MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
March 1, 2016
6:00 pm CST

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

1. Invocation – Mayor Schafer
2. Pledge of Allegiance – Councilmember Rech

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3. Roll Call –
   Present: Mayor Schafer, Councilmembers Lopez, Woolbright, Knobloch and Rech. Absent: Councilmember Sislow.

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

   I. Council Comments
      c. Letter from Councilmember Joe Lopez
   III. 2. Planning & Zoning Matters
      a. 2016-045: Accept the resignation of David Malley as Planning & Zoning Commissioner.
      3. Other Actions:
      k. 2016-047: Authorize Diamondhead Water & Sewer District to install a payment drop box at City Hall to be located on the east side of the building

   4. Resolutions:
      a. 2016-043: Resolution 2016-009 Authorizing preparation and submittal of a Recreational Trails Grant from the MS Department of Wildlife, Fisheries and Parks.
      b. 2016-044: Resolution 2016-010 committing funds to match 2016 grant funds from MS Department of Wildlife, Fisheries and Parks.

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

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 15, 2016 in Council Chambers located at 5000 Diamondhead Circle.

b. Mayor Schafer administered the Oaths of Office for Planning & Zoning Commissioners Nita Hensley and Don Crosby.

c. Joseph Lopez, Councilmember Ward 1, introduced a letter explaining the recent sale of his home. He explained he was temporarily relocated to rental property outside his ward and that he is actively seeking to locate and purchase a home in Ward 1.

d. Andrew Hinkebein, Southern District Field Representative for Senator Roger Wicker was introduced. He explained that Senator Wicker would work to support future funding needs of the City and encouraged application for MDOT's upcoming TIGER Grant that will fund capital investments in surface transportation infrastructure.

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2. City Manager's Report

Solid Waste:

Bid specifications have been developed that require the same service for Diamondhead as Council instructed (a cart and one time per week pick up). Bids are set to be opened on April 5th and awarded on April 11th. The contract specifications have changed to include an initial length of 3 years with 3 one year automatic renewals and that should drive competitive pricing.

Gulf Regional Planning Commission:

I was honored to be selected as Vice-Chairman of the GRPC in officer elections last week. I have spent a few hours at their office to dig in deeper into the programs and how to tap into the funding opportunities. The GRPC has control over the use of funds for various infrastructure and planning activities. Currently, there is an open application period for the Transportation Improvement Program (TIP), the deadline for applications is May 13th. I am working with the leadership to develop an application with focus on improvements to the commercial area or the multi-modal path to connect the Southside of Diamondhead underneath the Jourdan River Bridge. The completed Traffic Study will be important for gaining approval from MDOT for the project.

BP Funds:

We need to identify other projects that you might want included on the MS Restore Portal. From what I've learned that is the starting point coupled with the active participation of the members of our Go Coast 2020 team. I'll be talking to you more about that and developing a project or projects for submission.

Drainage:

The 5 contracted drainage projects are about 80% complete. We are continuing to work on a presentation to show the work accomplished and drainage needs.

Grants:

The new "Commercial Drive" funded with Small Municipalities and Limited County Population (SMLPC) Funds is moving along at a rapid pace and should be bidding the end of March or first part of April. As you are aware by the two resolutions that we had to add tonight, we are applying for a ½ mile Walking and Exercise Fitness Track that will go in the green space in front and alongside of City Hall. The application deadline is March 10th. This is a $100,000 grant with an 80%/20% match. The Tidelands Kayak and Hiking Trail Project is under preliminary design and we anticipate bidding the project mid-May.

Infrastructure improvements update:

Awaiting signed easements for Live Oak Dr. Phase II and the new Commercial Drive to go forward with final engineering plans and advertisement for construction.

3. Public Comments on Agenda Items - None

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III. Policy Agenda

1. Approve Minutes of February 16, 2016

Councilmember Lopez, seconded Councilmember Woolbright, to approve the Minutes of February 16, 2016

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

MOTION CARRIED

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2. Planning & Zoning Matters:
   a. **2016-034**: Case File 2016-00017 Variance application by Landmark Contractors to encroach within the 20' required front yard setback at property address 796 Apaki Place. Recommendation is to deny.

Councilmember Rech moved, seconded by Councilmember Knobloch, not to accept the recommendation of the Planning & Zoning Commission to deny the variance requested in Case File 2016-00017 by applicant Landmark Contractors to encroach within the 20' of the required front yard setback at property address 796 Apaki Place and further motion to approve the variance as requested by the applicant

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

MOTION CARRIED

b. **2016-035**: Case File 2016-00018 Variance application for Dorothy Mysing represented by Landmark Contractors to construct a roof over an existing deck in the required 10' side yard setback. Recommendation is to approve.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the variance requested in Case File 2016-00018 by applicant Dorothy Mysing represented by Landmark Contractors to construct a roof over an existing deck in the required 10' side yard setback.

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

MOTION CARRIED

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c. **2016-036**: Case File 2016-036 Variance application by Diamondhead Fire Protection District represented by Chief Jerry Dubuisson to allow a reduction of the required number of parking spaces from 10 – 7. Recommendation is to approve.

Councilmember Lopez moved, seconded by Councilmember Woolbright, to approve the variance requested by applicant Diamondhead Fire Protection District represented by Chief Jerry Dubuisson to allow a reduction of the required number of parking spaces from 10-7.

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

MOTION CARRIED

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d. 2016-045: Accept the resignation of David Malley as Planning & Zoning Commissioner.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to accept the resignation of David Malley as Planning & Zoning Commission effective at the conclusion of the March 22, 2016 Commission Meeting

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

MOTION CARRIED

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3. Other Actions:

a. **2016-030**: Approve payment to Eley Guild Hardy Architects in the amount of $1,441.99 for professional services relating to City Hall ADA improvements.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve payment to Eley Guild Hardy Architects in the amount of $1,441.99 for professional services relating to City Hall ADA improvements.

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

MOTION CARRIED

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b. **2016-031**: Approve payment #4 to Vision Constructors, Inc. in the amount of $73,377.05 for City Hall ADA improvements.

Councilmember Lopez moved, seconded by Councilmember Woolbright, to approve payment #4 to Vision Constructors, Inc. in the amount of $73,377.05 for City Hall ADA improvements.

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

MOTION CARRIED

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c. **2016-032**: Approve final payment to Vision Constructors, Inc. in the amount $14,025.00 for City Hall ADA improvements subject to completion of punch list items remaining.

Councilmember Rech moved, seconded by Councilmember Lopez, to approve final payment to Vision Constructors, Inc. in the amount $14,025.00 for City Hall ADA improvements subject to completion of punch list items remaining.

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

MOTION CARRIED

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d. **2016-033**: Approve payment to Professional Grant Management Services in the amount of $6,245.44 for professional services relating to City Hall ADA improvements.

Councilmember Rech moved, seconded by Councilmember Lopez, to approve payment to Professional Grant Management Services in the amount of $6,245.44 for professional services relating to City Hall ADA improvements.

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

MOTION CARRIED

e. **2016-037**: Approve payment to Pickering Firm, Inc. in the amount of $7,796.60 for professional services relating the traffic study.

Councilmember Rech moved, seconded by Councilmember Lopez, to approve payment to Pickering Firm, Inc. in the amount of $7,796.60 for professional services relating to the traffic study (MDOT Project STP-0023-00(050) LPA

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

MOTION CARRIED

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f. **2016-038**: Adopt Social Media Use Policy.

Councilmember Rech moved, seconded by Councilmember Woolbright, to approve and adopt the Social Media Use Policy.

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

MOTION CARRIED

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g. **2016-039**: Adopt Internet Technology Policy.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to adopt the Internet Technology Policy.

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

MOTION CARRIED

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h. **2016-040**: Authorize letter to US Army Corp of Engineers in support of exploration and further research into storm surge control and management plan.

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to authorize support letter to US Army Corp of Engineers or others to be authorized by the City Manager for exploration and further research into storm surge and management plan drafted by Lee Taylor

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

MOTION CARRIED

i. **2016-041**: Approve to advertise for proposals for digital signage sponsorship in the business area.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve to advertise for proposal for digital signage sponsorship in the business area.

Ayes: Lopez, Woolbright, Knobloch and Rech. Abstain: Mayor Schafer. Absent: Sislow.

MOTION CARRIED

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j. **2016-042**: Approve nominations to Governor Bryant for the appointment to Port & Harbor Commission.

Mayor Schafer opened the floor for nominations to serve as Governor's appointment to the Port & Harbor Commission. Nominations were offered as follows:

Councilmember Rech offered the nomination of Sherri Bevis

Councilmember Knobloch offered the nomination of Grant Bower

Councilmember Woolbright moved, Councilmember Lopez seconded, to close nominations. The Nominations of Bevis and Bower were on the table for consideration.

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

MOTION CARRIED

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k. 2016-047: Authorize Diamondhead Water & Sewer District to install a payment drop box at City Hall to be located on the east side of the building

Councilmember Lopez moved, seconded by Councilmember Woolbright, to authorize the installation of a payment drop box for Diamondhead Water & Sewer District to be located on the east side city Hall

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

MOTION CARRIED

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4. Resolutions:

a. 2016-043: Resolution 2016-009 Authorizing preparation and submittal of a Recreational Trails Grant from the MS Department of Wildlife, Fisheries and Parks.

Councilmember Rech moved, seconded by Councilmember Knobloch, to adopt Resolution 2019-009 thereby authorizing preparation and submittal of a Recreational Trails Grant from the MS Department of Wildlife, Fisheries and Parks.

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

MOTION CARRIED

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b. 2016-044: Resolution 2016-010 committing funds to match 2016 grant funds from MS Department of Wildlife, Fisheries and Parks.

Councilmember Rech moved, seconded by Councilmember Lopez, to adopt Resolution 2016-010 thereby committing funds to match 2016 grant funds from MS Department of Wildlife, Fisheries and Parks.

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

MOTION CARRIED

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IV. Routine Agenda

1. Docket of Claims (Claims DKT152220 thru DKT152247)

Councilmember Rech moved, seconded by Councilmember Woolbright, to approve the Docket of Claims (DKT152220 thru DKT152247).

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

MOTION CARRIED

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2. Net Payroll, including benefits and taxes, February 17 ,2016 - $53,278.72

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V. Adjourn

At 6:55 p.m. CST Councilmember Rech moved, seconded by Councilmember Woolbright, to adjourn.

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

MOTION CARRIED

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Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk