

COUNCIL WORK SESSION Diamondhead, Mississippi

Diamondhead Community Center
July 12, 2012
9:00 a.m.

1. **Call to Order** Mayor Ingraham called the meeting to order at 9:21am
2. **Invocation** Mayor Ingraham
3. **Pledge of Allegiance** Councilmember Holcomb
4. **Roll Call**
5. **Confirmation or Adjustments of the Agenda Order** –Items 7c, 7d, and 7e were moved to the Recessed Agenda. Item 7r was moved to the next Work Session. The Comprehensive Plan will be discussed at 2:30pm. Councilmember Rech moved, seconded by Councilmember Knobloch, to accept the adjusted order of the Agenda.
6. **Presentations**
 - a. Attorney Don Rafferty gave a presentation on the proposed Diamondhead Assisted Living facility, Kahala Village, followed by questions by Council.
 - b. Comprehensive Plan—Chris Watson
7. **New Business**
 - a. Contingent Approval of Traffic Engineering Services Project 2012-1001—Seymour Engineering. Bobby Weaver of Seymour Engineering spoke to Council and answered questions. He indicated that Council needs a methodology for replacement of signs in the Comprehensive Plan. Following further discussion and requests for additions to the contract, the item was moved to the Consent Agenda on July 16, 2012.
 - b. Discussion and Approval of Contract with Eley Guild Hardy Architects for Architectural Services IDIQ Contract— indefinite design and indefinite quality. Following discussion, this item was moved to the Consent Agenda on July 16, 2012.
 - c. Accept Letter of Recommendation and Agreement for Lease Purchase Financing of Police Vehicles— Item moved to the July 16, 2012 Work Session Agenda.
 - d. Accept Letter of Recommendation and Award of Bid for Purchase of New Law Enforcement Vehicles—Item moved to the July 16, 2012 Work Session Agenda.
 - e. Execution of Agreement with Hancock Bank for Police Equipment—Item moved to the July 16, 2012 Work Session Agenda.
 - f. Discussion of Hosted Integrated Computer Software System—Received three requests for bid packages plus one telephone call but only one company responded. Review Committee consisted of Richard Rose, Jim Simmons, Darrell Kinchen. Mayor Ingraham stated that the bid was in accordance with the direction of the State Auditor. Item moved to the July 16, 2012 Regular Agenda.
 - g. Discuss Agreement for Hancock County to Provide Building Code and Planning & Zoning Services— After discussion and information provided by Darrell Kinchen, the item was moved to the Consent Agenda for the July 16 meeting.
 - h. Ordinance Designating Four (4) Election Wards for the City of Diamondhead and Designating the Polling Places for Each Ward to be Utilized in Municipal Elections—After discussion and information provided by Lloyd Ramirez, this item was moved to the Consent Agenda for the July 16 meeting.
 - i. RFQ 2012-1008 Stormwater Phase II and Stormwater Master Plan Advertise for Engineering Services Ranking—After discussion, this item was moved to the Consent Agenda for the July 16 meeting.

- j. RFP 2012-1009 O&M Streets and Drainage Advertise for Proposal—the City Manager recommended putting a hold on this RFP at this time and his recommendation was accepted.
- k. RFB 2012-1011 Group RMC Proposal for Furnishing Ready Mix Concrete Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- l. RFB 2012-1012 Group RM Proposal for Furnishing Sundry Road Materials Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- m. RFB 2012-1013 Group APH-HOT Proposal for Furnishing Products and Services for Various Types Hot Bituminous Pavement Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- n. RFB 2012-1014 Group S Proposal for Furnishing Sod Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- o. RFB 2012-1015 Group C-RNP Proposal for Furnishing Culvert and Ram Neck Piping Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- p. RFB 2012-1016 Group APH-CM Proposal for Furnishing Cold Milling Advertise for Bid—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- q. Resolution of the City of Diamondhead Establishing Protocols for Open Public Meetings Held in the Physical Absence of a City Council Member—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- r. City Flag/Tag Line/Logo—Upon recommendation of Councilmember Ackerman, this item was moved to the next Work Session, August 2, 2012.
- s. Police Patch—After discussion and recommendations, this item was tabled.
- t. Municipal Court Clerk Job Description—After discussion and review of the original Organizational Chart and other recommendations, this item was placed on the Consent Agenda for the July 16, 2012 meeting.
- u. Discussion of Selection of Municipal Judge and Municipal Prosecutor—After discussion, this item was tabled at this time.
- v. Establishment of an Animal Control Officer for Diamondhead—After discussion, this item was referred to the City Manager for action.

At this time, 12:00 Noon, Councilmember Holcomb moved, seconded by Councilmember Rech, to recess the meeting until 1:15pm. The motion carried unanimously and the meeting was recessed.

The meeting reconvened at 1:15pm. The Mayor noted that all those present before are present again.

- w. Petty Cash Policy—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- x. Resolution Establishing the City of Diamondhead Petty Cash Policy—After discussion and modification, this item was placed on the Consent Agenda for July 16, 2012.
- y. Policy and Procedure for Receiving and Opening Requests for Proposals (RFP), Request for Qualifications (RFQ) and Competitive Bids (BIDS) —After discussion and modification, this item was placed on the Consent Agenda for July 16, 2012.
- z. Hancock Bank Visa Card—After discussion, this item was placed on the Consent Agenda for July 16, 2012.
- aa. Office Depot Credit Card—After discussion, this item was placed on the Agenda for the next Work Session of August 2, 2012.

- bb. Approval of Adopt an Interchange Agreement—After discussion, this “information only” item was tabled.
- cc. Action Item Status—Councilmember Rech volunteered to track the status of action items for Council.
- dd. Agreement and Joint Resolution Between the City of Waveland, Mississippi and the City of Diamondhead, Mississippi for the Intergovernmental Transfer of Assets—After discussion, this item was placed on the Regular Agenda for July 16, 2012.

8. Unfinished Business

- a. Diamondhead Noise Ordinance—After discussion, this item was tabled.
- b. Employee Handbook/Gary Friedman—After discussion, this item was placed on the Regular Agenda for July 16, 2012.

The Mayor noted that the City Attorney had now joined the meeting.

9. DISCUSSION OF ADDITIONAL AGENDA ITEMS FOR COUNCIL MEETING July 16, 2012—The following items a, b, c, d, and e were discussed and placed on the Agenda for July 16, 2012.

- a. Minutes 06.20.12 Recessed Meeting
- b. Communication and Announcements— The Council Meeting scheduled for Monday, September 3, will be held on Tuesday, September 4 at 6pm at the normal location, the Emerald Ballroom at the Diamondhead Country Club as previously announced.
- c. Presentation—Proclamation, Sandy Jassby Day
- d. Docket of Claims and Monthly Report
- e. Recess Meeting on July 16 until 8:30 am on July 30, 2012 for Recommendations from the City Manager regarding RFQ 2012-1007 Building Codes Services and RFQ 2012-1006 Planning & Zoning Services.

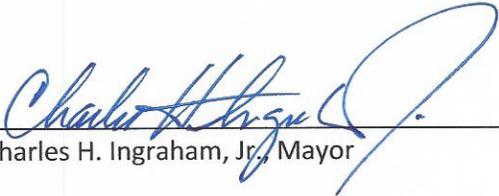
Presentation—Chris Watson was recognized and the mayor thanked him and the Planning and Zoning Commission for the work they have done so far. The Mayor indicated that Mr. Watson was intimately familiar with our community and area and has been involved with Diamondhead since 2006. The Mayor also announced that the Draft Comprehensive Plan was available on the website, www.diamondhead.ms. Mr. Watson gave a presentation to Council regarding the Draft Comprehensive Plan and answered Council’s questions on the subject.

10. Citizens Wishing to Address Council Limit of 3 minutes per person—Questions and suggestions were entertained from several members of the audience.

- a. Scott Levenway—thanked the Council for reviewing and indicated that Council made the same comments regarding the buffer that he had made to the Planning & Zoning Commission.
- b. Larry Thompson indicated that, with proper construction, affordable insurance is available to homeowners on the Southside.
- c. Hal Landis addressed Council regarding the trees and other issues.

Mayor Ingraham asked for further comments and there were none.

11. RECESS OR ADJOURN—Councilmember Holcomb moved, seconded by Councilmember Ackerman, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 4:20 pm.



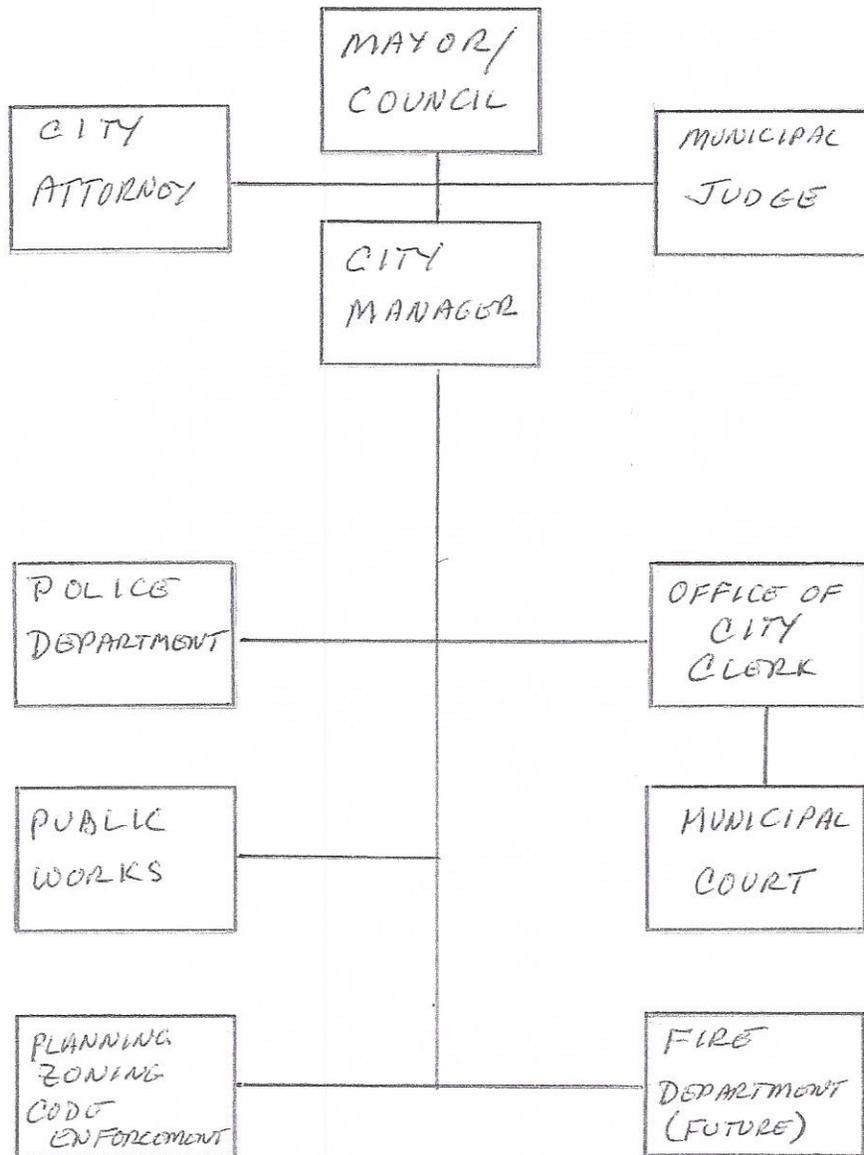
Charles H. Ingraham, Jr., Mayor



Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on July 10, 2012.

CITY OF DIAMONDHEAD
ORGANIZATION CHART



ANTICIPATED CITY PERSONNEL STRUCTURE

