MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
April 19, 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 Woolbright
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.

4. Confirmation or Adjustment of the Agenda Order – Councilmember Rech moved, seconded by Councilmember Knobloch, to accept and approve with the following additions and amendments:
   1. f. Solid Waste Update – Mayor Schafer
   1. g. Code Enforcement Sign Ordinance – Councilmember Knobloch
   2. c. **2016-072**: Resolution 2016-014 Revising Match Funds for Mississippi Recreational Trails Grant
   3 a. Amend to include approve of Summary Change Order

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

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 May 3, 2016 in Council Chambers located at 5000 Diamondhead Circle.
   b. City Hall will be closed Monday, May 30, 2016 in observance of Memorial Day.
   c. The Annual Memorial Day Service will be Saturday, May 28, 2016 at 11:00 a.m. at the Country Club.
   d. Proclaim April 2016 Fair Housing Month – Mayor and Council proclaimed April 2106 Fair Housing Month with Deanna Whittmann of Hancock Resource Center present to accept the Proclamation.
   e. Councilmember Knobloch reported on recent travel to Washington, D.C. to secure funding for I-10/Exit 16 project funding. The Councilman, City Manager Reed and Carl Ray Furr, Pickering Firm Consultant, visited with Senators Cochran and Wicker and Congressman Palazzo. All delegates pledged to support upgrades to interchange. MDOT seems to be in favor

of upgrades to interchange and is expected to release the results of their study in May. The City will be prepared to make suggestions if needed.

f. Mayor Schafer explained the Hancock County Solid Waste Authority received bids for county-wide Solid Waste Services. The low bid received will result and increase in the charges assessed each entity, however, would not impose an increase charged to residents.

g. Councilmember Knobloch reported that for the past few weekends businesses have been inserting wire signs in the right of ways at some of the main entrances and in residential areas. This past Saturday a code enforcement representative went out and taped notices on those signs stating they were illegally placed and should be removed. By mid-afternoon on Sunday all of illegal signage had been removed. Code enforcement will continue to prevent posting of illegal signage.

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2. City Manager's Report

Budget overview:

Jani Schmit, our contractual accountant, has been working with the auditors and Jeannie to finish the annual audit and handle routine bookkeeping duties. She has picked up on Incode very quickly and she and I have been reviewing revenues and expenditures. She has been able to produce some budget reports that present a good picture of performance so far this fiscal year. We are at the half way point and have collected 70% of budgeted revenues and spent only 25% of budgeted expenditures compared to 32% spent this time last year. We have $1.2 million more in the bank than we did at the beginning of the fiscal year in October.

Building Department:

We are proud to introduce Josh Hayes as our new Deputy Building Official. Josh comes to us from the City of Long Beach where he was the Building Official, prior to that he was a Building Inspector for the City of Bay St. Louis. He had a construction background and works well with contractors. He has several certifications and is also a certified flood plain manager. He is married with 4 children and 2 foster children that he hopes to adopt. He has fit into our office very quickly and well.

Planning and Zoning:

The Ellis rezoning application is on schedule to be considered by the Planning and Zoning Commission at the next meeting on April 26th beginning at 5:30 here in the Council Chambers.

Grant updates:

We were awarded one of the two applications for the next round of Tideland's grants in the amount of $204,666. This will provide a kayak launch, bird and nature observatory deck and a parking lot. What was not awarded included $52,500 for an access road.

We are looking at alternative routes for the commercial access road after Mr. Rouse determined that the cost of filling in the detention pond was cost prohibitive and he doesn't feel he should give the easement to the City. We are working with Seymour Engineering to develop alternatives.

Seymour is developing the property descriptions for the easements needed for the biking and walking trail in the first Tideland's grant.
We are presenting two grant proposals tonight for lighting the interchange and for constructing a roundabout at Golf Club and Diamondhead Drives.
The Glow-Ride that was scheduled for May 13th has been postponed to work out some of the programmatic challenges.
We expect good news in May concerning the Safe Routes to Schools grant.

GRPC:

The GRPC is sending the officers and key staff to Washington, D.C. in May to meet with our Congressional Delegation about transportation projects. This will be a good time to continue to advocate on behalf of Diamondhead. There will be no cost to the City for me to attend.

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3. Public Comments on Agenda Items - None

III. Appointments/Oaths

1. **2016-066**: Accept the resignation of Mark Miller, Planning and Zoning Commissioner effective immediately

   Councilmember Lopez moved, seconded by Councilmember Knobloch, to accept the resignation of Mark Miller, Planning and Zoning Commissioner, effective immediately.

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

MOTION CARRIED UNANIMOUS

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2. **2016- 069**: Accept nomination of Mayor Schafer to appoint Annette Williams to the Planning & Zoning Commission effective immediately to fill an unexpired term ending March 2018.

   Councilmember Lopez moved to accept Mayor Schafer's nomination of Annette Williams to the Planning & Zoning Commission effective immediately to fill an unexpired term ending March 2018. The motion having received a second from Councilmember Knobloch 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

IV. Policy Agenda

a. Approve Minutes of April 5, 2016

Councilmember Lopez moved, seconded Councilmember Sislow, to approve the Minutes of April 5, 2016.

Roll Call Vote - Ayes: Lopez, Woolbright, Knobloch, Sislow, and Rech. Nays: None.
Present: Mayor Schafer Absent: None

MOTION CARRIED

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IV. Resolutions:

a. **2016-063**: Resolution 2016-012 Authorizing the filing of a Transportation Improvement Project (TIP) Application for funding for a Roundabout at Diamondhead Drive East and Golf Club Drive.

Councilmember Knobloch moved, seconded by Councilmember Sislow, to approve Resolution 2016-012 authorizing the filing of a Transportation Improvement Project (TIP) Application for funding for a Roundabout at Diamondhead Drive East and Golf Club Drive.

Roll Call Vote - Ayes: Lopez, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Absent: None

MOTION CARRIED

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b. **2016-064**: Resolution 2016-013 the filing of a Transportation Improvement Project (TIP) Application for funding of and for an I-10 Interchange lighting project at Exit 16 (Gex Drive).

Councilmember Lopez moved, seconded by Councilmember Woolbright, to adopt Resolution 2016-013 for the filing of a Transportation Improvement Project (TIP) Application for funding of and for an I-10 Interchange lighting project at Exit 16 (Gex Drive).

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

MOTION CARRIED UNANIMOUS

c. 2016-072: Resolution 2016-014 Revising Committed Match Funds for 2016 Grant from MS Recreational Trails Program and related purposes.

Councilmember Lopez moved, seconded by Councilmember Sislow to adopt Resolution 2016-014 Revising Committed Match Funds for 2016 Grant from MS Recreational Trails Program and related purposes.

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

MOTION CARRIED UNANIMOUS

3. Other Actions:

a. **2016-067**: Approve final payment to DNA Underground, LLC in the amount of $21,066.00, Summary of Change Order in the amount of $2,321.00, substantial completion and closeout documents for drainage projects at Kapalama, Ahekolo, Apua and Iona drainage projects.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve final payment to DNA Underground, LLC in the amount of $21,066.00, Summary of Change Order in the amount of $2,321.00, substantial completion and closeout documents for drainage projects at Kapalama, Ahekolo, Apua and Iona drainage projects.

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

MOTION CARRIED UNANIMOUS

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b. **2016-068**: Declare surplus equipment and authorize removal from inventory.

Councilmember Rech moved, seconded by Councilmember Knobloch, to declare surplus and remove from inventory a cell phone (Fixed Asset #277) for which a warranty replacement phone was issued (Fixed Asset #331).

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

MOTION CARRIED UNANIMOUS

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At this time, Mayor Schafer recused himself from the proceedings and exited Council Chambers. Councilmember Knobloch presided.

c. **2016-070**: Rescind action of April 5, 2016 whereby the Interlocal Agreement with Diamondhead Water & Sewer District to share/combine certain governmental operations/facilities was approved.

Councilmember Sislow moved, seconded by Councilmember Rech, to rescind action of April 5, 2016 whereby the Interlocal Agreement with Diamondhead Water & Sewer District to share/combine certain governmental operations/facilities was approved.

Roll Call Vote -Ayes: Lopez, Woolbright, Knobloch, Sislow, and Rech. Nays: None. Recused: Mayor Schafer

MOTION CARRIED UNANIMOUS

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d. **2016-071**: Approve revised Interlocal Agreement with Diamondhead Water & Sewer District to share/combine certain governmental operations/facilities

Councilmember Lopez moved, seconded by Councilmember Woolbright, to Approve revised Interlocal Agreement with Diamondhead Water & Sewer District to share/combine certain governmental operations/facilities was approved

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

MOTION CARRIED UNANIMOUS

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

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V. Routine Agenda

1. Docket of Claims (Claims DKT152339-DKT152388)

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the Docket of Claims (DKT152339-DKT152388).

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

MOTION CARRIED

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2. Net Payroll, including benefits and taxes, March 16, 2016 - $51,594.60

3. Documents for incorporation in the Minutes:
   a. Correspondence from Mississippi Development Authority for closeout of CDBG ADA Improvements Project 14-432-PF-01

4. March 2016 Financials.

V. Public Comment on Non Agenda Items- None

VI. Adjourn

At 6:40 p.m. CST Mayor Schafer moved to adjourn in memory of Councilmember Rech's father-in-law Thomas A. Rawls, Jr., seconded by Councilmember Sislow.

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

MOTION CARRIED UNANIMOUSLY

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Thomas E. Schafer, IV
Mayor

Jeannie Klein
City Clerk