing a policy with regard specifically to youth sports photography. As previously mentioned, this will include a

registration with the Parks and Recreation department, as well as a background check. Staff will provide a resolution for the necessary fee schedule amendment when this ordinance is brought back for second reading on January 12th. He then asked the City Clerk to read Ordinance 2013 by title.

Deputy City Clerk Natasha Peacock read Ordinance 2013 aloud:

ORDINANCE 1993 AN ORDINANCE AMENDING SECTION 58-1(14) 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.

There was a brief discussion concerning the enforcement of the ordinance. To which Ms. Leavins the City Manager, informed the council that enforcement comes in with the youth sports side of taking pictures, where individuals would have background checks conducted for safety purposes.

Mayor JB Whitten informed the public that there was no public comments during the First Reading but comments could be made near the end of the meeting. He then called for action.

Motion by Councilmember Allison and seconded by Councilmember Frost to adopt Ordinance 2013 on second reading. Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost, Dusty Allison. All ayes. Motion carried.

9. Resolutions

10. Action Items

10.1 Debt Management Policy

The City Manager, Ms. Leavins, informed the council that the Florida Municipal League of Cities Municipal Advisors suggested that we implement a debt management policy plan. This is part of the process with the city's plan of building new department facilities. This is to ensure that financial stability remains, and it is best practice with other municipalities throughout the state. Staff believes this policy is essential for establishing clear guidelines for the issuance and management of debt. The proposed Debt Management Policy provides a clear framework for how the City will issue and manage debt.

Key elements include: 1. Purpose of Debt 2. Types of Permitted Debt 3. Debt Issuance Standards 4. Debt Management Practices 5. Reporting & Compliance The policy strengthens internal controls, supports favorable credit ratings, formalizes long-standing practices, and positions the City for prudent long-term financial planning.

Mayor JB Whitten called for action.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Allison to approve the Department Management Policy.

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

10.2 Fox Valley Phase 3B Plat

Mr. Schwendt informed the board concerning the plat for Fox Valley Phase 3B. Staff received the initial application for the Longview Estates subdivision in 2021. It has since gone through staff review and all major comments have been addressed. Any remaining comments are minor and will not affect the overall layout and scope proposed in the provided preliminary plat documents. One major component of the duration of review on this project is a change that occurred in the fire code requirements for subdivisions. Additionally, in a previous year, a utility infrastructure failure required a temporary, emergency egress to be acquired across a separate adjacent property when the primary access point from the subdivision was rendered unusable. In January of this year, the annexation was approved to incorporate the property directly north of the overall Fox Valley subdivision. Additionally, the developer is proposing improvements to the HOA-owned parcel, including a parking area and sidewalks to access the recreational facilities contained within the Fox Valley traffic circle.

Mayor Whitten asked for comments by the Council.

Mayor Pro Tem Capps inquired about the total of homes and the wetlands.

Mr. Schwendt answered that there are not additional 600 homes being built and that the wetlands are protected.

A brief discussion ensued.

Mayor Whitten asked for public comment.

Ms. Sara Searkoss of 6260 Old Bethel Road, gave reasons for the council not to approve this phase in Fox Valley.

Mr. Jaime Eubanks of Jenkins Engineering spoke to the changes that were made to build on the final phase of this subdivision.

Mayor JB Whitten called for action.

Motion by Councilmember Hayes and seconded by Councilmember Frost to approve the Fox Valley Phase 3B Plat.

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

10.3 2024-2025 CDBG CAPER Report

The City of Crestview receives funding from the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) Program. The city is considered an "entitlement community" with a prescribed formula for funding developed by HUD using select city demographic information. As a condition of being an entitlement community, the city is required to perform annual evaluations of its CDBG program through the completion of a Consolidated Annual Performance and Evaluation Report (CAPER). On August 12, 2024, City Council approved the FY 2024-2025 CDBG Annual Action Plan, which specifically allocated funding for the FY 2024-2026 programs whose performance is evaluated in this CAPER. The CAPER was made available for public comment, and an advertisement ran in the Crestview News Bulletin on November 20th, 2025. At the time of this report, no public comments have been

received.

Mayor JB Whitten called for action.

Motion by Councilmember Hayes and seconded by Councilmember Allison to approve the 2024-2025 CDBG CAPER Report.

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

11. City Clerk Report

The Deputy City Clerk updated the Council on upcoming Christmas events.

12. City Manager Report

12.1 Financial Update - Finance Director

Finance Director, Ms. Toussaint, presented to the Council the monthly financial update. She indicated that the schedule being presented pertained to the fiscal year that ended on September 25th and that in the agenda packet, there are links provided for all the disbursements that occurred in November.

Councilmember Hayes thanked Ms. Toussaint for the work that she and her staff do for the City.

12.2 City Manager Updates

City Manager, Ms. Leavins thanked the Main Street Association and all of the volunteers who helped out the the Christmas parade even though the weather was less than ideal. There was a great turnout, a great parade from a group that puts a lot of hard work into making sure it happens. She also gave thanks to the Parks and Rec and Public Services departments that helped out with making sure the parade was a success. Ms. Leavins spoke about the upcoming Christmas events. The City Manager informed the Council that the city is already using the recreation center formerly known as the ROC. She noted that a closing on that property would be this week, with a ribbon-cutting ceremony following in the month of January. Ms. Leavins informed the Council due to the new vacancy on the Council the process will begin to fill the seat just as it was done when Councilmember Allison was appointed. She explained that there would be an application process, interviews, and then the appointment. This process would start at the beginning of January.

Mayor Pro-Tem Capps asked for an update on the speed cameras.

Police Cheif McCosker stated that there were some new regulations that the cameras needed to be changed to be in line with so the date has been pushed back to the first quarter of 2026.

Mayor Pro Tem Capps inquired about the Arts and Learning Center.

City Manager, Ms. Leavins stated that the with the new budget year the funding is available but there is some substantial damage to the property that we are currently working with the owner.

13. Comments from the Mayor and Council

Councilmember Allison gave her positive thoughts about the Christmas parade and thanked those who were involved and wished all a Merry Christmas.

Councilmember Hayes also thought the Christmas parade was great but really appreciated the Christmas lights down the Main Street area. He then spoke about attending his Policy Committee meeting and briefly spoke about different items that the committee discussed.

Mayor Pro Tem Capps wanted to wish all a Merry Christmas and a Happy New Year.

Mayor Whitten stated that there will not be a second Council Meeting in December. He then spoke about different Christmas events that are happening throughout the city.

13.1 2026 Mae Reatha Coleman Citizen of the Year Selection

Mayor JB Whitten informed the public of the selection process of the Citizen of the Year. He then asked for action from Council to approve the selection from the Citizen of the Year Committee.

Motion by Councilmember Allison and seconded by Councilmember Hayes to approve the recommendation from the Citizen of the Year Committee.

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

14. Comments from the Audience

Mayor JB Whitten called for public comments.

Ms. Gia DiMario of Crestview spoke to items of Ordinance 2013 that she would like to see improved or changed.

Mr. Ryan Knox of Crestview spoke to the Council about different items of concerns that other citizens have brought to his attention. He encouraged the Council to interact with the public more. He passionately spoke about and to the Council of being transparent and better with community partnership.

Police Chief McCosker briefly spoke about the upcoming Christmas that the Police Department is involved in.

Mr. Forbes of Crestview gave thoughts concerning Ordinance 2013.

15. Adjournment

Mayor JB Whitten adjourned the meeting at 6:58 p.m.

Minutes approved this 12th day of Jan., 2026.


JB Whitten
Mayor


Natasha S Peacock
City Clerk-Interim

Proper Notice having been duly given