MINUTES
FORMAL MEETING OF CITY COUNCIL
Diamondhead, Mississippi
Council Chambers, City Hall
April 7, 2015
6:00 pm CST

I. Call to Order –Mayor Schafer called the meeting to order at 6:00 p.m. CST

1. Invocation – Mayor Schafer

2. Pledge of Allegiance – Councilmember Rech

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3. Roll Call –

Present: Mayor Schafer, Councilmembers Lopez, LaFontaine, Knobloch, Sislow and Rech.
Absent: None

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

ADD 3. g. Authorize the City Manager to proceed with advertisement for bids for Phase 1 to Gex (Dairy Queen) Road

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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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 21, 2015 in Council Chambers located at 5000 Diamondhead Circle

b. Mayor and Councilmember proclaimed April 2015 Fair Housing Month in the City of Diamondhead.

c. Mayor Schafer and Councilmembers proclaimed April 2015 Child Abuse Awareness and Prevention Month. Cynthia Chauvin, CASA Executive Director for Hancock County, invited everyone to participate in awareness activities throughout the month and was provided the Proclamation

d. Frank Bordeaux of Bancorp South Insurance Services - provided an overview of the policies presented for renewal. He indicated the City would realize an overall savings of $6,475 when compared to last year's premiums

e. Mississippi Municipal League (MML) has just announced a series of scholarship opportunities for high school seniors who plan to attend college. The application deadline is May 1st with information available at City Hall and on the MML website.

f. MS Department of Archives and History will be conducting "A Day of Disposal" training at City Hall on April 23rd from 1:00 – 4:30 p.m. Neighboring municipalities and governmental agencies are invited to attend.

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2. City Manager's Report

City Manager Reed asked Ms. Nancy Depreo to provide the update on Dairy Queen Road. Ms. Depreo explained that repairs would be completed in phases. Phase 1 (Diamondhead Drive North to up to the car wash) drawings are complete and ready to let for bids.

Branding:
City Manager Reed thanked Ms. Linda McCarthy of the Hancock Chamber for her presence. Mrs. McCarthy explained specifics of proposed contract with The Focus Group and how the services provided for in the contract will provide a unique identity to Diamondhead that will attract new residents and business to City.

Sign Ordinance:
Ronald and I both dropped everything to review the permit issue with the proposed Wastewater Treatment Facility for Diamondhead Water & Sewer District. A hard copy was provided for your review and input with a final version to be presented for the April 21st meeti

Hazard Mitigation Building Improvements:
Notice to proceed has been issued. Roof and window work to be completed this summer.

Timeline for ADA improvements:
Anticipate advertising for contractors beginning the second week of April with a bid opening in late May.

Public Works:
DQ Road – Ready to advertise, engineer's estimate is below budgeted amount. Should get first phase completed this year.

Transportation Study:
If you want to fast track this project we have the authority to select an engineer or we can advertise.

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3. Public Comments on Agenda Items – None

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III. Policy Agenda

1. Approval of Minutes
   a. Minutes of March 17, 2015 Formal Meeting

Councilmember Rech moved, seconded by Councilmember LaFontaine to approve the Minutes of the March 17, 2015 Formal Meeting

Ayes: Lopez, LaFontaine, Knobloch, Sislow and Rech. Nays: None. Abstain: Mayor Schafer.

MOTION CARRIED

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2. Code Enforcement/Action:
   a. **2015-041**: Accept recommendation from Planning & Zoning Commission to approve as petitioned Case File No. 2015-041 (Burger King-sign variance)

Councilmember LaFontaine moved, seconded by Councilmember Knobloch, to approve the variance off Sign Ordinance (Article 10.5.2 C iv) in the matter of Case File Number 2015-0041 petitioned by J. L. Holding I the property owner of Burger King whereby conforming signage shall be permitted on the east facade of the building, known as Burger King and located at 5400 West Aloha Drive. The tax parcel number is 132-H-1-13-021.000. The property is located north of and adjacent to West Aloha Drive and east of and adjacent to Gex Drive.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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3. Ordinances:
   a. **2015-040**: Ordinance 2015-001 Door-to-Door Solicitation

      A draft ordinance was distributed to the Mayor and Councilmembers for their review and input in the development of a finalized version to be considered at the April 17, 2015 meeting

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4. Other Actions
   a. **2015-037**: Insurance Renewals General Liability, Commercial Auto, Public Officials Liability/Employment Practices Liability Law Enforcement Liability

Councilmember LaFontaine, moved seconded by Councilmember Knobloch, to accept the proposal from Bancorp South for the General Liability, Commercial Auto, Public Officials Liability & Employment Practices and Law Enforcement Liability with a total premium in the amount of $59,706 excluding terrorism coverage with a policy term April 8, 2015 – April 8, 2016 with limits and schedules as outlined in the proposal

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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b. **2015-045**: Proclaim the newly constructed bandstand at City Hall the "Veterans Memorial Bandstand"

Councilmember Lopez moved, seconded by Councilmember Sislow, to proclaim the newly constructed City Hall Bandstand be named "Veterans Memorial Bandstand

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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c. **2015-038**: Approve contract with The Focus Group for "branding" and other related services.

Councilmember Knobloch moved, seconded by Councilmember LaFontaine, to approve and enter into contract with The Focus Group for contract will not professional services not to exceed $47,200.00 and to include logo/brand, tagline, website development and hosting for 1 year, social media, QR codes, mobile application and print collateral contract. Services performed outside the contract will be billable at an hourly rate as follows:

Programming	$150.00
Graphic design	$125.00
Writing	$125.00
Project Management	$100.00

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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d. **2015-039:** Approve Budget Amendment FY2015-001-140-3

Councilmember Rech moved, seconded by Councilmember Sislow, to approve Budget Amendment FY2015-001-140-3

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

e. **2015-042**: Approve Budget Amendment FY2015-001-653-1

Councilmember Rech moved, seconded by Councilmember Lopez, to approve Budget Amendment FY2015-001-653-1

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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f. **2015-044**: Approve final payment in the amount of $11,468.00 to Gray Dirt & Gravel, LLC for City Hall drainage improvements

Councilmember Knobloch moved, seconded by Councilmember Lopez, to approve final payment in the amount of $11,468.00 to Gray Dirt & Gravel, LLC for City Hall drainage improvements

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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g. **2015-047**: Authorize City Manager Reed to proceed with the advertisement for bids for Phase 1 repairs to Gex Road (Dairy Queen Road)

Councilmember Lopez moved, seconded by Councilmember LaFontaine, to authorize City Manager Reed to proceed with the advertisement for bids for Phase 1 repairs to Gex Road (Dairy Queen Road)

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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5. Discussion:
   a. **2015-043**: "Matured to the State" Properties

Councilmember Knobloch explained "Matured to the State" properties. He pointed out the City of Diamondhead has several parcels in this situation and that he had contacted the office of the Secretary of the State. Individuals are permitted to purchase matured properties for the greater of 50% of the appraised value or amount owed for back taxes. A municipality may obtain such properties as a

donation if the use would be for the good of the City such parks, green spaces or even as a means to improve drainage. Councilmember Knobloch expressed interest in the City pursuing ownership of at least one parcel to work through the process for the possibilities of future acquisitions.

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I. Routine Agenda

1. Docket of Claims (Claims DKT151309 thru DKT151347 and DKT151348)

Councilmember Rech moved, seconded by Sislow, to approve the Docket of Claims (Claims DKT151309 thru DKT151347 and DKT151348) as presented

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

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2. Net Payroll, including benefits and taxes, March 18, 2015 - $44,518.79

3. Document(s) for acceptance into the Official Minutes
   a. Oaths of Office - Police Department Personnel:

Lt. John Luther	Zachary Bass	Bruce Lilly
John Compton	Drew Osbourn	Isreal Neff
Sean Poulton	Jessie Flies	Chad Hoda
John Bunce		

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IV. Public Comments on Non Agenda Items – None

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EXECUTIVE SESSION

Councilmember Lopez moved, seconded by Councilmember LaFontaine, to enter into closed session at 6:43 p.m. CST to determine the necessity for an Executive Session.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

Councilmember Rech moved, seconded by Councilmember Knobloch, to enter into Executive Session for matters relating to economic development.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

Councilmember Rech moved, seconded by Councilmember Lopez, to come out of Executive Session.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None. Absent: None.

MOTION CARRIED UNANIMOUSLY

The motion carried and the regular meeting reconvened at 7:35 p.m. CST.

RETURN TO REGULAR SESSION

The City Attorney announced that matters relating to economic development were discussed in executive session and no official action was taken while in Executive Session.

V. Adjourn/Recess

At 7:35 p.m. CST Councilmember Lopez moved, seconded by Councilmember Sislow, to adjourn.

Ayes: Lopez, LaFontaine, Knobloch, Sislow, Rech and Mayor Schafer. Nays: None Absent: None.

MOTION CARRIED UNANIMOUSLY

Thomas E. Schafer, IV
Mayor

Kristin Ventura
City Clerk