

**MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
April 5, 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 Knobloch
2. Pledge of Allegiance – Councilmember Rech

3. Roll Call –
Present: Mayor Schafer, Councilmembers, Woolbright, Knobloch, Sislow and Rech.
Absent: Lopez.
4. Confirmation or Adjustment of the Agenda Order – Councilmember Knobloch moved, seconded by Councilmember Sislow, to accept and approve with addition of
 - II. 1. e. Councilmember Knobloch-summary drainage activity following recent rain event

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

MOTION CARRIED UNANIMOUS

Councilmember Lopez arrived at 6:05 p.m. shortly after roll call.

MOTION CARRIED UNANIMOUS

- II.** Presentation Agenda
 1. Council Comments

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on April 19, 2016 in Council Chambers located at 5000 Diamondhead Circle.
- b. Mayor and Council proclaimed April 2016 – National Child Abuse Prevention Month. Ms. Cynthia Chauvin, Executive Director was present to accept the proclamation.
- c. Cynthia Chauvin, CASA Executive Director- provided the history of the “Blue Ribbon Campaign” and also provided local CASA chapter statistics.
- d. Frank Bordeaux of Stewart Sneed Hewes – presented the insurance renewal proposal.

- e. Councilmember Knobloch provided an account of the drainage operations during the recent rain event. He explained that he observed no major issues other than what would normally be expected during such an event. One issue was resolved by removing debris blocking a culvert.

2. City Manager's Report

City Hall:

You will notice that your platform has been replaced. This one is a little lower and sturdier. We have ordered very inexpensive furniture to replace the plastic tables. Now that construction is nearing completion we are making the final touches to complete the transition of the former church to a permanent City Hall.

Power Outage:

An accident in the Pass damaged fiber optic lines resulting in a loss of internet service at City Hall today. This also caused our telephones to go down since our services is provided over the internet. We had an analog line at the reception desk that was never used so we transferred it to the elevator has required. Lesson learned, we will have a landline placed at the reception desk for such emergencies.

Public Works:

The recent major drainage projects are nearing completion. With the exception of the heavy rain last Friday evening the drainage projects have been proven to be alleviating flash floods. Mr. Knobloch earlier in his update covered well the drainage update.

Lane Dividers were placed on the intersection of Golf Club Drive and Diamondhead Drive East and while they are working they have not been totally appreciated by all people in the vicinity. Some dividers have been removed or moved to accommodate affected residents. Mr. Sullivan and I learned once again, that we need to try to let residents know about changes that might affect them. Hancock County has plans to replace the bridge just beyond the City Limits on Kapalama. This will result in the closure of the road for a period of time. Supervisor LaFontaine is acutely aware of the impact this will have on residents and local businesses and is trying to make sure the road is only closed for the shortest period of time possible. We will alert our local residents far in advance of the closure.

Building Department:

Our newest commercial business opens up later this week, be sure to visit the Donut Shop and let them know we are glad they chose Diamondhead for their new business. We are seeing an upturn in the number of permits for residential construction and inspections. We currently have 15 active projects for a single family homes.

GRANTS:

We have received just a total shy of \$1.2 million in grant funds and have it matched with \$536,924 of City dollars over the past two years. Recommended for approval tonight is a state grant through DMR for \$54,300 and we will leverage Tidelands Grant funds so that there will be no need to match with local money. This will allow us to provide kayak launches at Bayou Drive and Diamondhead Marina. We currently have 4 other grant applications that been submitted: 2 Tidelands Grant applications, a Recreational Trail grant (City Hall exercise trail) and the Safe Routes to School Grant. If funded the total grant award for the four grants would be in excess of \$800,000 with only \$80,000 match.

We will be recommending to apply for grant funds to light the interchange and depending on the desire of the council, to construct a multi-modal path or construct a round-a-bout at Golf Club Drive and Diamondhead Drive East. The grants would be 75% federal funds and 25% local funds. Estimates are \$560,000 in Federal funds and \$140,000 in local funds.

- 3. Public Comments on Agenda Items - None

III. Appointments/Oaths

- 1. Accept nomination of Councilmember Lopez to appoint Dempsey Milton to the Planning & Zoning Commission effective immediately to fill the unexpired term ending March 2017.

- 1. Councilmember Lopez moved to nominate Dempsey Milton to the Planning & Zoning Commission effective immediately to fill an unexpired term ending March 2017. The motion having received a second from Councilmember Woolbright and the matter put to a vote resulting as follows:

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

MOTION CARRIED UNANIMOUS

Mayor Schafer administered the Oath of Office to Commissioner Milton.

IV. Policy Agenda

- a. Approve Minutes of March 15, 2016

Councilmember Rech moved, seconded Councilmember Sislow, to approve the Minutes of March 15, 2016.

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

MOTION CARRIED UNANIMOUS

- b. Approve Minutes of March 22, 2016

Councilmember Rech moved, seconded Councilmember Lopez, to approve the Minutes of March 22, 2016.

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

MOTION CARRIED UNANIMOUS

2. Planning & Zoning Matters:

- a. **2016-061**: Case File 2016-00036- Variance requests by Ted and Amy Long (Article 4.18.3 D ii) to allow the construction of an outdoor kitchen totaling 576 sf; same to have total height of 16.67' and to construct a storage building totaling 432sf. Recommendation is to approve.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve a variance in Case File 2016-00036- requested by Ted and Amy Long (Article 4.18.3 D ii) to allow the construction of an outdoor kitchen totaling 576 sf; same to have total height of 16.67' and to construct a storage building totaling 432sf.

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

MOTION CARRIED UNANIMOUS

- b. **2016-062:** Case File 2016-00037- Variance request by Chad and Sarah Badeaux (Article 4.6.5 E iii) to allow the construction of a covered patio within 8’ of the northwest property line. Recommendation is to approve.

Councilmember Lopez moved, seconded by Councilmember Knobloch to approve a variance in Case File 2016-00037- requested by Chad and Sarah Badeaux (Article 4.6.5 E iii) to allow the construction of a covered patio within 8’ of the northwest property line.

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

MOTION CARRIED UNANIMOUS

3. Resolutions:

- a. **2016-056:** Resolution 2016-011 Designating the Municipal Clerk to open municipal mail delivered to the City’s mailing address.

Councilmember Rech moved, seconded by Councilmember Knobloch, to table the matter of designating the Designating the Municipal Clerk to open municipal mail delivered to the City’s mailing address and further to request the Attorney General opine with regard to the matter.

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

MOTION CARRIED UNANIMOUS

4. Other Actions:

- a. **2016-055:** Accept and award RFP for depository services to Hancock Bank with investment services to include The First.

Councilmember Sislow moved, seconded by Councilmember Rech, to accept and award the RFP received from Hancock Bank for depository services for period of two (2) years and further to include The First for investment services.

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

MOTION CARRIED UNANIMOUS

- b. **2016-058:** Renew property, general liability, automobile and professional liability coverages.

Councilmember Rech moved, seconded by Councilmember Sislow, to accept the proposal of Bancorp South Insurance Services, Inc. in the total amount of \$ 84,290 for renewal of the following policies:

| | |
|---|-----------------|
| Commercial Property- | |
| (including equipment and Equipment Inland Marine) | \$19,039 |
| General Liability | \$14,567 |
| Commercial Auto | \$34,195 |
| Professional Liability | <u>\$16,489</u> |
| TOTAL | \$84,290 |

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

MOTION CARRIED UNANIMOUS

Mayor Schafer, also a Commissioner for the Diamondhead Water & Sewer District, recused himself from the meeting proceedings and exited Council Chambers. Councilmember and Pro-Tem Mayor Knobloch continued with the order of business.

- c. **2016-059:** Approve Interlocal Governmental Cooperation Agreement between the City and Diamondhead Water & Sewer District.

Councilmember Lopez moved, seconded by Councilmember Rech, to approve the Interlocal Governmental Cooperation Agreement between the City and Diamondhead Water & Sewer District with regard to the sharing/combining certain governmental operations and facilities and services.

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

MOTION CARRIED UNANIMOUS

Mayor Schafer returned to Council Chambers and returned to the meeting at this time resumed presiding over the proceedings .

- d. **2016-060:** Approve grant submission to DMR through the Boat Access/Sport Program for funding of kayak launches.

Councilmember Knobloch moved, seconded by Councilmember Lopez, to approve the submission of a Grant Application to DMR through the Boat Access/Sport Program for 75/25 funding of kayak launches with local share to be leveraged with 2016 Tidelands Grant proceeds.

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

MOTION CARRIED UNANIMOUS

V. Routine Agenda

- 1. Docket of Claims (Claims DKT152294-DKT152336 and DKT152337-152338)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims (DKT152294-DKT152336 and DKT152337-DKT152338).

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

MOTION CARRIED UNANIMOUS

- 2. Documents for incorporation in the Minutes:
 - a. Correspondence from Eley Guild Hardy regarding substantial completion and final payment for CDBG Project #1131-14-432-PF01
- 3. Net Payroll, including benefits and taxes, March 16, 2016 - \$51,594.60
- 4. Net Payroll, including benefits and taxes, March 30, 2016 - \$40,872.31

VI. Discussion:

- 1. Safety Dividers – Diamondhead Drive and Golf Club Drive – Safety dividers were installed to eliminate a potentially dangerous situation for traffic traveling Golf Club Drive and merging with traffic entering from Diamondhead Drive East. All agreed the dividers were not ideal for a long-term remedy and that a roundabout would be the most suitable solution.

- V. Public Comment on Non Agenda Items-
Howard Dehnbostel asked the council to consider removing the dividers and replacing them with double yellow lines.

Executive Session

At 7:10 p.m. CST, Councilmember Lopez moved, seconded by Councilmember Sislow, to enter closed session to determine the necessity for executive session.

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

MOTION CARRIED UNANIMOUSLY

During the discussion in closed session it was determined that there was a need to enter into executive session for matters involving personnel.

Councilmember Lopez moved, seconded by Councilmember Knobloch, to enter executive session for matters relating to personnel.

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

MOTION CARRIED UNANIMOUSLY

The City Attorney announced the Mayor and Council had determined the necessity and voted to enter executive for matters involving personnel.

RETURN TO REGULAR SESSION

At 7:37 p.m. Councilmember Lopez, moved seconded by Councilmember Sislowm, to exit executive session and resume regular session.

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

MOTION CARRIED UNANIMOUSLY

The City's Legal Counsel announced that no official action was taken while in executive session.

Accept the resignation of Kristin Ventura as City Clerk for the City of Diamondhead effective April 1, 2016.

Councilmember Rech moved, seconded by Councilmember Sislow, to accept the resignation of Kristin Ventura as City Clerk for the City of Diamondhead effective April 1, 2016.

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

MOTION CARRIED UNANIMOUSLY

Appoint Jeannie Klein to the position of City Clerk for the City of Diamondhead.

Councilmember Lopez moved, seconded by Councilmember Woolbright, to appoint Jeannie Klein to the City Clerk position

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

MOTION CARRIED UNANIMOUSLY

Advertise for Treasurer position to be responsible for the day-to-day financial matters of the City.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve to advertise for the position of Treasurer to be responsible for the day-to-day financial matters of the City.

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

MOTION CARRIED UNANIMOUSLY

Authorize the City Manager to engage the services of temporary CPA/Accountant to work with the City finances.

Councilmember Rech moved, seconded by Councilmember Sislow, to authorize the City Manager to engage and utilize the services of a temporary CPA/Accountant to work with the City’s finances .

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

MOTION CARRIED UNANIMOUSLY

VI. Adjourn

At 7:40 p.m. CST Councilmember Lopez moved, seconded by Councilmember Sislow, to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Thomas E. Schafer, IV
Mayor

Jeannie Klein
City Clerk