



# MINUTES

## COUNCIL WORK SESSION

### Diamondhead, Mississippi

Diamondhead Community Center  
May 3, 2012  
9:00 a.m.

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1. **Call to Order** Mayor Ingraham  
**INVOCATION** Mayor Ingraham  
**PLEDGE OF ALLEGIANCE** Councilmember Holcomb
  
  2. **Roll Call**—The following members of Council were present: Mayor Ingraham, Hank Holcomb, Ernie Knobloch, Ron Rech, Dalton Roberson. Councilmember Ackerman was absent.
  3. **Confirmation or Adjustments of the Agenda Order**—Items 5j and 5n were requested to be discussed immediately following the presentations. Mr. Stallings was not present to discuss the Flood Damage Prevention Ordinance and Frank Bordeaux of Steward, Sneed Hewes was added to the presentations.
  4. **Presentations**
    - a. Lili Stahler, Alderman for Ward 1 in Waveland, addressed Council on the benefits of the training for Council and City Staff offered by the Mississippi Municipal League.
    - b. Frank Bourdeau, of Stewart Sneed Hewes, discussed insurance needs of the City and entertained questions from Council.
    - c. Audrey Ramirez gave an update on the upcoming golf tournament sponsored by Citizens for Incorporation of Diamondhead.
  
  5. **New Business**
    - a. Elected Officials Participation in PERS System—After discussion, Councilmember Knobloch was charged with preparing a resolution for the City of Diamondhead declining the use of the Public Retirement System (PERS) in Mississippi for the Regular Agenda at the May 7, 2012 Council meeting.
    - b. Public-Private Partnerships: Building Department and Flood Plain Administrator—Councilmember Knobloch updated Council on this issue, further discussed in item 5c.
    - c. Discussion of City's Long-Range P3 Option—Interim City Manager Ramirez provided Council with a draft Start-up Schedule and a cost/benefit analysis comparing types of city organizations. The Interim City Manager and the Consultant were charged with conducting further research on the positions of flood plain manager, building code enforcement inspector, planning and zoning review.
    - d. Flood Damage Prevention Ordinance—Councilmember Holcomb indicated that the boiler plate Flood Damage Prevention Ordinance template had been modified to fit the flood zones in Diamondhead and sent to Charles Stallings for review. Discussion was held on items needing review. Councilmember Roberson advised that the Flood Plain Ordinance would need to be in the paper and advertised that it is available for review at City Hall. It was noted that the City has six months from the date of incorporation to have it approved by MEMA and FEMA. The Flood Damage Prevention Ordinance was then added to the agenda for the May 7, 2012 Council meeting.

- e. Application for Participation in the National Flood Insurance Program and Resolution of Intent—  
After discussion, this item was moved to the Consent Agenda for May 7, 2012.

Councilmember Holcomb moved, seconded by Councilmember Rech, to recess the meeting until after lunch. The motion carried unanimously and the meeting was recessed at 11:53am.

Councilmember Rech moved, seconded by Councilmember Knobloch, to return to the meeting. The motion carried unanimously and the meeting resumed at 1:19pm. All who were present before returned with the exception of Councilmember Roberson. Mayor Ingraham left the meeting at 2:30pm.

- f. City Clerk Job Description—After discussion, the City Clerk’s Job Description was moved to the Consent Agenda for May 7, 2012.
- g. Health Insurance, Property Insurance, and Worker’s Comp were discussed by Council. Following discussion, Health Insurance and Property Insurance were moved to the Council Work Session on May 17, 2012. A Resolution on the Worker’s Compensation was moved to the Consent Agenda for May 7, 2012.
- h. Personnel Handbook—Following discussion, this item was moved to the Council Work Session Agenda on May 17, 2012.
- i. Drug/Alcohol Policy—Following discussion, this item was moved to the Council Work Session Agenda on May 17, 2012.
- j. Internet/E-mail Policy—Following discussion, this item was moved to the Consent Agenda on May 7, 2012.
- k. Employee Drug Screening with Hancock Medical “DiamondMed” –Following discussion, this item was moved to the Consent Agenda on May 7, 2012.
- l. Retirement Options for City Employees—Following discussion, this item was moved to the Consent Agenda on May 7, 2012.
- m. Ordinance Authorizing the Collection of Business License Fees—Following discussion, this item was moved to the Consent Agenda on May 7, 2012.
- n. Recommendation on Software Applications—Several options were presented to Council for discussion, after which the Mayor directed Councilmember Rech to review the options and make a recommendation to Council within ten (10) days. This item was moved to the Council Work Session Agenda on May 17, 2012.
- o. Ordinance Authorizing and Establishing Records Fees for the City of Diamondhead—Following discussion, this item was moved to the Council Work Session Agenda on May 17, 2012.

- p. Volunteer Assistant to City Clerk—The Interim City Clerk reviewed this item for Council. There were no objections from Council and no further action required.
- q. Mileage Rate Letter—Following discussion, this item was moved to the Consent Agenda on May 7, 2012, to establish a mileage reimbursement rate as set by the IRS.
- r. Personal Evacuation/Disaster Plan Information—After review by Council, the Mayor requested that the form provided be completed by all Council and Staff and returned to the Interim City Clerk to be compiled and maintained.

**6 Unfinished Business**  
None

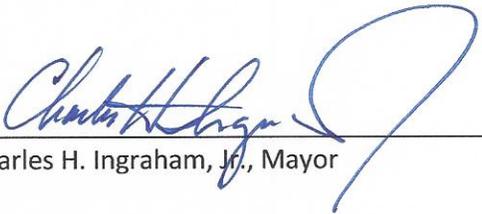
The following items were discussed and placed on the Formal Agenda as noted for the May 7, 2012 meeting, with the exception of item 7b, which will follow at a later date.

**7. DISCUSSION OF ADDITIONAL AGENDA ITEMS FOR COUNCIL MEETING MAY 7, 2012**

- a. Minutes
  - April 12, 2012 Recessed Meeting
  - April 12, 2012 Work Session
  - April 16, 2012 Council Meeting
- b. Announcements
  - Low-Speed-Vehicle Legislation Update—Councilmember Knobloch was asked by the Interim City Manager to prepare an explanation for the public briefly outlining the LSV bill.
- c. Docket of Claims—Consent Agenda
- d. MML Conference June 25-27, 2012 in Biloxi—Docket of Claims
- e. Resolution Adopting the FY2012 Budget—Regular Agenda
- f. Contract with JWS Enterprises for IT Services—CONSENT AGENDA
- g. Contract with Municipal Consultants —CONSENT AGENDA
- h. Contract with Fuelman Fleet Account—CONSENT AGENDA
- i. Engagement Agreement with Richard Logan P.A., to provide Short-term Financial Accounting Services to the City—CONSENT AGENDA

**EXECUTIVE SESSION**

- j. Hiring of the City Clerk
8. Councilmember Rech moved, seconded by Councilmember Knobloch to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 3:26pm.



Charles H. Ingraham, Jr., Mayor



Sue W. Foster  
City Clerk

Meeting Notice Posted at City Hall on April 30, 2012.

*\*Consent Agenda— All matters listed on the Consent Agenda, are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*