

City Council Minutes
March 23, 2020
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 the Honorable Mayor JB Whitten. Present were: Mayor Pro Tem Shannon Hayes, Council members Andrew Rencich, Harry LeBoeuf, Cynthia Brown, and Joe Blocker. Also present were the City Manager Tim Bolduc, City Clerk Elizabeth Roy, City Attorney Jon Holloway, department heads and members of the press. Members of the public were encouraged to watch on line on the Live Stream from Crestview Community Television.

2. Invocation, Pledge of Allegiance

Invocation and Pledge were led by: City Manager Tim Bolduc.

3. Open Policy Making and Legislative Session

4. Approve Agenda

A motion was made by Joe Blocker to Approve the agenda Seconded by Shannon Hayes, vote 5 yeas and 0 nays, motion carried.

5. Presentations and Reports

6. Consent Agenda

Mr. Blocker had questions about how much the City had spent on the parking lot where the old Piggly Wiggly was. Mr. Bolduc explained how the funds have been used and what the cost of the parkinlot was per space. After the discussion, Mayor Whitten called for vote on consent agenda. A motion was made by Shannon Hayes to Approve the consent agenda. . Seconded by Andrew Rencich, vote 5 yeas and 0 nays, motion carried.

6.1. Parking Lot Construction Agreement with Okaloosa County

7. Resolutions

8. Public Hearings / Ordinances on Second Reading

9. Ordinances on First Reading

10. Action Items

10.1. Rejection of Photography Bids.

City Manager Tim Bolduc stated that the Photography bids were advertised and received and opened on 3/7/2020. Due to a bid protest received before the opening of the bids, staff is requesting that all 3 bids received be rejected and the bid re advertised. A motion was made by Cynthia Brown to reject all 3 bids received on 3/17/20 for Photography Services. Seconded by Joe Blocker, vote 5 yeas and 0 nays, motion carried.

10.2. Approval of new City of Crestview Purchasing Manual

City Manager Tim Bolduc presented the new purchasing Manual to the City Council. A question was asked through CCTV if it would be available on the Web. The City Clerk stated that it would be placed on the Web ASAP after council approved the new Manual. A motion was made by Joe Blocker to adopt the Updated City of Crestview and CRA Purchasing Manual and allow the City Manager to approve and implement any updates that do not have financial impact to the City or CRA. Seconded by Harry LeBoeuf, Vote was 5 yeas and 0 nays, Motion Carried.

10.3. COVID-19 Cronavirus Update and Action Items

City Manager Tim Bolduc presented the City Council with the Current plans for dealing with the Covid-19 situation and asked for the following:

1. Recognize the local state of emergency as adopted by Okaloosa County and act accordingly.
2. Suspend all appointments to the Local Planning Agency and appoint the City Council to serve as such

board for a minimum of three (3) months. This action will allow the City Council to conduct essential business for the board at a regular scheduled city council meeting as needed therefore limiting the exposure of volunteers and reducing meeting nights during this time.

3. Suspend water and sewer utility late fees for 60 days. This will provide relief for individuals who are

experiencing difficult times resulting from the COVID-19 business limitations and closures. The expected result of these lay-offs and furloughs is an increase in these fees which are not a part of the expected revenues as reflected in the budget.

4. Extend the authority to suspend water cut-offs to the city manager as such time as deemed necessary until the crisis is over.

5. Allow the city manager to adjust schedules and implement the Emergency Management plan as necessary.

A motion was made by Cynthia Brown to 1. To suspend all appointments to the Local Planning Agency and appoint the City Council to serve as the Local Planning Agency as needed for not more than three (3) months as needed.

2. To suspend water and sewer late fees for a period of 60 days from today's date.

3. Allow the City Manager to evaluate the policy for water cut-off and adjust as needed for up to 60 days from today's date.

4. Allow the City Manager to adjust schedules, hours of operation and employee duties to maintain social distancing and continuation of operations. Seconded by Harry LeBoeuf, vote 5 yeas and 0 nays, motion carried.

the following emergency management actions.

These actions will serve to continue to promote the proactive posture that the City of Crestview has taken over

the last month. The actions are as follows;

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2. Suspend all appointments to the Local Planning Agency and appoint the City Council to serve as such

board for a minimum of three (3) months. This action will allow the City Council to conduct essential

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4. Extend the authority to suspend water cut-offs to the city manager as such time as deemed necessary

until the crisis is over.

Page 71 of 98

5. Allow the city manager to adjust schedules and implement the Emergency Management plan as

necessary.

11. City Clerk Report

11.1. City Manager Evaluation

Mayor JB Whitten reviewed the City Manager Evaluation rankings as submitted by the City Council members. All gave very positive input in the past years performance by the

City Manager. overall Ranking was 4.55 and a copy is available through the City Clerk's office if requested.

City Manager stated that although the contract called for a salary update at the time of the evaluation, he asked that the Council defer that until such time as the Covid-19 situation subsided. Mr. Bolduc praised the Department heads, staff, City Attorney and City Clerk on how they are all working together.

12. City Manager Report

City Manager Tim Bolduc discussed the Small Business webinar that was presented last week and that the City was looking to help the Businesses conduct business as easily as possible. A code enforcement update was provided to the Council and Mr. LeBoeuf asked for updates as we move forward. There has been no Senior activities. He also presented the Financial report for the fiscal year and asked the council to let him know if they had any questions or wanted other information. Mr. Rencich asked how many small businesses were on the webinar...41 on the Webinar itself and 30 more on the Facebook page. Mr. Bolduc asked that council members email any information they would like to see before meetings so he can pull that information together for presentation, maybe once a month or once a quarter. Mr. Hayes asked about the camping ordinance and Mr. Holloway updated Council. Mr. Blocker asked for goals and finances on a bar chart.

12.1. City Manager Report

13. Comments from the Mayor and Council

Mayor asked if there were any comments from CCTV. City Clerk said there was one mainly about feeding those in need, Mayor will address. What can they do to help. Mr. LeBoeuf asked that the citizens be patient, this is uncharted territory for everyone. Mr. Rencich asked everyone to keep small businesses in mind and shop local. Ms. Brown happy with the way the staff is working through this issue, and why is the gas higher here. Mr. Bolduc explained that the County controls the taxes on gas, and the City nor the county no control over the gas prices themselves. Competition controls the prices. Mr. Blocker asked the City Manager has a plan for the use of all the properties that the city owns. This years budget was planned to have a facility master plan but that will depend on how next years funding works out. Plans are in place for Long Street Property and skate park. Other properties will be planned when we can do the master plans. Mr. Blocker asked if they have a plan for lockdown. Pandemic plan is in place. Are there any weak links in our City. Mr. Bolduc responded with have a great team with great potential. Mr. Hayes commended the Mayor and City council on the updates that are going out on CCTV and Facebook.


Mayor Whitten stated that videos are also on our facebook not just CCTV, with just facts. Review of city council meetings are also done the day after meeting. He also discussed the plans for a meeting (virtual) with the churches in the area to work on a plan for feeding people who are in need. That will be held on Wednesday afternoon.

Someone has asked for Foxwood update. Annexation ordinance is being addressed, and the process has been slowed down some until we see how the economic impact affects us.

Mr. Whitten also visited businesses in the City to see how they are coping with the shut downs. The community is really coming together to get through this and come out ok on the other side.

14. Comments from the Audience

15. Adjournment



Elizabeth M. Roy
City Clerk



JB Whitten
Mayor

Minutes approve this 11th day of May, 2020 .