



MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
Emerald Ballroom
May 21, 2012
1:00 P.M.

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1. **Call to Order**--Mayor Ingraham called the meeting to order at 1:01PM
 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, Dalton Roberson. Councilmember Rech was absent.
 5. **Approval of Minutes** Councilmember Roberson moved, seconded by Councilmember Knobloch, to approve the minutes as presented. The motion carried unanimously.
 - 04.25.12 Recessed Meeting
 - 05.03.12 Work Session
 - 05.07.12 Council Meeting
 6. **Confirmation or Adjustment of the Agenda Order**

Councilmember Holcomb moved, seconded by Councilmember Ackerman, to accept the order of the agenda.
 7. **Communications/Announcements from the Mayor and Council**
 - a. Mayor Ingraham announced the closure of City Hall for Memorial Day, May 28, 2012. Additionally, the Mayor indicated that regular Council meetings that fall on holidays will be rescheduled for the day after the holiday. The meeting scheduled for September 3, Labor Day, will be held on September 4. The meeting scheduled for January 21, 2013, MLK Day, will be held on January 22, 2013.
 - b. Councilmember Holcomb announced that council has begun to review the noise ordinance and will continue to review the ordinance at the next work session at 9am on May 31 at City Hall.
 - c. The Mayor announced a recessed work session to be held on Tuesday, May 22, 2012, at 9am at City Hall for the purpose of discussing the employee handbook.
 - d. The Mayor announced the matter of retaining special council to assist with the drafting of the employee handbook would be taken up in Executive Session as it is a personnel issue. The Mayor indicated that establishing a personnel manual is specialized and retaining special council will limit exposure to the Council.
 8. **Presentations / Appointments**
 - a. National Cancer Survivor's Day proclamation was read by the Mayor. Councilmember Roberson moved to accept the proclamation, seconded by Councilmember Ackerman. The motion carried unanimously.
 - b. The Mayor reported that the Oath of office for the city clerk, Sue W. Foster, for the city of Diamondhead was administered at city hall on Monday, May 14, 2012, witnessed by Barbara Wittliff.

- c. Mayor Ingraham asked for a motion establishing pay periods and calculating partial pay periods for employees. Councilmember Roberson moved that salaried employees be paid semi-monthly on the 15th and the last day of the month, with adjustments for pay dates falling on holidays and weekends; in addition to adjustments for overtime, docked pay, etc. to be made the following pay period and that this be included in the Personnel Manual when it is adopted. Councilmember Holcomb seconded the motion and after clarification discussion, the motion carried unanimously.

9. City Manager’s Report

Lloyd Ramirez, Interim City Manager was recognized and gave the following report: Work has begun on the Emergency Plan for the City. Janie Lamb was recognized as the new volunteer City Information Officer. A Municode account is to be established to assist in setting up the ordinances needed to operate the City.

The Mayor directed that all Ordinances be reviewed by the City Attorney. Councilmember Ackerman requested a status on the Comprehensive Plan and the Mayor directed the City Manager to request Thom Sislow to give an update to Council at the next Work Session on May 31 at 9am. He additionally instructed the Consultant, Richard Rose, to prepare time lines for the critical paths for the Planning and Zoning Commission’s accomplishing of goals.

The City Manager indicated that he has requested a plat or description of roads in the City of Diamondhead, particularly the road beside Rouse’s and Live Oak Drive. The Mayor directed the City Manager to look into the options of the City regarding the repair and upkeep of Live Oak Drive and report at the Work Session on May 31.

10. Docket of Claims

Councilmember Roberson moved, seconded by Councilmember Ackerman, to accept the revised docket of claims. The motion carried unanimously.

11. Citizens Wishing to Address Council, Agenda Items Limit of 3 minutes per person
none

CONSENT AGENDA*

Councilmember Knobloch moved, seconded by Councilmember Roberson, to accept the items on the Consent Agenda. The motion carried unanimously and the items were accepted.

12. New Business

- a. Diamondhead Mardi Gras Canine Parade Approval—“Diamond Dogs”
- b. Request to Open Two Clearing Fund Accounts
Mayor Ingraham explained clearing fund account

ITEMS PULLED FROM CONSENT AGENDA <i>(if needed)</i>
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13. Ordinances and/or Resolutions pulled from the Consent Agenda
None

REGULAR AGENDA

14. NEW BUSINESS

- a. Integrated Software Application Acquisition—The Council heard from the City Consultant regarding the immediate need to sole source the city’s purchase of an integrated software system from Tyler Technologies. Based on the city’s recent incorporation, the city has an urgent need of financial software to meet the requirements of the Mississippi State Auditor Budget Procedures, an immediate need of a law enforcement records management system, court system, human resources and other municipal functions that are necessary to serve the citizens of the city. The city is in need of purchasing a software system with a full suite of individual integrated modules for the integration of the city’s current and future needs. The council, finding these needs are necessary and immediate and meet the requirements of MS CODE 31-7-13 m (viii), accepted the Sole Source letter from Tyler Technologies. The Consultant added that city staff and other end users of the software were in support of this software and that many other local cities currently own or recently purchased Tyler Incode software.

Although there was a unanimous vote taken, it was discovered upon review of the audio tape, there was no motion made regarding acceptance of Tyler Technologies Proposal. Therefore there was no official action taken by City Council on this issue.

EXECUTIVE SESSION

Upon motion by Councilmember Roberson and second by Councilmember Ackerman, the Council voted to go into Closed Session to determine the need for an Executive Session.

Upon motion by Councilmember Roberson and second by Councilmember Ackerman, the Council voted to go into Executive Session to discuss the Personnel Manual. Council agreed to invite discussion with an attorney specializing in employment law for the purpose of advising Council on creating an employee handbook and other personnel issues.

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

Upon motion by Councilmember Roberson and second by Councilmember Knobloch, the council voted unanimously to return to the Regular meeting. All who were present when the closed session began were again present when the session ended.

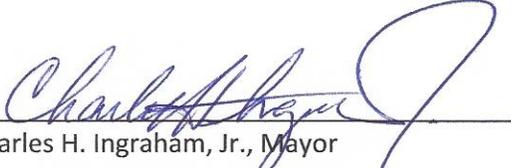
The Council announced that they voted unanimously to hire special council to write the Employee Handbook.

15. **Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person
- a. Earlene Kornman addressed Council regarding issues with Rotten Bayou Cemetery, which she has been maintaining for a number of years. Ms. Kornman stated that the main issues are routine maintenance and trash dumping at the site.

Ms. Kornman also reported that a title search had been done on the cemetery and it was found to be the property of the Catholic Diocese. She also reported that the Diocese was not interested in providing upkeep for the area.

The Mayor directed that the issue be placed on a Work Session Agenda and requested a copy of the Title Search from Ms. Kornman.

- b. Denice Catone was recognized and thanked Council for their consideration regarding a noise ordinance for the City.
16. **ADJOURN:** Councilmember Roberson moved, seconded by Councilmember Holcomb to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 2:35pm.


Charles H. Ingraham, Jr., Mayor


Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on May 18, 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.*