



# **AGENDA**

## **FORMAL MEETING OF CITY COUNCIL**

### **Diamondhead, Mississippi**

**Council Chambers**  
**City Hall**  
**October 1, 2013**  
**6:00 pm**

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1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes**—Motion to Accept the Minutes Subject to Any Corrections or Additions Made by Council.  
09.17.13 Formal Council Meeting
6. **Confirmation or Adjustment of the Agenda Order**—Motion to Accept the Agenda Order Subject to Any Adjustments or Additions Made By Council, the City Manager, or the City Clerk
7. **Communications/Announcements from the Mayor and Council**
  - a. Order must be maintained during Council meetings at all times and personal conversations must be held outside of Council Chambers. If you would like to make comments to Council regarding Agenda items or address Council on non-Agenda items, please sign up with the City Clerk.
  - b. The next regularly scheduled Council Work Session will be held 1 p.m. Tuesday, October 8, 2013 in Council Chambers located at 5000 Diamondhead Circle.
  - c. The next regularly scheduled Council Meeting will be held 6 p.m. Tuesday, October 15, 2013 in Council Chambers located at 5000 Diamondhead Circle.
8. **Presentations / Appointments**  
Frank Bordeaux of Stewart, Sneed Hewes—Flood Insurance
9. **City Manager's Report**
10. **Docket of Claims**—The Final Docket for FY2013 was presented to Council on September 30, 2013 at 1:00 p.m.
11. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person

**12. OLD and NEW BUSINESS**

2013-3008—Motion to Approve Resolution Stating the Intent of the Mayor and City Council (the “Governing Body”) of the City of Diamondhead, Mississippi (the “City), to Acquire, Renovate, Finance and Equip a City Hall and Related Facilities (the “Project”) and Authorizing the City Manager to Issue a Request for Proposal Whereby Any Properties that Might Be Suitable Can Respond and be Evaluated by the Governing Body and Thereafter a Purchase Negotiated. ROLL CALL VOTE

2013-3022—Motion to Approve an Inter-local Agreement Relating to the Collection of Delinquent Taxes Between Hancock County, Mississippi, and the City of Diamondhead.

2013-3023—Motion to Allow the City Manager to Negotiate with Property Owners and Obtain Survey Information and Other Necessities for Acquiring a Transfer of R-O-W to the City.

**13. Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person

**14. RECESS OR ADJOURN**



**MINUTES**  
**FORMAL MEETING OF CITY COUNCIL**  
**Diamondhead, Mississippi**

Council Chambers  
 City Hall  
 September 17, 2013  
 6:00 pm

**DRAFT**

1. **Call to Order**—Mayor Schafer called the meeting to order at 6:03 p.m.
2. **Invocation**—Councilmember Rech
3. **Pledge of Allegiance**—Councilmember Rech
4. **Roll Call**—The following members of Council were present: Mayor Schafer, Councilmember Knobloch, Councilmember Lopez, Councilmember LaFontaine, Councilmember Sislow, Councilmember Rech
5. **Approval of Minutes**—Councilmember Rech moved, seconded by Councilmember Lopez, to Accept the Minutes Subject to Any Corrections or Additions Made by Council. The motion carried unanimously and the following Minutes were approved.
  - 09.03.13 Formal Council Meeting
  - 09.10.13 Work Session
  - 09.15.13 Special Called Meeting
6. **Confirmation or Adjustment of the Agenda Order**—Councilmember LaFontaine moved, seconded by Councilmember Rech, to Accept the Agenda Order Subject to Any Adjustments or Additions Made By Council, the City Manager, or the City Clerk. The motion carried unanimously with the following additions:
  - a. 7f—Councilmember LaFontaine 's report on Hancock County Solid Waste Authority meeting
  - b. Councilmember Knobloch, Code Enforcement letter
7. **Communications/Announcements from the Mayor and Council**
  - a. The next regularly scheduled Council Work Session will be held 1 p.m. Tuesday, September 24, 2013 in Council Chambers located at 5000 Diamondhead Circle.
  - b. A Special Called Meeting to Approve the Final Docket of FY 2013 will be held on Monday, September 30, 2013 at 1:00 p.m. in Council Chambers located at 5000 Diamondhead Circle.
  - c. The next regularly scheduled Council Meeting will be held 6 p.m. Tuesday, October 1, 2013 in Council Chambers located at 5000 Diamondhead Circle.
  - d. Mayor Schafer thanked the City of Diamondhead employees who helped take care of the special needs child that was found in the parking lot recently. He indicated that steps are being taken to ensure that it doesn't happen again.

- e. Mayor Schafer also indicated that he and Paul Montjoy met with representatives from Keep Mississippi Beautiful and they commended Diamondhead for being a relatively litter-free community. He also reminded all that recycling bins are located adjacent to the Fire Station.
- f. Councilmember LaFontaine was recognized and reported on the September 9, 2013 Solid Waste Authority meeting. He indicated that the recent Hazardous Waste Day was very successful and averaged over 600 vehicles, a 60% increase in residents disposing of wastes. Volunteers included Coast Electric, Mississippi Power, and numerous local volunteers.

**8. Presentations / Appointments—None**

**9. City Manager's Report—The City Manager was recognized and discussed the following:**

- Upcoming Cruisin' the Coast event October 9, reviewing the route and traffic handling in addition to sweeping streets and intersections;
- The bridges over the interstate and at Montjoy Creek have been pressure washed;
- Removing dead, damaged, or dying trees along Airport Drive. Removal of the trees was done in-house, based on a tree plan by local arborist Eric Nolan; will be replacing 10 trees on airport drive median in the fall;
- Privilege License report—387 requests to update licensing have been sent out for renewal by October 1, 2013;
- Working with AMR for faster response time for ambulance requests from Diamondhead;
- Police Report given by Capt. Hermann—253 calls were taken in August and issued 36 tickets and 20 warning tickets; 109 calls have been taken to date in September with 14 tickets issued and 3 warning tickets.
- Mayor Schafer read a letter to Capt. Hermann from Sungat Altis thanking the Police Department for checking his home during a period of time when he was out of town.

**10. Docket of Claims—Councilmember Rech moved, seconded by Councilmember LaFontaine, to Accept the Docket of Claims as Presented Subject to any Additions, Corrections, or Deletions Made by Council. The motion carried unanimously.**

**11. FINANCIAL REPORTS—Councilmember Knobloch moved, seconded by Councilmember Rech, to Accept the Financial Reports as Presented Subject to any Additions, Corrections, or Deletions Made by Council. The motion carried unanimously.**

**12. Citizens Wishing to Address Council, Agenda Items**  
None

**13. OLD and NEW BUSINESS**

2013-2074.3—Councilmember LaFontaine moved, seconded by Councilmember Rech, to Accept the City Manager's Recommendation for the Term Contract Bid Award for "Proposal for Furnishing Traffic Signs, Posts and Hardware to the City of Diamondhead". The city attorney was recognized and clarified that Vulcan Signs submitted a bid, not a contract and that Council was accepting their bid which would be incorporated into the contract

as an actual reference to the bid proposal so that the contract is consistent with what they bid.

The motion carried unanimously and the lowest and most responsive bidder was identified as Vulcan Signs.

2013-2095—Councilmember LaFontaine moved, seconded by Councilmember Lopez, to Approve a Resolution Declaring Surplus Property for Auction. Following discussion and review of the Resolution, Councilmember LaFontaine amended his motion, seconded by Councilmember Lopez, to revise the Resolution to state that the date and location of the auction was to be determined. The motion carried unanimously by roll call vote and is Resolution 2013-070. The City Manager advised that the auction would be advertised by Cuevas Auction LLC and that he would send out an e-blast when the date and location are set.

2013-2096—Councilmember Lopez moved, seconded by Councilmember Knobloch, to Authorize the City Manager to Execute an Agreement to Engage Cuevas Auction, LLC to Auction Surplus Property. The motion carried unanimously.

2013-3017—Discussion of Policy to Fill Vacancies in Appointments to Internal and External Committees—Councilmember LaFontaine was recognized and indicated that he would like to use an e-blast and the website to make the public aware of vacancies of internal and external committees, especially regarding the vacancies on the Planning and Zoning Commission. Councilmember Knobloch indicated that a Facebook page could also be utilized for this purpose. The City Manager indicated that he would send the requested e-blast. The City Attorney was recognized reported to Council information regarding setting up a Facebook page. Mayor Schafer requested that anyone interested in advertising positions submit a proposal to the City Manager.

Councilmember Knobloch was recognized with a code question from a resident on the Southside regarding a pool. The City Attorney was recognized and indicated that it was his understanding that you can't have an operating pool without a primary structure as it would be a violation of international property maintenance codes.

#### **14. Citizens Wishing to Address Council, Non-Agenda Items**

Christine Fendley was recognized and addressed Council on street lighting at the end of her street, vandalism, loitering, and the possibility of people squatting the nearby woods. She also expressed her concerns as recently her son was almost abducted coming home after getting off the school bus.

#### **EXECUTIVE SESSION**

Upon motion by Councilmember Lopez and second by Councilmember LaFontaine at 6:47 p.m., the Council voted unanimously to go into Closed Session to determine the need for an Executive Session.

Upon motion by Councilmember Rech and second by Councilmember Sislow, the Council voted unanimously to go into Executive Session to discuss potential litigation and chain-of-command in the City Manager's absence.

Upon motion by Councilmember Knobloch and second by Councilmember Sislow, the Council voted unanimously to come out of Executive Session.

**RETURN TO REGULAR SESSION.**

Upon motion by Councilmember Lopez and second by Councilmember LaFontaine, the Council voted unanimously to return to the Regular meeting at 7:31 p.m. All who were present when the Closed Session began were again present when the session ended. The City Attorney announced that no decisions were made during the Executive Session.

15. **ADJOURN**—Councilmember LaFontaine moved, seconded by Councilmember Sislow, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 7:32 p.m.

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Thomas E. Schafer IV  
Mayor

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Sue W. Foster, City Clerk

Meeting Notice Posted at City Hall on September 11, 2013.



City of Diamondhead, MS  
**Request for Council Action**

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

Ordinance   
  Resolution   
  Agreement/Contract   
  Info Only   
  Work Session Only  
 Consent Agenda   
 Regular Agenda   
 Presentation/Appointment

**AGENDA DATE REQUESTED:**

10.01.13

<p><b><u>ORDINANCE/RESOLUTION CAPTIONS or ISSUE:</u></b> A RESOLUTION STATING THE INTENT OF THE MAYOR AND CITY COUNCIL (THE "GOVERNING BODY") OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE "CITY), TO ACQUIRE, RENOVATE, FINANCE AND EQUIP A CITY HALL AND RELATED FACILITIES (THE "PROJECT") AND AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSAL WHEREBY ANY PROPERTIES THAT MIGHT BE SUITABLE CAN RESPOND AND BE EVALUATED BY THE GOVERNING BODY AND THEREAFTER A PURCHASE NEGOTIATED.</p>
<p><b><u>SUMMARY BACKGROUND:</u></b> The City is required by statute to provide a City Hall and is authorized to purchase real property pursuant to Miss. Code Ann §21-17-1.</p>
<p><b><u>IMPACT IF DENIED:</u></b> The City will not have a City Hall facility.</p>
<p><b><u>IMPACT IF APPROVED:</u></b> The City will have a City Hall facility.</p>
<p><b><u>FINANCIAL IMPACT:</u></b> TBD</p>

**REQUIRED SIGNATURES**

**REQUESTED BY:**

Sean J. Tindell, City Attorney

**City Manager:**

**City Attorney:**

**COUNCIL ACTION:**

*Approved*   
  *Denied*   
  *Tabled/Deferred*   
  *Info Only*   
 Completed:

**RESOLUTION STATING THE INTENT OF THE MAYOR AND CITY COUNCIL (THE “GOVERNING BODY”) OF THE CITY OF DIAMONDHEAD, MISSISSIPPI (THE “CITY), TO ACQUIRE, RENOVATE, FINANCE AND EQUIP A CITY HALL AND RELATED FACILITIES (THE “PROJECT”) AND AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSAL WHEREBY ANY PROPERTIES THAT MIGHT BE SUITABLE CAN RESPOND AND BE EVALUATED BY THE GOVERNING BODY AND THEREAFTER A PURCHASE NEGOTIATED.**

WHEREAS, the Mayor and City Council (the “Governing Body”) of the City of Diamondhead, Mississippi (the “City”), acting for and on behalf of the City, hereby finds and determines as follows:

1. The City is in need of acquiring, renovating, and equipping a City Hall and related facilities (the “Project”).
2. The City is authorized to purchase real property pursuant to Miss. Code Ann §21-17-1.
3. The City is currently under a lease with option to purchase agreement with the Diamondhead Baptist Church, for certain real property the City presently occupies and uses as its City Hall and for other various municipal functions.
4. Prior to the executing any option to purchase under the lease purchase agreement, this Governing Body would like to evaluate any other potential properties which are available and suitable to the City’s needs as City Hall and other various municipal functions.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY, AS FOLLOWS:

SECTION 1. That the Governing Body of the City does hereby declare its intent for acquiring, renovating, and equipping a City Hall and related facilities pursuant to Miss. Code Ann. §21-17-1.

SECTION 2. That the City, prior to executing any option to purchase under its current lease purchase agreement with Diamondhead Baptist Church, desires to issue a Request for Proposal of other suitable properties that can serve as a City Hall and for other related functions.

SECTION 3. That prior to entering into any agreement to purchase any real property for a City Hall and other related functions, this Governing body will evaluate any and all proposals and options.

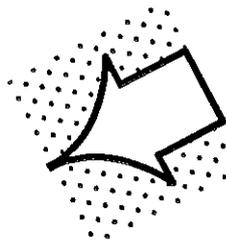
SECTION 4. If any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any of the other provisions of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision or provisions had not been contained herein.

SECTION 5. The City Manager is hereby directed to issue a Request for Proposal specifying the requirements and needs of City Hall and other related functions for the City. A copy of the approved Request for Proposal is attached hereto.

The above and foregoing resolution, after having been first reduced to writing, was introduced by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and the question being put to a roll call vote, the result was as follows:

	Aye	Nay	Absent
Councilmember Lopez	_____	_____	_____
Councilmember Lafontaine	_____	_____	_____
Councilmember Sislow	_____	_____	_____
Councilmember Rech	_____	_____	_____
Councilmember Knobloch	_____	_____	_____
Mayor Schafer	_____	_____	_____

The motion having received the affirmative vote of a majority of all of the members of the Governing Body, the Mayor declared the motion carried and the resolution adopted, this the \_\_\_\_\_ day of \_\_\_\_\_, 2013.



\_\_\_\_\_  
 Thomas E. Schafer IV  
 Mayor

ATTEST:

\_\_\_\_\_  
 Sue W. Foster  
 City Clerk

(Seal)

**REQUEST FOR PROPOSALS**

**PURCHASE OF PROPERTY –**  
**LAND AND BUILDING**

**FOR CITY OF DIAMONDHEAD**

**RFP # 2013-1021**

**CITY OF DIAMONDHEAD, MISSISSIPPI**

**RELEASE DATE**

**Wednesday, October 2, 2013**

**DUE BY:**

**Monday, November 4, 2013 10:00 A.M. CST**

**OPEN**

**Tuesday, November 5, 2013 6:30 P.M. CST**

**DELIVER TO:**

**City of Diamondhead  
City Clerk  
5000 Diamondhead Circle  
Diamondhead, MS 39525**

## **PURPOSE**

The City of Diamondhead hereinafter referred to as the "City" for the purpose of this Request for Proposal ("RFP"), invites proposals to purchase a parcel of land, with a building thereon, within the City limits, for use as City office space for City of Diamondhead City Hall operations, in accordance with the terms, conditions, and specifications described herein. Offerors are required to prepare a complete offer and submit a proposal response to the City.

Notice of this RFP is published in the Sea Coast Echo which is a Hancock County newspaper with a general circulation. Additionally this RFP is also posted on the City's website ([www.diamondhead.ms.gov](http://www.diamondhead.ms.gov)).

## **INSTRUCTIONS TO OFFEROR**

### **General**

- One original signed by the owner and nine (9) copies of the proposal should be in an envelope that is sealed and plainly marked on the outside with the RFP number and the name of the proposal:

“Purchase of Property— Land & Building  
City of Diamondhead RFP 2013-1021”

### **A proposal must be signed as follows:**

- If the proposer is an individual, by him/her personally,
  - If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner, or
  - If the proposer is a corporation, by the president/vice-president and the treasurer/assistant treasurer or any other authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and the corporate seal affixed.
- 
- Each proposal must include the attached Information Form (Attachment A), properly filled out and executed along with all attachments for explanations where required.
  - The City of Diamondhead reserves the right to reject any or all proposals, waive minor informalities or accept the proposal deemed to be in the best interest of the City.
  - The signature of the Offeror's authorized official(s) must be provided on all the proposal forms.
  - All information in the Offeror's response should be organized and presented in a clear / concise format. Accuracy and completeness are essential. Offerors should not make claims to which they are not prepared to commit themselves contractually.
  - Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non responsive and may result in disqualification of the bid unless the City determines that such failure constitutes a minor informality.
  - The proposal must include a reference to the Assessor's map and parcel number of the proposed property.
  - Deed: Proposers are required to include a copy of the deed to the current owner of the property and a Registry of Deeds recording reference for title to the property.
  - Proposers are required to include a properly filled out and executed Information Form, along with all

attachments for explanations where required (Attachment A).

- Proposals must include a completed Price Proposal Form for the property offered for sale to the City, in response to this RFP (Attachment B).

## **1.2 Submission Instructions**

Offeror's response shall include the name, address and telephone number of the Offeror, and identify the name and title of the individual signing on behalf of the Offeror. Offerors may submit response by hand delivery during normal City Hall business, with the exception of Federal or State designated holidays hours; 8:00 am to 5:00 pm CST Monday thru Friday, United States mail or other express delivery service of Offeror's choosing and must be received by the City of Diamondhead NO LATER THAN 10:00AM CST on the stated date at the stated designated office and address:

Proposals will be received, opened and read aloud at 6:30 PM November 5, 2013.

Publish Twice in the Legal Section of Sea Coast Echo: October 5, 2013 and October 12, 2013

**Response Due Date:** November 4, 2013 @ 10:00AM CST, Monday

**Office:** City of Diamondhead, City Clerk Office

**Address:** 5000 Diamondhead Circle  
Diamondhead, MS 39525

**Phone:** 228-222-4626

### **1.2.1 Opening**

All proposals will be opened on November 5, 2013 at 6:30 PM CST at the City Council Chambers at City Hall, 5000 Diamondhead Circle, Diamondhead, MS 39525.

### **1.3 Questions**

Questions shall be forwarded in writing by October 25, 5:00 PM to the City Clerk at the address above; or through email; [sfoster@diamondhead.ms.gov](mailto:sfoster@diamondhead.ms.gov) so they can be addressed prior to the solicitation deadline for offers. Answers will be sent via an addendum to all Offerors who received this solicitation through the City Clerk by email.

### **1.4 Evaluation Methodology**

City's objective is to obtain the space most advantageous to its needs. To this end, the City will evaluate all proposals for conformity to the requirements, and for the degree to which they satisfy the qualitative criteria and objectives as defined in this solicitation.

The City will begin to review and evaluate proposals after the noted opening date and time. Evaluations of proposals will be based primarily on information provided in the proposals and obtained on site visits. Additional information will be obtained from other agencies and individuals familiar with the proposed building and from other generally available and verifiable information. The City reserves the right to waive portions of the solicitation for all proposers, to excuse minor informalities in proposals, or to reject any or all proposals, if deemed in the best interest of the City.

## **1.5 Specifications**

The City will consider the suitability of the proposed property, including but not limited to, factors relating to size of the property and the building; site access for vehicles and pedestrians; availability of parking; environmental conditions, wetlands, grading, drainage, soil conditions, and other conditions of the building and property; security of the surrounding area; availability and proximity to, and adequacy of public utilities, physical and aesthetic condition and layout of building spaces including but not limited to; office space, meeting space, and other public space, compatibility with existing land uses on surrounding parcels, characteristics of the building and other improvements on the property, and whether it/they would have to be demolished/modified or would be used; cost of development/modification for the intended use, existing city revenue considerations, the need for revitalization and renewal of the area and where such revitalization and renewal is deemed important by the City; the existence of tenants or occupants of the property; and the relative ease or difficulty of permitting the project at the proposed property.

At a minimum, the property, and the building thereon, must satisfy the following specifications:

### **1.5.1 Initial Review**

City will review all proposals accepted for consideration to determine whether they meet the minimum space needs requirements. Proposals that do not meet this requirement will be rejected as non-qualifying.

### **1.5.2 Site Visits**

City staff will conduct site visits for all competitive, qualifying proposals, to verify the information provided in the proposals, and to perform detailed evaluations of the proposed space. The proposer should be present at the site visit or should arrange to have someone present who has the knowledge and authority to represent the proposer.

### **1.5.3 Evaluation of Qualifying Proposals**

Any proposal that the City has determined as non-qualifying will be rejected by the City. All qualifying proposals will be evaluated.

**The following, but not limited to the following criteria will be used to compare the relative merits of qualifying proposals.**

## **1.6 Location**

The property must be located in the City of Diamondhead.

The proposal must include a copy of the latest deed for the property and a site plan or survey of the property, if available;

### **1.6.2 Access**

The property must have adequate access from frontage abutting a public way with multiple-entry multiple-exit of facility grounds. Responses will be evaluated for ease of access to the proposed building by residents of the City of Diamondhead, including ingress and egress to the proposed location by public streets.

### **1.6.2.1 Vestibule and/or Covered Entrance**

In cases where the proposed location has direct access to the outside, the daily entrance should have a vestibule and/or a covered entrance for weather control and worker/public comfort, with exterior door opening into vestibule and/or covered entrance, and entry into building through entrance doors. All vestibules and/or covered entrances must have a minimum level of 20 foot-candle lighting at floor level.

### **1.6.2.2 Security Lighting**

Security and walkway exterior lighting should be provided at a minimum level of 10 foot-candles for all corridors and areas used by City staff.

### **1.6.3 Parking**

Parking areas and walkways between them of the proposed building should be adequately lit and easily accessible to the daily entrance. The number of parking spaces should meet the City of Diamondhead's parking requirements as identified in Section 8.2 of the Diamondhead Zoning Ordinance and must be well lit.

### **1.6.4 Building Enclosure and Systems**

The condition of the building envelope will be evaluated, including the roof, foundation, walls, and exterior windows and doors. The current condition of the HVAC and electrical systems and their ability to reliably handle the City's requirements will be evaluated.

### **1.6.5 Building Common Areas**

Public areas, including the building entrance, lobby, vestibules, stairs, corridors, ramps, elevators and restrooms, should present a professional image.

### **1.6 Availability**

The City will consider the date of building availability.

### **1.6.8 Cost**

The City will evaluate costs based on the present value of the total costs that will be incurred to occupy the proposed premises including structural modifications.

## **2.0 PROPERTY SPECIFICATION**

### **2.1 Description of Space Need**

The City of Diamondhead requires a minimum of 20,000 square feet configured to accommodate office spaces, City Council Chamber space for public meetings, conference room spaces, and space for other municipal functions. Space shall be of commercial grade construction. Adaptation of wood frame or residential construction will not be considered.

Summary of Space Needs:

- Preference will be given to locations that are close to public streets which serves Diamondhead residents
- Building size: a minimum of 20,000 square feet is required
- Location must be or can be modified to be fully accessible in accordance with the

American with Disabilities Act for Accessible Design including an elevator if more than one level, and have dedicated accessible parking available

- Each office area must include sufficient phone lines for VOIP and data for general office use
- Estimated utility and insurance costs to be identified in proposal

## **2.2 Building codes**

Proposed building must comply with all applicable federal, state and local code requirements.

## **2.3 Hazardous Substances**

Offeror must confirm that there are no hazardous substances in or under the proposed building and property.

## **2.4 HVAC**

HVAC systems must be fully automatic and capable of maintaining minimum winter temperatures of 68 degrees Fahrenheit and maximum summer temperatures of 78 degrees Fahrenheit throughout the premises. All areas must be ventilated in conformance with existing codes.

### **2.4.1 Electrical Service**

Electrical service must be of sufficient capacity to provide an electrical system that is complete, tested and ready for operation for both power and lighting distribution. All conduit, wiring and electrical equipment and fixtures installed must be in accordance with the latest rules and regulations of the IBC Electrical and Building Codes, the requirements of the all utility companies, City of Diamondhead Ordinances and City of Diamondhead inspection department.

### **2.4.2 Telephone Wiring/Data Wiring**

The proposed location must have telephone and cable utilities of commercial grade or demonstrate how hookup to telephone and cable utilities of commercial grade will be accomplished. The proposed location should have a complete **VOIP telephone and data wiring system to allow for the operation of one unified agency telephone system** for all City Hall operations.

# Proposal to Sell Real Property to the City of Diamondhead

## ATTACHMENT A

### Information Form

1. Property Location: \_\_\_\_\_
2. Total Acres: \_\_\_\_\_ Buildable Acres: \_\_\_\_\_ Unbuildable Acres: \_\_\_\_\_
3. Amount of footage on \_\_\_\_\_ (name of city street)
4. Tax map, Lot, and Block Number: Map \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_
  - Submit a copy of the tax map(s) for that parcel(s).
5. A copy of the current deed(s) with the Registry of Deeds Book and Page reference is to be attached.
6. Provide the date the building available for use.
7. Provide list of all utilities already adjacent to the parcel or explanation included on how this will be accomplished:
8. What is the current zoning of the proposed property?
9. Are there any right-of-way privileges or easements benefiting the property?  
If yes, please attach detailed explanation.
9. Are there any right-of-way privileges or easements, burdening the property?  
If yes, please attach detailed explanation.
10. Are there any deed restrictions?  
If yes, please attach detailed explanation.
11. Include a Building Site Plan.
12. Attach a description of the current and past uses of the property, including any history of the release or disposal of any oil or other hazardous materials on the property.
13. Is the property bounded by survey monuments?
14. Has the property been surveyed? Date of survey: \_\_\_\_\_
15. Attach survey.
16. Current Owner(s) name(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Fax number: \_\_\_\_\_
17. List any liens or mortgages of record, including Registry Book and Page references:  
\_\_\_\_\_
18. This proposal includes agenda(s) numbered \_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Above \_\_\_\_\_

**(Note: This form must be included in the proposal submission)**

# Proposal to Sell Real Property to the City of Diamondhead

## ATTACHMENT B

### Price Proposal Form

- A. The Undersigned proposes to sell the building and land listed in this Response to the City of Diamondhead's Request for Proposal to the City of Diamondhead, for the price listed below in accordance with the terms and conditions of the Request for Proposals.

Property Address: \_\_\_\_\_

Assessors Map and Lot Number: \_\_\_\_\_

Registry of Deeds Book and Page: \_\_\_\_\_

- B. The proposed contract price is: \$ \_\_\_\_\_

(written) \_\_\_\_\_ Dollars

This price includes the building and land and parcel(s) and all amenities by this RFP.

Date: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Phone and Fax Number \_\_\_\_\_

**(Note: This form must be included in the proposal submission)**

City of Diamondhead, MS  
**Request for Council Action**

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

Ordinance   
  Resolution   
  Agreement/Contract   
  Info Only   
  Work Session Only  
 Consent Agenda   
  Regular Agenda   
  Presentation/Appointment

**AGENDA DATE REQUESTED:**

09.24.13 WS, 10.01.13 Formal

<p><b><u>ORDINANCE/RESOLUTION CAPTIONS or ISSUE:</u></b> Inter-local Agreement Relating to the Collection of Delinquent Taxes Between Hancock County, Mississippi, and the City of Diamondhead.</p>
<p><b><u>SUMMARY BACKGROUND:</u></b> The above-referenced Agreement was approved by Council on 02.09.12, and recorded by the Hancock County Chancery Clerk on 04.03.12 and is effective for a period of two years with automatic renewal. However, the Agreement requires approval by a newly elected City Council when their term begins.</p>
<p><b><u>IMPACT IF DENIED:</u></b> The City will not be able to collect delinquent taxes.</p>
<p><b><u>IMPACT IF APPROVED:</u></b> The City will be able to collect delinquent taxes.</p>
<p><b><u>FINANCIAL IMPACT:</u></b> FY 2013: \$56,092.46, paid 09.10.13.</p>

**REQUIRED SIGNATURES**

**REQUESTED BY:**

Mayor Schafer

**City Manager:**

**City Attorney:**

**COUNCIL ACTION:**

Approved   
  Denied   
  Tabled/Deferred   
  Info Only   
 Completed:

STATE OF MISSISSIPPI

COUNTY OF HANCOCK

INTERLOCAL AGREEMENT RELATING TO THE COLLECTION  
OF DELINQUENT TAXES BETWEEN HANCOCK COUNTY, MISSISSIPPI  
AND THE CITY OF DIAMONDHEAD

WHEREAS, in the desire of both these local governmental units, under the authority of Chapter 13, Title 17, Mississippi Code of 1972, Annotated, as amended, to serve the best interest of their taxpayers through consolidation of services and reduction of costs where possible;

NOW, THEREFORE, IT IS AGREED by and between the City of Diamondhead and the County of Hancock (County) as follows:

1. The Hancock County Chancery Clerk will be responsible for receiving and receipting tax redemption payments, notifying owners of the time for expiration of redemption and issuing deeds for such tax sales. The Chancery Clerk shall be paid \$10.00 per parcel for the cost of researching land records for notifying owners and lienors of maturity dates.

2. The Chancery Clerk shall provide tax redemption services to the City on all property within the City for additional compensation as may be agreed between the Chancery Clerk and the Mayor and Councilmen.

3. This contract will be in effect for an initial term of two (2) years commencing February 6, 2012, and thereafter shall be automatically renewed on an annual basis unless terminated by one of the parties hereto: Such termination shall be in the form of a written notice to the other party not less than nine (9) months in advance of the date of termination. However, the contract must be approved and spread on the minutes by the newly elected Board of Supervisors in 2012, when the newly elected Board of Supervisors' term begins. Likewise, this contract must be approved by the newly elected City Council and spread on the City's minutes when the newly elected city council term begins.

4. Amendment to this contract shall take place only by mutual consent of the parties pursuant to Section 17-13-9(e), Mississippi Code Annotated, as amended, and with Resolutions passed by each governing entity.

5. This Agreement shall be in force and in effect from and after its approval by the Attorney General pursuant to Section 17-13-11, Mississippi Code of 1972, as amended.

6. There will be no separate or legal or administrative entity created hereby, but the purposes of this Agreement shall be that the governing authorities of the respective governmental entities shall cooperate together within and under the terms of this Agreement to achieve maximum efficiency for governmental services at minimum cost to the taxpayers of the City of Diamondhead.

7. The City and County recognize that the services provided herein to be rendered and engaged in jointly between the City and County require the approval and cooperation of Hancock County Chancery Clerk and that they have been fully advised and have cooperated in the formulation of this Agreement and join herein as signature parties.

THIS AGREEMENT is entered into by the governing authorities of the City and the County as the same appears of record in their respective minutes

CITY OF DIAMONDHEAD, MISSISSIPPI

By: \_\_\_\_\_  
ITS MAYOR

HANCOCK COUNCY, MISSISSIPPI

BY: \_\_\_\_\_  
PRESIDENT, HANCOCK COUNTY BOARD  
OF SUPERVISORS

\_\_\_\_\_  
HANCOCK COUNTY CHANCERY CLERK



City of Diamondhead, MS  
**Request for Council Action**

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

Ordinance    Resolution    Agreement/Contract    Info Only    Work Session Only  
 Consent Agenda    Regular Agenda    Presentation/Appointment

**AGENDA DATE REQUESTED:**

09.24.13 WS 10.01.13

**ORDINANCE/RESOLUTION CAPTIONS or ISSUE:** Road and R-O-W Acquisition, E. Aloha/Library Road.

**SUMMARY BACKGROUND:** Need to acquire property for public improvements.

**IMPACT IF DENIED:** No public improvements will be made.

**IMPACT IF APPROVED:** Public improvements will be made.

**FINANCIAL IMPACT:** Cost of improvements for the Library road—\$1,500; cost of acquisition of E. Aloha Drive should be less than \$1,500.00

**REQUIRED SIGNATURES**

**REQUESTED BY:**

Richard Rose

**City Manager:**

**City Attorney:**

**COUNCIL ACTION:**

*Approved*    *Denied*    *Tabled/Deferred*    *Info Only*   **Completed:**