

MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
July 21, 2015
6:00 pm CST

I. Call to Order –Mayor Schafer called the meeting to order at 6:10 p.m. CST

1. Invocation – Councilmember Knobloch

2. Pledge of Allegiance – Councilmember Rech

3. Roll Call –

Present: Mayor Schafer, Councilmembers Lopez, LaFontaine, Knobloch, Rech. Councilmember Sislow present via teleconference. Absent: None.

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

5.

4 b. Discussion regarding future of the Guard Shack at the entrance.

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer.
Nays: None. Absent: None.

MOTION CARRIED

I. **Presentation Agenda**

1. Council Comments

- a. The next regularly scheduled Council Meeting will be held at 6:00 p.m. CST on August 4, 2015
- b. Barbara Kittle of Hub International addressed the Mayor and Council regarding COBRA Administration Services. She explained Hub International will no longer provide those services. She explained a recommendation for these services would come later on in the meeting.
- c. City Manager Reed – Department of Defense Statement of Support for the Guard and Reserve. Mr. Reed explained City's personnel policies adopted by the Mayor and Council do address support of service men and women. He read aloud the Statement pledging the City's support.

2. Public Comments FY16 Budget

a. Diamondhead SPCA

Present and speaking on behalf of the Diamondhead SPCA –Thelma Hopkins, former president. Ms. Hopkins asked for a service contract with the City to help fund the efforts of the SPCA. The SPCA funding from the POA has been discontinued. For the first months six months operation without the monthly POA funding, the SPCA has spent \$4,537 at the Diamondhead Animal Hospital. Most funds are spent to spay/neuter, for food and medical care.

Karen Flores – Diamondhead SPCA President discussed the importance of the SPCA here. She elaborated on recent activity and encouraged support from the City to fund their efforts. She also suggested the SPCA be made aware of calls made to Central Dispatch in order for the SPCA may to respond to provide assistance by helping to return stray animals to their owners.

b. Others - None

3. Public Comments on Agenda Items - None

Allison Beasley of South Mississippi Planning and Development District presented a proposal to the Mayor and Council regarding Grant Management services provided by the SMPDD.

4. City Manager's Report

CDBG - ADA improvements:

Notice to proceed was issued last Monday.

MEMA - Hazard Mitigation Grant Work:

Roof is scheduled to be finished this week.

Exit 16:

MDOT has selected a firm (Gresham, Smith and Partners) to work with our consultant to develop alternatives to our interchange as part of our Traffic Study in conjunction with the Interstate improvement project from LA State line to Diamondhead.

Live Oak Drive:

I recently met with the owners of the nearby businesses to show them the road plans and to assure them that customers would have access to their businesses. Gene and Joy Hoda want to host a ribbon cutting and offer free ice cream cones in celebration of the improvement of the Road. Roger Jones is working with us to give an easement to allow us to make a curb change that will improve the look of the road at the entrance to the hotel. Time to complete the job is scheduled for 120 days, preconstruction meeting is tomorrow.

Paint Truck:

Painting of roadways has resumed.

Transportation Study:

Finalizing contract documents tonight.

Public Works:

I held a meeting with Mark Seymour, Joey Diaz, P.E. with Seymour Engineering and Richard Sullivan and explained that we were going to aggressively address drainage problems in the City and Seymour is developing plans and specs now for several large projects beginning with Kapalama, Iekola followed by Kiko and Apua.

I also informed Mark to fast track the 2nd phase of Live Oak Drive so we could roll right off of the first phase into the second phase.

City Hall:

The large roof top air conditioning unit and one small A/C unit has been replaced, still need to replace 3 smaller units.

The Community Church:

Dianne Ackerman, Rodney Ackerman, Hugh Burney, Ronald Jones, Jerry Dubuisson and I met with the Deputy State Fire Marshall and discussed the Community Church. Under the Mississippi code the State Fire Marshall has the authority to waive various building code requirements under certain conditions. We felt the Community Church met the conditions and he agreed. The Church will be required to add another exit door and extend a four foot sidewalk to the door. Additionally, they stated that any additional changes to the structure would require installation of a sprinkler. When the letter is delivered this week Mr. Jones will issue the permit.

II. Policy Agenda

1. Approval of Minutes

a. July 7, 2015 Recess Meeting and July 7, 2015 Formal Meeting

Councilmember Rech moved, seconded by Councilmember Lopez, to approve the July 7, 2015 Recess Meeting Minutes and the July 7, 2015 Formal Meeting Minutes as presented

A roll call vote was taken Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer.
Nays: None. Absent: None.

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2. Code Enforcement

- a. Dennis Hartshorn, Case File 2015-00135-Recommendation of the Planning and Zoning Commission is to deny the variance request

Councilmember LaFontaine moved, seconded by Councilmember Lopez, to table the variance request of Dennis Hartshorn Case File 2015-00135 – Recommendation of the Planning and Zoning Commission to deny a variance from the Zoning Ordinance (Article 4.18.3 D ii) to allow an accessory structure to exceed the maximum floor area of 144 sf. by 240 sf.

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED

3. Resolutions:

- a. **2015-094**: Resolution 2015-014 Appropriating Funds to Cruisin' The Coast

Councilmember LaFontaine moved, seconded by Councilmember Knobloch, to adopt Resolution 2015-014 thereby appropriating \$17,130 for the 2015 Cruisin' the Coast Event in Diamondhead and finding thereby the expenditure of said funds would bring favorable notice to the opportunities, possibilities and resources of the City pursuant to MS Code §17-3-1 and further finding the expenditure of such funds would fall within the provisions of §17-3-3 as public entertainment conducive to advancing the moral, financial and other interests of the City

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED

- b. **2015-097**: Resolution 2015-015 Approve Memorandum of Understanding with the Mississippi Transportation Commission for the Traffic Circulation Study and authorize the City Manager to execute same

Councilmember Rech moved, seconded by Councilmember Lopez to adopt Resolution 2015-015 thereby approving the Memorandum of Understanding with the Mississippi Transportation Commission establishing agreed conditions under which the City may utilize Surface Transportation Program Funds and further authorizing the City Manager to execute said Memorandum of Understanding

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED

4. Other Actions:

- a. **2015-095**: Approve 2015 Keep America Beautiful Annual Affiliate Fee in the amount of \$100.00

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the 2015 Keep America Beautiful Affiliate Fee in the amount of \$100.00

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED

- b. **2015-096**: Approve Agreement with Professional Grant Management Services, LLC for Grant Writer and Manager consulting services

Councilmember Lopez moved, seconded by Councilmember Knobloch, to approve and enter into an agreement with Professional Grant Management Services, LLC for Grant Writer and Manager Consultant Services at a monthly retainer in the amount of \$2,500 for the scope of services and under the conditions outlined in the agreement and exhibits

A roll call vote was taken: Ayes: Lopez, Knobloch, Sislow, and Rech. Nays: LaFontaine and Mayor Schafer. Absent: None.

MOTION CARRIED

- c. **2015-098**: Approve to engage the services of Conexis for COBRA Administration Services and authorize the City Manager to execute necessary documents

Councilmember Rech moved, seconded by Councilmember Knobloch to engage the services of Conexis for COBRA Administration Services at the rate of \$.60 per qualifying employee per month or a minimum monthly assessment of \$40.00 (\$480.00 annually) and further to authorize the City Manager to execute the necessary documents for same

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED

III. Routine Agenda

1. Docket of Claims (Claims DKT151567 thru DKT151605)

Councilmember Rech moved, seconded by Councilmember Knobloch, to approve the Docket of Claims (Claims DKT151567 thru DKT151605) as presented

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer.
Nays: None. Absent: None.

MOTION CARRIED

2. Net Payroll, including benefits and taxes, June 24, 2015 - \$47,566.22

3. June 2015 Financials

IV. Public Comments on Non Agenda Items –

Mr. Tommy Nicholls questioned the Mayor and Council regarding upkeep and cleanliness in the business area. He recalled several business parking areas with trash.


Mayor Schafer acknowledged Senator Philip Moran present in the audience. The Senator assured the Mayor and Council of his continued support for Diamondhead on the State level and suggested putting together requests for next year.


V. Adjourn

At 6:50 p.m. CST Councilmember Lopez moved, seconded by Councilmember LaFontaine, to adjourn.

A roll call vote was taken: Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer.
Nays: None. Absent: None.

MOTION CARRIED



Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk