



## **MINUTES**

### **REGULAR MEETING OF THE CITY COUNCIL**

**Tuesday, December 16, 2025**

**6:00 PM CST**

**Council Chambers, City Hall  
and via teleconference**

#### **Call to Order.**

At 6:00 p.m. Mayor Liese called the meeting to order.

Invocation - Mayor Liese

Pledge of Allegiance

Roll Call

#### **PRESENT**

Mayor Anna Liese

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 2 Ricky Sheppard - via teleconference

Ward 3 Jessie Harwood

Ward 4 Austin Clark

Confirm or Adjust Agenda Order

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to confirm the agenda.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

#### **MOTION CARRIED UNANIMOUSLY**

#### **Presentation Agenda.**

- a. The next Regular Meeting of the City Council will be held Tuesday, January 6, 2026 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. FY24 Annual Audit - Sande Hentges of Wright Ward Hatten Guel

City Manager's Report.

#### **CITY MANAGER REPORT**

**December 16, 2025**

1. Pat Rich – I wanted to take a minute to recognize Pat Rich tonight. He is retiring at the end of the month. In his four years with the city, he has worked as our code enforcement officer, economic development director, and assumed the duties of Planning and Zoning director in 2023. I would like to wish him an enjoyable retirement and thank him for his valuable service to the City of Diamondhead.
2. Job Description Changes – On the agenda tonight is a request to amend the Code Enforcement job description and to make salary adjustments to the Code Enforcement and Building Official

positions. Currently, I am not refilling the Economic Development Director position. These duties are being returned to the Building Official position. I am also adding additional duties to the code enforcement position to assist with building department and Planning and Zoning. The current FY26 budget included a total of \$141,266.72 to fund the salary for these three positions. With the proposed increase in salaries for the two positions, the budget savings for this fiscal year will be \$23,306.89.

3. POA Transfers – The engineers are finishing the survey work and expect to have everything completed by the end of the week. Derek is finalizing the resolution and the deeds for your approval and the POA's approval. I would like to ask that we recess tonight meeting for Monday 29<sup>th</sup> to give everyone enough time to complete all required documents.
4. Coon Branch – The project is 211 days with a current end date of January 13<sup>th</sup>. The contractor has replaced all the culverts at the road crossings and are working through the driveways now. They have 7 complete, with 11 more to do. They are planning on grading and seeding the swale over the new 36" pipe between the houses before Christmas.
5. Canal Dredging – MDEQ has approved the bid documents. The contract has been sent to MDEQ for their review and approval. Once approved, we will be able to issue the notice of award. The contractor has given a February start date due to current tide conditions. The contract will be for 240 days, the estimated completion date is October 31<sup>st</sup>, 2026.
6. Jourdan River Boardwalk – The bids were opened this morning and are with the engineer to review and make sure all required documents were received. The apparent notice of award will be issued at the next meeting and sent to MDEQ for review.
7. Montjoy Creek – The USACE has also issued their permit for this project. The request to advertise is on tonight's agenda for your approval. This now has become Phase I of a much longer Nature Trail because...
8. Rotten Bayou Nature Trail – Last week, Governor Tate Reeves announced that Mississippi will invest over \$100 million in economic development, infrastructure improvements, workforce training, tourism and conservation initiatives across the state. The City of Diamondhead was awarded \$3,786,200 for the construction of a 2.6-mile nature trail to connect Noma Drive Boat Launch to Montjoy Creek Walking Trail. This award will be combined with the existing Tideland and MS Outdoor Stewardship funds received.
9. Dog Park – Public Works will start the construction of the fence and park amenities next month. The design is for a 4 ½ foot fenced in area separated for large and small dogs. It will include benches, water fountains, and dog agility equipment.
10. Fitness Park – Public Works is finishing the clearing of the property next to Ochsner Medical and the new multimodal trail for the fitness park. Ochsner will deliver the equipment for Public Works to install.
11. Pelican Cove – The engineer is completing the final plans and expect to only need a National Wetlands permit to complete this project. I expect to request permission to advertise this project in January.
12. Unit Price Contracts  
Moke Way – Due to a waterline relocation issue, this project was delayed. The contractor closed the road this morning and will complete all necessary work this week.

Koko Court – Due to sewer line location, the engineer had to do some additional work to ensure the contractor would not damage the existing utilities. The contractor has been notified to proceed with this project.

Mauna Loa Drive – Contractor has reviewed the work request. They are working with the engineer to finalize the scope of work. We should have a work assignment for the next council meeting.

13. East Aloha Drive – **No Update this month.** The engineers are working with MDOT to complete the right-of-way acquisition process, and the electrical engineering sub-contractor. MDOT is also reviewing the plans and specifications for the project. Project is still on schedule to be out to advertise in the first quarter of 2026.
14. West Aloha Drive – **No Update this month.** The engineers have completed the right-of-way determination and designing the new roadway and sidewalks to fit according. This project will also be ready to advertise in the first quarter of 2026.
15. Commercial District – **No Update this month.** The engineer is completing the final design. I am currently waiting for appraisers to get reports back to me for the additional piece of roadway needed.
16. Bank Stabilization – **No Update this month.** The next step for this project will be to work on easement acquisition. Once complete, the engineers can finalize the design.
17. MDOT Projects – **No Update this month.** The contractor installed the signage last week. Once the engineers update the drawings for the railing along the multimodal path, the contractor will be back out to install and complete the project.
18. Hazard Mitigation Grant Program – **No update this month.** The appraiser is completing the reports on the property acquisition project. As soon as I have the updated appraisals, I will submit them to MEMA.
19. Landscaping Project – **No update this month.** Keep Diamondhead Beautiful and their landscape architect company are working on the project scope. The city has expressed that the landscaping cannot obstruct driver's view.

Public Comments on Agenda Items - None

Council Comments.

### **Policy Agenda.**

#### **Minutes:**

1. Motion to approve December 2, 2025 Regular Meeting Minutes.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve December 2, 2025 Regular Meeting Minutes.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 3 Harwood, Ward 4 Clark

Voting Abstaining: Ward 2 Sheppard

**MOTION CARRIED UNANIMOUSLY**

**Resolutions:**

2. **2025-303:** Motion to adopt Resolution 2025-061 of the City Council of the City of Diamondhead, Mississippi Opting out of House Bill 1197 (2025 Regular Session) titled "The Safe Solicitation Act" as the City has already passed its Ordinance No.: 2012-013 (Chapter 30, Article XI, Section 30-352) which prohibits solicitation on or near the roadways within the City of Diamondhead.

Motion made by Mayor Liese, Seconded by Ward 1 Finley to adopt Resolution 2025-061 of the City Council of the City of Diamondhead, Mississippi Opting out of House Bill 1197 (2025 Regular Session) titled "The Safe Solicitation Act" as the City has already passed its Ordinance No.: 2012-013 (Chapter 30, Article XI, Section 30-352) which prohibits solicitation on or near the roadways within the City of Diamondhead.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

3. **2025-305:** Motion to adopt Resolution 2025-062 thereby acquiring by donation certain real property for drainage and greenspace purposes from William and Margaret Howell.

Motion made by Ward 4 Clark, Seconded by Ward 2 Sheppard to adopt Resolution 2025-062 thereby acquiring by donation certain real property for drainage and greenspace purposes from William and Margaret Howell.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

4. **2025-312:** Motion to adopt Resolution 2025-063 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 22 and 23, and lots 23 and 24, Diamondhead Phase 2, Unit 1, Block 3. The parcel number is 132R-0-10-036.000. The physical address is 1424 Kanoa Way.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to adopt Resolution 2025-063 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 22 and 23, and lots 23 and 24, Diamondhead Phase 2, Unit 1, Block 3. The parcel number is 132R-0-10-036.000. The physical address is 1424 Kanoa Way.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

5. **2025-317:** Motion to adopt Resolution 2025-064 thereby establishing salaries effective January 5, 2026.

Motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to adopt Resolution 2025-064 thereby establishing salaries effective January 5, 2026.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

**Consent Agenda:**

Motion made by Ward 1 Finley, Seconded by Councilmember-At-Large Maher to approve the following consent:

6. **2025-309:** Motion to approve revised job description for Code Enforcement effective January 5, 2026.
7. **2025-314:** Motion authorize advertisement for bids for RFP #2026-002 Montjoy Creek Nature Trail.
8. **2025-315:** Motion to approve payment of annual appropriations to CASA of South MS in the amount of \$1,000, Hancock County Animal Shelter in the amount of \$5,000, Red Cross in the amount of \$500, Hancock County Library System in the amount of \$34,700, Magdelene House in the amount of \$1,000 and Hancock Resource Center in the amount of \$1,000.00.
9. **2025-316:** Motion to accept low quotes received for the purchase of fence material from Lowes in the amount of \$8,940.38 for the Shepard Square Dog Park.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

**Action Agenda.**

10. **2025-304:** Motion to discuss potential text amendment to the Article IX. Low Speed Vehicles and Golf Carts in the Code of Ordinances.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 4 Clark to discuss potential text amendment to the Article IX. Low Speed Vehicles and Golf Carts in the Code of Ordinances.

**NO ACTION TAKEN**

Motion made by Mayor Liese, Seconded by Ward 2 Sheppard to conduct a Public Hearing at the January 20, 2026 council meeting on the proposed text amendment to the Article IX. Low Speed Vehicles and Golf Carts in the Code of Ordinances.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

11. **2025-306:** Motion to approve the Planning Commission recommendation to allow a storage shed within 6 feet of the rear yard property line. The address is 6410 Huko Ct. Tax parcel number is 131D-2-13-008.000. The property is in a R-10 zoning district. The rear yard setback for a storage shed is 10 feet. The variance requested is 4 feet. The Case File Number is 202500721.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve the Planning Commission recommendation to allow a storage shed within 6 feet of the rear yard property line. The address is 6410 Huko Ct. Tax parcel number is 131D-2-13-008.000. The property is in a R-10 zoning district. The rear yard setback for a storage shed is 10 feet. The variance requested is 4 feet. The Case File Number is 202500721.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

- 12. 2025-307:** Motion to approve the Planning Commission recommendation to allow a carport addition within 5 feet of the side yard property line. The address is 842 Kipona Ct. Tax parcel number is 067M-1-35-275.000. The property is in a R-6 zoning district. The side yard setback for a carport addition 10 feet. The variance requested is 5 feet. The Case File Number is 202500732

Motion made by Ward 3 Harwood, Seconded by Ward 1 Finley to approve the Planning Commission recommendation to allow a carport addition within 5 feet of the side yard property line. The address is 842 Kipona Ct. Tax parcel number is 067M-1-35-275.000. The property is in a R-6 zoning district. The side yard setback for a carport addition 10 feet. The variance requested is 5 feet. The Case File Number is 202500732.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

- 13. 2025-308:** Motion to concur with the Planning Commission recommendation to approve a Text Amendment to the Fence Ordinance Article 4.3.10. The amendment is to add "Residential Districts abutting Commercial Districts or the I-10 Walking Trail shall not exceed eight (8) feet in height, and must be constructed of wood fencing material, for the section of the fence abutting the above. The Case File Number is 202500498.

Motion made by Ward 1 Finley, Seconded by Ward 4 Clark to concur with the Planning Commission recommendation to approve a Text Amendment to the Fence Ordinance Article 4.3.10. The amendment is to add "Residential Districts abutting Commercial Districts or the I-10 Walking Trail shall not exceed eight (8) feet in height, and must be constructed of wood fencing material, for the section of the fence abutting the above. The Case File Number is 202500498.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

- 14. 2025-310:** Motion to approve a text amendment to remove the 10 feet setback from the primary residence requirement for accessory structures. The case file number is 202500573.

Motion made by Mayor Liese, Seconded by Ward 1 Finley to approve a text amendment to remove the 10 feet setback from the primary residence requirement for accessory structures. The case file number is 202500573.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

- 15. 2025-311:** Motion to direct the Planning and Zoning Commission, at its earliest opportunity, to update the City's official zoning map to ensure alignment with the Envision 2040 Comprehensive Plan. (Liese)

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to direct the Planning and Zoning Commission, at its earliest opportunity, to update the City's official zoning map to ensure alignment with the Envision 2040 Comprehensive Plan.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

16. **2025-313:** Motion to accept the Annual Audit Report for Fiscal Year ending September 30, 2024.

Motion made by Ward 1 Finley, Seconded by Mayor Liese to accept the Annual Audit Report for Fiscal Year ending September 30, 2024.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

**Routine Agenda.**

**Claims Payable**

17. Motion to approve Docket of Claims (DKT233371 - DKT233404) in the amount of \$165,301.32.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 2 Sheppard to approve Docket of Claims (DKT233371 - DKT233404) in the amount of \$165,301.32.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

18. Motion to approve Payroll Payables DKT233359 in the amount of \$90.72, DKT233360 in the amount of \$90.72, DKT233361 - DKT233370 in the amount of \$46,897.93, PRCLAIM000257 in the amount of \$29,182.31, PRCLAIM000258 in the amount of \$34,123.12 and PRCLAIM000259 in the amount of \$3,027.37.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve Payroll Payables DKT233359 in the amount of \$90.72, DKT233360 in the amount of \$90.72, DKT233361 - DKT233370 in the amount of \$46,897.93, PRCLAIM000257 in the amount of \$29,182.31, PRCLAIM000258 in the amount of \$34,123.12 and PRCLAIM000259 in the amount of \$3,027.37.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

**Department Reports**

Motion made by Ward 4 Clark, Seconded by Ward 1 Finley to approve the following department reports:

- a. Court
- Police
- Code Enforcement
- Building

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**

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

**Council Closing Comments**

**Adjourn/Recess.**

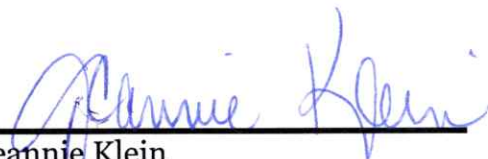
At 6:51 p.m. with no further business to come before the council, motion made by Mayor Liese, Seconded by Ward 1 Finley to recess until Monday, December 29, 2025 at 1:00 p.m.

Voting Yea: Mayor Liese, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

**MOTION CARRIED UNANIMOUSLY**



Anna Liese  
Mayor



Jeannie Klein  
City Clerk

