MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi
Council Chambers, City Hall
March 5, 2014
6:00 pm CST

I. Call to Order – Mayor Schafer called the meeting to order at 6:00 p.m. CST

1. **Invocation** – Mayor Schafer

2. **Pledge of Allegiance** – Councilmember Rech

3. **Roll Call –** Mayor Schafer, Lopez, LaFontaine, Knobloch, Sislow and Rech were present; absent none.

4. **Confirmation or Adjustment of the Agenda Order –** Councilmember Rech motioned, seconded by Councilmember Sislow, to accept the Agenda Order with the following amendments:

II. Presentation Agenda

1. Council Comments
   - d. Councilmember Knobloch – Comments with regard to meeting with American Medical Response and America the Beautiful
   - e. Councilmember Knobloch – America the Beautiful

III. Policy Agenda

1. Other actions
   - **p. <u>2014 - 3115</u>**: Budget Amendment - Add $48,198 for the purchase of an Asphalt Recycler/Hot Box Dump Trailer

<u>Amendments:</u>

III. Policy Agenda

- **h. <u>2014 - 3107:</u>** Authorize the City Manager to seek quotes for drainage improvements for Diamondhead Drive East

  Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

II. Presentation Agenda

1. Council Comments

- **a.** Mayor Schafer announced the next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on Tuesday, March 18, 2014 in Council Chambers located at 5000 Diamondhead Circle
- **b.** Councilmember Knobloch provided an update on the street lights throughout the City. He and Councilmember LaFontaine have used maps provided by Coast Electric Power Association and conducted night-time inspection of the street lights throughout the city limits. In addition, both councilmen contacted other cities in Mississippi and Louisiana. Conclusion – No overall plan for where street lights were placed and no attention to bulb size and wattage used on poles. 400 watt fixtures are normally used in commercial areas with either 100 or 150 watts in residential areas. Operating costs are as follows:

  $25.00 per month for 400 watt fixtures
  $12.00 per month 150 watt fixtures
  $8.00 per month for 100 watt fixtures

The City currently expends between $11,000 to $12,000 a month for street lighting. Some areas have too much lighting while others have little or no lighting at all. Work will continue with Coast Electric to solve both situations and keep the costs within budget for street lighting. Councilmember Knobloch also provided an update on the recent meeting with American Medical Response. Average response time for AMR services to Diamondhead residents is approximately 13 minutes. Diamondhead Fire Department has and EMT on duty 24/7 that arrives on the scene first and provides level one care. AMR provides level two care and determines the next course of action. Hancock County pays AMR approximately $18,000 per year to cover the entire county. AMR also bills for services through individual health care insurance. AMR transports to/from Gulfport Memorial Hospital and to Heart Hospital in Lacombe, LA. AMR also offers subscription services at a cost of $40 - $50 per year depending on whether or not medical insurance coverage is in force. Annual subscription to AMR service eliminates out-of-pocket expenses for the insured for services provided by AMR.
Councilmember Knobloch also announced the City of Diamondhead was recently accepted as one of 600 cities in "Keep America Beautiful" Campaign. Councilmember Knobloch expressed a special "thank you" to Paul Montjoy and everyone involved in the process.

c. Councilmember LaFontaine announced Hancock County Solid Waste Authority awarded a 2-year contract for solid waste services for the county. Residents will not see an increase in fees. He did want to clarify that a 3% collection charge is added to fees by the Hancock Tax Assessor to cover shortfall, administration and clerical costs.

q. City Manager's Report- None

a. Captain Al Hermann provided the monthly Police Report for February 1 – 28, 2014 reporting that 180 calls were responded to by the department.

r. Public Comments on Agenda Items- None

III. Policy Agenda

1. Approval of Minutes – Councilmember Rech motioned, seconded by Councilmember Knobloch, to approve the February 18, 2014 Formal Meeting Minutes as presented.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

2. **Code Enforcement Hearings/Resolutions**

a. **2014-3083: Resolution #2014-088** – Resolution Awarding and/or Rejecting Bids for Lot Cleanup and/or Demolition, Lot 20, Kapalama Court

Councilmember LaFontaine motioned, seconded by Councilmember Sislow, to adopt Resolution #2014-088 thereby awarding the low bid received from Ray Taylor d/b/a Taylor Tree Company, LLC in the amount $2,350.00 for demolition and lot cleanup of Lot 20, Kapalama Court. Bids were received as follows:

Strickland Demolition	$3,295.00
Taylor Tree Company, LLC	$2,350.00
Pete's Backhoe Service	$6,100.00
A & C Industrial	$9,400.00
Barnard Construction	$8,750.00

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

3. Resolutions
   a. **2014-3087: Resolution #2014-087** - Resolution Requesting the Assistance of Mississippi Legislators in Obtaining Passage of General Legislation that Authorizes and Allows Local Food Pantries Tax Exempt Status

      Councilmember Rech motioned, seconded by Councilmember Sislow to table the Resolution #2014-087 Requesting the Assistance of Mississippi Legislators in Obtaining Passage of General Legislation that Authorizes and Allows Local Food Pantries Tax Exempt Status due to the lack of adequate information available.

      Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

   b. **2014 – 3112: Resolution #2014-089** – Approve Resolution for Surplus Equipment Declaration and Disposal

      Councilmember Knobloch motioned, seconded by Councilmember Rech to approve Resolution #2014-089 declaring surplus property and authorizing the sale of same be offered at fair-market value via auction at Cuevas Auction, LLC. (COMPLETE LISTING OF PROPERTY IS REPRODUCED AT THE END OF THESE MINUTES AND MADE A PART THEREOF.)

      Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

4. Other actions
   a. **2014 - 3104**: Term extension for Planning & Zoning Commissioner Commission David Malley – Ward 1.
      Councilmember Lopez motioned, seconded by Councilmember Rech, to extend the appointment of Planning and Zoning Ward 1 Commissioner David Malley for an additional 3- year term to expire March 1, 2017.

      Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

   b. **2014 - 3105**: Term extension for Planning & Zoning Commissioner Commission Chuck Garrison – Ward 4.
      Councilmember Rech motioned, seconded by Councilmember Knobloch, to extend the appointment of Planning and Zoning Ward 4 Commissioner Chuck Garrison for an additional 3-year term to expire March 1, 2017.

      Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

   c. **2014 - 3094**: Accept property insurance proposal offered through Stewart, Sneed, Hewes Insurance.
      Frank Bordeaux, of Stewart Sneed Hewes presented the renewal of Property Insurance Coverage for equipment. Bordeaux recommended the council consider renewing policies with modified expirations in order to consolidate renewal dates for the City's policies. Councilmember LaFontaine motioned, seconded by Councilmember Rech, to accept and renew Property Insurance Coverage (schedule of value for equipment at $127,299) written through Essex Insurance Company and underwritten by Stewart, Sneed, Hewes Insurance at a renewal premium in the amount of $2,232.95.

      Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

d. **2014 - 3071**: Approve Policy of Daily Balancing Procedures
Councilmember Rech motioned, seconded by Councilmember Sislow, to approve the Daily Balancing Procedures Policy.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

e. **2014 - 3086:** Approve Park Donation and Memorial Policy
Councilmember Rech motioned, seconded by Councilmember Sislow, to approve the Park Memorial Donation and Memorial Policy.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

f. **2014 - 3113:** Consider request of Diamondhead Garden Club to place a memorial marker at Maluhia Garden/Diamondhead Community Garden

Councilmember Knobloch motioned, seconded by Councilmember Lopez, to approve the donation of a Blue Star Memorial By-Way Marker from Diamondhead Garden Club and the Local VFW Chapter to be installed at the Maluhia Garden/Diamondhead Community Garden and furthermore, to waive the dimension restrictions set forth in policy thereby permitting installation of the 12" X 20" marker.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

g. **2014 - 3093: Bid #2014-1023** - Reject Bids for Drainage Improvements to the City of Diamondhead: Diamondhead Drive East, Ahekolo Circle, Bayou Drive & Kapalama

Councilmember LaFontaine motioned, seconded by Councilmember Knobloch, to approve the recommendation of the City Manager to reject all bids received for Drainage Improvements to the City of Diamondhead: Diamondhead Drive East, Ahekolo Circle, Bayou Drive and Kapalama since the bids received exceeded budgetary appropriations for the project.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

h. **2014 - 3107:** Authorize the City Manager to seek quotes for drainage improvements for Diamondhead Drive East

Councilmember Sislow motioned, seconded by Councilmember LaFontaine, to authorize the City Manager to seek quotes for drainage improvements for Diamondhead Drive East.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

i. **2014 - 3096: RFP #2014 - 1027** - Accept and award the proposal received from Hancock Bank for Lease Purchase Financing

Councilmember Rech motioned, seconded by Councilmember Knobloch, to accept the sole bid received for lease purchase financing for Public Works vehicles from Hancock Bank; and furthermore, declaring the City has complied with the Mississippi Department of Finance's Mississippi Procurement Manual, Chapter 3, section 3.102.03.2 stating "If only one proposal is received in response to a Request For Proposal, the City may either make an award in accordance with the procedures set forth in Section 3.107, Competitive Sealed Bids Proposals, of the regulations or, if time permits, re-solicit for the purpose of obtaining competitive seal proposals. Competitive Sealed Proposals must be advertised according to MS Advertising Law of the Mississippi Procurement Manual Chapter 3 Section 3.106.05." Terms of the agreement with Hancock Bank are as follows:

Principal Amount: Up to $175,000.00 Interest Charged: 5 Annual at 1.85% APR
For a term of five (5) years with installments:

Installment #	Principal Payment	Interest Payment	Total Payment
1	$33,728.74	$3,237.50	$36,966.24
2	$34,352.72	$2,613.52	$36,966.24
3	$34,988.25	$1,977.99	$36,966.24
4	$35,635.53	$1,330.71	$36,966.24
5	$36,294.76	$ 671.48	$36,966.24

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

j. **2014 - 3088: Bid #2014-1030** - Award quotes for the purchase of a 4 Ton Recycler/Hot Box Trailer for the City of Diamondhead

Councilmember Sislow motioned, seconded by Councilmember Lafontaine, to table quotes received for the purchase of a 4 Ton Recycler/Hot Box Trailer and to authorize the City Manager to research used or reconditioned equipment and further to authorize the City Manager to proceed with purchase of said equipment within a budget of $35,000.00.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

k. **2014 – 3078:** Budget Amendment – Add Lease Purchase Financing for Public Works Vehicles and Associated Equipment

Councilmember Rech motioned, seconded by Councilmember Sislow, to approve the proposed budget amendment thereby including lease purchase financing for the purchase of vehicles for the Public Works Department.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

l. **2014 - 3081: Bid #2014 - 1026** – Accept and award the low bid received from Deep South Equipment for the purchase of a backhoe

Councilmember Sislow motioned, seconded by Councilmember Lopez, to accept and award the low bid received from Deep South Equipment in the amount of $74,425.00 for the purchase of a backhoe. Bids were received as follows:

	Model	
Deep South Equipment	JCB 3CX 14M4MCM	$74,425.00
Stribling Equipment	John Deere 310K EP	$75,000.00
Puckett	CAT 416F	$79,212.00

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

m. **2014 - 3082: Bid #2014-1028** – Accept and award the low bid received from Truck Equipment Sales, Inc. for the purchase of a dump truck

Councilmember Sislow motioned, seconded by Councilmember Rech, to accept and award the low bid received from Truck Equipment Sales in the amount of $61,381.00 for the purchase of a dump truck. Bids were received as follows:

Truck Equipment Sales 2015 Ford F-650XL, Dump Body - Warren 10	$61,381.00
Empire Truck Sales, 2015 Freightliner M2 106, Dump Body - Warren 10	$68,215.00

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

n. **2014 - 3090: Bid #2014-1025** - Accept and award the low bid received from Taylor Tree Company for tree removal

Councilmember Rech motioned, seconded by Councilmember LaFontaine, to accept and award the low quote received from Taylor Tree Co. in the amount of $6,342.30 for tree removal. Bids were received as follows:

Taylor Made Lawn Care	$10,420.00
Tree Tech	$ 8,800.00
Tree Service	$25,875.00
Taylor Tree Co.	$ 6,342.30

The City Manager explained this removal is Phase 1 of the plan and represents 25-30% of the total trees sighted for removal.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

o. **2014 – 3111:** Discussion of renting/leasing by hour/evening the activity room and kitchen in City Hall for various functions

Councilmembers and Mayor Schafer discussed the idea of renting City Hall facilities. Some questions arising from the discussion included liability concerns and whether or not the City's current lease agreement for City Hall includes provisions for subletting. No action was taken.

p. **2014 - 3115**: Budget Amendment - Add $48,198 for the purchase of an Asphalt Recycler/Hot Box Dump Trailer

Councilmember Lopez motioned, seconded by Councilmember LaFontaine, to approve the proposed budget amendment to include the purchase of an asphalt recycler/hot box dump trailer in the amount of $48,198.00.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

IV. Routine Agenda

1. Docket of Claims

Councilmember Rech motioned, seconded by Councilmember Sislow to approve the Docket of Claims as presented.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.

V. Public Comments on Non Agenda Items limited to 3 minutes per person

a. Jim Simpson, Attorney for Diamondhead Water & Sewer District discussed an inter-local agreement between City of Diamondhead and Diamondhead Water & Sewer District. A draft agreement was delivered to City Hall some time ago and no action has been taken to date. Mr. Simpson requested the Council revisit the agreement that, if in place, could result in savings to both entities.

VI. Adjourn

Councilmember Sislow motioned, seconded by Councilmember Rech, to adjourn the meeting at 7:06 p.m. CST. The motion carried unanimously.

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk