



MINUTES

FORMAL MEETING OF CITY COUNCIL

Diamondhead, Mississippi

Diamondhead Country Club
Emerald Ballroom
August 20, 2012
1:00 pm

1. **Call to Order** Mayor Ingraham called the meeting to order at 1:01 pm.
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, Ron Rech, Dalton Roberson. The Mayor noted that Councilmember Roberson attended via teleconference, as allowed per Mississippi Statute and City of Diamondhead Resolution 2012-025, and that Attorney Christina Holcomb filled the capacity of City Attorney.
5. **Approval of Minutes**— None
6. **Confirmation or Adjustment of the Agenda Order**—Councilmember Rech moved, seconded by Councilmember Holcomb, to make the following adjustments to the Agenda order: Item 12a moved to 15d; item 12d moved to 13a; item 12e moved to 13b; item 12i moved to 13c. The motion carried unanimously.
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. Mayor Ingraham read his letter to Senator Cochran's Office in support of the proposed Diamondhead Living LLC.
8. **Presentations / Appointments**

None
9. **City Manager's Report**—the City Manager provided the following report to Council:

The City Clerk's office has issued eight Privileges Licenses for the City of Diamondhead to date, revenues totaling \$190. The City Manager reminded local businesses that Privilege Licenses for Hancock County will expire on September 30 and that new licenses must be obtained from the City Clerk's Office by that time; the City Manager indicated regular monthly Financial Reports have been distributed to Council on a regular basis as required by Mississippi Statute;

Headways Hair Salon, located in the Ace Hardware Shopping Center and the second business in Diamondhead to obtain a Privilege License, will have its grand opening on August 30 at 3pm;

Assistant City Manager Ramirez is working on the draft Emergency Management Plan and will be reviewed by Council in a couple of weeks.;

Additionally, Assistant City Manager Ramirez is working with Hancock County through the Regional Hazard Mitigation Plan (as required by law), funded by FEMA and MEMA, certain tasks allow for future funding support;

The City Manager's office is currently taking applications for City Judge, Prosecutor, Planning & Zoning Attorney and Planning & Zoning Programmatic Employee; information on these positions is on the website under the Human Resources tab;

Mayor Ingraham and the City Manager will attend the meeting of Gulf Regional Planning Agency on Wednesday in regards to requested assistance from GRPC in contracting with engineering firm to identify traffic sign needs;

Draft list of proposed ordinances that need approval and the date they need to be approved was distributed to Council; the City Manager indicated that Council will be reviewing the Ordinances in upcoming Work Sessions and that the public is invited to attend.

10. **Citizens Wishing to Address Council, Agenda Items** Limit of 3 minutes per person
Denise Catone was recognized and suggested that Privilege License Applications include language that businesses must be in compliance with City Ordinances.

CONSENT AGENDA*

Councilmember Roberson moved, seconded by Councilmember Ackerman, to accept the Consent Agenda. The motion carried unanimously and the Consent Agenda was accepted.

11. **OLD BUSINESS**

None

12. **NEW Business**

- a. Moved to Item 15d.
- b. Discussion of Assisted Living Project requesting Mississippi Development Authority Funding Support through the Community Development Block Grant Loan Guarantee Program (No funding support from city)
- c. Revised Policy for the Inspection of Public Records by the Mayor and City Council of the City of Diamondhead, Mississippi
- d. Moved to Item 13a
- e. Moved to Item 13b
- f. An Ordinance for the Adoption of the Family of International Building Codes for the City of Diamondhead
- g. An Ordinance for Adoption of Contractor Licensing in Conjunction with the Family of International Building Codes for the City of Diamondhead
- h. An Ordinance for Adoption of Fees in Conjunction with the Family of International Building Codes for the City of Diamondhead
- i. Moved to Item 13c.
- j. Letter from the City Manager Establishing Hours of Operation for City Hall
- k. Agreement With Mississippi Interactive Website

ITEMS PULLED FROM CONSENT AGENDA <i>(if needed)</i>
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13. **Ordinances and/or Resolutions pulled from the Consent Agenda**

- a. Memorandum of Understanding with Harrison Country Regarding Street Signs—Following discussion, Councilmember Ackerman moved, seconded by Councilmember Roberson, to table this item. The motion carried unanimously and the item was tabled.
- b. Professional Services Agreement Carrigee Consulting, LLC for Building Code Services—Following discussion, Councilmember Ackerman moved, seconded by Councilmember Holcomb, to table the item until a recessed meeting. The motion carried unanimously. Councilmember Ackerman moved,

seconded by Councilmember Holcomb, to amend her motion to table the item until a future Council meeting. The motion carried unanimously and the item was tabled to a future Council meeting.

- c. Resolution to Join ICC for One Year—the City Manager indicated that a Resolution from Council is not necessary to join ICC (International Code Council). Councilmember Knobloch moved, seconded by Councilmember Roberson, to accept the letter of recommendation from the City Manager and join the International Code Council for FY2013 for the amount of \$125.” The motion carried unanimously.

REGULAR AGENDA

14. OLD BUSINESS

None

15. NEW BUSINESS

- a. E-Blaster Update—the City Manager indicated that the IT Consultant is preparing the City’s E-blaster. Signup sheets to receive the E-blast are available at City Hall, at Council meetings, and a link for the same has been added to the website, www.diamondhead.ms.
- b. Acceptance of the Short Form of the FY 2013 Proposed Budget—Councilmember Rech moved, seconded by Councilmember Knobloch, to accept the Budget of Estimated Revenues and Expenditures for the City of Diamondhead, Mississippi, for the Fiscal Year Ended September 30, 2013, which is the short form of the FY 2013 Budget that was presented in detail and accepted on August 16, 2012, at the Recessed meeting of the August 8, 2012, City Council Meeting. The motion carried unanimously.
- c. Resolution Approving the Ordinance Granting a Franchise to Cable One, Inc., to Construct, Operate, and Maintain a Cable System in the City of Diamondhead, Mississippi and setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System and the Public Rights-of-Way and Prescribing Penalties for the Violation of the Provisions Described in the Ordinance—The City Manager indicated that the City of Diamondhead has negotiated a contract with Cable One to continue providing cable at no cost to the POA when the City’s franchise agreement takes effect on January 1, 2013. The Mayor indicated that, in addition to the POA, Diamondhead Water and Sewer, the City of Diamondhead, and Fire Stations 1 and 2 will also receive cable at no charge. It was noted that the benefit to the POA was incidental to the contract with the city and is necessary. After Mayor Ingraham read the Resolution in its entirety, Councilmember Roberson moved, seconded by Councilmember Holcomb, to accept the Resolution. The motion carried unanimously.
- d. Ordinance Granting a Franchise to Cable One, Inc., to Construct, Operate, and Maintain a Cable System in the City of Diamondhead, Mississippi; setting Forth Conditions Accompanying the Grant of the Franchise; Providing for Regulation and Use of the System and the Public Rights-of-Way and Prescribing Penalties for the Violation of the Provisions Herein. Councilmember Knobloch moved, seconded by Councilmember Rech, to approve the Ordinance. The motion carried unanimously.

- 16. Docket of Claims**—Councilmember Knobloch moved, seconded by Councilmember Rech, to accept the Docket of Claims. The motion carried unanimously.

After Mayor Ingraham indicated the need for several Special Work Sessions on Ordinances and a Special Called meeting of City Council to pass the Ordinances, Councilmember Ackerman moved, seconded by Councilmember Holcomb, to schedule Special Council Work Sessions on August 22, August 24, August 27, and August 28 at 9am

and a Special Called Meeting at 9:00am on August 31, all to be held at the Diamondhead Community Center. The motion carried unanimously. It was noted that all meetings of City Council are open to the public.

Mayor Ingraham reminded all of the Public Hearings to be held on Wednesday, August 29, at the Emerald Ballroom at the Country Club. The 1pm Public Hearing will be on the Comprehensive Plan and the 6pm Public Hearing will be on the Budget.

- 17. Citizens Wishing to Address Council, Non-Agenda Items** Limit of 3 minutes per person
Elena Webber was recognized and questioned Council on the public hearing for the budget. The Mayor indicated that comments will be received from citizens at the public hearing.

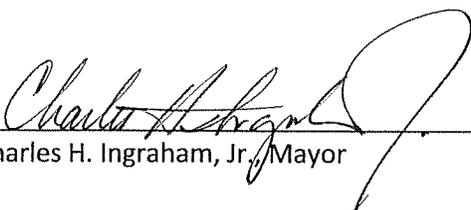
Councilmember Holcomb moved, seconded by Councilmember Ackerman, to recess the meeting until 3pm, at which time the City Manager and the City Clerk will open bids. The motion carried unanimously and the meeting recessed at 2:02pm.

Councilmember Holcomb moved, seconded by Councilmember Ackerman, to come out of recess. The motion carried unanimously and the meeting resumed at 3:01pm. All who were present when the meeting recessed were present again.

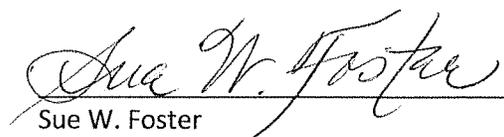
The City Manager and the City Clerk conducted a Bid Opening for the following:

- RFQ 2012-1008** Requests for Qualifications for Stormwater Phase II Program / Mississippi Department Of Environmental Quality and Stormwater Master Plan
- RFB 2012-1011** Group RMC Proposal for Furnishing Ready Mix Concrete
- RFB 2012-1012** Group RM Proposal for Furnishing Sundry Road Materials
- RFB 2012-1013** Group APH-HOT Proposal for Furnishing Products and Services for Various Types Hot Bituminous Pavement
- RFB 2012-1014** Group S Proposal for Furnishing Sod
- RFB 2012-1015** Group C-RNP Proposal for Furnishing Culvert and Ram Neck Piping
- RFB 2012-1016** Group APH-CM Proposal for Furnishing Cold Milling

- 18. ADJOURN**—Councilmember Holcomb moved, seconded by Councilmember Roberson, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 3:34pm.



Charles H. Ingraham, Jr., Mayor



Sue W. Foster
City Clerk

Meeting Notice Posted at City Hall on August 17, 2012.