MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
June 21, 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 Woolbright, Knobloch, Sislow and Rech.
Absent: Lopez.

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

2. Other Actions:

e. **2016-112**: Motion to adopt Resolution 2016-025 authorizing the preparation and submittal of a 2018 Tidelands Grant from the Mississippi Department of Marine Resources.

f. **2016-113**: Motion to employ Treasurer for the City of Diamondhead.

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

MOTION CARRIED UNANIMOUS

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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 July 5, 2016 in Council Chambers located at 5000 Diamondhead Circle.
   b. Myrna Green representing Nikki Moon, President Hancock County Tourism Bureau provided the Council with an overview of the current status of the Tourism Bureau. She provided statistics on visitors to the Coast stating that most are from Louisiana. She explained future efforts of the Bureau to increase tourism and reminded the Council all grant funds received through Deep Water Horizon funding will be exhausted this year.

c. Paul Montjoy, Diamondhead Beautification Committee provided an overview of Keep Diamondhead Beautiful accomplishments. He highlighted the Tree City Designation, live oak tree planting project phase 1 and classes offered on how to properly care for and prune crepe myrtles. A part of the presentation included a proposed major project for the City Hall Town Green that which included relocation of the parking lot for Council Chambers as well moving the gazebo and creating a walking space.

2. City Manager's Report

Kapalama Bridge Replacement- The bridge was reopened yesterday and we sent an e-blast out at 6:00 last evening. Thanks to the Board of Supervisors, contractors, engineers, police officers, and most of all to the good citizen of Diamondhead for their patience.

Mississippi Municipal League – The graduation of Councilman Knobloch will be held Sunday, June 26th at 4:00 p.m. in the Beau Rivage Ballrooms, Magnolia E & F. On Tuesday, the 28th at 3:00 p.m. Smoke Free Mississippi has invited you all to the award recognition ceremony to honor municipalities that passed a smoke free ordinance over the past 12 months.

Paving- Bids are scheduled to be opened at 2:00 p.m. on July 15th for milling and repaving 24 streets and an alternate for Live Oak Drive Ph. II.

East Hancock County Library- The Diamondhead Library reopened today at 10:00 a.m.

FY17 BUDGET- A budget workship has been scheduled for July 7th at 3:00 p.m.

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3. Public Comments on Agenda Items – None

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II. Policy Agenda

1. Approval of Minutes
   a. May 26, 2016 Special Meeting

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the Minutes of May 26, 2016 Special Call Meeting.

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

MOTION CARRIED

b. June 7, 2016 Formal Meeting

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to approve the Minutes of June 7, 2016 Formal Meeting.

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

MOTION CARRIED

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2. Other Actions:

a. **2016-102:** Motion to accept RFQ's and designate Engineering Firms of Record for the City.

Councilmember Sislow moved, seconded by Councilmember Rech, to designate the following Engineering Firm of Record for the City based on qualifications outline in the respective proposals:

James J. Chiniche	MS Engineering & Development, LLC
Pickering Firm	Seymour Engineering

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

MOTION CARRIED UNANIMOUSLY

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b. **2016-108**: Motion to approve $10,000 allocation to the Hancock County Library System for East Hancock Public Library for FY16.

Councilmember Knobloch moved, seconded by Councilmember Sislow, to approve a $10,000 allocation to the Hancock County Library System for the East Hancock Public Library for FY16.

Mayor Schafer question where the funds would be coming from. City Manager Reed responded the funds would be coming out of administration funds and the he could provide the exact line item. Mayor Schafer noted for the record the $10,000 funding for the library would be coming out of administration funds as advised City Manager Reed.

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

MOTION CARRIED UNANIMOUSLY

c. **2016-110**: Motion to approve revised Invoice No. 5 in the amount of $6,393.32 to the Pickering Firm for the Traffic Study (MDOT STP-0023-00(0500).

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve revised Invoice #5 in the amount of $6,393.32 to the Pickering Firm for the Traffic Study (MDOT STP-0023-00(0500).

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

MOTION CARRIED UNANIMOUSLY

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d. **2016-111**: Motion to approve Final Pay Application No. 3 in the amount of $2,490.31 to J.E. Talley Construction, Inc., Summary of Change Order No. 1 and close out documents all related to the Kiko Street Drainage Project.

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to approve Final Pay Application No. 3 in the amount of $2,490.31 to J.E. Talley Construction, Inc., Summary of Change Order No. 1 and close out documents all related to the Kiko Street Drainage Project.

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

MOTION CARRIED UNANIMOUSLY

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e. **2016-112**: Motion to adopt Resolution 2016-025 authorizing the preparation and submittal of a 2018 Tidelands Grant from the Mississippi Department of Marine Resources.
Councilmember Sislow moved, seconded by Councilmember Rech, to adopt Resolution 2016-025 authorizing the preparation and submittal of an application for a 2018 Tidelands Grant from the Mississippi Department of Marine Resources and for other purposes relating to same.

A roll call vote was taken as follows:

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

MOTION CARRIED UNANIMOUSLY

f. **2016-113**: Motion to employ Treasurer for the City of Diamondhead.

Councilmember Rech moved, seconded by Councilmember Sislow, to employ Kelly McDonald for the position of Treasurer to report to the Council under the daily supervision of the City Manager at initial rate of pay of $35,000 annually with the beginning date of employment to be arranged by the City Manager and Ms. McDonald.

Mayor Schafer stated that he would like to have seen a person have the qualifications more in compliance with the qualifications advertised for and preferably a Diamondhead resident. He expressed he wished there would have more applicants that fit that profile. Knobloch stated he spoke with Darla Jordan from MEMA a reference. Jordan highly recommended McDonald stating she is a quick learner, proficient with computer work, was always on top of everything with grant changes for hazard mitigation, very intelligent. He further stated Jordan explained MEMA previously required a Master's Degree but longer require such degree and do use experience to meet the requirement. Jordan stated McDonald works well with other employees and would be a valuable asset. Knobloch further suggested that in the future McDonald could become involved in grant writing as she does have some background in that area. Councilmember Rech stated a letter had been received from McDonald's current supervisor, the Comptroller of the Covington County Board of Supervisors, that which he read aloud stating that McDonald has been employed since 2007 and working in Board of Supervisors bookkeeping, department where she was involved in purchasing issues and payroll access for the county.

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

MOTION CARRIED

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IV. **Routine Agenda**

1. Docket of Claims (Claims DKT152424 – DKT152473)

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Docket of Claims (Claims DKT152424 – DKT152473).

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

MOTION CARRIED UNANIMOUSLY

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2. Payroll Payables - Net Payroll, including benefits and taxes, May 11, 2016 - $51,753.18.

   Councilmember Rech moved, seconded by Councilmember Woolbright to approval Payroll Payables - Net Payroll, including benefits and taxes, May 11, 2016 -$51,753.18.

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

MOTION CARRIED UNANIMOUSLY

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V. Public Comments on Non-Agenda Items - None

VI. Adjourn/Recess

At 6:46 p.m. CST and with no further business to come before the Council, Councilmember Rech moved, seconded by Councilmember Sislow to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Thomas E. Schafer, IV
Mayor

Jeannie Klein
City Clerk