



Mayor Depreo
Councilmember Maher At-Large
Councilmember Finley Ward 1
Councilmember Moran Ward 2
Councilmember Sheppard Ward 3
Councilmember Clark Ward 4

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, October 05, 2021
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.

Council Comments.

- a. The Next Regular Meeting of the City Council will be held October 19, 2021 at 6:00 p.m. in Council Chamber at City Hall 5000 Diamondhead Circle, Diamondhead.
- b. The 9th Annual Blessing of the Classics will be October 6, 2021 with a cruise-party at City Hall from 3:00 p.m. to 6:00 p.m.
- c. The annual Hancock County Hazardous Waste Collection event will be held Saturday, October 30, 2021 from 8:00 a.m. to 1:00 p.m. at the Hancock County Arena located at 4184 Kiln-Delisle Road.
- d. The Diamondhead Festival and BBQ Competition will be held Saturday, November 13, 2021 from 10:00 a.m. to 7:00 p.m. at Harbor Circle.
- e. Diamondhead Police Department's National Night Out will be held October 14th from 6 - 8:30 p.m. - Event Update, Captain A. J. Gambino
- [f.](#) Proclaim October 2021 Domestic Violence Awareness Month and present to Jamie Boyer with the Center for Prevention of Domestic Violence
- [g.](#) Proclaim October 15, 2021 White Cane Day in the City of Diamondhead and present to Dr. Dwain Simpson of the Diamondhead Lions Club
- h. Trinity Capital Investors presentation- Jeff Wilson, President
- i. Discussion regarding Kapalama Cove HOA donation of streets for right of way.

City Manager's Report.

Public Comments on Agenda Items.

Policy Agenda.

Minutes:

- [1.](#) Motion to approve September 21, 2021 Regular Meeting Minutes

Ordinances:

Resolutions:

2. **2021-330:** Motion to adopt Resolution 2021-070 regarding temporary mobile restroom, concessions, cargo (storage) trailers and marina office trailer that are on wheels in the regulatory floodplain.

Consent Agenda:

3. **2021-313:** Motion to authorize Master Service Agreement Work Assignment with Pickering Firm in the amount of \$48,100 for Kolo Court Ditch Improvements and Culvert Replacement.
4. **2021-317:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$1,837.50 for Noma Drive Project (Tidelands), Montjoy Creek Improvement in the amount of \$820.00 and East Aloha Improvements in the amount of \$3,012.50.
5. **2021-318:** Motion accept and approve the annual Municipal Compliance Questionnaire.
6. **2021-319:** Motion to accept bids received for the Hilo Street Culvert Replacement Project and award the project to Bottom 2 Top Construction, LLC low bidder in the amount of \$184,054.50, authorize the City Manager to execute the contract and issue the notice to proceed as appropriate.
7. **2021-320:** Motion to approve payments to Pickering Firm in the amounts of \$2,225.00, \$700.00 and \$26,100.00 for Hilo Street Culvert Replacement, \$1,452.20 Makiki Drive and Kui Place, \$4,794.40 Channel Stabilization-NRCS Grant, \$1,430.00 Kolo Court Drainage and \$835.00 Strategic Initiatives & Project Agreement.
8. **2021-321:** Motion to enter into agreement with Rostan Solutions, LLC in the amount of \$28,000 for professional services with the City for Community Rating System certification.
9. **2021-322:** Motion to approve payment to ERS, Inc. in the amount of \$81,183.63 for the Diamondhead Drive East at Alkii Way Channel Stabilization Project (NRCS Grant).
10. **2021-324:** Motion to approve Change Order No. 2 to contract with ERS, Inc. for the NRCS Channel Stabilization on Diamondhead Drive East at Alkii Way to add an additional 60 days with no change in the contract price.
11. **2021-325:** Motion to accept the donation of 6 bird houses for the dog park and other areas valued at \$15.00 for a total value of \$90.00 from Diamondhead Boy Scout Troop 210 as part of Life Scout Thomas Konkel's Eagle Scout Project.
12. **2021-326:** Motion to accept the Tidelands Grant Agreement FY2021 with the Mississippi Department of Marine Resources.
13. **2021-327:** Motion to approve accept the Gulf Coast Community Foundation Grant for the dog park in the amount of \$10,000, accept the grant agreement assurances and authorize the City Manager to execute same.
14. **2021-323:** Motion to approve Agreement with Orion Planning in the amount of \$75,000 for Zoning Code Rewrite Project.
15. **2021-328:** Motion to authorize events and expenses for each for upcoming Fiscal Year 2022.

- 16.** **2021-328:** Motion to approve Master Service Agreement Work Assignment in the amount of \$13,000 with Machado Patano for Hilo Way Drainage Study.
- 17.** **2021-329:** Motion to approve FY22 appropriations totaling \$53,600 to CASA in the amount of \$5,200, East Hancock Library in the amount of \$30,000, Hancock Human Resource Center in the amount of \$3,200 Hancock Resource Center in the amount of \$1,200, Hancock County Tourism in the amount of \$1,000, Diamondhead SPCA in the amount of \$10,800, Magdalene House in the amount of \$2,200 and to authorize lump-sum disbursements.
- 18.** **2021-331:** Motion to authorize the repayment of \$60,000 interfund loan and local match reduction in the amount of \$50.56 totaling a total to the General Fund from Fund 114 Commercial Area Connectivity Study.
- 19.** **2021-332:** Motion to approve Master Service Agreement Work Assignment with Covington Civil & Environmental for Turnberry Drainage Phase 2 design.
- 20.** **2021-334:** Motion to approve Master Service Agreement Work Assignment with Covington Civil & Environmental for Sub-Basin A Drainage Phase 2.
- 21.** **2021-335:** Motion to authorize the administration to enter into negotiation with Necaise & Company for the FY2021 Comprehensive Annual Financial Report.

Action Agenda.

Routine Agenda.

Claims Payable

- 22.** Motion to approve Docket of Claims (Claims DKt158858 -DKT15900) in the amount of \$300,674.22.

Department Reports

Public Comments on Non-Agenda Items.

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.

PROCLAMATION

Whereas, the city of Diamondhead shares a critical concern for victims of domestic violence and a desire to support their needs for justice and healing; and

Whereas, domestic violence affects both women and men of every race, religion, culture and status – people in poverty and those of affluence alike. It affects 1.3 million women per year with an incident occurring every 18 seconds. As many as 1 in 4 women and 1 in 7 men have been physically assaulted by a partner at some point in their lives; and

Whereas, the crime of domestic violence violates the dignity, security, privacy, and safety of members of our community, in the form of physical, emotional, sexual, and economic abuse; and

Whereas, intimate partner violence costs us in excess of \$5.8 billion nationally each year, \$4.1 billion of which is for direct medical and mental health services and has an economic impact from lost productivity amounting to \$1.8 billion for American businesses; and

Whereas, in 2020 the Gulf Coast Center for Nonviolence provided emergency shelter and support services for 1,384 victims of domestic violence and received 11,700 calls to its crisis hotline, reflecting the severity of this problem within the lower six counties of Mississippi; and

Whereas, advocates, professionals, volunteers, and community members concerned with domestic violence will devote the month of October to raising public awareness of the crisis of domestic abuse, its causes, effects, interventions, and prevention.

Now Therefore, Be It Resolved that the Mayor and Council of the City of Diamondhead, Mississippi does hereby proclaim the month of October 2021 as:

Domestic Violence Awareness Month

And reaffirm our commitment to ending domestic violence within our community.

IN TESTIMONY WHEREOF, we have hereunto affixed the seal of the City of Diamondhead on this, the 5th day of October 2021.

(SEAL)

Mayor Nancy Depreo

Attest: Jeannie Klein, City Clerk

City of Diamondhead, MS

WHITE CANE SAFETY DAY PROCLAMATION

WHEREAS, the **white cane**, which every blind citizen of our state has the right to carry, demonstrates and symbolizes the ability to achieve a full and independent life and the capacity to work productively in competitive employment; and

WHEREAS, the white cane, by allowing every blind person to move freely and safely from place to place, makes it possible for the blind to fully participate in and contribute to our society; and

WHEREAS, every citizen should be aware that the law requires that motorists exercise appropriate caution when approaching a blind person carrying a white cane; and

WHEREAS, the City of Diamondhead also calls upon employers, both public and private, to be aware of and utilize the employment skills of our blind citizens by recognizing their worth as individuals and their productive capacities; and

WHEREAS, the **Diamondhead Lions Club**, will honor a White Cane Day by sponsoring a **“Walk for Sight”** in Diamondhead on October 15, 2021, and

WHEREAS, the City of Diamondhead through its public agencies and with the cooperative assistance of the **Diamondhead Lions Club**, can look forward to a continued expansion of employment opportunities for and greater acceptance of blind persons in the competitive labor market;

NOW, THEREFORE, We, **Mayor Nancy Depreo and City Council** for City of Diamondhead, MS, do hereby proclaim October 15, 2021, as

WHITE CANE SAFETY DAY

in the City of Diamondhead and do call upon employers and the public to utilize the available skills of competent blind persons and to open new opportunities for the blind in our rapidly changing society; and upon all citizens to recognize the white cane as an instrument of safety and self-help for blind pedestrians on our streets and highways.

Mayor Nancy Depreo

Attest:

Jeannie Klein, City Clerk



Mayor Depreo	At	Item No. 1.
Councilmember Maher		
Councilmember Finley		Ward 1
Councilmember Moran		Ward 2
Councilmember Sheppard		Ward 3
Councilmember Clark		Ward 4

MINUTES
REGULAR MEETING OF THE CITY COUNCIL
Tuesday, September 21, 2021
6:00 PM CST
Council Chambers, City Hall

Call to Order.

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

Invocation- Mayor Depreo

Pledge of Allegiance

Roll Call

PRESENT

- Mayor Nancy Depreo
- Councilmember-At-Large Gerard Maher
- Ward 1 Shane Finley
- Ward 2 Alan Moran
- Ward 3 Ricky Sheppard
- Ward 4 Charles Clark

Confirm or Adjust Agenda Order

Motion made by Ward 3 Sheppard, Seconded by Ward 4 Clark to amend and approve the agenda with the following addition:

2021-316: Motion to amend the Commercial Lease Agreement with Purcell, Co. Inc., Harbor House PO and its member Silver Slipper Casino and Harbor House POA and its member Diamondhead Real Estate, LLC allowing the serving or selling of light wine and beer on the property in conjunction with city-sponsored events.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

Council Comments.

1. Key to the City Presentation -Krewe of Diamondhead - Ali' i honua XLVI, Kevin Parrington,
2. Project Update - Pickering Firm, Cara Wagner. Coby Coulon provided an update of project.
3. Hilo Street Culvert Replacement Project Update - Pickering Firm, Cara Wagner - Coby Coulon provided and updated of project r
4. Turnberry Drainage Update - Covnington Civil & Environment, Ben Benvenuti

5. FY20 Comprehensive Annual Financial Report - Ty Necaise of Necaise & Company
6. Matt Mooneyham with Tetra Tech, Inc. – update the Council on Hurricane Ida debris removal.

City Manager's Report.

1. Paddle Paradise – This event is scheduled for this Saturday. Registration starts at 8am with the paddle beginning at 9:30am. All are invited to this free event. There is a band, food, and drinks available at the Lazy Gator following the paddle. There is also a snowball vendor and other educational vendors that will be on site.
2. Hurricane Ida Debris – The contractor started picking up Hurricane Ida debris this morning. They are estimating we have 10K cubic yards of debris in the city. They have one truck that will make only one pass on all streets. Residents are asked to separate their debris into 2 piles. One would be only vegetation and the other would be everything else. We bring this debris to 2 different landfills, and the price per cubic yard is \$2.50 for vegetation while the cost for C&D debris is \$4.75 per cubic yard.
3. Bancorp South Equipment Finance – At the last meeting, the council approved the new agreement for copier lease purchase for the city with Gulf Copy Systems. This financing agreement is the lease purchase document.
4. NG Consulting Agreement – I am asking the council for authorization to sign an agreement with NG Consulting for marketing and small business liaison services. Natalie will work with me to create the Diamondhead Main Street Association and a quarterly newsletter to residents. We want to do a better job of keeping our residents informed about things happening with the city. The comprehensive plan also recommended starting a Main Street program.
5. Main Street Association Application – I am asking for authorization to submit the “network community application” to the MS Main Street Association to begin this program in Diamondhead. This is the first step, and we must be approved by this board of directors before creating this program.
6. Pickering Work Assignment – I am asking for authorization to sign a new work assignment with Pickering Engineering for the permitting phase for dredging the two major detention ponds (Lilly Pond and Diamondhead Drive East Pond). Pickering has been working on the design phase for the city, so we can dredge the ponds. Permitting is needed before any work can be done.
7. Ratifying Contracts by New City Council – The new city council is required to ratify all contracts in the city. A list of all contracts has been provided as part of this agenda. Nextsite is completing the 3-year agreement, and we do not wish to extend that contract. Unifirst provides uniforms for public works including laundry services. Most of the staff is not using this service, but we are billed for all employees every week. We are going to purchase uniforms for the staff, so it recommended by the administration not to ratify this contract.
8. Purchase of Land for Turnberry Drainage – I am asking for authorization to purchase the 25 acres parcel from Purcell for \$30,000, which is the highest appraised value from two separate appraisals. This will be used to create new detention to help with flooding in this area.
9. Amendment to Commercial Lease Agreement – I am asking for authorization to sign an amendment to our commercial lease agreement with the three property owners on the southside where we hold our festival. This is simply to add language to the agreement that the city is

allowed to serve or sell light wine or beer on the property. This is needed for the beer permit with the MS Dept of Revenue for this year's permit.

10. Street Paving Project – Phase 3 of our street paving project is underway. This includes 3.5 miles of streets to be improved. 26 of the 40 streets have been completed. They will finish group 3 tomorrow, and that will be 27 streets complete.
11. Cruisin the Coast in Diamondhead – The blessing of the classics in Diamondhead is schedule for Wednesday, October 6. There will be parade of cars on Diamondhead Drive loop beginning at 3pm. There will be party at city hall following the parade, and there will be music, food, and drinks.
12. Destination Downtown (Main Street Conference) – Last week I attended the main street conference in Starkville. It had a lot of concentrated information on downtown developments and revitalization. I want to encourage the council to attend with me next year considering our efforts on E. Aloha and our new town center projects. The information shared in the sessions are all relevant to our planning and implementation for commercial development in Diamondhead.

Public Comments on Agenda Items -None.

Policy Agenda.

Minutes:

1. Motion to approve the September 7, 2021 Regular Meeting Minutes.

Motion made by Ward 4 Clark, Seconded by Councilmember-At-Large Maher to approve the September 21, 2021 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

2. **2021-067:** Motion to adopt Resolution 2021-067 thereby appointing Louis Ertel to service as Commissioner on the Diamondhead Water & Sewer Board of Commissioners for a five (5) year term commencing September 28, 2021 and expiring September 30, 2026.

Motion made by Ward 2 Moran, Seconded by Ward 4 Clark to adopt Resolution 2021-067 thereby appointing Louis Ertel to service as Commissioner on the Diamondhead Water & Sewer Board of Commissioners for a five (5) year term commencing September 28, 2021 and expiring September 30, 2026.

Voting Yea: Mayor Depreo, Councilmember-At-Large Maher, Ward 2 Moran, Ward 3 Sheppard, Ward 4 Clark

Voting Nay: Ward 1 Finley

MOTION CARRIED

3. **2021-306:** Motion to adopt Resolution 2021-068 thereby authorizing and approving execution of an equipment lease purchase agreement with BancorpSouth Equipment Finance, a division of BancorpSouth Bank for the purposes of lease purchasing copiers and for other related matters.

Motion made by Councilmember-At-Large Maher, Seconded by Ward 3 Sheppard to adopt Resolution 2021-068 thereby authorizing and approving execution of an equipment lease purchase agreement with BancorpSouth Equipment Finance, a division of BancorpSouth Bank for the purposes of lease purchasing copiers and for other related matters.

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

MOTION CARRIED UNANIMOUSLY

- 4. **2021-311:** Motion to adopt Resolution 2021-069 thereby establishing FY22 Compensation for all employees.

Motion made by Ward 1 Finley, Seconded by Ward 3 Sheppard to adopt Resolution 2021-069 thereby establishing FY22 Compensation for all employees.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

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

- 5. **2021-278:** Motion to enter in to agreement with NG Consulting, LLC in the amount of \$1,275 monthly effectively immediately for Marketing and Small Business Liaison Services effective immediately.
- 6. **2021-284:** Motion to authorize application o Coast Electric Power Association for Operation Round up funding the dog park.
- 7. **2021-301:** Motion to approve payment to Orion Planning & Design for Diamondhead Short-term Rental Review in the amount of \$247.50, Gateway Project in the amount of \$2,475.00 and Commercial District Code/Design Standards \$3,465.00.
- 8. **2021-302:** Motion to approve payments to Machado Patano in the amount of \$1,667.50 for professional services related to Beehive Homes Plan Review and \$464.00 for professional services relating to Preserve Phase 2 Sketch Plat.
- 9. **2021-303:** Motion to approve payments to Digital Engineering in the amount of \$1,045 for GIS Maintenance, \$9,995 Roadway Improvements Phase 3, \$735 Deer Crossing Plan Review.
- 10. **2021-304:** Motion to approve Pay Request No. 1 in the amount of \$130,072.37 to Warren Paving, Inc. for the Roadway Improvement Project Phase 3.
- 11. **2021-305:** Motion to to authorize the city manager to submit the "Network Community Application" to the Mississippi Main Street Association with annual dues of \$1000 and \$295 annually, if accepted.
- 12. **2021-309:** Motion to amend the purchase/agreement with Tyler Technologies to include the Mobile Code Enforcement Staff App Component at additional one-time charge of \$1,500 and a

revision to recurring fees from \$1,200 to \$1,500 annually for total Building Department annual licensing/maintenance fee of \$4,900.

- 13. **2021-310:** Motion to authorize the request to Mississippi Development Authority for project extension for the Small Municipalities and Limited Population Counties Grant SM-19-880 (East Aloha Improvements).
- 14. **2021-312:** Motion to authorize Master Service Agreement Work Assignment with Pickering Firm in the amount of \$10,000 for Lily Pond and Diamondhead Drive East Pond Wetland Delineation.
- 16. **2021-314:** Motion to authorize transfer of General Funds in the amount of \$22,000 to the National Resource Conservation Grant Fund (Channel Stabilization Diamondhead Drive at Alkii Way) for Change Order No. 1.
- 16a. **2021-316:** Motion to amend the Commercial Lease Agreement with Purcell, Co. Inc., Harbor House PO and its member Silver Slipper Casino and Harbor House POA and its member Diamondhead Real Estate, LLC allowing the serving or selling of light wine and beer on the property in conjunction with city-sponsored events.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

- 17. **2021-276:** Motion to ratify contracts with the exception of Nexsite and Unifirst and futher to authorize the City Manager to provide such notices as required.

Motion made by Ward 1 Finley, Seconded by Ward 3 Sheppard to ratify contracts with the exception of Nexsite and Unifirst and futher to authorize the City Manager to provide such notices as required.

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

MOTION CARRIED UNANIMOUSLY

- 18. **2021-307:** Motion to accept the FY20 Comprehensive Annual Financial Report.

Motion made by Ward 2 Moran, Seconded by Ward 4 Clark to accept the FY20 Comprehensive Annual Financial Report.

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

MOTION CARRIED UNANIMOUSLY

- 19. **2021-308:** Motion to authorize the offer and purchase of 25-acre tract of land located between Turnberry Drive and Crooked Stick from Purcell Corp in the amount of \$30,000 and authorize the City Manager to execute any and all documents necessary to facilitate the acquisition.

Motion made by Ward 3 Sheppard, Seconded by Councilmember-At-Large Maher o authorize the offer and purchase of 25-acre tract of land located between Turnberry Drive and Crooked Stick

from Purcell Corp in the amount of \$30,000 and authorize the City Manager to execute any and all documents necessary to facilitate the acquisition.

Voting Yea: Mayor Depreo, Councilmember-At-Large Maher, Ward 1 Finley, Ward 2 Moran, Ward 3 Sheppard, Ward 4 Clark.

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

- 20. Motion to approve PRCLAIM095 in the amount of \$29,529.20, PRCLAIM096 in the amount of \$30,430.63, PRCLAIM097 in the amount of \$2,696.22, PRCLAIM098 in the amount of \$30,638.30, and APPKT01576 (DKT158756-DKT158767) in the amount of \$47,309.93.

Motion made by Ward 3 Sheppard, Seconded by Councilmember-At-Large Maher o approve PRCLAIM095 in the amount of \$29,529.20, PRCLAIM096 in the amount of \$30,430.63, PRCLAIM097 in the amount of \$2,696.22, PRCLAIM098 in the amount of \$30,638.30, and APPKT01576 (DKT158756-DKT158767) in the amount of \$47,309.93.

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

MOTION CARRIED UNANIMOUSLY

- 21. Motion to approve Docket of Claims (DKT158821- DKT158857) in the amount of \$272,419.37.

Motion made by Ward 3 Sheppard, Seconded by Ward 4 Clark to approve Docket of Claims (DKT158821-DKT158857) in the amount of \$272,419.37.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 2 Moran, Seconded by Ward 3 Sheppard to accept the following department reports:

- a. August 2021 Financials
- b. Police Department
 - Code Enforcement
 - Building Department
 - Privilege License

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items None.

Adjourn/Recess.

At 7:31, p.m. and wiht no further business to come before the Council, motion made by Ward 4 Clark, seconded by Ward 3 Sheppard to adjourn

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

MOTION CARRIED UNANIMOUSLY

Nancy Depreo
Mayor

Jeannie Klein
City Clerk

**CITY OF DIAMONDHEAD POLICY REGARDING
TEMPORARY MOBILE RESTROOMS, CONCESSIONS, CARGO (STORAGE) TRAILERS
AND MARINA OFFICE TRAILER
THAT ARE ON WHEELS IN THE REGULATORY FLOODPLAIN**

A resolution of the Mayor and City Council of the City of Diamondhead establishing a policy to regulate temporary mobile restrooms, concessions, cargo (storage) trailers and marina office trailer that are always on wheels in the regulatory floodplain. It is not permitted in the regulatory floodway.

WHEREAS, the final guidance from FEMA/MEMA on temporary structure guidance is dated April 3, 2017;

WHEREAS, the final guidance from FEMA/MEMA only allows temporary structures for six months and then the structure has to be removed; the temporary structure has to receive a permit with a removal date.

WHEREAS, other local jurisdictions in the three coastal counties have temporary portable toilet facilities and even a marina office;

WHEREAS, the FEMA/MEMA definition of a structure (for floodplain management purposes) as stated in the Flood Damage Prevention Ordinance “means a walled and roofed building including a gas or liquid storage tank that is principally above ground, as well as a manufactured home”.

WHEREAS, FEMA/MEMA definition of structure (for insurance purposes), “means a building with two or more outside rigid and a fully secured roof, that is affixed to a permanent site; a manufactured home built on a permanent chassis, transported to it site on one or more sections, and affixed to a permanent foundation; or a travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community’s floodplain management and building ordinances or laws. The term does not include a recreational vehicle or a park trailer or other similar vehicle, except as described in the last part of this definition or a gas or a liquid storage tank”;

THEREFORE, temporary mobile restrooms, concessions, cargo (storage) trailers and marina office trailers that are always on wheels are not by FEMA/MEMA definition a structure.

FURTHERMORE, the final guidance from FEMA/MEMA on temporary structure guidance is dated April 3, 2017 regulates temporary structures;

WHEREAS, the City of Diamondhead shall establish a policy to regulate temporary mobile restrooms, concessions, cargo (storage) trailers and marina office trailers that are always on wheels in the regulatory floodplain;

WHEREAS, the conditions are:

1. All of the mobile and portable facilities i.e. restrooms, concessions, cargo (storage) trailers and marina office trailers shall be professionally manufactured.
2. These mobile and portable facilities shall not be located in the regulatory floodway.

3. Port-a-lets shall not be used;
4. Only 1 unisex ADA accessible restroom and only 1 regular restroom shall be provided; Upon request, additional restrooms may be allowed for large events on a case by case basis.
5. The mobile restrooms, concessions, cargo (storage) trailers and marina offices shall be on a chassis and be road ready at all times having current license plates with liability and environmental insurance;
6. The maximum size chassis shall not exceed 16'4" in length and 6.5' in width notwithstanding tongue for mobile restrooms, concessions and cargo storage trailers; For a marina office trailer the maximum size chassis shall not exceed 12' in length and 10' in width notwithstanding tongue.
7. The mobile restroom and concessions, if needed, shall be connected to water and sewer provided by the Diamondhead Water and Sewer District; The connections for water and sewer service shall have quick disconnects;
8. If electrical service is provided, quick disconnects are required;
9. The mobile restrooms, concessions, cargo trailers and marina office trailer shall be immediately removed from the premises upon declaration by the National Hurricane Center of a tropical storm or hurricane has formed and it has entered the Gulf of Mexico;
10. If the property/business owner fails to remove the mobile restrooms and/or concession and cargo storage trailers within 24 hours upon declaration of the National Hurricane Center, the City has the authority to remove the mobile restrooms, concessions, cargo (storage) trailers and/or marina office trailers from the premises at the owner's expense.
11. The City of Diamondhead shall notify the property owner and/or business when they can be returned to the site;
12. The City also has the right to direct the removal of any mobile restrooms, concessions, cargo trailers and marina office trailer at any time without cause;
13. When removed due to a storm or hurricane, the mobile restrooms, concessions, cargo trailers and marina office trailers shall be stored in an X zone and not in the regulatory floodplain or in an area subject to flooding. The owner of the property/business shall provide the City with the location of the storage area;
14. The chassis, tires, and trailers shall have an annual maintenance inspection conducted annually and submitted by April 15th to the Building Official to determine if the chassis is road ready. The chassis and trailers shall be removed from the premises for the maintenance inspection to be conducted. The maintenance inspection shall be performed by an ASE (Auto Service Excellence) mechanic and have a properly licensed business. The mobile restrooms and marina office trailer including all pipes and fittings and the structure framing shall also be inspected by a registered engineer licensed in the State of MS. The record of both types of the maintenance inspections shall detail what was inspected and that everything is in proper working order and acceptable. Identify any deficiencies and have repaired before submitting permit application and returning to site. The maintenance record shall be submitted with annual permit application. The maintenance record shall be signed and dated by the person who conducted the inspection. Both types of inspections shall be conducted by a third party and have no interest or affiliation with the property or business owner;

- 15. Liability and environmental insurance shall be continuously maintained and shall indemnify and hold harmless the City of Diamondhead from any liability;
- 16. The property/business owner shall apply for a permit requesting the placement of a temporary restroom, concessions, cargo storage trailers or marina office trailer.
 - The applicant shall provide proof of ownership of property;
 - Street address
 - Parcel number
 - Cell phone number
 - E-mail address
 - Second contact information
 - Site plan showing location of restrooms and/or trailers on the property in relation to the property lines
 - Site plan showing location of storage area outside of the floodplain; provide street address and parcel number
 - If the storage area is not own by the owner of the mobile and portable facilities, provide a signed and executed agreement with the proper property owner granting permission to store the mobile and portable facilities;
 - Certificate of liability and environmental insurance in the amounts of \$1,000,000.
 - All permits shall expire on April 30th of each year.
- 17. Inspections shall be conducted for compliance.
- 18. Non-compliance with this policy shall automatically terminate the permit and another permit shall not be issued until 6 months have passed.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY, that the City Council adopted the proposed policy with conditions as stated above effective immediately upon its passage.

I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING RESOLUTION WAS ADOPTED IN THE AFFIRMATIVE BY THE FOLLOWING VOTE OF COUNCIL OF THE CITY OF DIAMONDHEAD ON THE 5TH DAY OF OCTOBER, 2021.

	Aye	Nay	Absent
Councilmember Finley	_____	_____	_____
Councilmember Moran	_____	_____	_____
Councilmember Sheppard	_____	_____	_____
Councilmember Clark	_____	_____	_____

Councilmember Maher _____

Mayor Depreo _____

MAYOR NANCY DEPREO

ATTEST: _____
 Jeannie Klein, City Clerk

WORK ASSIGNMENT**WORK ASSIGNMENT NO.** _____**PROJECT NUMBER: 26071.00; Kolo Ct Ditch Improvements and Culvert Replacement**

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Pickering Firm, Inc. on the 19th day of August, 2016.

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

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

SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE

See 'Attachment A – Scope of Services'

WORK ASSIGNMENT TERM

No new Work Assignments shall be executed after October 31, 2021 at 11:59 P.M. CDT.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 31, 2021 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

DBE GOAL

The DBE goal established for this Work Assignment shall be zero percent (0%).

KEY PERSONNEL**CITY PROJECT MANAGER:**

Mike Reso

CONSULTANT PROJECT MANAGER:

(Certified as a Professional Engineer to do business in the State of Mississippi)

Cara Wagner, PE (MS #26030)

PROGRESS SCHEDULE

Applications, meetings, and other items requested by the client will be prepared and submitted in a timely fashion following client request.

MAXIMUM ALLOWABLE COST

Contract Maximums:

Under no circumstances shall the amount payable by the City for this assignment exceed **\$48,100** (Total of all Charges exclusive of easement plats to be paid on a per each basis) plus the cumulative fee for Easement Plats as referenced below, without the prior written consent of both parties. The Labor Rates have been identified in Table 2: Rate Schedule for Labor Hours.

Table 1: Compensation for Services Breakdown

Basic Services		
Phase #	Phase Title	Fee (labor hour/unit cost)
I	Wetland Delineation	\$ 5,000
II	Wetland Permitting Assistance	\$ 6,500
III	Engineering Design	\$15,600
IV	Project Bidding	\$4,000
V	Construction Engineering and Inspection	\$17,000

Table 2: Compensation for Easement Plats

Basic Services		
Phase #	Phase Title	Fee (labor hour/unit cost)
VI	Easement Plats*	\$ 2,000

*Easement Plat Fee shown is a “per each” fee. Based on GIS data, approximately 7 of these may be required for a total fee of \$14,000. Actual number of easements will be determined during design. Easement work will not begin without prior consent from the City.

Table 3: Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
	Principal Engineer	\$ 135
	Professional Engineer	\$ 97
	Senior Project Manager	\$ 105
	Project Engineer	\$ 75
	Professional Land Surveyor	\$ 80
	Survey Crew Chief	\$ 47
	Instrument Person	\$ 35
	CAD Technician	\$ 50
	Clerical	\$ 43
	Resident Project Representative	\$ 70
	Engineering Technician	\$ 50

Both parties hereto represent that they have authority to enter into this Work Assignment as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE _____ DAY OF _____, _____
City of Diamondhead, Mississippi

By:

WITNESS this, my signature, in execution hereof, this the 2nd day of September, 2021.
Pickering Firm, Inc.

ATTEST: Payton A. Billingsley
Payton Billingsley, EI

Cara Wagner
By: Cara Wagner, PE

ATTACHMENT A – SCOPE OF SERVICES

General Project Description

In general, the Engineer will perform wetland delineation, environmental permitting, preparation of easement plats, engineering design (including production of construction documents), bid phase, and construction engineering and inspection services relative to the replacement or rehabilitation of the culvert that crosses Bayou Drive just north of its intersection with Op La Way. Additionally, the incoming channels (through lot) and outflowing channel will be improved for appropriate capacity in the 25-year design storm event.

Items not specifically outlined below are excluded from this proposal; subsequent services may be added, as mutually agreed upon by both parties, as either an amendment to this contract or as a separate contract.

Phase I – Wetland Delineation (\$5,000)

We understand the project to consist of a Wetland Delineation and a submittal of a Joint Permit Application and Notification to the Mississippi Department of Marine Resources (DMR) and the United States Army Corps of Engineers (USACE), in accordance with Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act, for the proposed Kolo Ct Ditch Improvements and Culvert Replacement project.

For the delineation, the Engineer will perform the following:

- Mobilization to the site;
- Traversal of the project area and immediately surrounding areas;
- Establishment of representative sampling locations;
- Observation and identification of vegetation, soils, and hydrologic conditions at each sampling location;
- Record field data including photographs of site conditions and sampling locations;
- Identification of portions of the site qualifying as potential “waters of the U.S.”, if present;
- Locating, flagging, and mapping of wetland boundaries, if present; and
- Mapping of the sampling locations and potential wetland boundaries using mobile GPS unit capable of sub-meter accuracy.

Upon completion of the field activities, we will submit our request for a jurisdictional determination (JD) from the USACE, Mobile District. This scope of work will be guided by Section 404 of the Clean Water Act.

Phase II – Wetland Permitting Assistance (\$6,500)

For the permitting phase, the Engineer will perform the following:

- Obtain and review any Environmental Assessments or other environmental studies that have been conducted in the project area.

ATTACHMENT A – SCOPE OF SERVICES

- Provide a written report documenting potential impacts to wetlands and “other waters of the U.S.”
- Solicit written correspondence from Federal, State, and Local resource agencies, as necessary, regarding proposed Project.
- Consult with the US Army Corps of Engineers, Department of Marine Resources, the Mississippi Department of Environmental Quality, and the US Fish and Wildlife Service.
- Consult with the Mississippi Secretary of State.
- Submit a Section 10/Section 404 Joint Permit Application and Notification to the Department of Marine Resources and the US Army Corps of Engineers.
- Provide permitting assistance, as required, to obtain the necessary permits for the construction phase of the project.

The following is specifically excluded from the aforementioned Scope of Work for this task order. However, these items can be provided if necessary, with a revision to the Scope of Work and fees. If the Client requests that any of these services be performed by the Consultant, then the Client will pay the Consultant for these authorized additional services on the basis of a negotiated lump sum fee or on the basis of the hourly rates plus reimbursable expenses.

1. Mitigation Plan

- Wetland mitigation assessment and planning for “other waters of the U.S.” are not included in this proposal
 - Wetland Acreage/Stream mitigation credits to be purchased are unknown at this time
2. A cultural resources survey and threatened and endangered species survey could be required by the US Army Corps of Engineers prior to Section 404 permit authorization.

Phase III – Engineering Design (\$15,600)

Utilizing information acquired in previous phases and per any other deliverable subject to any CLIENT-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from CLIENT, for the general scope of work described above, the Engineer shall:

1. Prepare engineering drawings and specifications indicating the scope, extent, and character of the work to be performed and furnished by the contractor. 1 set of the engineering documents and any other deliverables will be provided to the CLIENT for review. Following their review, CLIENT shall submit to the Engineer any comments regarding the Design Phase documents and any other deliverables.
2. Provide an updated engineer’s Opinion of Probable Construction Cost with final construction documents.
3. Prepare and furnish bidding documents for review by CLIENT, its legal counsel, and other advisors, and assist CLIENT in the preparation of other related documents. CLIENT shall submit

ATTACHMENT A – SCOPE OF SERVICES

to Engineer any comments and instructions for revisions and Engineer will revise the bidding documents accordingly. 1 Final copy of the bidding documents, including a final Opinion of Probable Construction Cost, will be provided to the CLIENT.

Phase IV – Bidding Phase (\$4,000)

After acceptance by CLIENT of the final bidding documents prepared in Phase II and the final Opinion of Probable Construction Cost, and upon written authorization by the CLIENT to proceed, Engineer shall:

1. Assist CLIENT in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, and receive and process contractor deposits or charges for the bidding documents.
2. Issue addenda as appropriate to clarify, correct, or change the bidding documents.
3. Provide information or assistance needed by CLIENT in the course of any negotiations with prospective contractors.
4. Consult with CLIENT as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the Work as to which such acceptability is required by the bidding documents.
5. If bidding documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by bidders.
6. Attend the Bid opening, prepare Bid tabulation sheets, and assist CLIENT in evaluating Bids or proposals and in assembling and awarding contracts for the Work.
7. The Bidding Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

Phase V – Construction Phase (including RPR) (\$17,000)

- A. Upon successful completion of the Bidding Phase, and upon written authorization from CLIENT, Engineer shall:
 1. *General Administration of Construction Contract:* Consult with CLIENT and act as CLIENT's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer as assigned in the Construction Contract shall not be modified, except as Engineer may otherwise agree in writing. All of CLIENT's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of CLIENT in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
 2. *Resident Project Representative (RPR):* Provide the services of an RPR, as needed, at the Site to assist the Engineer and to provide more extensive observation of Contractor's work.

ATTACHMENT A – SCOPE OF SERVICES

3. *Selecting Independent Testing Laboratory:* Assist CLIENT in the selection of an independent testing laboratory, where necessary
4. *Pre-Construction Conference:* Participate in a Pre-Construction Conference prior to commencement of Work at the Site.
5. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
6. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
 - a. Engineer will make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Contract Documents, and Engineer shall keep CLIENT informed of the progress of the Work.
 - b. The purpose of Engineer's visits to, and representation by the Resident Project Representative, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for CLIENT a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Engineer shall not, during such visits or as a result of such observations of Contractor's Work in progress, supervise, direct, or have control over Contractor's Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform the Work in accordance with the Contract Documents.
7. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work (a) is defective under the standards set forth in the Contract Documents,

ATTACHMENT A – SCOPE OF SERVICES

(b) will not produce a completed Project that conforms to the Contract Documents, or (c) will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.

8. *Clarifications and Interpretations; Field Orders:* Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Subject to any limitations in the Contract Documents, Engineer may issue field orders authorizing minor variations in the Work from the requirements of the Contract Documents.
9. *Change Orders and Work Change Directives:* Recommend change orders and work change directives to CLIENT, as appropriate, and prepare change orders and work change directives as required.
10. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
11. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
12. *Inspections and Tests:* Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
13. *Disagreements between CLIENT and Contractor:* Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by CLIENT or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to CLIENT or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.
14. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

ATTACHMENT A – SCOPE OF SERVICES

- a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to CLIENT, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has progressed to the point indicated, the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents, and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe Contractor's Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of Contractor's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - b. By recommending any payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of Contractor's Work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer responsibility to supervise, direct, or control Contractor's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to CLIENT free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between CLIENT and Contractor that might affect the amount that should be paid.
15. *Contractor's Completion Documents:* Receive, review, and transmit to CLIENT maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved as provided under Paragraph 10 above, and transmit the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment. The extent of such review by Engineer will be limited as provided in Paragraph 11 above.
16. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with CLIENT and Contractor, visit the Project to determine if the Work is substantially complete. If after considering any objections of CLIENT, Engineer considers the Work substantially complete; Engineer shall deliver a certificate of Substantial Completion to CLIENT and Contractor.

ATTACHMENT A – SCOPE OF SERVICES

- 17. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the completed Work of Contractor is acceptable so that Engineer may recommend, in writing, final payment to Contractor.

- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Contract for the Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. Engineer shall be entitled to an equitable increase in compensation if Construction Phase services (including Resident Project Representative services) are required after the original date for completion and readiness for final payment of Contractor as set forth in the Construction Contract. For purposes of this proposal, a construction phase of not more than 30 days was assumed.

- C. *Limitation of Responsibilities:* Engineer shall not be responsible for the acts or omissions of any Contractor, Subcontractor or Supplier, or other individuals or entities performing or furnishing any of the Work, for safety or security at the Site, or for safety precautions and programs incident to Contractor's Work, during the Construction Phase or otherwise. Engineer shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the Contract Documents.

Phase VI – Easement Plats (\$2,000 per each)

At the City's discretion, legal description and plat for easements needed will be provided. This will include setting rods at the easement corner.

Additional Services

Any service not specifically outlined above is excluded from Pickering Firm, Inc.'s scope of work. In the event you request additional services over and above the subject scope of work, we will perform said additional services under a new work assignment or an amendment to this work assignment. Additional Services may include, but are not limited to: preparation of right-of-way or easement acquisition documents, environmental assessments, project permitting, engineering design of proposed improvements not outlined above.

2021-317

Item No.4.



5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

September 29, 2021

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: Payments to James Chiniche Engineering & Surveying

Attached for your review and consideration are invoices for payment from James J. Chiniche for projects as listed:

- \$ 820.00 Montjoy Creek Improvements - Tidelands Project
- \$ 1,837.50 Noma Drive-MDOT Project
- \$ 3,012.50 East Aloha Redesign.

If you find these documents to be in order, please proceed with payment.

Sincerely,

Michael Reso
City Manager

MR:jk

2021-317

Inv Item No.4.

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



Date	Invoice #
9/28/2021	17-057-127

228-467-6755

alex@ijc-eng.com

Bill To

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525
Atten: Jeannie Klein, City Clerk

Project

Noma Drive

Work Assignment Description - Noma Drive Improvements
 Total Amount of Work Assignment - \$54,500
 Total Previously Paid on Work Assignment -\$6353.65
 Amount of Current Invoice - \$1837.50
 Remaining Balance to be paid on Work Assignment - \$46,308.85

Item	Description	Serviced	Qty	Rate	Amount
17-057 Dhead MS CAD Tech	Noma	9/2/2021	1	50.00	50.00
17-057 Dhead MS Proj. Eng.	project coordination	9/13/2021	1	75.00	75.00
17-057 Dhead MS Proj. Eng.	project coordination	9/14/2021	1	75.00	75.00
17-057 Dhead MS Proj. Eng.	project coordination	9/16/2021	1	75.00	75.00
17-057 Dhead MS CAD Tech	Noma	9/20/2021	4	50.00	200.00
17-057 Dhead MS Proj. Eng.	project coordination	9/20/2021	1	75.00	75.00
17-057 Dhead MS CAD Tech	Noma	9/21/2021	8	50.00	400.00
17-057 Dhead MS Proj. Eng.	project coordination	9/21/2021	1	75.00	75.00
17-057 Dhead MS CAD Tech	Noma	9/22/2021	8	50.00	400.00
17-057 Dhead MS Proj. Eng.	project coordination	9/23/2021	1	75.00	75.00
17-057 Dhead MS Principal	project site visit and coordination	9/20/2021	2.5	135.00	337.50

3% Transaction fee for all credit/debit payments.
 1% Service Charge on all accounts over 30 days

Balance Due \$1,837.50

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



Item No.4

Date	Invoice #
9/28/2021	17-057-128

228-467-6755

alexa@jjc-eng.com

Bill To
City of Diamondhead 5000 Diamondhead Circle Diamondhead, MS 39525 Atten: Jeannie Klein
Project
Montjoy Creek Improvements

Work Assignment Description - Montjoy Creek Improvements
 Total Amount of Work Assignment - \$50,000
 Total Previously Paid on Work Assignment - \$16,120.74
 Amount of Current Invoice - \$820.00
 Remaining Balance to be paid on Work Assignment - \$33,059.26

Item	Description	Serviced	Qty	Rate	Amount
17-057 Dhead MS Proj. Eng.	project coordination	9/13/2021	1	75.00	75.00
17-057 Dhead MS Proj. Eng.	project coordination	9/20/2021	1	75.00	75.00
17-057 Dhead MS CAD Tech	Montjoy	9/23/2021	8	50.00	400.00
17-057 Dhead MS Principal	project review	9/22/2021	2	135.00	270.00

3% Transaction fee for all credit/debit payments.
 1% Service Charge on all accounts over 30 days

Balance Due \$820.00

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



Inv Item No.4.

Date	Invoice #
9/28/2021	17-057-129

228-467-6755

alexa@jjc-eng.com

Bill To

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS

Project

East Aloha Improvements

Work Assignment Description - East Aloha Re-design
 Total Amount of Work Assignment - \$32,500.00
 Total Previously Paid on Work Assignment - \$24,067.44
 Amount of Current Invoice - \$3,012.50
 Remaining Balance to be paid on Work Assignment - \$5,420.06

Item	Description	Serviced	Qty	Rate	Amount
17-057 Dhead MS CAD Tech	EAI	8/27/2021	8	50.00	400.00
17-057 Dhead MS CAD Tech	EAI	8/31/2021	7	50.00	350.00
17-057 Dhead MS CAD Tech	EAI	9/1/2021	8	50.00	400.00
17-057 Dhead MS CAD Tech	EAI	9/2/2021	7	50.00	350.00
17-057 Dhead MS Proj. Eng.	project coordination	9/2/2021	1.5	75.00	112.50
17-057 Dhead MS CAD Tech	EAI	9/3/2021	1	50.00	50.00
17-057 Dhead MS CAD Tech	EAI	9/9/2021	1	50.00	50.00
17-057 Dhead MS CAD Tech	EAI	9/13/2021	7	50.00	350.00
17-057 Dhead MS CAD Tech	EAI	9/14/2021	8.5	50.00	425.00
17-057 Dhead MS CAD Tech	EAI	9/15/2021	9	50.00	450.00
17-057 Dhead MS Proj. Eng.	project coordination	9/21/2021	1	75.00	75.00

3% Transaction fee for all credit/debit payments.

1% Service Charge on all accounts over 30 days

Balance Due \$3,012.50

Municipal Compliance Questionnaire

As part of the municipality's audit, the governing authorities of the municipality must make certain assertions with regard to legal compliance. The municipal compliance questionnaire was developed for this purpose.

The following questionnaire and related certification must be completed at the end of the municipality's fiscal year and entered into the official minutes of the governing authorities at their next regular meeting.

The governing authorities should take care to answer these questions accurately. Incorrect answers could reduce the auditor's reliance on the questionnaire responses, resulting in the need to perform additional audit procedures at added cost.

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than "yes" or "no," and, as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

- 1. Name and address of municipality:

City of Diamondhead

5000 Diamondhead Circle, Diamondhead, MS 39525

- 2. List the date and population of the latest official U.S. Census or most recent official census:

2020 Census - 9529

- 3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officers, and attorney).

SEE ATTACHED

- 4. Period of time covered by this questionnaire:

From: **10-1-2020**

To: **9-30-2021**

- 5. Expiration date of current elected officials' term: **JUNE, 2025**

MUNICIPAL COMPLIANCE QUESTIONNAIRE
Year Ended September 30, 20 21

Item No.5.

Answer All Questions: Y - YES, N - NO, N/A - NON APPLICABLE

Part I - General

- | | | |
|-----|---|------------|
| 1. | Have all ordinances been entered into the ordinance book and included in the minutes? (Section 21-13-13) | <u>Y</u> |
| 2. | Do all municipal vehicles have public license plates and proper markings? (Sections 25-1-87 and 27-19-27) | <u>Y</u> |
| 3. | Are municipal records open to the public? | <u>Y</u> |
| 4. | Are meetings of the board open to the public? (Section 25-41-5) | <u>Y</u> |
| 5. | Are notices of special or recess meetings posted? (Section 25-41-13) | <u>Y</u> |
| 6. | Are all required personnel covered by appropriate surety bonds? | <u>Y</u> |
| | * Board or council members (Section 21-17-5) | y |
| | * Appointed officers and those handling money, see statues governing the form of government (i.e., Section 21-3-5 for Code Charter) | |
| | *Municipal clerk (Section 21-15-38) | <u>Y</u> |
| | *Deputy Clerk (Section 21-15-23) | <u>Y</u> |
| | *Chief of police (Section 21-21-1) | <u>Y</u> |
| | *Deputy police (Section 45-5-9) (if hired under this law) | <u>N/A</u> |
| 7. | Are minutes of board meetings prepared to properly reflect the actions of the board? (Sections 21-15-17 and 21-15-19) | <u>Y</u> |
| 8. | Are minutes of board meetings signed by the mayor or majority of the board within 30 days of the meeting? (Section 21-15-33) | <u>Y</u> |
| 9. | Has the municipality complied with the nepotism law in its employment practices? (Section 25-1-53) | <u>Y</u> |
| 10. | Did all officers, employees of the municipality, or their relatives avoid any personal interest in any contracts with the municipality during their term or within one year after their terms of office or employment? (Section 25-4-105) | <u>Y</u> |
| 11. | Does the municipality contract with a Certified Public Accountant or an auditor approved by the State Auditor for its annual audit within twelve months of the end of each fiscal year? (Section 21-35-31) | <u>Y</u> |
| 12. | Has the municipality published a synopsis or notice of the annual audit within 30 days of acceptance? (Sections 21-35-31 or 21-17-19) | <u>Y</u> |

PART II - Cash and Related Records

1. Where required, is a claims docket maintained?
(Section 21-39-7) Y
2. Are all claims paid in the order of their entry in the claims docket? (Section 21-39-9) Y
3. Does the claims docket identify the claimant, claim number, amount and fund from which each warrant will be issued?
(Section 21-39-7) Y
4. Are all warrants approved by the board, signed by the mayor or majority of the board, attested to by the clerk, and bearing the municipal seal? (Section 21-39-13) Y
5. Are warrants for approved claims held until sufficient cash is available in the fund from which it is drawn?
(Section 21-39-13) Y
6. Has the municipality adopted and entered on it minutes a budget in the format prescribed by the Office of the State Auditor? (Sections 21-35-15, 21-35-7, and 21-35-9) Y
7. Does the municipality operate on a cash basis budget, except for expenditures paid within 30 days of fiscal year end or for construction in progress? (Section 21-35-23) Y
8. Has the municipality held a public hearing and published its adopted budget? (Sections 21-35-5, 27-39-203, 27-39-205) Y
9. Has the municipality complied with legal publication requirements when budgetary changes of 10% or more are made to a department's budget? (Section 21-35-25) Y
10. If revenues are less than estimated and a deficit is anticipated, did the board revise the budget by its regular July meeting?
(Section 21-35-25) N/A
11. Have financial records been maintained in accordance with the chart of accounts prescribed by the State Auditor?
(Section 21-35-11) Y
12. Does the municipal clerk submit to the board a monthly report of expenditures against each budget item for the preceding month and fiscal year to date and the unexpended balances of each budget item? (Section 21-35-13) Y
13. Does the board avoid approving claims and the city clerk not issue any warrants which would be in excess of budgeted amounts, except for court-ordered or emergency expenditures?
(Section 21-35-17) Y

- 14. Has the municipality commissioned municipal depositories?
(Sections 27-105-353 and 27-105-363) Y
- 15. Have investments of funds been restricted to those instruments
authorized by law? (Section 21-33-323) Y
- 16. Are donations restricted to those specifically authorized by law?
(Section 21-17-5 (Section 66, Miss. Constitution)--Sections 21-19-
45 through 21-19-59, etc.) Y
- 17. Are fixed assets properly tagged and accounted for? Section II -
Municipal Audit and Accounting Guide) Y
- 18. Is all travel authorized in advance and reimbursements made in
accordance with Section 25-3-41? Y
- 19. Are all travel advances made in accordance with the State
Auditor's regulations? (Section 25-3-41) Y

PART III - Purchasing and Receiving

- 1. Are bids solicited for purchases, when required by law (written
bids and advertising)? [Section 31-7-13(b) and (c)] Y
- 2. Are all lowest and best bids decisions properly documented?
[Section 31-7-13(d)] Y
- 3. Are all one-source item and emergency purchases documents on
the board's minutes? [Section 31-7-13(m) and (k)] Y
- 4. Do all officers and employees understand and refrain from
accepting gifts or kickbacks from suppliers? (Section 31-7-23) Y

PART IV - Bonds and Other Debt

- 1. Has the municipality complied with the percentage of taxable
property limitation on bonds and other debt issued during the
year? (Section 21-33-303) Y
- 2. Has the municipality levied and collected taxes, in a sufficient
amount for the retirement of general obligation debt principal
and interest? (Section 21-33-87) Y
- 3. Have the required trust funds been established for utility
revenue bonds? (Sections 21-27-65) N/A
- 4. Have expenditures of bond proceeds been strictly limited to the
purposes for which the bonds were issued?
(Section 21-33-317) N/A
- 5. Has the municipality refrained from borrowing, except where it
had specific authority? (Section 21-17-5) Y

PART V - Taxes and Other receipts

1. Has the municipality adopted the county ad valorem tax rolls?
(Section 27-35-167) Y
2. Are interest and penalties being collected on delinquent ad
valorem taxes? (Section 21-33-53) Y
3. Has the municipality conducted an annual land sale for
delinquent ad valorem taxes? (Section 21-33-63) *Y
THIS IS COLLECTED BY THE HANCOCK COUNTY TAX COLLECTOR
4. Have the various ad valorem tax collections been deposited into
the appropriate funds? (Separate Funds for Each Tax Levy)
(Section 21-33-53) Y
5. Has the increase in ad valorem taxes, if any, been limited to
amounts allowed by law? (Sections 27-39-320 and 27-39-321) Y
6. Are local privilege taxes collected from all businesses located
within the municipality, except those exempted?
(Section 27-17-5) Y
7. Are transient vendor taxes collected from all transient vendors
within the municipality, except those exempted?
(Section 75-85-1) Y
8. Is money received from the state's "Municipal Fire Protection
Fund" spent only to improve municipal fire departments?
(Section 83-1-37) N/A
9. Has the municipality levied or appropriated not less than 1/4 mill
for fire protection and certified to the county it provides its own
fire protection or allowed the county to levy such tax?
(Section 83-1-37 and 83-1-39) N/A
10. Are state-imposed court assessments collected and settled
monthly? (Section 99-19-73, 83-39-31, etc.) Y
11. Are all fines and forfeitures collected when due and settled
immediately to the municipal treasury? (Section 21-15-21) Y
12. Are bids solicited by advertisement or, under special
circumstances, three appraisals obtained when real property is
sold? (Section 21-17-1) Y
13. Has the municipality determined the full and complete cost for
solid waste for the previous fiscal year? (Section 17-17-347) Y
14. Has the municipality published an itemized report of all
revenues, costs and expenses incurred by the municipality
during the immediately preceding fiscal year in operating the
garbage or rubbish collection or disposal system?
(Section 17-17-348) Y*
***Solid Waste Authority Publishes on behalf of all cities**
15. Has the municipality conducted an annual inventory of its assets
in accordance with guidelines established by the Office of the
State Auditor? (MMAAG) Y

Certification to Municipal Compliance
Questionnaire Year Ended September 30, 20 21

We have reviewed all questions and responses as contained in this Municipal Compliance Questionnaire for the Municipality of City of Diamondhead, and, to the best of our knowledge and belief, all responses are accurate.

(City Clerk Signature)

(Mayor Signature)

(Date)

(Date)

Minute Book References:

Book Number _____

Page _____

(Clerk is to enter minute book references when questionnaire is accepted by board.)



5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

September 29, 2021

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: Hilo Street Culvert Replacement

Sealed bids were received, opened and reviewed. The bids received were as follows:

Bottom 2 Top Construction LLC	\$184,054.50
DNA Underground	\$451,283.00:

The project engineer has reviewed the proposal and has recommended to accept the bids and award the project to Bottom 2 Top Construction, LLC in the amount of \$184,054.50 and to authorize the City Manager to execute the contract and issue the Notice to Proceed as appropriate.

Thank you for your consideration and approval in this matter.

Sincerely,

Michael Reso
City Manager

MR:jk

September 24, 2021

Michael J. Reso, City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525
Sent via Email to:

**Re: Bid Award Recommendation
HILO STREET CULVERT @ Hilo Street, Diamondhead, MS**

Dear Mr. Reso:

Bids on the referenced project were received and opened at 10:00 AM on Wednesday, September 23, 2021, in the City Hall of Diamondhead at 5000 Diamondhead Circle, Diamondhead, Mississippi. Enclosed, please find a certified tabulation (1 page) of the bids received.

After review of bids received, we noted that Bottom 2 Top Construction, llc. was the lowest bidder for the amount of \$184,054.50. Pickering has reviewed the bid and determined it to be a complete bid package.

Per the "Bid Proposal," the OWNER reserves the right to award the Hilo Street Culvert. The Construction Contract will be awarded to the lowest and best, responsive, responsible bidder based on the Bid Combination as selected by the owner."

Per the paragraph above, it is Pickering's recommendation that the bid submitted by Bottom 2 Top Construction, llc. be accepted as the successful bid. Should the City of Diamondhead opt. to award the work in the Base Bid, this award amount will equal \$184,054.50.

We are available should you have any questions regarding this matter or if we can be of any assistance.

Sincerely,
PICKERING FIRM, INC.



Koby Coulon, PE

HILO CULVERT
CITY OF DIAMONDHEAD, MS

Item No.6.

BASE BID				Engineers's Estimate Pickering Firm, Inc. 126 Rue Magnolia Biloxi, MS 39531		Bottom 2 Top Construction, llc. 23272 Highway 49 Frontage Rd. Suite B. Saucier, MS 39574		DNA Underground, llc. 16101 S. Swan Road, Gulfport, MS 39503	
Item No.	Description	Unit	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 15,195.60	\$ 15,195.60	\$ 65,000.00	\$ 65,000.00
2	TEMPORARY CONSTRUCTION ENTRANCE	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 3,600.00	\$ 3,600.00	\$ 1,750.00	\$ 1,750.00
3	TEMPORARY ROCK CHECK DAM	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 3,008.00	\$ 3,008.00	\$ 4,000.00	\$ 4,000.00
4	TEMPORARY SEDIMENT BAFFLE	LF	70	\$ 8.00	\$ 560.00	\$ 15.28	\$ 1,069.60	\$ 70.00	\$ 4,900.00
5	TEMPORARY STRAW WATTLE	LF	80	\$ 6.00	\$ 480.00	\$ 26.33	\$ 2,106.40	\$ 12.00	\$ 960.00
6	TEMPORARY SILT FENCE	LF	220	\$ 6.00	\$ 1,320.00	\$ 4.66	\$ 1,025.20	\$ 10.00	\$ 2,200.00
7	EROSION CONTROL BLANKET	SY	1190	\$ 6.00	\$ 7,140.00	\$ 3.58	\$ 4,260.20	\$ 10.00	\$ 11,900.00
8	CLEARING & GRUBBING	SY	910	\$ 6.00	\$ 5,460.00	\$ 6.50	\$ 5,915.00	\$ 17.00	\$ 15,470.00
9	REMOVAL & REPLACEMENT OF WODDEN FENCE	LF	20	\$ 25.00	\$ 500.00	\$ 56.10	\$ 1,122.00	\$ 40.00	\$ 800.00
10	REMOVAL OF CONCRETE HEADWALL	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00	\$ 9,000.00	\$ 9,000.00
11	REMOVAL OF YARD INLET	EA	1	\$ 1,500.00	\$ 1,500.00	\$ 600.00	\$ 600.00	\$ 3,750.00	\$ 3,750.00
12	REMOVAL OF CMP STORM PIPING, ALL SIZES	LF	238	\$ 12.00	\$ 2,856.00	\$ 14.00	\$ 3,332.00	\$ 130.00	\$ 30,940.00
13	EXCESS EXCAVATION (FM) - REGRADE & SHAPE EXIST DITCH	CY	256	\$ 15.00	\$ 3,840.00	\$ 43.40	\$ 11,110.40	\$ 115.00	\$ 29,440.00
14	EXCESS EXCAVATION (FM) - GOLF COURSE POND DREDGING	CY	495	\$ 40.00	\$ 19,800.00	\$ 62.00	\$ 30,690.00	\$ 115.00	\$ 56,925.00
15	BEDDING MATERIAL IN UNDERCUT AREAS (FM)	CY	50	\$ 26.00	\$ 1,300.00	\$ 21.36	\$ 1,068.00	\$ 90.00	\$ 4,500.00
16	24" THICK ROCK RIP-RAP (200 LB) (INCLUDES GEOTEXTILE FABRIC)	SY	31	\$ 160.00	\$ 4,960.00	\$ 77.96	\$ 2,416.76	\$ 300.00	\$ 9,300.00
17	GRASSING	SY	966	\$ 1.20	\$ 1,159.20	\$ 4.48	\$ 4,327.68	\$ 13.00	\$ 12,558.00
18	BERMUDA SOD	SY	686	\$ 6.00	\$ 4,116.00	\$ 7.72	\$ 5,295.92	\$ 25.00	\$ 17,150.00
19	ASPHALT ROAD REPAIR	SY	60	\$ 110.00	\$ 6,600.00	\$ 73.16	\$ 4,389.60	\$ 300.00	\$ 18,000.00
20	CONCRETE DRIVE REPAIR	SY	12	\$ 100.00	\$ 1,200.00	\$ 111.60	\$ 1,339.20	\$ 125.00	\$ 1,500.00
21	ASPHALT CART PATH REPAIR (4" DEPTH-9.5 MM MT S.C.) (INCLUDES ADJACENT CURB REPAIR)	SY	50	\$ 50.00	\$ 2,500.00	\$ 80.10	\$ 4,005.00	\$ 325.00	\$ 16,250.00
22	4" WHITE PAINTED STRIPE	LF	60	\$ 1.25	\$ 75.00	\$ 4.96	\$ 297.60	\$ 3.00	\$ 180.00
23	4" DOUBLE YELLOW PAINTED STRIPE	LF	30	\$ 1.25	\$ 37.50	\$ 9.92	\$ 297.60	\$ 3.00	\$ 90.00
24	CAST IN PLACE 5' X 8' YARD INLET / CONFLICT BOX	EA	1	\$ 7,000.00	\$ 7,000.00	\$ 6,200.00	\$ 6,200.00	\$ 28,500.00	\$ 28,500.00
25	SINGLE BARREL REINF. CONCRETE HEADWALL FOR 65"X40" RCAP	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 8,928.00	\$ 8,928.00	\$ 15,000.00	\$ 15,000.00
26	65"X40" REINFORCED CONCRETE ARCH FLARED END SECTION	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 4,349.60	\$ 4,349.60	\$ 12,000.00	\$ 12,000.00
27	65"X40" REINFORCED CONCRETE ARCH PIPE	LF	234	\$ 175.00	\$ 40,950.00	\$ 237.21	\$ 55,507.14	\$ 330.00	\$ 77,220.00
28	8" DUCTILE IRON SEWER PIPE	LF	20	\$ 125.00	\$ 2,500.00	\$ 92.40	\$ 1,848.00	\$ 100.00	\$ 2,000.00
TOTAL - BASE BID					\$ 155,353.70		\$ 184,054.50		\$ 451,283.00
BASE BID					\$ 155,353.70		\$ 184,054.50		\$ 451,283.00

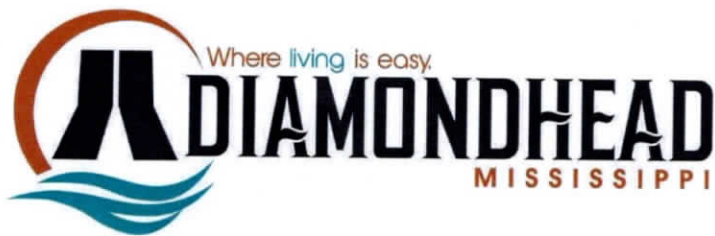


I, THE UNDERSIGNED REGISTERED PROFESSIONAL ENGINEER, DO HEREBY CERTIFY THA
ABILITY AND UNDERSTANDING, THIS IS A TRUE AND ACCURATE TABULATION OF THE B
CITY OF DIAMONDHEAD ,ON MAY 12, 2021 AT 10:00 A.M. FOR THE SUBJECT PROJECT I

[Handwritten Signature]

KOBY COULON, LICENSED PROFESSIONAL ENGINEER

9/24/2021



5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

September 29, 2021

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: Payments Pickering Firm for professional services

Attached for your review and consideration are invoices for payment from Pickering Firm for projects as listed:

- \$ 2,225.00 January 2021 Hilo Street Investigation
- \$ 700.00 March 11 – 22, 2021 Hilo Street Investigation
- \$26,100.00 (March 14, 2021- August 28, 2021) Hilo Street Culvert Replacement Design
- \$1,452.20 Makiki Drive and Kui Place
- \$4,794.40 Channel Stablization Diamondhead Dr. East & Alkii Way-NRCS Grant
- \$1,430.00 Kolo Court Drainage
- \$ 835.00 Strategic Initiatives & Project Agreement

If you find these documents to be in order, please proceed with payment.

Sincerely,


Michael Reso
City Manager

MR:jk

2021-320

Item No.7.



INVOICE
Pickering Firm, Inc.

Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources
126 Rue Magnolia, Biloxi, MS 39530
PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamonhead
5000 Diamondhead Circle
Diamondhead, MS 39525

February 9, 2021
Project No: 26025.00
Invoice No: 0088649

Hilo Street Culverty Replacement - Investigation
Work Assignment No. 00-09-2021

Client Contact: Michael Reso

Professional Services from January 3, 2021 to January 30, 2021

Task	001	Survey		
Fee				
Total Fee		2,000.00		
Percent Complete	100.00	Total Earned	2,000.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,000.00	
		Total Fee		2,000.00
			Total this Task	\$2,000.00

Task	002	Engineering Assessment		
Professional Personnel				
		Hours	Rate	Amount
PROJECT ENGINEER				
Phelan, Andy		3.00	75.00	225.00
Totals		3.00		225.00
Total Labor				225.00
Billing Limits		Current	Prior	To-Date
Total Billings		225.00	0.00	225.00
Limit				2,500.00
Remaining				2,275.00
			Total this Task	\$225.00
			Total this Invoice	\$2,225.00

Project 26025.00 Hilo Street Culvert

Invoice 0088649

Item No.7.

Billing Backup

Thursday, September 23, 2021

Pickering

Invoice 0088649 Dated 2/9/2021

3:59:36 PM

Task 002 Engineering Assessment

Professional Personnel

			Hours	Rate	Amount
PROJECT ENGINEER					
01551	Phelan, Andy	1/28/2021	1.00	75.00	75.00
01551	Phelan, Andy	1/29/2021	2.00	75.00	150.00
	Totals		3.00		225.00
	Total Labor				225.00

Total this Task \$225.00

Total this Project \$225.00

Total this Report \$225.00



INVOICE
Pickering Firm, Inc.
Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources
126 Rue Magnolia, Biloxi, MS 39530
PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamonhead
5000 Diamondhead Circle
Diamondhead, MS 39525

June 8, 2021
Project No: 26025.00
Invoice No: 0089230

Hilo Street Culverty Replacement - Investigation
Work Assignment No. 00-09-2021

Client Contact: Michael Reso

Professional Services from March 11, 2021 to March 22, 2021

Table for Task 001: Survey. Includes columns for Fee, Total Fee (2,000.00), Percent Complete (100.00), Total Earned (2,000.00), Previous Fee Billing (2,000.00), Current Fee Billing (0.00), Total Fee (0.00), and Total this Task (0.00).

Table for Task 002: Engineering Assessment. Includes Professional Personnel (Project Engineer Phelan, Andy; Engineering Technician Keith, Austin) with Hours, Rate, and Amount. Also includes Billing Limits (Current 793.75, Prior 1,800.00, To-Date 2,593.75, Limit 2,500.00, Adjustment -93.75) and Total this Task (\$700.00). Total this Invoice is \$700.00.

Table for Outstanding Invoices. Columns: Number (0088649), Date (2/9/2021), Balance (2,225.00). Total: 2,225.00.

Billing Backup

Thursday, September 23, 2021

Pickering

Invoice 0089230 Dated 6/8/2021

4:00:41 PM

Task 002 Engineering Assessment

Professional Personnel

			Hours	Rate	Amount
PROJECT ENGINEER					
01551	Phelan, Andy	3/22/2021	1.25	75.00	93.75
ENGINEERING TECHNICIAN					
02553	Keith, Austin	3/11/2021	9.00	50.00	450.00
02553	Keith, Austin	3/12/2021	5.00	50.00	250.00
Totals			15.25		793.75
Total Labor					793.75

Total this Task \$793.75

Total this Project \$793.75

Total this Report \$793.75



INVOICE

Pickering Firm, Inc.

Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources

126 Rue Magnolia, Biloxi, MS 39530
PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

September 15, 2021
Project No: 26025.01
Invoice No: 0089812

Hilo Street Culvert -Design

Professional Services from March 14, 2021 to August 28, 2021

Task	001	Wetland Delineation		
Fee				
Total Fee		5,000.00		
Percent Complete	100.00	Total Earned	5,000.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	5,000.00	
		Total Fee		5,000.00
		Total this Task		\$5,000.00

Task	002	Wetland Permitting		
Fee				
Total Fee		7,800.00		
Percent Complete	100.00	Total Earned	7,800.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	7,800.00	
		Total Fee		7,800.00
		Total this Task		\$7,800.00

Task	003	Engineering Design		
Fee				
Total Fee		11,300.00		
Percent Complete	100.00	Total Earned	11,300.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	11,300.00	
		Total Fee		11,300.00
		Total this Task		\$11,300.00

Task	004	Project Bidding		
Fee				
Total Fee		4,000.00		
Percent Complete	50.00	Total Earned	2,000.00	
		Previous Fee Billing	0.00	

Project 26025.01 Hilo Street Culvert - Design Invoice 00

Current Fee Billing 2,000.00
Total Fee 2,000.00
Total this Task \$2,000.00

Task 005 CEI
Fee

Total Fee 8,900.00
Percent Complete 0.00
Total Earned 0.00
Previous Fee Billing 0.00
Current Fee Billing 0.00
Total Fee 0.00
Total this Task 0.00
Total this Invoice \$26,100.00



INVOICE

Pickering Firm, Inc.

Facility Design • Civil Engineering • Surveying •
Transportation • Natural / Water Resources

126 Rue Magnolia, Biloxi, MS 39530

PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

September 15, 2021
Project No: 26040.00
Invoice No: 0089813

Client Contact: Michael Reso

City of Diamondhead
Culvert Rehabilitation-Makiki Drive and Kui Place
Requisition # R-04146
Purchase Order 2021-0313

Professional Services from August 1, 2021 to August 28, 2021

Task	001	Wetland Delineation		
Professional Personnel				
		Hours	Rate	Amount
RESIDENT PROJECT REPRESENTATIVE				
	Hope, Marcus	6.00	70.00	420.00
	Totals	6.00		420.00
	Total Labor			420.00
Billing Limits				
		Current	Prior	To-Date
	Total Billings	420.00	4,328.50	4,748.50
	Limit			5,000.00
	Remaining			251.50
			Total this Task	\$420.00

Task	002	Wetland Permitting Assistance		
Professional Personnel				
		Hours	Rate	Amount
RESIDENT PROJECT REPRESENTATIVE				
	Hope, Marcus	5.00	70.00	350.00
	Totals	5.00		350.00
	Total Labor			350.00
Billing Limits				
		Current	Prior	To-Date
	Total Billings	350.00	0.00	350.00
	Limit			7,800.00
	Remaining			7,450.00
			Total this Task	\$350.00

Task	003	Boundary and Topo Survey		
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Project 26040.00 Makiki Dr. Culvert Replacement Invoice 0089813

Professional Personnel

	Hours	Rate	Amount
PROFESSIONAL LAND SURVEYOR			
Collins, Michael Blake	6.50	80.00	520.00
Totals	6.50		520.00
Total Labor			520.00
Billing Limits			
Total Billings	520.00	4,500.00	5,020.00
Limit			4,500.00
Adjustment			-520.00
Total this Task			0.00

 Task 004 Easement Plats
Total this Task 0.00

 Task 005 Engineering Assessment

Professional Personnel

	Hours	Rate	Amount
RESIDENT PROJECT REPRESENTATIVE			
Keith, Austin	33.00	70.00	2,310.00
Totals	33.00		2,310.00
Total Labor			2,310.00
Billing Limits			
Total Billings	2,310.00	800.00	3,110.00
Limit			2,500.00
Adjustment			-610.00
Total this Task			\$1,700.00

 Task 006 Engineering Design
Billing Limits
 Total Billings Current 0.00 Prior 150.00 To-Date 150.00
 Limit 10,800.00
 Remaining 10,650.00
Total this Task 0.00

 Task 007 Project Bidding
Billing Limits
 Total Billings Current 0.00 Prior 0.00 To-Date 0.00
 Limit 4,000.00
 Remaining 4,000.00
Total this Task 0.00

 Task 008 Construction Engineering and

Project 26040.00 Makiki Dr. Culvert Replacement Invoice 0089813

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			8,000.00	
Remaining			8,000.00	
		Total this Task		0.00
		Total this Invoice		\$2,470.00

Outstanding Invoices

Number	Date	Balance
0089675	8/19/2021	-1,017.50
Total		-1,017.50

Total Now Due \$1,452.50
Please pay this amount

Project 26040.00 Makiki Dr. Culvert Replacement Invoice 0089813

Billing Backup

Wednesday, September 15, 2021

Pickering Invoice 0089813 Dated 9/15/2021 12:01:27 PM

Task 001 Wetland Delineation

Professional Personnel

			Hours	Rate	Amount	
RESIDENT PROJECT REPRESENTATIVE						
02103	Hope, Marcus	8/2/2021	6.00	70.00	420.00	
	Totals		6.00		420.00	
	Total Labor					420.00
						Total this Task \$420.00

Task 002 Wetland Permitting Assistance

Professional Personnel

			Hours	Rate	Amount	
RESIDENT PROJECT REPRESENTATIVE						
02103	Hope, Marcus	8/4/2021	5.00	70.00	350.00	
	Totals		5.00		350.00	
	Total Labor					350.00
						Total this Task \$350.00

Task 003 Boundary and Topo Survey

Professional Personnel

			Hours	Rate	Amount	
PROFESSIONAL LAND SURVEYOR						
01942	Collins, Michael Blake	8/3/2021	.50	80.00	40.00	
01942	Collins, Michael Blake	8/23/2021	3.00	80.00	240.00	
01942	Collins, Michael Blake	8/24/2021	3.00	80.00	240.00	
	Totals		6.50		520.00	
	Total Labor					520.00
						Total this Task \$520.00

Task 005 Engineering Assessment

Professional Personnel

			Hours	Rate	Amount	
RESIDENT PROJECT REPRESENTATIVE						
02553	Keith, Austin	8/2/2021	7.00	70.00	490.00	
02553	Keith, Austin	8/3/2021	3.00	70.00	210.00	

Project	26040.00	Makiki Dr. Culvert Replacement	Invoice			0089813
02553	Keith, Austin	8/4/2021	4.00	70.00	280.00	
02553	Keith, Austin	8/5/2021	1.00	70.00	70.00	
02553	Keith, Austin	8/6/2021	3.00	70.00	210.00	
02553	Keith, Austin	8/9/2021	3.00	70.00	210.00	
02553	Keith, Austin	8/10/2021	2.00	70.00	140.00	
02553	Keith, Austin	8/23/2021	3.00	70.00	210.00	
02553	Keith, Austin	8/24/2021	5.00	70.00	350.00	
02553	Keith, Austin	8/25/2021	2.00	70.00	140.00	
	Totals		33.00		2,310.00	
	Total Labor				2,310.00	
				Total this Task	\$2,310.00	
				Total this Project	\$3,600.00	
				Total this Report	\$3,600.00	

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
11:18:13 AM

Pickering

Employee	02103	Hope, Marcus	Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
26040.00		Makiki Dr. Culvert Replacement								
001		Wetland Delineation								
	80307	Reg	6.00		6.00					
002		Wetland Permitting Assistance								
	80307	Reg	5.00				5.00			

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
11:22:31 AM

Pickering

Employee 01942 Collins, Michael Blake

Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
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26040.00 Makiki Dr. Culvert Replacement Client: City of Diamondhead
 003 Boundary and Topo Survey

88115 Reg

.50			.50				
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8/3 easement research

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021

11:25:51 AM

Pickering

Employee 01942 Collins, Michael Blake

Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
26040.00							
003							
86115							
Reg	6.00	3.00	3.00				

Makiki Dr. Culvert Replacement
Boundary and Topo Survey

Client: City of Diamondhead

8/23 boundary calculations
8/24 boundary calculations

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
11:29:33 AM

Pickering

Employee **02553 Keith, Austin A**

26040.00
005

Makiki Dr. Culvert Replacement
Engineering Assessment

Client: City of Diamondhead

89116

Reg

Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
18.00		7.00	3.00	4.00	1.00	3.00	

8/2 Drainage areas and flow pats for hydroflow.

8/3 Fixing drainage area and looking through plats to find easement for city.

8/4 Finding plat to send to city to show easement. Finishing Drainage areas and finding longest flow path.

8/5 Starting sheet set.

8/6 Setting up plan sheets.

Detailed Timesheet for the Period Ending 8/14/2021

Thursday, September 16, 2021
11:36:18 AM

Pickering

Employee 02553 Keith, Austin A

	Total Hr	Sun 8/8	Mon 8/9	Tue 8/10	Wed 8/11	Thu 8/12	Fri 8/13	Sat 8/14
26040.00 005								
Makiki Dr. Culvert Replacement		Client: City of Diamondhead						
Engineering Assessment								
89116	Reg	5.00	3.00	2.00				

8/9 Finishing sheet set and adding plan sheets.
8/10 Flow Paths for hydro flow

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021

11:28:03 AM

Pickering

Employee 02553 Keith, Austin A

Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
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26040.00 Makiki Dr. Culvert Replacement
005 Engineering Assessment

Client: City of Diamondhead

89116	Reg	10.00		3.00	5.00	2.00		
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8/23 Created a report file and outlined. Started Project scope section.
 8/24 Putting Soil Types in Cad to start getting curve numbers.
 8/25 Soils map



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PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

September 15, 2021
Project No: 25748.00
Invoice No: 0089810

NRCS Grant - Channel Stabilization at Diamondhead Drive @ Alkii Way
Work Assignment No. 00-01-2021

Professional Services from August 1, 2021 to August 28, 2021

Table for Task 001: Survey. Includes rows for Total Fee (1,500.00), Percent Complete (100.00), Total Earned (1,500.00), Previous Fee Billing (1,500.00), Current Fee Billing (0.00), Total Fee (0.00), and Total this Task (0.00).

Table for Task 002: Environmental Permitting. Includes rows for Total Fee (5,000.00), Percent Complete (100.00), Total Earned (5,000.00), Previous Fee Billing (5,000.00), Current Fee Billing (0.00), Total Fee (0.00), and Total this Task (0.00).

Table for Task 003: Engineering Design. Includes rows for Total Fee (13,850.00), Percent Complete (100.00), Total Earned (13,850.00), Previous Fee Billing (13,850.00), Current Fee Billing (0.00), Total Fee (0.00), and Total this Task (0.00).

Table for Task 004: Bid Phase Services. Includes rows for Total Fee (4,000.00), Percent Complete (100.00), Total Earned (4,000.00).

Project	25748.00	Diamondhead EWP Alkii Way	Invoice	0089810
		Previous Fee Billing	4,000.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task 005 CEI

Professional Personnel

	Hours	Rate	Amount	
PRINCIPAL ENGINEER				
Wagner, Cara	2.50	135.00	337.50	
RESIDENT PROJECT REPRESENTATIVE				
Ellis, Ronald	54.50	70.00	3,815.00	
Keith, Austin	7.00	70.00	490.00	
Smith, Maggie	2.17	70.00	151.90	
Totals	66.17		4,794.40	
Total Labor				4,794.40
		Total this Task		\$4,794.40
		Total this Invoice		\$4,794.40

Outstanding Invoices

Number	Date	Balance
0089590	8/10/2021	3,042.50
Total		3,042.50

Project 25748.00 Diamondhead EWP Alkil Way Invoice 0089810

Billing Backup

Thursday, September 16, 2021

Pickering Invoice 0089810 Dated 9/15/2021 10:42:51 AM

Task 005 CEI

Professional Personnel

			Hours	Rate	Amount
PRINCIPAL ENGINEER					
02031	Wagner, Cara	8/3/2021	1.00	135.00	135.00
02031	Wagner, Cara	8/4/2021	1.00	135.00	135.00
02031	Wagner, Cara	8/27/2021	.50	135.00	67.50
RESIDENT PROJECT REPRESENTATIVE					
02098	Ellis, Ronald	8/3/2021	1.00	70.00	70.00
02098	Ellis, Ronald	8/4/2021	1.00	70.00	70.00
02098	Ellis, Ronald	8/5/2021	6.00	70.00	420.00
02098	Ellis, Ronald	8/6/2021	5.00	70.00	350.00
02098	Ellis, Ronald	8/9/2021	4.00	70.00	280.00
02098	Ellis, Ronald	8/10/2021	5.50	70.00	385.00
02098	Ellis, Ronald	8/11/2021	4.50	70.00	315.00
02098	Ellis, Ronald	8/12/2021	4.50	70.00	315.00
02098	Ellis, Ronald	8/13/2021	1.50	70.00	105.00
02098	Ellis, Ronald	8/17/2021	3.50	70.00	245.00
02098	Ellis, Ronald	8/18/2021	2.00	70.00	140.00
02098	Ellis, Ronald	8/19/2021	2.00	70.00	140.00
02098	Ellis, Ronald	8/23/2021	4.50	70.00	315.00
02098	Ellis, Ronald	8/24/2021	3.50	70.00	245.00
02098	Ellis, Ronald	8/25/2021	2.50	70.00	175.00
02098	Ellis, Ronald	8/26/2021	1.50	70.00	105.00
02098	Ellis, Ronald	8/27/2021	2.00	70.00	140.00
02553	Keith, Austin	8/4/2021	1.00	70.00	70.00
02553	Keith, Austin	8/9/2021	5.00	70.00	350.00
02553	Keith, Austin	8/10/2021	1.00	70.00	70.00
02108	Smith, Maggie	8/10/2021	1.00	70.00	70.00
02108	Smith, Maggie	8/16/2021	.50	70.00	35.00
02108	Smith, Maggie	8/17/2021	.67	70.00	46.90
	Totals		66.17		4,794.40
	Total Labor				4,794.40
				Total this Task	\$4,794.40
				Total this Project	\$4,794.40
				Total this Report	\$4,794.40

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
10:46:49 AM

Pickering

Employee 02031 Wagner, Cara

25748.00
005

Diamondhead EWP Alkii Way
CEI
89206

Client: City of Diamondhead

Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
2.00			1.00	1.00			

Reg
8/3 corr
8/4 corr

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021
10:47:52 AM

Pickering

Employee 02031 Wagner, Cara

Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
25748.00							
005							
89206							
Reg	.50					.50	
Diamondhead EWP Alkii Way Client: City of Diamondhead CEI 8/27 corr on hurricane prep							

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
10:49:14 AM

Pickering

Employee 02098 Eills, Ronald

25748.00
005

Diamondhead EWP Aikii Way
CEI

Client: City of Diamondhead

89365

Reg

Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
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13.00			1.00	1.00	6.00	5.00	
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- 8/3 Rpt
- 8/4 Pay app review & Rpt
- 8/5 Erosion inspection
- 8/6 Inspection

Detailed Timesheet for the Period Ending 8/14/2021

Thursday, September 16, 2021
10:50:33 AM

Pickering

Employee 02098 Ellis, Ronald

25748.00
005

Diamondhead EWP Alkii Way
CEI

Client: City of Diamondhead

89365

Total Hr	Sun 8/8	Mon 8/9	Tue 8/10	Wed 8/11	Thu 8/12	Fri 8/13	Sat 8/14
17.50		4.00	3.00	4.50	4.50	1.50	
2.50			2.50				

8/10 Inspection
8/11 Inspection
8/12 Inspection
8/13 EOW

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
10:51:58 AM

Pickering

Employee 02098 Ellis, Ronald

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
25748.00 005							
Diamondhead EWP Alkii Way CEI							
89365							
Reg			3.50	2.00	2.00		

8/17 Inspection
8/18 Inspection
8/19 Inspection

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021
10:53:12 AM

Pickering

Employee 02098 Ellis, Ronald

25748.00 Diamondhead EWP Alkii Way
005 CEI
89365

Client: City of Diamondhead

Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
10.50		4.50	3.50	2.50			
3.50					1.50	2.00	

8/23 Inspection
8/24 Inspection
8/25 Inspection
8/26 Rpt
8/27 Rpt

Detailed Timesheet for the Period Ending 8/7/2021

Thursday, September 16, 2021
10:55:07 AM

Pickering

Employee 02553 Keith, Austin A

Total Hr	Sun 8/1	Mon 8/2	Tue 8/3	Wed 8/4	Thu 8/5	Fri 8/6	Sat 8/7
25748.00							
005							
Diamondhead EWP Alkii Way							
CEI							
89116							
Reg	1.00			1.00			
8/4 Feild Order #2							
Client: City of Diamondhead							

Detailed Timesheet for the Period Ending 8/14/2021

Thursday, September 16, 2021
10:56:30 AM

Pickering

Employee 02553 Keith, Austin A

Total Hr	Sun 8/8	Mon 8/9	Tue 8/10	Wed 8/11	Thu 8/12	Fri 8/13	Sat 8/14
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25748.00 Diamondhead EWP Alkii Way
005 CEI
89116

Client: City of Diamondhead

Reg	6.00		5.00	1.00			
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8/9 Pay App Review, Submittal review for concrete mix design
8/10 Finishing Cover sheet for submittal review and sending out.

Detailed Timesheet for the Period Ending 8/14/2021

Thursday, September 16, 2021
10:58:00 AM

Pickering

Employee 02108 Smith, Maggie

25748.00
005

Diamondhead EWP Alkii Way
CEI

Client: City of Diamondhead

Total Hr	Sun 8/8	Mon 8/9	Tue 8/10	Wed 8/11	Thu 8/12	Fri 8/13	Sat 8/14
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89018

Reg	1.00		1.00				
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8/10 pay app #2

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
10:59:22 AM

Pickering

Employee 02108 Smith, Maggie

25748.00
005

Diamondhead EWP Alkii Way
CEI
89116

Client: City of Diamondhead

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
1.17		.50	.67				

8/16 add CYA note to plans, replot
8/17 council meeting



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City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

September 15, 2021
Project No: 26044.00
Invoice No: 0089820

Kolo Court Drainage
Work Assignment No. 00-16-2021

Professional Services from August 1, 2021 to August 28, 2021

Task 001 Boundary & Topographic Survey

Professional Personnel

Table with 4 columns: Category, Hours, Rate, Amount. Rows include PROFESSIONAL LAND SURVEYOR (Collins, Michael Blake) and ENGINEERING TECHNICIAN (Crowder, Jr., Willis) with a Total Labor of 630.00.

Billing Limits

Table with 4 columns: Category, Current, Prior, To-Date. Rows include Total Billings, Limit, and Remaining.

Total this Task \$630.00

Task 002 Engineering Assessment

Professional Personnel

Table with 4 columns: Category, Hours, Rate, Amount. Rows include PROFESSIONAL ENGINEER (Coulon, Koby; Wagner, Cara), PROJECT ENGINEER (Smith, Maggie), and RESIDENT PROJECT REPRESENTATIVE (Ellis, Ronald; Keith, Austin) with a Total Labor of 4,090.00.

Billing Limits

Table with 4 columns: Category, Current, Prior, To-Date. Rows include Total Billings, Limit, and Adjustment (-3,290.00).

Project	26044.00	Kolo Court Drainage	Invoice	0089820
			Total this Task	\$800.00
			Total this Invoice	\$1,430.00

Project 26044.00 Kolo Court Drainage Invoice 0089820

Billing Backup

Thursday, September 16, 2021

Pickering

Invoice 0089820 Dated 9/15/2021

2:28:40 PM

Task 001 Boundary & Topographic Survey

Professional Personnel

			Hours	Rate	Amount
PROFESSIONAL LAND SURVEYOR					
01942	Collins, Michael Blake	8/20/2021	5.00	80.00	400.00
01942	Collins, Michael Blake	8/24/2021	1.00	80.00	80.00
ENGINEERING TECHNICIAN					
01832	Crowder, Jr., Willis	8/27/2021	3.00	50.00	150.00
	Totals		9.00		630.00
	Total Labor				630.00

Total this Task \$630.00

Task 002 Engineering Assessment

Professional Personnel

			Hours	Rate	Amount
PROFESSIONAL ENGINEER					
02573	Coulon, Koby	8/18/2021	1.00	97.00	97.00
02573	Coulon, Koby	8/19/2021	7.00	97.00	679.00
02573	Coulon, Koby	8/20/2021	4.00	97.00	388.00
02031	Wagner, Cara	8/19/2021	4.00	97.00	388.00
02031	Wagner, Cara	8/20/2021	4.00	97.00	388.00
PROJECT ENGINEER					
02108	Smith, Maggie	8/19/2021	8.00	75.00	600.00
02108	Smith, Maggie	8/20/2021	2.00	75.00	150.00
RESIDENT PROJECT REPRESENTATIVE					
02098	Ellis, Ronald	8/17/2021	2.00	70.00	140.00
02553	Keith, Austin	8/18/2021	5.00	70.00	350.00
02553	Keith, Austin	8/19/2021	9.00	70.00	630.00
02553	Keith, Austin	8/20/2021	4.00	70.00	280.00
	Totals		50.00		4,090.00
	Total Labor				4,090.00

Total this Task \$4,090.00

Total this Project \$4,720.00

Total this Report \$4,720.00

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:11:53 PM

Pickering

Employee 01942 Collins, Michael Blake

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
26044.00							
001							
86115							
Reg	5.00					5.00	

Kolo Court Drainage
Boundary & Topographic Survey
8/20 boundary line calculations

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021
2:15:54 PM

Pickering

Employee 01942 Collins, Michael Blake

26044.00
001

Kolo Court Drainage
Boundary & Topographic Survey
86115

Client: City of Diamondhead

Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
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Reg	1.00		1.00				
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8/24 revise existing easements on base drawing

Detailed Timesheet for the Period Ending 8/28/2021

Thursday, September 16, 2021
2:17:37 PM

Pickering

Employee 01832 Crowder, Jr., Willis M.

		Total Hr	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28
26044.00	Kolo Court Drainage								
001	Boundary & Topographic Survey								
86117	Reg	1.00						1.00	
	Ovt	2.00						2.00	

Client: City of Diamondhead

8/27 SET LOOK FORS FOR SURVEY CREW

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:20:33 PM

Pickering

Employee 02573 Coulon, Koby J

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
26044.00							
002							
89209				1.00	7.00	4.00	

Kolo Court Drainage

Client: City of Diamondhead

Engineering Assessment

Reg

8/18 Estimate

8/19 Estimate

8/20 Estimate

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:22:01 PM

Pickering

Employee 02031 Wagner, Cara

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
26044.00							
002							
89206					4.00	4.00	

Client: City of Diamondhead

8/19 check data, work on report
8/20 report

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:23:44 PM

Pickering

Employee 02108 Smith, Maggie

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
26044.00							
002							
89018					8.00	2.00	
Kolo Court Drainage Engineering Assessment Client: City of Diamondhead							
Reg							
8/19 Report for DH							
8/20 report for DH							

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:24:58 PM

Pickering

Employee 02098 Ellis, Ronald

26044.00 002	Kolo Court Drainage Engineering Assessment	89365	Reg	Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
				2.00			2.00				

Client: City of Diamondhead

8/17 site photos

Detailed Timesheet for the Period Ending 8/21/2021

Thursday, September 16, 2021
2:26:34 PM

Pickering

Employee 02553 Keith, Austin A

26044.00
002

Kolo Court Drainage
Engineering Assessment
89116

Client: City of Diamondhead

Total Hr	Sun 8/15	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21
18.00				5.00	9.00	4.00	

8/18 Making corrections on area for curve numbers and flow paths.

8/19 Putting new Data into Hydraflow to generate hydrograph, sizing ditches, sizing culverts for recommendations. Putting draft of report together.

8/20 Final Draft of report and submitted to Diamondhead.



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PH 228.432.5925 FAX 228.432.5928 www.pickeringfirm.com

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

September 15, 2021
Project No: 25742.00
Invoice No: 0089809

City of Diamondhead
Strategic Initiatives & Project Agreement

Purchase Order # 2020-0489

Professional Services from May 2, 2021 to August 28, 2021

Professional Personnel

Table with 4 columns: Description, Hours, Rate, Amount. Rows include SENIOR DESIGNER (Ballweber, Jeff), CLERICAL (Lamb, Cynthia), Totals, and Total Labor.

Billing Limits

Table with 4 columns: Description, Current, Prior, To-Date. Rows include Total Billings, Limit, Remaining, and Total this Invoice.

Project 25742.00 Diamondhead - Strategic Initiatives Invoice 0089809

Billing Backup

Thursday, September 16, 2021

Pickering

Invoice 0089809 Dated 9/15/2021

10:34:20 AM

Professional Personnel

			Hours	Rate	Amount	
SENIOR DESIGNER						
02003	Ballweber, Jeff	6/3/2021	1.00	85.00	85.00	
02003	Ballweber, Jeff	6/11/2021	1.00	85.00	85.00	
02003	Ballweber, Jeff	6/16/2021	2.00	85.00	170.00	
02003	Ballweber, Jeff	6/22/2021	1.00	85.00	85.00	
02003	Ballweber, Jeff	7/8/2021	1.00	85.00	85.00	
CLERICAL						
02064	Lamb, Cynthia	6/28/2021	1.00	65.00	65.00	
02064	Lamb, Cynthia	7/1/2021	2.00	65.00	130.00	
02064	Lamb, Cynthia	7/6/2021	2.00	65.00	130.00	
	Totals		11.00		835.00	
	Total Labor					835.00
				Total this Project		\$835.00
				Total this Report		\$835.00

Detailed Timesheet for the Period Ending 6/5/2021

Thursday, September 16, 2021
10:02:04 AM

Pickering

Employee 02003 Ballweber, Jeff

Signed _____

Approved _____

Posted

Profit Center 07:E3:80

25742.00

80312

Diamondhead - Strategic Initiatives

Client: City of Diamondhead

Reg

6/3 Invoicing/Admin

Total Hr	Sun 5/30	Mon 5/31	Tue 6/1	Wed 6/2	Thu 6/3	Fri 6/4	Sat 6/5
1.00					1.00		

Detailed Timesheet for the Period Ending 6/12/2021

Thursday, September 16, 2021
10:03:14 AM

Pickering

Employee 02003 Ballweber, Jeff

Total Hr	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12
25742.00							
80312							
Diamondhead - Strategic Initiatives				Client: City of Diamondhead			
Reg	1.00					1.00	
6/11 Funding/DC/Priorities							

Detailed Timesheet for the Period Ending 6/19/2021

Thursday, September 16, 2021
10:04:35 AM

Pickering

Employee 02003 Ballweber, Jeff

Total Hr	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19
25742.00				2.00			
80312	Diamondhead - Strategic Initiatives						
	Reg 2.00						
	6/16 Drainage Forum/Group meeting						
	Client: City of Diamondhead						

Detailed Timesheet for the Period Ending 6/26/2021

Thursday, September 16, 2021
10:05:57 AM

Pickering

Employee 02003 Ballweber, Jeff

Total Hr	Sun 6/20	Mon 6/21	Tue 6/22	Wed 6/23	Thu 6/24	Fri 6/25	Sat 6/26
25742.00							
80312							
Diamondhead - Strategic Initiatives		Client: City of Diamondhead					
Reg	1.00		1.00				
6/22 DC-funding							

Detailed Timesheet for the Period Ending 7/10/2021

Thursday, September 16, 2021
10:07:48 AM

Pickering

Employee 02003 Ballweber, Jeff

Total Hr	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10
25742.00					1.00		
80312					1.00		

Diamondhead - Strategic Initiatives Client: City of Diamondhead
Reg 7/8 DC and drainage

Detailed Timesheet for the Period Ending 7/3/2021

Thursday, September 16, 2021
10:31:27 AM

Pickering

Employee 02064 Lamb, Cynthia A

Total Hr	Sun 6/27	Mon 6/28	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Sat 7/3
25742.00							
82520							
Diamondhead - Strategic Initiatives							
Reg		1.00			2.00		

Client: City of Diamondhead

Detailed Timesheet for the Period Ending 7/10/2021

Thursday, September 16, 2021
10:33:08 AM

Pickering

Employee 02064 Lamb, Cynthia A

Total Hr	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10
25742.00							
	Diamondhead - Strategic Initiatives						
	Client: City of Diamondhead						
82520			2.00				
			Reg				



BACKGROUND/SCOPE OF SERVICES

The City of Diamondhead is seeking to participate in the Community Rating System (CRS) with a goal to improve/reduce flood insurance premiums through various activities, including the County Hazard Mitigation Plan. This effort shall include mapping out the development of a CRS Floodplain Management Plan (Activity 510) that aligns with the County Hazard Mitigation Plan update as well as identification of additional creditable activities under the CRS program. The intent of the project is to provide services to City of Diamondhead that will document their implementation of practices that qualify for CRS certification and recommend measures for future improvement.

PHASE ONE

INTERVIEWS WITH KEY PERSONNEL

Rostan will meet with City staff in person or virtual platform within its Code Enforcement, Floodplain Management groups and other departments who may be managing activities that are creditable under the Community Rating System. The purpose of these meetings is to learn about current activities and gauge interest or capacity to add or enhance programs that would increase public awareness about flood risk in the City, reduce risk, or support floodplain functions—activities creditable under the CRS. In addition to interviews with City Staff, Rostan will facilitate a conversation with Mississippi Floodplain Management Staff to jump start the application process for the city to join the CRS program.

PHASE ONE DELIVERABLES

Within four weeks of the In-Person Meeting, Rostan will provide a summary of short-term achievable program activities for CRS participation

PHASE ONE SCHEDULE	Project Month			
	Week 1	Week 2	Week 3	Week 4
Milestone				
Notice to Proceed				
Kickoff Meeting				
Research/Interviews				
Short Term Program Report				

PHASE TWO

IDENTIFY RECOMMENDATIONS TO MAXIMIZE CRS CREDIT

A detailed study of the City’s floodplain management, building code, and stormwater ordinances and Hazard Mitigation programs should be conducted to identify opportunities and suggest enhancement for CRS Class improvement.

MATERIALS REVIEW

Following the interviews of Phase One, Rostan will review the City of Diamondhead’s floodplain management (including building code and stormwater) regulations, floodplain management plans, hazards mitigation plan or process, community website, and other relevant documents or materials identified during the in- person meetings to identify existing creditable activities or potential enhancements for additional credit. Review of materials may also include those from similar CRS communities to identify best practices and/or programs that might work in the City of Diamondhead.



APPLICATION PREPARATION

Following the materials reviews Rostan will prepare an application for the City to join the CRS program for submission to Mississippi Floodplain Management Office.

PHASE TWO DELIVERABLES

Rostan will meet in person or via virtual platform to review findings, develop a work plan, and identify objectives for future tasks and prepare an application to enter the CRS program.

PHASE TWO SCHEDULE	Project Month		
	Week 5	Week 6	Week 7
Milestone			
Materials Review			
CRS Application			

PHASE THREE

DEVELOP REPORT AND APPENDIX FOR IMPLEMENTATION

Rostan will, upon request, develop implementation plans for the recommended floodplain management program enhancements, which may include development of outreach plans through the CRS Program for Public Information (PPI), suggested code revisions, floodplain management/hazard mitigation planning assistance, stormwater planning, repetitive loss area analysis, etc. This phase may also include additional or ad hoc technical support with plan implementation, training, outreach support, and meetings with Mississippi Floodplain Office for entrance into the CRS program, etc.

DELIVERABLES

Report - Rostan will summarize findings in a report to include a breakdown of existing scores, identify shortcomings, and short- and long-term opportunities for improvement. The report will be a framework of suggested steps with options that the City can choose from for implementation at their own desire and pace.

Recommendations - Identify recommendations to maximize CRS credit, with associated level of effort and/or benefit-cost analysis.

PHASE THREE SCHEDULE	Project Month		
	Week 8	Week 9	Week 10
Milestone			
Draft Report and Appendix			
Comments			
Final Report and Appendix			
Project Closeout Meeting			



ROSTAN SOLUTIONS, LLC
 8282 Goodwood Avenue
 Baton Rouge, LA 70806
www.rostan.com

PRICING

Hours needed to complete each Phase are identified below and will be billed on a Time and Materials basis as per the Contract Agreement based on the rates identified below.

Total Cost is \$28,000.00

Phase 1 CRS Application Development -Analyze Current Status		Phase 2 Identify Recommendations		Phase 3 Develop Report & Appendix		Total	
Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
100	\$12,000.00	80	\$11,200.00	50	\$4,800.00	230	\$28,000.00

PROGRAMMANAGEMENT

<u>Position</u>	<u>City/State</u>	<u>Hourly Rate</u>
Program Manager	Baton Rouge / LA	\$185.00
Deputy Program Manager	Baton Rouge / LA	\$0.00
Program Administrator	Baton Rouge / LA	\$160.00
Project Coordinator	Baton Rouge / LA	\$0.00
Subject Matter Expert	Baton Rouge / LA	\$0.00
Senior Consultant	Baton Rouge / LA	\$170.00
Consultant	Baton Rouge / LA	\$150.00
Junior Consultant	Baton Rouge / LA	\$105.00



2021-322

Item No.9.

5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

September 30, 2021

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: Payment Application No. 4 to ERS, Inc. for NRCS Grant Channel Stabilization

Attached for your review and consideration is an invoice for payment from ERS, Inc. in the amount of \$81,183.63 for the Channel Stabilization Project at Diamondhead Drive at Alkii Way.

If you find these documents to be in order, please proceed with payment.

Sincerely,



Michael Reso
City Manager

MR:jk

Wednesday, September 29, 2021

Michael Reso
City Manager
City of Diamondhead
5300 Diamondhead Circle
Diamondhead, MS 39525
Sent via email to: mreso@diamondhead.ms.gov

**Re: Pay Application Four (4)
NRCS Grant-Channel Stabilization at Diamondhead Drive @ Alkii Way; NRCS204423XXXXC080
Pickering Firm, Inc. Project No. 25748.00**

Michael –

Transmitted herewith is a copy of Pay Application Four (4) for the above referenced project and contract. We recommend payment approval of the Estimate for ERS, Inc. in the amount of **\$81,183.63** by the City of Diamondhead at the next available board meeting.

We appreciate the opportunity to serve you on this project. Should you have any questions concerning our recommendation, please do not hesitate to contact me.

Sincerely,

PICKERING FIRM, INC.



Koby Coulon, PE

Enclosures (1)

Cc: Todd Roberts, ERS, Inc.

Contractor's Application For Payment No. 4

	Application Period: 8/28/21 > 9/27/21	Application Date: 9/28/21
To (Owner): CITY OF DIAMONDHEAD	From (Contractor): ERS, INC., 1635 LELIA DR., SUITE 202 JACKSON, MS 39216	Via (Engineer) CARA WAGNER, P.E.
Project: Channel Stabilization; Diamondhead Dr @ Alkii Way	Contract:	
Owner's Contract No.: NR204423XXXXC080	Contractor's Project No.: 2103	Engineer's Project No.: 25748.00

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders	Number	Additions	Deductions
	1	21,420.00	
TOTALS			
		21,420.00	
NET CHANGE BY CHANGE ORDERS			
		21,420.00	

START DATE: _____

END DATE: _____

1. ORIGINAL CONTRACT PRICE	\$	342,905.00
2. Net change by Change Orders	\$	21,420.00
3. CURRENT CONTRACT PRICE (Line 1 + 2)	\$	364,325.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)	\$	241,043.11
5. RETAINAGE:		
a. 5 % x \$ _____ Work Completed	\$	12,052.16
b. _____ % x \$ _____ Stored Material	\$	
c. Total Retainage (Line 5a + Line 5b)	\$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	228,990.95
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	147,807.32
8. AMOUNT DUE THIS APPLICATION	\$	81,183.63
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)	\$	

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

TODD ROBERTS, PRESIDENT

By: *Todd Roberts* Date: 9/28/21

Payment of: \$ 81,183.63
(Line 8 or other - attach explanation of other amount)

is recommended by: *[Signature]* 9/29/2021
(Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of other amount)

is approved by: _____ (Date)

Approved by: _____ (Date)

2021-324

Item No. 10.



September 29, 2021

Mike Reso
City Project Manager
City of Diamondhead Public Works
5000 Diamondhead Circle
Diamondhead, Ms
Ph: 228-222-4626 Fax: 228-222-4390
Sent via Email to: mreso@diamondhead.ms.gov

Re: NRCS Channel Stabilization at Diamondhead @ Alkii Way - Change Order 2
Pickering Firm, Inc. Project No. 25748.00

Mr. Reso,

Discussions were held on Thursday, September 23, 2021 to address weather delays that included multiple, heavy rain events including Hurricane Ida that ultimately delayed the construction of this project. ERS, Inc. is requesting in this change order, 60 additional calendar days.

Please find a copy of the change order document requesting the time extension. Pickering recommends approval of Change Order No. 2 to ERS, Inc. for no additional monetary amount with an extension to the contract time of 60 additional calendar days. The contract amount remains at \$364,325.00 and substantial completion date of November 3, 2021.

We are available should you have any questions regarding this matter or if we can be of any assistance.

Sincerely,
PICKERING FIRM, INC.

Koby Coulon, PE
Civil Engineer

Change Order No. 2

Date of Issuance: 9/29/2021 Effective Date: Date of full Execution below
 Owner: City of Diamondhead Owner's Contract No.: _____
 Contractor: ERS, Inc Contractor's Project No.: _____
 Engineer: Pickering Firm, Inc. Engineer's Project No.: 25748.00
 Project: Channel Stabilization at Diamondhead Drive @ Alkii Way Contract Name: _____

The Contract is modified as follows upon execution of this Change Order:

Description: Addition of 30 calendar days to contract time due to rain delays.

Attachments: Cost breakdown, Letter from ERS, Inc.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>342,905.00</u>	Original Contract Times: Substantial Completion: <u>August 15, 2021</u> Ready for Final Payment: _____
Increase from previously approved Change Orders No. ___ to No. ___: \$21,420.00	Increase from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: <u>September 4, 2021</u> Ready for Final Payment: _____
Contract Price prior to this Change Order: \$ <u>364,325.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>September 4, 2021</u> Ready for Final Payment: _____
Increase of this Change Order: \$ N/A	Increase of this Change Order: Substantial Completion: <u>60 calendar days</u> Ready for Final Payment: _____
Contract Price incorporating this Change Order: \$ <u>364,325.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>November 3, 2021</u> Ready for Final Payment: _____

<p>RECOMMENDED:</p> <p>By: <u>[Signature]</u> By: _____ Engineer (if required) Owner (Authorized Signature)</p> <p>Title: <u>Civil Engineer</u> Title: _____ Date: <u>9/29/2021</u> Date: _____</p>	<p>ACCEPTED:</p> <p>By: <u>[Signature]</u> By: _____ Contractor (Authorized Signature)</p> <p>Title: <u>PRESIDENT, ERS INC</u> Title: _____ Date: <u>9.29.21</u> Date: _____</p>
--	---

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

Jeannie Klein

From: Big Al Konkel <bigalkonkel@hotmail.com>
Sent: Wednesday, September 29, 2021 4:17 PM
To: Nancy Depreo; Michael J. Reso; Jeannie Klein
Subject: Thomas Konkel - Eagle Project bird houses

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello to all,

Based on the council meeting we attended, the physical project items need to be on public record.

Thomas and the Cub Scouts have completed the construction of 6 bird houses.

They were designed for Blue Birds.

Thomas will place them around the City if there is not enough area in/around the Dog Park.

Besides the Dog Park, a few spots in East Recreation, areas surrounding Twin Lakes and the entry lake have been considered.

We will get approval prior to deploying any of the bird houses.

An estimated value of the bird houses is \$15.00 each.

Thank you for the opportunity to serve the community.

Respectfully,

Al Konkel
ScoutMaster, Troop 210
BigAlKonkel@Hotmail.com
(662)549-4533



MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

Tidelands Grant Agreement City of Diamondhead FISCAL YEAR 2021

City of Diamondhead hereby agrees to expend funds as authorized by the Mississippi Legislature in H.B. 1412 2021 Regular Session and Mississippi Code Section 29-15-9.

The Mississippi Department of Marine Resources will disburse funds in the amount of **\$ 400,000** for the Diamondhead Noma Drive Public Access, upon (1) receipt of this signed document; (2) MDMR possession of amended application with complete and final project designs and plans; (3) release of funds from the Mississippi Department of Finance and Administration; and (4) availability of said funds. The Mississippi Department of Marine Resources shall make progress payments in installments based on work completed and material used in the performance of a Tidelands project only after receiving written verification using Form TTF-3 and Form TTF-4 or Form TTF-5.

The **City of Diamondhead** agrees to:

- 1) Expend monies for the project as designated by the Legislature in H.B. 1412 2021 Regular Session Diamondhead Noma Drive Public Access and Mississippi Code Section 29-15-9 and be subject to an audit by the State Auditor.
- 2) Provide the Department of Marine Resources with detailed reports beginning January 31, 2022, and every six months thereafter for the duration of project, using the attached form TTF-4. Project reports will include:

-Final project design and budget	- Description of Work Completed
-Benefits to the public and community	- Milestones for Completion
-Visual presentation (photographs) of project	- Funds expended (to include Tidelands and Matching Funds)
-Narrative description of project	
- 3) Provide the Department of Marine Resources with a Notification of Completion – TTF-5 (to be included in final payment request-Form TTF-3) to include a detailed final report of entire project, using the attached forms.
- 4) Erect a prominent, permanent sign to be displayed at all funded public access and construction related projects. The sign shall read “Funds for this project appropriated by the Mississippi Legislature, 2022 Tidelands Trust Fund, through the Secretary of State, Michael Watson, and the Mississippi Department of Marine Resources.”
- 5) To comply with the Stop Work Order Provisions listed below:
 1. *Order to Stop Work:* The MDMR may, by written order to the Grantee at any time, and without notice to any surety, require Grantee to stop all or any part of the work called for by this Grant Agreement. This order shall be for a specified period not exceeding 90 days after the order is delivered to Grantee, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Grantee shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the MDMR shall either:

FY22-P510-03

- 2. cancel the stop work order; or,
- 3. terminate the work covered by such order by terminating the Grant Agreement, in whole or in part.
- 4. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Grantee shall have the right to resume work. An appropriate adjustment shall be made in the time required for completion of the work, and the Grant Agreement shall be modified in writing accordingly, if the Grantee asserts a claim for such adjustment within 30 days after the period of work stoppage; provided that if the MDMR determines that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this Grant Agreement. In no event will the MDMR be responsible for additional costs allocable to the work covered by the order during the period of work stoppage.

On behalf of the **City of Diamondhead** I have read, understand, and agree to all terms listed above, and recognize that failure to comply with any portion of this Grant Agreement could jeopardize the receipt of any future Tidelands Trust Funds Appropriations.


Joe Spraggins, 17, 2021 17:42 EDT

Joe Spraggins, Executive Director
Department of Marine Resources

Sep 17, 2021

Date

Nancy Depreo, Mayor
City of Diamondhead

Date






Grant Agreement 09-17-2021

Final Audit Report

2021-09-17

Created:	2021-09-17
By:	Sonja Slater (sonja.slater@dmr.ms.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABI2c7FQQvN4UEe7wd4Wg4VbuugSqSFij

"Grant Agreement 09-17-2021" History

-  Document created by Sonja Slater (sonja.slater@dmr.ms.gov)
2021-09-17 - 7:26:46 PM GMT- IP address: 69.60.32.16
-  Document emailed to Joe Spraggins (joe.spraggins@dmr.ms.gov) for signature
2021-09-17 - 7:27:20 PM GMT
-  Email viewed by Joe Spraggins (joe.spraggins@dmr.ms.gov)
2021-09-17 - 9:42:15 PM GMT- IP address: 166.137.19.65
-  Document e-signed by Joe Spraggins (joe.spraggins@dmr.ms.gov)
Signature Date: 2021-09-17 - 9:42:28 PM GMT - Time Source: server- IP address: 166.137.19.65
-  Agreement completed.
2021-09-17 - 9:42:28 PM GMT

2021-327

Item No. 13.



Paul D. Guichet
Chief Operating Officer & Executive Director

Office: 228.897.4841
Fax: 228.897.4843
pguichet@mgccf.org
www.mgccf.org

September 17, 2021

Michael Reso
City Manager
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Jack A. & Gertrude W. Wilson Animal Welfare Fund

Dear Mike:

Have good news to share! During yesterday's monthly board meeting, the Foundation approved a \$10,000.00 grant from the above referenced fund for the City of Diamondhead's dog park project. This project will further enhance the ambiance of the Diamondhead community.

At your earliest convenience, please sign, date, and return the enclosed grant to my attention.

With kindest regards,

A handwritten signature in blue ink that reads "Paul".

Paul D. Guichet

GULF COAST COMMUNITY FOUNDATION

GRANT AGREEMENT

This Grant Agreement is made by the Gulf Coast Community Foundation (Grantor) and Grantee identified below for the explicit purposes stated below. To accept this Grant, please return the signed original of this Agreement to the Gulf Coast Community Foundation within 30 days.

Grantor's Fund Name and Donor: Jack A. & Gertrude W. Wilson Animal Welfare Fund

Grantee: City of Diamondhead

Total Amount: \$ 10,000.00

Grant Description/Special Conditions: Dog Park Project

Terms and Conditions:

1. Grantee shall utilize grant proceeds solely for charitable purposes and shall return to the Grantor any unexpended funds.
2. Grantee shall not discriminate on the bases of race, religion, gender, national origin, or disability.
3. This Grant is not to be used directly or indirectly in any attempt to influence legislation; to participate in any political campaign; to induce violations of law; to cause any improper private benefit to occur; or to take any other action inconsistent with IRC Section 501(c)(3).
4. Grantee shall maintain accurate records of receipts and expenditures for this grant and shall provide copies of such, along with a final report on the use of the funds and the charitable activity supported by the grant. This report shall be submitted to the Grantor on or before September 30, 2022. Charitable funds shall be segregated from non-charitable funds.
5. Grantee shall give credit to Grantor in all printed programs or publicity related to this project by including the following: "This project is supported by the Jack A. & Gertrude W. Wilson Animal Welfare Fund, a Fund of the Gulf Coast Community Foundation."

Grantor:

Lisee O. Birmingham
Gulf Coast Community Foundation

9/15/21
Date

Grantee:

Signature

Print name and title

Date

Gulf Coast Community Foundation – 11975 Seaway Rd, Suite B150 - Gulfport, Mississippi 39503
228-897-4841 Phone

Diamondhead Zoning Code Rewrite Scope of Services (9.27.21)

Envision Diamondhead 2040 Comprehensive Plan develops a strong vision for Diamondhead’s future. Among the plan’s implementation strategies is a core recommendation to rewrite the zoning code to align with the plan. The current code, while containing many positive features, is unable to produce the development outcomes envisioned in the plan. This scope of services sets out the needed tasks and processes to rewrite the code to more fully align with Envision Diamondhead 2040 and thus ensure the City’s maximum potential for success in plan implementation.

PART 1: SCOPE OF SERVICES

Task 1 - Existing Code Audit and Diagnostics

- a. Consulting team will summarily audit the existing code for identification of key areas of misalignment, create a revised Table of Contents for the code based on the audit and gaps in alignment gaps with Envision Diamondhead 2040. Implementation recommendations in the Implementation Matrix of Envision Diamondhead 2040 will bench mark the audit and diagnostics along with current best development practices.
- b. Consulting team will conduct a work session with staff to review findings, proposed table of contents, formatting options, and summary of proposed code adjustments.

* MILESTONE 1 - Summary audit, revised table of contents, summary of proposed adjustments

• DELIVERABLES – Summary audit memo, revised table of contents, work session

Task 2 - Code Alignment to Envision Diamondhead 2040

- a. Reformat zoning code for readability and user-friendly interaction. Code will be produced in InDesign and served in PDF format.
- b. Draft new code elements as outlined in the table of contents (to include new districts, design elements, revised landscaping, parking, sign provisions, etc.).
- c. Illustrate code in a format utilizing appropriate tables, matrices, and imagery and graphic illustrations sourced from Orion’s library or custom developed as required.
- d. Analyze existing zoning map to identify recommended adjustments to align to Envision Diamondhead 2040 and revised zoning code provisions.

* MILESTONE 2 - Completion of zoning code review draft, map recommendations

• DELIVERABLES - Zoning Code Review Draft, Map Recommendations

Task 3 - Round 1 Review - Staff

- a. Conduct review work session of revised code with staff and planning commission.
- b. Complete two rounds of redline review as determined necessary.

* MILESTONE 3 - Completion of Proposed Zoning Code and Map

• DELIVERABLES - Proposed Zoning Code and Map

Task 4 – Round 2 Review - Comment and Final Review

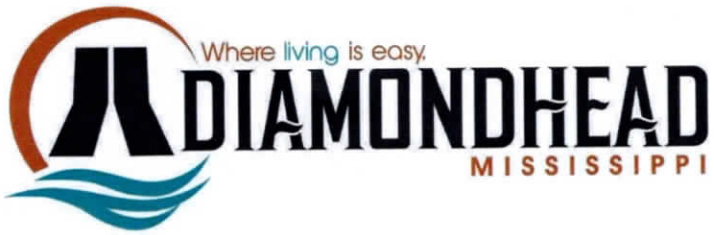
- a. Publish draft code and map for a period of official comment of approximately 30 days via city web site and the Envision Diamondhead 2040 web site.
- b. In a single and final revision, adjust code based on final comments and inputs.

* MILESTONE 4 - Completion of Final Draft

Diamondhead Zoning Code Rewrite	
Scope of Services (9.27.21)	
• DELIVERABLES - Final Draft of Diamondhead Zoning Code.	
Task 6 - Adoption	
a. Present code for recommendation before the Planning Commission.	
b. Present code for adoption before Council.	
* MILESTONE 5 - Compilation of adopted code based on any final revisions.	
• DELIVERABLES - Adopted Diamondhead Zoning Code.	
PART 2: SCHEDULE	
Projected time of completion is 8 to 10 months from notice to proceed.	
PART 3: COMPENSATION	
Proposed Budget - \$ 75,000	

2021-220

Item No. 15.



5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

September 29, 2021

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: Payments Pickering Firm for professional services

Attached for your review and consideration are invoices for payment from Pickering Firm for projects as listed:

\$ 2,225.00	January 2021 Hilo Street Investigation
\$ 700.00	March 11 – 22, 2021 Hilo Street Investigation
\$26,100.00	(March 14, 2021- August 28, 2021) Hilo Street Culvert Replacement Design
\$1,452.20	Makiki Drive and Kui Place
\$4,794.40	Channel Stablization Diamondhead Dr. East & Alkii Way-NRCS Grant
\$1,430.00	Kolo Court Drainage
\$ 835.00	Strategic Initiatives & Project Agreement

If you find these documents to be in order, please proceed with payment.

Sincerely,


Michael Reso
City Manager

MR:jk

EXHIBIT "C"

WORK ASSIGNMENT

WORK ASSIGNMENT NO 4

PROJECT NUMBER: - _____

This Work Assignment is executed in accordance with the Master Services Agreement entered into by the City of Diamondhead, Mississippi and Machado Patano, PLLC on October 29th, 2017.

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

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

SPECIFIC SCOPE OF WORK FOR THIS WORK ASSIGNMENT OR PHASE

The Scope of Work is as follows:

- M | P to provide surveying and civil engineering design services for a drainage study to be located in Diamondhead. Specific area defined in attached study map. Specific scope as per our proposal (attached hereto).

WORK ASSIGNMENT TERM No new Work Assignments shall be executed after October 28, 2021.

This WORK ASSIGNMENT shall be effective upon the latest date of execution hereof and continue until October 28, 2021 at 11:59 P.M. CDT. However, the Engineer may not begin work prior to receiving a Notice to Proceed.

DBEGOAL

The DBE goal established for this Work Assignment shall be N/A %

KEYPERSONNEL

Principal in Charge
Project Manager

Gerrod Kilpatrick, P.E.
Nick Moody, P.E.

PROGRESS SCHEDULE

M | P will complete this scope of work within 10 working days from the Notice to Proceed

MAXIMUM ALLOWABLE COST

Contract Maximums:

[Use for Labor Hour/Unit Cost Work Assignments]

Under no circumstances shall the amount payable by the City for this assignment exceed \$ 13,000 (Total of all Charges) without the prior written consent of both parties. See attached labor estimate. The Labor Rates have been identified in Table 1: Rate Schedule for Labor Hours.

Table 1 : Rate Schedule for Labor Hours

NAMES	LABOR CLASSIFICATION	RATE
Gerrod Kilpatrick, P.E.	Principal Engineer	\$135
Nick Moody, P.E.	Sr. Project Manager (Civil)	\$105
Kenneth Beverin	Project Engineer (Electrical)	\$75
Tyler Able	Project Engineer (Electrical)	\$75
Jack Schmidt, EI	Project Engineer (Civil)	\$75
Jason Polite, EI	Project Engineer (Civil)	\$75
Ben Sellers, EI	Project Engineer (Civil)	\$75
Robyn Eastman	Construction Inspector	\$75
Greg Thompson	Profesional Land Surveyor	\$75
Aaron Liles	Survey Crew Chief	\$47
Eddie Vo	Instrument Person	\$35

Both parties hereto represent that they have authority to enter into Work Assignment No. 4, as "Exhibit C" of the Agreement executed by and between the City and Engineer to which is now made a part of said Agreement.

SO EXECUTED AND AGREED THIS THE _____ DAY OF _____ -

City of Diamondhead

By: _____

WITNESS this my signature in execution hereof, this the 29th day of September, 2021.

By:

 _____

Gerrod Kilpatrick, P.E.,

ATTEST:  _____

September 29, 2021

Mr. Michael Reso
 City Manager
 5000 Diamondhead Circle
 Diamondhead, MS 39525

VIA EMAIL: mreso@diamondhead.ms.gov

RE: Diamondhead Hilo Way Drainage Study
 Diamondhead, MS 39525

Michael:

Per your request and our recent conversations, we are pleased to provide you with a proposal for professional services for the above referenced project. This proposal is for civil and surveying design services for the design work to be performed for future drainage improvements along Hilo Way. We have prepared a scope of work and fee proposal for your review. Please see below:

I. SCOPE OF WORK

Task 1 Topographic Survey

M | P will provide a topographic survey of the project area. The survey will include grade shots on a 50' grid to be utilized in the design process. The survey will also identify all culvert drains with sizes, and ditch cross sections in the area of concern. The topographic survey will include all drainage structures, outfalls, and necessary information to accurately define the drainage basin.

Task 2 : Civil Engineering Design

M | P will provide a drainage analysis of the Hilo Way drainage area. The limits of the study are defined on the attached map. M | P will analyze the existing driveway culverts, roadside ditch section and pipe networks and provide the City of Diamondhead with recommendations to increase the drainage capacity of the system.

II. DESIGN FEE PROPOSAL – NOT TO EXCEED

Task 1 Topographic Survey Services	= \$3,000
Task 2 Civil Engineering Design	= \$10,000
Total Fee	\$ 13,000

III. ASSUMPTIONS

- Professional will provide Adobe PDF files to the Client.
- Owner will provide any GIS data that is available

IV. EXCLUSIONS (available at additional cost or at MIP Standard Hourly and Reimbursement Schedule)

- Printing of documents (other than that stated in the assumptions)
- Shipping cost
- Landscaping Design
- Water/Sewer Design
- Structural Engineering Design
- Permitting Fees

We appreciate the opportunity to provide our services and look forward to working with you on this project. Should you have any questions or comments, please do not hesitate to contact me.

Respectfully submitted,
Machado | Patano, PLLC
M|P Design Group, PLLC



Gerrod Kilpatrick, P.E.
Principal

The Terms and Conditions of this agreement are accepted this _____ day of _____, 2021

Signature

Printed or typed name

_____ Title _____ Date



Item No. 16.

Camera: 1,592 ft 30°23'22"

200 ft



5000 Diamondhead Circle ·
Diamondhead, MS 39525-3260

October 1, 2021

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

Re: FY22 Appropriations

The annual appropriations have been allocated in the FY22 Budget totaling \$53,600:

\$ 5,200	CASA (Sponsorship 4 children)
\$30,000	East Hancock Library
\$ 3,200	Hancock Human Resource Center (\$2000 general appropriation /\$1,200 Mayor's salary reduction)
\$ 1,200	Hancock Resource Center (Mayor salary reduction)
\$ 1,000	Hancock County Tourism
\$10,800	Diamondhead SPCA (\$9,600 general appropriation/\$1,200 Mayor's salary reduction)
\$ 2,200	Magdalene House (\$1,000 general appropriation/\$1,200 Mayor's salary reduction)

Approval is hereby requested to process lump sum payments to each entity for disbursement.
Thank you in advance for your approval and consideration in this matter.

Sincerely,
Michael Reso



City Manager

MR:jk

2021-331

Item No. 18.



Phone: 228.222.4626 Fax: 228.222.4390
www.diamondhead.ms.gov

September 30, 2021

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

RE: Close out Fund 114 Commercial Area Connectivity Study (MDOT)

The Commercial Area Connectivity Study (MDOT project) was completed in FY21. This grant was 80% or \$60,000 grant funding and 20% or \$15,000 local match. All reimbursement for expenses have been received and the fund may be closed. Approval is hereby requested to transfer funds in the amount of \$60,050.56 from Fund 114 Commercial Area Connectivity Study to General Fund to close as follows:

Interfund loan repayment	\$60,000.00
Reduce local match	\$ 50.56

Thank you in advance for your approval and consideration in this matter.

Sincerely,

Jeannie Klein
City Clerk

City of Diamondhead
MDOT/GRPC/TIP
Commercial Area Connectivity Feasibility Study
As of September 30, 2019

Completion Estimate:

Fund
114- Commercial Area Connectivity Study
Commercial Area Connectivity Feasibility Study

Commercial Area Connectivity Study

Type of Grant	MDOT/GRPC/TAP
Grant Date	10/3/2018
Award#	STP-0045-00(031)LPA 107928/711000
CFDA #	
Grant Period	
Federal Agency	GRPC
Passthrough	MDOT
Federal Share <= 80%	\$ 60,000
Match 20%+	\$ 15,000

Grant is reimbursement based

			80%		20%			
<u>FY 19</u>			Request	Date				
Invoice	Vendor	Period	Total Exp	No	Fed Share Requested	Amnt Rcv'd	Date Rcv'd	Match
	City Match						8/23/2019	15,000
			0.00				7150.071	15,000
	Retainage Payable							15,000
	FY Project Total		0.00					15,000

			80%		20%			
<u>FY20</u>			Request	Date				
Invoice	Vendor	Period	Total Exp	No	Fed Share Requested	Amnt Rcv'd	Date Rcv'd	Match
730-1000-60	Digital Engineering	4/8/2020-5/30/2020	15,940.05	1	12,752.04	6/19/2020	12,752.04	7/17/2020
730-1000-61	Digital Engineering	5/31/2020-6/27/2020	17,971.13	2	14,376.90	7/31/2020	14,376.90	8/27/2020
730-1000-66	Digital Engineering	6/1/2020-8/1/2020	18,876.18	3	15,100.94	9/1/2020	15,100.95	10/30/2020
	Resent amended #3			3		10/6/2020		
730-1000-68	Digital Engineering	8/2/2020-8/29/2020	12,787.56	4	10,230.05	10/5/2020	10,230.05	10/30/2020
730-1000-73	Digital Engineering	8/30/20 -9/30/20	9,172.28	5-Final	7,337.82	11/30/2020	7,337.82	1/25/2021
			74,747.20		59,797.76		59,798	-
	Retainage Payable		0.00					-
	FY Project Total		74,747.20		59,798		59,798	-
	LTD Project Total		74,747.20		59,798		59,797.76	15,000.00

Total Federal Award	60,000.00	Rev City Matching - Proj Complete	50.56
Earned in PYs	0.00		
Earned in CY	59,797.76		
Expired amount	0.00		
Federal Award Remaining	202.24		

Total
Revenues Receivable

	0.00	
FY19 Year End JE	15,000.00	Match
		Match
	15,000.00	Match
	15,000.00	
	-59,747.20	



2021-305
Item No.21.

Phone: 228.222.4626 Fax: 228.222.4390
www.diamondhead.ms.gov

October 1, 2021

Mayor and Council
City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525

Dear Councilmembers:

RE: FY21 Auditing Service

The City has completed audits for FY18, FY19 and FY20 under its contract with Necaise & Company. It is now time to secure the professional services of a firm for the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2021. Approval is hereby requested to authorize the administration to negotiate with Necaise & Company for FY21 audit reporting.

Thank you in advance for your approval and consideration in this matter.

Sincerely,

Jeannie Klein
City Clerk



City of Diamondhead, MS

Item No.22.

Docket of Claims Register - Council

APPKT01605 - 10.05.2021 DOCKET

By Docket/Claim Number

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line	Amount
DKT158858	AGJ	10/05/2021	MSP-90339	BACKUP	001-140-605.00	Professional Fees - IT		2,082.00
								250.00
								1,832.00
DKT158859	Amazon com LLC	10/05/2021	1LL7-44YP-973N	SUPPLIES	001-140-501.00	Supplies		75.70
								24.15
								38.58
								12.97
DKT158860	B&J PITT STOP LLC	10/05/2021	SEPT, 2021	MONTHLY PURCHASE ORDER FOR SEPTEMBER	001-200-635.00	Professional Fees - R&M Outside Services		169.45
								45.00
								52.00
DKT158861	Bayou Motors LLC	10/05/2021	1628	NEW TIRES FOR POLICE TRUCKS	001-200-635.00	Professional Fees - R&M Outside Services		2,363.88
								262.65
								262.66
								262.65
								262.65
								262.65
								262.65
								262.66
								262.65
								262.65
DKT158862	Bigg Boy Status Towing	10/05/2021	21-0922-2066	TOW DUMP TRUCK TO SHOP	001-301-681.00	Other Services & Charges		300.00
								300.00
DKT158863	Coast Electric Power Association	10/05/2021	SEPT, 2021 -- 026	MONTHLY ELECTRIC BILL	001-301-630.00	Utilities - Streetlights & Other		40.93
								40.93
DKT158864	Coastal Tire and Auto LLC	10/05/2021	51300	TIRE REPAIR	001-301-635.00	Professional Fees - R&M Outside Services		49.00

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount Line Amount
DKT158865	CSpire Cell Service	10/05/2021	SEPT 2021	CELLULAR SERVICE FOR SEPTEMBER	001-140-632.00	Telephone - Cell	1,074.56
							47.35
							343.30
							102.99
							91.65
489.27							
DKT158866	Diamondhead Property Owners Association Inc	10/05/2021	OCT, 2021	RENTAL OF MAINTENANCE YARD -- OCTOBER	001-301-640.00	Rentals	1,000.00
DKT158867	Diamondhead True Value	10/05/2021	SEPT, 2021	MONTHLY PURCHASE ORDER FOR SEPTEMBER	001-301-501.00	Supplies	7.56
DKT158868	Diamondhead Water and Sewer District	10/05/2021	SEPT, 2021 -- 1120	WATER	001-301-630.00	Utilities - Streetlights & Other	634.91
							198.65
							139.38
							225.03
							23.95
							23.95
DKT158869	Diaz Brothers Printing	10/05/2021	4324	VEHICLE LETTERING	001-280-635.00	Professional Fees - R&M Outside Services	1,420.00
							125.00
							1,295.00
DKT158870	Dixieland Home Farm and Garden Center Inc	10/05/2021	449994	GRASS SEED	001-301-501.00	Supplies	151.80
							151.80
DKT158871	Eric Nolan	10/05/2021	09152021	ARBORIST SERVICES	001-280-681.00	Other Services & Charges	500.00
							100.00
							100.00
							100.00
							100.00
DKT158872	ERS INC	10/05/2021	PAY APP #04	CHANNEL STABILIZATION AT ALKII WAY	116-301-912.00	Capital Outlay - Streets/Drainage-Emerg Watershed	81,183.63
							67,674.63

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Line Amount	Payment Amount
DKT158873	Fuelman	10/05/2021	NP60760554	FOR THE WEEK ENDING 09.19.2021	001-200-525.00	Fuel	764.49	1,818.33
					001-280-525.00	Fuel	38.30	
			NP60788370	FOR THE WEEK ENDING 09.26.2021	001-200-525.00	Fuel	953.76	
					001-280-525.00	Fuel	61.78	
DKT158874	George Blair Attorney	10/05/2021	AUGUST, 2021	PUBLIC DEFENDER FOR CODH	001-110-603.00	Professional Fees - Legal	1,000.00	1,000.00
DKT158875	Gulf Regional Planning Commission	10/05/2021	FY2022	FY 2022 METROPOLITAN PLANNING MEMBERSHIP	001-140-623.00	Membership Dues/Fees	3,810.00	3,810.00
DKT158876	Hancock County Chamber of Commerce	10/05/2021	DH 9 2021	DIGITAL MARKETING & PUBLIC RELATIONS -- SEPT 2021	001-140-605.00	Professional Fees - IT	1,000.00	1,000.00
DKT158877	Hancock County Sheriffs Office	10/05/2021	2021-DHLE-018	INTERLOCAL AGREEMENT FOR WEEK ENDING 08.28.2021	001-200-690.00	Interlocal Agreement	961.54	98,885.88
					001-110-681.00	Other Services & Charges	314.50	
					001-200-690.00	Interlocal Agreement	35,858.97	
					001-200-612.00	Internet	246.00	
			2021-DHLE-019	INTERLOCAL AGREEMENT FOR WEEK ENDING 09.11.2021	001-200-690.00	Interlocal Agreement	961.54	
					001-110-681.00	Other Services & Charges	98.53	
					001-200-690.00	Interlocal Agreement	60,198.80	
					001-200-612.00	Internet	246.00	
DKT158878	James J Chiniche PA Inc	10/05/2021	17-057-127	DESIGN, BIDDING, CEI NOMA DRIVE BOAT LAUNCH/PIER	115-000-602.00	Professional Fees - Engineering Tidelands FY20	1,837.50	5,584.07
					115-000-602.00	Professional Fees - Engineering Tidelands FY20	-85.93	
					115-000-602.00	Professional Fees - Engineering Tidelands FY20	820.00	
			17-057-129	DESIGN, BIDDING, CEI EAST ALOHA PHASE 1	117-301-602.00	Professional Fees - Engineering MDA East Aloha Imp	3,012.50	

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line Amount	
DKT158879	Law offices of Derek R Cusick PLLC	10/05/2021	306	GENERAL MATTERS -- SEPTEMBER	001-140-603.00	Professional Fees - Legal	5,343.75	9,125.00
				PLANNING AND ZONING -- SEPTEMBER	001-280-603.00	Professional Fees - Legal	718.75	
			308	CITY PROSECUTOR -- SEPTEMBER	001-110-603.00	Professional Fees - Legal	3,000.00	
				LONGANECKER VS CODH -- SEPTEMBER	001-280-603.00	Professional Fees - Legal	62.50	
DKT158880	Lowe's Home Improvement	10/05/2021	983596-HOYZQD	SUPPLIES FOR PUBLIC WORKS	001-301-502.00	SMALL HAND TOOLS	188.12	217.69
						Supplies	19.93	
						Supplies	9.64	
DKT158881	Marvin J Bobinger III	10/05/2021	SEPT, 2021	LOBBYING SERVICES FOR	001-653-601.00	Professional Fees - Consulting	3,000.00	3,000.00
DKT158882	Michael Reso	10/05/2021	SEPT 2021	TRAVEL REIMBURSEMENT	001-140-615.00	Travel & Training	359.69	359.69
DKT158883	MS Municipal League	10/05/2021	33169	MML MEMBERSHIP DUES OCTOBER, 2021 - SEPTEMBER 2022	001-140-623.00	Membership Dues/Fees	3,158.70	3,158.70
DKT158884	MS Municipal Workers Compensation Group	10/05/2021	0383WC2021-0	WORKER'S COMPENSATION PREMIUM	001-140-625.00	Insurance	13,867.30	13,867.30

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line Amount	
DKT158885	Napa of Bay St Louis	10/05/2021	SEPT, 2021	MONTHLY PURCHASE ORDER FOR SEPTEMBER	001-301-570.00	Repairs & Maintenance - Vehicle	127.89	488.93
					001-301-570.00	Repairs & Maintenance - Vehicle	20.01	
					001-301-571.00	Repairs & Maintenance - Equipment	9.71	
					001-301-570.00	Repairs & Maintenance - Vehicle	80.11	
					001-301-570.00	Repairs & Maintenance - Vehicle	16.85	
					001-301-571.00	Repairs & Maintenance - Equipment	16.17	
					001-301-571.00	Repairs & Maintenance - Equipment	18.32	
					001-301-571.00	Repairs & Maintenance - Equipment	14.27	
					001-140-570.00	Repairs & Maintenance - Vehicle	156.88	
					001-140-570.00	Repairs & Maintenance - Vehicle	15.99	
								12.73
							21,430.00	
DKT158886	Necaise and Company PLLC	10/05/2021	FY20 AUDIT	FISCAL YEAR ENDING SEPTEMBER 30, 2020 AUDIT	001-140-600.00	Professional Fees - Accounting/Audit	21,430.00	
							20.60	
DKT158887	North Bay Auto	10/05/2021	SEPT, 2021	MONTHLY PURCHASE ORDER FOR SEPTEMBER	001-280-635.00	Professional Fees - R&M Outside Services	20.60	
							37,536.90	
DKT158888	Pickering Firm Inc	10/05/2021	0088649	HILO STREET CULVERT INVESTIGATION -- PO #2021-0137	001-301-602.00	Professional Fees - Engineering	2,225.00	
			0089230		001-301-602.00	Professional Fees - Engineering	700.00	
			0089809	Strategic Initiatives & Project Agreement	001-301-601.00	Professional Fees - Consulting	835.00	
			0089810	CHANNEL STABILIZATION	116-301-602.00	Professional Fees - Engineering NRCS-Emer Water	4,794.40	
			0089812	HILO STREE CULVERT DESIGN	001-301-602.00	Professional Fees - Engineering	26,100.00	
			0089813	WORK ASSIGNMENT #00-14-2021	001-301-602.00	Professional Fees - Engineering	1,452.50	
			0089820	KOLO COURT DRAINAGE	001-301-602.00	Professional Fees - Engineering	1,430.00	

Docket of Claims Register - Council

Docket/Claim #	Vendor Name	Payable Date	Payable Number	Payable Description	Account Number	Account Name	Payment Amount	
							Line	Amount
DKT158889	S&L Office Supplies	10/05/2021	92496	OFFICE / JANITORIAL SUPPLIES	001-140-501.00	Supplies		381.09
								5.39
								5.13
								71.34
								25.99
								79.32
								54.12
	139.80							
DKT158890	Seminars for Professional Accountants SEMPAC	10/05/2021	09232021	2021 SEMPAC CONFERENCE	001-140-615.00	Travel & Training	549.00	549.00
DKT158891	SHAWN RALPH	10/05/2021	SEPT2021	REFUND OF OVERPAYMENT	001-000-330.00	Court Fines & Fees	25.00	25.00
DKT158892	South MS Business Machines Gulfport	10/05/2021	333768, SEPT 2021	PAYMENT 36 OF 60 -- BUILDING PER COPY CHARGE FOR SEPTEMBER	001-280-642.00	Rent - Copier		689.49
								281.28
								44.70
								107.91
								51.86
								59.58
	144.16							
DKT158893	Southern Printing	10/05/2021	213734	T-SHIRTS FOR CRUSIN THE COAST	001-000-066.00	Prepaid Other		2,372.65
								75.00
								635.35
								171.90
								90.00
								1,310.40
	90.00							
DKT158894	Southern Tire Mart	10/05/2021	2500077259	TIRES FOR BACK HOE	001-301-635.00	Professional Fees - R&M Outside Services		1,314.40
								501.20
								501.20
								16.00
								16.00
								7.50
								7.50
								70.00
								70.00
								42.50
								42.50
								20.00
								20.00

Docket of Claims Register - Council

Docket/Claim #	Vendor Name		Payable Description	Account Number	Account Name	Payment Amount	
	Payable Date	Payable Number				Line	Amount
DKT158895	Sun Coast Business Supply 10/05/2021	1292273-0	OFFICE SUPPLIES	001-140-501.00	Supplies	158.38	462.06
				001-140-501.00	Supplies	211.68	
				001-140-510.00	Cleaning & Janitorial	37.82	
				001-140-501.00	Supplies	31.06	
				001-140-501.00	Supplies	23.12	
DKT158896	SunSouth LLC 10/05/2021	4073140	PARTS TO REPAIR ZERO TURN	001-301-571.00	Repairs & Maintenance - Equipment	33.20	330.17
				001-301-571.00	Repairs & Maintenance - Equipment	18.40	
				001-301-571.00	Repairs & Maintenance - Equipment	278.57	
DKT158897	TEREX USA LLC 10/05/2021	7164150	ANNUAL INSPECTION	001-301-635.00	Professional Fees - R&M Outside Services	950.00	950.00
DKT158898	ThyssenKrupp Elevator Corporation 10/05/2021	3006204784	MAINTENANCE CONTRACT FOR 2022 - QUARTER 1	001-140-681.00	Other Services & Charges	789.38	789.38
DKT158899	UniFirst Corporation 10/05/2021	105 0952871B	UNIFORM RENTAL FOR THE WEEK ENDING 08.16.2021	001-301-535.00	Uniforms	3.00	390.80
		105 0958341	UNIFORM RENTAL FOR THE WEEK ENDING 09.20.2021	001-301-535.00	Uniforms	194.67	
		105 0959434	UNIFORM RENTAL FOR THE WEEK ENDING 09.27.2021	001-301-535.00	Uniforms	193.13	
DKT158900	Waste Management 10/05/2021	0751009-4768-0	DUMPSTER RENTAL	001-140-681.00	Other Services & Charges	63.67	63.67
Total Claims: 43						Total Payment Amount:	300,674.22