



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

Call to Order.

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

Invocation - Austin Clark

Pledge of Allegiance

Roll Call

PRESENT

Mayor Anna Liese

Councilmember-At-Large Gerard Maher

Ward 1 Shane Finley

Ward 3 Jessie Harwood

Ward 4 Austin Clark

ABSENT

Ward 2 Ricky Sheppard

Confirm or Adjust Agenda Order

Motion made by Mayor Liese, Seconded by Councilmember-At-Large Maher to add the following to the agenda:

12a. Motion to approve Change Order No. 3 to Coon Branch Drainage Project contract with SCI, LLC in the amount of \$3,844.60 for a total contract amount of \$1,278,940.51 and to increase the contract for an additional 31 calendar days, making the new Substantial Completion date January 13, 2026.

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

MOTION CARRIED UNANIMOUSLY

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to move the following from the consent to action agenda:

2025-297: Motion to approve support letter for Mississippi State University as a FAA-designated UAS Test Site at Diamondhead Airport.

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

MOTION CARRIED UNANIMOUSLY

Presentation Agenda.

- a. The next Regular Meeting of the City Council will be held Tuesday, December 16, 2025 at 6:00 p.m. in the Council Chambers located at City Hall.

- b. Town Green Christmas Festival is Saturday, December 13, 2025. Parade 4:00-5:00 p.m. Festival 5:00-7:30 p.m.

City Manager's Report.

CITY MANAGER REPORT

December 02, 2025

1. Coon Branch – The project is 180 days with a current end date of December 13th. The engineer has issued a letter to the contractor requesting an updated schedule. The project is to be completed before our next council meeting.
2. Canal Dredging – MDEQ is in the review phase of the bid documents. The contract must not be executed prior to MDEQ's approval. The contractor has given a February start date due to current tide conditions. The contract will be for 240 days and once the contract is signed, we will have an estimated completion date.
3. Jourdan River Boardwalk – The project is currently out for bid with a due date of December 16th.
4. Rotten Bayou Nature Trail – The survey crew is working on the creation of the legal description for this trail. Once they complete the survey, we will work on the lease from the Secretary of State and Purcell.
5. Dog Park – Public Works has finishing clearing the dog park area. The bids received for this project are on tonight's agenda to be rejected. The prices came in well over budget. I am currently working with vendors to get pricing to complete the project in-house. Public Works will be installing the water line, benches, hitching post, and water fountains. Once the fence company is hired, I will work on a date to start the installation. Sod and seed will be the final part of the project.
6. Fitness Park – Public Works has started clearing the property next to Ochsner Medical and the new multimodal trail for the fitness park. Once cleared, they will install the equipment provided by Ochsner.
7. Montjoy Creek – The MDMR has issued their permit for this project last week. We now need a final permit from USACE before we can begin. This permit should come in the next few weeks. A request to advertise this project will be on the next council meeting agenda.
8. Pelican Cove – The engineer has submitted his addendum for construction engineering for this project. The engineer will complete the updates and submit final plans next month. I expect to request permission to advertise this project in January.
9. Unit Price Contracts
 - Koko Court – Contractor has been issued the work assignment. Waiting on a work schedule.
 - Moke Way – Contractor has been issued the work assignment. Work began on Monday. The road will be closed this week while the culvert is replaced.
 - Mauna Loa Drive – Contractor has reviewed the work request. They are working with the engineer to finalize the scope of work. We should have a work assignment for the next council meeting.

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

Public Comments on Agenda Items - None

Council Comments.

Policy Agenda.

Minutes:

1. Motion to approve November 18, 2025 Regular Meeting Minutes.

Motion made by Ward 1 Finley, Seconded by Councilmember-At-Large Maher to approve November 18, 2025 Regular Meeting Minutes.

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

MOTION CARRIED UNANIMOUSLY

Ordinances:

2. **2025-288:** Motion to adopt Ordinance 2012-008.02 thereby adopting the 2024 Edition of the International Codes and the 2023 Edition of the National Electrical Code.

Motion made by Ward 3 Harwood, Seconded by Mayor Liese to adopt Ordinance 2012-008.02 thereby adopting the 2024 Edition of the International Codes and the 2023 Edition of the National Electrical Code.

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

MOTION CARRIED UNANIMOUSLY

Resolutions:

3. **2025-294:** Motion to adopt Resolution 2025-060 thereby authorizing the City Clerk to submit unpaid debtor balance to the Mississippi Intercept Company to be intercepted by MS Department Revenue and for other related purposes.

Motion made by Ward 3 Harwood, Seconded by Ward 1 Finley to adopt Resolution 2025-060 thereby authorizing the City Clerk to submit unpaid debtor balance to the Mississippi Intercept Company to be intercepted by MS Department Revenue and for other related purposes.

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

MOTION CARRIED UNANIMOUSLY

Consent Agenda:

Motion made by Ward 1 Finley, Seconded by Ward 4 Clark to approve the following consent items:

4. **2025-290:** Motion to approve Budget Adjustment BA0000104 to roll outstanding or partially completed purchase orders from FY25 to FY26
5. **2025-291:** Motion to reject bids received Shepard Square Dog Park Bid No. 2025-013.
6. **2025-292:** Motion to approve Pay Application 3 in the amount of \$132,893.38 to SCI, LLC., for the Coon Branch Drainage Improvements - Phase I.
7. **2025-293:** Motion to approve payment to Chiniche Engineering & Surveying in the amount of \$20,218.75 for Coon Branch Drainage, in the amount of \$4,650.00 for Jourdan River Boardwalk, in the amount of \$7,367.50 for Canal Dredging Project and in the amount of \$7,072.25 for Rotten Bayou Nature Trail.
8. **2025-296:** Motion to declare surplus property of the Police Department and proceed with proper disposal.
10. **2025-298:** Motion to accept low quotes received for the purchase of sod from Zack Salzmann Farms in the amount of \$10,575.00 and water fountains from Fido Fountain Commercial Dog Fountains in the amount of \$6,992.00 for the Shepard Square Dog Park.
11. **2025-299:** Motion to approve amendment to Work Assignment with Chiniche Engineering & Surveying in the amount of \$51,275.00 for a total amount not to exceed \$69,775.00 for the Pond D (6) Drainage Improvements Project.
12. **2025-300:** Motion to approve Work Assignment under the Master Service Agreement with Chiniche Engineering & Surveying in the amount not to exceed \$500.00 per month for GIS System Maintenance for FY26 as needed.
- 12a. Motion to approve Change Order No. 3 to the Coon Branch Drainage Project contact with SCI, LLC in the net amount of \$3,844.60 for a total contract amount of \$1,278,940.51 and to increase the contract for an additional 31 calendar days, making the new Substantial Completion date of January 13, 2026.

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

MOTION CARRIED UNANIMOUSLY

Action Agenda.

- 13. 2025-289:** Motion to approve the Final Plat of The Sanctuary, Phase 1.

Motion made by Mayor Liese, Seconded by Ward 1 Finley to approve the Final Plat of The Sanctuary, Phase 1.

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

MOTION CARRIED UNANIMOUSLY

- 14. 2025-295:** Motion to have an open meeting to discuss change to Golf Cart registration ordinance found (Article IX, Section 30-294.) This is to improve the safety and well-being of Diamondhead residents when we start to open Golf Cart usage in more areas of Diamondhead (ex. crossing over I-10-attached suggestions for changes. (Maher)

Motion made by Councilmember-At-Large Maher, Seconded by Ward 3 Harwood to have an open meeting to discuss change to Golf Cart registration ordinance found (Article IX, Section 30-294.) This is to improve the safety and well-being of Diamondhead residents when we start to open Golf Cart usage in more areas of Diamondhead (ex. crossing over I-10-attached suggestions for changes.

NO ACTION TAKEN

- 15. 2025-301:** Motion to approve the re-subdivision of Diamondhead Phase 2, Unit 7, Block 8, Lots 14 and 15. The property owner is Warren Sheffield. The property address is 10986 Ala Moana Street. The Tax Parcel number is 067H-2-25-099.000

Motion made by Ward 3 Harwood, Seconded by Councilmember-At-Large Maher to approve the re-subdivision of Diamondhead Phase 2, Unit 7, Block 8, Lots 14 and 15. The property owner is Warren Sheffield. The property address is 10986 Ala Moana Street. The Tax Parcel number is 067H-2-25-099.000.

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

MOTION CARRIED UNANIMOUSLY

- 9. 2025-297:** Motion to approve support letter for Mississippi State University as a FAA-designated UAS Test Site at Diamondhead Airport.

Motion made by Councilmember-At-Large Maher, Seconded by Mayor Liese to approve support letter for Mississippi State University as FAA-designated UAS Test Site at Diamondhead Airport.

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

MOTION CARRIED UNANIMOUSLY

Routine Agenda.

Claims Payable

16. Motion to approve Docket of Claims (DKT233337 - DKT233357) in the amount of \$253,606.99.

Motion made by Ward 1 Finley, Seconded by Ward 3 Harwood to approve Docket of Claims (DKT233337 - DKT233357) in the amount of \$253,606.99.

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

MOTION CARRIED UNANIMOUSLY

17. Motion to approve Payroll Payables PRCLAIM000251 in the amount of \$28,114.80, PRCLAIM000252 in the amount of \$28,104.65, PRCLAIM000253 in the amount of \$3,028.67, DKT233236 in the amount of \$90.72, DKT233295 in the amount of \$90.72, DKT233326 - DKT233336 in the amount of \$60,681.99 and DKT233266 in the amount of \$90.72.

Motion made by Ward 3 Harwood, Seconded by Ward 1 Finley to approve Payroll Payables PRCLAIM000251 in the amount of \$28,114.80, PRCLAIM000252 in the amount of \$28,104.65, PRCLAIM000253 in the amount of \$3,028.67, DKT233236 in the amount of \$90.72, DKT233295 in the amount of \$90.72, DKT233326 - DKT233336 in the amount of \$60,681.99 and DKT233266 in the amount of \$90.72.

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

MOTION CARRIED UNANIMOUSLY

Department Reports

Motion made by Ward 3 Harwood, Seconded by Ward 4 Clark to approve October 2025 Financials.

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

MOTION CARRIED UNANIMOUSLY

Public Comments on Non-Agenda Items - None

Council Closing Comments

Adjourn/Recess.

At 6:45 p.m. with no further business to come before the council, motion made by Ward 4 Clark, Seconded by Ward 3 Harwood to adjourn.

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

MOTION CARRIED UNANIMOUSLY

Anna Liese
Mayor

Jeannie Klein
City Clerk