

**MINUTES**  
**FORMAL MEETING OF CITY COUNCIL**  
**Diamondhead, Mississippi**  
**Council Chambers, City Hall**  
**May 7, 2019**  
**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 Koenenn
2. Pledge of Allegiance – Mayor Schafer

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3. Roll Call –  
Present: Mayor Schafer, Councilmembers Depreo, Moran, Morgan, Koenenn and L’Ecuyer. Absent: None.
4. Confirmation or Adjustment of the Agenda Order.

Councilmember Depreo moved, seconded by Councilmember Morgan, to approve the agenda as presented.

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

II. Presentation Agenda

1. Council Comment
  - a. The next regularly scheduled Council Meeting will be held Tuesday, May 21, 2019 at 6:00 p.m. CST on in Council Chambers located at 5000 Diamondhead Circle.
  - b. Proclaim May 5 – 11, 2019 National Small Business Week and presentation of same to Tish Williams, Hancock Chamber Director.

2. City Manager’s Report –

1. Budget Preparation – At our next meeting, I will be presenting the council with my recommendation for the calendar for preparing the budget. Our comptroller has been meeting with department heads, so we will be ready to begin this process in June.
2. Turnberry Drainage – I am asking the council to approve the work assignment with Covington Engineer for the design phase to implement the first 3 recommendations to fix the drainage problems on Turnberry Drive.
3. Road Improvements - I am asking the council to approve a work assignment with Digital Engineer to provide engineer services for the upcoming road improvements project. We are ready to implement the recommendations provided from the Road Maintenance and Improvement Plan, which cost the city \$19K. From this plan, the city hired SMPDD and

Civil-Link Engineers for \$6K to create a 5-year plan with the goal of focusing on residential streets that were rated 5, 6 & 7 to preserve these streets before they get worst. This will allow us to treat more streets since the cost per mile is lower with these treatments. It is our plan to use other funding sources to improve the roads rated with 1-4 that have a higher cost per mile. Of the total 82 miles of roads in Diamondhead, only 4.66 miles are rated 1 through 4.

- 4. Road and Bridge Funds – I am asking the council for authorization to request the remaining balance as of September 30, 2018 of our road and bridge funds being held by the County. These funds are higher than we budgeted for this year, and the funds are being used to help pay for the road improvements project.
- 5. Reverse Auction – I am asking the council for authorization to sign an agreement with the Plan House in Gulfport to provide reverse auction services as needed. This is a new requirement for the city when purchasing large dollar equipment and commodities that is not on state contract. There is no cost to the city. We are recommending using option 2, which will charge a fee only to the winning bidder. This is what the company recommended.
- 6. Devil’s Elbow Dredging – As of today, our engineer indicated that he is still waiting on the permit from the Army Corp for this project. Once we get the permit, we are ready to advertise this project.
- 7. Diamondhead Drive East Drainage – I have a pre-construction meeting with engineer and contractors on Thursday. I hope to see this project under construction shortly.
- 8. Procedural ordinance for council meetings and agendas – We completed our work in updating the procedural ordinance for council meetings and agendas. The council requested that we create this document to help improve agenda preparation and meetings of the council. This was presented several meetings ago, and the administration is waiting on further input or an RCA to add it to the agenda for council action.

**III. Public Comments on Agenda Items – None.**

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**IV. Policy Agenda.**

- 1. Approval of Minutes:
  - a. April 16, 2019 Regular Meeting.

Councilmember Koenenn moved, seconded by Councilmember Morgan, to approve the Minutes of the April 16, 2019 Regular Meeting.

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED**

**UNANIMOUSLY**  
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**2. Resolutions:**

- a. **2019-099:** Motion to adopt Resolution 2019-016 approving match funds in the amount of \$500.00 as a donation to the Sheriff's 2019 Youth Camp and for other related purposes.

Councilmember Depreo moved, seconded by Councilmember Koenenn, to adopt Resolution 2019-016 thereby approving match funds in the amount of \$500.00 as a donation to the Sheriff's 2019 Youth Camp and for other related purposes.

A roll call vote was taken as follows:

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED**

**UNANIMOUSLY**

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**3. Consent Agenda:**

Councilmember Depreo moved, seconded by Councilmember Koenenn, to approve the following agenda items (c-h) by consent:

- c. **2019-100:** Motion to approve payment in the amount of \$7,275.93 to Pickering Firm for professional services relating to the I-10 Lighting Project.
- d. **2019-101:** Motion to accept Release of Maintenance except plant establishment effective April 3, 2019 for the I-10 Lighting Project
- e. **2019-105:** Motion to approve payment in the amount of \$1,687.00 to Digital Engineering for professional services relating the GIS Update Phase 1.
- f. **2019-106:** Motion to approve payment in the total amount of \$1,220.00 to Digital Engineering for subdivision plan review for Beau Vue \$105.00 and Elliott Homes \$1,115.00.
- g. **2019-108:** Motion to authorize administration to request the Hancock County Board of Supervisors release road and bridge funds in the amount of \$201,570.42.
- h. **2019-110:** Motion to enter into agreement with Plan House for reverse auction services utilizing Option 2 fee assessment.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED**

**UNANIMOUSLY**

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- 3. a. **2019-092:** Motion to approve a Master Agreement Work Assignment in the amount of \$30,600 with Covington Civil and Environmental for the design and permitting for Turnberry Drainage.

Councilmember L'Ecuyer moved, seconded by Councilmember Depreo, to approve a Master Agreement Work Assignment in the amount of \$30,600 with Covington Civil and Environmental for the design and permitting for Turnberry Drainage.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED**

**UNANIMOUSLY**

- 3. b. **2019-098**: Motion to approve Master Agreement Work Assignment in the amount of \$94,020 with Digital Engineering for design, bidding and CEI for the FY19 Road Paving Project.

Councilmember Depreo moved, seconded by Councilmember L’Ecuyer, to approve Master Agreement Work Assignment in the amount of \$94,020 with Digital Engineering for design, bidding and CEI for the FY19 Road Paving Project.

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

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- 4. Action Agenda.

- a. **2019-102**: Motion to concur with the recommendation of the Planning and Zoning Commission to approve the request for a variance from the Zoning Ordinance (Article 4.5.5 E iii) to build a 16’ X 24’ deck top pavilion with 12’ of the rear property line on Parcel 067R-1-363-056.000 (Burgoyne).

Councilmember Depreo moved, seconded by Councilmember Morgan, to concur with the recommendation of the Planning and Zoning Commission to approve the request for a variance from the Zoning Ordinance (Article 4.5.5 E iii) to build a 16’ X 24’ deck top pavilion with 12’ of the rear property line on Parcel 067R-1-363-056.000 (Burgoyne).

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

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- b. **2019-103**: Motion to concur with the recommendation of the Planning and Zoning Commission to deny the request for a variance to the Zoning Ordinance (Article 10.6 #6) to allow a wall mounted 4’ X 6’ sign on the side of the building without street frontage at Parcel 131E-1-13-007.000 (Gem City Properties).

Councilmember Depreo moved, seconded by Councilmember Morgan not to concur with the recommendation of the Planning and Zoning Commission to deny the request for a variance to the Zoning Ordinance (Article 10.6 #6) to allow a wall mounted 4’ X 6’ sign on the side of the building without street frontage at Parcel 131E-1-13-007.000 and to allow the variance for a wall mounted 4’ X 6” sign on the side of the building. (Gem City Properties).

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

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**V. Routine Agenda.**

1. Motion to approve Payroll Payables “Off Docket” Claims DKT155956 – 155972, PLR Claim 001, 002 003 for the month of April 2019 and 004 for the month of May 2019.
2. Motion to approve the Docket of Claims (Claims–DKT155973 – DKT156016) in the amount of \$83,778.73.

Councilmember Depreo moved, seconded by Councilmember Morgan, to Payroll Payables “Off Docket” Claims DKT155956 – 155972, PLR Claim 001, 002 003 for the month of April 2019 and 004 for the month of May 2019 and to approve e the Docket of Claims (Claims–DKT155973 – DKT156016) in the amount of \$83,778.73.

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

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Councilmembers Moran and Koenenn were recused and exited Council Chambers at 6:39 p.m.

3. Motion to approve Docket Claims (Claim DKT156017) in the amount of \$753.08.

Councilmember Depreo moved, seconded by Councilmember Morgan, to approve the Docket of Claims (Claim DKT156017) in the amount of \$753.08.

Ayes: Depreo, Morgan, L’Ecuyer and Mayor Schafer. Nays: None. Recused: Moran and Koenenn. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

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Councilmembers Moran and Koenenn return to Council Chambers at 6:40 p.m. and resumed in the meeting proceedings.

**VIII. Public Comments on Non-Agenda Items:**

Kathleen Miller addressed the Council asking for their assistance in making the Twin Lakes and the duck pond both ADA accessible. She also asked for them to look at the wooden benches as she felt they created a dangerous situation.

**VII. Executive Session.**

At 6:46 p.m., Mayor Schafer moved, seconded by Councilmember Depreo, to enter closed session to determine the necessity for executive session.

Ayes: Depreo, Moran, Morgan, Koenenn, L’Ecuyer and Mayor Schafer. Nays: none. Absent: None.

**MOTION CARRIED UNANIMOUSLY**

Councilmember Koenenn moved, seconded by Councilmember Depreo, to enter executive session pursuant to MS Code §25-41-7 (j) for discussion of location, relocation or expansion of business or industry.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: none.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

THE CITY ATTORNEY ANNOUNCED TO PUBLIC THE COUNCIL HAD VOTED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION PURSUANT TO MS CODE §25-41-7 (j).

Councilmember Morgan moved, seconded by Councilmember Depreo to leave executive session.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: none.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

At 7:31 p.m. Councilmember Koenenn moved, seconded by Councilmember Depreo to leave closed session.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer and Mayor Schafer. Nays: none.  
Absent: None.

**MOTION CARRIED UNANIMOUSLY**

Legal Counsel announced while in executive session, the Council took no official action.

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**VI. Adjourn/Recess.**

At 7:32 p.m. CST and with no further business to come before the Council, Councilmember Depreo moved, seconded by Councilmember Morgan, to adjourn.

Ayes: Depreo, Moran, Morgan, Koenenn, L'Ecuyer 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