

MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
November 17, 2015
6:00 pm CST

I. Call to Order –Mayor Schafer called the meeting to order at 6:00 p.m. CST

1. Invocation – Councilmember Schafer

2. Pledge of Allegiance – Councilmember Rech

3. Roll Call –

Present: Mayor Schafer, Councilmembers Lopez, Woolbright, Knobloch, Sislow and Rech.

Absent: None.

4. **Confirmation or Adjustment of the Agenda Order** – Councilmember Rech moved, seconded by Councilmember Lopez, to accept the agenda and approve the agenda with the following deletion:
II. 2 c. Contract renewal – Levanway & Associates, PLLC

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

II. **Presentation Agenda**

1. Council Comments

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on December 1, 2015
- b. City Hall will be closed November 26 and 27, 2015 in observance of Thanksgiving as proclaimed by Governor Phil Bryant
- c. Holiday Celebration on the Town Green will be Thursday, December 3, 2015 from 6 – 8 p.m.
- d. Daniel Hamburg and Lee Palermo with Eley Guild Hardy Architects provided a Hazard Mitigation Grant status. He provided a timeline of the grant process and defined canopy reroofing as a mis-designated under the project. Funding for the additional flat roof is currently being requested. The total project is 90% complete with a project extension anticipated should the additional scope of work receive FEMA's approval. (A SUMMARY OF THE REPORT IS REPRODUCED AT THE END OF THESE MINUTES AND MADE A PART THEREOF)

VI. Mr. Cliff Kirkland, City of Biloxi's Chief of Civic Innovation and Development, spoke to the Mayor and Council regarding the Regional Fiber Optic Infrastructure for Ultra-High-Speed Internet and Broadband Service. He explained the Governor's pledged allocation of \$15 million in BP settlements funds would adequately fund the fiber optic "ring" that would include all coastal counties from Hancock to Jackson, laying the foundation for independent companies to provide affordable fiber optics.

The Mayor then called for Mr. Jim Duck of Cable One, Inc. who provided a map and explained that fiber optic is currently available in a significant portion of the proposed “ring” proposed by the Commission represented by coastal counties and municipalities should they opt to join the proposed Regional Fiber Optic Infrastructure for Ultra-High-Speed Internet and Broadband Service. City Manager Reed presented a letter from Eric Graham with CSpire in support of the proposed Commission for Gulf Coast Fiber Optic and Broadband service.

2. City Manager’s Report

Christmas event:

Preparations are well underway for the Second Annual Christmas on the Town Green celebration. Everyone in the office is excited and working hard, especially our special events coordinator, Jeannie Klein! She is asking for volunteers to help out so please see Jeannie to find out how you can participate.

Live Oak Drive Ribbon Cutting:

Yesterday we had a nice turnout for the official opening of the completed first phase of Live Oak Dr. We had representation from Federal and State elected officials as well as some Chamber members and staff. Special thanks to Gene and Joy Hoda for declaring the day free ice cream cone day in appreciation and celebration of the road improvement.

Police Department:

In anticipation of the continuation of the interlocal agreement with Hancock County for law enforcement services I sent a letter to the Board of Supervisors and the Sheriff asking them to begin the process of assigning an additional officer to the Diamondhead Division pursuant to the adopted budget for this year.

Public Works:

We are in the process of gaining easements for reconstruction of Live Oak Drive Phase 2. When we get the easements we will request permission to advertise the project.

Court:

Today, we had the largest court docket in the City’s young history. I need to commend the Judge, Prosecutor, Court personnel but especially your municipal court clerk, Lisa McSwain for doing a fantastic job to get the cases ready for court.

Drainage projects:

Bids were opened for **Kapalama, Ahecolo, Apua and Iona** on Thursday, November 12th at 2:00pm. The low bid came in under the Engineer’s estimate. Seymour is still reviewing the bids and will have a recommendation at the next meeting.

Bids will be opened for **Kiko Street** on Wednesday, December 2nd at 2:00pm.

Building Security:

We are working the bugs out of the key card system. I appreciate Councilman Sislow for letting me know the building was open on **Veteran’s Day**. I was able to come up here and get some work done and watched the doors lock at 5:01 pm. The standby generator is being installed this week.

3. Public Comments on Agenda Items: None

III. Policy Agenda

1. Approval of Minutes

- a. November 3, 2015

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve the November 3, 2015 Formal Meeting Minutes

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

2. Other Actions:

- a. **2015-156**: Approve Payment No. 2 in the amount of \$85,525.65 to Vision Constructors, Inc. for City Hall ADA improvements

Councilmember Rech moved, seconded by Councilmember Sislow to approve Payment No. 2 in the \$85,525.65 to Vision Constructors, Inc. for City Hall ADA improvements

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

- b. **2015-163**: Approve final payment in the amount of \$22,322.00 to MOWA Development, Inc. for Live Oak Drive Phase 1 reconstruction and approval of the Summary of Change of Change Order and Certificate of Substantial Completion further authorizing the City Manager to execute same

Councilmember Rech moved, seconded by Councilmember Lopez to approve final payment in the amount of \$22,322.00 to MOWA Development, Inc. for Live Oak Drive Phase 1 reconstruction and approval of the Summary of Change of Change Order and Certificate of Substantial Completion further authorizing the City Manager to execute same

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

- c. **2015-166**: Approve payment in the amount of \$5,308.88 to Pickering Firm, Inc. for professional services relating the traffic study

Councilmember Sislow moved, seconded by Councilmember Sislow, to approve Payment No. 2 in the amount of \$5,308.88 to Pickering Firm, Inc. for professional services relating the traffic study

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

- d. **2015-167:** Interlocal agreement between Hancock County and the City for law enforcement services and other purposes through December 31, 2017

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the Interlocal Agreement between Hancock County and the City for Police Protection Services and Other Purposes through December 31, 2017

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

IV. **Routine Agenda**

- 1. Docket of Claims (Claims DKT15190 thru DKT151967)

Councilmember Rech moved, seconded by Councilmember Sislow to approve the Docket of Claims (Claims DKT15190 thru DKT151967)

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None

MOTION CARRIED UNANIMOUSLY

Annual Financial Report Ending September 30, 2015

- 2. October 2015 Financials
- 3. Net Payroll, including benefits and taxes, November 10, 2015 - \$52,240.26

VII. Discussion – Travel Authorization Policy

Councilmember Sislow expressed a need for a policy to policy regarding out-of-state travel only. Attorney Tindell explained that the City’s current policy provides the City Manager authority to approve travel for city employees. He recommended the travel policy be amended with regard to Mayor/Council travel and proposed to draft and provide a recommended policy at the next council meeting.

V. Adjourn

At 7:10 p.m. CST Councilmember Lopez moved, seconded by Councilmember Woolbright, to adjourn.

Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None Absent: None.

MOTION CARRIED UNANIMOUSLY