



MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
Emerald Ballroom
May 7, 2012
6:00 P.M.

1. **Call to Order** Mayor Ingraham called the meeting to order at 6:01PM.
2. **Invocation** Mayor Ingraham
3. **Pledge of Allegiance** Councilmember Holcomb
4. **Roll Call:** The following members of Council were present: Mayor Ingraham, Dianne Ackerman, Hank Holcomb, Ernie Knobloch, Ron Rech, Dalton Roberson.
5. **Approval of Minutes:** Councilmember Roberson moved, seconded by Councilmember Rech, to accept the minutes for April 12, 2012 Recessed Meeting, April 12, 2012 Work Session, and the April 16, 2012 Council Meeting.
6. **Confirmation or Adjustment of the Agenda Order:** Mayor Ingraham added item 12f dealing with Tideland funds. Councilmember Roberson moved, seconded by Councilmember Knobloch to accept the agenda as amended.
7. **Communications/Announcements from the Mayor and Council**
None
8. **Presentations / Appointments**
None
9. **City Manager's Report:** The City Manager reported on the following: Hancock County Household Hazardous Waste Event to be held on May 19 in Waveland; following approval of the budget, an answering machine will be purchased for the city; handicap ramp was recently installed at City Hall by Councilmember Knobloch, Councilmember Holcomb, L. M. Rice, Dan Seliga, John Price, and Ron Amox; securing agreement from Diamondhead resident to assist short-term with the financial needs of the city; emergency badges will be distributed as soon as they are available from Hancock County Emergency Management; the POA board passed a resolution to convey assets to city and it is being sent to residents for approval at the election on June 16; approval of recent legislation will allow Diamondhead residents to drive their golf carts over City streets and information will be published explaining the details; Consultant Rose and the City Manager will put together a plan on how to approach privatization; received a proposal on developing a storm water plan for the city and a proposal to inventory and "engineer" road signs to meet current requirements in conjunction with grants.
10. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
None

REGULAR AGENDA

11. **OLD BUSINESS**
 - a. Resolution Adopting the FY-2012 Budget: Councilmember Roberson moved, seconded by Councilmember Rech, to adopt the budget based on the fact that all of the necessary criteria as required by Mississippi law has been met. The motion carried unanimously.

12. NEW BUSINESS

- a. Resolution for the City of Diamondhead Declining the Use of the Public Retirement System (PERS) in Mississippi: Councilmember Holcomb moved, seconded by Councilmember Ackerman, to adopt the Resolution. After comments from Councilmembers, the motion carried unanimously.
- b. Flood Damage Prevention Ordinance: Councilmember Holcomb moved, seconded by Councilmember Knobloch, to adopt the Ordinance. It was noted that the Flood Damage Prevention Ordinance must be adopted by municipalities, that the Ordinance has been reviewed by MEMA, and it will take effect immediately upon passage. The motion carried unanimously.
- c. Application for Participation in the National Flood Insurance Program and Resolution of Intent to Enter the NFIP: Councilmember Holcomb moved, seconded by Councilmember Ackerman, to adopt the resolution. The motion carried unanimously.
- d. Agreement for Mississippi Municipal Service to provide Workman's Compensation Insurance for the City of Diamondhead Employees: Councilmember Roberson moved, seconded by Councilmember Rech, to approve the agreement. The motion carried unanimously.
- e. Motion to approve pursuit of application for Tidelands Funds for dredging of a channel from Diamondhead Marina to the main channel of the Bay of St. Louis. Mayor Ingraham moved, seconded by Councilmember Roberson, to approve this motion. After discussion of this potential dredging project, the City Manager was directed to investigate the project further.

CONSENT AGENDA*

13. New Business---

- a. Docket of Claims
- b. City Clerk Job Description
- c. Employee Drug Screening with Hancock Medical "DiamondMed"
- d. Ordinance Authorizing the Collection of Business License Fees
- e. Approval of Reimbursement for Mileage
- f. Contract with JWS Enterprises for IT Services
- g. Contract with Municipal Consultants
- h. Contract with Fuelman Fleet Account
- i. Engagement Agreement with Richard Logan P. A. to Provide Short-term Financial Accounting Services to the City

Councilmember Knobloch moved, seconded by Councilmember Holcomb, to accept the Consent Agenda. The motion carried unanimously.

ITEMS PULLED FROM CONSENT AGENDA

14. **Ordinances and/or Resolutions pulled from the Consent Agenda**
- a. Memorandum to Provide Health Insurance for the City Clerk: After discussion, Councilmember Knobloch moved, seconded by Councilmember Roberson, to accept the memorandum to provide health insurance for the city Clerk. The motion carried unanimously.

Councilmember Roberson moved, seconded by Councilmember Ackerman to go into closed session to determine the need for an Executive Session. The motion carried unanimously.

Upon motion of Councilmember Roberson, seconded by Councilmember Rech, the council voted to close the Regular Meeting and go into Executive Session to discuss the hiring of a City Clerk.

EXECUTIVE SESSION

15. **Hiring of the City Clerk:** Councilmember Roberson moved, seconded by Councilmember Rech, to hire a City Clerk immediately. Discussion and review of the responsibilities of the City Clerk followed, which include finances, registering voters, conducting elections, guardian of all city documents and the seal, record minutes of all Council meetings, administrator of the City's licensing functions, etc. The motion carried unanimously.

Councilmember Rech moved, seconded by Councilmember Roberson, to hire Sue Foster as the City Clerk based upon her performance in the initial phase of incorporation and her background as an assistant City Clerk. Following discussion, the motion carried unanimously.

Discussion followed of the proposed salary range for the City Clerk position, including the idea that the City of Diamondhead should offer a mid-range salary. Councilmember Rech moved, seconded by Councilmember Roberson, to offer \$52,000, excluding benefits, a mid-range salary for similar-sized cities. Council voted unanimously to approve the salary.

Upon motion by Councilmember Roberson and second by Councilmember Rech, the council voted unanimously to come out of executive session and return to the regular meeting.

REGULAR MEETING

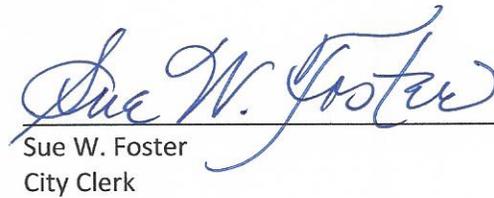
Upon return to the regular meeting, Mayor Ingraham explained that, during Executive Session, Council voted to hire Sue Foster as the City Clerk.

16. **Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person
- a. Ed Catone—Diamondhead resident, spoke to Council on the need for a noise ordinance in the city. He expressed his concern over several noise issues and specifically addressed the noise from Neighbors Lounge. Mayor Ingraham indicated that Council would seriously take this issue under advisement and thanked Mr. Catone for his comments.

17. **ADJOURN:** Councilmember Roberson moved to adjourn the meeting, seconded by Councilmember Holcomb. The motion carried unanimously and the meeting was adjourned at 7:33pm.



Charles H. Ingraham, Jr., Mayor



Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on May 3, 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.*

Memorandum

To: Mayor and Council
CC: City Clerk
From: City Manager, Lloyd Ramirez
Date: 5/7/2012
Re: City Clerks' Temporary Health Insurance Coverage Plan

The city on this date has hired its first employee, Sue Foster as the City Clerk. Discussions with the City Clerk regarding the city's benefits extend to the City of Diamondhead providing health insurance to all existing and future employees. As the city has only one employee at this time, the city is unable to obtain health insurance on a group plan through its insurance carrier Bancorp South. BCS, however, does provide a single temporary policy that would cover the employee (City Clerk) for a limited period of time and with limited coverage. This plan through BCS is \$377.00 per month. The City Clerk currently provides for her own health insurance coverage through another carrier with very similar benefits for \$250.00 per month. Since the City Clerks' existing coverage is established for the month of May and the city is unable to provide payment to BCS for health insurance for the month of May at this date, I recommend the City of Diamondhead reimburse the City Clerk for health insurance coverage for the month of May. I have advised the City Clerk to provide a copy of her monthly health insurance paid statement and an invoice from her requesting reimbursement. The city will then reimburse the City Clerk accordingly on the next docket of claims. I also request this MEMO be spread upon the minutes for documentation and justification for health insurance coverage reimbursement payment to the City Clerk. Beginning June 1, 2012, the city will provide health insurance coverage to the City Clerk through the city's carrier, Bancorp South.