



MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
Emerald Ballroom
July 16, 2012
1:00 pm

1. **Call to Order** Mayor Ingraham called the meeting to order at 1:06pm
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, Ron Rech. Councilmembers Knobloch and Roberson were absent
5. **Approval of Minutes**—June 20, 2012 Work Session Councilmember Holcomb moved, seconded by Councilmember Ackerman to approve the minutes as presented. The motion carried unanimously.
6. **Confirmation or Adjustment of the Agenda Order** Councilmember Rech moved, seconded by Councilmember Holcomb, to approve the adjusted order of the agenda: 13a moved to 14a; 13k moved to 14b, 13l moved to 14c.
7. **Communications/Announcements from the Mayor and Council**
 - a. The Council Meeting scheduled for Monday, September 3, will be held at 6pm on Tuesday, September 4 at the normal location, the Emerald Ballroom at the Diamondhead Country Club as previously announced.
 - b. Today's City Council Meeting will be recessed until 8:30am on July 30 for Recommendations from the City Manager regarding RFQ 2012-1007 Building Codes Services and RFQ 2012-1006 Planning & Zoning Services. The meeting will be held at the Community Center.
 - c. A Special City Council Work Session will be held at 9am on July 30, 2012 at the Community Center. At approximately 9:15am, Jimmy Ladner will attend the July 30, 2012 Work Session to discuss the Tax Assessment.
8. **Presentations / Appointments**
 - a. Proclamation, Sandy Jassby Day—The Mayor read the Proclamation designating July 20, 2012 as a day of remembrance of Sandra K. Jassby and presented the Proclamation to Jeff Jassby.
9. **City Manager's Report** City Manager Rose was recognized and reported that the City will be taking over Public Works on January 1, 2012. Bids for Term Contracts are being let for materials to assist in the maintenance of the roads, streets and drainage; the City will be buying four new police cars in addition to the three police cars being transferred to the City from Waveland and all of the cars are expected to be on the road on October 1; options for dealing with the issue of animal control will be discussed at the August 2 Work Session; Lloyd Ramirez and Darrell Kinchen are continuing to work on the Emergency Plan; new business in Diamondhead, the Purple Banana, will have its opening at 5pm on Friday, July 20, 2012.
10. **Docket of Claims** Councilmember Rech moved, seconded by Councilmember Ackerman, to accept the Docket of Claims. The motion carried unanimously.
11. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
Gordon Walker and Nicole Boisdore were recognized and spoke to Council regarding the Planning and Zoning Commission's Comprehensive Plan.

CONSENT AGENDA*

The City Manager was recognized and advised Council that the Term Contract bids listed under Item 13f had been revised to reflect a bid opening date of the Council meeting on August 20 at 3:00 p.m. rather than the August 14 date listed. Councilmember Ackerman noted a correction to item 13e in the second paragraph.

Councilmember Rech moved, seconded by Councilmember Holcomb to accept the items on the Consent Agenda with the corrections noted. The motion carried unanimously.

12. OLD BUSINESS

None

13. NEW BUSINESS

- a. MOVED TO 14a: Contingent Approval of Traffic Engineering Service Project 2012-1001—Seymour Engineering
- b. Discussion and approval of Contract with Eley Guild Hardy Architects for Architectural Services Project 2012-1005
- c. Discuss Agreement for Hancock County to Provide Building Code and Planning & Zoning Services
- d. 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
- e. RFQ 2012-1008 Stormwater Phase II and Stormwater Master Plan Advertise for Engineering Services
- f. Term Contracts
 - RFB 2012-1011 Group RMC Proposal for Furnishing Ready Mix Concrete Advertise for Bid
 - RFB 2012-1012 Group RM Proposal for Furnishing Sundry Road Materials Advertise for Bid
 - RFB 2012-1013 Group APH-HOT Proposal for Furnishing Products and Services for Various Types Hot Bituminous Pavement Advertise for Bid
 - RFB 2012-1014 Group S Proposal for Furnishing Sod Advertise for Bid
 - RFB 2012-1015 Group C-RNP Proposal for Furnishing Culvert and Ram Neck Piping Advertise for Bid
 - RFB 2012-1016 Group APH-CM Proposal for Furnishing Cold Milling Advertise for Bid
- g. Resolution of the City of Diamondhead Establishing Protocols for Open Public Meetings Held in the Physical Absence of a City Council Member
- h. Deputy City Clerk/Municipal Court Clerk Job description
- i. Petty Cash Policy
- j. Resolution Establishing the City of Diamondhead Petty Cash Policy
- k. MOVED TO 14b--Policy and Procedure for Receiving and Opening Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Competitive Bids (BID)
- l. MOVED TO 14c Hancock Bank Visa Card

ITEMS PULLED FROM CONSENT AGENDA

14. Ordinances and/or Resolutions pulled from the Consent Agenda

- a. Contingent Approval of Traffic Engineering Service Project 2012-1001—Seymour Engineering (moved from Consent Agenda). Councilmember Rech moved, seconded by Councilmember Ackerman, to table the item until the Recessed Council Meeting on July 30 at 8:30am. The motion carried unanimously.

- b. Policy and Procedure for Receiving and Opening Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Competitive Bids (BID). (moved from Consent Agenda). Policy to be revised to state that all bids will be opened at a public meeting, a regularly scheduled or recessed Council meeting. Councilmember Ackerman moved, seconded by Councilmember Holcomb, to table until the July 30 Recessed Council meeting at 8:30am. The motion carried unanimously.
- c. Hancock Bank Visa Card—Upon the recommendation of the City Manager, Councilmember Holcomb moved, seconded by Councilmember Rech, to remove the item.

REGULAR AGENDA

15. **OLD BUSINESS**

- a. Employee Handbook—Councilmember Ackerman moved, seconded by Councilmember Holcomb, to defer the Employee Handbook until October 1 and that the City Attorney be instructed to contact Gary Friedman to render an invoice for his time spent to date. The motion carried unanimously.

16. **NEW BUSINESS**

- a. Accept Letter of Recommendation for Lease Purchase Financing of Police Vehicles, RFP 2012-1004. The City Manager indicated that although there were five requests for the bid package but only one response was received for this RFP, from Hancock Bank. Additionally, the City Manager explained the State Contract Process, gave the mileage of the vehicles to be purchased, stated that the vehicles are still under warranty and indicated that the only way to purchase older vehicles was to go out to bid. He recognized Jason Thomas of Hancock Bank who indicated that the rate for the Lease Purchase Financing would be 1.18% over five years. Mr. Thomas also indicated that the Agreement could be used for additional vehicles. Councilmember Holcomb moved, seconded by Councilmember Ackerman, to accept the Letter of Recommendation for the Lease Purchase of Police Vehicles. The motion carried unanimously.
- b. Resolution To Award Lease Purchase Agreement to Hancock Bank. Councilmember Ackerman moved, seconded by Councilmember Holcomb, to accept the Resolution. The motion carried unanimously.
- c. Accept Letter of Recommendation and Award of Bid for Purchase of New Law Enforcement Vehicles, RFB 2012-1003. Five requests for bid packages were received from automobile sellers and bid packages were forwarded to the same sellers in response to the city's advertisement for a Request for Bids New Law Enforcement Vehicles. The city received two (2) bids from Joe Usry Chrysler and Watson Quality Ford. The City New Law Enforcement Vehicles Committee, made up of Deputy Al Hermann, Mike Skeen and Mike Rynders, met to review the responses. The Committee recommended purchasing four vehicles from Watson Ford, at the lowest and best bid of each individual vehicle of: \$18,525.00, \$21,900.00 \$21,815.00, \$23,000.00, totaling \$85,250.00 for four (4) vehicles. Each vehicle meets the requirements of the City of Diamondhead Police needs. Joe Usry bid of vehicles was \$26,347.00 per vehicle totaling \$79,041.00 for three (3) vehicles. The city accepted the lowest and best bid from Watson Quality Ford for the City of Diamondhead Police cars are as stated above.

Mike Skeen and Mike Rynders of the Selection Committee provided additional information to Council. After discussion, Councilmember Holcomb moved, seconded by Councilmember Rech, to accept the letter of recommendation dated July 12, 2012 and signed by Michael Skeen, Deputy Al Hermann, and Michael Rynders and award the bid for purchase of new law enforcement vehicles to Watson Quality Ford in Jackson, Mississippi. The motion carried unanimously. Councilmember

Ackerman expressed Council's appreciation to Michael Skeen, Deputy Al Hermann, and Michael Rynders for their time and efforts on behalf of the City of Diamondhead.

d. Discussion of Hosted Integrated Computer Software System

EXECUTIVE SESSION

Upon motion by Councilmember Holcomb at 2:02 pm and second by Councilmember Ackerman, the Council voted unanimously to go into Closed Session to determine the need for an Executive Session.

Upon motion by Councilmember Holcomb and second by Councilmember Ackerman, the Council voted unanimously to go into Executive Session to discuss a contract matter.

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

RETURN TO REGULAR SESSION

Upon motion by Councilmember Holcomb and second by Councilmember Ackerman, the council voted unanimously to return to the Regular meeting at 2:15pm. All who were present when the closed session began were again present when the session ended.

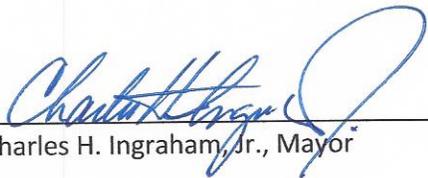
Councilmember Ackerman moved, seconded by Councilmember Holcomb, to table the contract for Hosted Integrated Software until the Recessed Council Meeting on July 30 at 8:30 a.m. The motion carried unanimously.

- e. Agreement and Joint Resolution Between the City of Waveland, Mississippi and the City of Diamondhead, Mississippi for the Intergovernmental Transfer of Assets. The City of Waveland offered the City of Diamondhead an Intergovernmental Transfer of Assets Agreement for the transfer of three (3) 2005 Police equipped Ford Crown Victoria's possessing VIN #'s 2FAFP71W35X169803, 2FAFP71WX5X169801 and 2FAFP71W25X169789. All vehicles are to be transferred in "as is" condition. After Councilmember Holcomb reported favorably on the three vehicles from the City of Waveland, he moved, seconded by Councilmember Rech, to accept the offer from the City of Waveland to purchase three vehicles at \$50 each. The motion carried unanimously and the Agreement was accepted.
- f. Comprehensive Plan—Councilmember Ackerman moved, seconded by Councilmember Rech, to return the Diamondhead, Mississippi 25-year Comprehensive Plan (Draft July 9, 2012) to the Planning and Zoning Commission for review and reconsideration of the following future land use proposals depicted on the Future Land Use, Diamondhead, Mississippi, map:
1. Consider moving Buffer Area 1 from the current displayed location to a point east of Akoko Street and north of Airport Drive. Consider continuing the Buffer Area 1 east from Akoko Street/Airport Drive intersection to the Airport Drive/Yacht Club Drive intersection (circle) and north of Airport Drive.
 2. Consider depicting the Iki Place and Hau Street area as Medium Density residential.

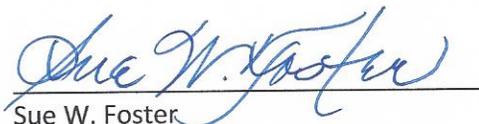
After further discussion, Councilmember Ackerman amended her motion as originally stated to include asking the Planning and Zoning Commission to review the Harbor House area, review the

county maps and any other information they can provide Council, including the zoning that currently exists and identifying the former land use of the County, in order that Council can make an appropriate recommendation. Councilmember Holcomb seconded the motion as amended and the motion carried unanimously.

17. **Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person
Gordon Walker, Nicole Boisdore, Jim Jelinski, and Carol Conover spoke to Council regarding Planning and Zoning; Jacqueline Schwander spoke regarding fire issues and burning ordinances, and Nancy Brashier spoke regarding the potential sale of the Diamondhead Baptist Church.
18. **RECESS OR ADJOURN** Councilmember Holcomb moved to recess the Council meeting until 8:30 am on Monday, July 30, 2012. Councilmember Rech seconded and the motion carried unanimously. The meeting recessed at 2:51pm.



Charles H. Ingraham, Jr., Mayor



Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on July 14, 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.*

2012-1004



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July 11, 2012

Mayor and Council:

Five requests from firms were made and bid packages forward to same firms for bids to the city's advertisement for a Request for Bids for Lease Purchase of vehicles. The city received only one bid, from Hancock Bank. The City police Procurement Committee met to review Hancock Bank's proposal.

The Committee, made up of Al Herman, Mike Skeen, Mike Ryder and Richard Rose, City Manager for Diamondhead. The recommendation from the Police Procurement Committee is as follows:

Accept the proposal from Hancock Bank at the rate proposed. As only one bid was received, the city is required to spread across the minutes of the City of Diamondhead that the city advertised for two consecutive weeks and following such received only one competitive bid. The city certifies that the city received only one bid and such bid met the requirements of the city's bid request.

"This is to certify that this purchase covers a commodity which is available from one source only and following the State of Mississippi competitive bid process neither comparative nor competitive quotations can be obtained."

Thank you,

Richard Rose
City Manager