



Mayor Depreo
Councilmember Maher At-Large
Councilmember Finley Ward 1
Councilmember Liese Ward 2
Councilmember Cumberland Ward 3
Councilmember Clark Ward 4

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, February 04, 2025
6:00 PM CST
Council Chambers, City Hall
and via teleconference, if necessary

Call to Order.

Invocation
Pledge of Allegiance
Roll Call
Confirm or Adjust Agenda Order

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, February 18, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve January 27, 2025 Regular Meeting Minutes.

Consent Agenda:

2. **2025-025:** Motion to approve Change Order No. 2 to the contract with LJ Construction Inc. in the net amount of \$49,447.00 for a total contract amount of \$572,368.52 for Ahuli Drainage Project.
3. **2025-026:** Motion to accept substantial completion of the Kalae Street Drainage Improvements as of January 15, 2025.
4. **2025-027:** Motion to accept substantial completion of the Turnberry Drainage Project as of January 15, 2025.
5. **2025-028:** Motion to advertise for bids for Coon Branch Drainage Improvements Phase 1 Project.
6. **2025-029:** Motion to approve the Municipal Executive Committee Agreement between the Diamondhead Republican Executive Committee and Diamondhead Municipal Election Commission and Municipal Clerk for the 2025 Primary Election Cycle.
7. **2025-030:** Motion to approve pricing agreement with Election Systems & Software for the 2025 General Election.
8. **2025-031:** Motion to approve Work Order with DNA Utilities LLC in the amount not to exceed \$36,695.00 for Laa La Way - 2024 Unit Price Contract.

Routine Agenda.

Claims Payable

[9.](#) Motion to approve Docket of Claims (DKT232481- DKT232503) in the amount of \$76,712.43.

Public Comments on Non-Agenda Items.

Council Closing Comments

Executive Session - If Necessary

Adjourn/Recess.

NOTE: THE CITY OF DIAMONDHEAD WILL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES WHERE NECESSARY TO AFFORD INDIVIDUALS WITH DISABILITIES AN EQUAL OPPORTUNITY TO SERVICES AND ACTIVITIES OF THE CITY. A WRITTEN REQUEST BY OR ON BEHALF OF QUALIFYING INDIVIDUALS SHALL BE SUBMITTED IN A TIMELY MANNER TO THE CITY CLERK.



MINUTES

REGULAR MEETING OF THE CITY COUNCIL (1/21/25 MEETING)

Monday, January 27, 2025

6:00 PM CST

Council Chambers, City Hall

Call to Order.

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

Invocation - Clark

Pledge of Allegiance

Roll Call

PRESENT

Mayor Nancy Depreo

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 2 Anna Liese

Ward 3 John Cumberland

Ward 4 Austin Clark

Confirm or Adjust Agenda Order

Motion made by Mayor Depreo, Seconded by Ward 1 Finley to adjust the agenda with the following additions and corrections:

Resolutions:

5 a. 2025-022: Motion to adopt Resolution 2025-005 thereby encouraging the Mississippi Congressional Delegation to assist the City of Diamondhead by preserving the tax-exempt status of municipal bonds by supporting and ensuring the protection of federal tax exemption of municipal bonds and for other related purposes.

Consent Agenda:

19 a. 2025-021: Motion to ratify the Proclamation of Existence of a Local Emergency for the Winter Weather Event January 19-23, 2025.

Claims Payable:

21 a. Motion to approve Docket of Claims DKT232480 in the amount of \$3,139.46.

Correction:

14. 2025-014: Motion to approve payment to Digital Engineering in the amount of \$2,795.00 for the Beaux Vue Phase 2 Drainage Improvements.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, February 4, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.

City Manager's Report.

CITY MANAGER REPORT

January 27, 2025

1. MDOT Projects – Two of the four ramps have been widened, and the I-10 W exit ramp is currently closed to traffic while crews widen it. The north roundabout is nearing completion, and caps have been formed to support the widened overpass. Widening operations are ongoing on the westbound side as crews work in the median to construct the new lane. Near the Diamondhead exit, westbound traffic has been shifted to the newly constructed inside lanes to allow for construction to begin on the noise barrier wall.
2. Park Ten Road – The documents for substantial completion will be on the next agenda. A walkthrough will be scheduled this week.
3. Kaleki Way – The new completion date for this project is March 3rd. The contractor is scheduled to begin the final phase of this project this week.
4. Kalae Street & Turnberry Way – The contractor has submitted substantial completion documents. A punch list has been issued.
5. Ahuli Place Drainage – The new completion date for this project is February 8th. An additional change order is going to be issued to change from seed to sod and additional asphalt. This change order will be on the next agenda.
6. Hilo Master Drainage – The contractor is working on final ditch clearing and jobsite cleanup on all sites. They will schedule paving of the roadway this month.
7. Kome Drive & Kalipekona Pond – The pre-construction meeting was held last week. A notice to proceed is scheduled for February 10th.
8. Dog Park – Ochsner is completing the lease agreement. Once we have the lease agreement from Ochsner, I will submit it for approval.
9. Coon Branch – Meeting with the engineer this week to review the final design on this project. Once complete, they will issue the advertisement request.
10. Canal Dredging – The addendum to the advertisement was sent to DEQ to update their documents. Currently working on environmental checklists and permits. The project still has an expected start date of March/April 2025.
11. Noma Drive Phase 1b – The contractor has submitted substantial completion documents for your approval on tonight's agenda. A walkthrough will be conducted, and a punch list will be issued.

12. Unit Price Projects – The Kiko Street project is 2/3 of the way complete. About 3 more days are needed to finish. The Kipapa Way project design has been given to public works, two major projects are ahead of this project.
13. Jourdan River Boardwalk – MDEQ is reviewing the plans from the engineer. Any changes needed will be addressed. We are continuing with the monthly meetings with MDEQ.
14. Noma Drive Dredging – **No update on this meeting.** The notice to proceed will be issued around the first of February with the schedule of work to be completed within that month.
15. Noma Drive Nature Trail – **No update on this meeting.** The engineer has determined the phase 1 site and will start the design and layout.
16. Detention Pond – **No update on this meeting.** The engineer will be completing the plans for this area by the end of the year. Public works will dredge this pond once plans are provided to the city.
17. Pelican Cove Drainage Project – **No update on this meeting.** The engineer has additional surveying to complete and will finalize the drawing for this project.
18. Montjoy Creek – **No update on this meeting.** USACE needed additional information from the engineer. That has been provided to them, and we are waiting on final permits to be issued. The project is being separated into three phases to ensure funding.

Email Request Received

1. 698 / 6910 Aukai Place – Councilmember asked about the drainage ditch in this area needing to be addressed. A work order has been issued.
2. 9951 Hamakua St – Resident is requesting ditch to be cleaned. A work order has been issued.
3. 6813 Oahu Court – Councilmember asked to check on this address due to a PODS storage container that has been there for at least two months. **I will have the compliance officer contact the homeowner.**
4. 1088 Haena Court – Councilmember asked to check on this address due to water storage containers. **I asked code enforcement to check on this address.**
5. 6657 Golf Club Drive – Councilmember asked to check on this address due to non-compliant signs. **I asked code enforcement to check on this address.**
6. 6534 Alakoko Drive – Councilmember asked to check on this address due to amount of traffic and numerous boats and trucks. **I asked code enforcement to check on this address.**

Public Comments on Agenda Items - None

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve January 7, 2025 Regular Meeting Minutes.

Motion made by Ward 1 Finley, Seconded by Ward 2 Liese to approve January 7, 2025 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Ordinances:

- 2. **2025-004:** Motion to adopt Ordinance 2025-001 thereby establishing compensation for Election Commissioners, Poll Managers/Workers, Resolution Board and Clerks.

Motion made by Ward 1 Finley, Seconded by Ward 3 Cumberland to adopt Ordinance 2025-001 thereby establishing compensation for Election Commissioners, Poll Managers/Workers, Resolution Board and Clerks.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

- 3. **2025-003:** Motion to adopt Resolution 2025-002 thereby reappointing Julie Boudreaux, Sue Favre and Ronald Layel to serve as Election Commissioners for the City of Diamondhead.

Motion made by Ward 3 Cumberland, Seconded by Councilmember-At-Large Maher to adopt Resolution 2025-002 thereby reappointing Julie Boudreaux, Sue Favre and Ronald Layel to serve as Election Commissioners for the City of Diamondhead.

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

MOTION CARRIED UNANIMOUSLY

- 4. **2025-009:** Motion to adopt Resolution 2025-003 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 26 and 27, Diamondhead Phase 2, Unit 11, Block 3. The parcel numbers are 068J-1-41-058.000 and 068J-1-41-057.000. The physical street address is 84111 Op La Way.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 4 Clark to adopt Resolution 2025-003 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 26 and 27, Diamondhead Phase 2, Unit 11, Block 3. The parcel numbers are 068J-1-41-058.000 and 068J-1-41-057.000. The physical street address is 84111 Op La Way.

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

MOTION CARRIED UNANIMOUSLY

- 5. **2025-018:** Motion to adopt Resolution 2025-004 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 70 and 71, Diamondhead Phase 2, Unit 10, Block 3. The parcel number is 132A-1-03-041.000. The physical street address is 647 Apelehama Rd.

Motion made by Ward 4 Clark, Seconded by Ward 3 Cumberland to adopt Resolution 2025-004 thereby abandoning a 5' drainage/utility easement on each side of the common property line between lots 70 and 71, Diamondhead Phase 2, Unit 10, Block 3. The parcel number is 132A-1-03-041.000. The physical street address is 647 Apelehama Rd.

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

MOTION CARRIED UNANIMOUSLY

- 5a. **2025-022:** Motion to adopt Resolution 2025-005 thereby encouraging the Mississippi Congressional Delegation to assist the City of Diamondhead by preserving the tax-exempt status of municipal bonds by supporting and ensuring the protection of federal tax exemption of municipal bonds and for other related purposes.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 4 Clark to adopt Resolution 2025-005 thereby encouraging the Mississippi Congressional Delegation to assist the City of Diamondhead by preserving the tax-exempt status of municipal bonds by supporting and ensuring the protection of federal tax exemption of municipal bonds and for other related purposes.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

Motion made by Ward 1 Finley, Seconded by Ward 3 Cumberland to approve the following consent items:

- 6. **2025-005:** Motion to enter into an agreement with Taylor Sudden Service Inc. for basic annual service and inspection in the amount of \$1,105.00 for the Taylor generator at City Hall.
- 7. **2025-006:** Motion to approve final payment in the amount of \$5,053.52 to LJ Construction Inc. for the Kolo Court Drainage Project.
- 8. **2024-007:** Motion to approve Pay Application 4 in the amount of \$76,870.23 to LJ Construction Inc., for the Turnberry Drainage Project.
- 9. **2025-008:** Motion to approve Pay Application 3 in the amount of \$57,105.32 to LJ Construction Inc., for the Kalae Street Drainage Project.
- 10. **2025-010:** Motion to approve Pay Application 4 in the amount of \$57,009.50 to Gill's Crane & Dozer Services Inc. for the Noma Drive Waterfront Improvements Project.
- 11. **2025-011:** Motion to accept substantial completion of the Noma Drive Waterfront Improvements Project as of January 7, 2025.
- 12. **2025-012:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$3,365.00 for Coon Branch Drainage, in the amount of 2,016.25 for Pond 6 Improvements, in the amount of \$807.50 for Jourdan River Boardwalk, in the amount of \$1,565.00 for Canal Dredging Project and in the amount of \$1,088.00 for Noma Drive Nature Trail.
- 13. **2025-013:** Motion to approve Pay Application 1 in the amount of \$221,359.02 to LJ Construction Inc., for the Hilo Way Master Drainage Improvements Project.
- 14. **2025-014:** Motion to approve payment to Digital Engineering in the amount of \$2,795.00 for the Beaux Vue Phase 2 Drainage Improvements.
- 15. **2025-015:** Motion to approve Pay Application 16 in the amount of \$340,988.18 to Bottom 2 Top Construction, LLC for the Commercial District Transformation Project Phase I.

- 16. **2025-016:** Motion to approve Pay Application 2 in the amount of \$254,463.98 to LJ Construction Inc., for the Ahuli Drainage Project.
- 17. **20245-017:** Motion to approve the Memorandum of Understanding with the Mississippi Department of Finance and Administration with Assurances and contacts for funding in the amount of \$1,000,000 for the Commercial District Transformation Project as specified in Section 10 of Senate Bill 2468 2024 Regular Legislative Session and authorize the City Manager to execute same.
- 18. **2025-019:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of \$2,122.83 for Site Development Plan Review FY24, in the amount of \$12,800.00 for Ahuli Drainage Project, in the amount of \$10,000.00 for Kome Dr and Fairway Dr Drainage Project, and in the amount of \$2,600.00 for Turnberry Drainage Project.
- 19. **2025-020:** Motion to declare surplus computers for all departments and proceed with proper disposal.
- 19 a. **2025-021:** Motion to ratify the Proclamation of Existence of a Local Emergency for the Winter Weather Event January 19-23, 2025.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

- 20. Motion to approve Docket of Claims (DKT232443- DKT232479) in the amount of \$1,183,178.68.

Motion made by Ward 1 Finley, Seconded by Ward 2 Liese to approve Docket of Claims (DKT232443- DKT232479) in the amount of \$1,183,178.68.

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

MOTION CARRIED UNANIMOUSLY

- 21. Motion to approve Payroll Payables DKT232434-DKT232442 in the amount of \$42,383.38, PRCLAIM10222 in the amount of \$27,517.58, PRCLAIM10223 in the amount of \$28,073.84 and PRCLAIM10224 in the amount of \$3,055.04 for December 2024.

Motion made by Ward 1 Finley, Seconded by Ward 3 Cumberland to approve Payroll Payables DKT232434-DKT232442 in the amount of \$42,383.38, PRCLAIM10222 in the amount of \$27,517.58, PRCLAIM10223 in the amount of \$28,073.84 and PRCLAIM10224 in the amount of \$3,055.04 for December 2024.

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

MOTION CARRIED UNANIMOUSLY

21a. Motion to approve Docket of Claims DKT232480 in the amount of \$3,139.46.

Motion made by Ward 3 Cumberland, Seconded by Ward 4 Clark to approve Docket of Claims DKT232480 in the amount of \$3,139.46.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 4 Clark, Seconded by Ward 1 Finley to approve

a. December 2024 Financials

b. Court

Police

Building

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items.

Council Closing Comments

Adjourn/Recess.

At 6:21 p.m. with no further business to come before the council, motion made by Ward 4 Clark, Seconded by Councilmember-At-Large Maher to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Nancy Depreo
Mayor

Jeannie Klein
City Clerk



January 16, 2025

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Change Order #2
Ahuli Drainage Project
LJ Construction Inc.**

Dear Mr. McCraw:

For consideration by the Council, I have enclosed Change Order #2 for this project.

The scope of work includes installation of solid sod and removal of hydroseeding due to a change in discussion and preference along residential property. Additionally, it increases quantity for borrow excavation; asphalt paving to rectify a portion of Ahuli Place with failing native subbase material; and includes additional scope for ditch excavation near Diamondhead Drive East to alleviate an issue with drainage into the existing pond. These updated quantities are shown on the enclosed Summary of Amended Quantities and Totals.

Based on this Change Order, the Contract Value will be a net increase of \$49,447.00 resulting in a new total of \$572,368.52. This Change Order does not alter the Contract Time, retaining Substantial Completion date February 8, 2025.

Therefore, I recommend that the Council approve this Change Order #2. Should you have any questions, please do not hesitate to contact me at 228-396-0486 or nathan@ccellc.us.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Nathan Long

Nathan Long, E.I.T.
Project Engineer

Enclosures: Change Order #2, Signed; Summary of Amended Quantities and Totals

CHANGE ORDER

OWNER:
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

CHANGE ORDER NO. 2
DATE: January 16, 2025

CONTRACTOR:
LJ Construction Inc.
11226 Dobson Road
Gulfport, MS 39503

ENGINEER: Covington Civil &
Environmental
PROJECT: Ahuli Drainage Project

SUMMARY:

This change order serves to increase the Contract Amount.

The scope of work includes installation of solid sod and removal of hydroseeding due to a change in discussion and preference along residential property. Additionally, it increases quantity for borrow excavation; asphalt paving to rectify a portion of Ahuli Place with failing native subbase material; and includes additional scope for ditch excavation near Diamondhead Drive East to alleviate an issue with drainage into the existing pond.

A detailed summary of the quantity adjustments is included with this Change Order.

The Net Change to the Contract Amount will therefore be plus. \$49,447.00

THE CONTRACT IS AMENDED AS SHOWN BELOW:

(Not valid until executed by the Owner, Engineer, and Contractor)

The original Contract Sum:	\$472,460.00
Net Change by previously authorized Change Orders:	\$50,461.52
The Contract Sum prior to this Change Order was:	\$522,921.52
The Contract Sum will now Change (+):	\$49,447.00
The New Contract Sum including this Change Order will be:	\$572,368.52
The original Contract Time:	12/25/2024
Net Change by previously authorized Change Orders:	45
The Date of Substantial Completion prior to this Change Order:	2/8/2025
The Contract Time will now Change by (+) days:	0
The New Date of Substantial Completion will be:	2/8/2025

CONTRACTOR:

ENGINEER:

OWNER:

By: [Signature]
Date: 1/16/25

By: Nathan Long
Date: 01/16/2025

By: _____
Date: _____

AHULI DRAINAGE PROJECT
CITY OF DIAMONDHEAD

Item No.2.

CHANGE ORDER #2
SUMMARY OF AMENDED QUANTITIES AND TOTALS

PAY ITEM NO.	PAY ITEM	UNIT	UNIT PRICE	CONTRACT QUANTITIES		AMENDED QUANTITIES		CONTRACT REVISIONS		DELTA
				CONTRACT QUANTITY	EXTENSION	INCREASE	DECREASE	NEW QUANTITY	NEW EXTENSION	
02226-2	Borrow Excavation, LVM	CY	\$ 17.00	895	\$ 15,215.00	831		1726	\$ 29,342.00	\$ 14,127.00
02226-3	Ditch Excavation	LF	\$ 12.00	245	\$ 2,940.00	80		325	\$ 3,900.00	\$ 960.00
02512-1	1.5" 9.50-mm, MT, Asphalt Pavement	SY	\$ 29.25	620	\$ 18,135.00	160		780	\$ 22,815.00	\$ 4,680.00
02512-2	1.5" 12.50-mm, MT, Asphalt Pavement	SY	\$ 29.25	390	\$ 11,407.50	160		550	\$ 16,087.50	\$ 4,680.00
02931-1	Hydroseeding	SY	\$ 2.00	3,000	\$ 6,000.00		2,500	500	\$ 1,000.00	\$ (5,000.00)
CO2-01	Solid Sod	SY	\$ 12.00	0	\$ -	2,500		2500	\$ 30,000.00	\$ 30,000.00

TOTAL CHANGE ORDER #2 \$ 49,447.00



January 17, 2025

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Kalae Street Drainage Improvements
LJ Construction, Inc.
Notice of Substantial Completion and Punch List**

Dear Mr. McCraw:

The Work for Kalae Street Drainage Improvements has been reviewed and found, to the Engineer's best knowledge, information, and belief, to be substantially complete. The date of substantial completion of the project is established as January 15, 2025.

The following is the punch list of items remaining for the project:

- 1. Hydroseeding the needed areas.

If you have any questions, please contact me at sarah@ccellc.us or 228-396-0486.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Sarah McLellan, P.E.
Project Engineer

Certificate of Substantial Completion

Project: Kalae Street Drainage Improvements	Owner: City of Diamondhead
Contract: Kalae Street Drainage Improvements	Date of Contract: 07-31-2024
Contractor: LJ Construction, Inc., 11226 Dobson Road, Gulfport, MS 39503	City's Project No.: 16175.08 FPWA#4

This ~~tentative~~ [definitive] Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions:

January 15, 2025

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance, and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

N/A


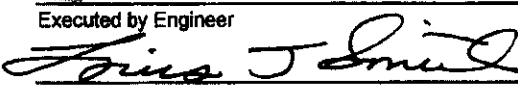
Contractor's Amended Responsibilities:

N/A

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

	January 17, 2025
Executed by Engineer	Date
	1/17/25
Accepted by Contractor	Date
Accepted by Owner	Date



January 17, 2025

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Turnberry Drainage Project
LJ Construction, Inc.
Notice of Substantial Completion and Punch List**

Dear Mr. McCraw:

The Work for Turnberry Drainage Project has been reviewed and found, to the Engineer's best knowledge, information, and belief, to be substantially complete. The date of substantial completion of the project is established as January 15, 2025.

The following is the punch list of items remaining for the project:

1. Hydroseeding the needed areas; and
2. Correcting the low area of asphalt located near 7448 Turnberry Drive to allow for proper drainage.

If you have any questions, please contact me at sarah@ccellc.us or 228-396-0486.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

Sarah McLellan, P.E.
Project Engineer

Certificate of Substantial Completion

Project: Tumberry Drainage Project	Owner: City of Diamondhead	
Contract: Tumberry Drainage Project		Date of Contract: 7-31-24
Contractor: LJ Construction, Inc., 11226 Dobson Road, Gulfport, MS 39503		City's Project No.: 16175.08 FPWA#5

This ~~tentative~~ [definitive] Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions:

January 15, 2025

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance, and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

N/A

Contractor's Amended Responsibilities:

N/A

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Sarah M. Geller

Executed by Engineer

January 17, 2025

Date

Chris J. Smith

Accepted by Contractor

1/17/25

Date

Accepted by Owner

Date

ADVERTISEMENT FOR BIDS

GENERAL NOTICE

The City of Diamondhead (Owner) is requesting Bids for the construction of the following Project:

Coon Branch Drainage Improvements – Phase 1

Sealed bids for the construction of the Project will be received at the City of Diamondhead City Hall located at 5000 Diamondhead Circle, Diamondhead MS 39525, until Wednesday, March 26, 2025 at 10:00 am local time. At that time, all bids received will be publicly opened and the bid amount read aloud.

The work included in the Contract shall consist primarily of Construction of the following items:

Drainage improvements, including the installation of new culverts, and grading of ditches.

OBTAINING THE BIDDING DOCUMENTS

Information and Bidding Documents for the Project can be found at the following designated website:

www.diamondheadbids.com

Plans and Specifications are being made available via hard copy or digital download. Plan Holders are required to log-in or register for an account to view or order bid documents at www.diamondheadbids.com. Bid documents are non-refundable and must be purchased through the website. Questions regarding website registration and online orders are to contact the Plan House at (228) 248-0181. No partial sets of drawings or project manuals will be issued. No contract documents (hard copies or electronic copies) will be issued to Contractors within twenty-four (24) hours of the time indicated above for receiving bids.

The Issuing Offices for the Bidding Documents is:

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Chiniche Engineering & Surveying
407 Hwy 90
Bay St. Louis, MS 39520

Prospective Bidders may examine the Bidding Documents at the Issuing Offices on Monday-Thursday between 8:00am-5:00pm and Friday 8:00am-12:00pm CST.

INSTRUCTIONS TO BIDDERS

Bids must be submitted upon the standard forms contained within these contract documents furnished by Engineer, noted in the Information for Bidders. Each bid shall be accompanied by a Certified Check on a solvent bank or a Bidder's Bond issued by a Surety Company licensed to operate in the State of Mississippi, in the amount of five percent (5%) of the total bid price, payable to the owner as bid security. Bidders shall also submit a current financial statement, if requested by the Owner. The successful bidder will be required to furnish a Performance Bond and a Payment Bond each in the amount of one hundred percent (100%) of the contract amount.

The required documents shall be submitted in a sealed envelope and the outside of the envelope shall be marked plainly as: Coon Branch Drainage Improvements – Phase 1 and the Certificate of Responsibility Number.

Bids shall be deposited with the City of Diamondhead at City Hall, 5000 Diamondhead Circle, Diamondhead MS 39525 or for those interested, bids can be submitted at www.diamondheadbids.com under the project page, prior to the hour and date designated above. No oral, telegraphic, telephonic, or e-mail proposals shall be considered. All interpretations of drawings and specifications shall be directed to Christina Shurley at Chiniche Engineering and Surveying by email to: christina@chiniche.com. An acknowledged received copy of all Addenda issued by the Engineer via Plan House must be included with the bid proposal. No bidder may withdraw his bid within sixty (60) days after the date of actual bid opening without Owner's consent. The Owner reserves the right to reject any or all bids and to waive any or all informalities.

Work to be performed shall be in accordance with all Federal, State and Local Regulations and Codes.

Approved by the order of the City of Diamondhead City Council, this the February 4, 2025.

Jeannie Klein, City Clerk

PUBLISH:

1st Advertisement Date: February 20, 2025

2nd Advertisement Date: February 27, 2025



January 22nd, 2025
 Re: Municipal Election Support
 Quote # - ESS-1721

Jeannie Klein
 Diamondhead City Hall
 5300 Diamondhead Circle
 Diamondhead, MS 39525
Office- 228-222-4626 **Fax:** 228-222-4390
Email: jklein@diamondhead.ms.gov

Dear Ms. Klein,

ES&S is pleased to offer to you the following pricing for your 2025 Municipal Election Support.

April 1st, 2025, Municipal Primary Election Support

Election Technician Support

- L&A Support, Election Day Support, Post Election Day Support

ElectionWare Coding and Support

Total - \$7,710.00

April 22nd, 2025, Municipal Primary Election Runoff Support

Election Technician Support

- L&A Support, Election Day Support, Post Election Day Support

ElectionWare Coding and Support

Total - \$7,415.00

June 3rd, 2025, Municipal General Election Support

Election Technician Support

- L&A Support, Election Day Support, Post Election Day Support

ElectionWare Coding and Support

Total - \$7,710.00

Election Day Ballots - \$0.29/each

Absentee Ballots - \$0.36/each

Considerations that impact pricing:

1. Pricing is valid for 60 days.
2. Price includes all travel and expenses.
3. All Sales, Services and Licenses are subject and bound to the terms and conditions of ES&S.



Thank you again for the opportunity to quote your Municipal election support. We would ask that you please approve this proposal by signing and returning so that we can secure the necessary resources needed to support this service. Please feel free to call with any questions you might have pertaining to this proposal.

Sincerely,

A handwritten signature in black ink that reads 'Bill Lowe'.

Bill Lowe
Election Systems & Software
102 Business Park Drive Suite G
Ridgeland, MS 39157
Phone – 601-922-2476
Fax – 601-922-8475

Election Official Approval



January 20, 2025

Mr. Jon McCraw
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

**Re: Work Order #1
2024 Unit Price Contract – Laa La Way
DNA Utilities LLC**

Dear Mr. McCraw:

For consideration by the Council, I have enclosed Work Order #1. This Work Order includes labor and equipment to install an 18" RCP drainage culvert with headwall and a concrete inlet box across Laa La Way, along with removal and restoration of required asphalt paving. Also included is minimal ditch grading, installation of riprap protection, and potential utility relocation. These quantities are shown on the enclosed Attachment to Work Order No. 1.

The Value of the Work Order will be \$36,695.00. Additionally, this Work Order includes 30 calendar days.

Therefore, I recommend that the Council approve this Work Order #1. Should you have any questions, please do not hesitate to contact me at 228-396-0486 or nathan@ccellc.us.

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in cursive script that reads "Nathan Long".

Nathan Long, E.I.
Project Engineer

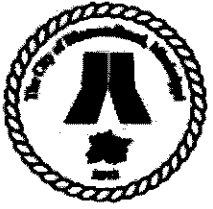
Enclosures: Work Order #1, Signed; Attachment to Work Order No. 1

**2024 ANNUAL UNIT PRICE REPAIR PROJECT
CITY OF DIAMONDHEAD**

**ATTACHMENT TO WORK ORDER NO. 1
LAA LA WAY**

PAY ITEM NO.	DESCRIPTION OF UNIT PRICE ITEMS	UNIT	QTY	UNIT PRICE	EXT. TOTAL
1505-B	Mobilization (Work Order \$10,000- \$50,000)	Each	1	\$ 6,000.00	\$ 6,000.00
2050-A	Removal of Pavement (All Types and Thicknesses)	SY	50	\$ 8.00	\$ 400.00
2050-B	Saw Cut (All Types and Thicknesses)	LF	45	\$ 3.00	\$ 135.00
2111-D	Channel Excavation - Clean Roadside Drainage Ditch (AH)	LF	100	\$ 15.00	\$ 1,500.00
2226-A	Borrow Material, Type A (FM)	CY	80	\$ 18.00	\$ 1,440.00
2226-E	Excess Excavation (LVM)	CY	75	\$ 15.00	\$ 1,125.00
2234-A	6" Crushed Limestone Sub-base for Cuts in the Street R-O-W (FM)	SY	50	\$ 38.00	\$ 1,900.00
2295-B	Straw Wattles (12-inch dia.)	LF	50	\$ 10.00	\$ 500.00
2512-A	Hot Bituminous Pavement (MDOT ST, 9.5 mm mix)(1.5" Thick)	SY	50	\$ 40.00	\$ 2,000.00
2512-B	Hot Bituminous Pavement (MDOT ST, 12.5 mm mix)(1.5" Thick)	SY	50	\$ 40.00	\$ 2,000.00
2721-D	Structural Concrete for Poured-In-Place Structures	CY	3	\$ 1,500.00	\$ 4,500.00
2721-G	Reinforcing Steel	LB	240	\$ 2.00	\$ 480.00
2722-A1	18" RCP (Class III) (0'-6')	LF	40	\$ 93.00	\$ 3,720.00
2752-A	Stone Riprap	SY	5	\$ 105.00	\$ 525.00
2931-B	Plant Establishment (Hydroseeding)	AC	0.05	\$ 5,000.00	\$ 250.00
2931-D	Solid Sod (St. Augustine)	SY	50	\$ 18.00	\$ 900.00
2935-B	Traffic Control - Type III Barricade	Ea/Day	10	\$ 20.00	\$ 200.00
2935-C	Traffic Control Signs	Ea/Day	60	\$ 20.00	\$ 1,200.00
15016-A1	Cement Mortar Lined Ductile Iron Fittings	LBS	480	\$ 14.00	\$ 6,720.00
15020-A2	6" Water Main, C900, DR18 PVC	LF	40	\$ 30.00	\$ 1,200.00

TOTAL AMOUNT \$ 36,695.00



City of Diamondhead, MS

Docket of Claims Register

Item No.9

APPKT02338 - 2.4.25 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount			
							Line	Amount		
DKT232481	AGJ	02/04/2025	119766	NEW COMPUTER SETUP	001-140-919.00	Capital Outlay - Office Equipment		1,851.50		
					001-280-919.00	Capital Outlay - Office Equipment		1,587.00		
					001-110-919.00	Capital Outlay - Office Equipment		793.50		
					001-200-919.00	Capital Outlay - Office Equipment		793.50		
					001-301-919.00	Capital Outlay - Office Equipment		264.50		
					120108	BUSINESS CLASS EMAIL, ARCHIVE MAILBOX	001-140-605.00	Professional Fees - IT		40.00
							001-140-605.00	Professional Fees - IT		135.00
					120414	MICROPHONE ADAPTER, MOUNT	001-140-501.00	Supplies		44.98
					120481	SINGLE PC MICROSOFT OFFICE INSTALLATION	001-140-605.00	Professional Fees - IT		245.00
							MSP-120236	BACKUP	001-140-605.00	Professional Fees - IT
									001-140-605.00	Professional Fees - IT
				001-140-605.00	Professional Fees - IT		91.00			
<hr/>								820.13		
DKT232482	Amazon com LLC	02/04/2025	1CXG-HFC4-7QF3	VACUUM BELT, BANDS, FLAG SPREADER, CALENDAR	001-200-535.00	Uniforms		225.96		
					001-200-535.00	Uniforms		141.96		
					001-200-535.00	Uniforms		141.96		
					1KK1-G9MM-MP6M	LAPTOP STAND, USB SPLITTER, LED LIGHTS	001-140-501.00	Supplies		31.78
							001-140-560.00	Repairs & Maintenance - Building		248.51
							001-200-501.00	Supplies		14.98
							001-140-501.00	Supplies		14.98
					<hr/>					
DKT232483	BLADES GROUP, LLC	02/04/2025	18046980	ASPHALT PATCH	001-301-581.00	Asphalt/Concrete		1,240.00		
								1,240.00		

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Amount
DKT232484	CADENCE EQUIPMENT FINANCE	02/04/2025	1061834	COPIER LEASE AGREEMENT -- 39 OF 48	001-800-820.07	Note Principal Payment - Copier Lease Purch 2021	463.44	950.00
					001-800-830.07	Note Interest Payment - Copier Lease Purch 2021	11.56	
			1063355	COPIER LEASE AGREEMENT -- 40 OF 48	001-800-820.07	Note Principal Payment - Copier Lease Purch 2021	464.58	
					001-800-830.07	Note Interest Payment - Copier Lease Purch 2021	10.42	
DKT232485	CRYSTAL RENA TERRY	02/04/2025	JANUARY 2025	CASH BOND REFUND	650-110-110.00	Court Bond Holding	500.00	500.00
DKT232486	CSpire Cell Service	02/04/2025	1.18.25	CELLULAR SERVICE FOR JANUARY	001-140-632.00	Telephone - Cell	44.94	1,003.63
					001-200-612.00	Internet	344.80	
					001-280-632.00	Telephone - Cell	179.76	
					001-301-632.00	Telephone - Cell	434.13	
DKT232487	CUSICK & WILLIAMS, PLLC	02/04/2025	1705	GENERAL MATTERS -- JANUARY	001-140-603.00	Professional Fees - Legal	6,937.50	10,812.50
			1706	PLANNING AND ZONING -- JANUARY	001-280-603.00	Professional Fees - Legal	343.75	
			1707	CITY PROSECUTOR -- JANUARY	001-110-603.00	Professional Fees - Legal	3,000.00	
			1708	LONGANECKER VS CODH -- JANUARY	001-280-603.00	Professional Fees - Legal	31.25	
			1709	BANK STABILIZATION -- JANUARY	191-000-603.00	Professional Fees - Legal	62.50	
			1711	POTENTIAL CLAIM BY DE AGAINST CODH	001-140-603.00	Professional Fees - Legal	437.50	
DKT232488	DAVID'S CHAINSAW & LAWNMOWER REPAIR, LLC	02/04/2025	2357463	STIHL POLESAW REPAIRS	001-301-635.00	Professional Fees - R&M Outside Services	140.00	140.00
DKT232489	Deep South Equipment Company	02/04/2025	C98272	FA 227 BELT TENSIONER REPAIR	001-301-635.00	Professional Fees - R&M Outside Services	199.49	199.49
DKT232490	DIAMONDHEAD COUNTRY CLUB & POA	02/04/2025	FEBRUARY 2025	RENTAL OF MAINTENANCE YARD -- FEBRUARY	001-301-640.00	Rentals	1,000.00	1,000.00
DKT232491	Fuelman	02/04/2025	NP67785734	FOR THE WEEK ENDING 1.19.25	001-140-525.00	Fuel	46.34	1,299.59
					001-200-525.00	Fuel	674.74	
					001-280-525.00	Fuel	25.53	
			NP67813876	FOR THE WEEK ENDING 1.26.25	001-200-525.00	Fuel	552.98	

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line	Amount
DKT232492	Hancock County Sheriffs Office	02/04/2025	2024-DHLE-035	INTERLOCAL AGREEMENT FOR WEEK ENDING 1.11.25	001-110-681.00	Other Services & Charges		41,272.78
								132.73
								40,894.05
					001-200-690.00	Interlocal Agreement		246.00
					001-200-612.00	Internet		60.00
DKT232493	KAITLYN SADLER	02/04/2025	JANUARY 2025	CASH BOND REFUND	650-110-110.00	Court Bond Holding	60.00	60.00
DKT232494	Lowe's Home Improvement	02/04/2025	984894OJFKSL	WOOD STAIN, ROLLER SUPPLIES, LANDSCAPING	001-301-501.00	Supplies		636.19
								614.58
					001-301-501.00	Supplies		21.61
DKT232495	LYLE MACHINERY CO.	02/04/2025	P66684	FA493 REPAIR PARTS	001-301-571.00	Repairs & Maintenance - Equipment		105.63
								59.23
					001-301-571.00	Repairs & Maintenance - Equipment		46.40
DKT232496	Marvin J Bobinger III	02/04/2025	JANUARY 2025	LOBBYING SERVICES FOR JANUARY	001-653-601.00	Professional Fees - Consulting	4,000.00	4,000.00
DKT232497	MS Municipal League	02/04/2025	40164	MML MIDWINTER CONFERENCE REGISTRATION	001-100-615.00	Travel & Training		600.00
								200.00
								200.00
					001-100-615.00	Travel & Training		200.00
DKT232498	MS Power Company	02/04/2025	1.30.25	SURVEILLANCE CONTRACT FOR JANUARY	001-200-681.00	Other Services & Charges		2,530.00
								1,265.00
			DECEMBER 2024	SURVEILLANCE CONTRACT FOR DECEMBER	001-200-681.00	Other Services & Charges		1,265.00
DKT232499	South MS Business Machines Gulfport	02/04/2025	474880	PER COPY CHARGE FOR JANUARY	001-280-506.00	Copier Usage/Maintenance	57.67	57.67
DKT232500	TIFFANY COWMAN	02/04/2025	1/17/25	RECORDING LIEN - PROMINENCE LOT #70	001-140-681.00	Other Services & Charges	27.00	27.00

Docket of Claims Register - Council

APPKT02338 Item No.9. ET

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT232501	UniFirst Corporation						129.90
	02/04/2025	1530196038	UNIFORM RENTAL FOR THE WEEK ENDING 1.20.25	001-301-535.00	Uniforms	64.95	
		1530197403	UNIFORM RENTAL FOR THE WEEK ENDING 1.27.25	001-301-535.00	Uniforms	64.95	
DKT232502	US BANK NATIONAL ASSOCIATION						1,035.00
	02/04/2025	120858007171	POSTAGE METER PURCHASE	001-140-611.00	Postage	1,035.00	
DKT232503	Waste Management						76.18
	02/04/2025	0853957-4768-7	DUMPSTER RENTAL	001-140-681.00	Other Services & Charges	76.18	
Total Claims: 23						Total Payment Amount:	76,712.43