

**MINUTES**  
**FORMAL MEETING OF CITY COUNCIL**  
**Diamondhead, Mississippi**  
**Council Chambers, City Hall**  
**April 4, 2017**  
**6:00 pm CST**

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**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

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3. Roll Call –  
Present: Mayor Schafer, Councilmembers Depreo, Woolbright, Knobloch, Sislow and Rech.  
Absent: None.
4. Confirmation or Adjustment of the Agenda Order – Mayor Schafer moved, seconded by Councilmember Depreo, to accept and approve the agenda with the following adjustments:

Remove:

4.b. **2017-154**: Motion to approve Kapalama Drive Maintenance Yard Lease Agreement for the Public Works Facility effective May 6, 2017 and ending September 30, 2017.

4.g. **2017-163**: Motion to approve and enter in to an agreement with Keep Diamondhead Beautiful, Inc.

All consent items to action.

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

**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 April 18, 2017 in Council Chambers located at 5000 Diamondhead Circle.
  - b. The May 2, 2016 regularly scheduled meeting will be held at 9:00 a.m. due the Primary Election.
  - c. CASA's Annual Light of Hope Child Abuse Awareness Ceremony will be held Thursday, April 6, 2017 from 5:30 p.m. – 6:30 p.m. on the City Hall Town Green.
  - d. Proclaim April 2017 Child Abuse Awareness and Prevention Month
  - e. Proclamation and presentation to Christine Smith and other members of Vancleave Live Oak Choctaw Tribe congratulation the Tribe on their start to recognition as a Native American Tribe and their pursuit of a federal designation by the Bureau of Indian Affairs.

- f. AVL – FY15 Audit - Jerry Levens presented and provided an overview of the Annual Financial Report for the City of Diamondhead Fiscal Year ended September 30, 2015.
- g. Frank Bordeaux of BanCorp South provided an overview of insurance renewal proposal for property, inland marine, equipment, general liability, auto, E&O and others for a one-year term beginning April 8, 2017 for the City.
- h. Ty Neciase – Executive Republican Committee Forum provided a reminder of the Republican Executive Committee Forum for 2017 Municipal Candidates.
- i. Jason Chiniche provided an update Kayak Trail and Launch on Bayou Drive stating that a slight adjustment to the current design would be necessary to ensure the trail does not encroach within 25 of the power line supports.

## **2. City Manager's Report**

### **Recycling:**

The Hancock County Solid Waste Authority voted to advertise for bids for curbside recycling services by each entity. That will give Diamondhead a price for curbside recycling and an opportunity for the Council to determine if the cost is feasible and acceptable to contract for curbside recycling. The advertisement ran in the Sea Coast Echo last Saturday and will run this Saturday and bids will be opened at 4:30 pm on May the 8<sup>th</sup> at the regular meeting of the Solid Waste Authority.

The Authority has received an application to allow the location and operation of a medical waste facility at Port Bienville. The business, Trash Doctors, would bring in medical waste from 7 nearby states and incinerate it in specialized facilities at location at the port. Trash Doctors has the support of the Port and Harbor Commission. This would require an amendment to our Solid Waste Plan. A hearing was held last week to amend the plan with only one person voicing opposition. I will be looking closely at this project before casting a vote.

### **Public Works:**

**Turning Lanes Project:** The project is currently out to bid. The bid opening is on April 12 at 10 am.

**Live Oak Drive Phase II:** Richard Sullivan and his staff completed a difficult drainage project on Live Oak Dr. utilizing the new excavator recently purchased. The catch basin and box culverts worked well during the most recent storm. All that remains is paving over the strip that was dug up for the pipe. We are getting quotes on that now. We will need to go down about 18 inches to correct the base before resurfacing the rest of the road. We have decided to wait on DWSD to make their repairs before working on the resurface to avoid possibly cutting into a new road. I was really impressed with the level of skill our folks showed doing work that was very involved requiring precise depths for excavation and grades of fall for the installed culverts. Truly between taking on striping of the roads and more involved drainage projects your Public Works staff has been up to the task and exceeded expectations

This week or next depending on the weather, our crews will be replacing a culvert across Hilo St. We are replacing a deteriorated metal pipe and replacing it with 60 to 80' of 36" concrete pipe.

Additionally, we just received 196 new street signs and will be replacing the older smaller signs.

**Grants:****Fitness Trail:**

At the last meeting a question was asked about the payment of the equipment for the fitness trail. You will recall that the total project is \$120,000 with \$96,000 in grant funds and \$24,000 match. The contract with Twin L did not include the purchase of the equipment, only the installation. A portion of the City match will be applied to purchase the equipment to eliminate probable contractor mark up and allow more dollars to go directly to the project. We received two quotes for the equipment and selected equipment that is of high quality and very durable. The contract with Twin L is \$91,480.62. The cost of the equipment is \$14,385.00. Engineering and survey fees are \$8,800 leaving \$5,334.38 to purchase trash receptacles and benches. The budget is very tight. To date the Fitness trail is 53% completed by pay applications, but in actual labor it is actually about 70% complete. An amount of \$40,469.03 has been paid with \$2,129.95 of retainage being held including the recommended payment tonight of \$8,626.09. The Trail is anticipated to be completed before the end of April, weather permitting. (The contract end date is April 25th) Just a reminder, while some drainage work was done on the Fitness Trail, this is not a drainage project. Once the landscaping is established and grass re-established siltation covering the catch basin shouldn't be a problem. However, that area would need much more extensive work to handle a rain event such as the one we had yesterday. A lot of water from a couple of directions drains into this area and we have pictures of past flooding prior to any construction.

**Safe Routes to Schools Project:** The field review plans have been submitted to MDOT for review. Per LPA standards, these plans are considered roughly 50% complete. The field review is scheduled for April 11th. Final plans will be completed after the review.

**Roundabout Project:** The roundabout is currently being designed. Since this is a fairly simple project, there will only be one review required by MDOT. The 80% complete plans will be submitted to MDOT next week.

**Kayak Launches:** Bids are due on April 27<sup>th</sup> for both the Bayou Dr. and Vaught Circle kayak launches. Construction should begin mid-May. The awarded contractor will have 90 days for completion. That puts the completion of the launches around August.

**Detention Pond:**

I assigned Pickering Engineering to study stormwater drainage basin C as identified in the Master Drainage Plan for the City. This basin includes the detention pond adjacent to the Miller's property. The study will include a site investigation, a hydrologic and hydraulic study and will take into account coastal hydrology. The study will develop proposed improvements both upstream and the detention basin. In addition, a section will be included for recommended ongoing maintenance needs. The study will be performed in accordance with rates established in your master services agreement with a not to exceed price of \$18,500.

**Video Streaming:**

I have been researching your streaming video options and can report that there is a full spectrum of options and levels of technology with live video from Facebook to producer controlled cameras with time stamped agenda indexing. With indexing a citizen could fast forward to a specific item of interest on the agenda and not have to watch the entire meeting.

This would also create a record of all conversations that lead up to a Council action. To explain the options and provide a demonstration of services I have asked a representative of a company to be at your next meeting on April 18<sup>th</sup>. The services I have reviewed for us are affordable and could ease some of the burden on the City Clerk on agenda development. I look forward to sharing the potential for taking the next step in transparency.

**KDB Agreement:**

Derek and I have worked on an agreement for Keep Diamondhead Beautiful as directed by the Council. This agreement would provide \$200 a month and outlines duties and responsibilities for both the KDB and the City. This agreement is being presented to you for consideration and will then be presented to the KDB for their consideration.

**Brochure:**

We have made changes to the major grant projects brochure and will ask for your approval tonight. I believe we have clearly indicated that the projects are City projects and information can be obtained from City Hall or our website

**Budget snapshot:**

Our revenues are \$3,166,781.58 or 63% of what was budgeted. Total amount budgeted for revenues was \$5,022,597.00. Expenditures are at \$2,411,292.41 or 31% of what total amount that was budgeted \$7,791,914.88. We are at 41.7% through the fiscal year. Revenues from property taxes and sales taxes are running 4.15% and 5.06% respectively ahead of last year. Major expenditures include \$269,410.02 for drainage work and \$315,420.20 for road repaving. We have met internally and will be monitoring all expenditures closely to comply with the limitations of the last quarter of this term of office.

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- 3. Public Comments on Agenda Items – None

**III. Policy Agenda.**

- 1. Approval of Minutes:
  - a. March 21, 2017 Formal Meeting

Councilmember Knobloch moved, seconded by Councilmember Depreo, to approve the Minutes of the March 21, 2017 Formal Meeting with a correction to reference Councilmember Sislow commenting on non-conforming campaign signs.

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

**MOTION CARRIED UNANIMOUSLY**

2. Agenda:

- a. Motion to enter into a 60-month agreement with South Mississippi Business Machines in the amount of \$81.97 per month with estimated usage of \$105.00 p month for Public Works Department.

Councilmember Sislow moved, seconded by Councilmember Rech, to enter into a 60-month agreement with South Mississippi Business Machines in the amount of \$81.97 per month with estimated usage of \$105.00 p month for Public Works Department.

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

**MOTION CARRIED**

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- b. **2017-156:** Motion to accept completion of East Aloha Drive Extension (Veterans Drive) and to approve Final Payment to Twin L. Construction in the amount of \$15,217.44 for the project.

Councilmember Sislow moved, seconded by Councilmember Woolbright, to accept completion of East Aloha Drive Extension (Veterans Drive) and to approve Final Payment to Twin L. Construction in the amount of \$15,217.44 for the project.

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

**MOTION CARRIED UNANIMOUSLY**

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- c. **2017-157:** Motion to approve Payment 3 to MS Engineering & Development, LLC in the amount of \$1,798.00 for professional services in relation to the City Hall Fitness Trail.

Councilmember Rech moved, seconded by Councilmember Knobloch to approve Payment 3 to MS Engineering & Development, LLC in the amount of \$1,798.00 for professional services in relation to the City Hall Fitness Trail.

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

**MOTION CARRIED**

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- d. **2017-160**: Motion to approve Payment 4 to Twin L. Construction in the amount of \$8,626.09 for the City Hall Fitness Trail.

Councilmember Sislow moved, seconded by Councilmember Rech, to approve Payment 4 to Twin L. Construction in the amount of \$8,626.09 for the City Hall Fitness Trail.

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

**MOTION CARRIED**

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3. Resolutions:

- a. **2017-140**: Resolution 2017-013 Regarding the Form of the Official Minutes.

Councilmember Sislow moved, seconded by Councilmember Knobloch, to approve Resolution 2017-013 Regarding the Form of the Official Minutes.

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

**MOTION FAILED**

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Councilmember Sislow recused himself from the meeting proceedings and exited Council Chambers.

- b. **2017-153**: Resolution 2017-014 Authorizing the Diamondhead Country Club and POA to Re-Adopt the Median on Gex Drive North and South of the Interstate

Councilmember Knobloch moved, seconded by Councilmember Rech, to adopt Resolution 2017-014 thereby authorizing the Diamondhead Country Club and POA to Re-Adopt the Median on Gex Drive North and South of the Interstate and for other matters related therein.

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

**MOTION CARRIED**

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Councilmember Sislow returned to Council Chambers and the meeting resumed.

4. Action Agenda:

- a. **2017-151:** Motion to approve insurance renewals for period of one (1) year beginning April 8, 2017 through AllRisk (Lloyds of London) written through BanCorp South (Option 2) in the total annual amount of \$80,522.00.

Councilmember Depreo moved, seconded by Councilmember Woolbright, to approve insurance renewals for period of one (1) year beginning April 8, 2017 through AllRisk (Lloyds of London) (Option 2) written through BanCorp South in the total annual amount of \$80,522.00 for property, inland marine, equipment, general liability, auto, E&O and others.

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

**MOTION CARRIED UNANIMOUSLY**

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- c. **2017-155:** Motion to approve a variance in Case File 201700073 from the Zoning Ordinance (Article 9.8 D) to allow an 8 ft. privacy fence along the rear of property at 68233 Diamondhead Dr. East. (Badeaux)

Councilmember Depreo moved, seconded by Councilmember Rech, to approve a variance in Case File 201700073 from the Zoning Ordinance (Article 9.8 D) to allow an 8 ft. privacy fence along the rear of property at 68233 Diamondhead Dr. East. (Badeaux)

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

**MOTION CARRIED UNANIMOUSLY**

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- d. **2017-159:** Motion to review and approve Grant/Project Brochures.

Councilmember Woolbright moved, seconded by Councilmember Knobloch, to approve the grant/project brochures including to change the dredging to restoration.

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

**MOTION CARRIED**

e. **2017-161**: Motion to accept the FY15 Audit.

Councilmember Sislow moved, seconded by Councilmember Rech, to accept the Financial Report for the period ended September 30, 2015.

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

**MOTION CARRIED**

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f. **2017-162**: Motion to employ Deputy Municipal Court Clerk/Purchasing Clerk.

Councilmember Knobloch moved, seconded by Councilmember Rech, to establish the salary for Lauren Prater as Deputy Municipal Court Clerk/Purchasing Clerk, at the rate of \$15.00 effective April 17, 2017.

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

**MOTION CARRIED            UNANIMOUSLY**

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**IV. Routine Agenda.**

1. Motion to approve March 29, 2017 and April 3, 2017 Payroll Payables, including benefits and taxes for a total amount of \$47,033.51.
2. Motion to approve the Docket of Claims (Claims– DKT153455– DKT153483).
4. Motion to approve Payable Register APPKT01194.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the March 29, 2017 and April 3, 2017 Payroll Payables, including benefits and taxes for a total amount of \$47,033.51, the Docket of Claims (Claims– DKT153455– DKT153483) and Payable Register APPKT01194.

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

**MOTION CARRIED**



Councilmember Depreo recused herself and exited Council Chambers.

3. Motion to approve Payable Register APPKT00619.

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve Payable Register APPKT00619.

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

**MOTION CARRIED**

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Councilmember Depreo returned to Council Chambers and the meeting resumed.

**4. Public Comments on Non-Agenda Items –**

Jerry Moreaux addressed the Council with regard the Diamondhead POA having recently establishing a liaison committee to work the City its covenants and how the mesh with city ordinances. He urged the Council to establish a similar group to work with POA for the betterment of the City as whole.

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**VII. Adjourn/Recess**

At 8:02 p.m. CST and with no further business to come before the Council, Councilmember Depreo moved, seconded by Councilmember Knobloch, to adjourn.

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

**MOTION CARRIED UNANIMOUSLY**

  
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Thomas E. Schafer, IV  
Mayor

  
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Jeannie Klein  
City Clerk