MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
February 16, 2016
6:00 pm CST

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

1. Invocation – Councilmember Rech

2. Pledge of Allegiance – Councilmember Rech

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3. Roll Call –
Present: Mayor Schafer, Councilmembers Lopez, Woolbright, Knobloch, Sislow and Rech. Absent: None.

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4. Confirmation or Adjustment of the Agenda Order – Councilmember Rech moved, seconded by Councilmember Knobloch, to accept and approve the agenda with the following addition:

6.a. Discussion: County-wide Solid Waste Contract

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

MOTION CARRIED

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II. Presentation Agenda

1. Council Comments

a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on March 1, 2016 in Council Chambers located at 5000 Diamondhead Circle.

b. Nikii Moon, President of the Hancock County Tourism Development Bureau provided a quarterly update. During her report, she noted HCTDB has expended over $4 million dollars since 2007 and that the series of promotions all funded through CDBG, BP, Deep Water Horizon will be ending June 2016.

c. Governor Bryant has declared February 29, 2016 Rare Disease Day in the State of Mississippi. To promote awareness locally, the Mayor and Council proclaimed February 29, 2016 Rare Disease Day in the City. Nancy Depreo, local representative for the National Organization of Rare Disorders (NORD), was present to accept the proclamation.

1. City Manager's Report

Solid Waste Authority:

The recent decline in gas prices has resulted in a credit of approximately $50,000 to the City to be offset by future billings from the County for these services.

Grant Update:

We are in the closing out phase of the current CDBG Grant for ADA improvement. Last week, MDA conducted an onsite audit of the project. The monitor report reflected no deficiencies. Public Works employees are assisting in collecting information for the next CDBG application to determine if we meet eligibility requirements. The project would alleviate drainage in the area along Kapalama Drive and Holiday Village. Surveys have been completed, easements have been written and we are in the process of gathering signatures on the new Commercial Drive and Live Oak Drive Phase II projects.

Drainage:

The contractor is having to do additional work on Apua and Iona as the heavy rains eroded some of the work that had been performed but had not been completed. There has been no indication if this will cause any request for a change order. Office staff are currently working on a presentation that will showcase the work completed and a list of top 10 drainage projects to be considered.

Congressional appropriation request form:

T. J. Moran, Field Representative for Congressman Palazzo, hand delivered a Congressional appropriations request form to our office. Please add any idea or project for which you want federal funding to be appropriated for in this Congressional budget year.

Parade Form:

The recent Mardi Gras parade went very well and without incident. Kudos to law enforcement and public works. We have received many praises from residents for our Public Works Department for their response and clean up after the parade.

I received one comment about the parade form and will be amending the form to include a request for proof of event liability insurance.

Audit to begin, cross training:

Our annual audit will begin February 22nd. One of the recommendation of our last audit was to attend more training. We have a trainer from Tyler Technologies coming in March to train and cross train several of us in the office.

Interlocal Agreements:

I am working on an agreement with Nancy Depreo, DWSD, to assist the City with GIS services and for the transfer of the dump truck from DWSD to the City. Included in the agreement will City's agreement to assist with asphalt patching for DWSD work.

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2. Public Comments on Agenda Items - None

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III. Policy Agenda

1. Approve Minutes of February 2, 2016

Councilmember Lopez, seconded Councilmember Woolbright, to approve the Minutes of February 2, 2016

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

MOTION CARRIED

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2. Appointments/Oaths:

a. **2016-019**: Accept nomination of Councilmember Sislow to reappoint Nita Hensley to the Planning & Zoning Commission for term beginning March 1, 2016

Councilmember Sislow moved to nominate the reappointment of Nita Hensley to the Planning & Zoning Commission for a term beginning March 1, 2016. The motion was seconded Councilmember Lopez.

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

MOTION CARRIED

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b. **2016-023**: Accept the nomination of Councilmember Woolbright to appoint Don Crosby to the Planning & Zoning Commission for the term beginning March 1, 2016.

Councilmember Woolbright moved to nominate the appointment of Don Crosby to the Planning & Zoning Commission for a term beginning March 1, 2016. The motion was seconded by Councilmember Sislow.

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

MOTION CARRIED

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3. Ordinances:
    a. **2016-028**: Ordinance 2013-032.3 Revising the Fee Schedule for Planning and Development Fees and related purposes ad.

Councilmember Lopez moved, seconded by Councilmember Sislow, to adopt Ordinance 2013-032.3 revising the Fee Schedule for Planning and Development Fees and related purposes.

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

MOTION CARRIED

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4. Resolutions:

    a. **2016-006**: Resolution 2016-006 authorizing the vacation/abandonment of drainage/utility easements in a portion of Lots 25 and 26, Block 4 Diamondhead Subdivision Phase 2 Unit 6 and a portion of Lots 47 and 48, Block 4, Subdivision Phase 2 Unit 11 (Dreher).

Councilmember Sislow moved, seconded by Lopez, to adopt Resolution 2016-006 authorizing the vacation/abandonment of drainage/utility easements in a portion of Lots 25 and 26, Block 4 Diamondhead Subdivision Phase 2 Unit 6 and a portion of Lots 47 and 48, Block 4, Subdivision Phase 2 Unit 11 (Dreher).

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

MOTION CARRIED

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    b. **2016-027**: Resolution 2016-007 authorizing the vacation/abandonment of drainage/utility easements in a portion of Lots 25 and part of the north half of Lot 26, Devil's Elbow Phase 2 (Sutherland).

Councilmember Lopez moved, seconded Councilmember Sislow, to adopt Resolution 2016-007 authorizing the vacation/abandonment of drainage/utility easements in a portion of Lots 25 and part of the north half of Lot 26, Devil's Elbow Phase 2 (Sutherland).

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

MOTION CARRIED

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c. **2016-029**: Resolution 2016-008 Authorizing the acquisition by donation, real property located within the City from Purcell Company, Inc. and Rouse Land Company, LLC.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to adopt Resolution 2016-008 Authorizing the acquisition by donation, real property located within the City from Purcell Company, Inc. and Rouse Land Company, LLC (new commercial area access road).

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

MOTION CARRIED

5. Other Actions:

a. **2016-013**: **2016-020**: Approve payment of Invoice #10033 in the amount of $1,249.08 to Professional Grant Management Services for professional services relating the CDBG – City Hall ADA Improvements.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve payment of Invoice #10033 in the amount of $1,249.08 to Professional Grant Management Services for professional services relating the CDBG – City Hall ADA Improvements.

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

MOTION CARRIED

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b. **2016-021**: Approve disposition and proper disposal of salvage property.

Councilmember Knobloch moved, seconded by Councilmember Rech, to approve disposition and property disposal of the following salvage property:

1. Asset #00000052 - Dell Optiplex workstation – end of life (no longer supported by manufacturer) CGNCY1 (to be destroyed/discarded)
2. Asset #00000053 - Dell Optiplex workstation – end of life (no longer supported by manufacturer) CGPBYV1 (to be destroyed/discarded)
3. Asset #00000030 – Mower – engine non-repairable (will be used for parts)

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

MOTION CARRIED

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c. **2016-022**: Approve payment of Invoice #4 in the amount of $38,127.62 to Pickering Firm, Inc. for professional services relating to the traffic study.

Councilmember Sislow moved, seconded by Councilmember Rech, to approve payment of Invoice #4 in the amount of $38,127.62 to Pickering Firm, Inc. for professional services relating to the traffic study (MDOT Project STP-023-00(050) LPA.

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

MOTION CARRIED

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d. **2016-024**: Approve Budget Amendments 2016-151-1 and 2016-000-1 for the change in scope of work for Small Municipalities and Limited Populations Counties Program.

Councilmember Rech moved, seconded by Councilmember Lopez, to approve Budget Amendments 2016-151-1 and 2016-000-1 for the change in scope of work for Small Municipalities and Limited Populations Counties Program.

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

MOTION CARRIED

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e. **2016-025**: Approve participation in the MEMA's Statewide Mutual Aid Compact (SMAC).

Councilmember Knobloch moved, seconded by Councilmember Sislow, to approve participation in the Mississippi Emergency Management Agency's Statewide Mutual Aid Compact (SMAC).

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

MOTION CARRIED

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6. Discussion:

County-wide Solid Waste. Discussion regarding the RFQ's for the upcoming county-wide solid waste. City Manager Reed informed the Council that the recent decline in gas prices has resulted in a credit of approximately $50,000 to the City to be offset by future billings from the County for these services. Mayor Schafer asked for input from councilmembers as the services for the City to be included in the RFP's.

Councilmember Rech moved, seconded by Councilmember Lopez, to maintain garbage collection services for the City at the current terms.

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

MOTION CARRIED

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IV. **Routine Agenda**

1. Docket of Claims (Claims DKT152156 thru DKT152219)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims (DKT152156 thru DKT152219).

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

MOTION CARRIED

2. Net Payroll, including benefits and taxes, February 3 ,2016 - $50,002.92

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3. Documents for incorporation in the official minutes:

a. Councilmember Lopez moved, seconded by Councilmember Rech to accept the correspondence from the Attorney General approving the Interlocal Cooperation Agreement between Hancock County and the City of Diamondhead 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

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b. Mississippi Development Authority approval to change scope of work on the application for the Small Municipalities and Limited Population Counties Program.

Councilmember Knobloch moved, seconded by Councilmember Sislow, to accept for incorporation into the minutes correspondence regarding Mississippi Development Authority approval to change scope of work on the application for the Small Municipalities and Limited Population Counties Program.

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

MOTION CARRIED

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4. January 2016 Financials

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V. Adjourn

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

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

MOTION CARRIED

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk