



MINUTES COUNCIL WORK SESSION Diamondhead, Mississippi

Diamondhead Community Center
May 31, 2012
9:00 a.m.

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1. **Call to Order** Mayor Pro Tem Holcomb called the meeting to order at 9:03am.
 2. **Invocation** Mayor Pro Tem Holcomb
 3. **Pledge of Allegiance** Mayor Pro Tem Holcomb
 4. **Roll Call**--The following members of Council were present: Dianne Ackerman, Hank Holcomb, Ernie Knobloch, Ron Rech, Dalton Roberson. Mayor Ingraham was absent and Councilmember Holcomb acted on his behalf as Mayor Pro Tem.
 5. **Confirmation or Adjustments of the Agenda Order:** The City Attorney requested he be allowed to speak on the Software Bid Package at the beginning of the meeting as it would be necessary for him to leave the meeting early.

Councilmember Roberson moved, seconded by Councilmember Rech, to accept the adjustments to the Agenda Order

6. **Software Bid Package Discussion:** Attorney Williams indicated that, immediately following Council approval to purchase software at the May 21, 2012 meeting, he had concerns regarding sole source purchase. After further research and discussions with the State Auditor's Office, he recommended that the city not proceed with the purchase by sole source but rather put the item out to bid and advised the City Manager and the City Consultant to prepare a draft bid package, pursuant to Mississippi Code Section 31-7-13, Amended. City Attorney Williams indicated that Special Counsel Mills was in agreement with his recommendation which will include rescinding Council's original order from the May 21, 2012, Council meeting. Additionally, City Attorney Williams indicated that no contract had been signed for the purchase of software at this time.

Mayor Pro Tem Holcomb directed that the bid package be included on the Agenda for the June 4, 2012, meeting, that the bid request be advertised twice per State Statute and indicated that the City would be prepared to receive bids within the next 30-45 days.

7. **Citizens Wishing to Address Council** Limit of 3 minutes per person
Pete Kolf was recognized and he stated that he disagreed with the bid process. Mr. Kolf recommended using the RFP process instead and publishing more widely.
8. **Presentations—**
 - a. Planning & Zoning Update by Norm Parker and Jane Lee. Mr. Parker indicated that the Comprehensive Plan is 60% complete, Zoning and Zoning Maps are 40% complete, and Zoning Ordinances are 70% complete.
 - b. Discussion of City Insurance Needs—Frank Bordeaux of Stewart Sneed Hewes in Gulfport addressed council regarding insurance coverage and presented a proposal from Stewart Sneed Hewes.

9. New Business

- a. Executive Session—BP Litigation / Hiring of City Manager—Discussion delayed until the end of the meeting.
- b. Resolution to Borrow \$300,000 for Operations—After review of the proposed Resolution provided by the bond attorney setting up a line of credit for the City, the item was placed on the Regular Agenda for June 4, 2012, Council meeting.
- c. Discussion—Hancock Bank—The need to transfer bank accounts from the First to Hancock Bank was discussed and directed to be placed on the Consent Agenda for the June 4, 2012, Council meeting.
- d. Discussion for the City Manager to Begin the Process to Create Bid Proposal for Police Equipment—Discussion of police equipment to include but not limited to uniforms and badges. Mayor Pro Tem Holcomb directed that this item be tabled until the June 18th Council meeting.
- e. Resolution for Lease Purchase of Police Vehicles—This item was moved to the Regular Agenda for the June 4, 2012 meeting.
- f. Golf Cart Legislation—Mayor Pro Tem Holcomb directed the city consultant to begin work on an ordinance and the registration process including insurance requirements and maps designating the streets where golf carts are allowed.
- g. Developing a First Tier City Website—IT Consultant Jim Simmons gave an overview of what will be required for the website and recommended a committee of knowledgeable individuals to review existing websites and determine what the City of Diamondhead's website design and function will be. Mayor Pro Tem Holcomb directed that a committee be established consisting of Councilmember Knobloch, Councilmember Roberson, Jim Simmons, and volunteers with knowledge and interest to bring recommendations to Council.
- h. Agreement to Extend Original Agreement Dated February 14, 2012, for Hancock County to Provide Permitting and Inspection Services on Behalf of the City of Diamondhead—After discussion, this item was placed on the Consent Agenda for the June 4, 2012, Council meeting.
- i. Public Information Officer—Councilmember Rech recommended changing the title of the Public Information Officer to Public Information Coordinator. After discussion, this item was placed on the Consent Agenda for the June 4, 2012, Council meeting.
- j. Software Bid Package Discussion continued with the establishment of a Bid Review Committee to consist of Darrell Kinchen, Jim Simmons, Sue Foster, Richard Rose, and Richard Logan.
- k. RFQ for Traffic Engineering Services—Consultant Rose indicated to Council that street signs in Diamondhead do not meet Manual Uniform Traffic Control Devices (MUTCD) standards. He indicated that Federal funding is available at Gulf Regional Planning Commission (GRPC) through the Metropolitan Planning Organization (MPO). Additionally, Mayor Pro Tem Holcomb will be

requesting the County to bring a number of issues dealing with streets up to standard prior to the City taking them over. After further discussion, this item was placed on the Consent Agenda for the Council meeting on June 4, 2012.

10. Unfinished Business

- a. Deferred Comp and Retirement Options for Employees—Mayor Pro Tem Holcomb directed that this item be placed on the next Work Session Agenda, June 14, 2012 and that councilmembers be prepared to decide what the city's contribution will be at that time and who will administer the plan.
- b. Noise Ordinance—Mayor Pro Tem Holcomb recognized Denise Catone who expressed appreciation for Council's work on a noise ordinance. Mayor Pro Tem Holcomb indicated the need to have the ordinance in place prior to the establishment of the city's court system. Additionally, he has contacted the County regarding their Noise Ordinance and their ability to enforce it. The City's Noise Ordinance is expected to be available for review at the next Work Session on June 14, 2012, however a short-term solution to the issues discussed is needed prior its implementation.
- c. Ordinance Authorizing and Establishing Records fees for the City of Diamondhead—After discussion, this item was tabled until a later date.

11. DISCUSSION OF ADDITIONAL AGENDA ITEMS FOR COUNCIL MEETING JUNE 4, 2012

- a. Minutes—May 17, 2012 Work Session—Reviewed by Council and placed on the Consent Agenda for the June 4, 2012 meeting.
- b. Docket of Claims-- Reviewed by Council and placed on the Consent Agenda for the June 4, 2012 meeting.

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

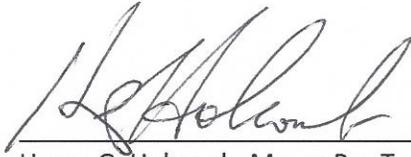
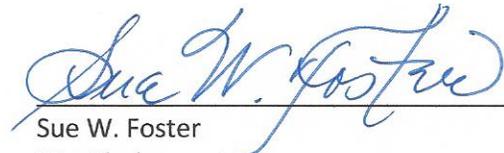
EXECUTIVE SESSION

Upon motion by Councilmember Roberson and second by Councilmember Ackerman, the Council voted to go into Executive Session to discuss litigation and the hiring of a City Manager. Council agreed to have the City Attorney review the proposed agreement with Joseph Compretta for the City to participate in a class action law suit regarding the BP Oil Spill. There will be no expense to the City. Additionally, Council agreed to offer Richard Rose the position of City Manager on a salary and start date to be negotiated and spread upon the minutes at the appropriate time.

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

Upon motion by Councilmember Rech and second by Councilmember Roberson the council voted unanimously to return to the Regular meeting at 2:10 pm. All who were present when the closed session began were again present when the session ended.

- 12. ADJOURN**—Councilmember Roberson moved, seconded by Councilmember Knobloch, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 2:12 pm.


Henry G. Holcomb, Mayor Pro Tem
Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on May 29, 2012.