



# MINUTES

## RECESSED MEETING OF CITY COUNCIL

### Diamondhead, Mississippi

Diamondhead Community Center  
July 30, 2012  
8:30 a.m.

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1. **Motion to Resume** Councilmember Ackerman moved, seconded by Councilmember Rech, to resume the meeting at 8:30 AM.
2. **Roll Call** The following members of Council were present: Mayor Ingraham, Dianne Ackerman, Hank Holcomb, Ernie Knobloch, Ron Rech. Councilmember Roberson was absent.
3. **Confirmation or Adjustment of the Agenda Order**—Councilmember Ackerman moved, seconded by Councilmember Knobloch, to accept the order of the agenda. The motion carried unanimously.
4. **Communications/Announcements from the Mayor and Council**—Correspondence was received from the Mississippi Municipal Service Corporation regarding 2012 Continuing Education classes to cover the New Worker's Compensation Law Changes.
5. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
  - a. Pete Kolf—Mr. Kolf addressed council regarding items 6b and 6c.

Following the discussion with Mr. Kolf, Councilmember Holcomb moved, seconded by Councilmember Rech, that the following four documents be spread upon the minutes: 1) Mr. Kolf's letter of resignation dated March 23, 2012; 2) E-mail to City Attorney Bragg Williams from Emily McNeil, Manager, Technical Assistance Division, Mississippi Office of the State Auditor, dated 07.16.12; 3) Mr. Kolf's Letter to the Editor that appeared in the SeaCoast Echo on 07.25.12; 4) Mr. Kolf's email to the Mayor and Council dated 07.29.12. The motion carried unanimously.

- b. Larry Thompson, citizen of Diamondhead, was recognized and requested clarification on the interlocal agreement with the Hancock County Sheriff's Department to provide security for Diamondhead. City Manager Richard Rose responded to Mr. Thompson's questions.

#### 6. OLD BUSINESS

- a. Contingent Approval of Traffic Engineering Service Contract Project 2012-1001—Seymour Engineering—Councilmember Holcomb moved, seconded by Councilmember Ackerman, to accept the contract. The motion carried unanimously.
  - b. Policy and Procedure for Receiving and Opening Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Competitive Bids (BID)—Councilmember Rech moved, seconded by Councilmember Ackerman, to accept the policy and procedure with one minor change—adding "Council Work Session" to the Section "Date and Time of BID Openings. The motion carried unanimously.
  - c. Hosted Integrated Software Recommendation and Contract—Following the recommendation of the City Attorney, Councilmember Holcomb moved, seconded by Councilmember Ackerman, to spread

on the minutes a summary prepared for City of Diamondhead by Tyler Technology indicating the cost for the five-year contract dated 05.02.12 indicating \$33,421 per year for hosting and \$62,222 estimate for the training. The second item to spread on the minutes is the bid package from Tyler Technology dated June 26, 2012 for Incode Hosted Integrated Computer Software System. Councilmember Holcomb amended his motion, seconded by Councilmember Rech to include the actual cost of requirements from Tyler Technology to the City of D'Iberville dated August 10, 2007; the City of Byrum dated August 5, 2010; City of Pass Christian dated July 27, 2012; and the City of Diamondhead, dated April 22, 2012. The Amended motion passed unanimously.

After discussion, Councilmember Rech moved, seconded by Councilmember Ackerman, to table the contract until the next regularly scheduled meeting, pending further communication from Emily McNeil, Manager, Technical Assistance Division, Mississippi Office of the State Auditor. The motion carried unanimously.

**7. NEW BUSINESS**

- a. Recommendation of the City Manager Regarding RFQ 2012-1006, Programmatic Planning and Zoning Services. Based upon the City Manager's recommendation, Councilmember Ackerman moved, seconded by Councilmember Rech, to reject the submitted RFQ's and advertise in the SeaCoast Echo, the Sun Herald, and the Times Picayune for a part-time supporting individual or firm to provide Programmatic Planning and Zoning Services. The motion carried unanimously.
- b. Recommendation of the City Manager Regarding RFQ 2012-1007. Building Code Services. After discussion, Councilmember Holcomb moved, seconded by Councilmember Rech, to accept the City Manager's recommendation and approve Carrigee Consulting as primary and IBTS as secondary to begin formal contract negotiations for Building Code Services. The motion carried unanimously.

**8. Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person  
Mitsy Botsay requested information from Council regarding a code enforcement volunteer.

The City Manager recognized Nancy Brashier who has volunteered to be the Risk Manager for the City of Diamondhead.

**EXECUTIVE SESSION**

At 9:50am, upon motion by Councilmember Ackerman , the Council voted to go into Closed Session to determine the need for an Executive Session.

Upon motion by Councilmember Rech and second by Councilmember Knobloch, the Council voted to go into Executive Session to discuss a personnel matter.

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

**RETURN TO REGULAR SESSION**

Upon motion by Councilmember Holcomb and second by Councilmember Knobloch, the council voted unanimously to return to the Regular meeting at 10:10am. All who were present when the closed

session began were again present when the session ended. The Mayor announced that no action was taken in Executive Session.

Councilmember Ackerman moved, seconded by Councilmember Holcomb to recess until 3pm to receive the Revised Comprehensive Plan from the Planning and Zoning Commission. The motion carried unanimously at 10:12am and the meeting was recessed until 3pm.

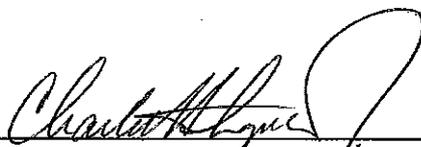
**RECESSED MEETING**

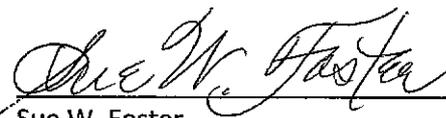
Councilmember Holcomb moved, seconded by Councilmember Ackerman, to come out of recess at 3:00 pm. All who were present when the meeting recessed returned.

Mayor Ingraham indicated that Council was here to receive the revised Comprehensive Plan from the Planning and Zoning Commission.

Chris Watson was recognized and indicated that the Planning and Zoning Commission had met earlier in the day to discuss various changes requested by Council. Pursuant to Council's suggestion, Mr. Watson indicated that the changes and adjustments had been made and that the Planning and Zoning Commission accepted the changes and was returning the Plan to Council for review. Council also received a copy of the Planning and Zoning Commission's Resolution Concurring with Council Suggestions Regarding the 25-Year Plan for the City of Diamondhead.

9. **RECESS OR ADJOURN**— Councilmember Holcomb moved, seconded by Councilmember Ackerman, to adjourn the recessed meeting. The motion carried unanimously and the meeting was adjourned at 3:15pm.

  
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Charles H. Ingraham, Jr., Mayor

  
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Sue W. Foster  
City Clerk

Meeting Notice Posted at City Hall on July 16, 2012.