MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
September 6, 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 Sislow
2. Pledge of Allegiance – Councilmember Rech

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3. Roll Call –
Present: Mayor Schafer, Councilmembers Knobloch, Sislow, Rech and Woolbright.
Absent: None. Vacant: Ward 1.

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

III. 4 p. **2016-168**: Motion to authorize local match fund expenses for Safe Routes to School in an amount not to exceed $60,000.

VII. Routine Agenda.

1, Motion to approve Docket of Claims with addition of PKT000981.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

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 September 20 in Council Chambers located at 5000 Diamondhead Circle.
   b. MS Gulf Coast Lost & Found Animals will be hosting Barking on the Bay fundraiser at the Harbor House Wednesday, September 14 from 5 – 8 p.m.
   c. Hancock County Household Hazardous Waste Collection Event will be Saturday, October 1st from 8 a.m.- 1 p.m. at Coast Electric Power Association located on Highway 603.

d. Discussion to increase FY17 Budget allocation for the East Hancock Library.

Councilmember Woolbright moved, seconded by Councilmember Sislow, to increase the budget allocation for the East Hancock Library to $30,000.

A roll call vote was taken as follows:
Ayes: Woolbrigh and Sislow. Nays: Knobloch, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION FAILED

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2. City Manager's Report –

Paving Contract:
Land Shaper Construction is scheduled to begin resurfacing roads on September 26th and will have 90 days to complete the contract. I sent a list to you all on the planned order of construction. It was comforting to know that this company has worked on streets in Diamondhead under a contract with the POA and is very familiar with the City. Please let me know if you have any questions or concerns.

New Access Road:
As you may have noticed Twin L. Construction has hit the ground running on the new access road. This is a 120 day contract but with good weather they expect to finish earlier than expected. The number one question yet answered, what are we going to name the road? Gentlemen, that ball is in your court. Some have suggested a contest or should we search for the perfect Hawaiian name for the road to prosperity?

Blessing of the Classics:
We are still offering opportunities to be a part of the volunteer team for the Blessing of the Classics. The band is booked, the T-shirts and Flyers are in, the fuzzy dice are on the way and Mark Duffy is coming back stronger than a BC Powder and I'm thrilled. He and I are meeting with Woody Bailey this week to go over the details, we are getting ready for a fantastic event!!

Special Election:
We have two candidates that have qualified so far to run for the Ward 1 seat. Tomorrow at 5:00 pm is the deadline for qualification. The last day to vote absentee ballot in person is Saturday, September 24th by noon. The last day to accept absentee ballots by mail is September 26th by 5:00pm. Note: absentee ballots by mail must be delivered by the mail carrier. The election is September 27th, registered voters of Ward 1 only will vote in the Activity Center of City Hall. Voting will be allowed from 7:00 am until 7:00 pm. If any registered voter is unsure which Ward they live in they may call City Hall and ask for the City Clerk.

FY2015 Audit:
Jani Schmit is wrapping up her work on the journal entries and adjustments to the trial balance. Once her report is submitted to our auditors then AVL will wrap up the audit. To date it appears that there were only clerical errors made on journal entries.

Lighting the Interchange and the Roundabout at Golf Club Dr and Diamondhead Dr. East:
There will be a project meeting this Thursday at the GRPC to begin fast tracking the grants awarded two weeks ago. We expect lights on the interchange within the next 7 months.

Muni-code:
We received the first draft of the Muni-code codification. The next step is departmental review of the ordinances and then review by our attorney. Once completed we will hold a teleconference with muni-code attorneys to discuss any potential corrections or changes.

Public Works and Public Safety Reports are attached.

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3. Public Comments on Agenda Items –

Michele Moore of Professional Grant Management Services presented a letter she requested be incorporated in the minutes with regard to the agenda item relating to the resignation of Professional Grant Management Services.

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III. Policy Agenda.

1. Approval of Minutes:
   a. August 2, 2016 Formal Meeting amended.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the Minutes of August 2, 2016 Formal Meeting amended to include public comments.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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b. August 16, 2016 Formal Meeting

Councilmember Sislow moved, seconded by Councilmember Rech, to approve the Minutes of August 16, 2016 Formal Meeting.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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c. August 24, 2016 Recess Meeting

Councilmember Sislow moved, seconded by Councilmember Rech, to approve the Minutes of August 4, 2016 Recess Meeting.

Ayes: Woolbright, Knobloch, Sislow and Rech. Abstain: Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

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2. Appointments and Oaths:

a. **2016-149**: Motion to adopt Resolution 2016-040 thereby appointing James Bradley Johnson to serve as Municipal Election Commissioner.

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to adopt Resolution 2016-040 thereby appointing James Bradley Johnson to serve as Municipal Election Commissioner.

A roll call vote was taken as follows:

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

Mayor Schafer administered the Oath of Office to Commissioner Johnson.

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3. Resolutions:

a. **2016-147**: Motion to adopt Resolution 2016-038 thereby approving and adopting the FY17 Budget as finally determined by the governing authority.

Councilmember Rech moved, seconded by Councilmember Knobloch, to adopt Resolution 2016-038 thereby approving and adopting the FY17 Budget as finally determined by the governing authority.

A roll call vote was taken as follows:

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

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b. **2016-148**: Motion to adopt Resolution 2016-039 -- Levy Millage for FY17.

Councilmember Sislow moved, seconded by Councilmember Rech, to adopt Resolution 2016-148 thereby resolving that a tax levy of 34.00 mills is necessary to meet the needs of the City of Diamondhead for the fiscal year ending September 30, 2017.

A roll call vote was taken as follows:

Ayes: Woolbright, Knobloch, Sislow and Rech. Nays: Mayor Schafer. Vacant: Ward 1.

MOTION CARRIED

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c. **2016-154**: Motion to adopt Resolution 2016-042 finding and adjudicating property located at 74609 Diamondhead Drive North, Diamondhead, MS is in such a state of uncleanliness to be a menace to the public health, safety and welfare of the citizenry of the City and authorizing advertisement for bids to have said land cleared and cleaned and to assess the costs to said property.

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to adopt Resolution 2016-042. Deputy Building Official Hayes presented the case on behalf of the City. Mayor Schafer called aloud on three occasions for Susan Wilson, property of owner of record, to appear and after having failed to do so, discussion of the property state continued. Upon advice of legal counsel Councilmember Knobloch withdrew his motion and further moved, seconded by Councilmember

Rech, to table the matter for legal counsel to verify exact ownership of subject property.

A roll call vote was taken as follows:

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

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d. **2016-155**: Motion to adopt Resolution 2016-043 finding and adjudicating property located at 88372 Diamondhead Drive East, Diamondhead, MS is in such a state of uncleanliness to be a menace to the public health, safety and welfare of the citizenry of the City and authorizing advertisement for bids to have said land cleared and cleaned and to assess the costs to said property.

Councilmember Rech moved, seconded by Councilmember Sislow, to adopt Resolution 2016-043. Deputy Building Official Hayes presented the case on behalf of the City. Mayor Schafer called aloud on three occasions for Karen Prieur, property of owner of record, to appear and after having failed to do so, discussion of the property state continued. Upon advice of legal counsel Councilmember Rech withdrew his motion and further moved, seconded by Councilmember Sislow, to table the matter for legal counsel to verify exact ownership of subject property.

A roll call vote was taken as follows:

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

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e. **2016-156**: Motion to adopt Resolution 2016-044 abandoning 10' rear drainage and utility easement located 7328 Ahi Court (Finley).

Councilmember Sislow moved, seconded by Councilmember Rech, to adopt Resolution 2016-044 thereby abandoning the 10' rear drainage utility easement located at 7328 Ahi Court (Finley).

A roll call vote was taken as follows:
Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED

f. **2016-162**: Motion to adopt Resolution 2016-041 authorizing the use of a specified, unmarked police vehicle pursuant to Mississippi Code Annotated §25-1-87.

Councilmember Rech moved, seconded by Councilmember Knobloch, to adopt Resolution 2016-041 thereby authorizing the use of an unmarked vehicle (unit 165, VIN#6165) pursuant to Mississippi Code Annotated §25-1-87.

A roll call vote was taken as follows:

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

Vacant: Ward 1.

MOTION CARRIED

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3. Other Actions:

a. **2016-150**: Motion to approve agreement in the amount of $3,379.00 with Electronic Systems & Software for the Ward 1 Special Election to be held on September 27, 2016.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve to enter into an agreement in the amount of $3,379.00 with Electronic Systems & Software for the Ward 1 Special Election to be held on September 27, 2016.

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

Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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b. **2016-151**: Motion to approve 12-month extension to the term contract with Vulcan Signs for traffic signs, posts and hardware.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve a 12-month extension to the term contract with Vulcan Signs for traffic signs, posts and hardware.

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

Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

c. **2016-152**: Motion to approve the renewal of worker's compensation coverage with Mississippi Municipal Worker's Compensation Group in the annual amount of $42,658.00 for FY17.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the renewal of worker's compensation coverage with Mississippi Municipal Worker's Compensation Group in the annual amount of $42,658.00 for FY17.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

d. **2016-153:** Motion to approve renewal of employer-sponsored life insurance and voluntary dental/vision coverages with Guardian with no premium increases for the period November 1, 2016 – October 31, 2017.

Councilmember Sislow moved, seconded by Councilmember Rech, to approve renewal of employer sponsored life insurance and voluntary dental/vision coverages with Guardian with no premium increases for the period November 1, 2016 – October 31, 2017.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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e. **2016-157:** Motion to enter into 36-month contract with Universal TelCom to provide telephone equipment and services at a monthly rate of $820.44 beginning October 1, 2016.

Councilmember Rech moved, seconded by Councilmember Knobloch, to enter into a 36-month contract with Universal TelCom to provide telephone equipment and services at a monthly rate of $820.44 beginning October 1, 2016.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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f. **2016-158**: Motion to accept and the award bids for lot cleanups at 8934 Diamondhead Drive East in the amount of $294.00 and at 578 Anoai Way in the amount of $644.00 to William Supple.

Councilmember Rech moved, seconded by Councilmember Woolbright, to accept and award the low bid received from William Supple for lot cleanups at 8934 Diamondhead Drive East in the amount of $294.00 and at 578 Anoai Way in the amount of $644.00.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

g. **2016-159**: Motion to enter into agreement with Boondock Cities for a one-year subscription for a mapping/engagement platform and training in the total amount of $2,500.00.

Councilmember Knobloch moved, seconded by Councilmember Sislow, to enter into agreement with Boondock Cities for a one-year subscription for mapping/engagement platform and training in the total amount of $2,500.00.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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h. **2016-160**: Motion for discussion/possible action regarding a park on Manoo Street.

Councilmember Knobloch moved for discussion and explained that property located on Manoo Street was transferred to the City along with all other streets and drainage. He stated the Property Owner's Association and the Tax Assessor reflects the property as a park. The county-provided zoning map utilized during the development of the City's Comprehensive Plan indicates the area to be residential therefore resulting in the a residential designation within the City's zoning plan.

No further motion or action was taken.

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i. **2016-161**: Motion for discussion/possible action regarding signage for the business area prohibiting golf carts.

Councilmember Knobloch moved, seconded by Councilmember Sislow, to direct the administration to install signage designating the prohibition of golf carts in the business area be erected at Gex Road, across from the Fire Department and entering Shepard's Square near Rouse's.

Ayes: Woolbright, Knobloch, Sislow and Rech. Nays: None. Abstain: Mayor Schafer. Vacant: Ward 1.

MOTION CARRIED

j. **2016-162**: Motion for discussion/possible action regarding petition of Diamondhead Property Owner's Association for declaratory judgement/Chancery Court issue on covenants.

Mayor Schafer called for motion to discuss the petition of the Diamondhead Property Owner's Association for declaratory judgement/Chancery Court issue on covenants.

Matter died for lack of motion.

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k. **2016-163**: Motion for discussion/possible action regarding resignation of Professional Grant Management Services.

Mayor Schafer called for a motion for discussion regarding the resignation of Professional Grant Management Services.

Matter died for a lack of motion.

Mayor Schafer then called for a closed/executive session.

Matter died for a lack of motion.

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l. **2016-164**: Motion to approve buy back option and declare 2010 Crown Victoria Police Unit (Fixed Asset ID#155) surplus.

Councilmember Sislow moved, seconded by Councilmember Rech, to approve the buy back option from insurance carrier in the amount of $353.76 and declare surplus the 2010 Crown Victoria Police Unit (Fixed Asset ID#155).

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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m. **2016-165**: Motion to approve Budget Amendment 2016-200-1 (reallocating funds for purchase for new police unit).

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Budget Amendment 2016-200-1 thereby reallocating funds necessary to purchase for the purchase of new police unit.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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n. **2016-166**: Motion to approve purchase of one (1) 2016 Ford Police Interceptor Utility vehicle from Gray-Daniels (State Contract #8200021685) in the amount of $32,272.00.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the purchase of one (1) 2016 Ford Police Interceptor Utility Vehicle from Gray-Daniels (State Contract #8200021685) in the amount of $32,272.00.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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o. **2016-167**: Motion to approve purchase of one (1) Kubota 100HP Tractor for the Public Works Department from Lee Tractor, Co. (State Contract 8200022915) in the amount of $47,863.92.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the purchase of one (1) Kubota 100HP Tractor for the Public Works Department from Lee Tractor, Co. (State Contract #8200022915) in the amount of $47,863,92.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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p. **2016-168**: Motion to authorize local match fund expenses for Safe Routes to Schools in an amount not to exceed $60,000.

Councilmember Knobloch moved, seconded by Councilmember Sislow to authorize local match fund expenses for the Safe Routes to School Grant in an amount not to exceed $60,000.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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q. **2016-169**: Motion to authorize the addition of street lights on Noma Drive.

Councilmember Knobloch moved, seconded by Councilmember Rech, to authorize the addition of 8 street lights with 3 transformers in the amount of $1,180.00 on Noma Drive.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

Councilmember Sislow moved, seconded by Councilmember Rech to amend the agenda to include item 2016-170 for discussion/possible action regarding support for the annual Diamondhead Arts & Craft Show.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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r. **2016-170:** Motion for discussion/possible action regarding support for the annual Diamondhead Arts & Craft Show.

Councilmember Sislow moved, seconded by Councilmember Rech, to authorize police services and the rental of 4 port-o-lets not to exceed $400 with the arrangements for the port-o-lets to be made by the Diamondhead Youth Athletic Association and billing to the City for payment.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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IV. Routine Agenda.

1. Motion to approve the Docket of Claims (Claims DKT152745 – DKT152784 and APPKT 00098).

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Docket of Claims (Claims DKT152745 – DKT152784 and APPKT0098).

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None.
Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

2. Motion to approve Payroll Payables, including benefits and taxes, August 31, 2016 - $40,665.90.
Councilmember Rech moved, seconded by Councilmember Sislow, to approve Payroll Payables, including benefits and taxes for August 31, 2016 in the amount of $40,665.90.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

3. Official Documents for incorporation into the Minutes:
   a. Purcell Co., Inc. Deeds of Dedication for Right-of-Way for new access road.

Councilmember Rech moved, seconded by Councilmember Knobloch, to incorporate into the Minutes Purcell Co., Inc. Deeds of Dedication for Right of Way for new access road.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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V. Public Comments on Non-Agenda Items –

Courtney Thomas, Hancock County Library Director, addressed the Council regarding expense of the City's $10,000 FY16 contribution to the East Hancock Library. She explained that documentation would be forthcoming to evidence by fiscal year end the entire allocation will have been used for the purchase of books. She further explained internet service for the East Hancock Library has been moved to priority status with documentation forthcoming from AT&T as to the reason for the delay. Thomas explained that the application for internet services was inadvertently oversighted by AT&T.

Penny Crawford addressed the Council first in regard to her disagreement with the City's allocation to the East Hancock Library and that she was glad to hear the $10,000 allocation was spent books. She further stated that any future allocation of City funds should be spent in the same manner. Crawford also spoke regarding the park on Manoo Street. She explained the location of the property is very close in proximity to the existing garden currently maintained by the City. She suggested the Manoo Street property is very nice and suitable for home construction and the City should sell the property. She further suggested the City could put a recreational playground at the garden.

Tommy Nichols addressed the Council with questions regarding the City ordinance as it relates to miscellaneous campaign signage. The Council referred Nichols to contact the Ronald Jones, City Building Official with regard to political signage ordinances.

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VI. Adjourn/Recess

At 7:20 p.m. CST and with no further business to come before the Council, Councilmember Rech moved, seconded by Councilmember Woolbright, to recess until September 12, 10:00 a.m.

Ayes: Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Vacant: Ward 1.

MOTION CARRIED UNANIMOUSLY

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Thomas E. Schafer, IV
Mayor

Jeannie Klein
City Clerk