AGENDA
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
January 7, 2014
6:00 pm CST

Mayor Schafer IV
Councilmember Knobloch At-Large
Councilmember Lopez Ward 1
Councilmember LaFontaine Ward 2
Councilmember Sislow Ward 3
Councilmember Rech Ward 4

I. Call to Order

1. Invocation – Councilmember Knobloch
2. Pledge of Allegiance
3. Roll Call
4. Confirm or adjust agenda order

II. Presentation Agenda

1. Council Comments
   a. The next regularly scheduled Council Meeting will be held at 6:00 pm CST on Tuesday, January 21, 2014 in Council Chambers located at 5000 Diamondhead Circle.
   b. The City of Diamondhead will be closed Monday, January 20, 2014.
2. City Manager Report
3. Public Comments on Agenda Items
4. Public Hearing at 6:30 pm CST regarding: A Menace to the Public Health and Safety of the Community of Address 1282 Kapalama Court, Diamondhead, MS.

III. Policy Agenda

1. Approval of Minutes
   a. 12.17.2013 Formal Meeting
   b. 12.27.2013 Special Call
2. Resolutions

   2014 – 3060 – Resolution 2014-082: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATING THAT THE HEREIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY, 1282 KAPALAMA COURT, DIAMONDHEAD, MS.**
3. Other actions
   a. 2014 – 3056 - Approve Stewart Sneed Hewes Property Insurance Renewal Proposal
   b. 2014 – 3057 - Approve Amended City of Diamondhead Policy and Procedure For Receiving and Opening: Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS)
   c. 2014 – 3058 - Approve Bid for Drainage Improvements Project: Diamondhead Drive East, Ahekolo Circle, Bayou Drive & Kapalama
   d. 2014 – 3061 - Discuss filling vacancy for Mayor's Youth Council – Resolution 2013-050
   e. 2014 – 3062 – Authorizing Seymour Engineering to make application to State and Federal Agencies in regards to the City of Diamondhead's Projects identified in the Seymour Engineering Letter.

IV. Routine Agenda

1. Docket of Claims

V. Public Comments on Non Agenda Items

VI. Adjourn

MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
December 17, 2013
6:00 pm CST

I. **Call to Order** – Mayor Schafer called the meeting to order at 6:00 pm CST
   1. **Invocation** – Councilmember Sislow
   2. **Pledge of Allegiance** – Councilmember Rech
   3. **Roll Call** – All Councilmembers were present
   4. **Confirmation or Adjustment of the Agenda Order** – Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to accept the Agenda Order as presented. Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

II. **Presentation Agenda**

1. Council Comments

a. Mayor Schafer announced the next regularly scheduled Council Meeting will be held at 6:00 pm CST on Tuesday, January 7, 2014 in Council Chambers located at 5000 Diamondhead Circle.
b. Councilmember LaFontaine stated Hancock County Solid Waste Authority will be seeking bids for a new contract and the next meeting is January 7, 2014 at 2:00 pm CST.

2. City Manager Report

a. Voting elections will no longer be held at the Community Church. Future voting elections will take place in the activity center at City Hall located at 5000 Diamondhead Circle.
b. A street light map will be available Thursday afternoon, December 19, 2013, in efforts to improve lighting in Diamondhead.
c. Due to the season change, Public Works has transitioned from grass cutting to ditch cleaning. Paving projects are planned to start in the next 30 days.
d. Three staff attended a class and became ICS300 Certified (FEMA class for the Incident Command System) last week.
e. A Customer Service Training will be given to staff Wednesday morning, December 18, 2013.
f. The 2014 Diamondhead Events Calendar will be posted on the website Wednesday, December 18, 2013.
g. The Police ammunition is now located at the Hancock County Sheriff's Office. Procedures are put in place to account for and inventory the ammunition every three months.
h. The City Clerk was recognized and gave an update on the City's Sales Tax Status. She stated the Department of Revenue business list used to calculate the monthly distribution is not current. She and others are working with the state to resolve the matter and possibly recoup back taxes owed to the city, as a result of the discrepancy.
i. The City will be closed Tuesday, December 24, 2013 and Wednesday, December 25, 2013 to observe the Christmas Holiday.

Councilmember LaFontaine requested the status of Dairy Queen Road. The City Attorney stated he hasn't received any information from the owner of the property. He will have something to report at the next meeting.

3. Police Report

a. Captain Al Hermann was recognized and gave a report on recent police activity.
b. Councilmember Knobloch stated he issued an e-blast and made a Facebook post regarding the procedure for emergency vs. non-emergency calls. Councilmember Sislow will request the same procedure be printed in the POA News Letter.

4. **Public Comments on Agenda Items limited to 3 minutes per person** – NONE
5. **Presentations**
   a. MDOT Presentation regarding Exit 16 – Kelly Castelberry, of MDOT, was recognized. He stated MDOT is aware of the congestion problem at Exit 16. A traffic study was conducted prior to the incorporation of Diamondhead. MDOT postponed taking action at the time due to potential zoning conflicts with the new city. He presented two proposals to improve the congestion:

      1. **Short Term** – From 3:30 PM TO 5:30 PM on weekdays, traffic entering the I-10 exit from the West would be forced to make a right turn, go around the south side circle, and then drive over the I-10 overpass. Doing this would prevent traffic from backing up on I-10. Signage and barricades would be provided by MDOT.
      2. **Long Term** – A study is needed to devise a solution and create a design plan. Funding sources would have to be identified. This process would take 18-24 months. Estimated time for construction is 24 months with total project completion to be in 36 months.

   Councilmember Sislow asked Captain Al Hermann his thoughts on the Short Term Proposal. Captain Hermann stated there's potential for accidents on Yacht Club Drive due to the 35 mph speed limit on the overpass.

   Mayor Schafer requested the proposal in writing from Mr. Castelberry.

   b. Mayor Schafer presented a MS Department of Environmental Quality Proposal. Possible funding is available to enhance Diamondhead's natural resources and promote Economic Development. Diamondhead would benefit from the funding. A private firm would directly receive the funds and provide the services.

III. Policy Agenda

1. **Approval of Minutes -** Upon motion by Councilmember Lopez, seconded by Mayor Schafer, to accept the 12/3/13 and 12/10/13 minutes as presented. Councilmember LaFontaine abstained from approving the 12/10/13 minutes due to his absence at the meeting.

   Upon discussion, Councilmember Lopez and Mayor Schafer withdrew their motion to approve the 12/3/13 and 12/10/13 minutes as presented.

   Upon motion by Councilmember LaFontaine, seconded by Councilmember Sislow, to accept the 12/3/13 minutes as presented. Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nay's none.

   Upon motion by Councilmember Rech, seconded by Councilmember Sislow, to accept the 12/10/13 minutes as presented. Ayes: Lopez, Knobloch, Sislow, Rech and Mayor Schafer. Nay's none. Councilmember LaFontaine abstained due to his absence at the meeting.

2. **Code enforcement hearings/resolutions/actions**

   Item No. 2013-3052 - Resolution No. 79

   RESOLUTION OF THE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF DIAMONDHEAD FINDING AND ADJUDICATING THAT THE HEREIN DESCRIBED PARCELS OF LAND ARE IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE LAND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTIES.

   a. Ronald Jones, City Building Official, was recognized and gave a brief synopsis of the procedural process of MS Statute Section 21-19-11. The statute gives a local jurisdiction authority to clean

property and have the costs associated with the clean-up as a lien on the property. The City received a complaint from a citizen regarding the property at 6838 Apona Street. The property owner is Matthew Hensel from Norman, Oklahoma. Proper notice was given to the property owner through certified mail in accordance with Section 21-19-11. Ms. Tisdale, Attorney, stated the City received the return receipt card from the Post Office.

Mr. Jones instructed the Mayor and City Council that a "hearing" had to be held for the property owner to receive comments.

The next step would be to consider the resolution to declare the property in such a state of uncleanliness that it is a menace to the public health, safety and welfare. The resolution gives authority to advertise for bids to have the property cleaned, authority to have the costs of cleaning the property as a lien on the property and allows the Building Official authority to enter the property not more than 5 times during a calendar year to clean the property, if necessary, when posted.

The next step will be to advertise twice in the newspaper and open bids. At the January 21, 2014 City council meeting, a resolution will be presented to award a bid. Upon award, the contractor will typically have 30 days to complete the work. Paper work will be issued to Hancock County to place a lien on the property. All legal requirements for the hearing have been completed.

b. The hearing was held. Councilmember Knobloch called Mr. Hensel's name 3 times. Mr. Hensel was not present and the hearing was closed.

c. Councilmember Sislow motioned, seconded by Councilmember LaFontaine, to approve Resolution-2013-079: **RESOLUTION OF THE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF DIAMONDHEAD FINDING AND ADJUDICATING THAT THE HEREIN DESCRIBED PARCELS OF LAND ARE IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE LAND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTIES.**

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

d. Councilman Knobloch asked Mr. Jones what would be the next step if right of entry is not obtained. Mr. Jones replied that an inspection warrant could be obtained through the municipal judge. This would give the Building Official the right to enter the property and structures. After the inspection, the Building Official would have to report back to the municipal judge of his findings.

3. Resolutions

Item No. 2013-3053 - Resolution No. 80

RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI TO ACQUIRE, BY DONATION, CERTAIN REAL PROPERTY LOCATED WITHIN THE CITY FROM DONOR, PURCELL COMPANY, INC.

Councilmember LaFontaine motioned, seconded by Councilmember Sislow, to approve Resolution-2013-080: **RESOLUTION AUTHORIZING THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI TO ACQUIRE, BY DONATION, CERTAIN REAL PROPERTY LOCATED WITHIN THE CITY FROM DONOR, PURCELL COMPANY, INC.**

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

IV. Routine Agenda

1. Docket of Claims

2. Revenue and Expense Report – November 2013

Councilmember Rech motioned, seconded by Councilmember Lopez, to approve the Docket of Claims and the November 2013 Revenue and Expense Report as presented.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech. Nay's none.

V. Public Comments on Non Agenda Items limited to 3 minutes per person – NONE

EXECUTIVE SESSION

Councilmember Sislow moved, seconded by Councilmember Rech, to go into closed session to discuss the need to go into Executive Session. The motion carried unanimously to go into Closed Session at 7:04 pm CST.

Councilmember Sislow moved, seconded by Councilmember Rech, to go into Executive Session to discuss personnel issues and potential litigation matters. The motion carried unanimously.

Councilmember Rech moved, seconded by Councilmember Sislow, to come out of Executive Session. The motion carried unanimously.

Councilmember Rech moved, seconded by Councilmember Sislow, to return to the Regular meeting. The motion carried unanimously to return to the Regular meeting at 8:06 am CST.

RETURN TO REGULAR SESSION

The City Attorney announced a personnel issue and potential litigation was discussed in Executive Session and no official action was taken.

VI. Adjourn - Councilmember Lopez motioned, seconded by Councilmember Sislow, to adjourn the meeting at 8:12 pm CST. The motion carried.

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk

MINUTES
SPECIAL CALL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
December 27, 2013
11:00 am CST

I. **Call to Order** – Mayor Schafer called the meeting to order at 11:00 am CST
   1. **Invocation** – Councilmember Rech
   2. **Pledge of Allegiance** – Councilmember Rech
   3. **Roll Call** – Councilmembers LaFontaine, Rech, Knobloch and Mayor Schafer were present. Councilmember Lopez participated via telephone. Councilmember Sislow was absent.
   4. **Confirm or Adjust Agenda Order** – Councilmember Rech motioned, seconded by Councilmember LaFontaine, to accept the Agenda Order as presented. Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch and Rech. Nay's none. Councilmember Sislow was absent.

II. **Presentation Agenda**
   1. **Council Comments** - Mayor Schafer announced the next regularly scheduled Council Meeting will be held at 6:00 pm CST on Tuesday, January 7, 2014 in Council Chambers located at 5000 Diamondhead Circle.
   2. **Public Comments on Agenda Items limited to 3 minutes per person** – NONE

III. **Policy Agenda**
   1. **Other Actions**

      2013-3054 – Approval of **EXTENTION OF INTERLOCAL COOPERATION AGREEMENT BETWEEN HANCOCK COUNTY AND THE CITY OF DIAMONDHEAD FOR POLICE PROTECTION SERVICES AND OTHER PURPOSES THROUGH MARCH 3, 2014**

      Councilmember Rech motioned, seconded by Councilmember LaFontaine, to approve the **EXTENTION OF INTERLOCAL COOPERATION AGREEMENT BETWEEN HANCOCK COUNTY AND THE CITY OF DIAMONDHEAD FOR POLICE PROTECTION SERVICES AND OTHER PURPOSES THROUGH MARCH 3, 2014.**

      Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch and Rech. Nay's none. Councilmember Sislow was absent.

   2. **Resolutions**

      2013-3055 – Resolution 2013-081 – Approval of **RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE "CITY), TO EXECUTE EXTENSION AGREEMENT WITH HANCOCK COUNTY ALLOWING FOR THE SHERIFF'S OFFICE TO CONTINUE PROVIDING LAW ENFORCMENT SERVICES TO THE CITY**

      Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to approve Resolution 2013-081: **RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE "CITY), TO EXECUTE EXTENSION AGREEMENT WITH HANCOCK COUNTY ALLOWING FOR THE SHERIFF'S OFFICE TO CONTINUE PROVIDING LAW ENFORCMENT SERVICES TO THE CITY**

      Sean Tindell, City Attorney, was recognized and stated the Hancock County Board of Supervisors is

expected to approve the original agreement, as submitted, at their January 6, 2014 meeting. At that time, the agreement will be sent to the State Attorney General's Office, thus the reason for the March 3, 2014, request for extension of the current contract.

Councilmember Rech asked if the City already sent the original agreement to the State Attorney General's office. Tindell stated the City had not sent the original agreement to the AG's Office because Hancock County will not formally approve the agreement until their January 6, 2014, meeting.

Ayes: Mayor Schafer, Lopez, LaFontaine, Knobloch and Rech. Nay's none. Councilmember Sislow was absent.

IV. Public Comments on Non Agenda Items limited to 3 minutes per person – NONE

V. Adjourn - Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to adjourn the meeting at 11:06 am CST. The motion carried. Councilmember Sislow was absent.

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk

Agenda Item
#2014-3060

There came on for consideration at a meeting of the Mayor and City Council of the City of Diamondhead, Mississippi, held on the **7th** day of **JANUARY, 2014,** the following Resolution:

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATING THAT THE HEREIN DESCRIBED PARCEL OF LAND IS IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY

WHEREAS, Mayor and City Council of the City of Diamondhead, Mississippi, (the "City"), pursuant to Mississippi Code Annotated Section 21-19-11, 1972, as amended, finds, determines, and adjudicates, based upon the investigation of the City's Building Department, that the parcel of land described below is in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the citizenry of the City; and

WHEREAS, said property, as described herein, is within the corporate boundaries of the City of Diamondhead, Hancock County, Mississippi; and

WHEREAS, the parcel investigated by the Building Department and recommended by the Building Official for adjudication as being in such a state of uncleanliness as to be a menace to the public health, safety and welfare of the citizenry of the City is identified as:

Tax Identification Parcel Number 067G-3-25-020.000

1282 Kapalama Court, Kapalama Cove Patio Homes, Lot 20

Demolish the structure; Remove all trash, rubbish and debris to a proper disposal site.
(Anne Blair)

WHEREAS, notice to the property owner was provided by the City pursuant to Mississippi Code Annotated Section 21-19-11, 1972, as amended, via United States Postal Service Certified Mail, Return Receipt Requested, on December 24, 2013, a copy of said Return Receipt being attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, the Mayor and City Council of the City of Diamondhead further find, determine and adjudicate that advertisement for bids to clean the above referenced properties should be made in the form and manner as provided by law; and

WHEREAS, the Mayor and City Council further find, determine and adjudicate that the cost of the demolition and/or lot cleanup shall not exceed the aggregate amount of $10,000.00 per parcel per calendar year or the fair market value of the property subsequent to cleaning, whichever is less. Said amount shall be assessed as a lien against said property as provided by law and shall be enrolled in the office of the Circuit Clerk of Hancock County, Mississippi as other judgments are enrolled.

WHEREAS, the Mayor and City Council of the City of Diamondhead further find, determine and grant authority to the Building Department to re-enter the property not more than five (5) times for a period of one (1) year without any further hearings if notice is posted on this property and at City Hall, 5000 Diamondhead Circle, Diamondhead, MS 39525 at least ten (10) days prior to re-entering the property for resolution of the same type of violation;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, AS FOLLOWS:

SECTION 1. That the matters, facts and things recited in the Preamble hereto

are hereby adopted as the official findings of the Governing Authority.

SECTION 2. That the property located at 1282 Kapalama Court, Diamondhead, Mississippi, be and hereby is declared to be a menace to the public health, safety and welfare of the citizenry of the City of Diamondhead.

SECTION 3. That the City Clerk be and hereby is authorized to advertise for bids to demolish the structure and clean the property described hereinabove and lying within corporate boundaries of the City of Diamondhead, Hancock County, Mississippi,

SECTION 4. That the cost of cleanup of the herein described property, including any penalty assessed, shall be a lien against said property as provided by law and shall be enrolled in the office of the Circuit Clerk of Hancock County, Mississippi.

SECTION 5. That the Mayor and City Council of the City of Diamondhead further find, determine and hereby grant authority to the Building Department to re-enter the property not more than five (5) times for a period of one (1) year without any further hearings if notice is posted on this property and at City Hall, 5000 Diamondhead Circle, Diamondhead, MS 39525 at least ten (10) days prior to re-entering the property for resolution of the same type of violation.

Councilmember _____ moved the adoption of the Resolution, which motion was seconded by Councilmember _____.

Upon being put to a roll call vote, the following ballots were cast:

	YEAS:	NAYS:	ABSENT:
Lopez			
Lafontaine			
Sislow			
Rech			
Knobloch			
Schafer			

WHEREUPON the Mayor declared the motion carried and the Resolution adopted, this the _____day of _____ _____ , 2014.

ATTEST: _____ ADOPTED:

_____ _____

CITY CLERK MAYOR

EXHIBIT 1

RETURN RECEIPT

FOR ANNE BLAIR

337 NUTCRACKER LANE

WINDER, GA 30680

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Ms. Anne Blair
337 Nutcracker Lane
Winder, GA 30680

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Anne Blair ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* | C. Date of Delivery 2/24

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

2. Article Number *(Transfer from service l...)* 7012 3050 0000 1683 9731

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

Agenda Item# 2014 3056

Proposal of Insurance

presented for:

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

December 20, 2013

Presented By
Frank Bordeaux
Assistant Vice President

BancorpSouth®
Insurance Services, Inc.

Important Please Read

As you review our proposal, please keep these thoughts in mind:

Always refer to the policies for specific coverage questions. Our proposal is a general overview only. The policy contract determines where and if coverage is available.

Consider flood and earthquake coverage. Neither flood loss nor earthquake loss are covered under standard property policies. All of us have exposure to floods and earthquakes.

The property and liability limits that we illustrate in this proposal are options only. We can provide additional alternative limit options if you request. The selection of limits is solely your decision.

Please notify us throughout the policy year of changes in your business that may affect your exposure to risk. Failure to do so may result in uncovered losses.

Our inspections, reports and recommendations are provided to assist in your efforts to establish and maintain a safe workplace and not to warrant workplace safety or compliance with applicable laws, regulations or standards. Our observations and suggestions are not a substitute for legal advice. You bear this ultimate responsibility and are encouraged to seek appropriate legal counsel when implementing a program or process to maintain a comprehensive workplace safety program.

Loss control is a daily responsibility of your management. Our visits are not a substitute for your own loss control program. Recommendations are developed from conditions observed at the time of our visit. They do not include every possible loss potential, code violation, or exception to good practice.

The solvencies of the insurance carriers that you select are of utmost importance. Unless noted otherwise, all carriers have a Best Guide rating of A- or better.

In order to offer you choices, our agency maintains relationships with a number of insurance companies. Most of these companies pay our agency a commission when we place coverage with them. Some companies issue policies on a net basis to us, and we, in turn, will charge you an agency fee. Some companies do pay our agency a contingency commission at the end of the calendar year if the group of insurance customers placed with that company have been profitable. Such an arrangement is an incentive for our agency to work with you to prevent losses as well as send profitable business to insurance carriers.

Our relationship with you is based on trust and we do our best to make no representation that would mislead anyone about any aspect of the products or services that we offer.

We value your trust and have always held it in the highest regard, therefore, we will continue to do all that we can to fully represent you in the insurance marketplace.

©BancorpSouth Insurance Services, Inc.

Commercial Property

Issuing Company: Underwriters at Lloyd's London
Policy Term: 1/8/2014 - 1/8/2015
Policy #: 23-7590274358-L-01

Location Schedule

Loc #	Bldg #	Address
1	1	5000 Diamondhead Circle Diamondhead MS 39525
2	1	#3 Gex Drive Diamondhead MS 39525

Property Limits

Loc #	Bldg #	Subject of Insurance	Amount	Co-insurance	Deductible	Named Storm Wind/hail	All other wind/hail
1	1	Building	$2,300,000	80%	5,000	5%	5%
1	1	Personal Property	$215,000	80%	5,000	5%	5%
2	1	Building	$34,095	80%	5,000	5%	5%

Property Premium: $21,821.09

Other Deductible Options				
	Wind and All Risk			
	Your Quote	Option 1	Option 2	Option 3
Named Storm	5%	10%	3%	2%
All Other wind & Hail	5%	10%	3%	2%
All Other Causes of Loss	$5,000	$15,000	$7,500	$5,000
Total Premium + taxes + Fees	**$21,821.09**	**$16,388.87**	**$23,953.22**	**$25,108.94**

This is only a brief summary, not a contract. Please see policy for full details, limitations and exclusions.

©BancorpSouth Insurance Services, Inc.

Premium Comparison

Coverage	Renewal	Expiring
Commercial Property	$$21,821.09	$19,818.84

This is only a brief summary, not a contract. Please see policy for full details, limitations and exclusions.

©BancorpSouth Insurance Services, Inc.

Acceptance of Proposal

City of Diamondhead

Please bind coverage as proposed by BancorpSouth Insurance Services, Inc., effective _____.

I understand that this proposal is only an outline of the insurance policy/policies and does not include all of the terms, coverages, exclusions, limitations and conditions included in the insurance policy/policies. Regardless of the terms, limitations and conditions carried in prior years, this proposal contemplates only the limits, terms, conditions, warranties and exposures represented herein. The insurance policy/policies will include these specific details.

****

_____ I accept the proposal as presented

_____ I accept the proposal with the following changes:

_____ I reject this proposal

****

_____ _____
Date Signed Authorized Signature of Named Insured

_____
Title

_____
Print Name

©BancorpSouth Insurance Services, Inc.

City of Diamondhead Policy and Procedure
For Receiving and Opening:
Request for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS)

Purpose

The City of Diamondhead establishes this Policy to provide guidance, efficiencies and fairness in the processes of receiving responses to city-published Request for Proposals (RFP)'s, Request for Qualifications (RFQ)'s and competitive Bids. From heretofore BID(S) includes RFQ's, RFP's, and Competitive Bids.

Pursuant to 19-25-1, et. seq., Miss. Code Annotated 1972, as Amended, price is just one of the factors that are considered in recommending a procurement award following the competitive bid process. Public openings of sealed competitive bids and disclosure of price-related information are undertaken in an effort to ensure that all vendors are treated equitably, and that the integrity of the acquisition process is maintained and the city obtains the lowest and best pricing and commodity for city use.

This policy will apply to all RFP's and RFQ's which are commonly known as using informal proposals and acceptance processes, this policy also applies to all competitive bids which are by statute more formal processes. As these BIDS are received in response to public advertisements, the city establishes this Policy and its procedures for all BIDS.

BID Opening Committee

A BID opening Committee is responsible for the opening of all sealed BIDS. Members are comprised of: City Clerk, City Manager and the Purchasing Clerk. In the occasion where a member of the committee is unable to attend, the absent member shall designate another for a specific opening.

Date and Time of BID Openings

The dates and times of public BID openings are specified in the advertisement and will be opened in public view.

BID Submittal and Receiving Requirements

Each BID shall include the following information:

Time: The Advertisement for BIDS states that BIDS are to be submitted on or before a certain time. If a BIDS is submitted after the deadline, the Committee shall not accept the BIDS and will return the same unopened to the Proposer. Enter the Proposers name, the time of the submittal, and the words "Refused—not timely submitted on the BIDS tabulation.

Place: The place for receiving a BID is set forth in the Advertisement.

***Sealed* BIDS:** The Advertisement shall state a BID shall be sealed. Additionally, the instructions to Responders require BIDS to be submitted in a sealed envelope properly addressed and endorsed.

***Manner of* BIDS**: Oral, telephonic, electronic mail (e-mail) or facsimile are invalid and will not be accepted.

Date and Time Stamp: Date and time stamp when received. If the stamp does not include the time, write the time next to the date stamp. Place the stamp on the BID, and enter the Proposers name, the time received, and delivery method on the BID tabulation form. Do not open the BID; accumulate BIDS in one pile.

Announcement: After the BID Deadline has passed, announce its passing and no further BIDS will be accepted. Also announce when and where BIDS will be opened. Make sure all the proposers' names and receipt times are entered on the tabulation form. Gather the accumulated BIDS, check them with the tabulation form, and take them to the opening location.

Receipt and safeguarding

All BIDS (including modifications) received before the time set for the opening shall be kept secure. BIDS shall not be opened or viewed, and shall remain in a locked safe or in a secured location, restricted-access location. If an invitation for BIDS is cancelled, BIDS shall be returned to the proposers unopened. Before a BID opening, information concerning the identity and number of BIDS received shall be made available only to city employees.

Facility Procedures

Before opening BIDS, make certain the location designated for the BIDS opening is ready and available. The location should be furnished with seats or chairs for the proposers, and tables and chairs for the persons opening and recording the BIDS.

Withdrawal of BIDS After the BIDS Deadline

BIDS may be withdrawn prior to the Deadline by the person or firm submitting the BID. After the BIDS are posted, competitive BIDS may not be modified, withdrawn, or canceled unless the City consents to this action (in writing) following the proposers written BID outlining the specific reasons to withdraw the BID.

The City Clerk will circulate the Attendance Log and will ask those present to sign in, including the bid opening committee designated as such.

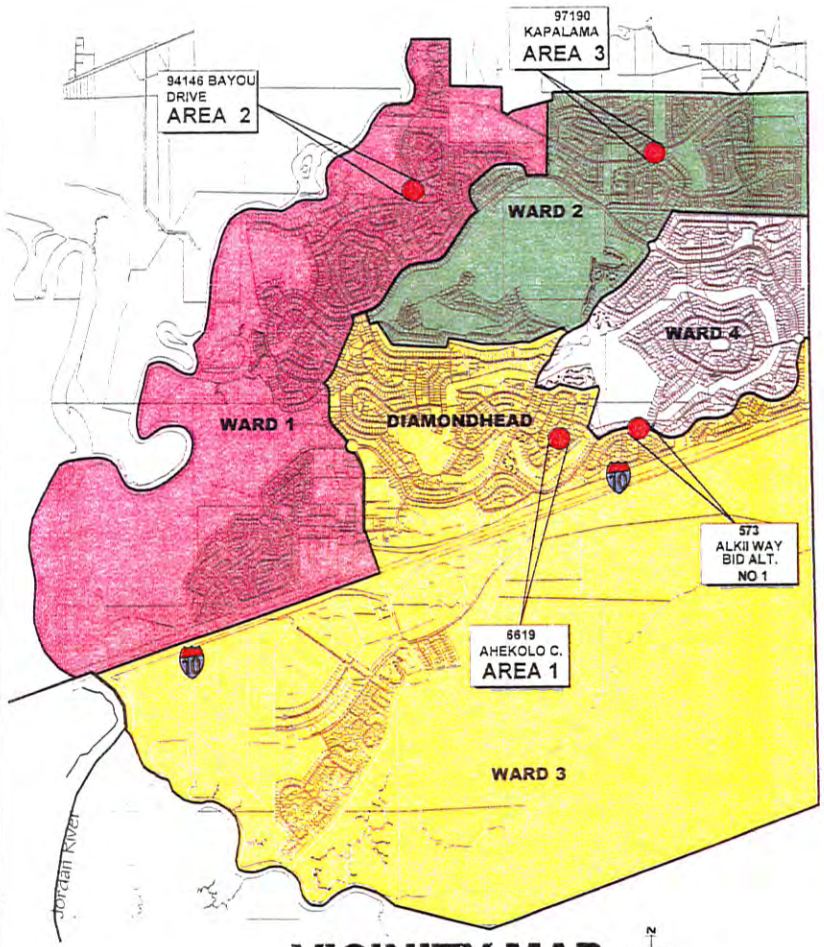
The BID Opener will identify the name of the submitted proposer of the BID to be opened, and then examine each response to ensure that it corresponds to the particular BID number, and has been date/time stamped.

Procedures During Opening. The following procedures start when BIDS have been received, and the proposers have assembled in the place designated for the opening:

1. Announce that the Deadline has passed, that the opening time has arrived, and that BIDS will be opened.
2. Review the opening procedures with the proposers.
3. Arrange the BID packages for opening,
4. Open the BIDS
5. Have an assistant record the required information on a BID tabulation form.
6. Announce the presence of required items.
7. Announce any irregularities, if deemed appropriate.
8. Announce any missing items, if deemed appropriate.
9. Repeat above steps 4-8 until all BIDS have been opened, and all information is recorded on the tabulation form.
10. **Note**: BID amounts will be read at the public opening unless the documents specify otherwise. For example, proposed amounts may not be read out loud in cases where there are many unit prices for example, Term Contract Bid Proposals and the BID document do not provide for a total BID amount.
11. Announce bids will be reviewed for further inspection and taken under advisement.
12. Examination of Bids by interested persons shall be permitted if it does not interfere unduly with the conduct of City Business. An original BID shall not be allowed to pass out of the hands of a City official unless a duplicate of the BID is not available for public inspection the original BID may be examined by the public only under the immediate supervision of a City official and under conditions that preclude possibility of a substitution, addition, deletion or alternation in the BID.

DRAINAGE IMPROVEMENTS

DIAMONDHEAD DRIVE EAST, AHEKOLO CIRCLE, BAYOU DRIVE & KAPALAMA



VICINITY MAP

CITY OF DIAMONDHEAD

5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

THOMAS E. SCHAFER, IV, MAYOR
JOSEPH G. LOPEZ, WARD 1
BLAINE G. LAFONTAINE, WARD 2
THOMAS A. SISLOW, WARD 3
RON L. RECH, WARD 4
ERNEST J. KNOBLOCH, COUNCILMEMBER AT LARGE

SHEET INDEX

T1	TITLE SHEET
C1	AREA 1 DRAINAGE IMPROVEMENTS
C2	AREA 2 DRAINAGE IMPROVEMENTS
C3	AREA 3 DRAINAGE IMPROVEMENTS
C4	AREA 4 DRAINAGE IMPROVEMENTS (BID ALT. NO. 1)
C5	STANDARD DETAILS
C6	STANDARD DETAILS
C7	STANDARD DETAILS

MARK MATTHIAS
REGISTERED PROFESSIONAL ENGINEER
13188
STATE OF MISSISSIPPI

REVISED 12-3-2013

SEYMOUR ENGINEERING

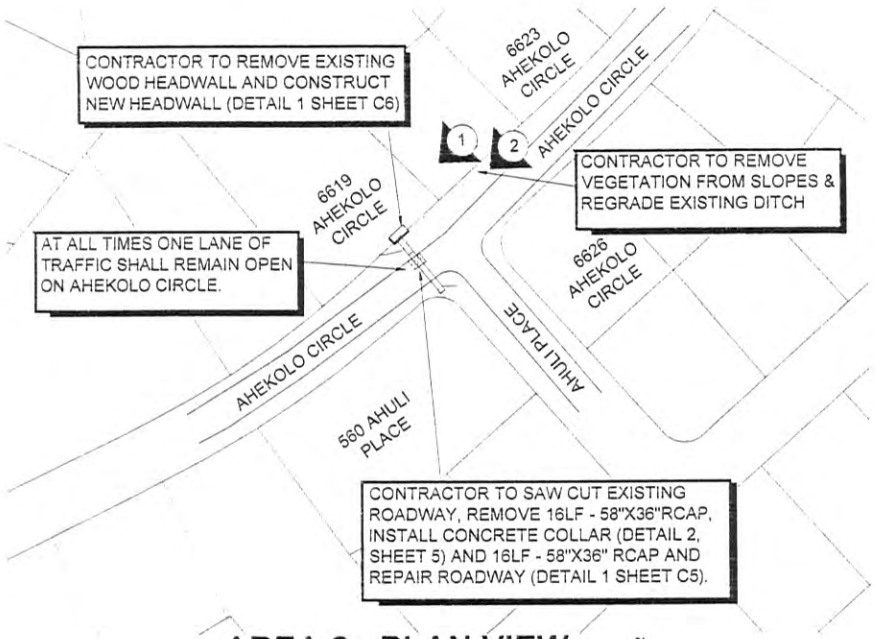
4321 GEX ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4716

925 TOMMY MUNRO DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532
PHONE: (228) 385-2350

SE

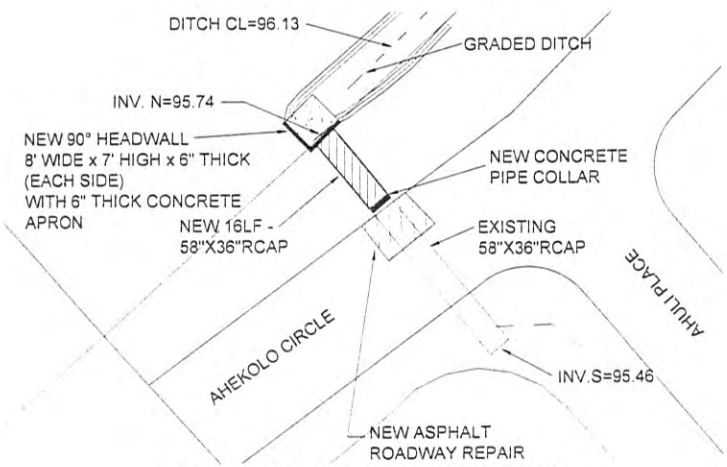
Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
T1

Agenda Item #2014-3058



AREA 2 - PLAN VIEW

SCALE: 1" = 100'



ENLARGED PLAN VIEW

SCALE: NTS

PHOTO 2

PHOTO 1

Project: **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **AREA 1 DRAINAGE PLAN**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE 228-222-4626

SEYMOUR ENGINEERING
4321 GEA ROAD
DIAMONDHEAD, MS 39525
PHONE (228) 222-4716
305 TOMMY HUNTER DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532
PHONE (228) 365-2350

SE

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
C1

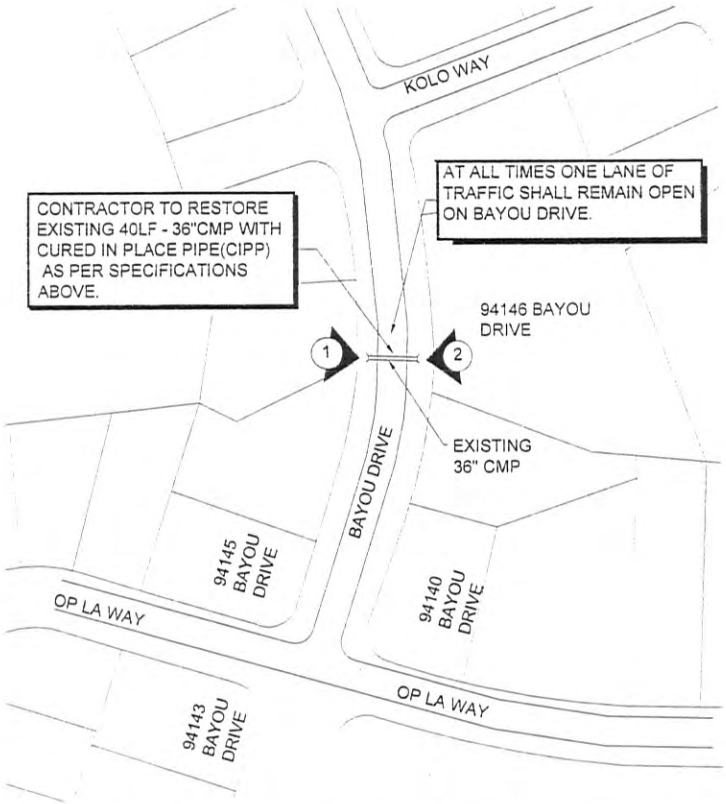
CURED IN PLACE PIPE (CIPP) SPECIFICATIONS

Reference Specifications - Installation and material tests of cured-in-place-pipe (CIPP) must meet the minimum requirements demonstrated in the following ASTM standards:

ASTM F-1216 Standard Practice for the Installation of Cured-in-Place Pipe by Inversion Lining

ASTM D-638 Test Method for Tensile Properties of Plastics
Tensile Strength 3,000 psi

ASTM D-790 Test Method of Flexural Properties of Plastics
Flexural Strength 4,500 psi
Flexural Modulus 250,000 psi



AREA 3 - PLAN VIEW

SCALE: 1" = 100'

PHOTO 2

PHOTO 1

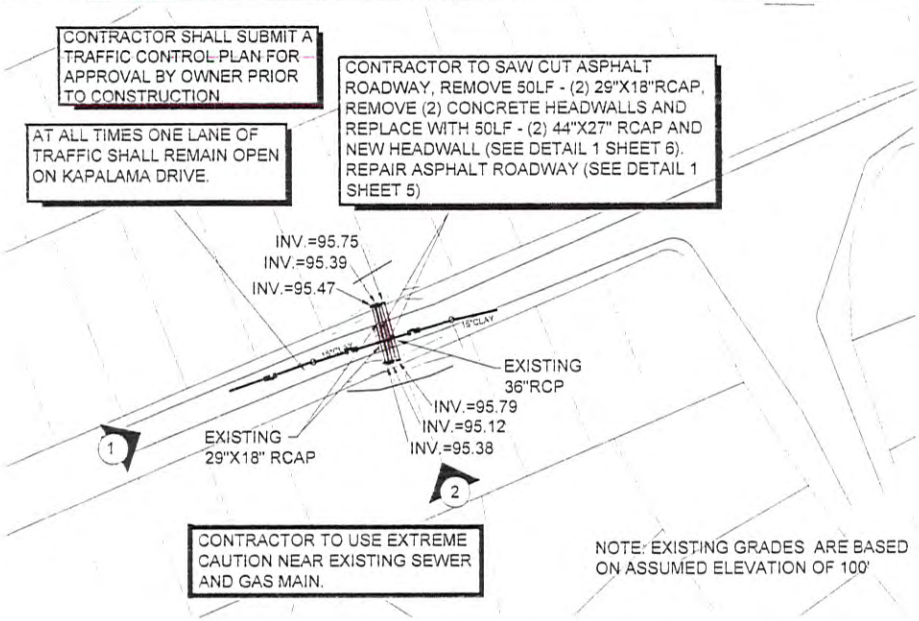
Project: **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **AREA 2 DRAINAGE PLAN**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

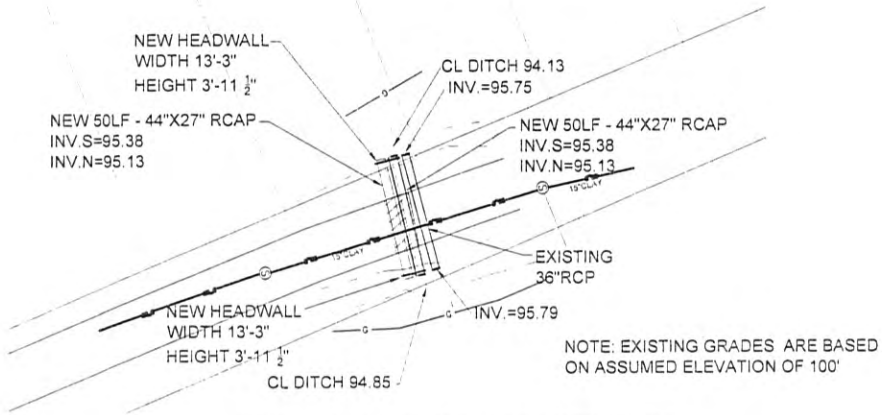
SEYMOUR ENGINEERING
4321 GEX ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4716
925 TOMMY MUNRO DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532
PHONE: (228) 385-2350

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
C2



AREA 4 - PLAN VIEW

SCALE: 1" = 100'



ENLARGED PLAN VIEW

SCALE: 1" = 50'

PHOTO 1

PHOTO 2

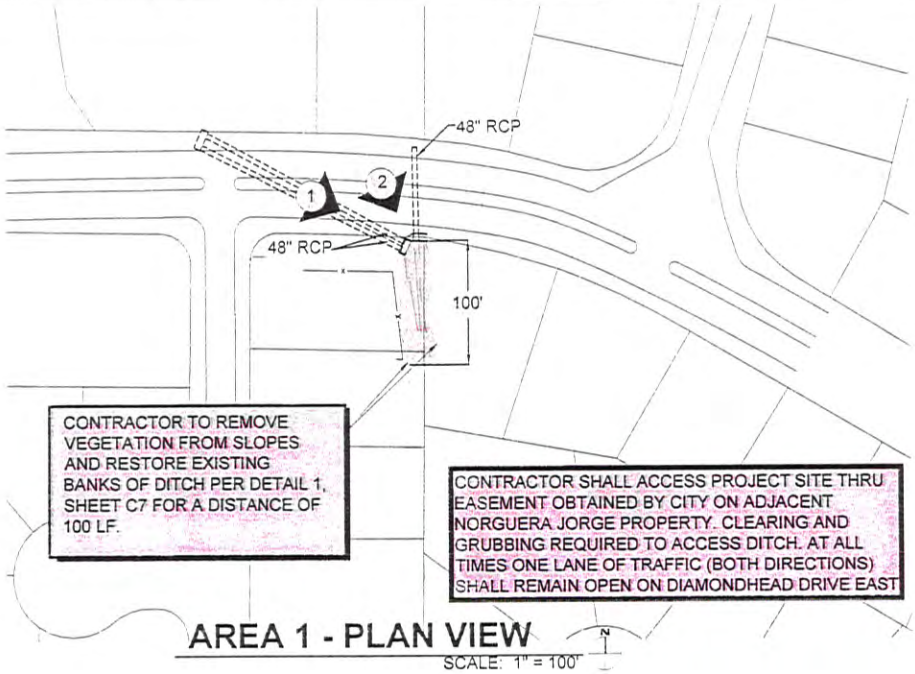
Project: **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **AREA 3 DRAINAGE PLAN**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

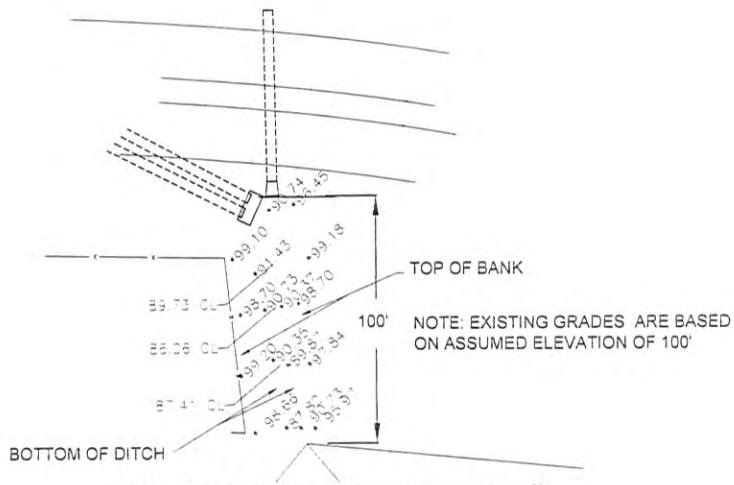
SEYMOUR ENGINEERING
4321 GEA ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4776
505 TUBBY MUNRO DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532
PHONE: (228) 385-2350

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
C3



AREA 1 - PLAN VIEW

SCALE: 1" = 100'



ENLARGED PLAN VIEW

SCALE: 1" = 50'

PHOTO 1

PHOTO 2

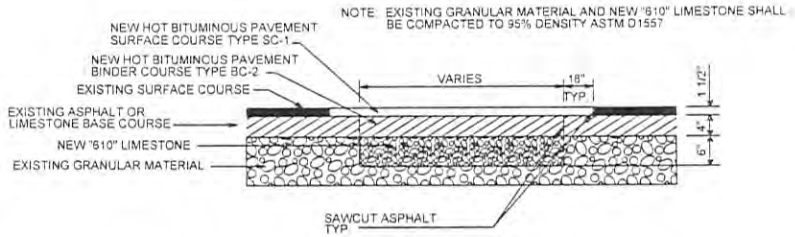
Project: **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **AREA 4 DRAINAGE PLAN BID ALTERNATE NO. 1**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

SEYMOUR ENGINEERING
4321 GEA ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4716
925 TOWAY MUNRO DRIVE, SUITE G
BILOXI, MS 39532
PHONE: (228) 385-2350

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
C4

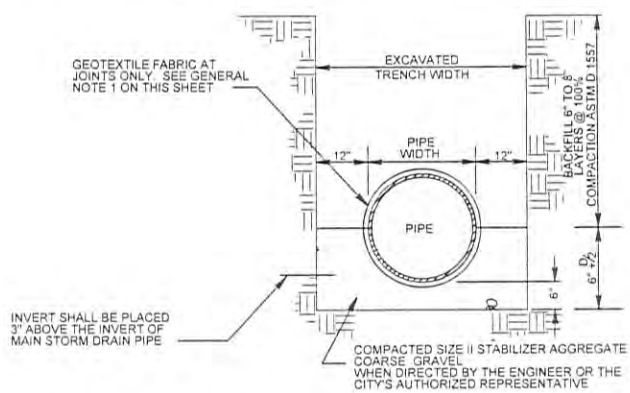


1 / C5 ASPHALT ROAD REPAIR DETAIL

NTS

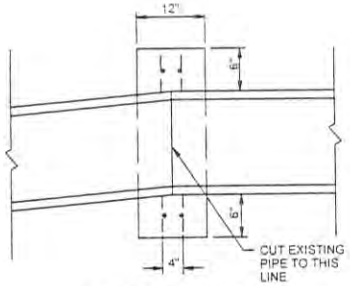
GENERAL NOTES

1. ALL GEOTEXTILE FABRIC SHALL BE 3'-0" WIDE AND SHALL OVERLAP 1/3 OF THE CIRCUMFERENCE OF THE PIPE. THE COST OF FABRIC IS TO BE ABSORBED IN THE UNIT PRICE OF DRAIN PIPE AND SHALL NOT BE MEASURED FOR SEPARATE PAYMENT. GEOTEXTILE FABRIC SHALL MEET THE REQUIREMENTS OF SECTION 714.13 TYPE III
2. 6" PERFORATED HIGH DENSITY POLYETHYLENE SOCK PIPE SHALL BE INCLUDED IN THE COST OF DRAINAGE STRUCTURES AND SHALL NOT BE MEASURED FOR A SEPARATE PAYMENT

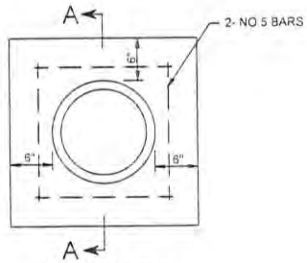


3 / C5 STORM DRAIN BEDDING DETAIL

NTS



SECTION A-A



PLAN VIEW

NOTE:
ALL CONCRETE AND PIPE SHALL BE SEPARATED BY A NON-CONDUCTIVE MATERIAL TYPICALLY (1/8" SHEET RUBBER)

2 / C5 CONCRETE PIPE COLLAR DETAIL

NTS

Project: **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **STANDARD DETAILS**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

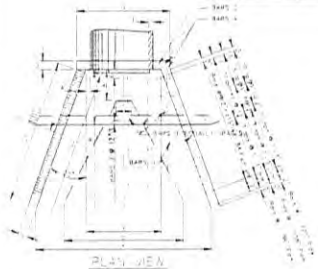
SEYMOUR ENGINEERING
SE

Date: 09-25-2013
Drawn By: Nancy Depred
Checked By: Mark Seymour, P.E.
Drawing No.
C5

DIMENSIONS AND REINFORCING COMMON TO FLARED HEADWALLS FOR SINGLE, DOUBLE AND TRIPLE LINE PIPE CULVERTS

DIMENSIONS AND REINFORCING FOR FLARED HEADWALL FOR SINGLE LINE PIPE CULVERT

DIMENSIONS AND REINFORCING FOR FLARED HEADWALL FOR DOUBLE LINE PIPE CULVERT



GENERAL NOTES:

SPECIFICATIONS: MISSISSIPPI STATE HIGHWAY DEPARTMENT LATEST EDITION

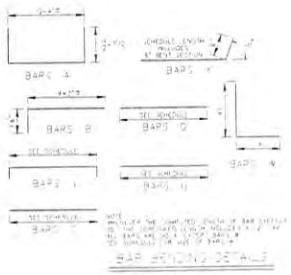
ALL CONCRETE SHALL BE CLASS "B"

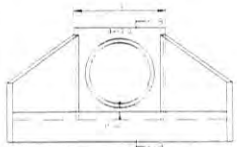
ALL EXPOSED EDGES SHALL BE CHAMFERED ¾"

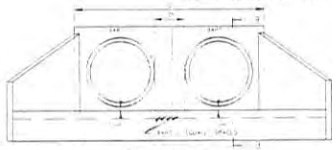
EXPOSED CONCRETE SURFACES SHALL BE FINISHED IN ACCORDANCE WITH THE APPLICABLE SECTION OF THE SPECIFICATIONS

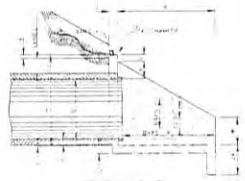
ALL LENGTHS AND QUANTITIES IN THE TABLES HEREIN ARE BASED ON CONCRETE PIPE

QUANTITIES SHOWN SHALL BE THE BASIS FOR FINAL PAYMENT UNLESS AUTHORIZED MODIFICATIONS ARE MADE









1/C6 HEADWALL DETAIL

NTS

Project: DRAINAGE IMPROVEMENTS
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

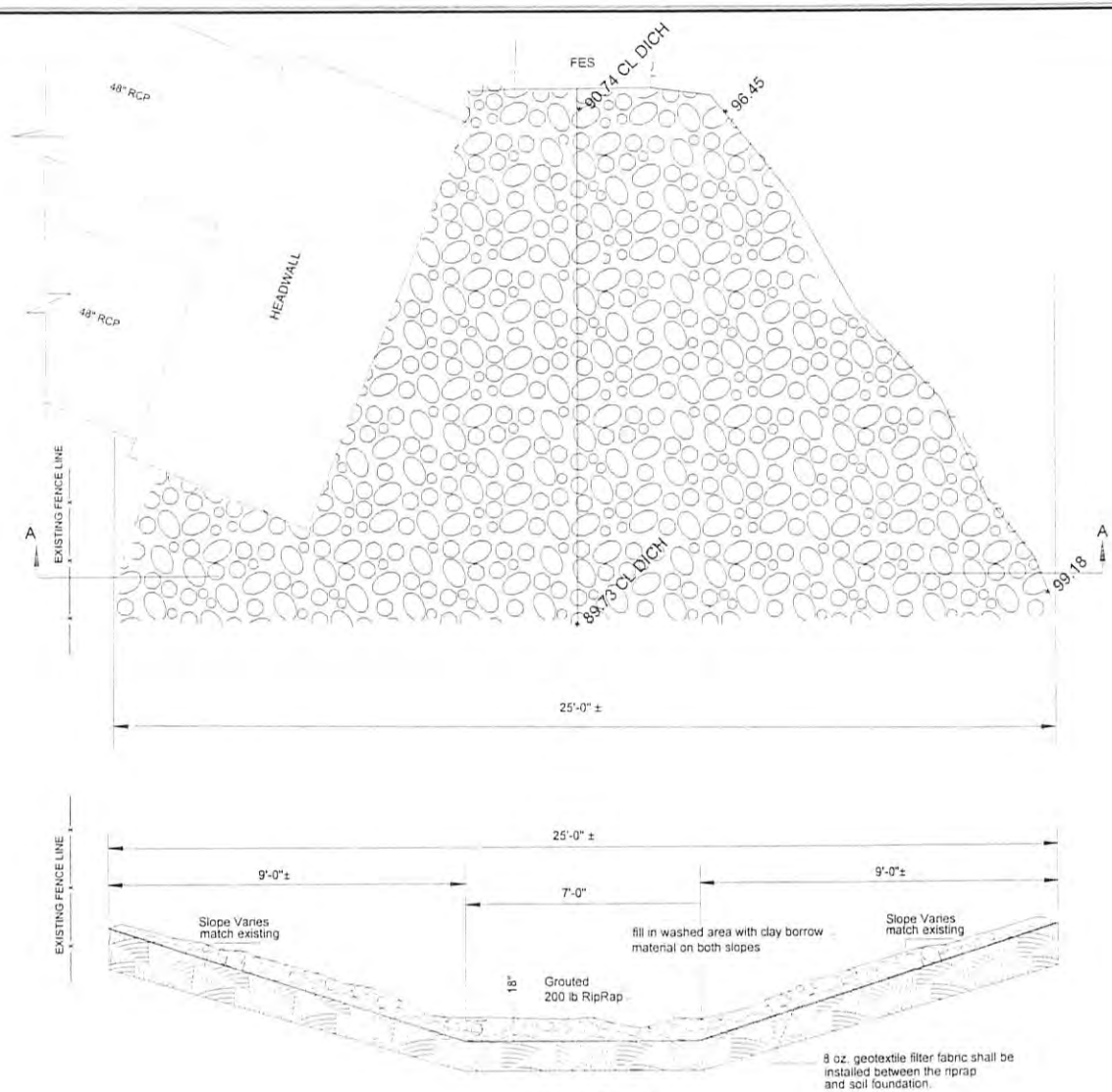
Sheet Title: STANDARD DETAILS

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE 228-222-4626

SEYMOUR ENGINEERING SE
401 LEAH ROAD
DIAMONDHEAD, MS 39525
PHONE (228) 222-4749

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.

Drawing No.
C6



SECTION A-A
nts

1 / C7 RIP RAP DETAIL

NTS

Project **DRAINAGE IMPROVEMENTS**
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

Sheet Title: **STANDARD DETAILS**

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

SEYMOUR ENGINEERING
4321 GEX ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4716
925 TOMMY MUNRO DRIVE, SUITE G
BILOXI, MISSISSIPPI 39532
PHONE: (228) 365-2250

Date: 09-25-2013
Drawn By: Nancy Depreo
Checked By: Mark Seymour, P.E.
Drawing No.
C7

DIAMONDHEAD DRAINAGE IMPROVEMENTS
HANCOCK COUNTY, MISSISSIPPI
BID SCHEDULE

ITEM NO.	BASE BID DESCRIPTION	COST
1	Ahekolo Circle	$ _____
2	Bayou Drive	$ _____
3	Kapalama Drive	$ _____
	Total Bid	$ _____

TOTAL BASE BID _____ DOLLARS & CENTS
_____
(words)
(Total Base Bid amount is to be in both words and figures. In case of discrepancy the amount shown in words will govern.)

ITEM NO.	ALTERNATE NO. 1 DESCRIPTION	COST
1	Diamondhead Drive East	$ _____

TOTAL ALTERNATE NO. 1 _____ DOLLARS & CENTS
_____
(words)
(Total Alternate No. 1 amount is to be in both words and figures. In case of discrepancy the amount shown in words will govern.)

DRAINAGE IMPROVEMENTS
DIAMONDHEAD DRIVE EAST, AHULI PLACE, BAYOU DRIVE AND KAPALAMA

CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

SEYMOUR ENGINEERING
4121 GEX ROAD
DIAMONDHEAD, MS 39525
PHONE: (228) 222-4716
925 TOMMY MUNRO DRIVE, SUITE D
BILOXI, MISSISSIPPI 39532
PHONE: (228) 385-2353

Agenda Item # 2014 - 3061

City of Diamondhead, MS

Request for Council Action

TO: Honorable Mayor and Members of Council
FROM: Richard Rose, City Manager

☐ Ordinance ☐ Resolution ☐ Agreement ☑ Info Only ☐ Work Session ☐ Other

AGENDA LOCATION: ☐ Consent Agenda ☐ New Business ☑ Unfinished Business

AGENDA DATE REQUESTED 1/7/14

ORDINANCE/RESOLUTION CAPTIONS or ISSUE: Discussion of filling vacancy for Mayor's Youth Council - Resolution 2013-050

SUMMARY BACKGROUND: I would like to make recommendation on filling appointment by January 21, 2014 council meeting, so we can begin to have youth activities and youth input on city services.

IMPACT IF DENIED: No appointment.

IMPACT IF APPROVED: Begin to develop Youth Council and get it established.

FINANCIAL IMPACT: None

REQUIRED SIGNATURES

REQUESTED BY:	Blaine Fontaine
City Manager:	
City Attorney:	

COUNCIL ACTION:

☐ Approved ☐ Denied ☐ Tabled/Deferred ☐ Assigned To

RESOLUTION 2013- 050

A RESOLUTION ESTABLISHING THE MAYOR'S YOUTH COUNCIL

WHEREAS, the Mayor and Council of the City of Diamondhead has established a goal of improving programs and services for, and the involvement of, youth in the community; and

WHEREAS, to encourage and facilitate the involvement of youth in the community and as a means to obtain the input of youth concerning youth programs and services, the Mayor and Council desires to establish the City of Diamondhead Mayor's Youth Council as provided for herein below.

NOW, THEREFORE, be it resolved by the Mayor and City Council as follows:

The City of Diamondhead's Mayor's Youth Council is hereby established in accordance with the following terms and provisions:

1. Mayor's youth council established—Purpose and functions.

The Mayor's Youth Council of the City of Diamondhead is hereby established. The youth council is a leadership development program in which teens in grades 9 through 12 are given an opportunity to advise, recommend, assist, and encourage activities to be undertaken for and with teens in the city. Members selected for the youth council will be provided an opportunity to learn and contribute to the community, engage in volunteer activities, network with professionals within the community, undertake leadership and training programs, and implement ideas through practical actions and programs in the community. Youth council members will participate in, and encourage other teens to participate in, programs and activities in the community; will assist in the creation, development, and implementation of programs and activities for teens in the community; and such other duties and functions as may be assigned by the Mayor and Council. An Advisory Board of adults may be appointed by the Mayor in order to assist and advise the youth council.

2. Meetings; Quorum; Minutes.

The youth council shall hold at least one regular meeting per month, with the option to meet more often as needed or desired. The Mayor or his authorized designee shall prepare meeting agendas. The quorum for meetings of the youth council shall be a majority of all of the members of the youth council. Minutes of the youth council's meetings shall be maintained by the Mayor's authorized designee, a member of the advisory board, or an officer of the youth council.

3. Members and terms.

The youth council shall consist of the number of members as the Mayor and Youth

Council Advisory Board select yearly from an application process. Members of the youth council shall serve at the pleasure of the Mayor and be appointed for a term of one year, which shall coincide with the school year. The terms of those first appointed shall run from the effective date of the appointment until May 30th, 2014.

4. Eligibility and qualifications.

To be eligible for appointment as a member of the youth council, the candidate must meet all of the following requirements:

(a) be a Diamondhead resident;
(b) be a student in the 9th through 12th grade at the time of application;
(c) be able to attend all youth council meetings and events;
(d) be motivated and committed to represent the teens of Diamondhead; and
(e) file a city application with the Mayor or his designee on the prescribed form.

5. Selection of youth council members.

The Mayor and Youth Council Advisory Board are charged with the responsibility of reviewing all applications submitted and choosing such youth council members. Nothing in this resolution requires the Mayor and Advisory Board to make any appointments to the youth council or to make any specific number of appointments to the youth council.

6. Vacancies—Removal.

If vacancies shall occur, other than by expiration of term, they shall be filled by appointment by the Mayor and Youth Council Advisory Board for the unexpired portion of the term. Nothing in this resolution requires the Mayor and Advisory Board to fill any vacancy. Any member of the youth council may be removed from the youth council at any time by a majority vote of all of the members of the Advisory Board, present at the time the vote is taken. In addition, and without limiting the authority of the Mayor and Advisory Board set forth in the preceding sentence, if a member of the youth council shall be absent from three consecutive meetings of the youth council, with or without cause or excuse, the Mayor and Advisory Board may determine whether the term of such member shall be terminated and the office of such member deemed vacant.

7. Officers.

The members of the youth council shall elect a chairman, vice-chairman, secretary, parliamentarian, and public relations, each to serve a one-year term. Election of all officers shall be by majority vote of the members of the youth council, present at the time the vote is taken. Elections shall be held not later than the conclusion of the second regular meeting after annual appointments are made by the Mayor and Advisory Board. The chairman of the youth council shall preside over the meetings

of the youth council, and the vice-chairman shall preside over such meetings in the absence of the chairman. If both the chairman and vice-chairman shall be absent from a youth council meeting then the parliamentarian shall preside over that particular meeting or if necessary the Mayor and/or his designee shall preside over said meeting.

8. Duties and Responsibilities.

The youth council shall have the duty and responsibility to:

(a) Evaluate and review problems facing youth in the community;
(b) Facilitate neighborhood meetings with youth to discuss problems, needs, and suggested improvements for the community;
(c) Meet regularly with the Mayor, his designee, or members of the Council to share ideas and discuss issues, concerns, and needed improvements;
(d) Present recommended improvements to the Mayor and Council;
(e) Assist in planning youth/recreation activities; and
(f) Evaluate and advise the Mayor and Council on issues forwarded to the youth council for advice.

Councilmember Knobloch moved, seconded by Councilmember Holcomb, to adopt the foregoing resolution after the same had been read and considered section by section, and, being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Ackerman			✓
Councilmember Holcomb	✓		
Councilmember Knobloch	✓		
Councilmember Rech	✓		
Councilmember Roberson	✓		
Mayor Ingraham	✓		

The motion having received the foregoing vote of the Mayor and Council declared the motion carried and the Resolution adopted on this the 15th day of April, 2013.

Charles H. Ingraham, Jr., Mayor

Attest:

Sue W. Foster, City Clerk

Agenda Item # 2014-3062

SEYMOUR
ENGINEERING

CIVIL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

SE

925 Tommy Munro Dr., Ste. G
Biloxi, Mississippi 39532
Phone: 228-385-2350
Fax: 228-385-2353
Toll Free 888-385-2350

January 2, 2014

City of Diamondhead
Richard Rose
City Manager
5000 Diamondhead Circle
Diamondhead, MS 39525

RE: Mississippi Restoration Project
City of Diamondhead Restore Project No.1

Mr. Rose,

As per your request please find attached the presentation map for the Diamondhead Restore Project No.1 and a list of items that will be included in the project description to be uploaded to Mississippi State Department of Environmental Quality (MDEQ) Mississippi Restoration website. Seymour Engineering looks forward to working with the City in the uploading and submitting of this project.

Thank you,

Mark Seymour, Jr. P.E.

Mississippi Restoration Project
City of Diamondhead Restore Project No.1

Coastal Erosion Prevention
(Living Breakwater and Wetland Plants)

9 Mile Kayak Route

Canal Restoration

Ditch Bank Restoration

Education Center and Access Path

Access / Monitoring Stations

Sediment Traps

Information Stations

Stream Restoration

Bird Watching and 2 Mile Nature Walk

Hiking and Bike Trail

DIAMONDHEAD

5000 DIAMONDHEAD CIRCLE DIAMONDHEAD, MS 39525
PHONE: 228-222-4626

THOMAS E. SCHAFER, IV, MAYOR
JOSEPH G. LOPEZ, WARD 1
BLAINE G. LAFONTAINE, WARD 2
THOMAS A. SISLOW, WARD 3
RON L. RECH, WARD 4

ERNEST J. KNOBLOCH, COUNCILMEMBER AT LARGE
RICHARD ROSE, CITY MANAGER

SEYMOUR ENGINEERING

SE

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT00068 - Docket of Claims 01.07.2014

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Item Description	Line Amount	Payment Amount
DKT130216	AT&T							68.76
	01/07/2014	12.05.2013	Land Line Service	001-140-61000	Telephone	Land Line Service	68.76	
DKT130217	Barneys Police and Hunting Supplies							529.97
	01/07/2014	10893A	Police supplies for new cars	001-200-50100	Supplies	ROLATAPE MM-12 WIN IMP	129.98	
		10893C		001-200-50100	Supplies	INTOXILYZER, S-D5, LED, AAA BA. CASE .25 MOUT	399.99	
DKT130218	Bridge and Watson							600.86
	01/07/2014	11.19.2013	Review Sub Division Regulations	001-650-60100	Professional Fees - Consulting	Review of Sub Division Regulations	600.86	
DKT130219	Cash							66.36
	01/07/2014	12.12.2013	Petty Cash Reimbursement	001-200-50100	Supplies	Padlock for Police Department	9.99	
				001-650-61300	Postage	Postage - Building Department	50.26	
				001-140-61300	Postage	Postage - Finance	6.11	
DKT130220	Cecilia Burkett							10.00
	01/07/2014	12.05.2013	Refund of Citation Over Payment	001-29000	Court Fines & Fees	Refund of Citation Over Payment	10.00	
DKT130221	Coast Electric Power Association							10,896.68
	01/07/2014	001-01.13.2014	Streetlights	001-301-65100	Utilities - Street Lights	Streetlights	9,580.28	
		002-01.13.2014		001-301-65100	Utilities - Street Lights		1,005.43	
		004-01.13.2014		001-301-65100	Utilities - Street Lights		119.24	
		01.14.2014-005	Guard House	001-301-65100	Utilities - Street Lights	Guard House	191.73	
DKT130222	Delta World Tire							153.96
	01/07/2014	140045805	tires for water tank trailer	001-301-60600	Professional Fees - R&M Outside Services	tire disposal/state fee	6.50	
				001-301-54300	Repairs & Maintenance - Equipment	tires	147.46	
DKT130223	Diamondhead Water and Sewer District							424.73
	01/07/2014	05-100010-01	Deposit and Connection Charges 884 Alaeai	001-140-65000	Utilities - General	Connection and Deposit for 884 Alawai	276.75	
		11-100020-11	Service for City Hall	001-140-65000	Utilities - General	Service for City Hall November	124.38	
		11-100021-01	Irrigation System	001-140-65000	Utilities - General	Irrighation System December	23.60	

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DKT130224	Fleetcor Technologies Inc.							1,596.59
	01/07/2014	NP39943519	Fuel Chargers 12.09 to 12.15.2013	001-200-52200	Fuel/Oil	Fuel Usage 12.09 to 12.15.2013	574.73	
				001-650-52200	Fuel/Oil	Fuel Usages 12.09 to 12.15.2013	100.40	
		NP39988696	Fuel Usager 12.16 to 12.22.2013	001-200-52200	Fuel/Oil	Fuel Usage 12.16.2013 to	428.17	
		NP40031236	Fuel for Patrol Cars	001-200-52200	Fuel/Oil	Fuel for Patrol Cars	493.29	
DKT130225	Hancock Bank							29.90
	01/02/2014	01.24.2014	1 4GB Sandisk compact flash for video camera	001-200-50100	Supplies	1 4GB Sandisk compact flash for video camera	29.90	
DKT130226	Hancock County Chamber of Commerce							6,000.00
	01/07/2014	10203	Chamber Government Support	001-140-64000	Membership Dues/Fees	Chamber Government Support	6,000.00	
DKT130227	Herb Swanson							28.31
	01/07/2014	12.13.2013	Travel Expense FEMA Training	001-140-62000	Travel & Training	Travel Expense FEMA Training	28.31	
DKT130228	Holly Bilbo							297.00
	01/07/2014	12.19.2013	GIS Training	001-301-62000	Travel & Training	GIS Training 1.07 go 4.29.14	297.00	
DKT130229	Jim Blount's Floor Covering							269.82
	01/07/2014	12.20.2013	Carpet for Minute Clerk's office	001-140-69100	Other Services &	Install carpet	269.82	
DKT130230	Lee Tractor							26.91
	01/07/2014	PI686.54	Fuel line	001-301-54300	Repairs & Maintenance - Equipment	Fuel Line	26.91	
DKT130231	Napa of Bay St. Louis							96.26
	01/07/2014	12.17.2013	Stock Items PW	001-301-50100	Supplies	Fuel Filter/Fuel Pump	64.96	
				001-301-50100	Supplies	Head Light Blubs	15.40	
				001-301-50100	Supplies	Spark Plugs	15.90	
DKT130232	Office Depot							13.06
	01/07/2014	688221777001	Office Supplies	001-140-50100	Supplies	AA Batteries pack 16	13.06	
DKT130233	Philip's Pest Control Co., LLC							120.00
	01/07/2014	6631	Quarterly Pest Control	001-140-65300	Pest Control	Quarterly	120.00	
DKT130234	Ronald Jones							380.50
	01/07/2014	12.19.2013	Travel Expense Conference in Vicksburg	001-650-62000	Travel & Training	Travel Expense Conference in Vicksburg	380.50	
DKT130235	Roper Supply							333.50
	01/07/2014	454568	LED 30" blue bar Unit 642	001-200-90700	Capital Outlay - Mobile Equipment	LED blue bar 30"	333.50	

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DKT130236	Sea Coast Echo							189.24
	01/07/2014	02525402-001	Advertisement	001-140-63000	Advertising	Advertisement	155.00	
		02525697-001	RFP 2013-1022 Sea Coast Echo	001-650-63000	Advertising	RFP 2013-1022	34.24	
DKT130237	Seymour Engineering							11,752.50
	01/07/2014	4695	Invoice 10.22 to 10.30.2013	001-301-60200	Professional Fees - Engineering	Invoice 10.22 to 10.30.2013	1,310.00	
		4696	Invoice 10.22 to 12.06.2013	001-301-60200	Professional Fees - Engineering	Inovice 10.22 to 12.06.2013	9,387.50	
		4697	Invoice 10.29 to 12.03.2013	001-301-60200	Professional Fees - Engineering	Inovice 10.29 to 12.03.2013	1,055.00	
DKT130238	South Mississippi Business Machines							218.00
	01/07/2014	01.15.2014	Lease Payment 8 of 60	001-140-67200	Rent - Copier	Lease Payment 8 of 60	218.00	
DKT130239	Sun Herald							844.50
	01/07/2014	44525178	Advertisement	001-140-63000	Advertising	Advertisement	844.50	
DKT130240	Timothy A. Kellar, Chancery Clerk							150.00
	01/07/2014	12.18.2013	December Interlocal Invoice	001-140-69400	Tax Collection Fees	December Interlocal Invoice	120.00	
		12.18.2013A	Interlocal Payment for September 2013	001-140-69400	Tax Collection Fees	Interlocal Payment for September 2013	30.00	
DKT130241	Tindell Law Firm							7,356.58
	01/07/2014	01.01.2014	January Retainer	001-140-60300	Professional Fees - Legal	January Retainer	5,000.00	
		11.30.2013	November Invoice	001-140-60300	Professional Fees - Legal	November Invoice	2,356.58	
DKT130242	Trophies Etc							35.00
	01/07/2014	72046	Name Plate for City Clerk	001-140-50100	Supplies	Desk plate for City Clerk	35.00	
DKT130243	Universal TelCom LLC							744.78
	01/07/2014	43141	Monthly Service	001-140-61000	Telephone	Montly service	744.78	
DKT130244	Waste Management							1,835.81
	01/07/2014	00013-04355-33000	PO# 2013-0988 Portable Toilet	001-140-68000	Promotions	Portable Toilets	1,835.81	

Total Claims: 29 **Total Payment Amount: 45,069.58**