



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, September 16, 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, October 7, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Annual Paddle Paradise Event will be held Saturday, September 27th at the south side kayak launch. Participants may register in advance on the City's website or on-site registration beginning at 8:00 a.m. the morning of the event.
- c. Jason Chiniche, Chiniche Engineering & Surveying - Pelican Cove Presentation.
- d. Proclamation - Constitution Week

City Manager's Report.

Public Comments on Agenda Items.

Council Comments.

Policy Agenda.

Minutes:

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

Tabled Matters:

2. **2025-213:** Motion to accept and award low bid received from Breakwater Marine construction, LLC in the amount of \$4,403,000.00 for Canal Dredging Project and authorize the City Manager to execute the contract.

Resolutions:

3. **2025-221:** Motion to adopt Resolution 2025-044 thereby establishing salaries and rates effective October 6, 2025 for Fiscal Year 2026.
4. **2025-223:** Motion to adopt Resolution 2025-045 thereby declaring intent to increase solid waste fees from \$186.00 to \$210.00 annually effective January 1, 2026 and authorize the public notice of same.

5. **2025-224:** Motion to adopt Resolution 2025-047 thereby extending the Police Service Interlocal with Hancock County through September 30, 2027
6. **2025-226:** Motion to adopt Resolution 2025-046 reappoint Mark Beisecker to the Diamondhead Water & Sewer District Board of Commissioners for a term of five (5) years expiring September 28, 2030.
7. **PUBLIC HEARING -2025-229:** Motion to adopt Resolution 2025-048 to adjudicate that the property located at 73643 Diamondhead Dr. N, Diamondhead, Mississippi is in a state of uncleanliness and a menace to the public health, safety and welfare of the citizenry, that the City Clerk is hereby authorized to advertise for bids, obtain quotes or utilize city resources to bring property into compliance with city ordinances and for other related purposes. The Parcel No. 068R-3-42-185.000 and the property owner is Amanda P. Traxler.

Consent Agenda:

8. **2025-222:** Motion to approve payment to Covington Civil & Environmental, LLC in the amount of \$4,029.85 for Annual Unit Price Contract.
9. **2025-225:** Motion to accept substantial completion of the Diamondhead Paving 2025 as of August 28, 2025.
10. **2025-228:** Motion to enter into an agreement with Pearl River Community College to participate in the Twin Districts Workforce Development Area Internship Program.
11. **2025-230:** Motion to enter into Complete Care 2.0 agreement with AGJ Systems Complete for managed IT Services beginning October 1, 2025 for term of four (4) years at the rate of \$2,945.80 per month.
12. **2025-232:** Motion to reject the bids for Canal Dredging Re-Bid Project.
13. **2025-233:** Motion to advertise for bids for the Canal Dredging Project.

Action Agenda.

14. **2025-227** Motion to request Planning & Zoning Commission review the Golf Cart Ordinance to consider amendments to require annual inspections of golf carts and assessing annual fees and to amend the permitted areas for golf cart travel and update the map to reflect same. (Clark)
15. **2025-231:** Motion to declare intent to enter into Library Services contract with The Hancock County Library, The City of Bay St Louis, The City of Waveland and Hancock County and authorize the mayor to execute the contract upon approval all related parties.

Routine Agenda.

Claims Payable

16. Motion to approve Docket of Claims (DKT233133- DKT233168) in the amount of \$229,509.31.
17. Motion to approve Payroll Payables Claims PRCLAIM000247 in the amount of \$30,335.39, PRCLAIM000248 in the amount of \$29,371.26, PRCLAIM000249 in the amount of \$3,028.37, PRCLAIM000250 in the amount of \$28,758.21, DKT233088 in the amount of \$90.72, DKT233122 in the amount of \$90.72 and DKT233123-DKT233132 in the amount of \$45,033.02.

Department Reports

- [a.](#) Police
- Court
- Code Enforcement
- Building
- [b.](#) August 2025 Financials

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.

*Resolution of the City Council
of the City of Diamondhead, Mississippi*

WHEREAS, the Constitution of the United States of America, adopted on September 17, 1787, stands as the supreme law of the land and the foundation of our system of self-government, securing the blessings of liberty for all Americans; and

WHEREAS, Constitution Week is observed annually September 17–23 to commemorate the signing of the Constitution, to celebrate the rights and responsibilities of citizenship, and to encourage civic education and participation; and

WHEREAS, the National Society Daughters of the American Revolution (DAR) has long championed Constitution Week observances in communities across the nation, promoting historical preservation, education, and patriotism; and

WHEREAS, the Friendship Oak Chapter, Daughters of the American Revolution, faithfully serves the Mississippi Gulf Coast and the City of Diamondhead through community service, educational outreach, recognition of veterans, and programs that foster appreciation for our nation’s founding principles; and

WHEREAS, it is fitting and proper for the City of Diamondhead to recognize Constitution Week and to commend the Friendship Oak Chapter, DAR, for its leadership and contributions to our community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, that September 17–23, 2025 is hereby recognized as **Constitution Week** in the City of Diamondhead, and all residents are encouraged to reflect on the privilege of American citizenship, to study the Constitution, and to participate in civic life; and

BE IT FURTHER RESOLVED that the City of Diamondhead hereby **commends and expresses its appreciation to the Friendship Oak Chapter, Daughters of the American Revolution**, for its steadfast commitment to education, historic preservation, patriotism, and service to the people of Diamondhead and the Mississippi Gulf Coast; and

BE IT FURTHER RESOLVED that the City encourages local schools, organizations, houses of worship, and citizens to observe Constitution Week with appropriate programs and activities, including, where feasible, participation in commemorative events; and

BE IT FINALLY RESOLVED that a duly enrolled copy of this Resolution be presented to the Friendship Oak Chapter, Daughters of the American Revolution, in recognition of its service and to commemorate this observance.

Proclaimed by the Mayor and City Council on this the 16th day of September 2025.

Mayor Anna Liese



MINUTES
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, September 02, 2025
6:00 PM CST
Council Chambers, City Hall

Mayor Liese called the meeting to order at 6:03 p.m.

Invocation - Councilmember Maher

Pledge of Allegiance

Roll Call

PRESENT

Mayor Anna Liese

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 2 Ricky Sheppard

Ward 3 Jessie Harwood

Ward 4 Austin Clark

Confirm or Adjust Agenda Order

Motion made by Councilmember-At-Large Maher, Seconded by Ward 1 Finley to adjust the following agenda items-

Move #17 to Action Agenda: **2025-220**: Motion to approve to advertise for engineering services for a 4-year term with amended Request for Proposal.

Table #20 on request of the applicant/property owner: **2025-209**: Motion to approve the Planning Commission recommendation to deny an addition (covered patio) within 0' of the rear yard setback. The property address is 3 Whispering Branch Way. The tax parcel number is 123A-3-03-028.000. The property is in a R-3 zoning district. The rear yard setback for an addition is 20'. The variance requested is 20'. The Case File Number is 202500448.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, September 16, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.
- b. Annual Paddle Paradise Event will be held Saturday, September 27th at the south side kayak launch. Participants may register in advance on the City's website or on-site registration beginning at 8:00 a.m. the morning of the event.
- c. Proclamation - National Childhood Cancer Awareness Month
- d. Pearl River Community College – Dr. Adam Breerwood

City Manager's Report.

CITY MANAGER REPORT

September 02, 2025

1. Kome Drive & Kalipekona Pond – This project is complete. The walkthrough was completed on the 22nd. There were no punch list items created. Currently waiting on the substantial completion paperwork and closeout documents from the contractor.
2. MDOT Projects – The contractor has final striping scheduled for this week. Signage will be installed in the next three weeks. MDOT has decided on some additional work before the project is closed. The multimodal path is currently not available as MDOT has not turned it over for use.
3. Paving 2025 – Project is 90 days with a current end date of September 21st. The project is complete. I am working with engineer and contractor to schedule the walkthrough.
4. Coon Branch – The project is 180 days with a current end date of December 13th. They have completed the majority of the work at the outfall at Polo Court and a good portion of the drainage culverts and inlets. They are currently working on the outfall on Kahana. They plan to start in the next two weeks working in between the houses after that outfall is complete.
5. Canal Dredging – The notice of award is on tonight's agenda for your consideration. This document is required to be issued before MDEQ reviews the bid documents for their approval. Once MDEQ approves the bid documents, a Notice to Proceed can be issued.
6. Jourdan River Boardwalk – The engineers are working on corrections and adding the additional language required to the plans and specifications. Once complete, they will resubmit to MDEQ.
7. Montjoy Creek – The engineer has submitted updated drawings to USACE for their consideration. Once approved, a permit will be issued.
8. Hazard Mitigation Grant Program – A kickoff meeting was held for property acquisitions and generator projects. Due to funding limitations, we are asking for a scope change for the generator project. Updated appraisals are needed for the property acquisition project. This will be scheduled for next fiscal year.
9. Bank Stabilization – The engineers have provided preliminary design drawings for Phase I. They are here tonight to present their design.
10. Pelican Cove Drainage Project – The engineer has provided preliminary design and OPC. They will present to the council at the next meeting.
11. Rotten Bayou Nature Trail – **No update on this meeting.** The engineer has redesigned this project into five phases. The funding is already secured for phase 1. The engineer is working on the phase 1 design.
12. Dog Park – **No update on this meeting.** Public Works is currently working on rerouting the ditch according to the engineer's design. They are also completing the clearing of the dog park area.

Public Comments on Agenda Items.

Gene Peters - Tree Ordinance

Don Rose - Real Estate Signs

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve August 19, 2025 Regular Meeting Minutes.

Motion made by Ward 2 Sheppard, Seconded by Ward 3 Harwood to approve August 19, 2025 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

2. **2025-205:** Motion to adopt Resolution 2025-042 thereby adopting the FY2026 Budget as finally determined by the City Council.

Motion made by Ward 2 Sheppard, Seconded by Councilmember-At-Large Maher to adopt Resolution 2025-042 thereby adopting the FY2026 Budget as finally determined by the City Council.

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

MOTION CARRIED UNANIMOUSLY

3. **2025-206:** Motion to adopt Resolution 2025-043 thereby setting the tax levy for FY2026 to be 29.5 mills and for other related purposes.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 4 Clark to adopt Resolution 2025-043 thereby setting the tax levy for FY2026 to be 29.5 mills and for other related purposes.

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

MOTION CARRIED UNANIMOUSLY

4. **2025-214:** Motion to adopt Resolution 2025-044 thereby reappointing Jon McCraw as Commissioner for Gulf Regional Planning Commission.

Motion made by Ward 2 Sheppard, Seconded by Councilmember-At-Large Maher to adopt Resolution 2025-044 thereby reappointing Jon McCraw as Commissioner for Gulf Regional Planning Commission.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

Motion made by Ward 1 Finley, Seconded by Councilmember-At-Large Maher to move the following consent item to action agenda:

#14. **2025-213:** Motion to accept and award low bid received from Breakwater Marine Construction, LLC in the amount of \$4,403,000.00 for Canal Dredging Project and authorize the City Manager to execute the contract.

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

MOTION CARRIED UNANIMOUSLY

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

5. **2025-196:** Motion to approve payments to Covington Civil & Environmental, LLC in the amount of \$22,760.00 for Diamondhead Paving 2025, in the amount of \$17,000.00 for Kome Drive and Fairway Drive Drainage Project, in the amount of \$20,160.00 for West Aloha Roadway Improvements Project, and in the amount of \$8,085.00 for the East Aloha Phase II Sidewalks.
6. **2025-197:** Motion to accept the Memorandum of Agreement with Pearl River Community College for the County Tuition Assistance Program for FY 2025-2026 and authorize City Manager, Jon McCraw to execute same.
7. **2025-198:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$6,385.00 for Coon Branch Drainage, in the amount of \$9,064.50 for Jourdan River Boardwalk, and in the amount of \$10,374.50 for Canal Dredging.
8. **2025-199:** Motion to accept and award low bid received from Bottom 2 Top Construction, LLC in the amount of \$932,409.69 for 2025 Annual Unit Price Repair Contract and authorize the City Manager to execute the contract for same and to issue the notice to proceed as appropriate.
9. **2025-200:** Motion to request fee waiver from the Diamondhead Water and Sewer District for the installation of a new water meter for the use of the City Dog Park once constructed.
10. **2025-201:** Motion to approve Pay Application 1 in the amount of \$188,034.20 to SCI, LLC., for the Coon Branch Drainage Improvements - Phase I.
11. **2025-202:** Motion to approve Pay Application 2 in the amount of \$472,456.85 to Gulf Pride Paving, LLC., for the Diamondhead Paving Project 2025.
12. **2025-203:** Motion to approve Pay Application 6 in the amount of \$181,973.59 to JLB Contractors, LLC., for the Kome Drive and Kalipekona Pond Drainage Project.
13. **2025-212:** Motion to approve amendment #2 to the Work Assignment with Covington Civil and Environmental, LLC in the amount of \$10,000.00 for a total contract amount not to exceed \$40,000.00 for the Support for 2025 Annual Unit Price Contract.
15. **2025-215:** Motion to declare surplus and proceed with the proper disposal of public works equipment and police uniforms.
16. **2025-219:** Motion to authorize the release of annual fire rebate funds in the amount of \$66,730.70 to Hancock County Board of Supervisors for expenses of the Diamondhead Fire Department relating fire protection services in the City of Diamondhead pursuant to the agreement entered into on April 29, 2025.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Liese, Seconded by Ward 1 Finley to table the following consent item-

#14. **2025-213:** Motion to accept and award low bid received from Breakwater Marine Construction, LLC in the amount of \$4,403,000.00 for Canal Dredging Project and authorize the City Manager to execute the contract.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

18. **2025-204:** Motion to request the City Manager explore viable options for repurposing the former guard house on Gex Drive, including the potential for establishing a "Welcome Center" and evaluating the feasibility of utilizing volunteers from the community to staff the facility. (Liese)

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to request the City Manager explore viable options for repurposing the former guard house on Gex Drive, including the potential for establishing a "Welcome Center" and evaluating the feasibility of utilizing volunteers from the community to staff the facility.

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

MOTION CARRIED UNANIMOUSLY

19. **2025-208:** Motion to approve the Planning Commission recommendation to allow a carport addition within 6' of the side yard property line. The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

Motion made by Ward 4 Clark, Seconded by Ward 2 Sheppard to approve the Planning Commission recommendation to allow a carport addition within 6' of the side yard property line. The property address is 6810 Apona St. The tax parcel number is 131A-0-01-064.000. The property is in a R-6 zoning district. The side yard setback for an addition is 10'. The variance requested is 4'. The Case File Number is 202500503.

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

MOTION CARRIED UNANIMOUSLY

21. **2025-210:** Motion to direct the Planning and Zoning Commission to review and revise the language in the current tree ordinance regarding the clearing of lots, both residential and commercial. While the ordinance clearly requires a certain number of trees to be retained, it does not fully align with the intent of preserving mature trees and safeguarding the city's tree canopy. The Commission is asked to consider incorporating a tree survey and pre- and post-inspections as part of the permitting process, as well as requiring that a clearing permit be posted on lots prior to clearing. They should also consider if said permit should publicly outline how many trees are to be retained. Furthermore, the Commission should hold a public hearing to solicit input on proposed revisions and return to the Council with updated language that more effectively protects mature trees and enhances Diamondhead's tree canopy. (Liese)

Motion made by Mayor Liese, Seconded by Ward 1 Finley to direct the Planning and Zoning Commission to review and revise the language in the current tree ordinance regarding the clearing of lots, both residential and commercial. While the ordinance clearly requires a certain number of trees to be retained, it does not fully align with the intent of preserving mature trees and safeguarding the city's tree canopy. The Commission is asked to consider incorporating a tree survey and pre- and post-inspections as part of the permitting process, as well as requiring that a clearing permit be posted on lots prior to clearing. They should also consider if said permit should publicly outline how many trees are to be retained. Furthermore, the Commission should hold a public hearing to solicit input on proposed revisions and return to the Council with updated language that more effectively protects mature trees and enhances Diamondhead's tree canopy.

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

MOTION CARRIED UNANIMOUSLY

- 22. 2025-211:** Motion to direct the Planning and Zoning Commission to develop and present a complete, actionable plan to bring all existing commercial signage into compliance with the city's current sign ordinance. As the majority of existing signage is grandfathered under previous regulations, the plan should include a sunset clause, establishing a clear deadline for full compliance. This will ensure that our community's visual standards align with the city's growth and aesthetic goals. Additionally, the Commission should hold a public hearing to gather input from the community. (Liese)

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to direct the Planning and Zoning Commission to develop and present a complete, actionable plan to bring all existing commercial signage into compliance with the city's current sign ordinance. As the majority of existing signage is grandfathered under previous regulations, the plan should include a sunset clause, establishing a clear deadline for full compliance. This will ensure that our community's visual standards align with the city's growth and aesthetic goals. Additionally, the Commission should hold a public hearing to gather input from the community.

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

MOTION CARRIED UNANIMOUSLY

- 23. 2025-216:** Motion to approve text amendment to allow real estate signs 7 days a week.

Councilmember Maher left the meeting at 7:06 p.m.

Motion made by Ward 2 Sheppard, Seconded by Ward 1 Finley to amend motion regarding text amendment to allow real estate signs 7 days a week by sending back to Planning and Zoning Commission for further review and possible amendments.

Voting Yea: Mayor Liese, Ward 1 Finley, Ward 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

MOTION CARRIED UNANIMOUSLY

Councilmember Maher returned to the meeting at 7:16 p.m.

- 24. 2025-217:** Motion to approve text amendment to reduce rear yard setback on properties adjoining canals and waterways.

Motion made by Ward 2 Sheppard, Seconded by Councilmember-At-Large Maher to approve text amendment to reduce rear yard setback on properties adjoining canals and waterways.

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

MOTION CARRIED UNANIMOUSLY

- 25. 2025-218:** Motion to approve text amendment to allow golf carts to cross Exit 16 overpass.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to table motion to approve text amendment to allow golf carts to cross Exit 16 overpass.

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

MOTION CARRIED UNANIMOUSLY

- 25.a** Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to request Planning and Zoning Commission to hold a public hearing for reviewing landscape ordinance.

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

MOTION CARRIED UNANIMOUSLY

- 17. 2025-220:** Motion to approve to advertise for engineering services for a 4-year term with amended Request for Proposal.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 3 Harwood to approve to advertise for engineering services for a 4-year term with amended Request for Proposal.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

- 26.** Motion to approve Docket of Claims (DKT233089 - DKT233121) in the amount of \$1,015,730.48.

Motion made by Ward 1 Finley, Seconded by Ward 2 Sheppard to approve Docket of Claims (DKT233089 - DKT233121) in the amount of \$1,015,730.48.

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items - None

Council Closing Comments

Executive Session

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to enter closed session to discuss the need for executive session.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to enter executive session pursuant to MS Code 25-41-7(g): transaction of business and discussion regarding the prospective purchase: sale, or leasing of lands.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Liese, Seconded by Ward 3 Harwood to exit executive session.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Mayor Liese, Seconded by Ward 1 Finley to exit closed session.

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

MOTION CARRIED UNANIMOUSLY

City Attorney Cusick announced that no official action of record was taken during executive session.

Adjourn/Recess.

At 8:06 p.m. 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 2 Sheppard, Ward 3 Harwood, Ward 4 Clark

MOTION CARRIED UNANIMOUSLY

Anna Liese
Mayor

Jeannie Klein
City Clerk

NOTICE OF AWARD

Date of Issuance: September 2, 2025

Owner: City of Diamondhead Owner's Project No.: 2025-005

Engineer: Chiniche Engineering & Surveying Engineer's Project No.: 17-057-00-10-2023

Project: 2025-005 Canal Dredging Rebid

Contract Name: 2025-005 Canal Dredging Rebid

Bidder: Breakwater Marine Construction, LLC

Bidder's Address: 6531 Bridgeview Drive, Biloxi MS 39532

You are notified that Owner has accepted your Bid dated **August 13, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

2025-005 Canal Dredging Rebid

The award is tentative, pending final review and approval by MDEQ and/or RESTORE Council.

The Contract Price of the awarded Contract is **\$4,403,000.00** (base bid only).

One copy of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 3 originals of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if applicable): Current Certificate of Insurance

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Diamondhead**

By (signature): _____

Name (printed): Jon McCraw

Title: City Manager

Copy: Engineer

Exhibit 1



August 27, 2025

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

RE: 2025-005 Canal Dredging Rebid

Dear Mr. McCraw,

Bids were received for the 2025-005 Canal Dredging Rebid project on August 13, 2025. There were four (4) bids received. Attached is a certified bid tabulation indicating the breakdown of unit price of each bidder. All bids were reviewed for inclusion of appropriate bidding documents.

The apparent lowest bidder, J.E. Talley Construction, Inc. did not submit the MS First Certification letter that is required per Miss. Code Sec. 31-5-37(2), which states that "each contractor SHALL submit with their bid a certification that they will comply with the provisions if they are awarded a contract." This requirement was confirmed by MDEQ, and they recommended that the bid be rejected. Additionally, J.E. Talley Construction, Inc. did not submit the correct version of the Questionnaire that was required to be submitted with the bid. It is recommended that this bid be rejected.

Breakwater Marine Construction, LLC was the second lowest and best bidder with a submitted Base Bid of \$4,403,000.00 and a Deductive Alternate #1 bid of -\$483,000.00, for a project total of \$3,920.00.00. Upon review of the bid, it is my opinion that the Breakwater Marine Construction, LLC bid will be sufficient to successfully complete this project to the satisfaction of the City of Diamondhead. It should be noted that the bid submitted by Breakwater Marine Construction, LLC included only one (1) copy of the Non-Collusion Affidavit and the Certification Regarding Debarment, Suspension, and Other Responsibility Matters. It is recommended that the City waive this irregularity.

We have discussed with Breakwater Marine Construction, LLC the project details and scope of work. They are fully aware of the project requirements and are comfortable with the schedule for completion of the project. Since there is sufficient funding in place, there is no need to award the Deductive Alternate #1. I recommend awarding only the base bid to Breakwater Marine Construction, LLC.

Please let me know if you have any questions regarding this matter.

Sincerely,

Jason Chiniche, P.E.

Enclosure

407 Highway 90, Bay St. Louis, MS 39520 · O: (228) 467-6755 · F: (844) 273-1291

City of Diamondhead 2025-005 Canal Dredging - Rebid

Engineering No. 07-057-00-10-2023

Bid Opening: Wednesday, August 13, 2025 at 10:00 AM

Bid Location: 5000 Diamondhead Circle, Diamondhead MS 39525

Bid Tabulation



				JE Talley Construction Inc. 1711Prospect Ave. Pascagoula, MS 39567		Breakwater Marine Construction, LLC 6531 Bridgeview Drive Biloxi, MS 39532		J.E. Borries Inc. 2816 Front Street Pascagoula, MS 39567		Blue Diving & Salvage LLC 4032 Dauphin Island Pkwy Mobile, AL 36605	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
01500 A	Mobilization	1	LS	\$82,500.00	\$ 82,500.00	\$ 75,000.00	\$ 75,000.00	\$210,200.00	\$ 210,200.00	\$379,081.00	\$ 379,081.00
02200 A	Canal Dredging	102,000	CY	\$ 9.90	\$ 1,009,800.00	\$ 28.00	\$ 2,856,000.00	\$ 17.00	\$ 1,734,000.00	\$ 21.65	\$ 2,208,300.00
02200 B	Transportation of Dredged Material to Beneficial Use Site	102,000	CY	\$ 18.59	\$ 1,896,180.00	\$ 8.00	\$ 816,000.00	\$ 12.70	\$ 1,295,400.00	\$ 15.75	\$ 1,606,500.00
02200 C	Placement of Dredged Material at Beneficial Use Site	102,000	CY	\$ 9.90	\$ 1,009,800.00	\$ 6.00	\$ 612,000.00	\$ 12.10	\$ 1,234,200.00	\$ 10.65	\$ 1,086,300.00
02200 D	Removal & Disposal of Debris, Obstructions & Unsuitable Material	1,000	CY	\$ 22.00	\$ 22,000.00	\$ 44.00	\$ 44,000.00	\$ 58.00	\$ 58,000.00	\$ 12.00	\$ 12,000.00
TOTAL BASE BID				\$ 4,020,280.00		\$4,403,000.00		\$4,531,800.00		\$ 5,292,181.00	
02200 A	Canal Dredging	-11,500	CY	\$ 9.90	\$ 113,850.00	\$ 28.00	\$ (322,000.00)	\$ 17.00	\$ 195,500.00	\$ 18.00	\$ 207,000.00
02200 B	Transportation of Dredged Material to Beneficial Use Site	-11,500	CY	\$ 18.59	\$ 213,785.00	\$ 8.00	\$ (92,000.00)	\$ 12.70	\$ 146,050.00	\$ 11.50	\$ 132,250.00
02200 C	Placement of Dredged Material at Beneficial Use Site	-11,500	CY	\$ 9.90	\$ 113,850.00	\$ 6.00	\$ (69,000.00)	\$ 12.10	\$ 139,150.00	\$ 5.50	\$ 63,250.00
TOTAL DEDUCTIVE ALTERNATE #1				\$ 441,485.00		\$ (483,000.00)		\$ 480,700.00		\$ 402,500.00	
CUMULATIVE TOTAL				\$ 3,578,795.00		\$3,920,000.00		\$4,051,100.00		\$ 4,889,681.00	

THIS IS TO CERTIFY THAT THE TABULATION OF BIDS SHOWN HEREIN
IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.



8/27/2025

RESOLUTION OF THE DIAMONDHEAD CITY COUNCIL PROVIDING FOR A THREE PERCENT (3%) SALARY INCREASE EFFECTIVE OCTOBER 6, 2025 AND ESTABLISHING FISCAL YEAR 2026 COMPENSATION FOR ALL EMPLOYEES OF THE CITY OF DIAMONDHEAD, MISSISSIPPI

WHEREAS, the City Council is entrusted with the authority to budget annually for the salaries and hourly rates of City employees where in its official record of action shall such salaries be recorded; and

WHEREAS, the City Council salaries and hourly rates of compensation for employees of the City of Diamondhead; and

WHEREAS, does hereby establish and resolve to incorporate into its official record of action FY26 salaries and hourly rates for specified positions and those employees of the City as follows:

Primary Position	FY26 Salary
Court Clerk	56,242.61
Judge	23,059.73
Receptionist	19,672.49
Purchasing Clerk	41,088.23
Executive Assistant	54,637.19
City Clerk	72,144.04
Cty Mgr	103,250.19
Building Clerk	40,426.46
Building Inspector	48,877.78
Building Inspector	43,714.17
Building Official	54,637.19
Code Enforcement Off	34,463.80
P&Z Administrator	52,165.73
Public Works	39,227.34
Public Works	28,922.40
Public Works	28,922.40
Public Works	28,922.40
Public Works	28,922.40
Public Works	29,350.88
Public Works	21,218.33
Public Works	36,420.80
Public Works	35,349.60
Public Works	28,080.00
Public Works	28,080.00
Public Works	28,080.00
Public Works	28,080.00
Public Works	28,080.00
Public Works	28,080.00

Public Works	28,080.00
Public Works	28,080.00
Foreman	42,848.00
Mechanic	33,280.00
Receptionist	19,672.49
Public Works Dir	67,237.30
Admin Support Clerk	37,492.00

WHEREAS THE GOVERNING BODY OF THE CITY, does hereby establish and resolve to incorporate into its official record of action FY26 salaries and hourly rates for employees of the City of Diamondhead effective October 6, 2025.

I hereby certify that the above and forgoing Resolution was adopted in the affirmative by the following vote of the Council of the City of Diamondhead on the _____ day of _____, 2025.

	Aye	Nay	Absent
Mayor Liese	_____	_____	_____
Councilmember Maher	_____	_____	_____
Councilmember Finley	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Harwood	_____	_____	_____
Councilmember Clark	_____	_____	_____

ATTEST: _____

JEANNIE KLEIN, CITY CLERK

APPROVED:_____

ANNA LIESE, MAYOR

seal

A RESOLUTION OF THE MAYOR AND CITY COUNCIL, ("THE GOVERNING BODY") OF THE CITY OF DIAMONDHEAD, MISSISSIPPI ("THE CITY"), DECLARING INTENT TO INCREASE SOLID WASTE FEES EFFECTIVE JANUARY 1, 2026 AND AUTHORIZE PUBLIC NOTICE OF SAME.

WHEREAS, the Mayor and City Council ("The Governing Body") for and of the City of Diamondhead approved in 2013 for the City to become a participating entity with the Hancock County Regional Solid Waste Authority for solid waste, recycling and bulky waste collection/disposal services; and

WHEREAS, The Hancock County Regional Solid Waste Authority solicited bids for its county-wide solid waste service and on April 11, 2022 entered into a six (6) year contract with Coastal Environmental Services; and

WHEREAS, the current collection and disposal monthly rate for residents within the incorporated area of Diamondhead increased from \$11.88 per month to \$15.50 per month (\$186.00 annually) effective May 1, 2022, and

WHEREAS Consumer Pricing Index (CPI) increases may occur annually and as the result may increase the annual cost associated with solid waste services; and

WHEREAS Coastal Environment Services has provided notice that effective October 1, 2025 services would be provided at a rate based on a 2.3% Consumer Pricing Increase (CPI); and

WHEREAS, in order to maintain the current solid waste and bulky waste services available to residents, the annual fee assessed to households must increase to adequately fund the cost for the services; and

WHEREAS, the Mayor and Council for the City of Diamondhead desire to declare intent to increase the annual solid waste fee from \$186.00 (\$15.50 monthly) to \$210.00 (\$17.50 monthly) or 12.91% per household for residents within the incorporated area of Diamondhead beginning January 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY, AS FOLLOWS:

That the City of Diamondhead does hereby provide notice of intent to increase

annual solid waste fees from \$186.00 to \$210.00 per household for residents within the incorporated area of Diamondhead beginning January 1, 2026 thereby increasing estimated annual revenue to \$903,000; an increase of \$103,200 for 12.91% and further authorizes the administration to provide the required notice of said proposed increase to the public.

SO BE IT RESOLVED this 16th day of September, 2025 the above and foregoing Resolution of the Mayor and Council of the City of Diamondhead, after having been first reduced to writing, was introduced by Councilmember _____, seconded by Councilmember _____, and the matter being put to a vote, the result was as follows:

	Aye	Nay	Absent
Mayor Liese	_____	_____	_____
Councilmember Finley	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Harwood	_____	_____	_____
Councilmember Clark	_____	_____	_____
Councilmember At-Large Maher	_____	_____	_____

seal

Attest:

Jeannie Klein, City Clerk

Anna D. Liese, Mayor

PUBLIC NOTICE
CITY OF DIAMONDHEAD, MISSISSIPPI
SOLID WASTE COLLECTION FEE INCREASE

The Diamondhead City Council hereby gives notice to all residents within incorporated area of Diamondhead, Mississippi, of its intent to increase solid waste and bulky waste collection and disposal fees from \$186.00 annually established May 1, 2022 to \$210.00 annually effective January 1, 2026. The proposed fee adjustment is necessary to adequately fund solid waste services due to annual Consumer Price Index (CPI) increases realized in current and prior years and for Fiscal Years 2026 and 2027. The proposed fee would generate estimated revenue of \$903,000; an increase of 12.91% or \$103,200 annually over current collections. The City Council will consider the matter at its Regular Meeting on Tuesday, October 21, 2025 at 6:00 p.m. in City Hall Council Chambers located at 5000 Diamondhead Circle.

Published by order of the Diamondhead City Council approved September 16, 2025.

Jeannie Klein
City Clerk

Publish dates: October 2, 2025
October 9, 2025
October 16, 2025

The notice shall be in print no less than the size of eighteen (18) point and shall be surrounded by a one-fourth (¼) inch black border. The notice shall not be placed in the legal section notice of the newspaper.

Resolution 2025-047
Agenda Item 2025-224

**STATE OF MISSISSIPPI
COUNTY OF HANCOCK**

**RESOLUTION AUTHORIZING THE EXTENSION OF THE INTERLOCAL
COOPERATION AGREEMENT BETWEEN HANCOCK COUNTY AND THE CITY OF
DIAMONDHEAD FOR POLICE PROTECTION SERVICES AND OTHER PURPOSES
THROUGH SEPTEMBER 30, 2027**

WHEREAS, the City of Diamondhead and the Board of Supervisors of Hancock County, Mississippi, desire to continue to work together to combine governmental activities in the City of Diamondhead in a cost effective manner which we believe will result in substantial savings to the taxpayers of the City of Diamondhead and thereby a savings on the amount of taxes required to be paid by the citizens; and

WHEREAS, the City of Diamondhead, through its governing authority, and Hancock County, Mississippi, through its Board of Supervisors, desire to extend the current Interlocal Governmental Cooperation Agreement as provided by §17-13-1 and §17-17-5, et. seq., Mississippi Code of 1972, Annotated; and

WHEREAS, the purpose of such an Agreement is to provide that Hancock County will, through September 30, 2027, provide governmental services to the City of Diamondhead, as more specifically set forth in the interlocal cooperation agreement, upon payment of certain fees from the City of Diamondhead unto the County of Hancock under the terms and conditions set forth thereto; and

WHEREAS, there will be no separate or legal or administrative entity created hereby, but the purposes of this Agreement shall be that the governing authorities of the respective governmental entities, namely Hancock County, Mississippi, and the City of Diamondhead, shall each cooperate together within and under the terms of this Agreement to achieve maximum efficiency for governmental services in law enforcement at minimum cost to the taxpayers of the

Resolution 2025-047
Agenda Item 2025-224

City of Diamondhead.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF DIAMONDHEAD, by and through its Mayor and City Council (hereinafter referred to as the “CITY”, that the Mayor is hereby authorized to execute and extend the Interlocal Governmental Cooperation Agreement with Hancock County and the Hancock County Sheriff’s Office to provide law enforcement services as therein defined; said Agreement being authorized by §17-13-7(1), Mississippi Code of 1972, Annotated, and subject to the approval of the Attorney General of the State of Mississippi.

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING RESOLUTION ON MOTION MADE BY COUNCILMEMBER _____, SECONDED BY COUNCILMEMBER _____, WAS ADOPTED IN THE AFFIRMATIVE BY THE FOLLOWING VOTE OF COUNCIL OF THE CITY OF DIAMONDHEAD ON THE ____ DAY OF _____, 2025.

	Aye	Nay	Absent
Mayor Liese	_____	_____	_____
Councilmember Finley	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Harwood	_____	_____	_____
Councilmember Clark	_____	_____	_____
Councilmember Maher	_____	_____	_____

ATTEST: _____
CITY CLERK

APPROVED: _____
ANNA LIESE, MAYOR

Agenda Item #2025- 226

City of Diamondhead, MS
Request for Council Action

TO: Council/City ClerkFROM: Councilmember ClarkDATE: 9/9/2025

☐ Ordinance
 ☒ Resolution
 ☐ Agreement
 ☐ Info Only
 ☐ Work Session
 ☐ Other

AGENDA LOCATION: ☐ Consent Agenda ☒ Action Agenda

AGENDA DATE REQUESTED

September 16, 2025

Motion to reappoint Mark Beisecker to the Diamondhead Water & Sewer Commission for a term of five (5) years expiring September 28, 2030.

REQUIRED SIGNATURE

REQUESTED BY:

COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Only

Completed:

RESOLUTION OF THE COUNCIL OF THE CITY OF DIAMONDHEAD APPOINTING MARK B. BEISECKER TO SERVE AS A COMMISSIONER FOR THE DIAMONDHEAD WATER & SEWER DISTRICT BOARD OF COMMISSIONERS

WHEREAS, the Mayor and Council (the governing body) for the City of Diamondhead have been vested the authority as of July 1, 2015 with the passage of House Bill No. 896 amending MS Code §19-5-167 to appoint the five commissioners to serve on the Diamondhead Water and Sewer District Board of Commissioners, that one (1) Commissioner from each Ward within the City of Diamondhead be appointed and further that such appointment shall be for a term of five (5) years, and

WHEREAS, the partial term of Mark Beisecker of Ward 4 will expire on September 28, 2025; and

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of Diamondhead do hereby appoint (Ward 4) Resident Mark G. Beisecker, to serve as Commissioner to be seated on the Board of Commissioners for the Diamondhead Water & Sewer District for a five (5) year term effective expiring on September 28, 2030.

SO BE IT RESOLVED, this the _____ day of _____, 2025.

The above and foregoing Resolution of the Council of the City of Diamondhead, after having been first reduced to writing, was introduced by Councilmember _____, seconded by Councilmember _____ and the matter being put to a vote, the result was as follows:

	Aye	Nay	Other
Mayor Liese	_____	_____	_____
Councilmember Finley	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Harwood	_____	_____	_____
Councilmember Clark	_____	_____	_____
Councilmember Maher	_____	_____	_____

APPROVED _____
Mayor Anna Liese

ATTEST: _____
Jeannie Klein, City Clerk

seal

COPY

Item No.7.



5000 Diamondhead Circle
Diamondhead, MS 39525-3260
Phone: 228-222-4626 Fax: 228-222-4390
www.diamondhead.ms.gov

August 26, 2025

Amanda P Traxler
73643 Diamondhead Dr N
Diamondhead, MS 39525

RE: Notice of Violation
73643 Diamondhead Dr N
Parcel # 068R-3-41-185.000

Dear Amanda P Traxler:

This letter will serve as your official notification that the premises and exterior property at the above referenced location has not been maintained in a manner that is compatible and harmonious with properties in the general area (shrubs, bushes, high grass and weeds that exceed 6" in height, tree branches/yard trimming, miscellaneous trash and debris). In accordance with the International Property Maintenance Code, Section 302.4, "All premises and exterior property shall be maintained free from weeds and grass or plant growth in excess of 6". Also, in accordance with the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019), Section 16.7 – Care of Premises and Property, "It shall be the duty and responsibility of every such owner or occupant to keep the premises of such residential property clean and to remove from the premises all such abandoned items as listed above, including, but not limited to, weeds, dead trees, trash, garbage, etc. Furthermore, the general site and/or premises shall be maintained in general with particular reference to ensuring that appearance will be and remain compatible and harmonious with properties in the general area and will not be so at variance with other properties in the general area as to cause a substantial depreciation of such property values".

Violations of one or more of the following laws, statutes, codes or ordinances were identified:
Section 302.4, International Property Maintenance Code (IPMC),
Section 16.7 – Care of Premises and Property, City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019).

The violations are as follows: Incompliance with exterior property maintenance requirements, IPMC Section 302.4. and the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019) Section 16.7 – Care of Premises and Property.

COPY

Item No.7.

Based on the violations identified, the City requests that you take the following corrective action:

- Remove all shrubs, bushes, high grass and weeds that exceed 6" in height.
- Remove all yard trimming/tree branches, miscellaneous trash and debris, etc.

The City is asking that you please take the above action within the next **twenty-one (21)** days to prevent further action as set out in the paragraph below.

NOTICE OF HEARING

If you have not taken the above corrective actions within the **21** days provided, you are hereby given notice of and invited to attend a hearing before the Diamondhead City Council on **September 16, 2025, at 6:00 PM** in the City Council chambers at 5000 Diamondhead Circle, Diamondhead, MS 39525, on the violations set forth above. At this hearing, the City Council will be asked to adjudicate that the subject property is in a state of uncleanliness or a menace to the public health, safety and general welfare of the community. This adjudication will also authorize the City of Diamondhead to re-enter the property for a period of one (1) year without any further hearings if notice is posted on this property and at City Hall, 5000 Diamondhead Circle, Diamondhead, MS at least seven (7) days prior to re-entering the property for resolution of the same type of violation. In addition, the City Council will be asked to authorize advertisements for bids to perform the necessary corrective actions. All costs incurred will be assessed to your property taxes and/or posted to the Hancock County Judgment Rolls. Please contact our office at 228-222-4626, if you have any questions about this letter or if the requested corrective actions are taken within the TWENTY-ONE (21) day period to avoid our proceeding with a hearing on your property.

If you have any questions, please contact the Code Enforcement on 228-222-4626. Thank you in advance for your attention to this matter.

Sincerely,



Jasmin "Jazz" Seferovic
Code Enforcement Officer

Cc: City Council
City Manager, City Attorney

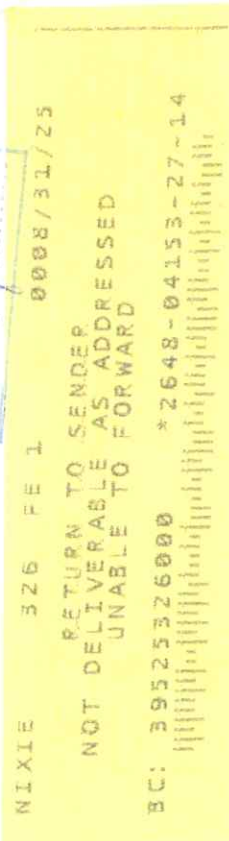


GULFPORT MS 395
27 AUG 2025AM 1 L



FP **US POSTAGE**
\$ 00.74⁰
First-Class - IMf
08/26/2025 ZIP 39525
032A 0061838407

Amanda P Traxler
75643 Diamondhead Dr N
Diamondhead, MS 39525



39525-39525
395253260

August 26, 2025 at 9:45 AM
 63780 Diamondhead Dr N
 Diamondhead MS 39525


City of Diamondhead
 5000 Diamondhead Circle
 Diamondhead, MS 39525
 Please Call
 228-222-4626

A service call was made at this address on

8 / 26 / 25 at 9:45 am
73643 DIAMONDHEAD
 For: DR. NORTH

- For:
- ☐ Inspection
 - ☐ Drainage Problem
 - ☐ Culvert Inspection
 - ☐ Road Maint. MS LAW
 - ☐ Street Light
 - ☒ Other 21-19-11

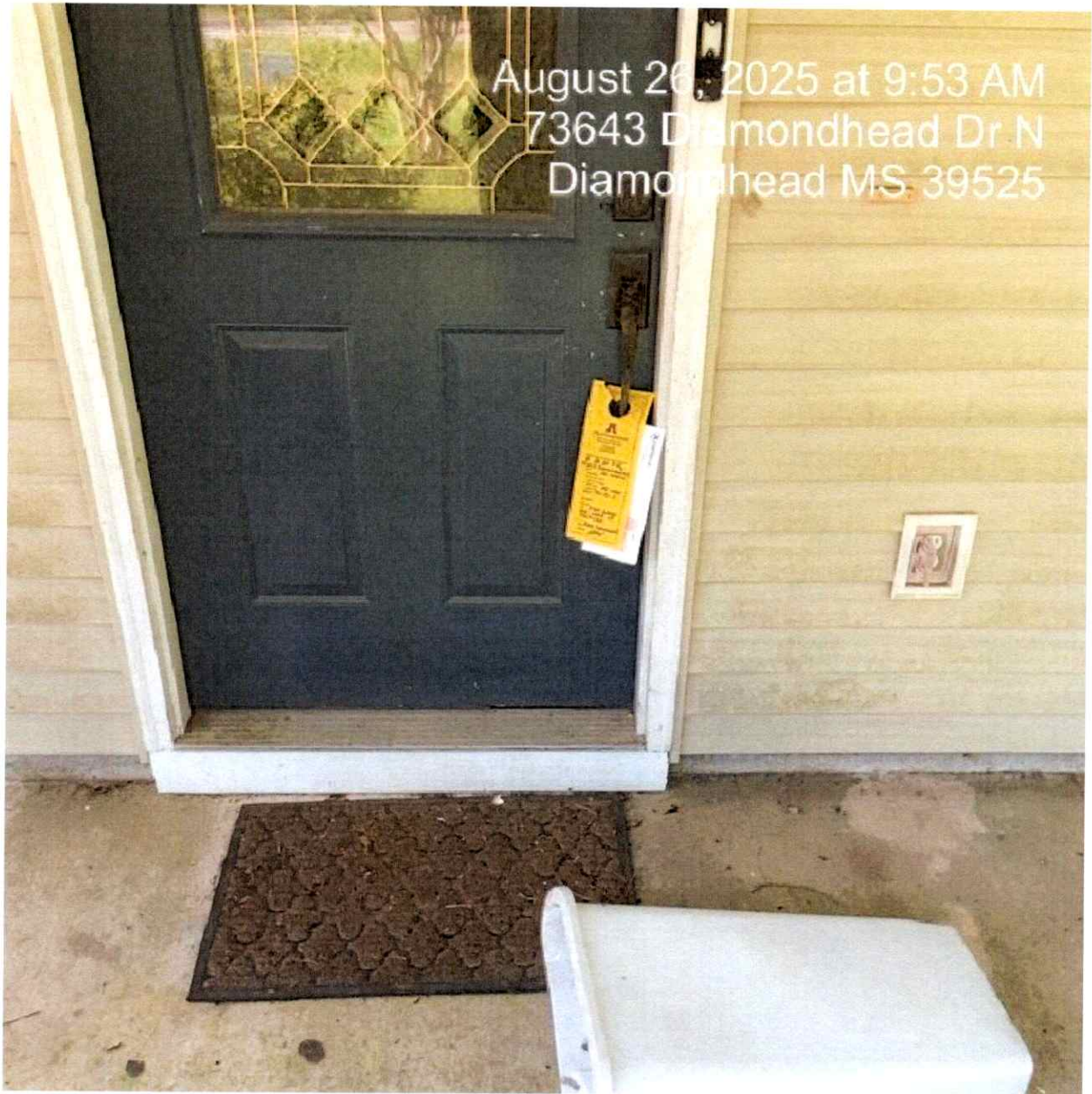
Disposition:

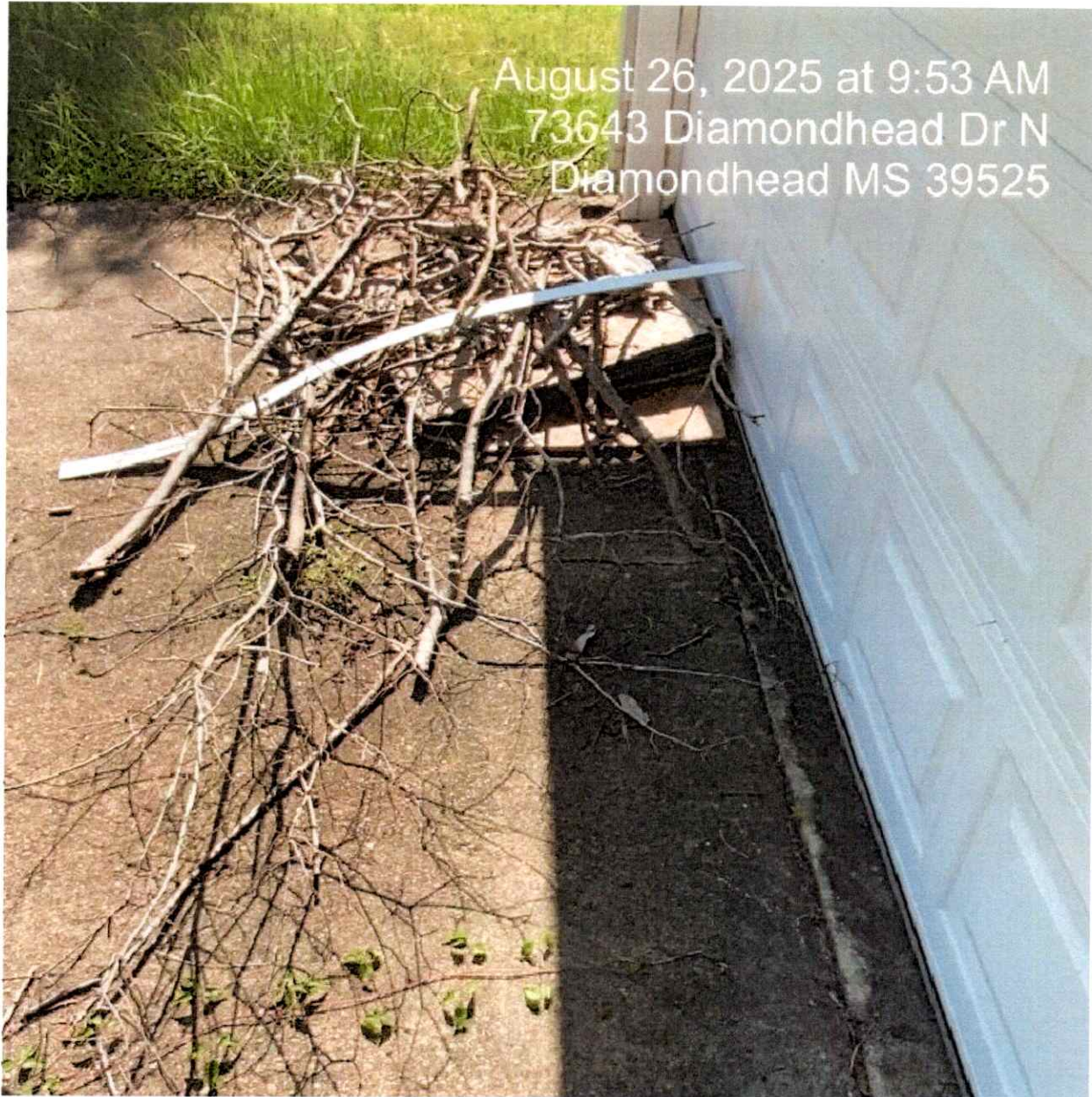
Corrected
 Other: HIGH GRASS
AND CARE OF
PREMISES.

Name JAZZ SEFEROVIC
 Signature [Signature]


DIAMONDHEAD
 5000 Diamondhead Circle
 Diamondhead, MS 39525-2008


FP US POSTAGE
 \$ 00.74
 FIRST CLASS MS
 8/26/25







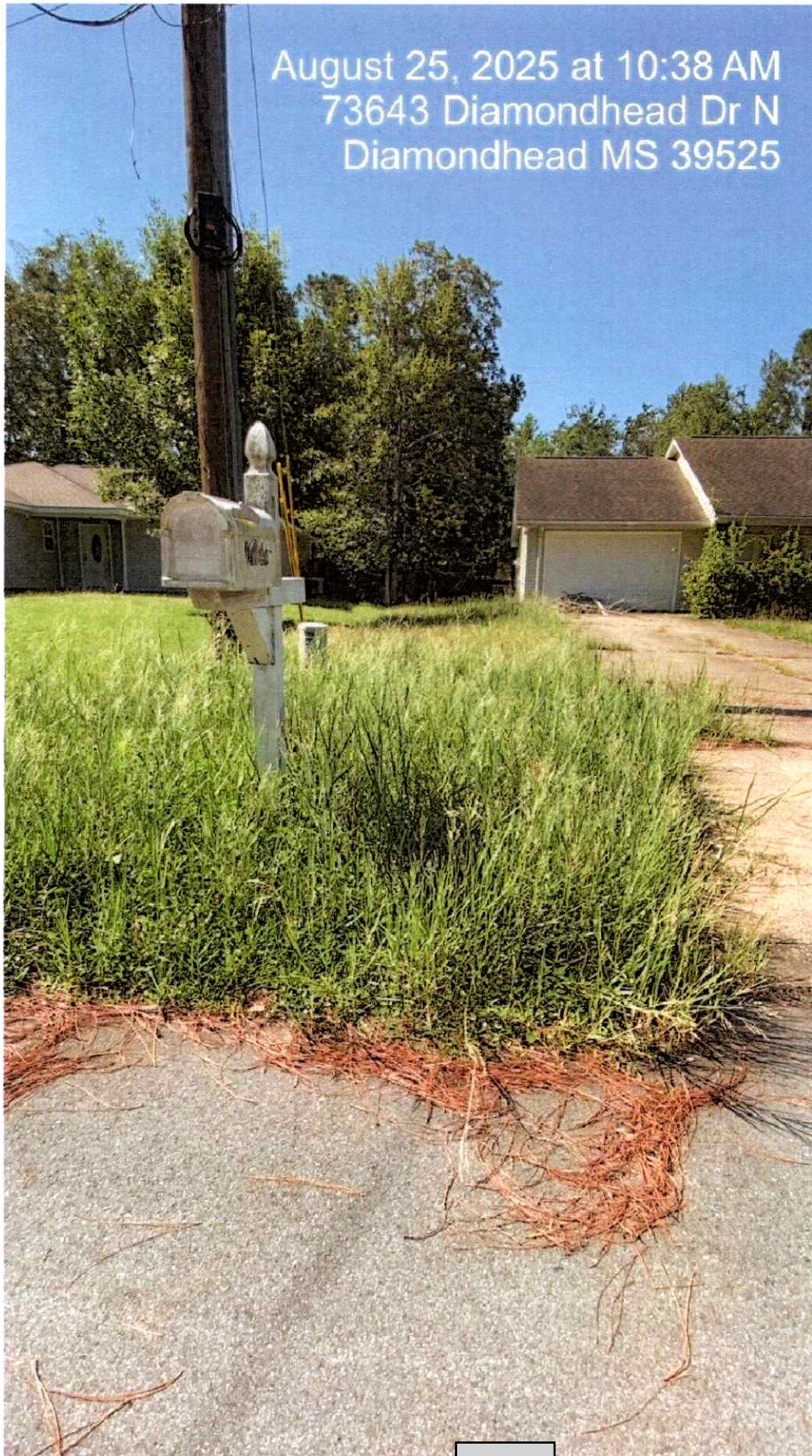


August 25, 2025 at 10:37 AM
73601-73655 Diamondhead Dr N
Diamondhead MS 39525









COPY

5000 Diamondhead Circle
Diamondhead, MS 39525-3260
Phone: 228-222-4626 Fax: 228-222-4390
www.diamondhead.ms.gov

August 18, 2025

Amanda P Traxler
73643 Diamondhead Dr N
Diamondhead, MS 39525

RE: Notice of Violation
73643 Diamondhead Dr N
Parcel # 068R-3-41-185.000

Dear Amanda P Traxler:

Recently, it was noticed that the premises and exterior property at the above referenced location has not been maintained in a manner that is compatible and harmonious with properties in the general area (high grass and weeds that exceed 6" in height.) It is in violation of the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019), Section 16.7 – Care of Premises and Property, "...the general site and/or premises shall be maintained in general with particular reference to insuring that appearance will be and remain compatible and harmonious with properties in the general area and will not be so at variance with other properties in the general area as to cause a substantial depreciation of such property values. Also, in accordance with the International Property Maintenance Code, Section 302.4, 2012 edition, adopted by Ordinance of the City of Diamondhead, "All premises and exterior property shall be maintained free from weeds and grass or plant growth in excess of 6". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens."

Also, this office noticed trash and debris (tree branches/yard trimming, miscellaneous trash and debris, etc.) located in the yard at the above-mentioned property. It is in violation of the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019), Section 16.7 – Care of Premises and Property and it states, "It shall be unlawful for the owner or occupant of a residential building, structure, or property to utilize the premises of such residential property for the open storage of any abandoned motor vehicle, or parts thereof, ice box, refrigerator, stove, building material, building rubbish, or similar items. It shall be the duty and responsibility of every such owner or occupant to keep the premises of such residential property clean and to remove from the premises all such abandoned items as listed above, including, but not limited to, weeds, dead trees, trash, garbage, etc. Furthermore, the general site and/or premises shall be maintained in general with particular reference to ensuring that appearance will be and remain compatible and harmonious

COPY

Item No.7.

with properties in the general area and will not be so at variance with other properties in the general area as to cause a substantial depreciation of such property values.”

It is respectfully requested that you cut the grass and remove all weeds, trash and debris within (7) days from the date of this letter. **If you fail to comply, Mississippi Code 21-19-11 (cleaning of private property) will take place, and you will be given a date to appear at the Public Hearing before the City Council.** “Section 21-19-11 - Determination that property or parcel of land is menace; authorized municipal employee may make the determination that property or parcel of land is menace under certain circumstances; notification to property owner; hearing; cleaning private property; cost and penalty as assessment against property.” Please contact this office once you have resolved the violation or have questions regarding this matter. Thank you in advance.

Together, let's keep Diamondhead beautiful!

Sincerely,



Jasmin “Jazz” Seferovic
Code Enforcement Officer
codeenforcement@diamondhead.ms.gov
228-222-4626 ext. 1798

DIAMONDHEAD
MISSISSIPPI
5000 Diamondhead Circle
Diamondhead, MS 39525-3260

GULFPORT MS 395
19 AUG 2025AM 11



FP **US POSTAGE**
\$ 00.74⁹
First-Class - IMI
ZIP 39525
08/15/2025
032A 0061838407

RECEIVED

AUG 28 2025

By: *[Signature]*

Amanda P Traxler
73643 Diamondhead Dr N
Diamondhead

NIXIE 326 FE 1 0008/23/25
RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD
301 39525326000 2043-01203-13-11

3952532600

3952532600

COPY

5000 Diamondhead Circle
Diamondhead, MS 39525-3260
Phone: 228-222-4626 Fax: 228-222-4390
www.diamondhead.ms.gov

August 18, 2025

Current Resident
73643 Diamondhead Dr N
Diamondhead, MS 39525

RE: Notice of Violation
73643 Diamondhead Dr N
Parcel # 068R-3-41-185.000

Dear Current Resident:

Recently, it was noticed that the premises and exterior property at the above referenced location has not been maintained in a manner that is compatible and harmonious with properties in the general area (high grass and weeds that exceed 6" in height.) It is in violation of the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019), Section 16.7 – Care of Premises and Property, "...the general site and/or premises shall be maintained in general with particular reference to insuring that appearance will be and remain compatible and harmonious with properties in the general area and will not be so at variance with other properties in the general area as to cause a substantial depreciation of such property values. Also, in accordance with the International Property Maintenance Code, Section 302.4, 2012 edition, adopted by Ordinance of the City of Diamondhead, "All premises and exterior property shall be maintained free from weeds and grass or plant growth in excess of 6". All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens."

Also, this office noticed trash and debris (tree branches/yard trimming, miscellaneous trash and debris, etc.) located in the yard at the above-mentioned property. It is in violation of the City of Diamondhead Zoning Ordinance (Ordinance No. 2012-019), Section 16.7 – Care of Premises and Property and it states, "It shall be unlawful for the owner or occupant of a residential building, structure, or property to utilize the premises of such residential property for the open storage of any abandoned motor vehicle, or parts thereof, ice box, refrigerator, stove, building material, building rubbish, or similar items. It shall be the duty and responsibility of every such owner or occupant to keep the premises of such residential property clean and to remove from the premises all such abandoned items as listed above, including, but not limited to, weeds, dead trees, trash, garbage, etc. Furthermore, the general site and/or premises shall be maintained in general with particular reference to ensuring that appearance will be and remain compatible and harmonious

COPY

Item No.7.

with properties in the general area and will not be so at variance with other properties in the general area as to cause a substantial depreciation of such property values.”

It is respectfully requested that you cut the grass and remove all weeds, trash and debris **within (7) days** from the date of this letter. **If you fail to comply, Mississippi Code 21-19-11 (cleaning of private property) will take place, and you will be given a date to appear at the Public Hearing before the City Council.** “Section 21-19-11 - Determination that property or parcel of land is menace; authorized municipal employee may make the determination that property or parcel of land is menace under certain circumstances; notification to property owner; hearing; cleaning private property; cost and penalty as assessment against property.” Please contact this office once you have resolved the violation or have questions regarding this matter. Thank you in advance.

Together, let's keep Diamondhead beautiful!

Sincerely,



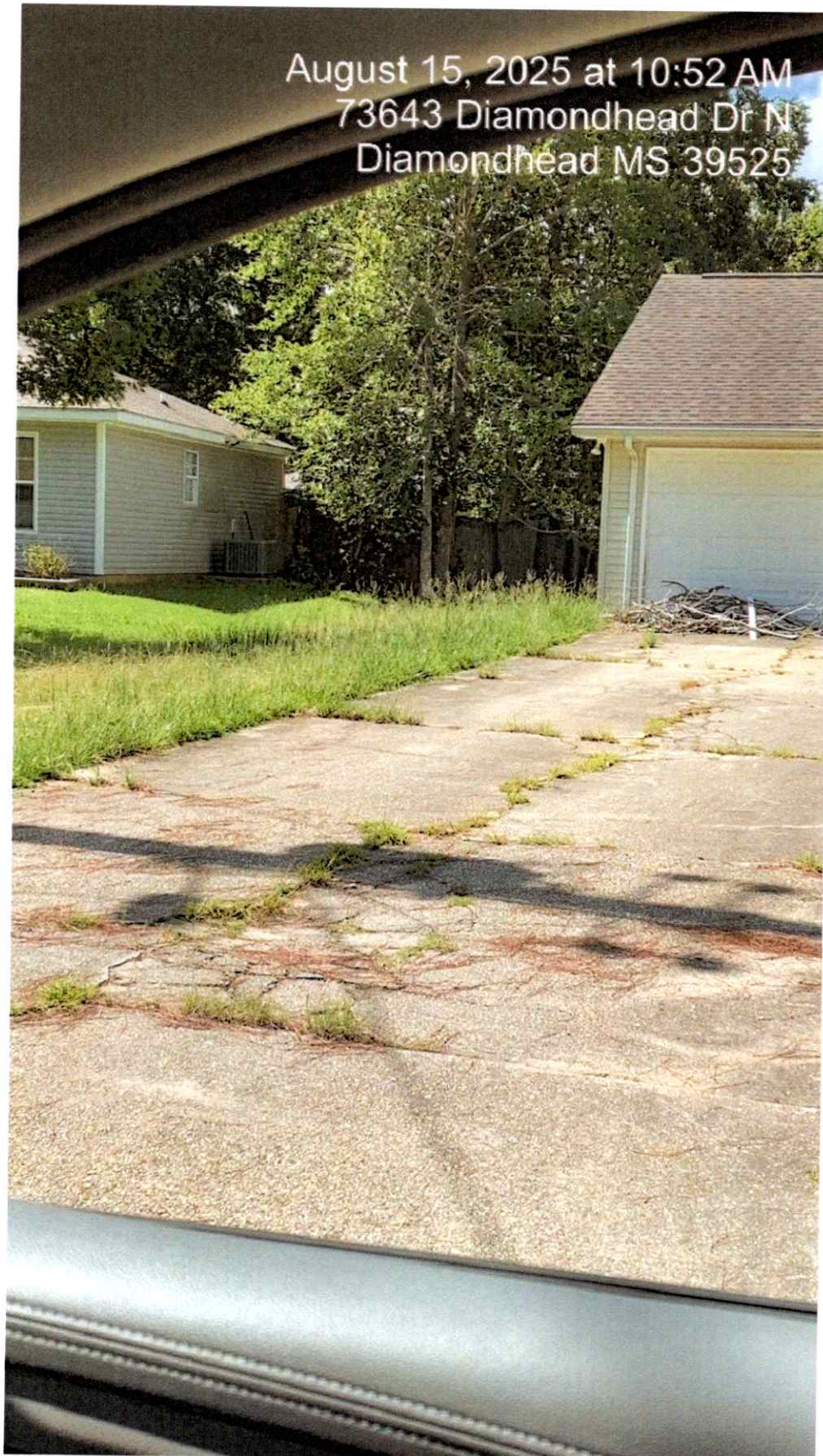
Jasmin “Jazz” Seferovic
Code Enforcement Officer
codeenforcement@diamondhead.ms.gov
228-222-4626 ext. 1798

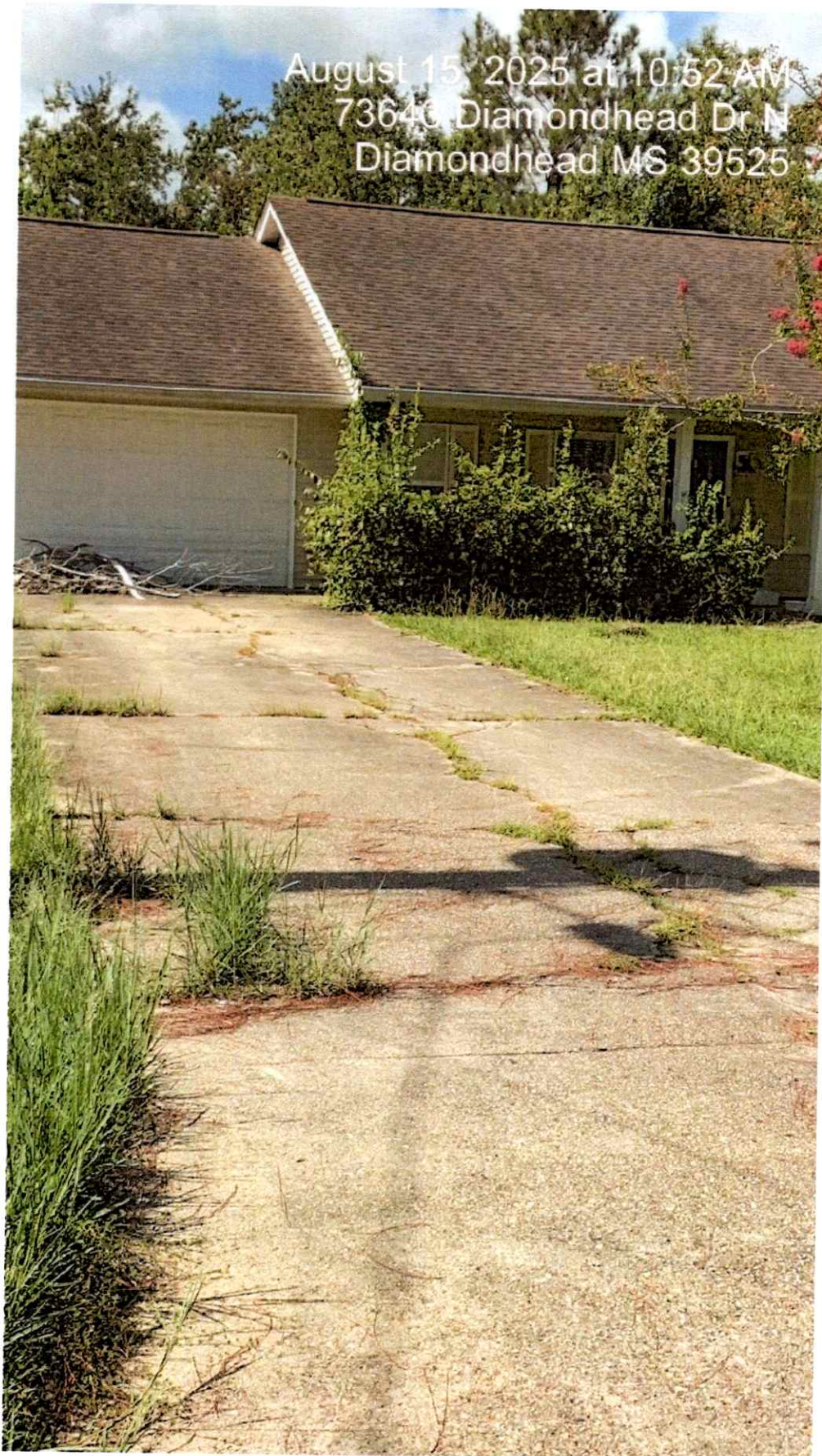














2022 30
Recorded in the Above
Deed Book & Page
01-03-2022 08:20:29 AM
Timothy A Keller
Hancock County

Prepared by and Return to:
Michael J. Casano/ MSB #10085
4403 West Aloha Drive
Diamondhead, MS 39525
Telephone: (228) 255-0035
Fax: (228) 255-0078

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

EXECUTRIX DEED

For and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged, I,

Amanda Pullen Traxler
Executrix of the Estate of John William Dorr
73643 Diamondhead Drive North
Diamondhead, Mississippi 39525
228-731-1668

pursuant to the Judgment Waiving Appraisement, Inventory Accounting, and Closing Estate, entered by the Chancery Court of Hancock County, in Case No. 23CH1:17-cv-00307-JP, *In the Matter of the Estate of John William Dorr, Deceased*, do hereby convey unto the following:

Amanda Pullen Traxler
73643 Diamondhead Drive North
Diamondhead, Mississippi 39525
228-731-1668

All right, title and interest in that certain parcel of property, previously owned by John William Dorr, together with all improvements situated thereon, and being more particularly described as follows:

Lot 30, Block 7, Amended Plat of Unit 2, Diamondhead, Phase 1, according to the map or plat thereof recorded in Plat Book 4, at pages 19-20, in the office of the Chancery Clerk of Hancock County, Mississippi.

2022 31
Deed Book & Page

This conveyance is subject to any and all recorded restrictive covenants, rights of way, and easements applicable to subject property, and subject to any and all prior recorded reservations, conveyances and leases of oil, gas and minerals by previous owners.

Witness my signature on this the 30th day of December, 2021.



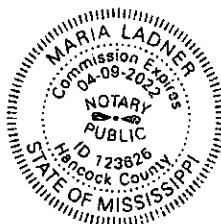
Amanda Pullen Traxler, Executrix
of the Estate of John William Dorr

STATE OF MISSISSIPPI
COUNTY OF HANCOCK

This day appeared before me, the undersigned authority for the jurisdiction aforesaid, the within named Amanda Pullen Traxler, Executrix of the Estate of John William Dorr, who acknowledged that she signed and delivered the above and foregoing Executrix's Deed on the day and year herein mentioned as her own free and voluntary act and deed for the purposes intended therein.

Given under by hand and official seal of office, on this the 30th day of December, 2021.

(SEAL)




NOTARY PUBLIC

My Commission Expires: 04-09-2022

TITLE NOT EXAMINED

Case: 23CH1:17-cv-00307-JP Document #: 13 Filed: 07/27/2018 Page 1 of 4

IN THE CHANCERY COURT OF HANCOCK COUNTY, MISSISSIPPI

**IN THE MATTER OF THE ESTATE OF
JOHN WILLIAM DORR, DECEASED** **FILED** **CAUSE NO. 23CH1:17-cv-307-JP**

JUL 27 2018

AMANDA PULLEN TRAXLER

PETITIONER

By TIMOTHY A. KELLAR
CHANCERY CLERK D.C.

**JUDGMENT WAIVING APPRAISEMENT,
INVENTORY, AND ACCOUNTING, AND CLOSING ESTATE**

THIS MATTER, HAVING COME ON FOR HEARING on the Petition of the duly qualified and acting Executrix of the Estate of JOHN WILLIAM DORR, deceased, being said *Petition to Waive Appraisement, Inventory, and Accounting, and to Close Estate*, and the Court being fully advised in the premises does ORDER, ADJUDGE and DECREE as follows:

I.

That John William Dorr ("Decedent") departed this life on May 12, 2017, and at the time of his death, his domicile and fixed place of residence was in Hancock County, Mississippi. Decedent died testate, and the Last Will and Testament of John William Dorr ("Will") was presented to this Court for probate in the above styled and numbered cause. Said will was admitted to probate on May 19, 2017, and Amanda Pullen Traxler was appointed Executrix in this Estate. Letters Testamentary were issued to Amanda Pullen Traxler on June 5, 2017.

II.

That in Decedent's Will, John William Dorr named his niece, Amanda Pullen Traxler, sole beneficiary of his estate, in the event that she survived him, and Amanda Pullen Traxler did, in fact, survive the testator.

III.

That, in accordance with law, Petitioner filed her Notice to Known Creditors and Affidavit in Support of Notice to Known Creditors on or about June 5, 2017. Thereafter Notice to Unknown Creditors of the Estate of John William Dorr, deceased, was published in the Sea Coast Echo for three consecutive weeks, beginning on June 7, 2017, and the time within which claims might be probated against the Estate of the decedent has expired, and there remain no claims against this Estate. Petitioner now requests that all claims not timely probated be barred, pursuant to statute. That the decedent was not required to file income tax returns with the Internal Revenue Service nor the Mississippi State Tax Commission. Further, no estate tax returns were due to have been filed with the Mississippi State Tax Commission nor the Internal Revenue Service.

IV.

That the Executrix has completed the administration of the Estate, and the Estate should now be closed and the assets distributed as provided in the Last Will and Testament of John William Dorr, deceased. That the Petitioner/Executrix requests that she be authorized to distribute the assets of the Estate to the rightful beneficiary, Amanda Pullen Traxler, as outlined in the Last Will and Testament of John William Dorr. Included among the assets of the Estate is that certain piece of real property located at 73643 Diamondhead Dr. N., Diamondhead, Mississippi, 39525, and more particularly described as follows:

Lot 30, Block 7, Amended Plat of Unit 2, DIAMONDHEAD, Phase 1, according to the map or plat thereof recorded in Plat Book 4, at Pages 19-20, in the office of the Chancery Clerk of Hancock County, Mississippi.

That Petitioner/Executrix prays that the rightful beneficiary of the Estate, Amanda Pullen Traxler, be placed in possession of the aforementioned real property.

V.

That Petitioner/Executrix requests that the appointment of appraisers and the appraisal, and any requirements of inventory and/or accountings of this Estate, be waived. That Petitioner/Executrix is the sole beneficiary of the Estate, and no claims have been probated against this Estate. Further, the testator expressly requested waiver of bond, reports, inventories, and accountings.

THEREFORE, IT IS ORDERED, ADJUDGED, and DECREED as follows:

1. That the appointment of appraisers and the appraisal, and any requirement of inventory and/or accounting of this Estate, be and same are hereby waived;
1. That all claims not timely probated are hereby barred, pursuant to statute;
2. That the Executrix is authorized to distribute the Estate assets to the beneficiary of this Estate, AMANDA PULLEN TRAXLER;
3. That the beneficiary of this Estate, AMANDA PULLEN TRAXLER, is hereby put in possession of the real property more particularly described hereinabove, and is vested with title to the hereinabove described property pursuant to the Last Will and Testament of John William Dorr, Deceased;
4. That this Estate is hereby rendered closed without any further reporting to this Court, and the Executrix is hereby relieved of her duties and discharged from any further liability or obligations herein.

2022 35

Deed Book & Page

Case: 23CH1:17-cv-00307-JP Document #: 13 Filed: 07/27/2018 Page 4 of 4

SO ORDERED, ADJUDGED, AND DECREED, this the 27 day ofJuly, 2018.
CHANCELLOR

Prepared by:
Reed S. Bennett (MS Bar 103233)
Law Offices of Reed S. Bennett
2501 14th Street, Suite 211
Gulfport, MS 39501
(t) 228-865-1008
(f) 228-865-1009

200

Hancock County
I certify this instrument was filed on
01-03-2022 08:20:29 AM
and recorded in Deed Book
2022 at pages 30 - 35
Timothy A Kellar





**068R-3-41-
185.000**

Parcel Number: 068R-3-41-185.000

Owner Name: TRAXLER AMANDA P

Owner Address: 73643 DIAMONDHEAD
DR N

Owner City, State ZIP: DIAMONDHEAD,
MS 39525

Physical Address: 73643
DIAMONDHEAD DR N

Improvement Type: RES

Year Built: 1997

Base Area: 1388

Adjusted Area: 1702

Actual Total Value: 105123

Taxable Total Value: 0

Estimated Tax: 1019.26

Homestead Exemption: Yes

Deed Book: 2022

Deed Page: 30

Legal Description 1: 30 BLK 7

AMENDED UN 2 & 6 PH 1

Legal Description 2: DIAMONDHEAD

Close Export

Copyright © 2014 GCT LLC

0 15 30ft

There came on for consideration at a meeting of the City Council of the City of Diamondhead, Mississippi, held on the **16th** day of **September, 2025**, the following Resolution:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, FINDING AND ADJUDICATING THAT THE HEREIN DESCRIBED PARCEL OF LAND ARE IN SUCH A STATE OF UNCLEANLINESS AS TO BE A MENACE TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENRY OF THE CITY AND AUTHORIZING ADVERTISEMENT FOR BIDS OR TO OBTAIN QUOTE(S) TO HAVE SAID LAND CLEARED AND CLEANED AND TO ASSESS THE COSTS TO THE SAID PROPERTY

WHEREAS, the City Council of the City of Diamondhead, Mississippi, (the "City"), pursuant to Mississippi Code Annotated §21-19-11, 1972, as amended, finds, determines, and adjudicates, based upon the investigation of the City's Building Department, that the parcel of land described below are in such a state of uncleanness as to be a menace to the public health, safety, and welfare of the citizenry of the City; and

WHEREAS, said property, as described herein, are within the corporate boundaries of the City of Diamondhead, Hancock County, Mississippi; and

WHEREAS, the parcel investigated by the Building Department and recommended by the Building Official for adjudication as being in such a state of uncleanness including, high grass and shrubs, as to be a menace to the public health, safety and welfare of the citizenry of the City are identified as:

Amanda P Traxler, 73643 Diamondhead Dr N, Parcel number 068R-3-41-185.000, Diamondhead Subdivision Phase 1, Unit 2 & 6, Block 7, Lot 30.

WHEREAS, notice to the property owners was provided by the City pursuant to Mississippi Code Annotated §21-19-11, 1972, as amended, by mail to Amanda P Traxler at 73643 Diamondhead Dr N, Diamondhead, Mississippi, notice posted on the bulletin boards at City Hall, and notice posted on the property at 73643 Diamondhead Dr N by Code Enforcement Officer Jasmin Seferovic, all within Diamondhead, Mississippi; and

WHEREAS, the City Council of the City of Diamondhead further find, determine and adjudicate that advertisement for bids or obtaining quotes to clean the above referenced property should be made in the form and manner as provided by law; and

WHEREAS, the City Council further find, determine, and adjudicate that the cost of the lot cleanup shall not exceed the aggregate amount of \$20,000.00 per parcel per calendar year or the fair market value of the property subsequent to removal, whichever is less. Said amount including a penalty shall be assessed as a lien against said property as provided by law and shall be enrolled in the office of the Circuit Clerk of Hancock County, Mississippi, as other judgments are enrolled, and in the office of the Chancery Clerk of Hancock County, Mississippi; and

WHEREAS, the City Council of the City of Diamondhead further find, determine, and grant authority to the Building Department to re-enter the properties for a period of two (2) years without any further hearings if notice is posted on these properties and at City Hall, 5000 Diamondhead Circle, Diamondhead, Mississippi 39525, at least seven (7) days prior to re-entering the properties for resolution of the same type of violation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, AS FOLLOWS:

SECTION 1. That the matters, facts, and things recited in the Preamble hereto are hereby adopted as the official findings of the Governing Authority.

SECTION 2. That the property at 73643 Diamondhead Dr N, Diamondhead, Mississippi, be and hereby is declared to be a menace to the public health, safety, and welfare of the citizenry of the City of Diamondhead.

SECTION 3. The property owner is hereby given a minimum of 14 days to cure the menace on said property. If the property owner fails to cure the menace, that the City Clerk be and hereby is authorized to advertise for bids or obtain quote(s) and/or utilize city resources to cut and clean

the property (remove all shrubs, bushes, high grass and weeds that exceed 6” in height and miscellaneous trash and debris) and remove all to a proper disposal site as described hereinabove and lying within the corporate boundaries of the City of Diamondhead, Hancock County, Mississippi.

SECTION 4. That the cost of cleanup of the herein described properties, including any penalty assessed, shall be a lien against said properties as provided by law and shall be enrolled in the office of the Circuit Clerk of Hancock County, Mississippi, and in the office of the Chancery Clerk of Hancock County, Mississippi.

SECTION 5. That the Council of the City of Diamondhead further find, determine, and hereby grant authority to the Building Department to re-enter the properties not more than five (5) times for a period of two (2) years without any further hearings if notice is posted on these properties and at City Hall, 5000 Diamondhead Circle, Diamondhead, Mississippi 39525, at least seven (7) days prior to re-entering the properties for resolution of the same type of violation.

Councilmember _____ moved for the adoption of the Resolution, which was seconded by Councilmember _____.

Upon being put to a roll call vote, the following ballots were cast:

	Aye	Nay	Absent
Councilmember Finley	___	___	___
Councilmember Sheppard	___	___	___
Councilmember Harwood	___	___	___
Councilmember Clark	___	___	___
Councilmember Maher	___	___	___
Mayor Liese	___	___	___

WHEREUPON, the Mayor declared the Motion carried and the Resolution adopted, this the
_____ day of September, 2025.

ATTEST:

ADOPTED:

CITY CLERK

MAYOR



Covington Civil & Environmental, LLC
2300 14th Street
Gulfport, MS 39501
228-396-0486

Project Title Project Number Invoice #		Annual Unit Price Contract			
		16175.08			
		16175.08-205			
	Budget	Previously Billed	Current Invoice	Balance Remaining	Percentage Complete
Task 1: Site Development Plans and Reviews	\$ 30,000.00	\$ 15,845.95	\$ 4,029.85	\$ 10,124.20	66%
Total	\$ 30,000.00	\$ 15,845.95	\$ 4,029.85	\$ 10,124.20	66%



Invoice

Invoice #: 16175.08205

Invoice Date: 8/19/2025

Due Date: 9/18/2025

Project: WA 34 Annual Unit Price...

P.O. Number: WA 34 - 2025

Terms: Net 30

Bill To:

City of Diamondhead

Description	Hours/Qty	Rate	Amount
Professional Engineering Services Annual Unit Price Contract - WA 34 Services Provided thru 07/31/2025			
Sarah McLellan, Professional Engineer	11	105.00	1,155.00
Nathan Long, Project Engineer	2	95.00	190.00
James Edwards, Project Engineer	21	95.00	1,995.00
Frank Reyes, Project Engineer	2.25	95.00	213.75
Tommy Parker, Senior CAD Designer	3	90.00	270.00
Patrick Johnson, Resident Project Representative	2	75.00	150.00
Margaret Milner, Administrative	0.5	80.00	40.00
Mileage, per mile	23	0.70	16.10
Subtotal			4,029.85

All payments are due by "Due Date" shown on Invoice.
Finance fees will be charged for all payments received past
"Due Date". Please call 228-396-0486 with any questions
about Invoice.

Total \$4,029.85

Payments/Credits \$0.00

Balance Due \$4,029.85

Covington Civil & Environmental, LLC

Item No.8.

TIME AND EXPENSES

FILTERS USED :

Project In : 16175.08 City of Diamondhead - | WA #34 Annual Unit Price Contract

and Bill Status : All Except Billed, Locked

and Time Expense Date In : 7/1/2025 To 7/31/2025

* A=Approved , B= Billable , S= Submit , Bd= Billed

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
Frank Reyes							
SERVICES							
7/22/2025	Engineer I:	Engineer I	2.00		\$95.00	\$190.00	A B
		<i>Finishing change order</i>					
7/21/2025	Engineer I:	Engineer I	0.25		\$95.00	\$23.75	A B
		<i>Creating change order</i>					
Total Services:			2.25	0.00		\$213.75	
Frank Reyes Total:			2.25	0.00		\$213.75	
James Edwards							
SERVICES							
7/23/2025	Engineer I:	Engineer I	2.00		\$95.00	\$190.00	A B
		<i>2025 Unit Bid package update</i>					
7/22/2025	Engineer I:	Engineer I	1.00		\$95.00	\$95.00	A B
		<i>2025 Unit Bid package update</i>					
7/16/2025	Engineer I:	Engineer I	4.00		\$95.00	\$380.00	A B
		<i>Moke Way Drainage</i>					
7/10/2025	Engineer I:	Engineer I	6.00		\$95.00	\$570.00	A B
		<i>Bid Package</i>					
7/2/2025	Engineer I:	Engineer I	4.00		\$95.00	\$380.00	A B
		<i>Recommendation Letter, Work Order, and Attachment to Work Order: Lily Pond</i>					

GROUPED BY Project, Employee

Covington Civil & Environmental, LLC

Item No.8.

TIME AND EXPENSES

* A=Approved , B= Billable , S= Submit , Bd= Billed

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
James Edwards							
SERVICES							
7/1/2025	Engineer I:	Engineer I Recommendation Letter, Work Order, and Attachment to Work Order: Moke Way	4.00		\$95.00	\$380.00	A B
Total Services:			21.00	0.00		\$1,995.00	
James Edwards Total:			21.00	0.00		\$1,995.00	
Margaret Milner							
SERVICES							
7/17/2025	Administrative:	Administrative Financial administration and reporting	0.50		\$80.00	\$40.00	A B
Total Services:			0.50	0.00		\$40.00	
Margaret Milner Total:			0.50	0.00		\$40.00	
Nathan Long							
SERVICES							
7/25/2025	Engineer I:	Engineer I Final closeout documents Laa La Way	0.75		\$95.00	\$71.25	A B
7/21/2025	Engineer I:	Engineer I Preparation of Summary Change Order and Final Closeout Laa La Way	1.25		\$95.00	\$118.75	A B
Total Services:			2.00	0.00		\$190.00	
Nathan Long Total:			2.00	0.00		\$190.00	

GROUPED BY Project, Employee

Covington Civil & Environmental, LLC

Item No.8.

TIME AND EXPENSES

* A=Approved , B= Billable , S= Submit , Bd= Billed

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
Patrick T Johnson							
SERVICES							
7/3/2025	RPR:	Resident Project Representative	2.00		\$75.00	\$150.00	A B
		Site visit - Contractor corrected erosion control at box and dip in asphalt					
Total Services:			2.00	0.00		\$150.00	
EXPENSES							
7/3/2025	Mileage:	Mileage, per mile		23.00	\$0.70	\$16.10	A B
		Site visit					
Total Expenses:			0.00	23.00		\$16.10	
Patrick T Johnson Total:			2.00	23.00		\$166.10	
Sarah McLellan							
SERVICES							
7/23/2025	Prof. Engineer:	Professional Engineer	3.00		\$105.00	\$315.00	A B
		Finalized and Submitted Bid Package for Unit Price Repair					
7/22/2025	Prof. Engineer:	Professional Engineer	3.00		\$105.00	\$315.00	A B
		Unit Price Bid Package					
7/18/2025	Prof. Engineer:	Professional Engineer	1.50		\$105.00	\$157.50	A B
		Exhibits					
7/16/2025	Prof. Engineer:	Professional Engineer	1.50		\$105.00	\$157.50	A B
		Paving 2026 OPC					
7/1/2025	Prof. Engineer:	Professional Engineer	2.00		\$105.00	\$210.00	A B
		Repair Unit Price Front End Specifications					
Total Services:			11.00	0.00		\$1,155.00	

GROUPED BY Project, Employee

Covington Civil & Environmental, LLC

Item No.8.

TIME AND EXPENSES

* A=Approved , B= Billable , S= Submit , Bd= Billed

DATE	ITEM	DESCRIPTION	ACTUAL HOURS	UNITS	RATE	ENTRY AMOUNT	*
16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract							
		Sarah McLellan Total:	11.00	0.00		\$1,155.00	
Tommy Parker							
SERVICES							
7/16/2025	Sr. CAD Tech;	Senior CAD Tech	2.00		\$90.00	\$180.00	A B
	<i>Moke Way Repair Plan</i>						
7/10/2025	Sr CAD Designer:	Senior CAD Designer	1.00		\$90.00	\$90.00	A B
	<i>Moke Way Drainage Culvert</i>						
		Total Services:	3.00	0.00		\$270.00	
		Tommy Parker Total:	3.00	0.00		\$270.00	
		16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract Total:	41.75	23.00		\$4,029.85	
		Total Services For 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:	41.75			\$4,013.75	
		Total Expenses For 16175.08 City of Diamondhead - WA #34 Annual Unit Price Contract:		23.00		\$16.10	
		Grand Total Billable Services:	41.75			\$4,013.75	
		Grand Total Billable Expenses :		23.00		\$16.10	

GROUPED BY Project, Employee



September 5, 2025

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

**Re: Diamondhead Paving 2025
Gulf Pride Paving, LLC
Notice of Substantial Completion and Punch List**

Dear Mr. McCraw:

The Work for Diamondhead Paving 2025 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 August 28, 2025.

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

1. Remove rocks, debris, and asphalt in areas located by the intersection of Ieke Drive and Amoka Place, Bayou Drive and Diamondhead Drive, and Bayou Drive and Kolo Way; and
2. Striping Analii Street.

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

Sincerely,

COVINGTON CIVIL & ENVIRONMENTAL, LLC

A handwritten signature in cursive script that reads "Sarah McLellan".

Sarah McLellan, P.E.
Project Engineer

Certificate of Substantial Completion

Project: Diamondhead Paving 2025	Owner: City of Diamondhead	
Contract: Diamondhead Paving 2025		Date of Contract: 5-6-2025
Contractor: Gulf Pride Paving, LLC, 10230 Logan Cline Road, Gulfport, MS 39503		City's Project No.: 16175.08 WA#36

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

☒ All Work under the Contract Documents:

☐ The following specified portions:

August 28, 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

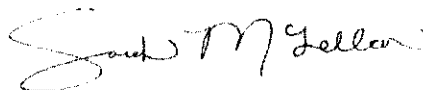
Contractor's Amended Responsibilities:

N/A

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

Punch List

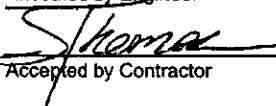
This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.



Executed by Engineer

September 5, 2025

Date



Accepted by Contractor

Date

09/08/25

Accepted by Owner

Date



5000 Diamondhead Circle, Diamondhead, MS 39525

Telephone (228) 222-4626

Fax: (228) 222-4390

Welding Intern

Department: Public Works

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Welding Intern will assist the Public Works team with fabrication, repair, and maintenance projects that support city infrastructure and equipment. This role provides hands-on experience in basic welding techniques while learning safety procedures and municipal operations.

Responsibilities:

- Assist in performing basic welding, cutting, and grinding tasks under supervision.
- Help fabricate or repair metal structures, equipment, and tools used by the city.
- Learn and follow proper welding safety procedures and equipment maintenance.
- Maintain a clean and organized work environment.
- Support staff with additional Public Works projects as assigned.

Qualifications:

- Enrollment in a welding, industrial maintenance, or related technical program.
- Basic knowledge of welding processes (MIG, TIG, or stick preferred).
- Ability to follow directions, work safely, and pay attention to detail.
- Strong work ethic and willingness to learn.



Wildcat Works Internship

Bridging the Gap Between Education and Work Experience.

Pearl River Community College will offer interns the opportunity to gain practical work experience while integrating education, training, and personal development through a WIOA funding program geared toward helping students transition from college to work in various careers.

Students will

- Relevant work experience
- Mentoring and career shadowing
- Maintain enrollment and good standing at PRCC

Companies will

- Provide meaningful training and assignments
 - Receive fresh and new ideas for your company
 - Have the Opportunity to recruit long-term employee
 - Serve as a bridge between education and the workplace
-

Work Site Guidelines

- Sufficient work must be available to occupy the participant.
- The worksite will have proper equipment and/or materials to perform the task assigned to each participant.
- Working conditions are safe and sanitary for each participant.
- No enrollee shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation, or any federal "protected class" be discriminated against in employment while a participant.
- Participants may not be employed on hazardous jobs or operation or maintenance of a facility that is used for religious instruction or worship.
- The employer will notify the local WIN Job Center or Twin Districts Workforce Development Area Case Manager if a participant is discharged, voluntarily resigns, or is hired.
- The employer must complete an evaluation form at the completion of the work experience.
- A representative of the Twin Districts Workforce Development Area will monitor the worksite.



Wildcat Works Internship

Bridging the Gap Between Education and Work Experience.

- Participants are not allowed to work overtime.
 - Participants will not be allowed to travel.
 - Work experience participants shall not displace current employees.
 - Participants are to work approximately 20 hours per week for a duration of 16 weeks max.
 - Employers are responsible for giving interns meaningful training/assignments, effective supervision, and ensuring interns are aware of company policies and regulations.
 - The Twin Districts Workforce Development Area will determine the length of time a participant may stay in the Work Experience Program with an employer.
 - Participants will be allowed to attend any meetings set by The Twin Districts Workforce Development Area.
-

Interested in partnering with Pearl River Community College

Contact

Paige Hutchinson

601-554-4656

nhutchinson@prcc.edu



Internship Worksite Contact

Employer/Organization Name: City of Diamondhead

Address: 5000 Diamondhead Circle City: Diamondhead

State: MS Zip: 39525 Phone: 228-222-4626

Site Supervisor: (Timesheet Approver #1)

(Intern Contact Person(s) at Organization):

Ty Wiltz

Site Supervisor Title: Public Works Director

Phone: 228-222-4626 Email: twiltz@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Jeannie Klein

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Title of Internship Position: Welding Intern

Start Date: 10/01/2025 End Date: 09/30/2026

Do you have PPE available for the intern? Yes X No

The Site Supervisor will be responsible for the following duties in regard to the WIOA Internship program:

- Signing off on weekly timesheet.
- Ensuring student is provided an orientation to worksite.
- Communicating organizational policies and expectations to student.
- Communication with PRCC Instructor and Case Manager regarding internship.
- Completing and reviewing a final evaluation with the intern.

ATTACH A COPY OF THE JOB(S) DESCRIPTION THAT THE STUDENT INTERN WILL BE COMPLETING AT YOUR ORGANIZATION'S WORKSITE.

Please return Internship Worksite Information and Job Description to the PRCC Work-Based Learning Coordinator, Paige Hutchinson at nhutchinson@prcc.edu.

Twin Districts Workforce Development Area/PRCC Worksite Program Guidelines

The purpose of this instrument is to set forth guidelines for employers who participate in the Twin Districts Workforce Development Area Internship Program.

1. Sufficient work must be available to occupy the participant.
2. Working conditions are safe and sanitary for each participant and workplace safety will be included in the intern orientation.
3. The worksite will have proper equipment and/or materials to perform task assigned to each participant.
4. Participants may not be employed on hazardous jobs, or operation or maintenance of a facility that is used for religious instruction or worship.
5. No enrollee shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation or any federal "protected class" be discriminated against in employment while a participant.
6. The employer will notify the local WIN Job Center or PRCC Work-Based Learning Coordinator if a participant is discharged, voluntarily resigns, or is hired by the employer.
7. The employer will complete an evaluation form at the completion of the work experience.
8. A representative of Twin Districts Workforce Development Area/PRCC will monitor the worksite by completing a monitoring visit during the participant's work experience.
9. Twin Districts Workforce Development Area/PRCC will determine the length of time a participant may stay in the Work Experience Program with an employer not to exceed 320 hours.
10. Participants are not allowed to work overtime.
11. Participants will not be allowed to travel as part of their internship work assignment/duties.
12. Current employees shall not be displaced by any internship participant.
13. Employers are responsible for assigning a site supervisor, giving interns meaningful training/assignments, effective supervision and ensuring interns are aware of company policies and regulations.
14. Participant will be allowed to attend any meetings set by The Twin Districts Workforce Development Area/PRCC.
15. Participants will not be allowed to have supervisory or managerial responsibilities.
16. A staffing agency is used as the employer of record and will need the intern supervisor to electronically verify weekly hours worked.

By signing this instrument, the Signatory Official attests that the company will adhere to the above guidelines.

Name

Title

Date

SMPDD/TDWDA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to those disabilities-TTY/TDD: 800.582.2233

Safety Questions

1. Will there be any group travel or company transportation exposures?

`We define group transportation as more than two (2) employees in the same vehicle. This includes company-sponsored or subsidized transit

How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☒ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 20 per day

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? Yes,
Grinders and Welding equipment
5. Do any operations require respirators or dust masks? Yes, dusk masks

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



5000 Diamondhead Circle, Diamondhead, MS 39525

Telephone (228) 222-4626

Fax: (228) 222-4390

Mechanical Intern

Department: Public Works / Fleet Maintenance

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Mechanical Intern will assist in the maintenance and repair of city vehicles, equipment, and mechanical systems. This position provides practical, hands-on training in basic mechanical repair within a municipal setting.

Responsibilities:

- Assist with inspections, maintenance, and minor repairs on city vehicles and equipment.
- Learn to use diagnostic tools and follow repair protocols.
- Maintain accurate records of work completed and parts used.
- Observe and follow workplace safety policies.
- Support mechanics with special projects as assigned.

Qualifications:

- Enrollment in mechanical engineering technology, automotive technology, or related programs.
- Basic understanding of engines, mechanical systems, or automotive tools.
- Ability to follow directions, troubleshoot problems, and work in a team setting.
- Strong initiative and willingness to learn.



Wildcat Works Internship

Bridging the Gap Between Education and Work Experience.

Pearl River Community College will offer interns the opportunity to gain practical work experience while integrating education, training, and personal development through a WIOA funding program geared toward helping students transition from college to work in various careers.

Students will

- Relevant work experience
- Mentoring and career shadowing
- Maintain enrollment and good standing at PRCC

Companies will

- Provide meaningful training and assignments
 - Receive fresh and new ideas for your company
 - Have the Opportunity to recruit long-term employee
 - Serve as a bridge between education and the workplace
-

Work Site Guidelines

- Sufficient work must be available to occupy the participant.
- The worksite will have proper equipment and/or materials to perform the task assigned to each participant.
- Working conditions are safe and sanitary for each participant.
- No enrollee shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation, or any federal "protected class" be discriminated against in employment while a participant.
- Participants may not be employed on hazardous jobs or operation or maintenance of a facility that is used for religious instruction or worship.
- The employer will notify the local WIN Job Center or Twin Districts Workforce Development Area Case Manager if a participant is discharged, voluntarily resigns, or is hired.
- The employer must complete an evaluation form at the completion of the work experience.
- A representative of the Twin Districts Workforce Development Area will monitor the worksite.



Wildcat Works Internship

Bridging the Gap Between Education and Work Experience.

- Participants are not allowed to work overtime.
 - Participants will not be allowed to travel.
 - Work experience participants shall not displace current employees.
 - Participants are to work approximately 20 hours per week for a duration of 16 weeks max.
 - Employers are responsible for giving interns meaningful training/assignments, effective supervision, and ensuring interns are aware of company policies and regulations.
 - The Twin Districts Workforce Development Area will determine the length of time a participant may stay in the Work Experience Program with an employer.
 - Participants will be allowed to attend any meetings set by The Twin Districts Workforce Development Area.
-

Interested in partnering with Pearl River Community College

Contact

Paige Hutchinson

601-554-4656

nhutchinson@prcc.edu



Internship Worksite Contact

Employer/Organization Name: City of Diamondhead
 Address: 5000 Diamondhead Circle City: Diamondhead
 State: MS Zip: 39525 Phone: 228-222-4626
Site Supervisor: (Timesheet Approver #1)
 (Intern Contact Person(s) at Organization): Ty Wiltz
 Site Supervisor Title: Public Works Director
 Phone: 228-222-4626 Email: twiltz@diamondhead.ms.gov
 Back-up Supervisor (Timesheet Approver #2): Jeannie Klein
 Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov
Title of Internship Position: Mechanical Intern
 Start Date: 10/01/2025 End Date: 09/30/2026
 Do you have PPE available for the intern? Yes X No

The Site Supervisor will be responsible for the following duties in regard to the WIOA Internship program:

- Signing off on weekly timesheet.
- Ensuring student is provided an orientation to worksite.
- Communicating organizational policies and expectations to student.
- Communication with PRCC Instructor and Case Manager regarding internship.
- Completing and reviewing a final evaluation with the intern.

ATTACH A COPY OF THE JOB(S) DESCRIPTION THAT THE STUDENT INTERN WILL BE COMPLETING AT YOUR ORGANIZATION'S WORKSITE.

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Twin Districts Workforce Development Area/PRCC Worksite Program Guidelines

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15. Participants will not be allowed to have supervisory or managerial responsibilities.
16. A staffing agency is used as the employer of record and will need the intern supervisor to electronically verify weekly hours worked.

By signing this instrument, the Signatory Official attests that the company will adhere to the above guidelines.

Name

Title

Date

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Safety Questions

1. Will there be any group travel or company transportation exposures?

`We define group transportation as more than two (2) employees in the same vehicle. This includes company-sponsored or subsidized transit

How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☐ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 0

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? Yes,
Impact Wrenches, shop tools
5. Do any operations require respirators or dust masks? Yes, dusk masks

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



5000 Diamondhead Circle, Diamondhead, MS 39525

Telephone (228) 222-4626

Fax: (228) 222-4390

Paralegal Intern

Department: Legal / Administration

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Paralegal Intern will assist the City Attorney and administrative staff with legal research, document preparation, and case management. This role provides valuable exposure to municipal law and public administration.

Responsibilities:

- Conduct legal research and summarize findings.
- Assist in drafting correspondence, memos, and simple legal documents.
- Review and organize case files, contracts, and city ordinances.
- Maintain confidentiality and follow proper records management procedures.
- Support the legal and administrative team as needed.

Qualifications:

- Enrollment in paralegal studies, pre-law, criminal justice, or a related program.
- Strong research, writing, and organizational skills.
- Proficiency with Microsoft Office Suite and online research tools.
- Professional demeanor and ability to maintain confidentiality.



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- Maintain enrollment and good standing at PRCC

Companies will

- Provide meaningful training and assignments
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 - Have the Opportunity to recruit long-term employee
 - Serve as a bridge between education and the workplace
-

Work Site Guidelines

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-

Interested in partnering with Pearl River Community College

Contact

Paige Hutchinson

601-554-4656

nhutchinson@prcc.edu



Internship Worksite Contact

Employer/Organization Name: City of Diamondhead

Address: 5000 Diamondhead Circle City: Diamondhead

State: MS Zip: 39525 Phone: 228-222-4626

Site Supervisor: (Timesheet Approver #1)

(Intern Contact Person(s) at Organization):

Jeannie Klein

Site Supervisor Title: City Clerk

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Tammy Garber

Phone: 228-222-4626 Email: tgarber@diamondhead.ms.gov

Title of Internship Position: Paralegal Intern

Start Date: 10/01/2025 End Date: 09/30/2026

Do you have PPE available for the intern? Yes X No

The Site Supervisor will be responsible for the following duties in regard to the WIOA Internship program:

- Signing off on weekly timesheet.
- Ensuring student is provided an orientation to worksite.
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Name

Title

Date

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Safety Questions

1. Will there be any group travel or company transportation exposures?

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How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☐ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 0

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? None
5. Do any operations require respirators or dust masks? No

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



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Telephone (228) 222-4626

Fax: (228) 222-4390

Marketing Intern

Department: Administration / Community Engagement

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Marketing Intern will support the City's communication and outreach efforts. This role provides students with the opportunity to gain real-world experience in public relations, marketing, and community engagement.

Responsibilities:

- Assist with creating social media content, press releases, and newsletters.
- Help design graphics, flyers, and promotional materials for city events and programs.
- Support the organization of community outreach campaigns and events.
- Conduct basic research on community trends to support engagement strategies.
- Monitor community feedback through surveys and social media channels.

Qualifications:

- Enrollment in marketing, communications, public relations, or related fields.
- Strong writing and editing skills.
- Familiarity with social media platforms and content creation tools (e.g., Canva, Adobe, etc.).
- Creative, detail-oriented, and able to work collaboratively.



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- Relevant work experience
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- Maintain enrollment and good standing at PRCC

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-

Work Site Guidelines

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Wildcat Works Internship

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-

Interested in partnering with Pearl River Community College

Contact

Paige Hutchinson

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Internship Worksite Contact

Employer/Organization Name: City of Diamondhead

Address: 5000 Diamondhead Circle City: Diamondhead

State: MS Zip: 39525 Phone: 228-222-4626

Site Supervisor: (Timesheet Approver #1)

(Intern Contact Person(s) at Organization):

Jeannie Klein

Site Supervisor Title: City Clerk

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Tammy Garber

Phone: 228-222-4626 Email: tgarber@diamondhead.ms.gov

Title of Internship Position: Marketing Intern

Start Date: 10/01/2025 End Date: 09/30/2026

Do you have PPE available for the intern? Yes X No

The Site Supervisor will be responsible for the following duties in regard to the WIOA Internship program:

- Signing off on weekly timesheet.
- Ensuring student is provided an orientation to worksite.
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- Communication with PRCC Instructor and Case Manager regarding internship.
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Name

Title

Date

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6. Are there any airborne and/or bloodborne pathogens exposures? **None**

7. Is PPE required for any of the job duties? **None**

Safety Questions

1. Will there be any group travel or company transportation exposures?

We define group transportation as more than two (2) employees in the same vehicle. This includes company-sponsored or subsidized transit

How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☐ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 0

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? None
5. Do any operations require respirators or dust masks? No

LeapCare Agreement MANAGED IT & CONSULTING SERVICES

1. Terms of Agreement

This Agreement between, City of Diamondhead, MS herein referred to as Client, and AGJ Systems & Networks Inc. (AGJ) is effective upon the date signed and shall remain in force for four years.

- a) This Agreement may be terminated by the Client upon sixty (60) days written notice if AGJ Systems:
 - I. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
 - II. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
- b) If either party terminates this Agreement, AGJ will assist in the orderly termination of services, including transfer of services to another provider. Client agrees to pay AGJ the actual costs of rendering such assistance.

2. Coverage

All services will be provided to the Client during the hours of 8:00 am – 5:00 pm Monday through Friday (excluding AGJ holidays as listed on Appendix A). Network and Server Monitoring will be provided to the Client by AGJ through remote means 24/7/365. All services, as well as Services that fall outside this scope, will fall under the provisions of Appendix A. Hardware costs of any kind are not covered under the terms of this Agreement.

Support and Escalation

AGJ Systems will respond to Client's "Trouble Tickets" within four (4) hours for non-emergency issues and within one (1) hour for emergency issues. Trouble Tickets can be opened by email, phone, or through AGJ's client portal. Each call will be assigned a Trouble Ticket number for tracking. Travel to client's office/s within a 50-mile radius of AGJ's office is included in this agreement.

Service outside Normal Working Hours

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding AGJ holidays, shall be subject to provisions of Appendix A.

Limitation of Liability

In no event shall AGJ be held liable for indirect or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs. This agreement is no way a warranty or guarantee that data loss will not occur.

3. Client Equipment Covered

AGJ will provide monitoring, maintenance, helpdesk support, central services, network administration, and virtual CIO services for the Client's office. This agreement covers support for existing computers, servers, networking equipment, and mobile devices at the Client's office.

Item	Included	Qty
Locations	Yes	2
Helpdesk/Reactive Support Team (remote)	Yes	26 users
vCIO, Network Admin, Central Services	Yes	
Phone System Management	No	
BDR (Backup and DR server)	No	See Appendix B
Mobile Device Mgmt Software (MDM)	No	
Office 365 email Management	Yes	26 users
Email Spam Protection	Yes	26 users
Managed Detection & Response	Yes	26 users
Threat Quarantine & Remediation	Yes	26 users
LeapGuard UTM (Unified Threat Manager)	Yes	1 UTM
Managed Wireless access point(s)	yes	8 APs
Security Awareness Training and Notices (electronic)	Yes	26 users
Remote PC Access	Yes	26 users
24 x 7 SOC Monitoring	Yes	26 users
Quarterly Vulnerability Scans	Yes	

4. Backup Protected Equipment and Retention Policy

As stated on your existing BDR Agreement if included.

5. Additional Services

Hardware/Software/System Support

AGJ shall provide support for currently installed hardware and properly licensed software, provided that all hardware is covered under a currently active vendor warranty; or replaceable parts be readily available, and **all software be genuine and vendor-supported**. Software patching is included for business application software. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be discussed with the Client and passed on to the Client. **Installation of new hardware and software is not included in this agreement.** Updates shall be performed at no charge during normal business hours. Upgrades are excluded from this Service Agreement. An update is a patch that is made available after the product has been released, often to solve problems or glitches, while an upgrade is the replacement of an older version of one product to a newer one.

Monitoring and Reporting Services

AGJ will provide ongoing monitoring of all critical devices as indicated in section 3 (above). AGJ will provide monthly reports as well as document critical alerts, scans, and event resolutions to Client. Additional reports (asset, licensing, etc.) can be provided at Client's request at no additional charge.

Virtual CIO and Network Admin

AGJ Systems will schedule quarterly or annual business reviews (depending upon the client size) with the Client to discuss the state of their current IT infrastructure, upcoming IT developments, and future technology plans of the Client. AGJ Systems will assist in developing an IT budget to meet the Client's future growth projections.

6. Excluded Services

Services rendered under this Agreement does not include:

- 1) The cost of any parts, equipment, or shipping charges of any kind.
- 2) The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind (unless specifically stated in this contract). Antivirus and Antimalware software is included in this agreement.
- 3) The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees.

- 4) Programming (modification of software code) unless as specified in section 3 (above).
- 5) Installation of new hardware or new software (e.g. line-of-business application).
- 6) Office Telephone System support unless specified in section 3 (above).
- 7) Mail security for non-Exchange environments.
- 8) Email Migration Projects
- 9) Camera Systems support unless specified in section 3 (above).

7. Confidentiality and Non-Compete

AGJ and its agents/employees will not use or disclose Client information, except as necessary to or consistent with providing the contracted services, and will protect against unauthorized use.

The Client agrees that without written consent, at all times while Client is employing the services of AGJ and for twelve (12) months after the contract period terminates, the Client will not solicit, hire, retain (including as a consultant) any employee or contractor of AGJ or any former employee who has left employment or contract within twelve (12) months prior to such hiring.

8. Miscellaneous

This Agreement shall be governed by the laws of the State of Mississippi. It constitutes the entire Agreement between the Client and AGJ Systems and no other promises or conditions were made or set in any other agreement, whether oral or written. This agreement supersedes any prior written or oral agreements between the parties, as of the date executed.

AGJ Systems is not responsible for failure to render services due to circumstances beyond its control including, but not limited to, acts of God.

This agreement may be modified or amended, provided the amendment is made in writing, is mutually agreed upon and is signed by both parties' representative(s).

If any provisions of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. Failure or neglect to enforce any of its rights under this agreement will not be deemed to be a waiver of that or any other of its rights.

For all Services provided by AGJ Systems and Networks, AGJ Systems and Networks will use commercially reasonable efforts to follow and recommend industry standard practices to protect all newly installed and Covered Equipment from infiltration. Client understands that, even with these precautions, its network, including any Covered Equipment, is susceptible to infiltration and that AGJ Systems and Networks cannot prevent or be held responsible for such infiltration. In the event of client network infiltration, both parties will work together to assess and minimize damages caused by infiltration and restore all services as quickly as possible. Customer is responsible for securing Cyber Security insurance to mitigate any damages or losses that may result from client network infiltration. AGJ Systems and Networks is not liable for any damages or losses suffered by client due to client network infiltration, and client hereby releases, discharges and holds harmless AGJ Systems and Networks and its employees, agents, officers and directors from and against all claims, liability, losses or damages, and expenses, including attorney's fees, relating to any client network infiltration.

9. Fees and Payment Schedule

Fees for the first year will be \$ 2,945.80 per month plus sales tax (sales tax will be added if applicable), invoiced to the Client on a Monthly basis, and will be automatically drafted on the first day of each month. The first month will include an additional one-time setup fee of \$ 0.00.

Fees will be increased 5% per year on the anniversary of this agreement. For example, year two will be the monthly price listed above plus an additional 5%.

All invoices are "Net 30" (due 30 days after the invoice date). A finance charge of 1.5% per month will be added to late invoices. If an invoice becomes 30 days past due, you will be notified and your account will be put on "credit hold." AGJ requires a 50% deposit on all hardware/software at the time of purchase. The remainder of the hardware/software purchase amount is due when _____ent is delivered.

It is understood that any and all Services requested by the Client that fall outside of the terms of this Agreement discussed with the client and billed as separate, individual services.

10. Acceptance of Service Agreement

This Service Agreement covers only those services and equipment listed in section 3 (above).
IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:



Nicole Johns	AGJ Systems	Date
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Authorized Signature	Client	Date
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Appendix A

Service Rates

Labor	Rate
Remote and Onsite Server Mgmt. 8am-5pm M-F	INCLUDED
Remote and Onsite Printer Mgmt. 8am-5pm M-F	INCLUDED
Remote and Onsite Network Mgmt. 8am-5pm M-F	INCLUDED
Remote and Onsite PC/Laptop Help Desk 8am-5pm M-F	INCLUDED
24x7x365 Server and Network Monitoring	INCLUDED
Server and PC Proactive Tasks	INCLUDED

Remote PC Management/Help Desk After Hours, Weekends and Holidays	\$150/hour
Remote Printer Management After Hours, Weekends and Holidays	\$150/hour
Remote Network Management After Hours, Weekends and Holidays	\$150/hour
Remote Server Management After Hours, Weekends and Holidays	\$150/hour
Onsite Labor After Hours, Weekends and Holidays	\$150/hour

Server Installations and Projects	\$115/hour
Software Deployment Projects	\$115/hour
New PC Pre-Config * AGJ Purchase	INCLUDED
New PC Pre-Config * Other Vendor Purchase	\$115/hour
New PC On Site Deployment	\$115/hour
Project Manager	\$115/hour
Travel Outside 50-miles (half rate)	\$57.50/hour

*PCs purchased by the client through AGJ will be Pre-configured (benched, 3 hours) at no charge. PCs purchased by the client through other vendors will be Pre-configured at the hourly rate referenced above.

We require Client to send specifications of any technology equipment to AGJ for review before purchase (review at no charge to Client). This will reduce problems with incorrect equipment/specifications if you choose to purchase through another vendor.

AGJ Holiday Schedule: New Year's Day, Martin Luther King Jr. Day, Mardi Gras, Easter, Memorial Day, Independence Day (4th of July), Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Backup and Disaster Recovery Agreement For Managed Clients

1. Coverage

All services will be provided to the Client per their Complete Care Agreement.

1. Backup agreement covers the monitoring and support of the backup activity on the selected PCs, servers, and the backup appliance (BDR) listed in section 4 below.
2. Backup agreement covers maintenance, warranty, and at our discretion, replacement of leased backup appliance (BDR).

Limitation of Liability

In no event shall AGJ Systems be held liable for indirect or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.

Monitoring Services

AGJ Systems will provide ongoing monitoring of the backup solution indicated in section 4 (below). AGJ Systems will document and monitor all critical alerts, scans, and event resolutions related to the backup solution.

2. Backup Hardware/Software

AGJ Systems will monitor, manage, test, and maintain a backup and disaster recovery solution that provides local and offsite (cloud) image-based backups for the covered equipment (listed below). AGJ will maintain the warranty on the backup solution hardware provided. Restoration of files and other data recovery is not included in this contract.

All data is fully encrypted during transmission and while stored off-site. Upload speeds of 25 mb/s or greater are required for optimal off-site data transmission. Off-site transmission will be configured for off-peak hours (at night) when possible. Retention is subject to the capacity of the hardware and the amount of data generated by the client. AGJ estimates future capacity based on industry best practices.

3. Protected Equipment and Retention

LeapVault is AGJ's onsite/offsite Backup and Disaster Recovery solution. It includes a leased BDR appliance (local repository with redundant storage that houses local backups) with continual monitoring. This solution is designed to provide failover for your hardware while the server is repaired, or the replacement is sourced. Backups are sent offsite weekly for cloud storage in case of a local disaster. Standard retention of nightly backups is 60 days onsite and 14 days in the cloud. AGJ performs quarterly backup restorations with business continuity testing. Data retention above the stated limit below will be billed at \$150 per TB.

AGJ Plan	Appliance Qty	Cloud Capacity/Retention	Local Retention	Equipment Covered
LeapVault	1	Up to 2TB/3 Days	60 Days	2 Virtual Servers



September 11, 2025

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

RE: 2025-005 Canal Dredging Rebid – Engineer’s Recommendation

Dear Mr. McCraw,

Bids were received for the 2025-005 Canal Dredging Rebid project on August 13, 2025. There were four (4) bids received. Attached is a certified bid tabulation indicating the breakdown of unit price of each bidder. All bids were reviewed for inclusion of appropriate bidding documents.

There were several irregularities among the bids; there was a factual dispute as to whether certain documents were submitted; and a question of law as to whether any or all irregularities can be waived. In addition, the city reserves the right to reject all bids. For all the forgoing reasons, it is recommended that the City reject all bids and modify the Contract Documents to clarify what is required to be submitted with the bid documents and re-bid the project.

Please let me know if you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jason Chiniche, P.E.". The signature is written in a cursive, flowing style.

Jason Chiniche, P.E.

Enclosure

ADVERTISEMENT FOR BIDS

GENERAL NOTICE

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

2025-012 Canal Dredging – Rebid

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, October 29, 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:

Maintenance dredging of canals and transportation and placement of dredged material at a Wolf River Beneficial Use Site

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: 2025-012 Canal Dredging Re-bid 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 Jason Chiniche 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.

Any contract awarded under this Invitation for Bids may be paid for in whole or in part with grant funding from the RESTORE Council and the Mississippi Department of Environmental Quality ("MDEQ") under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act).

Minority and women's business enterprises are solicited to bid on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities and equipment, material and/or supply needs. All bidders must make positive efforts to use small and minority owned business and women business enterprises as subcontractors and/or suppliers, as applicable.

Approved by the order of the City of Diamondhead City Council, this the 16th day of September 2025.

Jeannie Klein, City Clerk

PUBLISH:

1st Advertisement Date: September 25, 2025

2nd Advertisement Date: October 02, 2025

Agenda Item #2025- 227

City of Diamondhead, MS
Request for Council Action

TO: Council/City ClerkFROM: Councilmember ClarkDATE: 9/9/2025

☐ Ordinance
 ☐ Resolution
 ☐ Agreement
 ☐ Info Only
 ☐ Work Session
 ☒ Other

AGENDA LOCATION: ☐ Consent Agenda ☒ Action Agenda

AGENDA DATE REQUESTED

September 16, 2025

Motion to request review of Golf Cart Ordinance by the Planning & Zoning Commission to consider amendments to require annual inspections of golf carts and assessing annual fees and to amend the permitted areas for golf cart travel and update map to reflect same.

REQUIRED SIGNATURE

REQUESTED BY:

COUNCIL ACTION:

☐ Approved
 ☐ Denied
 ☐ Tabled/Deferred
 ☐ Info Only

Completed:

**STATE OF MISSISSIPPI
COUNTY OF HANCOCK**

LIBRARY SERVICES CONTRACT

This agreement is made and entered into by and between THE HANCOCK COUNTY LIBRARY SYSTEM and THE CITY OF WAVELAND, THE CITY OF BAY SAINT LOUIS, THE CITY OF DIAMONDHEAD, and HANCOCK COUNTY, MISSISSIPPI, acting herein by and through their respective governing bodies, hereunto duly and fully authorized:

RECITALS

That the City of Waveland, the City of Bay Saint Louis, the City of Diamondhead, and Hancock County desire to provide the best possible library service to the citizens within their respective jurisdictions with a goal of maintaining the highest rating for public libraries, as established by the Mississippi Library Commission.

That the terms of this agreement are regulated by Mississippi law codified at Miss. Code Ann. § 39-3-1, *et seq.*

That Miss. Code Ann. § 39-3-8 states: "The board of trustees of any municipal public library, or any group of municipal public libraries, and the board of trustees of any county public library system, may, with the consent of the governing body of said municipality, or municipalities, and with the consent of the board of supervisors of said county, contract with each other or among themselves, to create, maintain and support a joint city-county public library system."

That pursuant to that authority a Resolution and Order was entered by Hancock County in December, 1965, and supplemented on June 13, 1966, creating a public library system for the residents of Hancock County.

That the City of Bay Saint Louis approved the agreement by a resolution adopted on November 21, 1966 and September 16, 1967.

That the City of Waveland duly approved the agreement, as well.

That the City of Waveland, the City of Bay Saint Louis, and Hancock County amended the agreement in 1991 by a document styled Library Services Contract.

Finally, that the City of Waveland, the City of Bay Saint Louis, and Hancock County entered a Renewed and Amended Agreement to Continue the Hancock County Library System in 2017.

That Miss. Code Ann. § 39-3-1 provides that the governing bodies of counties and municipalities may establish and maintain public libraries in connection with free public libraries already established therein and may acquire necessary real estate by purchase, gift, or donation and may erect necessary buildings thereon.

That Miss. Code Ann. § 39-3-5, as amended, provides that the Board of Supervisors of a county supporting a public library or library system may levy a four (4) mill tax for the support, upkeep and maintenance of any public library or public library system located in such county and may make additional contributions from any available funds for the support, upkeep, and maintenance of any public library or public library system located in such county. Miss. Code Ann. § 39-3-7, as amended, confers the same authority on a municipality to be used for the support, upkeep and maintenance of any public library or public library system located in said municipality, except that the tax millage which it may levy is three (3) mills.

That Miss. Code Ann. § 39-3-13, as amended, authorizes the governing body of any municipality and the Board of Supervisors of any county in the state to contract with the Board of Trustees of any established public library or public library system and further specifies the structure of the Board of Trustees of a public library system and the content of contracts for library services, and it is the desire of all the parties to continue the Hancock County Library System as a city-county library system for all of Hancock County and all of its municipalities.

NOW, THEREFORE, pursuant to the statutes above set forth and other applicable laws, it is contracted and agreed by the parties hereto that said participation by the City of Waveland, the City of Bay Saint Louis, the City of Diamondhead, and Hancock County shall continue to operation of the public library system known as the Hancock County Library System, a city-county library, under the laws of the State of Mississippi, under the following terms as required by Miss. Code Ann. § 39-3-13, as amended, to-wit:

ARTICLE I NAME OF LIBRARY SYSTEM

The System shall continue to be known as the Hancock County Library System, a joint city-county library system. The headquarters and centralized services for the system shall be located in the City-County Library (also known as the Bay Saint Louis-Hancock County Library) building located at 312 Highway 90, Bay Saint Louis, Mississippi. The system will operate the Bay Saint Louis-Hancock County Library, the Waveland Library, the Kiln Library, the Pearlinton Library, and the George and Mary Cassis Diamondhead Library (formerly known as the East Hancock Library).

ARTICLE II DEFINITION OF SERVICE AREA

The Hancock County Library System shall provide service to the residents of the City of Waveland, the City of Bay Saint Louis, the City of Diamondhead, and Hancock County and to certain non-residents of the county according to policies established by the Hancock County Library System.

ARTICLE III PARTIES TO THE CONTRACT/THEIR RESPONSIBILITIES

Parties to this contract are the Hancock County Library System, the City of Waveland, the City of Bay Saint Louis, the City of Diamondhead, and Hancock County.

- A. The System shall be supported by dedicated millage and other available funds for the support, upkeep and maintenance of the System authorized by Miss. Code Ann. § 39-3-5 and Miss. Code Ann. § 39-3-7 as submitted by the Hancock County Library System and appropriated by the governing authorities annually, at their discretion.
- B. On at least a bi-monthly basis, the governing authorities shall transmit one-sixth (1/6) of the library's annual appropriation, as required by Miss. Code Ann. § 39-3-17(4).
- C. The Hancock County Library System shall have the supervision, care, and custody of all property entrusted to the Hancock County Library System Board of Trustees and its member libraries as set forth in Miss. Code Ann. § 39-3-17 and shall be responsible for overseeing all maintenance and operation of all library buildings and shall provide operation and administration of library services. However, the governing authorities, at their discretion, shall continue to provide maintenance of the grounds and all maintenance and repairs to the buildings they own. The Hancock County Library System Board of Trustees may request the governing authorities for special appropriations in excess of amounts available in the Hancock County Library System's annual operating budget for maintenance and repairs to the buildings owned by the governing authorities or for capital improvement or outlay projects. The parties understand and agree that Hancock County Library System maintenance and operating funds cannot by law be expended for such purposes. On behalf of the Library System's employees, the Board of Trustees, on a reimbursable basis, may take advantage of any group insurance plan in which the governing authorities participate, subject to the approval of the affected governing authority, if required.
- D. The Hancock County Library System headquarters will provide to its member libraries the following centralized services: administration, bookkeeping, purchasing, financial reporting and planning, personnel administration, collection development, purchasing and technical processing of print and non-print materials for public use, programming, and automated Library System database and equipment management.

- E. The City of Waveland shall maintain all required property insurance on the Waveland Library. The City of Bay St. Louis shall maintain 50% of the cost of all required property insurance on the Bay Saint Louis-Hancock County Library. Hancock County shall maintain all required property insurance on all remaining libraries and shall maintain 50% of the cost of the Bay Saint Louis-Hancock County Library. Each legal entity shall maintain their own liability insurance in the amounts required by State law, or greater. The Hancock County Library System shall maintain insurance on their personal property.

ARTICLE IV BOARD OF TRUSTEES

- A. Current appointments to the Hancock County Library System Board of Trustees consist of one City of Waveland appointment with a term expiring on _____; one City of Bay Saint Louis appointment with a term expiring _____; and three Hancock County appointments, one of which must be a resident of Bay Saint Louis, with terms expiring _____, _____, and _____ (Bay Saint Louis resident appointee).
- B. Beginning on the first day of the month following the effective date of this Contract, the management and control of the Hancock County Library System shall be vested in a Board of Trustees that shall be appointed for five-year terms on a staggered basis in the following manner: one City of Waveland appointment with a term expiring on _____; one City of Bay Saint Louis appointment with a term expiring _____; one City of Diamondhead appointment with a term expiring _____; and two Hancock County appointments with terms expiring _____ and _____ (no residency requirements).
- C. The Board of Trustees shall have the organization, powers and duties as prescribed in Miss. Code Ann. § 39-3-17.
- D. The Board of Trustees shall submit annually to the respective governmental bodies a budget of estimated expenses for the ensuing year and shall have exclusive control of the finances of the library system, as required by law.
- E. The Board of Trustees shall make an annual report to all governmental bodies, as required by Miss. Code Ann. § 39-3-19.

ARTICLE V ELIGIBILITY AND CRITERIA FOR PARTICIPATING IN THE SYSTEM

- A. The Hancock County Library System has the authority to initiate new programs and establish branches within the service area. If not established by the Board, an existing library could participate in the System by exhibiting proof that it is an established

library; assuming costs of any upgrade to the System's automated library system necessary for the new library to participate; turning over all buildings, contents, funds and other property to the control and administration of the administrative board; and being accepted by a majority vote of the incumbent member libraries' representatives on the Board of Trustees. The new member must also agree to abide by the policies and procedures established by the Board and in effect at the time the new member elects to join the System. Participants can amend Article IV of this contract to provide for representation on the Board of Trustees by a new member.

- B. Any governing body requesting to withdraw from the System shall give a minimum of six (6) months prior written notice to the Hancock County Library System Board of Trustees. The Hancock County Library System shall immediately notify all governing bodies. The withdrawing body shall be required to abide by the terms of this contract until September 30 of the year in which the withdrawal notification is made. Distribution of assets to the withdrawing governing body will be decided by a committee composed of one (1) trustee representing each governing body, the Library System executive director, and two (2) Hancock County residents to be selected by the Mississippi Library Commission. The effect of any distribution of assets shall not materially interfere with or materially dilute continuing operation of services by the remaining governing bodies including the withdrawing member's residents.
- C. Assets of the Hancock County Library System are defined in general terms as follows: furniture, furnishings, and equipment; books and materials held for use by the general public; office supplies; art work and decorative items and materials that would not be classified as equipment; funds held on deposit for the operation of the Hancock County Library System; endowments; automated library system hardware, software and databases; and any other tangible or intangible items not specifically delineated herein, but which would otherwise qualify as an asset, such as books of record, financial books of the Board; personnel files, policy and procedure manuals, and any other items located on the premises of member libraries which can be readily identified as an asset of the Hancock County Library System.
- D. Upon dissolution of the Hancock County Library System, ownership of all buildings and real property shall remain vested in the governing bodies responsible for their initial acquisition. All other assets as defined above shall be divided by a committee composed of one (1) trustee representing each governing body, the Hancock County Library System executive director and two (2) Hancock County residents to be selected by the Mississippi Library Commission.
- E. This group shall use as a guideline for distribution of assets, construction agreements in effect concerning construction and equipment purchased with federal or state grant funds taking into consideration percentages of local monies contributed by participants as matching funds. Assets not purchased under these agreements will be distributed on the basis of the average share of income contributed by each governing body for Hancock County Library System operation over the past five (5) years preceding dissolution with the actual distribution to be determined by the above

named committee except that any endowments would revert to the recipient named in the endowment or original bequest.

ARTICLE VI STATED CONTRACT REVIEW AND RENEWAL PROCESS

Any party wishing to amend this contract shall submit proposed amendments to the Hancock County Library System Board of Trustees not less than sixty (60) days prior to its June meeting. If a majority of the Board of Trustees approves the amendment, a copy will be immediately circulated to all governing bodies. All parties agree to act upon the proposed amendment within sixty (60) days after it is approved by the Hancock County Library System Board of Trustees. Amendments approved by all parties will take effect the following October 1 of each year.

ARTICLE VII NEW LIBRARY LAWS, REGULATIONS, GRANTS

The Board of Trustees is authorized to take advantage of any and all state and federal laws, regulations, gifts, grants and other assistance which may be available to further the purposes of the Library System, its employees, and its patrons.

ARTICLE VIII MISCELLANEOUS

This contract shall supersede all previous contracts and resolutions pertaining to library services and administration with the exception of any contracts or agreements that any of the signatories may have with the Mississippi Library Commission for the maintenance and upkeep of libraries within their respective jurisdictions. All provisions of the Mississippi Code specifically referenced herein shall be deemed incorporated in full, the same as if fully copied in words and figures in this contract. All Code references shall include any and all subsequent amendments thereof. This agreement is further subject to state and federal laws and regulations pertaining thereto, and review by the Mississippi Library Commission and the approval of the Mississippi Attorney General.

THE HANCOCK COUNTY LIBRARY SYSTEM has been in operation since 1966, and has been supported by the City of Waveland, the City of Bay Saint Louis, the City of Diamondhead, and Hancock County, Mississippi, and all acts of all the aforesaid parties be and they are hereby confirmed and validated, including but not limited to the organization, operation and funding thereof, as well as all expenditures by and for said Hancock County Library System.

Executed effective approval by all signatory entities and approval by the Mississippi Library Commission and the Mississippi Attorney General.

HANCOCK COUNTY LIBRARY SYSTEM

ATTEST:

John D. Brdecka,
Executive Director

DATE

Linda McKay, Chairman

DATE

CITY OF WAVELAND

ATTEST:

City Clerk

DATE

Jay Trapani, Mayor

DATE

CITY OF BAY SAINT LOUIS

ATTEST:

City Clerk

DATE

Michael J. Favre, Mayor

DATE

CITY OF DIAMONDHEAD

ATTEST:

City Clerk

DATE

Anna DeMarco Liese, Mayor

DATE

HANCOCK COUNTY BOARD OF SUPERVISORS

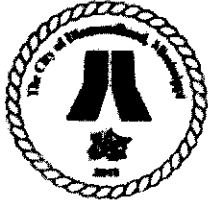
ATTEST:

Tiffany Lee Cowman,
Chancery Clerk

DATE

Scotty Adam, President
Board of Supervisors

DATE



City of Diamondhead, MS

Docket of Claims Register

Item No. 16.

APPKT02445 - 9.16.25 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT233133	Amazon com LLC		KUBOTA FRONT TIRES, MANUAL TIRE CHANGER	001-301-571.00	Repairs & Maintenance - Equipment		894.53
	09/16/2025	117H-GTMY-GMGY				831.54	
						62.99	
DKT233134	ANDREW RILEY KING		BEAU KING BAND - CTC 2025	001-000-066.00	Prepaid Other		1,000.00
	09/16/2025	CTC 2025				1,000.00	
DKT233135	B&J PITT STOP LLC		UNIT684 OIL CHANGE UNIT055 OIL CHANGE UNIT729 OIL CHANGE	001-200-635.00	Professional Fees - R&M Outside Services		209.90
	09/16/2025	11-0220100				72.45	
		11-0220647				65.00	
		11-0220786				72.45	
DKT233136	Big Noise Productions LLC		BIG NOISE PRODUCTIONS - CTC SOUND SETUP	001-000-066.00	Prepaid Other		2,325.00
	09/16/2025	2025064				2,325.00	
DKT233137	BLADES GROUP, LLC		ROCK ASPHALT - 50 LB BAGS	001-301-581.00	Asphalt/Concrete		1,240.00
	09/16/2025	18049531				1,240.00	
DKT233138	Blue360 Media		MS CRIMINAL AND TRAFFIC LAW PUBLICATION	001-110-622.00	Publications		183.43
	09/16/2025	IN2509267603				183.43	

Docket of Claims Register - Council

APPKT02445 Item No. 16. ET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233139	Coast Electric Power Association	09/16/2025	8/25/25-028	MONTHLY ELECTRIC BILL	001-301-630.00	Utilities - Streetlights & Other	134.28	21,083.59
			8/26/25-003		001-140-630.00	Utilities - General	2,691.31	
					001-301-630.00	Utilities - Streetlights & Other	2,186.20	
			8/26/25-005		001-301-630.00	Utilities - Streetlights & Other	55.90	
			8/26/25-007		001-301-630.00	Utilities - Streetlights & Other	60.48	
			8/26/25-010		001-140-630.00	Utilities - General	74.21	
			8/26/25-012		001-140-630.00	Utilities - General	61.60	
			8/26/25-016		001-301-630.00	Utilities - Streetlights & Other	55.90	
			8/26/25-017		001-301-630.00	Utilities - Streetlights & Other	247.79	
			8/26/25-018		001-301-630.00	Utilities - Streetlights & Other	70.01	
			8/26/25-019		001-301-630.00	Utilities - Streetlights & Other	55.90	
			8/26/25-020		001-301-630.00	Utilities - Streetlights & Other	962.75	
			8/26/25-025		001-301-630.00	Utilities - Streetlights & Other	48.15	
			8/26/25-026		001-301-630.00	Utilities - Streetlights & Other	61.69	
			8/26/25-030		001-301-630.00	Utilities - Streetlights & Other	65.43	
			8/28/25-029		001-301-630.00	Utilities - Streetlights & Other	4,928.31	
			9/2/25-001		001-301-630.00	Utilities - Streetlights & Other	7,285.75	
			9/2/25-002		001-301-630.00	Utilities - Streetlights & Other	2,037.93	

Docket of Claims Register - Council

APPKT02445

Item No. 16.

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Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233140	Coastal Hardware and Rental Co LLC	09/16/2025	B20497293	PUBLIC WORKS REPAIR SUPPLIES - EQUIPMENT	001-301-501.00	Supplies	26.86	753.57
					001-301-582.00	Culverts	172.50	
					001-301-571.00	Repairs & Maintenance - Equipment	1.89	
					001-301-571.00	Repairs & Maintenance - Equipment	25.52	
					001-301-571.00	Repairs & Maintenance - Equipment	24.38	
			B20499782	TALSTAR LANDSCAPE, AUTO BATTERY, SPREADER, COUP	001-140-560.00	Repairs & Maintenance - Building	1.39	
					001-140-560.00	Repairs & Maintenance - Building	2.79	
					001-140-560.00	Repairs & Maintenance - Building	2.19	
					001-140-560.00	Repairs & Maintenance - Building	2.33	
					001-301-501.00	Supplies	99.99	
					001-301-570.00	Repairs & Maintenance - Vehicle	164.99	
					001-301-501.00	Supplies	238.74	
			B20499783	FA358 BATTERY CORE	001-301-570.00	Repairs & Maintenance - Vehicle	-10.00	
DKT233141	Coastal Tire and Auto LLC	09/16/2025	90912	FA #055 NEW TIRES	001-301-635.00	Professional Fees - R&M Outside Services	177.00	531.00
			90913		001-301-635.00	Professional Fees - R&M Outside Services	354.00	
DKT233142	Covington Civil and Environmental LLC	09/16/2025	16422.08-43	CITY ENGINEERING SERVICES	001-301-602.00	Professional Fees - Engineering	3,000.00	6,000.00
			16422.08-44	CITY ENGINEERING SERVICES FOR AUGUST	001-301-602.00	Professional Fees - Engineering	3,000.00	
DKT233143	Cspire Internet Service	09/16/2025	0690858-73	INTERNET & PHONE RENTAL FOR THE MONTH OF AUGUST	001-140-612.00	Internet	199.00	644.49
					001-140-643.00	Rent - Phone System	445.49	
DKT233144	Diamondhead True Value	09/16/2025	1212	HYDROSEEDER TRAILER REPAIRS	001-301-571.00	Repairs & Maintenance - Equipment	5.99	31.16
					001-301-571.00	Repairs & Maintenance - Equipment	3.18	
			1273	FA797 CHAINSAW REPAIRS	001-301-571.00	Repairs & Maintenance - Equipment	21.99	

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ET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233145	FirstPoint Inc	09/16/2025	31396	FINGERPRINT BACKGROUND CHECK	001-301-698.00	Misc. Services - Drug Testing & Other	64.00	64.00
DKT233146	Fuelman	09/16/2025	NP69029067	FOR THE WEEK ENDING 8.31.25	001-200-525.00	Fuel	726.49	1,454.85
					001-280-525.00	Fuel	31.59	
			NP69113583	FOR THE WEEK ENDING 9.7.25	001-200-525.00	Fuel	696.77	
DKT233147	GULF COPY SYSTEMS LLC	09/16/2025	6607	COPY COUNT FOR THE MONTH	001-110-506.00	Copier Usage/Maintenance	20.92	363.72
					001-110-506.00	Copier Usage/Maintenance	78.16	
					001-140-506.00	Copier Usage/Maintenance	26.81	
					001-140-506.00	Copier Usage/Maintenance	202.75	
					001-200-506.00	Copier Usage/Maintenance	4.58	
					001-200-506.00	Copier Usage/Maintenance	22.48	
					001-301-506.00	Copier Usage/Maintenance	2.02	
					001-301-506.00	Copier Usage/Maintenance	6.00	
DKT233148	Hancock County Board of Supervisors	09/16/2025	2025	FIRE REBATE FUNDS - 2025	650-000-147.00	Due to Other Government Agencies	66,730.70	66,730.70
DKT233149	Hancock County Sheriffs Office	09/16/2025	2025.DHHO.03	INMATE HOUSING FOR AUGUST	001-200-689.00	Prisoner's Expense	640.00	36,610.17
			2025.DHLE.S1	INTERLOCAL AGREEMENT FOR WEEK ENDING 8.23.25	001-110-681.00	Other Services & Charges	75.60	
					001-200-690.00	Interlocal Agreement	35,648.57	
					001-200-612.00	Internet	246.00	
DKT233150	Hancock County Solid Waste	09/16/2025	1453	AUGUST RESIDENTIAL SOLID WASTE COLLECTION	401-322-680.00	Other Services & Charges	67,807.60	67,807.60
DKT233151	Lawrence Printing Company	09/16/2025	21667	CITATION SUMMONS, TRAFFIC TICKETS, DUI TICKETS	001-110-621.00	Printing & Binding	514.88	1,371.28
					001-110-621.00	Printing & Binding	356.95	
					001-110-621.00	Printing & Binding	499.45	
DKT233152	MARSHA GAINES	09/16/2025	PADDLE PARADISE 2025	RAZOO BAND - CTC 2025	001-000-066.00	Prepaid Other	800.00	800.00

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Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233153	MARY M ARNOULT	09/16/2025	2025	PADDLE PARADISE 2025 - SNOBALLS	001-653-650.00	Promotions	250.00	250.00
DKT233154	MEMORIAL HOSPITAL AT GULFPORT	09/16/2025	1232314	EMPLOYEE DRUG SCREENING FOR EMPLOYMENT	001-301-698.00	Misc. Services - Drug Testing & Other	55.00	55.00
DKT233155	MIDAMERICA PARTS DISTRIBUTORS CORP	09/16/2025	3074181-00	UNIT 952 AND UNIT 850 BRAKE	001-200-570.00 001-200-570.00	Repairs & Maintenance - Vehicle Repairs & Maintenance - Vehicle	65.00 85.00	150.00
DKT233156	MS Department of Public Safety	09/16/2025	AUGUST 2025	COURT ASSESSMENTS	650-110-131.00	State Assessments Payable	177.71	177.71
DKT233157	MS Department of Revenue Gulf Coast District	09/16/2025	2025 - CTC	BEER PERMIT - CTC 2025	001-000-066.00	Prepaid Other	10.00	10.00

Docket of Claims Register - Council

APPKT02445 Item No. 16. ET

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line	Payment Amount
DKT233158	Napa of Bay St Louis	09/16/2025	420742	FA498 HYD HOSE FITTINGS & 6MXTXREEL	001-301-571.00	Repairs & Maintenance - Equipment		714.14
			420994	FA 329, 498, 357, 839 OIL AND FILTERS	001-301-570.00	Repairs & Maintenance - Vehicle	52.38	
					001-301-570.00	Repairs & Maintenance - Vehicle	29.43	
					001-301-570.00	Repairs & Maintenance - Vehicle	24.49	
					001-301-570.00	Repairs & Maintenance - Vehicle	7.01	
					001-301-570.00	Repairs & Maintenance - Vehicle	24.49	
					001-301-571.00	Repairs & Maintenance - Equipment	9.54	
					001-301-571.00	Repairs & Maintenance - Equipment	24.49	
					001-301-570.00	Repairs & Maintenance - Vehicle	25.96	
					001-301-570.00	Repairs & Maintenance - Vehicle	25.96	
					001-301-571.00	Repairs & Maintenance - Equipment	25.96	
			421020	FA839 NAPA GOLD OIL FILTER	001-301-571.00	Repairs & Maintenance - Equipment	13.13	
			421460	HYDRAULIC FLUID - SHOP SUPPLY	001-301-571.00	Repairs & Maintenance - Equipment	13.56	
					001-301-571.00	Repairs & Maintenance - Equipment	13.56	
					001-301-571.00	Repairs & Maintenance - Equipment	13.56	
					001-301-571.00	Repairs & Maintenance - Equipment	13.56	
					001-301-571.00	Repairs & Maintenance - Equipment	49.99	
					001-301-571.00	Repairs & Maintenance - Equipment	113.94	
		09/18/2025	421477	UNIT #729 AIR FILTER	001-200-570.00	Repairs & Maintenance - Vehicle	29.16	
		09/16/2025	422108	BLDG 549 BRAKE PADS	001-280-570.00	Repairs & Maintenance - Vehicle	181.93	
			422109	BLDG549 RAM - BRAKE FLUID	001-280-570.00	Repairs & Maintenance - Vehicle	22.04	
DKT233159	State Treasurer	09/16/2025	AUGUST 2025	COURT ASSESSMENT/FINE FOR AUGUST	650-110-131.00	State Assessments Payable	1,939.54	1,969.54
					650-110-131.01	Court Bond Fees Payable	30.00	
DKT233160	SunSouth LLC	09/16/2025	5300564	FA #619 SKID SHOE AND REPAIRS	001-301-571.00	Repairs & Maintenance - Equipment	485.88	485.88
DKT233161	THE SEA COAST ECHO	09/16/2025	9/4/25	BUILDING DEPARTMENT ADS	001-280-620.00	Advertising	24.36	71.76
					001-280-620.00	Advertising	23.40	
					001-280-620.00	Advertising	24.00	

Docket of Claims Register - Council

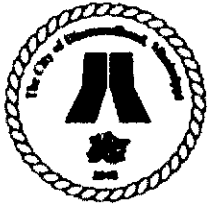
APPKT02445

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Docket/Claim #	Vendor Name Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount Line Amount
DKT233162	ThyssenKrupp Elevator Corporation 09/16/2025	6000820804	ELEVATOR REPAIRS	001-140-635.00	Professional Fees - Repair & Maint Outside Serv	9,522.42 9,522.42
DKT233163	TIFFANY COWMAN 09/16/2025	AUGUST 2025	TAX SALE REDEMPTIONS FOR	001-140-694.00	Collection Fees	960.00 960.00
DKT233164	TransUnion Risk and Alternative Data Solutions Inc 09/16/2025	5859551-202508-1 6177932-202508-1	TLOxp FOR AUGUST	001-110-681.00 001-200-681.00	Other Services & Charges Other Services & Charges	150.00 75.00 75.00
DKT233165	UniFirst Corporation 09/16/2025	1530244951	UNIFORM RENTAL FOR THE WEEK ENDING 9.1.25	001-301-535.00	Uniforms	75.08 75.08
DKT233166	VULCAN MATERIALS COMPANY 09/16/2025	4369116	MS 100 RIP RAP	001-301-583.00	Gravel, Sand, Rip Rap	4,218.79 4,218.79
DKT233167	WageWorks 09/16/2025	0825-DR42799	COBRA PAYMENT FOR AUGUST	001-140-625.00	Insurance	100.00 100.00
DKT233168	WILLIAM DYE 09/16/2025	2025	CASH BOND REFUND	650-110-110.00	Court Bond Holding	500.00 500.00
					Total Claims: 36	Total Payment Amount: 229,509.31

PR Net Wages	Payroll Pd	Seq No. Docket #	Description	Paymt Date	Amount	Agenda
PYPKT01619	7/14-7/27/2025	000247 PRCLAIM000247	Net Wages Payables	8/6/2025	30,335.39	9/16/2025
PYPKT01621	7/28-8/10/2025	000248 PRCLAIM000248	Net Wages Payables	8/20/2025	29,371.26	9/16/2025
PYPKT01627	8/1-31/2025	000249 PRCLAIM000249	Net Wages Payables	9/1/2025	3,028.37	9/16/2025
PYPKT01628	8/11-8/24/2025	000250 PRCLAIM000250	Net Wages Payables	9/3/2025	28,758.21	9/16/2025



City of Diamondhead, MS

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APPKT02436 - 8.20.25 - SHIERS

By Docket/Claim Number

Docket/Claim #	Vendor Name					Payment Amount
	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount
DKT233088	Simpson Law Firm					90.72
	08/20/2025	INV0007098	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 -

Item No. 17.

APPKT02444 - August 2025 Payroll Payables

By Docket/Claim Number

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount
	Payable Date	Payable Number				Line Amount
DKT233123	American Fidelity					1,081.82
	08/06/2025	INV0007054	American Fidelity Hospital Gap Plan	650-140-113.04	American Fidelity Withheld	37.85
		INV0007055	American Fidelity Term Life	650-140-113.04	American Fidelity Withheld	64.52
		INV0007056	American Fidelity Accident	650-140-113.04	American Fidelity Withheld	40.25
		INV0007057	American Fidelity Critical Illness	650-140-113.04	American Fidelity Withheld	44.85
		INV0007058	American Fidelity Disability	650-140-113.04	American Fidelity Withheld	304.04
		INV0007059	AmFid Cancer Post Tax	650-140-113.04	American Fidelity Withheld	18.55
		INV0007060	AmFid Cancer Pre Tax	650-140-113.04	American Fidelity Withheld	30.85
	08/20/2025	INV0007082	American Fidelity Hospital Gap Plan	650-140-113.04	American Fidelity Withheld	37.85
		INV0007083	American Fidelity Term Life	650-140-113.04	American Fidelity Withheld	64.52
		INV0007084	American Fidelity Accident	650-140-113.04	American Fidelity Withheld	40.25
		INV0007085	American Fidelity Critical Illness	650-140-113.04	American Fidelity Withheld	44.85
		INV0007086	American Fidelity Disability	650-140-113.04	American Fidelity Withheld	304.04
		INV0007087	AmFid Cancer Post Tax	650-140-113.04	American Fidelity Withheld	18.55
		INV0007088	AmFid Cancer Pre Tax	650-140-113.04	American Fidelity Withheld	30.85
DKT233124	Blue Cross Blue Shield of MS					9,301.35
	08/06/2025	INV0007074	MONTHLY PREMIUM	650-140-112.00	BCBS Withheld/Payable	4,650.75
	08/20/2025	INV0007102		650-140-112.00	BCBS Withheld/Payable	4,650.60
DKT233125	Colonial Life					185.04
	08/06/2025	INV0007061	EE PREMIUM	650-140-113.00	Colonial Withheld	19.88
		INV0007062	Critical Illness	650-140-113.00	Colonial Withheld	3.81
		INV0007063	EE Premium	650-140-113.00	Colonial Withheld	10.95
		INV0007064	EE PREMIUM	650-140-113.00	Colonial Withheld	12.30
		INV0007065		650-140-113.00	Colonial Withheld	12.80
		INV0007066		650-140-113.00	Colonial Withheld	32.78
	08/20/2025	INV0007089		650-140-113.00	Colonial Withheld	19.88
		INV0007090	Critical Illness	650-140-113.00	Colonial Withheld	3.81
		INV0007091	EE Premium	650-140-113.00	Colonial Withheld	10.95
		INV0007092	EE PREMIUM	650-140-113.00	Colonial Withheld	12.30
		INV0007093		650-140-113.00	Colonial Withheld	12.80
		INV0007094		650-140-113.00	Colonial Withheld	32.78

Docket of Claims Register - Council

APPKT02444 - August 2025 P Item No. 17.

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT233126	Guardian							1,054.27
	08/06/2025	INV0007068		ER Guardian Life Over 70	650-140-113.01	Guardian Withheld/Payable	2.65	
		INV0007071		EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	344.04	
		INV0007072		ER BENEFIT LIFE INS MONTHLY PREMIUM	650-140-113.01	Guardian Withheld/Payable	100.51	
		INV0007073		EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	75.73	
	08/20/2025	INV0007096		ER Guardian Life Over 70	650-140-113.01	Guardian Withheld/Payable	2.64	
		INV0007099		EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	343.94	
		INV0007100		ER BENEFIT LIFE INS MONTHLY PREMIUM	650-140-113.01	Guardian Withheld/Payable	111.09	
		INV0007101		EE PREMIUM	650-140-113.01	Guardian Withheld/Payable	75.71	
					650-140-113.01	Guardian Withheld/Payable	-2.04	
								19,631.94
DKT233127	Internal Revenue Service							
	08/01/2025	INV0007051		Federal Payroll Taxes	650-140-122.00	Social Security Withheld/Payable	413.30	
		INV0007052			650-140-122.01	Medicare Withheld/Payable	96.66	
		INV0007053			650-140-123.00	Federal Withholding Tax	20.00	
	08/06/2025	INV0007078			650-140-122.00	Social Security Withheld/Payable	5,505.30	
		INV0007079			650-140-122.01	Medicare Withheld/Payable	1,287.52	
		INV0007080			650-140-123.00	Federal Withholding Tax	2,841.85	
	08/20/2025	INV0007106			650-140-122.00	Social Security Withheld/Payable	5,371.22	
		INV0007107			650-140-122.01	Medicare Withheld/Payable	1,256.18	
		INV0007108			650-140-123.00	Federal Withholding Tax	2,839.91	
								1,318.53
DKT233128	Morgan White Group							
	08/06/2025	INV0007075		Morgan White	650-140-112.01	Morgan White Payable	659.34	
	08/20/2025	INV0007103			650-140-112.01	Morgan White Payable	659.19	
								2,188.00
DKT233129	MS Department of Revenue Payroll							
	08/01/2025	INV0007050		Payroll State Withholding Taxes	650-140-134.00	State Withholding Tax	30.00	
	08/06/2025	INV0007077			650-140-134.00	State Withholding Tax	1,095.00	
	08/20/2025	INV0007105			650-140-134.00	State Withholding Tax	1,063.00	
								9,898.52
DKT233130	Systematized Benefits and Administrators Inc							
	08/06/2025	INV0007067		Deferred Compensation	650-140-110.00	Deferred Compensation Withheld/Payable	4,949.26	
	08/20/2025	INV0007095			650-140-110.00	Deferred Compensation Withheld/Payable	4,949.26	
								86.45
DKT233131	Texas Life							
	08/06/2025	INV0007076		Texas Life	650-140-113.05	Texas Life Withheld	43.23	
	08/20/2025	INV0007104			650-140-113.05	Texas Life Withheld	43.22	

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Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount
	Payable Date	Payable Number				Line Amount
DKT233132	TX Child Support State Disbursement Unit					287.10
	08/06/2025	INV0007069	Garnishment	650-140-106.00	Garnishment Withheld	143.55
	08/20/2025	INV0007097		650-140-106.00	Garnishment Withheld	143.55
Total Claims: 10						Total Payment Amount: 45,033.02



City of Diamondhead, MS

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Item No.17.

APPKT02443 - 9.3.25 - SHIERS

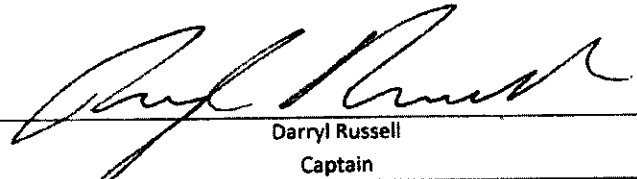
By Docket/Claim Number

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line Amount	
DKT233122	Simpson Law Firm						90.72
	09/03/2025	INV0007130	Garnishment	650-140-106.00	Garnishment Withheld	90.72	
Total Claims: 1						Total Payment Amount:	90.72

Diamondhead Monthly Statistics

August-25

Animal Problem / Complaints	9	Civil Disputes / Escorts / Process	14
Drug Law Violation	0	Complaint / See An Officer	33
Fire Structure / Vehicle	1	Death	1
Fireworks	0	Disturbance	10
Funeral Escort	0	False Alarms- Residential/ Business/ 911	15
Littering/Dumping/Haz-Mat Spill	5	Follow ups/ citizen call requests	632
Medical Emergency	7	Juvenile Problem	2
Missing/Runaway	0	Lost/Found Item	3
Parking Violation	6	Miscellaneous	7
Prostitution	0	TOTAL MISCELLANEOUS CALLS	717
Public Drunk	0	Accident - Private Property	2
Shots Fired	1	Accident - Public Roadway	18
Suicide	0	Accident - Hit & Run	1
Suicide / Threat / Attempt	1	Accident - Fatality	0
Suspicious / Person / Vehicle	38	TOTAL ACCIDENTS/COLLISIONS	21
Welfare Concern	22	Assist Motorist	8
TOTAL PUBLIC HEALTH & SAFETY	90	Traffic Stop	38
Animal Bite	0	TOTAL TRAFFIC CALLS	46
Assault By Threat	1		
Assault	0	Total Calls for Service	897
Child Abuse / Neglect	0	Traffic Citation (Adults)	0
Domestic Violence	1	Traffic Citation (Minors)	0
Harassment	1		
Harassing Phone Call	1	Warrant Arrests	0
Robbery - Armed	0	Drunk Driver (DUI) Arrests	0
Sexual Abuse / Molestation	0	Traffic Arrests	0
Stalking	0	Domestic Assault Arrests	0
TOTAL CRIMES AGAINST PERSON	4	Other Arrests	0
Attempted Burglary	0	Total Arrests	0
Burglary - Residence	0		
Burglary - Vehicle	0	Significant Events	
Counterfeit Money	0		
Damage - Property	2		
Embezzlement	0		
Forgery / Bad Check/Fraud	4		
Malicious Mischief	2		
Recovered Stolen Property	0		
Recovered Stolen Vehicle	0		
Shoplifting	0		
Stolen Vehicle	0		
Theft (Grand)	0		
Theft (Petit)	8		
Trespassing	3		
Unauthorized Use / Vehicle	0		
TOTAL PROPERTY CRIME	19		


Darryl Russell
Captain



DIAMONDHEAD MUNICIPAL COURT
5000 Diamondhead Circle
Diamondhead, MS 39525
Tel.: (228) 222-4626

Fax: (228) 222-4390

Robert H. Johnson, Jr., Judge
Derek Cusick, Prosecutor
Lolita McSwain, Court Clerk

To: DIAMONDHEAD CITY MANAGER

Stats for the MONTH of AUGUST 2025

Total number of violations written: 6 violations
Violation of City Animal Ordinance: 0 violation
Cruelty of Animals: 0
DUI Arrests: 0
Leash Law Violation: 0

Total fines and fees collected: \$4,751.00
State portion of the fees collected: \$1,969.54
Wireless Communication Fund: \$149.71
Crime Stopper Fund: \$28.00
The remaining balance the City of Diamondhead receives: \$2,603.75

Total Inmates held and billed for jail housing: 2 inmates
(Housing cost rate of \$20 per day per inmate
2 inmates -- total of 32 days = \$640.00

City of Diamondhead Code Enforcement Monthly Report

August 2025

Code Violations	Total	Closed	Open
Abandoned Vehicles	2	1	1
Accessory Structure	0	0	0
ATV	0	0	0
Boat & Jet-Ski	6	4	2
Care of Premises	6	2	4
High Grass	7	3	4
Signs	13	13	0
RV & Campers	0	0	0
Trailers	7	5	2
Trees & Lot Clearing	3	3	0
21-19-11	1	0	1
Permits	7	6	1
Miscellaneous	6	4	2
Citations	0	0	0
Cumulative Totals	58	41	17

9-05-2025 11:57 AM
TASK CODE

T A S K S T A T U S R E P O R T
T O T A L S

PAGE

Item No.a.

INC CODE: * - All
TASK CODE: * - ALL
STATUS: * - All

USER: * - All
GROUP: * - All
PRIORITY: * - All
TYPE:

ORIGINATION: 0/00/0000 THRU 99/99/9
DUE: 0/00/0000 THRU 99/99/9
RESOLUTION: 8/01/2025 THRU 8/31/2

		-----PRIORITY-----									
		1	2	3	4	5	6	7	8	9	TOTAL
STATUS	ACTIVE										
	CLOSED	150									150
	VOIDED										
	SUSPENDED										
TOTALS		150									150

-----SEQUENCES-----		
TASK CODE		COUNT
DOCUMENT		2
INSPECTION		107
REINSPECTION		40
REVIEW		1
TOTAL INCIDENTS		150

Inspections
Aug. 2025

9/05/2025 11:27 AM
PROJECTS: THRU ZZZZZZZZZZ
PROJECT TYPE: All
CONTRACTORS: All
APPLIED DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All

PROJECT MASTER REPORT

PAGE:

Item No.a

REPORT SEQUENCE: Project
- All Contractors
CONTRACTOR CLASS: All
EXPIRE DATES: 0/00/0000 THRU 99/99/
ISSUED DATES: 8/01/2025 THRU 8/31/

*** PROJECT TYPE RECAP ***

PROJECT TYPE	# OF PROJECTS	BALANCE
B01-SFR - SINGLE FAMILY RESIDENTI	5	1,635.00
B02-ADD - RESIDENTIAL ADDITION	6	0.00
B03-REM - RESIDENTIAL REMODEL	1	0.00
B04-ACC - RESIDENTIAL ACCESSORY	2	0.00
B05-REP - RESIDENTIAL REPAIR	17	0.00
B20-NEW - NEW COMMERCIAL BUILDING	1	295.00
CULVERT - CULVERT	3	0.00
DEMO-RES - RESIDENTIAL DEMOLITION	1	0.00
ELEC-RES - RESIDENTIAL ELECTRICAL	5	100.00
FENCE-RES - RESIDENTIAL FENCE	10	0.00
FLAT-RES - RESIDENTIAL FLATWORK	4	0.00
MECH-RES - RESIDENTIAL MECHANICAL	7	0.00
PZ-01 - DEVELOPMENT	3	0.00
PZ-06 - VARIANCE	1	0.00
PZ-09 - TEXT AMENDMENT	5	0.00
SIGN - SIGN	1	0.00
TREE - TREE REMOVAL	2	0.00
*** TOTALS ***	74	2,030.00

1
permits issued 8-2025

9/05/2025 11:24 AM

L I C E N S E M A S T E R R E P O R T

LICENSES: ALL

SORTED BY: LICENSE NUMBER

LICENSE CODES: Include: PRIV-SERV , PRIV-MFG, PRIV-RET

CLASSES: Include: PRIV

STATUS: ACTIVE

CITY LIMITS: INSIDE, OUTSIDE

Item No.a.

COMMENT:

PAY STATU

ID	CODE	NAME/ PROPERTY ADDRESS	STATUS	CLASS/ REPORT	ORIG/ RENEW	TERM/ PRINTED
01917	PRIV-RET	EL GARCIA'S DIAMONDHEAD LLC	ACTIVE	PRIV	8/07/2025	
8/07/25-	9/30/25	451 YACHT CLUB DR		REST-FULL		8/07/2025

REPORT TOTALS:

1 LICENSES

Privilege License
Aug 2025

CITY OF DIAMONDHEAD, MISSISSIPPI
Financial Statements
Coversheet to Monthly Budget Report
For the Month Ended August 31, 2025

ALL FUNDS HIGHLIGHTS

*Revenue:		<u>Current Year</u>		<u>Prior Year</u>
Total YTD Revenue	\$	13,470,869	\$	10,753,664
Total Budget	\$	28,980,182	\$	21,532,475
% Actual to Budget		46.5%		
Current Month % to Fiscal Year		91.7%		91.7%
*Expenses YTD Activity:		<u>Current Year</u>		<u>Last Year</u>
Total YTD Expenses Actual Activity	\$	11,002,799	\$	13,946,583
Total YTD Expenses Activity w/ Encumbrances	\$	15,466,145	\$	17,755,146
Total Budget	\$	36,476,280	\$	24,778,312
% Actual to Budget		30.2%		
% Actual w/ Encumbrances to Budget		42.4%		
Current Month % to Fiscal Year		91.7%		91.7%

* Excludes Other Financing Sources and Uses

Depository Account Balances as of: August 31, 2025

General Bank Acct:	\$	4,994,828	Unrestricted	\$	6,374,409
Accounts Payable Clearing:		40,388	Fiduciary Fund		112,559
Payroll Clearing:		87,078	Solid Waste		255,839
Contingency Operating Fund:		2,080,769	Grant Funds		108,157
Cap Exp -Commercial District		1,009,401	MS Infrastructure		259,871
Cap Exp - Police Unit		50,470	Amer Rescue & F		400,305
			GO BONDS 2022		751,793
TOTAL	\$	8,262,933		\$	8,262,933

Fund Activity	YTD Actual	YTD Actual w/ Encumbrances	Total Current Budget
001 - General Fund	\$ 1,460,979	\$ 808,271	\$ (490,994)
104 - MS Infrastructure Modernization Fund	\$ 122,418	\$ 122,418	\$ (100,642)
115 - Grant- Tidelands FY20 Rotten Bayou F	\$ 100,000	\$ 91,951	\$ (20,760)
118 - Grant-GRPC/MDOT West Aloha	\$ -	\$ (168,000)	\$ -
122 - Capital X Funds FY24 Commere	\$ 1,009,401	\$ 1,009,401	\$ -
121 - Grant - RESTORE-DEQ Canal I	\$ (158)	\$ (158)	\$ 161,000
120 - Capital X Funds FY24 Police Unit	\$ 50,470	\$ 2,985	\$ 50,000
149 - Grant-Tidelands FY24 Trail/ Mar	\$ 2,570	\$ (75,301)	\$ 2,725
161 - Grant - GCRF-MDA FY2021 CO	\$ 711,793	\$ 711,793	\$ (717,738)
162 - Grant-GOMESA FY22 -Coon Branch P	\$ 14,543	\$ (802,231)	\$ 195,793
163 - Grant - GCRF-MDA FY22 Noma	\$ -	\$ -	\$ (54,169)
164 - Grant - GCRF MDA FY23 Comn	\$ (82,650)	\$ (390,293)	\$ (1,194,587)
165 - Grant-GOMESA FY23-Kome/Fairway/A	\$ (202,648)	\$ (1,414,490)	\$ (168,450)
166 - Grant -RESTORE-MDEQ Jourdan Rive	\$ 6,237	\$ (207,307)	\$ 13,143
190 - ARPA-American Rescue & Recovery A	\$ (1,188,807)	\$ (1,188,807)	\$ (3,962,096)
191 - Hancock County Match Bank St	\$ 63,094	\$ (179,406)	\$ (130,250)
192 - ARPA Match - STATE OF MS	\$ 65,976	\$ 65,976	\$ (496,165)
401 - Solid Waste Fund	\$ 79,396	\$ 79,396	\$ (111,317)
TOTAL Surplus (Deficit)	\$ 2,212,613	\$ (1,533,802)	\$ (7,024,508)



City of Diamondhead, MS

Item No.b.

Income Statement Group Summary

For Fiscal: 2024-2025 Period Ending: 08/31/2025

Category	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Revenue						
20 - TAXES	3,188,500.00	3,188,500.00	81,902.52	3,232,835.68	3,232,835.68	-44,335.68
22 - LICENSES AND PERMITS	456,500.00	456,500.00	32,301.74	439,037.81	439,037.81	17,462.19
23 - INTERGOVERNMENTAL REVENUES	21,652,595.65	23,680,595.65	1,255,612.63	8,187,938.49	8,187,938.49	15,492,657.16
28 - CHARGES FOR GOVERNMENTAL SERVICES	697,047.00	697,047.00	127,666.51	765,366.46	765,366.46	-68,319.46
33 - FINES & FORFEITS	35,000.00	35,000.00	2,626.00	20,524.76	20,524.76	14,475.24
34 - MISCELLANEOUS REVENUE	268,250.00	272,539.00	25,826.96	277,725.92	277,725.92	-5,186.92
38 - INTERFUND TRANSFERS IN	300,000.00	300,000.00	117,034.34	217,034.34	217,034.34	82,965.66
39 - NON REVENUE RECEIPTS	350,000.00	350,000.00	330,405.60	330,405.60	330,405.60	19,594.40
Revenue Total:	26,947,892.65	28,980,181.65	1,973,376.30	13,470,869.06	13,470,869.06	15,509,312.59
Expense						
40 - PERSONNEL SERVICES	1,581,406.17	1,506,406.17	108,059.86	1,238,814.98	1,238,814.98	267,591.19
50 - SUPPLIES	290,750.00	388,300.00	18,888.50	269,135.60	282,382.85	105,917.15
60 - CONTRACTUAL SERVICES	4,571,573.61	6,775,781.21	247,718.35	3,264,068.80	5,085,889.82	1,689,891.39
70 - GRANTS, SUBSIDIES AND ALLOCATIONS	54,300.00	54,300.00	0.00	43,400.00	43,400.00	10,900.00
80 - DEBT SERVICE	730,213.10	730,213.10	475.00	728,989.13	728,989.13	1,223.97
90 - CAPITAL OUTLAY	20,809,597.63	26,321,279.64	529,278.52	5,434,355.66	8,062,633.76	18,258,645.88
95 - INTERFUND TRANSFERS OUT	700,000.00	700,000.00	-75,965.66	24,034.34	24,034.34	675,965.66
Expense Total:	28,737,840.51	36,476,280.12	828,454.57	11,002,798.51	15,466,144.88	21,010,135.24
Total Surplus (Deficit):	-1,789,947.86	-7,496,098.47	1,144,921.73	2,468,070.55	-1,995,275.82	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	367.80	-490,993.56	492,193.51	1,460,978.76	808,271.08	-1,299,264.64
004 - CONTEGENCY FUND	0.00	0.00	-100,766.34	-34,854.66	-34,854.66	34,854.66
104 - MS Infrastructure Mod	-100,642.00	-100,642.00	762.12	122,418.22	122,418.22	-223,060.22
115 - Grant- Tidelands FY20	-8,715.76	-20,760.27	100,000.00	100,000.00	91,950.75	-112,711.02
118 - Grant-GRPC/MDOT We	0.00	0.00	0.00	0.00	-168,000.00	168,000.00
120 - Capital X Funds FY24 P	1,000,000.00	1,000,000.00	162.21	50,470.02	2,985.02	997,014.98
121 - Grant - RESTORE-DEQ C	0.00	161,000.00	0.00	-157.66	-157.66	161,157.66
122 - Capital X Funds FY24 C	0.00	0.00	3,244.18	1,009,400.52	1,009,400.52	-1,009,400.52
149 - Grant-Tidelands FY24 T	90,000.00	2,725.00	0.00	2,569.50	-75,301.00	78,026.00
157 - Grant- GRPC - East Aloh	0.00	-52,200.00	-2,695.00	-2,695.00	-52,200.00	0.00
158 - Grant - Tidelands FY21-	0.00	-315,570.27	478,480.51	265,431.58	270,894.58	-586,464.85
161 - Grant - GCRF-MDA FY2	0.00	-717,738.46	16,234.00	711,792.98	711,792.98	-1,429,531.44
162 - Grant-GOMESA FY22 -C	374,303.75	195,793.00	0.00	14,543.00	-802,230.67	998,023.67
163 - Grant - GCRF-MDA FY2	0.00	-54,169.36	0.00	0.00	0.00	-54,169.36
164 - Grant - GCRF MDA FY2	-400,000.00	-1,194,587.31	0.00	-82,650.00	-390,292.57	-804,294.74
165 - Grant-GOMESA FY23-K	191,625.00	-168,450.00	-220,447.50	-202,647.50	-1,414,489.55	1,246,039.55
166 - Grant -RESTORE-MDEQ	261,030.50	13,143.00	0.00	6,236.50	-207,307.25	220,450.25
167 - Grant-MS Outdoor FY2	0.00	0.00	0.00	225,000.00	225,000.00	-225,000.00
168 - Gant-MS Outdoor MOS	0.00	0.00	0.00	0.00	0.00	0.00
169 - Grant Tidelands FY25 -	0.00	0.00	0.00	0.10	0.10	-0.10
190 - ARPA-American Rescue	-2,173,350.00	-3,962,095.67	998.01	-1,188,806.67	-1,188,806.67	-2,773,289.00
191 - Hancock County Match	112,250.00	-130,250.00	-156.25	63,093.75	-179,406.25	49,156.25
192 - ARPA Match - STATE OF	0.00	-496,165.42	476,318.39	65,975.51	65,975.51	-562,140.93
302 - FY22 BOND ISSUE	-1,025,500.00	-1,053,820.00	-155,748.82	-197,424.20	-870,314.10	-183,505.90
401 - SOLID WASTE FUND	-111,317.15	-111,317.15	56,342.71	79,395.80	79,395.80	-190,712.95
Total Surplus (Deficit):	-1,789,947.86	-7,496,098.47	1,144,921.73	2,468,070.55	-1,995,275.82	