

**MINUTES  
FORMAL MEETING OF CITY COUNCIL  
Diamondhead, Mississippi  
Council Chambers, City Hall  
November 15, 2016  
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 Sislow
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 – Councilmember Rech moved, seconded by Councilmember Knobloch, to accept and approve the agenda with the following additions and adjustments:

Add:

2. l. **2017-047**: Motion to accept the transfer of equipment from Gulf Regional Planning Commission one (1) 2006 Ford E150 Cargo Van with an estimated value of \$3,000.00

3. c. **2017-048**: Motion to adopt Resolution 2016-051 Governing Body authorizing signatory assignments with Hancock Bank for depository and other related matters.

Table:

2. a. **2017-033**: Motion to approve Mayor, Council and City Manager travel to Jackson November 16 -17, 2016 to attend a meeting of the Mississippi Gaming Commission.

Move to Action:

2. b. **2017-034**: Motion to approve Right of Entry for Keep Diamondhead Beautiful for beautification purposes.

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 December 6, 2016 in Council Chambers located at 5000 Diamondhead Circle.
- b. City Hall will be closed November 24- 25, 2016 for Thanksgiving Holiday.

- c. 3<sup>rd</sup> Annual Town Green Holiday Celebration will be held Thursday, December 1<sup>st</sup> from 6 – 8 p.m.
- d. Hancock Chamber of Commerce Quarterly Report was provide by Tish Williams, Executive Director.
- e. Governor's Proclamation declaring November 25 and December 26, 2016 and January 2, 2017 as official State holidays.

2. City Manager's Report

**Public Safety:**

In the month of October we had 169 traffic stops, issued 107 citations, answered 20 disturbance calls, had 58 calls for suspicious person/vehicles, 21 false alarm calls, 13 accidents, 11 people cited for reckless driving, 5 drunk drivers and answered 12 emergency medical calls. The full report is available upon request.

I have received multiple requests to establish a prescription medicine drop box for citizens to drop off medicine that is not being used or out of date for disposal. Bay St. Louis and Waveland have received drop boxes through a grant and we are looking into the program.

**Public Works:**

Crews with public works have been busy on drainage projects in The Oaks, trimming trees and bushes in the medians and right of ways. In the past couple of weeks 30 new street signs have been installed and Christmas decorations have been put up in anticipation of the Town Green Christmas event. In the past two days they have planted 64 trees and will be putting out two large pallets of mulch tomorrow. Richard Sullivan is putting together another list for the next round of street paving. Mr. Sullivan and I have met with Pickering Engineering and Chiniche Engineering to discuss their findings and recommendations for addressing drainage issues on Diamondhead Dr. East and Kome Dr. respectively. Mr. Sullivan and I will meet again to develop a recommendation for drainage projects to be funded from the Capital Projects appropriation in the budget.

**Town Green Event:**

Starts 6:00 December 1<sup>st</sup> here at City Hall. The Grinch will be back and some new characters have been added to the lineup including Snowman and Olaf. Of course Santa Claus and Mrs. Claus will be here as well. The DH SPCA will be collecting pet food. Anyone contributing will receive a ticket for the door prize raffle. We will have the H&H Express train back again along with Wally the Balloon maker. Hancock County Middle School chorus will be here performing and local food vendors will be here selling their favorite recipes.

**Grant projects:**

The walking/fitness trail has been advertised for construction. A pre-bid meeting has been scheduled for December 1<sup>st</sup> and the bid opening will be December 14<sup>th</sup> at 10:00 am. Plans are available at the reception desk.

Paving began today on the Aloha Access Road. The base layer was put down today. The final asphalt layer should be in place by the end of the week. There are many details left to be completed but the project is well ahead of schedule at this point. Hopefully, you have noticed the street lights that you all approved have been installed and look great! We still need a name for this road.

We had a project meeting at GRPC on the Interchange lights and the Roundabout. MDOT has agreed to allow us to move ahead on the Roundabout in FY 17. Both projects look good for completion next year.

We have received the permits from DMR for the two kayak launches approved under the first Tidelands grant. Ms. Moore and I met with Jason Chiniche of Chiniche Engineering today about moving forward with plans for construction. We are hopeful to get the completed plan documents from Seymour Engineering soon in order to save time and money.

Ms. Sites with MSED Engineering is pushing ahead on the Safe Routes to School grant that will fund sidewalks on Golf Club Dr. We are planning to go house to house to meet with the affected residents to discuss the sidewalk.

I held a second meeting today to begin drafting an informational piece to distribute to all Diamondhead residents that will explain and illustrate the many projects underway in the City. I am hopeful that we can get something out to the public in December.

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3. Public Comments on Agenda Items – None

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**III. Policy Agenda.**

- 1. Approval of Minutes:
  - a. November 1, 2016 Formal Meeting

Councilmember Rech moved, seconded by Councilmember Sislow, to approve the Minutes of the November 1, 2016 Formal Meeting.

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

**MOTION CARRIED UNANIMOUSLY**

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## 2. Consent Agenda:

Councilmember Sislow moved, seconded by Councilmember Rech, to approve Consent Agenda Items c - l by consent:

- c. **2017-035**: Motion to approve payment in the amount of \$820.50 to MS Engineering and Development, LLC for professional engineering services in relation to the East Aloha Access Road project.
- d. **2017-036**: Motion to approve Payment Application #3 to Twin L. Construction in the amount of \$63,306.76 for East Aloha Access Road construction.
- e. **2017-037**: Motion to approve accept and award the low bid received from Morreale Construction for lot clean ups RFB#1062 in the amount of \$1,200 and RFB#1063 in the amount of \$2,000. Bids were received as follows:

	Morreale Const.	Mid South Utility Contractors
RFB 1062	\$1,200.00	\$6,904.00
RFB 1063	\$2,000.00	\$17,373.00

- f. **2017-038**: Motion to accept and approve Memorandum of Understanding with MS Department of Transportation for the Golf Club Drive Roundabout (Project STP-0023-00(052)).
- g. **2017-039**: Motion to accept and approve Memorandum of Understanding with MS Department of Transportation for the Interstate Lighting Project (STP0010-00(024)).
- h. **2016-040**: Motion to approve Pay Application #2 to Land Shapers, Inc. in the amount of \$210,680.32 for paving.
- i. **2017-042**: Motion to approve service agreement with Team Waste for City Hall dumpster services in the monthly amount of \$71.12 for a term ending April 30, 2019.
- j. **2017-046**: Motion to approve the Preliminary Engineering Services Contract with MS Engineering and Development, LLC for services in relation to the Safe Routes to Schools Project.
- k. **2017-045**: Motion to enter into agreement with AGJ Systems for professional IT services for a period of 12 month in the amount of \$1,529.04 monthly.
- l. **2017-047**: Motion to accept the transfer of equipment from Gulf Regional Planning Commission one (1) 2006 Ford E150 Cargo Van (Vin#70664) with an estimated value of \$3,000.00.

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

**MOTION CARRIED UNANIMOUSLY**

3. Resolutions:

- a. **2017-032**: Motion to adopt Resolution 2016-047 thereby abandoning a 5' drainage/utility easement on each side of Lots 19 and 20, Subdivision 2, Unit 10, Block 10. (VanCleave)

Councilmember Rech moved, seconded by Councilmember Knobloch, to adopt Resolution 2016-047 thereby abandoning a 5' drainage/utility easement on each side of Lots 19 and 20, Subdivision 2, Unit 10, Block 10. (VanCleave)

A roll call vote was taken as follows:

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

**MOTION CARRIED**

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- b. **2017-041**: Motion to adopt Resolution 2016-048 thereby finding it necessary to acquire equipment for governmental use and to acquire such equipment through a lease purchase agreement with Hancock Bank and for other related purposes.

Councilmember Sislow moved, seconded by Councilmember Rech, to adopt 2016-048 thereby finding it necessary to acquire equipment for governmental use and to acquire such equipment through a lease purchase agreement with Hancock Bank and for other related purposes.

A roll call vote was taken as follows:

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

**MOTION CARRIED**

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- c. **2017-048**: Motion to adopt Resolution 2016-051 Governing Body authorizing signatory assignments with Hancock Bank for depository and other related matters.

Councilmember Knobloch moved, seconded by Councilmember Rech, to adopt Resolution 2016-051 Governing Body authorizing signatory assignments with Hancock Bank for depository and other related matters.

A roll call vote was taken as follows:

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

**MOTION CARRIED**

- 4. Appointments and Oaths:
  - a. ~~2017-043~~: Motion to appoint Connie Scott to serve as Deputy Municipal Court Clerk. (Administration of Oath)

Councilmember Depreo moved, seconded by Councilmember Rech to appoint Connie School to serve as Deputy Municipal Court Clerk

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

**MOTION CARRIED**

Mayor Schafer administered the Oath of Office to Deputy Court Clerk Scott.

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- b. ~~2017-044~~: Motion to appoint Tammy Garber to serve as Deputy City Clerk. (Administration of Oath)

Councilmember Knobloch moved, seconded by Councilmember Rech, to appoint Tammy Garber to serve as Deputy City Clerk

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

**MOTION CARRIED**

Mayor Schafer administered the Oath of Office to Deputy Court Clerk Garber.

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- 5. Action Agenda:
  - a. Motion to approve Right of Entry for Keep Diamondhead Beautiful for beautification purposes.

Councilmember Depreo moved, seconded by Councilmember Knobloch, to approve Right of Entry for Keep Diamondhead Beautiful for beautification purposes.

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

**MOTION CARRIED UNANIMOUSLY**

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**IV. Routine Agenda.**

- 1. Motion to approve the Docket of Claims (Claims DKT153013 – DKT153061).

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Docket of Claims (Claims DKT153013– DKT153061).

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

**MOTION CARRIED UNANIMOUSLY**

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- 1. Motion to approve Payroll Payables, including benefits and taxes, November 9, 2016 in the amount of \$52,712.21.

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Payroll Payables, including benefits and taxes for November 9, 2016 in the amount of \$52,712.21.

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

**MOTION CARRIED UNANIMOUS**

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**V. Public Comments on Non-Agenda Items - None**

- 2. Motion to approve October 2016 Financials.

Councilmember Sislow moved, seconded by Councilmember Rech, to approve October 2016 Financials.

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

**MOTION CARRIED UNANIMOUS**

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- 4. Documents for Incorporation into the Minutes:

Councilmember Knobloch moved, seconded by Councilmember Woolbright, to incorporate the following documents in the minutes:

- a. Transfer Forfeited Land Patent – 10 Block 13, Diamondhead Phase 1, Unit 1.
- b. Army Corps of Engineers – Permit for Construction of Kayak Launch (Cutoff Bayou and Vaught Circle)

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

### **EXECUTIVE SESSION**

At 6:32 p.m. Councilmember Depreo moved, seconded by Councilmember Rech, to enter closed session to determine the necessity for executive session.

A roll call vote was taken as follows:

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

### **MOTION CARRIED**

During the discussion in closed session it was determined that there was a need to enter into executive session for personnel matters.

Councilmember Depreo moved, seconded by Councilmember Knobloch, to enter executive session for matters relating to personnel.

A roll call vote was taken as follows:

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

### **MOTION CARRIED**

The City Attorney announced the Mayor and Council had determined the necessity and voted to enter executive for personnel matters.

### **RETURN TO REGULAR SESSION**

At 7:22 p.m. Councilmember Knobloch, moved seconded by Councilmember Rech, to exit executive session and resume regular session.

A roll call vote was taken as follows:

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

### **MOTION CARRIED**

The City's Legal Counsel announced that no official action was taken while in executive session.

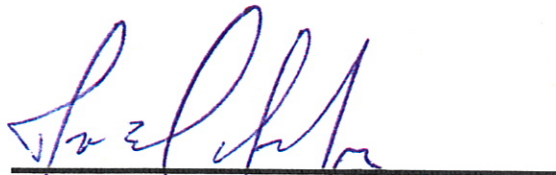
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**VI. Adjourn/Recess**

At 7:24 p.m. CST and with no further business to come before the Council, Councilmember Knobloch moved, seconded by Councilmember Woolbright, to adjourn.

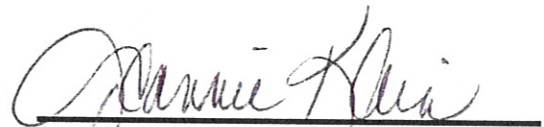
Ayes: Depreo, Woolbright, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

**MOTION CARRIED UNANIMOUSLY**



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Thomas E. Schafer, IV  
Mayor



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Jeannie Klein  
City Clerk