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

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

Tuesday, November 17, 2026

6:00 PM CST

Council Chambers, City Hall

and via teleconference, if necessary

Call to Order.

Invocation - Councilmember Maher

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 December 1, 2026 at 6:00 p.m. in the Council Chambers located at City Hall.

b. City Hall Offices will be closed on Thursday, November 26, 2026 and Friday, November 27, 2026 in observance of the Thanksgiving Holiday.

c. Town Green Christmas Festival is Saturday, December 12, 2026. Parade 4:00-5:00 p.m. Festival 5:00-7:30 p.m.

d. Hub International - Insurance Benefits Renewal

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve November 3, 2026 Regular Meeting Minutes.

Tabled Matters:

2. **2026-342:** Motion to enter into an Agreement For Consulting Services with Orion Planning + Design for Phase I Annexation Assessment Scope of Services in an amount not to exceed $20,000.00 plus reasonable reimbursable travel expenses.

3. **2026-343:** Motion to authorize Employee Handbook Revision Section 102 - Hiring Process and approve the Hiring Process Checklist.

Resolutions:

4. **2026-346:** Motion to adopt Resolution 2026-038 authorizing the filing of an application with the Mississippi Development Authority for Mississippi Small Municipalities and Limited Population Counties Grant Program (SMLPC) Funds for the Municipal Police Station Renovations, committing

the necessary non-federal matching funds for said project, compliance assurance of the City of Diamondhead and for other related purposes.

Consent Agenda:

5. **2026-344:** Motion to approve the Certificate of Substantial Completion dated November 1, 2026 for the Jourdan River Boardwalk Project.

6. **2026-347:** Motion to enter into agreement with Southern Planning & Development District (SMPDD) to assist with the Mississippi Small Municipalities and Limited Population Counties Grant Program.

7. **2026-348:** Motion to approve Work Assignment under the Master Service Agreement with Covington Civil and Environmental, LLC in the amount not to exceed $56,000.00 for Diamondhead Paving 2027.

8. **2026-349:** Motion to authorize the administration to enter into a revised agreement with CivicPlus for software renewal of the website platform in the amount of $5,300 annually and Agenda and Minute Management in the amount of $5,300.

Action Agenda.

9. **2026-345:** Motion for discussion and possible action to direct the City Attorney to pursue all available legal and administrative remedies to require removal of the Tellus Storage monument sign on Golf Club Drive, including review of any permitting errors, deficiencies, or unintended loopholes in the City's zoning ordinance that allowed its installation. The City Attorney shall specifically address corrective action to prevent the sign from acquiring or retaining legal nonconforming (grandfathered) status and report recommended enforcement measures to the City Council. (Liese, Harwood)

Routine Agenda.

Claims Payable

10. Motion approve Payroll Payables PRCLAIM000285 in the amount of $37,288.96, PRCLAIM000286 in the amount of $48,542.12, PRCLAIM000287 in the amount of $3,030.37, DKT234112 in the amount of $90.72, DKT234150 in the amount of $90.72, DKT234180 in the amount of $90.72, DKT234217 in the amount of $90.72 and DKT234218 - DKT234227 in the amount of $71,757.84.

Department Reports

a. Motion to approve Docket of Claims (DKT234229-DKT234262) in the amount of $112,536.81.

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

Tuesday, November 03, 2026
6:00 PM CST
Council Chambers, City Hall

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
Ward 1 Shane Finley
Ward 3 Jessie Harwood
Ward 4 Austin Clark

ABSENT
Ward 2 Ricky Sheppard
Councilmember-At-Large Gerard Maher

Confirm or Adjust Agenda Order

Motion made by Mayor Liese, Seconded by Ward 1 Finley to adjust the agenda tabling the following items:

2026-342: Motion to enter into an Agreement For Consulting Services with Orion Planning + Design for Phase I Annexation Assessment Scope of Services in an amount not to exceed $20,000.00 plus reasonable reimbursable travel expenses.

2026-343: Motion to authorize Employee Handbook Revision Section 102 - Hiring Process and approve the Hiring Process Checklist.

Voting Yea: Mayor Liese, Ward 1 Finley, Ward 3 Harwood, Ward 4 Clark

MOTION CARRIED UNANIMOUSLY

Councilmember Maher entered the meeting at 6:04 p.m.

Presentation Agenda.

a. The next Regular Meeting of the City Council will be held Tuesday November 17, 2026 at 6:00 p.m. in the Council Chambers located at City Hall.

b. The Diamondhead BBQ and Brews will be held Saturday November 7th from 4:30 - 8:00 p.m. at City Hall. The Veterans Day Parade will begin at 4:30 p.m.

c. Proclamation - Junior Auxiliary of Hancock County

City Manager's Report.

CITY MANAGER REPORT
November 03, 2026

1. Bank Stabilization – The contract is for 180 days with a current end date of April 10th, 2027. The Duck Pond progress is continuing with the removal of the old spillway and the dredging of the pond. The contractor has been reminded to keep the street as clean as possible and the start time for all construction work.
2. Pelican Cove – The contract is for 150 days with a current end date of April 01st, 2027. The contractor will begin with the draining and dredging of the pond on the sixth hole of the Pine Course. Residents need to be aware that this hole will be closed during construction.
3. Canal Dredging – The contract is for 240 days with the current end date of October 24th. The contractor's attorney has submitted additional documentation to MDEQ's attorney and provided the engineer and the city with a copy. The city will wait for a response from MDEQ.
4. Jourdan River Boardwalk – The engineer is working on the substantial completion paperwork for this project. A walkthrough will be scheduled with the engineer and contractor. A final punch list will be determined from this walkthrough.
5. Montjoy Creek Nature Trail – The contract is 210 calendar days with a current end date of November 9th. A walkthrough is scheduled for tomorrow. A change order is on tonight's agenda to extend the contract time due to the bridge fabrication delay. The current expected delivery of the bridge is December 1st. Until the new sod is established, all residents need to stay off the trail.
6. East Aloha Drive – The city is gathering the necessary right-of-way documents from the property owners for MDOT. Once acquired, they will be sent to MDOT for approval and final permission to start this project.
7. West Aloha Drive – The engineers have finalized the design and are working with MDOT to complete the right-of-way approval. As these steps are finished, the project will move forward with final design presented to the council.

No additional updates on remaining projects.

8. Fitness Park – The city received the exercise equipment. Public Works will start working on installing everything.
9. Commercial District – The engineer is completing the final design. Additional sewer realignment is needed to finish the project.
10. Landscaping Project – 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.
11. Unit Price Contracts

    Crooked Stick – A design has been created. A work directive will be submitted.
    Mauna Loa Drive – A design has been created. A work directive will be submitted.

Koula Drive – A design has been created. An OPC has been issued for budget needs.

12. Hazard Mitigation Grant Program – The kickoff meeting with FEMA was held two weeks ago for the Outdoor Emergency Siren System. The project is waiting on a period of performance extension from FEMA. The bid advertisement and specifications will be on the agenda at the next council meeting for your review and approval.
13. Rotten Bayou Nature Trail – The engineer is working on final design and permitting. I have moved the expected advertisement for bids on this project to October. This agenda includes a request to extend the grant from MOSTF for six months due to the permitting process not being completed.

Public Comments on Agenda Items. - None

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve October 20, 2026 Regular Meeting Minutes.

   Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve October 20, 2026 Regular Meeting Minutes.

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

   MOTION CARRIED UNANIMOUSLY

2. Motion to approve October 26, 2026 Special Meeting Minutes.

   Motion made by Mayor Liese, Seconded by Ward 1 Finley to approve October 26, 2026 with corrections.

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

   MOTION CARRIED UNANIMOUSLY

Resolutions:

3. **2026-334:** Motion to adopt Resolution 2026-036 thereby establishing salaries and rates effective November 4, 2026 for Fiscal Year 2027.

   Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to adopt Resolution 2026-036 thereby establishing salaries and rates effective November 4, 2026 for Fiscal Year 2027.

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

   MOTION CARRIED UNANIMOUSLY

4. **2026-336:** Motion to adopt Resolution 2026-037 thereby authorizing city offices closed as proclaimed by the Governor on November 26 and 27, 2026 in observance of Thanksgiving, December 24 and 25, 2026 in observance of Christmas and January 1 2027 in observance of New Year.

Motion made by Mayor Liese, Seconded by Ward 4 Clark to adopt Resolution 2026-037 thereby authorizing city offices closed as proclaimed by the Governor on November 26 and 27, 2026 in observance of Thanksgiving, December 24 and 25, 2026 in observance of Christmas and January 1 2027 in observance of New Year.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

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

5. **2026-331:** Motion to approve Pay App with Bottom 2 Top Construction, LLC in the amount not to exceed $48,401.87 for Hilo Way and Ewa Street - 2025 Unit Price Contract.
6. **2026-332:** Motion to approve Pay Application 6 in the amount of $212,040.00 to Gill's Crane & Dozer Services, for the Jourdan River Boardwalk Project.
7. **2026-333:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of $286.25 for Site Development Plan Review FY26, in the amount of $3,324.24 for Annual Unit Price Contract, in the amount of $4,600.00 for Bank Stabilization Project, in the amount of 8,400.00 for West Aloha Roadway and in the amount of $3,100.00 for Diamondhead Paving 2026.
8. **2026-335:** Motion to approve Change Order No. 3 for sixty (60) additional days to the contract with Holliday Construction for the Montjoy Creek Nature Trail increasing the contract time from 210 days to 270 days, ending January 9, 2027.
9. **2026-337:** Motion to approve Pay Application 4 in the amount of $108,957.78 to Holliday Construction, for the Montjoy Creek Nature Trail.
10. **2026-338:** Motion to approve payments to Chiniche Engineering & Surveying in the amount of $9,991.00 for the Rotten Bayou Observatory, in the amount of $33,245.45 for the Jourdan River Boardwalk, in the amount of $5,068.50 for the Montjoy Creek Nature Trail and in the amount of 2,953.75 for Canal Dredging Project.
11. **2026-339:** Motion to approve Budget Amendments 109 and 2027-002.
12. **2026-340:** Motion to approve Task Order 4 Amendment 2 with Rostan Solution extending the service period to March 25, 2027 for the Mitigation Consulting Services (DR4536 Severe Storms & DR4576 Hurricane Zeta).
13. **2026-341:** Motion to approve Task Order 6 with Rostan Solution extending the service period to March 25, 2027 for the Residential Mitigation Consulting Services (FMA Swift 2024).

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

16. Motion to approve Docket of Claims (DKT234181-DKT234216) in the amount of $506,050.74.

Motion made by Ward 1 Finley, Seconded by Mayor Liese to approve Docket of Claims (DKT234181-DKT234216) in the amount of $506,050.74.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to approve the following department reports.

a. Court

Police

Building

Code Enforcement

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items.

Peter Yanez - Golf Cart Decals and Duck Pond

Council Closing Comments

Adjourn/Recess.

At 6:24 p.m. with no further business to come before the council motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Anna Liese
Mayor

Jeannie Klein
City Clerk

SHORT FORM AGREEMENT FOR CONSULTING SERVICES

(Standard agreement based on Appendix B, Planning Advisory Service Report Number 443,
Standards of Professional Practice, American Planning Association, Chicago, IL)

Orion Planning + Design agrees to provide City of Diamondhead, MS the following professional services and City of Diamondhead contracts for such services and agrees to fully engage in the project. Services shall be compensated by the City of Diamondhead for the fees and on the terms and conditions set forth herein.

1. PURPOSE

The purpose of this agreement is to provide professional planning services to City of Diamondhead as described in paragraph 3. below.

2. PARTIES

The parties to this agreement are City of Diamondhead, hereinafter referred to as "Client," and Orion Planning + Design, hereinafter referred to as "Consultant."

3. SERVICES

Consultant shall provide the following services to Client: **(See attached scope of services)**

If there is a dispute over the meaning of this agreement, or if during the project one of the parties deviates from this section by mutual agreement, this agreement shall always be construed in accordance with the purpose set forth in Section 1 along with the scope of services attached hereto.

4. STANDARDS OF PROFESSIONAL PRACTICE

Consultant shall exercise and adhere to the standards of professional practice as developed and adopted by the American Institute of Certified Planners set forth in Planning Advisory Service Report Number 443, Standards of Professional Practice, American Planning Association as well as the Code of Ethics of the American Institute of Certified Planners. Said standards are annexed hereto by reference.

5. COMPENSATION

For the services rendered and products produced, City of Diamondhead shall compensate Consultant according to the attached scope of services. Invoices shall set forth a summary of the work performed under this contract. Normal office supplies consumed in the course of the project are not reimbursable. However, document production, reproduction, travel, or other expense shall be reimbursable at cost. Receipts shall be submitted to client for such cost. Consultant shall invoice City of Diamondhead monthly for work performed. City of Diamondhead agrees to pay said invoice within 30 days of submission.

6. TERMINATION

City of Diamondhead or Consultant may terminate this agreement without cause at any time upon 10 days written notice. Consultant shall provide a final invoice for any uncompensated work completed prior to termination. Said invoice shall be payable by City of Diamondhead under the terms of 5. Compensation.

7. COMPLETE AGREEMENT/AMENDMENTS

This agreement constitutes the complete agreement between the parties. It may be amended only in writing executed in multiple counterparts, each of which shall be considered an original. When executed, this agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

IN WITNESS WHEREOF, the parties have executed this agreement separately, on the dates indicated by their respective signature blocks below. If the date of this agreement becomes material for any reason, the date of execution by Client shall be considered to be the date of the agreement.

_____, [Date] _____
Robert L. Barber, Sr., FAICP
Partner, Orion Planning + Design

_____, [Date] _____
Honorable Anna Liese, Mayor

Phase I: Annexation Assessment Scope of Services

The assessment will provide a profile for the area to include the following:

- Land use
- Utility services
- Regulatory context
- Demographic
- Environmental
- Mobility
- Basic fiscal and economic considerations.

In addition, the assessment will be conducted with reference to the **12 indicators of justifiable annexation** under Mississippi law.

Area of Study

The study area is generally that expansion area illustrated in the Envision Diamondhead 2040 Comprehensive Plan. The assessment will provide strategic, technical, and planning insights into potential annexation configurations.

Methodology

The assessment will utilize the methods and techniques of standard planning practice, including:

- Consultations with City staff, Mayor, and City Council to ensure alignment with community values and long-term goals.
- Technical analyses of land use, service capacity, and fiscal conditions.
- Strategic evaluation of annexation opportunities and challenges.

The outcome wis intended to equip decision-makers with technical and strategic guidance needed to support anticipated annexation discussions.

Phase I Budget

The professional fee for Phase I is proposed on a not-to-exceed basis of $20,000, plus reasonable reimbursable travel expenses.

Deliverables

The outcome of Phase I will be a summary memorandum of findings and recommending and a preliminary annexation boundary configuration. Based on the results of Phase I, the City may choose to proceed to Phase II: Formal Annexation Study and Proceedings, to be scoped and authorized separately.

SECTION 102. Hiring Process.

The City Manager will administer and coordinate the hiring process for all position vacancies, with the exception of competitive police vacancies which are done in accord with applicable State Laws and/or, if applicable other City policies. All hiring efforts are conducted in the spirit of equal opportunity.

Procedures set forth herein will be adhered to by all Departments in the announcing and filling of all position vacancies. The City Manager shall make all offers of employment, including salary.

~~When practical, every effort may be made to advertise vacancies, in any, some or all of the following ways, for a period of five (5) work days: an e-mail to all current City employees; on the City's web page under employment opportunities; on bulletin boards in City-owned buildings to the extent practical. An advertisement may be placed in local or regional newspaper(s).~~

All job openings are to be posted for ten (10) workdays. Notice should be posted within five (5) working days of vacancy. Recruit before vacancy when applicable. All positions are to be posted on city website, sign, newspaper, city Facebook page, and at least one external job recruitment website.

The hiring checklist will be completed by the City Manager and made part of the employee handbook for approval by the City Council, and followed by all Departments during the vacancy to hiring process.

Applicants must be eighteen (18) years of age or older, a citizen of the United States, and have a social security card before employment may begin. It is incumbent upon the employee to provide proof of residency.

Applications for a vacant position will remain active until that position is filled. Applications will be considered valid only if received in the City Manager's Office by 5:00 p.m. on the closing date of the announcement. Applicants for more than one (1) vacancy being advertised at the same time must submit separate applications for each position, but a copy of the application may be accepted. If that person is selected based on a xerographic application, the person must complete and sign a new application before being processed for employment. Applicants will be disqualified from consideration if the requirements are not met.

SECTION 103. Pre-Employment/Neutral Selection/Reasonable Suspicion Drug and Alcohol Screens.

Pre-employment, Neutral Selection and Reasonable Suspicion drug and alcohol screens will be administered in accordance with the City's separate Policy on Drug and Alcohol attached hereto in Appendix D. Each employee is urged to be familiar with the City's policy.

SECTION 104. Probationary Period.

All new employees, except "Part-Time Employees," "Temporary Full-Time Employees," and "Temporary Part-Time Employees," as such terms or phrases are described and understood in this Manual, upon initial hire to regular full-time positions are placed in a probationary status for six months from the date of hire.

If the employee successfully completes the probationary period, he/she becomes a regular full-time employee.

Hiring Checklist

- ☐ Document the position is vacant, or a new position is needed
- ☐ Collaborate with the department head to outline must-have and nice-to-have skills, experience levels, certifications, and educational requirements
- ☐ Determine the salary range with the comptroller
- ☐ Identify panel members and ensure each interviewer understands their evaluation focus area
- ☐ Create a detailed schedule from job posting to offer acceptance
- ☐ Share the opening with current employees to encourage internal mobility
- ☐ Publish the listing on city website, sign, newspaper, Facebook, etc
- ☐ Screen all applications against minimum qualifications
- ☐ Schedule brief phone conversations to assess communication skills, salary expectations, availability, and basic role fit
- ☐ Compile a ranked shortlist of candidates who passed screening
- ☐ Coordinate calendars for all interviewers and candidates
- ☐ Develop role-specific behavioral and technical questions aligned with the competency framework and job requirements
- ☐ Share resumes with each panel member at least 24 hours before the interview
- ☐ Ensure each interviewer completes their assessment independently before the debrief
- ☐ Bring the interview panel together to discuss evaluations and reach a consensus on top candidates
- ☐ Contact professional references and initiate background verification for finalist candidates before extending an offer
- ☐ Draft the offer letter including salary, benefits, equity, start date, and any contingencies or conditions

- ☐ Route the compensation package through the hiring manager, HR, and finance
- ☐ Call to verbally extend the offer, explain the total compensation package, and address initial questions
- ☐ HR will schedule a time for candidate to sign formal offer document
- ☐ Contact all candidates interviewed, thanking them and explaining their application will be kept on file for one year
- ☐ HR schedules drug testing and background checks
- ☐ Provide the new employee with a welcome packet
- ☐ Mark the position as filled and remove for website

Mississippi Small Municipalities and Limited Population Counties Grant Program

PROFESSIONAL SERVICES AGREEMENT

This Agreement ("Agreement") is entered into by and between the City of Diamondhead, Mississippi, acting through its duly authorized governing authority ("Municipality") and the Southern Mississippi Planning and Development District (SMPDD) ("Administrator"). The ("Municipality") and SMPDD may collectively be referred to as the "Parties."

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions under which SMPDD shall assist the City of Diamondhead with the preparation, administration, implementation, reporting, and closeout of a Small Municipality and Limited Population Counties Grant administered by the Mississippi Development Authority (MDA).

2. GRANT APPLICATION AND AWARD

SMPDD shall assist the City of Diamondhead in preparing and submitting the SMLPC grant application and supporting documentation in accordance with the applicable application requirements, deadlines, and procedures established by MDA.

The City of Diamondhead shall provide timely and accurate information, governing-authority approvals, certifications, financial information, project documentation, and other materials necessary to complete the application.

The Parties acknowledge that submission of an application does not guarantee a grant award. If the Municipality receives an award, the project shall be administered in accordance with the executed MDA grant agreement, the applicable SMLPC Guidelines and Implementation Manual, and any subsequent written requirements issued by MDA that apply to the award.

This Agreement does not authorize project expenditures or construction activities before the applicable MDA requirements for commencement have been satisfied.

3. ADMINISTRATIVE SERVICES

Upon award of the grant and authorization to proceed, SMPDD shall provide the following administrative services, as applicable to the approved project:

1. **Grant Administration and Compliance:** Assist the Municipality in administering the project in accordance with the executed MDA grant agreement, applicable SMLPC guidelines, and applicable federal, state, and local requirements.

2. **Procurement:** Review procurement documents and procedures, including advertisements, invitations for bids, requests for qualifications, requests for proposals, bid tabulations, contracts, and supporting documentation. Assist the Municipality in complying with applicable Mississippi procurement laws, including Chapter 7 of Title 31 of the Mississippi Code, and applicable Department of Finance and Administration requirements.

3. **Professional Services and Bid Activities:** Participate, as needed, in the selection of engineers and other professional service providers, bid openings, and related procurement activities.

4. **Eligible Activities and Costs:** Assist the Municipality in reviewing proposed activities and expenditures to determine whether they are consistent with the approved project scope, budget, and applicable grant requirements. Notify the Municipality of identified concerns regarding potentially ineligible costs or activities.

5. **Construction Coordination:** Attend construction conferences and construction progress meetings, as needed, and assist in maintaining documentation of project progress, schedule changes, and compliance matters.

6. **Reimbursement Requests:** Prepare and assist in submitting project-specific Requests for Cash and supporting documentation using the forms, procedures, and submission methods prescribed by MDA. Review available invoices, payment applications, certifications, and supporting records for consistency with the approved project and budget.

7. **Progress Reporting:** Prepare and assist in submitting quarterly project status reports and any additional reports required by MDA or the executed grant agreement. Reports shall address project progress, milestones, delays, identified issues, and corrective actions, as applicable.

9. **Project Records:** Maintain or assist in maintaining complete and organized grant administration records, including procurement records, contracts, invoices, reimbursement requests, financial documentation, progress reports, correspondence, monitoring responses, and closeout materials.

10. **Monitoring and Audits:** Assist the Municipality in responding to monitoring visits, audits, requests for information, and findings issued by MDA, the Mississippi State Auditor, or other authorized oversight agencies.

11. **Grant Closeout:** Assist in preparing the required closeout package, final reports, Certificate of Completion, financial documentation, and other materials required by MDA.

12. **Additional Services:** Perform other reasonable grant administration services related to the approved project, as mutually agreed upon in writing by the Parties.

SMPDD's services are administrative in nature and do not replace the duties of the Municipality its governing authority, project engineer, architect, contractor, or other responsible professional.

4. RESPONSIBILITIES OF THE Municipality

The Municipality shall:

1. Provide complete and accurate information and documentation necessary for grant application, implementation, reporting, reimbursement, and closeout.
2. Obtain all required governing-authority approvals, resolutions, authorizations, certifications, and signatures.
3. Retain responsibility for project ownership, procurement decisions, contract awards, execution of contracts, authorization of payments, and compliance obligations assigned to the Municipality by law or the MDA grant agreement.
4. Ensure that the project is implemented within the approved scope, budget, schedule, and eligible project category.
5. Provide the required local match, if applicable, to the approved application or award, and maintain documentation supporting eligible matching expenditures.
6. Ensure that grant funds are used solely for eligible costs authorized under the approved project and grant agreement.
7. Provide timely access to project sites, financial records, procurement records, contracts, invoices, and other documentation reasonably necessary for grant administration and monitoring.
8. Cooperate with SMPDD and MDA in addressing compliance issues, monitoring findings, audits, and corrective actions.
9. Maintain the required authorized signatory information and provide updates whenever authorized signatories change.
10. Review, approve and sign documents requiring action by the Municipality for submission.

The Municipality acknowledges that SMPDD's assistance does not transfer or eliminate the Municipality legal, financial, or contractual responsibilities under the grant award or applicable law.

5. PROFESSIONAL SERVICES FEE AND PAYMENT

In consideration for the grant writing, application preparation, submission and administrative services described in this Agreement, _____ ("Municipality/County") agrees to compensate SMPDD according to the following terms:

Administrative Fee if Awarded. If the ("Municipality/County") is awarded funding under the Small Municipalities and Limited Population Counties (SMLPC) Grant Program, the County/Municipality shall pay SMPDD a fixed administrative fee of Twenty-Five Hundred Dollars ($2,5000.00). Payment of this fee shall be due and payable upon project closeout.

Grant Writing Fee. The ("Municipality/County") shall pay SMPDD a fee of Two Thousand Five Hundred Dollars ($2,500.00) for grant writing, application preparation, and submission of the SMLPC Grant application to MDA. Payment shall be due within thirty (30) calendar days after submission to MDA.

All fees shall be paid from funds other than SMLPC grant funds and shall not be charged to, claimed against, or submitted to MDA for reimbursement from the SMLPC grant award.

The fee covers the grant writing, application preparation, submission, and administrative services described in Section 3.

Any additional services or compensation outside the scope of this Agreement must be approved in writing by both Parties before such services are performed.

6. GRANT FUNDS AND REIMBURSEMENT PROCEDURES

SMPDD shall assist the Municipality in preparing reimbursement requests using MDA-prescribed forms and procedures and shall assist in compiling the invoices, certifications, approvals, and supporting documentation required for submission.

The Municipality shall review and authorize reimbursement requests and shall retain responsibility for the accuracy of certifications and financial representations made on its behalf.

All SMLPC grant funds shall be handled in accordance with MDA requirements and shall flow through the Municipality as required by the program. SMPDD shall not independently authorize grant expenditures or represent that a cost is approved for reimbursement merely because it has been included in a reimbursement request.

The Parties shall ensure that project costs remain within the approved budget and that applicable matching-fund requirements are documented and satisfied.

The Municipality shall not use SMLPC funds to pay SMPDD's administrative fee or any other cost prohibited by the applicable grant guidelines.

The Municipality shall retain responsibility for final approval, authorized signatures, resolution of outstanding financial obligations, and compliance with MDA's closeout.

The Municipality retains its responsibilities as the applicant and grantee, including the obligations to provide accurate information, make authorized decisions, comply with applicable laws, and fulfill the conditions of the MDA grant agreement.

7. AUTHORIZATION AND EXECUTION

The undersigned representatives certify that they are duly authorized to execute this Agreement on behalf of their respective Parties.

IN WITNESS WHEREOF, the Parties have executed this Professional Services Agreement on the dates set forth below.

The City of Diamondhead

By: _____

Printed Name: _____

Title: _____

Date: _____

SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

By: _____

Printed Name: Mr. Leonard Bentz, II

Title: Executive Director

Date: _____

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	City of Diamondhead	Owner's Contract No.:	2025-015
Contractor:	Gill's Crane & Dozer Service, Inc	Contractor's Project No.:	413
Engineer:	Jason Chiniche, PE	Engineer's Project No.:	17-057-00-13
Project:	Jourdan River Boardwalk	Contract Name:	Jourdan River Boardwalk

This final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

November 1, 2026
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 Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. 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.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities: ☒ None ☐ As follows

Amendments to Contractor's responsibilities: ☒ None ☐ As follows:

The following documents are attached to and made a 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.

EXECUTED BY ENGINEER:	RECEIVED:	RECEIVED:
By: Jason Chiniche, P.E. (Authorized signature)	By: Owner (Authorized Signature)	By: Contractor (Authorized Signature)
Title: Principal Engineer	Title:	Title: Corporate Treasurer
Date: November 3, 2026	Date:	Date: 11/10/26

CHINICHE

PUNCHLIST ITEMS TO BE COMPLETED

Project:	17-057-00-13 Jourdan River Boardwalk
Owner:	City of Diamondhead
Contractor:	Gill's Crane and Dozer Services, LLC
Date:	November 12, 2026
Attendees:	Jon McCraw – City of Diamondhead
	Jason Chiniche – Chiniche Engineering & Surveying
	Nancy Hoelzel - Chiniche Engineering & Surveying
	Jay Cuevas - Chiniche Engineering & Surveying
	Ryan Gill - Gill's Crane and Dozer Services, LLC

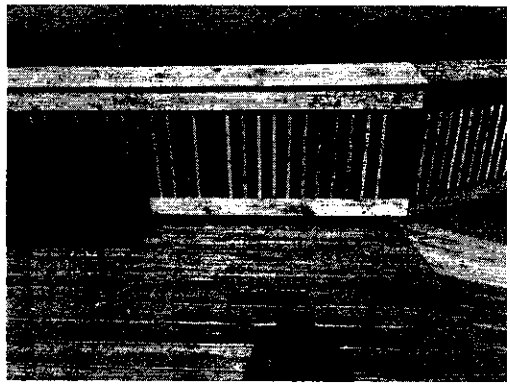
The following items need to be completed to close out the Jourdan River Boardwalk project:

1. Custom sign for entrance to boardwalk. CES to contact educational sign manufacturer to inquire if they make custom signs. (Email and phone message to Vacker Sign on November 11th at 1:30 pm)

2. Pick up loose screws.

3. Counter sink screws.

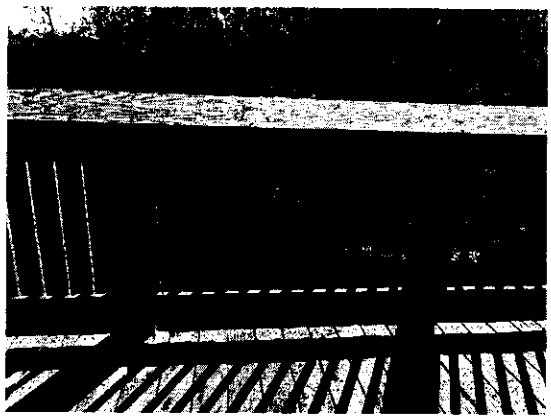
4. Locate trash can at first observation platform.



5. Adjust framing on Kraken Control box as discussed in the field.

6. Move educational cards sign inserts to the correct positions, see attached.

7. Move deer sign to location marked with yellow tape, replace deck board at original installation site.



8. Complete installation of waler board

9. Complete installation of lighting system.

10. Remove tag from end of deck boards.

11. Trim deck boards (two) on land side of boardwalk just before the first observation deck.

12. Redo chamfered cuts on the top boards of the guardrail on all inside corners.

13. Move educational sign on the second (two story) observation deck to the top story, replace deck boards.

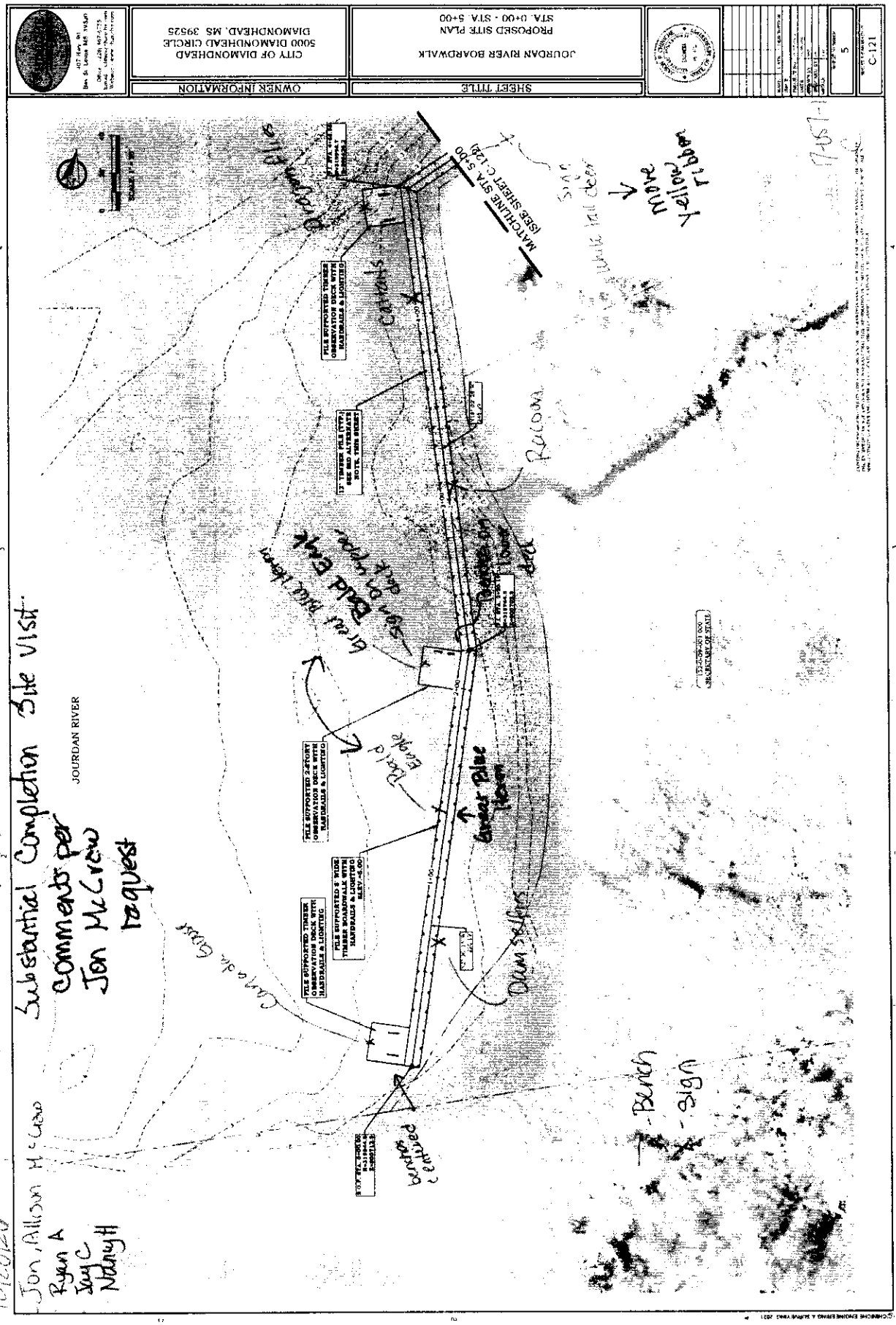
14. Install brackets on the stair stringers.

15. Cut 6"x6" post on stairs to match stair angle.

16. Install electrical light connection cover on the boardwalk landside of observation deck 3.

17. Install grab rails on stairs.

*Note observation platforms are numbered as you walk from the boardwalk entrance. One being nearest the boat launch and three nearest the interstate.


SHEET TITLE
JOURDAN RIVER BOARDWALK
PROPOSED SITE PLAN
STA. 0+00 - STA. 5+00
OWNER INFORMATION
CITY OF DIAMONDHEAD
5000 DIAMONDHEAD CIRCLE
DIAMONDHEAD, MS 39525
C-121
MATCHLINE STA 5+00
(SEE SHEET C-122)
JOURDAN RIVER
Substantial Completion Site Visit
Comments per
Jon McCrew
request
11/11/24 Revl
10/28/24
Jon Allison McCrew
Ryan A
Tony C
Murphy
Page 23

Mississippi Small Municipalities and Limited Population Counties Grant Program

PROFESSIONAL SERVICES AGREEMENT

This Agreement ("Agreement") is entered into by and between the City of Diamondhead, Mississippi, acting through its duly authorized governing authority ("Municipality") and the Southern Mississippi Planning and Development District (SMPDD) ("Administrator"). The ("Municipality") and SMPDD may collectively be referred to as the "Parties."

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is to establish the terms and conditions under which SMPDD shall assist the City of Diamondhead with the preparation, administration, implementation, reporting, and closeout of a Small Municipality and Limited Population Counties Grant administered by the Mississippi Development Authority (MDA).

2. GRANT APPLICATION AND AWARD

SMPDD shall assist the City of Diamondhead in preparing and submitting the SMLPC grant application and supporting documentation in accordance with the applicable application requirements, deadlines, and procedures established by MDA.

The City of Diamondhead shall provide timely and accurate information, governing-authority approvals, certifications, financial information, project documentation, and other materials necessary to complete the application.

The Parties acknowledge that submission of an application does not guarantee a grant award. If the Municipality receives an award, the project shall be administered in accordance with the executed MDA grant agreement, the applicable SMLPC Guidelines and Implementation Manual, and any subsequent written requirements issued by MDA that apply to the award.

This Agreement does not authorize project expenditures or construction activities before the applicable MDA requirements for commencement have been satisfied.

3. ADMINISTRATIVE SERVICES

Upon award of the grant and authorization to proceed, SMPDD shall provide the following administrative services, as applicable to the approved project:

1. **Grant Administration and Compliance:** Assist the Municipality in administering the project in accordance with the executed MDA grant agreement, applicable SMLPC guidelines, and applicable federal, state, and local requirements.

2. **Procurement:** Review procurement documents and procedures, including advertisements, invitations for bids, requests for qualifications, requests for proposals, bid tabulations, contracts, and supporting documentation. Assist the Municipality in complying with applicable Mississippi procurement laws, including Chapter 7 of Title 31 of the Mississippi Code, and applicable Department of Finance and Administration requirements.

3. **Professional Services and Bid Activities:** Participate, as needed, in the selection of engineers and other professional service providers, bid openings, and related procurement activities.

4. **Eligible Activities and Costs:** Assist the Municipality in reviewing proposed activities and expenditures to determine whether they are consistent with the approved project scope, budget, and applicable grant requirements. Notify the Municipality of identified concerns regarding potentially ineligible costs or activities.

5. **Construction Coordination:** Attend construction conferences and construction progress meetings, as needed, and assist in maintaining documentation of project progress, schedule changes, and compliance matters.

6. **Reimbursement Requests:** Prepare and assist in submitting project-specific Requests for Cash and supporting documentation using the forms, procedures, and submission methods prescribed by MDA. Review available invoices, payment applications, certifications, and supporting records for consistency with the approved project and budget.

7. **Progress Reporting:** Prepare and assist in submitting quarterly project status reports and any additional reports required by MDA or the executed grant agreement. Reports shall address project progress, milestones, delays, identified issues, and corrective actions, as applicable.

9. **Project Records:** Maintain or assist in maintaining complete and organized grant administration records, including procurement records, contracts, invoices, reimbursement requests, financial documentation, progress reports, correspondence, monitoring responses, and closeout materials.

10. **Monitoring and Audits:** Assist the Municipality in responding to monitoring visits, audits, requests for information, and findings issued by MDA, the Mississippi State Auditor, or other authorized oversight agencies.

11. **Grant Closeout:** Assist in preparing the required closeout package, final reports, Certificate of Completion, financial documentation, and other materials required by MDA.

12. **Additional Services:** Perform other reasonable grant administration services related to the approved project, as mutually agreed upon in writing by the Parties.

SMPDD's services are administrative in nature and do not replace the duties of the Municipality its governing authority, project engineer, architect, contractor, or other responsible professional.

4. RESPONSIBILITIES OF THE Municipality

The Municipality shall:

1. Provide complete and accurate information and documentation necessary for grant application, implementation, reporting, reimbursement, and closeout.
2. Obtain all required governing-authority approvals, resolutions, authorizations, certifications, and signatures.
3. Retain responsibility for project ownership, procurement decisions, contract awards, execution of contracts, authorization of payments, and compliance obligations assigned to the Municipality by law or the MDA grant agreement.
4. Ensure that the project is implemented within the approved scope, budget, schedule, and eligible project category.
5. Provide the required local match, if applicable, to the approved application or award, and maintain documentation supporting eligible matching expenditures.
6. Ensure that grant funds are used solely for eligible costs authorized under the approved project and grant agreement.
7. Provide timely access to project sites, financial records, procurement records, contracts, invoices, and other documentation reasonably necessary for grant administration and monitoring.
8. Cooperate with SMPDD and MDA in addressing compliance issues, monitoring findings, audits, and corrective actions.
9. Maintain the required authorized signatory information and provide updates whenever authorized signatories change.
10. Review, approve and sign documents requiring action by the Municipality for submission.

The Municipality acknowledges that SMPDD's assistance does not transfer or eliminate the Municipality legal, financial, or contractual responsibilities under the grant award or applicable law.

5. PROFESSIONAL SERVICES FEE AND PAYMENT

In consideration for the grant writing, application preparation, submission and administrative services described in this Agreement, _____ ("Municipality/County") agrees to compensate SMPDD according to the following terms:

Administrative Fee if Awarded. If the ("Municipality/County") is awarded funding under the Small Municipalities and Limited Population Counties (SMLPC) Grant Program, the County/Municipality shall pay SMPDD a fixed administrative fee of Twenty-Five Hundred Dollars ($2,5000.00). Payment of this fee shall be due and payable upon project closeout.

Grant Writing Fee. The ("Municipality/County") shall pay SMPDD a fee of Two Thousand Five Hundred Dollars ($2,500.00) for grant writing, application preparation, and submission of the SMLPC Grant application to MDA. Payment shall be due within thirty (30) calendar days after submission to MDA.

All fees shall be paid from funds other than SMLPC grant funds and shall not be charged to, claimed against, or submitted to MDA for reimbursement from the SMLPC grant award.

The fee covers the grant writing, application preparation, submission, and administrative services described in Section 3.

Any additional services or compensation outside the scope of this Agreement must be approved in writing by both Parties before such services are performed.

6. GRANT FUNDS AND REIMBURSEMENT PROCEDURES

SMPDD shall assist the Municipality in preparing reimbursement requests using MDA-prescribed forms and procedures and shall assist in compiling the invoices, certifications, approvals, and supporting documentation required for submission.

The Municipality shall review and authorize reimbursement requests and shall retain responsibility for the accuracy of certifications and financial representations made on its behalf.

All SMLPC grant funds shall be handled in accordance with MDA requirements and shall flow through the Municipality as required by the program. SMPDD shall not independently authorize grant expenditures or represent that a cost is approved for reimbursement merely because it has been included in a reimbursement request.

The Parties shall ensure that project costs remain within the approved budget and that applicable matching-fund requirements are documented and satisfied.

The Municipality shall not use SMLPC funds to pay SMPDD's administrative fee or any other cost prohibited by the applicable grant guidelines.

The Municipality shall retain responsibility for final approval, authorized signatures, resolution of outstanding financial obligations, and compliance with MDA's closeout.

The Municipality retains its responsibilities as the applicant and grantee, including the obligations to provide accurate information, make authorized decisions, comply with applicable laws, and fulfill the conditions of the MDA grant agreement.

7. AUTHORIZATION AND EXECUTION

The undersigned representatives certify that they are duly authorized to execute this Agreement on behalf of their respective Parties.

IN WITNESS WHEREOF, the Parties have executed this Professional Services Agreement on the dates set forth below.

The City of Diamondhead

By: _____

Printed Name: _____

Title: _____

Date: _____

SOUTHERN MISSISSIPPI PLANNING AND DEVELOPMENT DISTRICT

By: _____

Printed Name: Mr. Leonard Bentz, II

Title: Executive Director

Date: _____

EXHIBIT "C"

WORK ASSIGNMENT
WORK ASSIGNMENT NO 49

PROJECT NUMBER: - Diamondhead Paving 2027

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Covington Civil and Environmental, LLC on the 29th day of October 2025.

WHEREAS, each of said parties represents that it continues to have authority to execute this Work Assignment and that all certifications previously made in said Agreement remain in effect;

NOW THEREFORE, the parties hereto do further contract and agree to add the following items of work to the above Agreement under the additional terms and conditions as are hereinafter stated:

SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE

The City has requested Covington assist the City with the Diamondhead Paving 2027 project. The scope of work includes design services to develop typical pavement sections, extents of paving, bid documents (plans and specifications), bidding phase services and construction inspection services. The streets to be included in this task order are listed below:

- **Ahoni Street**
  - base repair (as needed) and asphalt overlay
- **Amoka Court**
  - base repair (as needed) and asphalt overlay
- **Mahalo Hui Drive**
  - base repair (as needed) and asphalt overlay
- **Iona Street (Kalipekona Way to Mahalo Hui Drive)**
  - base repair (as needed) and asphalt overlay

Task 1: Design Phase Services: The scope includes rehabilitation of the roadways listed above through base repair (as needed) and asphalt overlay. The deliverable will be bid ready plans and specifications.

Task 2: Bid and Construction Phase Services: Covington will assist the City in issuing the bid

documents for bidding. Covington will hold a pre-bid conference for potential contractors, will address questions raised by contractors, will prepare any necessary addendums, and will open submitted bids on bid date. Covington will then tabulate the bids, review contractor qualifications, and assist the city with contractor selection.

During construction, Covington will provide construction engineering services to include periodic site visits as necessary, reviewing shop drawings and construction submittals, reviewing contractor pay requests, and recommending payment to owner, reviewing and addressing contractor requests for information and issuing any necessary changes through work directives and/or change orders. Additionally, Covington will furnish a part-time on-site project inspector to inspect the performance of the work of the contractor in compliance with the approved plans and specifications. The furnishing of such services will not make Covington responsible for or guarantee the Contractor's performance. Covington or its representatives shall not undertake any of the responsibilities of the Contractor, subcontractors or the Contractors superintendent.

Task	Fee
1. Design Phase Services	$ 16,500
2. Bid and Construction Phase Services	$ 39,500

WORK ASSIGNMENT TERM [No new Work Assignments shall be executed after *September 30, 2027.]*

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until *September 30, 2027,* at 11:59 P.M. CDT.

DBEGOAL
The DBE goal established for this Work Assignment shall be 0 %

KEY PERSONNEL

CITY

CONSULTANT PROJECT MANAGER: (Certified as a Professional Engineer to do business in the State of Mississippi)

Ben Benvenutti, P.E., Principal Engineer

MAXIMUM ALLOWABLE COST
Contract Maximums:

Under no circumstances shall the amount payable by the City for this assignment exceed $56,000.00 (Total of all Charges) without the prior written consent of both parties. Project will be billed monthly based on a percentage complete of the lump sum cost of each phase.

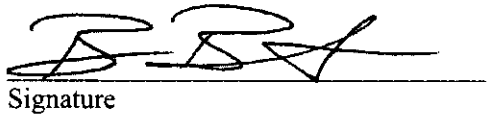
Both parties hereto represent that they have authority to enter into Work Assignment No. 49, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREEDTHIS THE_____DAY OF_____ .

City of Diamondhead

_____
Signature

Covington Civil and Environmental


Signature

WITNESS this my signature in execution hereof, this the _____ day of _____.

ATTEST:_____

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DIAMONDHEAD
MISSISSIPPI

5000 Diamondhead Circle · Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228.222.4390
www.diamondhead.ms.gov

TO: Jon McCraw, City Manger

FROM: Jeannie Klein, City Clerk

DATE: November 12, 2026

RE: Website and agenda/minute software migration

CivicPlus assumed Municode several years ago and has continued to provide support for both the City's website and agenda/minute platforms. We have received notice that CivicPlus will no longer support either Municode product as of June 2027 requiring migration to CivicPlus or other platform will be necessary.

CivicPlus is offering the following software to replace what is currently being utilized:

	Current (Municode)	Renewal (new CivicPlus Platform
Website	$4,000 annually	$5,300 annually effect 7/1/2027
Agenda & Minutes	$3,800 annually	$5,300 annually effect 1/2028

CivicPlus is also offering DocAccess; a product that converts website content PDFs into ADA-aligned HTML transcripts, to align with WCAG 2.1 AA requirement expected to be mandated in April 2028. The annual cost is $4,847.20 with a one-time implementation fee of $1,500.00. Since we do not have funding in the budget appropriated, DocAccess implementation can be postponed until next fiscal year.

Thank you.

Agenda Item #2026- 345

City of Diamondhead, MS

Request for Council Action

TO: City Council/City Clerk

FROM: Anna Liese and Jessie Harwood

DATE: 11/11/26

[ ] Ordinance [X] Resolution [ ] Agreement [ ] Info Only [ ] Work Session [ ] Other

AGENDA LOCATION: [ ] Consent Agenda [X] Regular Agenda

AGENDA DATE REQUESTED 11/17/26

Motion for discussion and possible action to direct the City Attorney to pursue all available legal and administrative remedies to require removal of the Tellus Storage monument sign on Golf Club Drive, including review of any permitting errors, deficiencies, or unintended loopholes in the City's zoning ordinance that allowed its installation. The City Attorney shall specifically address corrective action to prevent the sign from acquiring or retaining legal nonconforming (grandfathered) status and report recommended enforcement measures to the City Council.

REQUIRED SIGNATURE

REQUESTED BY: Anna Liese / Jessie Harwood

COUNCIL ACTION:

[ ] Approved [ ] Denied [ ] Tabled/Deferred [ ] Info Motion Only Comp

PR Net Wages	Payroll Pd	Seq No.	Docket #	Description	Paymt Date	Amount	Agenda
PYPKT01733	08/24-09/06/2026	000285	**PRCLAIM000285**	Net Wages Payable	9/16/2026	**37,288.96**	**11/17/2026**
PYPKT01736	09/07-09/20/2026	000286	**PRCLAIM000286**	Net Wages Payable	9/30/2026	**48,542.12**	**11/17/2026**
PYPKT01738	09/01-09/30/2026	000287	**PRCLAIM000287**	Net Wages Payable	10/1/2026	**3,030.37**	**11/17/2026**

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT02650 - 09.30.26 Shiers

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234112	Simpson Law Firm						90.72
	09/30/2026	INV0007902	Garnishment	650-140-106.00	Garnishment Withheld	90.72	
					Total Claims: 1	**Total Payment Amount:**	**90.72**

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT02666 - 10.14.2026 S Shiers

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234150	Simpson Law Firm						90.72
	10/14/2026	INV0007963	Garnishment	650-140-106.00	Garnishment Withheld	90.72	
					Total Claims: 1	**Total Payment Amount:**	**90.72**

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT02672 - 10.28.26 S Shiers

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount / Line Amount
DKT234180	Simpson Law Firm					90.72
	10/28/2026	INV0008027	Garnishment	650-140-106.00	Garnishment Withheld	90.72
					Total Claims: 1	**Total Payment Amount: 90.72**

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT02684 - 11.11.2026 S Shiers

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount / Line Amount
DKT234217	Simpson Law Firm					90.72
	11/11/2026	INV0008150	Garnishment	650-140-106.00	Garnishment Withheld	90.72
					Total Claims: 1	**Total Payment Amount: 90.72**

City of Diamondhead, MS

Docket of Claims Register - Council

APPKT02685 - Sept 26 Payroll Payable

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234218	American Fidelity						873.60
	09/02/2026	INV0007846	American Fidelity Hospital Gap Plan	650-140-113.04	American Fidelity Withheld	48.65	
		INV0007847	American Fidelity Term Life	650-140-113.04	American Fidelity Withheld	15.52	
		INV0007848	American Fideility Whole Life	650-140-113.04	American Fidelity Withheld	10.40	
		INV0007849	American Fidelity Accident	650-140-113.04	American Fidelity Withheld	37.15	
		INV0007850	American Fidelity Critical Illness	650-140-113.04	American Fidelity Withheld	44.85	
		INV0007851	American Fidelity Disability	650-140-113.04	American Fidelity Withheld	265.88	
		INV0007852	AmFid Cancer Post Tax	650-140-113.04	American Fidelity Withheld	2.55	
		INV0007853	AmFid Cancer Pre Tax	650-140-113.04	American Fidelity Withheld	11.80	
	09/16/2026	INV0007873	American Fidelity Hospital Gap Plan	650-140-113.04	American Fidelity Withheld	48.65	
		INV0007874	American Fidelity Term Life	650-140-113.04	American Fidelity Withheld	15.52	
		INV0007875	American Fideility Whole Life	650-140-113.04	American Fidelity Withheld	10.40	
		INV0007876	American Fidelity Accident	650-140-113.04	American Fidelity Withheld	37.15	
		INV0007877	American Fidelity Critical Illness	650-140-113.04	American Fidelity Withheld	44.85	
		INV0007878	American Fidelity Disability	650-140-113.04	American Fidelity Withheld	265.88	
		INV0007879	AmFid Cancer Post Tax	650-140-113.04	American Fidelity Withheld	2.55	
		INV0007880	AmFid Cancer Pre Tax	650-140-113.04	American Fidelity Withheld	11.80	
DKT234219	Blue Cross Blue Shield of MS						16,222.86
	09/02/2026	INV0007865	MONTHLY PREMIUM	650-140-112.00	BCBS Withheld/Payable	6,749.09	
	09/16/2026	INV0007892		650-140-112.00	BCBS Withheld/Payable	6,748.89	
				650-140-112.00	BCBS Withheld/Payable	2,051.49	
				650-140-112.00	BCBS Withheld/Payable	10.00	
				650-140-112.00	BCBS Withheld/Payable	663.39	
DKT234220	Colonial Life						159.44
	09/02/2026	INV0007854	EE PREMIUM	650-140-113.00	Colonial Withheld	19.88	
		INV0007855	Critical Illness	650-140-113.00	Colonial Withheld	3.81	
		INV0007856	EE Premium	650-140-113.00	Colonial Withheld	10.95	
		INV0007857	EE PREMIUM	650-140-113.00	Colonial Withheld	12.30	
		INV0007858		650-140-113.00	Colonial Withheld	32.78	
	09/16/2026	INV0007881		650-140-113.00	Colonial Withheld	19.88	
		INV0007882	Critical Illness	650-140-113.00	Colonial Withheld	3.81	
		INV0007883	EE Premium	650-140-113.00	Colonial Withheld	10.95	
		INV0007884	EE PREMIUM	650-140-113.00	Colonial Withheld	12.30	
		INV0007885		650-140-113.00	Colonial Withheld	32.78	

of Claims Register - Council

APPKT02685 - Sept 26 Payroll Payable

Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
221	Guardian						1,155.25
	09/02/2026	INV0007862	EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	320.23	
		INV0007863	ER BENEFIT LIFE INS MONTHLY PREMIUM	650-140-113.01	Guardian Withheld/Payable	121.67	
		INV0007864	EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	74.07	
	09/16/2026	INV0007889		650-140-113.01	Guardian Withheld/Payable	320.13	
		INV0007890	ER BENEFIT LIFE INS MONTHLY PREMIUM	650-140-113.01	Guardian Withheld/Payable	111.09	
				650-140-113.01	Guardian Withheld/Payable	10.58	
		INV0007891	EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	123.44	
				650-140-113.01	Guardian Withheld/Payable	74.04	
DKT234222	Internal Revenue Service						31,992.80
	09/02/2026	INV0007869	Federal Payroll Taxes	650-140-122.00	Social Security Withheld/Payable	5,233.42	
		INV0007870		650-140-122.01	Medicare Withheld/Payable	1,223.92	
		INV0007871		650-140-123.00	Federal Withholding Tax	2,287.24	
	09/16/2026	INV0007896		650-140-122.00	Social Security Withheld/Payable	6,257.96	
		INV0007897		650-140-122.01	Medicare Withheld/Payable	1,463.54	
		INV0007898		650-140-123.00	Federal Withholding Tax	2,519.66	
	09/30/2026	INV0007904		650-140-122.00	Social Security Withheld/Payable	7,908.10	
		INV0007905		650-140-122.01	Medicare Withheld/Payable	1,849.48	
		INV0007906		650-140-123.00	Federal Withholding Tax	3,249.48	
DKT234223	Morgan White Group						[illegible]12
	09/02/2026	INV0007866	Morgan White	650-140-112.01	Morgan White Payable	920.16	
	09/16/2026	INV0007893		650-140-112.01	Morgan White Payable	919.96	
DKT234224	Systematized Benefits and Administrators Inc						15,438.38
	09/02/2026	INV0007859	Deferred Compensation	650-140-110.00	Deferred Compensation Withheld/Payable	5,039.46	
	09/16/2026	INV0007886		650-140-110.00	Deferred Compensation Withheld/Payable	5,039.46	
	09/30/2026	INV0007900		650-140-110.00	Deferred Compensation Withheld/Payable	5,359.46	
DKT234225	Texas Life						28.25
	09/02/2026	INV0007867	Texas Life	650-140-113.05	Texas Life Withheld	14.13	
	09/16/2026	INV0007894		650-140-113.05	Texas Life Withheld	14.12	
DKT234226	TX Child Support State Disbursement Unit						346.14
	09/02/2026	INV0007860	Garnishment	650-140-106.00	Garnishment Withheld	115.38	
	09/16/2026	INV0007887		650-140-106.00	Garnishment Withheld	115.38	
	09/30/2026	INV0007901		650-140-106.00	Garnishment Withheld	115.38	

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APPKT02685 - Sept 26 Payroll Payable

Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
227	MS Department of Revenue Payroll						3,701.00
	09/01/2026	INV0007842	Payroll State Withholding Taxes	650-140-134.00	State Withholding Tax	28.00	
	09/02/2026	INV0007868		650-140-134.00	State Withholding Tax	982.00	
	09/16/2026	INV0007895		650-140-134.00	State Withholding Tax	1,152.00	
	09/30/2026	INV0007903		650-140-134.00	State Withholding Tax	1,539.00	

Total Claims: 10 **Total Payment Amount: 71,757.84**

City of Diamondhead, MS

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APPKT02686 - 11/17/2026 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234228	AGJ						142.99
	11/17/2026	INV0008088	POLICE SUPPLIES	001-200-505.00	FF&E Non-Capitalized	142.99	
DKT234229	Airgas Inc						224.38
	11/17/2026	INV0008180	INV:5528396532	001-301-640.00	Rentals	57.07	
				001-301-640.00	Rentals	110.24	
				001-301-640.00	Rentals	57.07	
DKT234230	Amazon com LLC						336.08
	11/17/2026	INV0008100	FALL FEST/RIBBON CUTTING	001-653-650.00	Promotions	13.29	
				001-140-650.00	Promotions	24.69	
				001-140-650.00	Promotions	12.71	
				001-140-650.00	Promotions	6.99	
		INV0008182	GENERAL SUPPLIES	001-140-510.00	Cleaning & Janitorial	25.99	
				001-140-501.00	Supplies	44.95	
				001-140-501.00	Supplies	41.93	
				001-140-505.00	FF&E Non-Capitalized	137.74	
				001-140-510.00	Cleaning & Janitorial	20.87	
				001-140-501.00	Supplies	6.92	
DKT234231	AUTOZONE STORES LLC						314.88
	11/17/2026	INV0008099	OPEN PO FOR OCTOBER 2026	001-301-571.00	Repairs & Maintenance - Equipment	35.87	
				001-301-501.00	Supplies	59.94	
				001-301-570.00	Repairs & Maintenance - Vehicle	197.15	
				001-301-570.00	Repairs & Maintenance - Vehicle	21.92	
DKT234232	B&J PITT STOP LLC						364.70
	11/17/2026	INV0008097	OPEN PO FOR OCTOBER 2026	001-200-635.00	Professional Fees - R&M Outside Services	72.45	
				001-200-635.00	Professional Fees - R&M Outside Services	95.00	
				001-200-635.00	Professional Fees - R&M Outside Services	99.80	
				001-200-635.00	Professional Fees - R&M Outside Services	97.45	
DKT234233	CASANO LAW FIRM PA						7,401.00
	11/17/2026	INV0008183	LAND PURCHASE -- NOMA 132-0-09-001.002	001-301-900.00	Capital Outlay - Land	7,200.00	
				001-301-681.00	Other Services & Charges	201.00	

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234234	Coast Electric Power Association						7,439.27
	11/17/2026	INV0008111	MONTHLY ELECTRIC BILL - CITY OF DH STREET LIGHTS	001-301-630.00	Utilities - Streetlights & Other	5,014.86	
		INV0008162	MONTHLY ELECTRIC BILL -4200 NOMA DRIVE	001-301-630.00	Utilities - Streetlights & Other	439.77	
		INV0008170	MONTHLY ELECTRIC BILL - DUCK POND	001-301-630.00	Utilities - Streetlights & Other	110.25	
		INV0008171	MONTHLY ELECTRIC BILL - 5300 DIAMONDHEAD CIR COMM	001-301-630.00	Utilities - Streetlights & Other	1,086.55	
		INV0008172	MONTHLY ELECTRIC BILL -AIRPORT DRIVE	001-301-630.00	Utilities - Streetlights & Other	110.25	
		INV0008173	MONTHLY ELECTRIC BILL-LAA LA WAY PAVILLION	001-301-630.00	Utilities - Streetlights & Other	400.88	
		INV0008174	MONTHLY ELECTRIC BILL - AIRPORT DRIVE RUNWAY LIGHT	001-301-630.00	Utilities - Streetlights & Other	131.53	
	11/12/2026	INV0008175	MONTHLY ELECTRIC BILL - 68198 DH DRIVE E #1	001-301-630.00	Utilities - Streetlights & Other	145.18	
DKT234235	Coastal Hardware and Rental Co LLC						38.99
	11/17/2026	INV0008098	OPEN PO FOR OCTOBER 2026	001-301-501.00	Supplies	38.99	
DKT234236	Coastal Tire and Auto LLC						726.00
	11/17/2026	INV0008124	LAWNMASTER BSW, STATE TIRE FEE, SHOP SUPPLY	001-301-571.00	Repairs & Maintenance - Equipment	363.00	
				001-301-571.00	Repairs & Maintenance - Equipment	363.00	
DKT234237	Cspire Internet Service						684.01
	11/17/2026	INV0008178	CSPIRE MONTHLY INTERNET	001-140-612.00	Internet	684.01	
DKT234238	Diamondhead True Value						164.50
	11/17/2026	INV0008096	OPEN PO FOR OCTOBER 2026	001-301-501.00	Supplies	43.35	
				001-301-501.00	Supplies	51.89	
				001-301-501.00	Supplies	12.78	
				001-301-571.00	Repairs & Maintenance - Equipment	33.99	
				001-301-502.00	Small Hand Tools	7.57	
				001-301-501.00	Supplies	14.92	
DKT234239	Eagle Energy						4,950.89
	11/17/2026	INV0008127	Fuel	001-301-525.00	Fuel	3,020.64	
				001-301-525.00	Fuel	1,930.25	
DKT234240	FirstPoint Inc						544.40
	11/17/2026	INV0008101	FINGERPRINT BACKGROUND CHECK	001-140-698.00	Misc. Services - Drug Testing & Other	187.80	
				001-200-698.00	Misc. Services - Drug Testing & Other	356.60	

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Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234241	Fuelman						3,330.65
	11/17/2026	INV0008092	FUEL FOR WEEK ENDING	001-200-525.00	Fuel	1,267.62	
		INV0008134	STATEMENT #NP71415205 STATEMENT DATE: 11/09/2026	001-200-525.00	Fuel	2,063.03	
DKT234242	GULF COAST BUSINESS SUPPLY CO INC						188.40
	11/17/2026	INV0008091	CLEANING SUPPLIES AND POLICE STAMP	001-140-501.00	Supplies	48.50	
				001-200-501.00	Supplies	93.48	
				001-200-501.00	Supplies	46.42	
DKT234243	GULF COPY SYSTEMS LLC						551.21
	11/17/2026	INV0008129	COPY COUNT FOR THE MONTH	001-110-506.00	Copier Usage/Maintenance	22.86	
				001-110-506.00	Copier Usage/Maintenance	98.10	
				001-140-506.00	Copier Usage/Maintenance	23.64	
				001-140-506.00	Copier Usage/Maintenance	240.87	
				001-200-506.00	Copier Usage/Maintenance	130.77	
				001-200-506.00	Copier Usage/Maintenance	16.51	
				001-301-506.00	Copier Usage/Maintenance	1.00	
				001-301-506.00	Copier Usage/Maintenance	17.46	
DKT234244	Gulf Regional Planning Commission						3,810.00
	11/17/2026	INV0008113	ANNUAL MEMBERSHIP DUES	001-140-623.00	Membership Dues/Fees	3,810.00	
DKT234245	Hancock County Sheriffs Office						420.00
	11/17/2026	INV0008181	HOUSING OF PRISONERS FOR OCTOBER 2026	001-200-689.00	Prisoner's Expense	420.00	
DKT234246	Hancock County Solid Waste						72,034.90
	11/17/2026	INV0008123	RESIDENTIAL SOLID WASTE COLLECTION	401-322-680.00	Other Services & Charges	72,034.90	
DKT234247	JLM INC						360.72
	11/17/2026	INV0008132	UNIT 684 TIRES	001-200-635.00	Professional Fees - R&M Outside Services	59.98	
				001-200-635.00	Professional Fees - R&M Outside Services	283.76	
				001-200-635.00	Professional Fees - R&M Outside Services	5.98	
				001-200-635.00	Professional Fees - R&M Outside Services	11.00	
DKT234248	King Waste Services LLC						715.00
	11/17/2026	INV0008176	2026 EVENT PORTOLETS - BBQ AND BREWS	001-140-650.00	Promotions	715.00	

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Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234249	Lee Tractor						50.65
	11/17/2026	INV0008115	FA 760 THERMOSTAT AND GASKET	001-301-571.00	Repairs & Maintenance - Equipment	5.97	
				001-301-571.00	Repairs & Maintenance - Equipment	44.68	
DKT234250	Lowes Home Improvement						592.74
	11/17/2026	923220-RPQGOJ	HARBOR BREEZE 96-FT STRING LIGHTS	001-301-501.00	Supplies	94.98	
		INV0008090	PAINT FOR KAYAK LAUNCH	001-301-501.00	Supplies	497.76	
DKT234251	MEMORIAL HOSPITAL AT GULFPORT						280.00
	11/17/2026	INV0008112	DRUG TEST - OCTOBER	001-140-698.00	Misc. Services - Drug Testing & Other	140.00	
				001-200-698.00	Misc. Services - Drug Testing & Other	140.00	
DKT234252	Mow Life LLC						244.00
	11/09/2026	INV0008131	Hustler Mowers Repair Parts	001-301-571.00	Repairs & Maintenance - Equipment	132.00	
				001-301-571.00	Repairs & Maintenance - Equipment	12.00	
				001-301-571.00	Repairs & Maintenance - Equipment	100.00	
DKT234253	MS Department of Public Safety						150.48
	11/17/2026	INV0008108	COURT ASSESSMENTS	650-110-131.00	State Assessments Payable	150.48	
DKT234254	MS Department of Revenue Gulf Coast District						368.00
	11/17/2026	11072026 BBQ	VENDORS SALES TAX 11072026 BBQ	650-000-145.00	Special Events Taxes Due	368.00	
DKT234255	SHANE STRICKLAND						2,196.00
	11/17/2026	INV0008093	ROUND RIVER ROCK DOG PARK	001-301-583.00	Gravel, Sand, Rip Rap	496.00	
		INV0008094	TOP SOIL AND SAND FOR DOG PARK	001-301-907.00	Capital Outlay - Other	600.00	
				001-301-907.00	Capital Outlay - Other	700.00	
		INV0008095	MASON SAND - 8 YARDS	001-301-583.00	Gravel, Sand, Rip Rap	400.00	
DKT234256	Southern Printing						186.25
	11/17/2026	INV0008089	UNIFORM SHIRTS FOR PW	001-301-535.00	Uniforms	186.25	
DKT234257	State Treasurer						1,660.52
	11/17/2026	INV0008109	COURT ASSESSMENT/FINE FOR OCTOBER	650-110-131.00	State Assessments Payable	1,660.52	
DKT234258	SunSouth LLC						625.09
	11/17/2026	INV0008133	FA 523 RIM AND WHEEL, YOKE, BEARING, WASHER	001-301-571.00	Repairs & Maintenance - Equipment	625.09	

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APPKT02686 - 11/17/2026 Docket

Docket/Claim #	Vendor Name / Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT234259	THE SEA COAST ECHO						1,001.11
	11/17/2026	INV0008116	BOTTS PUBLIC HEARING AD - PAVING BIDS	001-280-620.00	Advertising	41.28	
		INV0008117	ADVERTISING - BANK STAB, A PLUS, VETERANS, WALTERS	001-280-620.00	Advertising	33.96	
				191-000-681.00	Other Services & Charges	198.58	
				001-280-620.00	Advertising	29.28	
				001-280-620.00	Advertising	33.12	
		INV0008118	PROJECT POND 6 REMEDIATION BID ADVERTISEMENT	190-000-620.00	Advertising	137.64	
		INV0008119	P&Z ADVERTISING	001-280-620.00	Advertising	24.24	
				001-280-620.00	Advertising	34.20	
				001-280-620.00	Advertising	33.24	
				001-140-620.00	Advertising	229.32	
		INV0008120	SOLID WASTE AD	001-140-620.00	Advertising	206.25	
DKT234260	TransUnion Risk and Alternative Data Solutions Inc						200.00
	11/17/2026	INV0008102	TLOxp FOR OCTOBER 2026	001-110-681.00	Other Services & Charges	100.00	
		INV0008103	TLOxp FOR OCTOBER	001-200-681.00	Other Services & Charges	100.00	
DKT234261	US BANK NATIONAL ASSOCIATION						139.00
	11/17/2026	INV0008121	CONSTANT CONTACT	001-140-623.00	Membership Dues/Fees	139.00	
DKT234262	WageWorks						100.00
	11/17/2026	INV0008114	COBRA PAYMENT FOR OCTOBER	001-140-625.00	Insurance	100.00	

Total Claims: 35 **Total Payment Amount: 112,536.81**