MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
June 2, 2015
6:00 pm CST

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

1. Invocation – Councilmember Sislow

2. Pledge of Allegiance – Councilmember Rech

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3. Roll Call –

Present: Mayor Schafer, Councilmembers LaFontaine, Knobloch, Sislow and Rech.
Absent: Councilmember Lopez

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4. **Confirmation or Adjustment of the Agenda Order** – Councilmember Knobloch moved, seconded by Councilmember Lopez, to amend the agenda and approve with following amendments:
   ADD 6 f. **2015-074:** : Approve consultant agreement with Sue Reed for grant writing services relating to a COPS Hiring Program application

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

MOTION CARRIED UNANIMOUSLY

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I. **Presentation Agenda**
   1. Council Comments
      a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on June 16, 2015
      b. Presentation: Certificates of Achievement to Hancock High School's Class of 2015 Valedictorian, Holly McKenzie and Salutatorian, Maggie Stolz

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2. City Manager's Report

Branding:
Three focus groups sessions were conducted with residents, businesses, and non-residents.
All three groups allowed us to gather very valuable information as to the strengths, challenges, and perceptions of Diamondhead.
Highest attended sessions: the business community. A final report is being drafted for review and this information will be considered when taking the **next step: Development of logo, colors, and tagline**.
Thank you to the businesses, residents, City Council, Mayor, and City staff for their participation.

ABC License fees:
In reviewing the revenue I asked Kristin to look into ABC License fees. She traced the fees from the State Department of Revenue to the Hancock County Comptrollers' Office. They had been collected fees that should have been coming to us. This Monday the Board of Supervisors approved payment of $39,000 to the City.

C Spire:
We use cell phones to communicate with Public Works employees rather than radio systems. The phone plan limit the calls to designated official City numbers. We have been having a problem with the phones themselves due to the environmental conditions in which Public Works operates. C Spire, at their suggestion, is replacing the phones with **tough duty phones** that will withstand rugged use at no charge to the City. Additionally, I have asked that Diamondhead be considered for the upgraded service of **Network Fiber**. They are not on the coast now but I'm told Diamondhead will be among the first to receive the service when they build out. I let them know we had prime commercial property that they could acquire and was told that we are being considered for an **indirect store** now.

CDBG - ADA improvements:
Bid opening is scheduled for this Thursday June 4th.

MEMA - Hazard Mitigation Grant Work:
The roofing material has been received by the sub-contractor, roofing may begin next week and is scheduled to be completed no later than mid-July. The doors are scheduled to be replaced within the next two weeks. The window glass and metal has been received by the sub-contractor. The wooden framed windows are requiring more labor than anticipated, the metal framed windows will be replaced as they are removed and is on schedule.

MDA-Small Municipalities Grant:
Intended purpose is to construct a traffic circle on Aloha Dr. at the intersection of West and East Aloha Drives and Kalini Street. The grant is for $150,000 with a 20% match. It is a very competitive grant and will need to be worked. Deadline for submission is June 18th at 4:00 pm to MDA. Michele Moore is handling the grant application for us.

U.S. Dept. of Justice – COPS Grant:
The DOJ ruled that since Diamondhead has primary responsibility for enforcement of laws within the City that we are eligible to apply for grant funds. We are requesting 2 full time officers to provide additional coverage and fill in gaps during periods of leave. The grant pays 75% of the cost of the officers. The officers would be SO employees and Diamondhead would pay 25% matching cost or about $25,000 per year. The deadline for application is June 19th. We are requesting to name Ms. Sue Reed as grant writer for this application.

Live Oak Drive Phase 1:
June 10th for the bid opening.

Paint Truck:
The paint truck is scheduled to be delivered this coming Monday, June 8th.

Transportation Study:
MDOT has approved us to move forward with the Traffic Study and assigned us a project number. City of Diamondhead- Traffic Engineering Study - STP-0023-00(047)LPA/106520-711000. MDOT Planning Division is working on the final documents and contract. The study should be underway soon.

Parking Lot improvements:
We received correspondence with the management company of the parking lot of the commercial area on the North side of Aloha Dr. and repairs are scheduled to begin on Monday, June 8th and will be finished by the end of the week.

Drainage on:
Seymour Engineering is working up plans and cost estimates to improve drainage on Banyan St. near Bambo St. This should facilitate drainage for the entire area.

Law Enforcement Training:
On June 23rd, Mark and Annette Miller, both Assistant U.S. Attorneys General will conduct training for all interested law enforcement officers in our area on search and seizure and use of force. This training will help officers and provide documentation for personnel records.

City Manager Reed sought any questions of the Mayor and Councilmembers regarding the monthly police report provided via email. With none, City Manager Reed ended his report.

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3. Public Comments on Agenda Items - None

II. Policy Agenda

a. Approval of May 19, 2015 Minutes

Councilmember LaFontaine moved, seconded by Councilmember Sislow, to approve the Minutes of May 19, 2015

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

MOTION CARRIED UNANIMOUSLY

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2. Appointments:

a. **2015-061**: Coast Cleanup Event Commission appointment

Councilmember LaFontaine moved, seconded by Councilmember Sislow, to appoint Ray Sheehy to present the City on the Coast Cleanup Event Task Force

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

MOTION CARRIED UNANIMOUSLY

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3. Planning & Zoning

a. **2015-065**: Variance Application - Pharmacy in Diamondhead – Case File Number 2015-00130

Councilmember Knobloch moved, seconded by Councilmember Sislow, to approve a wall sign copy area variance from the Sign Ordinance (Article 10.5.2 C iv) in the matter of Case File number 2015-00130 filed by Rudy and Dawn Letellier, owners of Pharmacy in Diamondhead, and approved by the Planning & Zoning Commission on May 26, 2015 allowing for a wall sign of 160 sf. (40' X 4') thus the max copy area of the 53 sf. allowed by 107 sf.; and further, to approve the additional request for a wall sign in the form of hand-painted mural to be located to the right of the front entrance. The mural, as drawn, is 8' X 6' for a total copy area of 48 sf. The property address is 4405 East Aloha Drive, Suite AA next to True Value hardware store. The tax parcel number is 131E-1-13-006.002. The property is located south of and adjacent to East Aloha Drive and east of Kalani Drive. The owner of the property is Jim Grotkowski, Diamondhead Commercial Development, LLC.

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

MOTION CARRIED UNANIMOUSLY

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b. **2015-066**: Variance Application - Kurt Braun – Case File Number 2015-00129

Councilmember Rech moved, seconded by Councilmember Sislow to approve a variance of (Article 4.18.3 D ii) in the matter of Case File Number 2015-00129 filed by Kurt Braun and approved by the Planning & Zoning Commission on May 26, 2015 to allow an accessory structure to exceed the maximum floor area of 144 sf. by 52 sf. with conditions that the structure will not be used for business purposes and the existing conex container shall be removed upon completion of the accessory structure. The proposed floor area of the accessory structure is 196 sf. (12' X 16"). The property address is 7870 Hilo Way and the tax parcel number is 067R-2-36-022.000. The property is located north of and adjacent to Hilo Way and east of Maui Street and west of Ewa Street.

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

MOTION CARRIED UNANIMOUSLY

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4. Resolutions:

a. **2015-031**: Resolution 2013-048.1 Continued, adoption Maluhia Garden by the Friends of the Garden and amend adoption agreement governing same

Councilmember Rech moved, seconded by Councilmember Knobloch, to adopt Resolution 2013-048.1 allowing for the continued adoption of Maluhia Garden by the Friends of the Garden and amending the adoption agreement governing same

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

MOTION CARRIED UNANIMOUSLY

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b. **2015-064**: Resolution 2015-009 Appointing Mississippi Municipal League 2015 voting Delegates for the City of Diamondhead

Councilmember LaFontaine moved, seconded by Councilmember Knobloch to approve Resolution 2015-009 thereby appointing Mayor Thomas Schafer as voting delegate and Councilmember Knobloch as First Alternate for the Mississippi Municipal League 2015 Voting Delegation

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

MOTION CARRIED UNANIMOUSLY

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c. **2015-072**: Resolution 2015-010 Authorizing application to Mississippi Development Authority for a "Small Municipalities and Limited Population Counties Grant Program"

Councilmember Rech moved, seconded by Councilmember LaFontaine, to adopt Resolution 2015-010 thereby authorizing and directing the Mayor/City Manager and Clerk of Council to execute any and all documents and certificates as may be necessary for an application of the City of Diamondhead to Mississippi Development Authority for a Small Municipalities and Limited Population Counties Program Grant not to exceed $150,000 to support the construction of a roundabout on Aloha Drive

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

MOTION CARRIED UNANIMOUSLY

d. **2015-073**: Resolution 2015-010.1 Match Resolution "Small Municipalities and Limited Population Counties Grant Program"

Councilmember Knobloch moved, seconded by Councilmember Sislow, to adopt Resolution 2015-010.1to authorize match funds in the amount of twenty percent (20%) if awarded a Small Municipalities and Limited Population Counties Grant for a roundabout on Aloha Drive

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

MOTION CARRIED UNANIMOUSLY

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5. Ordinances:
   a. **2015-048**: Resolution 2015-011 Amend Zoning Ordinance 2012-019 Article 10 Signs and Outdoor Advertising

Councilmember LaFontaine moved, seconded by Councilmember Knobloch to adopt Resolution 2015-011 thereby amending Zoning Ordinance 2012-019 Article: 10 Signs and Outdoor Advertising

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

MOTION CARRIED UNANIMOUSLY

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6. Other Actions:
   a. **2015-067**: Budget Amendment FY2015-400-1 Solid Waste, $2,000 (anticipated increase in collection fees)

Councilmember Rech moved, seconded by Councilmember LaFontaine, to approve Budget Amendment FY2015-400-1 Solid Waste in the amount of $2,000 for anticipated increase in collection fees

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

MOTION CARRIED UNANIMOUSLY

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   b. **2015-068**: Budget Amendment FY2015-001-200-1 General/Police, $15,000 (additional repairs and expenses to uniform police fleet [paint, lettering/style]

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve Budget Amendment FY2015-001-200-1 General/Police in the amount of $15,000 for additional repairs and expenses to uniform policy fleet with like paint, lettering and style

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

MOTION CARRIED UNANIMOUSLY

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c. **2015-069:** Budget Amendment FY2015-001-301-1 General/Public Works, $32,000 (purchase paint striping truck)

Councilmember Sislow moved, seconded by Councilmember Rech, to approve Budget Amendment FY2015-001-301-1 General/Public Works in the amount of $32,000 for the purchase of paint striping truck

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

MOTION CARRIED UNANIMOUSLY

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d. **2015-070**: Budget Amendment FY2015-001-110-1 General/Judicial, $1,200 (increased travel expenses to and from county court and jail)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Budget Amendment FY2015-001-110-1 General/Judicial in the amount of $1,200 for increased travel expenses to and from county court and jail

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

MOTION CARRIED UNANIMOUSLY

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e. **2015-073**: Authorize the City Manager to apply for funds through COPS Grant Hiring Program

Councilmember Rech moved, seconded by Councilmember Knobloch, to authorize the City Manager to make application for the 2015 Cops Hiring Program Grant to support funding for the hiring law enforcement officers for a three (3) year period

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

MOTION CARRIED UNANIMOUSLY

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f. **2015-073**: Authorize the City Manager to enter a Consultant Agreement with Sue Reed for professional grant writing services relating to the 2015 Cops Hiring Program Grant for the period June 2 – June 19, 2015 at the hourly rate of $25.00 not to exceed 100 hours

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

MOTION CARRIED UNANIMOUSLY

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IV. Routine Agenda

1. Docket of Claims (Claims DKT151463 thru DKT151484

Councilmember Rech moved, seconded by Councilmember LaFontaine, to approve the Docket of Claims (Claims DKT151463 thru DKT151484) as presented

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

MOTION CARRIED UNANIMOUSLY

2. Net Payroll, including benefits and taxes, May 13, 2015 - $44,797.70
3. New Payroll, including benefits and taxes, May 27, 2015 $43,617.51

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4. **Public Comments on Non Agenda Items-**
   Carrie Cole representing Martha Cole addressed the Mayor and Council regarding the construction of the Diamondhead Water & Sewer wastewater treatment facility. Ms. Cole provided a visual presentation outlining property recently acquired by Martha Cole for commercial development along Interstate 10 as it relates to the treatment facility site. She explained the location of the new facility would result in the loss or reduction of commercial interest in that area. She urged the Mayor and Councilmembers file an injunction on the current construction project and to support the relocation of the wastewater facility. With the support of the City to promote upgrades to the existing wastewater system and/or integration with the county-operated system on Texas Flat Road, this prime commercial property would be more conducive to commercial

5. **Adjourn/Recess**

At 7:05 p.m. CST Councilmember Rech moved, seconded by Councilmember Sislow, to recess to June 16, 2015 at 5:00 p.m. for a budget workshop

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

MOTION CARRIED UNANIMOUSLY

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk