

**City Council Meeting**  
**April 8, 2019**  
**6:00 PM**  
**Council Chambers**

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were: Shannon Hayes, Joe Blocker, Cynthia Brown, Andrew Rencich. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

**REGULAR AGENDA**

**1. Called to Order**

This meeting was called to order by Mr. Whitten at 6:00 p.m.

**2. Invocation and Pledge of Allegiance**

The invocation was by Pastor Brett House of Central Baptist Church followed by the pledge led by Mr. Rencich.

**3. Open Policy making and legislative session**

**4. Approval of Agenda**

The Honorable Mayor Whitten asked if there were any objections or changes to the current Agenda.

The Agenda was approved by unanimous consent with no objections or changes.

**5. Special Presentations**

**6. Reports and Presentations**

**1. EDC Quarterly Update- Nathan Sparks**

Mr. Nathan Sparks, Executive Director of the Economic Development Council (EDC) of Okaloosa County presented the quarterly report to the Council. He welcomed the new members of the Council and spoke in detail about the "Shoal River Ranch Opportunity Showcase" and gave details about upcoming projects and events that the EDC is involved in.

A discussion ensued.

**7. Approval of Minutes**

**Approval of the minutes from the January 28, 2019 Workshop, the February 25, 2019 Special Meeting and the February 25, 2019 Workshop.**

Mayor Whitten asked for any objections or changes to the minutes.

There were no changes or objections to the minutes they were approved by unanimous consent.

**8. Public Hearings:**

**9. Public Opportunity on Council Propositions**

**10. Consent Agenda**

- 1. Approval of the invoice from Allen, Norton, and blue in the amount of \$1,435.00.**

Mayor Whitten asked for action on the Consent Agenda.

A motion made by Mr. Hayes to approve the Consent Agenda. Seconded by Mr. Rencich with 4 yeas from Mr. Hayes, Mr. Rencich, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

**11. Resolutions**

- 1. Resolution 19-22 Authorization for ICMA Distribution for City Manager**

President Whitten asked the City Clerk to read Resolution 19-22.

City Clerk stated, "Resolution 19-22 reads by title,

**RESOLUTION 19-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING THE ICMA RETIREMENT CORPORATION PLAN AND TRUST; ADOPTING A DECLARATION OF TRUST OF VANTAGETRUST; ESTABLISHING CITY OF CRESTVIEW AS TRUSTEE OF THE PLAN, ESTABLISHING A COORDINATOR, AND ESTABLISHING AN EFFECTIVE DATE.**

This is Resolution 19-22."

President Whitten asked for Staff Reports.

Ms. Roy, City Clerk informed Council that part of the agreement with the City Manager calls for the payment of funds to the International City Managers Association Retirement Corporation (ICMA-RC). To accomplish this an agreement must be established between the City of Crestview and the ICMA-RC. The Finance Director will be the Coordinator of the plan and will establish the determination of the assets on the behalf of the City Manager.

President Whitten calls for action by Council.

A motion made by Mr. Blocker to adopt Resolution 19-22. Seconded by Mr. Hayes with 4 yeas from Mr. Blocker, Mr. Hayes, Mr. Rencich, Ms. Brown, 0 nays, motion carried.

**12. Ordinances on First Reading**

**13. Ordinances on Second Reading**

**14. Action Items**

- 1. Waiver of Purchasing Policy for Environmental Fence and awarding of contract.**

Mr. Steele, Public Services Director stated the request is for fencing. To secure the site of the Environmental Center. We received sealed quotes and the lowest quote obtained was from Harris Fence Installation for \$9,210.00. Mr. Steele is asked for approval to accept the sealed quote instead of going through the bid process

so there will not be any building delays, being that the bid process can take up to 6 weeks. There is no additional impact on the budget being that this was previously approved by Council.

A brief discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker waive the sealed bid requirements of the Purchasing Policy and award Harris Fence Installation the fencing contract with a price not to exceed the cost of \$9,210.00. Seconded by Mr. Hayes with 4 yeas from Mr. Blocker, Mr. Hayes, Mr. Rencich, Ms. Brown, 0 nays, motion carried.

## **2. Election of Mayor Pro-Tem**

Mr. Bolduc, City Manager stated that with the change of the City Charter that was effective October 1, 2018 removed the positions of Council President and Vice President. The Council Meetings are now chaired by the Mayor and in his absence the Mayor Pro-Tem. This position of Mayor Pro Tem must be selected by the sitting Council members after April 1<sup>st</sup> of each year.

A motion made by Mr. Rencich to select Mr. Shannon Hayes as Mayor Pro Tem. Seconded by Mr. Blocker with 4 yeas from Mr. Rencich, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

## **3. Approval of Analytica Contract for Strategic Planning**

Mr. Bolduc, City Manager stated that this item is to finalize the Strategic Planning session that is being held at the end of May on the 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>. He then explained itinerary for the three day session. Dr. Herbert Marlow of Analytica will moderate the sessions and has agreed to provide all three sessions for a total of \$4,000.00. Because this is not a budget item Mr. Bolduc is seeking approval from Council.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve the agreement with Analytica to provide strategic planning services for a total of \$4,000.00. Seconded by Mr. Hayes with 4 yeas from Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

## **4. Purchase of Power DMS Document Management Software**

Mr. Bolduc, City Manager stated that the request for the DMS Document Management Software is for the benefit of the Police Department to track and maintain records for training purposes. The current cost of this is \$5,016.36 which will have no impact on the budget.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to authorize the City Manager to purchase PowerDMS with funds reallocated from the training center in the amount of \$5,016.36. Seconded by Mr. Blocker with 4 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

## **5. Selection of CRA Chair and Vice Chair**

Mr. Bolduc, City Manager informed the Board that Florida Statute 163.356 (3) © states that “The governing body of the county municipality shall designate a Chair and Vice Chair from among the commissioners.” The Chair of the CRA Board will be responsible for running the meetings. In the absence of the Chair, the Vice

Chair will assume those responsibilities. Being that the City Council is the governing body of the CRA it must designate a Chair and Vice Chair of the CRA Board to fill the two positions.

Discussion ensued.

A motion made by Mr. Hayes to nominate Mr. Nathan Boyles as the CRA Chair. Seconded by Mr. Rencich with 3 yeas from Mr. Hayes, Mr. Rencich, Ms. Brown with 1 nay from Mr. Blocker, motion carried.

A motion made by Mr. Hayes to nominate Dr. LaRosse as the CRA Vice Chair. Seconded by Ms. Brown with 4 yeas from Mr. Hayes, Ms. Brown, Mr. Rencich, Mr. Blocker, 0 nays, motion carried.

#### **6. Selection of TPO Members**

Mr. Bolduc, City Manager informed the Board that currently the City of Crestview has three seats on the Okaloosa/Walton Transportation Planning Organization (TPO) with one those seats recently vacated. The next meeting will be on April 18, 2019 and Council would need to reassign the vacant seat and possibly name two alternates.

A small discussion ensued.

A motion made by Mr. Blocker to appoint Mr. Rencich to the Okaloosa County TPO. Seconded by Mr. Hayes with 4 yeas from Mr. Blocker, Mr. Hayes, Mr. Rencich, Ms. Brown, 0 nays, motion carried.

Mr. Hayes reminded Council that there also needs to an alternate selected in conjunction with the appointment of Mr. Rencich to the vacated seat.

A motion made by Mr. Hayes to appoint Ms. Brown as the alternate TPO member for Mr. Rencich. Seconded by Mr. Blocker with 4 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

#### **15. Comments from the Audience**

#### **16. Comments from the Mayor and Council**

Mr. Rencich asked for Council to give a consensus to the City Manager to research possible ways to handle annexations of enclaves and other items to be presented either before or during the Strategic Planning Session scheduled in May.

Council did consensus for Mr. Rencich's request.

Mr. Hayes welcomed the new members to the City Council.

Mr. Blocker asked the City Manager what the projected date of use for the Environmental Park and what type of activities can be conducted there.

Mr. Bolduc, City Manager answered that a report will be provided at the next meeting.

Mr. Blocker also inquired about doing something more than a sign from the City to recognize the win of the State Championship of the Crestview High School Bulldogs Varsity Basketball team.

Mr. Bolduc, City Manager stated that he and the Mayor are in talks about what more could be done.

Mr. Blocker inquired about a city-wide clean in the month of May and about the stray dog issue in the City limits, the programs at the Parks and Recreation concerning the youth.

Mr. Bolduc answered that he would look in to all the inquiries and report back.

Ms. Brown stated that her day job is being the Director of a transitional women's group on in Forth Walton Beach and they will be holding a social work meeting in Crestview on July 11<sup>th</sup> at the library. They are hoping to have community input at this meeting. Ms. Brown also talked about the service of the garbage pick-up.

Mayor Whitten gave positive feedback on the Triple B BBQ event that was held on Main Street and talked about the upcoming Strawberry Festival that is coming up.

**17. City Clerk Report**

Ms. Roy, City Clerk stated that she did not have a report.

**18. City Manager Report**

Mr. Bolduc, City Manager announced with the recent resignation of Mr. Faircloth from the City Council the City Clerk has posted the seat and is accepting letters of intent until 3:00 p.m. on April 15<sup>th</sup>. There has been a lot of interest in this seat and he did ask to have a Special Meeting on April 30<sup>th</sup> to interview and select a new councilmember.

Council gave consensus to hold a Special Meeting on Tuesday, April 30<sup>th</sup> at 6 p.m. to select a new councilmember.

**1. Update on the Dog Park Project**

Mr. Bolduc, City Manager, updated the Council on the progress of the dog park. He noted that there were discussions about having a swipe card to enter the park but that process is pretty expensive to install and maintain. That cost would offset the maintenance of the park and in talking with the Public Services Director and the City Attorney we can designate the park as an "at risk" park meaning that it will be open to anyone and users at their own risk.

A brief discussion ensued about the information presented.

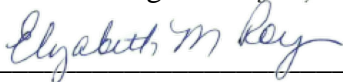
Ms. April Meier, owner of Pawsitively Scrumptious at 307 B West Highway 90, Crestview FL stated that she's very anxious for the dog park to open but would like to wait until everything is in place as far as equipment.

Discussion ensued.

Mr. Bolduc stated that they are looking to open the park in May.

**19. Adjournment**

This meeting was adjourned by Mayor Whitten at 8:05 p.m.

  
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**Elizabeth M. Roy**  
**City Clerk**

**Minutes approved this 10th day of June, 2019.**