**City Council Minutes**
**January 12, 2026**
**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 and Shannon Hayes. Also present: City Manager Jessica Leavins, Deputy City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and various staff members. Council member Dusty Allison was not in attendance for this meeting.

## 2. Invocation, Pledge of Allegiance

The Invocation and Pledge of Allegiance were led by Elder Slyvester Echols of First Church of God In Christ.

## 3. Open Policy Making and Legislative Session

Mayor JB Whitten declared a quorum was present with one councilmember absent.

## 4. Approve Agenda

Mayor JB Whitten called for action to approve the Agenda.

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

## 5. Presentations and Reports

5.1. Main Street Christmas Parade Awards

The Main Street Christmas Parade Awards were presented and the winners were: First Place- NWFL Share Group, Second Place- The Property Group 850, Third Place- Ohana Heating & Air, Special Award-Holiday Cheer Award- Wal Mart.

5.2. Christmas Village Winner

Mayor Whitten presented the awards for the Christmas Village Winner: First Place was Heather Vaughn's "Home Sweet Home" representing the 850 Property Group, and Second Place was Maria Albino's representing Pounders.

5.3. Crestview Beautification Challenge

Mayor Whitten informed the public that the Mayor's Advisory Council created a Beautification Program and wanted to kick it off with a Christmas Light challenge. Tonight, we are going to present the winners of this challenge. He started with the Honorable Mention — 304 Island Drive, Mr. Joey Ireland, Second Place was 416 Hatchee Dr, First Place was 417 Hatchee Drive, Mr. David Paxton. Mayor Whitten then mentioned that the Kiwanis Club assisted with selecting homes in the city that are on County property. Starting with Second Place the winner was Ms. Hayes of 5822 Old Bethel Road and the First Place winner was 110 Eagle Court.

## 6. Consent Agenda

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

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

6.1. 12/08/2025 Draft Minutes- City Council Regular Meeting

6.2. North Florida ICAC MOU Renewal

## 7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 2009 Electric Bikes on Downtown Sidewalks

Mr. Schwendt, Strategic Initiatives Director (SID) presented to Council information pertinent to Ordinance 2009. Recently, there has been an increase in use of electric micromobility devices (electric bikes, electric scooters, etc.) across the country, as well as in Okaloosa County and the City of Crestview. Staff from the County and many of the municipalities within the county participated in two workshops to iron out the regulatory language contained in this ordinance. A primary goal of these workshops was to ensure that regulations across the county would be uniform, thereby limiting confusion regarding which rules applied in each jurisdiction. As a result, Section 3 of the attached ordinance provides for a new Article IV in Chapter 74, which provides the same regulations that are being proposed within the other jurisdictions in the county.

He then stated it also adds a prohibition on e-bikes, e-scooters, and other micromobility devices not specifically listed, on the sidewalks in the downtown area. This will prevent physical and visual deterioration of the recently completed main street streetscape project, and help reduce public safety issues related to the use of such devices on sidewalks intended for pedestrian travel. This ordinance was approved by the City Council upon first reading on December 8th, 2025. The ordinance was advertised in the Crestview News Bulletin on January 1st, 2026. Mr> Schwendt then asked the Deputy City Clerk to read the ordinance by title.

Deputy City Clerk, Natasha Peacock read Ordinance 2009 by title:
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.

Mayor Whitten for public comments.

Mr. Michael Sharp of 155 Gillis Dr, Crestview, FL commented on the helmet requirement in the ordinance presented.

Mayor Whitten spoke about how the ordinance was a coordinated effort for all the municipalities in Okaloosa County as it pertains to the usage of e-bikes. He thanked Mr. Sharp for his comment.

Mayor Whitten then requested action from the Council.

Motion by Councilmember Hayes and seconded by Councilmember Frost to adopt Ordinance 2009 and send for signatures by the Mayor.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

7.2. Ordinance 2013 Photography

Nicolas Schwendt, Strategic Initiatives Director (SID) informed Council of pertinent information concerning Oridnance 2013. 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. Following previous discussions, staff determined that the largest impetus to allowing photography activities, outside of 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. Mr. Schwendt then asked the Deputy City Clerk to read Ordinance 2013 by title.

Deputy City Clerk, Natasha Peacock, read Ordinance 2013 by title:
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 Whitten asked for any comments from the Public.

Mr. Hayes spoke in support of Ordinance 2013.

Ms. Gia DeMario had asked questions concerning certain aspects of the Ordinance.

Mayor Whitten asked for action.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Hayes to adopt Ordinance 2013 and send for signatures.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

## 8. Ordinances on First Reading

8.1. Ordinance 2014 Magnolia Creeks Rezoning - Planned Unit Development

Strategic Initiatives Director, Nicholas Schwendt informed Council of information pertaining to Ordinance 2014. Staff recieved the initial application for the Magnolia Creeks Phase 3 subdivision Planned Unit Development ("PUD") on October 9th, 2025. All major comments have been addressed, and no substantial changes to the site development plans are expected at this time. The Magnolia Creeks Phase 3 PUD is the third phase of an existing project, Magnolia Creeks Phases 1 and 2, located at the southernmost end of Steeplechase Dr., and north of Interstate I-10. Magnolia Creeks Phases 1 and 2 was approved prior to the adoption of our latest code provisions regarding Planned Unit Developments, and was thereby approved as a PUD without going through the rezoning process. However, the plat was approved by the Planning and Development Board as well as the City Council.

The primary reason for the request of this PUD zoning is to allow narrower lots within the subdivision (40-foot minimum instead of the 50-foot minimum required by the Mixed Use zone) and setbacks, requesting 20' front, 5' side and 15' rear setbacks (as opposed to the current Mixed Use Zone, which requires a 7.5' side setback). These lot width and setback changes are consistent with the first portion of the project, Magnolia Creeks Phases 1 and 2. The Planning and Development Board recommended approval of the request on January 5, 2026.
Mr. Schwendt, then asked the Deputy City Clerk to read Ordinance 2014 by title:

Deputy City Clerk, Natasha Peacock read Ordinance 2014 by title:
ORDINANCE: 2014 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 22.27 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 28, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE MIXED USE (MU) ZONING DISTRICT TO THE PLANNED UNIT DEVELOPMENT (PUD) 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.

Council member Hayes inquired about any feedback or questions from those who live near.

Mr.Schwendt answered that he did not get any feedback from residents but does know that the Fire Marshall did have a conversation with an individual addressing some concerns.

Mayor Whitten asked for action.

Motion by Councilmember Hayes and seconded by Mayor Pro Tem Capps to adopt Ordinance 2014 on First Reading and moved to Second Reading.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

8.2. Ordinance 2016 - North Pearl Street Rezoning
Mr. Schwendt, Strategic Initiatives Director (SID) presented Council with information on Ordinance 2016. On November 20, 2025, staff received an application to amend the comprehensive plan and zoning designations for property located at 1398 North Pearl Street. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Residential (R) and Single and Multi-Family Density Dwelling District (R-3), respectively. The application requests the Mixed-Use (MU) zoning designation for the property. The Planning and Development Board recommended approval of the request on January 5, 2026.
Mr. Schwendt then asked the Deputy City Clerk to read Ordinance 2016 by title.

Deputy City Clerk, Natasha Peacock, read Ordinance 2016 by title:
ORDINANCE: 2016 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.87 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 8, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) ZONING DISTRICT TO THE MIXED-USE (MU) 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 Pro Capps stated that he does not support Ordinance 2016.

Mr.Hayes also stated that he does not support Ordinance 2016.

Mayor Whitten asked for action.

There was no action for a motion to move Ordinance 2016 to second reading. Motion failed.

## **9. Resolutions**

9.1. Resolution 2026-07 Photography Fee Schedule Amendment

Mr. Schwendt, SID presented information to the Council for Resolution 2026-07. 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. Pursuant to the adoption of ordinance 2013, which serves to allow photography as a commercial use in city parks, staff has determined that an annual registration and background check process would give staff the ability to ensure the continued safety of children participating in youth sports programs.As a result, the fees listed below, and in this resolution, need to be established to ensure costs associated with administrative time and the background check process are sufficiently offset: Registration (365 days) is $25 and the Background Checks would be $30. Mr. Schwendt then asked the Deputy City Clerk to read Resolution 2026-07 by title.

Deputy City Clerk Natasha Peacock read Resolution 2026-07 by title:
RESOLUTION: 2026- 7 A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE COMPREHENSIVE FEE SCHEDULE TO IMPLEMENT FEES RELATING TO PHOTOGRAPHY REGISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Whitten asked for action.

Motion by Councilmember Hayes and seconded by Councilmember Frost to adopt Resolution 2026-07.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

9.2. Resolution 2026-08 Budget Amendment

Financial Director, Gina Toussaint presented information to Council concerning Resolution 2026-08. The City Council adopted the Fiscal Year 2026 Operating Budget on September 22, 2025. Occasionally, it is necessary to amend the City's budget during the course of the year if the need arises. In Fiscal Year 2025, the Council approved various projects that were not completed at year-end. The main purpose of Budget Amendment 2026-08 is to accurately reflect estimated revenues and appropriations and to include those incomplete projects in the Fiscal Year 2026 budget. She then asked the Deputy City Clerk to read Resolution 2026-08 by title.

Deputy City Clerk Natasha Peacock read Resoultion 2026-08 by title:
RESOLUTION: 2026- 8 A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE FISCAL YEAR 2026 BUDGET TO MORE ACCURATELY REFLECT REVENUES AND APPROPRIATIONS. THE AMENDMENTS ARE THE RESULT OF VARIOUS PRIOR YEAR PROJECTS NOT COMPLETED, THEREFORE CARRYING FORWARD TO FISCAL YEAR 2026, AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Whitten asked for action.

Motion by Councilmember Hayes and seconded by Mayor Pro Tem Capps to adopt Resolution 2026-08.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

9.3. Resolution 2026-09 Bond Financing

City Manager, Jessica Leavins presented to council information pertaining to Resolution 2026-09 for Bond Financing stating that staff is requesting Council's approval for the issuance of bonds through the Florida Municipal Loan Council (FMLC) to finance eligible City capital projects. The Florida Municipal Loan Council was created by participating governmental units pursuant to an interlocal agreement and in accordance with Chapter 163, Part I, Florida Statutes, for the purpose of issuing bonds and making loans to participating local governments for qualified projects.
The proposed resolution authorizes a loan in a principal amount not to exceed $30,000,000. Loan proceeds would be used to finance the construction, acquisition, renovation, and equipping of various capital projects, including, but not limited to, the acquisition of a recreational facility and improvements, fire station #3 renovations, and a new public works facility. She then asked the Deputy City Clerk Natasha Peacock to read Resolution 2026-09 by title.

Deputy City Clerk Natasha Peacock read Resolution 2026-09 by title:
RESOLUTION NO. 2026-09 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, AUTHORIZING A LOAN IN AN PRINCIPAL AMOUNT NOT TO EXCEED $30,000,000 FROM THE FLORIDA MUNICIPAL LOAN COUNCIL TO FUND THE CONSTRUCTION, ACQUISITION, RENOVATION, AND EQUIPPING OF CERTAIN CAPITAL PROJECTS, INCLUDING, BUT NOT LIMITED TO, RECREATIONAL FACILITY IMPROVEMENTS, FIRE STATION RENOVATIONS, AND PUBLIC WORKS FACILITY IMPROVEMENTS, AS DESCRIBED HEREIN; APPROVING THE FORM OF AND THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT WITH THE FLORIDA MUNICIPAL LOAN COUNCIL; APPROVING THE FORM OF THE SUMMARY NOTICE OF SALE AND THE OFFICIAL NOTICE OF SALE; APPROVING THE FORM OF AND THE EXECUTION AND DELIVERY OF A CONTINUING DISCLOSURE AGREEMENT; AUTHORIZING THE DISTRIBUTION OF THE PRELIMINARY OFFICIAL STATEMENT AND THE OFFICIAL STATEMENT IN CONNECTION WITH THE FLORIDA MUNICIPAL LOAN COUNCIL REVENUE BONDS, SERIES 2026 (CITY OF CRESTVIEW SERIES); PROVIDING CERTAIN OTHER MATTERS IN CONNECTION WITH THE MAKING OF SUCH LOAN; AND PROVIDING AN EFFECTIVE DATE.
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Mayor Whitten asked for action.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Hayes to adopt Resolution 2026-09.

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

9.4. Resolution 2026-10 FDOT Easement

Strategic Initiatives Director, Nicholas Schwendt presented information to Council pertaining to Resolution 2026-10. With the development of the Walmart Neighborhood Market on Industrial Drive/Richburg Lane includes the construction of a traffic signal at the intersection of Highway 85 and Richburg Lane. With the construction of the necessary traffic signal at the intersection of Highway 85 and Richburg, FDOT has requested an easement upon approximately 2,179 square feet of the Industrial Drive right-of-way for the construction and maintenance of necessary transportation facilities for the new signal. FDOT requires that the dedication of the easement is supported by a Resolution. This item hereby includes that resolution and the easement document. Mr. Schwendt then asked the Deputy City Clerk to read the Resolution 2026-10 by title.

Deputy City Clerk Natasha Peacock read Resolution 2026-10 by title:
RESOLUTION: 2026- 10 A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, APPROVING CONVEYANCE OF A PERPETUAL EASEMENT IN FAVOR OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AS DESCRIBED MORE SPECIFICALLY HEREIN; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Whitten asked for action.

Motion by Councilmember Hayes and seconded by Mayor Pro Tem Capps to adopt Resolution 2026-10.
Roll Call: Ayes: Doug Capps, Shannon Hayes, Brandon Frost. All ayes. Motion carried.

## 10. Action Items

10.1. City Hall Cameras

Nicholas Schwendt, Strategic Initiatives Director (SID) spoke to the Council concerning the cameras at City Hall. The City has historically coordinated facility security camera services through Cox Business Security Solutions. Late last year, Cox Business Security Solutions was purchased by Brinks. The City, over the last three years, has begun migrating away from our leased Cox cameras to an independent system we own. This system not only provides higher-quality video but also is more user-friendly, reducing the amount of staff time required when footage is requested. These cameras were installed and can be serviced by a local vendor and are currently in use at the Bush House, Twin Hills Park, the Library, and the Community Center.
After Brinks acquired Cox Business Security Solutions last year, we experienced a service outage and poor customer service. We were advised there were no service technicians in our area and all service would be provided remotely. During the process of remote troubleshooting, we were advised by Brinks that due to the age of our hardware we would be required to upgrade before our systems would be online again. Due to the importance of restoring security services at City Hall, our previous experience with the vendor proposed herein, and the resulting ease of integration with other camera systems throughout the City, staff is requesting that the purchasing policy requiring 3 quotes for purchases greater than $7,500.00 be waived for this project.
Additionally, the vendor is requesting that a deposit be made up front, and the additional balance be paid upon completion. Our terms and conditions typically require that payment is made in full upon completion. Staff is requesting the payment-in full to be made at project completion requirement be waived as well to allow efficient completion of this project. This project affects multiple departments to varying degrees. The affected funds and associated breakdown of cost can be found in the financial impact section of this report.

Mayor Whitten asked for comment.

Mayor Pro Tem Capps voiced his support of this action but also voiced his concern for security.

Mayor Whitten asked for action.

Motion by Mayor Pro Tem Capps and seconded by Councilmember Hayes to waive the purchasing policy as described herein.
Roll Call: Ayes: Doug Capps, Shannon Hayes. Nays: Brandon Frost. Two (2) ayes and One (1) nay. Motion carried.

## 11. City Clerk Report

Deputy City Clerk, Natasha Peacock, informed the Council of upcoming events.

## 12. City Manager Report

12.1. City Manager Updates

City Manager Jessica Leavins informed the Council of how well the new Christmas activities that the Special Events Coordinator, Melissa Carter, put into action were received in the community. Ms. Leavins then spoke briefly about on the bond and how that funding will have a positive impact on the city. She then ended by informing the Council that there would be a ribbon-cutting ceremony at the newly acquired gym once the floors and certain repairs were completed.

## 13. Comments from the Mayor and Council

The Mayor asked for any comments from the Council.

Mr. Hayes commented that the Staff and City did a great job in 2025 and he's looking for a greater job in 2026.

Mayor Pro Tem Capps commented on how well the city was decorated for the Christmas season, but did inquire on why certain parts of the downtown area were not decorated and wanted to be sure that for the next Christmas holiday, that would be corrected. He then spoke about the subject of the speed cameras in school zones as to why they have not been in place. Mr. Capps noted that he would like to see that taken care of sooner rather than later. He ended by wishing all a Happy New Year.

Ms. Leavins assured Mayor Pro-Tem Capps that she would inquire with the vendor and get some answers. Concerning the Christmas lights, there is a conference call scheduled to discuss the lighting.

Mayor Whitten informed all that the MLK March will be this Saturday, starting at 9:30 a.m., and concluding at 10 a.m. at the Veterans' Memorial for the speaker.

## 14. Comments from the Audience

The Mayor asked for any comments from the Public.

Ms. Sandra King, 120 Duggan Ave, Crestview Florida spoke to Council about the Crestview City of Angels homeless program to assist the local homeless with donations, beds clothing and other items. She informed Council that she's giving a helping hand because someone helped her and thanked Council for letting her share what her program is and does.

Ms. Sarah Searfoss of 6260 Old Bethel Road, Crestview Florida, spoke to the Council about the goals she feels that the Council should review and show their support for. Ms. Searfoss then gave her view of how the Council handles agenda items and gave suggestions of how to be in contact with their districts.

Mr. Mitchell of Crestview addressed the Council that RAM is back of giving out free medical, dental and vision assessments. He is now looking for volunteers to help this year medical professionals and regular volunteers.

Ms. Gia DeMario, of Crestview wanted to state her disappointment of not receiving clarification.

Ms. Jillian Harker of 163 Jones Road, Crestview informed Council that Mr. Fred Butts did leave his comment card with her and asked for to give his comment on the Photography Ordinance. Mr. Butts wanted Council to know that he feels the ordinance is a way for the city to tell parents who they can and can not use.

**15. Adjournment**

Mayor JB Whitten adjourned the meeting at 7:17 p.m.

Minutes approved this __ day of __, 2026.

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JB Whitten
Mayor

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Natasha S Peacock
City Clerk CMC
*Proper Notice having been duly given*