MINUTES
SPECIAL MEETING
of THE MARY ESTHER CITY COUNCIL
May 18, 2026 - 6:15 PM
195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
April Sutton, Councilmember
Bernie Oder, Councilmember
Susan Coxwell, Mayor Pro Tem
Larry Carter, Councilmember
Richard Lawson, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk (Virtually)
Heather Day, Finance Director
Kelvin Cherry, Code Compliance Officer
Tyler Reed, Community Development Director

OTHERS PRESENT

Chad Rewis, OSCO Captain
Jeff Wagner, OCWFD Chief

1. **INVOCATION**
No invocation was given.

2. **CALL TO ORDER**
The meeting was called to order by Mayor Stein at 6:51 p.m.

3. **PLEDGE OF ALLEGIANCE**
Mayor Stein led the Pledge of Allegiance.

4. **ROLL CALL**
The City Clerk called the roll as reflected above.

5. **APPROVAL OF THE AGENDA**
Mayor Stein asked if the council wished to make any changes to the agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Lawson initiated the motion, seconded by Councilmember Carter. The motion passed unanimously.

RESULT:	**PASSED (5-0)**
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Larry Carter
AYES:	April Sutton, Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	None

6. **SPECIAL PRESENTATIONS**

6.1. **Presentation: Fair Housing Workshop**
Jeffery Winter, Cornerstone Community Partners, discussed the fair housing procedures for Mary Esther and affirmed the organization's commitment to fair housing practices.

7. **UNFINISHED BUSINESS**

7.1. **Resolution 26-08: FFY 2025 Small Cities Community Development Block Grant (CDBG) Application**

Mayor Stein asked City Clerk Morris to read the title of Resolution 26-08 into the record, to which he did.

RESOLUTION 26-28.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AUTHORIZING THE CHIEF ELECTED OFFICIAL OR CITY MANAGER IN THE MAYOR'S ABSENCE TO MAKE APPLICATION TO FLORIDACOMMERCE FOR FUNDING UNDER THE FFY 2025 FLORIDA SMALL CITIES CDBG PROGRAM; COMMITTING $50,000 PER APPLICATION IN LOCAL FUNDS TO BE UTILIZED AS LEVERAGED FUNDS, IF AWARDED CDBG FUNDING; PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

City Manager Jared Cobb discussed the application process and recommended the Springdale grant application. Jeffery Winter provided further discussion on this topic. Mayor Stein asked if the council wished to discuss the topic further. Councilmember Sutton motioned to adopt Resolution 26-08, seconded by Mayor Pro Tem Coxwell. The motion passed unanimously.

RESULT:	**PASSED (5-0)**
MOVER:	Councilmember April Sutton
SECOND:	Mayor Pro Tem Susan Coxwell
AYES:	April Sutton, Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	None

8. NEW BUSINESS

8.1. **Variance: 22 Misty Water Lane – Rear Yard Setback**

Tyler Reed, Community Development Director, presented the background for the variance request at 22 Misty Water Lane. Mayor Stein asked if the council wished to discuss the topic further. Hearing none, Mayor Stein asked for a motion to approve the after-the-fact dimensional variance, authorizing a rear yard setback of approximately seventeen (17) feet in lieu of the required twenty (20) foot setback along the eastern line of the property at 22 Misty Water Lane. Councilmember Oder initiated the motion, seconded by Councilmember Carter. The motion passed 4-1.

RESULT:	**PASSED (4-1)**
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Larry Carter
AYES:	Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	April Sutton

8.2. **Resolution 26-09: Amending the Comprehensive Fee, Fine, and Revenue Schedule to Establish Building Plan Review and Inspection Service Fees**

Tyler Reed, Community Development Director, provided background on resolution 26-09 being brought before the council. There was some discussion among the council. Mayor Stein asked

City Clerk Morris to read the title of Resolution 26-09 into the record, to which he did.

RESOLUTION 26-09.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA PROVIDING FOR AUTHORITY; AMENDING THE COMPREHENSIVE FEE, FINE, AND REVENUE SCHEDULE; PROVIDING FOR REPEAL; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Stein asked if the council wished to discuss the topic further. Hearing none, Mayor Stein asked for a motion to adopt Resolution 26-09 amending the Comprehensive Fee, Fine, and Revenue Schedule to establish building plan review and inspection service charges as set forth in Exhibit A, effective upon adoption. Councilmember Lawson initiated the motion, seconded by Councilmember Oder. The motion passed 4-1.

RESULT:	**PASSED (4-1)**
MOVER:	Councilmember Richard Lawson
SECOND:	Councilmember Bernie Oder
AYES:	Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	April Sutton

8.3. Resolution 26-10: Contract for Third-Party Building Plan Review and Inspection Services with E.P. Consultants, Inc.

Tyler Reed, Community Development Director, discussed the background on why Resolution 26-10 is being brought before the council. There was some discussion among the council. Mayor Stein asked City Clerk Morris to read the title of Resolution 26-10 into the record, to which he did.

RESOLUTION 26-10.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AUTHORIZING THE CITY TO ENTER INTO A CONTRACT FOR SERVICES WITH E.P. CONSULTANTS, INC. (E.P.C.I.) FOR THIRD-PARTY BUILDING PLAN REVIEW AND INSPECTION SERVICES PURSUANT TO RFP 2025-02; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE FUTURE ONE-YEAR RENEWAL AMENDMENTS; TERMINATING THE INTERLOCAL AGREEMENT FOR BUILDING DEPARTMENT SERVICES WITH OKALOOSA COUNTY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Stein asked if the council wished to discuss the topic further. Hearing none, Mayor Stein asked for a motion to adopt Resolution 26-10, approving the Contract for Services with E.P. Consultants, Inc. for third-party building plan review and inspection services pursuant to RFP 2025-02, authorizing the Mayor to execute the Agreement and the City Manager to execute future one year renewal amendments, and authorize the city manager to provide the required 90 day notice of termination of the interlocal agreement for building department services with Okaloosa County. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Coxwell. The motion passed 4-1.

RESULT:	**PASSED (4-1)**

MOVER:	Councilmember Bernie Oder
SECOND:	Mayor Pro Tem Susan Coxwell
AYES:	Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	April Sutton

8.4. Consideration: Award of Bid for the Azalea Park and Caswell Circle Neighborhood Improvements Project

Jared Cobb, City Manager, discussed the bids received for Azalea Park and the process to award the base bid and alternates. Mayor Stein asked if the council wished to discuss the topic further. Hearing none, Mayor Stein asked for a motion to award the bid for the Azalea Park and Caswell Circle Neighborhood Improvements Project to ECSC, LLC for the Base Bid and to negotiate Alternates 1, 2, 4, 5, 6, and 7 and reject alternate 3, and direct staff to bring the construction contract back to the council for approval at the June 1, 2026, regular meeting. Councilmember Oder initiated the motion, seconded by Councilmember Oder. The motion passed unanimously.

RESULT:	**PASSED (5-0)**
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	April Sutton, Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	None

8.5. Consideration: First Amendment to Master Services Agreement with Kimley-Horn

Jared Cobb, City Manager, discussed the master service agreement with Kimley-Horn and the upcoming bidding process for many contracts with City Attorney Dykes, adding more information. Mayor Stein asked if the council wished to discuss the topic further. Hearing none, Mayor Stein asked for a motion to approve the First Amendment to the Master Services Agreement with Kimley-Horn and Associates, Inc., and to authorize the City Manager to execute the amendment. Councilmember Oder initiated the motion, seconded by Mayor Pro Tem Coxwell. The motion passed unanimously.

RESULT:	**PASSED (5-0)**
MOVER:	Councilmember Bernie Oder
SECOND:	Mayor Pro Tem Susan Coxwell
AYES:	April Sutton, Susan Coxwell, Richard Lawson, Larry Carter, Bernie Oder
NAYS:	None

9. ADJOURN

Councilmember Carter asked whether, in the future, Community Development Director Reed could provide a summary of his agenda items rather than reading them verbatim. Councilmember Oder asked City Attorney Dykes whether he had to, and City Attorney Dykes stated that staff reports can be entered into evidence.

Councilmember Sutton discussed the city's receipt of a yearbook from Mary Esther Elementary to display in City Hall and to honor the school's history with the city.

City Clerk Morris asked for direction on when the council would like their new swearing-in dates for the upcoming election change ordinance, with the council reaching a consensus to set them for the first regular December meeting.

The council meeting adjourned at 7:41 p.m.

Minutes approved at the 7/6/2026 **meeting.**

Dillon Morris

Dillon Morris, City Clerk

CITY OF MARY ESTHER
ESTABLISHED
1946
STATE OF FLORIDA